



**Wake Forest Board of Commissioners**  
**Meeting Agenda**  
**October 18, 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 [Terry Savary](#) at 919-435-9432 as soon as possible, but no later than 48 hours before the scheduled event.

**Cable & Online Broadcast of Board of Commissioners Meetings**

All Board of Commissioners meetings are broadcast live on [WFTV 10](#) beginning at 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 Deputy Town Clerk's office at 919-435-9432. Citizens may also receive a copy of each month's agenda via email by enrolling in the free [E-Notifier](#) subscription service.

**Public Hearings**

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given 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 [Terry Savary](#) 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. September 6, 2022 Work Session  
September 20, 2022 Regular Meeting  
[DraftBOCWSMinutesSept202206.pdf](#)  
[DraftBOCMinutesSept202220.pdf](#)

### **3.Presentations**

- 3.A. Proclamation Recognizing November 2022 as Family Court Awareness Month  
[ProclamationFamilyCourtAwarenessMonthOct202218.pdf](#)
- 3.B. Proclamation Recognizing November 2022 as Native American Heritage Month  
[NativeAmericanHeritageMonthOct202218.pdf](#)
- 3.C. Introduction of Candidates for the Board of Adjustment and Planning Board  
[BOC Summary Oct202218.pdf](#)
- 3.D. Presentation of Annual Reports from the Town's Advisory Boards  
[AdvisoryBoardAnnualReportsOct2022.pdf](#)

### **4.Public Hearings / Public Comment**

- 4.A. Presentation of and Public Hearing on CPA-22-03, Draft Town of Wake Forest Historic Preservation Plan Update  
[BoC Agenda Summary 10-18-2022](#)  
[Staff Report - CPA 22-03 Historic Preservation Plan Update](#)  
[Attachment A - Application](#)  
[Attachment B - Summary of Public Comments](#)  
[Attachment C - Ordinance CPA-22-03](#)  
[Exhibit 1 - Draft Historic Preservation Plan Update](#)  
[Exhibit 2 - Summary of Proposed Draft Plan Changes](#)
- 4.B. Presentation of and Public Hearing on a Request by Dean Verhoeven to Designate his Building and Lot, known as the Tommy and Sue Byrne House, 442 Pineview Drive, Wake Forest, NC, as a Wake Forest Local Historic Landmark, HPC Case Number LL



22-01

[Summary Sheet - Tommy and Sue Byrne House LHL](#)  
[Staff Report for the Tommy and Sue Byrne House LHL](#)  
[Attachment A - Map and Application](#)  
[Attachment B - SHPO Correspondence](#)  
[Attachment C - Ordinance](#)

- 4.C. Public Hearing to receive public input on capital needs for inclusion in the five year Capital Improvements Plan (CIP) update for 2023 - 2028  
[First CIP Public Hearing FY 2023-2028\\_summary.pdf](#)  
[CIP Schedule 2023 - Tentative.docx](#)
- 4.D. 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. Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.  
[Attachment\\_A\\_summary\\_2022\\_Accept\\_Streets.docx](#)  
[Attachment\\_B\\_Resolution10.2022-Acceptance\\_of\\_Streets.pdf](#)  
[Attachment\\_C\\_PowellBill2022.pdf](#)
- 5.B. Approval of Appointments to Citizen Advisory Boards  
[Resolution2022-46AdvisoryBoardAppointmentsUFBandTABOct202218.pdf](#)

## 6.Legislative Items

- 6.A. Consideration of an Ordinance Amending the Code of Ordinances Chapter 14, Article III, Section 14-66 thru 14-75 - Noise

[Summary Sheet\\_Consideration of an Ordinance Amending the Code of Ordinances Chapter 14.docx](#)  
[Attachment\\_B\\_Chapter\\_14\\_Article\\_III\\_Section\\_14-66\\_thru\\_14-75\\_Noise\\_Edits.docx](#)  
[Attachment A Ordinance 2022 XX Chapter 14 Article III Section 14-66 thru 14-75\\_Clean \(1\).docx](#)

- 6.B. Appointment of Candidates for the Board of Adjustment and Planning Board  
[2022AdvisoryBoardCoverSheetOct2022.pdf](#)  
[BOA Application Packet Oct2022.pdf](#)  
[BOA WaiverStatementOct2022.pdf](#)  
[PB Application Packet Oct2022.pdf](#)

## **7.Planning Items**

- 7.A. Consideration of a Request by Dean Verhoeven to Designate his Building and Lot, known as the Tommy and Sue Byrne House, 442 Pineview Drive, Wake Forest, NC, as a Wake Forest Local Historic Landmark, HPC Case Number LL 22-01
- 7.B. Consideration of CPA-22-03, Draft Town of Wake Forest Historic Preservation Plan Update
- 7.C. QUASIJUDICIAL CASE SD-21-06 for a Major Subdivision and Site Master Plan for South White Street Townhomes filed by The Nau Company on behalf of the property owner, to subdivide ±7.98 acres located at 136 E. Holding Avenue and 720 E. Holding Avenue, being Wake County Tax PINs 1840388718 and 1840386367 moved to November 15, 2022 at request of applicant  
[Case Summary SD-21-06 - South White Street Townhomes Major Subdivision and Site Plan.pdf](#)  
[Attachment A - Request by Applicant to Delay Action.pdf](#)

## **8.Administration and Financial Items**

- 8.A. Consideration for Approval to amend the Town of Wake Forest Code of Ordinances Chapter 4, Article II  
[Ordinance2022-26RepealPool HallsOct202218.pdf](#)
- 8.B. Social District Update for Wake Forest Downtown  
[Social District Review August 1 2022.pptx](#)  
[Social District Update October 4 2022.pptx](#)

## **9.Public Services Items**

## **10.Parks and Recreation Items**

## **11.Public Safety Items**

## **12.Other Business**

12.A. Department Monthly Report

[Sept 2022 Monthly Report.pdf](#)

12.B. CIP Project Tracker

[CIP Project Tracker Q1\\_FY2022-2023.pdf](#)

12.C. Strategic Plan

[Strategic Plan Working Document\\_Q1 July-Sept2022.pdf](#)

12.D. Wake County Tax Release

[WF-TXREP-OCT-2022-MTG-KPADGETT.pdf](#)

12.E. Commissioner Reports

## **13.Adjournment**



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-673-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: October 18, 2022

### **SUBJECT**

September 6, 2022 Work Session

September 20, 2022 Regular Meeting

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [DraftBOCWSEMinutesSept202206.pdf](#)
- [DraftBOCMinutesSept202220.pdf](#)



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

The Wake Forest Board of Commissioners met on **Tuesday, September 6, 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 Keith Shackleford, Commissioner Nick Sliwinski, and Commissioner Adam Wright

**Council Members Absent:** Commissioner Chad Sary

### **Staff Members Present:**

Town Manager Kip Padgett  
Town Attorney Hassan Kingsberry  
Paralegal Shiekkel Richardson  
Assistant Town Manager Candace Davis  
Assistant Town Manager Allison Snyder  
Town Clerk Theresa Savary  
Chief Financial Officer Aileen Staples  
Planning Director Courtney Tanner

Long Range Planning Manager Brad West  
Senior Planner Patrick Reidy  
Police Captain Brian Mote  
Police Chief Jeff Leonard  
Captain Julius Jefferson

## **1. Presentations**

### **1.1 Proclamation Recognizing September 28, 2022 as "Good Neighbor Day"**

Mayor Jones stated the Proclamation recognizing Good Neighbor Day would be read Saturday, September 17, 2022 during the Good Neighbor Day event.

## **GOOD NEIGHBOR DAY PROCLAMATION**

*Whereas, the Human Relations Council was established to encourage understanding and good will between all citizens regardless of race, sex, religion, creed, family status, disability, nationality or economic status and thus promote the general welfare of the Town of Wake Forest; and*

*Whereas, the Human Relations Council holds its meetings at various locations to promote good relations in all areas and to afford as many citizens as possible the opportunity to attend such meetings; and*

*Whereas, the Human Relations Council wishes to sponsor meetings and forums intended to lead all citizens to a clearer understanding of the true meaning of responsible citizenship in the Town of Wake Forest, of the obligation inherent in being a good citizens and of the need for mutual understanding and respect by all citizens for each other.*

*Now, Therefore, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim September 28, 2022 as "Good Neighbor Day" in Wake Forest and urge all citizens of Wake Forest to actively support and take pride in the worthwhile efforts of this organization and in the work of the Human Relations Council.*

### **1.2 Presentation on CPA-22-02, Draft Town of Wake Forest Housing Affordability Plan:**

Long Range Planning Manager Brad West provided the following background:

- Wake Forest's rapid growth has led to a significant increase in housing costs, affecting both existing and prospective residents.
- In 2020, the Wake Forest Board of Commissioners approved a .5 cent property tax increase to fund affordable housing initiatives in town.
- The Housing Affordability Plan is the first initiative supported by the proceeds of the .5 cent property tax increase.

Phillip Kash with HR&A Advisors provided an overview on the Housing Affordability Plan:

- Introduction & Planning Process
- Existing Conditions: Population Demographics
- Existing Conditions: Housing
- Community Engagement
- Taking Action (Implementation)

Commissioner Wright asked if there are any grants or non-profits that partner with towns. Mr. Kash suggested the following federal programs: Choice Neighborhoods Initiative, Rental Assistance Demonstration (RAD), and other programs through the State Housing Finance Agency.

Commissioner Sliwinski asked what's a typical reduction in price when there's a Community Land Trust. Mr. Kash responded you'd generally see about 100,000 to \$140,000 in public subsidy come into the deal.

Commissioner Dyer asked what source was used in the data received on the \$50,000 annual income disparity between new folks coming into town and residents currently residing there. Mr. Kash responded they get information from census data and the housing data comes from sources such as Zillow.

Mayor Jones asked about expanding and preserving home ownership. She said the easiest and least financially restrictive for the town would be to add land use policy changes. Mr. Kash said the land use piece will do the most for expanding access to home ownership. He said where it can't reach, as easy, is where there is disparity on access to mortgage financings or deeper levels of affordability.

Mayor Jones said the town will have infill development as time goes on. Mr. Kash remarked as long as you have a good design standard, they don't hurt a neighborhood.

Commissioner Shackleford stated he liked the implementation part of the program but thinks the issue is going to have to be multifaceted in the approach. How do you stop people from coming in and buying at a low price and turning them into rental homes. Commissioner Shackleford said it's going to have to be a conscious effort to balance the strategies to get to the goal.

A public hearing on the Housing Affordability Plan is scheduled for Tuesday, September 20, 2022.

A hardcopy of the Draft Housing Affordability Plan Presentation is filed in the Clerk's Office with the September 6, 2022 minutes.

## **2. Discussion of Monthly Financial Report**

### **2.1 Monthly Financial Report**

Received.

### **3. Review of Draft Agenda for Upcoming Regular Meeting**

#### **3.1 Review of Draft Agenda for Upcoming Regular Meeting**

The draft agenda was reviewed.

### **4. Other Business**

- 4.1 Public Hearing on LEGISLATIVE CASE RZ-21-09, Hawthorne Wake Forest Phase 2, a rezoning filed by Evolve Companies to rezone 5.83± acres located at 0 Star Road, being Wake County Tax PIN 1739662623, from Highway Business (HB) to General Residential 10 Conditional District (GR10-CD).

Tonya Powell at 4141 Parklake Ave., Suite 200, Raleigh, NC 27612 stated it's a unique piece of property sandwiched between the apartment complex that's currently under construction and the City of Raleigh property. Ms. Powell presented aerial photographs of the site. Ms. Powell realizes it's not consistent with the Community Plan but believes it's a reasonable request. She stated, based on the buffers, only about 3-acres are useable and is unlikely to be a commercial development. She stated it may not be consistent with the plan but it's consistent with the neighboring use.

Traffic Engineer Patrick Perez with NV5 Engineer Consultants, 3103 Whitehart Ln, Apex, NC 27539 provided information about the connectivity, amenities, and open space of the proposed site. Mr. Perez indicated the location would be very tough for commercial use due to limited access of the building and visibility.

Jeff Weller with Stantec Consulting Services, 801 Jones Franklin Rd., Raleigh, NC 27606 spoke about the current access from US 1 to Star Rd. He stated with the NCDOT project the quick access will go away and become difficult to navigate.

Commissioner Dyer asked how many additional families from Phase 2 will be using the amenities in Phase 1. Mr. Perez responded there's a total of 56 units for Phase 2.

Ms. Powell stated when the amenities were designed and built, they were designed oversized in anticipation that the project would be built. Ms. Powell stated the proposed project is consistent with the adjoining property and will encourage pedestrians and bicyclists in moving around the neighborhood, which could be a problem if it were commercial use. Ms. Powell said it promotes walkability and sidewalk use.



Mayor Jones asked if anyone would like to speak. No one came forward to speak.  
Mayor Jones declared the public hearing closed.

4.2 Consideration of LEGISLATIVE CASE RZ-21-09, Hawthorne Wake Forest Phase 2, a rezoning filed by Evolve Companies to rezone 5.83± acres located at 0 Star Road, being Wake County Tax PIN 1739662623, from Highway Business (HB) to General Residential 10 Conditional District (GR10-CD).

**ACTION:**

Mover: Commissioner Wright moved to deny Case RZ-21-09, Hawthorne Wake Forest Phase 2 as presented.

Second: Commissioner Sliwinski.

Vote: Motion failed 2-3.

Aye

Adam Wright  
Nick Sliwinski

Nay

James Dyer  
Keith Shackelford  
Mayor Vivian Jones (*tie breaker*)

**ACTION:**

Mover: Commissioner Dyer made a motion to approve Case RZ-21-09, Hawthorne Wake Forest Phase 2 as presented.

Second: Keith Shackelford.

Vote: Motion approved 3-2.

Aye

James Dyer  
Keith Shackelford  
Mayor Vivian Jones (*tie breaker*)

Nay

Adam Wright  
Nick Sliwinski

|                                |
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| <b>5. Commissioner Reports</b> |
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Commissioner Dyer mentioned Friday Night on White (FNOW) is scheduled for September 9, 2022, he'll attend the celebration for Dr. Enoch Holloway on Saturday, September 10, 2022, Wake Forest Unplugged is scheduled for Sunday, September 11, 2022, Veterans Coffee and the Memorial Flag-Raising Ceremony is scheduled on September 12, 2022, he attended the Human Relations Council in preparation for the Good Neighbor Day event on September 17, 2022. Commissioner Dyer thanked Dr. Fisher and Dr. Baker for contributing to the North Carolina Friends of Santa.

Commissioner Wright will emcee with Commissioner Dyer at FNOW, he attended the Raleigh Convention and Business Group, attended the Technology Advisory Board meeting.

Commissioner Sliwinski mentioned the Memorial Flag-Raising Ceremony is scheduled on Monday, September 12, 2022, the Unplugged Event is scheduled on Sunday, September 11, 2022, he reminded everyone school is back in session and drive safe and stay vigilant.

Commissioner Shackelford attending the Wake Forest Downtown Business Meeting on September 7, 2022.

Mayor Jones attended some of the Dubois Alumni events over the weekend, Trentini Foundation honored some of the men who played for Coach Trentini, she attended the Wake Forest Comic-Con at the Renaissance Centre, attended NCDOT industry Day for the S-Line at the Renaissance Centre, Mayor Jones reported on the Electricities Conference she attended.

Town Manager Kip Padgett had no updates.

## **6. Adjournment**

The Board of Commissioners adjourned the meeting at 7:17 p.m.

Duly approved in open session this 18<sup>th</sup> day of October 2022.

(ATTEST)

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Vivian A. Jones, Mayor

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Theresa Savary, Town Clerk



## Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, September 20, 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.

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 Adam Wright, and Commissioner Nick Sliwinski

**Commissioner Members Absent:** None.

### Staff Members Present:

Town Manager Kip Padgett  
Town Attorney Hassan Kingsberry  
Assistant Town Manager Candace Davis  
Assistant Town Manager Allison Snyder  
Town Clerk Theresa Savary  
Strategic Performance Manager Lisa Hayes  
Planning Director Courtney Tanner  
Assistant Planning Director Jennifer Currin  
Long Range Planning Manager Brad West

Senior Planner Patrick Reidy  
Senior Planner - Historic Preservation  
Michelle Michael  
Parks Recreation & Cultural Resources  
Ruben Wall  
Planner I Emma Linn  
Electric Systems Division Manager  
Chris Terrell  
Police Chief Jeff Leonard  
Police Captain Brian Mote  
Fire Chief Ron Early

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|-----------------------|
| 1. Approval of Agenda |
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1.A. Approval of Agenda

**ACTION:**

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

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

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| 2. Approval of Minutes |
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2.A. Approval of Minutes:

- August 2, 2022, Work Session
- August 16, 2022, Regular Meeting

**ACTION:**

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

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

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| 3. Presentations |
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3.A. Proclamation Recognizing "Public Power Week" October 2- 8, 2022

Mayor Jones presented a resolution recognizing Public Power Week.

**PROCLAMATION  
PROMOTING NORTH CAROLINA PUBLIC POWER DURING  
PUBLIC POWER WEEK, OCTOBER 2 – 8, 2022**

*WHEREAS, public power meets the electric needs of 40 million Americans, almost 15 percent of electricity consumers; and*

*WHEREAS, North Carolina's public power communities provide homes, businesses and local government agencies with safe and reliable electricity employing sound business practices designed to ensure the best possible service; and*

*WHEREAS, many of North Carolina's 70 public power cities and towns have been electric providers for more than 100 years and provide 1.2 million citizens with safe, reliable power; and*

*WHEREAS, North Carolina's public power utilities are dependable institutions that provide excellent service and a commitment to community and they are valuable community assets that contribute to the well-being of the community and provide economic development opportunities; and,*

*NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim the week of October 2-8 the 36<sup>th</sup> annual Public Power Week, a week to promote North Carolina's public power cities and towns for their contributions to their communities; and urge all citizens of Wake Forest to join with all public power systems in the United States in this celebration of public power.*

3.B. Proclamation Recognizing "National Night Out" on October 3, 2022

**PROCLAMATION  
NATIONAL NIGHT OUT 2022**

*WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug and violence prevention program on Monday, October 3, 2022 entitled "National Night Out"; and*

*WHEREAS, the 39th Annual "National Night Out" provides a unique opportunity for the Town of Wake Forest to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and*

*WHEREAS, the Neighborhood Watch Program plays a vital role in assisting the Wake Forest Police Department through joint crime, drug and violence prevention efforts in Wake Forest and is supporting "National Night Out 2022" locally; and*

*WHEREAS, it is essential that all citizens of the Town of Wake Forest be aware of the importance of crime prevention programs and impact that their participation can have on reducing crime, drugs and violence in Wake Forest; and*

*WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes in the National Night Out program;*

*NOW, THEREFORE, I, Vivian A. Jones, Mayor of Wake Forest, do hereby proclaim Monday, October 3, 2022 as "NATIONAL NIGHT OUT" in the Town of Wake Forest, North Carolina and call upon all citizens of Wake Forest to support any activities planned downtown to recognize the "39th Annual National Night Out" and to be mindful of things going on in our neighborhoods and community.*

3.C. Proclamation Recognizing the Month of October 2022 as "P.A.N.D.A.S. Month"

**PROCLAMATION  
RECOGNIZING OCTOBER 2022 AS "PANDAS AWARENESS MONTH"  
IN THE TOWN OF WAKE FOREST, NORTH CAROLINA**

*WHEREAS, Pediatric Autoimmune Neuropsychiatric Disorders Associated with Streptococcal Infections, better known as PANDAS, is said to be a rare condition but is actually rarely diagnosed; and*

*WHEREAS, PANDAS is a term used to describe a subset of children who have Obsessive Compulsive Disorder and/or tic disorders such as Tourette Syndrome and in whom symptoms worsen following strep infections such as Strep Throat and Scarlet Fever; and*

*WHEREAS, children are often misdiagnosed and treatment is delayed. There are many treatments and options for treating this condition but, unfortunately, they are often very expensive and not covered by insurance;*

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

*“PANDAS Month in the Town of Wake Forest”*

*and urge all citizens to become aware of this debilitating condition for children and work to make it more readily recognized by the medical profession and the insurance providers.*

Mayor Jones presented a proclamation recognizing PANDAS Month in the Town of Wake Forest.

3.D. Proclamation Recognizing October 2022 as "Community Planning Month"

Mayor Jones presented a proclamation recognizing October 2022 as “Community Planning Month”.

3.E. Proclamation Recognizing Constitution Week, September 17 - 23, 2022

**PROCLAMATION  
CONSTITUTION WEEK**

*Whereas, September 17, 2022 marks the two hundred and thirty fifth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and  
Whereas, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and*

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

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

*NOW, THEREFORE, I, Vivian A. Jones, by virtue of the authority vested in me as Mayor of the Town of Wake Forest, North Carolina do hereby proclaim the week of*  
*“SEPTEMBER 17 THROUGH SEPTEMBER 23 CONSTITUTION WEEK”*  
*in the Town of Wake Forest, and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787.*

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|-------------------------------------|
| 4. Public hearings / Public Comment |
|-------------------------------------|

4.A. Public Hearing on CPA-22-02, Draft Town of Wake Forest Housing Affordability Plan

Dora Pearce at 309 Berwick Ct., Wake Forest, NC. stated she is in support of the Affordable Housing Plan.

Margaret Watkins at 407 Belmellen Ct., Wake Forest, NC stated the Affordable Housing Plan didn't give any priority to residents who have lived in Wake Forest for a lengthy period of time. She would like to see priority given to those residents.

Yolanda Taylor at 720 Rock Hill Rd., Wake Forest, NC said she supports the Affordable Housing Plan and asked the Board to approve the plan.

Mayor Jones asked if anyone else wanted to speak. No one came forward. Mayor Jones declared the public hearing closed.

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.

Paige Van Lenten, President of the Wake Forest Senior Information Networking Group (SING) presented the Board of Commissioners with a resolution of appreciation for being key advocates for seniors and supporting the SING Group.

Dawn Nakash at 125 Barn Hill Rd., Wake Forest, NC is a community volunteer for multiple organizations. She applied for appropriate permits to hang banners for the charity car show and said the application is not user-friendly and believes it's geared towards someone with a planning background. She said the fees are high and there are no waivers for non-profit organizations. She asks that the Board review the application and possibly develop a waiver for fees or make them more affordable for the non-profits in Wake Forest.

Ted Wilder at 934 -A Durham Rd., Wake Forest, NC is involved with the charity car show and agreed with what Ms. Nakash said about the fees. Mr. Wilder believes the fees should be waived because the money is going back into the community. Mr. Wilder also mentioned he received a violation notice about cars for sale on his property and a tenant of his received a notice about signage hung outside their business. He said it appears the ordinances are not small business friendly.

Rachel Macholl at 1228 Marbank St., Wake Forest, NC urged the Board to consider removing the condition pertaining to the street connection between Richland Hills and Rolling Acres and allow a second entrance/exit for the existing 234 homes for their safety.

Charlie (last name not provided) said he owns a business in Wake Forest and needs assistance with sign issues. He would like the Board to reconsider restrictions on placement of signs.

Mitchell (could not hear last name) spoke about an old town ordinance that says you're allowed to serve alcohol but cannot have more than three pool tables in the town. He would like to see the ordinance be put up for review. He's looking to bring more business into the Town of Wake Forest and has teamed up with the American Pool Players Association to possibly bring in a pool hall.

Yolanda Taylor congratulated the Town of Wake Forest for winning the 2022 American Planning Act - North Carolina Marvin Collins Award.

Mayor Jones asked if anyone else had any public comments. 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 Appointments to Citizen Advisory Boards

5.B. Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, the professional services contract for the Public Transit Plan with Toole Design Group LLC

**ACTION:**

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

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

6. Legislative Items

No Legislative Items presented.

7. Planning Items

7.A. Consideration of Amended Ordinance (ORD 2022-24) with Associated Consistency Statement for LEGISLATIVE CASE RZ-21-09, Hawthorne Wake Forest Phase 2, a rezoning filed by Evolve Companies to rezone 5.83± acres located at 0 Star Road, being Wake County Tax PIN 1739662623, from Highway Business (HB) to General Residential 10 Conditional District (GR10-CD).

**ACTION:**

Mover: Commissioner Dyer moved to approve Case RZ-21-09, Hawthorne Wake Forest, Phase 2 as presented with the consistency statement.

Second: Commissioner Wright.

Vote: Motion carried 3-2.

Commissioner Chad Sary was not present at the public hearing and based on advice from the town's attorney he is not able to vote on Case RZ-21-09.

Aye

Commissioner Dyer  
Commissioner Wright  
Mayor Jones (*tiebreaker*)

Nay

Commissioner Sliwinski  
Commissioner Shackelford

7.B. Consideration of CPA-22-02, Draft Town of Wake Forest Housing Affordability Plan

**ACTION:**

Mover: Commissioner Wright moved to approve the CPA-22-02, Draft Town of Wake Forest Housing Affordability Plan as presented.

Seconder: Commissioner Dyer.

Vote: Motion carried 5-0.

8. Administration and Financial Items

No Administration and Financial Items presented.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

10.A. Joint Use Partnership Agreement with FUNGO Baseball

**ACTION:**

Mover: Commissioner Dyer moved to approve the Joint Use Partnership Agreement with FUNGO Baseball as presented.

Seconder: Commissioner Sary.

Vote: Motion carried 5-0.

|                         |
|-------------------------|
| 11. Public Safety Items |
|-------------------------|

No Public Safety Items presented.

|                    |
|--------------------|
| 12. Other Business |
|--------------------|

12.A. Department Monthly Report  
Received.

12.B. Wake County Tax Release

Received.

12.C. Commissioner Reports

Commissioner Dyer attended Veterans Coffee at the American Legion, attended the Memorial Flag-Raising Ceremony, attended the Historic Preservation Commission (HPC), attended Cars for Kids fundraiser, attended Good Neighbor Day, will attend this month's Human Relations Council Meeting (HRC), reminded everyone the next Memorial Flag-Raising Ceremony is scheduled on October 3, 2022.

Commissioner Wright said he and Commissioner Dyer got to emcee the last Friday Night on White (FNOW) of the year.

Commissioner Sliwinski attended the opening session of the Citizens Academy, Community Celebration of the Arts on October 1, 2022, Pickleball Tournament is scheduled for October 7-9, 2022 at Flaherty Park.

Commissioner Shackleford attended the celebration banquet for Reverend Holloway's 40<sup>th</sup> Anniversary of serving Friendship Chapel Baptist Church as well as the Wake Forest community.

Commissioner Sary attended Good Neighbor Day, congratulated the town and the Northeast Community Coalition in receiving the 2022 American Planning Act - North Carolina Marvin Collins Award, attending the September 29, 2022 virtual transit orient

development educational series, attending the Public Arts Commission Meeting (PAC), attending the TJCOG Board Delegates meeting.

Mayor Jones thanked the Parks, Recreation & Cultural Resources Department for the Wake Forest Unplugged Event, attended The Wake Forest Chamber of Commerce Woman's Business Alliance, attended the Chambers Senior Expo, attended a study committee to review more changes in the station planning for the S-Line, attended Good Neighbor Day, attended a concert at the Forks for the Friends of the Senior Center, signed a letter for Secretary Buttigieg in support of a grant for Youngsville and Franklinton for engineering, designing, and construction for several railroad crossings in their communities.

Director of Parks Recreation & Cultural Resources Director Ruben Wall said the tobacco barn at Joyner Park was deemed unsafe during an assessment by the Inspections Department. Mr. Wall stated staff is recommending removing the current building and replace it with a new building or continue looking for someone to offer them a building. Mayor Jones suggested they should wait to find a building. The general consensus of the Board agreed with Mayor Jones.

|                 |
|-----------------|
| 13. Adjournment |
|-----------------|

With no further business to discuss, the meeting was adjourned at 7:05 p.m.

Duly approved in open session this 18<sup>th</sup> day of October 2022.

(ATTEST)

\_\_\_\_\_  
Vivian A. Jones, Mayor

\_\_\_\_\_  
Theresa Savary, Town Clerk



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-674-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: October 18, 2022

### **SUBJECT**

Proclamation Recognizing November 2022 as Family Court Awareness Month

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [ProclamationFamilyCourtAwarenessMonthOct202218.pdf](#)



# TOWN of WAKE FOREST

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

[www.wakeforestnc.gov](http://www.wakeforestnc.gov)

## PROCLAMATION FAMILY COURT AWARENESS MONTH 2022

WHEREAS, the mission of the Family Court Awareness Month Committee (FCAMC) is to increase awareness on the importance of a family court system that prioritizes child safety and acts in the best interest of children, and;

WHEREAS, the mission at the FCAMC is fueled by the desire to create awareness and change in the family court system for the conservatively estimated, 58,000 children a year ordered into unsupervised contact with abusive parents, while honoring the hundreds of children who have been reported as murdered during visitation with a dangerous parent; to increase the awareness on the importance of empirically-based education and training on domestic violence and child abuse; to increase awareness on the importance of using scientifically valid, evidence-based, treatment programs and services that are proven in terms of safety, effectiveness, and therapeutic value, and;

WHEREAS, the mission at the FCAMC is to educate judges and other family court professionals on evidence-based, peer-reviewed research. Such research is a critical component to making decisions that are truly in the best interest of children. This research includes The Adverse Childhood Experiences (ACEs) Study (co-principal investigator: Vincent Felitti, Kaiser Permanente-CDC); Child Custody Evaluators' Beliefs About Domestic Abuse Allegations (principal investigator: Daniel Saunders, University of Michigan, sponsored by the National Institute of Justice); and Child Custody Outcomes in Cases Involving Parental Alienation and Abuse Allegations (principal investigator: Joan S. Meier, GW Law School, sponsored by the National Institute of Justice), and;

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby declare the month of November 2022 as "Family Court Awareness Month".

I encourage all residents to support efforts to prevent the harm of children in the hands of family members and to honor and value the lives of children.

This the 18<sup>th</sup> day of October 2022.

ATTEST:

\_\_\_\_\_  
Theresa Savary  
Town Clerk



\_\_\_\_\_  
Vivian A. Jones  
Mayor



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-676-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: October 18, 2022

### SUBJECT

Proclamation Recognizing November 2022 as Native American Heritage Month

### Recommendation:

### Item Summary:

### ATTACHMENTS

- [NativeAmericanHeritageMonthOct202218.pdf](#)



# TOWN *of* WAKE FOREST

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## PROCLAMATION RECOGNIZING NOVEMBER 2022 AS “NATIVE AMERICAN HERITAGE MONTH”

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today, and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned.

NOW, THEREFORE, I, Vivian A. Jones, by virtue of the authority vested in me as Mayor of the Town of Wake Forest, North Carolina do hereby proclaim November 2022 as

“Native American Heritage Month”

in the Town of Wake Forest and urge all our citizens to observe this month with appropriate programs, ceremonies, and activities.

This the 18<sup>th</sup> day of October 2022.

ATTEST:

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Theresa Savary  
Town Clerk



---

Vivian A. Jones  
Mayor





## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-675-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: October 18, 2022

### **SUBJECT**

Introduction of Candidates for the Board of Adjustment and Planning Board

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [BOC Summary Oct202218.pdf](#)

**Agenda Item:** Introduction of candidates for the Board of Adjustment and Planning Board.

**Summary:** Candidates have been invited to the October 18, 2022 meeting to be introduced and share why interested in being appointed to the advisory board(s) of their choice.

**Attachment:** None.



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-677-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: October 18, 2022

### **SUBJECT**

Presentation of Annual Reports from the Town's Advisory Boards

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [AdvisoryBoardAnnualReportsOct2022.pdf](#)



TOWN *of*  
WAKE FOREST

301 S. Brooks St.  
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# Advisory Boards and Commissions

## Annual Reports October 2022

**Board of Adjustment**

**Historic Preservation Commission**

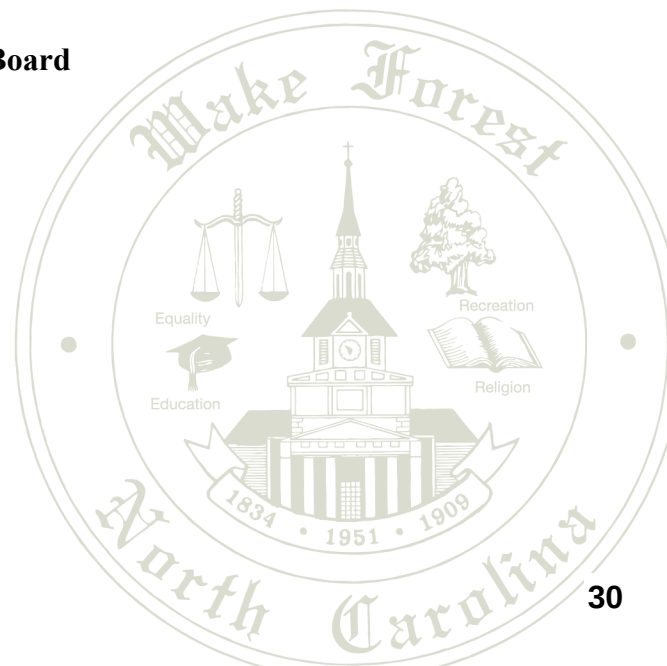
**Human Relations Council**

**Public Art Commission**

**Parks, Recreation & Cultural Resources Advisory Board**

**Technology Advisory Board**

**Urban Forestry Advisory Board**



## BOARD OF ADJUSTMENT

The Board of Adjustment (BOA) is tasked with carrying out two primary duties. They hold quasi-judicial hearings for appeals of administrative decisions and variance requests. The BOA consists of five members, one of which who represents the ETJ, and two alternates. William Hedrick serves at the Chairman of the BOA, Bryan Lange serves as the Vice-Chairman, and Patrick Reidy is the Staff Liaison. The Board of Adjustment has five meetings, holding three public hearings to review four variance requests from October 2021-October 2022.

**Case BOA-21-07:** A public hearing on a request filed by John Daugherty on behalf of Hany Gendy and Rania Megaly for a variance from Section 2.2.5.C.4 of the Wake Forest Unified Development Ordinance for the property located at 704 Hydrangea Field Court, being Wake Co. Tax Pin No. 1851-13-0563. Hearing heard on December 16, 2021. The variance was approved to reduce the required rear setback from 25 feet to 20 feet (for a maximum of 16' in width and only one story).

**Case BOA-22-01:** A public hearing on a request filed by Scott A. Mommer Consulting on behalf of HD Development of Maryland, Inc. for a variance from Sections 4.6.2 and 5.2.3.C.2 of the Wake Forest Unified Development Ordinance for the property located at 11915 Retail Drive, being Wake Co. Tax Pin No. 1830-58-3840. Hearing heard on June 16, 2022. The variance to allow commercial accessory uses to be located in front yard was denied. The variance to allow the use of spandrel glass to meet the glazing requirements for a proposed addition on the north side of the building was approved.

**Case BOA-22-02:** A public hearing on a request filed by The Nau Company on behalf of Heritage RMX, LLC for a variance from Section 2.2.3 of the Wake Forest Unified Development Ordinance for the property located at 0 Foundation Drive, being Wake Co. Tax Pin No. 1749593299. Hearing heard on September 15, 2022. The variance to allow the principal structure to exceed the maximum front setback of 18', measured from the right-of-way was approved.

**TOWN OF WAKE FOREST**  
**HISTORIC PRESERVATION COMMISSION**  
**Annual Report to the Board of Commissioners FY 2021-2022**

**Members:**

|                                                                         |          |
|-------------------------------------------------------------------------|----------|
| Andrea Radford, Chair                                                   | 12/31/24 |
| David Bennett, Vice-Chair                                               | 12/31/24 |
| Melvin Hill, Jr.                                                        | 12/31/22 |
| Darina Bender                                                           | 12/31/22 |
| Elizabeth Miller                                                        | 12/31/22 |
| Paige Bivens                                                            | 12/31/23 |
| Nancy Ginger                                                            | 12/31/23 |
| Charlotte Jenkins                                                       | 12/31/23 |
| Angela Wright                                                           | 12/31/24 |
| Olivia Wilkerson, Youth in Government, Ex-Officio (12/31/23)            |          |
| James Dyer, Board of Commissioners, Ex-Officio                          |          |
| Michelle Michael, Senior Planner (Historic Preservation), Staff Liaison |          |

**REGULAR ACTIVITIES**

| <u>Certificates of Appropriateness (COA's)</u> | <u>2020</u> | <u>2021</u> | <u>2022</u> |
|------------------------------------------------|-------------|-------------|-------------|
| • COA's Major Works:                           | 7           | 2           | 3           |
| • COA's Minor Works:                           | 13          | 2           | 5           |
| • COA's for Demolition HPC approval:           | 0           | 0           | 1           |
| • Staff Demolition Review (No COA Required)    | 10          | 4           | 9           |

**COMMISSION TRAINING**

**Historic Preservation Commission Training:** Town Attorney, Sam Slater provided a one-hour training on the General Statute for Historic Preservation Commissions, Certificate of Appropriateness, and ex-parte communication to the Historic Preservation Commission at the January meeting. The entire commission was present for the training.

**Certified Local Government Training:** Historic Preservation Commission members and staff are required to attend approved annual training in order to maintain Certified Local Government standing and therefore eligibility to compete for grant funds. This year, commission members

and the staff liaison attended virtual training provided by the NC Historic Preservation Office as well as the Preservation NC virtual conference.

## **MAJOR PROJECTS**

**Certified Local Government (CLG) Grant FY 21-22:** The HPC and Town of Wake Forest received a Certified Local Government Grant to complete the Historic Preservation Plan Update. This project updates the first Historic Preservation Plan completed in 2012 and provides a guide for historic preservation in Wake Forest for the next ten years. The Planning Board and the Historic Preservation Commission recommended approval of the draft plan with changes at their September 2022 meetings.

**Ailey Young House Rehabilitation:** The Town and Historic Preservation Commission have been working to rehabilitate the Ailey Young House, a circa 1875 African American historic resource. In 2019, the State of North Carolina provided a \$100,000 grant towards the project. Project funds were used for site survey, architect services to design the front porch, and construction costs to reconstruct the roof structure, replace the roof, reconstruct the chimney, replace all fire damaged interior materials and exterior materials. The windows and shutters were installed in September of 2020. Also in 2020, paint analysis was conducted on the exterior paint. Architectural Conservator, Dr. Susan Buck identified the house was likely painted for the first time when Ailey Young took ownership in 1895. In May of 2022, thanks to the donation of traditional linseed oil paint from Brouns & Co. Paint of Leeds, England and the work of master painters from Compton Studios, the Ailey Young House is painted to match the color Ailey Young painted the house when she took ownership in 1895.



*The Ailey Young House in 2008 (left), 2020 (center) and 2022 (right)*

## Local Historic Landmark Designations

The HPC recommended for approval and the Board of Commissioners approved two Local Historic Landmark Designations in 2021, the Medlin Store and the Mutschler House.



*The Medlin Store (left) and the Mutschler House (right)*

## Summer Internship:

The Town and the HPC co-fund an annual summer internship for the Historic Preservation Program to assist the Historic Preservation Planner. There were two summer interns this year, thanks to additional funding from the Planning Department. Robert Outland, a graduate student in archaeology at the University of Maryland; and Jaquelyn Nahman, a graduate student in Historic Preservation at Clemson University, College of Charleston Campus both spent part of the summer working on the NE Community research and story map. Jaquelyn also transcribed historic documents, assisted with Historic Preservation Commission responsibilities, and edited various projects and documents.

## Historic Preservation Month Activities:

The Town, the HPC, and the Wake Forest Historical Museum partnered to present to webinars for Historic Preservation Month in May. Both webinars were presented by graduate students who are doing their graduate research on the Ailey Young House. Former summer intern, Christopher Robey presented his master's thesis that focuses on interpreting the site surrounding the Ailey Young House and the former "Simmons Row" as a cultural landscape. Sherry Boyette presented her archaeology project and master's thesis entitled, "Porch Living: The Material Cultural of the Ailey Young House". Both webinars were well attended.

## Historic Home Tour:

The Historic Home Tour was postponed in 2020 and 2021 due to COVID-19. The Historic Preservation Commission in partnership with the Woman's Club and Wake Forest Historical Museum will host the Home Tour this year, scheduled for December 3, 2022.



In 2021, the HPC sponsored the Historic Holiday Festival held on Saturday, December 4, 2021, from 10:00 – 2:00 at the Wake Forest Historical Museum. The museum and Calvin Jones house were open for tours, members of the Historic Preservation Commission led walking tours of the Local Historic District, and the Woman’s Club and Garden Club had tents. The event was well attended and well received.

**Sponsorships:**

The HPC provided donations to Wake Forest Downtown, Capital Area Preservation, Wake Forest Historical Museum, Wake Forest Historical Association, and the Wake County Historical Association.

# **TOWN OF WAKE FOREST HUMAN RELATIONS COUNCIL**

## **ANNUAL REPORT**

**2022**



## Overview of Annual Human Relation Council

### HRC Membership Update:

The Human Relations Council (HRC) is comprised of nine members each serving a three-year term in a staggered sequence. The HRC also has three (3) Youth Representatives. Currently, there is one vacancy and one youth representative vacancy. We will need to replace the vacancies hopefully by December 2022. Membership on the Council has remained stable and the addition of the Youth Representatives in 2020 continues to be a bonus for the HRC. The Youth Representatives are bringing new perspectives and innovative ideas to our meetings. The current members are as follows: Robin Smith, Chair (term expires December 31, 2022); Steven Schlossberg, Vice Chair (term expires December 31, 2024); Patti Greber, Treasurer (term expires December 31, 2022); Chris Shallenberg (term expires December 31, 2024); Natalia Love (term expires December 31, 2023); Deeqa Omar (term expires December 31, 2023); Kiwanda Standsbury (term expires December 31, 2023); Kasonna Kennedy (term expires December 31, 2024); VACANT (term expires December 31, 2022); Reagan Blalock, Youth Representative (term expires December 31, 2023); VACANT, Youth Representative (term expires December 31, 2022); Zahra Walker, Youth Representative (term expires December 31, 2024); Ex-Officio member is Town Commissioner Jim Dyer and Staff Liaison is Senior Human Resources Consultant, Mitzi Franklin.

Because of COVID-19 public gathering restrictions the Human Resources Council held their monthly meetings via Zoom from July 2021 to April 2022. The HRC held its first in-person HRC meeting in May 2022 and have continued meeting in-person.

### SUMMARY of 2021 - 2022 ACTIVITIES:

#### The HRC sponsored and/or participated in the following initiatives:

- **Martin Luther King Jr. Wake Forest Community Celebration:** This event was hosted by Friendship Chapel Baptist Church and the Wake Forest MLK Committee on January 20, 2022. The HRC Chair, Robin Smith attended the ceremony.
- **2022 Black History Month Honor Roll:** Based on the success of the 2021 Human Relation Council's Black History Month recognition the Council again elected to recognize Wake Forest African Americans during Black History Month in February 2022. The Human Relations Council asked residents to nominate African Americans to be featured during Black History Month. We asked residents to recognize individuals that had not been honored during the previous year. The HRC received 8 nominations and featured them on the Town's webpage as well as on the Town's Facebook and Nextdoor page. The initiative was well received by the residents as well as the highlighted nominees. As a result of the positive feedback of this initiative the HRC plans to continue to make this an annual event.

- **2022 Multicultural Day:** *“Celebrating the Local Flavor of Wake Forest”* Our third annual event was scheduled to take place Saturday, April 23, 2022, from 1-4PM at the Joyner Park Community Center but was canceled due to not having enough time to properly plan the event based on not knowing when COVID-19 public gathering restrictions would be lifted.
- **15th Annual Good Neighbor Day:** This event was held on Saturday, September 17 from 1-4PM at Joyner Park. The council received 9 youth and adult Good Neighbor of the Year nominations. Camden Ames (Youth) and Christy Lynn Van Ness (Adult) were selected to receive the Good Neighbor of the Year award. Mayor Vivian Jones and HRC Vice-Chair, Steve Schlossberg presented Camden and Christy with their award during the Annual Good Neighbor Day event.

### **Good Neighbor Day Highlights:**

- After two years of cancellations due to COVID, the Human Relations Council was able to host the Annual Good Neighbor Day event on September 17, 2022, at Joyner Park.
- We had musical entertainment from the Wake Forest High School Chorus who sang a cappella and Bea-A-Mayzed performed a dance routine.
- The Wake Forest Fire Department grilled hotdogs for the event.
- We had a face painter, a balloon twister and corn holes set up.
- Home Depot provided woodworking projects for the kids again this year.
- Andy the Armadillo from Texas Roadhouse handed out coupons for appetizers and kid’s meals as well as goodie bags during the event.

### **POSSIBLE ACTIVITIES/EVENT PARTICIPATION IN THE FUTURE:**

As a result of the success of the Black History Month Honor Roll the Human Relations Council may explore highlighting other heritage/cultural months.

**Submitted by Human Relations Council Chair, Robin Smith  
September 23, 2022**

## Public Art Commission Annual Plan 2023

The Public Art Commission is in the process of long term planning to create an updated Art Vision Plan that complements the Town Strategic Plan and considers Public Art needs within the UDO update. We will be working with the CFO to plan a budget based on anticipated funding in the next five years. We anticipate participating in the 353 South White Street project and are in contact with the Strategic Performance Manager to ensure early artist involvement. We are also in contact regarding the Wayfinding plans. All projects and planning activities are contingent on available funding.

The Sewer Structure Beautification project is on long term hiatus as the City of Raleigh is currently studying the sewer system and considering significant updates. Spotlight on Artists continues to support our local artists with murals in various indoor and outdoor locations in town. Most recently pieces have been added inside the Alston-Massenburg Center.

Our annual Celebration of the Arts will be held October 7, 2023 at the Renaissance Centre. That event will also celebrate the 10th Anniversary of the Centre.

Submitted by  
Elizabeth Hayes, Chairman

# **WAKE FOREST PARKS, RECREATION AND CULTURAL RESOURCES ADVISORY BOARD**

## **ANNUAL REPORT**

**October 4, 2022**

The Parks, Recreation and Cultural Resources Advisory Board is pleased to submit our annual report. This has been a very challenging year for everyone due to continued COVID restrictions, however the Board remained ‘virtually active’ through February 2022 and began meeting in person in March 2022. We are delighted to share some of our goals and accomplishments during 2022. We are also pleased to share our goals for the upcoming year 2023.

### **PRCRAB Goals & Accomplishments during CY 2022:**

1. Welcomed and support new board members.
2. Continue to support with planning for the Departments National Reaccreditation in 2023.
3. Assisted staff with planning for the PRCR Master Plan update.
4. Held our first PRCR Advisory Board Planning Session (February 12, 2022)
5. Implemented recommendations created by internal work groups (finished new board bylaws, hosted board-sponsored special events, and researched park and buildings histories).
6. Reviewed Pickleball complex initiative report and provided feedback to Commissioners.
7. Attended Commissioners’ meetings, as requested.
8. Provided input in the PRCR Department Capital Improvements Plan & budget development process.
9. Assisted with prioritization and implementation of the department Master and Strategic Plans initiatives.
10. Advised staff on issues related to parks and greenways in coordination with Town staff.
11. Sponsored and promoted National Trails Day 5K/10K Races – Saturday, June 4, 2022.
12. Hosted Art in the Park at Joyner Park– August 27, 2022
13. Sponsored and promoted annual “Wake Forest Unplugged” @ E. Carroll Joyner Park – Sunday, September 11, 2022.
14. Plan to participate in the Halloween Boo Bash – October 2022.
15. As citizens, support the 2022 bond referendum for parks and greenways improvements.
16. Interview candidates to fill vacant & expired terms – June & November 2022.
17. Intend to host Appreciation Luncheon for staff – November 18, 2022.
18. Plan to participate in Santa Calls Event – December 2022.
19. Continue to promote parks and recreation within our community, on social media and community outlets.
20. Continue to serve as ambassadors with a focus on being responsive to the public for parks, greenways, and cultural arts services.

Thank you for your confidence in our Board's capabilities and for the continued support.

Danny Hupp

Danny Hupp  
Board Chair

Ruben Wall

Ruben Wall  
Director of Parks, Recreation and Cultural Resources

## PRCRAB Goals for 2023:

The Wake Forest PRCRAB hopes to accomplish the stated goals for 2023 as noted below.

1. Welcome and support new board members.
2. Continue to support with planning for the Departments National Reaccreditation in 2023.
3. Assisted staff with planning for the PRCR Master Plan update.
4. Facilitate PRCR Advisory Board Planning Session
5. Continue to implement recommendations created by internal task teams (board bylaws, board-sponsored special events, and park history).
6. Attend Commissioners' meetings, as requested
7. Provide input in the PRCR Department Capital Improvements Plan & budget development process
8. Assist with prioritization and implementation of the department Master and Strategic Plans initiatives.
9. Advise staff on issues related to parks and greenways in coordination with Town staff.
10. Sponsor and promote National Trails Day 5K/10K Races – June 2023.
11. Host Art in the Park or similar event - August 2023.
12. Sponsor and promote annual “Wake Forest Unplugged” @ E. Carroll Joyner Park –September 2023.
13. Participate in the Halloween Boo Bash – October 2023.
14. Interview candidates to fill expired terms – October/November 2023.
15. Host Appreciation Luncheon for staff – November 2023.
16. Participate in Santa Calls Event – December 2023.
17. Promote parks and recreation within our community, on social media and community outlets.
18. Serve as ambassadors with a focus on being responsive to the public for parks, greenways, and cultural arts services

Danny Hupp  
Danny Hupp  
Board Chair

Ruben Wall  
Ruben Wall  
Director of Parks, Recreation and Cultural Resources



# The Wake Forest Technology Advisor Board (TAB)

## 2022 Year End Summary

### Fiber Initiative Update

*In late 2017, the Board of Commissioners approved the Technology Advisory Board's fiber initiative, so the TAB began 2018 with laying the groundwork for its rollout, including working with CTC on environmental checks and then started to draw up a route map for where the fiber would be laid. The map includes highly traveled corridors in town to business parks, schools, greenways, and town-owned facilities where we anticipate current and future fiber needs. In October 2019, detailed construction drawings were created and finalized, and by Q4 the RFB (request for bid) process was completed. In 2020, the construction phase began and progressed well despite the pandemic. Additional route adjustments were made to the plan for new site acquisitions. In 2021, much of the conduit and fiber was laid according to plan.*

In 2022, the TAB was pleased to close on the fiber initiative, successfully rolling out the fiber per plan. This fiber will enable more projects to be implemented by the Board.

### Connected City / Smarty City Initiatives

*Technology is the cornerstone of Smart Cities. Smart Cities use technology to empower citizens. Smart Cities utilize information and communications technology (ICT) and the Internet of Things (IoT) to connect a wide-range of components across the city to enhance livability, workability, and sustainability. Smart Cities use smart multi-modal communication portals to provide citizen access to city government, including access to smart resources that increase meaningful engagement in the exploration of solutions to civic problems that influence quality of life. It's when you can derive data from everything that is connected and utilize it to improve the lives of citizens and improve communication between citizens and the government that a city becomes a smart city.<sup>1</sup>*

In 2022, the TAB continued to develop use cases and timelines for the Smart City Initiative. The board spoke to Smart City consulting firms to gather ideas, recommendations, and rough estimates. ARP funds were made available to the town for qualified broadband projects. Some example initiatives that are being considered are:

- WIFI around all the town buildings to serve the police department for uploading videos instead of having to come back into the office.
- Connecting all the town's parks with a WIFI network.
- WIFI and security features along the greenway.
- Parking sensors downtown
- Smart lighting and safety downtown
- Traffic management around the town (in partnership with the DOT)

In 2022, a vendor was selected, and equipment was bought as a Proof of Concept (POC) project. 25 cameras will be placed across 7 poles in downtown Wake Forest. These will aid the town in identifying parking violations and crowd counting. Based off of town feedback and new ideas, the TAB will continue to roll out more technology in support of smart city projects.

### **STEM Subcommittee and Technology Fair Planning**

*STEM Saturday aims to expose students to a variety of STEM career options while featuring STEM-related exhibits, demonstrations, and hands-on learning activities. All are welcome to join this annual event to learn, observe, and play.*

The board executed the STEM Saturday event successfully on April 30, 2022. This event showcased not only the tremendous STEM talent in the area, but also the newly built Joyner Park Community Center. The board hosted school teams who participated in robot exhibits, vendors that provide services and products in the STEM sectors, and speakers to put on classes in Joyner Community Center classrooms. Lunch was provided, prizes were won, and survey feedback indicated a successful event. We look forward to the next STEM Saturday at Joyner Park Community Center on April 29, 2023.

### **Summary**

In summary, this has been a productive year for the board. We are pleased to see the fiber project come to a close. This has allowed us to start thinking ahead and leveraging the fiber infrastructure to better serve the community. And with another STEM Saturday planned in our beautiful Joyner Park Community Center, we'll also be serving the youth with an opportunity to ignite their curiosity and passion for STEM education and future careers. As we move toward the future, our smart cities initiatives will propel us to reach new economic heights.

All Wake Forest residents are welcome to join us in our meetings which take place at 6:30 pm on the fourth Monday of each month. During the pandemic, the meetings are held virtually instead of at the Town Hall.

Samuel Cameron, Chairperson  
Technology Advisory Board

The purpose of this document is to satisfy the WF Code of Ordinances requirement that the Urban Forestry Advisory Board prepare an annual report containing past fiscal year accomplishments and goals for the upcoming year. No additional information was requested by the board of commissioners.

Here is a look back at 2022 - what our board accomplished, what we planned to accomplish, and our future goals.

## 2022 Accomplishments

### **(1) Tree Seedling Giveaway**

The UFAB planned Tree Seedling Giveaway at Dirt Day.

- 5,500 Tree seedlings given away – species included persimmon, oak, sweetgum and ginkgo.
- Educated the public about tree planting and maintenance.
- Had giveaways for the kids and received pictures of previous trees that had been given away by the board.

### **(2) Honors**

Our board received the following honors this year:

#### Tree City USA accreditation by the Arbor Day Foundation

The Town of Wake Forest has met the standards of the Tree City USA Program every year since 1979. [www.arborday.org/programs/treecityusa/index.cfm](http://www.arborday.org/programs/treecityusa/index.cfm)

#### Tree Line USA accreditation ([www.arborday.org/programs/treelineusa](http://www.arborday.org/programs/treelineusa))

Collaborated with WF Public Works and Wake Forest Power to attain Tree Line USA designation for 5<sup>th</sup> year in a row. This program recognizes best practices in public and private utility arboriculture, demonstrating how trees and utilities can co-exist for the benefit of communities and citizens.

### **(3) Participated in town events to provide opportunities to promote urban forest initiatives**

### **(4) Provided Tree Care Information, Workshops, and Planting Projects**

- Provided “Pop up Tree Care Education” during outdoor events including, and Heritage Picnic in the Park in September. The UFAB provided tree care brochures, tree and seed giveaways, and advice to homeowners. Heard comments from residents regarding their views on our urban forest.

**(5) Began the development ideas to increase urban forest appreciation and use, and initiated coordination with the Parks and Recreation Advisory Board, to help move towards achieving the vision for connected green spaces, as supported by our Town's 2022 Community Plan.**

**(6)Supported the efforts for the safe and effective eradication of Kudzu where it is invading wooded areas and killing trees.**

## Next Year's Goals:

- Work with the Urban Forestry Manager to support efforts to maintain and increase a healthy tree canopy.
- Use our opportunities, during public events and educational presentations, to listen to and constructively share the ideas and questions Wake Forest residents have about their urban forest.
- Continue to host Wake Forest's Arbor Day and Tree Seedling Giveaway, including implementation of a plan for additional educational activities and demonstrations.
- Develop new projects and initiatives to meet the updated needs of the Town and its citizens to stay up-to-date on urban forestry information.
- Continue ongoing projects and initiatives: Tree Steward Workshops & Events, Pop-up Tree Care Education, Wake Forest Forestry Education Center.
- Continue Tree Steward Program.
- Continue to participate in town events and collaborate with other WF boards that provide opportunities to promote urban forest initiatives.
- Collaborate with Dirt Day for a joint Dirt Day Arbor Day celebration.
- Provide content for social media and Town calendars related to urban forestry and WF UFAB events.
- Initiate a Treasured Tree program to recognize trees of significance throughout the Town.
- Revitalize the Green Neighbor Award, a past citizen recognition program for the recognition of Town citizens, groups, and businesses.
- Work to pursue opportunity to obtain, grow, and plant American Chestnut trees, helping to revitalize a an important, yet decimated by disease, species of the urban canopy.
- Work with the Urban Forestry Manager to develop plans to maintain and/or replace the town's aging pecan grove at Joyner Park.

## Background

### *Purpose of Wake Forest's Urban Forestry Advisory Board (UFAB)*

The purpose of the Urban Forestry Board is to oversee Wake Forest's Urban Forestry Program with the town's Urban Forest Coordinator and to advise the Board of Commissioners on policies relating to trees and landscape regulations. It meets every 4<sup>th</sup> Tuesday of the month at 6:30pm in the lower level conference room at Town Hall.

### *Duties as defined in the WF Code of Ordinances*

The duties of the urban forestry board are as follows:

- (1) To study, investigate, counsel, develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees, shrubs and other planting materials in parks, street and utility rights of way and easements and any other public areas. This plan shall constitute the official town urban forestry plan;
- (2) To advise the board of commissioners and town staff in matters concerning the implementation of the official town urban forestry plan;
- (3) To maintain, update, and make publicly available the official planting list, describing the species of tree, shrubs, and other plant material which may be used for the requirements of the Unified Development Ordinance.

## *Advisory Board Team*

Team members were provided online classes by [treeboardu.org](http://treeboardu.org) and Tree Board Handbooks by The Arbor Day Foundation, North Carolina Urban Forest Council, and US Department of Agriculture/Forest Services at the beginning of their terms.

Nick Sliwinski (Ex-Officio), Wake Forest Town Commissioner  
Luke Devores (Staff liaison), Wake Forest UF Manager, ISA Certified Arborist PD-8425A  
Mindy Hidenfelter (Chair), ISA Certified Arborist PD-1082A - Volunteer Committee  
Peggi Pearson, NC Cooperative Extension Master Gardener - Seedling Committee  
Ira Richman - Communications Committee  
Sandra Watson – Education Committee  
Rand Matthews- NC Registered Forester #1486  
Shawn Hagen  
Carol Anne Colone  
Patrick Michael  
Preston Spencer – Youth Advisory



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-642-  
Submitted by: Michelle Michael  
Submitting Department: Planning  
Meeting Date: October 18, 2022

### **SUBJECT**

Presentation of and Public Hearing on CPA-22-03, Draft Town of Wake Forest Historic Preservation Plan Update

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [BoC Agenda Summary 10-18-2022](#)
- [Staff Report - CPA 22-03 Historic Preservation Plan Update](#)
- [Attachment A - Application](#)
- [Attachment B - Summary of Public Comments](#)
- [Attachment C - Ordinance CPA-22-03](#)
- [Exhibit 1 - Draft Historic Preservation Plan Update](#)
- [Exhibit 2 - Summary of Proposed Draft Plan Changes](#)

**Agenda Item:** Presentation and Public Hearing on CPA-22-03, Draft Town of Wake Forest Historic Preservation Plan

**Agenda Summary:** The Town of Wake Forest has a proactive historic preservation planning program. The first Historic Preservation Plan for the Town was completed in 2012. The Town and Historic Preservation Commission received a Certified Local Government Grant to complete an update of the Historic Preservation Plan. The update is timely with the recent completion of the Community Plan and the NE Community Plan Update. The Draft Plan examines the past and existing historic preservation program efforts, establishes a vision and associated goals, and provides recommendations to achieve the vision for historic preservation in Wake Forest moving forward. Specifically, the Draft Plan's four overarching goals are to strengthen the Historic Preservation Program; Maintain Historic Character; Increase Diversity, Equity, and Inclusion; and Encourage Community Learning Opportunities. An implementation matrix aimed at achieving the aforementioned goals, is included to provide clear guidance for the Town.

**Attachments:** See Staff Report



## Staff Report CPA-22-03: Wake Forest Historic Preservation Plan Update

|                                                        |                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Meeting Date</b>                                    | 10/18/2022                                                                                                                                                                                                                                                             |
| <b>Requested Actions</b>                               | Receive presentation of and hold public hearing on CPA-22-03, Draft Historic Preservation Plan Update                                                                                                                                                                  |
| <b>Case Manager</b>                                    | Michelle Michael, Senior Planner - Historic Preservation                                                                                                                                                                                                               |
| <b>Planning Board Recommendation</b>                   | The Planning Board, at their September 13 <sup>th</sup> meeting, closed the public comment session and voted unanimously to recommend approval of the Draft Historic Preservation Plan Update.                                                                         |
| <b>Historic Preservation Commission Recommendation</b> | The Historic Preservation Commission, at their September 14 <sup>th</sup> meeting, closed the public comment session and voted unanimously to recommend approval of the Draft Historic Preservation Plan Update incorporating the changes provided during the meeting. |

### PUBLIC MEETINGS

| <b>Public Comment Session</b>                                                                | <b>Public Hearing</b> |
|----------------------------------------------------------------------------------------------|-----------------------|
| September 13, 2022 – Planning Board<br>September 14, 2022 – Historic Preservation Commission | October 18, 2022      |

### PUBLIC COMMENTS

At the September 13, 2022, Planning Board public comment session, one individual spoke in favor of the draft Plan. At the September 14, 2022, public comment session, one individual spoke in favor of the draft Plan. The Historic Preservation Commission offered two additions to the implementation plan which have been captured in the attached Summary of Proposed Draft Plan Changes (Exhibit 2).

The draft Historic Preservation Plan update remains open for public comment on Engage Wake Forest. Any additional comments will be provided to the Board of Commissioners at their regular meeting on October 18, 2022.

### CASE INFORMATION

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>Applicant</b> | Town of Wake Forest<br>301 S Brooks Street<br>Wake Forest, NC 27587 |
|------------------|---------------------------------------------------------------------|



*See Attachment A for copy of the Application.*

### **CASE SUMMARY**

The Town of Wake Forest has a proactive historic preservation planning program. The first Historic Preservation Plan for the Town was completed in 2012. The Town and Historic Preservation Commission received a Certified Local Government Grant to complete an update of the Historic Preservation Plan. The update is timely with the recent completion of the Community Plan and the NE Community Plan Update. The Draft Plan examines the past and existing historic preservation program efforts, establishes a vision and associated goals, and provides recommendations to achieve the vision for historic preservation in Wake Forest moving forward. Specifically, the Draft Plan's four overarching goals are to strengthen the Historic Preservation Program; Maintain Historic Character; Increase Diversity, Equity, and Inclusion; and Encourage Community Learning Opportunities. An implementation matrix aimed at achieving the aforementioned goals, is included to provide clear guidance for the Town.

### **STAFF RECOMMENDATION**

Staff recommends approval of the of the proposed Historic Preservation Plan as drafted for the following reasons:

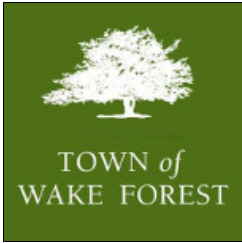
- The Draft Plan supports the Town's Strategic Plan Goal 2 by providing recommendations to preserve naturally occurring affordable housing and Goal 3 by Fostering a Safe, Diverse, and Welcoming Community.
- The Draft Plan provides additional guidance to accomplish the Community Plan's (2022) implementation items for Historic Preservation.
- The Draft Plan provides additional guidance to implement the historic preservation-related goals in the Northeast Community Plan (2021)

### **ATTACHMENTS**

- Attachment A:** Application  
**Attachment B:** Summary of Public Comments  
**Attachment C:** Ordinance CPA 22-03

### **EXHIBITS**

- Exhibit 1:** [Draft Historic Preservation Plan Update](#)  
**Exhibit 2:** Summary of Proposed Draft Plan Changes



## Comprehensive Plan Amendment Application

(Comp Plan Amendment - BOC Workflow)

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

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

### Project Overview

#838696

**Project Title:** Historic Preservation Plan Update

**Jurisdiction:** Town of Wake Forest (Wake County)

**Application Type:** Comprehensive Plan Amendment

**State:** NC

**Workflow:** Comp Plan Amendment - BOC

**County:** Wake

### Checklist - Comprehensive Plan & UDO Amendment

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 COMPREHENSIVE PLAN & UDO AMENDMENT  
SUBMITTAL CHECKLIST](#)

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

Please confirm 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?: No

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:**

**Staff Member Met With:**

**Project ID:**

### Data - Basic Location

If your Comprehensive Plan Amendment is associated with specific property(s) please answer the following questions. If not, proceed to the next page.

**Development/Subdivision (optional - for reference only):**

**Project Address or PIN:**

**Tax PIN:**

**Zoning:**

**Current Zoning Overlay:**

**Town 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:  
GIS Acreage:

Acreage:

### Project Contact - Applicant/Owner

Please enter all project contacts related to your application.

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

#### Project Contact - Applicant

Michelle Michael  
Town of Wake Forest  
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P:9194359516  
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#### Project Contact - Developer

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Town of Wake Forest  
401 Elm Avenue  
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P:(919) 5546100  
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### Amendment Type

Please answer the below questions to provide reviewers an overview of the application. Additional information may also be provided through uploading an attachment.

**Plan Being Amended:** Community Plan

**Type of Amendment:** Text,Map

#### Description of Request:

Town staff has drafted the Wake Forest Historic Preservation Plan Update and plans to bring the plan for adoption by the Board of Commissioners.

#### Current Plan Language:

N/A

#### Applicant Requested Language:

N/A

#### Justification of Amendments:

Town staff has drafted the Wake Forest Historic Preservation Plan Update and plans to bring the document for adoption by the Board of Commissioners.

| CPA 22-03 Draft Historic Preservation Plan Update - Summary of Public Comments |                 |                        |                                                                                                                                                                                                                                                                                                                                                                         |                   |
|--------------------------------------------------------------------------------|-----------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| #                                                                              | PDF Page Number | Section/Paragraph/Line | Review Comments                                                                                                                                                                                                                                                                                                                                                         | Response          |
| 1                                                                              |                 | General                | Like the plan. Thank you for your work.<br>Suggestion 1: I think extending/creating sidewalks to connect the historic downtown towards Joyner park is needed. It will provide the community with a safe place to walk, exercise, and enjoy the main attractions and parks. No need to drink and drive either.                                                           | Noted Thank you.  |
| 2                                                                              |                 | General                | Suggestion 2: Diversify and grow the downtown area by introducing new businesses and (controversial, I know) building apartments. Our gorgeous downtown is sadly dead on weekends, and restaurants and stores struggle with staff issues. I think providing apartment living will help younger folks, revitalize downtown life, bring income streams, and provide jobs. | Noted. Thank you. |
| 3                                                                              |                 | General                | Mrs. Michael & the Historic Preservation Committee did a wonderful job with this plan. It's also beautiful 😊!                                                                                                                                                                                                                                                           | Noted. Thank you. |
| 4                                                                              |                 | General                | This is a thorough plan, and I appreciate the emphasis on partnerships and community storytelling.                                                                                                                                                                                                                                                                      | Noted. Thank you. |
|                                                                                |                 |                        |                                                                                                                                                                                                                                                                                                                                                                         |                   |
|                                                                                |                 |                        |                                                                                                                                                                                                                                                                                                                                                                         |                   |

## ORDINANCE 2022-XXX

### ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST ADOPTING THE HISTORIC PRESERVATION PLAN UPDATE (CPA-22-03)

WHEREAS, the Town of Wake Forest has grown significantly in recent decades; and

WHEREAS, new growth has provided numerous benefits to the Town, along with some complex challenges; and

WHEREAS, the Town has conducted several engagement efforts for various planning projects, which have revealed preserving the history of Wake Forest to be an important issue among the citizens of Wake Forest; and

WHEREAS, the planning process led to the development of policy recommendations and implementation items found within the Historic Preservation Plan Update; and

WHEREAS, the application submitted by the Town of Wake Forest to update the Historic Preservation Plan was duly filed with the Planning Department; and

WHEREAS, the Planning Board held a public comment session on September 13, 2022, the Historic Preservation Commission held a public comment session on September 14, 2022, and the Board of Commissioners held a public hearing on October 18, 2022; and

WHEREAS, the Planning Board at their September 13, 2022, meeting and the Historic Preservation Commission at their September 14, 2022 meeting voted unanimously to recommend approval of the Historic Preservation Plan Update; and

WHEREAS, a print ad was published in a paper of general circulation for the public hearing pursuant with G.S. § 160D-602 and the Unified Development Ordinance; and

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

Section 1: Adopts the 2022 Historic Preservation Plan Update (Exhibit 1) and Plan revisions (Exhibit 2).

Section 2: Repeals the 2012 Historic Preservation Plan.

Section 3: Adopted and effective this 18<sup>th</sup> day of October 2022.

---

Vivian A. Jones  
Mayor

ATTEST:

APPROVED AS TO FORM:

---

Theresa Savary  
Town Clerk

---

Hassan Kingsberry  
Town Attorney





TOWN of  
WAKE FOREST

# Historic Preservation Plan

August 2022 | Draft



Project Team



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NOW STANTEC

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August 2022  
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Cover Image:  
Drone image of  
Southeastern Baptist  
Theological Seminary  
(Wake Forest College)  
facing east.

Overleaf Image:  
A 1915 Sanborn Fire  
Insurance Map from  
Wake Forest, Wake  
County, North Carolina.  
Source:  
Library of Congress<sup>1</sup>

# Wake Forest Historic Preservation Plan 2022

## Acknowledgments

### BOARD OF COMMISSIONERS

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**Attribution Note**  
Unless otherwise noted, photographs, maps, data, and charts were produced by the authors listed above or are courtesy of the Town of Wake Forest.

**Funding Note**  
Partially funded by the Historic Preservation Fund managed by the  
North Carolina State Historic Preservation Office  
109 E. Jones Street  
Raleigh, NC 27601  
(919) 814-6570

This project has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior and administered by the North Carolina Historic Preservation Office. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior (DOI).

This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above or you desire further information, please write to:

Office for Equal Opportunity  
National Park Service  
1849 C Street, N.W.  
Washington, D.C. 20240





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# Chapter 1

## Introduction

### 1.1 Executive Summary

**H**istoric preservation is the endeavor of preserving, protecting, re-purposing, and conserving resources that convey a historic period, aesthetic, or experience.

These resources come in a variety of forms ranging from small structures to entire neighborhoods and landscapes. Preserving these important resources not only enhances the physical character of a community, but allows its residents to better understand and learn from their shared history, fostering civic pride. Further, preservation of these resources often spurs significant economic benefits such as increased tourism and commerce. Entire communities across the country have been saved from the brink of ruin and meticulously revitalized as a direct result of historic preservation efforts.

The Town of Wake Forest has a long and rich history that has yielded numerous historic resources beloved by both residents and visitors alike. The preservation of these resources is a complex undertaking, requiring constant planning, management, and adaptability. For this reason, the Town established a Historic Preservation Program tasked with protecting the historic fabric of the community and educating residents on their shared past. In an effort to help coordinate and implement the actions of this program, a Historic Preservation Plan was adopted. This latest iteration of the Plan aims to not only account for the responsibilities of the Historic Preservation Program, but to identify and react to emerging opportunities and challenges facing the Town’s overall preservation efforts.

Figure 1.  
Wood siding on the Ailey Young House

The Historic Preservation Plan was developed over a nine-month period that included community engagement throughout the process. Plan development included the following steps:

Figure 2.  
Planning Process Timeline

| Project Kick-Off | Existing Conditions Analysis | Community Engagement | Determine Goals & Recommendations | Draft Plan       | Plan Adoption |
|------------------|------------------------------|----------------------|-----------------------------------|------------------|---------------|
| March 2022       | March-April 2022             | April-May 2022       | May-June 2022                     | June-August 2022 | Fall 2022     |

Four overarching goals were created based on an analysis of existing conditions, current opportunities and challenges, and community engagement.

Figure 3.  
Goals Overview

|          |                                                   |                                                                                                                                                                                                                                                                  |
|----------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Strengthen Historic Preservation Program</b>   | Action items included in this goal relate to government processes, program administration, transparency, access to information, and the role of the HPC.                                                                                                         |
| <b>2</b> | <b>Maintain Historic Character</b>                | Action items included in this goal relate to protecting historic resources and open space, identifying new historic resources, ensuring compatibility between new projects and the existing historic character, and creating a sustainable and resilient future. |
| <b>3</b> | <b>Increase Diversity, Equity &amp; Inclusion</b> | Action items included in this goal relate to engaging and empowering the community, developing lasting partnerships, maintaining and expanding the scope of the survey program, and protecting resources of underrepresented communities.                        |
| <b>4</b> | <b>Encourage Community Learning Opportunities</b> | Action items included in this goal relate to engaging and empowering the community through shared learning experiences, fostering civic pride, and developing community identities.                                                                              |





Figure 4. Aerial view of the Wake Forest College campus in 1968

## Chapter 2

# Community Context

This chapter provides the community context of Wake Forest in describing its geography, demographics, and built environment. A brief overview of the history of Wake Forest is also provided towards the end of this chapter.

### ***In This Section:***

- 2.1 **Town Profile**  
Regional Map  
Population, Race, and People
- 2.2 **History of Wake Forest**  
History Timeline



Figure 5. Regional Map

## 2.1 Town Profile

**W**ake Forest is within Wake and Franklin Counties, approximately 18 miles north of downtown Raleigh. Located in the northeast area of North Carolina's Research Triangle, Wake Forest is located near many destinations including Raleigh-Durham International Airport (RDU), Falls Lake State Recreation Area, and universities including North Carolina State University (NCSU) in Raleigh, Duke University in Durham, and the University of North Carolina at Chapel Hill (UNC). Smaller communities nearby include Youngsville to the north and Rolesville to the southeast. The Neuse River runs along the southern boundary, and Smith Creek, a smaller tributary of the Neuse, flows into the Wake Forest Reservoir on the northeast side of town. Major thoroughfares that serve Wake Forest and the surrounding area include north-south Capital Boulevard (U.S. Route 1), north-south Main Street (U.S. Route 1 Alternative), and east-west Dr. Calvin Jones Highway (North Carolina Highway 98).

# Population, Race, and People

## Population Forecast

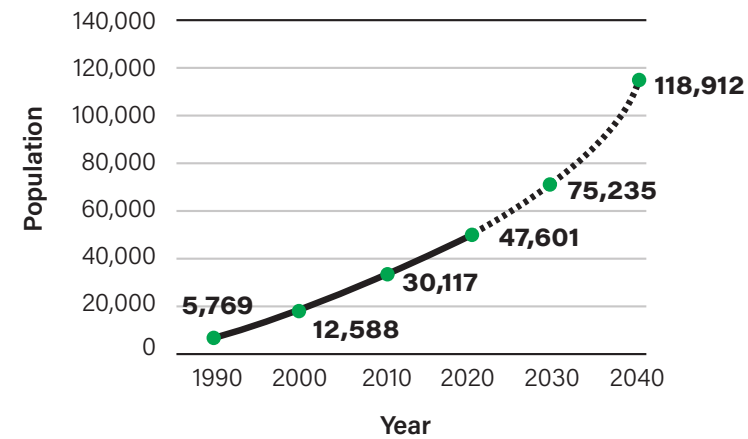


Figure 6. Population Growth

Source: Office of State Budget and Management, U.S. Census Bureau, and the Town of Wake Forest Planning Department <sup>3</sup>

Wake Forest has a composition like many North Carolina communities outside of major cities. The Town has a higher median household income (\$100,162) compared to the rest of the state (\$56,642).<sup>2</sup> People who identify as Black and Hispanic represent the largest historically underrepresented communities (18.2% and 6.1%, respectively). This data is key in framing historic preservation priorities and opportunities.

## The Takeaway

- Wake Forest is growing, expecting to more than double in population by the year 2040.
- Wake Forest is growing at a rapid pace, prompting development pressure as new residents move to the town
- The population is primarily wealthy, white, and highly educated.
- Black and Hispanic populations are the largest underrepresented group.

## Population

Total Population: 47,601\*  
Density: 2,637/square mile\*

## Age

Under 5 Years Old: 7.7%\*  
Under 18 Years Old: 28.2%\*  
Over 65 Years Old: 11.1%\*

## Education

High School or Higher: 97.1%\*\*  
Bachelor's Degree or Higher: 55.5%\*\*

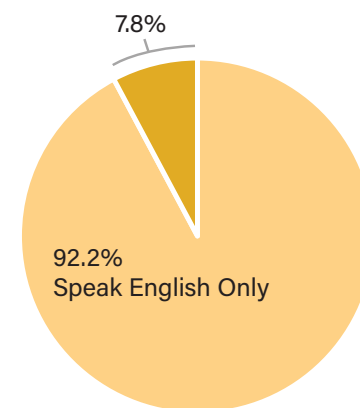
Source:

\* 2020 Census

\*\*American Community Survey 2020 (2016-2020)

## Language Spoken at Home

Speak a language other than English

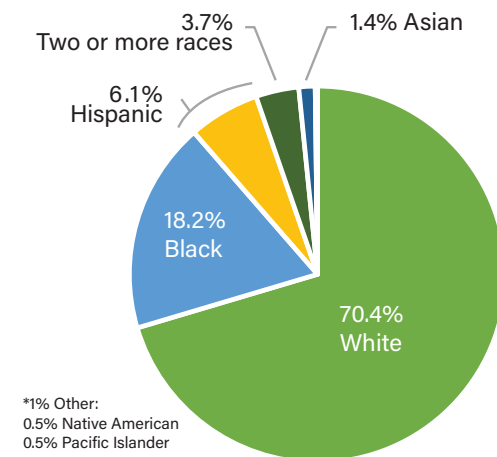


Source:

American Community Survey 2020 5-year estimates

Figure 7. Language Spoken at Home<sup>4</sup>

## Race

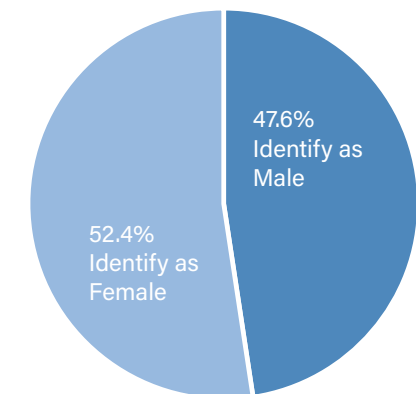


\*1% Other:  
0.5% Native American  
0.5% Pacific Islander

Source:

American Community Survey 2020 5-year estimates

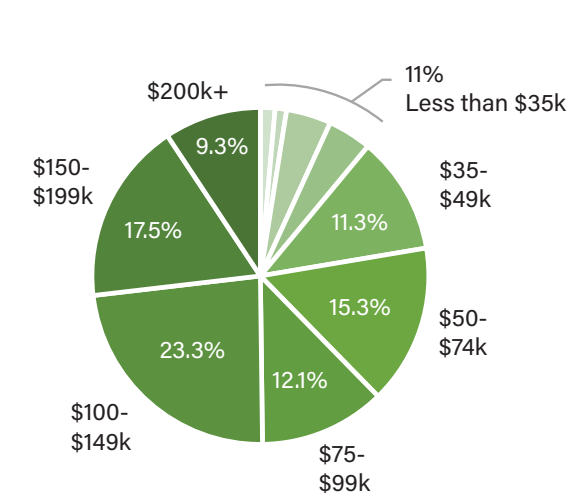
## Gender Identity



Source:

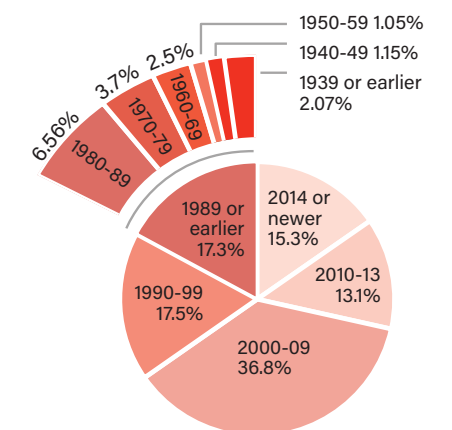
American Community Survey 2020 5-year estimates

## Median Household Income



Source: 2020 Census

## Building Age



16,488 Total Buildings

Source: American Community Survey 5-year estimates

Figures 8-11. Race, Gender Identity, Building Age, and Median Household Income (Clockwise from top left)<sup>5</sup>





Figure 12. Wake Forest College in 1956  
Source: *Life*

## 2.2 History of Wake Forest

Wake Forest, located northeast of the State Capital, Raleigh, began as a rural community of farms and forests and was later defined by its development as a college town. In 1820, Dr. Calvin Jones purchased a plantation from Davis Battle. Jones sold the plantation to the North Carolina Baptist Convention in 1832 for the Wake Forest Institute.<sup>6</sup> Education and instruction in Baptist Theology was provided in return for agricultural labor. The school abandoned the agricultural requirements by 1838 and adopted a liberal arts curriculum. The farmland north of the campus was platted into lots and sold. These lots now line North Main Street and together with North Avenue and South Avenue form the Wake Forest Local Historic District and the beginning of the Town of Wake Forest.

The Raleigh and Gaston Railroad was built on the eastern boundary of the college in the 1830s.<sup>7</sup> The railway established the nearest stop at Forestville, a mile south of the campus in 1840. This station arrangement stood for over thirty years, until 1874, when the college was able to pay to relocate the depot to a site adjacent to Wake Forest College.<sup>8</sup> The relocation of the rail depot spurred the local economy and stimulated the development of downtown.



Figure 13. Wake Forest Depot with passenger train arriving at platform

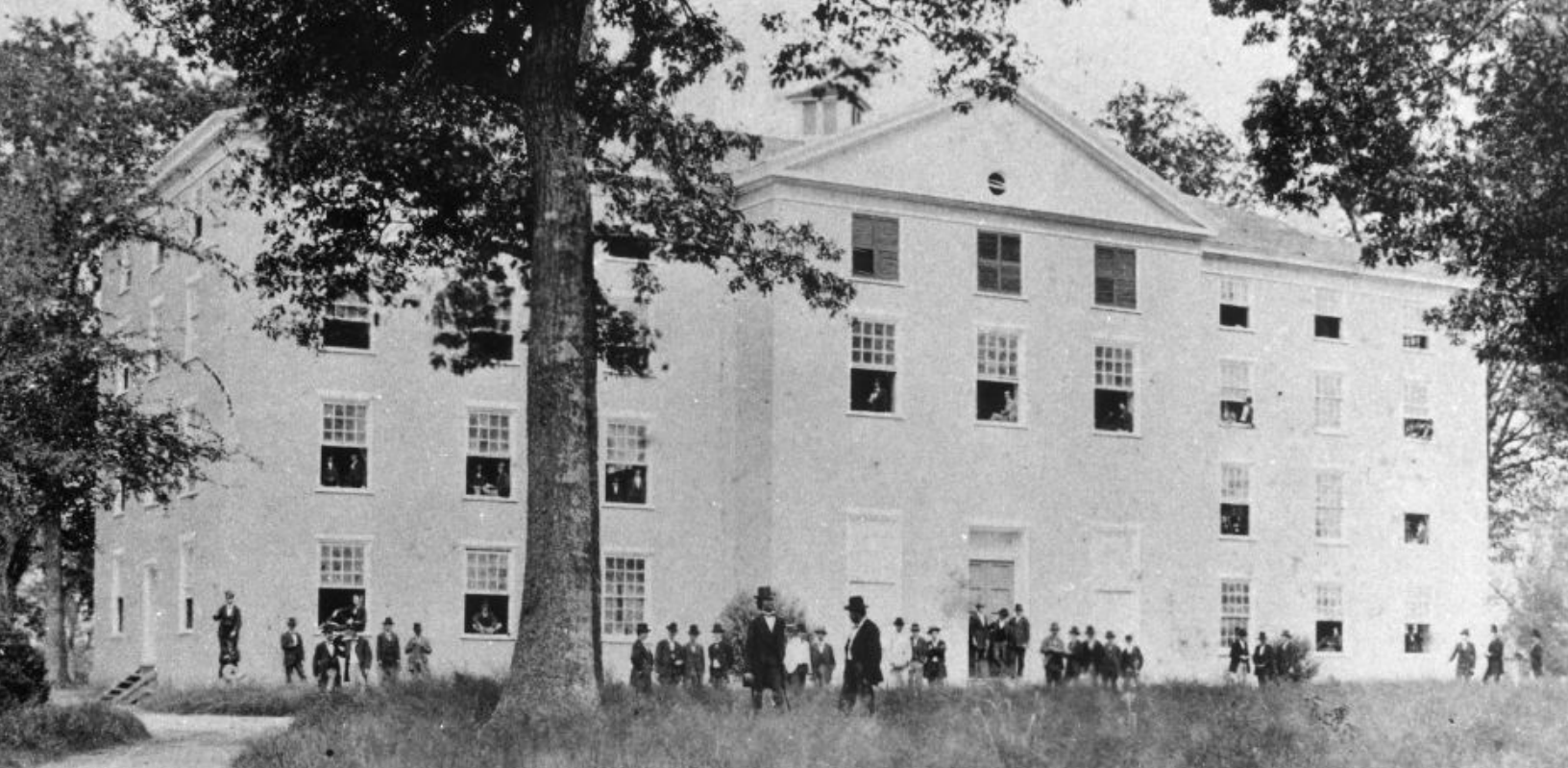
In 1880, the Town of Wake Forest College was incorporated by the state legislature. During the subsequent period of prosperity, many faculty houses were built and a commercial district east of the railway was constructed. The population of the newly incorporated Town in 1880 was 456 and increased to 1,445 by 1910.<sup>9</sup> The introduction of new industries, like the Royall Cotton Mill founded by Robert E. Royall, and establishment of a bustling business district with pharmacies, hardware, grocery, and clothing stores, gave the Town an identity independent of the college and a need for common civic amenities.<sup>10</sup>

After the Town charter was amended in 1909 and the Town renamed Wake Forest, the Town grew slowly until a post-World War II population boom. The population was 1,562 in 1940, and more than doubled to 3,704 in 1950.<sup>11</sup>



Figure 14. Downtown Wake Forest during the mid-twentieth century





In 1946, Wake Forest College received an offer from the R.J. Reynolds Tobacco Company to relocate 110 miles away to Winston-Salem.<sup>12</sup> The North Carolina Baptist Convention accepted the offer and in turn sold the campus to the Southern Baptist Convention in 1950. Southeastern Baptist Theological Seminary (SEBTS) was founded in 1951. Both Wake Forest College and SEBTS resided on the campus until the Winston-Salem campus was completed in 1956.<sup>13</sup> The Town felt the economic loss of the college campus and students. The population shrank from 3,704 in 1950 to 2,664 in 1960. The shift in clientele from college students who attended movies, ate in restaurants, and shopped downtown to seminary students who were frequently married and on a tight budget impacted the downtown businesses.<sup>14</sup>

In 1964, the Industrial Development Corporation sought to transform Wake Forest's identity and draw new industry and jobs to the area. Soon, companies began to relocate to the Wake Forest area, including A. Schrader's Son, Athey Products, Neuse Plastic Company, and Diazit Company, among others.<sup>15</sup> By 1980, the population of Wake Forest had rebounded to 3,780, in part because of industrial growth but also because of commuting opportunities to nearby Raleigh. Since 1980, the population has continued to rise, driven by the region's rapid growth.<sup>16</sup>

A timeline of Wake Forest history highlights key milestones in the Town's rich history (Table 1. History Timeline). Historical events were selected based on a review of the Town's historic periods.<sup>17</sup>

Figure 15. Old campus building at Wake Forest College  
Source: Wake Forest Historical Museum (WFHM)

Table 1. History Timeline

|                   |                                                                                                                                                                         |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1790s-1820</b> | Several plantations are established in the northern portion of Wake County known as the Forest District.                                                                |
| <b>1820</b>       | Dr. Calvin Jones purchases a 600-acre plantation from Davis Battle.                                                                                                     |
| <b>1834</b>       | Wake Forest Institute opens after the North Carolina Baptist Convention purchases property from Dr. Calvin Jones.                                                       |
| <b>1840</b>       | Raleigh and Gaston Railroad is established with a stop in Forestville.                                                                                                  |
| <b>1862-65</b>    | Wake Forest College closes during the Civil War.                                                                                                                        |
| <b>1869</b>       | An 1869 deed indicates that the Trustees of Olive Branch Church acquired land for a Freedman's School in the Northeast Community.                                       |
| <b>1874</b>       | The railroad station is moved adjacent to Wake Forest College.                                                                                                          |
| <b>1880</b>       | Town of Wake Forest College is incorporated.                                                                                                                            |
| <b>1900</b>       | Royall Cotton Mill and Village is built north of the College and the Town of Royal Cotton Mill is established.                                                          |
| <b>1905</b>       | Allen Young and Nathaniel Mitchell start the Spring Street Presbyterian Church and Mission School which would become the Wake Forest Normal and Industrial Institute.   |
| <b>1909</b>       | The Town name is changed to Wake Forest and the Town of Wake Forest and Town of Royall Cotton Mill become one town.                                                     |
| <b>1919-20</b>    | Bonds for a new sewer system are passed, leading to the construction of a new water treatment plant and elevated water tank on Elm Street.                              |
| <b>1922</b>       | The Rosenwald Foundation provides funding for a new public school for black children that would become W.E.B. DuBois School.                                            |
| <b>1926</b>       | US 1 established as the main North South Corridor using existing roads including Main Street in Wake Forest.                                                            |
| <b>1939</b>       | W.E.B. DuBois School is expanded with a new high school building with funds from the Public Works Administration.                                                       |
| <b>1942</b>       | Community House and Pool are built by the Works Progress Administration.                                                                                                |
| <b>1945</b>       | Royall Mills begins subdividing and selling houses in the Mill Village.                                                                                                 |
| <b>1956</b>       | Wake Forest College moves to Winston-Salem and Southeastern Baptist Theological Seminary is established on the old campus.                                              |
| <b>1959</b>       | Taylor Street Pool and Pool House opens to Black residents in the Northeast Community.                                                                                  |
| <b>1964</b>       | Wake Forest Industrial Development Corporation established.                                                                                                             |
| <b>1971</b>       | W.E.B. DuBois High School is integrated and becomes Wake Forest - Rolesville Middle School until its closure in 1981 following the construction of a new middle school. |
| <b>1984</b>       | Forestville is annexed into Wake Forest.                                                                                                                                |
| <b>2004</b>       | The Downtown Revitalization Corporation commission is established.                                                                                                      |
| <b>2011</b>       | New Wake Forest Town Hall is constructed.                                                                                                                               |





Figure 16. Lanneau House in the Wake Forest Local Historic District

## Chapter 3 Preservation Program

This chapter describes the current historic preservation conditions in Wake Forest. An overview is provided about the Wake Forest Historic Preservation Program and the other planning activities associated with historic preservation. Properties with local, state, and/or national historic designations are provided. The chapter closes with a description of the Town's historic resources survey efforts.

### ***In this Section:***

- 3.1 Preservation History**  
Preservation Timeline  
Historic District Map
- 3.2 Current Historic Preservation Program**  
Program Overview  
Past Planning Efforts
- 3.3 Surveys & Designation**  
Past Survey Activities  
Historic Properties and Districts



Figure 17. North Main Street during the 1920s

### 3.1 Preservation History

The passage of the National Historic Preservation Act (NHPA) of 1966 [16 U.S. Code (USC) 470 et seq] provided a regulatory framework for historic preservation efforts across the country. A year prior, the North Carolina General Assembly authorized local governments in Winston-Salem, Edenton, Bath, and Halifax to create historic districts and associated commissions (State Law 1965-804). In 1971, this authorization was revised to apply to local governments across the state [North Carolina General Statute (NCGS) §160A-400.1]. Wake Forest first began exploring the creation of a local historic district, ordinance, and commission in 1973.<sup>18</sup>

These plans materialized in 1979 when the State revised its historic preservation legislation to streamline Local Landmark and Local Historic District authority, enabled local Historic Preservation Commission (HPC) processes, and demolition regulations. That same year, the Town's historic preservation ordinance was adopted, a comprehensive historic resources survey was completed, and the Town's first historic district was created. Since then, Wake Forest has continued to expand its preservation program with new National Register of Historic Places (NRHP) properties and districts, surveys, and special projects (Table 2. Preservation History Timeline on page 21).



Wake Forest has four historic districts; the Wake Forest Local Historic District established in 1979, the Glen Royall Mill Village NRHP Historic District established in 1999, the Downtown Wake Forest NRHP Historic District in 2002, and the Wake Forest NRHP Historic District established in 2003 (Figure 18. Historic District Map). The Local Historic District has special significance to the Town of Wake Forest and is overseen by the Historic Preservation Commission. The NRHP is a federal program and is the honor roll of historic properties in the United States.

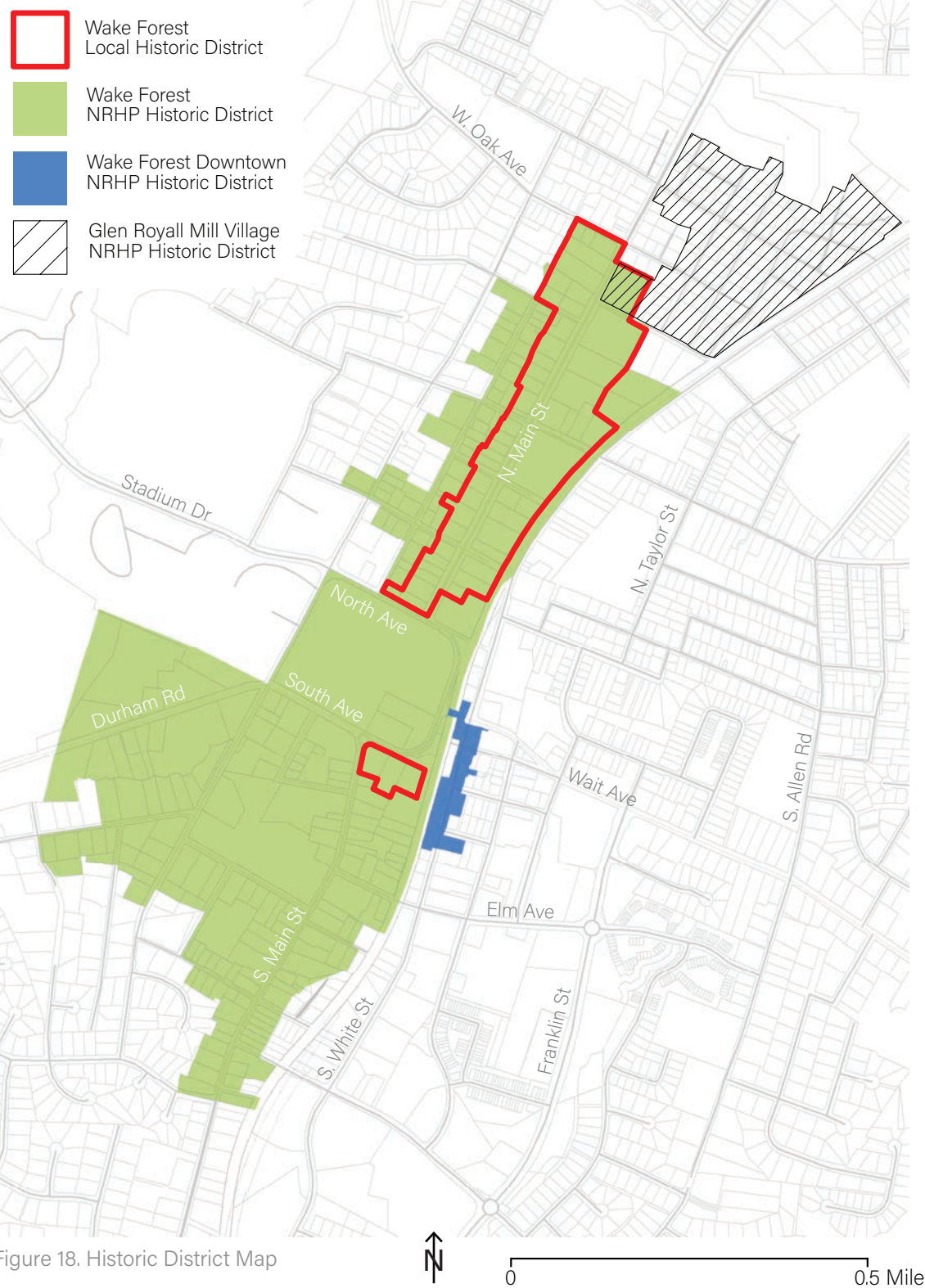


Table 2. Preservation History Timeline

|             |                                                                                                                                                                                                                                                          |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1966</b> | National Historic Preservation Act is signed by President Lyndon B. Johnson.                                                                                                                                                                             |
| <b>1971</b> | North Carolina passes statute authorizing local governments to form their own historic preservation commissions.                                                                                                                                         |
| <b>1973</b> | Wake Forest completes a preliminary historic resources survey.                                                                                                                                                                                           |
| <b>1975</b> | State statute is changed to provide a 50% local property tax deferral for designated Local Landmarks. <sup>19</sup>                                                                                                                                      |
| <b>1976</b> | Federal historic rehabilitation tax credits are established. <sup>20</sup>                                                                                                                                                                               |
| <b>1979</b> | A historic resources survey of the historic core of Wake Forest is completed. Wake Forest passes an ordinance forming its Historic Preservation Commission (HPC) and creates the Wake Forest Local Historic District.                                    |
| <b>1989</b> | The State statute is amended, expanding HPC powers to allow the regulation of alterations, demolitions, and new construction in Local Historic Districts. <sup>21</sup>                                                                                  |
| <b>1991</b> | State statute is amended extended stay of demolition period from six months to one year for Local Landmarks and Local Historic District properties.                                                                                                      |
| <b>1997</b> | Wake Forest becomes a Certified Local Government.                                                                                                                                                                                                        |
| <b>1998</b> | North Carolina establishes state historic rehabilitation tax credits. <sup>22</sup>                                                                                                                                                                      |
| <b>1999</b> | Town adopts design standards for the Wake Forest Local Historic District. Glen Royall Mill Village NRHP Historic District is established.                                                                                                                |
| <b>2002</b> | Downtown Wake Forest NRHP Historic District is established.                                                                                                                                                                                              |
| <b>2003</b> | Wake Forest NRHP Historic District is established.                                                                                                                                                                                                       |
| <b>2008</b> | Demolition of Historic Structures Ordinance is passed, providing review of all historic buildings prior to demolition (Session Law 2007-66, HB 827). Historic resources survey conducted, documenting properties in Wake Forest constructed before 1958. |
| <b>2015</b> | The rehabilitation of the Ailey Young House begins after receiving a \$10,000 grant from Preservation North Carolina. <sup>23</sup>                                                                                                                      |
| <b>2019</b> | Historic Property Handbook & Design Standards are updated for the Wake Forest Local Historic District and Local Landmarks, replacing the previous design standards developed in 1999.                                                                    |
| <b>2020</b> | Historic resources survey conducted, documenting resources built between 1958 and 1975.                                                                                                                                                                  |
| <b>2021</b> | Wake Forest historic marker program is established. <sup>24</sup>                                                                                                                                                                                        |





Figure 19.  
Calvin Jones  
House now  
the Wake  
Forest  
Historical  
Museum  
(WFHM)

## 3.2 Current Historic Preservation Program & Plan

The Wake Forest Historic Preservation Program is housed within the Planning Department and currently has one full-time employee dedicated to historic preservation. The Historic Preservation Planner leads program efforts, serves as staff liaison to the Historic Preservation Commission and meets the Secretary of the Interior's Professional Qualification Standards (Appendix D: Secretary of Interior Qualifications) for architectural history.

The Historic Preservation Planner's duties include but are not limited to, consulting with property owners, architects, and contractors about historic building materials and issues; reviewing development projects for historic property impacts; conducting grant research and writing; project management; facility management (Ailey Young House); coordinating with the North Carolina State Historic Preservation Office (SHPO; also referred to as NCHPO in North Carolina); assisting property owners with information and additional resources; leading workshops; developing educational information; completing any federal, state, and local reporting requirements; and fostering community partnerships. The position is entirely dedicated to the historic preservation program. An additional planner provides part-time support to the historic preservation program.

The Town of Wake Forest HPC is a quasi-judicial board appointed by the Board of Commissioners (BOC). The HPC reviews and approves changes to locally designated historic properties, makes recommendations for Local Historic Districts and Landmarks, and reviews and comments on ordinances that impact historic preservation.

The HPC budget has increased in recent years, from \$14,000 in 2019, to \$75,000 in 2021.<sup>25</sup> In addition to this annual budget, fundraising for the Ailey Young House and grants are methods by which the Town has made historic preservation progress. Wake Forest has an expansive website with pages for the Historic Preservation Program and HPC. Online resources include information about local incentive programs, design standards, previous survey documentation, and virtual tours of historic districts. HPC resources include meeting agendas, staff reports, and a monthly newsletter. The Town also publishes brochures describing the COA process and historic district walking tours.

The 2012 Historic Preservation Plan summarizes the Town's history and history of the preservation program and lists nine policies developed through community engagement and in consideration of the 2009 Wake Forest Community Plan to guide future preservation planning efforts (Table 3. Historic Preservation Plan Policies on page 24).<sup>26</sup>

Overall, the Plan encourages the expansion of preservation-related education for the public and HPC, enhanced communication, and the continued commitment to ongoing historic preservation program management, including the Town's designation program, incentive programs, and enforcement of design standards. Moreover, the Plan encourages physical improvements to historic areas, such as lighting and sidewalk improvements. Special projects and special events are also encouraged, including the protection of the Ailey Young House, development of an online database of historic properties, and continuation and expansion of historic tours. Lastly, the Plan recommitments the Town to existing historic preservation policies from the 2009 Community Plan, including the continued use of design standards; identification, restoration, and use of historic places; and discouragement of destruction of historic resources. The Town has made progress towards implementing all seven policies. To continue the Town's commitment to these areas, each policy is incorporated into the goals and recommendations of the 2022 Plan.



Figure 20. Home Tour  
participants visit 340  
North Main Street



The 2012 Plan incorporated nine policies outlined by the 2009 Community Plan framework (Table 3. Historic Preservation Plan Policies). Six of the policies were directly related to historic preservation (HP) and three policies were related to Arts, Culture, and Historic Preservation (ACH). The policies provide a strong foundation to guide historic preservation principles and practices followed by the Town.

Table 3. Historic Preservation Plan Policies

| Policy | Description                                                                                                                                                                                                                                                                                                               | Status                               | Notes                                                                                                                                                                                                                                                                                                                                            |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HP-1   | Historic preservation education targeting the community at large, historic property owners and occupants, and members of the Historic Preservation Commission (HPC) should include a special emphasis on Local History and Architecture, the Historic District Design Standards, and Preservation Methods and Techniques. | Fulfilled, Ongoing                   | Historic preservation education remains a central goal to the program. Instances include: <ul style="list-style-type: none"><li>▪ Walking tour brochures and computer applications</li><li>▪ Property owner workshops</li><li>▪ Archaeology workshops</li><li>▪ Special events and webinars</li><li>▪ Ailey Young House Rehabilitation</li></ul> |
| HP-2   | Communication Tools should be utilized, especially the Town web page, a Historic Properties Data Base, a Newsletter, working closely with the Town Communications Department, and partnering with the news media to get the word out.                                                                                     | Fulfilled, Ongoing                   | Online and print communications have been developed and are ongoing: <ul style="list-style-type: none"><li>▪ Monthly newsletters</li><li>▪ Press release</li><li>▪ Social media</li><li>▪ Website updated regularly</li></ul>                                                                                                                    |
| HP-3   | Historic Preservation Programs are important including Property Designation and Listing, Protecting Endangered Properties, Incentive Programs, and the Enforcement of the Historic District Design Standards.                                                                                                             | Fulfilled, Ongoing                   | These are basic components of program and HPC administration. Instances include: <ul style="list-style-type: none"><li>▪ Historic Resources Survey Update 2020</li><li>▪ Updated the Design Standards</li><li>▪ Six Local Historic Landmarks designated since 2012</li></ul>                                                                     |
| HP-4   | Physical Improvements in Historic Neighborhoods should be encouraged including Pedestrian Lighting, Sidewalk Improvements, and Street Improvements.                                                                                                                                                                       | Fulfilled, Ongoing, Attention Needed | Street improvements are planned to be studied according to the Comprehensive Transportation Plan (CTP). Some items completed include: <ul style="list-style-type: none"><li>▪ Pedestrian level lighting was added to North Main Street in 2015-16</li><li>▪ Speed limit lowered to 25 MPH on North Main Street</li></ul>                         |

| Policy | Description                                                                                                                                                                                                                                                                                                                              | Status                               | Notes                                                                                                                                                                                                                                                                                                                                                              |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HP-5   | Special Projects in Historic Preservation should be encouraged including Town Policies in Support of Historic Preservation, the Protection of the Ailey Young House, and the Development of an Interactive Data Base.                                                                                                                    | Fulfilled, Ongoing                   | <ul style="list-style-type: none"><li>▪ These special projects have been either completed or are part of an ongoing commitment</li></ul>                                                                                                                                                                                                                           |
| HP-6   | Special Events in Historic Preservation should be encouraged including the Biennial Historic Home Tour, other Guided Historic Tours, and a Historic Home and Garden Tour.                                                                                                                                                                | Fulfilled, Ongoing                   | <ul style="list-style-type: none"><li>▪ Walking, self-guided, and virtual tours have been developed and are continuing to be developed</li><li>▪ New tours have been planned for Glen Royall Mill Village and the Northeast Community</li></ul>                                                                                                                    |
| ACH-5  | Design Standards should continue to be employed so that development and redevelopment is consistent with the architectural context, community character, economic attractiveness and livability of Wake Forest.                                                                                                                          | Fulfilled, Ongoing, Attention Needed | <ul style="list-style-type: none"><li>▪ Design standards have been employed in regulated areas</li><li>▪ More work is needed for areas of concern including unregulated areas like the Northeast Community, Wake Forest NRHP, and Wake Forest Downtown NRHP Historic Districts</li></ul>                                                                           |
| ACH-6  | The identification, restoration, and active use of structures, buildings, monuments, landmarks, sites and neighborhoods of historic or architectural significance shall be encouraged to safeguard the heritage of the town, and to enhance their educational, economic and cultural value to the community and State of North Carolina. | Fulfilled, Ongoing, Attention Needed | The Town's survey program has been effective including: <ul style="list-style-type: none"><li>▪ Historic Resources Survey Update 2020</li><li>▪ Designation of six additional Local Historic Landmarks since 2012</li><li>▪ Addition of four individual properties, one district expansion, and one district to the North Carolina Study List since 2008</li></ul> |
| ACH-7  | The destruction of architectural, historic, and archaeological resources of Wake Forest shall be strongly discouraged.                                                                                                                                                                                                                   | Fulfilled, Ongoing, Attention Needed | Additional educational material and ordinance should be explored to further discourage demolition for environmental sustainability and long-range historic preservation of the community. Implementation items include: <ul style="list-style-type: none"><li>▪ Demolition process for historic structures</li></ul>                                               |

Wake Forest has been active in coordinating planning efforts among various Town departments. Several plans have a historic preservation component that were taken into consideration for the 2022 Historic Preservation Plan. Table 4 below details other Town plans that have a historic preservation component and their current implementation status.

Table 4. Past Plans and Studies

| Plan                                                      | Historic Preservation Component                                                                                                                                                                                                                                                                                                         | Status                                                                                                                                                                                                          |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Community Plan Update, 2022                               | Of the seven key recommendations, the most substantive is the desire to adopt new local historic districts to preserve the Town’s historic character.                                                                                                                                                                                   | Not yet investigated or implemented.                                                                                                                                                                            |
| CTP, 2019 (updated in 2021)                               | Projects recommended in the CTP are the one-way loop around SEBTS and adding curb and gutter and sidewalk infrastructure in the historic core. All these require study to determine the project feasibility and impact.                                                                                                                 | Not yet investigated or implemented.                                                                                                                                                                            |
| Northeast Community Plan, 2021                            | The Northeast Community expressed concern regarding “legacy” (the preservation of historic identity, historic resources, and family history) and visual compatibility between newer and older buildings. The plan also addressed the need to preserve and share the community’s history.                                                | Some items have been completed to address this recommendation: <ul style="list-style-type: none"><li>▪ The Ailey Young House Rehabilitation</li><li>▪ Story Map and Historic Markers</li></ul>                  |
| Parks Recreation and Cultural Resources Master Plan, 2015 | A survey was conducted for this Plan where members of the public ranked the importance of 14 facilities and services. Cultural and historic resources were ranked 7th overall, with 63% of respondents indicating they are important or very important. Revitalization of the DuBois Center was included as a potential future project. | Historic Preservation Planner tasks include: <ul style="list-style-type: none"><li>▪ Consultation services for Joyner Park outbuildings</li><li>▪ Interpretative signage development at parks</li></ul>         |
| Renaissance Plan for Downtown Wake Forest, 2017           | The plan highlights potential for development; short- and long-term implementation strategies for retail; parking; mobility for bicyclists and pedestrians; transit; and attracting new commercial and residential business. It also establishes key urban design principles.                                                           | <ul style="list-style-type: none"><li>▪ Exterior changes to contributing buildings must meet the Secretary of Interior Standards for Rehabilitation</li><li>▪ A parking study has also been completed</li></ul> |
| Wake County Hazard Mitigation Plan (HMP), 2019            | The HMP notes that assessment of historic properties susceptible to natural hazards and identification of methods to eliminate or minimize future damage from these hazards is often a missing element to Historic Preservation Plans and should be included.                                                                           | Not yet investigated or implemented.                                                                                                                                                                            |



Figure 21. Powers House and Store

Historic Preservation Ordinance

The Town’s historic preservation ordinance establishes historic preservation regulations in Wake Forest and its Extraterritorial Jurisdiction (ETJ). The purpose of the ordinance is to:

- **Safeguard the heritage of the Town** by preserving districts and landmarks therein that embody the special character of the Town and important elements of its culture, history, architectural history, or pre-history;
- **Promote the use and conservation of such districts and landmarks** for the education, pleasure, and enrichment of the residents of the Town, the County and the State as a whole, and;
- **Preserve property values** and **promote the general welfare** of its citizens.

The ordinance grants the Town the ability to designate Local Landmarks and Local Historic Districts, oversee alterations to locally designated properties, and regulate the demolition of historic properties with a local, county, state, or federal designation. It requires that alterations and demolitions be subject to the Certificate of Appropriateness (COA) process. It also establishes duties and procedures for the HPC, zoning regulations for historic character overlay districts, and an appeal process for historic preservation program decisions.<sup>27</sup>



Historic Preservation Commission (HPC)

The HPC is a nine-member quasi-judicial body tasked with safeguarding the heritage of Wake Forest by overseeing the Town's historic resources survey program, local designation of historic resources, NRHP nominations, the appropriateness of exterior alterations to Local Landmarks and Local Historic District properties, and demolition requests to historic properties.<sup>28</sup> Additional HPC duties include undertaking historic resource surveys, conducting educational programs, publishing information, communicate with other boards or commissions, accept fund for preservation purposes, acquire property to promote historic preservation. The Commission may also provide comment and advice on general Town planning matters pertaining to historic preservation, historic preservation plans and ordinances, and recommend Local Landmarks and Local Historic Districts to the BOC for approval. Those who serve on the Commission are appointed by the BOC and must have expertise or a demonstrated special interest in history, archaeology, architecture or related field and live within the Town and ETJ limits. At least one member must live in a Local Landmark or Local Historic District and one member must live in the ETJ. Members are limited to serving two, consecutive 3-year terms.

Certificate of Appropriateness (COA) Process

Owners of Local Landmarks or properties in the Local Historic District wishing to make exterior alterations must apply for a COA to ensure that the special character of the historic property or district is preserved by meeting the Local Historic District and Local Landmark design standards and the Secretary of the Interior's Standards for Rehabilitation. Minor alterations are reviewed at the administrative level by Planning Department staff, thereby expediting the review process. Major alterations require review by the HPC. A COA may be approved, approved with conditions, or denied based on HPC analysis. Failure to comply with the COA process may result in a stop work order.

A COA is also required for the demolition of any building that is:

- 1. Listed on a federal, state, or local historic register, and/or;
- 2. Identified on the Historic Building Survey map.

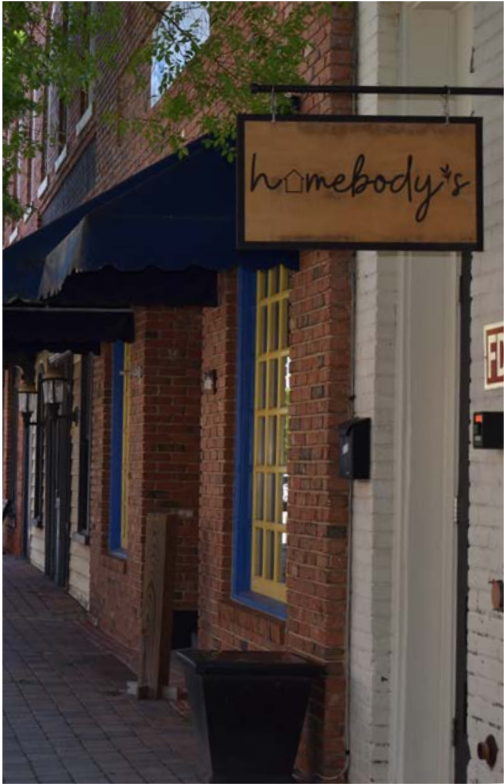


Figure 22. Historic district signage should reflect traditional types, materials and installation methods. Signs in all districts require a sign permit.

Certified Local Government (CLG)

The CLG program is administered by the National Park Service (NPS), the agency responsible for oversight of cultural heritage across the country, and establishes a partnership between local governments, the SHPO, and the federal historic preservation program. Through the certification process, CLGs make a commitment to national historic preservation standards, including:

- Establishing a qualified historic preservation commission;
- Enforcing appropriate state or local legislation for the designation and protection of historic properties, typically through a local historic preservation ordinance;
- Maintaining a system for the survey and inventory of local historic resources, facilitating public participation in local preservation, including participation in the NRHP process, and;
- Following additional requirements allowed in the State's CLG procedures.

Historic Preservation Funds (HPF) grant funding can be used for architectural and archaeological surveys, NR nominations, survey publication manuscripts, local preservation design standards and preservation plans, public outreach, educational activities, local preservation commission training, and pre-development planning and restoration of NR properties. The North Carolina SHPO monitors CLGs to ensure that each local government is fulfilling the requirements for certification.

According to Wake Forest's most recent evaluation reports, the Town is in good standing with the CLG program, met the requirements for continued certification, and made significant annual progress toward historic preservation goals.<sup>29</sup>



Figure 23. Visitors line up to see 614 North Main Street during the Historic Home Tour.



## Unified Development Ordinance

The Wake Forest Unified Development Ordinance (UDO), which was first adopted in 2013 and outlines the requirements for all development activity, combines into a single document the Town's zoning, subdivision, land use, grading, storm water management, and historic preservation regulations.<sup>30</sup>

## Zoning and Overlay Districts

Under NCGS, an overlay district is an area in which different requirements are imposed on certain properties within one or more underlying conventional, conditional, or form-based districts. Two overlay districts (Table 5. Overlay Zoning) are in Wake Forest that pertain to historic preservation:

- 1. Wake Forest Local Historic District (HL-O)
- 2. Glen Royall Mill Village Character Preservation Overlay (MVCP-O)

The Historic Overlay District is required per State Law for all Local Historic Districts and Landmarks. The Wake Forest NRHP Historic District and the Wake Forest Downtown NRHP Historic District are not currently under the protection of an overlay district and have limited protection. Properties in the Glen Royall Mill Village Character Preservation Overlay which covers the Glen Royall Mill Village NRHP Historic District are not subject to HPC regulation, but are required to follow a specific set of development standards outlined in the UDO.<sup>31</sup>



Figure 24. North Main Street in the Wake Forest Local Historic District

Table 5. Overlay Zoning

| Zone:            | HL-O                                                                                                                                                   | MVCP-O                                                                                                     |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Applies to:      | Wake Forest Local Historic District, Local Landmarks                                                                                                   | Glen Royall Mill Village NRHP Historic District; portion of Wake Forest Local Historic District is exempt. |
| Character        | Portions of the Wake Forest and Glen Royall Mill Village NRHP Historic Districts; various residential and commercial buildings                         | Historic mill housing; single-family detached homes                                                        |
| Legal Procedures | 15.11.1 Designation of Historic Landmarks/ Districts<br>15.11.2 Certificates of Appropriateness-Minor<br>15.11.3 Certificates of Appropriateness-Major | 2.4.6 Development Standards                                                                                |
| Description      | Primarily relates to the administration and approval/ rejection of COAs                                                                                | Comprehensive regulations for construction and alterations                                                 |
| Authority        | HPC, Town                                                                                                                                              | Town                                                                                                       |



Figure 25. Women at the Train Depot in Downtown Wake Forest





Figure 26. The William and Barbara Mutschler House was recently designated as a Local Landmark

### 3.3 Surveys & Designations

The Town of Wake Forest has commissioned three historic resources surveys, also referred to as architectural surveys, completed in 1979, 2008, and 2020. Historic Resource and Architectural Surveys are undertaken to identify and document historic and architectural resources as the first step in the historic preservation planning process. Identification and documentation of these resources enables communities to understand their history and preserve their heritage. Potential historic districts and properties are identified and can be incorporated into the comprehensive planning process. The North Carolina SHPO includes identification and documentation as one of their goals in the Statewide Historic Preservation Plan.<sup>32</sup>



Figure 27. A portion of the survey map from the 1979 survey

## Historic Resource Surveys

### 1979 Survey

The 1979 survey included a historic context and documented 22 properties in the central business district, 35 residences in the North Main Street area, and the Glen Royall Mill Village. All these areas became local and/or NRHP historic districts.

### 2008 Survey

The 2008 survey documented properties over 50 years old that had not been previously surveyed, including:

- Houses and commercial buildings within a four-block radius of the Downtown Wake Forest NRHP Historic District;
- The 20-block DuBois School neighborhood, a historically Black neighborhood in the East End;
- Two 1960s subdivisions, Cardinal Hills and Spring Valley; suburban properties along main arteries extending out from Town, and;
- Isolated farms on the outskirts of Town.

As a result of the survey, the Ailey Young House, a late-1800s saddlebag house on land acquired by the Town for cemetery expansion and described in the report as the most significant historic resource associated with Black heritage in Wake Forest. The Ailey Young House has been designated a Local Landmark and was entered into the North Carolina SHPO NRHP Study List. The Town is rehabilitating the house and recently replaced the roof and completed the exterior painting.

### 2020 Survey

Funded by the federal Historic Preservation Fund (HPF) grant, the 2020 survey documented resources built between 1958 and 1975, including individual resources and neighborhoods platted or largely built between those years. The report includes a thorough historic context that corresponds to the surveyed resources. The survey report includes evaluations and recommendations, with additional scope for resources built during the late 1970s and 1980s expected to be aged-in to be eligible for the NRHP by the 2030s. All properties and districts recommended eligible for the NRHP were added to the SHPO NRHP Study List in 2020.



Designations

Study List

The North Carolina SHPO maintains a Study List of properties and districts that are likely to be eligible for the NRHP. The purpose of the list is to serve as a screening mechanism before time and expense is dedicated to an NRHP nomination. It is also a tool for local preservation planning that can generate additional preservation efforts, such as pursuing local designation or a grant for a formal NRHP nomination. Inclusion in the Study List is not a guarantee of eligibility and over time properties may require reevaluation due to changes or deterioration. Ten Study List properties and two Study List historic districts in Wake Forest have been identified as potentially eligible for the NRHP but have not been formally nominated to the National Register (Table 7. Current Historic Districts).



Figure 28. The 1950 Thomas J. Byne House was added to the North Carolina State Study List in 2020

National Register of Historic Places & Local Landmark

Historic properties in Wake Forest can be designated at the local or federal level. The Town’s historic preservation ordinance establishes criteria for the designation of Local Landmarks and Local Historic Districts. Properties and districts can be nominated by anyone. It is recommended to contact the Historic Preservation Planner to discuss the property, application process and to obtain an application for Local Historic Landmark Designation. Wake Forest has 13 Local Landmarks and one Local Historic District (Tables 8-9. Designated Properties). In addition to its landmark and historic district program, the Town has a Historic Marker Program designed to promote and educate the community about Wake Forest’s rich history, including properties where buildings are no longer standing.

The NRHP is the federal government’s official list of places worthy of preservation for their historic significance. Individual properties and historic districts can be listed in the NRHP.<sup>33</sup> Designation is honorary unless the property is involved in a project that receives federal funding, licensing, or permitting.<sup>34</sup> Certain NRHP-listed properties may be eligible for federal and state historic tax credit. Eleven individual properties and three historic districts are listed in the NRHP in Wake Forest. In order to be eligible for listing in the National Register of Historic Places, properties must have significance under Criteria A – historic events or pattern of events; Criteria B – historic persons or people; Criteria C – Architecture, Engineering or the Work of a Master; Criteria D – Potential to yield information important to our past (archaeology) AND must retain sufficient material integrity of location, setting, materials, design, workmanship, feeling, and association to convey its significance. See “Table 6. Historic designations” on page 35 for more information on historic designations.

What is Historic?

Any building, structure, site, object, or district that has cultural or historic significance to a people or community. Properties can be considered historic if not designated. However, they are not afforded the protection or benefits. In the United States, there are two types of designations to recognize historic resources: National Register of Historic Places and Local Designations (Local Historic Districts and Local Landmarks). The table below illustrates the differences between the two.

Figure 29. Historic designations

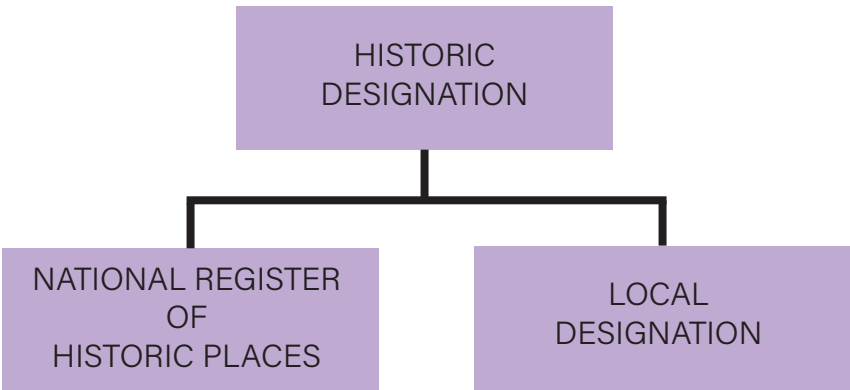


Table 6. Historic designations

|                      | Administration | Administered by the SHPO and NPS                                                                                                                  | Administered by the Local HPC                                                                      |
|----------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Eligibility Criteria |                | Must be significant under one of four criteria; A) historic events; B) historic people; C) architecture or engineering; or D) archaeology.        | Must have special historical significance to the community.                                        |
|                      |                | <b>AND</b><br>Maintain sufficient integrity (location, setting, materials, design, workmanship, feeling, and association) to convey significance. | <b>AND</b><br>Maintain sufficient integrity (location, setting, materials) to convey significance. |
|                      | Protection     | Federally-funded projects must consider historic resources.                                                                                       | All exterior changes must be approved by the HPC.                                                  |
| Demolition Review    |                | HPC, due to special legislation, can delay demolition for up to 365 days.                                                                         | HPC can delay demolition for up to 365 days.                                                       |
| Benefits             |                | May be eligible for Federal and State historic tax credits for qualified rehabilitation projects.                                                 | Local Historic Landmarks are eligible for 50% property tax deferral.                               |
|                      |                | Honor of Designation                                                                                                                              | Local Historic District properties may be eligible for local grants and incentives.                |
| Designation Process  |                | Nomination Form approved by SHPO and NPS timeline (1-3 years).                                                                                    | Application reviewed by SHPO and approved by HPC and BOC (6 months to 1 year).                     |



Historic Districts

Wake Forest has one Local Historic District, three NRHP Historic Districts, and two Study List Historic Districts (Table 7. Current Historic Districts). Figure 30 delineates these areas in addition to larger Study List properties in the Town. In recent years, a boundary increase was explored for the Wake Forest NRHP Historic District and was subsequently listed as a Study List district (WA8766). This area would expand the geographic boundary as well as the period of significance of the existing NRHP Historic District.

Table 7. Current Historic Districts

| Name (Survey Site)*                                                                        | Established | Significance                                           | Description                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wake Forest Local Historic District (WA5009)                                               | 1979        | Criteria A, C<br>Community Development<br>Architecture | Comprising a smaller portion of the Wake Forest NRHP Historic District, the Local Historic District occupies North Main Street from West Oak Avenue south to North Avenue and a portion of South Avenue.                                                     |
| Glen Royall Mill Village NRHP Historic District (WA1633)                                   | 1999        | Criteria A, C<br>Industry<br>Commerce<br>Architecture  | A 45-acre district north of the Local Historic District adjacent to the (former) Royall Cotton Mill Building.                                                                                                                                                |
| Downtown Wake Forest NRHP Historic District (WA4293)                                       | 2002        | Criterion A<br>Commerce                                | The Downtown Wake Forest NRHP Historic District runs along South White Street roughly from East Owen Avenue to East Roosevelt Avenue.                                                                                                                        |
| Wake Forest NRHP Historic District (WA1665)                                                | 2003        | Criteria A, C<br>Education<br>Architecture             | The Wake Forest NRHP Historic District encompasses the Wake Forest Local Historic District. The area spans the historic core of Wake Forest west of the CSX railroad. The district also includes the original Wake Forest College campus now known as SEBTS. |
| Wake Forest NRHP Historic District Additional Documentation and Boundary Increase (WA8766) | 2020        | Criteria A, C<br>Education<br>Architecture             | Added to the Study List in 2020. Would expand the boundary and period of significance of the original district.                                                                                                                                              |
| Windsor Park Study List Historic District                                                  | 2020        | Criteria A, C<br>Community Development<br>Architecture | Post-World War II neighborhood added to the Study List in 2020.                                                                                                                                                                                              |

\* Survey Site Number is the State Historic Preservation Office system for identifying sites and includes WA for Wake County and the Property Number.

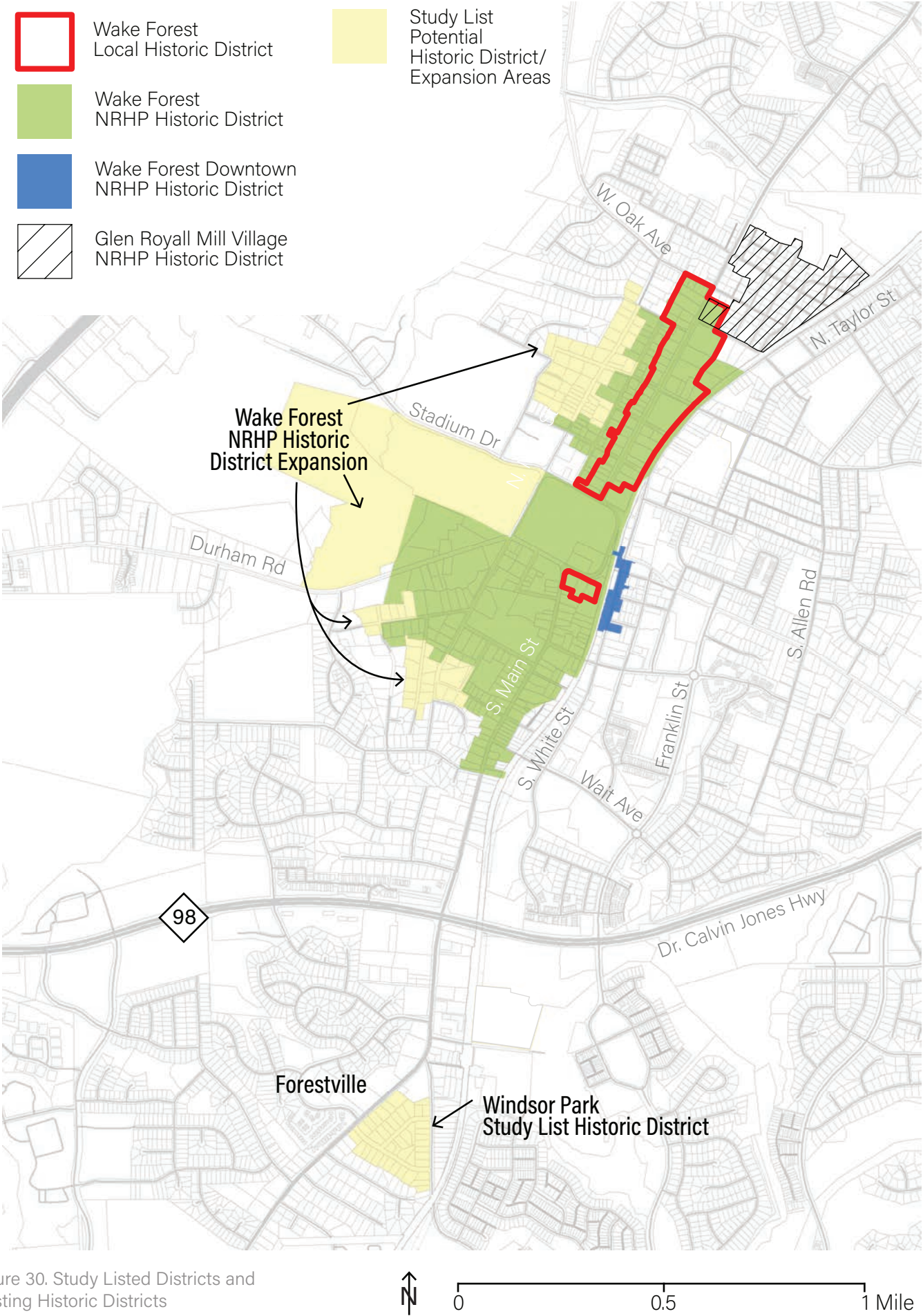


Figure 30. Study Listed Districts and Existing Historic Districts



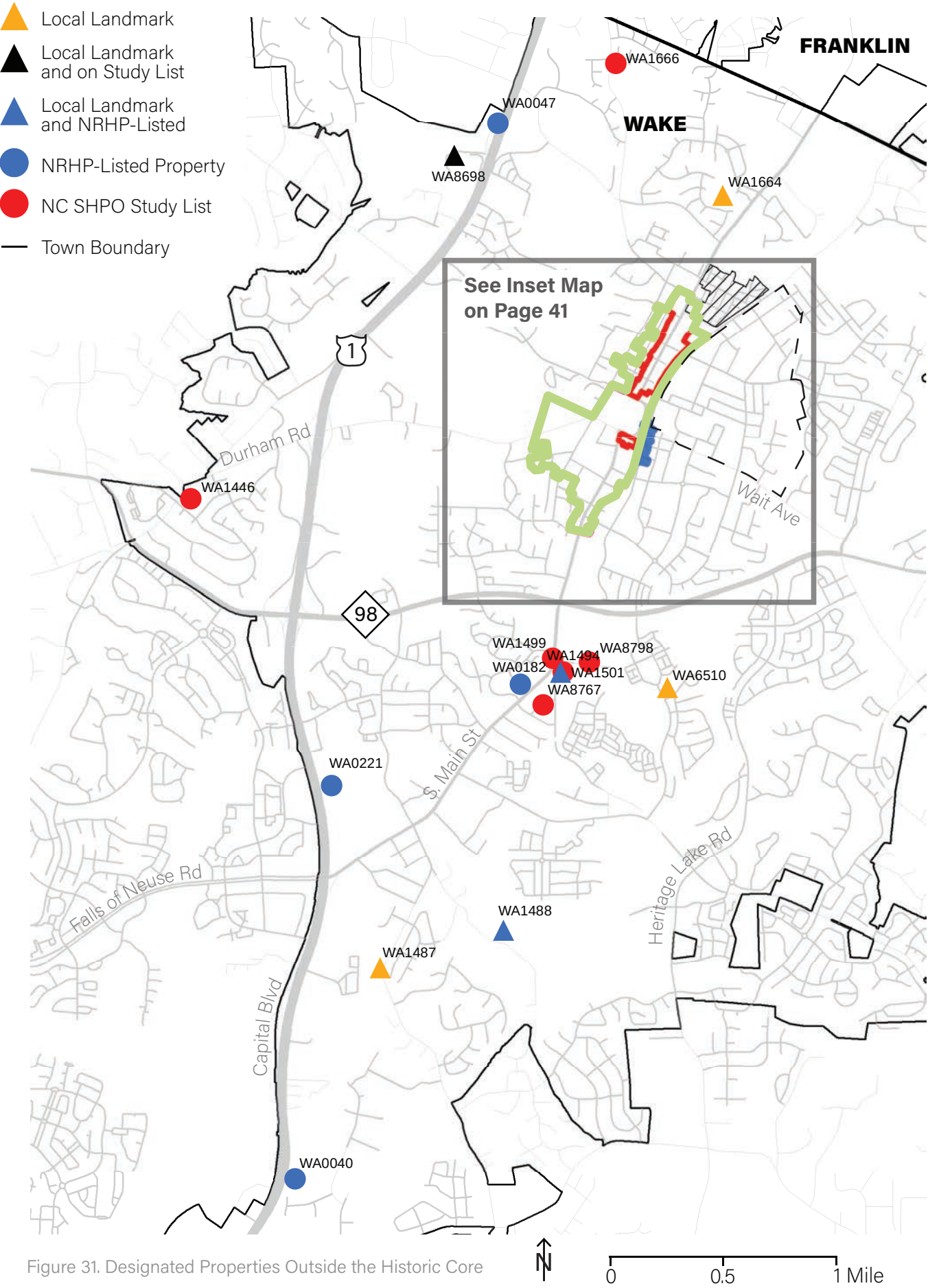
Designated Properties  
Outside Historic Core of Town

Wake Forest has numerous properties that have historic designations in and outside the Historic Core. Properties outside the Historic Core and within the Town limits are outlined below:

Table 8. Designated Properties Outside Historic Core

| Site ID | Status                        | Site Name                                            | Year Designated |
|---------|-------------------------------|------------------------------------------------------|-----------------|
| WA0040  | NRHP                          | Powell House                                         | 1974            |
| WA0047  | NRHP                          | Wakefields                                           | 1974            |
| WA0182  | NRHP                          | Forestville Baptist Church                           | 1984            |
| WA0221  | NRHP                          | Purefoy-Dunn House                                   | 1988            |
| WA1446  | Study List                    | Crenshaw Hall                                        | 1991            |
| WA1487  | Local Landmark                | Heartsfield House                                    | 2011            |
| WA1488  | NRHP,<br>Local Landmark       | Oakforest                                            | 1998, 2008      |
| WA8798  | Study List                    | Friendship Chapel Church, Cemetery, and Old Cemetery | 2020 (All)      |
| WA1494  | Study List                    | Forestville Historic District                        | 1991            |
| WA1499  | Study List                    | Purefoy-Allen-Harris House                           | 2007            |
| WA1501  | NRHP,<br>Local Landmark       | Purefoy-Chappell House and Outbuildings              | 2008 (All)      |
| WA1664  | Local Landmark                | Battle-Purnell House                                 | 2002            |
| WA1666  | Study List                    | William H. Wall Plantation Outbuildings              | 1991 (All)      |
| WA6510  | Local Landmark                | Friendship Chapel Missionary Baptist Old Cemetery    | 2017            |
| WA8698  | Local Landmark,<br>Study List | William & Barbara Mutschler House                    | 2020, 2021      |
| WA8767  | Study List                    | Windsor Park Historic District                       | 2020            |

Note: Designated Properties in the Historic Core outlined on the next pages (Pages 40-41)



### Designated Properties Inside the Historic Core of Town

Wake Forest has numerous properties that have historic designations in and outside the Historic Core. Properties inside the Historic Core are outlined below:

Table 9. Designated Properties Inside Historic Core

| Site ID | Status                     | Site Name                                                                  | Year Designated |
|---------|----------------------------|----------------------------------------------------------------------------|-----------------|
| WA4979  | Local Landmark, Study List | Ailey Young House                                                          | 2010, 2012      |
| WA1529  | NRHP                       | Dr. Calvin Jones House                                                     | 2016            |
| WA1507  | Local Landmark             | Dr. John B. Powers House                                                   | 2016            |
| WA1508  | Local Landmark             | Dr. John B. Powers Store                                                   | 2016            |
| WA1586  | Local Landmark             | I. O. Jones House                                                          | 1991            |
| WA1534  | Local Landmark             | Jack Medlin Store                                                          | 2021            |
| WA0027  | NRHP                       | Lea Laboratory                                                             | 1975            |
| WA8717  | Study List                 | Olive Branch Baptist Church                                                | 2020            |
| WA1648  | NRHP                       | Royall Cotton Mill Commissary                                              | 1991            |
| WA1503  | NRHP, Local Landmark       | South Brick House                                                          | 2014            |
| WA8734  | Study List                 | Thomas J. Byrne House                                                      | 2020            |
| WA1657  | NRHP                       | W.E.B. DuBois School                                                       | 1993            |
| WA8766  | Study List                 | Wake Forest Historic District Additional Documentation & Boundary Increase | 2020            |

Note: Designated Properties outside the Historic Core outlined on the previous pages (Pages 38-39)

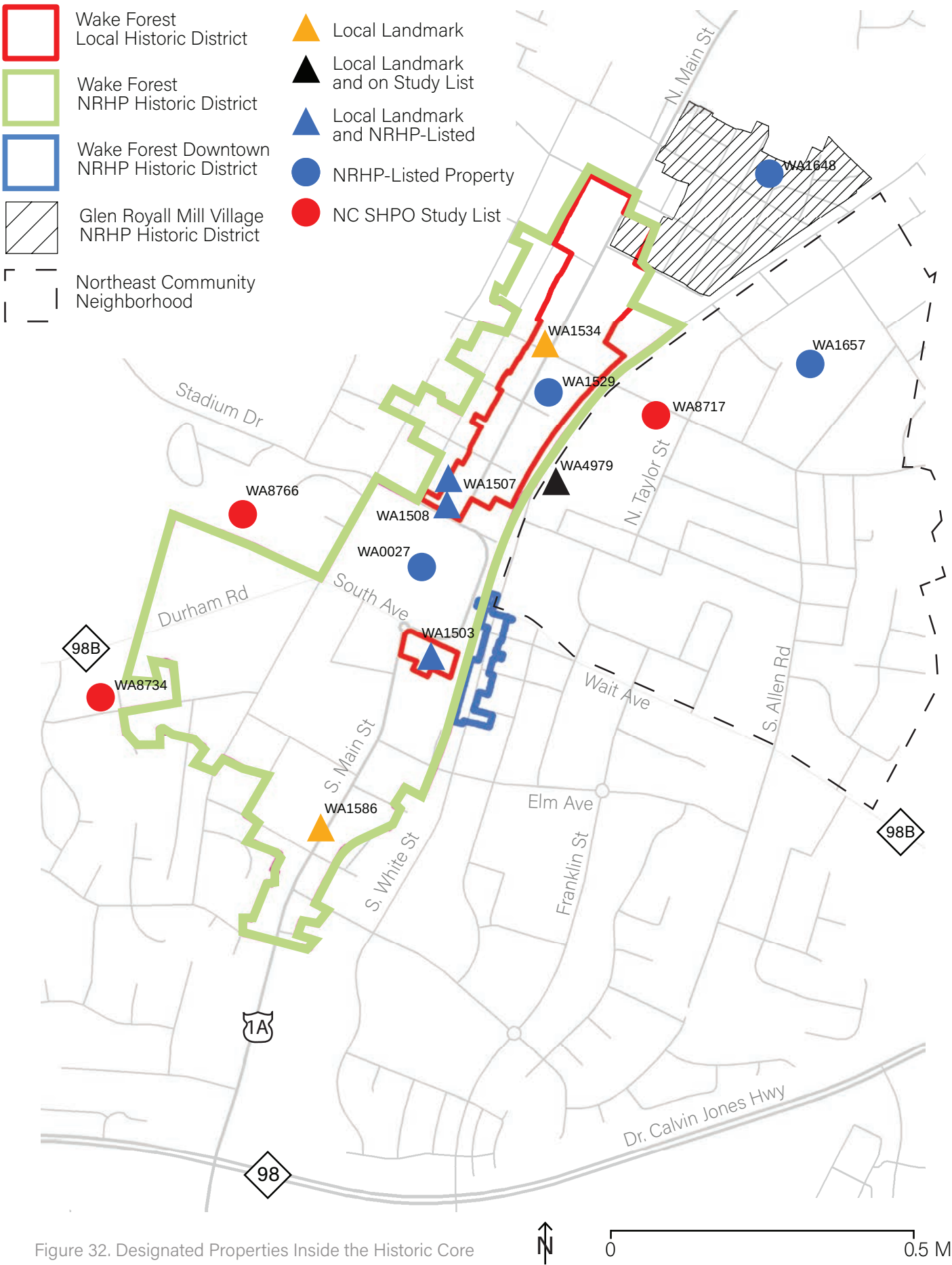


Figure 32. Designated Properties Inside the Historic Core



Figure 33. Community visioning meeting



## Chapter 4

# Community Engagement

The planning process for the Historic Preservation Plan has been fundamentally informed and shaped by public participation and feedback from Wake Forest. As part of a broad community engagement effort, stakeholder interviews, surveys, and public meetings were held to guide the development of this plan. The comments and stories collected, the information gathered, and ideas heard were all incorporated into the planning process to provide a collective direction for the future of historic preservation in Wake Forest.

### ***In This Section:***

- 4.1 **Methodology**  
Process Overview
- 4.2 **Stakeholder Engagement**  
Key Feedback
- 4.3 **Community Survey**  
Survey Results
- 4.4 **Community Meetings**  
Visioning Exercise

## 4.1 Methodology

In March 2022, 11 stakeholder interviews were held with ten individuals and one group of three. Stakeholders represented a variety of perspectives relevant to preserving the history of Wake Forest. Interviews consisted of a set of 12 questions, but other topics that came up during the interviews or that were pertinent to the individual were also included. Several major takeaways emerged from the interviews. Participants mentioned the importance of retaining Wake Forest's culture, specifically:

- A family-friendly environment
- Personal connections to neighbors and local leaders
- Proximity to nature and mature trees
- Walkability and bike-ability

In April 2022, an online community survey was developed to measure the extent to which opinions and ideas expressed during the stakeholder interviews were representative of the larger Wake Forest community. Hard copies were also available at the Town Planning Department and the community visioning meeting. This questionnaire included ten multiple choice questions and one open-ended question. An in-person community meeting was held in May 2022 at the Renaissance Centre. Following a short presentation, the attendees were led through a series of exercises designed to explore the Town's policies and programs (both strengths and opportunities) as well as external influences and impacts that affect historic preservation in Wake Forest.

## The Takeaway

- Stakeholder engagement formed general concerns and ideas that were used to craft the Community Survey for the Plan.
- The Community Survey had 402 total respondents.
- A community meeting was used to vision strengths, opportunities, potential challenges and potential opportunities.
- Raising awareness of the Town's historic resources was highlighted as a key opportunity for historic preservation in Wake Forest.
- The most pressing concerns expressed included the increasing need for transparency as the Town grows, the qualifications of HPC members, the need for cross-communication between boards, and the annual training to maintain CLG status.
- Cost was identified as the primary impediment to historic preservation in Wake Forest. More than half were not aware of Federal and State tax credits.

## 4.2 Stakeholder Engagement

Stakeholder interviews were a preliminary step of the community engagement process. The interviews provided a baseline of current perception of historic preservation in Wake Forest. Stakeholder feedback was summarized by seven areas:

- Rapid growth and its effect on traffic and property values.
- Gentrification in the Northeast Community and the impacts of property value increases.
- Potential impact of high-speed rail on the Town’s development, as well as its location through the historic parts of the Town.
- Respondents would like to continue to see the Town share its history, especially with newcomers and visitors.
- Share the Town’s history, especially with newcomers and visitors.
- Expand historic preservation beyond historic sites and buildings to include storytelling to preserve the Town’s culture.
- Expand public education to explain how historic preservation works, the different programs, benefits, Town ordinances, and design standards.
- Continue staff and Commission education to ensure that the Design Standards are applied consistently.

## 4.3 Community Survey

The results of this survey consistently indicated that the rate and extent of new development in Wake Forest is the primary concern. Respondents were especially concerned about the ways in which rapid growth and development threaten the small-town atmosphere that first drew them to live in Wake Forest. While they recognize that some development is desirable, they would like to see more balance between development and preservation of the Town’s existing built heritage. Some of their suggestions associated with this topic include:

- Limit the rate of new development, particularly when that requires clear-cutting woodlands
- Create protections for undeveloped woodlands and mature tree canopies in urban areas
- Designate more local historic districts, which would create protected areas with more oversight for demolitions and redevelopment
- Do more to protect older neighborhoods (such as, but not limited to, the Northeast Community) that may not be eligible for or desire a local historic district designation

It is important to note that in North Carolina, local municipalities are only permitted to regulate what the state has provided in the way of enabling legislation. The state of North Carolina has provided municipalities with no opportunity to regulate and/or protect trees within Wake Forest. Similarly, there is no provision to stop demolition of a historic structure, the only option is to delay demolition for up to 365 days.

Related to the rate of development are respondents’ concerns about increased traffic. Concerns about a lack of “respect for our history” and the loss of a feeling of community refer repeatedly to a widespread perception that large numbers of incomers are unaware of (or potentially uninterested in) the Town’s history.

Overall, respondents indicated that they are generally pleased with the Town’s historic preservation programs and staff but feel that these could go farther (Table 10. Community Survey Results). They mentioned opportunities for residents to learn about the Town’s history and become more personally involved in the preservation of its built heritage. This included the popular historic district walking tours and additional programming in partnership with the Wake Forest Historical Museum, as well as learning opportunities for owners of historic properties to help them more effectively maintain those properties.

Table 10. Community Survey Results

| Agree | Topic                                                                                                                                                                                                                        |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 55%   | Strongly agree that the Town has a responsibility to help new residents learn about Wake Forest’s history and the steps that the Town government takes to protect and preserve historic buildings, sites, and neighborhoods. |
| 89%   | Are concerned about over-scaled buildings in older and historic neighborhoods now or in the future as Wake Forest continues to grow.                                                                                         |
| 86%   | Would like to see stricter standards or additional standards in older and historic neighborhoods that would limit new construction that is out of character with the surrounding area.                                       |
| 91%   | Agree that the Town should create more opportunities for residents and visitors to learn about its history and its historic buildings, sites, and neighborhoods.                                                             |
| 85%   | Agree that the Town should provide learning opportunities for people who want to learn how to repair or restore their own historic buildings or landscapes.                                                                  |
| 80%   | Agree that the Town should provide to some degree of financial assistance for historic rehabilitation.                                                                                                                       |



# 4.4 Community Meetings

The community visioning workshop was attended by approximately 30 people including residents, members of the Historic Preservation Commission, members of the Planning Board, the Mayor, and several staff members from the Town’s Planning Department. Two activities were conducted at the workshop. Attendees answered a series of questions that gauged strengths, weaknesses, opportunities and threats (challenges).

Key opportunties are identified in Figure 37, strengths are identified in Table 11 and potential challenges and opportunities are summarized in Table 12.

## Community Visioning Prioritization

In this activity, attendees were asked to rank in order of importance the four key takeaways from the stakeholder interviews: 1) Family-friendly environment, 2) Personal connections, 3) Proximity to nature, and 4) Walkability and bike-ability. Walkability/bike-ability and proximity to nature received the highest prioritization.



Figures 34-36. Community engagement efforts in Wake Forest held in May 2022



Attendees identified the following opportunities for improvement in Town programs and policies.

Figure 37. Opportunities for Improvement

## Opportunities for Improvement

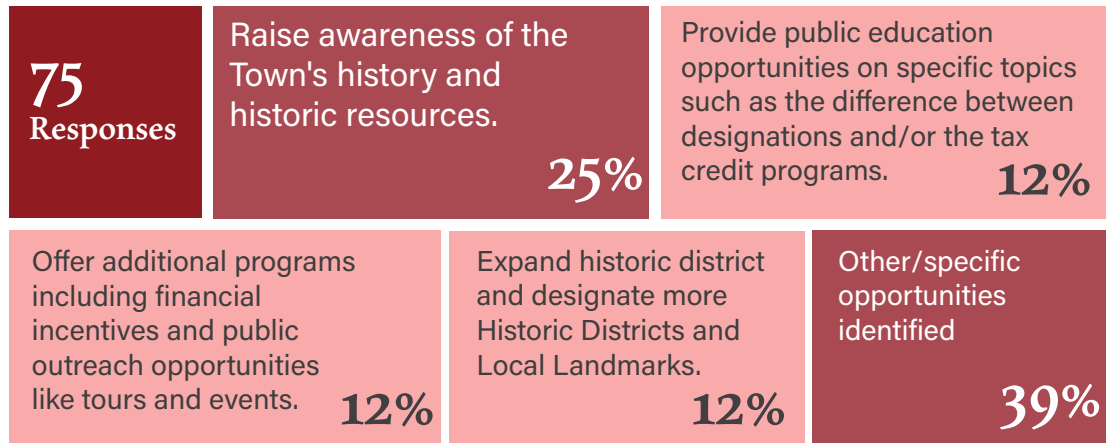


Table 11. Identified Strengths

| Strengths                        | Description                                                                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Town Staff and Resources         | Historic preservation officer is “proactive and knowledgable.”                                                                                 |
| Communication                    | Town regularly seeks community input and provides a monthly newsletter, information about Town events/activities, outreach to property owners. |
| Programs and Events              | Preservation activities highlight the Town’s history, particularly the walking tours.                                                          |
| Diversity and Inclusivity        | Town actively seeks participation from non-White residents, respecting everyone’s opinion and recognizing the Northeast Community.             |
| Collaboration                    | Partnerships between the Town and local residents, community organizations, Wake Forest University, the WFHM, and churches.                    |
| Historic Districts               | Historic district designations ensure that buildings remain intact and that new construction meshes well with the old.                         |
| Historic Preservation Commission | Sensitive to citizens’ needs, relatively easy approval process.                                                                                |
| Downtown                         | Focus on Town and “keeping up its beauty.”                                                                                                     |

Challenges and Opportunities

This exercise was adapted from a tool called a “SWOT Analysis”, which identifies and explores Strengths, Weaknesses, Opportunities, and Threats. Instead of those categories, workshop participants identified current challenges and opportunities for improvement in the Town’s historic preservation program and policies.

Table 12. Identified Potential Challenges and Opportunities

| Expected Change                                                                  | Potential Challenges                                                                                                                                                                                                                                                                                                     | Potential Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Population growth                                                                | <ul style="list-style-type: none"><li>Changes to older neighborhoods</li><li>Disinterest in Wake Forest’s history by new residents</li><li>Loss of institutional knowledge</li><li>Impacts on housing, schools, infrastructure</li><li>Incompatible new construction</li></ul>                                           | <ul style="list-style-type: none"><li>Increase in tax revenue to accomplish Town goals</li><li>Diversity of new ideas about how to preserve the history of Wake Forest</li><li>Increased diversity</li><li>Expansion of job opportunities and other economic benefits</li><li>Increased demand for commercial space and rehab of historic buildings</li><li>Construction of new roads that allow drivers to bypass the historic districts</li><li>Increased tree protection</li></ul>                                                                                    |
| Increased property values, taxes, insurance                                      | <ul style="list-style-type: none"><li>Displacement of existing residents</li><li>Loss of generational wealth in real estate</li><li>Maintaining property will become more challenging</li><li>Inability to live in desired Wake Forest neighborhood</li><li>Gentrification</li><li>Loss of community diversity</li></ul> | <ul style="list-style-type: none"><li>Opportunity for more subdivisions, townhouses, duplexes (density)</li><li>Creation of alternative housing options for younger generations</li><li>Increase in Town provided services</li><li>Reduction in tax rate</li></ul>                                                                                                                                                                                                                                                                                                       |
| Commuter rail, including at-grade street closures                                | <ul style="list-style-type: none"><li>Increased construction near historic neighborhoods</li><li>Increase in noise pollution</li><li>Increased traffic at limited number of crossings</li><li>Loss of viable access into Downtown</li></ul>                                                                              | <ul style="list-style-type: none"><li>Construction of new rail stations that recognize the historic Wake Forest and Forestville depots</li><li>Installation of exhibits and interpretive spaces at depots and inside train cars (maybe virtual)</li><li>Installation of sidewalks and traffic calming on Brick, Elm, Holding, Chestnut, etc.</li></ul>                                                                                                                                                                                                                   |
| Changes to Downtown, such as increased building height and density in and around | <ul style="list-style-type: none"><li>Loss of historic downtown character, authenticity</li><li>Increased traffic, need for more parking</li><li>Increased rents for downtown tenants</li><li>Increase in uses that do not generate foot traffic, such as offices</li></ul>                                              | <ul style="list-style-type: none"><li>Increased residential and commercial opportunities</li><li>Increased walkability, greenways, sidewalks</li><li>More residents/commercial brings more attention to and interest in Wake Forest, also more cultural investment in the area</li><li>Use of tax incentives/credits for adaptive reuse of currently vacant buildings</li><li>More walking tours to help connect people with downtown history</li><li>Increased opportunities for retail, restaurants, entertainment, public art</li><li>Improved connectivity</li></ul> |
| Potential for more affordable housing                                            | <ul style="list-style-type: none"><li>“Not in my backyard” mentality</li><li>Disinterest by developers to create units without incentives</li><li>Lack of federal/state funding</li></ul>                                                                                                                                | <ul style="list-style-type: none"><li>Attracts new homeowners to Wake Forest</li><li>Encourages more diverse, well-rounded community</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Displacement pressure in Northeast Community                                     | <ul style="list-style-type: none"><li>Loss of heritage</li><li>Loss of historic structures</li><li>Disconnecting youth from the past</li><li>Loss of diversity in the “story” of Wake Forest</li><li>Loss of naturally-occurring affordable housing</li></ul>                                                            | <ul style="list-style-type: none"><li>N/A</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Resources built in the 1980s will qualify for historic designation soon          | <ul style="list-style-type: none"><li>Potential challenges with preserving certain 1980s materials</li><li>Public perception of preserving 1980s resources</li></ul>                                                                                                                                                     | <ul style="list-style-type: none"><li>Stronger historical viewpoint with the added 1980s resources (different styles, recent historical events, etc.)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                          |



Figure 38. Ailey Young House after rehabilitation pictured in 2022



## Chapter 5 Preservation Opportunities & Challenges

Successes and challenges to historic preservation in Wake Forest were identified and summarized based on a review of existing conditions and feedback from the community and Town staff. The Community Survey Results Report entails additional successes and challenges voiced by the community.

### *In This Section:*

- 5.1 Successes & Challenges
- 5.2 Striking a Balance  
Infill Development  
Greenfield & Outward Development
- 5.3 Embracing Our History  
Preserving Underrepresented Histories  
Northeast Community
- 5.4 Transportation Management  
Transportation & Historic Preservation  
Proposed Projects



Figure 39. The Ailey Young House prior to rehabilitation pictured in 2009

## Ailey Young House

The ca. 1875 Ailey Young house, a Town of Wake Forest Local Landmark, is likely the oldest extant African American residential building in Wake Forest. It is a rare surviving example of Reconstruction Era housing for the African American working class. It is a 1.5 story double pen/saddlebag house on the east side of the 300 block of North White Street.

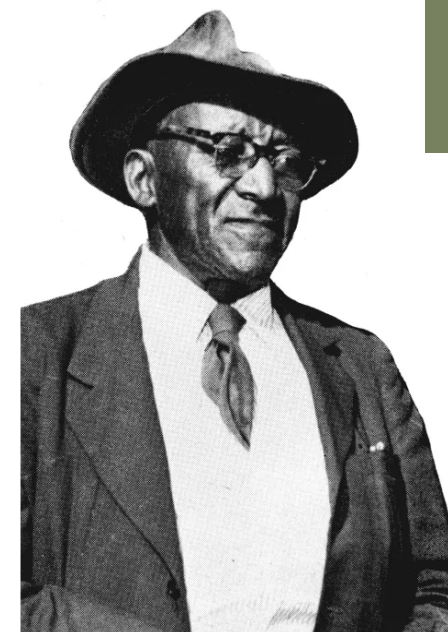


Figure 40. Allen Young (1875-1957), son of Ailey Young, was the founder of the first school for African Americans in Wake Forest (top)  
Source: WFHM<sup>35</sup>



Figure 41. The Young Family at the Ailey Young House in 2017 (right)



## 5.1 Successes & Challenges

**T**own planning efforts have consistently included historic preservation in goals, policies, and visions. Although adopted plans lack the regulatory capacity, weaving historic preservation into the various planning documents strengthens the Town's commitment to its status as a CLG community. Preservation results, including recent successes, have been achieved through this wide-scale planning approach supported by the Town's Historic Preservation Plan. Listed successes are not ordered by importance.

- Collaborated with the Public History Program at NCSU to research the Northeast Community resulting in the creation of the "Sites of Memory Story Map."
- Completion of the historic resources survey update in 2020.
- Addition of Black History Month and Historic Preservation Month activities.
- Increased funding for HPC and program.
- Provided virtual and in-person tours of historic districts and buildings.
- Addition of six locally designated landmarks since the 2012 Historic Preservation Plan.
- Offer educational opportunities including property owner workshops, archaeology workshops, cemetery workshops, Home Tours, Holiday Festival, and Northeast Community history events.
- Updated Historic District and Local Landmark Design Standards.
- Creation of summer intern program for graduate student in historic preservation or related field.
- Ongoing rehabilitation of the Ailey Young House.
- Received a Carraway Award from PNC for "Site of Memory Story Map."

Though Wake Forest is committed to historic preservation, the Town faces an ever-changing landscape. As a fast-growing community, Wake Forest is experiencing challenges associated with this rapid growth, including increased development pressure and traffic congestion in historic areas and displacement of historic African American communities. Additionally, it is perceived that many new residents do not have knowledge or a connection to the Town's history, which may diminish civic pride and enthusiasm for preservation efforts. Further examining these challenges will provide a better understanding of what the Town's preservation program faces and how it can successfully navigate them moving forward.



Figure 42. House at 427 North Main Street, which was destroyed by a fire in 2015. Fire is often a challenge experienced in historic preservation.

## 5.2 Striking a Balance

While population growth is expected to continue in Wake Forest, it is important to the community that Wake Forest maintain its sense of place. From 2000 to 2021, the population of Wake Forest increased 259% from 14,228 to 50,244.<sup>31</sup> By 2040, the population of Wake Forest is expected to surpass 100,000.<sup>36</sup>

### Infill Development

Infill development is new construction on vacant or undisturbed land within a developed community, typically enclosed by older building stock on either side.<sup>32</sup> As the name suggests, infill development fills the gaps left by undeveloped lots or vacant lots that no longer have an associated building. Infill development is considered a "smart growth" method of development because it typically has pre-existing infrastructure and has less disturbance to the natural environment compared to a new development in suburban and rural settings, which often requires deforestation.<sup>37</sup>

Although infill development can be a sustainable development option, infill has the potential to alter the historic landscape of a neighborhood. Additionally, new development that is not compatible with the historic and special character of the building stock can diminish the historic integrity of a neighborhood as well as one's sense of a place in their own community.

Development regulations, including zoning, can have a significant impact on the style and intensity of infill development. Presently, most development activity is occurring on the underutilized or rural edges of town. However, as these few remaining areas are built out, development will look inward to meet demand and robust regulations will play a pivotal role in shaping future infill growth. New buildings in areas subject to infill development, particularly in the Northeast Community and historic core, should be compatible with the surrounding architecture and building massing. Currently, most rezoning activity has taken place outside the historic core, but it is likely infill development in the Historic Core of Wake Forest will increase over the coming years.



Figure 43. Town firefighters during the early to mid-twentieth century



Greenfield & Outward Development

Suburban and rural development constitutes general new development activity occurring on land that is either completely vacant, largely unoccupied, or agricultural. Wake Forest has already had several instances where this type of development encounters historical resources that require detailed attention. Oftentimes, agricultural, and even perceivably vacant lands will feature a cemetery, agricultural building, or ruin. The Town has already taken steps to ensure historic investigations occur at these sites, as is the case with Old Cemetery at Friendship Chapel Missionary Baptist Church where ground-penetrating radar (GPR) was used to delineate the cemetery's boundaries. Planning tools or technologies like GPR can be pivotal to safeguarding historic resources and minimizing potential conflicts. New annexations will likely occur in the less developed areas to the east and north of the Town limits. Although housing availability and growth are necessary components of a changing community, it is essential to maintain the historic character and landscape that embodies the culture of Wake Forest.



Figures 44-45. A GPR and archaeology workshop at the Ailey Young House in 2018. This tool is useful for determining cemetery boundaries and underground resources.



Figure 46. Students at Allen Young's School

5.3 Embracing Our History

Preserving Underrepresented Histories

Equity for underrepresented communities continues to be an ongoing challenge for American towns and cities, thus it is critical to analyze how equity can be incorporated into historic preservation. The Wake Forest Planning Department has incorporated several initiatives in a commitment to underrepresented communities including the restoration of the Ailey Young House, increased storytelling of Black history, and comprehensive planning efforts for the Northeast Community. The preservation of underrepresented communities should be a priority because many of these histories have been untold until recently due to structural racism and discrimination in the United States.

Early historic preservation in the United States focused on single-perspective stories celebrating American exceptionalism with the more unpleasant facets of our collective history largely ignored; however, a more inclusive approach to historic preservation has characterized the late twentieth and early twenty-first centuries. As a community in the Southern United States with a past that includes slavery and plantation culture, Jim Crow-era discrimination, and Civil Rights-era change, it is vital that Wake Forest affirms, protects, and shares the histories of its Black community, which comprise 18.2% of the Town's population.<sup>38</sup> Additionally, written histories of other communities in Wake Forest, including Asian history, Hispanic history, women's history, and Lesbian Gay Bisexual Transgender (LGBT+) history have yet to be studied.





Figure 47.  
Unity in the  
Community  
festival (left)

Figure 48. Map  
of Northeast  
Community  
(right)

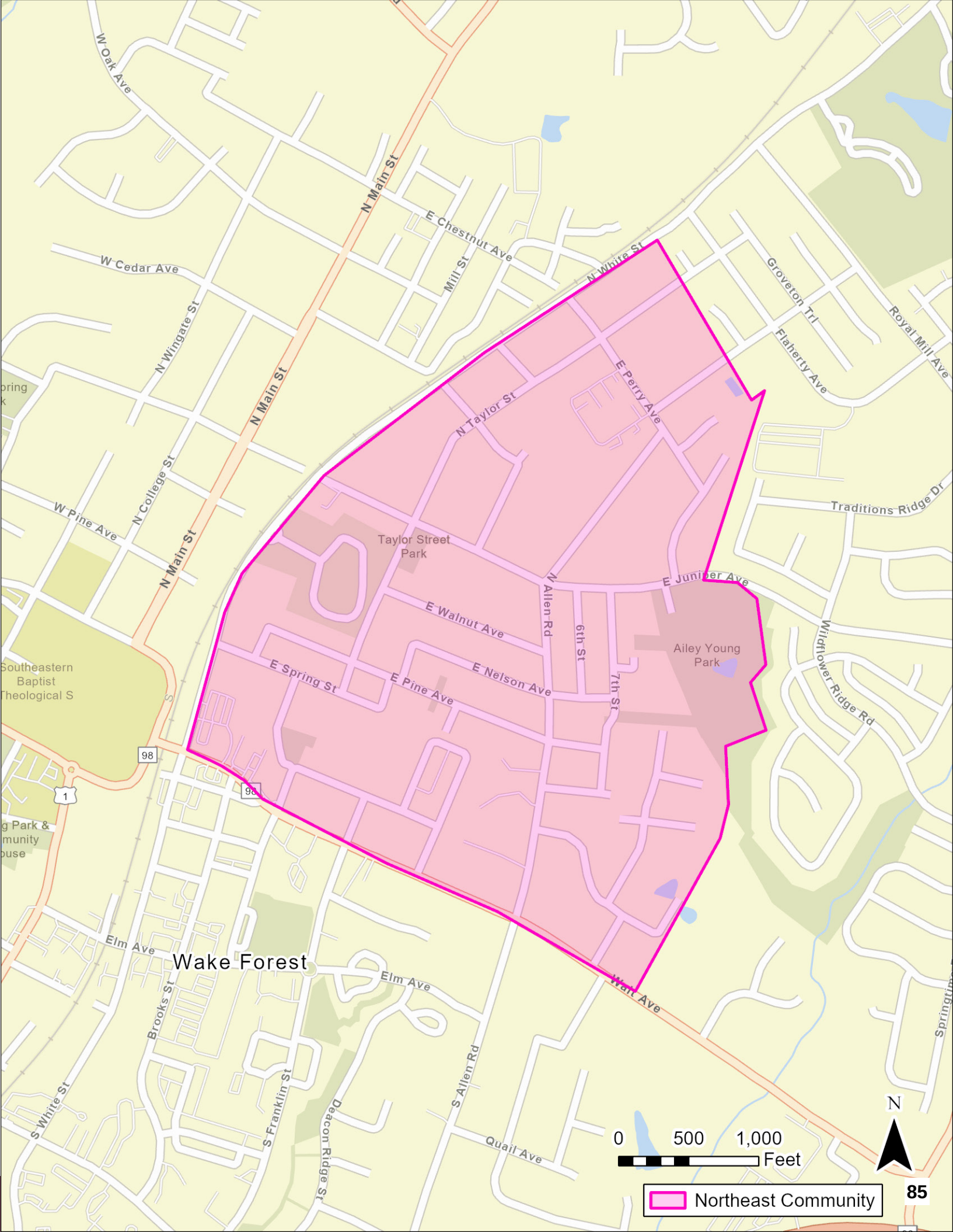
### Northeast Community

Founded by formerly enslaved African Americans during the Reconstruction Era, the Northeast Community, previously known as East End, is the historical center of the Wake Forest Black community. The Town of Wake Forest adopted the Northeast Community Plan update in 2021. The 2021 Plan updated an earlier 2008 plan and evaluated current conditions to address future land use as well as development, economic and connectivity needs within the community. The neighborhood also expressed a desire to preserve and celebrate the rich heritage of the neighborhood. There are several historic preservation tools that can assist with the goals of the Northeast Community Plan used in concert with the Town’s Comprehensive Planning Efforts and partnerships within the community.<sup>39</sup>

### Northeast Community Plan Themes & Recommendations

The plan process, existing conditions analysis and substantial public outreach resulted in four themes that encapsulate the vision and goals of the Northeast Community Plan.

- **Preserve & Protect:** Preserve and protect the neighborhood elements that define and distinguish the Northeast Community.
- **Flourish:** Provide for inclusive, sustainable, and equitable growth that serves the Northeast of today and the Northeast of tomorrow.
- **Connect:** Create internal connections within the Northeast and beyond through mobility, design, and community building improvements.
- **Partner:** Empower and build partnerships with residents, organizations, and local leaders to increase opportunities for community-centered activities in the Northeast Community.





# 5.4 Transportation Management

## Transportation & Historic Preservation

As Wake Forest continues to grow, so will the need for concurrent supportive infrastructure. Infrastructure encompasses many aspects, but few are more physically impactful than transportation projects. While mobility for residents is often improved as a result of these projects, they can often alter the character of historic places if not carefully implemented.

The Town, North Carolina Department of Transportation (NCDOT) and the United States Department of Transportation (USDOT) all have planned projects within the Town limits, with a few having potential impacts on historic resources. Projects like the S-line, a proposed high-speed and commuter rail corridor spanning 162 miles from Raleigh to Richmond, Virginia, could transform Wake Forest — significantly increasing the need for infill development. Future road widening and realignment projects also have the potential to have a direct or indirect impact on the Town's historic resources, especially in areas established before the advent of automobiles.

In 2019, the Town adopted the Comprehensive Transportation Plan (CTP) as a long-range initial planning step at the local level that determines transportation needs and solutions for the next 20 to 25 years for Wake Forest. Once incorporated by the North Carolina Capital Area Metropolitan Planning Organization (CAMPO) Metropolitan Transportation Plan, projects in the Town's CTP may be implemented by NCDOT. The CTP specifically highlights the S-Line as a major transportation initiative, with three station locations in town currently being studied. Administered by the Federal Railroad Administration within USDOT, the S-Line would traverse Wake Forest along the CSX railroad right-of-way (ROW).<sup>40</sup> Trains in the proposed plan are expected to travel at 85 miles per hour along the 8 mile segment within the Town limits.<sup>41</sup> First established in 1992, the commission for the S-Line completed an Environmental Impact Statement (EIS) in 2015.<sup>42</sup> The EIS determined either no effect or no adverse effect to NRHP-listed districts and properties in Wake Forest.<sup>43</sup>



Proposed station areas for the Raleigh to Wake Forest Commuter Rail project were analyzed for existing historic designations in each vicinity. The proposed Wake Forest Downtown commuter rail station has the highest concentration of historic resources, followed by the proposed Wake Forest North Carolina Route 98 commuter rail station in Forestville. The proposed Capital Boulevard commuter rail station is in a more remote area of Wake Forest but includes a few resources that were determined not eligible for the NRHP.

Figure 49. Seaboard Railway locomotive (left)

Figure 50. A 1900 railroad map by the North Carolina Corporation Commission (above right)  
Source: UNC Libraries<sup>49</sup>

### Quick Facts

- **50%** of fixed transit stations in the U.S. are within 1/2 mile of an NRHP Historic District.<sup>48</sup>
- **An estimated 10%** of individually listed NRHP properties are within a 1/2 mile of a fixed transit station in the U.S..
- **37%** of fixed transit stations are designated as Transit-Oriented Development (TOD) areas in the U.S.

## How can new transportation projects impact historic areas?

### Benefits:

- New development opportunities
- Enhanced economic impacts from development.
- Improved transportation access.
- Reduced carbon emissions from increased transit ridership.
- Encourages walkability and bikeability.
- Clean-up of contaminated sites.

### Tensions:

- Creating development pressures which can lead to demolitions and incompatible new construction.
- Generating indirect effects related to visual and noise impacts from the railroad.
- Possibly a burden to developers to conform to historic design standards.



Proposed Projects

Future planning activities were also highlighted in the CTP, including problem intersections like South Avenue and Main Street in the Wake Forest Local Historic District. Navigating around the SEBTS campus can be challenging due to the absence of pedestrian facilities and truck traffic traversing downtown and North Main Street. Approximately 50 to 99 automobile crashes have been recorded in this location based on an crash data from 2014 to 2017.<sup>44</sup> The CTP proposes to create a high visibility crosswalk and studying converting the road network around the seminary into a one-way directional loop.<sup>45</sup>

Additional streets of concern in historic areas include West Oak Avenue between North Main Street and Joyner Bluff Drive, North Main Street between Oak and Chestnut Avenues, South Main Street from South Avenue to Capital Boulevard, and Durham Road from Tyler Run Drive to South Wingate Street. All these streets had a High Frequency Crash Location—a combination of crash density, severity, and critical crash rates—score between 66.7 and 100.<sup>46</sup> Several action items laid out in the CTP have a historic preservation focus (Table 13. CTP Action Items Related to Historic Preservation).<sup>47</sup> Additional action items were included that had a connection to historic preservation in Wake Forest, or where historic preservation considerations should be included in planning coordination completed by the Town.

Table 13. CTP Action Items Related to Historic Preservation

| General Recommendations                                                                                                  | Historic Preservation Components                                                         |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Study areas to determine if curb/gutter and sidewalk cross-sections are needed.                                          | Historic compatibility, design standards                                                 |
| Develop TOD small area plans for the commuter rail station areas.                                                        | Historic compatibility, design standards, infill development massing standards           |
| Develop standardized street furniture and shelter for bus stop locations.                                                | Historic compatibility                                                                   |
| Fund the South Main Street study for access management along South Main Street.                                          | Wake Forest Local/NRHP Historic Districts jurisdiction                                   |
| Extension of Harris Road and Royall Mill Avenue.                                                                         | Glen Royall Mill Village NRHP Historic District jurisdiction                             |
| Two new grade separations for the railroad ROW at Royall Mill Avenue-Harris Road extension and East Holding Avenue.      | Wake Forest, Downtown, and Glen Royall Mill Village NRHP Historic Districts jurisdiction |
| Three new grade-seperated pedestrian crossings over the railroad ROW at Cedar, Juniper, and Elm Avenues.                 | Wake Forest and Glen Royall Mill Village NRHP Historic Districts jurisdiction            |
| Proposed road widening (2 travel lanes with a center turn lane) of Durham Road from Capital Boulevard to Wingate Street. | Wake Forest NRHP Historic District jurisdiction                                          |

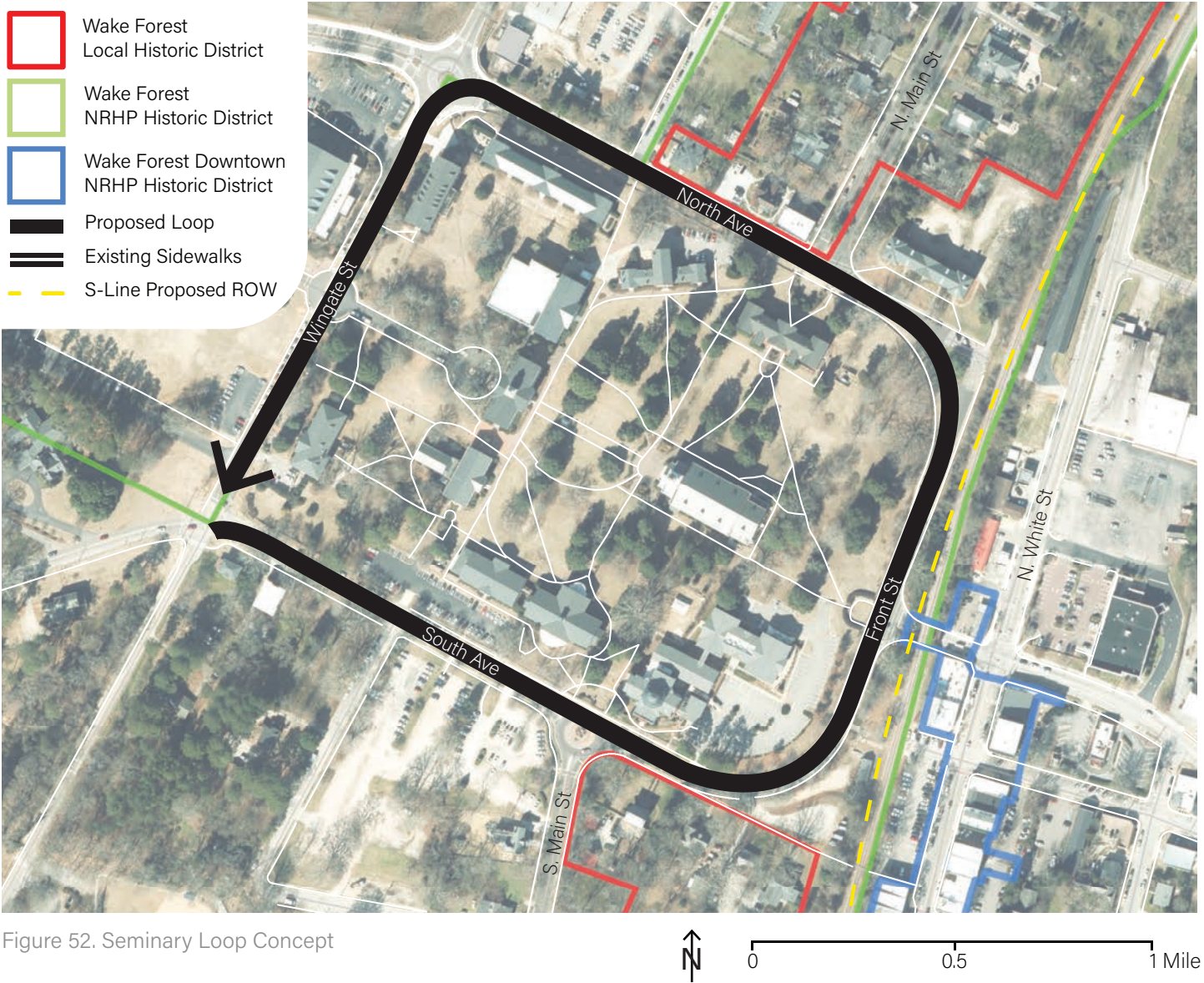


Figure 52. Seminary Loop Concept



Figure 53. Map of Proposed Transportation Projects



- Wake Forest Local Historic District
- Wake Forest NRHP Historic District
- Wake Forest Downtown NRHP Historic District
- Proposed S-Line Right-of-Way (ROW)

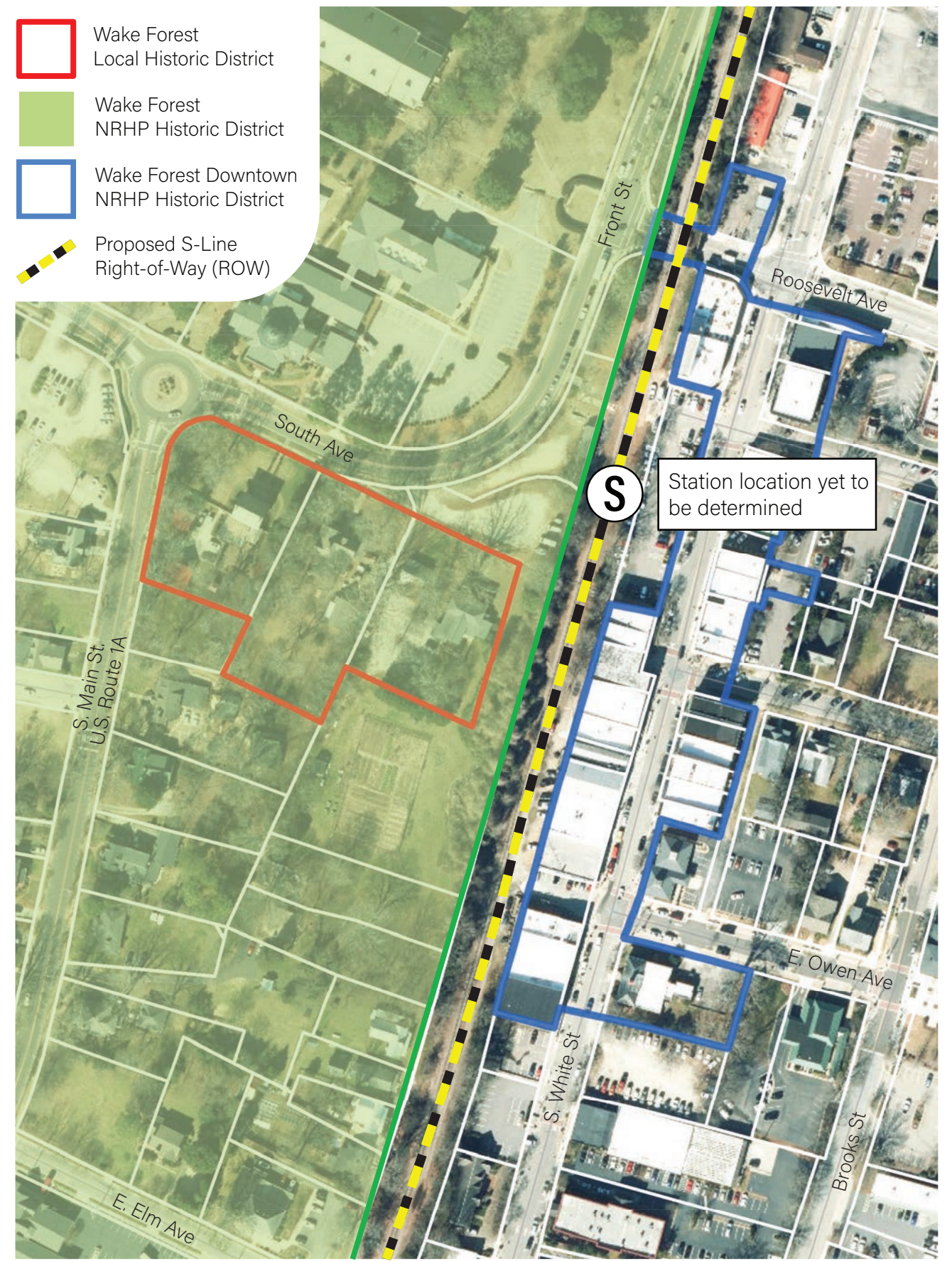


Figure 54. Downtown Wake Forest Commuter Rail Station Area





Figure 55. Forestville Commuter Rail Station Area

# Wake Finishing Plant

Opened in 1948 by Burlington Industries, the Wake Forest Finishing Plant in south Wake Forest was a major local employer during the mid-twentieth century. The factory employed 600 workers who dyed and treated fabric for the Knits Fabrics Division of the company.<sup>50</sup>

Now closed, the Wake Finishing Plant still stands as a symbol of the Town's industrial past. The Capital Boulevard commuter rail station is proposed in the same area as the plant. Although not eligible for NRHP, the property provides a unique opportunity for a synthesis of adaptive reuse and TOD development to maintain the unique industrial character.



Figure 56. Capital Boulevard Commuter Rail Station Area





Figure 57. House at 339 North Main Street

Figures 58-59. Goals (above) and timeline (below), respectively

# Chapter 6

## Vision, Goals, and Recommendations

The vision, goals, and recommendations of the 2022 Preservation Plan are subsequently identified by four overarching goals. Specific recommendation areas and case studies are provided for additional guidance. A total of 51 action items are outlined in a matrix that can be followed by the Town to fulfill program goals.

*In This Section:*

- 6.1 Vision & Goals  
Plan Timeline
- 6.2 Recommendation Areas  
Historic Preservation Program  
Hazard Mitigation  
Sustainability  
Funding Opportunities  
Partnership Opportunities
- 6.3 Implementation  
Action Items by Goal

### 6.1 Vision & Goals

The long-range vision of historic preservation in Wake Forest will synthesize the Town’s progress and protection of its heritage. Historic Preservation in Wake Forest will be inclusive of diverse and underrepresented communities to celebrate all histories. The Town will benefit from the culture, history, and environmental sustainability offered through historic preservation. Based on the results of research, community outreach, and anticipated historic preservation program staffing and budget levels, this plan outlines four main goals for historic preservation in Wake Forest over the next ten years.

1

Strengthen Historic Preservation Program

Action items included in this goal relate to government processes, program administration, transparency, access to information, and the role of the HPC.

2

Maintain Historic Character

Action items included in this goal relate to protecting historic resources and open space, identifying new historic resources, ensuring compatibility between new projects and the existing historic character, and creating a sustainable and resilient future.

3

Increase Diversity, Equity & Inclusion

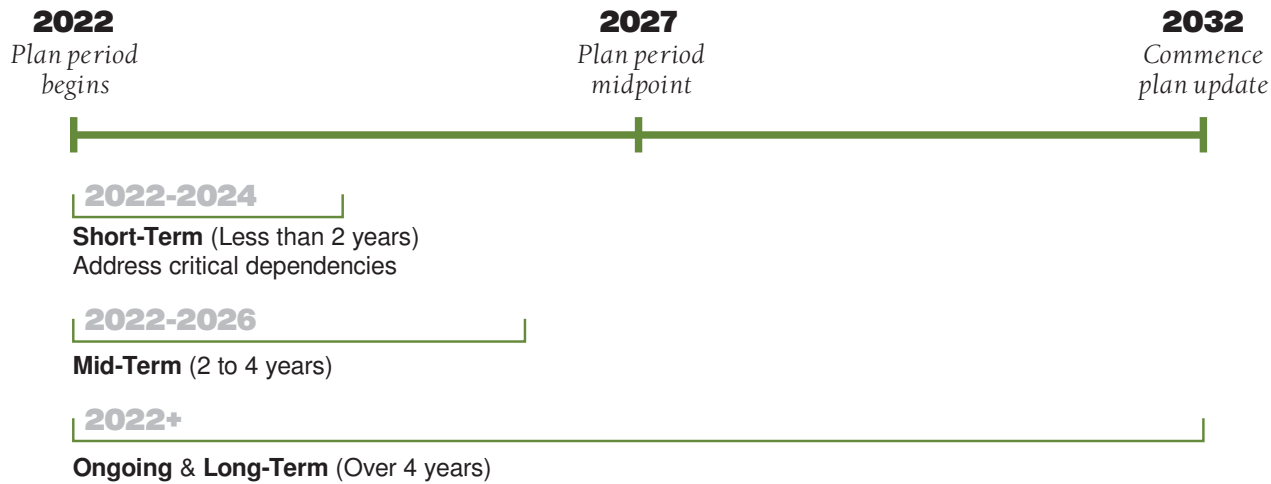
Action items included in this goal relate to engaging and empowering the community, developing lasting partnerships, maintaining and expanding the scope of the survey program, and protecting resources of underrepresented communities.

4

Encourage Community Learning Opportunities

Action items included in this goal relate to engaging and empowering the community through shared learning experiences, fostering civic pride, and developing community identities.

### Implementation Timeline





## 6.2 Recommendation Areas

### Historic Preservation Program

The Town should continue to support the designation of historic properties and districts by:

- Encouraging local designations as they provide a strong level of regulation for resources.
- Pursuing local and NRHP designation of Study List properties and districts.
- Working with the Windsor Park SL Historic District to see if historic district status is desired.
- Amending the Wake Forest NRHP Historic District Period of Significance, Boundaries, and Contributing/Noncontributing to align with Study List.

The historic preservation ordinance is outlined in the UDO. The current ordinance provides comprehensive regulatory authority for historic preservation matters in Wake Forest. Although only one local historic district exists, it is recommended that there is increased HPC and Historic Preservation Planner review of historic preservation matters, as well as working more closely with other boards and organizations like the Planning Board and Wake Forest Downtown to ensure historic preservation remains a priority throughout the Town. As new issues arise and Wake Forest continues to change, the HPC should create new policies and bylaws to help governing practices. A customized Town criteria for Local Landmark and Local Historic District designation would be a useful first step.

### Hazard Mitigation

Natural hazards continue to be a threat for historic resources in Wake Forest due to the effects of climate change. Hurricanes in particular have inflicted significant damage to the Town in recent years. Proper planning and proactive analysis is needed to ensure a resilient and sustainable future for Wake Forest. In 2020, the Wake County Hazard Mitigation Plan developed a risk assessment for municipalities throughout the county. The HMP indicated risk for flood and wildfire, with over 9% of the Town within the 1% annual-chance floodplains and 90% of the Town within the Wildland Urban Interface (areas where development may intermix with flammable vegetation).<sup>51</sup> The HMP also highlighted the Town's high capability rating for hazard mitigation. Wake Forest participates in the National Flood Insurance Program, has a Storm Drainage Master Plan, is taking other steps to conduct stream mitigation projects, and manages the Wake Forest Reservoir for hazard mitigation. Specific actions related to creating a plan for historic preservation and hazard mitigation include:

- Assess historic properties that are susceptible to natural hazards.
- Identify methods to eliminate or minimize future damage from these hazards.
- Clearing diseased and dead brush surrounding historic properties.
- Continued and targeted code enforcement to reduce the possibility of fire, especially with vacant or condemned properties.
- Systematic documentation of historic properties within the Town limits and ETJ.
- Support sidewalk construction in historic areas by investigating stormwater management solutions. Conduct a stormwater study in these areas and engage the community on the design of this infrastructure.



Figure 60. Annapolis Dock  
Source: Wikimedia<sup>53</sup>

## Case Study: Weathering Hazards

### Annapolis, Maryland

Incorporating hazard mitigation planning is a crucial strategy for a successful historic preservation program in communities sensitive to natural disasters. A historic seaport and capital city along the Chesapeake Bay, Annapolis, Maryland, has been prone to natural hazards, including flooding from the 2003 storm surge of over 7 feet from Hurricane Isabel. The hurricane devastated the city dock area near the Naval Academy, the town's tourism center. Understanding the need to protect historic resources and culture, community leaders took proactive planning actions. In 2013, the city government began developing the Cultural Resource Hazard Mitigation Plan based on local guidance from the Federal Emergency Management Agency (FEMA).<sup>49</sup> The plan outlined four distinct phases: 1) risk assessment, 2) mitigation plan development, 3) plan implementation and monitoring, and 4) resource organization.<sup>52</sup>

Although Wake Forest is not on the coast, the following recommended strategies can be adapted to better protect Wake Forest against natural disaster:

- Tools and practices for disaster preparedness and adaptation; identifying best practices for adapting to risk.
- Natural adaptation measures; determining and implementing natural responses to flooding (i.e., reconnecting floodplains, planting marshlands, etc.).
- Public awareness and education; educating the community on disaster preparedness and resiliency.
- City initiative for flood adaptation and risk management; creating citywide training and coordination for flooding threats and adaptation.
- Flood preparedness and adaptation responses in city plans and policies; integrating flood preparedness into other plans, codes, policies, and incentives.
- Disaster recovery and response plan to "build back better"; developing a disaster recovery plan to focus on rebuilding more resilient buildings and structures after a natural disaster.
- Local data for flood risk and adaptation; updating and maintaining spatial, property, and infrastructure data related to flood risk and adaptation.



## Sustainability

Historic preservation is a key tactic to creating a sustainable Wake Forest. New construction on undeveloped land strips away natural ecosystems, requires new building materials, and contributes to a greater carbon footprint. On the other hand, responsible infill development that is compatible with historic neighborhoods is a smart growth solution to the need for new housing. Rather than contributing to landfills, rehabilitation of existing building stock simultaneously reduces waste, carbon footprint, and protects historic resources. The Secretary of the Interior's Standards for the Treatment of Historic Properties (Appendix C: Secretary of Interior Standards for the Treatment of Historic Properties) are the preferred method for rehabilitation and should be encouraged throughout the Town where appropriate. If a building must be demolished, a deconstruction and salvaging plan should be instituted to reuse historic building materials.

Specific action items related to the sustainability include:

- **Discourage demolition activity** regardless of NRHP eligibility. Continue to encourage the SOI Standards for Rehabilitation to encourage adaptive reuse of existing resources.
- **Encourage deconstruction and salvaging of materials** of demolished buildings and structures. Consider requiring a deconstruction and salvaging plan for demolitions of historic buildings (as also noted in the policy section).
- **Accommodate green technologies** by increasing access and compatibility to solar panel installation, green roofs, rain barrels, permeable pavers, and other tools in a context sensitive manner.

Figure 61. Plantings in Downtown Wake Forest



## Case Study: LEED, Affordable Housing, and Historic Preservation

### Philadelphia, Pennsylvania

Integrating community goals for sustainability and housing with historic preservation is another strategy with a proven track record. At its core, historic preservation is a sustainable practice, contrasted with the architectural waste associated with demolition and the energy and materials required for new construction. Rehabilitating existing properties can also be compatible with sustainability goals when preservation projects achieve a Leadership in Energy and Environmental Design (LEED) rating by the U.S. Green Building Council, a nonprofit organization dedicated to promoting sustainability in the architecture and construction industries. Since 1993, the LEED system has ranked buildings that follow principles for design strategies, materials, and energy performance. In Philadelphia, developers pursued a LEED platinum rating to retrofit renovation work to 29 rowhouses completed two decades earlier.<sup>54</sup> The rowhouses were also converted into Section 8 housing, a federal low-income program. Sustainable improvements include Energy Star appliances, new insulation, high-efficiency plumbing, and native landscaping.

Figure 62. Rowhouses in Philadelphia by Kelly Anne Martin  
Source: Wikimedia<sup>55</sup>



## Funding Opportunities

As several of the action items require financial support, pursuing funds for these items is an important part of meeting Town preservation goals. Numerous incentives for historic preservation and rehabilitation are available to the Town government and owners of historic properties. These include federal and state tax credit programs and federal, state, and local grant opportunities. The Town and HPC should continue to provide information about these programs to the public and seek opportunities to encourage and assist applicants.

Tax credit programs are the main financial incentive to private property owners. The federal government provides a 20% tax credit to income-producing properties for approved historic preservation projects. The state offers a 15% state tax credit to income-producing and non-income-producing properties for approved historic preservation projects.<sup>56</sup>

In addition to tax credit programs, competitive grants are available from the federal and state government and nonprofit entities.<sup>57</sup> Nonprofits and other public properties are often eligible for these grants. The Historic Preservation Fund (HPF), sponsored by the NPS and administered through NCDNCR, offers funding grants to SHPOs. CLGs, like Wake Forest, are eligible to participate in the HPF. To support efforts to identify and preserve historic properties, the CLG program provides local governments access to preservation training and financial assistance from an annual CLG Grant Program. CLG grants often fund Historic Resource Surveys, Historic Preservation Planning Documents, NRHP Nominations, Archaeological Survey, and Educational Workshops (Appendix E: Additional Resources).

## Partnership Opportunities

Partnerships are key to achieving the historic preservation action items listed in the 2022 Plan. Community involvement, neighborhood organizations, and local institutions have invaluable resources and insight on how Wake Forest can move forward with historic preservation. The Town already has a solid foundation of collaboration with various organizations, including the Northeast Community Coalition (NECC), WFHM, Wake Forest University, and NCSU. Continued involvement and partnership with these entities will not only benefit the Town financially but will contribute to a greater sense of collective historic preservation of Wake Forest. Appendix E: Additional Resources outlines various existing and potential partnerships available to the Town.

## Case Study: Adaptive Reuse

### Greensboro, North Carolina

Communities that encourage the pursuit of tax credits and other adaptive reuse projects for historic properties have reaped the benefits of these projects. Adaptive reuse is a sustainable method of repurposing a historical buildings through rehabilitation. In recent years, state tax credits for historic preservation have increased adaptive reuse activity. Projects awarded tax credits must follow the Secretary of Interior Standards for Rehabilitation to ensure historic preservation principles are adhered to during the process. In 2012, developers envisioned adaptive reuse for the Revolution Mill in Greensboro, a 1900 cotton mill complex listed on the NRHP in 1984.<sup>58</sup> After its 1982 closure, the mill was abandoned until it was revitalized three decades later. The original distribution warehouse now features 183 residential units, restaurants, and a coworking space. The mill's adaptive reuse was not only a success story for sustainability, it also provided affordable housing options. The mill complex retains much of its original design with exposed brick walls, wood beams, and towering brick smokestacks.



Figure 63. Revolution Mill smokestack in Greensboro by R.H. Potter (left)  
Source: Wikimedia<sup>59</sup>

Figure 64. Bridge to Revolution Mill in Greensboro by Joseph A (above)  
Source: Flickr<sup>60</sup>

## 6.3 Implementation

### Goal 1: Strengthen Historic Preservation Program

| No.  | Action Item                                                                                                                                                                                                                          | Time       |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1.1  | Continue to flag developments that contain any historic resource that has been previously surveyed for review by the Historic Preservation Planner.                                                                                  | Ongoing    |
| 1.2  | Discourage demolition activity regardless of NRHP eligibility.                                                                                                                                                                       | Ongoing    |
| 1.3  | Create a second Historic Preservation Planner position to assist with higher level administration in addition to plan review, reports, HPC support, and general assistance.                                                          | Ongoing    |
| 1.4  | Encourage deconstruction and salvaging of materials for demolitions. Consider incorporating this practice in HPC decisions.                                                                                                          | Short-Term |
| 1.5  | Increase access and transparency to Historic Preservation Program information and practices.                                                                                                                                         | Ongoing    |
| 1.6  | Revise the Town of Wake Forest website to increase accessibility for visually impaired citizens (website, brochures, tours, etc.), improve meeting access/materials, and publish demolition analysis reports to the Development Map. | Mid-Term   |
| 1.7  | Improve communication between the HPC and the Planning Department by evaluating developing a retreat and evaluating frequency/content of current outreach.                                                                           | Short-Term |
| 1.8  | Increase coordination between the HPC and Planning Board by providing combined training opportunities related to historic preservation and development.                                                                              | Short-Term |
| 1.9  | Require the Historic Preservation Planner to meet SOI qualifications to ensure long-term historic preservation qualifications of the position.                                                                                       | Short-Term |
| 1.10 | Encourage historic property owners to apply for landmark designation.                                                                                                                                                                | Mid-Term   |
| 1.11 | Consider developing appointment criteria for the Planning Board to ensure at least one appointment has a historic preservation interest or background.                                                                               | Mid-Term   |
| 1.12 | Continue to encourage the SOI Standards for Rehabilitation to encourage adaptive reuse of existing resources.                                                                                                                        | Ongoing    |
| 1.13 | Continue to fund a summer internship annually.                                                                                                                                                                                       | Short-Term |
| 1.14 | Considering removing the ex-officio appointment to the HPC to better align with the structure of the Planning Board and better align with the quasi-judicial nature of the Commission.                                               | Short-Term |

### Goal 2: Maintain Historic Character

| No.  | Action Item                                                                                                                                                                                                       | Time       |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 2.1  | Enhance experience at the Ailey Young House by creating a formalized gateway park.                                                                                                                                | Long-Term  |
| 2.2  | Expand the Wake Forest Local Historic District to align with the Wake Forest NRHP Historic District.                                                                                                              | Long-Term  |
| 2.3  | Amend the Wake Forest NRHP Historic District to expand the boundaries, period of significance, and update contributing resources as recommended by the Architectural Survey Update (1958-1975) completed in 2020. | Long-Term  |
| 2.4  | Investigate a TOD Overlay or dimensional standards for historic areas adjacent to transit areas to ensure character compatibility and discourage demolition.                                                      | Short-Term |
| 2.5  | Explore traffic impacts within the historic core for short- and long-term solutions and continued preservation of community character.                                                                            | Short-Term |
| 2.6  | Develop an HPC procedural policy for a new survey methodology that includes the evaluation of all NRHP criteria and meets NPS survey standards.                                                                   | Mid-Term   |
| 2.7  | Create road cross-sections in the CTP that support the historic character of a neighborhood and allow the installation of sidewalk, stormwater infrastructure, and road widening analysis.                        | Mid-Term   |
| 2.8  | Minimize disturbance and protect historic character in new developments by revising buffer requirements around historic resources.                                                                                | Short-Term |
| 2.9  | Complete a comprehensive re-evaluation of the Town's surveyed resources to focus on underrepresented histories.                                                                                                   | Mid-Term   |
| 2.10 | Identify and explore the creation of new local historic districts.                                                                                                                                                | Long-Term  |
| 2.11 | Partner with nonprofits to facilitate the acquisition of properties outright or for the purchase of historic easements/covenants, based on NC G.S. 160D-942(3).                                                   | Long-Term  |



Goal 3: Increase Diversity, Equity & Inclusion

| No.  | Action Item                                                                                                                                                                                                  | Time       |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 3.1  | Continue to invest in the Northeast Community through existing programs (Ailey Young House, Rehab Program, etc.).                                                                                            | Ongoing    |
| 3.2  | Explore zoning options available to assist in preserving the Northeast Community character.                                                                                                                  | Short-Term |
| 3.3  | Provide community outreach and education about the Rehabilitation Tax Credit Program.                                                                                                                        | Short-Term |
| 3.4  | Hold a public meeting with the Northeast Community to determine interest on anti-gentrification tools (age-in-place assistance programs for older adults and affordable housing options for younger adults). | Mid-Term   |
| 3.5  | Investigate the potential of a NRHP historic district for the Northeast Community under Criterion A for Community Development and African American Heritage.                                                 | Mid-Term   |
| 3.6  | Evaluate developing HPC appointment criteria to improve racial and age diversity.                                                                                                                            | Mid-Term   |
| 3.7  | Explore adding a historic preservation component to the Wake County Multi-Jurisdictional Hazard Mitigation Plan.                                                                                             | Long-Term  |
| 3.8  | Work with the Northeast Community, Friendship Chapel Missionary Baptist Church, and WFHM to develop an oral history program focusing on the histories of the Wake Forest's Black community.                  | Long-Term  |
| 3.9  | Expand housing affordability by encouraging adaptive reuse of existing buildings.                                                                                                                            | Mid-Term   |
| 3.10 | Create an interpretative signage program highlighting diverse histories found throughout Wake Forest, especially the Northeast Community.                                                                    | Ongoing    |
| 3.11 | Conduct a historic resource survey to explore underrepresented communities in Wake Forest.                                                                                                                   | Mid-Term   |
| 3.12 | Develop historic contexts for underrepresented communities based on survey findings from Item 3.11 above.                                                                                                    | Long-Term  |
| 3.13 | Develop and expand partnerships with K-12 schools to support local-history-oriented curricula in partnership with the WFHM.                                                                                  | Long-Term  |
| 3.14 | Continue to work with the DuBois Alumni Association to celebrate the significant history of the school and to seek opportunities to rehabilitate/redevelop the campus.                                       | Ongoing    |

Goal 4: Encourage Community Learning Opportunities

| No.  | Action Item                                                                                                                                                                                                                                                     | Time                |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 4.1  | Continue to officially celebrate Historic Preservation and Black History months, and consider adding other diversity awareness months.                                                                                                                          | Ongoing             |
| 4.2  | Continue to invest in wayfinding, signage, and branding for historic resources and areas to assist in navigation and promote neighborhood identity.                                                                                                             | Ongoing             |
| 4.3  | Sponsor historic preservation workshops, economic incentives, and instructional videos.                                                                                                                                                                         | Ongoing             |
| 4.4  | Coordinate and develop strong partnerships with regional institutions, including NECC, WFHM, SEBTS, and NCSU, as well as partnerships with local organizations and businesses that support historic preservation.                                               | Ongoing             |
| 4.5  | As part of the Historic Marker Policy, provide an option in downtown/urban areas for plaques or sidewalk markers that require less space than post markers.                                                                                                     | Ongoing             |
| 4.6  | Create more opportunities for residents, Town staff, and visitors to learn about Town history and its historic buildings, sites, and neighborhoods.                                                                                                             | Ongoing             |
| 4.7  | Create a GIS-based map of surveyed areas and individual properties showing the cut-off date for survey areas and the year in which properties were documented.                                                                                                  | Mid-Term            |
| 4.8  | Utilize historic preservation as a tool for economic assistance by showcasing how historic preservation designation can provide economic assistance and revitalization.                                                                                         | Short-Term          |
| 4.9  | Incorporate HPC members as facilitators and leaders of workshops, walking tours, and newsletter writers.                                                                                                                                                        | Short-Term          |
| 4.10 | Continue to provide educational opportunities for people who want to learn how to repair or restore their own historic buildings or landscapes.                                                                                                                 | Ongoing, Short-Term |
| 4.11 | Partner with the Urban Forestry Program and explore the opportunity for a heritage tree program and providing incentives for tree preservation as well as markers for significant trees.                                                                        | Mid-Term            |
| 4.12 | Clearly specify what constitutes a minor project vs. a major project for COA approval. Even though this difference is articulated in the Design Standards, consider developing more informational tools and infographics that can easily be used by the public. | Short-Term          |

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Figure 65. Home tour participants visit 548 South Main Street.

## Appendix

### *Appendix*

- A Acronyms
- B Glossary
- C Secretary of Interior Standards for Rehabilitation
- D Secretary of Interior Qualifications
- E Additional Resources
- F Anti-Discrimination Notice
- G Anti-Discrimination Policy



Appendix A: Acronyms

|            |                                                                                |
|------------|--------------------------------------------------------------------------------|
| ACH        | Arts Culture and Historic Preservation (Policy)                                |
| BOC        | Board of Commissioners                                                         |
| CLG        | Certified Local Government                                                     |
| CAMPO      | Capital Area Metropolitan Planning Organization                                |
| COA        | Certificate of Appropriateness                                                 |
| CFR        | Code of Federal Regulations                                                    |
| CTP        | Comprehensive Transportation Plan                                              |
| DOI        | Department of Interior                                                         |
| EIS        | Environmental Impact Statement                                                 |
| ETJ        | Extraterritorial Jurisdiction                                                  |
| FEMA       | Federal Emergency Management Agency                                            |
| GPR        | Ground Penetrating Radar                                                       |
| HP         | Historic Preservation (Policy)                                                 |
| HPC        | Historic Preservation Commission                                               |
| HMP        | Hazard Mitigation Plan                                                         |
| HPF        | Historic Preservation Fund                                                     |
| LEED       | Leadership in Energy and Environmental Design                                  |
| MPH        | Miles per hour (Measurement)                                                   |
| NCDOT      | North Carolina Department of Transportation                                    |
| NCDNCR     | North Carolina Department of Natural and Cultural Resources                    |
| NCGS       | North Carolina General Statute                                                 |
| NCSU       | North Carolina State University                                                |
| NECC       | Northeast Community Coalition                                                  |
| NHPA       | National Historic Preservation Act                                             |
| NPS        | National Park Service                                                          |
| NRHP       | National Register of Historic Places                                           |
| NTHP       | National Trust for Historic Preservation                                       |
| OHMS       | Oral History Metadata Synchronizer                                             |
| ROW        | Right-of-Way                                                                   |
| SEBTS      | Southeastern Baptist Theological Seminary                                      |
| SHPO/NCHPO | State Historic Preservation Office/North Carolina Historic Preservation Office |
| SOI        | Secretary of the Interior                                                      |
| SWOT       | Strengths Weaknesses Opportunities and Threats                                 |
| TOD        | Transit-Oriented Development                                                   |
| UDO        | Unified Development Ordinance                                                  |
| USDOT      | United States Department of Transportation                                     |
| USC        | United States Code                                                             |
| WFHM       | Wake Forest Historical Museum                                                  |

Appendix B: Glossary

**Certificate of Appropriateness (COA)** is a legal permit issued by a the Town allowing a property owner to perform work on the exterior of a locally designated historic property. The COA process requires the review of applicable design standards and the submission of an application and plans for review by the Historic Preservation Commission or staff.

**Certified Local Government (CLG)** is a local government certified through federal and state standards to manage local historic preservation initiatives. The CLG program was established in 1980 by Congress and is a partnership between federal (NPS), state (SHPO), and local government.

**Contributing Resource** is a building, structure, object, or site within the boundaries of a historic district constructed during the Period of Significance that retains qualities that convey the significance of the property and the district. The opposite is a **Noncontributing Resource**, which either was constructed outside the Period of Significance and/or has been significantly altered and no longer conveys its association with the character of the district.

**Design Standards** are specific design principles and standards used to guide the commission in determining that proposed changes are appropriate to the special character of the landmark or district.

**Extraterritorial Jurisdiction (ETJ)** is an area surrounding the proper Town limits, typically measuring a specified buffer from the official Town boundary.

**Gentrification** refers to changing conditions of a neighborhood, whether property values/cost, character, and/or community, which can lead to displacement but is not in and of itself displacement.

**Historic** pertains to resources that have an official local, state, and/or federal designation(s).

**Historical** pertains to resources that do not have an official local, state, or federal designation but are significant to the culture. It may also be used to describe “historical” maps or imagery.

**Historic District** is a geographic area designated by local or state government or by the National Park Service (NPS) based on a concentration, linkage, or continuity of sites, buildings, structures, or objects that share a historic significance or design aesthetic. Within a historic district, each site, building, structure, and object is considered either contributing or noncontributing to the historic integrity of the neighborhood, complex, or landscape.

**Historic Preservation** is the identification, evaluation, recordation, documentation, curation, acquisition, protection, management, rehabilitation, restoration, stabilization, maintenance, research, interpretation, and conservation of historic properties, or education and training regarding any of these activities.

**Historic Preservation Commission (HPC)** is a quasi-judicial board made up of citizen volunteers that is the legal body responsible for administering the COA process on behalf of the city or town, administering nominations for landmarks and the NRHP, and providing comment and direction on the historic preservation program.

## Appendix B: Glossary

**Historic Preservation Fund (HPF)** is a program managed by the State, Tribal, Local, Plans and Grants Division of the NPS to assist in matching grants-in-aid for various historic preservation programs and projects. The program is funded by oil and gas lease revenues under the Outer Continental Shelf Lands Act, as amended.

**Historic Preservation Planner** is the staff role of managing a historic preservation program.

**Historic Preservation Program** can be defined as a municipality’s program responsible for historic preservation efforts. Program duties include coordination with the HPC, administration of plan and COA review, interdepartmental and city or town administration coordination, and long-term planning.

**Local Historic District** is a historic district created by a municipality. In Wake Forest, local historic districts are regulated by the Town and HPC; in contrast, NRHP historic districts are largely honorary and only regulated when federal funds are used. A local historic district can overlap with other district designations (NRHP, Study List, etc.).

**Local Landmarks** are created by a municipality. Landmarks are often individual resources such as commercial buildings and houses. Like local historic districts, local landmarks in Wake Forest are regulated by the Town and HPC. Landmarks can also be listed on the NRHP.

**National Register Advisory Committee** is the statewide review board in North Carolina appointed by the SHPO that reviews all nominations to the NRHP.

**National Historic Preservation Act (NHPA)** is the legislation that created the NRHP and expanded federal review to include the survey, identification, and documentation of historic properties of projects funded by the federal government.

**National Park Service (NPS)** is the federal agency within the Department of the Interior (DOI) that administers the NRHP, in addition to administering the nation’s national parks and other sites.

**North Carolina Department of Natural and Cultural Resources (NCDNCR)** is the state agency that houses the State Historic Preservation Office (SHPO) and National Register Advisory Committee (NRAC).

**North Carolina National Register Advisory Committee (NRAC)** is the state reviewing committee within NCDNCR for NRHP and Study List designations.

**National Register of Historic Places (NRHP)** is the national list of historic resources (defined as historic districts, buildings, sites, structures, and objects) that hold significance in American history, culture, architecture, design, and archaeology.

**Public Private Partnerships (PPP)** seeks to complete a project or task using time and expenses between a government entity and private company. This process may incorporate a cost sharing approach to reduce expenses and improve a project outcome based on private expertise.

**Secretary of the Interior (SOI)** is the executive official appointed by the President of the United States to administer the DOI (which includes the NPS).

**SOI Professional Qualifications Standards** are federal standards published in Code of Federal Regulations (CFR) 36 CFR Part 61 to provide a standard baseline of professional requirements for professions in the cultural resource management field.

**SOI Standards for Rehabilitations** are official guidelines on the categorization and methodology of preservation, rehabilitation, restoration, and reconstruction of historic buildings.

**Section 106** is stipulated in the NHPA as the federal review process for historic resources. This legislation requires federal agencies to take into account the effects of their actions on historic properties and is generally triggered by a federal action such as federal agency’s finding, licensing, permit, or approval.

**State Historic Preservation Office (SHPO)** is the state historic preservation program. Each SHPO has a State Historic Preservation Officer. Municipalities may follow this structure by calling their historic preservation program a Historic Preservation Office with their own designated officer.

**Study List** is a preliminary step in North Carolina used by the SHPO and NRAC to screen properties that may be eligible for the NRHP. Study lists have been part of the NRHP process in North Carolina since 1969.

**Traditional Neighborhood Development (TND)** is intended to allow the development of fully integrated, mixed use, pedestrian-oriented neighborhoods to minimize traffic congestions, suburban sprawl, infrastructure costs and environmental degradation.

**Transit-Oriented Development (TOD)** is a form of development that has the opportunity to support highly walkable, active environments with the most urban and compact development.

**Unified Development Ordinance (UDO)** is a local land-use code that combines subdivision regulations with other city zoning, land development regulations, and administration procedures, often to improve coordination between government regulations.

**Wildland Urban Interface** are areas where development may intermix with flammable vegetation.

## Appendix C: Secretary of Interior Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## Appendix D: Secretary of Interior Qualifications (36 CFR Part 61)

**History:** The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor’s degree in history or closely related field plus one of the following:

- At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**Architectural History:** The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor’s degree in architectural history, art history, historic preservation or closely related field plus one of the following:

- At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

**Historic Architecture:** The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

- At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
- At least one year of full-time professional experience on historic preservation projects.

**Architecture:** The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

**Archaeology:** The minimum professional qualifications in archaeology are a graduate degree in archeology, anthropology, or closely related field plus:

- At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management;
- At least four months of supervised field and analytic experience in general North American archaeology, and
- Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.



# Appendix E: Additional Resources

## Funding Opportunities

| Federal Incentives Incentives                                             |                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Federal Historic Preservation Tax Incentives Program                      | NPS oversight; tax credit of 20% of qualified expenditures; applies to income-producing properties only                                                                                                                                                                        |
| National Park Service Grants                                              | Several grant types, often geared toward specific property or activity types                                                                                                                                                                                                   |
| Federal Grants                                                            | African American Civil Rights Grants<br>Emergency Supplemental HPF<br>History of Equal Rights Grant Opportunity<br>Save America's Treasures<br>Tribal Historic Preservation Office Grant                                                                                       |
| State and Local Incentives                                                |                                                                                                                                                                                                                                                                                |
| North Carolina Historic Preservation Tax Credit Program: Owner-occupied   | State tax credit of 15% of eligible expenditures; costs must exceed \$10,000                                                                                                                                                                                                   |
| North Carolina Historic Preservation Tax Credit Program: Income-Producing | State tax credit of up to 25% of eligible expenditures; costs must exceed adjusted basis of the building or \$5,000 over a 24-month period                                                                                                                                     |
| Town Incentives                                                           |                                                                                                                                                                                                                                                                                |
| Façade Improvement Grant Program                                          | Wake Forest Downtown sponsors a façade improvement program that requires compliance with SOI Standards for Rehabilitation. Provides a 50% reimbursement for hard costs with a maximum match of \$7,500. A project may receive support of up to \$15,000 for up to three years. |
| Local Historic District Grant Program                                     | A grant of up to \$1,000 for properties within the Wake Forest Local Historic District. Work must be exterior preservation/repair project and meet the Design Standards.                                                                                                       |
| Nonprofit Funding Sources                                                 |                                                                                                                                                                                                                                                                                |
| National Trust for Historic Preservation (NTHP)                           | African American Cultural Heritage Action Fund<br>Cynthia Woods Mitchell Fund for Historic Interiors<br>Emergency/Intervention Funding<br>Hart Family Fund for Small Towns<br>Johanna Favrot Fund for Historic Preservation                                                    |
| Local Funding Sources                                                     | Preservation North Carolina:<br>Stedman Incentive Grant for Rehabilitation Projects.<br>Marion Stedman Covington Foundation Grant:<br>Preservation/Rehabilitation Projects<br>The Jandy Ammons Foundation:<br>Local Grant Opportunity for educational projects.                |

## Partnership Opportunities

| Organization                              | Type          | Potential Areas of Expertise            |
|-------------------------------------------|---------------|-----------------------------------------|
| Capital Area Preservation, Inc            | Organization  | Preservation                            |
| North Carolina State University           | Institutional | Education, Technology, Internships      |
| Northeast Community Coalition             | Neighborhood  | Community Organization, Black History   |
| Northern Wake Senior Center               | Institutional | Education, History Programming          |
| Southeastern Baptist Theological Seminary | Institutional | Education, History Programming          |
| Wake County Historical Society            | Organization  | Preservation, Research                  |
| Wake County Genealogical Society          | Organization  | Oral History, Research                  |
| Wake County Public School System          | Institutional | Education, History Programming          |
| Wake Forest Boys and Girls Club           | Organization  | Education, History Programming          |
| Wake Forest Birthplace Society            | Organization  | Preservation, History Programming       |
| Wake Forest Chamber Foundation            | Organization  | Youth Education and Leadership          |
| Wake Forest Chamber of Commerce           | Organization  | Business, Economic Assistance, Events   |
| Wake Forest Community Library             | Institutional | Education, History Programming          |
| Wake Forest Downtown                      | Organization  | Business, Economic Assistance, Events   |
| Wake Forest Garden Club                   | Organization  | Preservation, Events                    |
| Wake Forest Historical Association        | Organization  | Preservation, Research                  |
| Wake Forest Historical Museum             | Organization  | Preservation, History Programming       |
| Wake Forest Renaissance Centre            | Organization  | Arts and Culture, Events                |
| Wake Forest Woman's Club                  | Organization  | Community Organization, Women's History |
| Wake Forest University (Winston-Salem)    | Institutional | Education, History Programming          |
| Wake Technical Community College          | Institutional | Education, Technology, Internships      |

## Oral History Documentation

Additional resources that are available to Wake Forest include the Oral History Metadata Synchronizer (OHMS) (<https://www.oralhistoryonline.org/>). Developed by the Louie B. Nunn Center for Oral History at the University of Kentucky, OHMS is a search tool for oral history collections.

## Appendix F: Nondiscrimination Notice

The Town of Wake Forest, pursuant to its policy to comply with Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities, will not exclude from participation in, deny the benefits of, or subject to discrimination any person based on race, color, religion, limited English proficiency, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or income-level, under any programs, activities, and services conducted or funded by the Town of Wake Forest.

Any person who believes they have, individually or as a member of any specific class of persons, been wronged by a discriminatory act (action or inaction) of the Town of Wake Forest or its funding recipients, has the right to file a complaint with the Town of Wake Forest. Complaints may be filed by the affected individual(s) or a representative and should be filed no later than 180 calendar days after the following:

- The date of the alleged act of discrimination,
- The date when the person(s) became aware of the alleged discrimination, or
- Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

All complaints should be signed and include contact information. You may file a written complaint with the Town of Wake Forest Title VI Coordinator at 301 South Brooks Street, Wake Forest NC 27587 or call 919-435-9415. For instructions on how to file a complaint or additional information regarding the Town of Wake Forest’s nondiscrimination obligations, please visit [www.wakeforenstnc.gov/TitleVI](http://www.wakeforenstnc.gov/TitleVI) or contact:

Town of Wake Forest  
ATTN: Lisa Hayes, Strategic Performance Manager  
301 South Brooks Street  
Wake Forest, NC 27587-2901  
Phone: 919-463-9415  
Email: [lhayes@wakeforestnc.gov](mailto:lhayes@wakeforestnc.gov)

Anyone with a hearing or speech impairment may use Relay NC, a telecommunications relay service, to call the Town of Wake Forest. Relay NC can be accessed by dialing 711 or 1-877-735-8200.

ATTENTION: If you speak a language other than English, the following language assistance services are available to you, free of charge. Qualified interpreters and information written in other languages. Call 1-800-522-0453.

## Appendix G: Nondiscrimination Policy Statement

It is the policy of the Town of Wake Forest to ensure that no person shall, on the grounds of race, color, religion, limited English proficiency, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or income-level, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town of Wake Forest program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout the Town of Wake Forest to comply, at a minimum, with Title VI and related requirements:

- Denying to an individual any standard service, access to Town owned or operated facilities, financial aid, or other program benefit without good cause.
- Providing any service, financial aid, or other benefit to a person which is distinct in quantity or quality, or is provided in a different manner, from that provided to others under the program.
- Subjecting a person to segregation or separate treatment in any part of a program.
- Restricting in the enjoyment of any advantages, privileges, or other benefits enjoyed by others.
- Denying an individual access to Town facilities.
- Applying different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities.
- Using acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because s/he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing.
- Allowing discrimination in any employment resulting from a program, the primary purpose of which is to provide employment.



TOWN *of*  
WAKE FOREST

| Wake Forest Historic Preservation Plan Review Comments |                      |                                                                  |                                                                                                                                                                                                                                      |          |
|--------------------------------------------------------|----------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| #                                                      | PDF Page/Page Number | Section/Paragraph/Line                                           | Review Comments                                                                                                                                                                                                                      | Response |
| 1                                                      | ii                   | Cover Image Credit                                               | Change to, "Drone Image of Binkley Chapel, Courtesy of Southeastern Baptist Theological Seminary"                                                                                                                                    |          |
| 2                                                      | 7/12                 | Population Statistics                                            | This plan doesn't show 50,000 like other recent plans, be consistent                                                                                                                                                                 |          |
| 3                                                      | 9/17                 | Table 1. 1900                                                    | Royall (misspelled the second time)                                                                                                                                                                                                  |          |
| 4                                                      | 9/17                 | Table 1. 1909                                                    | Change to "1909 - The NC General Assembly chartered the Town of Wake Forest (merging the Town of Wake Forest College, Town of Royall Cotton Mill and Forestville) which provided the authority to issue bonds for an electric plant. |          |
| 5                                                      | 9/17                 | Table 1. 2004                                                    | Strike the entry for 2004 DRC. Instead, Add, 1985 – The Downtown Revitalization Corporation is established to help revitalize downtown. The name was changed to Wake Forest Downtown in 2013.                                        |          |
| 6                                                      | 12/22                | 3.2 Current Historic Preservation Program/paragraph 2, Last Line | Strike, "An additional planner provides part-time support to the historic preservation program."                                                                                                                                     |          |
| 7                                                      | 14/26                | Historic Preservation Ordinance, paragraph 2, line 6             | Strike "zoning", should read, "procedures for the HPC, regulations for local historic districts and local landmarks, and an appeal process for historic preservation commission decisions."                                          |          |
| 8                                                      | 15/28                | Historic Preservation Commission, line 5-6                       | Change to read, "...publishing information, communicating with other boards or commissions, accepting funds for preservation purposes, and acquiring property to promote historic preservation.                                      |          |
| 9                                                      | 16/29                | Certified Local Government, last paragraph, line 2               | Change "met" to "meets"                                                                                                                                                                                                              |          |



|    |          |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|----|----------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    |          |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 10 | 18/35    | Table 6: Green Column                                                    | Change font to be consistent with rest of table                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 11 | 19/37    | Figure 30 Caption                                                        | Change to “Existing Historic Districts and Studly Listed Historic Districts” for consistency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 12 | 20/38    | Designated Properties Outside Historic Core of Town, Paragraph 1, Line 2 | Add “and ETJ” after Town limits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 13 | 26/50-51 | Figure 38 and 39 captions                                                | Strike “pictured” in both captions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 14 | 27/53    | Figure 43 caption                                                        | Change to “Firefighters from former Station 2 in the Northeast Community”.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| 15 | 31/60    | Table 13, row 8                                                          | Change separated to separated                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 16 | 33/65    | Wake Finishing Plant Page                                                | Add a photo of the plant for context if available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| 17 | 35/68    | Historic Preservation Program, paragraph 1, line 5                       | Insert a period after "matters" Add new sentence, Downtown Wake Forest is a designated North Carolina Main Street community, a program committed to strengthening communities through preservation-based economic development in historic downtowns. A member of the Planning Staff serves as a liaison between the Wake Forest Downtown board and the Planning Department. It is recommended that the Historic Preservation Commission and Historic Preservation Planner continue to seek ways to maintain and strengthen communication with other boards and organizations. |  |
| 18 | 35/68    | Hazard Mitigation, Paragraph 1, line 10                                  | Change to read, “Wake Forest participates in the National Flood Insurance Program, is a Municipal Separate Storm Sewer System (MS4) Phase II permit holder, has included stormwater management regulations as part of its Unified Development Ordinance, and manages the Wake Forest Reservoir for hazard mitigation.”                                                                                                                                                                                                                                                        |  |
| 19 | 36/70    | Sustainability, Paragraph 1, line 10                                     | Insert (SOI) after Secretary of the Interior’s                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

|    |       |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|----|-------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 20 | 37/72 | Partnership Opportunities, paragraph 1, line 2 | Insert “Historic Preservation Plan Update” after 2022                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 21 | 38/74 | Goal 1: No. 1.9                                | Add (See Appendix D on page 87 for qualification standards) after “position”                                                                                                                                                                                                                                                                                                                                                          |  |
| 22 | 38/74 | Goal 1: Action Items                           | HPC recommended adding action item 1.15, “Seek additional funding to ensure staff and programs are able to continue and expand with the growth of the community.”                                                                                                                                                                                                                                                                     |  |
| 23 | 39/76 | Goal 3: No. 3.3                                | Change commuity to community                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 24 | 39/76 | Goal 2: No. 3.7                                | Change to, “Work with Wake County to add a historic preservation component to the Wake County Multi-Jurisdictional Hazard Mitigation Plan.”                                                                                                                                                                                                                                                                                           |  |
| 25 | 39/77 | Goal 4: Action Items                           | HPC recommended adding action item: 4.13 – “Make use of current technology to expand opportunities to create web-based platforms for educating the public about other untold community histories”                                                                                                                                                                                                                                     |  |
| 26 | 40/79 | References Cited, no. 47                       | Change Dylan Bruchhaus to “Town of Wake Forest”                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 27 | 42/83 | Appendix B: Glossary                           | Add to Extraterritorial Jurisdiction (ETJ) “According to Chapter 160D Article 2 of the North Carolina General Statutes, the Town of Wake Forest is authorized to plan for all incorporated areas within its corporate limits as well as within its extraterritorial jurisdiction (ETJ). An ETJ includes areas outside a municipality’s corporate <sup>27</sup> limits in which it can apply its planning and development regulations. |  |
| 28 | 43/84 | Appendix B: Glossary                           | Strike “National Register Advisory Committee” entry, it is captured more accurately under North Carolina National Register Advisory Committee (NRAC) farther down the page.                                                                                                                                                                                                                                                           |  |
| 29 | 43/84 | Appendix B: Glossary                           | North Carolina Department of Natural and Cultural Resources (NCDNCR) – add at the end “and is the liaison                                                                                                                                                                                                                                                                                                                             |  |

|    |       |                                        |                                                                                                                    |  |
|----|-------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------|--|
|    |       |                                        | between local governments and federal preservation programs.”                                                      |  |
| 30 | 45/88 | Appendix E; State and Local Incentives | State tax credit should be 15% for both income producing and non-income producing, strike 25% and replace with 15% |  |





## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-665-  
Submitted by: Michelle Michael  
Submitting Department: Planning  
Meeting Date: October 18, 2022

### **SUBJECT**

Presentation of and Public Hearing on a Request by Dean Verhoeven to Designate his Building and Lot, known as the Tommy and Sue Byrne House, 442 Pineview Drive, Wake Forest, NC, as a Wake Forest Local Historic Landmark, HPC Case Number LL 22-01

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [Summary Sheet - Tommy and Sue Byrne House LHLD](#)
- [Staff Report for the Tommy and Sue Byrne House LHLD](#)
- [Attachment A - Map and Application](#)
- [Attachment B - SHPO Correspondence](#)
- [Attachment C - Ordinance](#)

**Agenda Item:** Public Hearing and Consideration of a Request by Dean Verhoeven to Designate the Tommy and Sue Byrne House as a Wake Forest Local Historic Landmark, HPC Case Number LL 22-01.

**Summary:** Under the Town of Wake Forest UDO 15.11.1 Designation of Historic Landmarks/Historic Districts, the Board of Commissioners may adopt an ordinance designating one or more local historic landmarks and/or districts. No property shall be recommended for designation as a landmark or included in a historic district unless the Historic Preservation Commission determines it to be of special significance in terms of its historical, pre-historical, architectural or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association.

Constructed circa 1950, the Tommy and Sue Byrne House is an early and intact example of Modernist Architecture in Wake Forest. The house was identified during the recently completed Historic Architecture Survey Update in 2020 as an early example of modern architecture and rare residential example of the work of architect, Owen Smith. The house was added to the NC Study List for National Register in 2020.

The Historic Preservation Commission recommended approval of the designation at their September 14, 2022, meeting with a unanimous (8-0) vote.

**Attachments:** See Staff Report



## Staff Report

### LL 22-01: Local Historic Landmark Designation Application for the Tommy & Sue Byrne House

|                                                        |                                                                                                                                                                                                                                                             |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Meeting Date</b>                                    | 10/18/2022                                                                                                                                                                                                                                                  |
| <b>Requested Actions</b>                               | Approval and Adoption of the Local Historic Landmark Designation                                                                                                                                                                                            |
| <b>Case Manager</b>                                    | Michelle Michael, Senior Planner - Historic Preservation                                                                                                                                                                                                    |
| <b>Historic Preservation Commission Recommendation</b> | The Historic Preservation Commission, at their September 14 <sup>th</sup> meeting, closed the public hearing and voted unanimously (8-0) to recommend approval of the Tommy and Sue Byrne House as a Local Historic Landmark to the Board of Commissioners. |

#### PUBLIC MEETINGS

| HPC Public Hearing | BOC Public Hearing |
|--------------------|--------------------|
| September 14, 2022 | October 18, 2022   |

#### PUBLIC COMMENTS

At the September 14, 2022, HPC Public Hearing, two adjacent property owners spoke. Both voiced concerns on how the designation would impact their properties and possible future restrictions to their properties. They both support the local landmark designation but did not want restrictions on their property as a result of the local landmark designation.

#### CASE INFORMATION

|                                                      |                                                               |
|------------------------------------------------------|---------------------------------------------------------------|
| <b>Applicant</b>                                     | Dean Verhoeven<br>442 Pineview Drive<br>Wake Forest, NC 27587 |
| <i>See Attachment A for copy of the Application.</i> |                                                               |

#### CASE SUMMARY

The property owner and applicant requests that his property at 442 Pineview Drive, known as the Tommy and Sue Byrne House, be designated as a Local Historic Landmark. The house, constructed in 1950, was designed by prolific North Carolina Architect and NC State University graduate, Owen Smith. The house was identified during the 2020 Architectural Resource Survey of Wake Forest (1958-1975) and was added to the NC Study List as significant for its early modernist architecture.



The General Statute NCGS 160A-400.5 requires that “No property shall be recommended for designation as a historic landmark unless it is deemed and found by the preservation commission to be of special significance in terms of its historical, prehistorical, architectural or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling, and/or association.”

The Historic Preservation Commission recommend approval of the Local Historic Landmark Designation Ordinance to the Board of Commissioners. The Board of Commissioners makes the final decision.

#### **STAFF RECOMMENDATION**

Staff recommends approval of the of the Tommy and Sue Byrne House as a Wake Forest Local Historic Landmark since it has special significance to the Town of Wake Forest for its historical significance as the home of Tommy Byrne, former Wake Forest College Student, New York Yankees Pitcher, and Wake Forest Mayor. The home has architectural significance as an early example of modernist architecture in Wake Forest and the work of North Carolina Architect, Owen Smith. Further, the house maintains integrity of design, setting, workmanship, materials, feeling, and/or association.

#### **ATTACHMENTS**

- Attachment A:** Map and Application
- Attachment B:** SHPO Correspondence
- Attachment C:** Ordinance

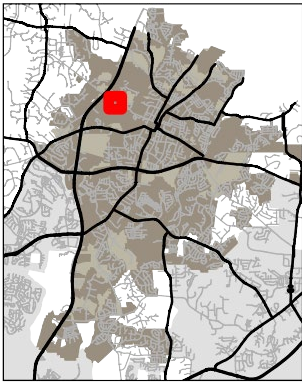
LL 22-01

Local Historic Landmark Designation Application

Request by:

Dean Verhoeven for the Property known as the  
Tommy and Sue Byrne House at 442 Pineview Drive  
BEING WAKE COUNTY TAX PIN: 1841-10-7968



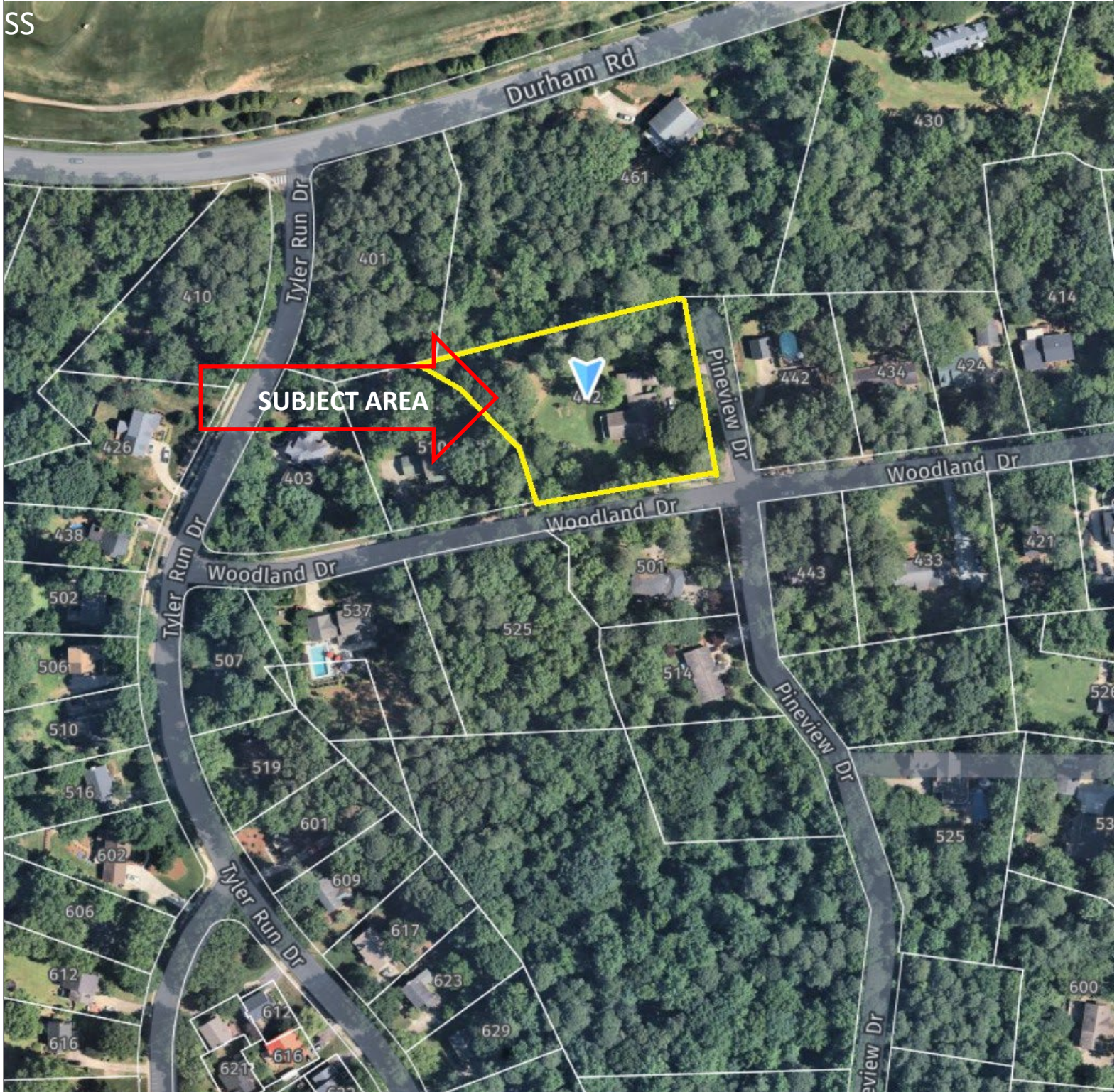


7/15/2022



TOWN of  
WAKE FOREST

**LL-22-01**  
**442 Pine View Drive**  
**PIN: 1841-10-7968**



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





## APPLICATION FOR WAKE FOREST LOCAL LANDMARK DESIGNATION

### 1. Name of Property:

- a. Tommy and Sue Byrne House

### 2. Location:

- a. 442 Pineview Dr.
- b. Wake Forest
- c. Tax Pin Number: 1841107968

### 3. Owner Information:

- a. Name: Dean Verhoeven
- b. Address: 442 Pineview Dr. Wake Forest
- c. Phone: 919-594-5436
- d. Email: dean@ddv.name

### 4. Owner Signature and Date:

Name:

*(I have read the general information in this application and affirm that I support landmark designation of the property defined herein.)*

Owner/Signed: Dean Verhoeven



Dated: April 3, 2022

Applicant: Same as Owner

### 5. Application Prepared By:

- a. Dean Verhoeven
- b. Address:
- c. Phone:
- d. Email:

### 6. General Data/Site Information

- a. Acreage: 1.24
- b. Boundary Description: LOTS 35 & 36 J W LASSITER EST SUB BM1949 -00031
- c. Boundary Justification: Wake County Book of Maps Book 1949 page 31 (see attached image of this page "Wake County Book of Maps 1949 page 31.jpg" with lots highlighted.

**7. Property Use or Function**

- a. Historic Use: residential
- b. Current Use: residential

**8. Is the property income-producing?** No

**9. Are any interior spaces included in the designation?** No

**10. List of Buildings and Structures on the property include date of construction and subsequent additions/alterations**

- a. House. Plans are dated March 22, 1950. Lap vinyl siding was installed over the original bevel cedar siding possibly 1986. No other alterations inside or out.

**11. Statement of Significance:** Why is this property significant to the special history of Wake Forest?

The Thomas Byrne House is significant to the special history of Wake Forest for four primary reasons: 1) its original owner, Thomas "Tommy" Byrne; 2) it's architect, Owen Smith; 3) its early modernist design; and 4) its exceptional state of preservation

**12. Historical Background:** Provide as much historical background as possible. Original and subsequent owners, architect and builder if known, significant events and people associated with the property.

The house was built for Mary Susan Nichols Byrne ("Sue") and Thomas Joseph Byrne ("Tommy").

Tommy was best known for pitching on seven World Series-winning Yankees teams, playing with the likes of Yogi Berra and Joe DiMaggio in a major league career that lasted 13 seasons. During those years he also played with the Chicago White Sox, the Washington Senators and the St. Louis Browns. He started in major league baseball (with the Yankees) in 1943 and played his last season in 1957, 7 years after work on the house was begun<sup>1</sup>. Wake Forest's "Most Legendary Figure<sup>2</sup>," Tommy was honored by the town with his own day, "Tommy Byrne Day," on September 9, 2007.

Sue Byrne<sup>3</sup> was born and reared in Coats, NC and attended Coats School, Campbell Junior College (later Campbell University) and Meredith College in Raleigh. She was active in

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<sup>1</sup> Society for American Baseball Research article by Jimmy Keenan: <https://sabr.org/bioproj/person/tommy-byrne/>

<sup>2</sup> Bob Allen, Wake Weekly, Dec; 27, 2007

<sup>3</sup> Susan (Byrne) Gantt, Sue and Tommy's daughter, Personal communication. Additional information from the obituary published by the Wilmington StarNews:

<https://www.starnewsonline.com/story/news/2002/12/01/sue-n-byrne/30501661007/>

supporting local schools as president of the PTA and as an advisory board member at Wake Forest High School. She sat on the Wake County School Board for 10 years, and for several years (until her death in 2002) on the board of the Franklin Academy, a charter school in Wake Forest. She also served as the state corresponding secretary of the Daughters of the American Revolution and was an avid supporter of the Wake Forest Library. Sue and Tommy raised 4 children in this house, and were lifelong members of St Catherine of Siena Catholic Parish in Wake Forest.

The Byrnes sold the house in 1997 to Gabriele and Dean Verhoeven, and it is currently (2022) owned by Dean Verhoeven.

The house was designed by Owen F. Smith, a noted Raleigh modernist architect and cousin of Sue Byrne on her mother's (Eva Smith Nichols), side of the family.

**13. Historical Context:** How does this property fit into the context of Wake Forest History? What was happening in Wake Forest when this was constructed?

The plans for the Byrne house are dated March 22, 1950. The construction completion date is unknown. This was toward the end of Wake Forest's "college town" period, which ended 8 years later with the College's move to Winston-Salem.

Tommy's history with the town went back to his college days. He studied mathematics at Wake Forest College while playing baseball there beginning in 1937. After his major league baseball career (1957), he and his family stayed in this house in Wake Forest until 1997.

Tommy was intimately involved in guiding the town during the difficult post-college years. He took public office as a commissioner in 1967 and served as mayor of Wake Forest from 1973 through 1987.

The following contextual information comes from the Wake Forest, North Carolina Architectural Survey Update, 1958-1975, prepared by hmwPreservation for the Town of Wake Forest in 2020:

Page 30, "The vast majority of houses built in Wake Forest between 1958 and 1975 were constructed with Ranch forms and finished with traditional details. However, several noteworthy examples of the Modernist style are present in the study area. Modernism was introduced to North Carolinians in the late 1940s, most notably through the establishment of the School of Design in 1948 at North Carolina State College (now North Carolina State University) in nearby Raleigh. The style, which like most architectural styles was slow to reach small towns and rural areas, was little used in Wake Forest until the 1970s, and even then was never as popular as the Ranch house. The earliest example of the style in Wake Forest is the 1950 Thomas J. Byrne House (WA8734). The house is not overtly Modern, but instead bears a Ranch form with Modernist details including paired and tripled one-light, metal-framed casement windows with



shared transoms. The resulting window units are in turn grouped—most often in groups of three—to create wide expanses of glass. The two interior chimneys are tied together and have a shared, flat chimney cap creating the image of a single, broad chimney."

Additional information regarding the significance of the property is quoted below from page 36:

"The Thomas J. Byrne House (WA8734) appears eligible for the National Register under Criterion C for Architecture. Built in 1950, this one-story, side gabled, Modernist-style house is located at the northwest corner of Pineview and Woodland drives, southwest of the Wake Forest College (now Southeastern Baptist Theological Seminary) campus. Designed by Raleigh architect Owen Franklin Smith, the architectural plans are dated March 1950 and illustrate a roughly T-shaped plan with an offset, side-gabled garage wing on the right (north) end. The house is an early example of Modernism in northern Wake County and the only extant example of 1950s Modernism in Wake Forest. Further, the house illustrates the early work of Smith, who received a degree in Architecture from NC-State in 1939 and worked under several well-known local architects until starting his own practice in 1946. Best known for his design of schools and commercial buildings, including the North Carolina Farm Bureau Building on Glenwood Avenue in Raleigh, the Byrne House is one of only a handful of extant residential designs by Smith and, designed in 1950, is one of his earliest residential designs. At the time of his death in 2012, Smith was the longest practicing architect in North Carolina."

12. **Architectural Description:** Describe the building starting with the outside (one-story or two story, brick or frame, type of windows, foundation, roof, horizontal or vertical massing, architectural style or influence (Colonial Revival, Ranch, Mid-Century Modern). Interior description number of rooms, formal rooms, finishes including floors, walls, significant features.

The house is best described as a ranch with modernist influences. It is a single story, frame construction, in the form of a "T" with an upstairs area of 2300 square feet.

It has a finished walk-out basement under  $\frac{2}{3}$  of the structure, opening to the back yard.

Where there is a basement, the foundation consists of two spaced layers of roman brick so that this brick is exposed inside and out. Where there is crawlspace, there is a roman brick veneer over concrete block.

Roofing is asphalt shingles and siding is green lap vinyl which was installed (in 1986?) over the original bevel cedar siding, also originally painted green.

Windows are steel casements, most of which are arranged in groups of 3 narrow windows with a corresponding transom light above each. The resulting large glazed areas and vertical structure of the individual lights form a big part of the modernist impression the house makes.

Besides the enclosed living area, the house has a number of external living areas. There is a 210 square foot inset flagstone screen porch, a large sun deck attached to the master bedroom, a flagstone patio below the sun deck, and an inset utility porch adjacent to the kitchen.

- 13. Architectural Context:** How does this building fit into the evolution of architecture in Wake Forest? Is it the first of its kind? Are there other similar buildings? Who was the architect and how does this fit into his portfolio?

While there are many ranch style houses in Wake Forest, including examples from the 1950's and 60's, none are as far on the modernist end of the ranch spectrum as the Byrne house. Another fine example of a ranch of the same era and in the same neighborhood is the Underwood house at 215 W Vernon Ave. (built 1955). This house however includes elements like shutters and columns which are not part of the modernist design language.

The architect was Owen Franklin Smith<sup>4</sup> (Nov. 26, 1917-2012). Smith designed many public and commercial buildings (120 schools, according to the Charles Kahn interview of 2011<sup>5</sup>). He designed these in a modernist style when his clients approved. He did few private homes in his career, and even fewer of those have survived. Smith was the longest practicing architect in North Carolina at his death in 2012.

The Byrne house is the only Owen Smith house in Wake Forest. Smith was a cousin of Sue Byrne on her mother's (Eva Smith Nichols), side of the family. It must have been one of his first residential commissions as he opened his practice in 1946 and his isometric rendering of the house design proposal is dated December, 1949 (reproduced below).

- 14. Bibliography:** List all sources of information including archival, newspaper, periodical, or publication (author, title, publisher, publisher location, and date of publication).

**15. Required Supporting Documentation**

- a. Tax Map
- b. Site Plan with North Arrow illustrating the location of outbuildings, fences, gardens, mature trees, etc. (Note: It does not have to be to scale).
- c. Digital Photographs in JPG format (Minimum Requirements – one overall photograph of each exterior elevation and representative interior photographs)
- d. Copies of substantiating information such deeds, newspaper articles, family papers, original drawings.

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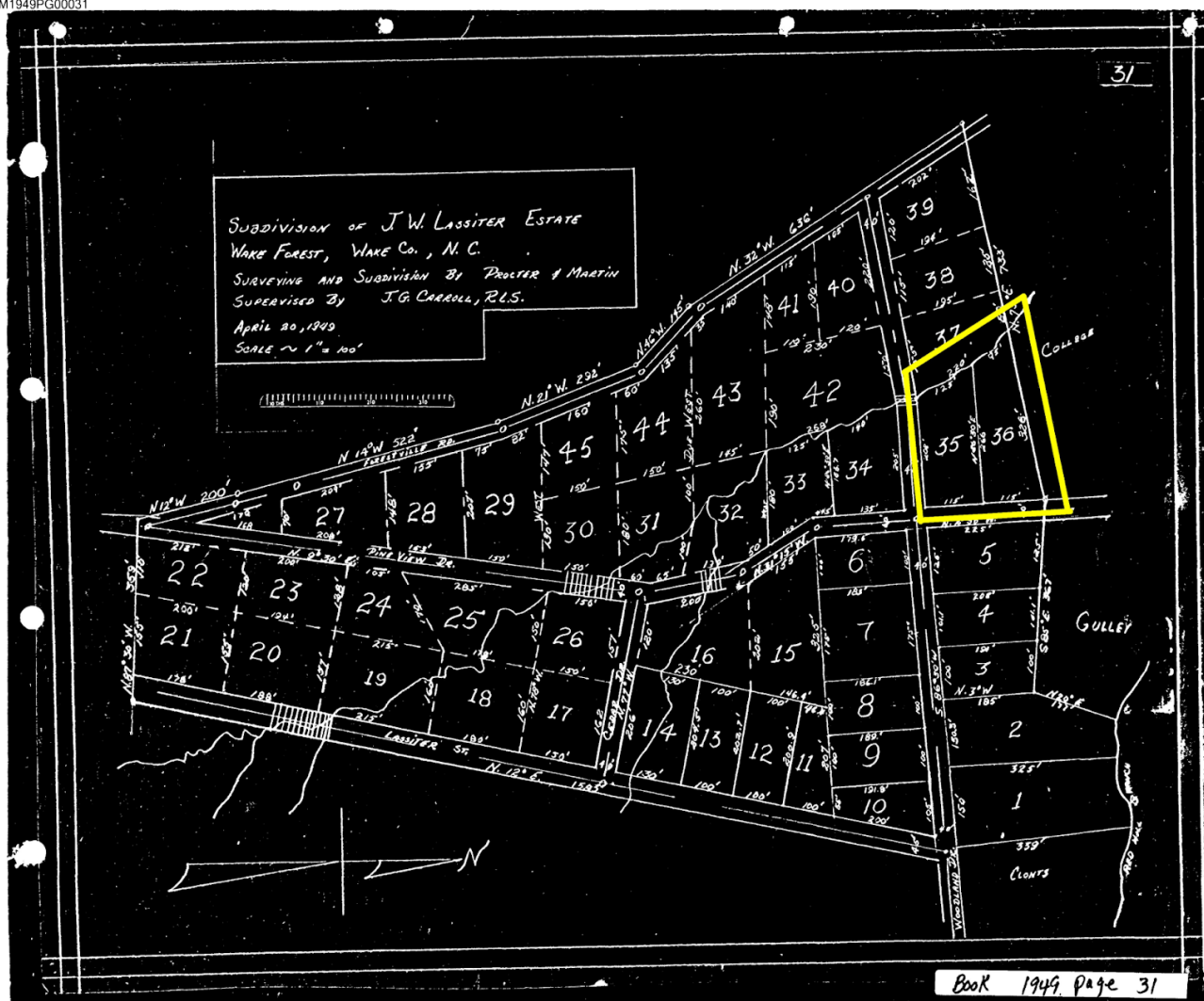
<sup>4</sup> information from the NC Modernist essay on Owen Franklin Smith at <https://www.ncmodernist.org/owensmith.htm>

<sup>5</sup> hosted by NC Modernist at <https://www.ncmodernist.org/owensmith.2011.kahn.interview.mp3>



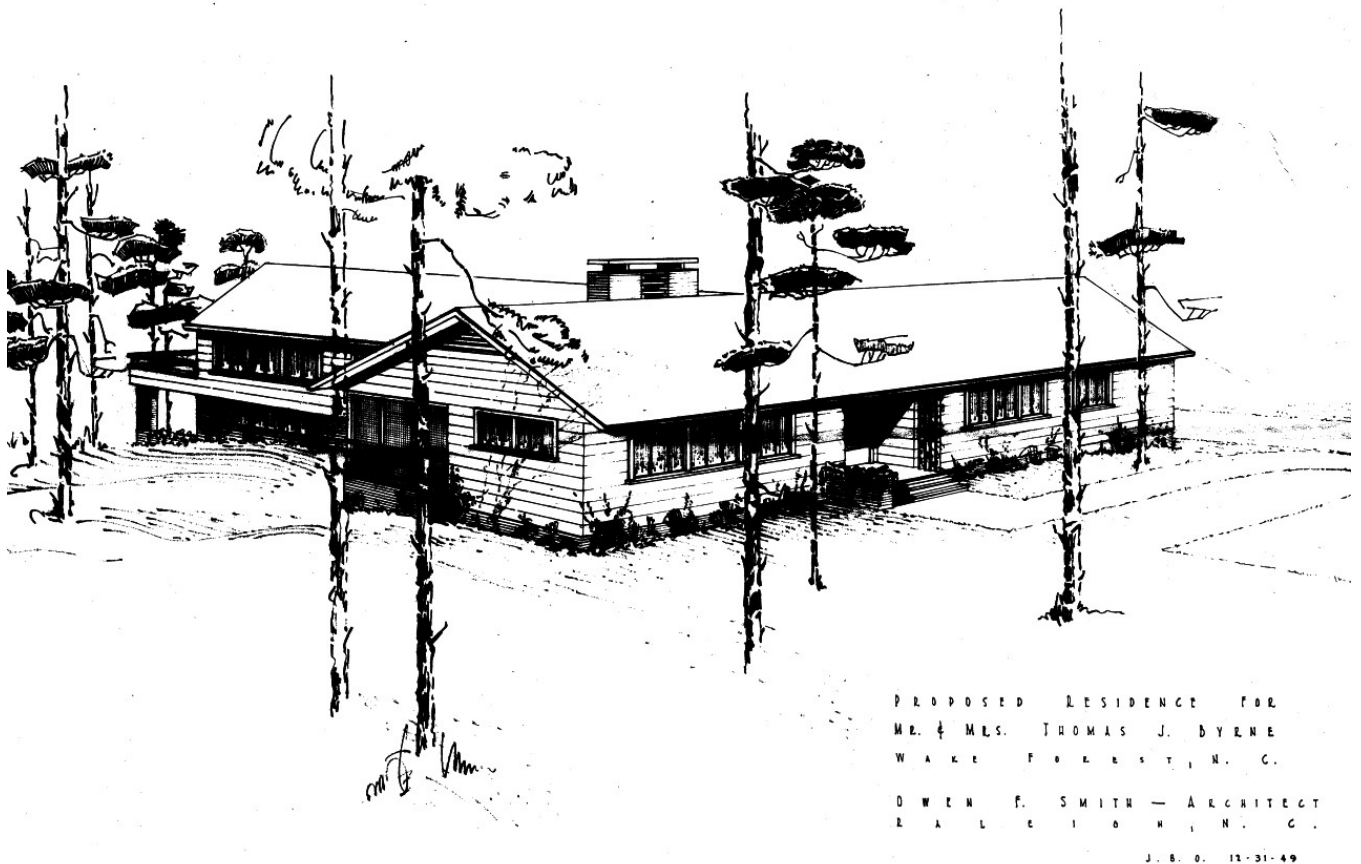
*Tax map from Wake County GIS*





original Lassiter Estate Wake County book of maps entry.





*architect's isometric rendering Dec. 1949, by J. Owens, draftsman*





*front of house (from east)*





*from south west*



*from north west*





*entrance hall*





*living towards SE*



*living towards SW*





*kitchen towards NE*



*kitchen towards SE*





*den*



*guest bath*





*all light fixtures are original (boy's room)*











*Tommy in kitchen, spring 1997*

NY126-4/13-NEW YORK: Catcher Yogi Berra (L) and southpaw Tommy Byrne of the Yanks leave train at Pennsylvania Station 4/12. The World's Champions are due to meet the Dodgers in the opener of a three-game exhibition series 4/13. (ACME TELE.)



*Wire service photo of Yogi Berra and Tommy Byrne in NYC, dated 1951 on back*



Application for Wake Forest Local Landmark Designation – Tommy & Sue Byrne House

14. BIBLIOGRAPHY

Allen, Bob. Wake Weekly, Dec; 27, 2007

Gantt, Susan (Byrne). Sue and Tommy's daughter, Personal communication with Dean Verhoeven.

Keenan, Jimmy, Society for American Baseball Research: <https://sabr.org/bioproj/person/tommy-byrne/>

NC Modernist Online at <https://www.ncmodernist.org/owensmith.2011.kahn.interview.mp3>

NC Modernist Online on Owen Franklin Smith at <https://www.ncmodernist.org/owensmith.htm>

Owen Franklin Smith Architectural Drawings and Papers, MC 00475, NC State University Libraries Special Collections Research Center

Wake County Register of Deeds, Raleigh, North Carolina

hmvPreservation, Wake Forest, North Carolina Architectural Survey Update, 1958-1975, prepared for the Town of Wake Forest in 2020.

Wilmington Star News. Obituary of Sue Byrne, November 30, 2002:

<https://www.starnewsonline.com/story/news/2002/12/01/sue-n-byrne/30501661007/>





# TOWN *of* WAKE FOREST

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

[www.wakeforestnc.gov](http://www.wakeforestnc.gov)

June 13, 2022

Ms. Kristi Brantley, CLG Coordinator  
North Carolina Historic Preservation Office  
109 E. Jones Street  
Raleigh, NC 27601

RE: Local Landmark Designation Application – Tommy and Sue Byrne House  
County Tax Pin Number 1841107968

Dear Ms. Brantley,

The owner of the Tommy and Sue Byrne House in Wake Forest, Wake County, NC has submitted a Local Landmark Designation Application for that property. The property is located at 442 Pineview Drive, Wake Forest, NC, Wake County Tax Pin Number 1841107968. The property was added to the NC Study List in 2020 as a result of the Wake Forest Architectural Survey Update (1958-1975). The owner and applicant, Dean Verhoeven, completed the Designation Report.

I have attached the completed report with photographs, site map, architectural drawings, and tax map. We are requesting your review and comment on the proposed local landmark designation of the Tommy and Sue Byrne House. Please return your comments to me at [mmichael@wakeforestnc.gov](mailto:mmichael@wakeforestnc.gov). I look forward to receiving your comments. Feel free to contact me with any questions or concerns. Thank you for your time and assistance.

Kindest Regards,

*Michelle Michael*

Michelle A. Michael, Senior Planner  
[mmichael@wakeforestnc.gov](mailto:mmichael@wakeforestnc.gov)  
919-435-9516

Enclosure





**North Carolina Department of Natural and Cultural Resources  
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Roy Cooper  
Secretary D. Reid Wilson

Office of Archives and History  
Deputy Secretary Darin J. Waters, Ph.D.

July 13, 2022

Michelle A. Michael, Senior Planner  
Town of Wake Forest  
301 S. Brooks Street  
Wake Forest, NC 27587-2901

**RE: Proposed designation of the Tommy and Sue Byrne House, 442 Pineview Drive, Wake Forest, NC, Wake County.**

Dear Ms. Michael:

Thank you for submitting the report for Tommy and Sue Byrne House, 442 Pineview Drive, Wake Forest, NC, Wake County. We have reviewed the information in the report and offer the following comments in accordance with North Carolina General Statute 160D-946.

We shared recommendations with staff to perform minor changes to the report. With these changes, we believe the designation report will provide the preservation commission and local governing board sufficient information to determine whether the Tommy and Sue Byrne House possesses the requisite special local significance and integrity for local historic landmark designation.

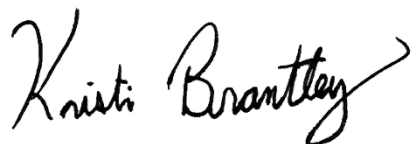
Landmark designation means the local government recognizes the property is worthy of preservation because of its special significance to the local community. Any substantial changes in design, materials, and appearance to the property is subject to the design review procedures of the preservation commission.

Thank you for the opportunity to comment on this report. Please note, our comments are advisory only and therefore, non-binding. Once the governing board has received a recommendation from the Wake Forest Historic Preservation Commission, it should proceed in the same manner as would otherwise be required for an amendment to the zoning ordinance. Once the decision has been made, please return a completed copy of the attached designation form to our office.

This letter serves as our comments on the proposed designation of the Tommy and Sue Byrne House, 442 Pineview Drive, Wake Forest, NC, Wake County.

Please contact me at [Kristi.brantley@ncdcr.gov](mailto:Kristi.brantley@ncdcr.gov) (preferred) or 919-814-6576 should you have any questions about our comments.

Sincerely,

A handwritten signature in black ink that reads "Kristi Brantley". The signature is written in a cursive, flowing style with a long, sweeping tail on the "y".

Kristi Brantley  
Local Preservation Commissions/CLG Coordinator

CC: Commission Chair



**From:** [Brantley, Kristi](#)  
**To:** [Michael, Michelle](#)  
**Subject:** Tommy and Sue Byrne House  
**Date:** Wednesday, July 13, 2022 10:55:22 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image002.png](#)  
[WA8734 formal letter Byrne House.pdf](#)  
[WA8734 Designation Confirmation Form.docx](#)

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please use the **Phish Alert Button** to submit any suspicious emails for review.

Dear Michelle,

Thank you for the report for the Tommy and Sue Byrne House, 442 Pineview Drive, Wake Forest, NC, Wake County.

Attached is a copy of a letter written in response to the proposed designation amendment. Please share a copy with your Commission Chairman.

Also attached is a copy of the designation confirmation form for the property. Once the ordinance has been adopted to designate the property, please return a completed copy of the confirmation form to me with the date the ordinance was adopted.

Architectural Survey Coordinator Beth King reviewed the information and remarked that the high degree of integrity on the interior is really what sets this building apart from others of a similar age.

Beth and I feel that the report would be more robust if Mrs. Byrne's active life and the Byrnes' social use of the space was more fully explained in the application.

In addition, the report did not have citations nor a bibliography. We strongly recommend citations and a bibliography be included.

If you have any questions, please do not hesitate to give me a call.

Best,

*Kristi*

**Kristi Brantley**

CLG/Local Government Coordinator  
NC State Historic Preservation Office  
NC Dept. of Natural and Cultural Resources  
Phone: (919) 814-6576  
[kristi.brantley@ncdcr.gov](mailto:kristi.brantley@ncdcr.gov)

109 East Jones Street | 4617 Mail Service Center | Raleigh, NC 27699-4617

#StayStrongNC

Learn more @ [nc.gov/covid19](https://nc.gov/covid19)

**And don't forget your Ws! Wear. Wait. Wash.**

**WEAR** a face covering.

**WAIT** 6 feet apart from other people.

**WASH** your hands often.



NC DEPARTMENT OF  
NATURAL AND CULTURAL RESOURCES

## ORDINANCE 2022-XXX

### ORDINANCE DESIGNATING PROPERTY KNOWN AS THE TOMMY AND SUE BYRNE HOUSE AS A LOCAL HISTORIC LANDMARK PROPERTY AT 442 PINEVIEW DRIVE, WAKE FOREST, NORTH CAROLINA, AND RECORDED AS WAKE COUNTY TAX PIN 1841-10-7968

WHEREAS, all of the prerequisites to the adoption of this ordinance prescribed in 160D- 946, as amended of the General Statutes of North Carolina have been met; and

WHEREAS, the Board of Commissioners of the Town of Wake Forest has taken into full consideration all statements and information presented at a public hearing held on the 18<sup>th</sup> day of October 2022, on the question of designating the property known as the Tommy and Sue Byrne House including the home and the land associated therewith, as a local historic landmark property; and

WHEREAS, the Wake Forest Historic Preservation Commission held a public hearing on the 14<sup>th</sup> day of September, 2022, on the question of designating the Tommy and Sue Byrne House, including the home and the land associated therewith, as a local historic landmark property and, after considering all statements and information presented at that public hearing recommended approval of the designation; and

WHEREAS, the Tommy and Sue Byrne House is of historical significance due to its early Modernist architectural design, the work of architect Owen Smith, and as the home of Tommy Byrne, a person significant to the history of Wake Forest as a former Mayor, New York Yankees pitcher, and Wake Forest College student. The property holds a remarkable degree of architectural integrity in regard to design, setting, workmanship, materials, feeling, and/or association; and

WHEREAS, the North Carolina State Historic Preservation Office reviewed the Tommy and Sue Byrne House Local Historic Landmark Application and provided



that the “report will provide the preservation commission and local governing board sufficient information to determine whether the Tommy and Sue Byrne House possesses the requisite special local significance and integrity for local historic landmark designation”; and

WHEREAS, the property known as the Tommy and Sue Byrne House is vested in fee simple to Dean Verhoeven;

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

Section 1: That the property known as the Tommy and Sue Byrne House, including the home and the land associated therewith, is hereby designated as a local historic landmark property pursuant to 160D-945, of the General Statutes of North Carolina. For purposes of description only, the location of said property is noted as being situated on .91 acres +/- located a 442 Pineview Drive, Wake Forest, North Carolina, as recorded as Tax PIN 1841-10-7968.

Section 2: That the exterior of said designated property may be materially altered, restored, moved, or demolished only following the issuance of a Certificate of Appropriateness (COA) by the Wake Forest Historic Preservation Commission (HPC) and that minor changes receive a Minor Work COA from town staff, according to the procedures outlined in Section 15.11 Historic Preservation of the Wake Forest Unified Development Ordinance. Demolitions may be delayed for a period of up to 365 from the date of approval.

Section 3: That nothing in this ordinance shall be construed to prevent or delay the ordinary maintenance or repair of any architectural feature in or on said property that does not involve a change of design, material, or outer appearance thereof, nor to prevent or delay the making of emergency repairs, nor to prevent or delay the construction, reconstruction, alteration, restoration, demolition, or removal of any such feature when a building inspector or similar official certified to the HPC that such action is required for the protection of public health and public safety because of an unsafe condition. Nothing herein shall be construed to prevent the property owner from making any use of this property not prohibited by other statutes, ordinance, or regulations.

Section 4: That a suitable sign may be posted indicating that said property has been designated a local historic landmark and containing any other appropriate information. If the owner consents, the sign shall be placed on the property. If the

owner objects, the sign shall be placed on a nearby public right-of-way.

Section 5: That the owners and occupants of the property known as the Tommy and Sue Byrne House be given the notice of this ordinance as required by applicable law and that copies of this ordinance be filed and indexed in the offices of the Wake Forest Town Clerk, Wake Forest Planning Department, Wake Forest Inspections Department, Wake County Register of Deeds, and the Wake County Tax Supervisor, as required by applicable law.

Section 6: That which is designated as a local historic landmark property shall be subject to G.S. 160D-947, as amended, and any amendments hereafter adopted.

Adopted and effective this 18<sup>th</sup> day of October 2022.

---

Vivian A. Jones  
Mayor

ATTEST:

APPROVED AS TO FORM:

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Theresa Savary  
Town Clerk

---

Hassan Kingsberry  
Town Attorney



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-667-  
Submitted by: Aileen J. Staples  
Submitting Department: Finance  
Meeting Date: October 18, 2022

### **SUBJECT**

Public Hearing to receive public input on capital needs for inclusion in the five year Capital Improvements Plan (CIP) update for 2023 - 2028

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [First CIP Public Hearing FY 2023-2028\\_summary.pdf](#)
- [CIP Schedule 2023 - Tentative.docx](#)



**Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2023-2028**

Preparations are underway to update the annual Capital Improvements Plan. The hearing is to receive comments for capital needs over the next five years beginning with FY 2023 and ending with FY 2028. This is the first of two public hearings. The second public hearing to receive comments on the proposed update will be held in February 2023 before adoption. The CIP is the first step in the Town's annual budgeting process. CIP update schedule attached.

## CAPITAL IMPROVEMENTS PLAN UPDATE SCHEDULE

For fiscal years 2023 thru 2028

- |    |                                                                          |                                      |
|----|--------------------------------------------------------------------------|--------------------------------------|
| 1) | Materials and instructions distributed to<br>Department Directors        | September 9, 2022                    |
| 2) | Completed CIP Requests submitted (via Teams)<br>to Senior Budget Analyst | October 14, 2022                     |
| 3) | Public Hearing on Capital Needs                                          | October 18, 2022                     |
| 4) | Meetings with Department Directors<br>(As needed)                        | October -November                    |
| 5) | Present CIP Update to Town Board                                         | January 3, 2023                      |
| 6) | Public Hearing on CIP Document                                           | January 17, 2023                     |
| 7) | Work Session on CIP with Town Board                                      | February 7, 2023                     |
| 8) | Adoption of Updated CIP                                                  | February 21, 2023<br>(Board Meeting) |



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-420-

Submitted by:

Submitting Department: Administration

Meeting Date: October 18, 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.: 2021-672-

Submitted by: Elisabeth Palermo

Submitting Department: Engineering

Meeting Date: October 18, 2022

### **SUBJECT**

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

### **Recommendation:**

New streets are required to be designed and built to Town of Wake Forest standards and specifications. In the past The Town has accepted streets into the Town of Wake Forest Street System annually. For the purpose of providing clarity to the developers and residents about who is responsible for maintaining new roads, the Engineering Department is recommending the acceptance of streets on a quarterly basis. The streets in this resolution will be added to the Powell Bill submission for additional maintenance funds in July 2023. These streets have been approved and accepted by Engineering Staff.

### **Item Summary:**

### **ATTACHMENTS**

- [Attachment\\_A\\_summary\\_2022\\_Accept\\_Streets.docx](#)
- [Attachment\\_B\\_Resolution10.2022-Acceptance\\_of\\_Streets.pdf](#)
- [Attchment\\_C\\_PowellBill2022.pdf](#)

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

**Summary:** New streets are required to be designed and built to Town of Wake Forest standards and specifications. Historically, the Board has accepted streets into the Town of Wake Forest Street System and added them to the Powell Bill submission for additional maintenance funds annually. In an effort to ensure that all accepted roads are added to the Powell Bill in a timely manner and that the Towns Powell Bill Map is updated on a more timely basis, the Engineering Department is submitting streets more frequently. These streets have been approved and accepted by Engineering Staff.

**Attachments:** Summary\_2022\_Accept\_Roads\_for\_Maintenance, 2022.05.24 Draft PowellBill2022 Map, Resolution2022-Acceptance\_of\_Streets\_for\_the\_Powell\_Bill

## RESOLUTION 2022-XX

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

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

**WHEREAS**, Engineers and Construction Inspectors approved the street segments for their one-year warranty period in 2021 and upon re-inspection approved and accepted the segments for final acceptance accordingly as shown on the attached map;

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

**BE IT RESOLVED** that the Board of Commissioners of the Town of Wake Forest accept this list of streets into the Town of Wake Forest Street System.

| SUBDIVISION              | STREET NAME           | BEG DESCRIPTION        | END DESCRIPTION       | LENGTH (MI) |
|--------------------------|-----------------------|------------------------|-----------------------|-------------|
| TRYON<br>PHASE 4 AND 5   | TRYON PALACE<br>DRIVE | PHASE 1                | END OF PHASE          | 0.17        |
| TRYON<br>PHASE 4 AND 5   | TRENT RIVER<br>AVENUE | PHASE 3                | PHASE 4               | 0.11        |
| TRYON<br>PHASE 4 AND 5   | HAWKS MANOR<br>LANE   | PHASE 3                | HAY HOUSE WAY         | 0.02        |
| TRYON<br>PHASE 4 AND 5   | HAY HOUSE AVENUE      | PHASE 3                | TRYON PALACE<br>DRIVE | 0.18        |
| TRYON<br>PHASE 4 AND 5   | COPPER BEECH LANE     | STANLY HOUSE<br>STREET | END OF PHASE          | 0.27        |
| TRYON PHASE<br>13 AND 17 | WRIGHTS CREEK<br>WAY  | END OF STREET          | CUL-DE-SAC            | 0.23        |
| TRYON PHASE<br>13 AND 17 | TRYON PALACE<br>DRIVE | END OF PHASE           | END OF PHASE          | 0.04        |
| TRYON PHASE<br>13 AND 17 | TRENT RIVER<br>AVENUE | END OF PHASE           | WRIGHTS CREEK<br>WAY  | 0.03        |
| TRYON PHASE<br>13 AND 17 | COPPER BEECH LANE     | END OF PHASE           | END OF PHASE          | 0.07        |



| SUBDIVISION         | STREET NAME       | BEG DESCRIPTION   | END DESCRIPTION       | LENGTH (MI) |
|---------------------|-------------------|-------------------|-----------------------|-------------|
| WEGMANS DEVELOPMENT | LIGON MILL ROAD   | LIGON MILL ROAD   | DR. CALVIN JONES HWY. | 0.45        |
| WEGMANS DEVELOPMENT | FORBES GROVE WAY  | LIGON MILL ROAD   | DR. CALVIN JONES HWY. | 0.28        |
| WEGMANS DEVELOPMENT | BLUE BIRD LANE    | BLUE BIRD LANE    | LIGON MILL RD         | 0.03        |
| AUSTIN CREEK        | AUSTIN VIEW BLVD  | WAIT AVENUE       | AUSTIN RIDGE PKWY     | 0.36        |
| AUSTIN CREEK        | LONGMONT DRIVE    | AUSTIN VIEW BLVD. | AUSTIN RIDGE PKWY     | 0.89        |
| AUSTIN CREEK        | PLOTT HOUND LANE  | LONGMONT DRIVE    | AUSTIN RIDGE PKWY     | 0.25        |
| AUSTIN CREEK        | TAZWELL HALL LANE | LONGMONT DRIVE    | LONGMONT DRIVE        | 0.14        |
| AUSTIN CREEK        | FAWN HOLLOW CT    | LONGMONT DRIVE    | CUL-DE-SAC            | 0.04        |
| AUSTIN CREEK        | FAWN CHASE CT     | TAZWELL HALL LN.  | CUL-DE-SAC            | 0.03        |
| AUSTIN CREEK        | AUSTIN RIDGE PKWY | END OF PHASE      | END OF PHASE          | 0.25        |
| <b>Total:</b>       |                   |                   |                       | <b>3.84</b> |

Duly adopted this 18th day of October 2022.

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Vivian A. Jones,  
Mayor

ATTEST:

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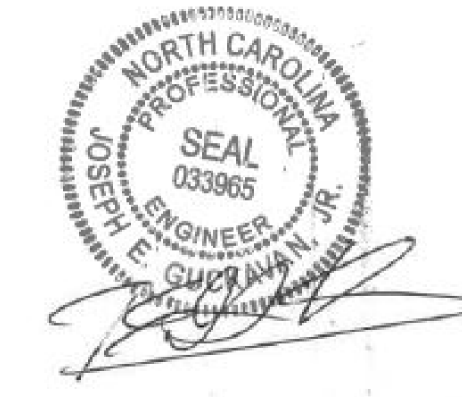
Terry Savary  
Town Clerk



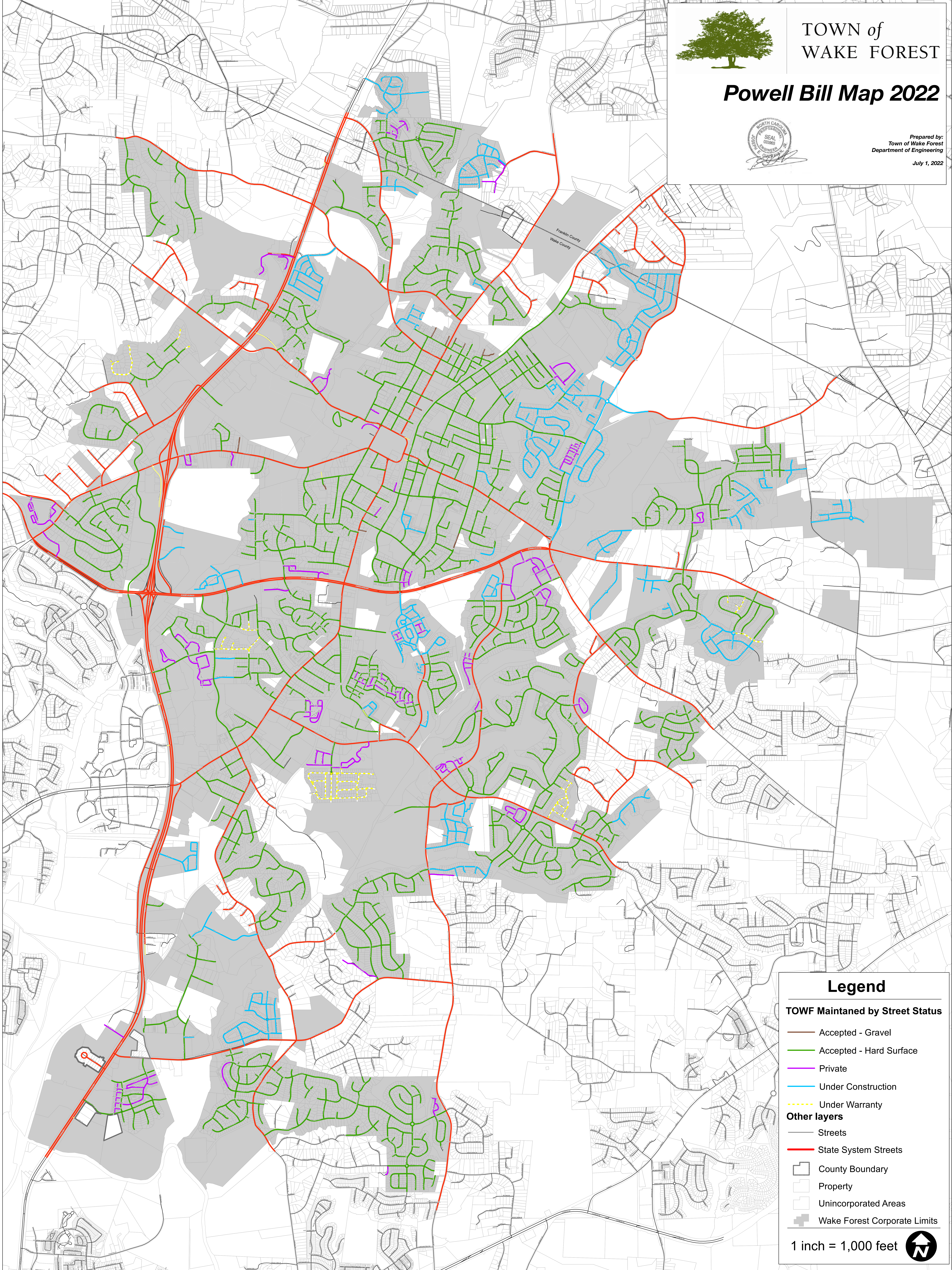


TOWN of  
WAKE FOREST

## Powell Bill Map 2022



Prepared by:  
Town of Wake Forest  
Department of Engineering  
July 1, 2022



### Legend

#### TOWF Maintained by Street Status

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

#### Other layers

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

1 inch = 1,000 feet







## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-679-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: October 18, 2022

### **SUBJECT**

Approval of Appointments to Citizen Advisory Boards

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [Resolution2022-46AdvisoryBoardAppointmentsUFBandTABOct202218.pdf](#)



**RESOLUTION 2022 - 46**

**ADVISORY BOARD/COMMISSION APPOINTMENTS  
FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA**

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the following person be appointed to the following citizen advisory board:

**Urban Forestry Board**

*Josh Tinker*

(Partial Term; October 18, 2022 – December 31, 2022)

**Technology Advisory Board**

*Thomas Lynch*

(Partial Term; October 18, 2022 – December 31, 2022)

Duly resolved this 18th day of October 2022.

ATTEST:

---

Vivian A. Jones  
Mayor

---

Theresa Savary  
Town Clerk



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-622-

Submitted by: Lisa Hayes

Submitting Department: Administration

Meeting Date: October 18, 2022

### **SUBJECT**

Consideration of an Ordinance Amending the Code of Ordinances Chapter 14, Article III, Section 14-66 thru 14-75 - Noise

### **Recommendation:**

First Reading of Staff Recommended Changes and Consensus of Ordinance Change

### **Item Summary:**

### **ATTACHMENTS**

- [Summary Sheet\\_Consideration of an Ordinance Amending the Code of Ordinances Chapter 14.docx](#)
- [Attachment\\_B\\_Chapter\\_14\\_Article\\_III\\_Section\\_14-66\\_thru\\_14-75\\_Noise\\_Edits.docx](#)
- [Attachment A Ordinance 2022 XX Chapter 14 Article III Section 14-66 thru 14-75\\_Clean \(1\).docx](#)

Consideration of an Ordinance Amending the Code of Ordinances Chapter 14,  
Article III, Section 14-66 thru 14-75 - Noise

Item Summary:

The current Noise Ordinance was adopted November 15, 2005, and last updated in 2010 through Ordinance No. 2010-03, which was adopted March 16, 2010. Updates to Chapter 14, Article 14-66 thru 14-75- Noise, of the Code of Ordinances for the Town of Wake Forest, North Carolina provide clarity, update quiet hours, simplify the permitting process, update enforcement and penalties, and terminate Resolution 2021-136 and which temporarily waived the noise ordinance permitting process in the downtown area.

As the section allows criminal penalties in addition to civil penalties, there will be two readings of this ordinance.

Staff is presenting an Ordinance Amending Chapter 14, Article III, Section 14-66 thru 14-75 - Noise

Attachments:

Attachment A: Ordinance 2022- XX Chapter 14, Article III, Section 14-66 thru 14-75 – Noise\_Clean

Attachment B: Ordinance 2022- XX Chapter 14, Article III, Section 14-66 thru 14-75 – Noise\_Edits



PART II - CODE OF ORDINANCES  
Chapter 14 - ENVIRONMENT  
ARTICLE III. NOISE

---

*.ARTICLE III. NOISE<sup>1</sup> \_EDITS*

Additions are shown as **BOLD & DOUBLE UNDERLINED**

Deletions are shown with ~~strikethrough-text~~

Sec. 14-66. Purpose

Noise exceeding certain levels or durations and during specific times of day may negatively impact the health, safety, and welfare of people living in, working in, or visiting the Town, to the detriment of their peaceful and quiet enjoyment of daily living activities. The purpose of this article is to regulate noises that tend to annoy, disturb, or frighten people by prohibiting or restricting noise from certain sources or exceeding certain sound levels, pursuant to the authority granted to the Town under N.C.G.S. 160A-174 and 160A-184.

Sec. 14-67. Applicability

Unless exempted by section 14-72, all sound, vibration, and other noise originating within the corporate limits of the Town of Wake Forest shall be subject to this article. Nothing in this article shall be construed to limit or prevent the Town or any person from pursuing any other legal remedies for damages or the abatement of noise.

~~Sec. 14-66. Loud, disturbing noises prohibited, generally~~

~~Subject to the provisions of sections 14-68 through 14-75, it shall be unlawful for any person to create or assist in creating any unreasonably loud, disturbing noise in the Town taking into consideration the volume, duration, frequency, and other characteristics of the sound. A person shall be deemed to create or assist in creating noise if that person owns, manages, or operates any residence, business, or location at which the noise is generated.~~

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<sup>1</sup>Editor's note(s)—Ord. No. 2005-53, adopted Nov. 15, 2005, repealed former art. III, § 14-66, in its entirety and enacted new provisions as herein set out. Former art. III pertained to similar subject matter and derived from the Code of 1985.

State law reference(s)—Authority to regulate noise, G.S. 160A-184.

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(Ord. No. 2005-53, 11-15-2005)

Sec. 14-678. Definitions

For the purpose of this article, the following words and phrases shall have the following meanings: ~~are defined below unless it shall be apparent from the context that a different meaning is intended:~~

*Amplified sound:* Any sound using electronic amplifying equipment, whose source is outside or whose source is inside and the sound propagates to the outside or to other dwellings or interior locations under separate ownership or occupancy. Televisions or radios operating with no amplification other than their internal speakers and background music systems operated at a low amplification and not intended for entertainment shall not be deemed amplified sound.

ANSI: The American National Standards Institute or its successor body.

~~*Amplified entertainment* shall mean any type of music or other entertainment delivered through and by an electronic system. Televisions operating with no amplification other than their internal speakers and background music systems operated at a low amplification and not intended for entertainment shall not be deemed amplified entertainment.~~

*A-weighted sound level:* The sound pressure level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated dB(A). A-weighted decibels are an expression of the relative loudness of sounds in air as perceived by the human ear. In the A-weighted system, the decibel values of sounds at low frequencies are reduced, compared with unweighted decibels, in which no correction is made for audio frequency.

*Authorized emergency vehicle:* Any vehicle used in an official capacity in the performance of emergency work. Emergency vehicles typically include bright coloring on their exteriors, flashing lights that may be turned on, official insignia, or similar distinguishing features

*dB(A):* The sound level in decibels, determined by the "A" weighting scale of a standard sound level meter having characteristics defined by the ANSI, Publication ANSI, § 1.4-1983, for a Type 2 instrument.

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*Decibel (dB):* A unit for describing the amplitude of sound, equal to 20 times the logarithm to the base 10 of the ratio of the pressure of the sound measured to the reference pressure, which is 20 micronewtons per square meter.

*Disturbing noise:* Noise which is perceived by a person of ordinary sensibilities as interrupting the normal peace and calm of the area. Factors can include, but are not limited to, the following: volume of noise, intensity of noise, unusual noise, natural versus unnatural noise, duration of the noise, and the time of day/night that the noise occurs.

*Dwelling:* Any building or structure that contains one or more dwelling units used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or that are occupied for living purposes.

*Emergency work:* Any work performed for the purpose of preventing or alleviating physical trauma or property damage threatened or caused by an existing or imminent peril.

*Golf Course Greens:* A smooth grassy area on a golf course at the end of a golf fairway as well as the fairway itself.

*Mixed Use, Residential:* Any use of a parcel or activity where a nonresidential use is vertically or horizontally integrated in one building.

*Motor vehicle or vehicle;* ~~shall mean a~~ Any vehicle propelled on land by a motor, such as, but not limited to, passenger cars, trucks, truck-trailers, semi-trailers, campers, go-carts, automobiles, motorcycles or buses. It shall exclude trains and emergency response vehicles such as police, fire and rescue vehicles.

*Noise control officer;* ~~The Chief of Police or their designee, Planning Director or their designee, any police officer,~~ or other person so designated by the Town Manager.

*Nonresidential use or activity:* Any use of a parcel or activity where the principal use does not consist of a dwelling.

*Person:* ~~shall mean a~~ Any individual, corporation, partnership, firm, association, trust, estate, public or private institution, group, agency, political subdivision of this state, any other state or political subdivision or agency thereof or any legal successor, representative, agent or agency of the foregoing.

*Residential use or activity:* Any use of a parcel where the principal use consists of a dwelling.



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*Responsible individual:* For purposes of section 14-71, the individual who shall be in control of all sound producing or sound amplification equipment during activities subject to a permit issued in accordance with section 14-71.

*Slow response:* A measuring technique to obtain an average value when measuring a noise level that fluctuates over a range of four dB or more. By way of illustration only, a sound level meter set on "slow response" would record a sound level between two and six decibels less than the reading for a steadying signal of the same frequency and amplitude when a tone of 1,000 Hz and for duration of 0.5 seconds is applied.

*Sound:* An oscillation in pressure, particle displacement, particle velocity or other physical parameter, in a medium with internal forces that causes compression, and rarefaction of that medium. The description of sound may include any characteristic of such sound, including duration, intensity and frequency.

*Sound level:* The weighted sound pressure level obtained using a sound level meter and frequency weighting network, such as A, B, or C as specified in the ANSI Specifications for sound level meters (ANSI S1.41971 or the latest approved version thereof). If the frequency weighting employed is not indicated, the A-weighting shall apply.

*Sound level meter:* An instrument used to measure sound levels.

*Source of sound or noise:* Any animal, device, operation, process, activity, or phenomenon which emits or causes sound.

*Substantiated and verified complaint:* The complaints of two or more persons, at least one of whom resides in a different home from the other complaining person or persons, or the complaint of one or more persons, when combined with complaint of a noise control officer. The complaint will be reviewed based on the considerations listed in section 14-71(d). If there is sufficient evidence to support a conclusion that there is a failure to comply with this article or with the terms of a permit issued in accordance with section 14-71, the complaint shall be considered substantiated and verified. Factors in determining a violation will include those listed in the "*Disturbing Noise*" definition and may include statements of any complaining witnesses, including any pictures or audio/video documentation produced by complaining witnesses. The designated Town staff (designee) does not have to use a sound level meter in order to take enforcement action under this section.

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Unreasonably loud noise: Noise having a volume or intensity that is substantially incompatible with its time and location to the extent that it creates an actual interference with peace or good order. A noise may be unreasonably loud based on the time of day; its proximity to residential structures; whether it is recurrent, intermittent, or constant; its volume and intensity; whether it has been enhanced in volume or range by any type of electronic or mechanical means; the character and zoning (if applicable) of the area; whether it is related to the normal operation of a business or other labor activity; and whether it may be controlled at its point of origin without unreasonable effort or expense.

~~Unnecessary noise shall mean any excessive or unusually loud sound or any sound which disturbs the peace and quiet of any neighborhood or which does annoy, disturb, injure or endanger the comfort, repose, health, peace or safety of any person or causes damage to property or business.~~

*Technical terms:*

~~(1) — Amplified sound: Any sound using amplifying equipment, whose source is outside or whose source is inside and the sound propagates to the outside or to other dwellings or interior locations under separate ownership or occupancy.~~

~~(2) — A-weighted sound level: The sound pressure level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated dB(A). A-weighted decibels are an expression of the relative loudness of sounds in air as perceived by the human ear. In the A-weighted system, the decibel values of sounds at low frequencies are reduced, compared with unweighted decibels, in which no correction is made for audio frequency.~~

~~(2) — dB(A) means the sound level in decibels, determined by the "A" weighting scale of a standard sound level meter having characteristics defined by the ANSI, Publication ANSI, § 1.4 1983, for a Type 2 instrument.~~

~~(3) — Decibel (dB): A unit for describing the amplitude of sound, equal to 20 times the logarithm to the base 10 of the ratio of the pressure of the sound measured to the reference pressure, which is 20 micronewtons per square meter.~~

~~(4) — Noise: As used herein, unreasonably loud, disturbing sound levels taking into consideration the volume, duration, frequency and other characteristics of the sound.~~

~~(5) — Sound: An oscillation in pressure, particle displacement, particle velocity or other physical parameter, in a medium with internal forces that causes compression,~~

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and rarefaction of that medium. The description of sound may include any characteristic of such sound, including duration, intensity, and frequency.

~~(6)—— Sound pressure level: 20 times the logarithms to the base 10 of the ratio of the root mean squared (RMS) sound pressure to the reference pressure of 20 microneutons per square meter.~~

~~(7)—— Sound level meter: An instrument which includes a microphone, amplifier, RSM detector, integrator, or time average, output meter and weighting network used to measure sound pressure levels.~~

~~(8)—— Sound level: The weighted sound pressure level obtained using a sound level meter and frequency weighting network, such as A, B, or C as specified in the ANSI Specifications for sound level meters (ANSI S1.41971 or the latest approved version thereof). If the frequency weighting employed is not indicated, the A weighting shall apply.~~

~~(9)—— Sound source: Any person, animal, device, operation, process, activity, or phenomenon which emits or causes sound.~~

~~(10)—— Slow response: A measuring technique to obtain an average value when measuring a noise level that fluctuates over a range of four dB or more. By way of illustration only, a sound level meter set on "slow response" would record a sound level between two and six decibels less than the reading for a steadying signal of the same frequency and amplitude when a tone of 1,000 Hz and for duration of 0.5 seconds is applied.~~

(Ord. No. 2005-53, 11-15-2005; Ord. No. 2010-03, 3-16-2010)

Sec. 14-68-69. Noise measurement.

(a) For the purpose of ~~determining db(A)'s as referred to in~~ this article, sound levels shall be measured by the noise control officer on the A-weighting scale on a sound level meter of standard design and quality having characteristics established by ~~American National Standards Institute ANSI, using the techniques set out in this section.~~

(b) Measurement techniques.

(1) Noise measurements shall be made at the property line of the property where the noise to be measured is being generated. If measurement on private property is not possible or practical, noise measurements shall ~~may~~ be made at the nearest property line of the complaining property. ~~boundary of the public right-of-way which adjoins the complaining property.~~ Such noise



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- measurements shall be made at a height of at least four feet above the ground and at a point approximately ten feet away from walls, barriers, obstructions (trees, bushes, etc.) on a sound level meter operated on the "A" A-weighted network. ~~ed sound level scale~~. In the case of noises within multi-family or multi-tenanted structures, noise measurements shall be made in the ~~complainant's unit~~ complainant unit occupied by the complainant at a height of at least four feet above the floor and at a point approximately equal-distant from all walls on a sound level meter operated on the "A" A-weighted network. ~~sound level scale~~.
- (2) No individual other than the meter operator(s) shall be within ten feet of the sound level meter during the sample period.
- (3) Sound measurements shall be conducted at a ~~that~~ time of day ~~or night~~ when the ~~suspect noise~~ source of the noise that gave rise to the complaint is emitting sound.
- (4) The meter operator(s) shall determine the sound level measurement ~~shall be determined~~ as follows:
- Calibrate the sound level meter ~~within one hour~~ before use.
  - Set the sound level meter on the "A" -weighted sound level scale at a slow response.
  - Set the omnidirectional microphone in an approximately seventy-degree position in a location which complies with subsections (b)(1) and (2) above. The operator of the sound level meter shall face the noise source and record the meter's instantaneous response (reading) observed at consecutive ten-second intervals until 100 readings are obtained.
  - ~~Recalibrate the sound level meter after use.~~
- (5) It shall be unlawful for any person to interfere, through the use of sound or otherwise, with the taking of sound level measurements.

(Ord. No. 2005-53, 11-15-2005; Ord. No. 2010-03, 3-16-2010)

Sec. 14-69. ~~70 Particular sounds prohibited.~~ Prohibited Acts and Activities

It shall be unlawful for any person to make, permit, or continue any unreasonably loud and disturbing noise in the Town. A person shall be deemed to make, permit, or continue noise if that person owns, manages, or operates any residence, business, or other location at which the noise is generated. The following acts and activities are hereby declared to be unreasonably loud and disturbing noise in violation of this

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section, but shall not be construed as exhaustive of all activities or acts which violate this section:

- (1) Residential Use or Activity: Any noise exceeding 65 dB(A)
- (2) Mixed Use, Residential: Any noise exceeding 65 dB(A)
- (3) Non-Residential Use or Activity: Any noise exceeding ~~70 dB(A) Sundays through Thursdays or~~ 75 dB(A) ~~Fridays and Saturdays Sunday – Saturday,~~ except where a permit is issued for greater sound levels in accordance with section 14-71. Permits allow for dB(A) increases, but not a change in hours.

| Use                             | Noise Limits | Permit Allowed to exceed dB(A) |
|---------------------------------|--------------|--------------------------------|
| Residential Use or Activity     | Max 65dB(A)  | No                             |
| Mixes Use, Residential          | Max 65dB(A)  | No                             |
| Non-Residential Use or Activity | Max 75dB(A)  | Yes                            |

(4) The sounding of a railroad locomotive whistle or horn for the period of time exceeding that which is required by law beyond that which is reasonably necessary to warn or alert others at road crossings at grade level of real or potential danger.

(5) The use of a gong, bell, or siren upon any motor vehicle, except for items listed in sections 14-72(2) and 14-72(3).

(6) The keeping of a bird or other animal which makes frequent or long continued sounds, such that a reasonably prudent person would recognize as likely to unreasonably disturb the comfort or repose of persons in the vicinity.

(7) The blowing of a steam whistle attached to a stationary boiler, except to give notice of the time to begin or stop work or as a warning of danger.

(8) The discharge into the open air of the exhaust of a steam engine, stationary internal combustion engine, motor vehicle or motorboat engine, except through a muffler or other device which effectively prevents unreasonably loud and disturbing or explosive sounds there from.

(9) The use of a mechanical device operated by compressed air unless the sounds created are effectively muffled and reduced.

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(10) The sounding of a chime, bell, or gong attached to a building or premises which disturbs the quiet or repose of any human being in its vicinity, except as otherwise provided in section 14-72.

(11) The shouting and crying of peddlers, barkers, hawkers, or vendors which disturbs the quiet and peace.

(12) The firing or discharging of firearms, gun powder, or other combustible substance in the streets or elsewhere for the purpose of making noise or disturbance.

(13) Operating a front-end loader or other truck for trash or recycling collection on Sundays or outside the hours of 5:00 a.m. to 9:00 p.m. on any other day.

(14) Operating a commercial garage, vehicle washing station, or service station in a manner that causes unreasonable loud, disturbing sound outside the hours of 7:00 a.m. to 9:00 p.m.

(15) Operating a lawnmower or other motor-driven domestic tool creating a similar or greater sound level outside the hours of 7:00 a.m. to 9:00 p.m.

a) Mowing of golf course greens and recreational playing fields is prohibited outside the hours of 6:00 a.m. and 9:00 p.m.

(16) Operating or allowing the operation of a motor vehicle:

a. By engaging in fast starts, spinning tires, racing engines or other operations which create unreasonably loud and disturbing noises.

b. Off the boundaries of a public street for racing or other operations which create unreasonably loud and disturbing noises.

c. To amplify sound from within the motor vehicle so that the sound is plainly audible outside the vehicle, except when used for business or political purposes which, in the normal course of conducting business, use sound-making devices.

d. By using devices that increase the engine sounds of an automobile, truck, motorcycle or other motor vehicle or conveyance, or the absence of a working muffling device for such engine sounds.

~~The following acts and activities, among others, are hereby declared to be unreasonably loud and disturbing sound levels in violation of section 14-66. This enumeration shall not be construed to be an exclusive list of activities or acts which violate section 14-66:~~



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- ~~(4) The sounding of a railroad locomotive whistle or horn for the period of time exceeding that which is required by law beyond that which is reasonably necessary to warn or alert others at road crossings at grade level of some real or potential danger.~~
  - ~~(2) The use of any gong, bell or siren upon any motor vehicle. Except for items listed in section 14-74(2), (3);~~
  - ~~(3) The keeping of any animal or bird which makes frequent or long continued sounds, such that a reasonably prudent person would recognize as likely to unreasonably disturb the comfort or repose of persons in the vicinity.~~
  - ~~(4) The blowing of any steam whistle attached to any stationary boiler except to give notice of the time to begin or stop work or as a warning of danger.~~
  - ~~(5) The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, motor vehicle or motor boat engine, except through a muffler or other device which effectively prevents unreasonably loud and disturbing or explosive sounds there from.~~
  - ~~(6) The use of any mechanical device operated by compressed air unless the sounds created are effectively muffled and reduced.~~
  - ~~(7) The sounding of any chime, bell or gong attached to any building or premises which disturbs the quiet or repose of any person in the vicinity thereof.~~
  - ~~(8) The shouting and crying of peddlers, barkers, hawkers and vendors which disturbs the quiet and peace of a residential neighborhood.~~
  - ~~(9) The firing or discharging of firearms, gun powder or other combustible substance in the streets or elsewhere for the purpose of making noise or disturbance. any kind of gun and the firing, discharge or ignition of squibs, firecrackers, gunpowder or other pyrotechnics, except with a permit as set forth in section 14-732, which shall be subject to the approval of the chief of police, provided that squibs, firecrackers and other pyrotechnics may only be fired, discharged or ignited at public events.~~

~~(Ord. No. 2005-53, 11-15-2005)~~

~~Sec. 14-70. Sounds impacting residential life.~~

- ~~(a) The following acts and activities shall be unlawful in any residentially zoned area of the town with residential or within 300 feet of any occupied residential structure in all zoning districts of the town:~~

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- ~~(1) Operating a front-end loader or other truck for collection except on Monday through Friday between the hours of 7:00 a.m. and 8:00 p.m. The violator is the operator of the front-end loader or truck, the employer of the operator or the person which possesses or controls the front-end loader or truck used by the operator.~~
  - ~~(2) Performing construction work or operating construction machinery except on Monday through Friday between the hours of 7:00 a.m. and 8:00 p.m. and between the hours of 8:00 a.m. and 6:00 p.m. on Saturdays, Sundays, except in the case of urgent necessity in the interest of public health and safety.~~
  - ~~(3) Operating any garage, or service station so as to cause unreasonable loud, disturbing sound to be emitted except between the hours of 7:00 a.m. and 9:00 p.m. on any day.~~
  - ~~(4) Operating lawnmowers and other motor-driven domestic tools out-of-doors, except between the hours of 67:00 a.m. and 9:00 p.m. Monday through Sunday; except the mowing of golf course greens and recreational playing fields is allowed on any day between the hours of 6:00 a.m. and 9:00 p.m.~~
  - ~~(5) PA systems outside of buildings.~~
- ~~(b) This section shall not apply to acts and activities which are carried on in such a manner or in such a location as not to create sound exceeding 60 db(A) within any residentially zoned area or within 300 feet of any occupied residential structure in all zoning districts, or to any emergency operations designed to protect the public health or safety.~~

(Ord. No. 2005-53, 11-15-2005)

~~Sec. 14-71. Amplified sound.~~

~~(a) It shall be unlawful to:~~

~~so as to create sounds registering 60 dB(A) or greater between the hours of 9:00 a.m. and 9:00 p.m., or 50 dB(A) or greater between 9:00 p.m. and 9:00 a.m., as measured anywhere within the boundary line of the nearest residentially occupied property, except in accordance with a permit obtained from the town. To determine if this limit is being exceeded, sounds may be measured at or beyond any property line of the premises covered by the permit.~~

- ~~(2) As to multifamily structures including town homes, apartments, condominiums, or other residential structures or arrangements where property~~

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lines cannot readily be determined, it shall be unlawful to operate or allow the operation of any sound amplification equipment so as to create sounds registering 60 dB(A) or greater between 9:00 a.m. and 9:00 p.m., or 50 db(A) or greater between the hours of 9:00 p.m. and 9:00 a.m., as measured from any point within the interior of another residential unit in the same complex or within the boundary line of the nearest residentially occupied property, except in accordance with a permit obtained from the town.

- (3) ~~As to places of public entertainment, including, but not limited to, restaurants, taverns and bars, coffeehouses and private clubs, to operate or allow the operation of any sound amplification equipment so as to create sounds registering more than 65 dB(A) between 9:00 a.m. and 9:00 p.m., or 50 dB(A) between 9:00 p.m. and 9:00 a.m., as measured anywhere within the boundary line of the nearest residentially occupied property, hotel, motel, hospital, or rest home, except in accordance with a permit obtained from the town.~~
- (4) ~~Operate or allow the operation of any sound amplification equipment for advertising purposes or otherwise to attract customers so as to cast sounds which are unreasonably loud and disturbing or which register more than 60 d(A) at or on the boundary of the nearest public right of way or park.~~
- (5) ~~Operate or allow the operation for personal use of any sound amplification equipment on the public right of way, including streets or sidewalks, or in the public parks so as to produce sounds registering more than 60 db(A) at any point 50 feet or more from any electromechanical speaker emitting sound between the hours of 9:00 a.m. and 9:00 p.m., or 50 db(A) 50 feet or more from any electromechanical speaker between the hours of 9:00 p.m. and 9:00 a.m. except in regards to section 14-71 (6).~~
- (b) ~~The foregoing limitations on the operation of sound amplification equipment shall not apply to the operation of horns, sirens, loudspeakers or other emergency warning devices actually being used in emergency circumstances.~~

Decibel Level Table

| Use       | Days            | Time           | Max. Decibels<br>dB(A) |
|-----------|-----------------|----------------|------------------------|
| Town-wide | Sunday—Thursday | 8 a.m.—9 p.m.  | <u>70</u> 60           |
|           | Friday—Saturday | 8 a.m.—10 p.m. | <u>75</u> 65           |



|                         |                                  |                                |                      |
|-------------------------|----------------------------------|--------------------------------|----------------------|
| Public entertainment    | Monday—Sunday                    | 9 a.m.—9 p.m.<br>9 p.m.—9 a.m. | 65<br>50             |
| Recreational activities | Monday—Sunday                    | 7 a.m.—10:30 p.m.              | No established limit |
| Garbage                 | Monday—Friday                    | 7 a.m.—8 p.m.                  | No established limit |
| Construction            | Monday—Friday<br>Saturday—Sunday | 7 a.m.—8 p.m.<br>8 a.m.—6 p.m. | No established limit |
| Lawnmowers              | Monday—Sunday                    | 7 a.m.—9 p.m.                  | No established limit |

\* See section 14-74 for exceptions, in general sound levels should not exceed 60 dB (A) as outlined in section 14-71.

#### Typical Decibel Levels

| Type of Activity        | dB(A) |
|-------------------------|-------|
| Quiet residential area  | 40    |
| Freeway traffic         | 70    |
| Heavy traffic           | 85    |
| Lawn mower              | 90    |
| Car horn, leaf blower   | 110   |
| Football game (stadium) | 117   |
| Chain saw               | 125   |
| Fireworks (at 3 feet)   | 162   |

(Ord. No. 2005-53, 11-15-2005; Ord. No. 2010-03, 3-16-2010)

#### Sec. 14-71. Permit to Exceed Maximum Sound Levels

- (a) An applicant may request, and the Planning Director or the Planning Director's designee may grant, a permit for a nonresidential use or activity to exceed the maximum sound levels set out in paragraph (1) of section 14-70, during the hours of 8:00 a.m. to 9:00 p.m. Sundays through Thursdays and 8:00 a.m. to 10:00 p.m.

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Fridays and Saturdays only. No permit shall be issued for activities outside these time periods.

- (b) An application for a permit under this section shall be submitted to the Wake Forest Planning Department at least seven business days in advance of the commencement of the use or activity for which the permit is required. The application shall designate a responsible individual who shall be in control of the sound producing or sound amplification equipment. The responsible individual shall ensure that all sound during the event complies with the terms of the permit.
- (c) The period of validity of a permit issued under this section shall not exceed 365 days. A single permit may be issued for multiple days of events, consecutive or otherwise, provided such activity is of a temporary duration lasting no longer than six hours during any 24-hour period.
- (d) The Planning Director or the Planning Director's designee shall issue a permit under this section on determining the proposed use or activity will not generate unreasonably loud and disturbing noise, based on the following considerations:
  - (1) The use and activities permitted by the zoning regulations in the surrounding area;
  - (2) The intensity of sound levels regularly produced by activities and devices in the surrounding area;
  - (3) The time and duration of any proposed sound amplification;
  - (4) The proximity of the requested activity to commercial buildings and dwellings, and the density and intensity of development in surrounding commercial and residential areas;
  - (5) The history of verified complaints generated by previous activities similar in nature and context;
  - (6) Whether the sounds produced by such devices and activities are plainly audible, recurrent, intermittent, impulsive, or constant;
  - (7) Failure to complete the application properly; and
  - (8) The necessity of any requested amplification.
- (i) An applicant that is denied a permit under this section may submit a copy of the denied permit application, together with a brief statement of the reasons the applicant believes the applicant is entitled to a permit, to the Town Manager,

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within a reasonable time after the permit is denied. The Town Manager shall have the discretion to grant an exception permit waiving location, time, and/or maximum sound level requirements, if the Town Manager determines that the applicant has made a substantial showing of legal entitlement to the waiver. The Town Manager shall promptly report the granting of any such exception permit to the Board of Commissioners.

(j) Any permit issued under this section may be revoked in accordance with Sec. 14-73.

Sec. 14-72. ~~Outdoor amplified permits.~~

~~(a) *Permits to exceed noise levels.* Applications for a permit to exceed the noise levels specified in this article may be made for the following outdoor activities:~~

~~(1) The firing, discharge or ignition of squibs, firecrackers, gunpowder or other pyrotechnics, provided that squibs, firecrackers and other pyrotechnics may only be fired, discharged or ignited at public events.~~

~~(2) The operation of any sound amplification equipment so as to create sounds registering 60 db(A) or greater between the hours of 9:00 a.m. and 9:00 p.m., or 50 db(A) or greater between 9:00 p.m. and 9:00 a.m., as measured at or beyond any property line of the premises on which the sound amplification equipment is being operated.~~

~~(b) Any sound resulting from activities of a temporary duration permitted by law and for which a license or permit has been granted by the city or a state or federal agency when such sounds do not exceed the conditions and limits stated in the license or permit;~~

~~*Application.* Applications shall be submitted to the department of planning and inspections at least 20 working days in advance of the planned use. The application shall designate an individual person, persons, or organization who shall be in control of the sound amplification equipment or of the firing or discharge of pyrotechnics, and who shall be responsible for seeing that the activity complies with the terms of the permit. The application will specify the dates, hours, and type of use that will occur on the property.~~

~~(c) (h) *Nearby property owner notification.* In the case of permits for the activity specified in this section, the applicant shall be responsible for mailing to the occupants of each property within a one thousand foot radius of the property or facility for which the permit has been has been applied, shown on the county tax maps, a~~



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~~notice on a form provided by the noise control officer showing the date and hours of the event. The notice shall be delivered within 72 hours of the permit application being submitted to the department of planning and inspections. The permit will not be approved by the town until the applicant submits an affidavit to confirming that such notices were have actually been mailed.~~

- ~~(d) *Number of hours, day of operation.* No person, property, or establishment may be granted more than one permit for activities involving the use of sound amplification equipment in a three-month period. No permit will be granted for an activity involving sound amplification equipment lasting more than four consecutive hours in a 24-hour period. Permits involving the use of sound amplification equipment will only be granted for activities occurring on Fridays and Saturdays during the hours of 6:00 p.m. to 12:00 a.m. (midnight).~~
- ~~(e) *Not permitted in residentially occupied boundaries.* In no event shall a permit be granted which allows the creation of sounds registering more than 70 db(A) at any point on or within the boundary line of the nearest residentially occupied property.~~
- (f) (i) *Denial; exceptional permit.* If an applicant has been denied a permit under this section and believes the denial is illegal by virtue of applicable state or federal law, the applicant shall promptly submit a copy of the denied permit application together with a short statement of the reasons the applicant believes he is entitled to a permit to the town manager. The Ttown Manager shall have the discretion to grant an exception permit waiving location, time, and/or db(A) requirements, upon the determination by the town manager that the applicant has made a substantial showing of legal entitlement. Any such exception permit shall be promptly reported to the town council.

(Ord. No. 2005-53, 11-15-2005; Ord. No. 2010-03, 3-16-2010)

#### ~~Sec. 14-73. Motor vehicles~~

~~It shall be unlawful to operate or allow the operation of any motor vehicle in the town:~~

- ~~(1) By engaging in fast starts, spinning tires, racing engines or other operations which create unreasonably loud and disturbing noises.~~
- ~~(2) Off the boundaries of a public street for racing or other operations which create unreasonably loud and disturbing noises.~~
- ~~(3) To amplify sound produced by a radio, tape player, compact disc player or other sound making device or instrument from within the motor vehicle so~~

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~~that the sound is plainly audible outside the vehicle. This subsection shall not apply to motor vehicles used for business or political purposes which, in the normal course of conducting business, use sound making devices.~~

- ~~(4) By using devices that increase the engine sounds of an automobile, truck, motorcycle or other motor vehicle or conveyance, or the absence of a working muffling device for such engine sounds.~~

(Ord. No. 2005-53, 11-15-2005)

~~Sec. 14-74. Exceptions.~~ Sec. 14-72 Exceptions.

The following acts and activities are exempt from the provisions of this article:

Equipment being used for construction, provided that all equipment is operated with all standard equipment manufacturer's mufflers and noise-reducing equipment in use and in proper operating condition. Sound emanating from scheduled outdoor sporting events. (2) Noise of safety signals, warning devices, emergency pressure relief valves ~~and all church bells.~~

- (3) Noise resulting from any authorized emergency vehicle.

- (4) Chimes, bells, gongs, and other unamplified sounds generated by a religion institution, as defined in the Unified Development Ordinance.

- (5) Noise resulting from parades, lawful picketing or other public demonstrations protected by the U.S. Constitution or federal law. Regulation of noise emanating from activities for which a permit has been issued in accordance with Section 14-71 ~~under permit~~ shall be according to the conditions and limits stated in this article and according to any additional conditions stated on the permit.

- (6) Sporting events.

- (7) Unamplified and amplified sound at community concerts conducted, sponsored or sanctioned by the town.

- (8) Noise from noisemakers on holidays and fireworks on holidays or at times allowed under a pyrotechnics permit issued pursuant to N.C.G.S. 14-410 et seq.

- (9) All noises coming from the normal operations of properly equipped aircraft, but not including scale model aircraft.

- (10) Practice sessions or performances by marching bands.

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(11) Noise from trains and associated railroad rolling stock when operated in proper repair and manner.

(12) Small motors. The running of a motor not exceeding one horsepower on a refrigeration truck for the purpose of keeping perishable fruits, vegetables and all other perishable meats and foods contained in such a truck from spoiling, shall not constitute an unnecessary noise or disturbance within the meaning of this section.

~~(11)~~ (12) Emergency work performed for the purpose of preventing or alleviating physical trauma or property damage threatened or caused by an existing or imminent peril. This emergency exception includes maintenance, backup or upkeep ("maintenance") strictly necessary to keep emergency equipment, such as generators, in operating order as prescribed by the manufacturer, ~~provided such maintenance is done only on weekdays between the hours of 9:00 a.m. and 4:00 p.m., sounds created do not exceed 80 db(A), the equipment is maintained as far from the property line as reasonably possible to serve its purpose, and the equipment has all the manufacturer's standard mufflers and noise-reducing equipment intact.~~

~~(12)~~ (13) Noise created by the normal operations of the parks and recreation, police, public works and utilities departments of the town, including firearms training for police officers.

~~(13) Unamplified sound originating from recreational activities at public or private recreational, civic or community clubs and churches and similar establishments, when such noise is created by patrons and/or guests during the legitimate operation of the establishment between the hours of 7:00 a.m. through 10:30 p.m.~~

~~(14gr) — The normal operation of a commercial pet care facility operating between the hours of 8:00 a.m. and 6:30 p.m.~~

14) The use of lawnmowers and similar domestic tools for periodic and customary landscaping maintenance activities, during the hours of 7:00 a.m. to 9:00 p.m. only.

(Ord. No. 2005-53, 11-15-2005; Ord. No. 2010-03, 3-16-2010)

Sec. 14-75. Enforcement ~~and penalties.~~

(a) The Town Manager or their designee, and noise control officer are authorized to enforce the provision of this article.



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- (b) When it is determined that there is reasonable cause to believe that a person is in violation any of the provisions of this article, the Town shall immediately notify the person of the violation. The notice shall be delivered to the owner of record and to the property address on which the violation occurs. Notification will be served in any manner permitted by N.C.G.S. Chapter 1A-1 Rules of Civil Procedure.
- (c) Once a verified complaint is confirmed, violators shall be issued a written citation in accordance with paragraph (e) below, which must be paid within 30 days of the issuance. The Town Attorney, or designee, is authorized to file suit on behalf of the Town to collect any unpaid citations, and the noise control officer are authorized to verify and sign complaints on behalf of the Town in such suits.
- (d) ~~If, during the course of investigating a possible noise violation, authorized town personnel shall find the noise to be loud, annoying, frightening, disturbing, or unnecessary, and this finding is accompanied by the complaint of one or more persons, the noise is considered to be in violation of this article and shall be subject to the penalties herein even in the absence of a noise measurement as outlined in this article.~~
- (e) (d) It shall be a violation of this Article for any person to communicate a noise complaint to any Town staff or official, using the 911 system or otherwise, for the purpose of harassing the subject of the complaint, and knowing or having reason to know that no noise disturbance actually exists or existed.
- (f)
- ~~(e)~~ (d) Civil penalty. Violation of this article shall subject the offender(s) to a civil penalty in the amount of ~~\$100.00~~ 250.00. ~~In the event~~ If there is more than one violation within any ~~six-month~~ 30-day period, then the civil penalty shall be increased for each additional violation over one during such period, as follows. The date of the first violation shall establish the beginning date for the initial ~~six-month~~ 30-day period. The next violation within that ~~six-month~~ 30-day period shall be considered the second violation. Any violations that follow within that ~~six-month~~ 30-day period shall be numbered sequentially. The penalty shall be:
- (1) Second offense within same ~~six-month~~ 30-day period: ~~\$250.00~~ \$500.00.
- (2) Third offense within same ~~six-month~~ 30-day period: ~~\$500.00~~ \$750.00.

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- (3) Fourth offense within same six-month 30-day period: ~~\$750.00.~~ \$1,000.00.
- (4) Fifth and any subsequent offense(s) within the same six-months period same 30-day period: ~~\$1,000.00.~~ \$2,000.00 per offense.
- (e) Once the six-month ~~30-day~~ period has expired for a violation in accordance with paragraph ( e) above, the next violation shall be ~~considered to be~~ a first violation for the purposes of establishing a new six-month ~~30-day~~ period. In the event there are more than five ~~six~~ violations within any 12-month period (two six-month cycles), then each violation after the fifth ~~sixth~~ occurrence shall subject the violator(s) to a civil penalty of ~~\$1,000.00.~~ \$2,000.00, notwithstanding paragraph ( e) above
- (f) Equitable remedies. This article may also be enforced through equitable remedies issued by a court of competent jurisdiction.
- (g) Revocation of permit. The Planning Director may revoke a permit issued in accordance with section 14-71 if the Planning Director determines the terms of the permit as not being met or if four or more substantiated and verified complaints related to the use or activity for which the permit was issued are received by the Town. If a permit is revoked under this section, no permit may be issued under section 14-71 to the same applicant or for the same property within 12 months of the date the permit is revoked.
- (h) No new Permits. Any residential or nonresidential property that has outstanding civil or criminal penalties will not be issued any new permits until all penalties are paid in full.
- (ji) Criminal penalty. In addition to, or in lieu of, such civil penalties or other remedies, violation of this article shall constitute a Class 3 misdemeanor.
- (d) ~~Violators shall be issued a written citation which must be paid within 72 hours of the issuance. The Town Attorney, or designee, is authorized to file suit on behalf of the town to collect any unpaid citations, and the Police Chief, , or designee, is authorized to verify and sign complaints on behalf of the Town in such suits. A Police Officer, animal control officer enforcing subject matter jurisdiction, or other employee duly authorized to enforce the noise control ordinances may issue a citation for violations of this article.~~
- (e) ~~Remedies. This article may also be enforced through equitable remedies issued by a court of competent jurisdiction.~~

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~~(g) Criminal penalty. In addition to, or in lieu of, such civil penalties or other remedies, violation of this article shall constitute a Class 3 misdemeanor.~~

~~(Ord. No. 2005-53, 11-15-2005; Ord. No. 2010-03, 3-16-2010)~~

State law reference(s)—Civil penalties, G.S. 160A-175(c).



ORDINANCE 2022-

ORDINANCE AMENDING CHAPTER 14,  
ARTICLE III, SECTION 14-66 THRU 14-75 – NOISE  
OF THE CODE OF ORDINANCES FOR THE TOWN OF WAKE FOREST, NORTH  
CAROLINA

WHEREAS, the current Noise Ordinance was last updated in 2010 through Ordinance No. 2010-03, adopted March 16, 2010; and

WHEREAS, previous adoption occurred in 2005 through Ordinance No. 2005-53 adopted November 15, 2005; and

WHEREAS, Updates to Chapter 14, Article 14-66 thru 14-75- Noise, of the Code of Ordinances for the Town of Wake Forest, North Carolina provide clarity, update quiet hours, simplify the permitting process, update enforcement and penalties, and terminate Resolution 2021-136 and which temporarily waived the noise ordinance permitting process in the downtown area.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest, to amend the Code of Ordinances as follows:

#### Sec. 14-66. Purpose

Noise exceeding certain levels or durations and during specific times of day may negatively impact the health, safety, and welfare of people living in, working in, or visiting the Town, to the detriment of their peaceful and quiet enjoyment of daily life. The purpose of this article is to regulate noises that tend to annoy, disturb, or frighten people by prohibiting or restricting noise from certain sources or exceeding certain sound levels, pursuant to the authority granted to the Town under N.C.G.S. 160A-174 and 160A-184.

#### Sec. 14-67. Applicability

Unless exempted by section 14-72, all sound, vibration, and other noise originating within the corporate limits of the Town of Wake Forest shall be subject to this article. Nothing in this article shall be construed to limit or prevent the Town or any person from pursuing any other legal remedies for damages or the abatement of noise.

#### Sec. 14-68. Definitions

For the purposes of this article, the following words and phrases shall have the following meanings:

*Amplified sound:* Any sound using electronic amplifying equipment, whose source is outside or whose source is inside, and the sound propagates to the outside or to other dwellings or interior locations under separate ownership or occupancy. Televisions or radios operating with no amplification other than their internal speakers and background music systems operated at a low amplification and not intended for entertainment shall not be deemed amplified sound.

*ANSI:* The American National Standards Institute or its successor body.

*Authorized emergency vehicle:* Any vehicle used in an official capacity in the performance of emergency work. Emergency vehicles typically include bright coloring on their exteriors, flashing lights that may be turned on, official insignia, or similar distinguishing features.

*A-weighted sound level:* The sound pressure level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated dB(A). A-weighted decibels are an expression of the relative loudness of sounds in air as perceived by the human ear. In the A-weighted system, the decibel values of sounds at low frequencies are reduced, compared with unweighted decibels, in which no correction is made for audio frequency.

*dB(A)*: The sound level in decibels, determined by the "A" weighting scale of a standard sound level meter having characteristics defined by the ANSI, Publication ANSI, § 1.4-1983, for a Type 2 instrument.

*Decibel (dB)*: The unit for describing the amplitude of sound, equal to 20 times the logarithm to the base 10 of the ratio of the pressure of the sound measured to the reference pressure, which is 20 micronewtons per square meter.

*Disturbing noise*: Noise which is perceived by a human being of ordinary sensibilities as interrupting the normal peace and calm of the area. Factors can include, but are not limited to, the following: volume of noise, intensity of noise, unusual noise, natural versus unnatural noise, duration of the noise, and the time of day/night that the noise occurs.

*Dwelling*: Any building or structure that contains one or more dwelling units used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or that are occupied for living purposes.

*Emergency work*: Any work performed for the purpose of preventing or alleviating physical trauma or property damage threatened or caused by an existing or imminent peril.

*Golf Course Greens*: A smooth grassy area on a golf course at the end of a golf fairway as well as the fairway itself.

*Mixed Use, Residential*: Any use of a parcel or activity where a nonresidential use is vertically or horizontally integrated in one building.

*Motor vehicle or vehicle*: Any vehicle propelled on land by a motor, such as, but not limited to, passenger cars, trucks, truck-trailers, semi-trailers, campers, go-carts, automobiles, motorcycles, or buses. It shall exclude trains and emergency response vehicles such as police, fire and rescue vehicles.

*Noise control officer*: The Chief of Police or their designee, Planning Director or their designee, or other person designated by the Town Manager.

*Nonresidential use or activity*: Any use of a parcel or activity where the principal use does not consist of a dwelling.

*Person*: Any individual, corporation, partnership, firm, association, trust, estate, public or private institution, group, agency, political subdivision of the state, any other state or political subdivision or agency thereof, or any legal successor, representative, agent or agency of the foregoing.

*Residential use or activity*: Any use of a parcel where the principal use consists of a dwelling.



*Responsible individual:* For purposes of section 14-71, the individual who shall be in control of all sound producing or sound amplification equipment during activities subject to a permit issued in accordance with section 14-71.

*Slow response:* The measuring technique to obtain an average value when measuring a noise level that fluctuates over a range of four dB or more. By way of illustration only, a sound level meter set on "slow response" would record a sound level between two and six decibels less than the reading for a steady signal of the same frequency and amplitude when a tone of 1,000 Hz and for duration of 0.5 seconds is applied.

*Sound:* An oscillation in pressure, particle displacement, particle velocity or other physical parameter, in a medium with internal forces that causes compression, and rarefaction of that medium. The description of sound may include any characteristic of such sound, including duration, intensity, and frequency.

*Sound level:* The weighted sound pressure level obtained using a sound level meter and frequency weighting network, such as A, B, or C as specified in the ANSI Specifications for sound level meters (ANSI S1.41971 or the latest approved version thereof). If the frequency weighting employed is not indicated, the A-weighting shall apply.

*Sound level meter:* An instrument used to measure sound levels.

*Sound pressure level:* 20 times the logarithms to the base 10 of the ratio of the root mean squared (RMS) sound pressure to the reference pressure of 20 micronewtons per square meter.

*Source of sound or noise:* Any animal, device, operation, process, activity, or phenomenon which emits or causes sound.

*Substantiated and verified complaint:* The complaints of two or more persons, at least one of whom resides in a different home from the other complaining person or persons, or the complaint of one or more persons, when combined with complaint of a noise control officer. The complaint will be reviewed based on the considerations listed in section 14-71(d). If there is sufficient evidence to support a conclusion that there is a failure to comply with this article or with the terms of a permit issued in accordance with section 14-71, the complaint shall be considered substantiated and verified. Factors in determining a violation will include those listed in the "*Disturbing Noise*" definition and may include statements of any complaining witnesses, including any pictures or audio/video documentation produced by complaining witnesses. The designated Town staff (designee) does not have to use a sound level meter in order to take enforcement action under this section.

*Unreasonably loud noise:* Noise having a volume or intensity that is substantially incompatible with its time and location to the extent that it creates an actual interference with peace or good order. A noise may be unreasonably loud based on the time of day; its proximity to residential structures; whether it is recurrent, intermittent, or constant; its volume and intensity; whether it has been enhanced in volume or range by any type of electronic or mechanical means; the character and zoning (if applicable) of the area; whether it is related to the normal operation of a business or other labor activity; and whether it may be controlled at its point of origin without unreasonable effort or expense.

Sec. 14-69. Noise measurement.

- (a) For the purposes of this article, sound levels shall be measured by the noise control officer on the A-weighting scale on a sound level meter of standard design and quality having characteristics established by ANSI, using the techniques set out in this section.
- (b) Measurement techniques.
  - (1) Noise measurements shall be made at the property line of the property where the noise to be measured is being generated. If measurement on private property is not possible or practical, noise measurements shall be made at the nearest property line of the complaining property. Such noise measurements shall be made at a height of at least four feet above the ground and at a point approximately ten feet away from walls, barriers, obstructions (trees, bushes, etc.) on a sound level meter operated on the A-weighted network. In the case of noises within multi-family or multi-tenanted structures, noise measurements shall be made in the unit occupied by the complainant at a height of at least four feet above the floor and at a point approximately equal-distant from all walls on a sound level meter operated on the A-weighted network.
  - (2) No individual other than the meter operator(s) shall be within ten feet of the sound level meter during the sample period.
  - (3) Sound measurements shall be conducted at a time of day when the source of the noise that gave rise to the complaint is emitting sound.
  - (4) The meter operator(s) shall determine the sound level measurement as follows:
    - a. Calibrate the sound level meter before use.
    - b. Set the sound level meter on the A-weighted sound level scale at a slow response.

- c. Set the omnidirectional microphone in an approximately seventy-degree position in a location which complies with subsections (b)(1) and (2) above. The operator of the sound level meter shall face the noise source and record the meter's instantaneous response (reading) observed at consecutive ten-second intervals until 100 readings are obtained.
- (5) It shall be unlawful for any person to interfere, through the use of sound or otherwise, with the taking of sound level measurements.

#### Sec. 14-70. Prohibited Acts and Activities

It shall be unlawful for any person to make, permit, or continue any unreasonably loud and disturbing noise in the Town. A person shall be deemed to make, permit, or continue noise if that person owns, manages, or operates any residence, business, or other location at which the noise is generated. The following acts and activities are hereby declared to be unreasonably loud and disturbing noise in violation of this section, but shall not be construed as exhaustive of all activities or acts which violate this section:

- (1) Residential Use or Activity: Any noise exceeding 65 dB(A)
- (2) Mixed Use, Residential: Any noise exceeding 65 dB(A)
- (3) Non-Residential Use or Activity: Any noise exceeding 75 dB(A) except where a permit is issued for greater sound levels in accordance with section 14-71. Permits allow for dB(A) increases, but not a change in hours.

| Use                             | Noise Limits | Permit Allowed to exceed dB(A) |
|---------------------------------|--------------|--------------------------------|
| Residential Use or Activity     | Max 65dB(A)  | No                             |
| Mixes Use, Residential          | Max 65dB(A)  | No                             |
| Non-Residential Use or Activity | Max 75dB(A)  | Yes                            |

- (4) The sounding of a railroad locomotive whistle or horn for the period of time exceeding that which is required by law beyond that which is reasonably necessary to warn or alert others at road crossings at grade level of real or potential danger.



- (5) The use of a gong, bell, or siren upon any motor vehicle, except for items listed in sections 14-72(2) and 14-72(3).
- (6) The keeping of a bird or other animal which makes frequent or long continued sounds, such that a reasonably prudent person would recognize as likely to unreasonably disturb the comfort or repose of persons in the vicinity.
- (7) The blowing of a steam whistle attached to a stationary boiler, except to give notice of the time to begin or stop work or as a warning of danger.
- (8) The discharge into the open air of the exhaust of a steam engine, stationary internal combustion engine, motor vehicle or motorboat engine, except through a muffler or other device which effectively prevents unreasonably loud and disturbing or explosive sounds there from.
- (9) The use of a mechanical device operated by compressed air unless the sounds created are effectively muffled and reduced.
- (10) The sounding of a chime, bell, or gong attached to a building or premises which disturbs the quiet or repose of any human being in its vicinity, except as otherwise provided in section 14-72.
- (11) The shouting and crying of peddlers, barkers, hawkers, or vendors which disturbs the quiet and peace.
- (12) The firing or discharging of firearms, gun powder, or other combustible substance in the streets or elsewhere for the purpose of making noise or disturbance.
- (13) Operating a front-end loader or other truck for trash or recycling collection on Sundays or outside the hours of 5:00 a.m. to 9:00 p.m. on any other day.
- (14) Operating a commercial garage, vehicle washing station, or service station in a manner that causes unreasonable loud, disturbing sound outside the hours of 7:00 a.m. to 9:00 p.m.
- (15) Operating a lawnmower or other motor-driven domestic tool creating a similar or greater sound level outside the hours of 7:00 a.m. to 9:00 p.m.
  - a. Mowing of golf course greens and town-maintained recreational playing fields are prohibited outside the hours of 6:00 a.m. and 9:00 p.m.
- (16) Operating or allowing the operation of a motor vehicle:
  - a. By engaging in fast starts, spinning tires, racing engines or other operations which create unreasonably loud and disturbing noises.

- b. Off the boundaries of a public street for racing or other operations which create unreasonably loud and disturbing noises.
- c. To amplify sound from within the motor vehicle so that the sound is plainly audible outside the vehicle, except when used for business or political purposes which, in the normal course of conducting business, use sound-making devices.
- d. By using devices that increase the engine sounds of an automobile, truck, motorcycle or other motor vehicle or conveyance, or the absence of a working muffling device for such engine sounds.

#### Sec. 14-71. Permit to Exceed Maximum Sound Levels

- (a) An applicant may request, and the Planning Director or the Planning Director's designee may grant, a permit for a nonresidential use or activity to exceed the maximum sound levels set out in paragraph (1) of section 14-70, during the hours of 8:00 a.m. to 9:00 p.m. Sundays through Thursdays and 8:00 a.m. to 10:00 p.m. Fridays and Saturdays only. No permit shall be issued for activities outside these time periods, no event to exceed 85 dba.
- (b) An application for a permit under this section shall be submitted to the Wake Forest Planning Department at least seven business days in advance of the commencement of the use or activity for which the permit is required. The application shall designate a responsible individual who shall be in control of the sound producing or sound amplification equipment. The responsible individual shall ensure that all sound during the event complies with the terms of the permit.
- (c) The period of validity of a permit issued under this section shall not exceed 365 days, provided such activity is of a temporary duration lasting no longer than six hours during any 24-hour period.
- (d) A single permit may be issued for multiple days of events, consecutive or otherwise.
- (e) The Planning Director or the Planning Director's designee shall issue a permit under this section on determining the proposed use or activity will not generate unreasonably loud and disturbing noise, based on the following considerations:
  - (1) The use and activities permitted by the zoning regulations in the surrounding area;
  - (2) The intensity of sound levels regularly produced by activities and devices in the surrounding area;
  - (3) The time and duration of any proposed sound amplification;

- (4) The proximity of the requested activity to commercial buildings and dwellings, and the density and intensity of development in surrounding commercial and residential areas;
  - (5) The history of verified complaints generated by previous activities similar in nature and context;
  - (6) Whether the sounds produced by such devices and activities are plainly audible, recurrent, intermittent, impulsive, or constant;
  - (7) Failure to complete the application properly; and
  - (8) The necessity of any requested amplification.
- (f) An applicant that is denied a permit under this section may submit a copy of the denied permit application, together with a brief statement of the reasons the applicant believes the applicant is entitled to a permit, to the Town Manager, within a reasonable time after the permit is denied. The Town Manager shall have the discretion to grant an exception permit waiving location, time, and/or maximum sound level requirements, if the Town Manager determines that the applicant has made a substantial showing of legal entitlement to the waiver. The Town Manager shall promptly report the granting of any such exception permit to the Board of Commissioners.
- (g) Any permit issued under this section may be revoked in accordance with Sec. 14-73.

#### Sec. 14-72. Exceptions

The following acts and activities are exempt from the provisions of this article:

- (1) Equipment being used for construction, provided that all equipment is operated with all standard equipment manufacturer's mufflers and noise-reducing equipment in use and in proper operating condition.
- (2) Noise of safety signals, warning devices, emergency pressure relief valves.
- (3) Noise resulting from an authorized emergency vehicle.
- (4) Chimes, bells, gongs, and other unamplified sounds generated by a religious institution, as defined in the Unified Development Ordinance.
- (5) Noise resulting from parades, lawful picketing or other public demonstrations protected by the U.S. Constitution or federal law. Regulation of noise emanating from activities for which a permit has been issued in accordance



with section 14-71 shall be according to the conditions and limits stated in this article and according to any additional conditions stated on the permit.

- (6) Sporting events.
- (7) Unamplified and amplified sound at community concerts conducted, sponsored, or sanctioned by the Town.
- (8) Noise from noisemakers on holidays and fireworks on holidays or at times allowed under a pyrotechnics permit issued pursuant to N.C.G.S. 14-410 et seq.
- (9) All noises coming from the normal operations of properly equipped aircraft, but not including scale model aircraft.
- (10) Practice sessions or performances by marching bands.
- (11) Noise from trains and associated railroad rolling stock when operated in proper repair and manner.
- (12) Small motors. The running of a motor not exceeding one horsepower on a refrigeration truck for the purpose of keeping perishable fruits, vegetables and all other perishable meats and foods contained in such a truck from spoiling, shall not constitute an unnecessary noise or disturbance within the meaning of this section.
- (13) Emergency work performed for the purpose of preventing or alleviating physical trauma or property damage threatened or caused by an existing or imminent peril. This emergency exception includes maintenance, backup or upkeep ("maintenance") strictly necessary to keep emergency equipment, such as generators, in operating order as prescribed by the manufacturer.
- (14) Noise created by the normal operations of the parks and recreation, police, public works and utilities departments of the town, including firearms training for police officers.
- (15) The use of lawnmowers and similar domestic tools for periodic and customary landscaping maintenance activities, during the hours of 7:00 a.m. to 9:00 p.m. only.

#### Sec. 14-73. Enforcement

- (a) The Town Manager, or their designees and noise control officer are authorized to enforce the provisions of this article.
- (b) When it is determined that there is reasonable cause to believe that a person is in violation any of the provisions of this article based on verified complaints, the Town shall immediately notify the person of the violation. The notice shall be

delivered to the owner of record and to the property address on which the violation occurs. Notification will be served in any manner permitted by N.C.G.S. Chapter 1A-1 Rules of Civil Procedure.

- (c) Once a verified complaint is confirmed, violators shall be issued a written citation in accordance with paragraph (e) below, which must be paid within 30 days of the issuance. The Town Attorney, or designee, is authorized to file suit on behalf of the Town to collect any unpaid citations, and the noise control officer are authorized to verify and sign complaints on behalf of the Town in such suits.
- (d) It shall be a violation of this Article for any person to communicate a noise complaint to any Town staff or official, using the 911 system or otherwise, for the purpose of harassing the subject of the complaint, and knowing or having reason to know that no noise disturbance exists or existed.
- (e) Civil penalty. Violation of this article shall subject the offender(s) to a civil penalty in the amount of 250.00. If there is more than one violation within any six-month period, then the civil penalty shall be increased for each additional violation over one during such period, as follows. The date of the first violation shall establish the beginning date for the initial six-month period. The next violation within that six-month period shall be considered the second violation. Any violations that follow within that six-month period shall be numbered sequentially. The penalty shall be:
  - (1) Second offense within same six-month period: \$500.00.
  - (2) Third offense within same six-month period: \$750.00.
  - (3) Fourth offense within same six-month period: \$1,000.00.
  - (4) Fifth and any subsequent offense(s) within same six-month period: \$2,000.00 per offense.
- (f) Once the six-month period has expired for a violation in accordance with paragraph (e) above, the next violation shall be a first violation for the purposes of establishing a new six-month period. In the event there are more than five violations within any 12-month period (two six-month cycles), then each violation after the fifth occurrence shall subject the violator(s) to a civil penalty of \$2,000.00, notwithstanding paragraph (e) above.
- (g) Revocation of permit. The Planning Director may revoke a permit issued in accordance with section 14-71 if the Planning Director determines the terms of the permit are not being met or if four or more substantiated and verified complaints related to the use or activity for which the permit was issued are received by the Town. If a permit is revoked under this section, no permit may be issued under

section 14-71 to the same applicant or for the same property within 12 months of the date the permit is revoked.

- (h) No new permits. Any residential or nonresidential property that has outstanding civil or criminal penalties will not be issued any new permits until all penalties are paid in full.
- (i) Equitable remedies. This article may also be enforced through equitable remedies issued by a court of competent jurisdiction.
- (j) Criminal penalty. In addition to, or in lieu of, such civil penalties or other remedies, violation of this article shall constitute a Class 3 misdemeanor.

#### Sec. 14-74 Severability

If any provision of this act or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or application of this act which can be given effect without the invalid provision or application, and to this end the provisions of this act are declared to be severable.

Adopted and effective this      day of      2022.

\_\_\_\_\_  
Vivian A. Jones  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Theresa Savary  
Town Clerk

\_\_\_\_\_  
Hassan Kingsberry  
Town Attorney





## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-664-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: October 18, 2022

### **SUBJECT**

Appointment of Candidates for the Board of Adjustment and Planning Board

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [2022AdvisoryBoardCoverSheetOct2022.pdf](#)
- [BOA Application Packet Oct2022.pdf](#)
- [BOA WaiverStatementOct2022.pdf](#)
- [PB Application Packet Oct2022.pdf](#)

## Board of Adjustment – 3 Regular Seats and 1 ETJ Seat

*(Will need to readvertise for 1 regular seat)*

### ***All Candidates:***

| Candidate        | Town Limits |
|------------------|-------------|
| William Hedrick* | Yes         |
| Rick Porter      | Yes         |
| Mark Williams    | ETJ         |

Returning Candidate

\*Requesting a waiver

## Planning Board – 2 Regular Seats

### ***All Candidates:***

| Candidate         | Town Limits |
|-------------------|-------------|
| Michael Almquist  | Yes         |
| Thomas Ballman    | Yes         |
| Lindsey Humphreys | Yes         |
| Carla Payne       | Yes         |
| Joseph Zimmermann | Yes         |

Returning Candidate

---

**Profile**

William

First Name

Hedrick

Last Name

Middle Initial

8529 Parlange Woods Lane

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

whedrick78@gmail.com

Email Address

919-562-3010

Primary Phone

Alternate Phone

**Do you live within the town's limits?**☐ Yes ☐ No

Occupation

**Length of residency in Wake County****Which Boards would you like to apply for?**

Board of Adjustment: Submitted

---

**Interests & Experiences**

Question applies to multiple boards

**Please list any experience and/or other factors supporting your candidacy**

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

Upload a Personal Statement (no more than 100 words)  
outlining why you wish to serve of the board(s) or  
council you indicated

---

**Ethics Guidelines for Town Advisory Boards and Councils**



**Please Agree with the Following Statement**

---

**If appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Wake Forest Board of Commissioners**

---

☐ I Agree

Members of advisory boards and councils shall not discuss, advocate or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or council.

If the advisory board or council member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or council should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or council establishes a conflict of interest, then the advisory board or council member shall remove themselves from the voting area.

Any advisory board or council member may seek counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or council member should excuse himself/herself from voting. The advisory board or council member may request that the Town Attorney respond in writing.

Prior to being appointed to an advisory board/council, it is recommended that you attend a meeting of the advisory board/council in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/council. If you have attended a meeting of an advisory board/council, please indicate the date:

**What date did you attend a meeting?**

---

**Please Agree with the Following Statement**

---

**I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.**

---

☐ I Agree

**I understand that by agreeing to the above statement and typing my name below, that I am signing this applicaiton electronically.**

---

**How did you learn about the town's advisory board openings?**

---

None Selected

---

**Profile**

Rick

First Name

Porter

Last Name

1144 Trentini Ave.

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

rporter@ddr.com

Email Address

919-389-3179

Primary Phone

Alternate Phone

**Do you live within the town's limits?**☐ Yes ☐ No

---

Occupation**Length of residency in Wake County****Which Boards would you like to apply for?**

Board of Adjustment: Submitted

---

**Interests & Experiences**

Question applies to multiple boards

**Please list any experience and/or other factors supporting your candidacy**

Question applies to multiple boards

---

Upload Resume

Question applies to multiple boards

[rporter\\_PS\\_.docx](#)Upload a Personal Statement (no more than 100 words)  
outlining why you wish to serve of the board(s) or  
council you indicated

---

**Ethics Guidelines for Town Advisory Boards and Councils**

**Please Agree with the Following Statement**

---

**If appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Wake Forest Board of Commissioners**

---

☐ I Agree

Members of advisory boards and councils shall not discuss, advocate or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or council.

If the advisory board or council member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or council should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or council establishes a conflict of interest, then the advisory board or council member shall remove themselves from the voting area.

Any advisory board or council member may seek counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or council member should excuse himself/herself from voting. The advisory board or council member may request that the Town Attorney respond in writing.

Prior to being appointed to an advisory board/council, it is recommended that you attend a meeting of the advisory board/council in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/council. If you have attended a meeting of an advisory board/council, please indicate the date:

**What date did you attend a meeting?**

---

**Please Agree with the Following Statement**

---

**I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.**

---

☐ I Agree

**I understand that by agreeing to the above statement and typing my name below, that I am signing this applicaiton electronically.**

---

**How did you learn about the town's advisory board openings?**

---

None Selected



---

**Profile**

Mark S. Williams  
First Name Middle Initial Last Name

13812 North Meadows Court  
Street Address Suite or Apt

Wake Forest NC 27587  
City State Postal Code

mark-williams@nc.rr.com  
Email Address

Mobile: (919) 745-0111 Home:  
Primary Phone Alternate Phone

**Do you live within the town's limits?**

☐ Yes ☒ No

Retired  
Occupation

**Length of residency in Wake County**

57 Years

**Which Boards would you like to apply for?**

Board of Adjustment: Appointed

---

**Interests & Experiences**

Question applies to multiple boards

**Please list any experience and/or other factors supporting your candidacy**

I have 37 years of experience in local government, with the last 32 being with the Town of Wake Forest. I have lived in the Wake Forest area for the past 35 years and in Wake County for 57 of my 61 years. I live in the ETJ and know that Wake Forest needs representation on both of these Boards.

Question applies to multiple boards

[Mark\\_Williams\\_Bio.docx](#)  
Upload Resume

Question applies to multiple boards

Upload a Personal Statement (no more than 100 words)  
outlining why you wish to serve of the board(s) or  
council you indicated

---

## Ethics Guidelines for Town Advisory Boards and Councils

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---

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**What date did you attend a meeting?**

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---

**I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.**

---

☒ I Agree

**I understand that by agreeing to the above statement and typing my name below, that I am signing this applicaiton electronically.**

---

Mark S. Williams

How did you learn about the town's advisory board openings?

---

☒ Town website



# MARK S. WILLIAMS

## *BIO (2018)*

### EDUCATION

---

1979 Graduate of North Carolina State University (BS)

### WORK EXPERIENCE

---

37 years' experience in NC local government working first for the City of Henderson and the last 32 years for the Town of Wake Forest. Retired in 2015.

Started in Parks and Recreation field and transitioned to Administration serving as Town Manager of Wake Forest from 1993 to 2015.

Senior Consultant for Developmental Associates Inc. from 2017 - present.

### OTHER EXPERIENCE

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|                                        |             |
|----------------------------------------|-------------|
| ElectriCities of NC Board of Directors | 2006 - 2008 |
|----------------------------------------|-------------|

|                                                          |             |
|----------------------------------------------------------|-------------|
| NC Eastern Municipal Power Agency Commissioner/Alternate | 1991 - 2015 |
| • NCEMPA Chair                                           | 2004 - 2005 |
| • NCEMPA Vice-Chair                                      | 1998 - 2003 |

|                                                             |                |
|-------------------------------------------------------------|----------------|
| Local Government Federal Credit Union Loan Review Committee | 1986 - Present |
| • LGFCU Loan Review Committee Chair                         | 1994 - 1998    |

|                                                          |             |
|----------------------------------------------------------|-------------|
| Capital Area Soccer League (now NCFC) Board of Directors | 1997 - 2008 |
|----------------------------------------------------------|-------------|

Eagle Scout

Wake Forest Citizen of the Year - 2003

### WHEN I'M NOT WORKING

---

Deacon and Children's Sunday School Teacher

Youth Soccer Coach 1987 - 2017

Basketball Official



**THE LAW OFFICE OF WILLIAM M. HEDRICK, PLLC**  
**DEFENDER OF DEFENDERS**

**8529 PARLANGE WOODS LN., WAKE FOREST, NC 27587**

**PHONE: (919) 809-7671 (US) / +44 (0) 1213 649455 (UK) / FAX: (919) 882-0957**

**EMAIL: WILL@DEFENDEROFDEFENDERS.COM**

11 October 2022

Town of Wake Forest  
Attn: Board of Commissioners  
301 S. Brooks St.  
Wake Forest, NC 27587-2932

To the Board of Commissioners,

I trust this letter finds you all well. If it pleases the Members of the Board, I wish to be considered for continued appointment to the Board of Adjustment.

As a long serving member of the Board of Adjustment, I am further writing in request of a formal waiver of the term limit requirement imposed on myself pursuant to Section 14.7.2 of the Unified Development Ordinance for the Town of Wake Forest, so that I may continue to serve the Board, as well as the larger community which it serves. In accordance with Section 14.11 of the Unified Development Ordinance, the Board of Commissioners may, by a majority vote, waive any of the term limit requirements for the individual boards and commissions for reasonable cause.

My previous appointments to the Board of Adjustment are as follows:

- 2012-2013 (2-year term\*) (\*partial term, appointed 21 December 2011 to fill vacant seat)
- 2014-2016 (3-year term)
- 2017-2019 (3-year term)
- 2020-2022 (3-year term)

I have served as Chair of the Board of Adjustment from 2014 to present.

I am a lifelong resident of the Town of Wake Forest and a licensed and practicing attorney. A copy of my *curriculum vitae* may be found included with this letter. I am grateful for the opportunity to serve my hometown and its citizens and I am happy and willing to continue in my service to the Town of Wake Forest and the Board of Adjustment for as long as the Board of Commissioners wishes to have me.

If any of the Members of the Board of Commissioners should have need for anything additional from me, please let me know and I will be more than happy to provide it. My sincere thanks to the Members of the Board for your time and consideration.

Kind regards,

William M. Hedrick

[Enclosures]



# **WILLIAM MERRITT HEDRICK**

## **DEFENDER OF DEFENDERS®**

8529 PARLANGE WOODS LN., WAKE FOREST, NC 27587

PHONE: (919) 809-7671 (US) / +44 (0) 1213 649455 (UK) / FAX: (919) 882-0957

EMAIL: WILL@DEFENDEROFDEFENDERS.COM

### **Curriculum Vitae**

#### **- LEGAL -**

- **Admitted to the North Carolina Bar** August 25, 2011 / Sworn in Sept. 9, 2011
  - Member of the 10<sup>th</sup> Judicial District for the State of North Carolina
  - Member of the United States District Court for the Eastern District of North Carolina (EDNC)
  - Member of the United States Court of International Trade (USCIT)
- **The Law Office of William M. Hedrick, PLLC** **DEFENDER OF DEFENDERS®** Sept. 2015- Current
  - Specializing in Automobile Import/Export Law (FMVSS, EPA, CARB) & Civil Asset Seizure and Forfeiture Defense
  - Handling Compliance, Logistics, Shipping, & Customs Clearance for Clients' Vehicles & Automotive Parts Worldwide
  - Expert in US automotive compliance with specialized experience in Land Rover and Land Rover Defender vehicles
  - Clients include New Vehicle Manufacturers, US Government & Military Contractors, Private Collectors and Individuals
- **Pro Bono Counsel & Legal Consultant** July 2014 – June 2018
  - Notable Pro Bono Cases
  - US v. Land Rover Vehicles et. al., Case No. 5:14-CV-000034-F (US District Court, Eastern District of North Carolina)
    - Successfully represented 50+ owners of Land Rover Defender vehicles that were seized by the US Department of Homeland Security for alleged violations of federal regulations and laws promulgated by CBP, USDOT, & EPA (Settled, June 2015).
  - CW4 Charles William Overby, Jr. v. United States, Case No. 1:16-CV-00178 (US Court of International Trade)
    - Successfully defended a Land Rover Defender vehicle that was denied entry into the United States for allegedly failing to comply with regulatory requirements promulgated by the EPA (Settled, June 2018).
- **North Carolina Department of Revenue** Raleigh, NC, USA Jan. 2014 – Feb. 2015  
Revenue Administration Officer – Bankruptcy Unit (Collection Division)
  - Administration of bankruptcy cases nationwide involving individuals and organizations owing various taxes to the State of North Carolina
- **The Law Office of William M. Hedrick, P.A.** Wake Forest, NC, USA Oct. 2011 – Jan. 2013  
Private Law Practice
- **U.S. Bankruptcy Administrator for the EDNC** Wilson, NC, USA Jan. - May 2011  
Extern / Law Clerk
- **Hon. Judge Stephani W. Humrickhouse** Raleigh, NC, USA Sept. - Dec. 2010  
United States Bankruptcy Judge for the Eastern District of North Carolina  
Extern / Law Clerk
- **Stubbs & Perdue, PA** Raleigh, NC, USA May - Sept. 2009  
Law Clerk

#### **- REAL ESTATE APPRAISAL -**

- **Pearson Appraisal Service** Richmond, VA, USA Feb. 2007 – May 2008  
Ad valorem Appraiser
  - Certified Ad valorem appraiser by the State of North Carolina 2007
  - Licensed by the North Carolina Appraisal Board 2006
  - Mass Commercial and Residential Real Property Appraisals on behalf of Multiple North Carolina Counties, including Wake County

#### **- SALES -**

- **Leith, Inc. (Land Rover Cary)** Cary, NC, USA Jan. - June 2006  
Sales Guide
  - Adv. Selling Techniques Training LRU 2006
- **Overland, Inc. (Land Rover Carolinas Group)** SC & NC, USA Aug. 2001 – Dec. 2005  
Senior Sales Guide (Land Rover Greenville, Asheville, Columbia, & Hilton Head/Savannah)
  - 1st at Land Rover Hilton Head & 2nd company-wide for Overland, Inc. in total unit sales 2002-2005
  - Land Rover Gold Certified 2004
  - Voted "Best Salesmen" by the readers of the Island Packet 2005 (Hilton Head Island, SC)
  - Land Rover Pinnacle Award 2005, Land Rover Hilton Head (#1 in customer service & #4 overall nationwide)
  - Winner of Southern Market Region Road to the Factory 2004
  - Land Rover TReK Colorado 2003, 2nd place in TReK Trials

## - EDUCATION -

- **Campbell University - Norman Adrian Wiggins School of Law** Raleigh, NC, USA May 2011  
Juris Doctor
  - Extracurricular : Delta Theta Phi Law Fraternity
  - North Carolina Bar Association: Student Division
  - Old Kivett Intramural Moot Court Competition
  - American Bar Association
  - American Bankruptcy Institute
- **University of North Carolina** Wilmington, NC, USA May 2001  
Bachelor of Arts - English / Minor - Philosophy
  - Extracurricular : Vice President, English Club

## - NOTABLE PROFESSIONAL & COMMUNITY INVOLVEMENT -

- Chairman of the Board of Adjustments for the Town of Wake Forest 2011 – Current
  - Appointed by Board of Commissioners & Elected Chair for the past 8-years
- Guest Lecturer at Wake Forest University School of Law 2015 – Current
  - Administrative & Regulatory Law
- Committee Member with the Wake County Bar Association 2011 - 2015
  - Committee for Pro Bono & Public Service
- Committee Member with the 10<sup>th</sup> Judicial District for the State of North Carolina 2011- Current
  - Bar Candidate Interview Committee (2011-2015)
  - Professionalism Committee (2011-2015)
- Lecturer/Instructor for the International Association of Auto Theft Investigators (IAATI) 2018
  - International Conference
- Legal Consultant & Contributor for Jalopnik ( www.jalopnik.com ) 2014 - Current
- Instructor for Overland Expo (www.overlandexpo.com) 2016 - 2017
  - Classes: Importing Vehicles to the United States & International Border Crossings
- Guest of Honor & Speaker for the Western National Land Rover Rally 2015
- Guest of Honor & Speaker for the Muddy Chef Challenge 2016
- Member & Former President of the Carolina Rover Owners Club 2006 - Current
- Life Member of the Old North State Land Rover Society 2000 - On
  - Attorney & Adviser to the Society's Board of Directors
- Honorary Member of the Arizona Land Rover Owners ( AZLRO ) 2017- On

## - NOTABLE PUBLISHED PRINT ARTICLES & BOOKS -

- Land Rover: The Story of the Car the Conquered the World*** , by Ben Fogle  
Book Published by HarperCollins Publishers, London, UK 2016
- Fender Goes to Africa*** (Part of the ***Landy*** Book Series) , by Veronica Lamond  
Book Published by Veronica Lamond / Printed by Booths Print Penryn Falmouth Cornwall UK 2018
- Camel Trophy: The Definitive History*** , by Nick Dumbleby  
Book Published by Porter Press International, London, UK 2021
- Land Rover Owner International***  
Magazine Published by Bauer Media Group, UK
  - *Seized US Defenders Returned* , Written by Steve Hoare August 2015
  - *More US Import Shenanigans and How One Man Saved 40 Land Rovers*, Written by Steve Hoare May 2016
- Alloy & Grit***  
Magazine Published by Alloy Publishing Group, Inc., USA / Printed by Freeport Press
  - *Persona: Will Hedrick*, Written by Bryan Joslin Summer 2017
- Land Rover Monthly***  
Magazine Published by Warners Group Publications, UK
  - *Defender Superhero* , Written by Patrick Cruywagen December 2017

**- NOTABLE ONLINE VIDEOS / ARTICLES / INTERVIEWS / PUBLICATIONS -**

<http://video.foxnews.com/v/4299543677001/north-carolina-woman-has-land-rover-seized-by-federal-agents/>

<http://www.foxnews.com/leisure/2015/06/12/feds-driven-to-admit-dozens-land-rover-seizures-were-wrong/>

<https://jalopnik.com/theres-an-awesome-volkswagen-amarok-for-sale-in-the-u-s-1821225911>

<http://jalopnik.com/the-shady-way-shops-beat-america-s-25-year-car-import-r-1792143525>

<http://truckyeah.jalopnik.com/the-latest-fight-over-car-importing-1763372806>

<http://jalopnik.com/meet-the-badass-lawyer-who-saved-the-land-rover-defende-1711970519>

<http://jalopnik.com/why-are-the-feds-obsessed-with-seizing-these-peoples-ol-1672381729>

<http://jalopnik.com/the-land-rover-defender-seizure-case-could-be-settled-n-1705781932>

<http://jalopnik.com/all-the-seized-land-rover-defenders-will-be-retuned-to-1708474732>

[http://www.lro.com/news/land-rover/1506/us-owners-get-their-seized-defenders-back/?fb\\_action\\_ids=10205464656349305&fb\\_action\\_types=og.likes](http://www.lro.com/news/land-rover/1506/us-owners-get-their-seized-defenders-back/?fb_action_ids=10205464656349305&fb_action_types=og.likes)

<http://www.lro.com/news/land-rover/1409/us-returns-seized-defenders/>

<http://blog.hemmings.com/index.php/2015/06/03/homeland-security-to-return-seized-land-rover-defenders-to-u-s-buyers/#comments>

[http://www.motorauthority.com/news/1098579\\_seized-land-rovers-to-head-back-to-their-owners](http://www.motorauthority.com/news/1098579_seized-land-rovers-to-head-back-to-their-owners)

[http://www.roverparts.com/News/archive/SeizedLandRoversToBeReturned.cfm?utm\\_source=bm23&utm\\_medium=email&utm\\_term=Seized+Land+Rovers+To+Be+Returned+-+Roverlog\\_84&utm\\_content=ROVERLOG+Issue+%2384+-+Latest+in+Land+Rover+News&utm\\_campaign=Roverlog84](http://www.roverparts.com/News/archive/SeizedLandRoversToBeReturned.cfm?utm_source=bm23&utm_medium=email&utm_term=Seized+Land+Rovers+To+Be+Returned+-+Roverlog_84&utm_content=ROVERLOG+Issue+%2384+-+Latest+in+Land+Rover+News&utm_campaign=Roverlog84)

[http://www.statesville.com/news/iredell-woman-attorney-fight-feds-get-vehicle-back/article\\_4eb3af50-18e0-11e5-9270-2f173ceb7843.html](http://www.statesville.com/news/iredell-woman-attorney-fight-feds-get-vehicle-back/article_4eb3af50-18e0-11e5-9270-2f173ceb7843.html)

<http://jalopnik.com/the-very-best-jalopnik-stories-of-2015-1748993624>

<http://truckyeah.jalopnik.com/the-latest-fight-over-car-importing-1763372806>

<https://jalopnik.com/the-shady-way-shops-beat-america-s-25-year-car-import-r-1792143525>

<https://podcasts.apple.com/id/podcast/will-hedrick-the-defender-of-defenders-ropey/id1565593446?i=1000538907738>

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**- REFERENCES PROVIDED UPON REQUEST -**



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**Profile**

Michael F Almquist  
First Name Middle Initial Last Name

445 Triumph Lane  
Street Address Suite or Apt

Wake Forest NC 27587  
City State Postal Code

mfquisted@gmail.com  
Email Address

Mobile: (919) 606-7028  
Primary Phone Alternate Phone

**Which Boards would you like to apply for?**

Planning Board: Submitted

Retired  
Occupation

**Do you live within the town's limits or ETJ?**

☒ Yes ☐ No

**Length of residency in Wake County**

26 years

---

**Interests & Experiences**

Question applies to multiple boards

**Please list any experience and/or other factors supporting your candidacy**

Completed the Wake Forest Citizens Planning Academy - October 2021 Seven years served on the Zebulon Chamber of Commerce with two years as President. This experience provided exposure to town planning and development Multiple years as Sr. Manager - Human Resources in manufacturing and distribution where skills in project management, strategy development, communications and collaboration were exhibited

Question applies to multiple boards

[Almquist Resume 2021.doc](#)  
Upload Resume

Question applies to multiple boards

[Personal statement 2022.docx](#)  
Upload a Personal Statement (no more than 100 words) outlining why you wish to serve of the board(s) or council you indicated

**List any hobbies**

---

Cycling, kayaking, photography

Question applies to Planning Board, Board of Adjustment

**I participated in the following:**

---

☒ Citizen's Planning Academy

---

**Ethics Guidelines for Town Advisory Boards and Councils**

**Please Agree with the Following Statement**

---

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**Please Agree with the Following Statement**

---

Per NCGS 160C-109, members of appointed boards shall not vote on any advisory or legislative decision regarding a development regulation adopted where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship. A member of any board exercising quasi-judicial functions shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. A "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

---

☒ I Agree

**Please Agree with the Following Statement**

---

**Code of Conduct:** When participating in a meeting or conducting Town business (whether in person, via email, or other communication method), board and commission members shall conduct themselves in an ethical and professional manner. Any board or commission member who engages in inflammatory, hostile or threatening language or behavior toward others, including but not limited to elected officials, staff or another board or commission member, will be removed from the meeting. Any member who engages in the aforementioned behavior is also subject to dismissal from the Board. I understand that that board and commission appointments serve at the pleasure of Board of Commissioners and may be removed from an appointed board or commission at the discretion of Board of Commissioners. Meeting Preparedness to successfully prepare for a meeting, then you will be provided agenda materials in advance. An unprepared board or commission member reflects poorly on the Town of Wake Forest as well as fellow board or commission members since questions asked are often found in the staff report. Any member who continually comes unprepared to meetings is subject to dismissal from the Board. Dress Code Board members are expected to be well groomed, cleaned, and dressed in business casual attire. Shorts, t-shirts, and jeans are not permitted. If a Planning Board member is dressed or groomed inappropriately for a meeting, work session, or a Comprehensive Plan workshop, they will be prevented from participating and counted as absent

---

☒ I Agree

**Have you attended a meeting for the board in which you are applying?**

---

☒ Yes ☐ No



**If so, what date did you attend a meeting?**

---

Virtually attended Oct 3

**Please Agree with the Following Statement**

---

**I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.**

---

☒ I Agree

**I understand that by agreeing to the above statement and typing my name below, that I am signing this application electronically.**

---

Michael Almquist

**How did you learn about the town's advisory board openings?**

---

☒ Town website

## MICHAEL F. ALMQUIST

445 Triumph Lane  
Wake Forest, NC 27587

Cell - 919-606-7028  
mfquisted@gmail.com

---

### PROFILE

- Proven **Business Coach** for multiple leaders in various organizations and functions
- Business focused **human resources leader** who has successfully transitioned multiple sites from **traditional to high performance** work systems
- Proven ability to **align organizations and achieve significant gains** in employee satisfaction and organizational results

### PROFESSIONAL EXPERIENCE

#### **Business Coach – 2014 - Present**

- Utilize proven business coaching processes and skills with multiple leaders to optimize job performance career progression and job satisfaction
- Particular focus on newly promoted leaders/executives and high performers with developmental opportunities or performance “blind spots”

#### **US Foods, 2005 – 2021**

##### **Area HR Business Partner - Eastern, NC**

Zebulon, NC

Sr. Level Executive responsible for all Human Resource functions at this 600 person Division

- Developed and implemented selection and performance management processes which contribute to an industry low sales force turnover rate of 2.9%
- Achieved the best Employee Survey results in the Southeast Region
- Selected to investigate and resolve complex employee relations issues at other Division locations
- Founder of site Diversity and Inclusion initiative

#### **Procter & Gamble, 1996 – 2005**

##### **Manager, Human Resources**

Iams Premium Pet Food Operation – Henderson, NC

Direct all human resources activities at this progressive manufacturing operation with annual revenues exceeding \$200MM

- Developed and implemented site High Performing Organization model
  - o Revised and implemented the technician selection process driving site turnover to 0.4%
  - o Improved employee system ownership and total employee involvement by 42% over eight months
  - o Developed and implemented technician skill blocks contributing to a 17% increase in productivity over one year

- Developed and implemented a safety program covering six domestic and one international site resulting in a 60% incident rate reduction over three years

**Michael F. Almquist**

**Page Two**

## **Cooper Industries, 1984 – 1996**

### **Director, Human Resources, 1993 - 1996**

Cooper Lighting Division – Vicksburg, MS

Human resources responsibility for manufacturing facilities with total revenues exceeding \$500MM

- Directed all human resources activities for facilities in Vicksburg, MS, Newark, NJ and Juarez, Mexico
- Facilitated an organizational transition from a traditional to participative management design in an 850 person union facility
- Developed and implemented a comprehensive management development program for 50 managers and supervisors

### **Manager, Employee Relations, 1987 – 1993**

Cooper Industrial Machinery Division – Sedalia, MO

Total human resources responsibility for this 350 person non-union facility

- Affected a 32% improvement in employee attitudes as measured by a comprehensive opinion survey
- Successfully coordinated a team based approach for \$20 million plant consolidation
- Coordinated and utilized more than \$100 thousand in state training funds during a 60% increase to the workforce

### **Assistant Manager, Employee Relations, 1984 – 1987**

Cooper Tools Division – Cullman, AL

Recruited and selected hourly employees; developed and implemented plant communications plan; developed and administered policies and procedures; and conducted wage and benefit surveys with recommendations in this 450 employee facility.

## **EDUCATION – CERTIFICATION – PUBLIC SERVICE**

B. A. in Psychology, minor in Business Management  
State University of New York – Plattsburg, NY

- Certified Business Coach, North Carolina State University - 2012
- Accredited Senior Professional in Human Resources (SPHR) – 1991; Recertified 2010
- Zebulon, NC Chamber of Commerce Board of Directors –Vice President - 2015, President - 2016-17

**Personal Statement supporting my desire to serve on the Wake Forest Planning Board:**

My family and I have truly enjoyed the benefits of living in Wake Forest. These benefits include raising a family in a progressive and growing community with many amenities.

Based on my participation in the Wake Forest Planning Academy and observing Planning Board meetings I have come to realize some of the planning challenges in a town and county with exploding growth. I have also come to appreciate the contributions of the planning board as evidenced by the recent joint public hearing held on October 4.

Knowing I still have much to learn I feel I have a base knowledge of critical information to include the Wake Forest UDO and Community Plan. I am motivated to use my skills and growing knowledge to serve Wake Forest as an effective Planning Board member.

NOTE: I will be out of the country and unavailable to attend the Planning Board meeting on October 18 where candidates will be introduced. I am hopeful this will not remove me from consideration but understand if allowances cannot be made.



---

**Profile**

Thomas

First Name

Ballman

Last Name

1304 Flemming House St

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

---

Email Address

Home: (919) 780-1630

Primary Phone

---

Alternate Phone**Do you live within the town's limits?**☐ Yes ☐ No

---

Occupation**Length of residency in Wake County****Which Boards would you like to apply for?**

Planning Board: Appointed

---

**Interests & Experiences**

Question applies to multiple boards

**Please list any experience and/or other factors supporting your candidacy**

Question applies to multiple boards

---

Upload Resume

Question applies to multiple boards

---

Upload a Personal Statement (no more than 100 words)  
outlining why you wish to serve of the board(s) or  
council you indicated

---

**Ethics Guidelines for Town Advisory Boards and Councils**

**Please Agree with the Following Statement**

---

**If appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Wake Forest Board of Commissioners**

---

☐ I Agree

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**What date did you attend a meeting?**

---

**Please Agree with the Following Statement**

---

**I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.**

---

☐ I Agree

**I understand that by agreeing to the above statement and typing my name below, that I am signing this applicaiton electronically.**

---

**How did you learn about the town's advisory board openings?**

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None Selected

---

**Profile**

Lindsey

First Name

Humphreys

Middle Initial

Last Name

729 Brewer Circle

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

lindsey.humphreys1@gmail.com

Email Address

Mobile: (919) 622-5532

Primary Phone

Alternate Phone

**Which Boards would you like to apply for?**

Planning Board: Submitted

Wake County HHS Talent  
Acquisition Supervisor

Occupation

**Do you live within the town's limits or ETJ?**☒ Yes ☐ No**Length of residency in Wake County**

5 years

---

**Interests & Experiences**

Question applies to multiple boards

**Please list any experience and/or other factors supporting your candidacy**

I am very interested in the planning board and have been attending meetings regularly for the last several months.

Question applies to multiple boards

[Lindsey\\_Humphreys\\_Resume\\_2022.pdf](#)

Upload Resume

Question applies to multiple boards

[Lindsey\\_H\\_Planning\\_Board\\_Personal\\_Statement.docx](#)

Upload a Personal Statement (no more than 100 words)  
outlining why you wish to serve of the board(s) or  
council you indicated

## List any hobbies

---

Typewriter repair, running

Question applies to Planning Board, Board of Adjustment

## I participated in the following:

---

☒ Citizen's Academy

---

## Ethics Guidelines for Town Advisory Boards and Councils

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---

☒ I Agree

**Have you attended a meeting for the board in which you are applying?**

---

☒ Yes ☐ No

**If so, what date did you attend a meeting?**

---

8/9/2022

**Please Agree with the Following Statement**

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☒ I Agree

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---

Lindsey Humphreys

**How did you learn about the town's advisory board openings?**

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☒ Town website

Lindsey Humphreys  
729 Brewer Circle Wake Forest NC 27587  
Lindsey.humphreys1@gmail.com - 919.622.553

*Objective: To obtain a position that utilizes my full cycle recruitment experience in a complex and dynamic work environment.*

### **EDUCATION**

Masters of Science in Human Resources Management Western Carolina University -  
Cullowhee, NC Expected Graduation 2023

Masters of Arts in Middle East and South Asian Area Studies *University of Virginia* -  
Charlottesville, VA 2012

Bachelor of Arts in History *Ithaca College* - Ithaca, NY 2010

### **CERTIFICATIONS**

SHRM Foundation's Employing Abilities @Work Certificate 2020

SHRM Foundation's Veterans at Work Certificate 2020

SHRM - SCP - 2021

### **WORK EXPERIENCE**

Talent Acquisition Supervisor - *Wake County Health and Human Services*, Raleigh, NC 2021 - Present

- Builds and fosters ongoing relationships to effectively partner with key stakeholders to coach and influence business decisions.
- Participates as an integral member of each facility's management team, providing advice, coaching, and leadership on all matters involving human resource matters. Anticipate HR issues as a result of long-range business strategies and partnering with leaders to create proactive solutions to keep up with evolving changes.
- Manages the following processes - recruitment and staffing, performance management, organization design, employee relations, leadership development, and corporate responsibility (core values, mission statement, and employment laws) to ensure consistency and a systematic approach.
- Maintains high visibility at all locations in order to promote HR programs and assist management with effective line communication.

Talent Acquisition Specialist for Behavioral and Mental Health Divisions- *EasterSealsUCP* -  
Raleigh, NC 2019- 2021

- Executive-level Healthcare Recruitment. Specializing in the recruitment of Registered Nurses, Medical Doctors, and Licenced Mental Health professionals.

- Directed day-to-day talent acquisition operations including oversight of staffing assignments, development of sourcing and recruitment strategies, and management of external partnerships.
- Proactively manage recruitment and retention metrics, set targets, and report on monthly progress.
- Selected and led a team of recruiting professionals ensuring performance targets are achieved.
- Implemented creative and innovative options to attract high-quality talented individuals and optimize the candidate experience.
- Participated on the leadership team in developing and building our employer brand and highlight throughout the recruitment process.
- Developed sourcing channels and programs to build talent pipelines for current and future workforce needs.
- Oversaw the applicant tracking system configuration and features to improve workflows and processes.

#### Staffing Manager - WellCare Home Care - Raleigh, NC 2018 -2019

- Drove quality outcomes for Private Duty Nursing Home Care Division in 5 North Carolina Counties.
- Managed division budget and tracked targeted improvement goals.
- Developed and maintained innovative proactive recruitment of prospective candidates.
- Direct sourcing of passive candidates, job boards, leading-edge internet, and social media sourcing techniques, and referral driven sourcing.
- Generated leads and met sales goals.
- Managed office and field staff, partnering with clinical support managers to maintain state and federal regulation compliance.
- Oversaw hiring and onboarding for over 150 employees annually.
- Partnered with Quality Assurance staff to update processes.

#### Senior Staffing Manager - Caregivers America - Clarks Summit, PA 2016-18

- Supported recruitment efforts from candidate identification through the offer, including supporting search assignments.
- In partnership with the local team, developed and maintained strong working relationships with local community colleges and universities to create a pipeline of future applicants, and participate in career fairs.
- Managed employee onboarding and exits providing pragmatic coaching to site management addressing retention, talent development, organizational design, performance management, succession planning, and manager coaching.
- Facilitated on-going recruitment efforts, job evaluation, compensation, promotion and similar to promote a diverse workforce.

#### Community Service Manager - Step by Step - Wilkes-Barre, PA

2015 to 2016



Staffing Manager- Lord and Taylor - Wilkes-Barre, PA

2013 to 2015

### **VOLUNTEER EXPERIENCE**

Executive Assistant to the Board of Directors - Montford Hall - Asheville, NC 2019- Present

Mentor Reach and Rise Mentor Program – YMCA – Berwick, PA 2017

Children's Program Event Specialist – *Back Mountain Memorial Library* – Dallas, PA 2016-2017

ESL Tutor – *Charlottesville School District* – Charlottesville, VA 2010

Tutor - *Change for Kids* - Brooklyn, NY 2012

### **SKILLS**

Programs and Platforms: Microsoft office, Google Platforms, Apple Platforms, Indeed (including analytics), zip recruiter, CareerBuilder, Castlebrach, Acentasis, Paychecks, HRIS, ATS  
Social Media expertise: Linked In Recruiter, ZipRecruiter, Indeed, Glassdoor, Instagram, Facebook, Pinterest, Reddit, Etsy, Twitter, Boomerang, Aviary, Website Development

Language Skills: Hindi (Intermediate), Spanish (Intermediate)

To whom it might concern,

I am a passionate member of the Wake Forest community. I have been attending the Planning Board meetings regularly for the last few months and have attended meetings on the UDO and historic plan. I also organize and participate in neighborhood clean-up efforts. I am very interested in being an active member of my community and feel I can add value to the Planning Board.

Thank you for your consideration,

Lindsey

---

**Profile**

Carla

First Name

Payne

Last Name

223 W Juniper Ave

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

carla@agingcarematters.com

Email Address

Mobile: (610) 908-9843

Primary Phone

Business: (918) 525-6464

Alternate Phone

**Which Boards would you like to apply for?**

Planning Board: Submitted

Owner/Certified Geriatric Care  
Manager

Occupation

**Do you live within the town's limits or ETJ?**☒ Yes ☐ No**Length of residency in Wake County**

7.5 years

---

**Interests & Experiences**

Question applies to multiple boards

**Please list any experience and/or other factors supporting your candidacy**

As an active member of the Wake Forest Community through leadership positions in Women In Networking - WF; Senior Information and Networking Group of WF; Chamber of Commerce Leadership Academy 2022; Graduate of Launch WF and Connect WF I am passionate about our town and how to ensure our growth is sustainable for all ages.

Question applies to multiple boards

[Carla W. Payne Resume 2022.pdf](#)

Upload Resume

Question applies to multiple boards

[C.Payne Personal Statement.pdf](#)

Upload a Personal Statement (no more than 100 words)  
outlining why you wish to serve of the board(s) or  
council you indicated

## List any hobbies

---

My hobbies center around activities usually sponsored by the town of Wake Forest: concerts in the park; arts and programs within the Renaissance Center; Social gatherings with friends at local WF spots; hiking and walking within my neighborhood and Joyner Park.

Question applies to Planning Board, Board of Adjustment

## I participated in the following:

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☒ Neither

---

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---

☒ I Agree

**Have you attended a meeting for the board in which you are applying?**

---

☐ Yes ☒ No

**If so, what date did you attend a meeting?**

---

**Please Agree with the Following Statement**

---

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---

☒ I Agree

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---

Carla Payne

**How did you learn about the town's advisory board openings?**

---

☒ Other

# CARLA W. PAYNE

Phone: (919) 525-6464  
Carla@AgingCareMatters.com

223 W Juniper Avenue  
Wake Forest, NC 27587

## EDUCATION AND CERTIFICATIONS

---

|                                                                                                                    |            |
|--------------------------------------------------------------------------------------------------------------------|------------|
| University of North Carolina at Charlotte<br>MA, Counseling                                                        | May 2006   |
| University of North Carolina at Charlotte<br>BA, Human Services<br>Concentrations in Psychology and Communications | May 1988   |
| National Association of Certified Care Managers<br>Care Management Certification                                   | April 2013 |
| West Chester University, PA<br>Certificate in Gerontology Studies                                                  | May 2010   |

## PROFESSIONAL EXPERIENCE

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**Aging Care Matters, LLC**, Wake Forest, NC January 2018 to Current  
**Owner/Certified Life Care Manager**

- Providing a holistic approach for clients and their caregivers ensuring an optimal quality of life.
- Complete assessments, consultations, coordination of care, recommendations and referrals appropriate for clients needs.
- Serve as advocate, mediator, coordinator and liaison for clients, caregivers, medical staff and community services.

**Preferred Living Solutions, LLC**, Wake Forest, NC October 2015 - January 2018  
**Contracted Certified Life Care Manager**

- Completed care management services for over 50 clients within Wake County and surrounding counties.

**Brandywine Elder Care Management, LLC**, West Chester, PA October 2010 – July 2015  
**Co-Owner/Certified Life Care Manager**

- Formed BECM to assist families through the maze of elder care.
- Created all marketing collateral and branding of BECM.
- Assisted clients within Delaware, West Chester and Montgomery counties.

**NC Community Foundation, Rocky Mount, NC**

June 2006 – April 2007

**Affiliate Coordinator**

- Served as liaison with affiliate boards in Nash, Edgecombe, Halifax, North Hampton, Wayne and Wilson counties ensuring consistent fund development and financial distributions.
- Supported asset development and donor relations while cultivating new endowed funds.
- Implemented communication plans and speaking opportunities to increase public awareness.

**American Red Cross, Rocky Mount, NC**

September 2005 – June 2006

**Resource Specialist**

- Created, organized and cultivated community awareness, participation and support for the Chapter.
- Increased financial resources through fundraising, grant writing and volunteer recruitment.
- Provided direct client assistance and referrals to appropriate community agencies

**Wachovia, Philadelphia, PA**

1999-2001

**Sales Marketing Consultant**

- Assisted with sales incentive programs and the implementation of advertising, branch merchandising, service quality and public relations for all Pennsylvania, Delaware and New Jersey financial centers.
- Supported regional banking public relations events and promotions for the Consumer Bank Division.

**Wachovia, Philadelphia, PA & Charlotte, NC**

1995-1999

**Staffing Specialist**

- Project Leader for northeast future bank conversion and assisted with opening of FirstPlace temporary staffing office.
- Received **Corporate STAR award** for outstanding work and initiative.
- Recruited, interviewed and placed over 2,000 temporary employees.
- Provided career counseling and facilitated workshops for temporary and displaced employees.

**UNC Charlotte, Charlotte, NC**

1989-1995

**Associate Director of Alumni Affairs Department**

- Served as Interim Director nine months during national search for new director.
- Planned, coordinated and executed an average of 100 annual events.
- Expanded the growth of alumni interest groups over 200% while organizing programs and sponsorships underwriting alumni activities totaling more than \$50,000.



**National MS Society, Charlotte, NC**  
**Chapter Services Director**

1988-1989

- Created, advised, and managed support groups and educational programs for statewide Chapter consisting of 40 counties with over 1,500 individual clients.
- Developed and maintained an annual budget of \$25,000.
- Increased volunteer base and community public awareness by designing Greater Carolinas MS Chapter brochure and billboard campaign.
- Coordinated the Chapter's inaugural SuperCities Walk, raising over \$60,000.
- Managed volunteer recruitment, corporate sponsorship, public relations, publicity, media promotions and event logistics.

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**COMMUNITY INVOLVEMENT**

***Girl Scouts of Eastern PA***  
Troop Leader (2008-2014)

***Friends of The Middletown Free Library***  
Board Member (2007-2014) Board President (2014-2015)

***Ombudsman, Tier 2***  
Delaware County, PA (2007-2010)

---

**PROFESSIONAL AFFILIATIONS**

***Aging Life Care Association***  
President-Elect (2020-current), Triangle Unit Leader (2016-2020), MidAtlantic Chapter Board Member (2014-2015), Philadelphia, PA Unit Leader (2011-2015)

***Wake Forest Women in Networking***  
Past President, Member(2015-current)

***Senior Information and Networking Group of Wake Forest***  
Board Member (current) Member (2017-current)

***Middletown Business and Professional Association***  
Board Member (2011-2015), Awarded 2013 Member of the Year

***Delaware County Estate Planning Council***  
Board Member and Chair of Membership Committee (2011-2015)

### Carla Payne's Personal Statement

I wish to serve on the Wake Forest Town Planning Board so I may offer my skills and insight to ensure the criteria and applicable laws are followed to support the growth of our town.

---

**Profile**

Joseph

First Name

Zimmermann

Middle Initial

Last Name

4233 Sunset Falls Dr

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

joe.zimmermann81@gmail.com

Email Address

Home: (919) 671-9408

Primary Phone

Alternate Phone

**Which Boards would you like to apply for?**

Planning Board: Submitted

United States Marine

Occupation

**Do you live within the town's limits or ETJ?**☒ Yes ☐ No**Length of residency in Wake County**

41 years

---

**Interests & Experiences**

Question applies to multiple boards

**Please list any experience and/or other factors supporting your candidacy**

I was born and raised in Wake Forest, NC and have seen its growth and progression over the years. I joined the Marine Corps in 2003 and came back "home" throughout my career. In 2018, I was able to be stationed in Raleigh training reservists and after searching all around the area, my family and I ended up settling back "home" in Wake Forest. This is where I will retire and raise my four children to think of as "home". This area is growing substantially and I believe I offer the proper mixture of historical reverence and future potential based on my travels through the Marine Corps. I have served on multiple planning teams and roles within planning conferences from smaller level field operations to multi-national joint exercises. I would appreciate the opportunity to serve the community in a broader capacity going forward.

Question applies to multiple boards

[Joseph Zimmermann Resume Oct 2022.pdf](#)

Upload Resume

Question applies to multiple boards

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Upload a Personal Statement (no more than 100 words)  
outlining why you wish to serve of the board(s) or  
council you indicated

### List any hobbies

---

Running enthusiast, sports of all kinds, and being the best father I can be to my four children.

Question applies to Planning Board, Board of Adjustment

### I participated in the following:

---

☒ Neither

---

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☒ I Agree

**Please Agree with the Following Statement**

---

**Code of Conduct:** When participating in a meeting or conducting Town business (whether in person, via email, or other communication method), board and commission members shall conduct themselves in an ethical and professional manner. Any board or commission member who engages in inflammatory, hostile or threatening language or behavior toward others, including but not limited to elected officials, staff or another board or commission member, will be removed from the meeting. Any member who engages in the aforementioned behavior is also subject to dismissal from the Board. I understand that that board and commission appointments serve at the pleasure of Board of Commissioners and may be removed from an appointed board or commission at the discretion of Board of Commissioners. Meeting Preparedness to successfully prepare for a meeting, then you will be provided agenda materials in advance. An unprepared board or commission member reflects poorly on the Town of Wake Forest as well as fellow board or commission members since questions asked are often found in the staff report. Any member who continually comes unprepared to meetings is subject to dismissal from the Board. Dress Code Board members are expected to be well groomed, cleaned, and dressed in business casual attire. Shorts, t-shirts, and jeans are not permitted. If a Planning Board member is dressed or groomed inappropriately for a meeting, work session, or a Comprehensive Plan workshop, they will be prevented from participating and counted as absent

---

☒ I Agree

**Have you attended a meeting for the board in which you are applying?**

---

☐ Yes ☒ No

**If so, what date did you attend a meeting?**

---

**Please Agree with the Following Statement**

---

**I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.**

---

☒ I Agree

**I understand that by agreeing to the above statement and typing my name below, that I am signing this application electronically.**

---

Joseph Zimmermann

**How did you learn about the town's advisory board openings?**

---

☒ Other

# Joseph Zimmermann

---

<https://www.linkedin.com/in/joe-zimmermann-ncsu/>

(919) 671-9408   joe.zimmermann81@gmail.com

## Summary

A proven leader with a wealth of experience learned across a variety of positions held while serving in the United States Marine Corps. A positive role model that seeks to use influence, teamwork, and compassion for others to drive a group of individuals to meet common goals and objectives. Solid internal and external communications skills that range from one on one interpersonal interactions, to leading presentations in front of a large crowd. Self-driven and results oriented, excels in all challenges presented. Even keeled regardless of external pressures, seeks innovative and efficient ways to reach the desired outcome well within timelines.

## Experience

### SENIOR OPERATIONS MANAGER

**JULY 2018- PRESENT**

- Supervised all matters related to administration, supply and logistics, operations, training, and medical support to ensure over 450 Marines are prepared for future mobilizations.
- Site Facility Manager responsible for all maintenance, security protocols and upgrades, policy design and implementation that ensured the safety of all government personnel and assets on site.

### DIRECTOR SUPPLY CHAIN OPERATIONS

**AUGUST 2016- JULY 2018**

- Mentored fourteen unit Supply Chain/Budgeting Officers. Provided input and guidance to all matters pertaining to accountability of equipment, requisition management, budgeting, and briefing their individual commanders on vital key metrics pertaining to their unit.
- Led an inspection team responsible for providing expert analysis, advice, and training for all programs inspected by Headquarters Marine Corps. During tenure as the lead inspector, the thorough and honest analysis provided to Commanders resulted in zero failing programs in future inspections.
- Lead Logistics Project Manager for three simultaneous multi-national training operations from April-October 2017. An effort that required participation in multiple planning cells across different requirements during that tenure.

### SUPPLY CHAIN DIRECTOR

**JULY 2013-AUGUST 2016**

- Supervised the contract support for the maintenance, safety, and security of 140 Marine Corps recruiting sites throughout the Northeast United States.
- Directly responsible for the accurate submission, management, and payment of annual contracts with a combined value of over \$24 million.
- Led an annual inspection team of 13 experts responsible for the supervision of all logistics, supply, administrative and budgeting programs across ten separate recruiting headquarters. Provided all briefs, inspections results, and corrective actions to each site's Commanding Officer.

## Education

### MASTER'S OF SCIENCE | DECEMBER 2017 | FLORIDA INSTITUTE OF TECHNOLOGY

- Major: Logistics Management

### BACHELOR'S OF SCIENCE | MAY 2003 | NORTH CAROLINA STATE UNIVERSITY

- Major: Business Administration: Supply Chain Management



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-665-  
Submitted by: Michelle Michael  
Submitting Department: Planning  
Meeting Date: October 18, 2022

### **SUBJECT**

Consideration of a Request by Dean Verhoeven to Designate his Building and Lot, known as the Tommy and Sue Byrne House, 442 Pineview Drive, Wake Forest, NC, as a Wake Forest Local Historic Landmark, HPC Case Number LL 22-01

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

-





## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-642-  
Submitted by: Michelle Michael  
Submitting Department: Planning  
Meeting Date: October 18, 2022

### **SUBJECT**

Consideration of CPA-22-03, Draft Town of Wake Forest Historic Preservation Plan Update

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

-



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-666-

Submitted by: Patrick Reidy

Submitting Department: Planning

Meeting Date: October 18, 2022

### **SUBJECT**

QUASIJUDICIAL CASE SD-21-06 for a Major Subdivision and Site Master Plan for South White Street Townhomes filed by The Nau Company on behalf of the property owner, to subdivide  $\pm 7.98$  acres located at 136 E. Holding Avenue and 720 E. Holding Avenue, being Wake County Tax PINs 1840388718 and 1840386367 moved to November 15, 2022 at request of applicant

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [Case Summary SD-21-06 - South White Street Townhomes Major Subdivision and Site Plan.pdf](#)
- [Attachment A - Request by Applicant to Delay Action.pdf](#)

- Agenda Item:** QUASIJUDICIAL CASE SD-21-06 for a Major Subdivision and Site Master Plan for South White Street Townhomes filed by The Nau Company on behalf of the property owner, to subdivide ±7.98 acres located at 136 E. Holding Avenue and 720 E. Holding Avenue, being Wake County Tax PINs 1840388718 and 1840386367 moved to November 15, 2022 at request of applicant
- Summary:** The joint public hearing was hold on October 4, 2022. The Planning Board, at their October 4, 2022 meeting, voted 7-0 to recommend denial of the Major Subdivision and Site Master Plan.
- On October 11, 2022, the applicant submitted a request to delay action to the November 15, 2022 Board of Commissioners Meeting.
- Attachments:** Attachment A – Request by Applicant to Delay Action

# MADISON HOLDING

## VIA E-MAIL

October 11, 2022

Ms. Courtney Tanner  
Planning Director  
Town of Wake Forest  
Wake Forest Town Hall—Third Floor  
301 S. Brooks St.  
Wake Forest, NC 27587

Re: White Street Townhomes, SP-21-60

Dear Courtney,

Thank you for meeting with us today together with Jennifer Currin and Patrick Reidy. As discussed, we respectfully request that our pending Site Master Plan and Subdivision Master Plan applications not be placed on the Board of Commissioners' Agenda on Tuesday, October 18, 2022. Further, we request that the Planning Board's recommendation not be delivered in accordance with UDO (Jan 2021) sections 15.8.2.K and 15.9.2.K. to the Board for their consideration until the Board's November 15, 2022, meeting. In the meantime, we would like to continue discussions with town staff regarding potential alternatives for the future development of this site.

Sincerely,

  
David M. Smoot, IV

  
Daniel H. Smoot

David M. Smoot, IV  
Principal  
T +1917.355.2122  
david.smoot@madisonholding.com

Daniel H. Smoot  
Principal  
T +1919.789.1864  
daniel.smoot@madisonholding.com

Madison Holding LLC  
1415 Hillsborough Street  
Raleigh, NC 27605-1828





## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-670-

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: October 18, 2022

### **SUBJECT**

Consideration for Approval to amend the Town of Wake Forest Code of Ordinances Chapter 4, Article II

### **Recommendation:**

Approval

### **Item Summary:**

### **ATTACHMENTS**

- [Ordinance2022-26RepealPool HallsOct202218.pdf](#)

**ORDINANCE 2022-26**

**AN ORDINANCE REPEALING CHAPTER 4 OF THE CODE OF ORDINANCES OF  
THE TOWN OF WAKE FOREST**

**WHEREAS**, after discussion, review and further consideration, Council deems it acceptable and appropriate to repeal Chapter 4 of the Codified Ordinances of the Town of Wake Forest, North Carolina, in its entirety.

**The Town Council of the Town of Wake Forest, North Carolina hereby ordains as follows:**

**SECTION 1:** That the entire Chapter 4 of the Codified Ordinances of the Town of Wake Forest is hereby repealed.

**SECTION 2: REPEALER.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 3: WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval, and publication by law.

Adopted and effective this 18<sup>th</sup> day of October 2022.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Hassan Kingsberry, Town Attorney

**ATTEST:**

\_\_\_\_\_  
Town Clerk

**Moved by:**

\_\_\_\_\_

**Seconded By:**

\_\_\_\_\_

**Mayor:** \_\_\_\_\_



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-671-

Submitted by: Jennifer Herbert

Submitting Department: Downtown Development

Meeting Date: October 18, 2022

### **SUBJECT**

Social District Update for Wake Forest Downtown

### **Recommendation:**

Additional merchant feedback provided as requested to help determine next steps in regard to a social district in Wake Forest Downtown.

### **Item Summary:**

### **ATTACHMENTS**

- [Social District Review August 1 2022.pptx](#)
- [Social District Update October 4 2022.pptx](#)

# Social District Review

P R E S E N T E D   B Y

Jennifer Herbert, Downtown Development Manager



TOWN *of*  
WAKE FOREST



# Legislation

The NC General Assembly passed House Bill 890 in September 2021 allowing for cities and towns to create their own social district, where people can take a drink from an establishment holding an on-premises malt beverage, unfortified wine, or fortified wine permit, a mixed beverages permit, or a distillery permit onto the street within the district. The North Carolina Retail Merchants Association was the major interest group pushing for the passage of this legislation to help drive foot traffic to downtown businesses and level the playing field for brick-and-mortar businesses without ABC permits.

Initial legislation September 2021:

[https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_18B/GS\\_18B-904.1.pdf](https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_18B/GS_18B-904.1.pdf)

Exploration of a social district is included as a key recommendation in the updated 2022 Community Plan under Tourism.



# Social District Basics

- The social district is a designated area that is clearly defined with appropriate Social District boundary signage. Actual boundaries and hours of operation vary and are up to each city or town to determine.
- Alcohol must be purchased within the district and consumed before leaving the district.
- Permitted ABC establishments must use social district branded cups with their establishment logo to allow customers to take drinks into the streets. People can take a drink from one permitted establishment into another if permitted establishment allows.
- Individual businesses determine whether they will allow branded social district cups with alcohol in their respective establishment. This would be noted with appropriate signage on their door.



# Benefits

- ❖ Economic driver for increased revenue for downtown businesses
  - Helps make Downtown Wake Forest a destination
    - Attracts new visitors
    - Increases pedestrian activity and provides for a variety of experiences
  - Incentivizes retail establishments to stay open later
  - People will stay longer and be more apt to visit multiple businesses versus staying in just one place
  - Attracts more food and beverage establishments, as well as other businesses to downtown
- ❖ Beneficial to all ABC permitted business at special events like Friday Night on White that currently require a special event permit and prevent some ABC permitted businesses from being able to participate as a vendor at the event.
- ❖ Gaining in popularity across North Carolina
  - Nearby towns that have already approved include Franklinton, Raleigh, and Youngsville. Many others are currently exploring.



# Challenges

- ❖ Where are people going with alcohol?
  - Will require education of business owners and visitors.
  - Most retail businesses are closed in the evenings, when ABC permitted businesses are open and most active.
    - Could incentivize retail to extend hours, but staffing is also a concern.
  - Not every business will participate
    - Could create confusion and/or negative publicity for those who choose not to participate because they will have to enforce their decision.
  - In the historic core there is no identified public space for people to gather outside and sidewalks are very narrow.
  - No public restroom facilities in downtown.
- ❖ Concern about over consumption
  - Easier to monitor serving in one location versus multiple.
- ❖ Could deter new retail establishments from choosing to open a business in downtown.





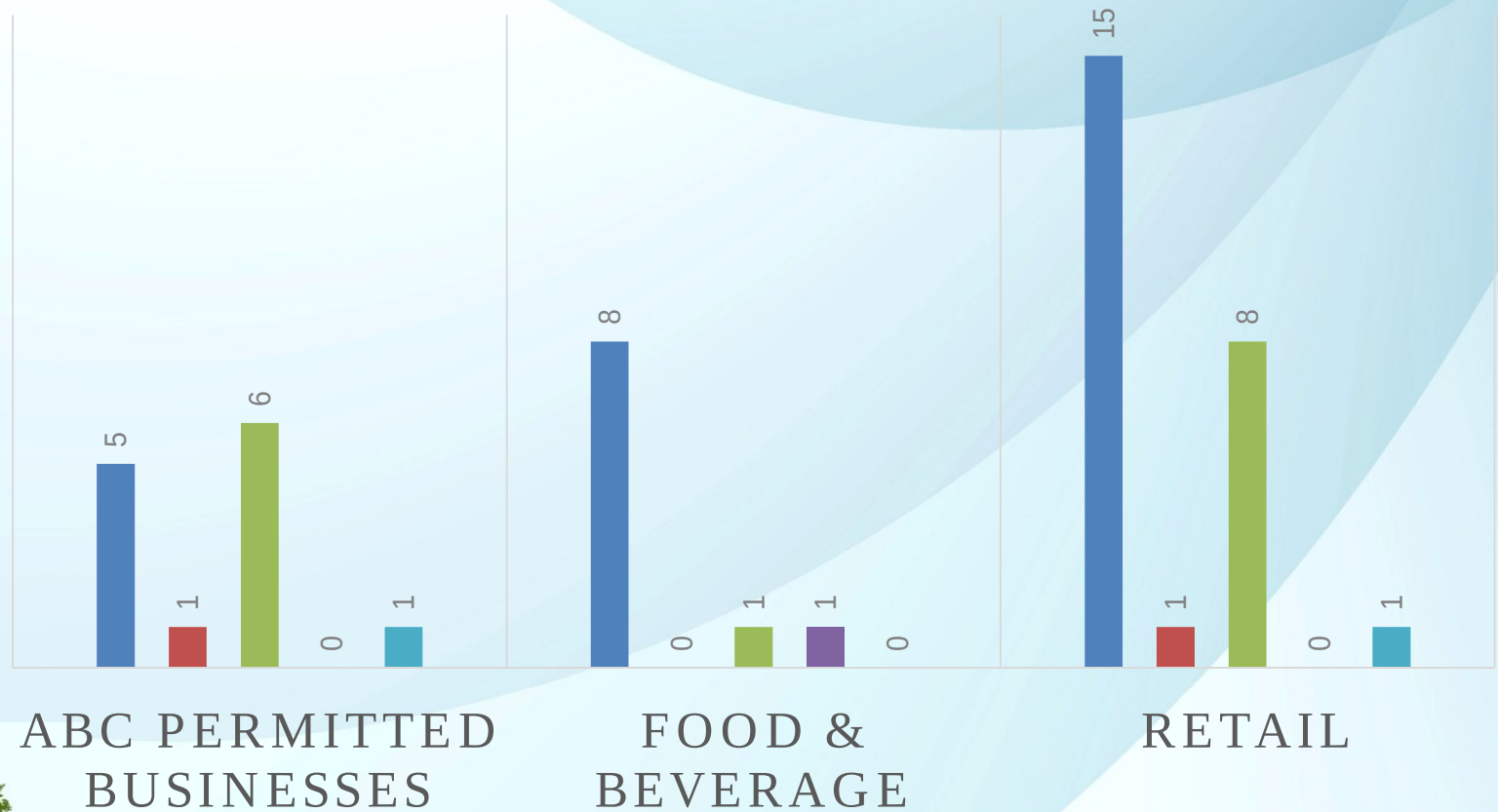
# Logistical Needs

- ❖ Increase of single use waste and overall trash from increase in visitors.
  - Purchase and install adequate trash and recycling receptacles within and at district boundaries for increased trash.
  - Currently staff does not work on the weekend to remove trash downtown and this could result in the need for increased staffing seven days a week.
- ❖ Increase police staffing for monitoring and enforcement
  - Punishments and violations would need to be addressed in our ordinance.
  - Others have noted drinking in an unapproved container and outside of district boundaries or hours as a Class 3 misdemeanor.
- ❖ Could allow for alcohol component at events that do not currently have alcohol sales as part of their event. Some event organizers may be okay with this and others may not be.
  - ❖ Wake Forest Downtown events
  - ❖ Wake Forest Chamber of Commerce events
  - ❖ Road races and/or other festivals that could occur downtown



# Wake Forest Downtown Business Owner Survey

- No Response
- Yes- Will Participate
- Yes - Will not participate
- Not in Favor
- Yes - Not sure



# Other items of interest

The sale and delivery of alcohol in a social district is subject to the same limitations for sales and deliveries of alcohol in North Carolina.

- ❖ No more than two malt beverage or wine drinks at one time to a single patron.
- ❖ No more than one mixed beverage or spiritous liquor drink at one time to a single patron.

Update to legislation 7.7.22

<https://www.ncleg.gov/EnactedLegislation/SessionLaws/PDF/2021-2022/SL2022-49.pdf>

Allows for the creation of a Common Area Entertainment Permit.

- ❖ Designated consumption area in which alcoholic beverages may be consumed
  - Mixed Use Development
  - Multi Tenant Development (example: Renaissance Plaza)



# Current Approved Social Districts

| City or Town | Effective Date          | Days                         | Hours               |
|--------------|-------------------------|------------------------------|---------------------|
| Asheboro     | 5.19.22                 | Thursday-Saturday            | 11am-11pm           |
| Franklinton  | November 2021           | Thursday-Saturday            | 5pm-10pm            |
| Hickory      | 3.15.22                 | Daily                        | 10am-10pm           |
| Greensboro   | 3.1.22                  | Daily                        | 12pm-9pm            |
| Raleigh      | Pilot starts<br>8.15.22 | Daily                        | 11am-10pm           |
| Salisbury    | 7.1.22                  | Daily                        | 12pm-12am           |
| Youngsville  | 7.1.22                  | Thursday- Friday<br>Saturday | 4pm-9pm<br>12pm-9pm |





# Social District Signage

- ❖ Social district shall be clearly defined with signs posted in a conspicuous location.
  - Must indicate which area is included in the social district.
  - Days and Hours during which alcoholic beverages may be consumed in the social district.
  - Telephone number for the ALE Division and the local law enforcement agency with jurisdiction over the area comprising the social district.
  - Clear statement that an alcoholic beverage purchased for consumption in a social district shall (i) only be consumed in the social district and (ii) be disposed of before the person in possession of the alcoholic beverage exits the social district.



# Social District Signage Examples

**DISTRICT  
BOUNDARY**



**NO ALCOHOL  
BEYOND THIS POINT**

**[greensboro-nc.gov/theBORO](https://greensboro-nc.gov/theBORO)**

The BORO Social District is in effect Monday through Sunday from 12p to 9p. Alcoholic beverages may only be consumed within the social district boundary and must be disposed before exiting the district. Local Law Enforcement Contact Information: ALE District V Office: 336-256-1362; Greensboro Police Dept.: 336-373-2222

**D O W N T O W N  
SALISBURY**

**S O C I A L D I S T R I C T**



**SOCIAL DISTRICT  
ENDS HERE**

No alcohol in open containers beyond this point.

For more information regarding this district, including a map,  
please visit [www.downtownsalisburync.gov/SocialDistrict](http://www.downtownsalisburync.gov/SocialDistrict)



# Social District Cups Examples

- ❖ Containers must be non-glass and no more than 16 ounces.
- ❖ The required information may be printed directly on the container or on a sticker that is securely affixed to the container.
- ❖ The logo may be printed in one color to reduce printing costs.
- ❖ The text must be at least 12-point font and contain “Drink Responsibly – Be 21”



# Window Cling Examples





# Social District Boundaries with existing ABC permits



# To Be Determined

- ❖ Boundaries of District
  - Would advocate that it be inclusive of all existing ABC permitted businesses
  - Name of District
- ❖ Confirmation of businesses who will participate
- ❖ Cups
  - Research a reusable option
  - Identify cup vendor and provide district logo
  - Participating permit holders then purchase cups and add sticker with their logo
- ❖ Days and Hours
- ❖ Signage
  - Boundary signage
  - Window Clings for all businesses to indicate level of participation



# Next Steps to Move Forward

- ❖ Public Engagement
  - Could utilize Engage Wake Forest
- ❖ Once ordinance is passed must register the social district with NC ABC Commission.
- ❖ Would take approximately 60 days from ordinance passage to actual implementation.
  - Need time to order relevant materials
  - Educate downtown business owners on rules and regulations
  - Create dedicated social district webpage with pertinent information





# TOWN *of* WAKE FOREST

Questions or concerns – Please email Jennifer Herbert at [jherbert@wakeforestnc.gov](mailto:jherbert@wakeforestnc.gov)



# Social District Update

P R E S E N T E D   B Y

Jennifer Herbert, Downtown Development Manager



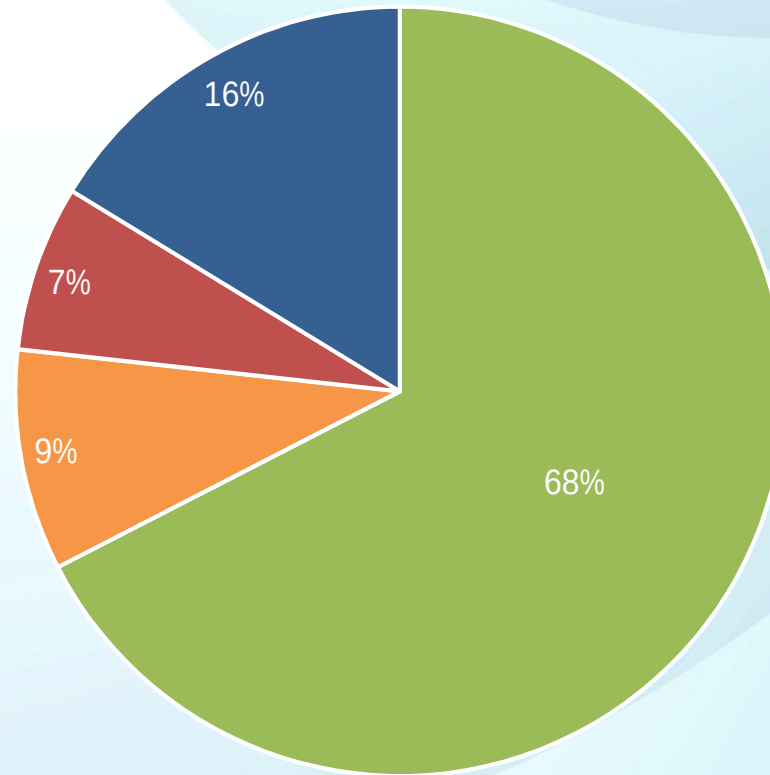
TOWN *of*  
WAKE FOREST

# Current ABC Permitted Businesses

- ❖ Bodega Tapas and Rum
- ❖ Freddy's Bottle Shop
- ❖ Las Margaritas
- ❖ Norse Brewing
- ❖ Over the Falls
- ❖ Page 158 Books
- ❖ Renaissance Centre
- ❖ Strike & Barrel
- ❖ Sugar Magnolia Café
- ❖ The Cotton Company
- ❖ Tonic Bar & Social Club
- ❖ Unwined on White
- ❖ White Street Brewing



# Business Owner Support for Social District



■ Yes ■ Neutral/Not Sure ■ No ■ No Response



# Wake Forest Downtown Business Owner Survey

- No Response
- Not in Favor
- Yes- Will Participate
- Yes - Will not participate
- Yes - Not Sure if they would Participate
- Neutral/ Not Sure





# Additional Support for Social District

- ❖ 10 service/professional businesses are also in favor of a social district.
  - Includes Wake Forest Area Chamber of Commerce
- ❖ Wake Forest Downtown voted to support on 9.7.22



# Social District Cups Examples

- ❖ Containers must be non-glass and no more than 16 ounces.
  - Reusable and/or recyclable cups will be explored per sustainability plan.
  - Police are concerned that reusable cups allow people to bring alcohol in from outside of the social district.
  - Would propose using stickers with date and time to help deter.
- ❖ The district logo may be printed in one color to reduce printing costs.
- ❖ The text must be at least 12-point font and contain “Drink Responsibly – Be 21”



# Window Cling Examples



Level of participation would be conveyed through window cling and business would be responsible for enforcing.



# Social District Boundaries based on current ABC permits







# TOWN *of* WAKE FOREST

Questions or concerns – Please email Jennifer Herbert at [jherbert@wakeforestnc.gov](mailto:jherbert@wakeforestnc.gov)



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-444-

Submitted by:

Submitting Department: Administration

Meeting Date: October 18, 2022

### **SUBJECT**

Department Monthly Report

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

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

# September 2022 | Department Monthly Report



## Administration

- Our Citizens Academy inaugural event began on September 15<sup>th</sup>. The three sessions held in September focused on the Board of Commissioners, Administration, Public Works, Wake Forest Power, Wake Forest Fire Department and Finance.
- Mayor Jones, Allison Snyder, Lisa Hayes, Aileen Staples, Courtney Tanner and Angela McCray served on "Women in Town Leadership" panel for the Wake Forest Chamber of Commerce.
- A Flag Raising Ceremony was held on September 12<sup>th</sup>.
- A ½ day retreat was held with the Senior Leadership Team to focus on leadership and communication.

## Communications

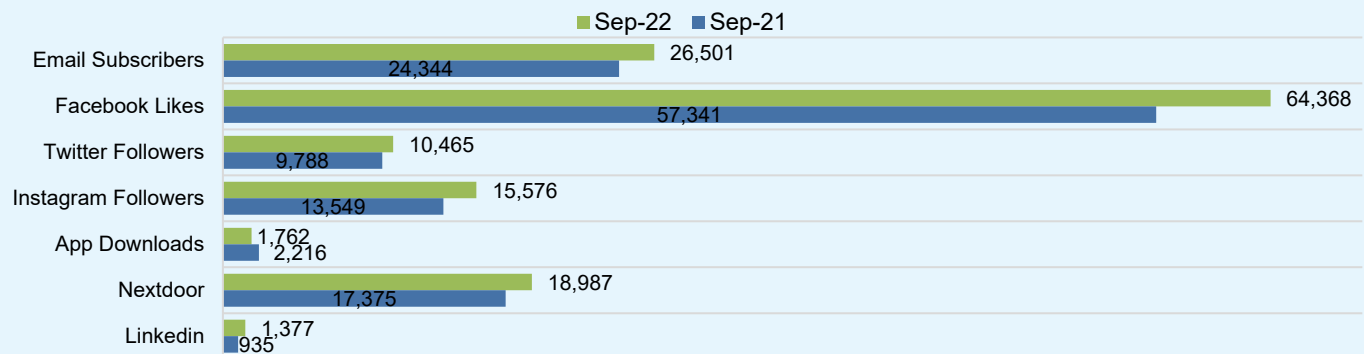
### ANNOUNCEMENTS

|                                    |    |
|------------------------------------|----|
| Media Releases                     | 37 |
| Email Announcements                | 17 |
| Town-to-Resident Phone Calls/Texts | 4  |

### TOP 5 VIEWED PAGES ON WEBSITE

| RANK | PAGE                         | VIEWS  |
|------|------------------------------|--------|
| 1    | Home                         | 10,249 |
| 2    | Friday Night on White        | 3,772  |
| 3    | Utility Bill Payment Options | 3,093  |
| 4    | Jobs                         | 1,965  |
| 5    | PRCR                         | 1,855  |

### SUBSCRIBERS



## Downtown Development

UPDATES PROVIDED QUARTERLY

### OCCUPANCY

|                              | JUL SEPT 2022 | APR – JUNE 2022 |
|------------------------------|---------------|-----------------|
| Occupancy Rate in Percentage | 89%           | 90%             |

### NEW BUSINESSES

|                             | SEPT 2022 | FISCAL YEAR-TO-DATE |
|-----------------------------|-----------|---------------------|
| Number of New Businesses    | 0         | 2                   |
| Number of Businesses Closed | 0         | 3                   |

#### UPDATES PROVIDED QUARTERLY

| EVENTS                                                            |                            |                    |
|-------------------------------------------------------------------|----------------------------|--------------------|
| FIRST QUARTER EVENTS (JUL-SEPT)                                   | ATTENDANCE IN 2022         | ATTENDANCE IN 2021 |
| Friday Night on White 7.15.22<br>(Cancelled to inclement weather) | 1000 prior to cancellation | N/A due to COVID   |
| Friday Night on White 8.12.22                                     | 13000                      | N/A due to COVID   |
| Friday Night on White 9.9.22                                      | 12000                      | 10000              |

- The 2022 Friday Night on White season ended on a high note with Crush on September 9, 2022. Planning for the 2023 season is underway.
- Over half of the vacant commercial spaces downtown have pending plans for new business and/or business expansion. Interest in downtown space has picked up with regular inquiries as news of current development plans (residential and commercial) are shared.
- Wake Forest Downtown held their annual plan of work planning session on September 7, 2022.
- Tickets for the Spirits of Wake Forest haunted history walking tours went on sale on September 7, 2022. An additional tour was added on Saturdays allowing for 800 tickets total for the event and there was a complete sell out in two weeks. This event is presented by Wake Forest Downtown, in partnership with Forest Moon Theater.

## 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)

|                             | AUGUST 2022 | SEPT 2022 |
|-----------------------------|-------------|-----------|
| Number of responses to RFIs | 0           | 1         |

### BUSINESS RETENTION & EXPANSION (BRE)

#### NAMES OF BUSINESSES VISITED THIS MONTH

TruStacks

State Employees' Credit Union

Wakefield Associates

Benchmark Bank

## Engineering

| PROJECT                              | UPDATE                                                                                                                                                       |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stormwater Infrastructure Assessment | FNI on hold until CIP scoping is complete. Analyzing draft Flood Study and adding potential stormwater projects to the CIP. (Project Manager – Monica Sarna) |

## Finance

### FINANCIAL TASKS COMPLETED

| TAX RETURNS & REPORTS                   | COMPLETION DATE |
|-----------------------------------------|-----------------|
| NC Sales and Use Tax Form E500          | September 19    |
| 941/NC-5Q Quarterly Payroll Tax Returns | N/A             |
| ORBIT/LGERS Report – NC State Treasurer | September 1     |

### PURCHASING / WAREHOUSE

|                           |                         |
|---------------------------|-------------------------|
| New Vendors Set Up        | 12                      |
| Purchase Orders Processed | 67                      |
| Informal Quotes           | 19                      |
| Surplus Items             | 4 items sold - \$27,437 |



|                                                                                              |                        |
|----------------------------------------------------------------------------------------------|------------------------|
| Utility Sales Tax Return – E500 E                                                            | September 13           |
| Wake County Prepared Food and Beverage                                                       | September 19           |
| <b>ACCOUNTING/FINANCE</b>                                                                    | <b>AMOUNT</b>          |
| Total Accounts Payable Disbursement                                                          | \$1,314,198            |
| Total ePayables Disbursement                                                                 | 935,179                |
| Total Number of Invoices Paid                                                                | 351                    |
| Total Amount of Invoices Paid with credit card                                               | \$1,063,231            |
| <b>GENERAL TASKS AND OTHER ITEMS</b>                                                         | <b>COMPLETION DATE</b> |
| Formal approval – LGC – bond referendum application                                          | Ongoing                |
| Capital Improvements Plan (CIP) Update underway                                              | September 22           |
| <b>FY 2021–2022 Audit</b>                                                                    | <b>COMPLETION DATE</b> |
| Year end and audit and financial statement preparation (statements due to LGC by October 31) | Ongoing                |

|        |   |
|--------|---|
| HUBSCO | 0 |
|--------|---|

| NORTHERN WAKE FOOD SECURITY TEAM |                                                                                                 |
|----------------------------------|-------------------------------------------------------------------------------------------------|
| Staff Hours                      | 16 hours per week                                                                               |
| Updates                          | Discussing options for permanent HUB in the future<br>Weekly delivery to Hope House - Thursdays |

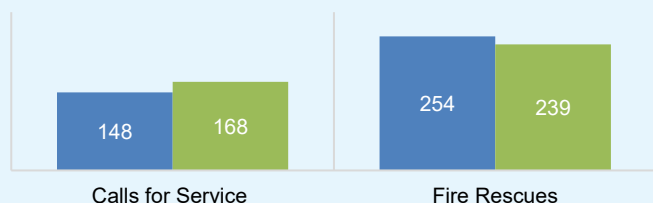
## Fire

| KEY STATS             |             |           |
|-----------------------|-------------|-----------|
|                       | AUGUST 2022 | SEPT 2022 |
| Calls for Service     | 431         | 429       |
| Average Response Time | 4:20        | 4:07      |

| TYPES OF CALLS                |             |           |
|-------------------------------|-------------|-----------|
|                               | AUGUST 2022 | SEPT 2022 |
| Fire                          | 168         | 148       |
| Medical                       | 239         | 254       |
| Motor Vehicle Accidents (MVA) | 24          | 27        |

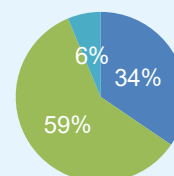
**FIRE—KEY STATS**

■ Sep-22 ■ Aug-22



**TYPES OF CALLS**

■ Fire ■ Medical ■ MVAs



## Human Resources

### PROMOTIONS / TRANSFERS

| EMPLOYEE NAME     | DEPARTMENT                 | POSITION                          | DATE    |
|-------------------|----------------------------|-----------------------------------|---------|
| Davis Sandling    | Fire                       | Fire Services Administrator       | 9.12.22 |
| R. Jason Shambley | WF Power                   | Electric Systems Division Manager | 8.8.22  |
| Patrick Brown     | Public Works – Solid Waste | Solid Waste Equipment Operator    | 8.22.22 |
| Vincent Gravanda  | Public Works Streets       | Construction Worker II            | 8.22.22 |

### EMPLOYMENT

|                                                   |               |               |
|---------------------------------------------------|---------------|---------------|
| As of September 30, 2022                          | August        | September     |
| Positions Filled                                  | 373.00        | 377.00        |
| <b>Vacancies</b>                                  | 38.00         | 34.00         |
| <b>Total Authorized Positions</b><br>FY 2022-2023 | <b>411.00</b> | <b>411.00</b> |

## Information Technology

### SERVICE STATS

|                            | AUGUST 2022 | SEPT 2022 |
|----------------------------|-------------|-----------|
| Service Requests Completed | 477         | 445       |
| Network Uptime Percentage  | 100%        | 100%      |

## Inspections & Public Facilities

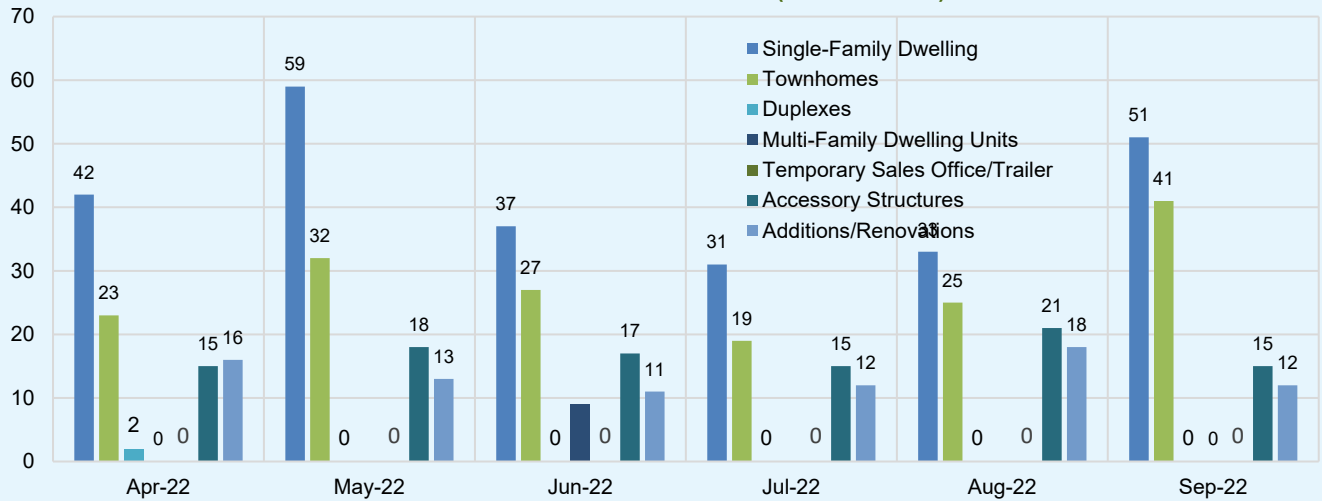
### RESIDENTIAL PERMITS

|                             | SEPT 2022  | SEPT 2021  |
|-----------------------------|------------|------------|
| Single-Family Dwelling      | 051        | 38         |
| Townhomes                   | 041        | 15         |
| Duplexes                    | 000        | 00         |
| Multi-Family Dwelling Units | 000        | 08/248     |
| Other                       | 138        | 112        |
| <b>Total</b>                | <b>230</b> | <b>174</b> |

### NON-RESIDENTIAL PERMITS

|                | SEPT 2022 | SEPT 2021 |
|----------------|-----------|-----------|
| New Commercial | 01        | 05        |
| Fit-Ups        | 04        | 03        |
| Other          | 33        | 37        |
| <b>Total</b>   | <b>38</b> | <b>45</b> |

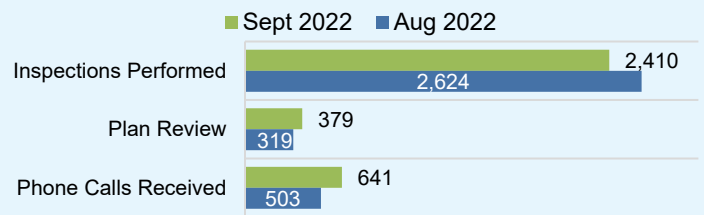
### RESIDENTIAL BUILDING PERMITS (last 6 months)



### PUBLIC FACILITIES

|                                    | SEPT 2022 | AUGUST 2022 |
|------------------------------------|-----------|-------------|
| Preventative Maintenance Completed | 471       | 491         |
| Reactive Work Orders               | 104       | 121         |

### DEPARTMENTAL PRODUCTIVITY



### BUSINESSES

| NEW COMMERCIAL BUSINESSES              |  | ADDRESS                        |
|----------------------------------------|--|--------------------------------|
| Smith Creek Wastewater Treatment Plant |  | 8505 Ligon Mill Rd             |
| FIT-UPS                                |  |                                |
| Tdllo Ramen& Sushi Restaurant          |  | 3612 Rogers Rd 101             |
| Romeo's Pizza                          |  | 3612 Rogers Rd 113             |
| Zoom Room                              |  | 12261 Capital Blvd             |
| Frajous Catfe LLC                      |  | 3604 Rogers Branch 103         |
| PRE-OCCUPANCY                          |  |                                |
| DHS Renovations                        |  | 12335 Wake Union Church Rd 201 |
| Nation OnDemand Inc                    |  | 2804 Crusher Run 102           |
| CamVan Valuation Associates LLC        |  | 1776 Heritage Center Dr 104    |
| Skinsational Esthetics                 |  | 500 Wait Ave 01                |

## Parks, Recreation & Cultural Resources

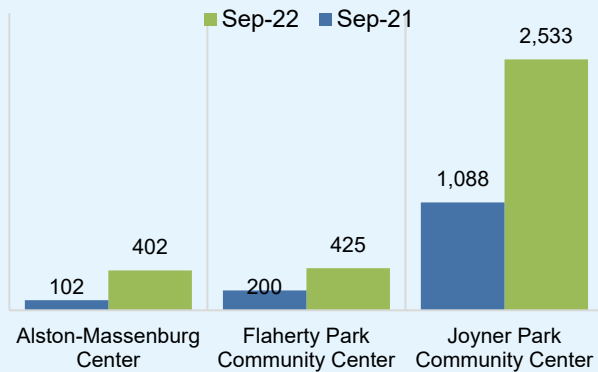
### ATHLETICS

|                                | SEPT 2022 | SEPT 2021 |
|--------------------------------|-----------|-----------|
| Registrations Received – Youth | 650       | 626       |
| Registrations Received – Adult | 0         | 0         |
| Games Held                     | 289       | 262       |
| Revenue                        | \$43,955  | \$36,330  |

### PROGRAMS

|                                | SEPT 2022 | SEPT 2021  |
|--------------------------------|-----------|------------|
| Registrations Received – Youth | 360       | 118        |
| Registrations Received – Adult | 2,447     | 1,216      |
| Classes/Programs Held          | 65        | 59         |
| Revenue                        | 6,179     | \$8,347.85 |

### 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 | 4        |

### FACILITY RENTALS

|                                    | SEPT 2022 | SEPT 2021 |
|------------------------------------|-----------|-----------|
| Athletic Fields                    | 32        | 42        |
| Joyner Park Outdoor / Open Space   | 4         | 11        |
| General Outdoor / Open Space       | 1         | 0         |
| Picnic Shelters                    | 1         | 2         |
| Wake Forest Community House        | 5         | 0         |
| Joyner Park Community Center       | 3         | 1         |
| Flaherty Park Community Center     | 0         | 0         |
| Alston-Massenburg Community Center | 2         | 2         |

### VISITORS TO AQUATIC CENTER & SPRAYGROUND

|                           | SEPT 2022 | SEPT 2021 |
|---------------------------|-----------|-----------|
| Aquatic Center            | 962       | 1158      |
| Taylor Street Sprayground | 675       | 370       |



## Planning

### DEVELOPMENT SERVICES MONTHLY REPORT

[VIEW](#)

### ZONING VIOLATIONS DASHBOARD

[VIEW](#)

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

### CERTIFICATES OF APPROPRIATENESS

|               | SEPT 2022 | SEPT 2021 |
|---------------|-----------|-----------|
| COAs Received | 0         | 0         |
| COAs Approved | 0         | 0         |

## Police

### KEY STATS

|                   | SEPT 2022 | SEPT 2021 |
|-------------------|-----------|-----------|
| Calls for Service | 4865      | 4598      |
| Vehicle Crashes   | 177       | 180       |

## Public Works

- Streets: 1) Greenway Drainage Repairs 2) Poured Bus Stop at Crenshaw Trace 3) Citizens Academy 4) Hurricane Ian Prep 5) Friday Night on White
- Solid Waste: 1) Citizens Academy was a great success. Individuals had a lot of questions regarding yard waste, trash, and recycling processes. We were able to take the opportunity to education on every day problems that create difficulties within our collection program.
- 2) Clean Cubes are set to be delivered 9/30/2022. The units should be here that we can distribute back out to the designated areas within the Town. 3) New developments with alley ways pose new collection issues within our program. We, unfortunately, do not have any control over development plans and alley way collections continue to be an issue for the solid waste collection system.
- Urban Forestry: 1) 378 trees pruned 2) training at NC Great Tree Conference 3) removed 4 hazard trees
- Admin: 1) High volume of new construction carts delivered 2) 41 plots are left in WF Cemetery 3) Completed PW team building
- Fleet: 1) Fleet completed 199 work orders in August for a combined shop productivity average of 73% of billable hours. The 3 mechanics completed 5.7 combined hours of training. 2) Citizens Academy was held on 9/22/2022. Both citizens, staff and management felt the event went very well, better than expected some said. 3) Annual performance evaluation kick off is next month.

### SOLID WASTE

|                              | SEPT 2022 | SEPT 2021 |
|------------------------------|-----------|-----------|
| New Construction Homes Added | 59        | 60        |
| New Cart Sets                | 59        | 60        |

### RECYCLING

|                                       | SEPT 2022 | SEPT 2021 |
|---------------------------------------|-----------|-----------|
| Volunteer Collected Litter            | 575       | 450       |
| Volunteer Collected Recycling         | 50        | 175       |
| Volunteer Hours                       | 74        | 141       |
| Volunteer Miles of Streets            | 4         | 5         |
| Sections of Roads Cleaned (not miles) | 0         | 0         |
| Number of Creeks Cleaned              | 1         | 4         |
| Number of Litter Kits Issued/Returned | 10        | 4         |

### CEMETERY

|                       | SEPT 2022 | SEPT 2021 |
|-----------------------|-----------|-----------|
| Number of Plots Sold  | 10        | 23        |
| Number of Niches Sold | 1         | 0         |
| Total Plots Available | 41        | 270       |

## Renaissance Centre for the Arts

### EVENT & PROGRAM ATTENDANCE

|                              | SEPT 2022 | SEPT 2021 |
|------------------------------|-----------|-----------|
| Monthly In-Person Attendance | 1758      | 1035      |
| Virtual Views                | 300       | 0         |
| Ticketed Events Held         | 2         | 1         |
| Free Events Held             | 1         | 1         |

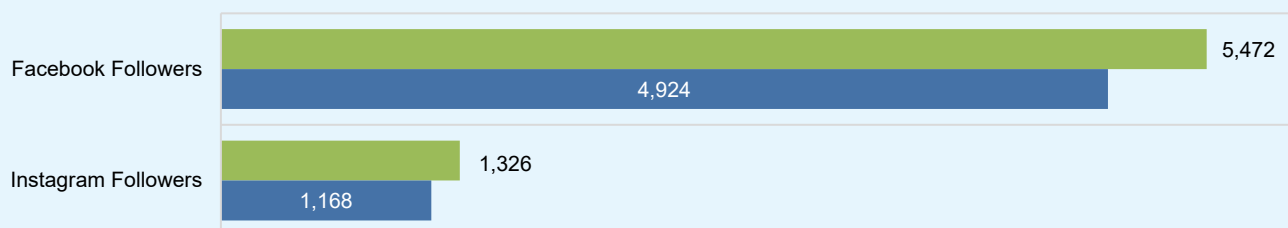
### RENAISSANCE CENTRE PROGRAM GUIDE

[VIEW](#)

- The 2022/23 Main Stage Performance Series opened with "You're a Good Man Charlie Brown" and the SOLD-OUT "Fall Motown Cabaret."
- The Renaissance Centre celebrated our entrepreneurial women in business by hosting the Women in Networking's annual visitors day in the Grand Hall.

### SOCIAL ENGAGEMENT

■ Sep-22 ■ Sep-21



## Wake Forest Power

### CUSTOMER SUMMARY

|                              | SEPT 2022 | SEPT 2021 |
|------------------------------|-----------|-----------|
| Electric Meters/Customers    | 6,759     | 6,621     |
| Pre-Pay Power Customers      | 459       | 459       |
| H.O.P.E. Participants        | 46        | 44        |
| N.C. GreenPower Participants | 17        | 17        |

### POWER OUTAGES

|                                                          | SEPT 2022 | SEPT 2021 |
|----------------------------------------------------------|-----------|-----------|
| Total Number of Customers Affected by Outages this Month | 323       | 20        |
| Average Number of Customers Affected per Outage          | 70.375    | 20        |

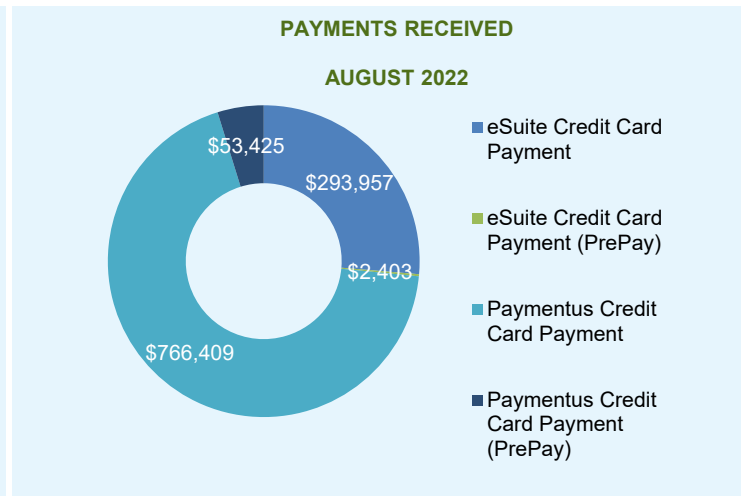
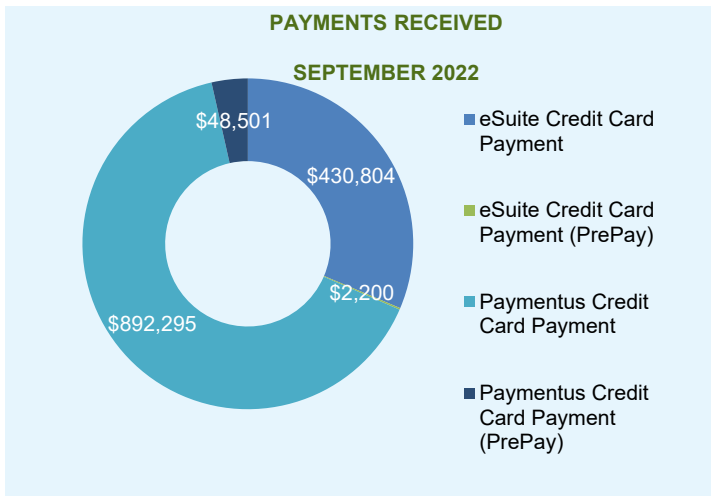
### PAYMENTS RECEIVED

|                                       | SEPT 2022 | AUGUST 2022 |
|---------------------------------------|-----------|-------------|
| eSuite Credit Card Payments           | \$430,804 | \$293,957   |
| eSuite Credit Card Payments (Pre-Pay) | 2,200     | 2,403       |
| Paymentus CC Payments                 | 892,295   | 766,409     |
| Paymentus CC Payments (Pre-Pay)       | 48,501    | 58,061      |

### NUMBER OF TRANSACTIONS

|                                       | SEPT 2022 | AUGUST 2022 |
|---------------------------------------|-----------|-------------|
| eSuite Credit Card Payments           | 561       | 574         |
| eSuite Credit Card Payments (Pre-Pay) | 51        | 57          |
| Paymentus CC Payments                 | 4,575     | 4,121       |
| Paymentus CC Payments (Pre-Pay)       | 1,280     | 1,482       |

Note: Transitioning to Paymentus



## Advisory Boards

### Historic Preservation Commission

#### MEETINGS

|                                 |            |
|---------------------------------|------------|
| Most recent meeting held        | 9/14/2022  |
| Number of members in attendance | 8 out of 9 |

The Historic Preservation Commission met with Woman's Club Representatives one hour before the regular meeting to discuss the upcoming home tour. During the regular meeting the Historic Preservation Commission held a public hearing to consider recommending the Tommy and Sue Byrne House as a Local Historic Landmark. The HPC recommended approval of the landmark designation unanimously. It will go to the Board of Commissioners to consider adoption in October. The HPC held public comment session and presentation of the draft Historic Preservation Plan. There were no comments. The HPC made recommended additions to the plan and recommended approval of the plan to the BOC. The next step is presentation, public comment, and consideration of adoption of the Historic Preservation Plan update by the BOC.

### Human Relations Council

#### MEETINGS

|                                 |             |
|---------------------------------|-------------|
| Most recent meeting held        | 9/25/2022   |
| Number of members in attendance | 9 out of 12 |

Good Neighbor Day debriefing

### Public Art Commission

#### MEETINGS

|                                 |             |
|---------------------------------|-------------|
| Most recent meeting held        | 9/22/2022   |
| Number of members in attendance | 8 out of 10 |

The special committee on updating the art plan met and developed a new mission statement for consideration by the full Commission at the October meeting. The Celebration of the Arts festival was cancelled due to the threat of impending bad weather. The mural at Joyner Park Community Center will be unveiled on November 9 in a partnership reception with PRCR.

## Parks, Recreation & Cultural Resources Advisory Board

### MEETINGS

|                                 |             |
|---------------------------------|-------------|
| Most recent meeting held        | 9/26/2022   |
| Number of members in attendance | 9 out of 12 |

### Work Group Reports

- ❖ Art in the Park Feedback – Alex Druar: Event was held on Aug. 27<sup>th</sup>, 58 participants registered. There were some issues with registration and more signage was also requested. Overall, surveys were positive.
- ❖ Unplugged Event Feedback – Sandy Thomason: Event when well, weather played a factor, a few games/supplies were missing. Lots of children attended. Pre event meeting will be held with staff next year.
- ❖ Staff luncheon scheduled for Nov. 18<sup>th</sup>
- ❖ Board was updated on farm buildings at Joyner Park

## Technology Advisory Board

### MEETINGS

|                                 |            |
|---------------------------------|------------|
| Most recent meeting held        | 9/26/2022  |
| Number of members in attendance | 6 out of 8 |

Smart City and STEM updates were discussed

## Urban Forestry Board

### MEETINGS

|                                 |             |
|---------------------------------|-------------|
| Most recent meeting held        | 9/28 /2022  |
| Number of members in attendance | 9 out of 11 |

Pathways, Pecan grove and wake county land cover analysis updates.





## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-488-

Submitted by: Shana Shallenberg

Submitting Department: Administration

Meeting Date: October 18, 2022

### **SUBJECT**

CIP Project Tracker

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [CIP Project Tracker Q1\\_FY2022-2023.pdf](#)

# CIP Project Tracker

Q1: Jul-Sept 2022

| PROJECT TITLE                                                   | PHASE        | TOTAL PROJECT COST | PROJECT DESCRIPTION                                                                                                                                                         | DEPT & PROJECT MANAGER              | COMPLETED YES / NO | EXPECTED COMPLETION | PROJECT UPDATE: Q1: July-Sept 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------|--------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General Government</b>                                       |              |                    |                                                                                                                                                                             |                                     |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Ailey Young House Rehabilitation</b>                         | Construction | \$303,500          | Preservation of the building<br>Will provide an African American historical resource                                                                                        | Planning<br>Michelle Michael        | No                 | FYE 2023            | The acquisition of the adjacent property has been delayed. The Town Attorney's Office has the lead on the property acquisition. Exterior painting of the Ailey Young House was completed in June 2022. Additional work is currently not funded in the FY 22-23 budget.                                                                                                                                                                                                                              |
| <b>Town Hall Wayfinding Designs/Signage - Phase I</b>           |              | \$500,000          | Design and create wayfinding signs consistent with branding image of the town to facilitate direction to town-operated parks, recreation, athletic or cultural destinations | Communications<br>Bill Crabtree     | No                 | 6/30/2024           | The Town hired MERJE (West Chester, PA) to develop its wayfinding plan. MERJE conducted a site visit and met with steering committee and stakeholders Aug. 23-24. On Aug. 30, the Town hosted a virtual visioning workshop that gave residents, business owners, and stakeholders the opportunity to share their thoughts and opinions on the design of the wayfinding system. We also created a page on Engage Wake Forest to provide information about this initiative and solicit citizen input. |
| <b>Information Technology</b>                                   |              |                    |                                                                                                                                                                             |                                     |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Information Technology - No active projects this Quarter</b> |              |                    |                                                                                                                                                                             |                                     |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Public Facilities</b>                                        |              |                    |                                                                                                                                                                             |                                     |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Town Hall - Carpet Replacement/Renovations/Office Upfits</b> |              | \$277,300          | Carpet Replacement and office upfits for Town Hall to be completed in FY 21-22                                                                                              | Public Facilities – Mickey Rochelle | No                 | 6/30/2022           | Contractor finalizing punch list.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Town Hall - Lighting &amp; Leak Repair</b>                   |              | \$321,000          | Replace Eaton Controls with Enlightened Lighting Controls: Two Floors (FY 22-23); Repair leak above north exit and Taylor Street Entrance (FY 22-23)                        | Public Facilities – Mickey Rochelle | No                 | 6/30/2023           | No updates this quarter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Fire Training Deck Rebuild</b>                               |              | \$48,000           | Remove and rebuild deck on training conex units                                                                                                                             | Public Facilities – Mickey Rochelle | No                 | 6/30/2023           | No updates this quarter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## Greenway, Transportation & Pedestrian Access

|                                                 |                      |             |                                                                                                                                                                                                                                                                                                                 |                                            |     |            |                                                                                                                                                                                                                                                                     |
|-------------------------------------------------|----------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Traffic Pedestrian Signals</b>               | In Progress          | \$135,000   | Traffic signals design and installation at several intersections:<br>Heritage Lake Road and Friendship Chapel Road<br>Forestville Road and Song Sparrow Road<br>Wait Avenue and Middlegame                                                                                                                      | Public Works – Engineering<br>Joe Guckavan | No  | Ongoing    | NCDOT noticed an oversight on their cost estimate regarding curb ramps at Song Sparrow and Forestville Roads. Considering modifications to plan to reduce cost.                                                                                                     |
| <b>Dunn Creek Greenway, Phase 3</b>             | Right-of-way         | \$40,000    | Construction of greenway (Town property to NC 98 Business to Oak Grove Church Road)<br>1.9 mile trail connection to Ailey Young Park                                                                                                                                                                            | Planning - Courtney Tanner                 | No  | Ongoing    | Continuing to work with one property owner to obtain greenway easement. This is a potential bond project.                                                                                                                                                           |
| <b>Smith Creek Greenway, Phase 2</b>            | Design, Right-of-Way | \$406,700   | 1.1 miles of greenway trail and trailhead with parking providing connection between existing trails. This segment will provide a connection from Ligon Mill Road to Burlington Mills Road and ultimately to Raleigh's Neuse River Greenway via the Wake Forest Connector bridge                                 | Planning - Courtney Tanner                 | Yes | 12/31/2022 | All easements obtained. This is a potential bond project.                                                                                                                                                                                                           |
| <b>Dunn Creek Greenway, Phase 4</b>             | Design               | \$157,600   | 0.55 miles of greenway trail within Flaherty Park. The section provides connection to the existing Del Webb section of Dunn Creek, the existing Orchards at Traditions section of Dunn Creek, and Flaherty Farms apartments for the seminary.                                                                   | Planning - Courtney Tanner                 | No  | 10/31/2022 | The plans are 60% complete. Currently responding to federal agency comments. Easement for Flaherty Farms obtained. This is a potential bond project.                                                                                                                |
| <b>Smith Creek Greenway, Phase 3</b>            | Design, Right-of-Way | \$24,000    | 0.8 miles of greenway trail, Provides connection between existing trails. The section will provide a connection from the Smith/Sanford Creek Greenway junction to Ligon Mill Road.                                                                                                                              | Planning - Courtney Tanner                 | No  | 12/31/2021 | Judgement recorded for one parcel, and action filed on second parcel. This is a potential bond project.                                                                                                                                                             |
| <b>Ligon Mill Road Operational Improvements</b> | Construction         | \$3,781,500 | Construction of Complete Streets and Operational Improvements along Ligon Mill Road from S. Main Street to the Walmart Driveway. This project consists of widening to a 4-lane, median-divided roadway with bike lanes, extra large sidewalks, curb and gutter and intersection improvements at S. Main Street. | Engineering-Joe Guckavan                   | No  | 9/6/2023   | As-built drawings in progress. Talks with NCDOT suggest applying to CAMPO for additional funding to cover costs above original scope. Initial correspondence with CAMPO underway. Project closeout date extended to September 6,2023 to allow time work with CAMPO. |
| <b>Bus Shelter Installation</b>                 | Construction         | \$105,000   | Installation of three bus shelters and amenities at stops along the Wake Forest Loop.                                                                                                                                                                                                                           | Planning - Courtney Tanner                 | No  | Ongoing    | No update. Bond project.                                                                                                                                                                                                                                            |

|                                                                                      |             |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                   |    |           |                                                                                                                                                                               |
|--------------------------------------------------------------------------------------|-------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ligon Mill Road Underpass</b>                                                     | Design      | \$325,000   | Project B-5318 replaces the bridge over smith creek and realigns and widens part of Ligon Mill road. The project constructs the Smith Creek Greenway underpass.                                                                                                                                                                                                                                                                                                       | Engineering - Joe Guckavan        | No | 6/15/2025 | NCDOT anticipated let date is 10/18/2022                                                                                                                                      |
| <b>Parks, Recreation and Cultural Resources</b>                                      |             |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                   |    |           |                                                                                                                                                                               |
| <b>Parks, Recreation and Cultural Resources- No active projects this Fiscal Year</b> |             |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                   |    |           |                                                                                                                                                                               |
| <b>Asset Maintenance</b>                                                             |             |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                   |    |           |                                                                                                                                                                               |
| <b>Flaherty Park Dam Maintenance and Repair</b>                                      | Design      | \$1,010,200 | Remove pond dam and repair stream                                                                                                                                                                                                                                                                                                                                                                                                                                     | Engineering Joe Guckavan          | No | TBD       | No update. Bond project.                                                                                                                                                      |
| <b>Wake Forest Reservoir Improvements</b>                                            | Design      | \$4,478,500 | Dam upfits, Dam inspections, Spillway upfits, Lagoon Decommissioning, Park Improvements: Parking lot, boat ramp, and dock. New Bridges.                                                                                                                                                                                                                                                                                                                               | Engineering Joe Guckavan          | No | 6/30/2023 | Construction began on decommissioning the lagoons. Work is on schedule. Continuing to work with FEMA & NCDPS on federal funding.                                              |
| <b>Sidewalk Replacement</b>                                                          | In Progress | \$100,000   | Replace deteriorated, broken and/or uneven sidewalks                                                                                                                                                                                                                                                                                                                                                                                                                  | Public Works - Streets Tim Bailey | No | 6/30/2022 | West Sycamore St. 800LF of sidewalk and 7 ADA ramps replaced                                                                                                                  |
| <b>Street Maintenance and Resurfacing</b>                                            | In Progress | \$100,000   | Staff is recommending to allocate a portion of 2022 Bond referendum for additional street resurfacing and maintenance. Contracting of planning and rehabilitation is scheduled for FY19/20, completion in FY20/21 and then work to begin in FY21/22. (Includes Procurement, installation, and data management of pedestrian and bicycle counters along Town Greenways as well as pavement markings for seven street bicycle lanes and sharrows segments in Downtown.) | Engineering Joe Guckavan          | No | Ongoing   | No updates. Bond project.                                                                                                                                                     |
| <b>Stormwater Infrastructure Maintenance and Funding</b>                             | In Progress | \$325,000   | Continual maintenance of Town owned and maintained stormwater infrastructure by the Town of Wake Forest. Work to be conducted by both Town staff and outside contractor. Specific areas will be identified as operating budget is prepared.                                                                                                                                                                                                                           | Engineering Monica Sarna          | No | Ongoing   | Projects continue to be identified as part of the Stormwater utility project. Some projects are being entered into the CIP for future fiscal years and funding consideration. |
| <b>Wake Forest Power</b>                                                             |             |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                   |    |           |                                                                                                                                                                               |



|                                                                   |             |             |                                                                                                                       |                                                        |     |           |                                                                    |
|-------------------------------------------------------------------|-------------|-------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----|-----------|--------------------------------------------------------------------|
| <b>Line Construction/<br/>System Improvements</b>                 | In Progress | \$850,000   | *Extend and upgrade the Electrical Distribution System                                                                | Wake Forest Power<br>Chris Terrell                     | No  | Annual    | On going                                                           |
| <b>LED Conversion</b>                                             | In Progress | \$125,000   | Convert every light to LED over next 3-5 years                                                                        | Wake Forest Power<br>Chris Terrell                     | No  | Annual    | None this year - not included in the budget.                       |
| <b>Electric Building Improvements - 5301 Unicon Dr.</b>           |             | \$149,500   | Electric Department Building including building remodel and construction retrofitting                                 | Public Facilities-<br>Mickey Rochelle                  | No  |           | Asphalt installation is complete. Landscaping expected in October. |
| <b>Downtown Underground Conversion - Wait Ave</b>                 |             | \$250,000   | Convert overhead lines to underground to keep with aesthetics and help with outages caused by wind, trees or animals. | Wake Forest Power<br>Chris Terrell                     | No  | ongoing   | ongoing                                                            |
| <b>Public Works</b>                                               |             |             |                                                                                                                       |                                                        |     |           |                                                                    |
| <b>Transportation New Sidewalk Projects</b>                       | In Progress | \$100,000   | Streets to install missing sidewalk as identified by Town staff or through the CTP.                                   | Public Works- Streets<br>Tim Bailey                    | No  | Ongoing   | None this qtr.                                                     |
| <b>Transportation Roadway Lighting</b>                            |             | \$50,000    | Lighting Town roadways according to NCDOT and Association of State Highways and Transportation (ASHTO) standards      | Public Works- Streets<br>Tim Bailey                    | No  | Ongoing   | None this qtr.                                                     |
| <b>Major Capital Projects</b>                                     |             |             |                                                                                                                       |                                                        |     |           |                                                                    |
| <b>Major Capital Projects - No active projects this Quarter</b>   |             |             |                                                                                                                       |                                                        |     |           |                                                                    |
| <b>Completed Projects</b>                                         |             |             |                                                                                                                       |                                                        |     |           |                                                                    |
| <b>W. Oak Avenue Pedestrian Underpass</b>                         | Complete    | \$168,000   | *Pedestrian connections along W. Oak Ave: N. Wingate to N. Main Street                                                | Administration<br>Candace Davis                        | Yes | 6/30/2016 |                                                                    |
| <b>Rogers Road Widening &amp; Pedestrian Underpass</b>            | Complete    | \$1,755,500 | *Pedestrian underpass to connect Smith Creek Greenway and sidewalk on Rogers Rd                                       | Administration<br>Candace Davis                        | Yes | 11/8/2016 |                                                                    |
| <b>Athletic Fields Lighting System Replacement/ Installation*</b> | Complete    | \$1,279,000 | *Replacement plan for lighting at athletic fields                                                                     | Parks, Recreation &<br>Cultural Resources<br>Ed Austin | Yes | 1/31/2017 |                                                                    |
| <b>Public Safety OSSI System Refresh</b>                          | Complete    | \$40,000    | *Upgrade existing OSSI hardware and operating systems                                                                 | IT<br>Tom LaBarge                                      | Yes | 2/15/2017 |                                                                    |

|                                                                                                          |          |             |                                                                                                                                |                                                                  |     |            |  |
|----------------------------------------------------------------------------------------------------------|----------|-------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----|------------|--|
| <b>Renaissance Centre Renovations Phase 1</b>                                                            | Complete | \$1,237,000 | *upgrade and renovate areas to improve ability to satisfy the needs of different users                                         | Public Facilities<br>Mickey Rochelle                             | Yes | 3/10/2017  |  |
| <b>Hedrick Property Purchase</b>                                                                         | Complete | \$595,515   | N/A                                                                                                                            | Public Works                                                     | Yes | 9/5/2017   |  |
| <b>Spraygrounds/ Water Features*</b>                                                                     | Complete | \$411,268   | *New sprayground water features at Smith Creek, Flaherty Park, and Future Center                                               | Parks, Recreation & Cultural Resources<br>Ruben Wall             | Yes | 9/8/2017   |  |
| <b>Installation of Irrigation and Sod at Flaherty Park Baseball/ Softball Fields*</b>                    | Complete | \$138,000   | *Building sand-based grass infield<br>*Grading of entire field<br>*Installation of hybrid sod on Field 2                       | Parks, Recreation & Cultural Resources<br>Ruben Wall             | Yes | 11/30/2017 |  |
| <b>Renaissance Centre Renovations Phase 2</b>                                                            | Complete | \$995,800   | *upgrade and renovate areas to improve ability to satisfy the needs of different users                                         | Public Facilities<br>Mickey Rochelle                             | Yes | 4/21/2018  |  |
| <b>Communication Center Hardware Upgrade/ Vista 911</b>                                                  | Complete | \$180,000   | *Upgrade current hardware to receive 911 transfers and landline/cellular information, provide analytics                        | IT<br>Jeff Leonard                                               | Yes | 6/30/2018  |  |
| <b>Security systems for Flaherty Community Center, Holding Community House, and Parks and Recreation</b> | Complete | \$137,500   | *Security alarms and cameras<br>*Install card access at remaining buildings                                                    | Public Facilities<br>Mickey Rochelle                             | Yes | 6/30/2018  |  |
| <b>Equipment/Materials Storage Building</b>                                                              | Complete | TBD         | Add Storage Building at Heritage Park / Reduce Time Transporting Equipment from Maintenance Shop                               | Parks, Recreation & Cultural Resources<br>Ruben Wall             | Yes | 6/30/2018  |  |
| <b>Smith Creek Stream Bank Repair</b>                                                                    | Complete | \$200,000   | * Repair of approximately 200 LF of stream bank due to damage from Hurricane Matthew.<br>*Working with FEMA on 404/406 funding | Public Works - Engineering<br>Carrie Mitchell                    | Yes | 7/18/2018  |  |
| <b>Athletic Court Reconstruction*</b>                                                                    | Complete | \$62,500    | *Reconstruction of Tyler Run and Ailey Young basketball courts                                                                 | Parks, Recreation & Cultural Resources<br>Ruben Wall/Josh Glover | Yes | 9/4/2018   |  |
| <b>Holding Park Pool and Playground Renovation</b>                                                       | Complete | \$2,929,000 | *Renovation of Holding Park pool<br>*Improved /more accessible playground with improved drainage system                        | Parks, Recreation & Cultural Resources<br>Ruben Wall             | Yes | 9/15/2018  |  |

|                                                                 |          |              |                                                                                                                                                                                                                                                                                                          |                                                         |     |            |  |
|-----------------------------------------------------------------|----------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----|------------|--|
| <b>Dunn Creek Greenway - Downtown Connector</b>                 | Complete | \$1,491,500  | *Construction of a 10' wide greenway (approximately .36 miles) from the NC 98 (Dr. Calvin Jones Highway) pedestrian culvert (approximately 9 feet wide, 8 feet high) north to town property and spurs to the west, connecting to existing sidewalks within Cardinal Park and Deacons Ridge subdivisions. | Administration<br>Candace Davis                         | Yes | 10/31/2018 |  |
| <b>Smith and Sanford Creek Greenway</b>                         | Complete | \$6,054,935  | *Construction of a continuous pedestrian facility consisting of approximately 2.4 miles of greenway trail and 1.25 miles of sidewalk and multi-use path in the vicinity of Heritage Elementary, Middle, and High Schools. This project connects major activity centers in Wake Forest.                   | Administration<br>Candace Davis                         | Yes | 10/31/2018 |  |
| <b>Road Connections</b>                                         | Complete | \$8,286,000  | *Street Connections Project includes: Forest Rd, Royal Mill, Police Parking Lot, Curb and Gutter in SFBP, striping on Retail Dr.                                                                                                                                                                         | Community<br>Development                                | Yes | 11/17/2018 |  |
| <b>Road Connections</b>                                         | Complete | \$8,286,000  | Roadway connections: Forest Road, Royal Mill connection in Traditions, Heritage Branch and Rogers Road                                                                                                                                                                                                   | Public Works –<br>Engineering -<br>Jonathan Jacobs      | Yes | 1/31/2019  |  |
| <b>North Main Stormwater Repair and Roadway Rehabilitation</b>  | Complete | TBD          | Relocate and replace failing stormwater pipe and box between North Main St., N. College St. and N. Wingate St. Upgrade existing boxes on North Main Street (US1A) to current standards with hood and grade, re-granite curb as needed, and resurface street to minimize flooding.                        | Public Works –<br>Engineering -<br>Jonathan Jacobs      | Yes | 4/30/2019  |  |
| <b>Richland Creek Stream Restoration, phase 2 (The Cottage)</b> | Complete | \$100,000    | Repair of approx. 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved \$16,000 for reimbursement                                                                                                                                                                         | Public Works –<br>Engineering<br>Joe Guckavan           | Yes | 7/31/2019  |  |
| <b>Joyner Park Phase 2</b>                                      | Complete | \$11,880,930 | Master Plan for Joyner Park Community Center and other improvements to the park                                                                                                                                                                                                                          | Parks, Recreation &<br>Cultural Resources<br>Ruben Wall | Yes | 8/31/2019  |  |
| <b>Comprehensive Transportation Plan</b>                        | Complete | \$199,363    | *Multimodal Transportation Plan                                                                                                                                                                                                                                                                          | Planning                                                | Yes | 11/30/2019 |  |

|                                                                  |          |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                           |     |            |  |
|------------------------------------------------------------------|----------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----|------------|--|
| <b>Downtown Improvements Phase 3</b>                             | Complete | \$5,600,000 | Continue implementing the Renaissance Plan for the Downtown section of Wake Forest; improvements to streets and landscaping within the downtown area. Phase 3 of the project consists of street and landscape improvements along South White Street: East Holding Avenue to Elm Avenue and East Owen Avenue: South White Street to Brooks Street. There are five sections included in the overall effort: 1) S. White Street, 2a) East Owen Avenue, 2b) East Jones Avenue, 2c) Wait Avenue, 3) Brooks Street, 4) North White Street, and 5) Front Street intersection. | Administration<br>Candace Davis                           | Yes | 12/6/2019  |  |
| <b>Richland Creek Stream Repair 2017</b>                         | Complete | \$116,950   | Repair of approximately 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved \$16,000 for reimbursement                                                                                                                                                                                                                                                                                                                                                                                                                                 | Public Works –<br>Engineering<br>Joe Guckavan             | Yes | 1/31/2020  |  |
| <b>Senior Center Expansion</b>                                   | Complete | \$4,861,300 | Exercise room addition<br>Roof replacement for existing facility<br>Multipurpose room addition<br>HVAC Replacement                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Public Facilities<br>Mickey Rochelle                      | Yes | 2/3/2020   |  |
| <b>Board Chambers A/V Camera System</b>                          | Complete | TBD         | Update existing audio visual, camera and sound system in the Board Chambers for televising meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Administration<br>Aileen Staples                          | Yes | 3/1/2020   |  |
| <b>Dog Park Upgrades</b>                                         | Complete | \$155,000   | New configuration, shade structures, fencing, water fountains, and ADA access                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Parks, Recreation, &<br>Cultural Resources<br>Josh Glover | Yes | 3/20/2020  |  |
| <b>Installation of Irrigation and Sod Flaherty Park Field #3</b> | Complete | \$60,000    | Grading and sod installation in the outfield portion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Parks, Recreation, &<br>Cultural Resources<br>Josh Glover | Yes | 7/30/2020  |  |
| <b>North White Street Landfill - Cap Construction</b>            | Complete | \$565,000   | In July 2017, the town received a notice of violation (from NCDEQ - Solid Waste Section) of minimal levels of contaminants and was directed to put together a corrective action plan (CAP).                                                                                                                                                                                                                                                                                                                                                                            | Public Works- Magda<br>Holloway/Jeanette<br>Johnson       | Yes | 7/30/2020  |  |
| <b>Priority Pedestrian Corridors: Wait &amp; West Oak Avenue</b> | Complete | \$3,800,000 | Construction of pedestrian connections along Wait Avenue and West Oak Avenue. This project consists of sidewalk on Wait Avenue from S. Allen Drive to east of Dunn Creek connecting to existing sidewalk, upgrading the intersection of S. Allen and Wait Ave with Pedestrian Signals, installation of sidewalk and multi-use path on West Oak Avenue, with a new connection to Joyner Park.                                                                                                                                                                           | Public Works –<br>Engineering<br>Jonathan Jacobs          | Yes | 12/31/2020 |  |



|                                                            |          |              |                                                                                                                                                                                                                                                        |                                               |     |             |                                                                                                                                                                  |
|------------------------------------------------------------|----------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stadium Drive Complete Street</b>                       | Complete | \$10,643,800 | Construction of Complete Streets and widening along Stadium Drive from Capital Blvd to Wingate Street. This project consists of turn lanes, curbs/gutters, wider shoulders, improved pedestrian access, new transit stops, benches, and a bus shelter. | Public Works – Engineering<br>Jonathan Jacobs | Yes | 12/31/2020  |                                                                                                                                                                  |
| <b>Forestville Road Pedestrian Underpass</b>               | Complete | \$349,000    | *Pedestrian underpass to connect Sanford Creek Greenway and sidewalk on Forestville Road<br>*Bridge Replacement                                                                                                                                        | Administration<br>Candace Davis               | Yes | 6/30/2021   |                                                                                                                                                                  |
| <b>Fiber Infrastructure Project</b>                        | Complete | \$2,496,158  | Interconnect Town sites with a fiber network infrastructure                                                                                                                                                                                            | IT<br>Adam Oates                              | Yes | 9/1/2021    |                                                                                                                                                                  |
| <b>Endeavor Charter School</b>                             | Complete | \$750,000    | Offsite infrastructure improvements related to the Traffic Impact Analysis submitted in June 2020 and providing safe ingress and egress to the newly expanded school. (Intersection of Burlington Mills Road and One World Way)                        | Engineering - Joe<br>Guckavan                 | n/a | 11/30/2021  |                                                                                                                                                                  |
| <b>Northeast Community Plan</b>                            | Complete | \$93,715     | Update to the 2007 Northeast Neighborhood Plan                                                                                                                                                                                                         | Planning<br>Michelle Michael                  | Yes | 12/7/2021   |                                                                                                                                                                  |
| <b>Ailey Young Dam Removal &amp; Stream Repair</b>         | Complete | \$817,105    | Remove pond dam<br>Repair stream                                                                                                                                                                                                                       | Engineering<br>Joe Guckavan                   | No  | 12/31/2021  |                                                                                                                                                                  |
| <b>Greenway and Park Signage, Phase 1</b>                  | Complete | \$1,082,500  | *Wayfinding, phase 1- Sign implementation across greenways and parks                                                                                                                                                                                   | Public Works                                  | Yes | 9/30/2022   |                                                                                                                                                                  |
| <b>Community Plan</b>                                      | Complete | \$206,760    | Update to the 2009 Community Plan                                                                                                                                                                                                                      | Planning<br>Jennifer Currin                   | yes | Spring 2022 | Community Plan was adopted April 19, 2022. Document was updated to reflect modifications approved by the Board of Commissioners and is available on the website. |
| <b>Public Works Operations Center (Renovation/Upgrade)</b> | Complete | \$16,110,000 | Expansion of the Operations Center                                                                                                                                                                                                                     | Public Facilities<br>Mickey Rochelle          | No  | TBD         |                                                                                                                                                                  |
| <b>Rogers Branch Installment</b>                           | Complete | \$759,900    | Extension of Rogers Branch Road from its current dead end to the intersection of Foundation Drive and Forestville Road                                                                                                                                 | Engineering - Joe<br>Guckavan                 | n/a | TBD         |                                                                                                                                                                  |



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-489-

Submitted by: Shana Shallenberg

Submitting Department: Administration

Meeting Date: October 18, 2022

### **SUBJECT**

Strategic Plan

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [Strategic Plan Working Document\\_Q1 July-Sept2022.pdf](#)

Town of Wake Forest Strategic Plan  
Quarterly Updates

**Instructions**

Initiatives may be added or modified each quarter. Priorities are adopted by the Board of Commissioners and will not be modified.

**Legend**



**Continuous Initiatives**  
**Complete Initiatives**

**2022-2027 Strategic Plan**

Adopted on **March 15, 2022**

Effective **Date July 1, 2022**

Link to website:

<https://www.wakeforestnc.gov/strategic-plan>



## GOAL 1: Sustaining Excellent Town Services

### Priority: Develop strategies to attract and retain Town staff, including outreach and workforce development opportunities for high school students

| Department         | Initiatives                                                                                                                                                                                       | Q1 UPDATES                                                                                                                      | JUL 2022- SEP 2022 |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Human Resources | Work cooperatively with the Strategic Performance team to further build out the Employee Recognition Program to include an Annual Day of Recognition to include years of service.                 | No Update                                                                                                                       |                    |
| 2. Human Resources | Will continue to work to address initial exposure to the organization by developing Onboarding programs that are technologically advanced and attractive to new employees.                        | Anticipated go-live date January 2023                                                                                           |                    |
| 3. Human Resources | Will continue to review Benefit offerings to remain strategic and at the forefront of creative initiatives that are attractive to employees.                                                      | No Update                                                                                                                       |                    |
| 4. All             | Internship & Apprentice programs to introduce students to opportunities in local government and help them gain experience for future employment. To include High School Students age 18 or older. | Inspections will be attending the career fair at Heritage HS in October. WF Power will attend Nash Community College.           |                    |
| 5. All             | Continue to work with employees to grow and learn from one another (interdivision/interdepartmental experience and education).                                                                    | Citizens Academy is being filmed and footage will be used during new employee orientation to share interdepartmental awareness. |                    |
| 6. All             | Teambuilding, and retention strategies                                                                                                                                                            | The Planning Department held a team building event to celebrate all their hard work on the Community Plan.                      |                    |
| 7. Engineering     | Restructure positions to encourage team approach and develop career growth ladders for each area of expertise.                                                                                    | Restructure memo approved. Position changes anticipated in January.                                                             |                    |

### Priority: Evaluate cost effective solutions for Town Services

| Department     | Initiatives                                                                                                                               | Q1 UPDATES                                                                                                 | JUL 2022- SEP 2022 |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Finance     | Update impact fees - fire and parks and recreation. Last updates were in 2016 - these fees pay for cost of capital resulting from growth. | Impact fee updates are scheduled for later in the fiscal year.                                             |                    |
| 2. Engineering | Continue exploration of stormwater utility (and fee) to cover (or offset) costs of stormwater improvements.                               | Update to be presented at Board retreat in January.                                                        |                    |
| 3. Finance     | Continue to analyze cost of providing solid waste/recycling/electricity and update fee accordingly.                                       | After year end financial results are presented for electric, rate adjustment scenarios will be considered. |                    |

Town of Wake Forest Strategic Plan  
Quarterly Updates

|                             |                                                                                                                                                                                                                        |                                                                                                                                     |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>4. Public Works</b>      | Seek opportunities for sustainable developments that support economic interests for the Town and still continue to support community members. For example, grants for recycling cart upgrades and recycling education. | Currently in the process of using the waste reduction and recycle grant from DEQ. Citizen Academy session offers recycle education. |
| <b>5. Wake Forest Power</b> | Working with Electricities exploring joint purchasing of inventory and streamline specs for certain common items to make them more universal.                                                                          |                                                                                                                                     |
| <b>6. Human Resources</b>   | Continued solicitation of cost savings ideas through the Cost Savings and Innovation Program.                                                                                                                          | No Update                                                                                                                           |
| <b>7. Inspections</b>       | Maintain next day inspection policy.                                                                                                                                                                                   | Inspections continues to perform next day inspections 99% of the time.                                                              |

**Priority: Maintain public safety response time as road conditions change**

| Department             | Initiatives                                                                                                                                                                                     | Q1 UPDATES JUL 2022- SEP 2022                                                                                                                                                                                                                 |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Police</b>       | Share real-time road conditions between officers in the field and the Communications Center; maintain minimum staffing to ensure adequate response times.                                       | PD continuously monitor road conditions and traffic in high travel areas, such as schools, and adjust patrols as needed.                                                                                                                      |
| <b>2. Public Works</b> | Public Works will work to communicate about road maintenance, road closures, tree issues/circumstances, and delays in waste collection as a means to maintain quality public health and safety. |                                                                                                                                                                                                                                               |
| <b>3. Fire</b>         | Share real-time road conditions between officers in the field and the Communications Center; maintain minimum staffing to ensure adequate response times.                                       | PW maintains contact for road conditions/closure with communications department. Solid waste relays messages with communications and through the waste wizard app. we have utilized electronic message boards in numerous locations this qtr. |
| <b>4. Engineering</b>  | Develop pavement management program to maximize life of roadways and improve derogated roads.                                                                                                   | Under contract with MottMac--Anticipate first draft in November '22                                                                                                                                                                           |

## GOAL 2: Creating Accessible Housing Opportunities



**Priority: Develop an Affordable Housing Plan**

| Department         | Initiatives                           | Q1 UPDATES JUL 2022- SEP 2022                          |
|--------------------|---------------------------------------|--------------------------------------------------------|
| <b>1. Planning</b> | Develop a Housing Affordability Plan. | The Housing Affordability Plan was adopted on 9/20/22. |



Town of Wake Forest Strategic Plan  
Quarterly Updates

| Priority: Develop a plan to actively advocate for redevelopment of quality public housing |                                                                                                                         |                                                                                                                                                      |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department                                                                                | Initiatives                                                                                                             | Q1 UPDATES JUL 2022- SEP 2022                                                                                                                        |
| 1. Planning                                                                               | Engage in conversations with Wake County Housing Authority regarding the Rental Assistance Demonstration (RAD) program. | The Town worked with the Housing Authority to develop language on the Housing Affordability Plan. At this time the Housing Authority evaluating RAD. |

| Priority: Preserve naturally occurring affordable housing |                                              |                                                                                                                                                                        |
|-----------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department                                                | Initiatives                                  | Q1 UPDATES JUL 2022- SEP 2022                                                                                                                                          |
| 1. Planning                                               | Develop SOPs for nuisance violations.        | Zoning Enforcement Officer taking a class and cross-training with inspections on the Building Code. Developing nuisance education program for the Northeast Community. |
| 2. Inspections                                            | Minimum Housing Program.                     | Inspections continues to enforce the Minimum Housing Ordinance.                                                                                                        |
| 3. Planning                                               | Implement the Town's Housing Rehab. Program. | Contract for FY23 has been executed for housing rehab program.                                                                                                         |

### GOAL 3: Fostering a Safe, Diverse and Welcoming Community



| Priority: Create new and improved gateways and wayfinding |                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department                                                | Initiatives                                                                                                                                                                     | Q1 UPDATES JUL 2022- SEP 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1. Engineering                                            | Construct greenways as part of bond referendum.                                                                                                                                 | No updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2. Communications                                         | Lead an initiative working with departments, advisory boards, consultants and stakeholders to identify areas where additional wayfinding and gateway signage may be beneficial. | The Town hired MERJE (West Chester, PA). to develop its wayfinding plan. MERJE conducted a site visit and met with steering committee and stakeholders Aug. 23-24. On Aug. 30, the Town hosted a virtual visioning workshop that gave residents, business owners, and stakeholders the opportunity to share their thoughts and opinions on the design of the wayfinding system. We also created a page on Engage Wake Forest to provide information about this initiative and solicit citizen input. |

Town of Wake Forest Strategic Plan  
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| <b>3. Police</b>                                                     | Patrol greenways and parks to enhance the sense of safety in the community; Water Giveaway Program in greenways.                                                                                              | PD patrols greenways for safety measures and hands out water to the public as well as fostering positive P2C (police to citizen) interactions.                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Priority: Implement Action Items from the Northeast Area Plan</b> |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Department                                                           | Initiatives                                                                                                                                                                                                   | Q1 UPDATES JUL 2022- SEP 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>1. All</b>                                                        | Identify action items to evaluate during the UDO Update process                                                                                                                                               | Existing UDO Analysis and Preliminary Recommendations Memo<br>Wake Forest, NC UDO & MSSD Update recommends a new Northeast Community Residential District to allow only single-family detached uses, accessory dwelling units, and duplexes in keeping with the Northeast Community Plan. Planning is also working with Public Works and the NECC on nuisance abatement education program, which will officially launch next quarter. The NECC and Wake forest won an equity award for their ongoing partnership. |
| <b>2. All</b>                                                        | Townwide- Implement the following short-medium and ongoing targeted actions:                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>3. Planning</b>                                                   | Focus additional residential and non-residential growth as per Future Land Use Map recommendations and explore rezoning targeted parcels to accommodate and encourage non-residential uses. (Short to Medium) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>4. Planning</b>                                                   | Research potential in-fill development sites that could support future affordable housing development. (Short)                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>5. Planning</b>                                                   | Establish an overlay zoning district to align new construction with existing orientation, massing, height, etc. and determine building frontages applicable to each land use category. (Short)                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>6. Planning</b>                                                   | Prepare and adopt discretionary guidelines to guide the design of residential and non-residential properties. (Short)                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>7. All</b>                                                        | Design and install wayfinding, signage and interpretive panels at existing parks. (Short to Medium)                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>8. Planning</b>                                                   | Preserve the Ailey Young House as an African-American heritage site. (Short to Medium)                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>9. Planning</b>                                                   | Explore the establishment of a historic district and/or cultural landscape to preserve the character of the community. (Short)                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>10. Multiple</b>                                                  | Consider opportunities to reduce speeding along neighborhood roadways. (Short)                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>11. Multiple</b>                                                  | Work with local organizations to identify and implement youth programming. (Short)                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>12. Multiple</b>                                                  | Work with local organizations and religious institutions to identify and implement child care programming. (Short to Medium)                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>13. Police</b>                                                    | Attend meetings and assist with events in the Northeast Community                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>14. Multiple</b>                                                  | Identify programs, initiatives, targeted funding mechanisms, counseling, and educational opportunities to allow existing                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>15. All</b>                                                       | Identify additional green spaces and small-scale social gathering places and explore opportunities to add these spaces to our network. (Ongoing)                                                              | PD attended meeting with planning and the NECC to bring awareness to littering                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>16. Public Works</b>                                              | Continue to implement tree planting programs. (Ongoing)                                                                                                                                                       | HR, in partnership with the HRC, hosted Good Neighbor Day, with multiple departments supporting the event.                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>17. Public Works</b>                                              | Continue to identify masses of mature and specimen trees and encourage their protection where feasible. (Ongoing)                                                                                             | Tree planting will resume in October- Urban Forestry                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**Town of Wake Forest Strategic Plan  
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|                        |                                                                                                                                                                                                                                                                         |                                                                                                                                                          |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>18. Planning</b>    | Identify additional historic sites in the Northeast Community. (Ongoing)                                                                                                                                                                                                | Street maintenance- ENG. and PW are working together with an outside contractor to have a street resurfacing plan together for spring/early summer 2023. |
| <b>19. Planning</b>    | Identify opportunities to provide educational programming to tell the stories of local historic sites and their role in the Northeast Community and Town of Wake Forest. (Ongoing)                                                                                      |                                                                                                                                                          |
| <b>20. Planning</b>    | Continue to install historic markers or other interpretive material at historic sites. (Ongoing)                                                                                                                                                                        |                                                                                                                                                          |
| <b>21. Multiple</b>    | Implement the streetscape recommendations that align with the updated Comprehensive Transportation Plan. (Ongoing)                                                                                                                                                      |                                                                                                                                                          |
| <b>22. Multiple</b>    | Perform a thorough analysis of utility infrastructure systems within the study area- including broadband network coverage.                                                                                                                                              |                                                                                                                                                          |
| <b>23. Multiple</b>    | Promote maintenance of roadways.(Ongoing)                                                                                                                                                                                                                               | Developing a Pavement Management program.                                                                                                                |
| <b>24. Ren. Centre</b> | Explore opportunities to provide spaces and programming options for the installation of public art. (Ongoing)                                                                                                                                                           |                                                                                                                                                          |
| <b>25. Planning</b>    | Continue coordination with NCDOT and GoRaleigh to advance the Wake Forest Commuter Rail (S-Line) initiative. (Ongoing)                                                                                                                                                  |                                                                                                                                                          |
| <b>26. Planning</b>    | Collaborate with Wake County to identify funding opportunities for affordable housing and other neighborhood improvement activities. (Ongoing)                                                                                                                          |                                                                                                                                                          |
| <b>27. Multiple</b>    | Work with local community organizations to understand needs and requirements for existing community celebrations, identify additional opportunities for new celebrations, identify funding sources and collaborative partners to launch new community events. (Ongoing) |                                                                                                                                                          |

**Priority: Offer events that bring the community together and celebrate our diverse cultures.**

| <b>Department</b>                           | <b>Initiatives</b>                                                                                                                                                                                                                                                                                           | <b>Q1 UPDATES</b> JUL 2022- SEP 2022                                                                                                                          |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Ren. Centre</b>                       | Will present a variety of performances and programming that will attract and celebrate our diverse community.                                                                                                                                                                                                | The Renaissance Centre presented "A Fall Evening Motown Cabaret" to a SOLD-OUT audience.                                                                      |
| <b>2. Parks, Rec. &amp; Cult. Resources</b> | Will host a variety of programs and special events throughout the year to bring the community together to celebrate diverse cultures.                                                                                                                                                                        | The Renaissance Centre was the host venue for the annual DuBois Alumni Association banquet.                                                                   |
| <b>3. Public Works</b>                      | Help provide resources for events that are planned in the area such as dumpsters for events, clearstream units for waste and litter prevention at events, etc. Additionally, Public Works also provides event staffing, assistance with road closures, litter prevention programs, street signage, and more. | PW staffed both FNOW for August and September. Completed 98 bypass cleanup. Supplied volunteers with litter cleanup supplies and suggested locations in need. |
| <b>4. Human Resources</b>                   | Work with the internal Wellness Committee to introduce the workforce to a day of Wellness featuring Fiscal Wellness and well-being to also include Art, Meditation, Yoga, etc. - this event is being planned for Spring 2023 in line with Open Enrollment initiatives.                                       | No Update                                                                                                                                                     |
| <b>5. Fire</b>                              | Host "hot dog" events in different communities to bring community closer to town employees.                                                                                                                                                                                                                  | FD hosted a hot dog event at Good Neighbor Day.                                                                                                               |
| <b>6. Downtown Development</b>              | Will offer quality of life events that bring our community together.                                                                                                                                                                                                                                         | Friday Night on White was held in August and September with over 10,000 in attendance at each event.                                                          |



## GOAL 4: Investing in Transportation and Infrastructure

### Priority: Develop a town-wide sustainability plan inclusive of power, water, stormwater, open space and other infrastructure

| Department  | Initiatives | Q1 UPDATES                           | JUL 2022- SEP 2022 |
|-------------|-------------|--------------------------------------|--------------------|
| 1. Planning | Write Plan  | A budget request will occur in FY25. |                    |

### Priority: Educate the community about transportation issues, challenges and opportunities

| Department     | Initiatives                                                                                                                    | Q1 UPDATES                                                                                                                                     | JUL 2022- SEP 2022 |
|----------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Planning    | Collaborate with Communications to develop a video about transportation, process, how improvements are made.                   | Planning and Communications are working on video related to how transportation improvements are identified and funded. Will be released in Q2. |                    |
| 2. Police      | Hold Bike Safe Riders Skills Days classes for safe motorcycle operation.                                                       | PD involved with traffic campaigns with Governor's Highway Safety Program (GHSP) to increase the safety of the motoring public.                |                    |
| 3. Engineering | Coordinate with Communications to disseminate information to public about Active Transportation Projects Map.                  | No update                                                                                                                                      |                    |
| 4. Engineering | Review/develop policies for traffic calming, traffic control improvements, parking for clear procedures and easily accessible. | Anticipate beginning in January '23                                                                                                            |                    |

### Priority: Evaluate options for transit

| Department  | Initiatives                                             | Q1 UPDATES                                                                                                                                          | JUL 2022- SEP 2022 |
|-------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Planning | Develop Transit Study (to include micro transit option) | The BoC authorized the Town Manager to execute the Public Transit Plan contract, which evaluates all types of transit, including micro, on 9/20/22. |                    |
| 2. Planning | Continue S-line evaluation efforts.                     | The Planning Department continues to work with S-line partners of the project.                                                                      |                    |

### Priority: Explore revenue options to support infrastructure needs

| Department     | Initiatives                                                                                                                 | Q1 UPDATES                                                                                                                                                         | JUL 2022- SEP 2022 |
|----------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Engineering | Evaluate development agreement standards as part of the UDO update.                                                         |                                                                                                                                                                    |                    |
| 2. Planning    | Evaluate and expand current MSD.                                                                                            | Evaluation of current MSD will not begin until later this fiscal year.                                                                                             |                    |
| 3. FIN         | 2022 GO Bond Referendum - strategically plan and time issuance of debt to coincide with respective infrastructure projects. | Application for bond referendum formally approved by LGC. Education campaign underway for November 8. CIP update will include revised cost estimates for projects. |                    |



Town of Wake Forest Strategic Plan  
Quarterly Updates

|                |                                                                                       |                                                                                |
|----------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 4. Finance     | Partner with NCDOT to perform traffic congestion and relief analysis                  | Working with NCDOT to provide TIA results from recent development in the area. |
| 5. Engineering | Identify potential projects resulting from the study and consider future CIP projects | Anticipate further discussion and follow-up study in coming months.            |
|                |                                                                                       |                                                                                |

## GOAL 5: Advancing Community and Economic Prosperity



### Priority: Develop a business attraction and retention plan that includes job creation strategies and incentives

| Department              | Initiatives                                                                                                                                                        | Q1 UPDATES                                                                                                                                              | JUL 2022- SEP 2022 |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Downtown Development | Downtown Development, in partnership with Wake Forest Downtown, Inc., will host annual property owners luncheon to share successes and opportunities for downtown. |                                                                                                                                                         |                    |
| 2. Downtown Development | Downtown Development, in partnership with Wake Forest Downtown Inc., will host annual food and beverage meeting to discuss successes and opportunities.            | Plan is to hold Property Owner's Luncheon 3rd quarter and Restaurant Meeting 4th quarter.                                                               |                    |
| 3. Downtown Development | Downtown Development will maintain list of commercial properties available downtown to utilize in requests for information and business development.               | Downtown Development Manager maintains and utilizes available properties list on an ongoing basis. Information was shared with five interested parties. |                    |

### Priority: Encourage and protect small and entrepreneurial businesses

| Department                             | Initiatives                                                                                                                                                                                                                                                                                                                                         | Q1 UPDATES                                                                                                                                                                                                                                                                  | JUL 2022- SEP 2022 |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Downtown Development                | Downtown Development, in partnership with Wake Forest Downtown, Inc., will host an annual meeting with retail business owners to discuss successes and opportunities.                                                                                                                                                                               | No meeting held 1st quarter, but ongoing communication maintained with business owners.<br>No merchant social held 1st quarter, but planning for one second quarter. Private social media and newsletter group used to facilitate merchant communication and collaboration. |                    |
| 2. Downtown Development                | Downtown Development will coordinate biannual merchant socials for the purpose of merchant engagement and relationship building to support a strong sense of community.                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |                    |
| 3. Wake Forest Bus. & Ind. Partnership | Economic Development, in partnership with the Wake Forest Business and Industry Partnership, maintains a biennial Plan of Work that aligns with Goal 5 of the Strategic Plan. Per WFBIP memo to BOC dated July 28, 2022.                                                                                                                            | No updates. Next WFBIP meeting and report will be on October 20th.                                                                                                                                                                                                          |                    |
| 4. Public Works                        | Will seek partnership opportunities to work with businesses to benefit all community members (for example, business run community cleanups, promoting businesses that support the community programs run by the Public Works Department, etc. Will also work to supply resources, when possible, to help businesses achieve community support goals |                                                                                                                                                                                                                                                                             |                    |

### Priority: Evaluate options for a performing arts center

| Department | Initiatives | Q1 UPDATES | JUL 2022- SEP 2022 |
|------------|-------------|------------|--------------------|
|------------|-------------|------------|--------------------|

Town of Wake Forest Strategic Plan  
Quarterly Updates

|                |                                                                                                                                            |                  |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. Ren. Centre | The Renaissance Centre will conduct surveys of audiences to gauge satisfaction of current facility and explore the needs of the community. | Surveys ongoing. |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------|



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-455-

Submitted by:

Submitting Department: Administration

Meeting Date: October 18, 2022

### **SUBJECT**

Wake County Tax Release

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [WF-TXREP-OCT-2022-MTG-KPADGETT.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

October 4, 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 October 3, 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", written over the printed name.

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





## WAKE COUNTY TAX ADMINISTRATION

Rebate details  
8/1/2022 - 8/31/2022

WAKE FOREST

DATE  
09/12/2022  
TIME  
11:10:37 AM  
PAGE  
1

| REBATE<br>NUMBER | PROPERTY | SPEC<br>DIST | CITY<br>TAG | LATE LIST | BILLED<br>INT | TOTAL<br>REBATED | PROCESS<br>DATE | ACCOUNT<br>NUMBER | TAX<br>YEAR | FOR<br>YEAR | BILLING<br>TYPE | OWNER |
|------------------|----------|--------------|-------------|-----------|---------------|------------------|-----------------|-------------------|-------------|-------------|-----------------|-------|
|------------------|----------|--------------|-------------|-----------|---------------|------------------|-----------------|-------------------|-------------|-------------|-----------------|-------|

## WAKE FOREST SPEC DIST

## INDIVIDUAL REAL ESTATE ACCOUNTS

|        |        |        |      |      |      |        |            |            |      |      |        |                |
|--------|--------|--------|------|------|------|--------|------------|------------|------|------|--------|----------------|
| 821911 | 356.94 | 100.96 | 0.00 | 0.00 | 0.00 | 457.90 | 08/03/2022 | 0000457665 | 2022 | 2022 | 000000 | AGATE, PATRICK |
|--------|--------|--------|------|------|------|--------|------------|------------|------|------|--------|----------------|

Subtotal for

INDIVIDUAL

|      |        |        |      |      |      |        |  |  |  |   |                    |  |
|------|--------|--------|------|------|------|--------|--|--|--|---|--------------------|--|
| REAL | 356.94 | 100.96 | 0.00 | 0.00 | 0.00 | 457.90 |  |  |  | 1 | Properties Rebated |  |
|------|--------|--------|------|------|------|--------|--|--|--|---|--------------------|--|

ESTATE

ACCOUNTS

TOTAL

|      |        |        |      |      |      |        |  |  |  |   |                                          |  |
|------|--------|--------|------|------|------|--------|--|--|--|---|------------------------------------------|--|
| WAKE | 356.94 | 100.96 | 0.00 | 0.00 | 0.00 | 457.90 |  |  |  | 1 | Properties Rebated for the District/City |  |
|------|--------|--------|------|------|------|--------|--|--|--|---|------------------------------------------|--|

FOREST

SPEC DIST

## WAKE FOREST (Not In District)

## BUSINESS ACCOUNTS

|        |        |      |      |       |      |        |            |            |      |      |        |                          |
|--------|--------|------|------|-------|------|--------|------------|------------|------|------|--------|--------------------------|
| 824759 | 193.36 | 0.00 | 0.00 | 19.34 | 0.00 | 212.70 | 08/24/2022 | 0006896165 | 2020 | 2020 | 000000 | THE NESTING SPOT LLC     |
| 824760 | 154.69 | 0.00 | 0.00 | 15.47 | 0.00 | 170.16 | 08/24/2022 | 0006896165 | 2021 | 2021 | 000000 | NESTING SPOT LLC, THE    |
| 823577 | 2.63   | 0.00 | 0.00 | 0.26  | 0.00 | 2.89   | 08/11/2022 | 0006938740 | 2022 | 2022 | 000000 | HEALTHSCAPE ADVISORS LLC |

Subtotal for

BUSINESS

ACCOUNTS

|        |      |      |       |      |        |   |                    |
|--------|------|------|-------|------|--------|---|--------------------|
| 350.68 | 0.00 | 0.00 | 35.07 | 0.00 | 385.75 | 3 | Properties Rebated |
|--------|------|------|-------|------|--------|---|--------------------|

## BUSINESS REAL ESTATE ACCOUNTS

|        |        |      |      |      |      |        |            |            |      |      |        |                         |
|--------|--------|------|------|------|------|--------|------------|------------|------|------|--------|-------------------------|
| 822078 | 40.10  | 0.00 | 0.00 | 0.00 | 0.00 | 40.10  | 08/03/2022 | 0000466619 | 2022 | 2022 | 000000 | BEAZER HOMES LLC        |
| 821914 | 34.64  | 0.00 | 0.00 | 0.00 | 0.00 | 34.64  | 08/03/2022 | 0000459283 | 2022 | 2022 | 000000 | MAKOWSKI-MIKA, MONICA B |
| 821912 | 506.07 | 0.00 | 0.00 | 0.00 | 0.00 | 506.07 | 08/03/2022 | 0000459257 | 2022 | 2022 | 000000 | SCOTT, JUSTIN MICHAEL   |

**WAKE COUNTY TAX ADMINISTRATION**

**Rebate details**  
8/1/2022 - 8/31/2022

## WAKE FOREST

| REBATE<br>NUMBER | PROPERTY | SPEC<br>DIST | CITY<br>TAG | LATE LIST | BILLED<br>INT | TOTAL<br>REBATED | PROCESS<br>DATE | ACCOUNT<br>NUMBER | TAX<br>YEAR | YEAR<br>FOR | BILLING<br>TYPE | OWNER |
|------------------|----------|--------------|-------------|-----------|---------------|------------------|-----------------|-------------------|-------------|-------------|-----------------|-------|
|------------------|----------|--------------|-------------|-----------|---------------|------------------|-----------------|-------------------|-------------|-------------|-----------------|-------|

Subtotal for

|                      |        |      |      |      |        |
|----------------------|--------|------|------|------|--------|
| BUSINESS             | 580.81 | 0.00 | 0.00 | 0.00 | 580.81 |
| BUSINESS             |        |      |      |      |        |
| REAL                 |        |      |      |      |        |
| 3 Properties Rebated |        |      |      |      |        |

ESTATE

## ACCOUNTS

## INDIVIDUAL PROPERTY ACCOUNTS

|        |        |      |       |      |      |        |            |            |      |      |        |                              |
|--------|--------|------|-------|------|------|--------|------------|------------|------|------|--------|------------------------------|
| 822918 | 516.80 | 0.00 | 25.00 | 0.00 | 0.00 | 541.80 | 08/04/2022 | 0006971672 | 2022 | 2021 | 000000 | KENNAMER, JAMES EDWARD       |
| 822919 | 443.10 | 0.00 | 25.00 | 0.00 | 0.00 | 468.10 | 08/04/2022 | 0006972332 | 2022 | 2021 | 000000 | KENNAMER, JAMES EDWARD       |
| 823829 | 81.19  | 0.00 | 25.00 | 8.12 | 0.00 | 114.31 | 08/15/2022 | 0006753124 | 2020 | 2020 | 000000 | KARPENKO, OLEKSIY DMYTROVYCH |
| 823830 | 73.08  | 0.00 | 25.00 | 7.31 | 0.00 | 105.39 | 08/15/2022 | 0006753124 | 2021 | 2021 | 000000 | KARPENKO, OLEKSIY DMYTROVYCH |
| 824631 | 18.21  | 0.00 | 25.00 | 0.00 | 0.00 | 43.21  | 08/23/2022 | 0006975274 | 2022 | 2021 | 000000 | HUDDLESTON, DARON KEITH      |
| 823282 | 63.94  | 0.00 | 25.00 | 0.00 | 0.00 | 88.94  | 08/09/2022 | 0006962908 | 2022 | 2021 | 000000 | BATES, DANIEL ALLEN          |
| 822481 | 160.88 | 0.00 | 25.00 | 0.00 | 0.00 | 185.88 | 08/02/2022 | 0006972221 | 2022 | 2021 | 000000 | KAWECKI, MICHELLE            |
| 823412 | 60.88  | 0.00 | 0.00  | 0.00 | 0.00 | 60.88  | 08/11/2022 | 0006884577 | 2022 | 2022 | 000000 | ZIPPY SHELL LLC              |

**Subtotal for**

|                      |          |      |        |       |      |          |
|----------------------|----------|------|--------|-------|------|----------|
| INDIVIDUAL           | 1,418.08 | 0.00 | 175.00 | 15.43 | 0.00 | 1,608.51 |
| PROPERTY             |          |      |        |       |      |          |
| 8 Properties Rebated |          |      |        |       |      |          |

## ACCOUNTS

## INDIVIDUAL REAL ESTATE ACCOUNTS

|        |        |      |      |      |        |            |            |      |      |        |                                |
|--------|--------|------|------|------|--------|------------|------------|------|------|--------|--------------------------------|
| 821913 | 13.48  | 0.00 | 0.00 | 0.00 | 13.48  | 08/03/2022 | 0000459282 | 2022 | 2022 | 000000 | ALIMILLI, LAKSHMI<br>SRICHARAN |
| 822058 | 222.75 | 0.00 | 0.00 | 0.00 | 222.75 | 08/03/2022 | 0000479787 | 2022 | 2022 | 000000 | SCOTT, TRAVIS FLOYD            |
| 821927 | 222.75 | 0.00 | 0.00 | 0.00 | 222.75 | 08/03/2022 | 0000479768 | 2022 | 2022 | 000000 | ESONU, VICTOR CHIGOZIRIM       |
| 821921 | 222.75 | 0.00 | 0.00 | 0.00 | 222.75 | 08/03/2022 | 0000477565 | 2022 | 2022 | 000000 | AZIZ, ANGELICA G               |

**Subtotal for**



## WAKE COUNTY TAX ADMINISTRATION

Rebate details

8/1/2022 - 8/31/2022

## WAKE FOREST

DATE 09/12/2022

TIME 11:10:37 AM

PAGE 3

| REBATE<br>NUMBER | PROPERTY | SPEC<br>DIST | CITY<br>TAG | LATE LIST | BILLED<br>INT | TOTAL<br>REBATED | PROCESS<br>DATE | ACCOUNT<br>NUMBER | TAX<br>YEAR | YEAR<br>FOR | BILLING<br>OWNER |
|------------------|----------|--------------|-------------|-----------|---------------|------------------|-----------------|-------------------|-------------|-------------|------------------|
|------------------|----------|--------------|-------------|-----------|---------------|------------------|-----------------|-------------------|-------------|-------------|------------------|

|            |        |      |      |      |      |        |  |  |  |  |                      |
|------------|--------|------|------|------|------|--------|--|--|--|--|----------------------|
| INDIVIDUAL | 681.73 | 0.00 | 0.00 | 0.00 | 0.00 | 681.73 |  |  |  |  | 4 Properties Rebated |
|------------|--------|------|------|------|------|--------|--|--|--|--|----------------------|

|          |  |  |  |  |  |  |  |  |  |  |  |
|----------|--|--|--|--|--|--|--|--|--|--|--|
| REAL     |  |  |  |  |  |  |  |  |  |  |  |
| ESTATE   |  |  |  |  |  |  |  |  |  |  |  |
| ACCOUNTS |  |  |  |  |  |  |  |  |  |  |  |

## WILDLIFE BOAT ACCOUNTS

|        |      |      |      |      |      |      |            |            |      |      |                             |
|--------|------|------|------|------|------|------|------------|------------|------|------|-----------------------------|
| 824640 | 4.95 | 0.00 | 0.00 | 0.00 | 0.00 | 4.95 | 08/24/2022 | 0004208448 | 2022 | 2022 | 000000 CORREA, EDGAR XAVIER |
|--------|------|------|------|------|------|------|------------|------------|------|------|-----------------------------|

Subtotal for

|          |      |      |      |      |      |      |  |  |  |  |                      |
|----------|------|------|------|------|------|------|--|--|--|--|----------------------|
| WILDLIFE |      |      |      |      |      |      |  |  |  |  | 1 Properties Rebated |
| BOAT     | 4.95 | 0.00 | 0.00 | 0.00 | 0.00 | 4.95 |  |  |  |  |                      |
| ACCOUNTS |      |      |      |      |      |      |  |  |  |  |                      |

|                             |          |      |        |       |      |          |  |  |  |  |                                             |
|-----------------------------|----------|------|--------|-------|------|----------|--|--|--|--|---------------------------------------------|
| TOTAL                       | 3,036.25 | 0.00 | 175.00 | 50.50 | 0.00 | 3,261.75 |  |  |  |  | 19 Properties Rebated for the District/City |
| WAKE                        |          |      |        |       |      |          |  |  |  |  |                                             |
| FOREST (Not<br>In District) |          |      |        |       |      |          |  |  |  |  |                                             |

TOTAL FOR

CITY

|        |          |        |        |       |      |          |  |  |  |  |                                    |
|--------|----------|--------|--------|-------|------|----------|--|--|--|--|------------------------------------|
| WAKE   | 3,393.19 | 100.96 | 175.00 | 50.50 | 0.00 | 3,719.65 |  |  |  |  | 20 Properties Rebated for the City |
| FOREST |          |        |        |       |      |          |  |  |  |  |                                    |



WAKE COUNTY TAX ADMINISTRATION

Rebate details  
8/1/2022 - 8/31/2022

WAKE FOREST

DATE 09/12/2022  
TIME 11:10:37 AM  
PAGE 1

| REBATE<br>NUMBER | PROPERTY           | SPEC<br>DIST | CITY<br>TAG | LATE LIST | BILLED<br>INT | TOTAL<br>REBATED | PROCESS<br>DATE | ACCOUNT<br>NUMBER | TAX<br>YEAR                       | FOR<br>YEAR | BILLING<br>TYPE | OWNER |
|------------------|--------------------|--------------|-------------|-----------|---------------|------------------|-----------------|-------------------|-----------------------------------|-------------|-----------------|-------|
| Grand Total:     | 221,132,713,041.54 |              | 1,675.00    | 382.85    | 0.00          | 261,232.10       |                 | 151               | Properties Rebated for All Cities |             |                 |       |





## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-470-

Submitted by:

Submitting Department: Administration

Meeting Date: October 18, 2022

### **SUBJECT**

Commissioner Reports

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

-