



Wake Forest Board of Commissioners
Meeting Agenda
December 20, 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. November 1, 2022 Work Session
November 15, 2022 Regular Meeting
[DraftBOCWSMinutesNov202201.pdf](#)
[DraftBOCMinutesNov202215.pdf](#)

3.Presentations

- 3.A. Introduction and Appointment of Candidates for the Board of Adjustment
[BOASummaryNov202215.pdf](#)
[Dec 2022 BOA Cover Sheet.docx](#)
[BOA Application Packet Dec 2022.pdf](#)
- 3.B. Presentation of fiscal year ended June 30, 2022 Annual Comprehensive Financial Report

[Presentation of Annual Financial Report for June 30, 2022_summary.pdf](#)

4.Public hearings / Public Comment

- 4.A. 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. Approval of Appointments to Citizen Advisory Boards
 - [Resolution2022-52AdvBoardApptsParksRecreationCulturalResourcesDec202220.docx](#)
 - [Resolution2022-53AdvBoardApptsPlanningBoardDec202220.docx](#)
 - [Resolution2022-54AdvBoardApptsPublicArtCommissionDec202220.docx](#)
 - [Resolution2022-55AdvBoardApptsBoardofAdjustmentDec202220.docx](#)
 - [Resolution2022-56AdvBoardApptsTechnologyAdvisoryBoardDec202220.docx](#)
 - [Resolution2022-57AdvBoardApptsUrbanForestryBoardDec202220.docx](#)
 - [Resolution2022-58AdvBoardApptsHumanRelationsCouncilDec202220.docx](#)
- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting non-contiguous annexation submitted by PNB Homes, LLC and Gail B Moody for properties located on Averette Road, being Wake County Tax PINs 1851-93-9056, 1861-02-0421, 1861-02-6148, 1851-91-9904, 1861-02-2044, 1861-02-6046, 1861-01-0709, 1861-01-4836, 1861-01-0635, and 1861-01-4639.
 - [122022 BOC Agenda Summary AN-21-11.pdf](#)
 - [Attachment A Legal Description AN-21-11 .pdf](#)
 - [Attachment B Annexation Map AN-21-11.pdf](#)
 - [Attachment C Non-Contiguous Annexation Petitions AN-21-11.pdf](#)
 - [CERTIFICATE OF SUFFICIENCY .docx](#)
 - [DRAFT PUBLIC HEARING RESOLUTION.docx](#)
 - [David Larry Moody Obituary.pdf](#)
 - [PNB Deed Book 18357, Page 2391.pdf](#)
- 5.C. Upper Neuse River Basin Association (UNRBA) Representative Approval Letter
 - [Attachment_A_summary_2022_UNRBA Letter.docx](#)
 - [Resolution-UNRBA Representative.docx](#)
 - [UNRBA_IAIA-EMC Approval Public Release - 2022.10.06.docx](#)
- 5.D. Approval of Budget Ordinance Amendment # 1 - FY 2022-2023
 - [Budget Ordinance Amendment_summary.pdf](#)
 - [Budget Ordinance Amendment #1_FY 2022-2023.pdf](#)
- 5.E. Approval of the 2023 Board of Commissioners Meeting Schedule
 - [Resolution2022-51,2023TOWFBoardOfCommissionersMeetingScheduleDec2022.pdf](#)
- 5.F. Approval of an Amendment to the FY2023 Pay & Classification Plan
 - [Approval of amendment to pay and class_summary.docx](#)
 - [MidYear Update_Assignment of Classes.pdf](#)

6. Legislative Items

7.Planning Items

- 7.A. Consideration of 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
[Case Summary SD-21-06 - South White Street Townhomes Major Subdivision and Site Plan.pdf](#)
[Attachment A - Application and Statement of Justification.pdf](#)
[Attachment B - Subdivision and Site Master Plan.pdf](#)
[Attachment C - Maps.pdf](#)
[Attachment D - Neighborhood Meeting Information.pdf](#)
[Attachment E - Traffic Impact Analysis Executive Summary and NCDOT Review Report.pdf](#)
[Staff Report 10-4-2022.pdf](#)
[Staff Presentation 10-4-2022.pdf](#)
[Documents provided by Applicant at Joint Public Hearing.pdf](#)
[Presentation by Ben Kuhn at Joint Public Hearing.pdf](#)
[Photos submitted by Andrew Gillingham at Joint Public Hearing.pdf](#)
[1st Request by Applicant to Delay Action.pdf](#)
[2nd Request by Applicant to Delay Action.pdf](#)
[3rd Request by Applicant to Delay Action.pdf](#)

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

- 12.A. Department Monthly Report
[Monthly Report Nov 2022.pdf](#)
- 12.B. Wake County Tax Release
[WF-TAXREPORT-DEC-2022MTG.pdf](#)
- 12.C. Commissioner Reports
- 12.D. Closed Session - NCGS 142-318.11(a)(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the

public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

13. Adjournment



Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-32-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: December 20, 2022

SUBJECT

November 1, 2022 Work Session

November 15, 2022 Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftBOCWSEMinutesNov202201.pdf](#)
- [DraftBOCMinutesNov202215.pdf](#)



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, November 1, 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.

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

Commissioners 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
Chief Financial Officer Aileen Staples
Planning Director Courtney Tanner

Assistant Planning Director Jennifer Currin
Senior Planner Patrick Reidy
Senior Planner Kari Grace
Police Captain Brian Mote
Captain Julius Jefferson
Fire Chief Ron Early

1. Presentations

- 1.1 Presentation of LEGISLATIVE CASE RZ-22-02; Morris Subdivision; rezoning filed by FLM Engineering to rezone 22.95± acres located at 0 (portion), 1159, 1161, 1163, and 1164 (portion) N. Main Street, being Wake County Tax PINs 1841984646 (portion), 1851084059 (portion), 1841886835, 1841883996, 1841890142, and 1841987225 (portion) from Rural Holding District (RD) and General Residential 3 (GR3) to General Residential 10 Conditional District (GR10-CD).

Senior Planner Patrick Reidy provided the staff report for Case RZ-22-02, Morris Subdivision located at 0 (portion), 1159, 1161, 1163, and 1164 (portion) N. Main Street. Mr. Reidy shared the aerial site map, conditional district rezoning map, growth strategy map, existing conditions, proposed master plan, landscape plan, and the master plan analysis.

Mr. Reidy stated a public comment session was held at the October 11, 2022 Planning Board meeting. The Planning Board voted 7-0 to find the request consistent with the Community Plan and recommended approval of the zoning map amendment with the proposed considerations:

- Add a buffer and/or fencing on the adjacent Flores property
- Add a fence for any other properties that request one
- Add a 6'-8' fence to the adjacent property

Proposed GR10 modifications:

- **Article 2.2.5 Suburban District Development Standards**
 - Required:
 - Minimum Front Setback: 20'
 - Minimum Street Side/Secondary Front Setback: 20'
 - Minimum Side Setback: 8'
 - Minimum Rear Setback: 25'
 - Provided:
 - Minimum Front Setback: 10' (18' garage setback)
 - Minimum Street Side/Secondary Front Setback: 10'
 - Minimum Side Setback: 3'
 - Minimum Rear Setback: 15'

Proposed Zoning Conditions

Based upon the Planning Board's recommended conditions, the applicant has submitted revised Conditions to help satisfy the concerns that were mentioned during the Planning Board meeting.

1. The subdivision master plan is a condition of the rezoning request. Amendments of the master plan shall require a rezoning amendment unless the administrator finds the modification to be minor and in keeping with the spirit and intent of the approved subdivision master plan.
2. The following setbacks shall apply:
 - Minimum principal front setback: 10' (18' garage setback)
 - Minimum street side/secondary front setback: 10'
 - Minimum side setback: 3'

- Minimum rear setback: 15'
3. Road 1 shall have a maximum block length of 1,200'
 4. All lots shall be planted with a minimum of one (1) canopy tree and one (1) understory tree within an 8' HOA landscaping easement. Each lot must have trees planted prior to the Certificate of Occupancy being released.
 5. The subdivision covenants shall prohibit the removal of required trees on individual property unless the Town finds that there is a risk to property damage, or the health of the tree is in decline and the tree must be replaced.
 6. Active recreation uses shall include, but shall not be limited to, two (2) gaming tables, two (2) permanent sets of cornhole courts, and a bocce ball court. Other similar active recreation alternatives could be provided as approved by the Administrator. Active recreation components shall be installed prior to the 50th percentile building permit.
 7. Prior to the issuance of the first building permit, a 6' tan or brown wood or composite material opaque fence shall be placed on/or near the property boundary, as specified by each property owner, along the following adjacent properties: Bakker (PIN 1841985060), Bowman (1841882891), Firment (PIN 1841978941), and Snyder (PIN 1851070539).
 8. Prior to the issuance of the first building permit, the Developer shall provide a 6' tan or brown wood or composite material opaque fence and/or screening vegetation along the Flores (PIN 1841994194) property boundary in areas not occupied by public right-of-way, stream buffer, or easements.
 9. Prior to the issuance of the first building permit, the Developer shall assess the feasibility of keeping the 30+/- Leland Cypress Trees along the Firment (PIN 1841978941) boundary. If the trees cannot be kept, developer shall replace them with similar vegetation on the Firment property.
 10. Water and sewer connections and road access shall be provided to the Firment (PIN 1841978941) property.
 11. Work with Duke Power and Pike to relocate the existing overhead power lines and the power pole and transformer on the edge the Firment (PIN 1841978941) driveway. Any pad mounted transformer shall not hinder use of the driveway or future access to the subdivision road and water and sewer. The developer shall be responsible for any costs associated with the relocation of power for the Flores (PIN 1841994194) property.
 12. A minimum 5'-wide public sidewalk connection shall be made from Road 1 through the proposed sewer easement to N Main Street to facilitate pedestrian connectivity from the west side to the east side of the subdivision.
 13. Garages shall not protrude further than two (2) feet from the front porch or front wall of the house, whichever is closest to the front property line.
 14. Section 5.5.2.A, B, and C shall be applicable to the site.
 15. Section 5.5.3.A shall be applicable to the site.
 16. Section 5.5.5 shall be applicable to the site.

17. Section 5.5.4.D shall be applicable to the site.

18. An exterior wall that fronts on a right-of-way including a secondary street side shall contain at least three decorative elements such as, but not limited to, the following elements:

- Bay window
- Recessed window
- Decorative window
- Wrap around porch or side porch
- Two or more building materials
- Decorative brick or stone
- Decorative trim (not otherwise included around windows per condition #20 below)
- Decorative shake
- Decorative air vents on gable
- Decorative gable
- Decorative cornice
- Column
- Portico
- Balcony
- Dormer

19. A varied color palette shall be utilized on homes throughout the subdivision to include a minimum of three color families for siding and shall include varied trim, shutter, and accent colors complementing the siding color. Where varied siding and trim, shutter, and accent colors are not provided on an individual dwelling, a minimum of three varied materials shall be provided.

20. All elevations of the units that that front on a right-of-way including a secondary street side shall have trim around the windows.

21. The Architectural and Review Guidelines for the community shall include the following language regarding parking:

- Homeowners are expected to park vehicles in their garage or driveway, not on the street.
- Street parking is only for short-term situations (e.g. guest parking overflow or maintenance vehicles), should allow for safe and efficient movement of traffic, and not block or hinder a neighbor's access to their driveway.
- Street parking within 25' of a stop sign or within 15' of a fire hydrant is prohibited.
- Parking of commercial vehicles or vehicles in disrepair is not permitted except within an enclosed garage.
- Parking is prohibited on the grass or the medians.

- Garage doors should be kept in the closed position unless they are in use
22. Prior to the approval of Construction Drawings, the applicant shall receive written permission from the Kinsley property owner that the current stub connection of Road 2 is acceptable as depicted in the Morris Subdivision Master Plan. If permission is not granted, the Morris Subdivision Master Plan shall be revised to realign the road connection so that it does not require any additional right-of-way dedication by the Kinsley development.

Mr. Reidy stated staff recommends approval of the proposed rezoning and finds it to be consistent with the Comprehensive Plan and in the public interest for the following reasons:

1. The proposed zoning district is consistent with the zoning district of adjacent and nearby properties.
2. The proposed zoning district is consistent with the General Urban Zone designation in the Community Plan.
3. The proposed development provides a walkable community and is compact in form.
4. The proposed development provides a connection to the Kinsley Subdivision.

Mayor Jones asked if there's room next to the railroad for possible changes. Mr. Reidy stated the latest set of plans shows the line being held so there's no development within there and there's also additional buffering. Mr. Reidy stated staff doesn't anticipate any physical impacts to the homes.

Commissioner Dyer asked who is responsible for maintenance of the fence when placed on the property line. Mr. Reidy stated the applicant and the neighbors are supposed to work out which side it will go on but whichever side it does go on would be responsible for the maintenance.

Commissioner Sary asked Mr. Reidy about the stub to the south and how it might connect and if it's a logical location for a stub. Mr. Reidy replied there's a pedestrian walkway being provided to Burdock Ln. but because of the Meadows stormwater pond there wasn't an ability to extend that road up through the pond to connect. He said based on there being a single-family home and acreage, the UDO calls for a stub to be placed there as well as serve as an emergency vehicle turn around.

Commissioner Sary asked if Condition #22 will be up to the Kinsley property owners to allow the stub to connect. Mr. Reidy stated they don't expect there'd be any issue. He said it's a very minimal impact to the open space area and doesn't change the number of lots. Mr. Reidy stated they have alternate designs that would work if it came to that.

Commissioner Sliwinski asked if the walkable area is within the community or to locations outside of the community. Mr. Reidy stated staff will need to see what NCDOT would allow as far as crossing for pedestrian safety.

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. Consideration of an Ordinance Amending the Code of Ordinances Chapter 14, Article III, Section 14-66 thru 14-75 – Noise (Second Reading)

ACTION:

Mover: Commissioner Adam Wright made a motion to approve an Ordinance Amending the Code of Ordinances Chapter 14, Article III, Section 14-66 thru 14-75 – Noise (Second Reading) as presented.

Seconder: Commissioner Sary.

- Commissioner Dyer said there seems to be a double standard regarding time schedules for trash pickup and grass cutting.
- Strategic Performance Manager Lisa Hayes stated commercial trash pickup is more difficult later in the day due to traffic and more people being out and about. Ms. Hayes stated to make it business friendly the grass is cut early prior to the business opening.
- Commissioner Dyer said the proposed ordinance states that equipment being used for construction can start at 5:00 a.m. in the morning. He said if he lived in one of those homes, he wouldn't want construction starting at 5:00 a.m.

Vote: Motion approved 3-2.

Aye

Commissioner Wright

Nay

Commissioner Sliwinski

Commissioner Shackelford
Commissioner Sary

Commissioner Dyer

4.2. Criminal Justice Reform Ordinance Amendments

Mayor Jones asked if anyone had questions. No questions were asked.

ACTION:

Mover: Commissioner Adam Wright made a motion to approve the Criminal Justice Reform Ordinance Amendments as presented.

Seconder: Commissioner Sliwinski.

Vote: Motion approved 5-0.

4.3. Resolution Affirming the Appointment of Deputy Town Clerk

Mover: Commissioner Dyer made a motion to approve the Resolution Affirming the Appointment of Deputy Town Clerk as presented.

Seconder: Commissioner Wright.

Vote: Motion approved 5-0.

4.4. Public Hearing on LEGISLATIVE CASE RZ-22-04 WakeMed, a rezoning filed by WakeMed to rezone 14.41± acres located at 0 Siena Drive and 0 Dr. Calvin Jones Highway, being Wake County Tax PINs 1840070540, 1840070859, and 1830976175, from Conditional Use Neighborhood Business (CU NB) to Neighborhood Business Conditional District (NB CD).

Commissioner Sary disclosed the applicant, Stewart, Inc. is the firm he works for. He stated he had no correspondence on the project but requested to recuse himself from any conversation regarding Case RZ-22-04 WakeMed. Commissioner Sary was recused during the public hearing for Case RZ-22-04.

Kari Grace provided a presentation on Case RZ-22-04 WakeMed. Ms. Grace shared the aerial site map, current zoning map, overlay map, existing conditions plan, site plan, and landscape plan.

Proposed Zoning Conditions

Site Zoning Conditions

1. The conditions outlined below replace previous zoning conditions of the properties.
2. Uses are limited to residential care facilities, medical office, retail, and office.

3. No direct driveway access to the NC-98 Bypass is allowed.
4. Parcel PINs 1840070859, 1840070540 and 1830976175 shall be recombined.
5. The Neuse River Riparian Buffers shall be maintained as conservation areas.
6. Provide a 100-foot drainageway buffer and conservation easement in perpetuity except as necessary for construction and maintenance of the stormwater management system according to best management practices.
7. Section 9.8.1.B of the UDO limits the maximum number of driveways permitted per parcel, however, states that additional entrances or exits may be permitted after showing of actual necessity and upon approval of the Board of Commissioners. A total of four driveways are necessary to allow for sanitary and waste management access to the dumpster location, which will be separate from vehicular and pedestrian circulation.
8. The site master plan is a condition of the rezoning request. Amendments of the master plan shall require a rezoning amendment unless the administrator finds the modification to be minor and in keeping with the spirit and intent of the approved site master plan.
9. A proportional fee-in-lieu for a traffic signal at Siena Drive and Hwy 98 shall be provided in the amount of \$12,539 prior to construction plan approval.
10. Section 2.2.5.A.5 of the UDO sets a maximum of 50,000 SF per building in the Neighborhood Business (NB) district. The associated site master plan modifies this requirement to allow a building to exceed 50,000 SF.
11. Two (2) electric vehicle (EV) chargers shall be provided on site, with the location to be determined during the construction plan submission phase.

Architectural Zoning Conditions

1. These architectural conditions are only applicable for medical office use.
2. Pertaining to allowable façade materials:
 - a. The building façade, as measured from the finished grade to the roof deck, will have no less than 50% masonry as the primary material (excluding glazing) on each building elevation, which exceeds the requirements for 50% only on street-facing facades and 25% on side facades in UDO section 5.6.2.A.
 - b. Premium non-masonry natural finish material(s) (e.g., natural copper, zinc, wood, stone, etc.) may be used for a maximum 15% of each building elevation. These materials are in addition to the allotment of materials allowed in UDO section 5.6.2.A.
 - c. Lap siding (i.e., cementitious fiber board), exposed heavy timber, stucco, EIFS and concrete are not permitted building facade materials on any elevation. This is more selective than the façade materials allowed in UDO section 5.6.2.A.
3. Pertaining to façade interest details:

- a. Expanses of blank walls may not exceed eight feet in width. Interest details must be clearly visible from the right-of-way and must include at least one of the following: change in plane, change in color, change in material, change in pattern, canopies, transparent windows or doors, recessed or projected areas for seating or gathering, or vertical trellises. This exceeds the requirements of UDO section 5.6.3.A.
 - b. The building façade, as measured from the finished grade to the roof deck, will have a minimum 30% glazing on each building elevation, including a minimum of 30% glazing on the ground floor. This provides an equal or greater amount of glazing but with more flexibility on the distribution to allow for the needs of the medical office use. This condition replaces the requirements in UDO section 5.6.3 for transparency zone and glazing requirements.
 - c. Sprandel glass may be utilized to meet up to 30% of the glazing requirements.
4. Any rooftop equipment screen will coordinate in color, profile and/or material with the materials and profiles of the main building materials. This exceeds the requirements in UDO section 5.6.4.A.
5. In lieu of the requirements in UDO section 5.6.5.C, Articulation:
 - a. The building's plane will use a minimum 5' offset or a minimum 5' deep overhang at entries, waiting areas and lobbies on the building perimeter, on each elevation, with no offset or overhang greater than 50% of the length of any individual side.
 - b. For portions of walls not met by condition 5a, no walls may extend more than 3 windows, of the same size or shape, across an elevation without a change in plane, change in color, change in material, or change in pattern that visually subdivides the wall through at least 75% of its height.
 - c. In addition, change in plane will occur along any building elevation where there is also a change in material.
 - d. At least 2 changes in vertical profile (e.g., parapet, roof screen etc.) and/or roofline are required along any public street-facing building elevation using an architectural element integral to the building materials and design (which may include a rooftop screen that complies with condition #4). At least 1 change in vertical profile and/or roofline is required along any other elevation.
 - e. A secondary entrance will be provided along each elevation instead of a second principal entrance. See Attachment B for signed, proposed conditions.

The Planning Board recommended approval of the of the proposed rezoning with conditions and two additional considerations:

1. Left and right-turn arrow markings at the Piazza Way and Siena Drive intersection.

2. Installation of mulch waking path within the open space area.

Ms. Grace stated that staff recommends approval of the rezoning as proposed and finds it to be consistent with the Comprehensive Plan and in the public interest for the following reasons:

1. The proposed zoning district is consistent with the Corridor Commercial land use designation in the Community Plan.
2. The open space portion of the site is consistent with the Conventional Residential land use designation in the Community Plan.
3. The proposed rezoning supports Community Plan policies related to high quality architectural and multi-story design.
4. The proposed rezoning supports Community Plan policies related to strong pedestrian infrastructure, street connectivity, and electric vehicle charging infrastructure.
5. The proposed rezoning supports Community Plan policies related to tree preservation and enhanced landscaping standards.
6. The proposed rezoning supports Community Plan policies related to providing regional medical facilities in the Town.

Commissioner Dyer asked if there were any elevations of the rear and front of building. Ms. Grace replied, the applicant will have the elevations in his presentation. Ms. Grace explained the elevations are not part of the rezoning request; however, they were developed alongside the written conditions to compare them to what was being proposed matches the vision.

Applicant Matt McGinley with Stewart, Inc. shared the illustrative site plan.

Caitlin Fedor was in attendance on behalf of Little Environment. She shared the illustrative elevations with the Board. She stated they've met with Planning Staff to meet the intent of the Unified Development Ordinance (UDO) as part of the zoning conditions Ms. Grace had presented earlier. Ms. Fedor stated the elevations are still subject to go through an architectural review process and are preliminary at this point.

Public Comment

- Claudette Kaveler, 924 Siena Drive of Wake Forest, expressed concern about a WakeMed entrance added on a neighborhood street, continuous turnover of visitors at the WakeMed facility, and the traffic cutting through neighborhood streets.

- Debra Morefield, 420 Piazza Way of Wake Forest, expressed concern about increased traffic on Siena Dr. for ingress and egress into WakeMed property, definitions in the rezoning application, and the stormwater pond and active open space.
- Ann Theberge, 215 Pine Ridge Court, expressed concern about stormwater issues.
- Margaret Watkins, 407 Belmellen Court expressed her concern about stormwater.

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

- 4.5. Consideration on LEGISLATIVE CASE RZ-22-04 WakeMed, a rezoning filed by WakeMed to rezone 14.41± acres located at 0 Siena Drive and 0 Dr. Calvin Jones Highway, being Wake County Tax PINs 1840070540, 1840070859, and 1830976175, from Conditional Use Neighborhood Business (CU NB) to Neighborhood Business Conditional District (NB CD).

Commissioner Sliwinski asked what the appropriateness of him not being present during all of the presentation. Attorney Kingsberry stated Commissioner Sliwinski was present for most of the presentation and will be able to vote.

Commissioner Wright asked if anyone had objections to the residents' proposed amendments during public hearing. Andi Curtis with WakeMed stated their preference is to move forward with the rezoning and continue their site planning. Ms. Curtis said they would be happy to address any of the concerns.

Mayor Jones pointed out that the site plan is included in tonight's action. Commissioner Sliwinski asked, is there an opportunity to amend the site plan if the approval goes through. Ms. Grace explained the next step after the site plan approval would be the site construction plan approval. Ms. Grace stated it's an administration approval where staff will review and approve based on the UDO requirements. She said if there are things they wish to be incorporated it would need to be included as part of the rezoning approval.

ACTION:

Mover: Commissioner Dyer made a motion to approve CASE RZ-22-04 WakeMed, as presented, with the consistency statement as presented.

Seconder: Commissioner Sliwinski.

Vote: Motion approved 4-0. (*Commissioner Sary was recused during the public hearing for Case RZ-22-04*)

- 4.6. Consideration of Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, an amendment to the professional services contract of the comprehensive UDO (Unified Development Ordinance) and MSSD (Manual of Specifications, Standards & Design) update

Senior Planner Kari Grace presented the amendment to the professional services contract of the comprehensive UDO (Unified Development Ordinance) and MSSD (Manual of Specifications, Standards & Design) update.

Ms. Grace provided the following summary:

- On March 15, 2022, the Board of Commissioners approved a resolution authorizing the execution of a contract with Houseal Lavigne Associates for the update of the Unified Development Ordinance (UDO) and Manual of Specifications, Standards & Design (MSSD) for \$337,905.00. Since the execution of the contract, one amendment in the amount of \$3,500 has been made to add one trip in order to conduct meetings in person. Per the purchasing policy, this amendment was approved by the Town Manager due to the dollar amount.

The project is underway, and the initial steps of the contract have been completed, including the project kickoff, initiation of public engagement, and existing UDO analysis and preliminary recommendations.

The purpose of the proposed amendment is to split the sign regulation update portion of the UDO update into a separate phase to allow for earlier adoption, consisting of steps 4 through 7 in the attached amended scope. The amended scope involves five additional trips, twelve additional stakeholder engagement interview sessions, an online questionnaire, one additional open house event, ten additional review and discussion meetings with staff, two additional summary documents, and three additional elected and appointed board meetings. The amended budget includes \$39,365 of additional professional fees and \$5,000 of additional direct expenses to total \$44,365. The total budget for the UDO update with the amendment is \$270,930. With the MSSD update, the total budget for the contract would be \$385,770. The contract timeline is proposed to be extended by one year.

Mayor Jones asked how much sooner the project could be done, and can they eliminate the extra money and time if they don't split the sign regulation update portion of the UDO update. Ms. Grace stated the original schedule included the proposal of developing the sign update along with other development regulation updates, which means they'd be reviewed together and would eliminate some of the additional time being proposed. She stated, originally, the project was scheduled to be a 24-month project and be completed around April/May 2024. Ms. Grace stated, staff believes the rest of the UDO update would be complete and adopted in April 2025, which would be an additional year in order to split the sign regulation update step out.

Commissioner Wright would like to remedy the sign project sooner rather than later. Mayor Jones asked when the sign update would be completed. Ms. Grace stated the adoption of the update is anticipated in August 2023.

Town Manager Padgett stated if you pull the sign ordinance out there'd be more public involvement and more stakeholder meetings, which increases the timeframe.

Commissioner Sary asked what's the path if they don't agree with the contract extension. Ms. Grace stated the alternative would be to go back to the original proposal of developing the sign update along with the other development standards, and be developed, reviewed, and adopted the same time as the rest of the ordinance. Ms. Kari stated they'd be looking at adoption in spring/early summer of 2024 instead of spring/early summer of 2025.

Commissioner Sary asked if there's anything they can do from a staff or town perspective to address some of the concerns heard. Planning Director Tanner spoke about the challenges and stated the biggest issue they currently have are their temporary sign regulations.

Mayor Jones stated staff has addressed a lot of issues and appreciates their work. Mayor Jones doesn't want to see this prolonged an additional year.

Commissioner Sary stated he agrees with Mayor Jones and would like to stick with the original contract.

Mayor Jones asked the Board if they're okay in sticking with the original contract. The consensus of the Board was to stick with the original contract.

5. Commissioner Reports

Commissioner Dyer attended and worked at the Wake Forest Garden Club Plant Sale, attended the Triangle Ministry to Prevent Hunger Banquet, will attend the Chamber of Commerce Sporting Clay's Tournament, Bud's Tavern is having an event to raise money for Veterans in the area, the local VFW will be reading the names of MIAs and POWs on Saturday, there'll be a Veteran's event at the Renaissance Centre, there'll be a Veteran's Day Memorial event at the Heritage Veteran's Memorial Site on November 11, 2022 at 11:00 a.m., thanked the officers for patrolling on Halloween night.

Commissioner Wright reminded everyone early voting is going on now through Saturday. Election Day is on Tuesday, November 8, 2022.

Commissioner Sliwinski attended the final session of the Citizen's Academy and thanked staff and the citizens who attended, attended the Boo Bash Event and thanked all the staff and volunteers, the pecan trees at Joyner Park will be cordoned off for pruning, he asked that folks support the Renaissance Centre,

Commissioner Shackleford had no updates.

Commissioner Sary asked everyone to please exercise their right to vote.

Mayor Jones attended the B.W. Wells Association Annual meeting, she's working on the Legislative Policy Committee with the NC League of Municipalities.

Town Manager Kip Padgett said Police Chief Leonard reported Halloween night was a safe event. Town Manager stated the officers were out patrolling the neighborhoods making sure the kids were safe. TCC is doing a downtown walking tour on Thursday and will end at 5:00 p.m. at Unwined on White. The bus tour for the Board of Commissioner is on Friday at 1:00 p.m.

6. Adjournment

The Board of Commissioners adjourned the meeting at 7:35 p.m.

Duly approved in open session this 20th day of December 2022.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk

DRAFT



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, November 15, 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
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Senior Planner Patrick Reidy
Downtown Development Manager
Jennifer Herbert

Downtown Development Specialist
Camryn Gutierrez
Parks, Recreation & Cultural Resources
Director Ruben Wall
Human Resources Consultant Allison Luvisi
Tree Trimming Supervisor Jimmie Kearney

1. Approval of Agenda

1.A. Approval of Agenda

ACTION:

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

Seconded: Commissioner Sliwinski.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- October 4, 2022 Work Session
- October 4, 2022 Joint Public Hearing
- October 18, 2022 Regular Meeting

ACTION:

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

Second: Commissioner Wright.

Vote: Motion carried 5-0.

3. Presentations

3.A. Proclamation recognizing November 25, 2022 as "Plaid Friday" and November 26, 2022 as "Small Business Saturday"

***Proclaiming Friday, November 25, 2022, as Plaid Friday
And Saturday, November 26, 2022, as Small Business Saturday***

WHEREAS, purchasing holiday gifts and shopping year-round with locally owned and independent businesses supports the economic health and resilience of the community; and

WHEREAS, shopping locally supports our neighbors, friends, and family members employed by local businesses; and

WHEREAS, when we support small business, jobs are created, and local communities preserve their unique culture; and

WHEREAS, just like the individual, the individual threads are weak on their own but are strong together, so is our community. Together supporting one another while celebrating our uniqueness we are interwoven and strong; and

WHEREAS, Plaid Friday is a fun and enjoyable alternative to the big box store "Black Friday" consumer frenzy where everyone is encouraged to wear plaid and shop local and independent; and

WHEREAS, Small Business Saturday is a nationwide campaign to cultivate business for small merchants on the Saturday after Thanksgiving; and

WHEREAS, Plaid Friday and Small Business Saturday celebrate and support small businesses and all they do for Wake Forest.

WHEREAS, we encourage citizens to consider shopping our small merchants on Plaid Friday and Small Business Saturday as a way to boost the local economy and strengthen our small business community.

WHEREAS, the Town of Wake Forest, North Carolina supports and joins in this national effort to help America's small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.

NOW THEREFORE, I, Vivian Jones, Mayor of the Town of Wake Forest, in the State of North Carolina, do hereby proclaim

November 25, 2022, as Plaid Friday and November 26, 2022, as Small Business Saturday
and encourage our residents to recognize and support small businesses within our community by shopping these establishments on the Friday and Saturday following Thanksgiving.
Mayor Jones recognized Family Court Awareness Month.

Mayor Jones presented the proclamation to Dolores Riggins with Southern Suds & Gifts.

3.B. Proclamation Recognizing Jimmie A. Kearney, Jr. on his Retirement

**RESOLUTION OF APPRECIATION FOR
THE SERVICES OF
Jimmie A. Kearney, Jr.**

WHEREAS, Jimmie A. Kearney, Jr was hired as a Tree Trimming Technician II for the Town of Wake Forest Power effective April 19, 2011; and

WHEREAS, Jimmie A. Kearney, Jr was promoted to the position of Tree Trimming Supervisor effective August 21, 2012; and

WHEREAS, Jimmie A. Kearney, Jr exemplified excellent performance in tree removal, line and right of way clearance and is one of the reasons Wake Forest Power maintains a Diamond level in reliable public power rating and a 99.9 % reliability average; and

WHEREAS, with over 11 years of service to the Town, Jimmie served unselfishly in his capacity for the good of the Town of Wake Forest, making sacrifices in personal and family ties; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Jimmie A. Kearney, Jr is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest in his official capacity as a Tree Trimming Supervisor.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution is presented to Jimmie A. Kearney, Jr

Mayor Jones presented the resolution to Jimmie A. Kearney, Jr.

3.C. Joyner Park Community Center (AIA) Merit Award Presentation

Jennifer Heintz with Clark Nelsen presented the Town of Wake Forest with two merit awards for the Joyner Park Community Center. The merit awards presented were received from the Triangle Chapter of the American Institution of Architects and the North Carolina Chapter of American Institution of Architects.

4. Public hearings / Public Comment

4.A. Public Hearing on LEGISLATIVE CASE RZ-22-02; Morris Subdivision; Consideration of a rezoning filed by FLM Engineering to rezone 22.95± acres located at 0 (portion), 1159, 1161, 1163, and 1164 (portion) N. Main Street, being Wake County Tax PINs 1841984646 (portion), 1851084059 (portion), 1841886835, 1841883996, 1841890142, and 1841987225 (portion) from Rural Holding District (RD) and General Residential 3 (GR3) to General Residential 10 Conditional District (GR10-CD).

Senior Planner Patrick Reidy stated that staff doesn't have any changes since last time they were before the Board.

Jon Frazier with FLM Engineering was in attendance representing Blue Heel Development who is the developer of the Morris Subdivision project. Mr. Frazier provided a high-level overview of the project. He stated it's an age targeted community for 55 years of age and older. Mr. Frazier briefly went over the Subdivision Master Plan and said there are 72 detached units, they're providing more than the required park space, it's walkable to Joyner Park and Flaherty Park. He said they worked closely with Planning Staff through the process and addressed their comments and concerns. They worked closely with neighbors from the neighborhood meeting and neighbors who attended the Planning Board meeting on October 11, 2022; specifically, Cyndi Flores and Frank Bowman. Mr. Frazier stated they've added a fence as it relates to Mr. Bowman and an option of a fence or vegetative screening as it relates to Ms. Flores. Mr. Frazier said they've added conditions to the project addressing both of those concerns. Mr. Frazier stated they're also proposing a perimeter fence for several adjacent property owners who have requested the perimeter fence. The fence along the perimeter will be maintained by the Homeowners Association as part of their exterior maintenance of the community. At the Planning Board meeting there was discussion about connectivity

between the two sides, across N. Main St., so folks living on both sides could enjoy those park space amenities. Mr. Frazier stated they worked with Mr. Morris to facilitate a pedestrian connection.

Mr. Frazier spoke about the following community amenities: fire pits, dog parks, community garden, active park space, bocce ball court, cornhole courts, and gaming tables.

Julie Gavaghan with Blue Heel Development provided a presentation on the Corbinton Brand and provided images of the exterior community and the interior of the homes.

Public Comment

Cyndi Flores, 1188 N. Main St., Wake Forest, NC, would like the following amenities considered: food trucks, farmers markets, and artisan markets. She expressed concern about animal habitat, lack of lighting or better lighting that does not deter animals from being out at night, and greenways as an alternative to vehicles. Ms. Flores asked Planning Staff if they could direct her to the North Carolina law prohibiting communities from clearcutting.

Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC, spoke in support of the project and stated it's well thought out.

Mayor Jones asked if anyone else wished to speak on this item. No one spoke. 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.

The following citizens provided public comment:

- Ira Richman, 1320 Reservoir View Ln., Wake Forest, NC, spoke about recommendations on building sustainable and connected infrastructure.

- Ron Rufner, 1421 Reservoir View Ln., spoke about residents of Traditions Subdivision being unaware of a blasting phase associated with the project. The residents were only made aware this week via a letter from GeoSonics, Inc. Mr. Rufner said they're in close proximity of the proposed blasting and are concerned about the safety of residents and the potential impact of structural damage to their properties.
- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC, asked that the doors at Town Hall remain unlocked throughout the duration of town meetings, or have someone at the doors allowing citizens to enter the building.

Mayor Jones asked if anyone wished to speak on this item. No one spoke. Mayor Jones closed the public hearing.

5. Consent Agenda

No consent agenda to be heard.

6. Legislative Items

6.A. Criminal Justice Reform Ordinance Amendments (2nd Reading)

ACTION:

Mover: Commissioner Wright moved to approve the Criminal Justice Reform Ordinance Amendments (2nd Reading) as presented.

Seconder: Commissioner Shackleford.

Vote: Motion carried 5-0.

7. Planning Items

7.A. Consideration of LEGISLATIVE CASE RZ-22-02; Morris Subdivision; Consideration of a rezoning filed by FLM Engineering to rezone 22.95± acres located at 0 (portion), 1159, 1161, 1163, and 1164 (portion) N. Main Street, being Wake County Tax PINs 1841984646 (portion), 1851084059 (portion), 1841886835, 1841883996, 1841890142, and 1841987225 (portion) from Rural Holding District (RD) and General Residential 3 (GR3) to General Residential 10 Conditional District (GR10-CD).

ACTION:

Mover: Commissioner Sary moved to approve Case RZ-22-02; Morris Subdivision with conditions (shown below) and consistency statement as presented:

1. *The subdivision master plan is a condition of the rezoning request. Amendments of the master plan shall require a rezoning amendment unless the administrator finds the modification to be minor and in keeping with the spirit and intent of the approved subdivision master plan.*
2. *The following setbacks shall apply:*
 - *Minimum principal front setback: 10' (18' garage setback)*
 - *Minimum street side/secondary front setback: 10'*
 - *Minimum side setback: 3'*
 - *Minimum rear setback: 15'*
3. *Road 1 shall have a maximum block length of 1,200'.*
4. *All lots shall be planted with a minimum of one (1) canopy tree and one (1) understory tree within an 8' HOA landscaping easement. Each lot must have trees planted prior to the Certificate of Occupancy being released.*
5. *The subdivision covenants shall prohibit the removal of required trees on individual property unless the Town finds that there is a risk to property damage, or the health of the tree is in decline and the tree must be replaced.*
6. *Active recreation uses shall include, but shall not be limited to, two (2) gaming tables, two (2) permanent sets of cornhole courts, and a bocce ball court. Other similar active recreation alternatives could be provided as approved by the Administrator. Active recreation components shall be installed prior to the 50th percentile building permit.*
7. *Prior to the issuance of the first building permit, a 6' tan or brown wood or composite material opaque fence shall be placed on/or near the property boundary, as specified by each property owner, along the following adjacent properties: Bakker (PIN 1841985060), Bowman (1841882891), Firment (PIN 1841978941), and Snyder (PIN 1851070539).*
8. *Prior to the issuance of the first building permit, the Developer shall provide a 6' tan or brown wood or composite material opaque fence and/or screening vegetation along the Flores (PIN 1841994194) property boundary in areas not occupied by public right-of-way, stream buffer, or easements.*
9. *Prior to the issuance of the first building permit, the Developer shall assess the feasibility of keeping the 30+/- Leland Cypress Trees along the Firment (PIN 1841978941) boundary. If the trees cannot be kept, developer shall replace them with similar vegetation on the Firment property.*
10. *Water and sewer connections and road access shall be provided to the Firment (PIN 1841978941) property.*

11. *Work with Duke Power and Pike to relocate the existing overhead power lines and the power pole and transformer on the edge the Firment (PIN 1841978941) driveway. Any pad mounted transformer shall not hinder use of the driveway or future access to the subdivision road and water and sewer. The developer shall be responsible for any costs associated with the relocation of power for the Flores (PIN 1841994194) property.*
12. *A minimum 5'-wide public sidewalk connection shall be made from Road 1 through the proposed sewer easement to N Main Street to facilitate pedestrian connectivity from the west side to the east side of the subdivision.*
13. *Garages shall not protrude further than two (2) feet from the front porch or front wall of the house, whichever is closest to the front property line.*
14. *Section 5.5.2.A, B, and C shall be applicable to the site.*
15. *Section 5.5.3.A shall be applicable to the site.*
16. *Section 5.5.5 shall be applicable to the site.*
17. *Section 5.5.4.D shall be applicable to the site.*
18. *An exterior wall that fronts on a right-of-way including a secondary street side shall contain at least three decorative elements such as, but not limited to, the following elements:*
 - *Bay window*
 - *Recessed window*
 - *Decorative window*
 - *Wrap around porch or side porch*
 - *Two or more building materials*
 - *Decorative brick or stone*
 - *Decorative trim (not otherwise included around windows per condition #20 below)*
 - *Decorative shake*
 - *Decorative air vents on gable*
 - *Decorative gable*
 - *Decorative cornice*
 - *Column*
 - *Portico*
 - *Balcony*
 - *Dormer*
19. *A varied color palette shall be utilized on homes throughout the subdivision to include a minimum of three color families for siding and shall include varied trim, shutter, and accent colors complementing the siding color. Where varied siding and trim, shutter, and*

accent colors are not provided on an individual dwelling, a minimum of three varied materials shall be provided.

20. All elevations of the units that front on a right-of-way including a secondary street side shall have trim around the windows.

21. The Architectural and Review Guidelines for the community shall include the following language regarding parking:

- Homeowners are expected to park vehicles in their garage or driveway, not on the street.*
- Street parking is only for short-term situations (e.g. guest parking overflow or maintenance vehicles), should allow for safe and efficient movement of traffic, and not block or hinder a neighbor's access to their driveway.*
- Street parking within 25' of a stop sign or within 15' of a fire hydrant is prohibited.*
- Parking of commercial vehicles or vehicles in disrepair is not permitted except within an enclosed garage.*
- Parking is prohibited on the grass or the medians.*
- Garage doors should be kept in the closed position unless they are in use.*

22. Prior to the approval of Construction Drawings, the applicant shall receive written permission from the Kinsley property owner that the current stub connection of Road 2 is acceptable as depicted in the Morris Subdivision Master Plan. If permission is not granted, the Morris Subdivision Master Plan shall be revised to realign the road connection so that it does not require any additional right-of-way dedication by the Kinsley development.

Seconded: Commissioner Dyer.

- Commissioner Sary shared his reasons in supporting the request, as follows:
 - Meets most of the recommendations of the Community Plan,
 - It's an active adult community; and
 - Is continuing and allowing another connection point within an existing approved subdivision.
- Commissioner Sliwinski added the willingness to work with the residents and listening to their feedback.
- Commissioner Wright stated he'll support this as long as every effort is made in preserving the trees that don't need to be cut down.

Vote: Motion carried 5-0.

7.B. Consideration of 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

Mayor Jones stated the applicant has asked to delay Case SD-21-06 to the December 6, 2022 Board of Commissioners Work Session.

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

No Public Service Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Report

Received.

12.B. CIP Project Tracker

Received.

12.C. Strategic Plan

Received.

12.D. Wake County Tax Release

Received.

12.E. Commissioner Reports

Commissioner Dyer will attend The Joel Fund, a non-profit for Veterans on Wednesday, December 16, 2022, attending the December 5, 2022 Annual Community Dinner, will attend the VFW Christmas function on December 3, 2022, he reminded everyone about the Historic Home Tour in December on December 3, 2022.

Commissioner Wright said he and Commissioner Sliwinski are hosting a “Question and Answer” session at Wake Forest Coffee Company on Saturday, November 19, 2022 at 10:00 a.m., Wake Forest Cares Holiday Kickoff is on Saturday, November 19, 2022 in Downtown Wake Forest.

Commissioner Sliwinski said the Turkey Drive Drop-Off is at the Police Department on Saturday, November 20, 202 from 9:00am to 12:00pm., the Turkey Giveaway is on Monday, November 21, 2022. Commissioner Sliwinski and Mayor Jones spoke to the 3rd grade class at Richland Creek Elementary School. Commissioner Sliwinski said it was a wonderful experience.

Commissioner Shackleford volunteered with one of the local civic groups to help clean up Dr. Calvin Jones Highway.

Commissioner Sary said the TJCOG Board Delegates meeting has been canceled for the month of November, The Public Arts Commission will have a potluck dinner at their next meeting on Thursday, December 1, 2022.

Mayor Jones attended the TJCOG Regional Summit, attended The Northeast Coalition Fall Festival, attended the Veterans Day Celebration at the Renaissance Centre, attended the Tour in Motion, attended the Core Values Celebration to honor and recognize Town of Wake Forest employees for the Town’s Core Value of caring.

Town Manager Padgett had no updates.

13. Adjournment

With no further business to discuss, the meeting was adjourned at 6:53 p.m.

Wake Forest Board of Commissioners
Tuesday, November 15, 2022
Page 12 of 12

Duly approved in open session this 20th day of December 2022.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk

DRAFT



Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-20-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: December 20, 2022

SUBJECT

Introduction and Appointment of Candidates for the Board of Adjustment

Recommendation:

Item Summary:

ATTACHMENTS

- [BOASummaryNov202215.pdf](#)
- [Dec 2022 BOA Cover Sheet.docx](#)
- [BOA Application Packet Dec 2022.pdf](#)

- Agenda Item:** Introduction and appointment of members to the Town of Wake Forest Board of Adjustment.
- Summary:** Elected officials will be provided a ballot at the December 20, 2022 meeting to vote on candidates.
- A list of candidates and application packets were provided to the Board of Commissioners at the October 18, 2022 meeting. Staff readvertised after the October 18, 2022 meeting to fill one remaining vacancy.
- Attachments:** Board of Adjustment coversheet and the application packets for candidates for the Board of Adjustment.

Board of Adjustment – 1 Regular Seat

All Candidates:

Candidate	Town Limits
Kenneth Christie	Yes
Mary Ellen Hamer	Yes
Howard J Perry	Yes

Profile

Kenneth

First Name

H

Middle Initial

Christie

Last Name

1111 Golden Poppy Ct

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

kcatbat@secopia.net

Email Address

Home: (919) 556-7164

Primary Phone

Mobile: (919) 219-0724

Alternate Phone

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Retired Registered Investment
Advisor

Occupation

Do you live within the town's limits or ETJ?☒ Yes ☐ No**Length of residency in Wake County**

37 years

Interests & Experiences

Question applies to multiple boards

Please list any experience and/or other factors supporting your candidacy

> My resume describes my employment and business experiences since moving to NC in August 1985. My family and I started attending St. John's Episcopal Church in 1986. We moved to Wake Forest in 1997, and my wife and I immediately became involved with the 4th of July committee, which we were active with for about 15 years up until it was taken over by the Town. > I was a board member of the Wake Forest Chamber of Commerce and active member until I retired from my financial/insurance business in 2013. > I had a leading role within our Heritage Spring HOA Community toward accomplishing the first accepted private roads to public roads in 2020, after 4 1/2 years of cooperative interaction with the Town of Wake Forest Planning/Engineering and my Heritage Spring homeowners. This demonstrates my planning & interactive abilities, cooperative ordinance creation with Town governance. > I was President of our Heritage Spring HOA for 3 years. > My most recent experience with the TOWF was as a steering committee member for the TOWF Community Planning process, which yielded an approved update CP in 2022. > I am currently attending the TOWF Citizens Academy and enjoying the experience. > I plan on attending the TOWF Planning Board Academy when offered

Question applies to multiple boards

[2022_KENBIO.doc](#)

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

List any hobbies

Golf Active in REX Wellness gym/physical fitness Love to read books/history & involved in a community book club Enjoy shooting Skeet at the Durham Wildlife Club in Morrisville, NC

Question applies to Planning Board,Board of Adjustment

I participated in the following:

☒ Citizen's Academy

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:

Question applies to Planning Board, Historic Preservation Commission, Board of Adjustment

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?

Many and Online Viewing most recently Oct. 18 2022

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.

Kenneth H. Christie

How did you learn about the town's advisory board openings?

☒ Other

Kenneth H. Christie

Wake Forest, NC

Extensive recent experience as a financial consultant, Registered Investment Advisor, with financial planning & insurance marketing skills, within / as a corporate business owner. Prior engineering, management with IBM Corporation. Formally retired end of 2013. My wife and I have lived in Wake Forest since April 1997. I retired from International Business Machines Corporation end of 1997, after 32+ years of service that involved me in numerous diverse fields, such as; engineering, management, business and market planning, for IBM software and semiconductor development.

I hold a Bachelor of Science degree in Semiconductor Physics from Marist College, with a minor in Electrical Engineering and I have taken numerous college level courses in accounting and financial planning.

Profile

Mary Ellen

First Name

Hamer

Middle Initial

Last Name

1143 Coram Fields Rd.

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

maryellenhamer74@gmail.com

Email Address

Mobile: (317) 332-5943

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Retired

Occupation

Do you live within the town's limits or ETJ?☒ Yes ☐ No**Length of residency in Wake County**

11 months

Interests & Experiences

Question applies to multiple boards

Please list any experience and/or other factors supporting your candidacy

I recently completed the inaugural Wake Forest Citizens Academy, so I have a general overview of the town and its services, including planning. I have been very impressed by the level of professionalism and customer service of all the town departments and, as an almost-one-year resident, would like to contribute to my new home.

Question applies to multiple boards

[Mary_Ellen_Hamer_Resume.docx](#)

Upload Resume

Question applies to multiple boards

[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

Walking, reading, and cooking

Question applies to Planning Board, Board of Adjustment

I participated in the following:

☒ Citizen's Academy

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:

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?

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.

Mary Ellen Hamer

How did you learn about the town's advisory board openings?

☒ Our Town Newsletter

Mary Ellen Hamer (Retired)

1143 Coram Fields Road

Wake Forest, NC 27587

Cell: (317) 332-5943

maryellenhamer74@gmail.com

KEY COMPETENCIES

Strategic Collaboration ~ Relationship Building ~ Strategic Planning ~ Strategic Communications ~ Legislative Advocacy ~ Association Culture ~ Grant Development and Administration ~ Writing and Editing ~ Higher Education Policy & Issues ~ CEO Support ~ Board Relations

PAST PROFESSIONAL EXPERIENCE

***Independent Colleges of Indiana, Indianapolis, IN* 2005 - 2020 Retirement**

Executive Vice President/Vice President (2013-2020 Retirement)

In this role with the Independent Colleges of Indiana (ICI), I had the opportunity to work in full partnership with our president to advance the mission of ICI as the collective voice for excellence and choice in higher education for all students and to be involved in all facets of the organization. ICI's strategic priorities are: (1) to advocate for students, especially in the area of financial aid, and for the recognition and autonomy of Indiana's independent sector of higher education; (2) to facilitate collaboration among our member colleges and universities resulting in both increased collective and individual strength and visibility.

Selected highlights of job responsibilities related to ICI strategic priorities:

- Working with key campus leaders on collaborative initiatives—e.g., with provosts on ICI's STEM Teach project funded by \$3.5 M in state grants; with admissions leaders on the ICI Counselor Tour Program; and with a cross-section of campus leaders on compliance issues, ranging from Title IX training to Website ADA Compliance
- Developing and coordinating of shared messaging with our campus leaders to support our advocacy work with legislators and policy makers, as well as with counselors, students, and families among others
- Representing ICI at the State House, along with our president—meeting with legislators, testifying as needed, helping craft ICI's legislative agenda, and coordinating with campus legislative liaisons
- Conceptualizing, writing and editing, and overseeing production of all ICI publications; supervising our social media efforts, and overseeing

- publications, social media, and other communication vehicles
- Planning and coordinating events that support our advocacy efforts, such as ICI Student Lobby Days at the State House, annual hosting of the State Budget Committee on our campuses, Counselor Tours, Private College, and a new 31 Answers (to questions about college) video campaign for this fall
- Representing ICI members on state-level groups, such as the Indiana Dual Credit Advisory Council (chaired by Indiana Commission for Higher Education and State Superintendent of Public Instruction) and ACT State Council
- Serving as ICI's chief writer and editor
- Managing special projects, such as the Kresge Grant Cultural Study and ICI Public Opinion Survey

Director of Strategic Communications (2005-13)

My initial role with ICI was focused more closely in the strategic communications area but expanded over the years to include all the functions above, a progression that was recognized three years ago with the title of vice president and now executive vice president.

<i>Indiana K-12 School Districts: MSD of Lawrence Township (1997-2005), Indianapolis South Bend Community Schools (1992-97), South Bend</i>	1992 - 2005
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Central Office Administrator: Director of Communications/School & Community Relations/Assistant to Superintendent

- Directing school district's marketing and public relations program for internal and external audiences, including media relations, crisis & issues management, and special events
- Providing support and counsel to the superintendent as Cabinet member
- Serving as internal strategic planning leader
- Serving as liaison with various community groups and governmental organizations
- Supervising communications staff and budget

<i>Culver Academies (Independent Secondary School), Culver, IN</i>	1978 - 1992
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Director, Publications & Public Information/Culver Alumnus

Magazine Editor (1986-92)

- Responsible for production of award-winning quarterly alumni magazine, including conceptualizing, planning, and editing of each issue, as well as regularly writing feature articles
- Supervising public information staff and working with freelance writers and photographers

Assistant Director, Publications & Public Information (1984-86)

- Supervising student publications program
- Serving as staff writer for *Culver Alumnus* and assisting with public information function

Senior Instructor, English (1978-84)

EDUCATION

Master of Arts (English), Marywood University, Scranton, PA

Bachelor of Arts (English), *summa cum laude*, Marywood University

Accreditation in Public Relations (APR), Public Relations Society of America
Certificates in Strategic Planning (Transformation Systems LLC)

CURRENT COMMITTEE INVOLVEMENT

- Indiana Dual Credit Advisory Council (chaired by Indiana Commissioner for Higher Education & State Superintendent of Public Instruction)
- *You Can. Go Back* Steering Committee, Indiana Commission for Higher Education initiative for adults to return to complete degrees
- 21st Century Scholars Advisory Council (ICHE)
- Multi-State Collaborative on Military Credit (MCMC), Indiana Leadership Team
- Teacher Preparation Program Matrix Rating, Indiana Department of Education
- ACT State Council Member
- ICI Indiana Research Council

PROFESSIONAL ACTIVITIES & AFFILIATIONS

- Conference Presenter/Panelist: National and Indiana Associations of College Advising Counselors, Indiana Association of Student Affairs Professionals, Indiana Early College Network, Indiana Afterschool Network, ACT State Conference, Indiana Department of Education School Safety Conference, National School Public Relations Association, Indiana North Central Study Council, Indiana Urban Schools Association, Phi Delta Kappa Education Conference

- National and Indiana Association of College Advising Counselors
- National and Indiana Council for Advancement and Support of Education
- National Association of Independent Colleges and Universities; National Association of Independent College and Universities State Executives
- Indianapolis Public Relations Society (current Board member/past president)
- National and Hoosier Public Relations Society of America
- National and State School Public Relations Associations (two terms as state president/multiple terms as state Board member and officer)

AWARDS

- Superintendent's Award for Exemplary Service (2001 & 2003)
- National School Public Relations Association: 1 National Award of Excellence, 4 National Awards of Merit (1999-2002)
- Indiana NSPRA (1992-2003): Numerous Awards of Excellence (1992-2003)
- Council for Advancement and Support of Education: 1 Gold and 3 Bronze Medals for Excellence in Independent-School Periodicals (1986-1992)
- National Scholastic Press Association: All American Rating (1984-1986)

PERSONAL STATEMENT
MARY ELLEN HAMER

Learning there was still a vacancy on the Board of Adjustment, I thought I might be able to contribute. Having just completed the Citizens Academy, I was inspired by the quality of Wake Forest's governance, operations, and staff. If appointed, I would plan to attend the Citizens Planning Academy, as well as learn about the UDO.

In past roles, I was very involved in communications and community relations functions of my organizations, which frequently involved resolving complaints and/or conflicts. I understand an organization's practices and policies must be administered fairly but also in flexible, transparent, and constituent-sensitive ways.

Profile

Howard

First Name

J

Middle Initial

Perry

Last Name

1112 Warmoven St.

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

fopaux@yahoo.com

Email Address

Home: (704) 965-7248

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Retired, former textbook
salesman; former teacher

Occupation

Do you live within the town's limits or ETJ?☒ Yes ☐ No**Length of residency in Wake County**

3 years

Interests & Experiences

Question applies to multiple boards

Please list any experience and/or other factors supporting your candidacy

I'm a reasonable human being. Raised responsible sons. Ethical, empathetic... that's about all I can suggest about myself.

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

List any hobbies

A few discussion forums in Raleigh. Take classes at NCSU in the OLLI program (prior to the onset of COVID, was a student on a consistent basis. Some woodworking; pickleball; dog walking...

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

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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.

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☒ I Agree

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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

I understand that by agreeing to the above statement and typing my name below, that I am signing this application electronically.

Howard J Perry

How did you learn about the town's advisory board openings?

☒ Our Town Newsletter



Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-27-
Submitted by: Aileen J. Staples
Submitting Department: Finance
Meeting Date: December 20, 2022

SUBJECT

Presentation of fiscal year ended June 30, 2022 Annual Comprehensive Financial Report

Recommendation:

Item Summary:

ATTACHMENTS

- [Presentation of Annual Financial Report for June 30, 2022_summary.pdf](#)

Presentation of fiscal year ended June 30, 2022 Comprehensive Annual Financial Report

April Adams, partner with Cherry Bekaert LLP will present the audited financial report for the year ended June 30, 2022. There will be a power point presentation summarizing the financial performance of the Town for the fiscal year 2021-2022. Staff will follow up with additional information and be available for questions.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-475-

Submitted by:

Submitting Department: Administration

Meeting Date: December 20, 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.: 2022-19-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: December 20, 2022

SUBJECT

Approval of Appointments to Citizen Advisory Boards

Recommendation:

Item Summary:

ATTACHMENTS

- [Resolution2022-52AdvBoardApptsParksRecreationCulturalResourcesDec202220.docx](#)
- [Resolution2022-53AdvBoardApptsPlanningBoardDec202220.docx](#)
- [Resolution2022-54AdvBoardApptsPublicArtCommissionDec202220.docx](#)
- [Resolution2022-55AdvBoardApptsBoardofAdjustmentDec202220.docx](#)
- [Resolution2022-56AdvBoardApptsTechnologyAdvisoryBoardDec202220.docx](#)
- [Resolution2022-57AdvBoardApptsUrbanForestryBoardDec202220.docx](#)
- [Resolution2022-58AdvBoardApptsHumanRelationsCouncilDec202220.docx](#)

RESOLUTION 2022 - 52

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 persons be appointed to the following citizen advisory boards:

Parks, Recreation & Cultural Resources Board

Theresa Welch

(January 2023 – December 2025)

Joseph Perez

(January 2023 – December 2025)

Sharon Welch

(January 2023 – December 2025)

Duly resolved this 20th day of December 2022.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary
Town Clerk

RESOLUTION 2022 - 53

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 persons be appointed to the following citizen advisory boards:

Planning Board

Michael Almquist

(January 2023 – December 2025)

Lindsey Humphreys

(January 2023 – December 2025)

Duly resolved this 20th day of December 2022.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary
Town Clerk

RESOLUTION 2022 - 54

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 persons be appointed to the following citizen advisory boards:

Public Art Commission Board

Mary Petretich

(January 2023 – December 2025)

Jenna Trunzo

(January 2023 – December 2025)

Duly resolved this 20th day of December 2022.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary
Town Clerk

RESOLUTION 2022 - 55

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 persons be appointed to the following citizen advisory boards:

Board of Adjustment

William Hedrick

(January 2023 – December 2025)

Rick Porter

(January 2023 – December 2025)

Mark Williams

(January 2023 – December 2024)

Duly resolved this 20th day of December 2022.

ATTEST:

Vivian A. Jones

Mayor

Theresa Savary

Town Clerk

RESOLUTION 2022 - 56

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 persons be appointed to the following citizen advisory boards:

Technology Advisory Board

Thomas Lynch

(January 2023 – December 2025)

Michael Hancock

(January 2023 – December 2025)

Alexander Sholz

(January 2023 – December 2025)

Duly resolved this 20th day of December 2022.

ATTEST:

Vivian A. Jones

Mayor

Theresa Savary

Town Clerk

RESOLUTION 2022 - 57

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 persons be appointed to the following citizen advisory boards:

Urban Forestry Board

Abby Black

(January 2023 – December 2025)

Carrol Anne Colone

(January 2023 – December 2025)

Josh Tinker

(January 2023 – December 2025)

Duly resolved this 20th day of December 2022.

ATTEST:

Vivian A. Jones

Mayor

Theresa Savary

Town Clerk

RESOLUTION 2022 - 58

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 persons be appointed to the following citizen advisory boards:

Human Relations Council Board

Patti Greber

(January 2023 – December 2025)

Megan Kelly Deyncourt

(January 2023 – December 2025)

Robin Smith

(January 2023 – December 2025)

Duly resolved this 20th day of December 2022.

ATTEST:

Vivian A. Jones

Mayor

Theresa Savary

Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-409-
Submitted by: Emma Linn
Submitting Department: Planning
Meeting Date: December 20, 2022

SUBJECT

Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting non-contiguous annexation submitted by PNB Homes, LLC and Gail B Moody for properties located on Averette Road, being Wake County Tax PINs 1851-93-9056, 1861-02-0421, 1861-02-6148, 1851-91-9904, 1861-02-2044, 1861-02-6046, 1861-01-0709, 1861-01-4836, 1861-01-0635, and 1861-01-4639.

Recommendation:

Item Summary:

ATTACHMENTS

- [122022 BOC Agenda Summary AN-21-11.pdf](#)
- [Attachment A Legal Description AN-21-11 .pdf](#)
- [Attachment B Annexation Map AN-21-11.pdf](#)
- [Attachment C Non-Contiguous Annexation Petitions AN-21-11.pdf](#)
- [CERTIFICATE OF SUFFICIENCY .docx](#)
- [DRAFT PUBLIC HEARING RESOLUTION.docx](#)
- [David Larry Moody Obituary.pdf](#)
- [PNB Deed Book 18357, Page 2391.pdf](#)

Agenda Item: Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting non-contiguous annexation submitted by PNB Homes LLC and Gail B Moody for properties located on Averette Road, being Wake County Tax PINs 1851-93-9056, 1861-02-0421, 1861-02-6148, 1851-91-9904, 1861-02-2044, 1861-02-6046, 1861-01-0709, 1861-01-4836, 1861-01-0635, and 1861-01-4639.

Summary: The property proposed for annexation is not contiguous to the corporate limits of the Town of Wake Forest but is located in the Town's long range urban service area. This project is associated with Averette Assemblage (Averette Woods) and is projected to go before the board at the January 3, 2023 work session and the public hearing will be held on January 17, 2023.

Staff is requesting that the Board accept the petition, adopt the resolution to investigate the annexation petition, certify the sufficiency of the annexation petition, and adopt the resolution setting the public hearing date for the annexation petition.

Attachments: Attachment A Legal Description AN-21-11
Attachment B Annexation Map AN-21-11
Attachment C Non-Contiguous Annexation Petitions AN-21-11
Certificate of Sufficiency
Draft Public Hearing Resolution
David Larry Moody Obituary
PNB Homes LLC Ownership Deed Book Reference

January 4, 2022

Description of Averette Road Annexation

All that certain parcel of land situated in the Township of Wake Forest, County of Wake, State of North Carolina, being more particularly bounded and described as follows:

Beginning at a found iron pipe on the southerly right of way of Oak Grove Church Road (NC SR 1942) having a North Carolina Grid Coordinate value of North 813,559.95 Feet, East 2,160,128.15 Feet; Thence North 87 Degrees 01 Minutes 05 Seconds East, 22.56 Feet to a found iron pipe on the boundary line between lands herein described and lands now or formerly Franklin Village LLC; Thence along lands now or formerly Franklin Village LLC, the following Three(3) courses and distances:

1. South 02 Degrees 27 Minutes 36 Seconds East, passing through a found iron pipe at 903.01 Feet, a total distance of 1128.14 Feet to a found iron pipe;
2. North 89 Degrees 46 Minutes 38 Seconds East, 57.48 Feet to a found iron pipe;
3. North 89 Degrees 50 Minutes 12 Seconds East, 932.39 Feet to a found iron pipe;

Thence South 04 Degrees 59 Minutes 15 Seconds East, 163.94 Feet to a found iron pipe, being a corner on Plat entitled "Millrace Phase I" recorded in Book of Maps 1994 Page 1462 and 1463. Thence along said plat the following Six(6) courses and distances:

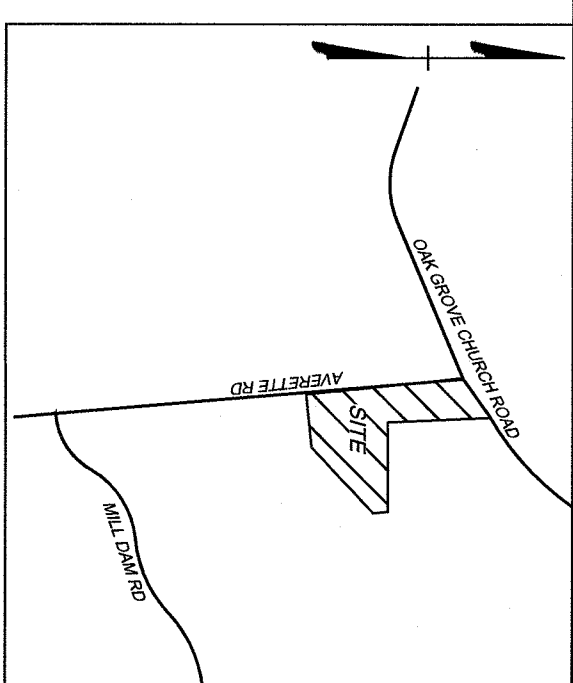
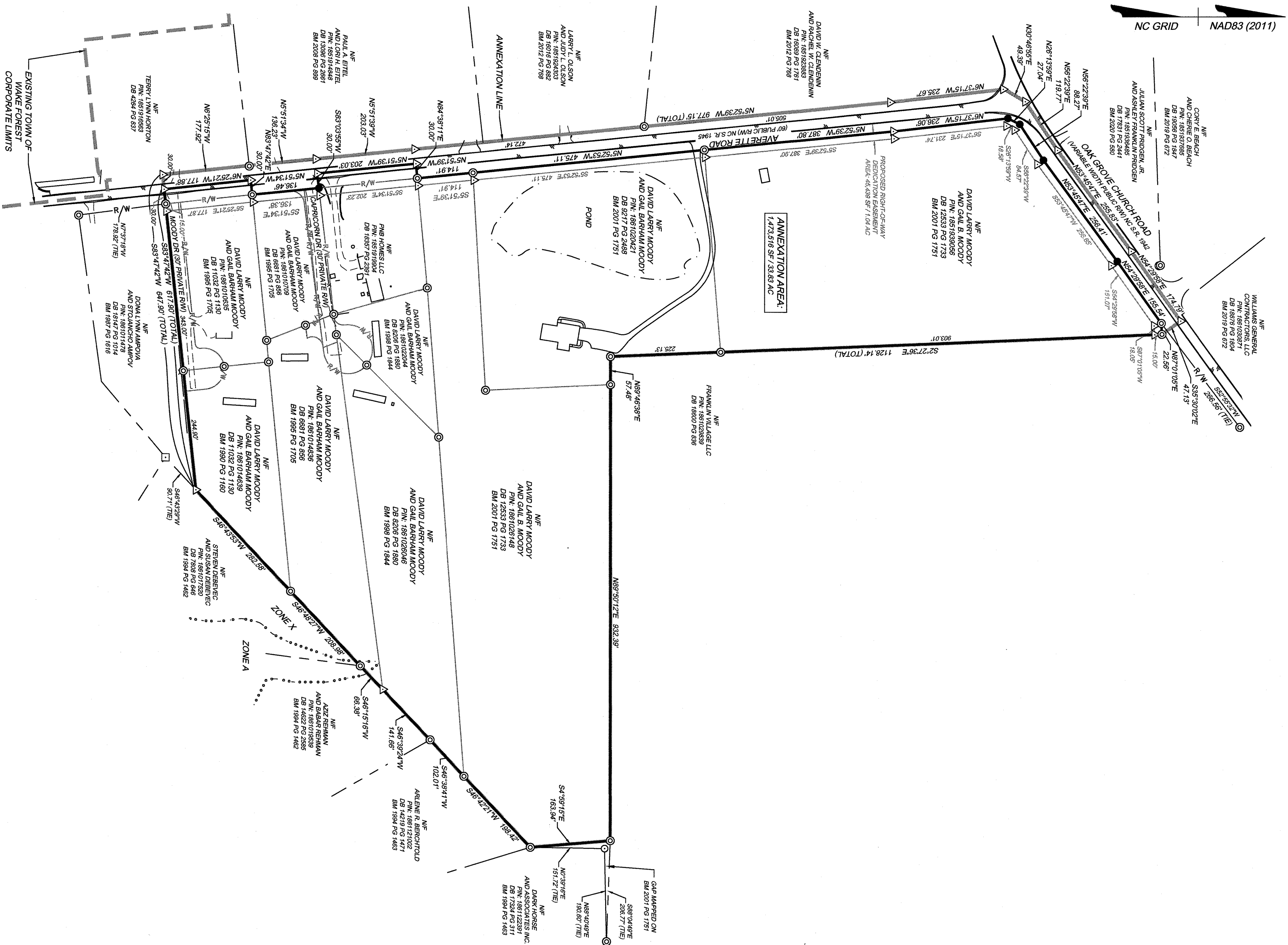
1. South 46 Degrees 42 Minutes 21 Seconds West, 198.42 Feet to a found iron pipe;
2. South 46 Degrees 38 Minutes 41 Seconds West, 102.01 Feet to a found iron pipe;
3. South 46 Degrees 39 Minutes 24 Seconds West, 141.66 Feet to a point;
4. South 46 Degrees 15 Minutes 16 Seconds West, 66.38 Feet to a found iron pipe;
5. South 46 Degrees 48 Minutes 27 Seconds West, 208.98 Feet to a found iron pipe;
6. South 46 Degrees 43 Minutes 53 Seconds West, 282.58 Feet to a point;

Thence along the northerly line of lands now or formerly of Donna Lynn and Stojancho Amprov, passing through an iron pipe at 244.90 Feet and 587.90 Feet, South 83 Degrees 47 Minutes 42 Seconds West, 647.90 Feet (total distance) to a point on the westerly right of way of Averette Road (NCSR 1945) a 60' right of way; Thence along the westerly right of way of said road the following Five (5) courses and distance:

1. North 06 Degrees 25 Minutes 15 Seconds West, 177.92 Feet to a point;
2. North 05 Degrees 51 Minutes 34 Seconds West, 136.23 Feet to a point;
3. North 05 Degrees 51 Minutes 39 Seconds West, 203.03 Feet to a point;
4. North 05 Degrees 52 Minutes 39 Seconds West, 977.15 Feet to a point;
5. North 06 Degrees 37 Minutes 15 Seconds West, 235.67 Feet to a point;

Thence North 83 Degrees 22 Minutes 45 Seconds East, 60.00 Feet to an iron rod on the easterly side of Averette Road; Thence North 26 Degrees 13 Minutes 59 Seconds East, 27.04 Feet to an iron rod; Thence North 56 Degrees 22 Minutes 39 Seconds East, 88.27 Feet to an iron rod; Thence North 53 Degrees 45 Minutes 47 Seconds East, 256.41 Feet to an iron rod; Thence North 54 Degrees 29 Minutes 58 Seconds East, 155.54 Feet to an iron pipe being the **Point of Beginning**.

Containing: 1,452,877 square feet or 33.36 acres of land, more or less.



TOWN CLERK CERTIFICATION:
I, THERESA SAVARY, TOWN CLERK, TOWN OF WAKE FOREST, NORTH CAROLINA CERTIFY THAT THIS IS A TRUE AND ACCURATE MAP OF ANNEXATION ADOPTED BY THE DAY OF 20, BY THE WAKE FOREST BOARD OF COMMISSIONERS, I SET MY HAND AND SEAL OF THE TOWN OF WAKE FOREST.

THERESA SAVARY

ANNEXATION MAP: AN-21-11, SATELLITE ANNEXATION MAP FOR THE TOWN OF WAKE FOREST
33.36 +/- ACRES
TOWN OF WAKE FOREST
FULL FILLS REQUIREMENTS OF N.C.G.S. 160A-29
ORDINANCE # _____
ADOPTED: _____
EFFECTIVE DATE OF ANNEXATION: _____

SURVEY NOTES:

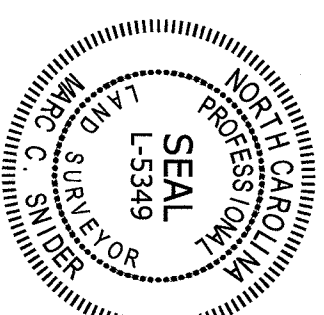
1. THESE PROPERTIES ARE LOCATED IN ZONE X AND PARTIALLY IN ZONE A, AREA OF MINIMAL FLOOD HAZARD, PER FIRM 3720183700K, PANEL 1861, EFFECTIVE DATE 1 APRIL 16, 2013, AND ALSO PER FIRM 3720186100L, PANEL 1861, EFFECTIVE DATE 1 APRIL 16, 2013.
2. HORIZONTAL CONTROL IS BASED ON NC STATE GRID, NAD83 (2011) AS DETERMINED BY GPS.
3. NOT ALL IMPROVEMENTS LOCATED ON THE PROPERTY HAVE BEEN SHOWN.
4. AREA COMPUTATION IS BY THE COORDINATE METHOD.
5. THIS SURVEY WAS COMPLETED WITHOUT BENEFIT OF A TITLE SEARCH.
6. RIGHT-OF-WAY AND PROPERTY BOUNDARY INFORMATION IS BASED ON REFERENCES AS SHOWN HEREON.
7. THE PURPOSE OF THIS PLAT IS TO ANNEX THE FOLLOWING PARCELS INTO THE TOWN OF WAKE FOREST: PIN:1851939056, PIN:1861020421, PIN:1861026148, PIN:1851919904, PIN:1861022044, PIN:1861028046, PIN:1861010709, PIN:1861014836, PIN:1861010635 AND PIN: 1861014633.

SURVEYOR CERTIFICATION:

I, MARC C. SNIDER, PLS, HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, AS DESCRIBED IN DEEDS AND MAPS OF RECORD OR OTHER REFERENCE SOURCES, THAT THE ERROR OF CLOSURE AS CALCULATED BY LATITUDES AND DEPARTURES IS GREATER THAN 1:10,000, THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROWN LINES PLOTTED FROM INFORMATION OF RECORD, THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

THAT THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS A RECONCILIATION OF EXISTING PARCELS, A COJUNT ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

MARC C. SNIDER, NC #5349 L-5349 12/9/22 DATE



SATELLITE ANNEXATION MAP FOR THE TOWN OF WAKE FOREST

PREPARED FOR

GAIL B. MOODY AND PNB HOMES
PIN: 1851939056; 1861020421; 1861026148;
1851919904; 1861022044; 1861026046; 1861010709;
1861014836; 1861010635 AND 1861014639

AVERETTE ROAD (S.R. 1945), NORTH CAROLINA

WAKE FOREST TOWNSHIP	WAKE COUNTY
DATE: NOVEMBER 2, 2021	SCALE: 1" = 150'
SHEET 1 OF 1	J.N.: 48024
DRAWN BY: MM	CHECK BY: AMJ
ISSUED FOR REVIEW 11/2/2021	
COMMENTS ADDRESSED 11/30/2021	
COMMENTS ADDRESSED 1/4/2022	
COMMENTS ADDRESSED 9/12/2022	

LEGEND

- PROPERTY LINE SURVEYED
- LINE NOT SURVEYED
- PRIVATE RIGHT-OF-WAY
- RIGHT-OF-WAY
- INTERIOR LOT LINE
- RIGHT-OF-WAY DEDICATION LINE
- EDGE OF PAVEMENT
- FENCE LINE
- FLOODPLAIN LINE
- EXISTING IRON PIPE FOUND
- EXISTING IRON REBAR FOUND
- EXISTING CONC MONUMENT FOUND
- EXISTING AXLE FOUND
- IRON REBAR SET
- COMPUTED POINT
- EXISTING CORPORATE LIMITS
- ANNEXATION LINE

TIMMONS GROUP

YOUR VISION ACHIEVED THROUGH OURS.
5410 TRINITY ROAD, SUITE 103, RALEIGH, NC 27607
TEL: 919.850.1500 FAX: 919.850.1505
WWW.TIMMONSGROUP.COM
NORTH CAROLINA LICENSE NUMBER C-1632

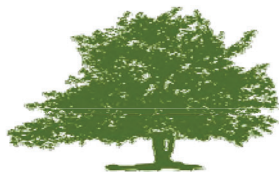
THIS DRAWING PREPARED AT THE
RALEIGH OFFICE
DATE: 12/9/22

Site Development

Residential

Infrastructure

Technology



TOWN of WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9510
f 919.435.9539
www.wakeforestnc.gov

NON-CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: 11/4/2021

To the Board of Commissioners of the Town of Wake Forest:

I/we the undersigned owner(s) of real property respectfully request that the area described in the paragraph below and as shown in the attached survey map of the property be annexed into the Town of Wake Forest.

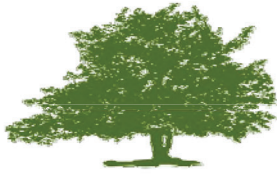
The boundaries of the area to be annexed into to the Town of Wake Forest corporate limits are as follows *(attach or insert below a metes & bounds description with a matching survey map)*:

Please see the attached metes and bounds description and survey map.

Note: If ownership is a corporation or partnership, please provide such name and the name and signature of the person authorized to sign on behalf of the corporation or partnership. If in joint ownership, please provide names and signatures of ALL owners.

Gail Moody	2312 Averette Road, Wake Forest, NC 27587		dotloop verified 10/20/21 5:14 PM EDT SHOZ-EZQT-UI6K-UQP8
Name	Address	Signature	Date
Name	Address	Signature	Date
Name	Address	Signature	Date
Name	Address	Signature	Date

For additional information or assistance, please call the Planning Department at (919) 435-9510.



TOWN of WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9510
f 919.435.9539
www.wakeforestnc.gov

NON-CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: 11/4/2021

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I/we the undersigned owner(s) of real property respectfully request that the area described in the paragraph below and as shown in the attached survey map of the property be annexed into the Town of Wake Forest.

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Please see the attached metes and bounds description and survey map.

Note: If ownership is a corporation or partnership, please provide such name and the name and signature of the person authorized to sign on behalf of the corporation or partnership. If in joint ownership, please provide names and signatures of ALL owners.

PNB Homes LLC		PNB Homes LLC	
Name	Address	By: <u>P. Karsund</u>	10/20/2021
		Signature	Date
		By: Pontus Karsund	
Name	Address	Signature	Date
Name	Address	Signature	Date
Name	Address	Signature	Date

For additional information or assistance, please call the Planning Department at (919) 435-9510.

CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Wake Forest, North Carolina:

I, Theresa Savary, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying the area described therein, in accordance with N.C.G.S 160A-58.1.

In witness whereof, I have hereto set my hand and affixed the seal of the Town of Wake Forest, this the _____ day of December, 2022.

Town Clerk

(SEAL)

RESOLUTION 2022-

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION
PURSUANT TO N.C.G.S. 160A-58.1, AS AMENDED

(by PNB Homes, LLC and Gail B Moody for properties located on Averette Road, being Wake County Tax PINs 1851-93-9056, 1861-02-0421, 1861-02-6148, 1851-91-9904, 1861-02-2044, 1861-02-6046, 1861-01-0709, 1861-01-4836, 1861-01-0635, and 1861-01-4639.)

WHEREAS, a petition requesting the annexation of the area described herein has been received; and

WHEREAS, the Board of Commissioners has by said resolution directed the Town Clerk to investigate the sufficiency of said petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of said petition has been made;

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

Section 1. That a public hearing on the question of annexation of the non-contiguous area described herein will be held at the Wake Forest Town Hall at 6:00 p.m. on the 17th day of January, 2023.

Section 2. The area proposed for annexation is described as follows:

(See Attachment A - Legal Description and Attachment B - Annexation Map)

Section 3. Notice of said public hearing shall be published once in The News & Observer, a newspaper having general circulation in the Town of Wake Forest, at least ten (10) days prior to the day of said public hearing.

This the 20th day of December, 2022.

Moved by: _____

Mayor: _____

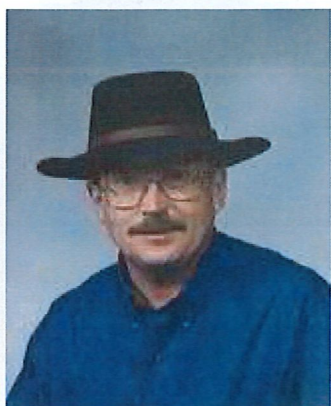
ATTEST:

Town Clerk

 Search by Name

Larry Moody

1950 - 2020



[Send Flowers](#)

[Share](#)

BORN 1950

DIED 2020

Larry Moody

January 18, 1950 - July 3, 2020

WAKE FOREST

David Larry Moody, 70, of Wake Forest, passed away Friday, July 3, 2020. He was born January 18, 1950 in Rolesville, NC to Dorothy Wall Mitchell and the late William David Moody. He graduated from Vaiden Whitley High School (now East Wake) in 1968 and later received an Associate's Degree in Appliance Repair from Johnston Community College. Larry served in the NC National Guard from 1968 to 1974. His working career included employment with Aerotron Corporation and Westinghouse Corporation. In 1979, he became owner and operator of Universal Appliance Service. In 1990, Larry also became owner and operator of Moody Mobile Estates. From 1992 until he was no longer able, Larry worked side-by-side with his wife, Gail, with Universal Appliance Service and Moody Mobile Estates. Larry was known from an early age to be a master self-taught musician on both guitar and keyboard being especially known for his rendition of Floyd Cramer's "Last Date".

He is survived by his mother, Dot Mitchell, his wife of 28 years, Gail Barham Moody; daughters Michelle Tyson (Eric) and Wendy Moody (Peggy) of Wake Forest and Kim Mitchell (Ken) of Angier and son, Chip Ellis (M'Lissa) of Clayton; grandchildren, Tristan and Brooks Tyson, Christi Pretzsch (Brent), Tre Ellis (Becky), Andrew, Landon & Kadyne Ellis; Kendall Pollard (Matt); great grandchildren, Colin and Kaleb Price and Emma Ellis; brothers, Tommy Moody (Janet) and Tim Moody (Valerie) and many beloved extended family including a niece, nephews, an uncle and cousins. He was preceded in death by his father, David Moody.

There will be no wake or funeral service. The family is hosting a celebration of Larry's life at his home in Wake Forest, NC on Sunday, July 12, 2020 from 4:00 until 7:00 p.m. All family and friends are invited to attend. Face coverings and social distancing will be appreciated.

In lieu of flowers, please remember Larry in a simple manner that you deem as an appropriate expression of your love for him.

A service of Bright Funeral Home & Cremation Center. (919-556-5811)

www.brightfunerals.com



Published by The News and Observer on Jul. 6, 2020.



To plant trees in memory, please visit the [Sympathy Store](#).

MEMORIAL EVENTS

**JUL
12**

Celebration of Life

4:00p.m. - 7:00p.m.

Larry Moody's Home

Wake Forest, NC



Send Flowers

MAKE A DONATION

Search for a nonprofit organization

This obituary either did not contain a donation request or the family. Please search our nonprofit database and donate or consider a donation to one of the organizations listed below.

MEMORIES & CONDOLENCES

Add a Message

From

Your Name

Your Message

Offer sympathy or share a memory...



Add a Photo

[Not sure what to say?](#)

0 Entries

Be the first to post a memory or condolences.

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$150.00

Parcel Identifier No. 0047796 Verified by _____ County on the ____ day of _____, 20____ By: _____

Mail/Box to: GRANTEE

This instrument was prepared by: Midtown Property Law, 4800 Six Forks Road, Suite 120, Raleigh, NC 27609

Brief description for the Index: PROP LEE ROY MITCHELL

THIS DEED made this 23rd day of February, 2021, by and between

GRANTOR	GRANTEE
Karl Lewis Walker, Jr., a single man 1731 GREAT BEND DRIVE Durham, NC 27704	PNB HOMES LLC, a North Carolina limited liability company 404 TEXARKANA WAY Holly Springs, NC 27540

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot, parcel of land or condominium unit situated in the City of Wake Forest, Wake County, North Carolina and more particularly described as follows:

Beginning at an iron pipe in the centerline of State Road 1945, said iron pipe being South 01 deg. 14' 30" East from 1257.17 feet from a PK Nail at the intersection of the centerlines of State Road 1945 and State Road 1942; thence North 89 deg. 14' 12" East 254.97 feet to an iron pipe; thence South 11 deg 10' 27" East 198.58 feet to an iron pipe; thence South 86 deg. 54' 40" West 288.91 feet to an iron pipe; thence along the centerline of State Road 1945 North 01 deg. 22' 08" West 207.05 feet to the Beginning, containing 54,795 square feet according to a survey by W. Graham Cawthorne, Jr., R.L.S. dated 11 December 1987. Together with improvements located thereon; said property being located at 2300 Averette Road, Wake Forest, North Carolina.

REID: 0047796

The property hereinabove described was acquired by Grantor by instrument recorded in Book 16274 page 1393.

All or a portion of the property herein conveyed ☒ includes or ☐ does not include the primary residence of a Grantor.

A map showing the above described property is recorded in Plat Book _____ page _____.

Submitted electronically by "Midtown Property Law"
in compliance with North Carolina statutes governing recordable documents
and the terms of the submitter agreement with the Wake County Register of Deeds.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

1. Ad valorem taxes for the current year and subsequent years.
2. Easements, restrictions and other matters of record affecting title to the subject property.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

(Entity Name)

Karl L Walker (SEAL)
Karl Lewis Walker, Jr.

By: _____
Print/Type Name & Title: _____

By: _____
Print/Type Name & Title: _____

State of NC - County or City of WAKE

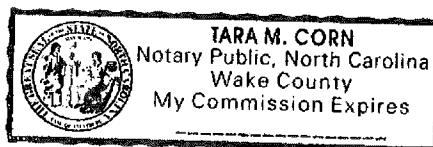
I, the undersigned Notary Public of the County/City and State aforesaid, certify that Karl Lewis Walker, Jr. personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 23rd day of February, 2021

My Commission Expires: January 16, 2024

(Affix Notary Seal)

Notary Public

TARA M. CORN
Notary's Printed or Typed Name





Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-23-

Submitted by: Monica Sarna

Submitting Department: Engineering

Meeting Date: December 20, 2022

SUBJECT

Upper Neuse River Basin Association (UNRBA) Representative Approval Letter

Recommendation:

Designate a new Director and Alternatives for the UNRBA membership.

Item Summary:

ATTACHMENTS

- [Attachment_A_summary_2022_UNRBA Letter.docx](#)
- [Resolution-UNRBA Representative.docx](#)
- [UNRBA_IAIA-EMC Approval Public Release - 2022.10.06.docx](#)

Agenda Item: Approval of a resolution to formally designate Monica Sarna as the Town of Wake Forest's representative to the Upper Neuse River Basin Association (UNRBA).

Summary: The Mission of the UNRBA is to preserve the water quality of the Upper Neuse River Basin through innovative and cost-effective pollution reduction strategies, and to constitute a forum to cooperate on water supply issues within the Upper Neuse River Basin. The UNRBA and our other members reply on the continued membership and participation of the Town of Wake Forest. Because of this membership, the Town's Commission should proceed with formally designating its representatives to the UNRBA. Previously, Carrie Mitchell was the designated Board Director on the UNRBA Board for Wake Forest. The UNRBA Bylaws (available at unrba.org, Article VII Board of Directors, 7.2) states that each member should designate a Director and two Alternates. The attached resolution is for the Board of Commissioners approval to designate Monica Sarna as the Director, Joseph Guckavan as Alternate I, and Nick Nolte as Alternate II. Included with this item is a public release from the UNRBA regarding the NC Environmental Management Commission's final approval of the Interim Alternative Implementation Approach (IAIA).

Attachments: Resolution -UNRBA Representative, UNRBA_IAIA-EMC Approval Public Release - 2022.10.06

RESOLUTION 2022-XX

RESOLUTION TO DESIGNATE A NEW DIRECTOR TO REPRESENT THE
TOWN OF WAKE FOREST WITH THE UPPER NEUSE RIVER BASIN
ASSOCIATION (UNRBA)

WHEREAS, The UNRBA Bylaws states that each member should designate a Director and two Alternates; and

WHEREAS, Carrie Mitchell, who is no longer employed with the Town, was previously the designated Board Director on the UNRBA Board for Wake Forest; and

WHEREAS, approval by the Town of Wake Forest Board of Commissioners is necessary for designating its representatives to the UNRBA; and

BE IT RESOLVED that the Board of Commissioners of the Town of Wake Forest approves to designate Monica Sarna as the Director, Joseph Guckavan as Alternate I, and Nick Nolte as Alternate II.

Duly adopted this 20th day of December 2022.

Vivian A. Jones,
Mayor

ATTEST:

Terry Savary
Town Clerk



FOR IMMEDIATE RELEASE
Contact: Forrest Westall
UNRBA Executive Director
Phone: (919) 339-3679
Email: forrest.westall@unrba.org

UPPER NEUSE RIVER BASIN ASSOCIATION (UNRBA) RECEIVES FINAL APPROVAL FOR ITS INNOVATIVE, COST-EFFECTIVE WATER QUALITY MANAGEMENT APPROACH

Local governments in the Falls Lake watershed are regulated by the [Falls Lake Rules](#) which require reduction in nutrient loading from human sources. The rules are estimated to cost approximately [\\$1.5 billion](#), and [technologies are not yet available](#) to meet the requirements. On September 8, 2022, the [NC Environmental Management Commission \(EMC\)](#) [unanimously issued its final approval](#) for an innovative compliance approach developed by the UNRBA and its partners.

Thirteen local governments and a water utility are members of the [UNRBA](#) whose mission is to provide a forum for cooperation on water quality protection and water resource planning. In 2018, environmental and conservation advocacy groups approached the UNRBA and the NC Division of Water Resources (DWR) with an idea for an alternative approach to comply with the required nutrient load reductions for existing development. The details of this Stage I Existing Development Interim Alternative Implementation Approach ([IAIA](#)) took three years to develop and finalize. On March 17, 2021, the Board of the UNRBA voted unanimously to invest a combined \$1.5 million each year in water quality improvements.

Every local government in the UNRBA has voluntarily joined the IAIA. Year one of the program has just been completed, and a series of projects and programs have been undertaken across the watershed. Multiple UNRBA Board members expressed their gratitude for the program and for EMC approval. Members noted that this represents a significant effort to improve water quality and praised the collaboration across organizations:

- Sig Hutchinson, Wake County, UNRBA Chair, called the IAIA “not only a model for other watersheds in our State, but a national model as well.”
- Wendy Jacobs, Durham County, UNRBA Secretary, said of the efforts, “this is cause to celebrate the hard work and accomplishments that will save money for our citizens.”
- Forrest Westall, UNRBA Executive Director, said, “we’ve had consistent, strong support from all of our members regardless of their size; this cooperation has been essential to get this joint effort adopted.”

Other organizations also recognize the importance of this accomplishment. John Huisman (DWR) says the IAIA demonstrates “positive momentum in the implementation of the Falls Lake Rules and the commitment of the local governments to improve water quality” and that “this is a great success that we can point to as an example for other watersheds.” Peter Raabe of [American Rivers](#) says, “The adoption of this approach to improving our water supplies for people and nature is a groundbreaking modernization of our clean water regulation. It will deliver benefits that communities will see and appreciate every day and is only possible due to the great work of the UNRBA members and NC DEQ.”

###

The UNRBA continues to develop their recommendations for a new set of Falls Lake Nutrient Management Rules. For more information on the UNRBA, the IAIA, or the development of a revised Stage II strategy for managing nutrient loading in Falls Lake, please contact Forrest Westall at (919) 339-3679 or forrest.westall@unrba.org.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-25-
Submitted by: Aileen J. Staples
Submitting Department: Finance
Meeting Date: December 20, 2022

SUBJECT

Approval of Budget Ordinance Amendment # 1 - FY 2022-2023

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [Budget Ordinance Amendment_summary.pdf](#)
- [Budget Ordinance Amendment #1_FY 2022-2023.pdf](#)

Agenda Item: Budget Ordinance Amendment # 1 – FY 2022-2023

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

Attachments: Summary worksheets

Budget Amendment # 1

General Fund Budget Amendment Worksheet For the fiscal year ending June 30, 2023

		Prior Budget	Current Budget	Amended
Estimated Revenues:	Dept. Budget Adopted	Amendments	Amendments	Budget
General Fund revenues	\$ 62,325,335	-	246,350	62,571,685
Total Revenues	62,325,335	-	246,350	62,571,685
Appropriations:				
Governing Body	410 261,765		9,000	270,765
Legal Services	412 462,300			462,300
Administration	420 1,028,650		10,800	1,039,450
Communications	425 1,285,135			1,285,135
Human Resources	430 1,175,890			1,175,890
Downtown Development	435 462,000			462,000
Finance	440 1,749,765			1,749,765
Information Technology	445 1,554,385		10,600	1,564,985
Inspections	480 2,084,075			2,084,075
Planning	490 3,527,705	358,023		3,885,728
Public Facilities	500 3,130,980	292,033	11,000	3,434,013
Public Safety: Police	510 14,899,600	203,349		15,102,949
Public Safety: Fire	520 10,065,700	590,847	60,000	10,716,547
Public Works:				
PW Administration	530 303,800			303,800
Urban Forestry	535 453,930			453,930
Fleet Maintenance	550 628,345			628,345
Streets	560 3,191,105	123,828		3,314,933
Solid Waste	580 5,684,480			5,684,480
Engineering	540 1,765,700	70,775	74,700	1,911,175
Parks, Recreation & Cultural Resources	620 4,892,925		17,000	4,909,925
Transfers	999 7,212,265			7,212,265
Total Appropriations	65,820,500	1,638,855	193,100	67,652,455
Estimated revenues over total appropriations	\$ (3,495,165)	\$ (1,638,855)	\$ 53,250	\$ (5,080,770)
Other financing sources (uses):				
Sale of assets	175,000			175,000
Installment note proceeds	1,023,000			1,023,000
Operating transfers from other funds:				
Special Revenue Fund - DMSD	83,100			83,100
Special Revenue Fund - Police	40,500			40,500
Special Revenue Fund - Futures Fund				-
American Rescue Plan - ARPA Fund	232,795			232,795
Recreation Capital Reserve Fund	38,500			38,500
Proceeds from NCCHIP Reserve	169,500			169,500
Appropriated Fund Balance	1,732,770	1,638,855	(53,250)	3,318,375
Total other financing sources	3,495,165	1,638,855	(53,250)	5,080,770
Estimated revenues and other sources over appropriations and other uses	\$ -	\$ -	\$ -	\$ -

NOTE: Prior budget amendment includes encumbrances brought forward from FY 21-22 as authorized by the FY 2022-2023 budget ordinance.

Budget Amendment # 1
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2023
GENERAL FUND

Funds coming from:						
Fund	Dept	Account	Project/Department	Account Description	Amount	
1	100	000	4451	N/A	Pool - Daily Admissions	11,350
	100	000	4600	N/A	Investment Income	235,000
					246,350	

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
100	410	5520	BOC	Insurance & Bonds	9,000
100	420	5405	Admin	Marketing/PR/Communications	5,000
100	420	5520	Admin	Insurance & Bonds	3,300
100	420	5610	Admin	Computer Supplies	2,500
100	445	5520	IT	Insurance & Bonds	9,000
100	445	5617	IT	Furniture/Office Upfit	1,600
100	500	5520	Public Facilities	Insurance & Bonds	11,000
100	520	5435	Fire	R/M - Vehicles	60,000
100	540	5730	Engineering	Cap Outlay - Improvements	74,700
100	620-400	5300	PRCR-Admin	Professional Services	14,500
100	620-400	5520	PRCR-Admin	Insurance & Bonds	2,500
100	000	4990	N/A	Appropriated Fund Balance	53,250
					246,350

Explanation:

1 - Amend budgets for unforeseen expenditures, carry overs from FY 21-22, recognizing additional revenues received/projected and reducing appropriated fund balance. Significant change in interest rate environment has resulted in increase in investment earnings for FY 23.

Electric Fund
Budget Amendment Worksheet
For the fiscal year ending June 30, 2023

	<i>Dept./ Div.</i>	<i>Budget Adopted</i>	<i>Prior Budget Amendments</i>	<i>Current Budget Amendment</i>	<i>Amended Budget</i>
Estimated Revenues:					
Sale of Power		\$22,160,000			\$22,160,000
Other Revenue		1,991,200		35,500	2,026,700
Total revenues		<u>24,151,200</u>	<u>-</u>	<u>35,500</u>	<u>24,186,700</u>
Appropriations:					
Operations & Maintenance	850	23,898,500		14,500	23,913,000
Tree Trimming	860	402,200		21,000	423,200
Total appropriations		<u>24,300,700</u>	<u>-</u>	<u>35,500</u>	<u>24,336,200</u>
Estimated revenues over total appropriations		<u>(149,500)</u>	<u>-</u>	<u>-</u>	<u>(149,500)</u>
Other financing sources (uses):					
Operating transfer to other funds:					
Installment Purchase Proceeds		-			-
Tsfer from Cap Reserve		149,500			149,500
General Fund					-
Total other financing uses		<u>149,500</u>	<u>-</u>	<u>-</u>	<u>149,500</u>
Estimated revenues and other sources over appropriations and other uses		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

NOTE: Allocating funds from Contingency requires Board approval but does not affect budget totals.

Budget Amendment # 1
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2023
ELECTRIC FUND

Funds coming from:					
Fund	Dept	Account	Project/Department	Account Description	Amount
1 360	000	4381	N/A	Temporary Electric Service Fee	10,500
360	000	4600	N/A	Investment Earnings	28,500
360	850	5899	Electric - Operations	Contingency	100,000
360	850	5735	Electric - Operations	Cap Outlay - System Improvements	121,500
					260,500

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
360	850	5721	Operations	Cap Outlay - Building Improvements	239,500
360	860	5460	Tree Trimming	Contracted Services	21,000
					260,500

Explanation:

- 1 Recognize additional revenues, allocated funds from Contingency along with Capital Outlay to fund final improvements to Unicon Drive and unforeseen overage in Tree Trimming.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-34-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: December 20, 2022

SUBJECT

Approval of the 2023 Board of Commissioners Meeting Schedule

Recommendation:

Item Summary:

ATTACHMENTS

- [Resolution2022-51,2023TOWFBoardOfCommissionersMeetingScheduleDec2022.pdf](#)

**Town of Wake Forest
Resolution 2021 – 51**

2023 Town of Wake Forest Board of Commissioners Meeting Schedule

WHEREAS, the Wake Forest Board of Commissioners exists to conduct the business of the citizens; and

WHEREAS, the Wake Forest Board of Commissioners meetings are held the first and third Tuesday of the month at 6:00 p.m. in the Wake Forest Town Hall Board Room, 301 S. Brooks Street, unless otherwise noted; and

WHEREAS, each meeting of the Wake Forest Board of Commissioners is open to the public, except as provided by NC GS 143-318.11; and

WHEREAS, the Wake Forest Board of Commissioners may amend the yearly meeting schedule in accordance with NC GS 143-318.12:

Town of Wake Forest 2023 Calendar Board of Commissioners Meetings		
Month	Meeting #1	Meeting #2
January	January 3, 2023	January 17, 2023
February	February 7, 2023	February 21, 2023
March	March 7, 2023	March 21, 2023
April	April 4, 2023	April 18, 2023
May	May 2, 2023	May 16, 2023
June	June 6, 2023	June 20, 2023
July	July 6, 2023	July 18, 2023
August	August 1, 2023	August 15, 2023
September	September 5, 2023	September 19, 2023
October	October 3, 2023	October 17, 2023
November	November 9, 2023	November 21, 2023
December	December 5, 2023	December 19, 2023

Annual Retreat: January 20, 2023, 9:00 a.m. at the Wake Forest Renaissance Centre.

NOW THEREFORE BE IT RESOLVED that the Wake Forest Board of Commissioners hereby adopts the 2023 Town of Wake Forest Board of Commissioners Meeting Schedule as presented.

Duly adopted this 20th day of December 2022 while in regular session.

ATTEST:

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-35-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: December 20, 2022

SUBJECT

Approval of an Amendment to the FY2023 Pay & Classification Plan

Recommendation:

Item Summary:

ATTACHMENTS

- [Approval of amendment to pay and class_summary.docx](#)
- [MidYear Update_Assignment of Classes.pdf](#)

Approval of amendment to FY 2022-2023 Pay and Classification Plan

Staff recommends a mid-year update to the current Assignment of Classes Listing, amending the FY 2022-23 Pay and Classification Plan.

At the beginning of this year's approved budget, employees were awarded pay raises in the range of 2.5% to 5% to reflect an increase in the cost of living. The pay ranges on the classification listing were not adjusted to reflect these increases. As a result, some employees are nearing the maximum pay range, which could affect their merit increase in January. The approved budget accounts for the merit increases and will not hurt the budget. This action is an administrative clean-up item.

Also requested is the addition of a new authorized entry-level planner position within the Planning Department for Historic Preservation (HP). The work responsibilities of the current Historic Planner (Sr. Planner) have grown significantly over the years and are at a point where an additional position is needed. This was also reflected in the recently adopted Historic Preservation Plan. The request for this out-of-cycle position stems from the strategic recruitment process; many of the Historic Preservation program graduates complete coursework in May, and most have job offers before they graduate due to the high demand for this specialty. Approval of this request will allow staff to move strategically and begin recruitment initiatives in late January, competing with others in the market for these graduates. The Planning Department budget has sufficient funds to cover this request.

Attachments: Assignment of Classes to Grades

**Town of Wake Forest
Assignment of Classes to Grades
January 1, 2023 - Mid-Year Update**

Grade	Classification Title	Minimum Salary	Mid-Point Salary	Maximum Salary
6	(Reserved for Future Use)	\$32,387	\$42,994	\$53,601
7	Solid Waste Collector	\$34,007	\$45,144	\$56,281
8	Relief Solid Waste Equipment Operator	\$35,707	\$47,401	\$59,095
9	Construction Worker I Parks and Recreation Maintenance Specialist	\$37,492	\$49,771	\$62,050
10	Customer Services Representative Customer Services Specialist - Renaissance Centre Fire Recruit Facilities Administrative Assistant Solid Waste Equipment Operator	\$39,367	\$52,260	\$65,152
11	Customer Service Specialist Construction Worker II Guest and Customer Services Assistant Inventory Specialist Police Records Technician	\$41,335	\$54,873	\$68,410
12	Accounting Technician Administrative Assistant to the Fire Chief Facilities Technician Investigations Administrative Assistant Inspections Technician Lead Customer Services Representative Planning Administrative Assistant Police Recruit PRCR Customer Service Specialist Special Events and Off Duty Coordinator	\$43,402	\$57,616	\$71,830
13	Administrative Assistant to the Police Chief Box Office Administrative Specialist Construction Worker III Electric Groundman Electric Meter Apprentice Engineering Technician Solid Waste Collection Coordinator Senior Inventory Specialist Streets Right-of-Way Supervisor	\$45,572	\$60,497	\$75,422
14	Crew Leader Downtown Program Assistant Electric Administrative Specialist Equipment Mechanic Evidence Technician Parks and Recreation Maintenance Supervisor Facilities Maintenance Specialist Parking Enforcement Officer Public Works Administrative Specialist Urban Forestry Technician Utility Accounts Supervisor	\$47,851	\$63,522	\$79,193
15	Code Enforcement Officer I Electric Power Line Technician I Parts Specialist/Service Writer Planning Technician Technical Operations Specialist - Renaissance Centre Telecommunicator Tree Trimming Technician I	\$50,243	\$66,698	\$83,153

Grade	Classification Title	Minimum Salary	Mid-Point Salary	Maximum Salary
16	Athletics Program Specialist Buyer Communications Resource Specialist Construction Inspector I Executive Assistant Quartermaster/Crime Analyst Community Resource Officer - Police Customer Service and Collections Supervisor Downtown Development Specialist (Exempt) Graphics Design Specialist (Exempt) Marketing and Business Relations Associate (Exempt) Police Fiscal Specialist Recreation Specialist Recreation Specialist - (Joyner Park Community Center) Special Events Specialist (Parks) Victim Advocate - Police (non-sworn) Zoning Enforcement Officer (Exempt)	\$52,755	\$70,033	\$87,310
17	Code Enforcement Officer II Community Center Supervisor Deputy Town Clerk Electric Power Line Technician II Electric Meter Technician Fire Logistics Officer Fleet Shop Foreman Paralegal Planner I - Development Services Planner I - Long-Range Planner I - Historic Preservation Renaissance Centre Events Manager Telecommunications Shift Supervisor Tree Trimming Technician II Safety Coordinator Streets Maintenance Supervisor Yard Waste Collection Supervisor	\$55,393	\$73,534	\$91,676
18	Accountant Construction Inspector II Economic Development Manager (Exempt) Facilities Maintenance Supervisor Senior Budget Analyst (Exempt) Solid Waste Supervisor Sustainability Coordinator	\$58,163	\$77,211	\$96,260
19	Code Enforcement Officer III Electric Power Line Technician III Human Resources Consultant (Exempt) Telecommunications Supervisor Town Clerk	\$61,071	\$81,072	\$101,072
20	Contracts and Procurement Specialist Engineer Financial Project Analyst (Exempt) Grants Compliance Manager (Exempt) Marketing and Business Relations Specialist (Exempt) Parks and Recreation Maintenance Manager (Exempt) Planner II - Development Services(Exempt) Planner II - Long-Range (Exempt) Recreation Center Manager (Joyner Park Community Center) (Exempt) Renaissance Centre Specialist (Exempt) Senior Construction Inspector Senior Electric Power Line Technician Senior Electric Meter Technician Urban Forestry Program Manager	\$64,125	\$85,125	\$106,126
21	Accounting Services Manager (Exempt) Athletics and Aquatics Manager (Exempt) Civil Engineer Construction Inspections Supervisor (Exempt) Customer Services and Outreach Manager (Exempt) Downtown Development Manager (Exempt) Graphics Design Manager (Exempt) Senior Code Enforcement Officer Senior Human Resources Consultant (Exempt) Tree Trimming Supervisor	\$67,331	\$89,382	\$111,432

Grade	Classification Title	Minimum Salary	Mid-Point Salary	Maximum Salary
22	Code Enforcement Supervisor Electric Powerline Crew Supervisor Electric System Meter Supervisor GIS Analyst I (Exempt) GIS Analyst II (Exempt) Senior Civil Engineer Senior Planner - Development Services (Exempt) Senior Planner - Historic Preservation Senior Planner - Long-Range (Exempt)	\$70,697	\$93,851	\$117,004
23	Fleet Manager (Exempt) GIS Analyst III (Exempt) IT Analyst I (Exempt) IT Analyst II (Exempt) IT Applications Analyst I (Exempt) IT Applications Analyst II (Exempt) Recreation Programs Manager (Exempt) Safety and Risk Manager (Exempt) Senior GIS Analyst (Exempt) Streets Maintenance Manager (Exempt)	\$74,232	\$97,615	\$122,854
24	GIS Manager (Exempt) IT Analyst III (Exempt) IT Applications Analyst III (Exempt) Purchasing Manager (Exempt) Senior IT Analyst (Exempt) Senior IT Applications Analyst (Exempt)	\$77,944	\$103,470	\$128,997
25	Development Services Manager (Exempt) Engineering Manager (Exempt) Electric Utility Manager (Exempt) Facilities Manager (Exempt) IT Systems Administrator (Exempt) Long-Range Planning Manager Transportation Division Manager (Exempt) CIP Project Manager (Exempt)	\$81,841	\$108,644	\$135,447
26	Assistant Director of Inspections (Exempt) Assistant Engineering Director (Exempt) Assistant Finance Director (Exempt) Assistant Planning Director (Exempt) Assistant Public Works Director (Exempt) Environmental Engineering Manager (Exempt) Stormwater Engineering Manager (Exempt) Transportation Engineering Manager (Exempt)	\$85,933	\$114,076	\$142,219
27	Assistant to the Town Manager (Exempt) Renaissance Centre Director (Exempt)	\$90,230	\$119,780	\$149,330
28	Chief Technology Officer (Exempt) Deputy Chief of Police (Exempt) Deputy Fire Chief (Exempt)	\$94,741	\$125,769	\$156,797
29	Strategic Performance Manager (Exempt)	\$99,478	\$132,057	\$164,636
30	(Reserved for Future Use)	\$104,452	\$138,660	\$172,868
31	Director of Communications and Public Affairs (Exempt) Director of Economic Development (Exempt)	\$109,675	\$145,593	\$181,512
32	Inspections and Public Facilities Director (Exempt) Parks and Recreation Director (Exempt)	\$115,158	\$152,873	\$190,587
33	Chief Information Officer (Exempt) Director of Engineering (Exempt) Electric Utility Director (Exempt) Planning Director (Exempt) Public Works Director (Exempt)	\$120,916	\$160,516	\$200,117
34	Chief Financial Officer (Exempt) Human Resources Director (Exempt) Fire Chief (Exempt) Police Chief (Exempt)	\$126,962	\$168,542	\$210,122
35	(Reserved for Future Use)	\$133,310	\$176,969	\$220,629
36	Assistant Town Manager (Exempt)	\$139,976	\$185,818	\$231,660

**Town of Wake Forest
Assignment of Classes to Grades
Police Sworn**

Grade	Classification Title	Minimum Salary	Mid-Point Salary	Maximum Salary
17	Community Resource Officer - Police Police Officer I	\$55,393	\$73,534	\$91,676
18	Police Officer II	\$58,163	\$77,211	\$96,260
19	Master Police Officer Officer First Class	\$61,071	\$81,072	\$101,072
20	Senior Police Officer	\$64,125	\$85,125	\$106,126
21	Police Corporal	\$67,331	\$89,382	\$111,432
23	Police Sergeant	\$70,697	\$92,967	\$117,004
24	(Reserved for Future Use)	\$77,944	\$102,496	\$128,997
25	Police Lieutenant (Exempt)	\$81,841	\$108,644	\$135,447
27	Police Captain (Exempt)	\$90,230	\$119,780	\$149,330

**Town of Wake Forest
Assignment of Classes to Grades
Fire Sworn**

Grade	Classification Title	Minimum Salary	Mid-Point Salary	Maximum Salary
15	Firefighter	\$50,243	\$66,698	\$83,153
16	Firefighter First Class	\$52,755	\$70,033	\$87,310
17	Master Firefighter	\$55,393	\$73,534	\$91,676
18	Fire Lieutenant	\$58,163	\$77,211	\$96,260
19	Reserved for Future Use	\$61,071	\$81,072	\$101,072
20	Reserved for Future Use	\$64,125	\$85,125	\$106,126
21	Fire Accreditation and Analysis Officer Fire Captain	\$67,331	\$89,382	\$111,432
23	Reserved for Future Use	\$70,697	\$92,967	\$117,004
24	Fire Battalion Chief (Exempt) Fire Services Chief (Exempt) Fire Training Chief (Exempt)	\$77,944	\$102,496	\$128,997
25	Reserved for Future Use	\$81,841	\$108,644	\$135,447
27	Reserved for Future Use	\$90,230	\$119,780	\$149,330



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-666-
Submitted by: Patrick Reidy
Submitting Department: Planning
Meeting Date: December 20, 2022

SUBJECT

Consideration of 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

Recommendation:

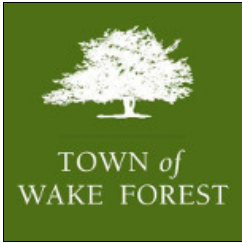
Item Summary:

ATTACHMENTS

- [Case Summary SD-21-06 - South White Street Townhomes Major Subdivision and Site Plan.pdf](#)
- [Attachment A - Application and Statement of Justification.pdf](#)
- [Attachment B - Subdivision and Site Master Plan.pdf](#)
- [Attachment C - Maps.pdf](#)
- [Attachment D - Neighborhood Meeting Information.pdf](#)
- [Attachment E - Traffic Impact Analysis Executive Summary and NCDOT Review Report.pdf](#)
- [Staff Report 10-4-2022.pdf](#)
- [Staff Presentation 10-4-2022.pdf](#)
- [Documents provided by Applicant at Joint Public Hearing.pdf](#)
- [Presentation by Ben Kuhn at Joint Public Hearing.pdf](#)
- [Photos submitted by Andrew Gillingham at Joint Public Hearing.pdf](#)
- [1st Request by Applicant to Delay Action.pdf](#)
- [2nd Request by Applicant to Delay Action.pdf](#)
- [3rd Request by Applicant to Delay Action.pdf](#)

Agenda Item:	Consideration of QUASIJUDICIAL ITEM 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
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. At their October 18, 2022 meeting, the Board of Commissioners honored the request to delay action to their November 15, 2022 meeting. On November 9, 2022, the applicant submitted a request to delay action to the December 6, 2022 Board of Commissioners Work Session Meeting. At their November 15, 2022 meeting, the Board of Commissioners honored the request to delay action to their December 6, 2022 meeting. On November 28, 2022, the applicant submitted a request to delay action to the December 20, 2022 Board of Commissioners Meeting. At their December 6, 2022 meeting, the Board of Commissioners honored the request to delay action to their December 20, 2022 meeting.
Findings of Fact:	Per UDO Section, 15.8.2.J (Major Site Master Plan) and 15.9.2.J (Major Subdivision Master Plan), the Board of Commissioners must find that the request complies with the following Findings of Fact in order to approve or approve with conditions: Finding 1: The plan is consistent with the adopted plans and policies of the Town. Finding 2: The plan complies with all applicable requirements of the Wake Forest Unified Development Ordinance. Finding 3: There exists adequate infrastructure (transportation & utilities) to supports the plans as proposed. Finding 4: The application will not be detrimental to the use or development of adjacent properties or other neighborhood uses.
Attachments:	Attachment A – Application and Statement of Justification Attachment B – Subdivision and Site Master Plan Attachment C – Maps Attachment D – Neighborhood Meeting Information Attachment E – Traffic Impact Analysis Executive Summary and NCDOT Review Staff Report 10-4-2022 Staff Presentation 10-4-2022 Documents provided by Applicant at Joint Public Hearing Presentation by Ben Kuhn at Joint Public Hearing Photos submitted by Andrew Gillingham at Joint Public Hearing

1st Request by Applicant to Delay Action
2nd Request by Applicant to Delay Action
3rd Request by Applicant to Delay Action



2.20) Subdivision Master Plan (Prior to July 1, 2021)

Application

(Master Plan Major Subdivision 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

#564715

Project Title: White Street Townhomes Master Plan

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: 2.20) Subdivision Master Plan (Prior to July 1, 2021)

State: NC

Workflow: Master Plan Major Subdivision

County: Wake

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

[VIEW SUBDIVISION MASTER PLAN 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 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:

Pre-Application Meeting

Has a pre-application conference been held?: Yes

This type of project requires a pre-application conference be completed prior to official submittal. Please return to the home screen and select **Pre-Application Conference** from the application type drop down list in order to schedule your required meeting.

Pre-Application Conference Date:

Staff Member Met With: Patrick Reidy and others

Project ID: SD-21-06

Project Location

Project Address or PIN:

- 136 E HOLDING AVE (1840388718)
- 720 E HOLDING AVE (1840386367)

Tax PIN:

- 1840388718
- 1840386367

GIS Verified Fields

Corporate Limits:

Zoning: Zoning

- 136 E HOLDING AVE: RMX
- 720 E HOLDING AVE: RMX

GIS Acreage: Parcel

Land Use: Land Use Development

- 136 E HOLDING AVE: 4.2300000000000004
- 720 E HOLDING AVE: 3.75

- 136 E HOLDING AVE: Residential

Floodplain (WAKE):

Floodplain (FRANKLIN):

Zoning Information

Currently a Conditional District?: No

Currently a Conditional Use?: No

Is there an existing Special Use Permit for the Property?: No

Related Town of Wake Forest Case Numbers: SD-21-06

Current Zoning Overlay: NA, Not Applicable to this Project

Project Information

Percent Impervious Surface (Total Proposed): 66

Square Footage of All Buildings (non-residential): 0

Proposed Number of Lots: 79

Number of Single-Family Lots: 0

Number of Townhome Lots: 79

Number of Lots (non-residential): 0

Number of Floors: 3

Number of Buildings (non-residential): 0

Number of Multi-Family Units: 0

Building Height: 36

Project Contacts

Please enter all project contacts related to your application.

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

Project Contact - Applicant

Brian O'Kane
The Nau Company
PO Box 810
Rolesville, NC 27571
P:919-435-6395
bokane@thenauco.com

Project Contact - Developer

David Smoot, IV
Madison Holding LLC
1415 Hillsborough Street
Raleigh, NC 27605
P:9173552122
david.smoot@madisonholding.com

Project Contact - Property Owner

David Smoot
ITAC 356
531 S Main Street
Wake Forest, NC 27587
P:9196695151
smoot.david@gmail.com

Project Contact - Engineer

Brian O'Kane
The Nau Company
PO Box 810
Rolesville, NC 27571
P:919-435-6395
bokane@thenauco.com

Master Plan Compliance 1

Is the project part of a proposed conditional district rezoning under review?: No

The Plan is consistent with the adopted plans & policies of the Town.:

This property is subject to the following plans of record: 2009 Wake Forest Community Plan for the Town Center Zone (Community Plan), 2017 Renaissance Plan for Downtown Wake Forest (Renaissance Plan) and Wake Forest Comprehensive Transportation Plan (April 2021 Update) (CTP). The proposed development is consistent with the adopted plans and policies of

the town.

The policy emphasis of the Community Plan for the Town Center Zone is to retain its urban, pedestrian-oriented character. New residential development should be at a truly urban density, with the objective of placing a greater number of households within walking distance of the downtown commercial district (Wake Forest Community Plan 2009, p 269). The proposed development would add 79 households within walking distance of downtown. The proposed site plan reflects the highest density of any of the townhouse projects that the Town of Wake Forest has approved in the Renaissance Area in recent years: Retreat at Renaissance, Franklin Street Townhomes, and Forest on Franklin. It should be noted that Retreat at Renaissance and Forest on Franklin are zoned UMX which has no density cap. Nevertheless, Retreat achieved only 7.7 units per acre, while Forest on Franklin has proposed 5.7. Franklin Street Townhomes is zoned RMX which allows for 24 units per acre; nevertheless, the development has a density of 9.2 units per acre. We did consider apartments for this site but concluded that we could not yield a sufficient number of units to support an apartment development with club house and necessary amenities. Townhomes were therefore the logical choice in keeping with the Community Plan.

This site is considered ripe for development in the Renaissance Plan. Ripe is defined as a vacant parcel at the edge of the downtown historic core well-suited for a variety of significant development opportunities (Renaissance Plan p33). The Renaissance Plan specifically highlights this site as appropriate for "housing opportunities" (p52). Walkability, open space and greenways are major themes in the Renaissance Plan and are provided for in the proposed development. The proposed site plan offers excellent opportunities to walk downtown, to the post office, library, or senior center, or throughout the open space and along the greenway system beginning at the trailhead on the property.

The site is located just outside of the Southern Area Master Plan which is a component of the Renaissance Plan (Section 5.3.1 (p74-75)). The property is referred to indirectly in the last paragraph of the Southern Area Master Plan: "Ultimately the goal for future growth is to extend the core southward towards East Holding Avenue, with its civic and community uses. Of the two north-south corridors that extend in that direction, Brooks Street, will likely become the more promising for retail, due to the more direct connection to South Franklin Street and the NC 98 Bypass as well as the planned greenway (via the Downtown Connector). South White Street, on the other hand, effectively dead-ends in Heath Ridge Village." The map of the Southern Area on p75 of the Renaissance Plan reflects especially this paragraph; E Holding Avenue represents the southern boundary of the "Southern Area". Lands south of E Holding Ave, including the site, are of course part of the larger Renaissance Area (see map pg 3) but are not included in the Southern Area Master Plan of the Renaissance Area Plan (p75).

The CTP contemplates no changes to the existing street network of E Holding Ave between S Main St and S White St and S White St south of E Holding Ave other than the future addition of bike lanes (CTP p. 46). This development will not interfere with the proposed bike lanes. E Holding Ave between S Main St and S White St is designated a collector with roadway recommendation type 2A standard ROW width of 55 feet with alternate dimensions including two undivided travel lanes of 10-14 feet and bike lane of 5-6 feet (CTP pp 67, 73)

The project includes a proposed greenway addition at the trailhead to the Kiwanis Greenway which would connect this development to the wider Wake Forest greenway network (CTP p 46).

The proposed development does not interfere with the Proposed Commuter Rail between Wake Forest and Raleigh (no realignment of existing railroad ROW required) (CTP p 56). S-Line realignment is illustrated on CTP p57; however, there is no pending or proposed railroad ROW realignment that has been funded or approved by any of CSX Corporation, USDOT Federal Railroad Administration, NCDOT, Wake County or Town of Wake Forest. An Environmental Impact Study (EIS) was completed in 2017 for a possible Southeast High Speed Rail (SHSR) from Richmond to Raleigh (see Appendix R Map 136 of the EIS) showing a possible ROW realignment impacting the site including a proposed separated grade crossing with a rerouting of Holding Ave to align with Dunn Ave (which currently dead ends to the west of the CSX ROW). The EIS is not a valid basis for restricting this proposed development. The SHSR, which was first proposed in 1992, was only funded to completion of the EIS in 2017. To date, no additional funding for the project has been approved. We note also that the 2021 Town of Wake Forest Comprehensive Transportation Plan Text Amendments, as well as the 2019 Comprehensive Transportation Plan, both show E Holding Ave as a collector street unchanged from its existing path between S Main St and S Franklin St. This stands in contrast to the predecessor 2010 Wake Forest Transportation Plan which as of that time in contemplation of a possible SHSR did show a relocation of E Holding Ave and a new separated grade crossing connecting E Holding and Dunn Rd. This is a significant change to the Comprehensive Transportation Plan of record and demonstrates that the Town no longer and does not now contemplate a realignment of the railroad ROW within any planning horizon. With regards to a possible light rail commuter line between Wake Forest and Raleigh, the Wake Transit Plan (2016) shows the county's priority for light rail is linking Garner-Raleigh-Cary-Durham with an "option for future expansion to Wake Forest" (p8). With respect to the Wake Forest-Raleigh corridor, the Wake Transit Plan contemplates express bus service for the planning horizon-- specifically an all-day 60-minute bus service between Wake Forest and Raleigh (p9); however, GoRaleigh is currently operating only four daily round trips servicing an average of 10-50 passengers per day, depending on

the season. At the current time, therefore, light rail is not identified as a priority by the Wake Transit Plan.

The plan complies with all applicable requirements of the Wake Forest Unified Development Ordinance:

The plan complies with all applicable requirements of the Wake Forest UDO. The property is zoned RMX which is intended to accommodate a variety of housing types in a neighborhood setting. The regulations of this district are intended to provide areas of the community for those persons desiring small residences and multifamily structures in relatively high density neighborhoods within walking or biking distance from mixed-use centers. The proposed use for townhomes is consistent with this intent.

From a technical standpoint, the development complies with applicable setback regulations (Ch 4), building design standards (Ch 5), subdivision and infrastructure standards (Ch 6), parks and open space standards (Ch 7), tree protection and landscaping requirements (Ch 8), auto and bicycle parking standards (Ch 9), lighting requirements (Ch 10), and erosion and storm control regulations (Ch 12). In addition, to the extent that the UDO incorporates by reference the Town of Wake Forest Manual of Specifications, Standards and Design in UDO 6.2.2 (MSSD), the proposed development will comply with and conform to all requirements and related standard details in connection with water and sewer design, stormwater management, street design, erosion and sedimentation control, and landscape design and installation (chapters 1-6, respectively).

The application will not be detrimental to the use or development of adjacent properties or other neighboring uses.:

The proposed development will have no detrimental impact to the use or development of adjacent properties or other neighborhood uses. The plan is harmonious with the Town of Wake Forest's plans and policies of record which contemplate a smart, urban residential development in this location within walking distance of downtown and nearby shops, service businesses, restaurants, civic buildings, places of worship and schools. The creation of significant open space and dedication of greenway at the trailhead to the existing Kiwanis Greenway will benefit the neighborhood and wider Wake Forest community. The only immediate adjacent neighbor is not affected by the proposed development.

There exists adequate infrastructure (transportation and utilities) to support the plans as proposed.:

There exists adequate infrastructure to support the proposed development. The project will front on E Holding Ave and connect to S White St with two new public streets and three new public alleys. Public water and sewer are available adjacent to the site.

Special Use Permit

Is there an existing Special Use Permit for the Property?: No **Existing or proposed land uses on all adjoining properties (including properties across street)::**

Property Size:

Special Use Request (Proposed Land Use & Description):

Number of Buildings:

Proposed Number of Lots: 79

Number of Units:

Building Square Footage:

Proposed Conditions Offered by Applicant:

The proposed special use conforms to the character of the

The proposed use will not cause undue traffic congestion or create a traffic hazard:

The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas:

The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety or general welfare:

The proposed use is consistent with the officially adopted plans and policies of the town:

Project Contact - Property Owner

David Smoot
ITAC 356
531 S Main Street
Wake Forest, NC 27587
P:9196695151
smoot.david@gmail.com

neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site:

Adequate utilities (water, sewer, drainage, electric, etc.) are available for the proposed use:

The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property:

The application will not substantially injure the value of adjoining or abutting property:

Project Contact - Applicant

Brian O'Kane
The Nau Company
PO Box 810
Rolesville, NC 27571
P:919-435-6395
bokane@thenauco.com

TOWN OF WAKE FOREST

AGENT AUTHORIZATION FORM:

Application #: _____ Submittal Date: 6/7/2021

ITAC 356 LLC is the owner of the property for which the attached application is being submitted:

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

The property is located at: 136 E. Holding Avenue (PINs 1840388718 & 1840386367)

The agent for this project is: Brian O'Kane, PE | The Nau Company, PLLC

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

Name: ITAC 356 LLC

Address: 531 S. Main Street, Wake Forest, NC 27587

Telephone Number: 919-669-5151 Fax: _____

Email Address: smoot.david@gmail.com

Signature(s) of Owner(s):

David M. Smoot

Print or type name(s):

David M. Smoot
Member-Manager

Attach additional sheets if there are additional owners.

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

Last update: August 2018

WHITE STREET TOWNHOMES

MAJOR SUBDIVISION MASTER PLAN SP-21-60

136 E HOLDING AVENUE
WAKE FOREST, NC

~~JUNE 7, 2021~~
~~DECEMBER 27, 2021~~
MAY 9, 2022
~~JUNE 27, 2022~~
AUGUST 4, 2022

DEVELOPER

MADISON HOLDING LLC
CONTACT: DAVID SMOOT, IV
1415 HILLSBOROUGH STREET
RALEIGH, NC 27605
david.smoot@madisonholding.com

LAND OWNER

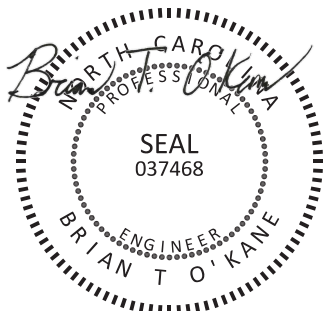
ITAC 356 LLC
CONTACT: DAVID SMOOT
531 S. MAIN STREET
WAKE FOREST, NC 27587

SHEET INDEX		
SHEET NO.	SHEET NAME	MOST CURRENT REVISION DATE
C1.0	EXISTING CONDITIONS PLAN	08/04/2022
C2.0	DEMOLITION PLAN	08/04/2022
C3.0	SITE PLAN	08/04/2022
C3.1	ROAD SECTION PLAN	08/04/2022
C3.2	OPEN SPACE PLAN	08/04/2022
C4.0	UTILITY PLAN	08/04/2022
C5.0	LANDSCAPE & LIGHTING PLAN	08/04/2022

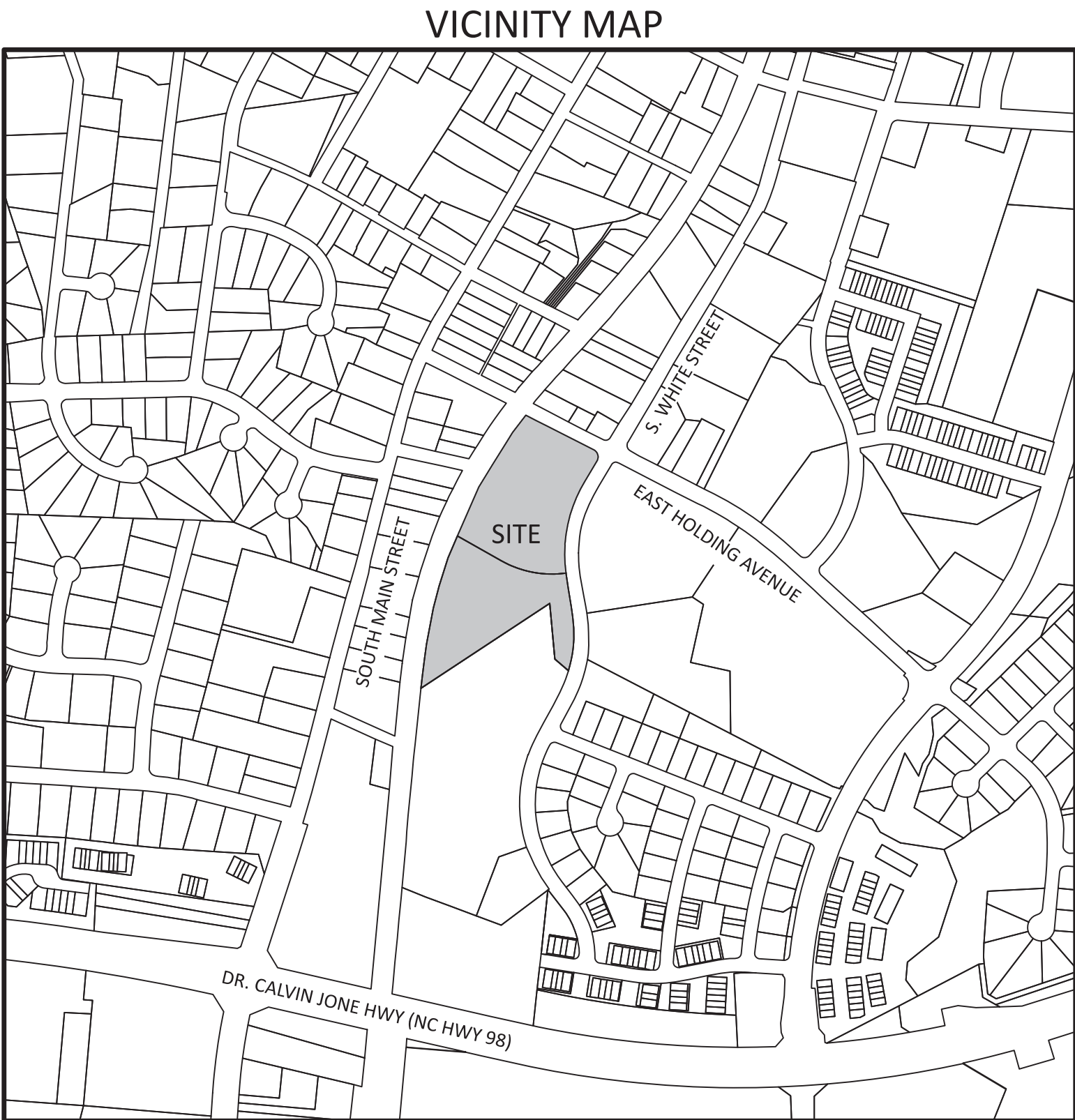
EXISTING SITE DATA	
PARCEL PIN(S)	1840-38-8718 & 1840-38-6367
ZONING	RMX
PARCEL AREA	7.98 ACRES
EXISTING USE	VACANT*
RIVER BASIN	NEUSE
COMMUNITY PLAN AREA DESIGNATION	TOWN CENTER ZONE

* EXISTING DUPLEX AT INTERSECTION OF WHITE STREET AND EAST HOLDING TO BE REMOVED.

PROPOSED SITE DATA	
ZONING	RMX
EXISTING SITE AREA	7.98 ACRES
PROPOSED PUBLIC ROW	2.39 ACRES
PROPOSED NET SITE AREA	5.59 ACRES
PROPOSED USE	24 DWELLING - TOWNHOMES 92 DWELLING - MULTI-FAMILY (2 OVER 2 CONDOMINIUMS)
TOWNHOME UNITS	116 UNITS
FRONT SETBACK	18 FEET (MAX)
SIDE CORNER SETBACK	5 FEET (MIN)
SIDE SETBACK	0 FEET (MIN)
REAR SETBACK	5 FEET (MIN)
FRONTAGE BUILDOUT	N/A
MAXIMUM DENSITY	24 DUA
PROPOSED DENSITY	20.75 DUA
IN WATER SUPPLY	NO
WATERSHED PROTECTION OVERLAY DISTRICT?	NO
HAS SPECIAL FLOOD HAZARD AREAS?	NO
OPEN SPACE REQUIRED	5% - 17,380 SF (0.40 ACRES)
OPEN SPACE PROVIDED	31.05% - 108,009 SF (2.48 ACRES)
PARK SPACE REQUIRED	2% - 6,952 SF (0.16 ACRES)
PARK SPACE PROVIDED	11.5% - 39,930 SF (0.92 ACRES) 26,739 SF (0.61 ACRES) OUTSIDE OF EX POND (67% OF PARK SPACE PROVIDED) PARK SPACE REQUIREMENT MET WITHOUT UTILIZING AREA OF EXISTING POND
ACTIVE PARK SPACE REQUIRED	25% OF 0.16 ACRES = 1,738 SF (0.04 ACRES)
ACTIVE PARK SPACE PROVIDED	2,000 SF (0.05 ACRES)
PARKING SPACES REQUIRED	28.8% OF REQUIRED PARK SPACE 1.8 SPACES PER UNIT
PARKING SPACES PROVIDED	UNITS 1-116 = 209 SPACES CLUSTER MAILBOX = 2 SPACES TOTAL SPACES REQUIRED = 211 SPACES CONDOS: 1 SPACE IN EACH GARAGE 1 SPACE IN EACH DRIVEWAY TOTAL CONDO SPACES: 184 TOWNHOMES: 2 SPACES IN EACH GARAGE 2 SPACES IN EACH DRIVEWAY TOTAL TOWNHOME SPACES: 96 33 ADDITIONAL STREET PARKING SPACES (INTERNAL TO THE SITE) 3 MAIL KIOSK PARKING SPACES (INCLUDING 1 ADA VAN SPACE) TOTAL ON-SITE SPACES = 316 SPACES
BICYCLE PARKING REQUIRED	2 BIKE PARKING SPACES PER 40 SPACES 16 BIKE PARKING SPACES 4 BIKE SPACES PER 1/4 ACRE OF PARK SPACE 0.92 AC = 15 BIKE PARKING SPACES 31 BIKE SPACES REQUIRED
BICYCLE PARKING PROVIDED	33 BIKE SPACES
MINIMUM HEIGHT	6 STORIES
MAXIMUM HEIGHT	NONE
PROPOSED HEIGHT	4 STORIES (APPROXIMATELY 50')



2022-08-04



SCALE: 1" = 500'

REVIEW ENGINEER DISCLAIMER
EXECUTION OF THIS CONSTRUCTION PLAT BY THE REVIEW ENGINEER FOR THE TOWN OF WAKE FOREST IN NO WAY LIMITS THE RESPONSIBILITY OF THE OWNER AND ENGINEER OF RECORD WITH REGARD TO COMPLIANCE WITH ALL FEDERAL, STATE, AND LOCAL STANDARDS AND/OR CONDITIONS.

ALL PUBLIC FACILITIES, INCLUDING UTILITIES, SIDEWALKS, AND HANDICAP RAMPS ARE TO BE CONSTRUCTED ON ALL STREETS AS SPECIFIED BY TOWN STANDARDS. THESE FACILITIES HAVE BEEN APPROVED BY THE TOWN OF WAKE FOREST AND SHALL BE SO INSTALLED UNLESS A CHANGE IS APPROVED BY THE TOWN OF WAKE FOREST.

OWNER CERTIFICATE
OWNER HEREBY CERTIFIES AND AGREES TO TAKE SUCH ACTION AS MAY BE REQUIRED BY THE TOWN OF WAKE FOREST TO CORRECT ANY ERRORS, OMISSIONS OR NON-COMPLIANCE WITH TOWN STANDARDS AND/OR CONDITIONS DESCRIBED IN THE CONSTRUCTION PLAT, INCLUDING RESUBMISSION OR RE-EXECUTION OF THIS CONSTRUCTION PLAT WITH WITH THE APPROPRIATE CORRECTIONS AND/OR REVISIONS.
David Smoot
OWNER
August 4, 2022
DATE

RECOMMENDATION FOR APPROVAL
BY THE WAKE FOREST
PLANNING BOARD

DATE _____

APPROVAL BY THE
WAKE FOREST BOARD
OF COMMISSIONERS

DATE _____

The Nau Company
Consulting Civil Engineers

PO Box 810 Rolesville, NC 27571
919-435-6395
NCBELS License P-0751

PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION

EXISTING PROPERTY TABLE	
①	N/F WAKE FOREST AREA CRISIS MINISTRY INC DB 8140 PG 242 REID: 73260 ZONED: UNK USE: FOOD PANTRY
②	N/F WAKE FOREST AREA CRISIS MINISTRY INC DB 8140 PG 242 REID: 82316 ZONED: UNK USE: FOOD PANTRY
③	N/F CHARLES ALBERT MARSHALL & WANDA JONES MARSHALL DB 13900 PG 1130 REID: 32546 ZONED: UNK USE: OFFICE / SERVICE

CURVE TABLE					
CURVE	CHORD BRG	CHORD	RADIUS	ARC	DELTA
C1	S16°10'51"E	43.78'	30.00'	49.08	093°43'47"
C2	S11°37'38"W	349.79'	531.34'	356.43	038°28'07"
C3	S08°07'47"E	10.00'	531.34'	10.00	001°04'42"
C4	N03°58'54"E	208.63'	478.08'	210.33	025°12'24"

EXISTING CONDITIONS LEGEND

EXISTING PROPERTY BOUNDARY	---
EXISTING PROPERTY LINE	---
EXISTING EASEMENT	---
EXISTING SETBACK	---
EXISTING ROAD CENTERLINE	---
EXISTING CONCRETE	---
EXISTING GRAVEL	---
EXISTING MAJOR (5') CONTOUR	---
EXISTING MINOR (1') CONTOUR	---
STREAM CENTERLINE	---
STREAM TOP OF BANK	---
STREAM TOE OF BANK	---
STREAM BUFFER	---
ZONE 1 STREAM BUFFER	---
ZONE 2 STREAM BUFFER	---
TREELINE	---
GIS PROPERTY LINE	---
EXISTING GIS CONTOUR	---
OVERHEAD UTILITY LINE	OH OH
OVERHEAD POWER LINE	---
UNDERGROUND UTILITY LINE	UG UG
UNDERGROUND CABLE TV LINE	CATV CATV
UNDERGROUND FIBER OPTIC LINE	FO FO
UNDERGROUND GAS LINE	GAS GAS
UNDERGROUND ELECTRIC LINE	UE UE
UNDERGROUND TELEPHONE LINE	T T
EX. STORM SEWER PIPE	---
EX. SANITARY SEWER PIPE	SS SS
EX. SANITARY SEWER FORCE MAIN	FM FM
EX. SANITARY SEWER MANHOLE	---
EX. SANITARY SEWER CLEANOUT	---
EX. WATER PIPE	W W
EX. WATER METER	---
EX. WATER HYDRANT	---
EX. WATER VALVES	---

EXISTING CONDITIONS NOTES

- BOUNDARY INFORMATION SHOWN ON THIS PLAN WAS TAKEN FROM A CAD FILE PREPARED BY ROBERT MURPHY PLLC, PROFESSIONAL LAND SURVEYING, TITLED RECOMBINATION PLAT FOR ITAC 356 LLC AND JAMES M. ADAMS, SR & WIFE GAYLE W. ADAMS.
- ALL EXISTING FEATURES SHOWN ON THIS PLAN WERE TAKEN FROM A CAD FILE PREPARED BY ROBERT MURPHY PLLC, PROFESSIONAL LAND SURVEYING, TITLED: TOPOGRAPHIC SURVEY PREPARED FOR DAVID SMOOT.
- INDIVIDUAL TREE LOCATIONS SHOWN ON THIS PLAN WERE TAKEN FROM TREE SURVEY PREPARED BY ENGINEERING & ENVIRONMENTAL SCIENCE COMPANY, TITLED: HOLDING CORNERS EXISTING CONDITIONS; DATED 10-14-2016.
- TOPOGRAPHIC INFORMATION SHOWN OUTSIDE OF THE PROPERTY BOUNDARY TAKEN FROM WAKE COUNTY GIS.
- ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.
- LOCATE EXISTING WATERLINE ON-SITE PRIOR TO CONSTRUCTION. REPORT FINDINGS TO OWNER AND ENGINEER.
- ACCORDING TO THE TREE SURVEY, THERE ARE 21 SPECIMEN TREES THAT ARE CANOPY TREES WITH DIAMETER AT BREAST HEIGHT (DBH) GREATER THAN 20". REFER TO LANDSCAPE PLAN FOR SPECIMEN TREE CALCULATIONS.

EXISTING DEVELOPED FEATURES

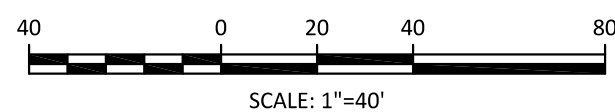
- THERE ARE EXISTING STRUCTURES ONSITE TO BE REMOVED.
- THERE ARE NO KNOWN EXISTING CEMETERIES ONSITE.
- THERE ARE NO KNOWN EXISTING BRIDGES ONSITE. THERE ARE TWO 12" CULVERTS ON SITE THAT WILL BE REMOVED DURING CONSTRUCTION.
- THE EXISTING PUBLIC WATERLINE IN SHOWN ON THIS PLAN WAS DIGITIZED FROM AERIAL MAPS. THE LOCATION OF THE EXISTING SANITARY SEWER MAIN THAT TRAVERSES THE SITE WAS TAKEN FROM A CAD FILE PREPARED BY ROBERT MURPHY PLLC.
- THERE IS AN EXISTING DRIVEWAY CUT ON THE SITE THAT WILL BE CLOSED WITH THE CONSTRUCTION OF THE PROJECT.
- EXISTING SIDEWALKS ALONG EAST HOLDING AVENUE AND SOUTH WHITE STREET ARE SHOWN FROM SURVEY DATA PREPARED BY ROBERT MURPHY PLLC.
- THERE ARE NO EXISTING ONSITE PUBLIC OR PRIVATE STREETS.
- THERE ARE NO KNOWN CONTAMINATED SOILS OR HAZARDOUS MATERIALS ONSITE.
- THERE IS AN EXISTING SANITARY SEWER EASEMENT ONSITE.

EXISTING NATURAL FEATURES

- THERE ARE NO KNOWN PREVIOUSLY DOCUMENTED RARE OR PROTECTED SPECIES HABITATS ON SITE.
- THERE ARE WETLANDS OR WATERCOURSES ON SITE. RIPARIAN BUFFERS, WETLANDS OR WATERCOURSES ARE SHOWN AS TAKEN FROM THE SURVEY PROVIDED BY ROBERT MURPHY PLLC.
- THIS SITE IS NOT LOCATED IN A WATERSHED MANAGEMENT AREA.
- THERE ARE NO SPECIAL FLOOD HAZARD AREAS ON SITE. THE SITE IS LOCATED IN ZONE X ACCORDING TO FEMA FLOOD INSURANCE RATE MAP NUMBER 37201840001 DATED MAY 2, 2006 AND PRELIMINARY MAP 3720184000K REVISED 03/31/2015.

SOILS INFORMATION

- SOILS INFORMATION FOR THIS PROJECT WAS TAKEN FROM WAKE COUNTY GIS.
- THE SOIL BOUNDARY SHOWN IS FROM GIS DATA AND IS APPROXIMATE.
- THE SOIL TYPES ON THIS SITE ARE:
CIC - CECIL-URBAN LAND COMPLEX (2-10 PERCENT SLOPES)
Ur - URBAN LAND



PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION

PREPARED BY:
The Nau Company
Consulting Civil Engineers
PO Box 810 | Rolesville, NC 27571
919-435-6395
NCBELS License P-0751

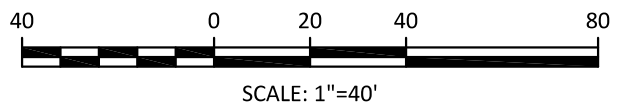
CLIENT:
MADISON HOLDING LLC
ATTN: DAVID SMOOT IV
1415 HILLSBOROUGH STREET
RALEIGH, NC 27605

REVISIONS	
1	2021-12-27
2	2022-05-10
3	2022-06-27
4	2022-08-04

WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN
136 E HOLDING AVENUE
WAKE FOREST, NC
EXISTING CONDITIONS PLAN

SEAL
037468
BRYAN T. KANE
ENGINEER
2022-08-04

PROJECT NO:	---
DESIGN BY:	BTO
DRAWN BY:	BTO
SCALE:	1"=40'
DATE:	2021-12-27
SHEET NO:	C1.0



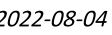
DEMOLITION LEGEND

- PREVIOUSLY REMOVED  REMOVE 
- TREES TO BE REMOVED  REMOVE / ABANDON 
- CONSTRUCTION ENTRANCE 

CLIENT:

MADISON HOLDING LLC
ATTN: DAVID SMOOT, IV
1415 HILLSBOROUGH STREET
RALEIGH, NC 27605

WHITE STREET TOWNHOMES MAJOR SUBDIVISION MASTER PLAN 136 E HOLDING AVENUE WAKE FOREST, NC	DEMOLITION PLAN
---	-------------------------------



SHEET NO:

630

LAND COVER TABULATION			
LAND COVER	AREA (SF)	AREA (AC)	% OF TOTAL
DRIVE/PARKING	75,962 SF	1.74 AC	21.8%
SIDEWALK	21,741 SF	0.50 AC	6.25%
BUILDING	77,040 SF	1.77 AC	22.16%
GREENWAY	0 SF	0.00 AC	0.00%
DRIVEWAY	24,721 SF	0.57 AC	7.11%
TOTAL IMPERVIOUS AREA	199,364 SF	4.58 AC	57.4%
PERVIOUS (GRASS/WOODS)	148,244 SF	3.40 AC	42.6%
TOTAL AREA	347,608 SF	7.98 AC	100%

SITE LEGEND

PROPERTY BOUNDARY	---
RIGHT-OF-WAY	---
PROPERTY LINE	---
EASEMENT	---
SETBACK	---
PROPERTY/LANDSCAPE BUFFER	---
ROAD CENTERLINE	---
CURB & GUTTER (ROAD)	---
CURB & GUTTER (PARKING)	---
SIDEWALK	---
CONCRETE DRIVEWAY	---
ASPHALT	---
GRAVEL	---
OPEN SPACE	---

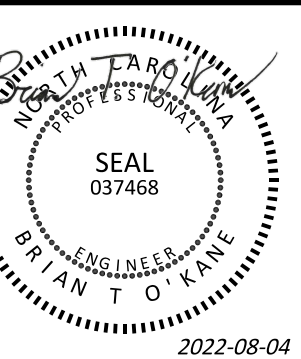
PROPOSED SITE DATA	
ZONING	RMX
EXISTING SITE AREA	7.98 ACRES
PROPOSED PUBLIC ROW	2.39 ACRES
PROPOSED NET SITE AREA	5.59 ACRES
PROPOSED USE	24 DWELLING - TOWNHOMES (2 OVER 2 CONDOMINIUMS)
TOWNHOME UNITS	116 UNITS
FRONT SETBACK	18 FEET (MAX)
SIDE CORNER SETBACK	5 FEET (MIN)
SIDE SETBACK	0 FEET (MIN)
REAR SETBACK	5 FEET (MIN)
FRONTAGE BUILDOUT	N/A
MAXIMUM DENSITY	24 DUA
PROPOSED DENSITY	20.75 DUA
IN WATER SUPPLY	NO
WATERSHED PROTECTION	NO
OVERLAY DISTRICT?	NO
HAS SPECIAL FLOOD	NO
HAZARD AREAS?	NO
OPEN SPACE REQUIRED	5% - 17,380 SF (0.40 ACRES)
OPEN SPACE PROVIDED	31.05% - 108,009 SF (2.48 ACRES)
PARK SPACE REQUIRED	2% - 6,952 SF (0.16 ACRES)
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ACTIVE PARK SPACE PROVIDED	2,000 SF (0.05 ACRES)
PARKING SPACES REQUIRED	28.8% OF REQUIRED PARK SPACE
PARKING SPACES PROVIDED	1.8 SPACES PER UNIT
TOTAL SPACES REQUIRED = 211 SPACES	
PARKING SPACES PROVIDED	CONDO: 1 SPACE IN EACH GARAGE 1 SPACE IN EACH DRIVEWAY TOTAL CONDO SPACES: 184 TOWNHOMES: 2 SPACES IN EACH GARAGE 2 SPACES IN EACH DRIVEWAY TOTAL TOWNHOME SPACES: 96 33 ADDITIONAL STREET PARKING SPACES (INTERNAL TO THE SITE) 3 MAIL KIOSK PARKING SPACES (INCLUDING 1 ADA VAN SPACE) TOTAL ON-SITE SPACES = 316 SPACES
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PREPARED BY:
The Nau Company
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PO Box 810 | Rolesville, NC 27571
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NCBELS License P-0751

CLIENT:
MADISON HOLDING LLC
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REVISIONS	
1	2021-12-27
2	2022-05-10
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WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN
136 E HOLDING AVENUE
WAKE FOREST, NC
SITE PLAN



PROJECT NO:	---
DESIGN BY:	BTO
DRAWN BY:	BTO
SCALE:	1"=40'
DATE:	2021-12-27
SHEET NO:	C3.0

PROJECT NOTES

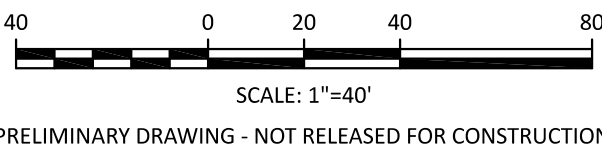
- ALL WATER MAINS WITHIN PUBLIC EASEMENTS AND RIGHTS-OF-WAY SHALL BE OWNED, OPERATED AND MAINTAINED BY THE CITY OF RALEIGH.
- ALL SEWER MAINS WITHIN PUBLIC EASEMENTS AND RIGHTS-OF-WAY SHALL BE OWNED, OPERATED AND MAINTAINED BY THE CITY OF RALEIGH.
- ROAD WIDENING IS NOT REQUIRED FOR THIS PROJECT.
- THIS PROJECT INCLUDES PROPOSED PUBLIC STREETS.
- ALL SIDEWALKS ALONG ACCESSIBLE ROUTE FROM THE ADA PARKING SPACE TO THE CLUSTER MAILBOX MUST BE ADA COMPLIANT.
- ALL RAMPAS SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF WAKE FOREST MSSD STANDARD 9.13.
- IMPROVED PARK SPACE SHALL HAVE AT LEAST TWO OF THE FOLLOWING FEATURES: LANDSCAPING; WALLS OR PATHWAYS; FENCES, WALKS, LIGHTING AND ELECTRICITY; FOUNTAINS AND/OR PLAYGROUND EQUIPMENT WITH 25% OF THAT SPACE AN ACTIVE AMENITY.
- REFER TO ROAD SECTION PLAN, SHEET C3.1 FOR ROAD CROSS SECTIONS.
- REFER TO OPEN SPACE PLAN, SHEET C3.2 FOR OPEN SPACE CALCULATIONS.
- HOA TO HAVE A MAINTENANCE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DRIVEWAY MAINTENANCE, INCLUDING AREAS OF THE DRIVEWAYS WITHIN ALLEY PUBLIC RIGHT-OF-WAY.

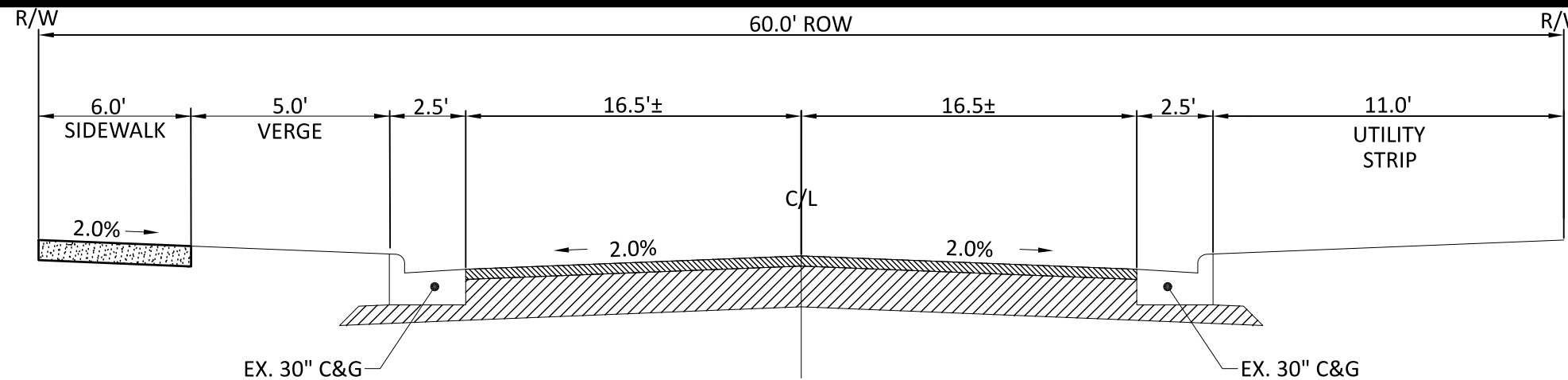
STORMWATER NOTES

- THIS PROJECT IS SUBJECT TO THE TOWN OF WAKE FOREST STORMWATER REQUIREMENTS.
- THIS PROJECT WILL UTILIZE BELOW GROUND STORMWATER CONTROL MEASURES TO MEET TOWN STORMWATER REQUIREMENTS.

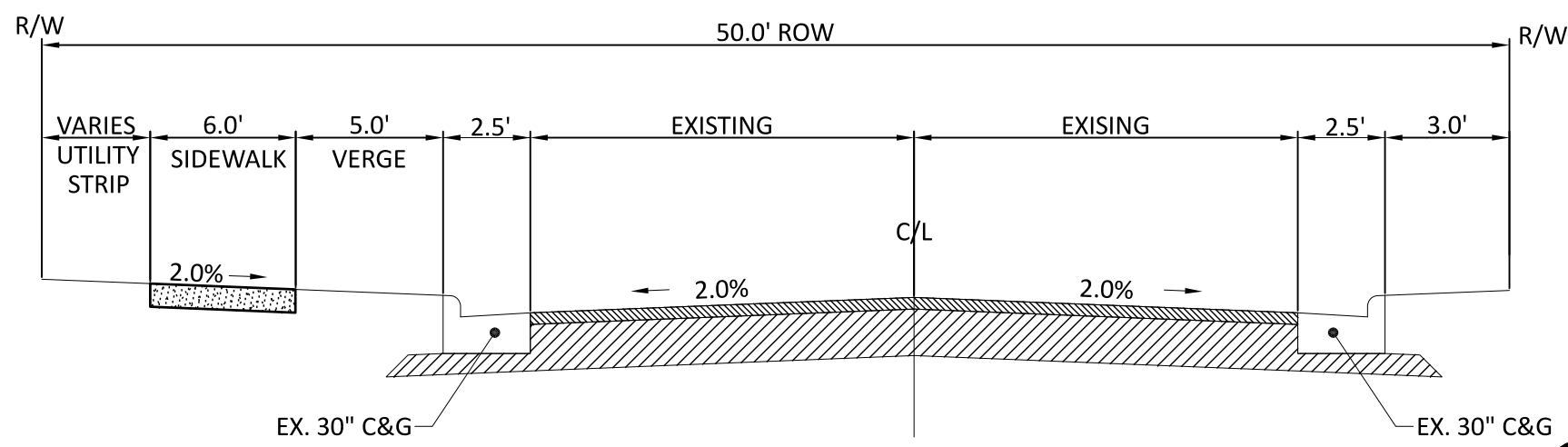
TRASH COLLECTION NOTES

THIS PROJECT WILL BE SERVED BY ROLL-OUT TRASH COLLECTION BINS IN THE ALLEY AT THE REAR OF EACH UNIT

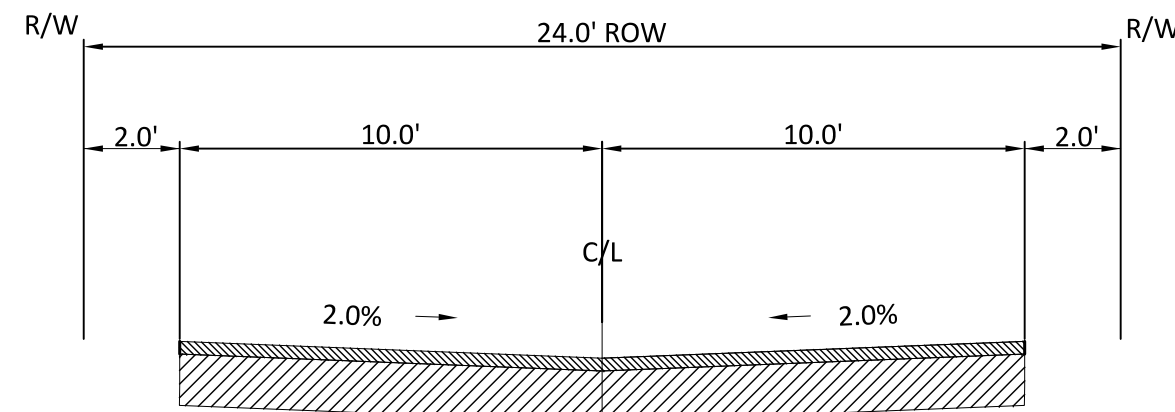




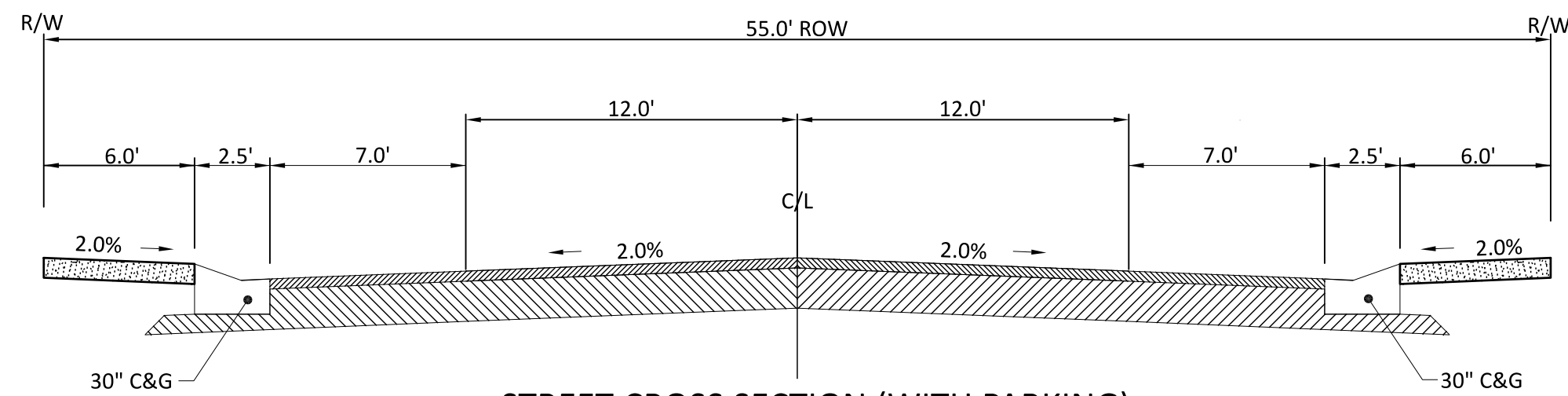
SOUTH WHITE STREET CROSS SECTION
60' RIGHT OF WAY
38'± BACK TO BACK (EXISTING)



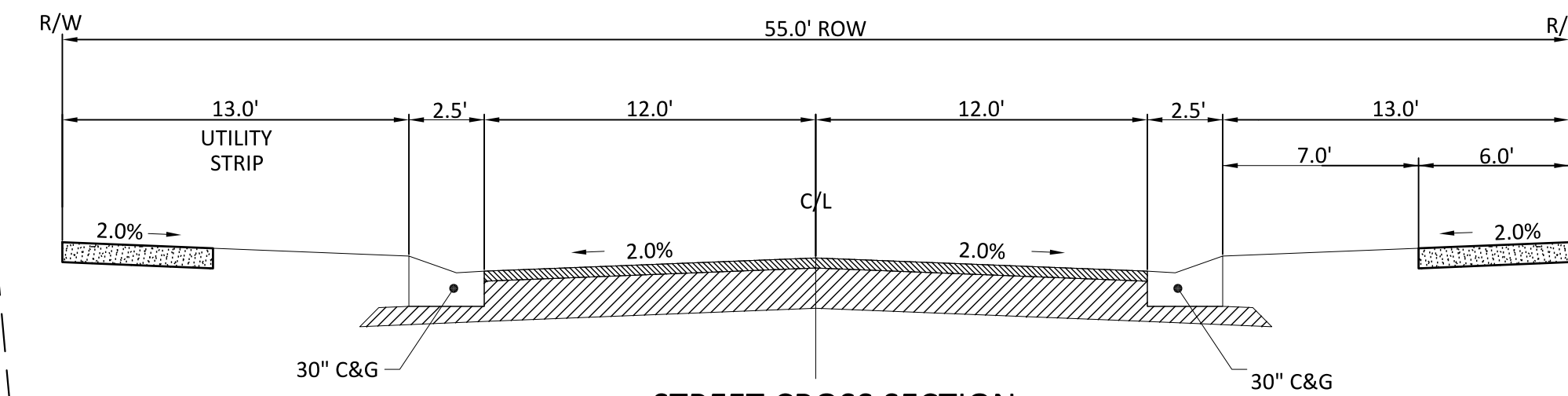
E. HOLDING AVE. CROSS SECTION
50' RIGHT OF WAY
32'± BACK TO BACK (EXISTING)



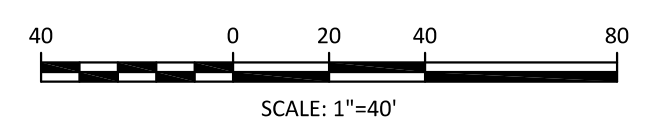
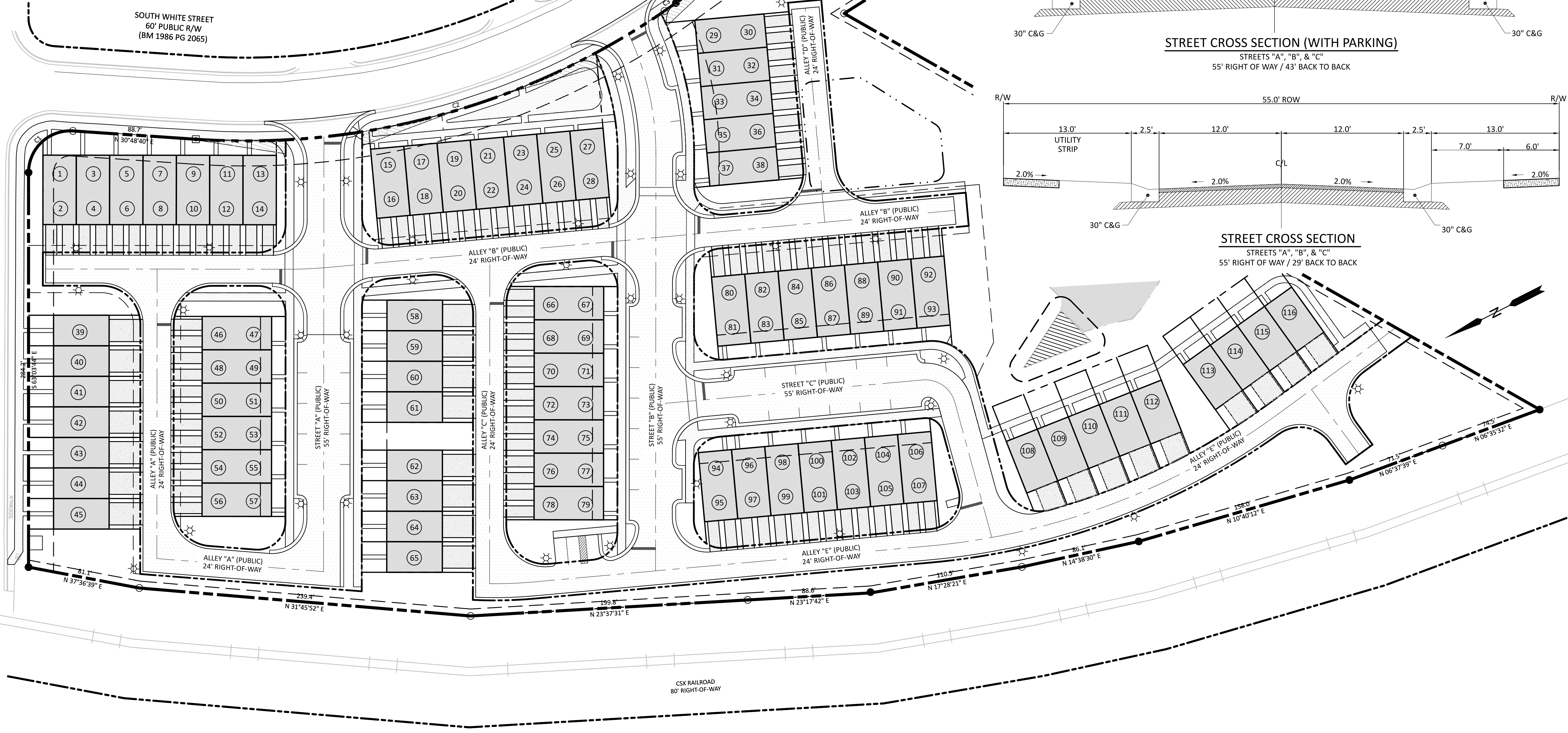
ALLEY CROSS SECTION
ALLEY "A", "B", "C", "D", & "E"
24' RIGHT OF WAY / 20' EDGE TO EDGE



STREET CROSS SECTION (WITH PARKING)
STREETS "A", "B", & "C"
55' RIGHT OF WAY / 43' BACK TO BACK



STREET CROSS SECTION
STREETS "A", "B", & "C"
55' RIGHT OF WAY / 29' BACK TO BACK



PREPARED BY:
The Nau Company
Consulting Civil Engineers
PO Box 810 | Rolesville, NC 27571
919-435-6395
NCBELS License P-0751

CLIENT:
MADISON HOLDING LLC
ATTN: DAVID SMOOT, IV
1415 HILLSBOROUGH STREET
RALEIGH, NC 27605

REVISIONS		REVISIONS
1	2021-12-27	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS
2	2022-05-10	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS
3	2022-06-27	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS
4	2022-08-04	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS

WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN
136 E HOLDING AVENUE
WAKE FOREST, NC
ROAD SECTION PLAN

SEAL
037468
ENGINEER
BRYAN T. OKANE
2022-08-04

PROJECT NO:	---
DESIGN BY:	BTO
DRAWN BY:	BTO
SCALE:	
DATE:	2021-12-27
SHEET NO:	C3.1

OPEN SPACE TABULATION		
NAME	AREA (SF)	TYPE
OPEN SPACE 1	2,545	OPEN SPACE
OPEN SPACE 2	1,516	OPEN SPACE
OPEN SPACE 3	1,117	OPEN SPACE
OPEN SPACE 4	1,600	OPEN SPACE
OPEN SPACE 5	1,029	OPEN SPACE
OPEN SPACE 6	984	OPEN SPACE
OPEN SPACE 7	915	OPEN SPACE
OPEN SPACE 8	21,592	OPEN SPACE
OPEN SPACE 9	640	OPEN SPACE
OPEN SPACE 10	1,645	OPEN SPACE
OPEN SPACE 11	1,393	OPEN SPACE
OPEN SPACE 12	26,225	OPEN SPACE
OPEN SPACE 13	908	OPEN SPACE
OPEN SPACE 14	1,210	OPEN SPACE
OPEN SPACE 15	1,560	OPEN SPACE
OPEN SPACE P-1	37,930	PARK SPACE
OPEN SPACE P-2	3,200	PARK SPACE
OPEN SPACE AP-1	2,000	ACTIVE PARK SPACE
TOTAL OPEN SPACE	108,009	

PROJECT NOTES

- OPEN SPACE
- PARK OPEN SPACE
- ACTIVE RECREATION OPEN SPACE

CLIENT:
MADISON HOLDING LLC
ATTN: DAVID SMOOT, IV
1415 HILLSBOROUGH STREET
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REVISIONS	
1	2021-12-27
2	2022-05-10
3	2022-06-27
4	2022-08-04

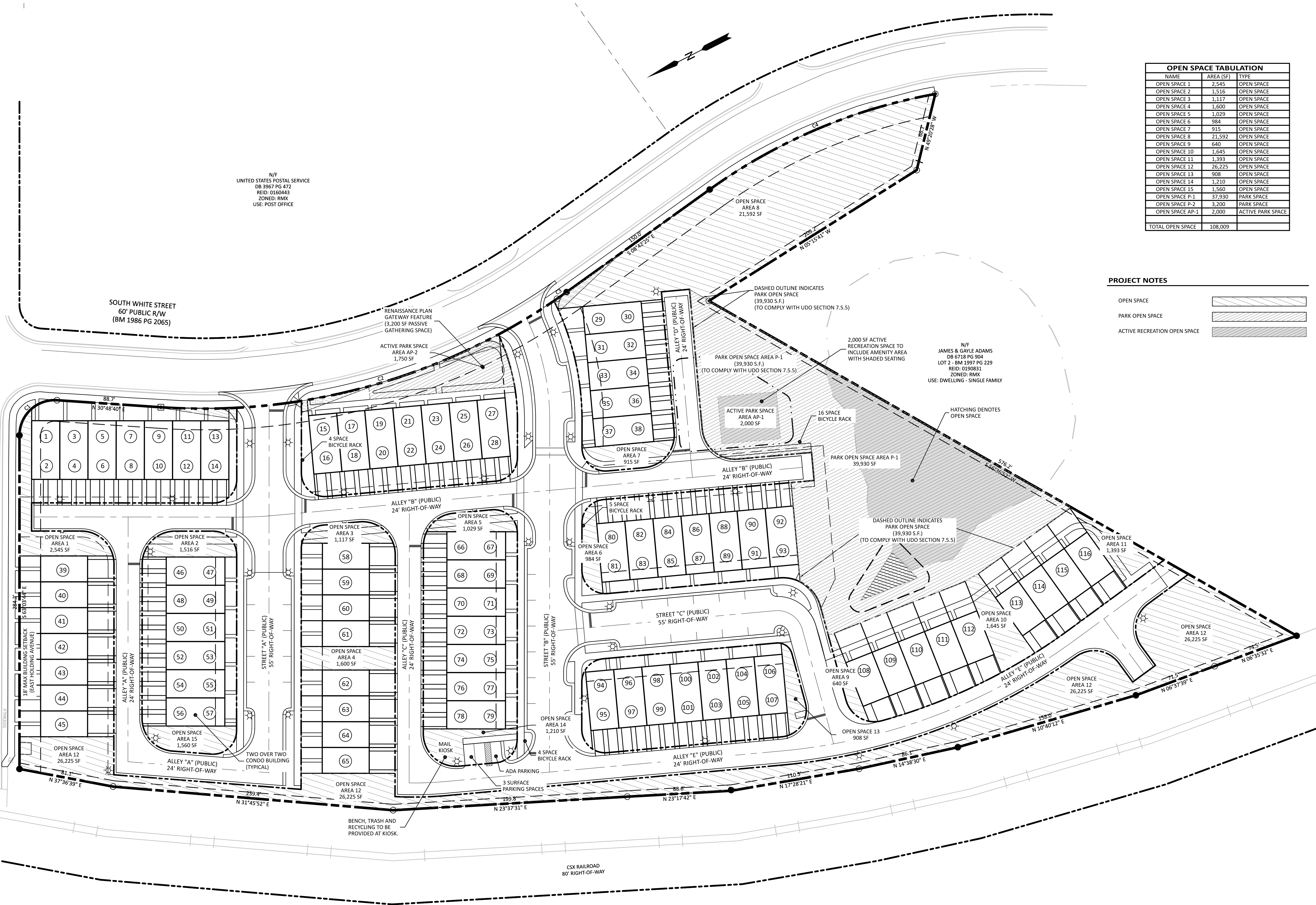
WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN
136 E HOLDING AVENUE
WAKE FOREST, NC
OPEN SPACE PLAN



PROJECT NO:	---
DESIGN BY:	BTO
DRAWN BY:	BTO
SCALE:	1"=40'
DATE:	2021-12-27
SHEET NO:	C3.2



PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION



N/F
UNITED STATES POSTAL SERVICE
DB 3967 PG 472
REID: 0160443
ZONED: RMX
USE: POST OFFICE

SOUTH WHITE STREET
60' PUBLIC R/W
(BM 1986 PG 2065)

RENAISSANCE PLAN
GATEWAY FEATURE
(3,200 SF PASSIVE
GATHERING SPACE)

ACTIVE PARK SPACE
AREA AP-2
1,750 SF

OPEN SPACE
AREA 8
21,592 SF

DASHED OUTLINE INDICATES
PARK OPEN SPACE
(39,930 S.F.)
(TO COMPLY WITH UDO SECTION 7.5.5)

PARK OPEN SPACE AREA P-1
(39,930 S.F.)
(TO COMPLY WITH UDO SECTION 7.5.5)

ACTIVE PARK SPACE
AREA AP-1
2,000 SF

2,000 SF ACTIVE
RECREATION SPACE TO
INCLUDE AMENITY AREA
WITH SHADED SEATING

N/F
JAMES & GAYLE ADAMS
DB 6718 PG 904
LOT 2 - BM 1997 PG 229
REID: 0190831
ZONED: RMX
USE: DWELLING - SINGLE FAMILY

HATCHING DENOTES
OPEN SPACE

DASHED OUTLINE INDICATES
PARK OPEN SPACE
(39,930 S.F.)
(TO COMPLY WITH UDO SECTION 7.5.5)

OPEN SPACE
AREA 11
1,393 SF

OPEN SPACE
AREA 12
26,225 SF

OPEN SPACE
AREA 12
26,225 SF

OPEN SPACE
AREA 9
640 SF

OPEN SPACE
AREA 13
908 SF

OPEN SPACE
AREA 14
1,210 SF

ALLEY "E" (PUBLIC)
24' RIGHT-OF-WAY

OPEN SPACE
AREA 12
26,225 SF

OPEN SPACE
AREA 12
26,225 SF

BENCH, TRASH AND
RECYCLING TO BE
PROVIDED AT KIOSK.

CSX RAILROAD
80' RIGHT-OF-WAY

E. HOLDING AVE.
50' PUBLIC R/W
(BM 1987 PG 284)

18' MAXIMUM
OVERHANG
(EAST HOLDING AVENUE)

STREET "A" (PUBLIC)
35' RIGHT-OF-WAY

ALLEY "B" (PUBLIC)
24' RIGHT-OF-WAY

ALLEY "C" (PUBLIC)
24' RIGHT-OF-WAY

STREET "B" (PUBLIC)
55' RIGHT-OF-WAY

STREET "C" (PUBLIC)
55' RIGHT-OF-WAY

ALLEY "E" (PUBLIC)
24' RIGHT-OF-WAY

ALLEY "A" (PUBLIC)
24' RIGHT-OF-WAY

OPEN SPACE
AREA 15
1,560 SF

OPEN SPACE
AREA 4
1,600 SF

OPEN SPACE
AREA 3
1,117 SF

OPEN SPACE
AREA 5
1,029 SF

OPEN SPACE
AREA 6
984 SF

OPEN SPACE
AREA 7
915 SF

4 SPACE
BICYCLE RACK

16 SPACE
BICYCLE RACK

PARK OPEN SPACE AREA P-1
39,930 SF

OPEN SPACE
AREA 1
2,545 SF

OPEN SPACE
AREA 2
1,516 SF

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AREA 3
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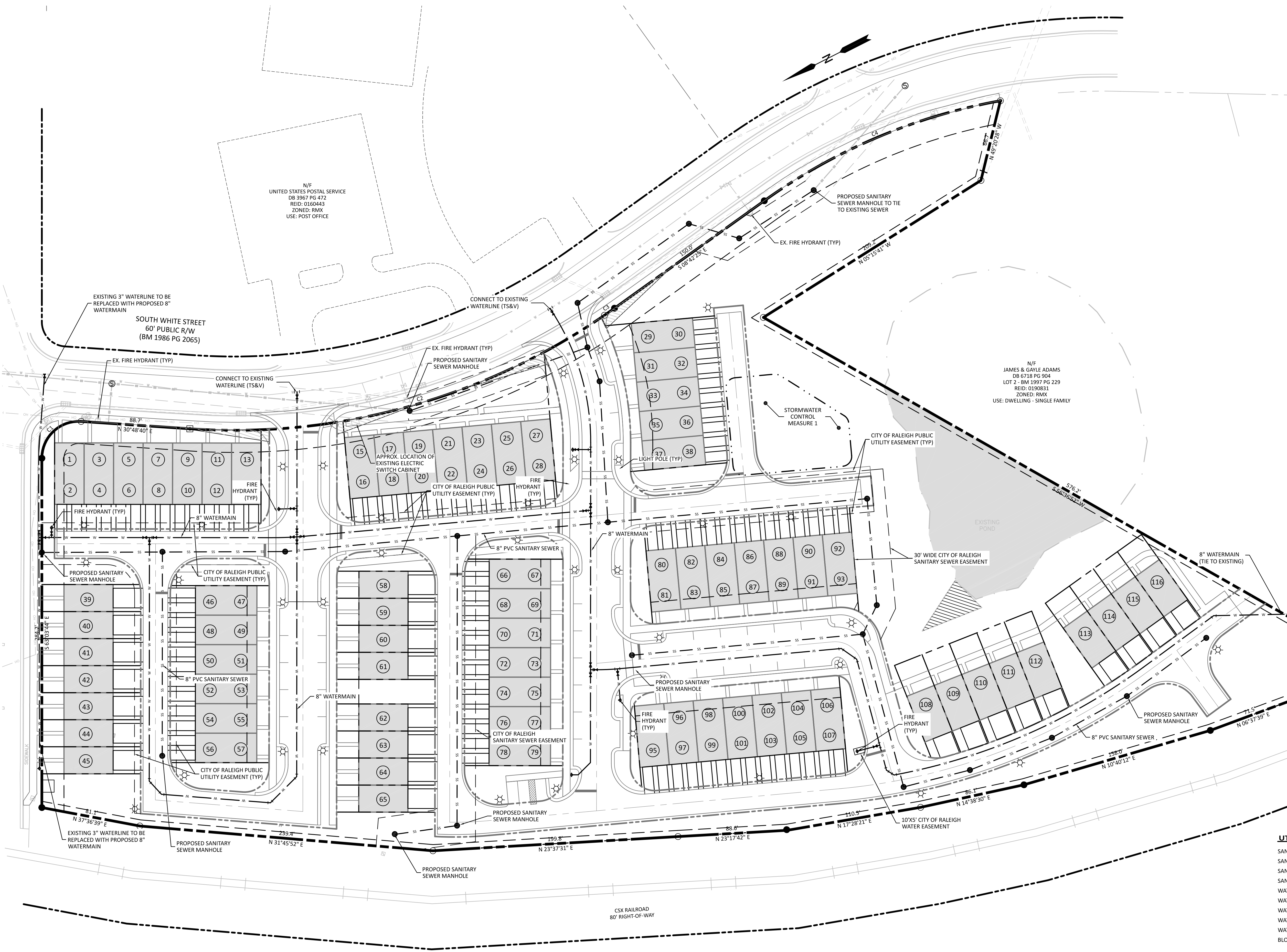
PARK OPEN SPACE AREA P-1
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OPEN SPACE
AREA 2
1,516 SF

OPEN SPACE
AREA 3
1,117 SF

OPEN SPACE
AREA 5
1,029 SF



UTILITY NOTES

- 1. ALL WATER MAINS WITHIN PUBLIC EASEMENTS AND RIGHTS-OF-WAY SHALL BE OWNED, OPERATED AND MAINTAINED BY THE CITY OF RALEIGH.
- 2. ALL SEWER MAINS WITHIN PUBLIC EASEMENTS AND RIGHTS-OF-WAY SHALL BE OWNED, OPERATED AND MAINTAINED BY THE CITY OF RALEIGH.
- 3. WATER AND SEWER SERVICES SHALL NOT CROSS MULTIPLE LOT LINES.
- 4. CONDO UNITS WILL BE SERVICED BY A STANDARD GANG METER SEE CITY OF RALEIGH UTILITY DETAIL W-26

SEWER RELOCATION NOTES

THE EXISTING 8" VCP SANITARY SEWER PIPE THAT RUNS THROUGH THIS SITE WILL BE RELOCATED FOR THIS PROJECT.

WATERLINE RELOCATION NOTES

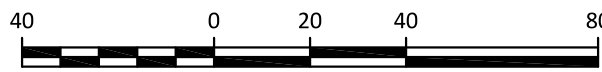
THE EXISTING 8" WATERLINE THAT RUNS THROUGH THIS SITE WILL BE RELOCATED FOR THIS PROJECT.

CITY OF RALEIGH STANDARD UTILITY NOTES

- 1. ALL MATERIALS & CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH DESIGN STANDARDS, DETAILS & SPECIFICATIONS (REFERENCE: CORPUD HANDBOOK, CURRENT EDITION)
- 2. UTILITY SEPARATION REQUIREMENTS
 - A) A DISTANCE OF 100' SHALL BE MAINTAINED BETWEEN SANITARY SEWER & ANY PRIVATE OR PUBLIC WATER SUPPLY SOURCE SUCH AS AN IMPOUNDED RESERVOIR USED AS A SOURCE OF DRINKING WATER. IF ADEQUATE LATERAL SEPARATION CANNOT BE ACHIEVED, FERROUS SANITARY SEWER PIPE SHALL BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS. HOWEVER, THE MINIMUM SEPARATION SHALL NOT BE LESS THAN 25' FROM A PRIVATE WELL OR 50' FROM A PUBLIC WELL
 - B) WHEN INSTALLING WATER &/OR SEWER MAINS, THE HORIZONTAL SEPARATION BETWEEN UTILITIES SHALL BE 10'. IF THIS SEPARATION CANNOT BE MAINTAINED DUE TO EXISTING CONDITIONS, THE VARIATION ALLOWED IS THE WATER MAIN IN A SEPARATE TRENCH WITH THE ELEVATION OF THE WATER MAIN AT LEAST 18" ABOVE THE TOP OF THE SEWER & MUST BE APPROVED BY THE PUBLIC UTILITIES DIRECTOR. ALL DISTANCES ARE MEASURED FROM OUTSIDE DIAMETER TO OUTSIDE DIAMETER.
 - C) WHERE IT IS IMPOSSIBLE TO OBTAIN PROPER SEPARATION, OR ANYTIME A SANITARY SEWER PASSES OVER A WATERMAIN, DIP MATERIALS OR STEEL ENCASUREMENT EXTENDED 10' ON EACH SIDE OF CROSSING MUST BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS
 - D) 5.0' MINIMUM HORIZONTAL SEPARATION IS REQUIRED BETWEEN ALL SANITARY SEWER & STORM SEWER FACILITIES, UNLESS DIP MATERIAL IS SPECIFIED FOR SANITARY SEWER
 - E) MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL WATERMAIN & RCP STORM DRAIN CROSSINGS. MAINTAIN 24" MIN. VERTICAL SEPARATION AT ALL SANITARY SEWER & RCP STORM DRAIN CROSSINGS. WHERE ADEQUATE SEPARATIONS CANNOT BE ACHIEVED, SPECIFY DIP MATERIALS & A CONCRETE CRADLE HAVING 6" MIN. CLEARANCE (PER CORPUD DETAILS W-41 & S-49)
 - F) ALL OTHER UNDERGROUND UTILITIES SHALL CROSS WATER & SEWER FACILITIES WITH 18" MIN. VERTICAL SEPARATION REQUIRED
- 3. ANY NECESSARY FIELD REVISIONS ARE SUBJECT TO REVIEW & APPROVAL OF AN AMENDED PLAN &/OR PROFILE BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT PRIOR TO CONSTRUCTION
- 4. CONTRACTOR SHALL MAINTAIN CONTINUOUS WATER & SEWER SERVICE TO EXISTING RESIDENCES & BUSINESSES THROUGHOUT CONSTRUCTION OF PROJECT. ANY NECESSARY SERVICE INTERRUPTIONS SHALL BE PRECEDED BY A 24 HOUR ADVANCE NOTICE TO THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT
- 5. 3.0' MINIMUM COVER IS REQUIRED ON ALL WATER MAINS & SEWER FORCEMAINS. 4.0' MINIMUM COVER IS REQUIRED ON ALL REUSE MAINS
- 6. IT IS THE DEVELOPER'S RESPONSIBILITY TO ABANDON OR REMOVE EXISTING WATER & SEWER SERVICES NOT BEING USED IN REDEVELOPMENT OF A SITE UNLESS OTHERWISE DIRECTED BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT. THIS INCLUDES ABANDONING TAP AT MAIN & REMOVAL OF SERVICE FROM ROW OR EASEMENT PER CORPUD HANDBOOK PROCEDURE
- 7. INSTALL 3/4" COPPER WATER SERVICES WITH METERS LOCATED AT ROW OR WITHIN A 2'X2' WATERLINE EASEMENT IMMEDIATELY ADJACENT. NOTE: IT IS THE APPLICANT'S RESPONSIBILITY TO PROPERLY SIZE THE WATER SERVICE FOR EACH CONNECTION TO PROVIDE ADEQUATE FLOW & PRESSURE
- 8. INSTALL 4" PVC SEWER SERVICES @ 1.0% MINIMUM GRADE WITH CLEANOUTS LOCATED AT ROW OR EASEMENT LINE & SPACED EVERY 75 LINEAR FEET MAXIMUM
- 9. PRESSURE REDUCING VALVES ARE REQUIRED ON ALL WATER SERVICES EXCEEDING 80 PSI; BACKWATER VALVES ARE REQUIRED ON ALL SANITARY SEWER SERVICES HAVING BUILDING DRAINS LOWER THAN 1.0' ABOVE THE NEXT UPSTREAM MANHOLE
- 10. ALL ENVIRONMENTAL PERMITS APPLICABLE TO THE PROJECT MUST BE OBTAINED FROM NCDWQ, USACE &/OR FEMA FOR ANY RIPARIAN BUFFER, WETLAND &/OR FLOODPLAIN IMPACTS (RESPECTIVELY) PRIOR TO CONSTRUCTION
- 11. NCDOT / RAILROAD ENCROACHMENT AGREEMENTS ARE REQUIRED FOR ANY UTILITY WORK (INCLUDING MAIN EXTENSIONS & SERVICE TAPS) WITHIN STATE OR RAILROAD ROW PRIOR TO CONSTRUCTION
- 12. GREASE INTERCEPTOR / OIL WATER SEPARATOR SIZING CALCULATIONS & INSTALLATION SPECIFICATIONS SHALL BE APPROVED BY THE CORPUD FOG PROGRAM COORDINATOR PRIOR TO ISSUANCE OF A BUILDING PERMIT. CONTACT TIM BEASLEY AT (919) 996-2334 OR TIMOTHY.BEASLEY@RALEIGHNC.GOV FOR MORE INFORMATION
- 13. CROSS-CONNECTION CONTROL PROTECTION DEVICES ARE REQUIRED BASED ON DEGREE OF HEALTH HAZARD INVOLVED AS LISTED IN APPENDIX-B OF THE RULES GOVERNING PUBLIC WATER SYSTEMS IN NORTH CAROLINA. THESE GUIDELINES ARE THE MINIMUM REQUIREMENTS. THE DEVICES SHALL MEET AMERICAN SOCIETY OF SANITARY ENGINEERING (ASSE) STANDARDS OR BE ON THE UNIVERSITY OF SOUTHERN CALIFORNIA APPROVAL LIST. THE DEVICES SHALL BE INSTALLED AND TESTED (BOTH INITIAL AND PERIODIC TESTING THEREAFTER) IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS OR THE LOCAL CROSS-CONNECTION CONTROL PROGRAM, WHICHEVER IS MORE STRINGENT. CONTACT JOANIE HARTLEY AT (919) 996-5923 OR JOANIE.HARTLEY@RALEIGHNC.GOV FOR MORE INFORMATION

UTILITY PLAN LEGEND

- SANITARY SEWER PIPE
- SANITARY SEWER FORCE MAIN
- SANITARY SEWER MANHOLE
- SANITARY SEWER CLEANOUT
- WATER PIPE
- WATER METER
- WATER HYDRANT
- WATER VALVES
- WATER FITTINGS
- BLOW-OFF ASSEMBLY



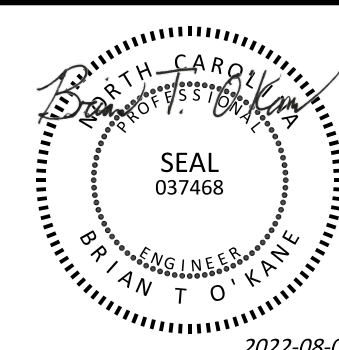
PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION

PREPARED BY:
The Nau Company
Consulting Civil Engineers
PO Box 810 | Rolesville, NC 27571
919-435-6395
NCBELS License P-0751

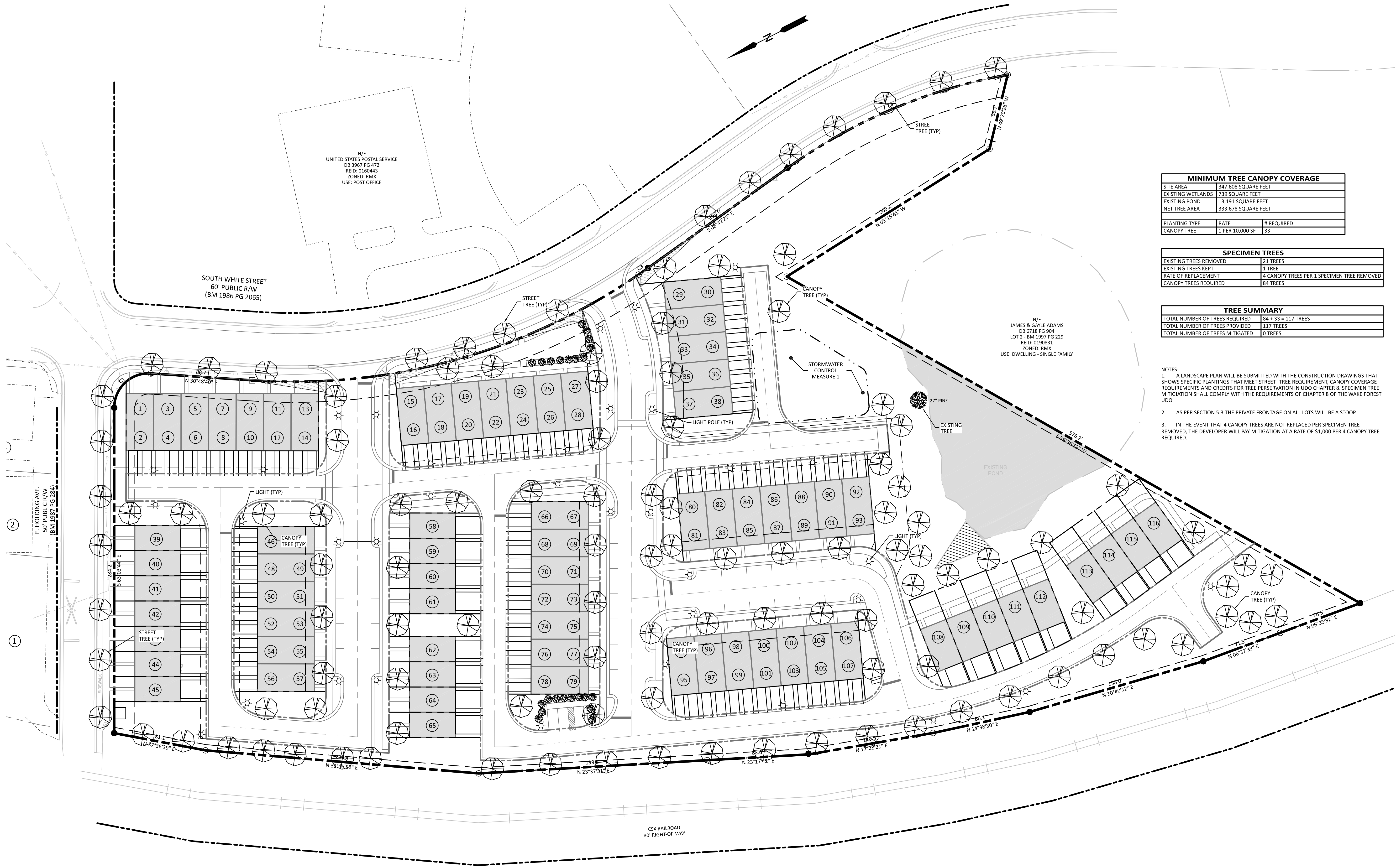
CLIENT:
MADISON HOLDING LLC
ATTN: DAVID SMOOT IV
1415 HILLSBOROUGH STREET
RALEIGH, NC 27605

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WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN
136 E HOLDING AVENUE
WAKE FOREST, NC
UTILITY PLAN



PROJECT NO:	---
DESIGN BY:	BTO
DRAWN BY:	BTO
SCALE:	1"=40'
DATE:	2021-12-27
SHEET NO:	C4.0



MINIMUM TREE CANOPY COVERAGE		
SITE AREA	347,608 SQUARE FEET	
EXISTING WETLANDS	739 SQUARE FEET	
EXISTING POND	13,191 SQUARE FEET	
NET TREE AREA	333,678 SQUARE FEET	
PLANTING TYPE	RATE	# REQUIRED
CANOPY TREE	1 PER 10,000 SF	33

SPECIMEN TREES	
EXISTING TREES REMOVED	21 TREES
EXISTING TREES KEPT	1 TREE
RATE OF REPLACEMENT	4 CANOPY TREES PER 1 SPECIMEN TREE REMOVED
CANOPY TREES REQUIRED	84 TREES

TREE SUMMARY	
TOTAL NUMBER OF TREES REQUIRED	84 + 33 = 117 TREES
TOTAL NUMBER OF TREES PROVIDED	117 TREES
TOTAL NUMBER OF TREES MITIGATED	0 TREES

- NOTES:
- A LANDSCAPE PLAN WILL BE SUBMITTED WITH THE CONSTRUCTION DRAWINGS THAT SHOWS SPECIFIC PLANTINGS THAT MEET STREET TREE REQUIREMENT, CANOPY COVERAGE REQUIREMENTS AND CREDITS FOR TREE PRESERVATION IN UDO CHAPTER 8. SPECIMEN TREE MITIGATION SHALL COMPLY WITH THE REQUIREMENTS OF CHAPTER 8 OF THE WAKE FOREST UDO.
 - AS PER SECTION 5.3 THE PRIVATE FRONTAGE ON ALL LOTS WILL BE A STOOP.
 - IN THE EVENT THAT 4 CANOPY TREES ARE NOT REPLACED PER SPECIMEN TREE REMOVED, THE DEVELOPER WILL PAY MITIGATION AT A RATE OF \$1,000 PER 4 CANOPY TREE REQUIRED.

PREPARED BY:
The Nau Company
Consulting Civil Engineers
PO Box 810 | Rolesville, NC 27571
919-435-6395
NCBELS License P-0751

CLIENT:
MADISON HOLDING LLC
ATTN: DAVID SMOOT, IV
1415 HILLSBOROUGH STREET
RALEIGH, NC 27605

REVISIONS

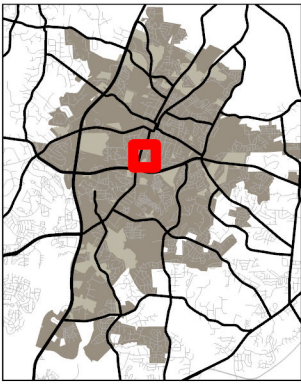
1	2021-12-27	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS
2	2022-05-10	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS
3	2022-06-27	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS
4	2022-08-04	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS

WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN
136 E HOLDING AVENUE
WAKE FOREST, NC

LANDSCAPE & LIGHTING PLAN

SEAL
037468
ENGINEER
BRYAN T. KANE
2022-08-04

PROJECT NO: ---
DESIGN BY: BTO
DRAWN BY: BTO
SCALE: 1"=40'
DATE: 2021-12-27
SHEET NO: C5.0



TOWN of
WAKE FOREST

SD-21-06

136 E. Holding Ave. & 720 E. Holding Ave.

PINs: 1840388718 & 1840386367

9/30/2022

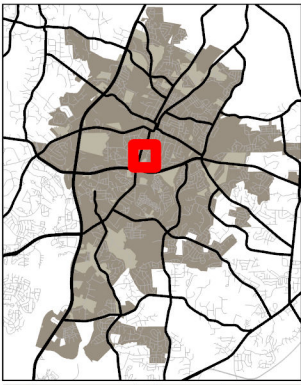


Please note that this map is intended for illustrative purposes only.
For specific inquiries regarding zoning boundaries, contact the
Town Wake Forest Planning Department at 919-435-9510.

0 500 1,000
Feet



118



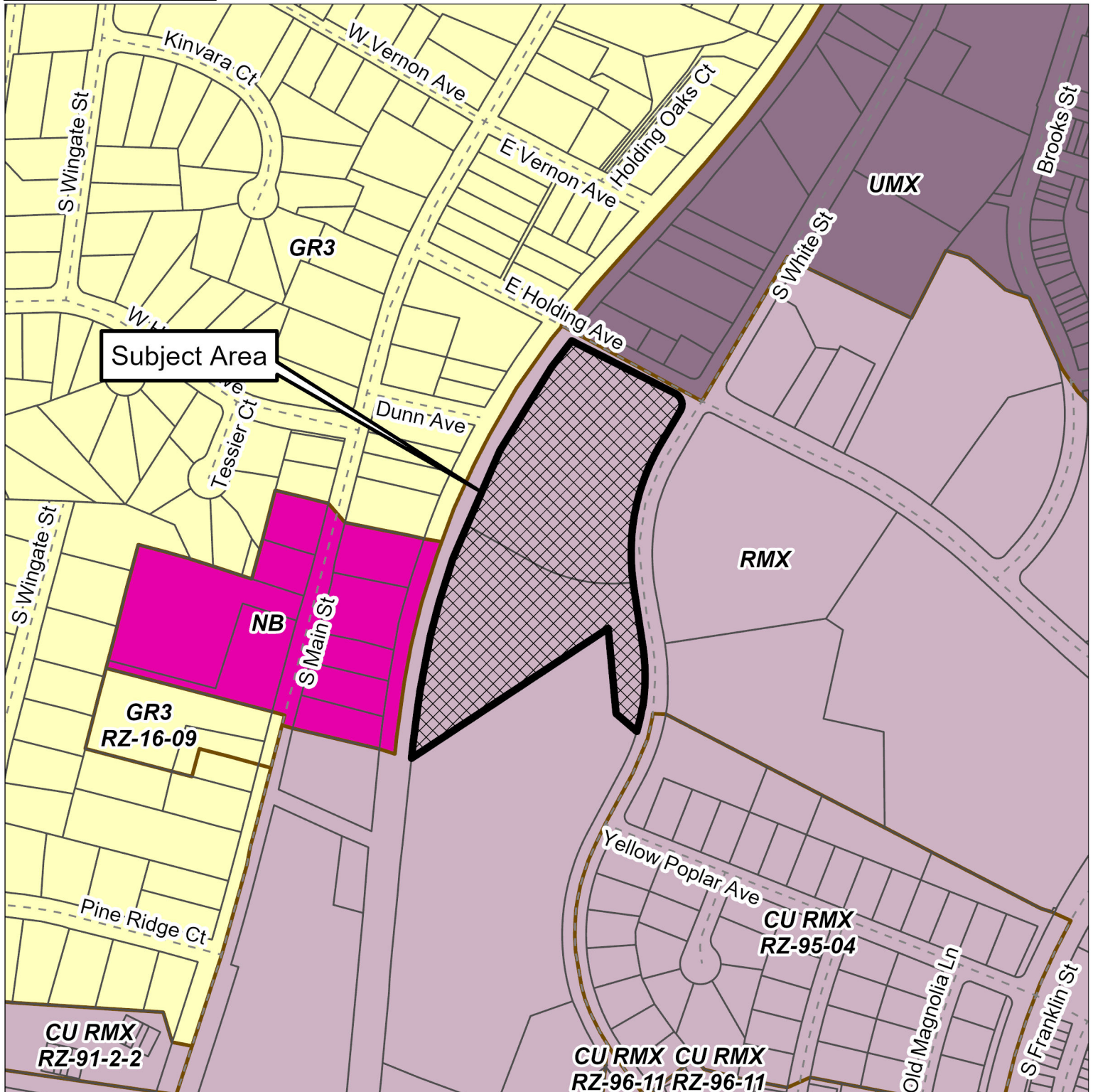
TOWN of
WAKE FOREST

SD-21-06

136 E. Holding Ave. & 720 E. Holding Ave.

PINs: 1840388718 & 1840386367

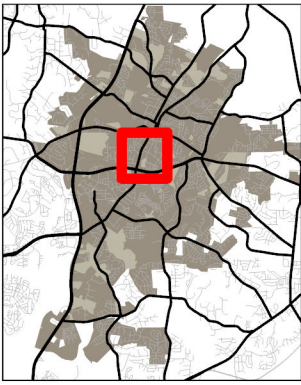
9/30/2022



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0 500 1,000 Feet

119



Community Plan Zones



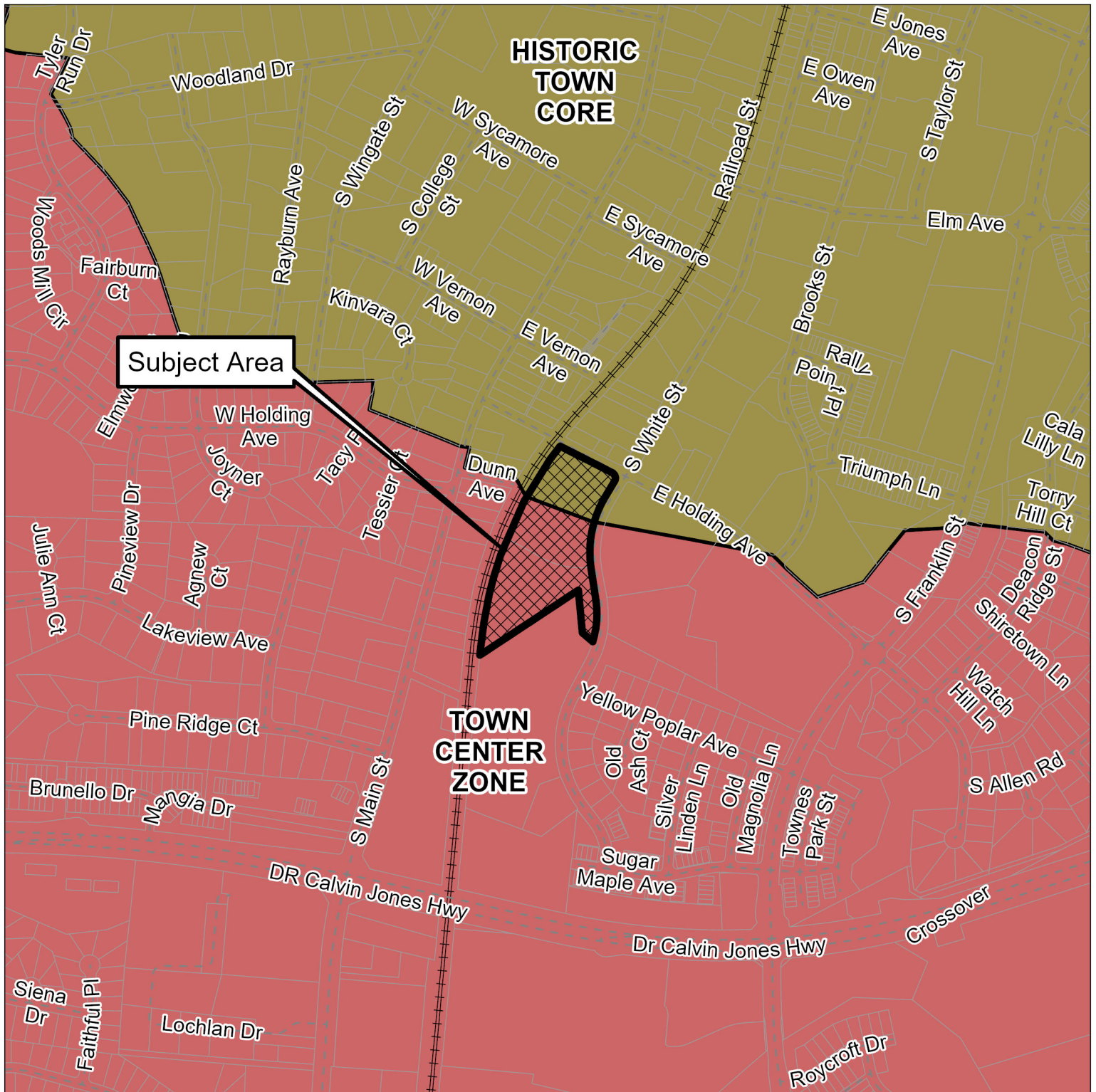
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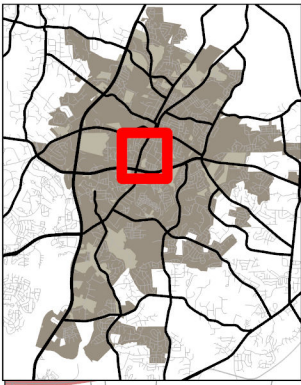
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Miles

120



Neighborhood Planning Areas



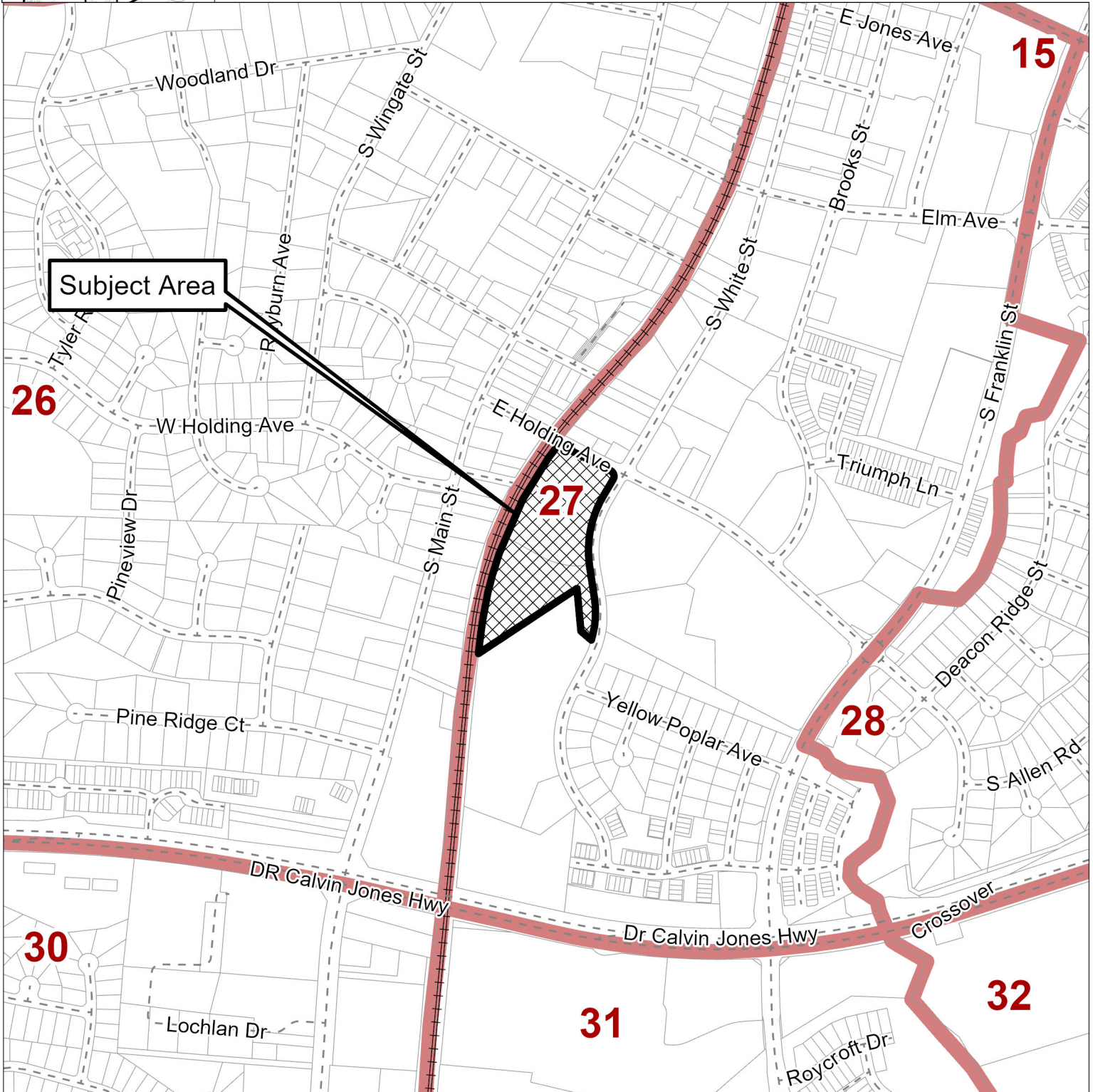
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Miles

121



March 15, 2022

Town of Wake Forest Planning Department

RE: White Street Townhomes Master Subdivision Plan
March 10, 2022 Neighborhood Meeting Minutes

A neighborhood meeting was in person at the Family Life Center of the Wake Forest First United Methodist Church on March 10, 2022 to discuss the proposed master subdivision and site plan for the White Street Townhome Project. Notices were sent to property owners within 100' of the subject property. A list of recipients is attached, as well as a copy of the notification materials.

Members of the project team in attendance included Brian O'Kane of the Nau Company, PLLC, Daniel Smoot of Madison Holding, who is the developer of the project, and Alex Capps with Stanley Martin Homes, representing the home builder of the project. The meeting opened at 5:15 and began at 5:30.

Brian O'Kane introduced the team members and gave a brief overview of the project, and then opened the meeting to questions from those in attendance. Below is a summary of the questions raised at the meeting and the responses given.

Question

How much parking is proposed for the project?

Answer

The project is proposing 322 parking spaces which exceeds the required 204 parking space by code. All parking is proposed within the development and not along South White Start or East Holding Avenue.

Other Questions / Discussion:

- What is the expected price point? – \$340-\$450K
- What is the expected schedule? – Depending on governmental approvals, construction might start as early as the end of the year. Total construction period for the horizontal improvements should be about 8 months.
- A resident of Cary asked how will the high speed rail / grade separation at East Holding Avenue affect the proposed development? – Those changes to the Comprehensive Transportation Plan were made after the plans for this development were filed and will not affect the layout. The CTP did not show a grade separation at East Holding Ave (one was proposed at Elm Ave). The CTP

- did not show any additional right-of-way required to accommodate a proposed high speed rail line. Representatives of Tri-Area Ministries Food Pantry and Hair by Marshall opposed the idea of a grade separation of Holding Ave because it would make their frontage a dead-end.
- Representatives of Tri-Area Ministries Food Pantry asked if there would be any on-street parking on Holding Avenue? Clients use a drive-thru system to get groceries and on-street parking would create safety concerns. The owners of Hair by Marshall asked if the alley connection to Holding Avenue directly across from their business could be disconnected to help with traffic flow? – We will respond to these comments and work with the Town on solutions. 1) We can provide ample parking interior to the development without any on-street parking on Holding Avenue. 2) We can disconnect the alley from Holding Avenue while still providing appropriate access for fire safety and trash service.
 - Representatives of Tri-Area Ministries Food Pantry discussed changes to the northern intersection of NC98 Bypass and Franklin Street to make the bypass a “Super Street.”
 - Tri-Area Ministries Food Pantry comments:
 - Would love to see development of the property
 - Higher degree of security compared to current wooded state
 - Hair by Marshall & Company comments:
 - Supportive of the development
 - Feels like proposed development will help their property and business

At approximately 6:15 PM there were no additional questions from those in attendance, so the meeting was concluded at that time.

Sincerely
The Nau Company, PLLC

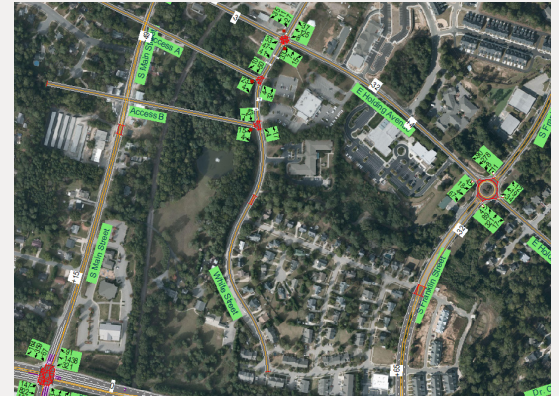


Brian O’Kane, PE
bokane@thenauco.com
919-465-6395 x6

Attachments:
Neighborhood Meeting Notice
List of owners within 100’ of site with attendees highlighted

PIN	Real Estate ID	Owner	Mail Address 1	Mail Address 2	Site Address
1840381093	42914	ADAMS, GAYLE W	909 S MAIN ST	WAKE FOREST NC 27587-9277	851 S MAIN ST
1840376719	32022	ADAMS, JAMES M ADAMS, GAYLE W	909 S MAIN ST	WAKE FOREST NC 27587-9277	909 S MAIN ST
1840383787	4270	BARHAM, DANNY K	813 S MAIN ST	WAKE FOREST NC 27587-2807	813 S MAIN ST
1840383892	22989	BARHAM, DANNY K BARHAM, DIANE L	813 S MAIN ST	WAKE FOREST NC 27587-2807	809 S MAIN ST
1840382125	65434	BERRY, VICKI S	3069 WESTMINSTER RD	LUMBERTON NC 28360-9079	845 S MAIN ST
1840384817	73621	GILLINGHAM, ANDREW DAVID GILLINGHAM, SARAH OLIVIA MERRILL	803 S MAIN ST	WAKE FOREST NC 27587-2807	803 S MAIN ST
1840384997	106092	GILLINGHAM, ANDREW DAVID MERRILL GILLINGHAM, SARAH OLIVIA	109 DUNN AVE	WAKE FOREST NC 27587-2860	109 DUNN AVE
1840388718	189937	ITAC 356 LLC	531 S MAIN ST	WAKE FOREST NC 27587-2803	136 E HOLDING AVE
1840386367	190832	ITAC 356 LLC	531 S MAIN ST	WAKE FOREST NC 27587-2803	720 E HOLDING AVE
1840383658	47383	KHANNA, CHRISTINA	4005 MARDELA SPRING DR	RALEIGH NC 27616-7830	819 S MAIN ST
1840383567	32564	LUND, KURT ALAN LUND, SUSAN RAYNOR	227 WHITE LEVEL RD	LOUISBURG NC 27549-8175	821 S MAIN ST
1840490073	32546	MARSHALL, WANDA JONES MARSHALL, CHARLES ALBERT JR	PO BOX 1295	WAKE FOREST NC 27588-1295	157 E HOLDING AVE
1840382362	43440	MOORE, SUSANNE MAYR	837 S MAIN ST	WAKE FOREST NC 27587-2807	837 S MAIN ST
1840383413	47257	NGUYEN, TAM THI THU LIM, SEA KHIEN	9005 DANSFORESHIRE WAY	WAKE FOREST NC 27587-4875	829 S MAIN ST
1840382234	24275	PACIFIC MANAGEMENT GROUP LLC	1697 MAIN DIVIDE DR	WAKE FOREST NC 27587-6196	839 S MAIN ST
1840395012	222634	PHIFER, JAMES LARRY	105 DUNN AVE	WAKE FOREST NC 27587-2860	105 DUNN AVE
1840395341	45132	STRICKLAND, GREGORY B. STRICKLAND, ANNE WARD	623 S MAIN ST	WAKE FOREST NC 27587-2804	623 S MAIN ST
1840482652	160443	UNITED STATES POSTAL SERVICE	PO BOX 8601	PHILADELPHIA PA 19197-0001	224 E HOLDING AVE
1840399112	62316	WAKE FOREST AREA CRISIS MINISTRY INC	PO BOX 1394	WAKE FOREST NC 27588-1394	0 E HOLDING AVE
1840490007	73260	WAKE FOREST AREA CRISIS MINISTRY INC	PO BOX 1394	WAKE FOREST NC 27588-1394	149 E HOLDING AVE
1840396154	89066	WAKE FOREST CHRISTIAN CHURCH INC CHRISTIAN CHURCH (DISCIPLES OF CHRIST)	702 S MAIN ST	WAKE FOREST NC 27587-2806	702 S MAIN ST
1840481014	218691	WAKE FOREST TOWN OF	301 BROOKS ST	WAKE FOREST NC 27587-2901	0 S WHITE ST
1840482244	234347	WFEH INCORPORATED	755 S WHITE ST	WAKE FOREST NC 27587-2980	755 S WHITE ST
Additional attendee not within mailing notice area: Tom Anhut, Anhut Properties			610 Presidents Walk Ln	Cary, NC	

Yellow highlight represents attendees.



White Street Townhomes
Traffic Impact Analysis
Wake Forest, North Carolina

**TRAFFIC IMPACT
ANALYSIS**

FOR

WHITE STREET TOWNHOMES

LOCATED

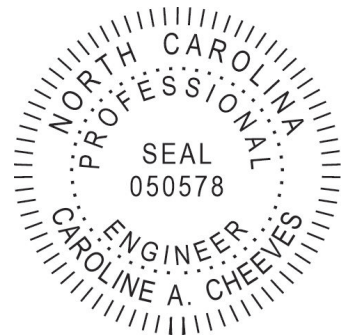
IN

WAKE FOREST, NORTH CAROLINA

Prepared For:
Madison Holding LLC
1415 Hillsborough Street
Raleigh, NC 27605

Prepared By:
Infrastructure Consulting Services, Inc.
dba
Ramey Kemp Associates
5808 Faringdon Place
Raleigh, NC 27609
License #F-1489

September 2022



Caroline Cheeves
9-12-2022

RKA Project No. 21772

Prepared By: AP

Reviewed By: CC

**TRAFFIC IMPACT ANALYSIS
WHITE STREET TOWNHOMES
WAKE FOREST, NORTH CAROLINA**

EXECUTIVE SUMMARY

1. Development Overview

A Traffic Impact Analysis (TIA) was conducted for the proposed White Street Townhomes development in accordance with the Wake Forest (Town) Unified Development Ordinance (UDO) and North Carolina Department of Transportation (NCDOT) capacity analysis guidelines. The proposed development is to be located in the southwestern quadrant of the intersection of South White Street and East Holding Avenue in Wake Forest, North Carolina. The proposed development is expected to be a maximum of 116 single-family attached housing development and estimated to be built out in 2024. Site access is proposed via two full movement intersections on South White Street.

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

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

2. Existing Traffic Conditions

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

- East Holding Avenue and S White Street
- East Holding Avenue and S Main Street
- East Holding Avenue and S Franklin Street
- S Main Street and Dr Calvin Jones Highway
- S Franklin Street and Dr Calvin Jones Highway

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

Traffic volumes were balanced between study intersections, where appropriate.

3. Site Trip Generation

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

Table E-1: Site Trip Generation

LAND USE (ITE Code)	INTENSITY	DAILY TRIPS (VPD)	WEEKDAY AM PEAK HOUR (VPH)		WEEKDAY PM PEAK HOUR (VPH)	
			Enter	Exit	Enter	Exit
Single Family Detached Housing (215)	116 dwellings	834	17	38	37	29

4. Future Traffic Conditions

Through coordination with the Town and NCDOT, it was determined that an annual growth rate of 3% would be used to generate 2022 projected weekday AM and PM peak hour traffic volumes.

The following adjacent developments were identified to be considered under future conditions:

- Holding Village
- Wait Avenue Condos
- Powerhouse Phase 2
- Grove 98 (Forbes Property)
- Legacy Apartments

5. Capacity Analysis Summary

The analysis considered weekday AM and PM peak hour traffic for 2022 existing, 2024 no-build, and 2024 build conditions. Refer to Section 7 of the TIA for the capacity analysis summary performed at each study intersection.

6. Recommendations

Based on the findings of this study, no specific geometric and traffic control improvements have been identified at study intersections. The recommended lane configurations are summarized below and are illustrated in Figure E-1.

It should be noted that, per the Town's UDO, improvements were identified at certain intersections which would allow them to operate at acceptable levels of service (D or better), and an analysis of the scenario was considered based on these requirements.

Improvements by Holding Village

Dr Calvin Jones Highway and S Franklin Street

- Convert intersection to superstreet configuration.
- Provide two southbound right-turn lanes.
- Provide northbound right-turn lane.
- Signal timing modifications.

Dr Calvin Jones Highway and S Franklin Street

- Signal timing modifications.

Improvements by Forbes Property

Dr Calvin Jones Highway and S Franklin Street

- Increase the southbound right turn lane to accommodate 225' of storage.

Improvements to Meet UDO Requirements

Dr Calvin Jones Highway and S Main Street

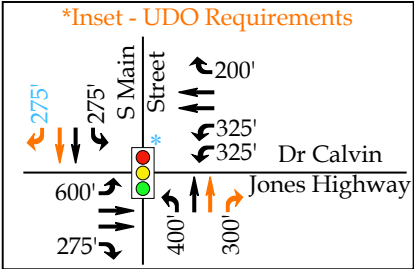
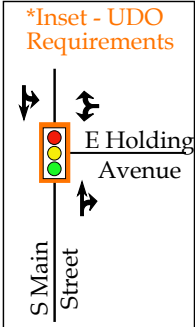
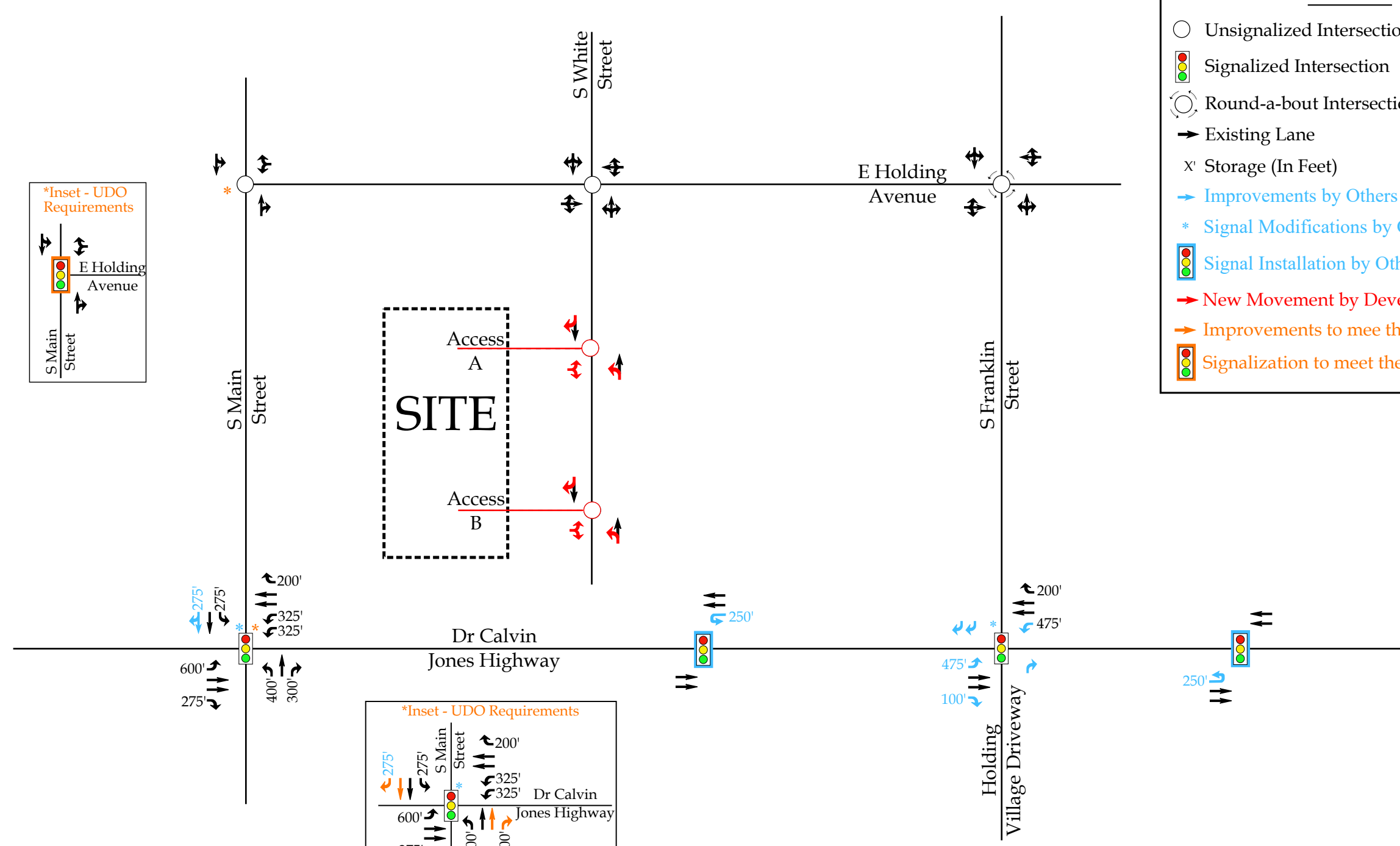
- Provide two (2) exclusive through lanes and one (1) right turn lane for both the northbound and southbound approaches.

S Main Street and E Holding Avenue

- Signalized intersection.

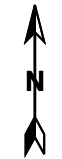
Recommended Lane Configuration by DeveloperS White Street and Accesses A and B

- Construct the eastbound approaches with one ingress and one egress striped as a shared left-right.
- Provide stop-control for eastbound approaches.



LEGEND

- Unsignalized Intersection
- ⬆️⬆️⬆️ Signalized Intersection
- ⦿ Round-a-bout Intersection
- ➡ Existing Lane
- x' Storage (In Feet)
- ➡ Improvements by Others
- * Signal Modifications by Others
- ⬆️⬆️⬆️ Signal Installation by Others
- ➡ New Movement by Developer
- ➡ Improvements to meet the Town's UDO.
- ⬆️⬆️⬆️ Signalization to meet the Town's UDO.



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



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

July 26, 2022

White Street Townhomes

Traffic Impact Analysis Review Report Congestion Management Section

TIA Project: SC-2022-239
Division: 5
County: Wake



Doumit Y. Ishak, Regional Engineer
Clarence B. Bunting, IV, P.E. Project Engineer
Daniel W. Collins, Design Engineer

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
TRANSPORTATION MOBILITY & SAFETY DIVISION
1561 MAIL SERVICE CENTER
RALEIGH, NC 27699-1561

Telephone: (919) 814-5000
Fax: (919) 771-2745
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
750 N. GREENFIELD PARKWAY
GARNER, NC 27529

White Street Townhomes

SC-2022-239

Wake Forest

Wake County

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

Date Initially Received by CMS	06/28/22	Date of Site Plan	06/27/22
Date of Complete Information	06/28/22	Date of Sealed TIA	06/28/22

Proposed Development

The TIA assumes the development is completed by 2024 and consists of the following:

Land Use	Land Use Code	Size
Single Family Detached Housing	215	116 d.u

Trip Generation - Unadjusted Volumes During a Typical Weekday

	IN	OUT	TOTAL
AM Peak Hour	17	38	55
PM Peak Hour	37	29	66
Daily Trips			834

General Reference

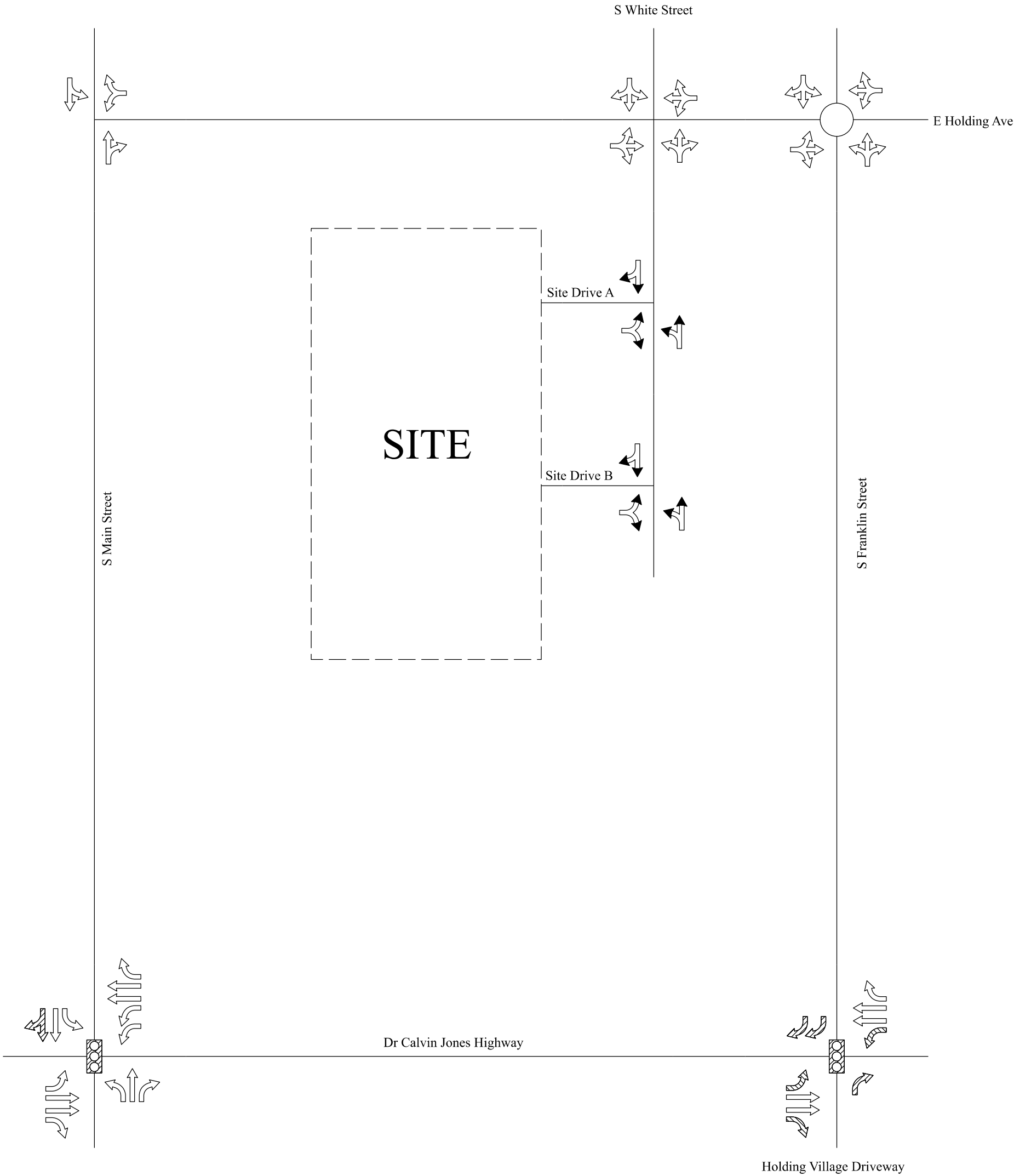
For reference to various documents applicable to this review please reference the following link: <https://connect.ncdot.gov/resources/safety/Pages/Congestion-Management.aspx> Once the driveway permit has been approved and issued, a copy of the final driveway permit requirements should be forwarded to this office. If we can provide further assistance, please contact the Congestion Management Section.

Improvements By Others

The analysis includes background improvements by others. If these improvements are not in place at the time of construction, the site should provide these improvements or analysis demonstrating mitigation is not necessary.

Signalization

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



White Street Townhomes
SC-2022-239

- Existing Laneage
- Recommended Laneage
- Laneage Built By Others
- NCDOT Recommendation
- Existing Signal
- Signal Proposed By Others
- Developer Proposed Signal
- Storage
- NCDOT Recommended Storage
- Distance Between Intersections
- Internal Protected Stem
- All Distances in Feet
- Drawing Not to Scale





Staff Report

Case SD-21-06: South White Street Townhomes Subdivision and Site Master Plan

Meeting Date	October 4, 2022
Requested Actions	Consideration of a quasi-judicial subdivision and site master plan for South White Street Townhomes on approximately 7.98± acres located at 136 E. Holding Avenue and 720 E. Holding Avenue.
Case Manager	Patrick Reidy, Senior Planner

PUBLIC MEETINGS

Neighborhood Meeting	Joint Public Hearing
March 10, 2022 (See Attachment D)	October 4, 2022

CASE INFORMATION

Applicant	The Nau Company C/O Brian O’Kane P.O. Box 810 Rolesville, NC 27571
Developer	Madison Holding LLC C/O David Smoot, IV 1415 Hillsborough Street Raleigh, NC 27605
Property Owner	ITAC 356 C/O David Smoot 531 S. Main Street Wake Forest, NC 27587
Location	The southwest corner of the S White Street and E Holding Avenue intersection
Address	136 E. Holding Avenue and 720 E. Holding Avenue
Wake County Tax PIN(s)	1840388718 and 1840386367
Acreage	7.98 acres (includes right-of-way)

Zoning	Existing: Residential Mixed-Use (RMX)
Land Use	Existing: Dwelling-Duplex Proposed: Dwelling - Multifamily (92 units) Dwelling - Townhome (24 units)
Community Plan (2009)	Existing: Historic Town Core and Town Center, Neighborhood Planning Area #37
Corporate Limits	This application is in the Town's corporate limits.
See Attachment A for a copy of the application and Attachment C for Aerial, Zoning, and Community Plan Maps. See pages 35-122 and 268 for descriptions of Town Areas, Historic Town Core and Town Center Zone in the 2009 Community Plan	

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Civic and Personal Services (Tri-Area Ministry and Hair Care Center)	Urban Mixed-Use (UMX)
South	Single-Family Dwelling	Residential Mixed-Use (RMX)
East	Office/Service and Dwelling-Multifamily (Post Office and Turnberry Apartments)	Residential Mixed-Use (RMX)
West	Railroad ROW, Religious Institution, Single-Family Dwellings, General Commercial, and Professional Services (Wake Forest Christian Church, Aquarium Outfitters, Barrett's Produce, Figaro, Giving Tree Foundation, and Senior Plan Advisors)	General Residential 3 (GR3) and Neighborhood Business (NB)
The proposed land use is generally compatible with surrounding land uses. See Attachment C for associated maps.		

MASTER PLAN ANALYSIS

Open Space	Required: 5% of residential areas or 0.4 acres Proposed: 31.05% or 2.48 acres Summary: The proposed Master Plan complies with the minimum open space percentage requirement in the UDO. See Attachment B, Sheet C3.0.
-------------------	--

Density	Required: 24 dwelling units per acre (maximum) Proposed: 20.75 dwelling units per acre Summary: The proposed Master Plan complies with the maximum density requirement in the UDO. See Attachment B, Sheet 3.0.
Park Space	Required: 2% or 0.16 acres Proposed: 11.5% or 0.92 acres Summary: The proposed Master Plan complies with the minimum park space percentage requirement in the UDO. See Attachment B, Sheet C3.0.
Active Recreation	Required: 25% of park space or 0.04 acres Proposed: 28.8% of park space or 0.05 acres Summary: The proposed Master Plan complies with the minimum open space percentage requirement in the UDO. See Attachment B, Sheet C3.0.
Roads	Required: The 2021 Comprehensive Transportation Plan, version adopted April 20, 2021, requires the 2A cross-section for E Holding Avenue and S White Street. The UDO required that a TIA be submitted for review for this project. Proposed: The proposed Master Plan (Attachment B, Sheet C3.1) proposes frontage improvements along E Holding Avenue and S White Street. The required TIA, reviewed by both NCDOT and the Town, did not require any additional improvements. Summary: The proposed Master Plan complies with the minimum roadway infrastructure requirements in the UDO. See Attachment E for TIA Executive Summary.
Parking	Required: Per UDO Chapter 9.4, the parking requirements are: • Vehicular: 1.8 spaces per unit or 209 parking spaces • Bicycle: 2 spaces per 40 automobile spaces provided and 1 space per 1/4 acre of park space or 31 bike spaces Proposed: The Master Plan proposes: • Vehicular: 316 parking spaces are proposed • Bicycle: 33 bike spaces are proposed Summary: The proposed Master Plan complies with the minimum parking requirements in the UDO. See Attachment B, Sheet C3.0.

Public Utilities	Required: The UDO requires that public water and sewer mains are extended to serve the site.
	Proposed: This project is served by a 3" water line located along S White Street and proposes to replace the water line with an 8" water line. This project is served by an 8" sewer line located along S White Street and runs through the subject property, which would be relocated to be within the proposed rights-of-way.
	Summary: The proposed Master Plan complies with the public utility requirements in the UDO.

COMPREHENSIVE PLAN CONSISTENCY

Community Plan (2009)	The proposed subdivision and site master plan request is generally consistent with the adopted Community Plan.
Comprehensive Transportation Plan (2019)	The proposed subdivision and site master plan request is generally consistent with the adopted Comprehensive Transportation Plan.
Historic Preservation Plan (2012)	The Historic Preservation Plan is not applicable to the subdivision and site master plan request.
Northeast Neighborhood Plan (2007)	The Northeast Neighborhood Plan is not applicable to subdivision and site master plan request.
Park, Recreation, and Cultural Resources Master Plan (2015)	The Parks, Recreation, and Cultural Recourses Master Plan is not applicable to the subdivision and site master plan request.
Public Art Vision Plan (2009)	The Public Art Vision Plan is generally consistent with the subdivision and site master plan request.
Renaissance Plan (2017)	The Renaissance Plan is generally consistent to the subdivision and site master plan request.

FINDINGS REQUIRED TO APPROVE SUBDIVISION AND SITE MASTER PLAN

In approving a Subdivision and Site Master Plan, the Board of Commissioners must have a concurring vote of a majority of its members in accordance with N.C.G.S. §160D-406. The Board shall not approve a subdivision and site master plan unless and until written findings are made based on all the following conclusions and findings of fact in Sections 15.8.2.J and 15.9.2.J of the UDO, version adopted January 19, 2021.

STAFF ANALYSIS

15.8.2.J.1	Finding of Fact: The plan is consistent with the adopted plans and policies of the town. Staff Analysis: The 2009 Community Plan identifies these parcels within the Town Center Zone and Historic Town Core Zone. The policy emphasis for both zones is to retain the urban, pedestrian-oriented character as large-scale commercial development and parking lots would detract from the small-town character of the area. New residential development should be at an urban density with dwellings pulled up to the street, placing them within walking distance of the downtown commercial district. In accordance with the 2017 Renaissance Plan policies, the proposed development provides sidewalks on E Holding Avenue and S White Street that connect the core and improve the pedestrian network. The 2019 Comprehensive Transportation Plan, version adopted April 20, 2021, identifies E Holding Avenue and S White Street as 2A, Two Lane Undivided cross-sections, which require a minimum 55' right-of-way. While the S-line is discussed within the Plan, the approximate right-of-way needed is not shown or listed for dedication.
15.8.2.J.2	Finding of Fact: The plan complies with all applicable requirements of this ordinance. Staff Analysis: See Master Plan Analysis
15.8.2.J.3	Finding of Fact: There exists adequate infrastructure (transportation and utilities) to support the plan as proposed. Staff Analysis: See Master Plan Analysis
15.8.2.J.4	Finding of Fact: The plan will not be detrimental to the use or development of adjacent property or other neighborhood uses. Staff Analysis: The RMX district is intended to support a variety of housing types in relatively high-density neighborhoods within walking or biking distance from mixed-use centers, as well as some limited commercial uses in pedestrian-scaled, residential-style structures. The parcels to the north, east, and west are separated from the proposed development by road or railroad right-of-way. The parcels to the north are zoned Urban Mixed Use (UMX) and contain nonresidential uses. The parcels to the east and south are zoned RMX and would be permitted to develop with similar uses per the Unified Development Ordinance. The master plan proposes open

	space along the majority of the southern property line except for the southwestern corner near proposed Lot 116 and Alley “E”. A Transportation Impact Analysis was performed to evaluate the impact traffic from the proposed use could have on this area and no additional improvements were identified as necessary to mitigate the development.
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STAFF RECOMMENDATION

Staff recommends that the Board of Commissioners conduct an evidentiary hearing in accordance with UDO Sections 15.8.2 and 15.9.2, adopted January 19, 2021, and approve, approve with conditions, or deny the subdivision and site master plan in accordance with the standards of review in Sections 15.8.2 and 15.9.2 (see required findings above).

ATTACHMENTS

- Attachment A: Application and Statement of Justification
- Attachment B: Subdivision and Site Master Plan
- Attachment C: Maps
- Attachment D: Neighborhood Meeting Information
- Attachment E: Traffic Impact Analysis Executive Summary and NCDOT Review Report



TOWN *of*
WAKE FOREST

**Joint Public Hearing &
Planning Board Meeting**

Case SD-21-06: South White Street Townhomes

Applicant:	The Nau Company
Owner:	ITAC 356
Location:	136 E. Holding Avenue and 720 E. Holding Avenue
PIN:	1840388718 and 1840386367
Size:	7.98± acres (includes right-of-way)
Zoning:	Residential Mixed-Use (RMX)
Corporate Limits:	Yes
Existing Use:	Dwelling-Duplex
Proposed Use:	Dwelling - Multifamily (92 units) (2 over 2 Condominiums) Dwelling – Townhome (24 units)
Requested Action:	Consideration of a QJ Subdivision and Site Master Plan

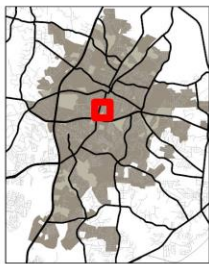


Case SD-21-06: South White Street Townhomes

Applicable Plans and Ordinances:

- 2009 Community Plan
- April 20, 2021 Comprehensive Transportation Plan
- 2017 Renaissance Plan
- January 19, 2021 Unified Development Ordinance





TOWN of
WAKE FOREST

SD-21-06

136 E. Holding Ave. & 720 E. Holding Ave.

PINs: 1840388718 & 1840386367

9/30/2022

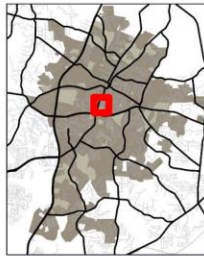


Please note that this map is intended for illustrative purposes only.
For specific inquiries regarding zoning boundaries, contact the
Town Wake Forest Planning Department at 919-435-9510.

0 500 1,000
Feet



	Land Use
North	Civic and Personal Services (Tri-Area Ministry and Hair Care Center)
South	Single-Family Dwelling
East	Office/Service and Dwelling-Multifamily (Post Office and Turnberry Apartments)
West	Railroad ROW, Religious Institution, Single-Family Dwellings, General Commercial, and Professional Services (Wake Forest Christian Church, Aquarium Outfitters, Barrett's Produce, Figaro, Giving Tree Foundation, and Senior Plan Advisors)

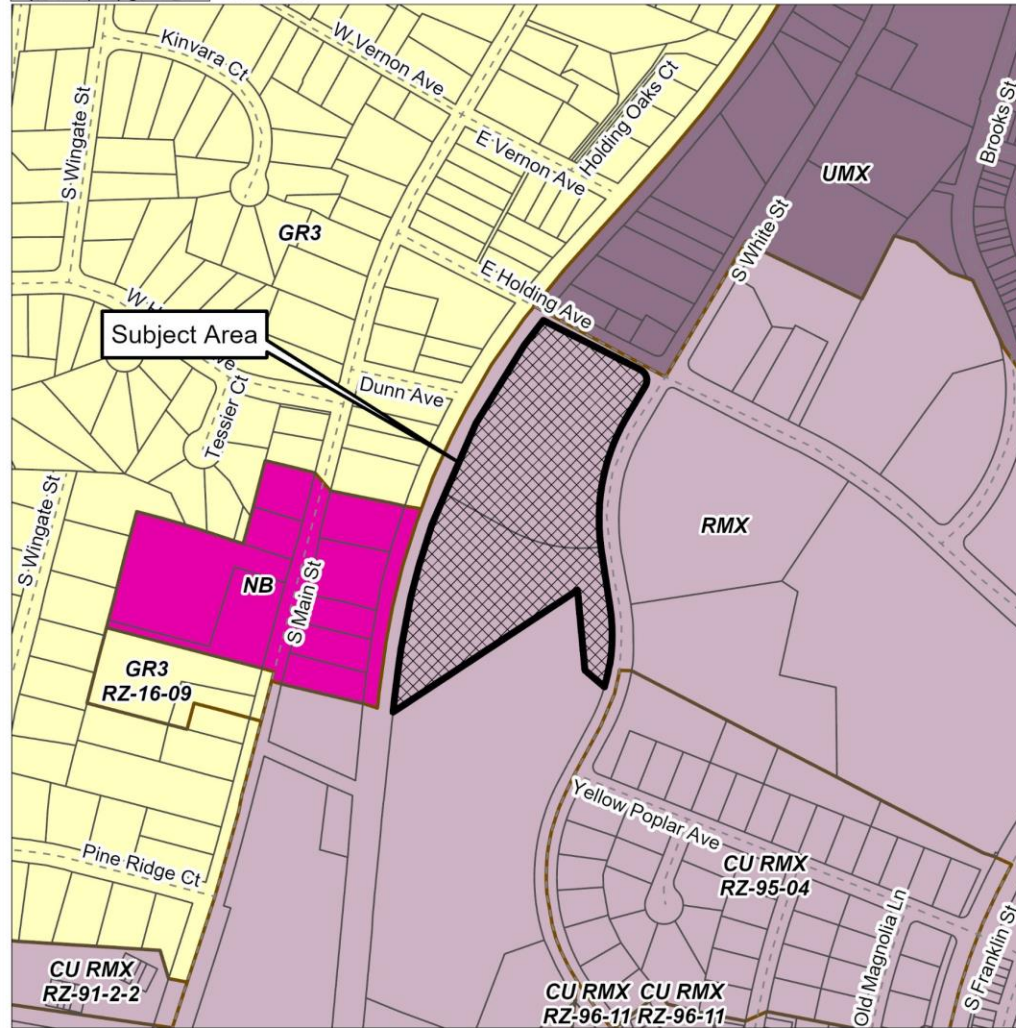


TOWN of
WAKE FOREST

SD-21-06

**136 E. Holding Ave. & 720 E. Holding Ave.
PINs: 1840388718 & 1840386367**

9/30/2022

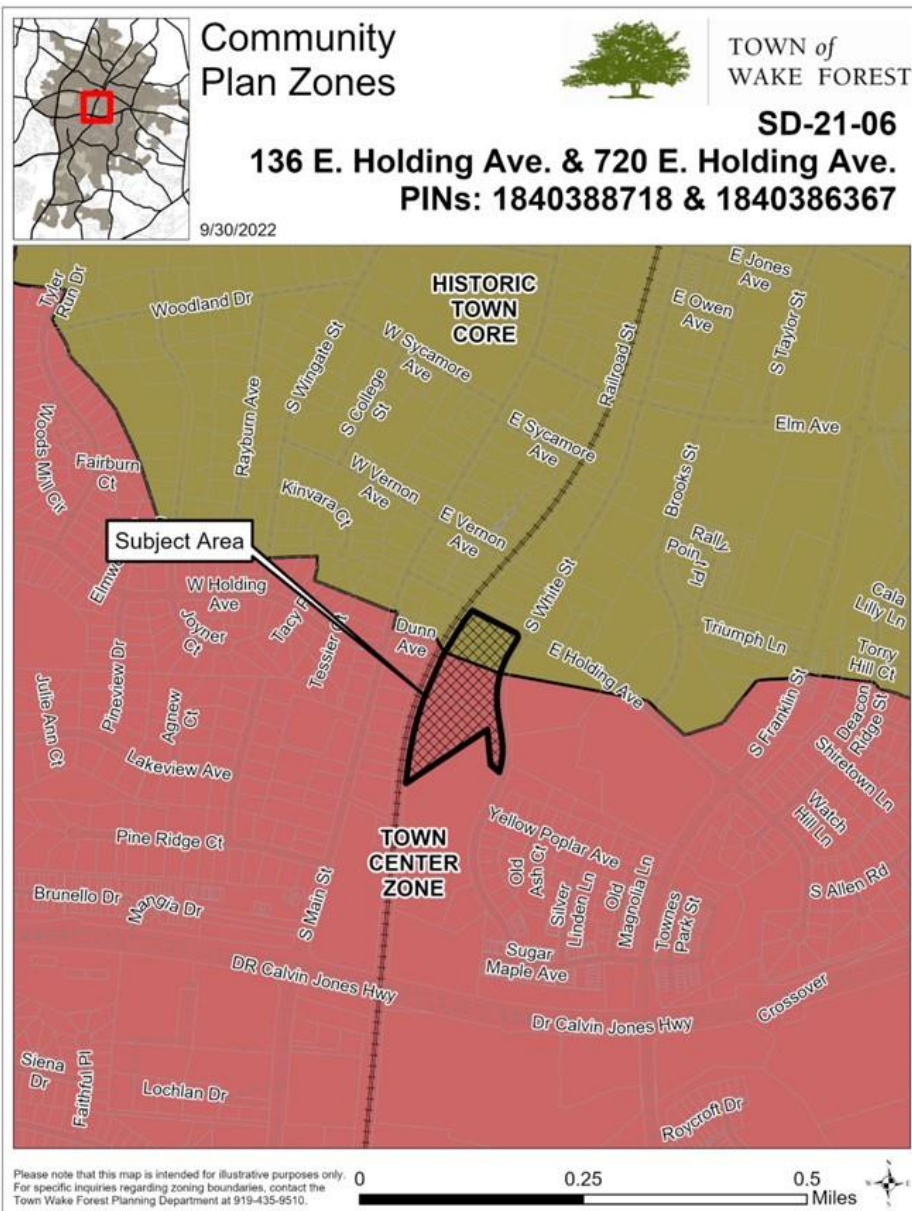


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Feet



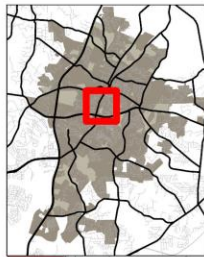
Case SD-21-06 Growth Strategy Map



2009 Community Plan

Historic Town Core/Town Center Zone

- Includes properties that were once developed and are now vacant or have never been developed
- Retain urban, pedestrian-oriented character of zone
- New residential development to be at a truly urban density
- Dwellings pulled up to the street, placing them within walking distance of the downtown commercial district.



Neighborhood Planning Areas

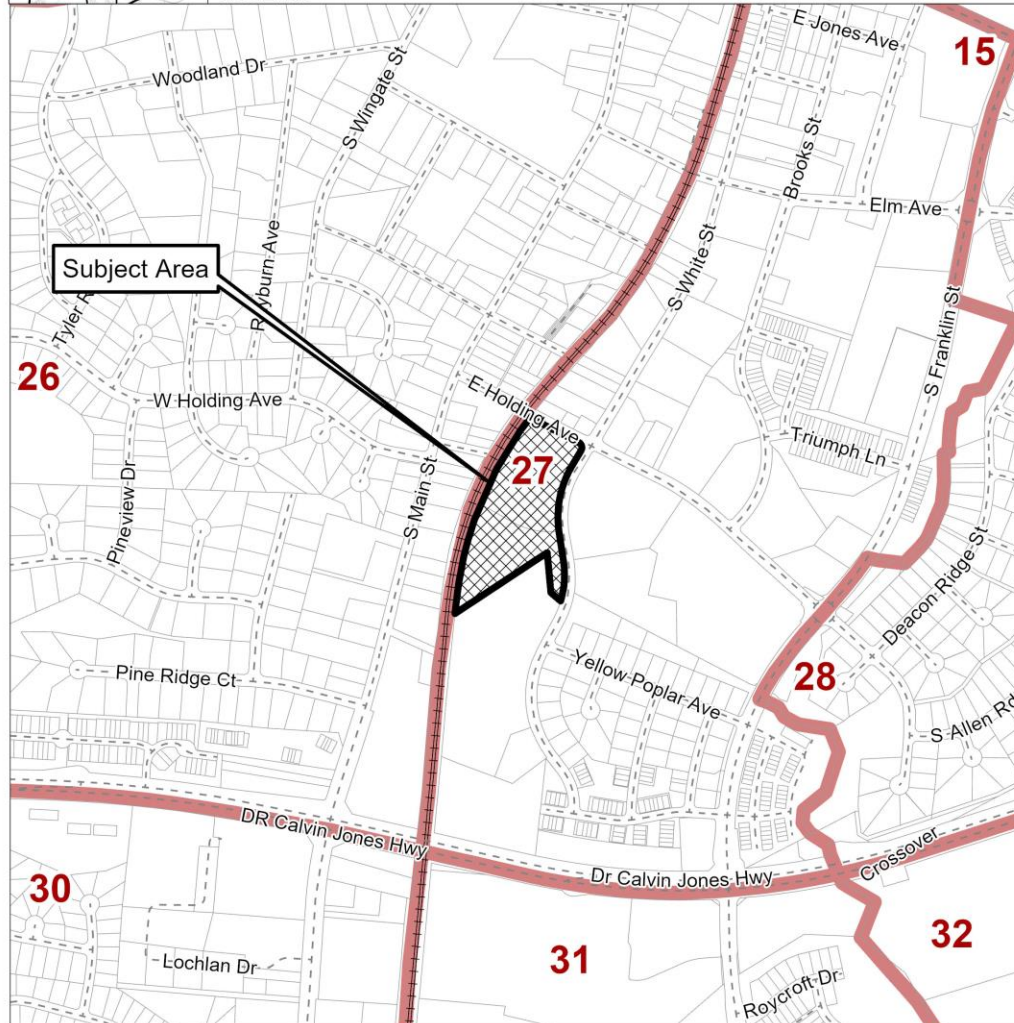


TOWN of
WAKE FOREST

SD-21-06

**136 E. Holding Ave. & 720 E. Holding Ave.
PINs: 1840388718 & 1840386367**

9/30/2022



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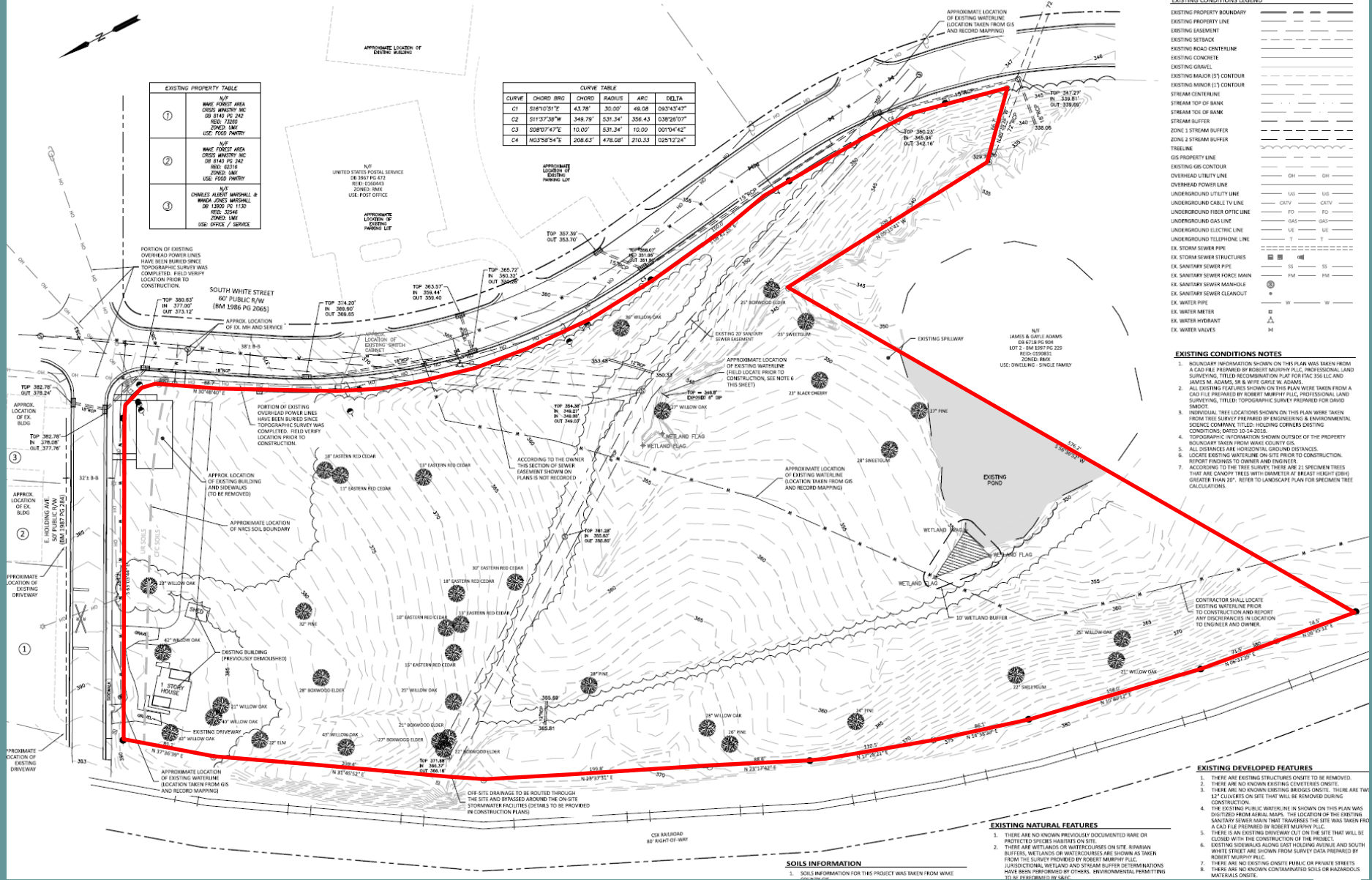
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0.5

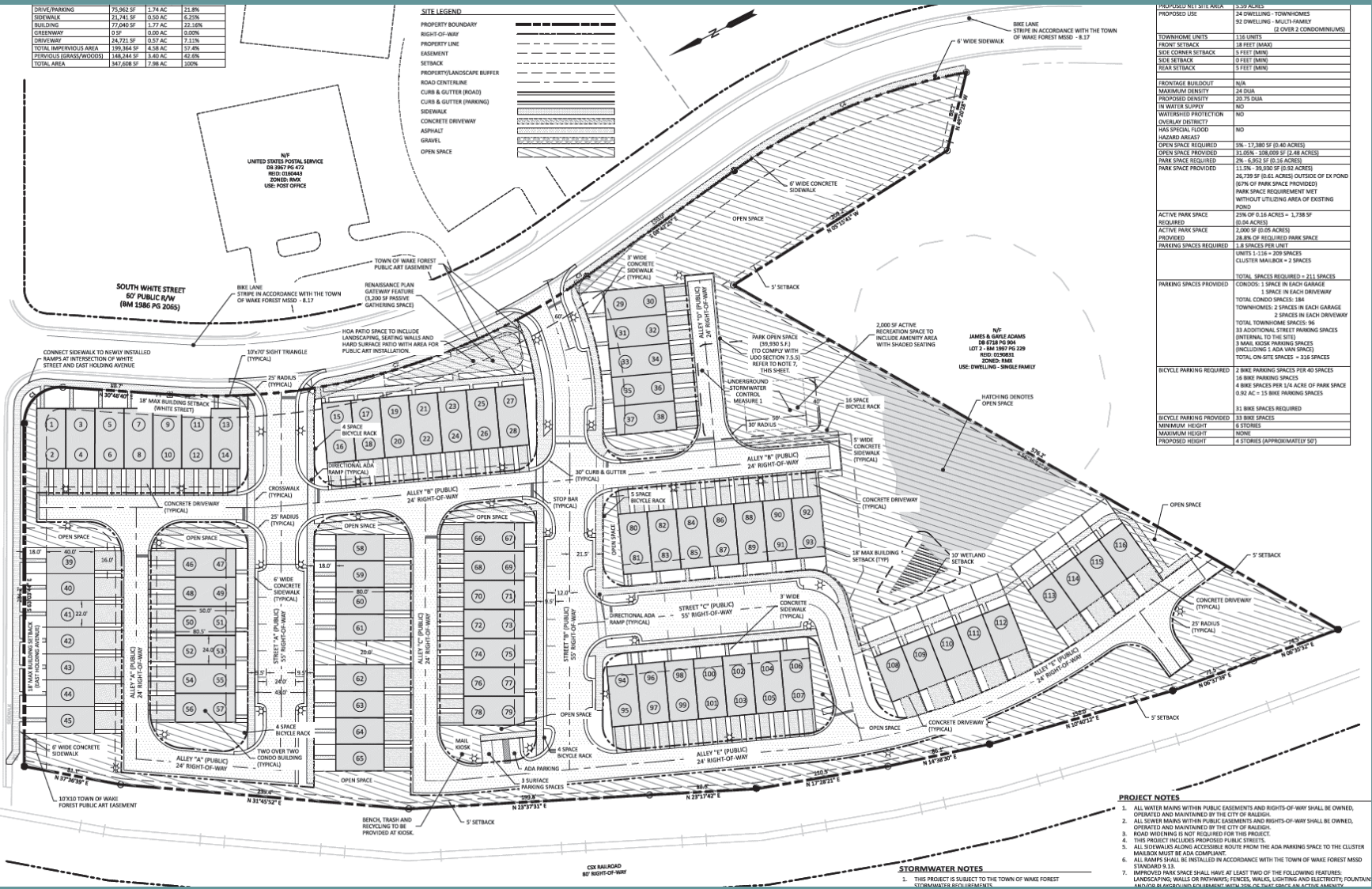
Miles



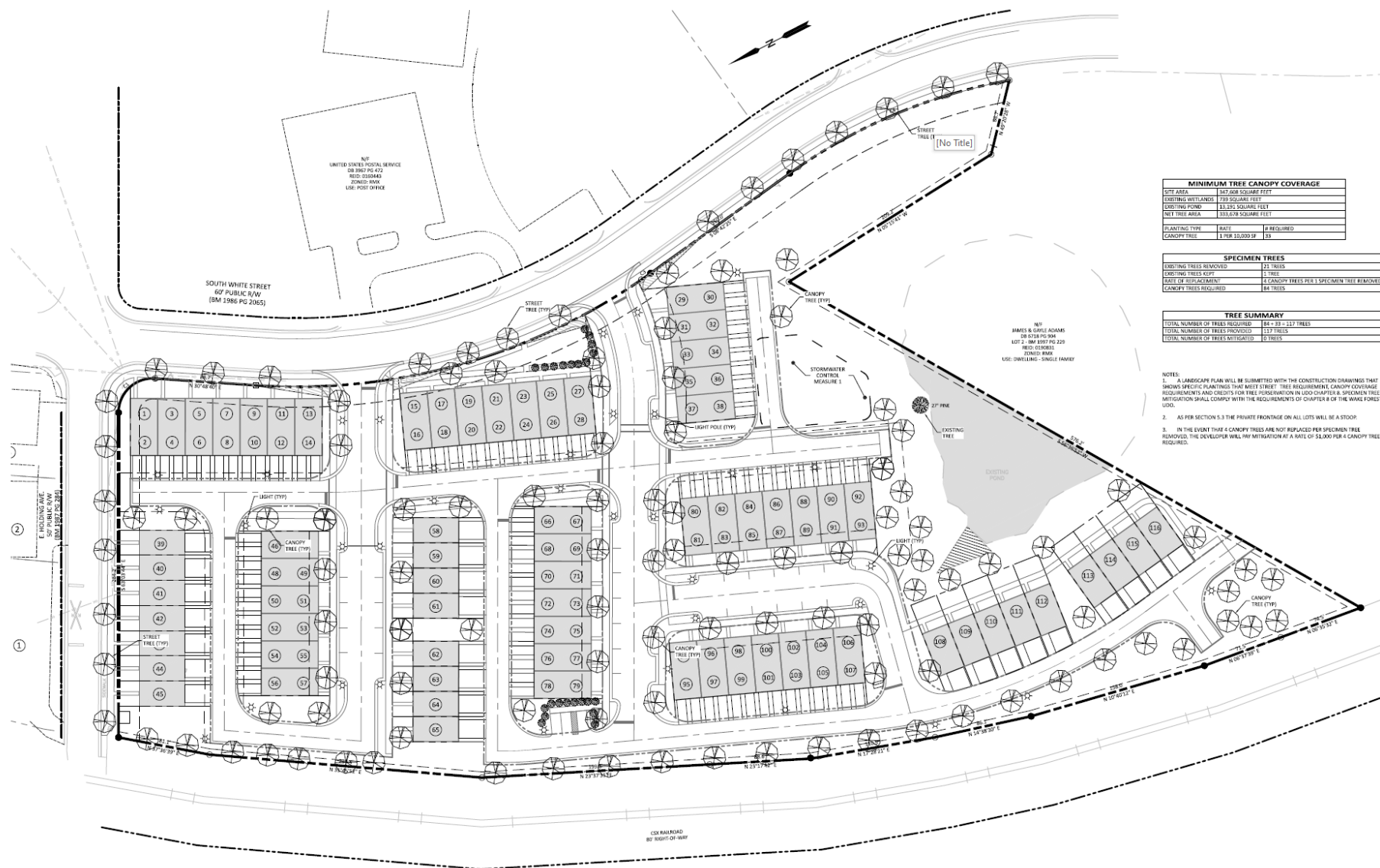
Case SD-21-06 Existing Conditions



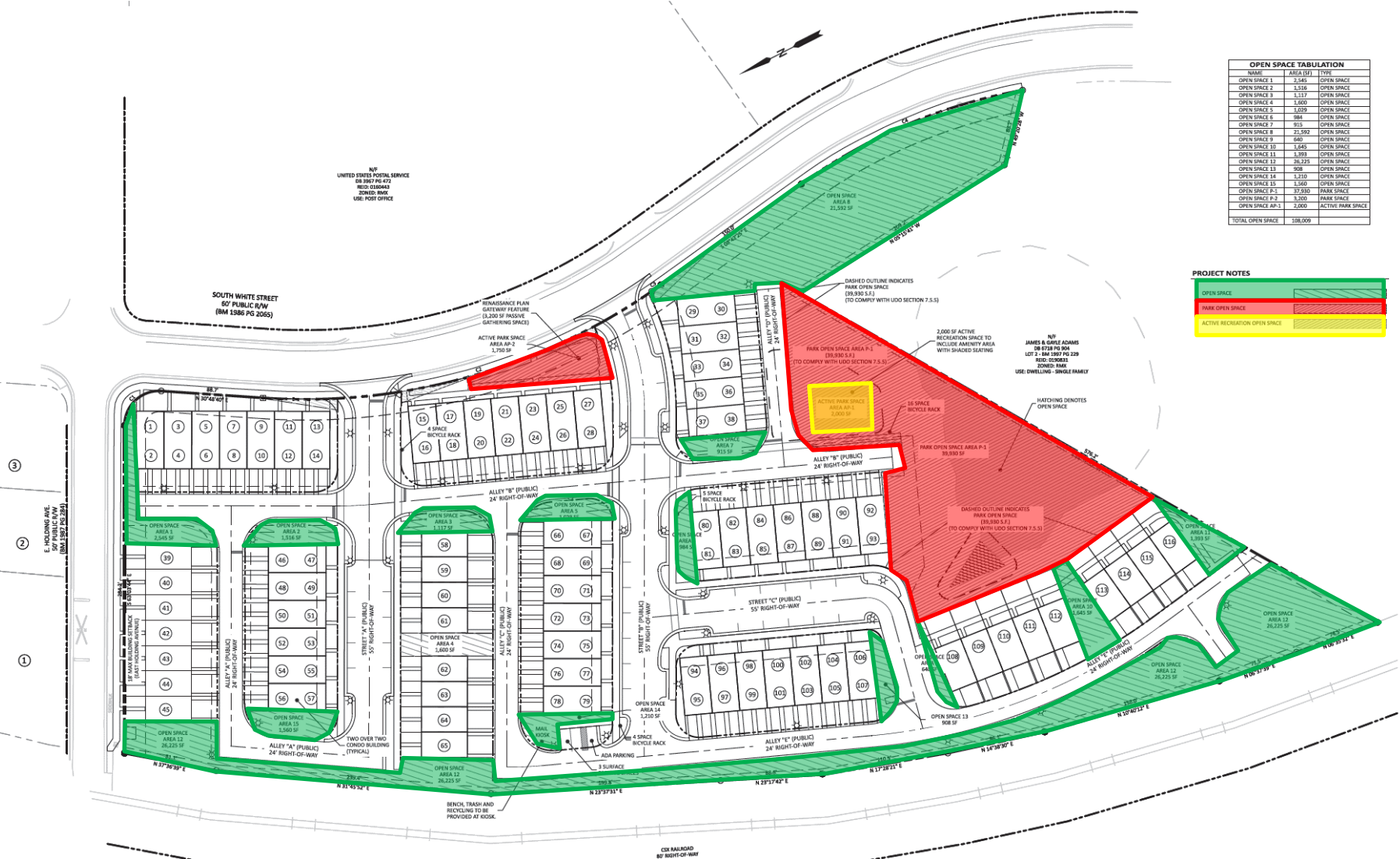
Case SD-21-06 Master Plan



Case SD-21-06 Landscape Plan



Case SD-21-06 Open Space Plan



Master Plan Analysis

- **Density**
 - Required – 24 dwelling units per acre (max)
 - Provided – 20.75 dwelling units per acre
- **Open Space**
 - Required – 5% or 0.4 acres
 - Provided – 31.05% or 2.48 acres
- **Park Space**
 - Required – 2% or 0.16 acres
 - Provided – 11.5% or 0.92 acres



Master Plan Analysis

- **Active Recreation**

- Required – 25% of park space or 0.04 acres
- Provided – 28.8% of park space or 0.05 acres

- **Roads (April 20, 2021 CTP)**

- Required – 2A cross-section for E. Holding Ave and S. White St and a TIA be required
- Provided – Frontage improvements along E. Holding Ave and S. White St in compliance with the 2A cross-section and a TIA was submitted and reviewed by both NCDOT and the Town, but did not require any additional improvements



Master Plan Analysis

- **Parking**

- Required – Vehicular: 1.8 spaces per unit or 209 parking spaces
Bicycle: 2 spaces per 40 parking spaces provided and 1 space per $\frac{1}{4}$ acre of parking space or 31 bike spaces
- Provided – Vehicular: 316 parking spaces
Bicycle: 33 bike spaces

- **Public Utilities**

- Required – Public Water and Sewer Mains are extended to serve the site
- Provided – Public Water: served by 3" water line along S. White St and will be replaced with an 8" water line

Public Sewer: served by 8" sewer line along S. White St and runs through property, which would be relocated within proposed rights-of-way



Rail Alignment

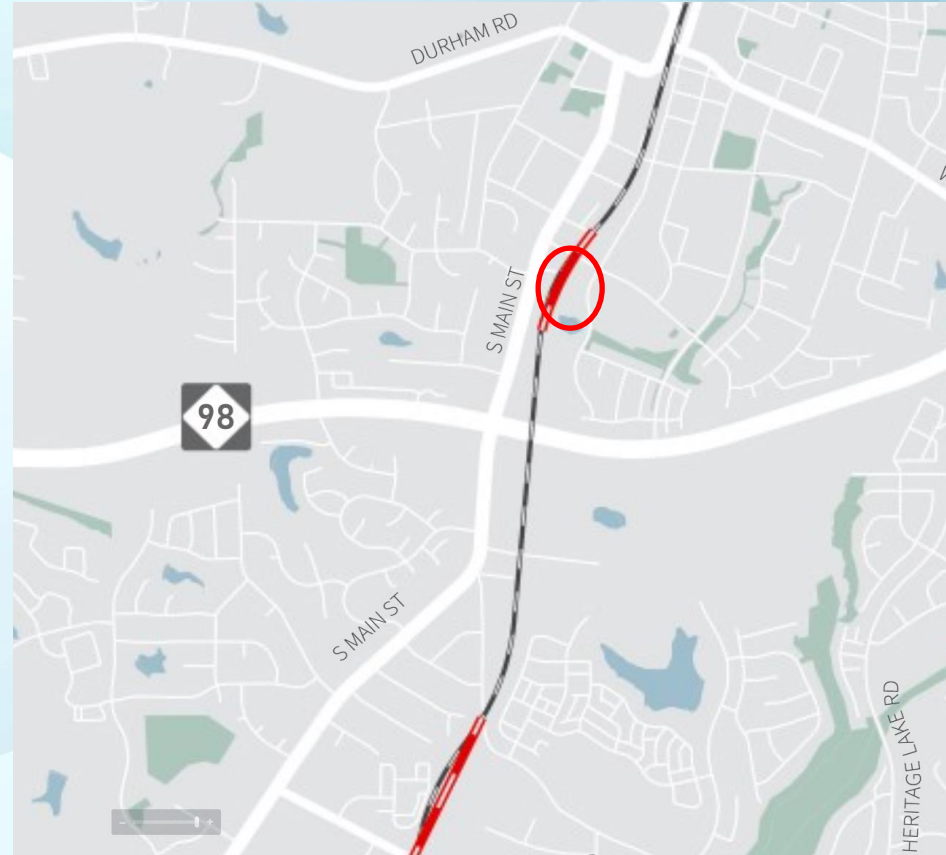
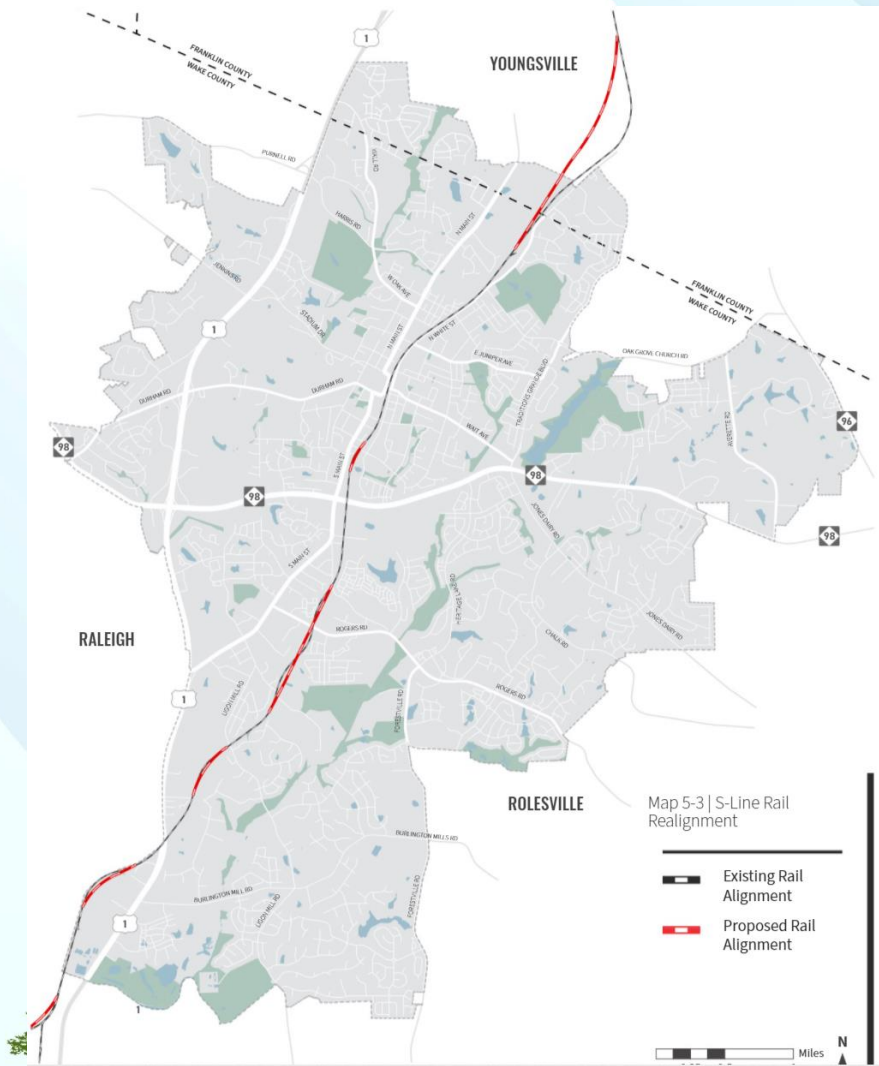
- **2009 Community Plan**

- Policy RT-1: The Town should continue to anticipate and plan for the impacts of new HIGH SPEED RAIL SERVICE as it passes through Wake Forest en route to major urban centers north and south along the east coast.

Corridor maps for the high speed rail line through the town of Wake Forest show a general alignment with the existing rail line with only a few minor changes. Significantly, those portions of the line through downtown Wake Forest follow the existing tracks with only one minor deviation. Near the intersection of the existing rail line with Holding Avenue, the proposed corridor would shift eastward some 100 feet to straighten out a curve considered too great for high speed use.



Rail Alignment (April 2021 CTP)



Case SD-21-06 TIA Improvements

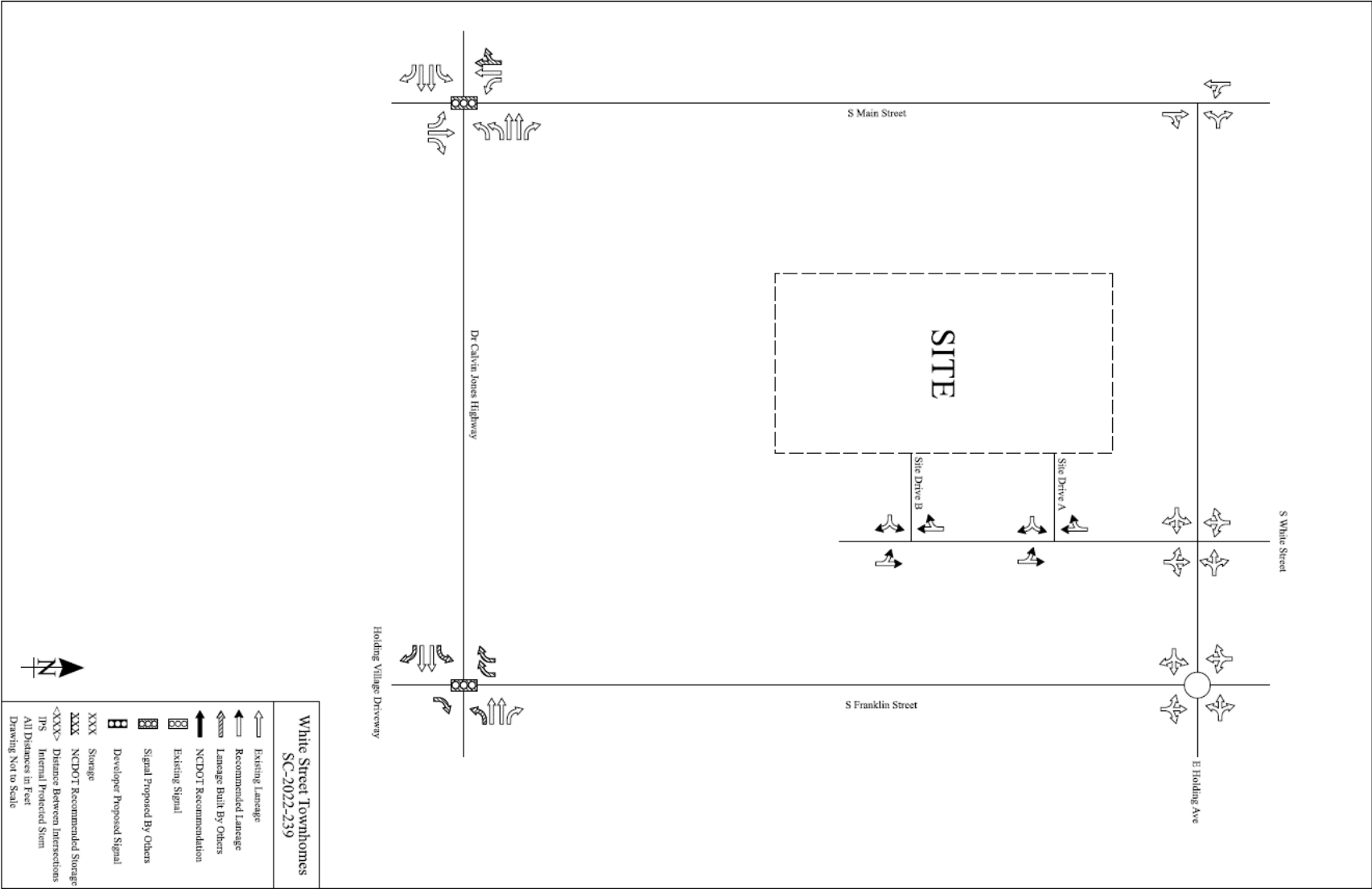
The improvements required to mitigate the impact of the development are:

S. White Street and Accesses A and B

- Construct the eastbound approach with one ingress and one egress striped as a shared left-right
- Provide stop-control for eastbound approaches



Case SD-21-06 TIA Improvements



Findings of Fact:

In order to approve a Major Site Master Plan, required findings of fact contained in Section **15.8.2.J** of the Wake Forest Unified Development Ordinance are required to be met. Those findings of fact are:

Finding 1: The plan is consistent with the adopted plans and policies of the Town.

The 2009 Community Plan identifies these parcels within the Town Center Zone and Historic Town Core Zone. The policy emphasis for both zones is to retain the urban, pedestrian-oriented character as large-scale commercial development and parking lots would detract from the small-town character of the area. New residential development should be at an urban density with dwellings pulled up to the street, placing them within walking distance of the downtown commercial district.

In accordance with the 2017 Renaissance Plan policies, the proposed development provides sidewalks on E Holding Avenue and S White Street that connect the core and improve the pedestrian network.

The 2019 Comprehensive Transportation Plan, version adopted April 20, 2021, identifies E Holding Avenue and S White Street as 2A, Two Lane Undivided cross-sections, which require a minimum 55' right-of-way. While the S-line is discussed within the Plan, the approximate right-of-way needed is not shown or listed for dedication.



Findings of Fact:

Finding 2: The plan complies with all applicable requirements of the Wake Forest Unified Development Ordinance.

See Master Plan Analysis in staff report.

Finding 3: There exists adequate infrastructure (transportation & utilities) to support the plans as proposed.

See Master Plan Analysis in staff report.



Findings of Fact:

Finding 4: The application will not be detrimental to the use or development of adjacent properties or other neighborhood uses.

The RMX district is intended to support a variety of housing types in relatively high-density neighborhoods within walking or biking distance from mixed-use centers, as well as some limited commercial uses in pedestrian-scaled, residential-style structures.

The parcels to the north, east, and west are separated from the proposed development by road or railroad right-of-way. The parcels to the north are zoned Urban Mixed Use (UMX) and contain nonresidential uses. The parcels to the east and south are zoned RMX and would be permitted to develop with similar uses per the Unified Development Ordinance. The master plan proposes open space along the majority of the southern property line except for the southwestern corner near proposed Lot 116 and Alley “E”.

A Transportation Impact Analysis was performed to evaluate the impact traffic from the proposed use could have on this area and no additional improvements were identified as necessary to mitigate the development.



Findings of Fact:

In order to approve a Major Subdivision, required findings of fact contained in Section **15.9.2.J** of the Wake Forest Unified Development Ordinance are required to be met. Those findings of fact are:

Finding 1: The plan is consistent with the adopted plans and policies of the Town.

The 2009 Community Plan identifies these parcels within the Town Center Zone and Historic Town Core Zone. The policy emphasis for both zones is to retain the urban, pedestrian-oriented character as large-scale commercial development and parking lots would detract from the small-town character of the area. New residential development should be at an urban density with dwellings pulled up to the street, placing them within walking distance of the downtown commercial district.

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A Transportation Impact Analysis was performed to evaluate the impact traffic from the proposed use could have on this area and no additional improvements were identified as necessary to mitigate the development.



**BEFORE THE TOWN OF WAKE FOREST BOARD OF COMMISSIONERS
WAKE COUNTY NORTH CAROLINA
SD-21-06**

In re:

White Street Townhomes
136 E Holding Street
720 E Holding Street

INDEX OF APPLICANT'S EXHIBITS

1. Major Subdivision/Site Plan (Final Version), submitted 08/04/2022
2. Affidavit of Brian O'Kane, The Nau Company, PLLC
3. Affidavit of Caroline Cheeves, Ramey Kemp Associates
4. Aerial Image of Property and Surrounding Parcels
5. Representative Building Elevations
6. Image of Southern Property Boundary
7. Landscape and Lighting Plan, 08/04/2022
8. Property Value and Development Analysis, 10/03/2022
9. Adjoining Property Owners' Letters of Support
10. Wake Forest Comprehensive Transportation Plan excerpts¹
11. Wake Forest Renaissance Plan excerpts¹
12. Wake Forest Community Plan excerpts¹

¹ All Plan excerpts from versions in effect as of the date of Application submittal, June 7, 2021.

WHITE STREET TOWNHOMES

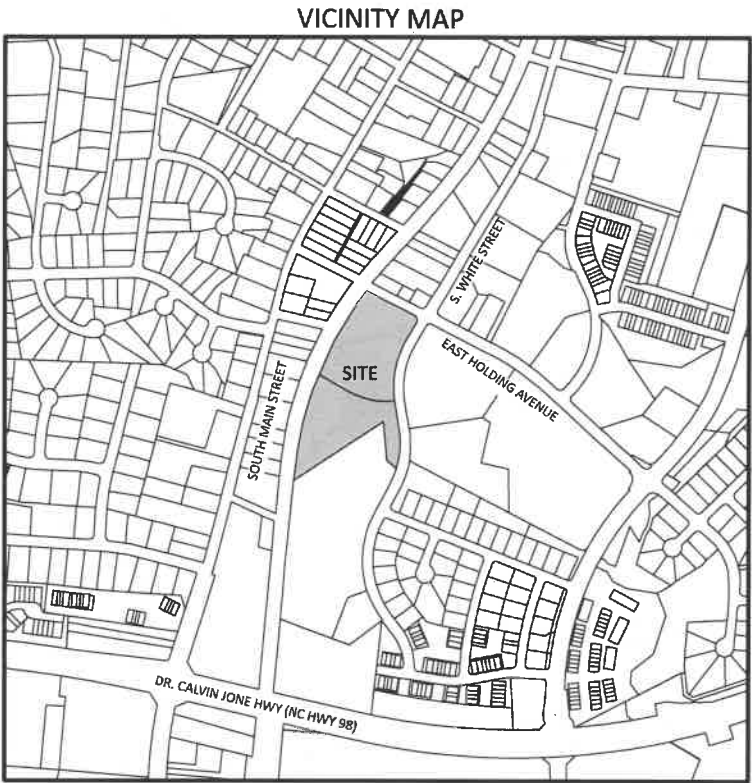
MAJOR SUBDIVISION MASTER PLAN SP-21-60

136 E HOLDING AVENUE
WAKE FOREST, NC

~~JUNE 7, 2021~~
~~DECEMBER 27, 2021~~
~~MAY 9, 2022~~
JUNE 27, 2022
AUGUST 4, 2022

DEVELOPER
MADISON HOLDING LLC
CONTACT: DAVID SMOOT, IV
1415 HILLSBOROUGH STREET
RALEIGH, NC 27605
david.smoot@madisonholding.com

LAND OWNER
ITAC 356 LLC
CONTACT: DAVID SMOOT
531 S. MAIN STREET
WAKE FOREST, NC 27587



SCALE: 1" = 500'

SHEET INDEX		
SHEET NO.	SHEET NAME	MOST CURRENT REVISION DATE
C1.0	EXISTING CONDITIONS PLAN	08/04/2022
C2.0	DEMOLITION PLAN	08/04/2022
C3.0	SITE PLAN	08/04/2022
C3.1	ROAD SECTION PLAN	08/04/2022
C3.2	OPEN SPACE PLAN	08/04/2022
C4.0	UTILITY PLAN	08/04/2022
C5.0	LANDSCAPE & LIGHTING PLAN	08/04/2022

EXISTING SITE DATA	
PARCEL PIN(S)	1840-38-8718 & 1840-38-6367
ZONING	RMX
PARCEL AREA	7.98 ACRES
EXISTING USE	VACANT*
RIVER BASIN	NEUSE
COMMUNITY PLAN AREA DESIGNATION	TOWN CENTER ZONE

* EXISTING DUPLEX AT INTERSECTION OF WHITE STREET AND EAST HOLDING TO BE REMOVED.

PROPOSED SITE DATA	
ZONING	RMX
EXISTING SITE AREA	7.98 ACRES
PROPOSED PUBLIC ROW	2.39 ACRES
PROPOSED NET SITE AREA	5.59 ACRES
PROPOSED USE	24 DWELLING - TOWNHOMES 92 DWELLING - MULTI-FAMILY (2 OVER 2 CONDOMINIUMS)
TOWNHOME UNITS	116 UNITS
FRONT SETBACK	18 FEET (MAX)
SIDE CORNER SETBACK	5 FEET (MIN)
SIDE SETBACK	0 FEET (MIN)
REAR SETBACK	5 FEET (MIN)
FRONTAGE BUILDOUT	N/A
MAXIMUM DENSITY	24 DUA
PROPOSED DENSITY	20.75 DUA
IN WATER SUPPLY	NO
WATERSHED PROTECTION OVERLAY DISTRICT?	NO
HAS SPECIAL FLOOD HAZARD AREAS?	NO
OPEN SPACE REQUIRED	5% - 17,380 SF (0.40 ACRES)
OPEN SPACE PROVIDED	31.05% - 108,009 SF (2.48 ACRES)
PARK SPACE REQUIRED	2% - 6,952 SF (0.16 ACRES)
PARK SPACE PROVIDED	11.5% - 39,940 SF (0.92 ACRES) 26,729 SF (0.61 ACRES) OUTSIDE OF EX POND (67% OF PARK SPACE PROVIDED) PARK SPACE REQUIREMENT MET WITHOUT UTILIZING AREA OF EXISTING POND
ACTIVE PARK SPACE REQUIRED	25% OF 0.16 ACRES = 1,738 SF (0.04 ACRES)
ACTIVE PARK SPACE PROVIDED	2,000 SF (0.05 ACRES)
1.8 SPACES PER UNIT	209 SPACES
PARKING SPACES REQUIRED	UNITS 1-115 = 209 SPACES CLUSTER MAILBOX = 2 SPACES
PARKING SPACES PROVIDED	TOTAL SPACES REQUIRED = 211 SPACES CONDO: 1 SPACE IN EACH GARAGE 1 SPACE IN EACH DRIVEWAY TOTAL CONDO SPACES: 184 TOWNHOMES: 2 SPACES IN EACH GARAGE 2 SPACES IN EACH DRIVEWAY TOTAL TOWNHOME SPACES: 96 93 ADDITIONAL STREET PARKING SPACES (INTERNAL TO THE SITE) 3 MAIL KIOSK PARKING SPACES (INCLUDING 1 ADA VAN SPACE) TOTAL ON-SITE SPACES = 316 SPACES
BICYCLE PARKING REQUIRED	2 BIKE PARKING SPACES PER 40 SPACES 16 BIKE PARKING SPACES 4 BIKE SPACES PER 1/4 ACRE OF PARK SPACE 0.92 AC = 15 BIKE PARKING SPACES
BICYCLE PARKING PROVIDED	31 BIKE SPACES REQUIRED 33 BIKE SPACES
MINIMUM HEIGHT	6 STORIES
MAXIMUM HEIGHT	NONE
PROPOSED HEIGHT	4 STORIES (APPROXIMATELY 50')



REVIEW ENGINEER DISCLAIMER
EXECUTION OF THIS CONSTRUCTION PLAT BY THE REVIEW ENGINEER FOR THE TOWN OF WAKE FOREST IN NO WAY LIMITS THE RESPONSIBILITY OF THE OWNER AND ENGINEER OF RECORD WITH REGARD TO COMPLIANCE WITH ALL FEDERAL, STATE, AND LOCAL STANDARDS AND/OR CONDITIONS.

ALL PUBLIC FACILITIES, INCLUDING UTILITIES, SIDEWALKS, AND HANDICAP RAMPS ARE TO BE CONSTRUCTED ON ALL STREETS AS SPECIFIED BY TOWN ORDINANCES. THESE FACILITIES HAVE BEEN APPROVED BY THE TOWN OF WAKE FOREST AND SHALL BE SO INSTALLED UNLESS A CHANGE IS APPROVED BY THE TOWN OF WAKE FOREST.

OWNER CERTIFICATE
OWNER HEREBY CERTIFIES AND AGREES TO TAKE SUCH ACTION AS MAY BE REQUIRED BY THE TOWN OF WAKE FOREST TO CORRECT ANY ERRORS, OMISSIONS OR NON-COMPLIANCE WITH TOWN STANDARDS AND/OR CONDITIONS DESCRIBED IN THE CONSTRUCTION PLAT, INCLUDING RESUBMISSION OR RE-EXECUTION OF THIS CONSTRUCTION PLAT WITH THE APPROPRIATE CORRECTIONS AND/OR REVISIONS.
David Smoot
OWNER
August 4, 2022
DATE

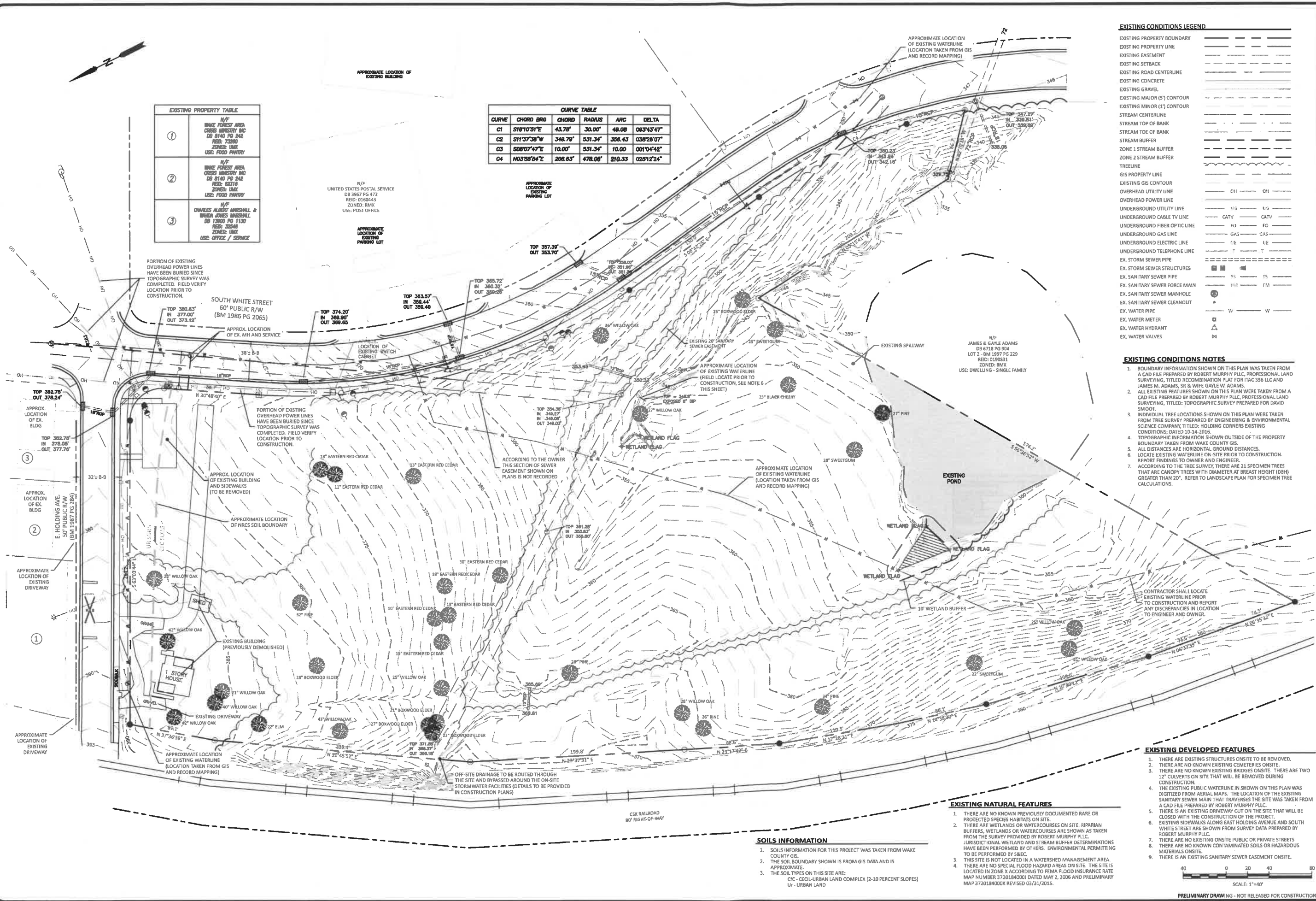
RECOMMENDATION FOR APPROVAL
BY THE WAKE FOREST
PLANNING BOARD

DATE _____

APPROVAL BY THE
WAKE FOREST BOARD
OF COMMISSIONERS

DATE _____

The Nau Company
Consulting Civil Engineers
PO Box 810 Rolesville, NC 27571
919-435-6395
NCBELS License P-0751
PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION



EXISTING PROPERTY TABLE	
①	N/F WAKE FOREST AREA CROSS MINISTRY INC DB 8140 PG 242 RECD: 73280 ZONED: LMX USE: FOOD PANTRY
②	N/F WAKE FOREST AREA CROSS MINISTRY INC DB 8140 PG 242 RECD: 63316 ZONED: LMX USE: FOOD PANTRY
③	N/F CHARLES ALBERT MARSHALL & WANDA JONES MARSHALL DB 13000 PG 1130 RECD: 32248 ZONED: LMX USE: OFFICE / SERVICE

CURVE TABLE				
CURVE	CHORD BRG	CHORD	RADIUS	ARC
C1	S18°10'51"E	43.78'	30.00'	48.08'
C2	S11°37'38"W	348.78'	531.34'	308.43'
C3	S08°07'47"E	10.00'	531.34'	10.00'
C4	N03°58'54"E	208.63'	478.08'	210.33'

EXISTING CONDITIONS LEGEND	
EXISTING PROPERTY BOUNDARY	---
EXISTING PROPERTY LINE	---
EXISTING EASEMENT	---
EXISTING SETBACK	---
EXISTING ROAD CENTERLINE	---
EXISTING CONCRETE	---
EXISTING GRAVEL	---
EXISTING MAJOR (5') CONTOUR	---
EXISTING MINOR (1') CONTOUR	---
STREAM CENTERLINE	---
STREAM TOP OF BANK	---
STREAM TOE OF BANK	---
STREAM BUFFER	---
ZONE 1 STREAM BUFFER	---
ZONE 2 STREAM BUFFER	---
TREELINE	---
GIS PROPERTY LINE	---
EXISTING GIS CONTOUR	---
OVERHEAD UTILITY LINE	---
OVERHEAD POWER LINE	---
UNDERGROUND UTILITY LINE	---
UNDERGROUND CABLE TV LINE	---
UNDERGROUND FIBER OPTIC LINE	---
UNDERGROUND GAS LINE	---
UNDERGROUND ELECTRIC LINE	---
UNDERGROUND TELEPHONE LINE	---
EX. STORM SEWER PIPE	---
EX. STORM SEWER STRUCTURES	---
EX. SANITARY SEWER PIPE	---
EX. SANITARY SEWER FORCE MAIN	---
EX. SANITARY SEWER MANHOLE	---
EX. SANITARY SEWER CLEANOUT	---
EX. WATER PIPE	---
EX. WATER METER	---
EX. WATER HYDRANT	---
EX. WATER VALVES	---

- EXISTING CONDITIONS NOTES**
- BOUNDARY INFORMATION SHOWN ON THIS PLAN WAS TAKEN FROM A CAD FILE PREPARED BY ROBERT MURPHY PLLC, PROFESSIONAL LAND SURVEYING, TITLED RECOMBINATION PLAT FOR ITAC 356 LLC AND JAMES M. ADAMS, SR. & WIFE GAYLE W. ADAMS.
 - ALL EXISTING FEATURES SHOWN ON THIS PLAN WERE TAKEN FROM A CAD FILE PREPARED BY ROBERT MURPHY PLLC, PROFESSIONAL LAND SURVEYING, TITLED: TOPOGRAPHIC SURVEY PREPARED FOR DAVID SMOOT.
 - INDIVIDUAL TREE LOCATIONS SHOWN ON THIS PLAN WERE TAKEN FROM TREE SURVEY PREPARED BY ENGINEERING & ENVIRONMENTAL SCIENCE COMPANY, TITLED: HOLDING CORNERS EXISTING CONDITIONS; DATED 10-34-2016.
 - TOPOGRAPHIC INFORMATION SHOWN OUTSIDE OF THE PROPERTY BOUNDARY TAKEN FROM WAKE COUNTY GIS.
 - ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.
 - LOCATE EXISTING WATERLINE ON-SITE PRIOR TO CONSTRUCTION. REPORT FINDINGS TO OWNER AND ENGINEER.
 - ACCORDING TO THE TREE SURVEY, THERE ARE 21 SPECIMEN TREES THAT ARE CANOPY TREES WITH DIAMETER AT BREAST HEIGHT (DBH) GREATER THAN 20". REFER TO LANDSCAPE PLAN FOR SPECIMEN TREE CALCULATIONS.

- EXISTING DEVELOPED FEATURES**
- THERE ARE EXISTING STRUCTURES ON-SITE TO BE REMOVED.
 - THERE ARE NO KNOWN EXISTING CEMETERIES ON-SITE.
 - THERE ARE NO KNOWN EXISTING BRIDGES ON-SITE. THERE ARE TWO 12" CULVERTS ON-SITE THAT WILL BE REMOVED DURING CONSTRUCTION.
 - THE EXISTING PUBLIC WATERLINE IN SHOWN ON THIS PLAN WAS DIGITIZED FROM AERIAL MAPS. THE LOCATION OF THE EXISTING SANITARY SEWER MAIN THAT TRAVERSES THE SITE WAS TAKEN FROM A CAD FILE PREPARED BY ROBERT MURPHY PLLC.
 - THERE IS AN EXISTING DRIVEWAY CUT ON THE SITE THAT WILL BE CLOSED WITH THE CONSTRUCTION OF THE PROJECT.
 - EXISTING SIDEWALKS ALONG EAST HOLDING AVENUE AND SOUTH WHITE STREET ARE SHOWN FROM SURVEY DATA PREPARED BY ROBERT MURPHY PLLC.
 - THERE ARE NO EXISTING ON-SITE PUBLIC OR PRIVATE STREETS.
 - THERE ARE NO KNOWN CONTAMINATED SOILS OR HAZARDOUS MATERIALS ON-SITE.
 - THERE IS AN EXISTING SANITARY SEWER EASEMENT ON-SITE.

- EXISTING NATURAL FEATURES**
- THERE ARE NO KNOWN PREVIOUSLY DOCUMENTED RARE OR PROTECTED SPECIES HABITATS ON-SITE.
 - THERE ARE WETLANDS OR WATERCOURSES ON-SITE. RIPARIAN BUFFERS, WETLANDS AND WATERCOURSES ARE SHOWN AS TAKEN FROM THE SURVEY PROVIDED BY ROBERT MURPHY PLLC. JURISDICTIONAL WETLAND AND STREAM BUFFER DETERMINATIONS HAVE BEEN PERFORMED BY OTHERS. ENVIRONMENTAL PERMITTING TO BE PERFORMED BY SABC.
 - THIS SITE IS NOT LOCATED IN A WATERSHED MANAGEMENT AREA.
 - THERE ARE NO SPECIAL FLOOD HAZARD AREAS ON-SITE. THE SITE IS LOCATED IN ZONE X ACCORDING TO FEMA FLOOD INSURANCE RATE MAP NUMBER 57201840001 DATED MAY 2, 2006 AND PRELIMINARY MAP 37201840000 REVISED 03/31/2015.

- SOILS INFORMATION**
- SOILS INFORMATION FOR THIS PROJECT WAS TAKEN FROM WAKE COUNTY GIS.
 - THE SOIL BOUNDARY SHOWN IS FROM GIS DATA AND IS APPROXIMATE.
 - THE SOIL TYPES ON THIS SITE ARE:
CFC - CECIL-URBAN LAND COMPLEX (2-10 PERCENT SLOPES)
Ur - URBAN LAND

PREPARED BY:

The Nau Company
Consulting Civil Engineers

CLIENT:

MADISON HOLDING LLC
ATTN: DAVID SMOOT, IV
1415 HILLSBOROUGH STREET
RALEIGH, NC 27605

REVISIONS

NO.	DATE	DESCRIPTION
1	2021-12-27	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS
2	2022-05-10	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS
3	2022-06-27	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS
4	2022-08-04	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS

PROJECT NO:

DESIGN BY:

DRAWN BY:

SCALE:

DATE:

SHEET NO:

**WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN**

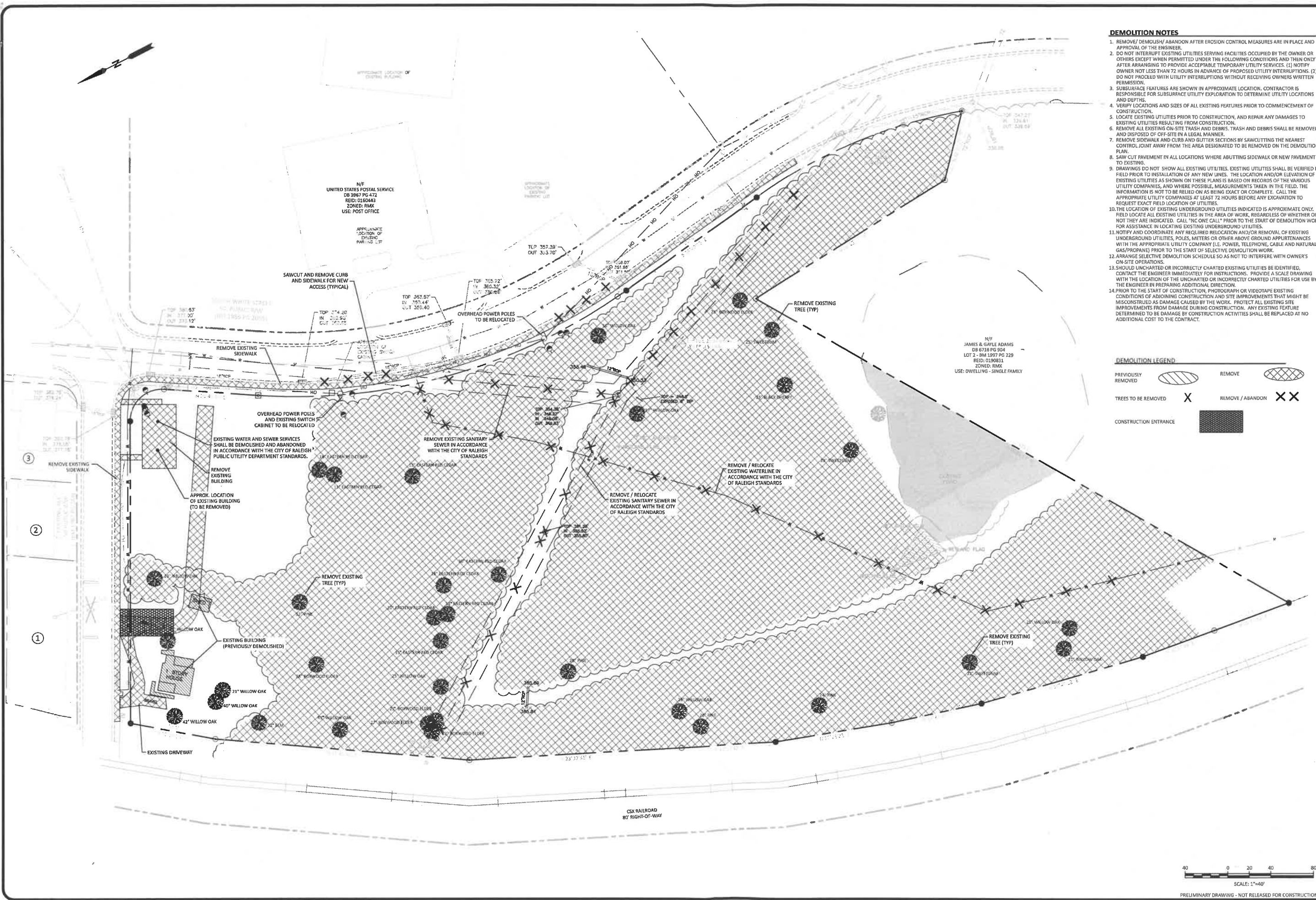
136 E HOLDING AVENUE
WAKE FOREST, NC

EXISTING CONDITIONS PLAN

2022-08-04

SEAL
097468

C1.0



- DEMOLITION NOTES**
1. REMOVE/DEMOLISH/ABANDON AFTER EROSION CONTROL MEASURES ARE IN PLACE AND APPROVAL OF THE ENGINEER.
 2. DO NOT INTERRUPT EXISTING UTILITIES SERVING FACILITIES OCCUPIED BY THE OWNER OR OTHERS EXCEPT WHEN PERMITTED UNDER THE FOLLOWING CONDITIONS AND THEN ONLY AFTER ARRANGING TO PROVIDE ACCEPTABLE TEMPORARY UTILITY SERVICES. (1) NOTIFY OWNER NOT LESS THAN 72 HOURS IN ADVANCE OF PROPOSED UTILITY INTERRUPTIONS. (2) DO NOT PROCEED WITH UTILITY INTERRUPTIONS WITHOUT RECEIVING OWNERS WRITTEN PERMISSION.
 3. SUBSURFACE FEATURES ARE SHOWN IN APPROXIMATE LOCATION. CONTRACTOR IS RESPONSIBLE FOR SUBSURFACE UTILITY EXPLORATION TO DETERMINE UTILITY LOCATIONS AND DEPTHS.
 4. VERIFY LOCATIONS AND SIZES OF ALL EXISTING FEATURES PRIOR TO COMMENCEMENT OF CONSTRUCTION.
 5. LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION, AND REPAIR ANY DAMAGES TO EXISTING UTILITIES RESULTING FROM CONSTRUCTION.
 6. REMOVE ALL EXISTING ON-SITE TRASH AND DEBRIS. TRASH AND DEBRIS SHALL BE REMOVED AND DISPOSED OF OFF-SITE IN A LEGAL MANNER.
 7. REMOVE SIDEWALK AND CURB AND GUTTER SECTIONS BY SAWCUTTING THE NEAREST CONTROL JOINT AWAY FROM THE AREA DESIGNATED TO BE REMOVED ON THE DEMOLITION PLAN.
 8. SAW CUT PAVEMENT IN ALL LOCATIONS WHERE ABUTTING SIDEWALK OR NEW PAVEMENT TO EXISTING.
 9. DRAWINGS DO NOT SHOW ALL EXISTING UTILITIES. EXISTING UTILITIES SHALL BE VERIFIED IN FIELD PRIOR TO INSTALLATION OF ANY NEW LINES. THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. CALL THE APPROPRIATE UTILITY COMPANIES AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES.
 10. THE LOCATION OF EXISTING UNDERGROUND UTILITIES INDICATED IS APPROXIMATE ONLY. FIELD LOCATE ALL EXISTING UTILITIES IN THE AREA OF WORK, REGARDLESS OF WHETHER OR NOT THEY ARE INDICATED. CALL "NO ONE CALL" PRIOR TO THE START OF DEMOLITION WORK FOR ASSISTANCE IN LOCATING EXISTING UNDERGROUND UTILITIES.
 11. NOTIFY AND COORDINATE ANY REQUIRED RELOCATION AND/OR REMOVAL OF EXISTING UNDERGROUND UTILITIES, POLES, METERS OR OTHER ABOVE GROUND APPURTENANCES WITH THE APPROPRIATE UTILITY COMPANY (I.E. POWER, TELEPHONE, CABLE AND NATURAL GAS/PROPANE) PRIOR TO THE START OF SELECTIVE DEMOLITION WORK.
 12. ARRANGE SELECTIVE DEMOLITION SCHEDULE SO AS NOT TO INTERFERE WITH OWNER'S ON-SITE OPERATIONS.
 13. SHOULD UNCHARTED OR INCORRECTLY CHARTED EXISTING UTILITIES BE IDENTIFIED, CONTACT THE ENGINEER IMMEDIATELY FOR INSTRUCTIONS. PROVIDE A SCALE DRAWING WITH THE LOCATION OF THE UNCHARTED OR INCORRECTLY CHARTED UTILITIES FOR USE BY THE ENGINEER IN PREPARING ADDITIONAL DIRECTIONS.
 14. PRIOR TO THE START OF CONSTRUCTION, PHOTOGRAPH OR VIDEOTAPE EXISTING CONDITIONS OF ADJOINING CONSTRUCTION AND SITE IMPROVEMENTS THAT MIGHT BE MISCONSTRUED AS DAMAGE CAUSED BY THE WORK. PROTECT ALL EXISTING SITE IMPROVEMENTS FROM DAMAGE DURING CONSTRUCTION. ANY EXISTING FEATURE DETERMINED TO BE DAMAGE BY CONSTRUCTION ACTIVITIES SHALL BE REPLACED AT NO ADDITIONAL COST TO THE CONTRACT.

DEMOLITION LEGEND

PREVIOUSLY REMOVED: [Hatched pattern]

TREES TO BE REMOVED: X

CONSTRUCTION ENTRANCE: [Cross-hatched pattern]

REMOVE: [Diagonal lines]

REMOVE / ABANDON: X X

The Nau Company
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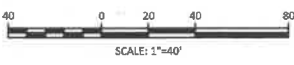
CLIENT:
MADISON HOLDING LLC
ATTN: DAVID SMOOT, IV
1415 HILLSBOROUGH STREET
RALEIGH, NC 27605

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WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN
136 E HOLDING AVENUE
WAKE FOREST, NC
DEMOLITION PLAN



PROJECT NO:	---
DESIGN BY:	BTO
DRAWN BY:	BTO
SCALE:	1"=40'
DATE:	2021-12-27
SHEET NO:	C2.0



PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION

LAND COVER TABULATION			
LAND COVER	AREA (SF)	AREA (AC)	% OF TOTAL
DRIVE/PARKING	75,962 SF	1.74 AC	21.8%
SIDEWALK	21,741 SF	0.50 AC	6.3%
BUILDING	77,040 SF	1.77 AC	22.16%
GREENWAY	0 SF	0.00 AC	0.00%
DRIVEWAY	24,721 SF	0.57 AC	7.11%
TOTAL IMPERVIOUS AREA	199,364 SF	4.58 AC	57.4%
PERVIOUS (GRASS/WOODS)	148,244 SF	3.40 AC	42.6%
TOTAL AREA	347,608 SF	7.98 AC	100%

SITE LEGEND

PROPERTY BOUNDARY
RIGHT-OF-WAY
PROPERTY LINE
EASEMENT
SETBACK
PROPERTY/LANDSCAPE BUFFER
ROAD CENTERLINE
CURB & GUTTER (ROAD)
CURB & GUTTER (PARKING)
SIDEWALK
CONCRETE DRIVEWAY
ASPHALT
GRAVEL
OPEN SPACE

PROPOSED SITE DATA	
ZONING	RMX
EXISTING SITE AREA	7.98 ACRES
PROPOSED PUBLIC ROW	2.39 ACRES
PROPOSED NET SITE AREA	5.59 ACRES
PROPOSED USE	74 DWELLING - TOWNHOMES (2 OVER 2 CONDOMINIUMS)
TOWNHOME UNITS	116 UNITS
FRONT SETBACK	18 FEET (MAX)
SIDE CORNER SETBACK	5 FEET (MIN)
SIDE SETBACK	0 FEET (MIN)
REAR SETBACK	5 FEET (MIN)
FRONTAGE BUILDOUT	N/A
MAXIMUM DENSITY	24 DU/A
PROPOSED DENSITY	20.75 DU/A
IN WATER SUPPLY	NO
WATERSHED PROTECTION	NO
OVERLAY DISTRICT?	NO
HAS SPECIAL FLOOD HAZARD AREAS?	NO
OPEN SPACE REQUIRED	5% - 17,380 SF (0.40 ACRES)
OPEN SPACE PROVIDED	31.05% - 108,039 SF (2.48 ACRES)
PARK SPACE REQUIRED	2% - 6,992 SF (0.16 ACRES)
PARK SPACE PROVIDED	31.5% - 39,930 SF (0.92 ACRES) 26,739 SF (0.61 ACRES) OUTSIDE OF EX POND (67% OF PARK SPACE PROVIDED) PARK SPACE REQUIREMENT MET WITHOUT UTILIZING AREA OF EXISTING POND
ACTIVE PARK SPACE REQUIRED	23% OF 0.16 ACRES = 1,738 SF (0.04 ACRES)
ACTIVE PARK SPACE PROVIDED	2,000 SF (0.05 ACRES)
PARKING SPACES REQUIRED	1.8 SPACES PER UNIT UNITS 1-116 = 209 SPACES CLUSTER MAILBOX = 2 SPACES
PARKING SPACES PROVIDED	TOTAL SPACES REQUIRED = 211 SPACES CONDO: 1 SPACE IN EACH GARAGE 1 SPACE IN EACH DRIVEWAY TOTAL CONDO SPACES: 184 TOWNHOMES: 2 SPACES IN EACH GARAGE 2 SPACES IN EACH DRIVEWAY TOTAL TOWNHOME SPACES: 96 33 ADDITIONAL STREET PARKING SPACES (INTERNAL TO THE SITE) 3 MAIL KIOSK PARKING SPACES (INCLUDING 1 ADA VAN SPACE) TOTAL ON-SITE SPACES = 316 SPACES
BICYCLE PARKING REQUIRED	2 BIKE PARKING SPACES PER 40 SPACES 16 BIKE PARKING SPACES 4 BIKE SPACES PER 1/4 ACRE OF PARK SPACE 0.92 AC = 15 BIKE PARKING SPACES
BICYCLE PARKING PROVIDED	31 BIKE SPACES REQUIRED
MINIMUM HEIGHT	6 STORIES
MAXIMUM HEIGHT	NONE
PROPOSED HEIGHT	4 STORIES (APPROXIMATELY 50')

PREPARED BY:
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Consulting Civil Engineers
PO Box 810 | Raleigh, NC 27611
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NCBELS License P-0751

CLIENT:
MADISON HOLDING LLC
ATTN: DAVID SMOOT, IV
1415 HILLSBOROUGH STREET
RALEIGH, NC 27605

REVISIONS	
1	2021-12-27
2	2022-05-10
3	2022-05-27
4	2022-08-04

WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN
136 E HOLDING AVENUE
WAKE FOREST, NC
SITE PLAN



PROJECT NO:	---
DESIGN BY:	BTO
DRAWN BY:	BTO
SCALE:	1"=40'
DATE:	2021-12-27
SHEET NO:	C3.0

PROJECT NOTES

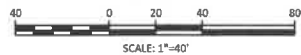
- ALL WATER MAINS WITHIN PUBLIC EASEMENTS AND RIGHTS-OF-WAY SHALL BE OWNED, OPERATED AND MAINTAINED BY THE CITY OF RALEIGH.
- ALL SEWER MAINS WITHIN PUBLIC EASEMENTS AND RIGHTS-OF-WAY SHALL BE OWNED, OPERATED AND MAINTAINED BY THE CITY OF RALEIGH.
- ROAD WIDENING IS NOT REQUIRED FOR THIS PROJECT.
- THIS PROJECT INCLUDES PROPOSED PUBLIC STREETS.
- ALL SIDEWALKS ALONG ACCESSIBLE ROUTE FROM THE ADA PARKING SPACE TO THE CLUSTER MAILBOX MUST BE ADA COMPLIANT.
- ALL RAMP SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF WAKE FOREST MSSD STANDARD 9.13.
- IMPROVED PARK SPACE SHALL HAVE AT LEAST TWO OF THE FOLLOWING FEATURES: LANDSCAPING, WALLS OR PATHWAYS, FENCES, WALKS, LIGHTING AND ELECTRICITY; FOUNTAINS AND/OR PLAYGROUND EQUIPMENT WITH 25% OF THAT SPACE AN ACTIVE AMENITY.
- REFER TO ROAD SECTION PLAN, SHEET C3.1 FOR ROAD CROSS SECTIONS.
- REFER TO OPEN SPACE PLAN, SHEET C3.2 FOR OPEN SPACE CALCULATIONS.
- HOA TO HAVE A MAINTENANCE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DRIVEWAY MAINTENANCE, INCLUDING AREAS OF THE DRIVEWAYS WITHIN ALLEY PUBLIC RIGHT-OF-WAY.

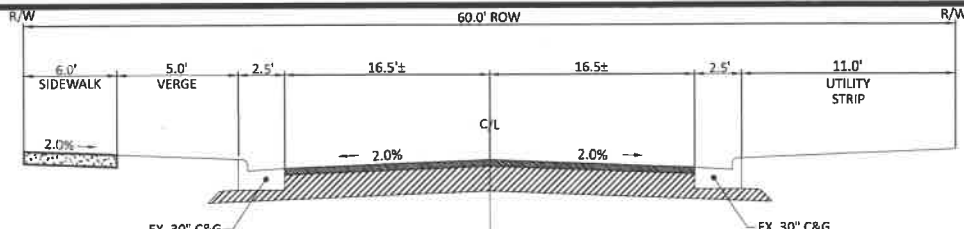
STORMWATER NOTES

- THIS PROJECT IS SUBJECT TO THE TOWN OF WAKE FOREST STORMWATER REQUIREMENTS.
- THIS PROJECT WILL UTILIZE BELOW GROUND STORMWATER CONTROL MEASURES TO MEET TOWN STORMWATER REQUIREMENTS.

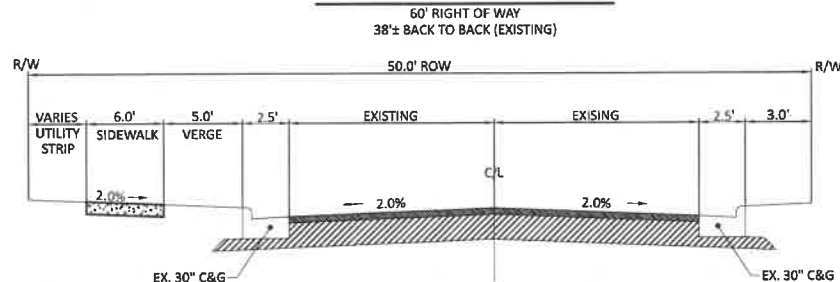
TRASH COLLECTION NOTES

THIS PROJECT WILL BE SERVED BY ROLL-OUT TRASH COLLECTION BINS IN THE ALLEY AT THE REAR OF EACH UNIT.

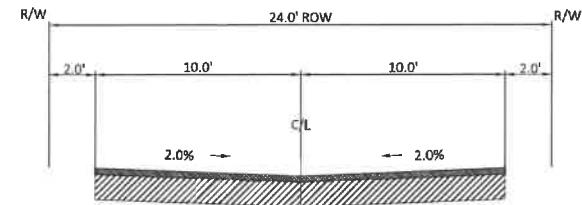




SOUTH WHITE STREET CROSS SECTION

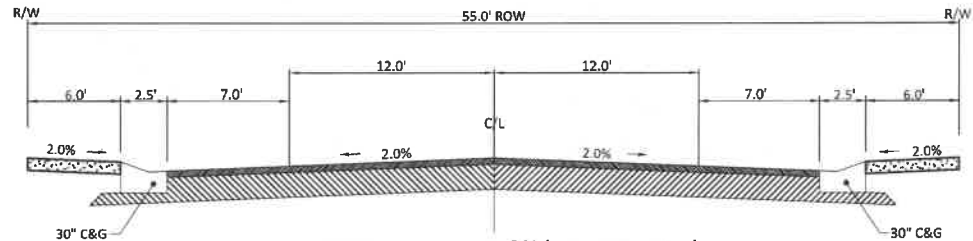


E. HOLDING AVE. CROSS SECTION



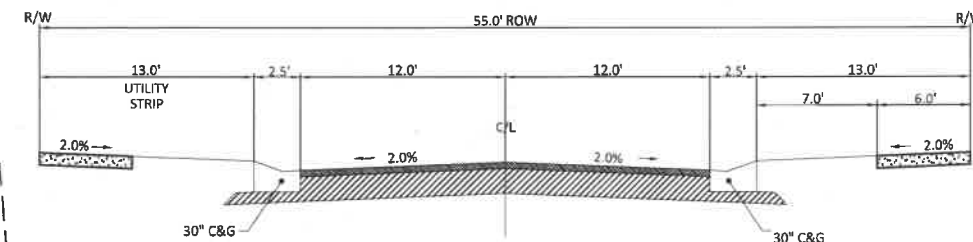
ALLEY CROSS SECTION

ALLEY "A", "B", "C", "D", & "E"
24' RIGHT OF WAY / 20' EDGE TO EDGE



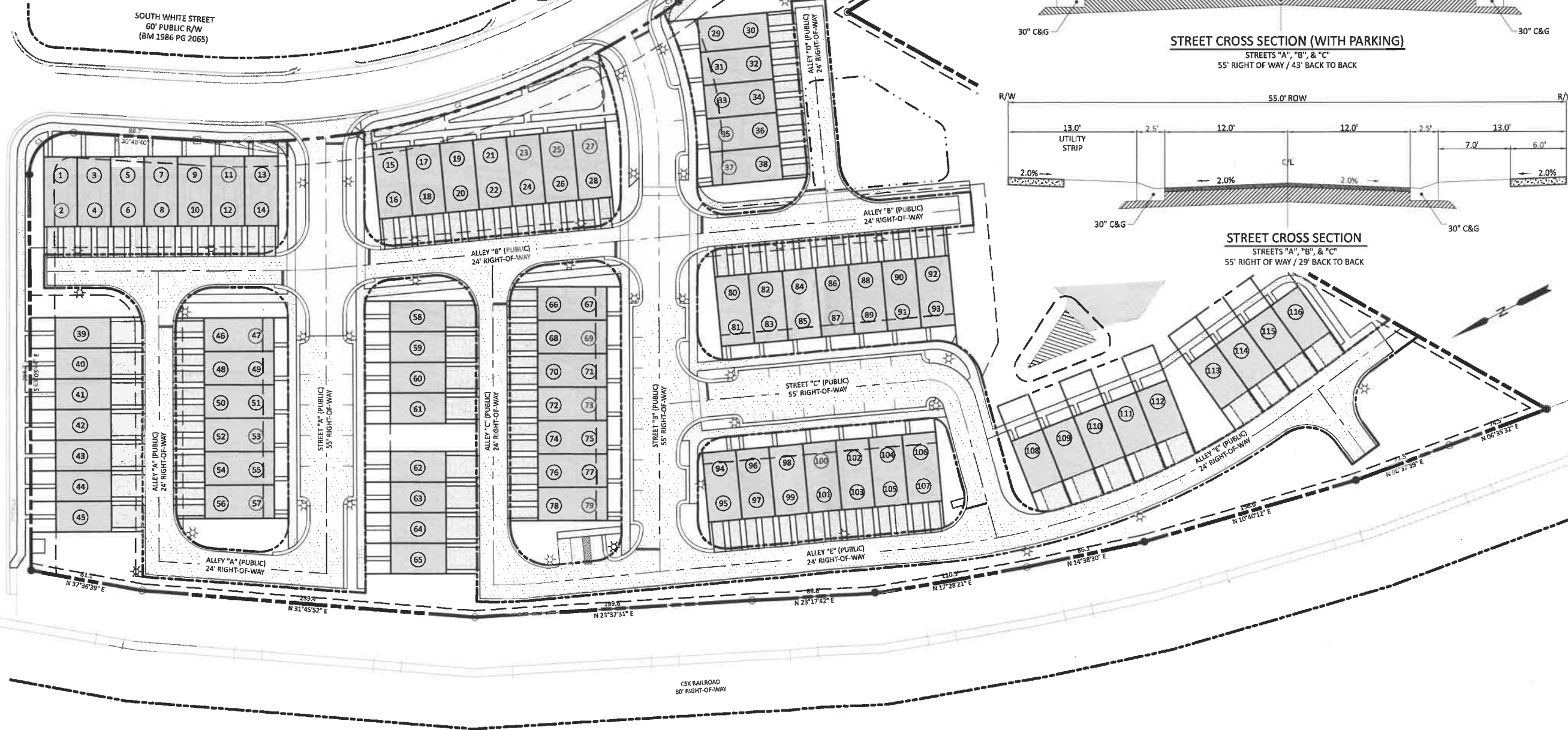
STREET CROSS SECTION (WITH PARKING)

STREETS "A", "B", & "C"
55' RIGHT OF WAY / 43' BACK TO BACK



STREET CROSS SECTION

STREETS "A", "B", & "C"
55' RIGHT OF WAY / 29' BACK TO BACK



PREPARED BY:
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Consulting Civil Engineers
PO Box 810 | Raleigh, NC 27671
919.435.4340
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CLIENT:
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ATTN: DAVID SMOOT, IV
1415 HILLSBOROUGH STREET
RALEIGH, NC 27605

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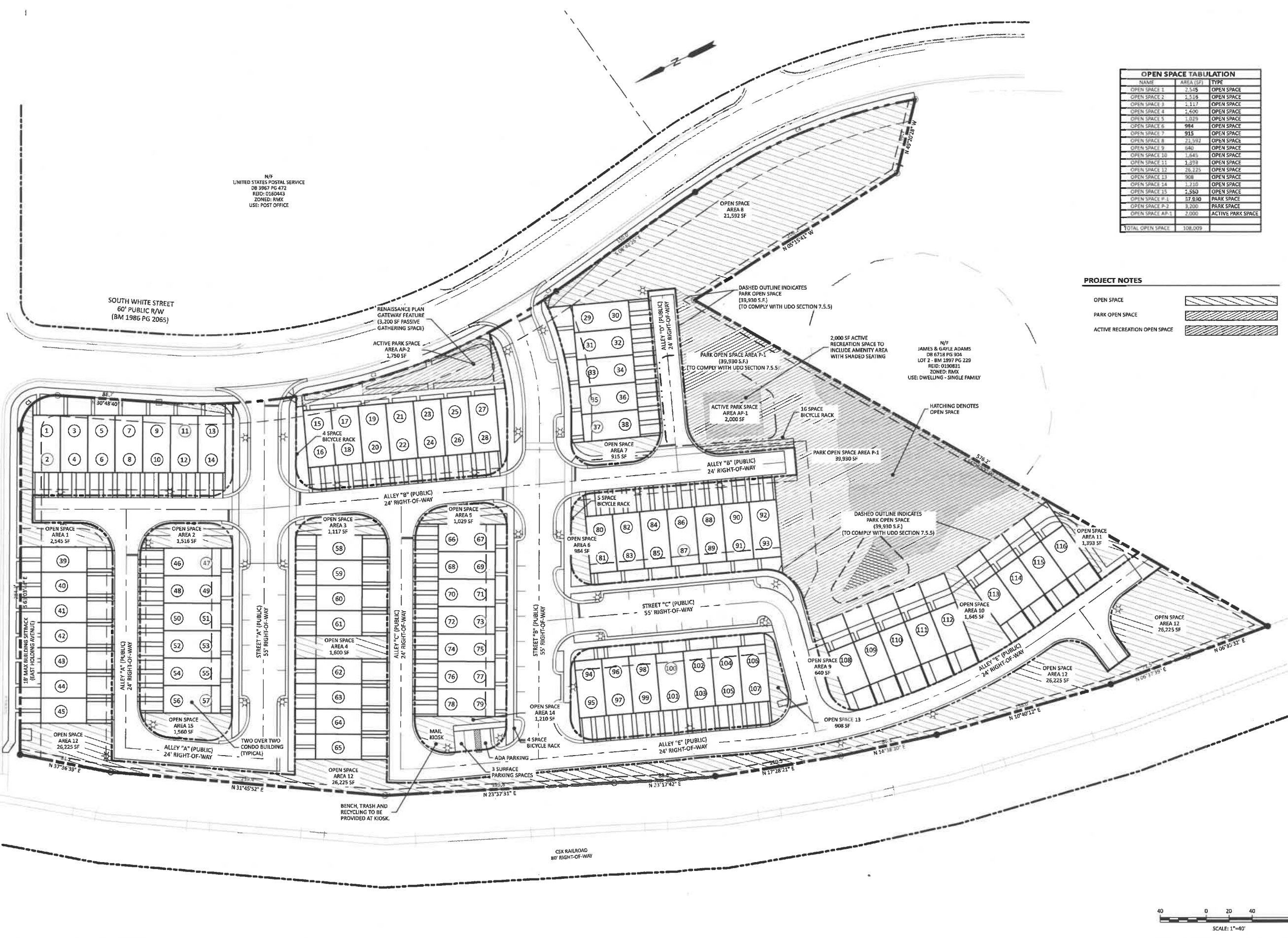
WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN
136 E HOLDING AVENUE
WAKE FOREST, NC
ROAD SECTION PLAN



PROJECT NO.:
DESIGN BY: BTO
DRAWN BY: BTO
SCALE:
DATE: 2021-12-27
SHEET NO: C3.1



SCALE: 1"=40'
PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION



OPEN SPACE TABULATION		
NAME	AREA (SF)	TYPE
OPEN SPACE 1	2,545	OPEN SPACE
OPEN SPACE 2	1,516	OPEN SPACE
OPEN SPACE 3	1,117	OPEN SPACE
OPEN SPACE 4	1,600	OPEN SPACE
OPEN SPACE 5	1,029	OPEN SPACE
OPEN SPACE 6	984	OPEN SPACE
OPEN SPACE 7	915	OPEN SPACE
OPEN SPACE 8	21,592	OPEN SPACE
OPEN SPACE 9	640	OPEN SPACE
OPEN SPACE 10	1,645	OPEN SPACE
OPEN SPACE 11	1,398	OPEN SPACE
OPEN SPACE 12	26,225	OPEN SPACE
OPEN SPACE 13	908	OPEN SPACE
OPEN SPACE 14	1,210	OPEN SPACE
OPEN SPACE 15	1,560	OPEN SPACE
OPEN SPACE P-1	37,930	PARK SPACE
OPEN SPACE P-2	3,200	PARK SPACE
OPEN SPACE AP-1	2,000	ACTIVE PARK SPACE
TOTAL OPEN SPACE	108,009	

PROJECT NOTES

OPEN SPACE

PARK OPEN SPACE

ACTIVE RECREATION OPEN SPACE

PREPARED BY:

The Nau Company
Consulting Civil Engineers

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MADISON HOLDING LLC
ATTN: DAVID SMOOT, IV
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RALEIGH, NC 27605

REVISIONS

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4	2022-08-04	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS

PROJECT NO:

DESIGN BY:

BTO

DRAWN BY:

BTO

SCALE:

1"=40'

DATE:

2021-12-27

SHEET NO:

C3.2

WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN

136 E HOLDING AVENUE
WAKE FOREST, NC

OPEN SPACE PLAN

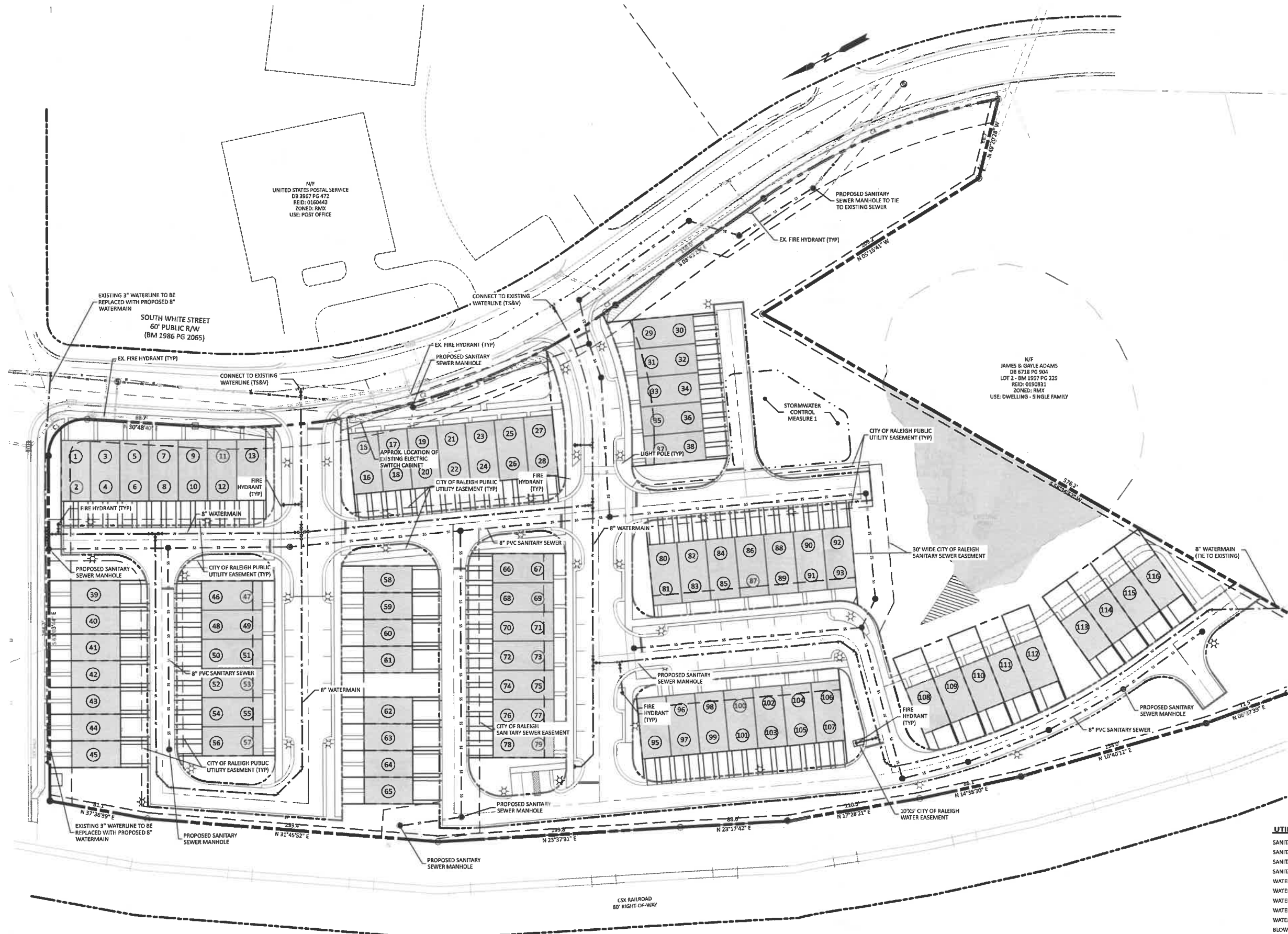
SEAL

037468

ENGINEER

PRINT TO SCALE

2022-08-04



UTILITY NOTES

1. ALL WATER MAINS WITHIN PUBLIC EASEMENTS AND RIGHTS-OF-WAY SHALL BE OWNED, OPERATED AND MAINTAINED BY THE CITY OF RALEIGH.
2. ALL SEWER MAINS WITHIN PUBLIC EASEMENTS AND RIGHTS-OF-WAY SHALL BE OWNED, OPERATED AND MAINTAINED BY THE CITY OF RALEIGH.
3. WATER AND SEWER SERVICES SHALL NOT CROSS MULTIPLE LOT LINES. CONDO UNITS WILL BE SERVICED BY A STANDARD GANG METER SEE CITY OF RALEIGH UTILITY DETAIL W-26

SEWER RELOCATION NOTES

THE EXISTING 8" VCP SANITARY SEWER PIPE THAT RUNS THROUGH THIS SITE WILL BE RELOCATED FOR THIS PROJECT.

WATERLINE RELOCATION NOTES

THE EXISTING 8" WATERLINE THAT RUNS THROUGH THIS SITE WILL BE RELOCATED FOR THIS PROJECT.

CITY OF RALEIGH STANDARD UTILITY NOTES

1. ALL MATERIALS & CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH DESIGN STANDARDS, DETAILS & SPECIFICATIONS (REFERENCE: CORPUS HANDBOOK, CURRENT EDITION)
2. UTILITY SEPARATION REQUIREMENTS:
A) A DISTANCE OF 100' SHALL BE MAINTAINED BETWEEN SANITARY SEWER & ANY PRIVATE OR PUBLIC WATER SUPPLY SOURCE SUCH AS AN IMPOUNDED RESERVOIR USED AS A SOURCE OF DRINKING WATER. IF ADEQUATE LATERAL SEPARATION CANNOT BE ACHIEVED, FERROUS SANITARY SEWER PIPE SHALL BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS. HOWEVER, THE MINIMUM SEPARATION SHALL NOT BE LESS THAN 25' FROM A PRIVATE WELL OR 50' FROM A PUBLIC WELL
B) WHEN INSTALLING WATER &/OR SEWER MAINS, THE HORIZONTAL SEPARATION BETWEEN UTILITIES SHALL BE 10'. IF THIS SEPARATION CANNOT BE MAINTAINED DUE TO EXISTING CONDITIONS, THE VARIATION ALLOWED IS THE WATER MAIN IN A SEPARATE TRENCH WITH THE ELEVATION OF THE WATER MAIN AT LEAST 18" ABOVE THE TOP OF THE SEWER & MUST BE APPROVED BY THE PUBLIC UTILITIES DIRECTOR. ALL DISTANCES ARE MEASURED FROM OUTSIDE DIAMETER TO OUTSIDE DIAMETER
C) WHERE IT IS IMPOSSIBLE TO OBTAIN PROPER SEPARATION, OR ANYTIME A SANITARY SEWER PASSES OVER A WATERMAIN, DIP MATERIALS OR STEEL ENCASUREMENT EXTENDED 10' ON EACH SIDE OF CROSSING MUST BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS
D) 5.0' MINIMUM HORIZONTAL SEPARATION IS REQUIRED BETWEEN ALL SANITARY SEWER & STORM SEWER FACILITIES, UNLESS DIP MATERIAL IS SPECIFIED FOR SANITARY SEWER
E) MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL WATERMAIN & RCP STORM DRAIN CROSSINGS; MAINTAIN 24" MIN. VERTICAL SEPARATION AT ALL SANITARY SEWER & RCP STORM DRAIN CROSSINGS. WHERE ADEQUATE SEPARATIONS CANNOT BE ACHIEVED, SPECIFY DIP MATERIALS & A CONCRETE CRADLE HAVING 6" MIN. CLEARANCE (PER CORPUS DETAILS W-41 & S-45)
F) ALL OTHER UNDERGROUND UTILITIES SHALL CROSS WATER & SEWER FACILITIES WITH 18" MIN. VERTICAL SEPARATION REQUIRED
3. ANY NECESSARY FIELD REVISIONS ARE SUBJECT TO REVIEW & APPROVAL OF AN AMENDED PLAN &/OR PROFILE BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT PRIOR TO CONSTRUCTION
4. CONTRACTOR SHALL MAINTAIN CONTINUOUS WATER & SEWER SERVICE TO EXISTING RESIDENCES & BUSINESSES THROUGHOUT CONSTRUCTION OF PROJECT. ANY NECESSARY SERVICE INTERRUPTIONS SHALL BE PRECEDED BY A 24 HOUR ADVANCE NOTICE TO THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT
5. 3.0' MINIMUM COVER IS REQUIRED ON ALL WATER MAINS & SEWER FORCEMAINS. 4.0' MINIMUM COVER IS REQUIRED ON ALL REUSE MAINS
6. IT IS THE DEVELOPER'S RESPONSIBILITY TO ABANDON OR REMOVE EXISTING WATER & SEWER SERVICES NOT BEING USED IN REDEVELOPMENT OF A SITE UNLESS OTHERWISE DIRECTED BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT. THIS INCLUDES ABANDONING TAP AT MAIN & REMOVAL OF SERVICE FROM ROW OR EASEMENT PER CORPUS HANDBOOK PROCEDURE
7. INSTALL 1/2" COPPER* WATER SERVICES WITH METERS LOCATED AT ROW OR WITHIN A 2'X2' WATERLINE EASEMENT IMMEDIATELY ADJACENT. NOTE: IT IS THE APPLICANT'S RESPONSIBILITY TO PROPERLY SIZE THE WATER SERVICE FOR EACH CONNECTION TO PROVIDE ADEQUATE FLOW & PRESSURE
8. INSTALL 4" PVC* SEWER SERVICES @ 1.0% MINIMUM GRADE WITH CLEANOUTS LOCATED AT ROW OR EASEMENT LINE & SPACED EVERY 75 LINEAR FEET MAXIMUM
9. PRESSURE REDUCING VALVES ARE REQUIRED ON ALL WATER SERVICES EXCEEDING 80 PSI; BACKWATER VALVES ARE REQUIRED ON ALL SANITARY SEWER SERVICES HAVING BUILDING DRAINS LOWER THAN 1.0' ABOVE THE NEXT UPSTREAM MANHOLE
10. ALL ENVIRONMENTAL PERMITS APPLICABLE TO THE PROJECT MUST BE OBTAINED FROM NCDWQ, USACE &/OR FEMA FOR ANY RIPARIAN BUFFER, WETLAND &/OR FLOODPLAIN IMPACTS (RESPECTIVELY) PRIOR TO CONSTRUCTION
11. NCDOT / RAILROAD ENCROACHMENT AGREEMENTS ARE REQUIRED FOR ANY UTILITY WORK (INCLUDING MAIN EXTENSIONS & SERVICE TAPS) WITHIN STATE OR RAILROAD ROW PRIOR TO CONSTRUCTION
12. GREASE INTERCEPTOR / OIL WATER SEPARATOR SIZING CALCULATIONS & INSTALLATION SPECIFICATIONS SHALL BE APPROVED BY THE CORPUS FOG PROGRAM COORDINATOR PRIOR TO ISSUANCE OF A BUILDING PERMIT. CONTACT TIM BEASLEY AT (919) 996-2334 OR TIMOTHY.BEASLEY@RALEIGHNC.GOV FOR MORE INFORMATION
13. CROSS-CONNECTION CONTROL PROTECTION DEVICES ARE REQUIRED BASED ON DEGREE OF HEALTH HAZARD INVOLVED AS LISTED IN APPENDIX-B OF THE RULES GOVERNING PUBLIC WATER SYSTEMS IN NORTH CAROLINA. THESE GUIDELINES ARE THE MINIMUM REQUIREMENTS. THE DEVICES SHALL MEET AMERICAN SOCIETY OF SANITARY ENGINEERING (ASSE) STANDARDS OR BE ON THE UNIVERSITY OF SOUTHERN CALIFORNIA APPROVAL LIST. THE DEVICES SHALL BE INSTALLED AND TESTED (BOTH INITIAL AND PERIODIC TESTING THEREAFTER) IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS OR THE LOCAL CROSS-CONNECTION CONTROL PROGRAM, WHICHEVER IS MORE STRINGENT. CONTACT JOANIE HARTLEY AT (919) 996-5923 OR JOANIE.HARTLEY@RALEIGHNC.GOV FOR MORE INFORMATION

UTILITY PLAN LEGEND

- | | |
|---------------------------|-----|
| SANITARY SEWER PIPE | --- |
| SANITARY SEWER FORCE MAIN | --- |
| SANITARY SEWER MANHOLE | ● |
| SANITARY SEWER CLEANOUT | ○ |
| WATER PIPE | --- |
| WATER METER | ⊠ |
| WATER HYDRANT | ⊕ |
| WATER VALVES | ⊥ |
| WATER FITTINGS | + |
| BLOW-OFF ASSEMBLY | • |

SCALE: 1"=40'

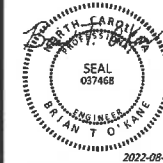
PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION

PREPARED BY:
The Nau Company
Consulting Civil Engineers
PO Box 810 | Raleigh, NC 27671
919-435-6385
NCELS License P-0751

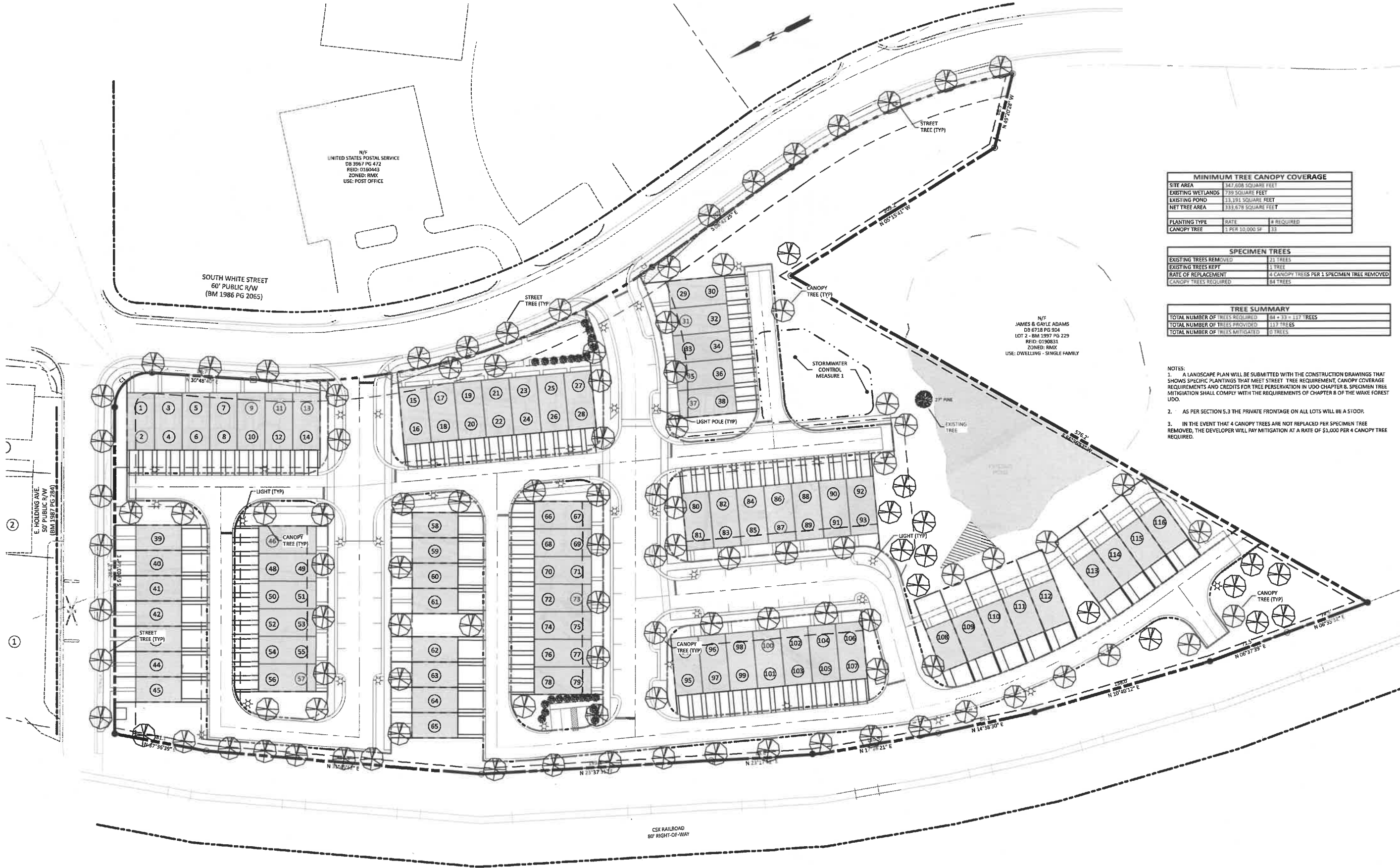
CLIENT:
MADISON HOLDING LLC
ATTN: DAVID SMITH IV
1415 HILLSBOROUGH STREET
RALEIGH, NC 27605

REVISIONS	REVISION	DATE	BY	APP'D
1	ISSUED MASTER PLAN FOR TOWN OF WAKE FOREST COMMENTS	2022-12-27		
2	REVISED MASTER PLAN FOR TOWN OF WAKE FOREST COMMENTS	2022-05-10		
3	REVISED MASTER PLAN FOR TOWN OF WAKE FOREST COMMENTS	2022-05-27		
4	REVISED MASTER PLAN FOR TOWN OF WAKE FOREST COMMENTS	2022-08-08		

WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN
136 E HOLDING AVENUE
WAKE FOREST, NC



PROJECT NO: ---
DESIGN BY: BTO
DRAWN BY: BTO
SCALE: 1"=40'
DATE: 2022-12-27
SHEET NO: C4.0



MINIMUM TREE CANOPY COVERAGE		
SITE AREA	347,608 SQUARE FEET	
EXISTING WETLANDS	739 SQUARE FEET	
EXISTING POND	13,191 SQUARE FEET	
NET TREE AREA	333,678 SQUARE FEET	
PLANTING TYPE	RATE	# REQUIRED
CANOPY TREE	1 PER 10,000 SF	33

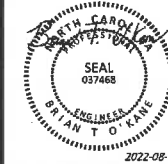
SPECIMEN TREES	
EXISTING TREES REMOVED	21 TREES
EXISTING TREES KEPT	1 TREE
RATE OF REPLACEMENT	4 CANOPY TREES PER 1 SPECIMEN TREE REMOVED
CANOPY TREES REQUIRED	84 TREES

TREE SUMMARY	
TOTAL NUMBER OF TREES REQUIRED	84 + 33 = 117 TREES
TOTAL NUMBER OF TREES PROVIDED	117 TREES
TOTAL NUMBER OF TREES MITIGATED	0 TREES

- NOTES:
- A LANDSCAPE PLAN WILL BE SUBMITTED WITH THE CONSTRUCTION DRAWINGS THAT SHOWS SPECIFIC PLANTINGS THAT MEET STREET TREE REQUIREMENT, CANOPY COVERAGE REQUIREMENTS AND CREDITS FOR TREE PRESERVATION IN UDO CHAPTER 8. SPECIMEN TREE MITIGATION SHALL COMPLY WITH THE REQUIREMENTS OF CHAPTER 8 OF THE WAKE FOREST UDO.
 - AS PER SECTION 5.3 THE PRIVATE FRONTAGE ON ALL LOTS WILL BE A STOOP.
 - IN THE EVENT THAT 4 CANOPY TREES ARE NOT REPLACED PER SPECIMEN TREE REMOVED, THE DEVELOPER WILL PAY MITIGATION AT A RATE OF \$1,000 PER 4 CANOPY TREE REQUIRED.

REVISIONS	
1	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS
2	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS
3	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS
4	REVISED MASTER PLAN PER TOWN OF WAKE FOREST COMMENTS

WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN
136 E HOLDING AVENUE
WAKE FOREST, NC



PROJECT NO:	—
DESIGN BY:	BTG
DRAWN BY:	BTG
SCALE:	1"=40'
DATE:	2021-12-27
SHEET NO:	C5.0

**BEFORE THE TOWN OF WAKE FOREST BOARD OF COMMISSIONERS
WAKE COUNTY NORTH CAROLINA
SP-21-06**

In re:

White Street Townhomes
136 E Holding Street
720 E Holding Street

**AFFIDAVIT OF
BRIAN O'KANE**

Brian O'Kane, being duly sworn, deposes and says:

1. I have personal knowledge of and am competent to testify about the matters set forth below.

2. I am a Project Manager with The Nau Company, PLLC a civil engineering firm founded in 2009.

3. I graduated from North Carolina State University with a Bachelor of Science degree in Civil Engineering. I have been a licensed Professional Engineer in North Carolina since 2011.

4. The Nau Company was retained by Madison Holding, LLC, the applicant for the above-captioned project, to provide civil engineering and planning services in connection with the proposed development.

5. The proposed Major Subdivision and Master Site Plan (the "Plan") was first submitted for approval on or about June 7, 2021. In my capacity as Project Manager with The Nau Company, PLLC, I received comment letters from the Town of

Wake Forest Technical Review Committee (TRC) and responded on the following dates:

- June 30, 2021: First Round Comments received;
- December 27, 2021: First Round Responses submitted;
- January 25, 2022: Second Round Comments received;
- May 9, 2022: Second Round Responses submitted;
- May 27, 2022: Third Round Comments received;
- June 27, 2022: Third Round Responses submitted;
- July 22, 2022: Fourth Round Comments received;
- August 4, 2022: Fourth Round Comments submitted;
- August 26, 2022: Staff Review Completed

6. In connection with this scope of work, I have extensively reviewed the Town of Wake Forest's Unified Development Ordinance that was in effect on June 7, 2021 - the date of initial filing.

7. Based on my review of the UDO and the plans for the project, and as confirmed throughout the review process with Town staff, the proposed development meets all applicable requirements of the UDO. Specifically, the proposed Major Subdivision Plan/ Major Site Plan meets all the applicable UDO standards pertaining to allowed uses, density, lot size, open space, park space, active recreation, roads, parking, setbacks, and public utility infrastructure.

8. Specifically, the proposed open space for the project is 31.05% or 2.48 acres which significantly exceeds the UDO requirement of 5% of residential areas or

0.4 acres. The density for the project will be 20.75 dwelling units per acre which is less than the 24 dwelling units per acre allowed under the existing RMX zoning. The proposed park space for the project is 11.5% or 0.92 acres which well exceeds the 2% or 0.16 acres required by the UDO. The active recreation for the project is 28.8% or 0.05 acres of the park space which exceeds the 25% or 0.04 acres that is required under the UDO.

9. It should be noted that much of the open space is located along the majority of the southern property line. This, combined with the existing vegetation that will remain around the edge of the pond and the existing vegetation located on the parcel to the south, creates a significant buffer and separation from the proposed residential units proposed under the Plan and the parcel to the south. Specifically, the single-family home that is located on the parcel to the south of this project is approximately 660 feet from unit 116 shown on the Plan and significant vegetation currently exists along the southern property line that provides screening of units 108-116 shown on the Plan. Additionally, units 92 and 93 shown on the plan are more than 915 feet from the single-family home located on the parcel to the south of the property and units 29-38 are approximately 1,020 feet from the single-family home to the south.

10. The Plan also provides for 316 parking spaces and 33 bike spaces both of which meet or exceed the minimum requirements under the UDO.

11. In addition, in my discussions with Town staff, no applicable Town plans or policies with which the proposed development is inconsistent have been identified.

Further, based on my review and familiarity with the project, the proposed development is consistent with the following Town plans and policies:

- 2009 Wake Forest Community Plan for the Town Center Zone (providing that new residential development should be at an urban density with dwellings pulled up to the street, placing them within walking distance of the downtown commercial district);
- 2017 Renaissance Plan for Downtown Wake Forest (the Plan provides for sidewalks along E. Holding Avenue and S. White Street that connect the core and improve the pedestrian network in accordance with the 2017 Renaissance Plan); and
- Wake Forest Comprehensive Transportation Plan (April 2021 Update) (the Plan proposes frontage improvements along E. Holding and S. White Street and the Traffic Impact Analysis reviewed by the Town of Wake Forest and NCDOT did not require any additional improvements).

12. Throughout the planning process, I have also been in contact with the municipalities and entities providing utility service to the project site. As proposed, the development has adequate water (3-inch water line located along S. White Street which will be replaced by an 8-inch water line and an 8-inch water line in S. White Street) and sewer service (8 inch sewer line located along S. White Street) through City of Raleigh utilities on both tracts. Electric service is available on both tracts through Wake Forest Power.

13. Finally, all stormwater generated from the project will be treated and detained in an underground stormwater control device and will discharge into the existing stormwater system along S. White Street. No stormwater generated from the project will be directed or piped into the existing pond located along the southern property line.

14. For all the reasons set forth in this Affidavit, and in my professional opinion as a licensed professional engineer, the proposed project as shown on the Plan is consistent with the adopted plans and policies of the Town of Wake Forest, complies with all applicable requirements of the UDO, has adequate transportation and utility infrastructure.

This the 4 day of October, 2022.

Brian O'Kane
Brian O'Kane

WAKE COUNTY, NORTH CAROLINA

Sworn to and subscribed before me this the 4th day of Oct, 2022.

BS
Notary Public

My commission expires: 8-3-26
[SEAL]



**BEFORE THE TOWN OF WAKE FOREST BOARD OF COMMISSIONERS
WAKE COUNTY NORTH CAROLINA
SP-21-06**

In re:

White Street Townhomes
136 E Holding Street
720 E Holding Street

**AFFIDAVIT OF
CAROLINE CHEEVES**

Caroline Cheeves, being duly sworn, deposes and says:

1. I have personal knowledge of and am competent to testify about the matters set forth below.
2. I am a Project Manager with Ramey Kemp Associates, a Raleigh-based transportation engineering and consulting firm founded in 1992.
3. I graduated from North Carolina State University with a Civil Engineering degree. I have been a licensed Professional Engineer in North Carolina since 2020 and have over 6 years of experience with the industry.
4. I have extensive experience as a traffic engineer, having performed more than 100 Traffic Impact Analyses or similar reports.
5. Ramey Kemp Associates was retained by Madison Holding, LLC, the applicant for the above-captioned project, to perform a Traffic Impact Analysis in connection with the proposed development.
6. In connection with this scope of work, I reviewed the proposed development plans, existing infrastructure, and estimated traffic for the proposed

development. A more detailed description of the work performed is provided in the Traffic Impact Analysis ("TIA") dated September 12, 2022, which was submitted to the Town of Wake Forest (Town) and NC Department of Transportation (NCDOT). A true and accurate copy of the TIA's Executive Summary is attached as Exhibit A. The NCDOT's TIA Review Report is attached as Exhibit B.

7. The TIA was performed in coordination with the Town and NCDOT and followed the Town's Unified Development Ordinance and the guidelines set forth by the NCDOT.

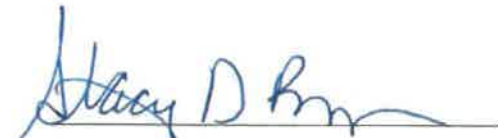
8. As outlined in the TIA and summarized in the Executive Summary, the existing road network and infrastructure around the project area is more than adequate to support the proposed development. For that reason, the TIA does not recommend any improvements or additions to the existing infrastructure. The TIA was reviewed and approved by both the Town and NCDOT, who agreed with the methodology and the findings of the TIA. The TIA found that the development is not expected to have a significant negative impact on the roadway network and that the existing roadway network is expected to accommodate the traffic associated with the proposed townhome development. To comply with the Town's UDO, improvements were identified at some intersections that are already operating poorly; however, based on the relatively low amount of traffic the proposed development is expected to add to the roadway network, no improvements outside of the site driveways are triggered by the development.

This the 4th day of October, 2022.

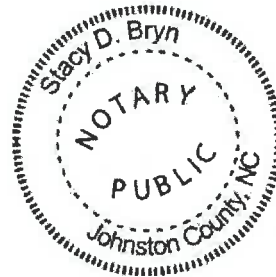

Caroline Cheeves

WAKE COUNTY, NORTH CAROLINA

Sworn to and subscribed before me this the 4th day of October, 2022.


Notary Public

My commission expires: 4-25-2024
[SEAL]



RAMEY KEMP ASSOCIATES
TOGETHER WE ARE LIMITLESS



White Street Townhomes
Traffic Impact Analysis
Wake Forest, North Carolina

TRAFFIC IMPACT ANALYSIS

FOR

WHITE STREET TOWNHOMES

LOCATED

IN

WAKE FOREST, NORTH CAROLINA

Prepared For:
Madison Holding LLC
1415 Hillsborough Street
Raleigh, NC 27605

Prepared By:
Infrastructure Consulting Services, Inc.
dba
Ramey Kemp Associates
5808 Faringdon Place
Raleigh, NC 27609
License #F-1489

September 2022

RKA Project No. 21772



Caroline Cheeves
9-12-2022

Prepared By: AP

Reviewed By: CC

**TRAFFIC IMPACT ANALYSIS
WHITE STREET TOWNHOMES
WAKE FOREST, NORTH CAROLINA**

EXECUTIVE SUMMARY

1. Development Overview

A Traffic Impact Analysis (TIA) was conducted for the proposed White Street Townhomes development in accordance with the Wake Forest (Town) Unified Development Ordinance (UDO) and North Carolina Department of Transportation (NCDOT) capacity analysis guidelines. The proposed development is to be located in the southwestern quadrant of the intersection of South White Street and East Holding Avenue in Wake Forest, North Carolina. The proposed development is expected to be a maximum of 116 single-family attached housing development and estimated to be built out in 2024. Site access is proposed via two full movement intersections on South White Street.

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

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

2. Existing Traffic Conditions

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

- East Holding Avenue and S White Street
- East Holding Avenue and S Main Street
- East Holding Avenue and S Franklin Street
- S Main Street and Dr Calvin Jones Highway
- S Franklin Street and Dr Calvin Jones Highway

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

Traffic volumes were balanced between study intersections, where appropriate.

3. Site Trip Generation

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

Table E-1: Site Trip Generation

LAND USE (ITE Code)	INTENSITY	DAILY TRIPS (VPD)	WEEKDAY AM PEAK HOUR (VPH)		WEEKDAY PM PEAK HOUR (VPH)	
			Enter	Exit	Enter	Exit
Single Family Detached Housing (215)	116 dwellings	834	17	38	37	29

4. Future Traffic Conditions

Through coordination with the Town and NCDOT, it was determined that an annual growth rate of 3% would be used to generate 2022 projected weekday AM and PM peak hour traffic volumes.

The following adjacent developments were identified to be considered under future conditions:

- Holding Village
- Wait Avenue Condos
- Powerhouse Phase 2
- Grove 98 (Forbes Property)
- Legacy Apartments

5. Capacity Analysis Summary

The analysis considered weekday AM and PM peak hour traffic for 2022 existing, 2024 no-build, and 2024 build conditions. Refer to Section 7 of the TIA for the capacity analysis summary performed at each study intersection.

6. Recommendations

Based on the findings of this study, no specific geometric and traffic control improvements have been identified at study intersections. The recommended lane configurations are summarized below and are illustrated in Figure E-1.

It should be noted that, per the Town's UDO, improvements were identified at certain intersections which would allow them to operate at acceptable levels of service (D or better), and an analysis of the scenario was considered based on these requirements.

Improvements by Holding Village

Dr Calvin Jones Highway and S Franklin Street

- Convert intersection to superstreet configuration.
- Provide two southbound right-turn lanes.
- Provide northbound right-turn lane.
- Signal timing modifications.

Dr Calvin Jones Highway and S Franklin Street

- Signal timing modifications.

Improvements by Forbes Property

Dr Calvin Jones Highway and S Franklin Street

- Increase the southbound right turn lane to accommodate 225' of storage.

Improvements to Meet UDO Requirements

Dr Calvin Jones Highway and S Main Street

- Provide two (2) exclusive through lanes and one (1) right turn lane for both the northbound and southbound approaches.

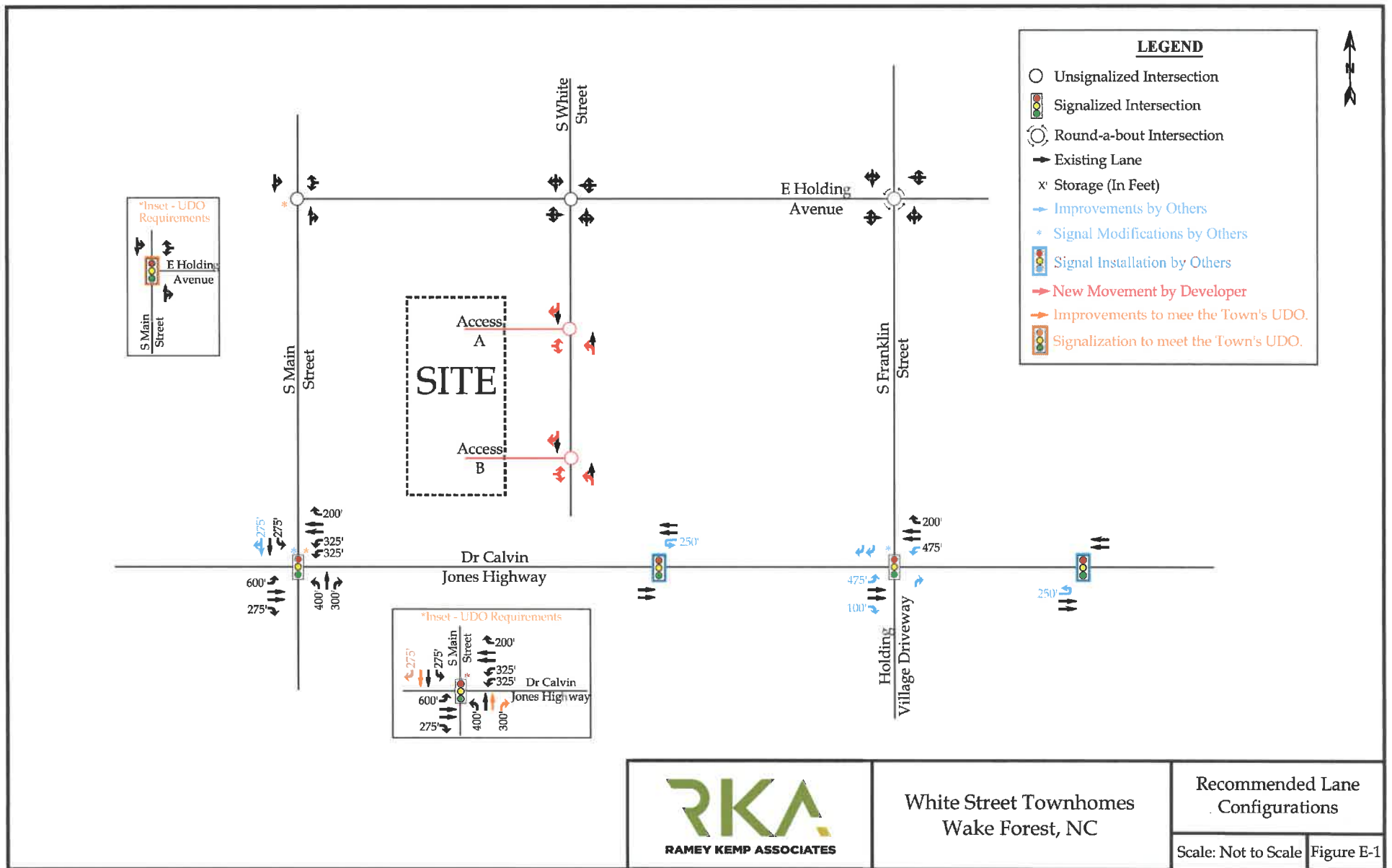
S Main Street and E Holding Avenue

- Signalized intersection.

Recommended Lane Configuration by Developer

S White Street and Accesses A and B

- Construct the eastbound approaches with one ingress and one egress striped as a shared left-right.
- Provide stop-control for eastbound approaches.





STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

July 26, 2022

White Street Townhomes

Traffic Impact Analysis Review Report Congestion Management Section

TIA Project: SC-2022-239
Division: 5
County: Wake



Doumit Y. Ishak, Regional Engineer
Clarence B. Bunting, IV, P.E. Project Engineer
Daniel W. Collins, Design Engineer

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
TRANSPORTATION MOBILITY & SAFETY DIVISION
1561 MAIL SERVICE CENTER
RALEIGH, NC 27699-1561

Telephone: (919) 814-5000
Fax: (919) 771-2745
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
750 N. GREENFIELD PARKWAY
GARNER, NC 27529

White Street Townhomes

SC-2022-239

Wake Forest

Wake County

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

Date Initially Received by CMS	06/28/22	Date of Site Plan	06/27/22
Date of Complete Information	06/28/22	Date of Sealed TIA	06/28/22

Proposed Development

The TIA assumes the development is completed by 2024 and consists of the following:

Land Use	Land Use Code	Size
Single Family Detached Housing	215	116 d.u

Trip Generation - Unadjusted Volumes During a Typical Weekday

	IN	OUT	TOTAL
AM Peak Hour	17	38	55
PM Peak Hour	37	29	66
Daily Trips			834

General Reference

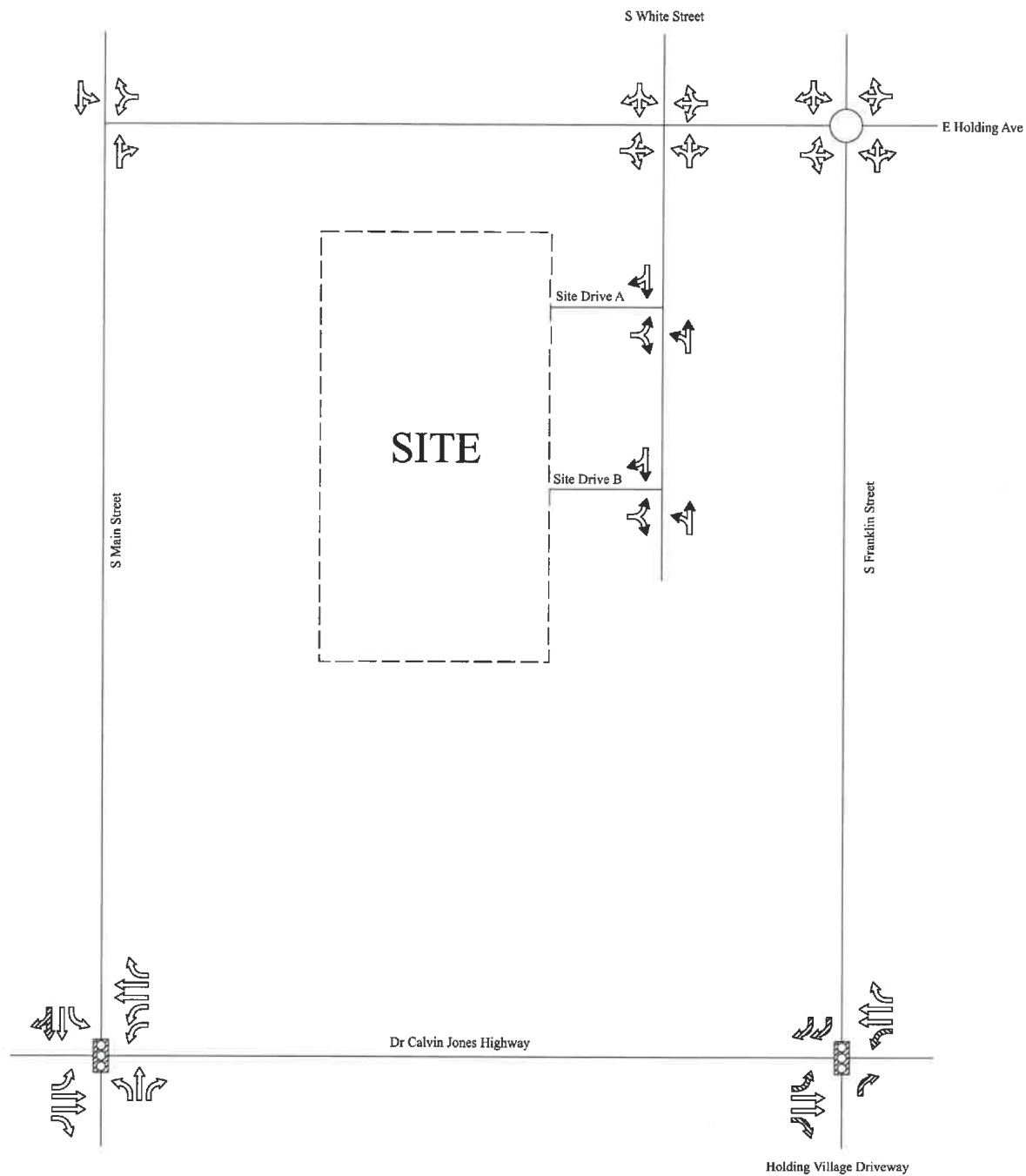
For reference to various documents applicable to this review please reference the following link: <https://connect.ncdot.gov/resources/safety/Pages/Congestion-Management.aspx> Once the driveway permit has been approved and issued, a copy of the final driveway permit requirements should be forwarded to this office. If we can provide further assistance, please contact the Congestion Management Section.

Improvements By Others

The analysis includes background improvements by others. If these improvements are not in place at the time of construction, the site should provide these improvements or analysis demonstrating mitigation is not necessary.

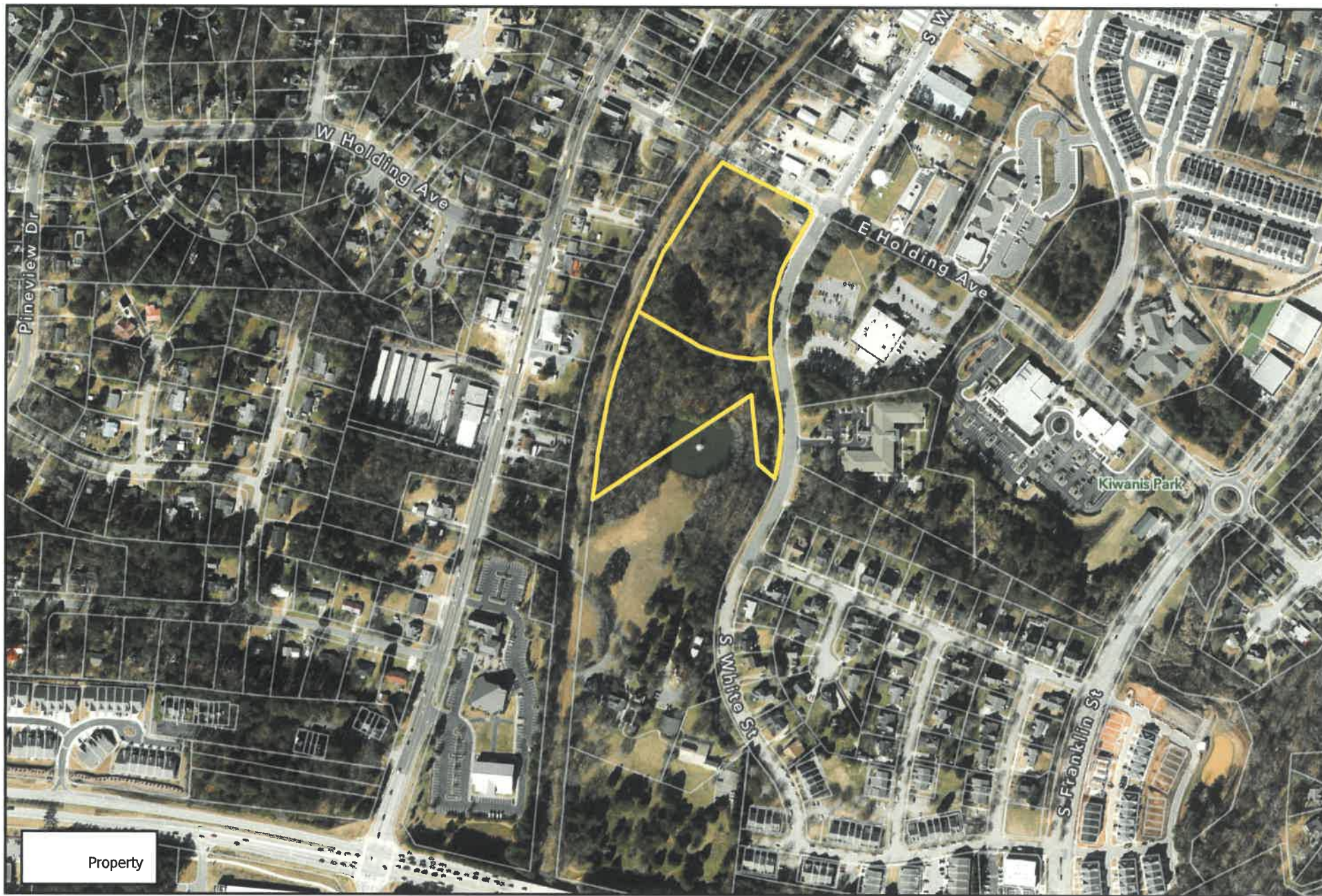
Signalization

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



White Street Townhomes SC-2022-239

-  Existing Laneage
-  Recommended Laneage
-  Laneage Built By Others
-  NCDOT Recommendation
-  Existing Signal
-  Signal Proposed By Others
-  Developer Proposed Signal
-  Storage
-  NCDOT Recommended Storage
-  Distance Between Intersections
-  Internal Protected Stem
- All Distances in Feet
- Drawing Not to Scale



0 200 400 800 ft
1 inch equals 400 feet

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

Madison Station

Preliminary Architecture

*These renderings are for scale and preliminary discussions only.

Condos



*These renderings are for scale and preliminary discussions only.

Condos



*These renderings are for scale and preliminary discussions only.

Basement Townhomes



*These renderings are for scale and preliminary discussions only.

Basement Townhomes



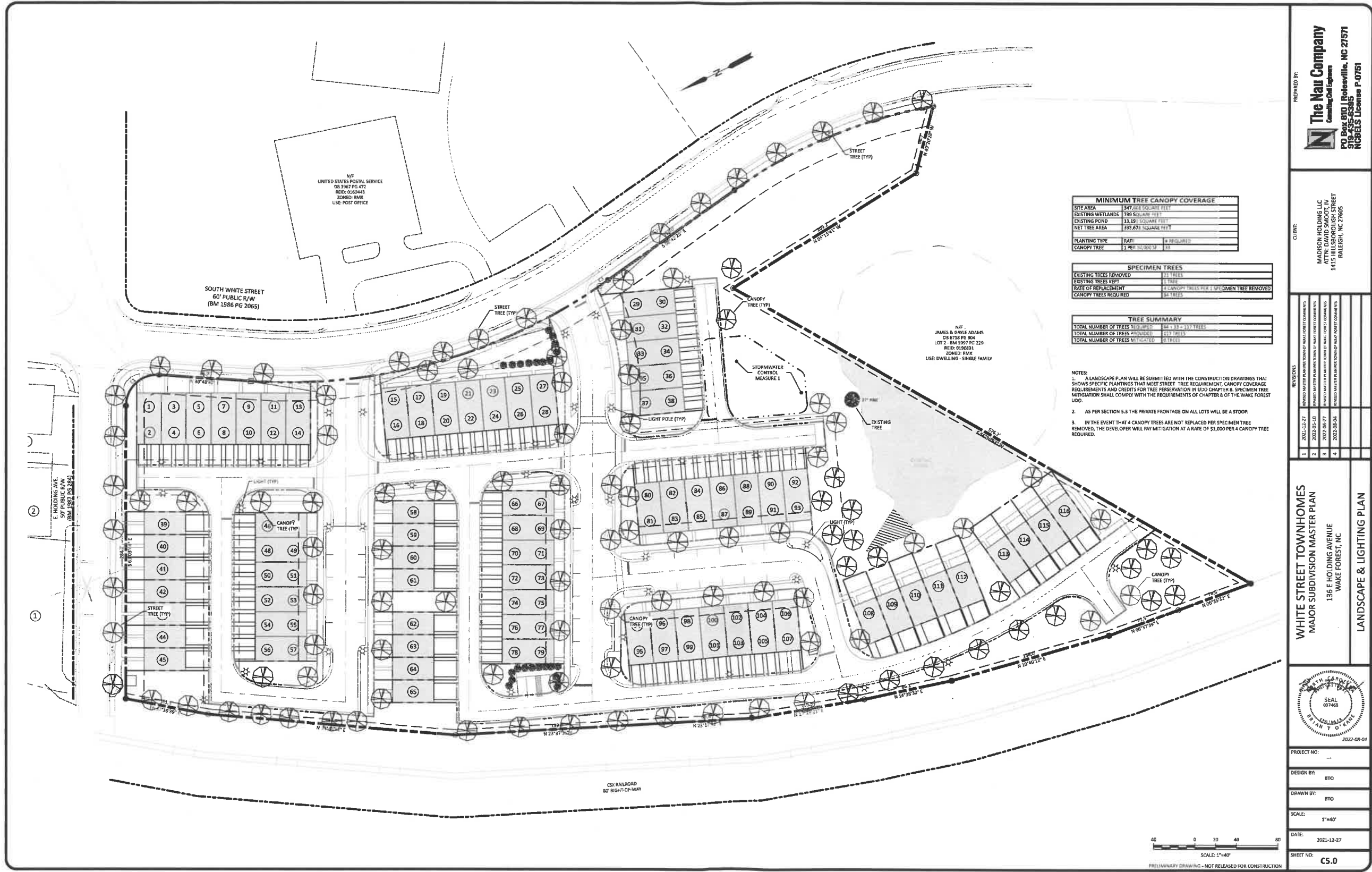
*These renderings are for scale and preliminary discussions only.

Townhomes



*These renderings are for scale and preliminary discussions only.





MINIMUM TREE CANOPY COVERAGE			
SITE AREA	347,406 SQUARE FEET		
EXISTING WETLANDS	739 SQUARE FEET		
EXISTING POND	13,491 SQUARE FEET		
NET TREE AREA	333,677 SQUARE FEET		
PLANTING TYPE	RATE	# REQUIRED	
CANOPY TREE	1 PER 10,000 SF	33	

SPECIMEN TREES	
EXISTING TREES REMOVED	17 TREES
EXISTING TREES KEPT	1 TREE
RATE OF REPLACEMENT	1 CANOPY TREE PER 1 SPECIMEN TREE REMOVED
CANOPY TREES REQUIRED	36 TREES

TREE SUMMARY	
TOTAL NUMBER OF TREES REQUIRED	69 + 33 = 102 TREES
TOTAL NUMBER OF TREES PROVIDED	117 TREES
TOTAL NUMBER OF TREES MITIGATED	0 TREES

- NOTES:
1. A LANDSCAPE PLAN WILL BE SUBMITTED WITH THE CONSTRUCTION DRAWINGS THAT SHOWS SPECIFIC PLANTINGS THAT MEET STREET TREE REQUIREMENT. CANOPY COVERAGE REQUIREMENTS AND CREDITS FOR TREE PERMANENCE IN UDO CHAPTER 8. SPECIMEN TREE MITIGATION SHALL COMPLY WITH THE REQUIREMENTS OF CHAPTER 8 OF THE WAKE FOREST UDO.
 2. AS PER SECTION 5.3 THE PRIVATE FRONTAGE ON ALL LOTS WILL BE A STOOP
 3. IN THE EVENT THAT 4 CANOPY TREES ARE NOT REPLACED PER SPECIMEN TREE REMOVED, THE DEVELOPER WILL PAY MITIGATION AT A RATE OF \$1,000 PER 4 CANOPY TREE REQUIRED.

PREPARED BY:
The Nau Company
Civil Engineering
PO Box 810 | Raleigh, NC 27671
919-435-5395
NCBELS License P-0751

CLIENT:
MADISON HOLDING LLC
ATTN: DAVID SMOOT, IV
1415 HILLSBOROUGH STREET
RALEIGH, NC 27605

WHITE STREET TOWNHOMES
MAJOR SUBDIVISION MASTER PLAN
135 E HOLDING AVENUE
WAKE FOREST, NC



PROJECT NO:	---
DESIGN BY:	BTG
DRAWN BY:	BTG
SCALE:	1"=40'
DATE:	2021-12-27
SHEET NO:	C5.0



Steven B. Peden
Principal

5440 Wade Park Blvd. Suite 200
Raleigh, NC 27607
T 919 785 3434

Steven.peden@avisonyoung.com

October 3, 2022

Chad W. Essick – Poyner Spruill LLP
PO Box 1801
Raleigh, NC 27602



Re: Property Value and Development Analysis for 136 and 720 E. Holding Avenue, Wake Forest

Dear Chad W. Essick – Poyner Spruill LLP:

I am a Principal with Avison Young's Capital Markets team. Avison Young is a global real estate advisor with 5,000 real estate professionals in 16 countries. I lead the firm's North Carolina multi-family investment practice with a focus on the marketing, disposition, acquisition, and financing of multi-family assets including apartments, townhomes, and condominiums. During my career, I have negotiated the sale of more than \$1.0 billion worth of multi-family assets, including student housing, market-rate multi-family, senior housing, and development land.

At your request, I have evaluated the plan of development for White Street Townhomes at 136 and 720 E. Holding Avenue, Wake Forest (SP-21-60) (the "Property" or the "Site"). The Property totals approximately 8.0 acres and is zoned RMX, which allows maximum density of 24 dwelling units per acre. The master plan for the Property contemplates 116 dwelling units, including 24 townhomes and 92 "two-over-two" condominiums, resulting in a density of 20.75 units per acre. Stanley Martin, an award-winning regional homebuilder known for its expertise in townhomes and two-over-two condominiums, will be the sole builder. Stanley Martin recently completed the well-received 85-unit townhouse development, Retreat at Renaissance, which is located within two blocks of the Site. Stanley Martin is also developing several other similar properties in Wake Forest.

The Site is bounded to the south by property zoned RMX with light existing uses including a single-family dwelling, offices, and service businesses. This property is comprised of several adjoining tracts under common ownership totaling approximately 15.5 acres. I consider this assemblage, which is primarily vacant, to be underdeveloped relative to its potential. This assemblage and the Property are the last significant underdeveloped or undeveloped properties in downtown Wake Forest.

To the east across S White Street, the Site is bounded by properties zoned RMX that have been fully developed as a United States Post Office and senior housing. To the north across E Holding Avenue, the Site is bounded by properties zoned UMX including a food pantry and barber shop. Finally, CSX Transportation owns an 80-foot-wide right-of-way along the entire western border of the property. The railroad tracks run on top of a tall embankment and completely screen property further to the west.

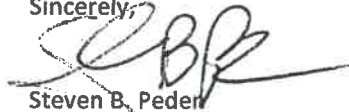
There have been several recent sales of comparable real estate. I arranged the sale of 12.4 acres of undeveloped, RMX-zoned property in May 2021, located at 601 Gilcrest Farm Road, which is approximately two miles from downtown Wake Forest. This property is currently being developed as a four-story, 272-unit apartment complex. The selling price was \$3.6 million, or \$290,000 per acre. Closer to downtown, two properties zoned UMX have sold recently and can be considered directly comparable to the Site. These two properties are being developed by Stanley Martin as two-over-two condominiums.

AVISON YOUNG

One parcel containing 1.6 acres at 109 N. Franklin Street sold in November 2021 for \$2.4 million, or \$1.5 million per acre. The second parcel containing 3.1 acres at 150 N. White Street sold in April 2022 for \$3.75 million, or \$1.2 million per acre. These sale prices significantly exceeded the recently assessed values of the real estate. In both cases, all existing structures have been demolished; thus, the selling prices may understate the value of the land as if undeveloped.

Based on my review and experience, it is my opinion that the development of the Property will:
(1) not have any negative impact on and more likely may increase the value of surrounding property;
and (2) the plan as proposed will not be detrimental to the use or future development of adjacent properties or other neighborhood uses.

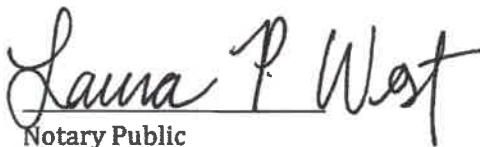
Sincerely,



Steven B. Peden
Principal
Avison Young

WAKE COUNTY, NORTH CAROLINA

Sworn to and subscribed before me this the 3 day of Oct., 2022.



Notary Public

My commission expires: 5-28-2023

[SEAL]



Wanda and Bert Marshall
622 S. White Street
Wake Forest, NC 27587

September 29, 2022

Planning Board
Board of Commissioners
Town of Wake Forest
301 S. Brooks St.
Wake Forest, NC 27587

Dear Planning Board and Board of Commissioners:

My name is Wanda Marshall. My husband, Bert, and I own property located 622 S. White Street, Wake Forest, NC 27587, where we run our business, Hair by Marshall & Co. We attended the neighborhood meeting held on March 10, 2022 for the proposed development across the street, Case # SD-21-06. We are grateful the developer listened to our requests and made substantive changes to their plans based on our input. We support the current plan of development.

Sincerely,

Wanda Marshall

A handwritten signature in black ink that reads "Wanda Marshall". The script is cursive and fluid, with the first name "Wanda" being more prominent than the last name "Marshall".

Wanda and Bert Marshall
622 S. White Street
Wake Forest, NC 27587

September 29, 2022

Planning Board
Board of Commissioners
Town of Wake Forest
301 S. Brooks St.
Wake Forest, NC 27587

Dear Planning Board and Board of Commissioners:

My name is Bert Marshall. My wife, Wanda, and I own property located 622 S. White Street, Wake Forest, NC 27587, where we run our business, Hair by Marshall & Co. We attended the neighborhood meeting held on March 10, 2022 for the proposed development across the street, Case # SD-21-06. We are grateful the developer listened to our requests and made substantive changes to their plans based on our input. We support the current plan of development.

Sincerely,



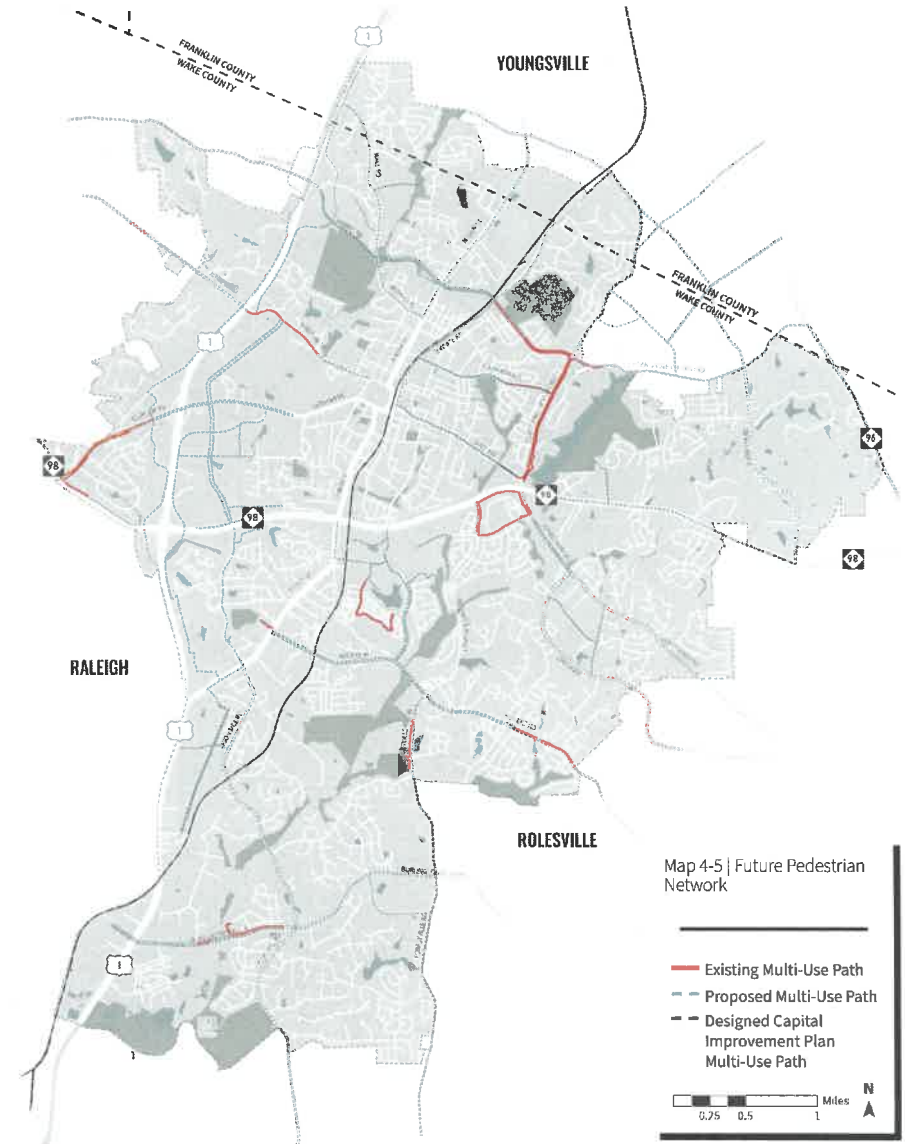
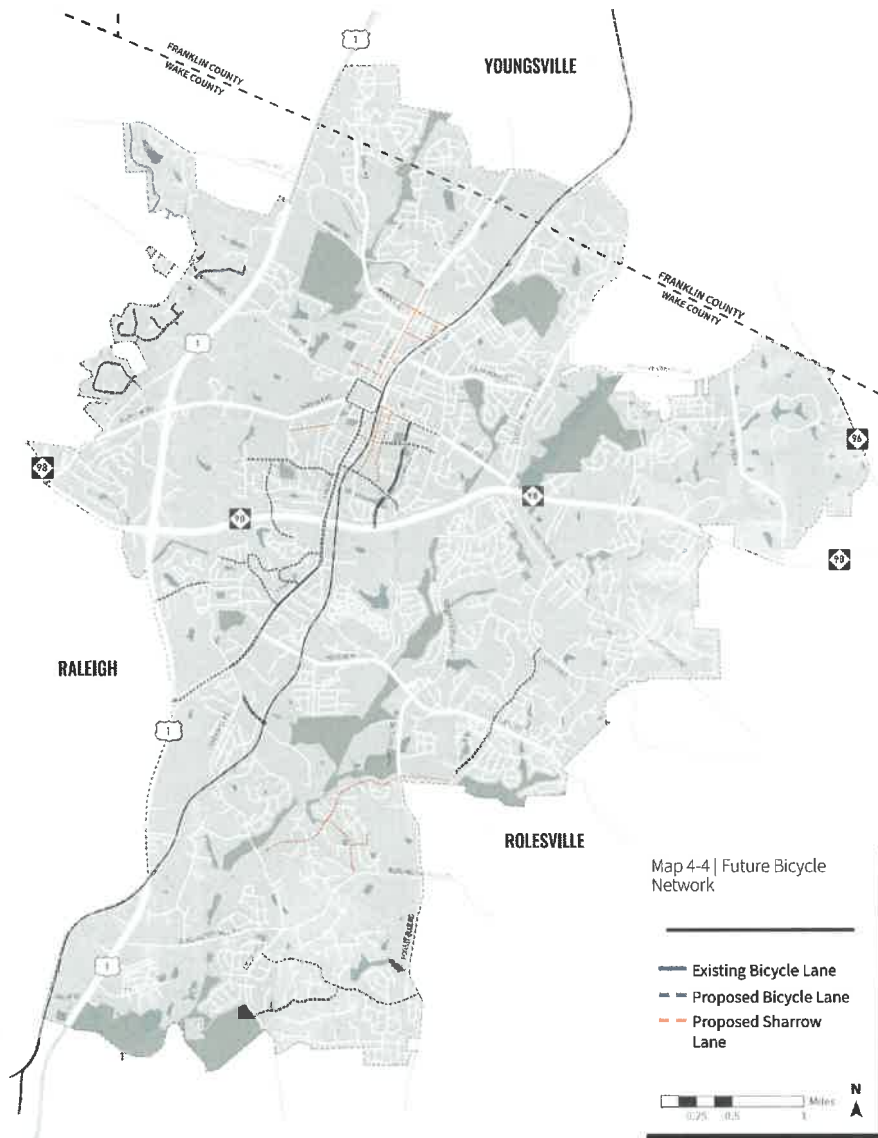
Bert Marshall

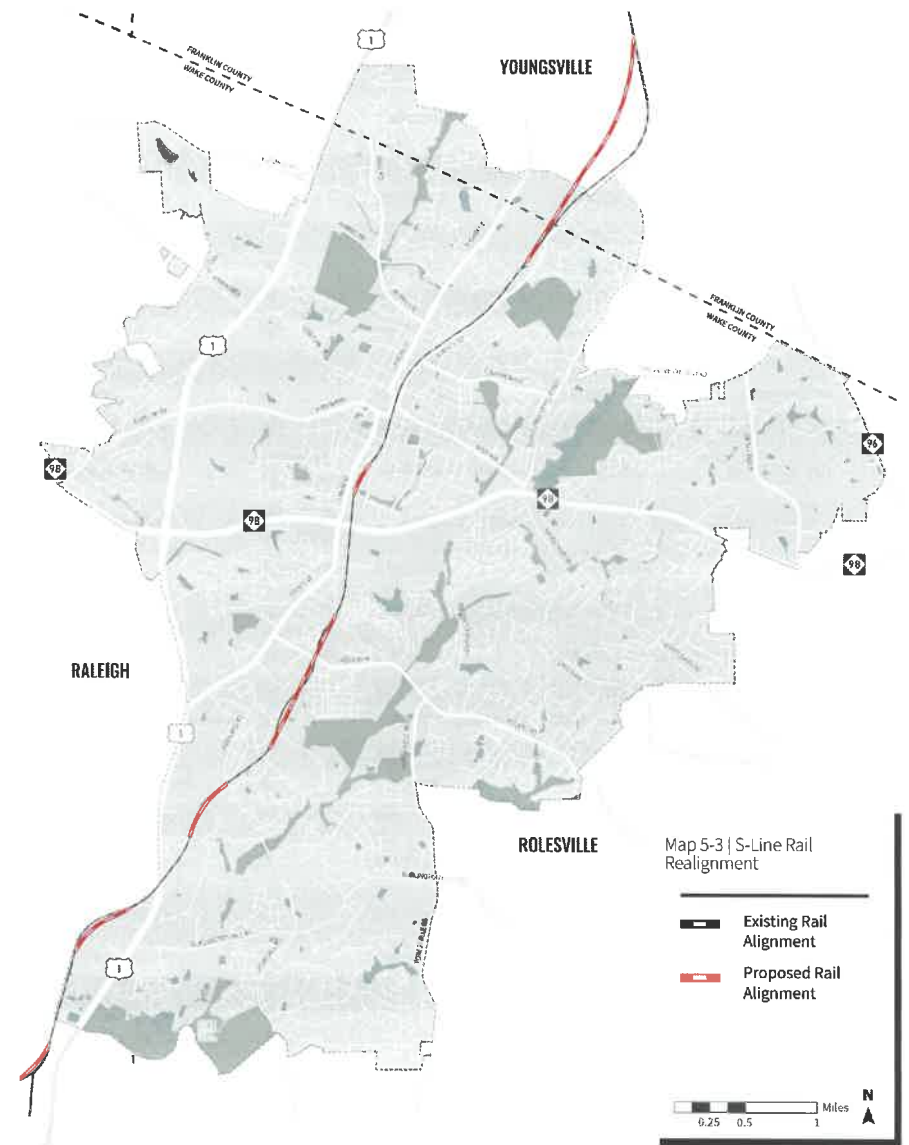
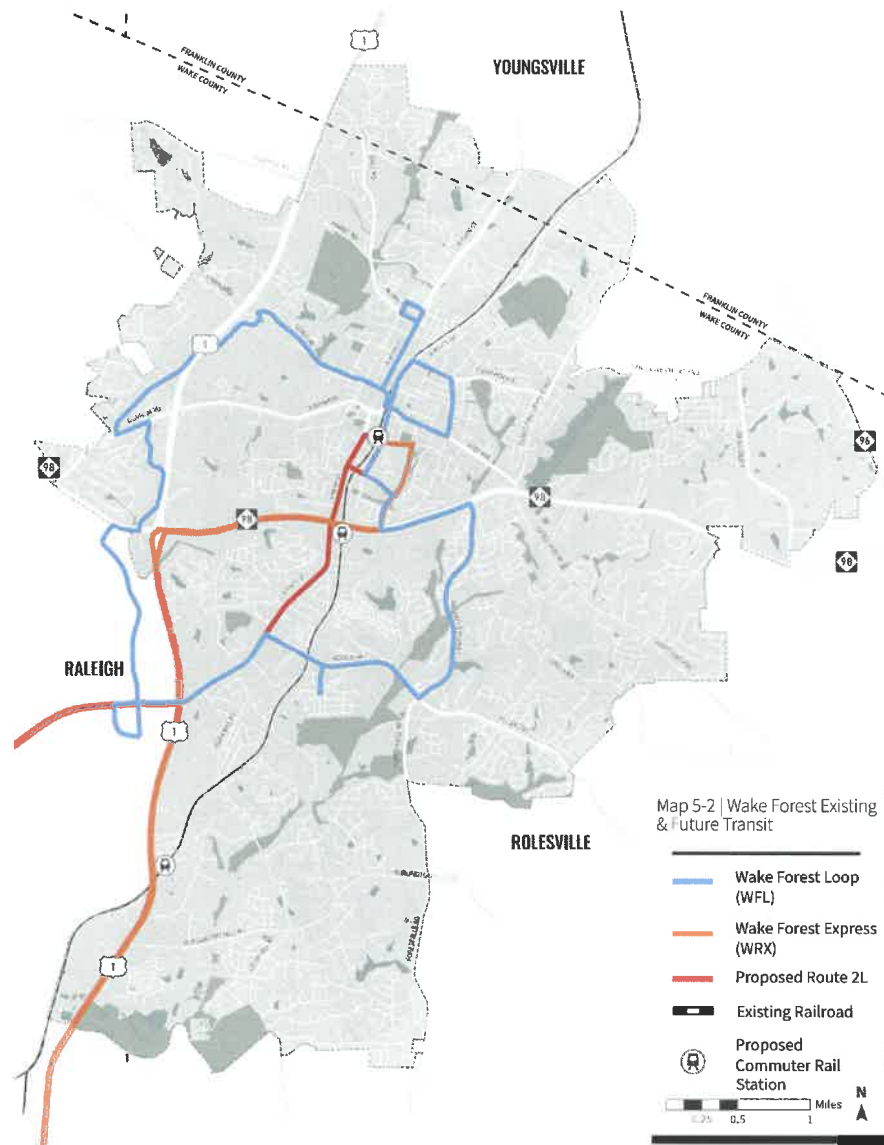
WAKE FOREST COMPREHENSIVE TRANSPORTATION PLAN



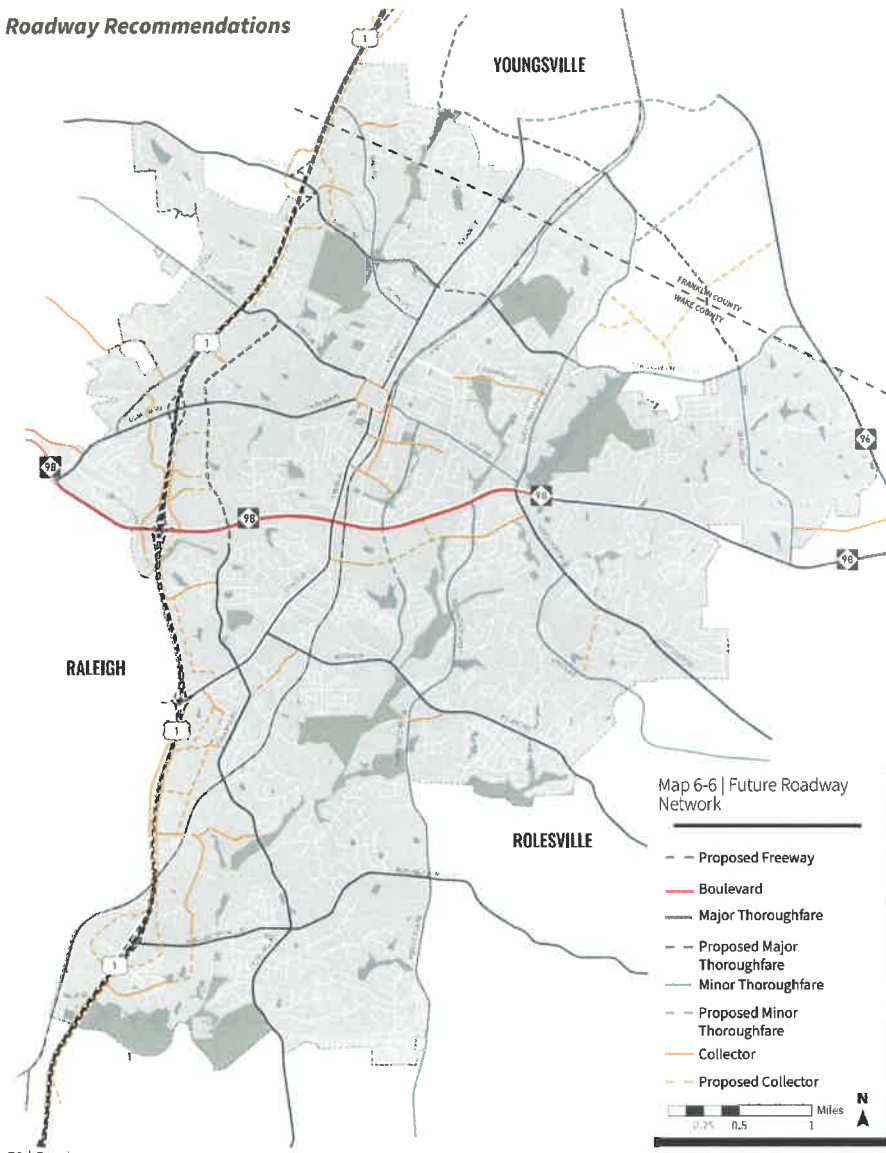
Planning

**Adopted: October 15, 2019
Updated: April 20, 2021**





Roadway Recommendations

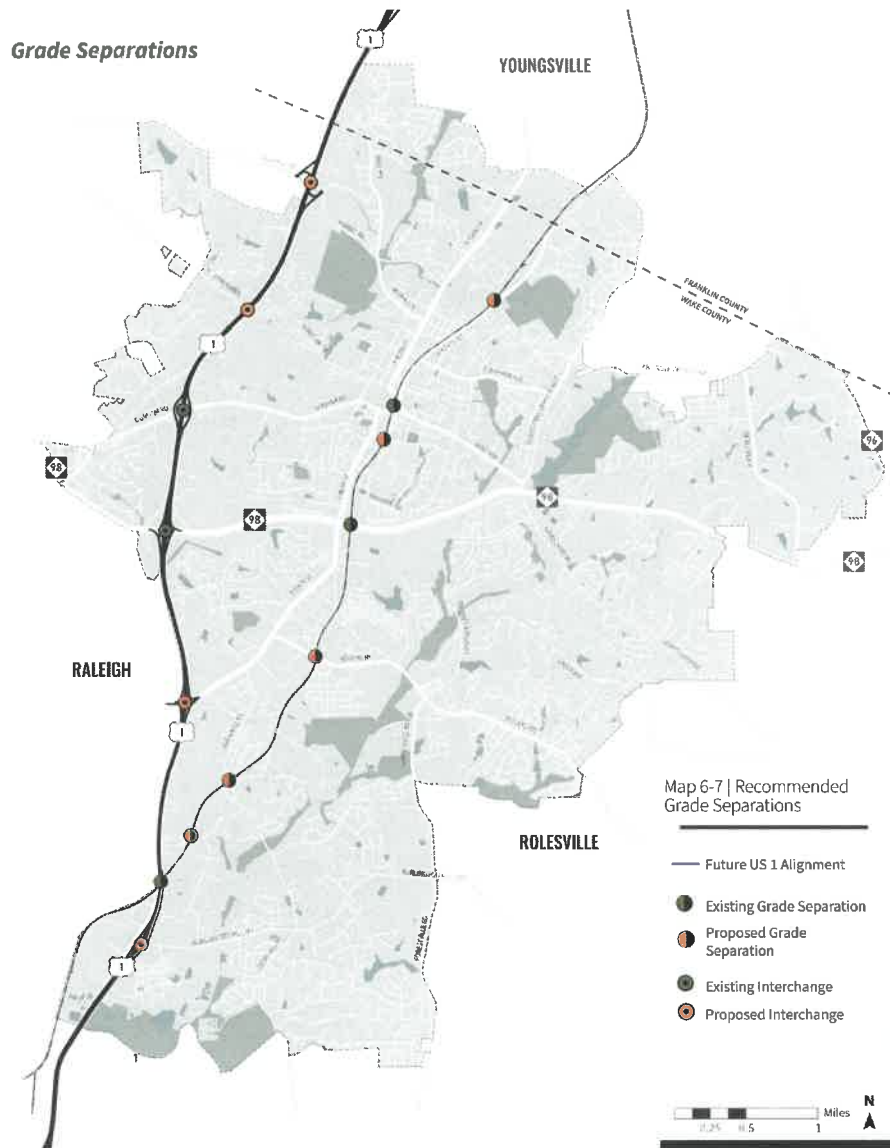


72 | Roadways

Table 6-1 | Roadway Recommendations

Name	Section	Classification	Start	End
Agora Drive	3A	Collector	US 1	Agora Drive Extension
Agora Drive Extension	3A	Collector - Proposed	Agora Drive	Ligon Mill Road Extension
Averette Road	3A	Minor Thoroughfare	Oak Grove Church Road	Hwy 98
Burlington Mills Road	4A	Major Thoroughfare	US 1	US 401
Caveness Farms Avenue	2A	Collector	US 1	Ligon Mill Road
Chalk Road	2A	Minor Thoroughfare	Rogers Road	Averette Road
Clear Springs Drive Extension	2A	Collector - Proposed	Chalk Road	Jones Dairy Road
Debarmore Street	2A	Collector	Thompson Mill Road	Durham Road
Deer Path	US1 Service	Collector	Dolce Drive Extension	Purnell Road
Del Webb Manor Avenue Extension	2A	Collector - Proposed	Gilcrest Farm Road	Oak Church Road
Dolce Drive	US1 Service	Collector	Sonata Street	Dolce Drive Extension
Dolce Drive Extension	US1 Service - Proposed	Collector - Proposed	Deer Path	Dolce Drive
Dolce Drive Extension	US1 Service - Proposed	Collector - Proposed	Dolce Drive	Holden Road
Durham Road	3A	Major Thoroughfare	Hwy 98	N Wingate Street
Durham Road	4B	Boulevard	Thompson Mill Road	Durham Road
E Holding Avenue	2A	Collector	S Main Street	S White Street
E Holding Avenue	2C	Collector	S White Street	S Franklin Street
E Roosevelt Avenue	3A	Minor Thoroughfare	Front Street	Wait Avenue
E South Avenue	2A	Collector	S Main Street	E Roosevelt Avenue
Elm Avenue	2A	Collector	S Main Street	S White Street
Elm Avenue	2A	Collector	S Franklin Street	S Allen Street
Elm Avenue	2B	Collector	S White Street	S Franklin Street
Falcate Drive	2A	Collector	Galaxy Drive	Falcate Drive Extension
Falcate Drive Extension	2A	Collector - Proposed	Falcate Drive	Ligon Mill Road Extension
Fish Stalling Service Road	US1 Service - Proposed	Collector - Proposed	Stadium Drive	Holden Drive
Forest Road	2A	Collector	Wake Drive	Future Road 05

Roadways | 73



US 1 Freeway Conversion Project Sheet

US 1 Freeway Conversion Project | U-5307

U-5307 is a NCDOT project to widen Capital Boulevard (US 1) and convert the roadway to a freeway from I-540 to Harris Road/Purnell Road in Wake Forest. The project will remove all direct access to US-1 and convert all at-grade and signalized intersections to interchanges or grade-separations. All direct access will be provided via a series of service roads which will run parallel to US 1 on both the eastern and western side of the roadway.

The Town of Wake Forest collaborated with NCDOT to create typical cross-sections for the service roads for additional improvements beyond the NCDOT typical cross-section. These improvements include curb and gutter, sidewalks, and multi-use paths.

- Current Status: In Development*
- Estimated Cost: \$475 million*
- Anticipated Start Date: October 2024*

* information up-to-date as of January 2021

Project Cross-Sections

US 1 - Six Lane Median Divided
R/W: 200'





Renaissance Plan

for Downtown Wake Forest, NC

SEPTEMBER 2017



TOWN of
WAKE FOREST



Renaissance Plan

for

Downtown Wake Forest, NC

Prepared for the Town of Wake Forest

MAYOR & BOARD OF COMMISSIONERS

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Greg Harrington, *Commissioner*
Brian Pate, *Commissioner*
Anne M. Reeve, *Commissioner*
Margaret Stinnett, *Commissioner*
Jim Thompson, *Commissioner*

TOWN STAFF

Chip Russell, AICP, *Planning
Director*
Lisa Hayes, *Downtown
Development Director*

PROJECT TEAM

STANTEC URBAN PLACES GROUP
Craig Lewis, *Principal/Project
Manager*
Amanda Morrell
David Walters
Mike Rutkowski
Dylan McKnight
Ashley Bonawitz
Kenneth Thompson

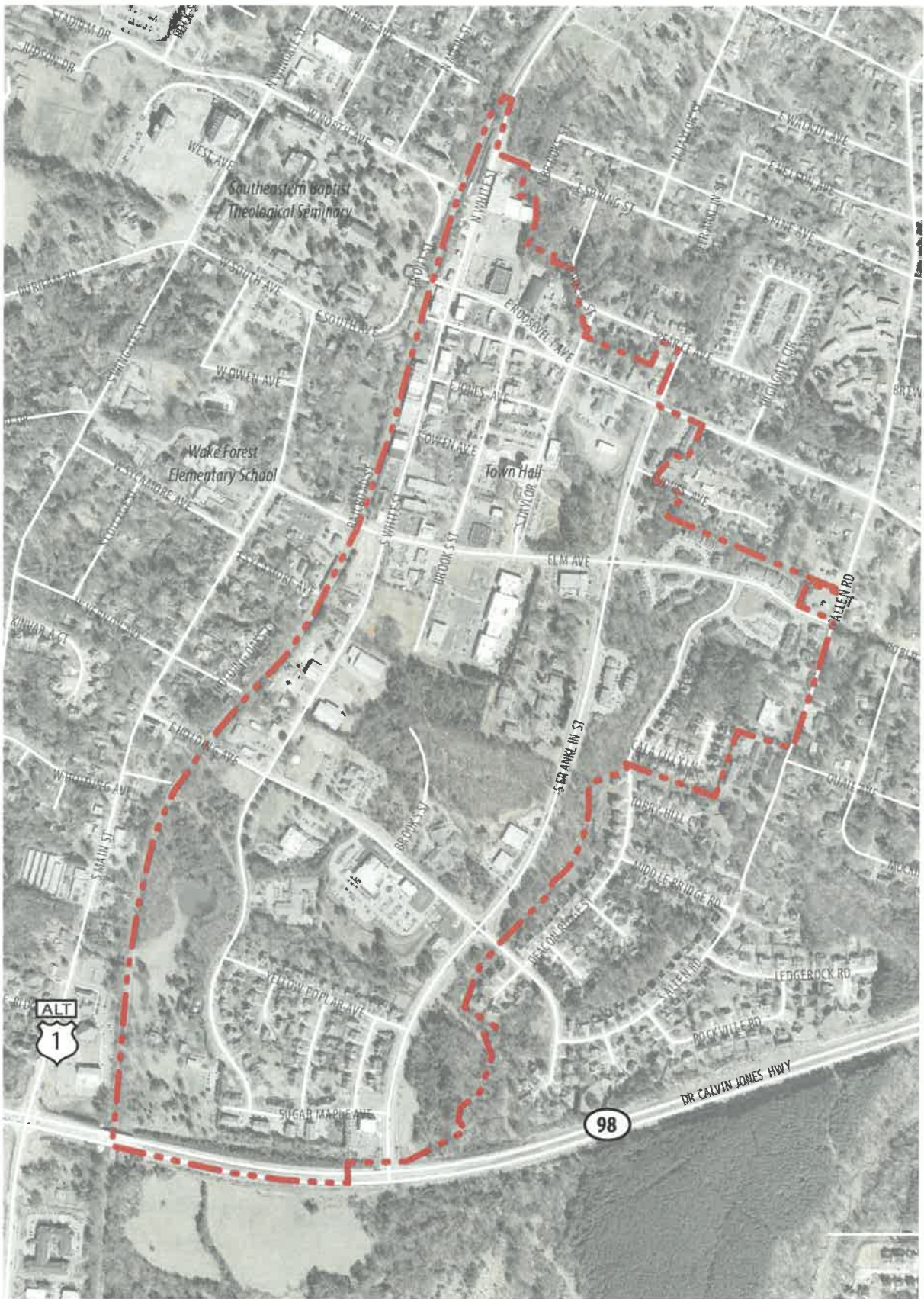
MJB CONSULTING
Michael J. Berne

ZANETTA ILLUSTRATION
J.J. Zanetta

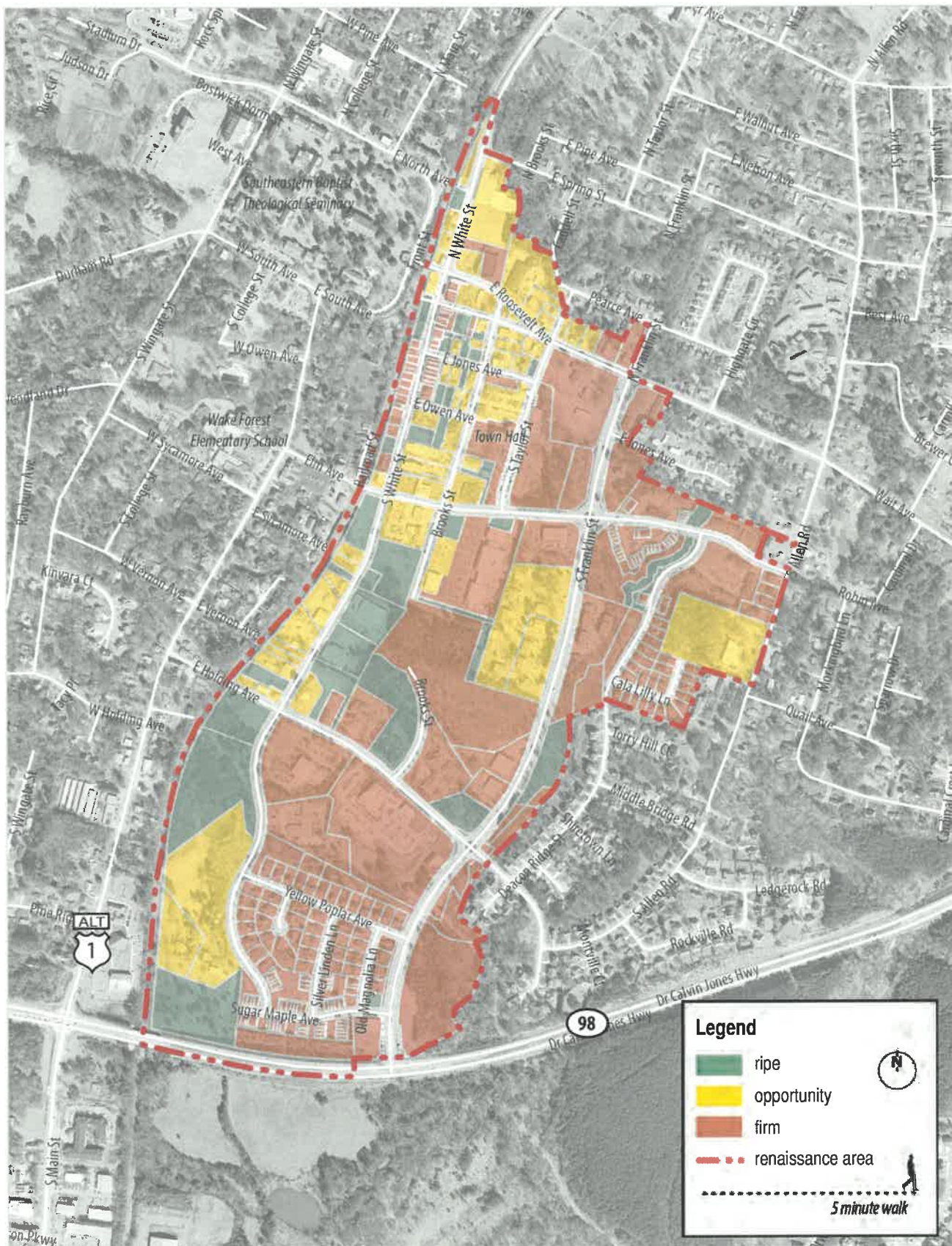


TOWN of
WAKE FOREST

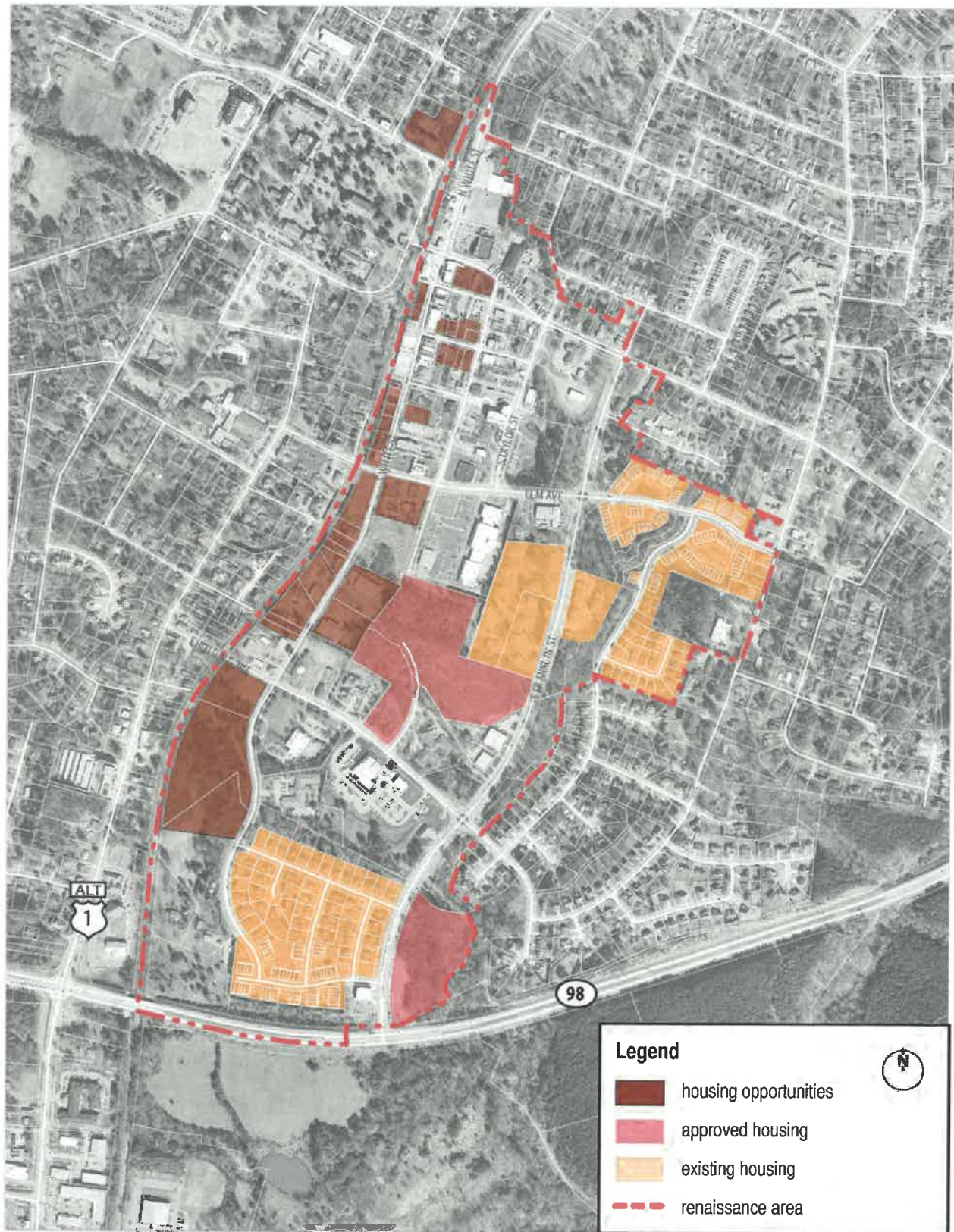




▲ Figure 1.1: Renaissance Area Boundary



▲ Figure 3.4: Ripe & Firm Analysis



▲ A summary map of public input | **Locations for New Housing Opportunities:** This diagram summarizes responses collected during public engagement sessions when participants were asked to identify locations for new housing in downtown.

5.3.1 Southern Area

The near-term retail opportunity is greatest in downtown Wake Forest's southern area. Given the expanded and new concepts planned for the Renaissance Plaza shopping center, the momentum to be generated by a reconnected Brooks Street and the new Retreat at Renaissance townhouse project as well as the advantage of superior connectivity to NC 98 Bypass and South Main Street/US 1A, there is much potential for several vacant or underutilized parcels in this area.

From a retail standpoint, the most important sites are the ones currently occupied by DAB International and Suntrust Bank. If these sites were redeveloped to include storefronts along their Elm Avenue elevations, they could help to reestablish some level of pedestrian connectivity between what are now two separate and competing center(s)-of-gravity.

Emerging "Intra-Downtown" Competition

At present, downtown Wake Forest is defined by two separate centers-of-gravity: one along South White Street roughly between The Cotton Company and Roosevelt Avenue and the other at the Renaissance Plaza strip mall. These two centers seem to compete with each other for

activity, consumers and tenants rather than participating in a symbiotic relationship. In certain respects, this is a competition that the latter appears well-positioned to win, given its plentiful parking and aggressive owners. For this reason, establishing a pedestrian connection between the two becomes vitally important, as a means of increasing cross-traffic and ensuring that the historic core does not become something of an afterthought.

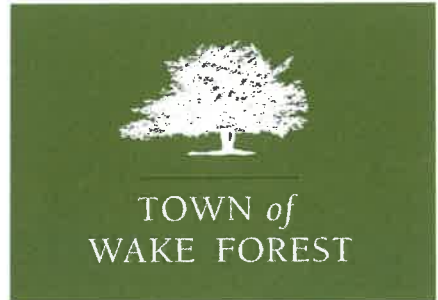
Ultimately the goal for future growth is to extend the core southward towards East Holding Avenue, with its civic and community uses. Of the two north-south corridors that extend in that direction, Brooks Street, will likely become the more promising for retail, due to the more direct connection to South Franklin Street and the NC 98 Bypass as well as the planned greenway (via the "Downtown Connector"). South White Street, on the other hand, effectively dead-ends in Heath Ridge Village.

New housing units are under construction now and Renaissance Plaza will soon have hundreds of new customers within a 10 minute walk.



Community Plan

Vision Statements
and Policies
*Including the
Growth Strategy Map*



WAKE FOREST

Community Plan

Vision Statements and Policies *Including the Growth Strategy Map*

ADOPTED SEPTEMBER 15, 2009

BOARD OF COMMISSIONERS

Vivian A. Jones, *Mayor*
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Margaret Stinnett
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Peter Thibodeau
Ann Hines
Stephen R. Barrington (former)
Velma Boyd-Lawson (former)
David Camacho (former)

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Mary Hayes
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Michael Johnson
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Guerda Martin
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Joyce Wilson, *Town Clerk*
Roe O'Donnell, *Deputy Town Manager*
Aileen Staples, *Finance Director*
Chip Russell, *Planning Director*
Mike Barton, *Public Works Director*
Tammy Moody, *Human Resources Director*
Greg Harrington, *Chief of Police*
Susan Simpson, *Parks & Recreation Director*
Eric Keravuori, *Engineering Director*

TOWN PROJECT STAFF

Chip Russell, *Planning Director*
Ann Ayers, *Assistant Planning Director- Planning Services*
Agnes Wanman, *Planner*
Candace Davis, *Planner*
Chad Sary, *Assistant Planning Director- Development Services*
Bill Summers, *Planner*
Charlie Yokley, *Planner*
Bill Crabtree, *Public Information Officer*

CONSULTING PLANNER

Glenn R. Harbeck, AICP
Glenn Harbeck Associates, Inc.
Community Planning and Public Involvement



TOWN of
WAKE FOREST

(1) Town Center Zone *(including Historic Town Core)*

Description of Area Character

The **Town Center Zone** includes most of the older developed properties in town, typically dating to the period before the departure of Wake Forest College in 1956. At the heart of this area rests the Historic Town Core, made up of the traditional downtown commercial area and surrounding neighborhoods. This contiguous area also includes properties that were once developed and are now vacant, as well as intervening properties that have never been developed. The area is distinctly urban in character. Distinguishing features of much of this area include its walkability, mature street trees, and well integrated street network. It has the full range of urban infrastructure in place, including water, sewer and stormwater services. There are several public parks in the area that, significantly, are accessible on foot or bicycle, as well as by car. The area also includes many of the Town's cultural institutions and gathering places, and the largest concentration of historic properties of anywhere in the community. Currently, substantial public investments in streetscape improvements in or near the downtown are in various stages of planning and construction. Construction has also begun on a new Town Hall, scheduled for completion before the end of 2009. Recently, a traditional neighborhood development (TND) has been approved for a large tract of land just south of the new NC 98 Bypass and east of the Town's midline, as defined by the rail line. Holding Village promises to incorporate many features of urban development usually associated with older, more walkable parts of cities: smaller lots and building setbacks, a compatible mix of residential and non-residential uses, and a more fully networked system of streets.

Policy Emphasis

The policy emphasis of this plan is to retain the urban, pedestrian-oriented character of the **Town Center Zone**. Large scale commercial development and parking lots would detract from the pedestrian-oriented, small town character of this area and should be avoided. Development and redevelopment should respect the largely modest scale, and historic character of existing desirable structures and sites in this area. New streets and avenues should provide for a fine-grained network of alternative routes. Recent public investments in streetscape improvements should continue, given the critical significance of the area as the cultural heart and soul of Wake Forest, and a principal drawing card for new growth. **New residential development should be at a truly urban density, with the objective of placing a greater number of buying households within walking distance of the downtown commercial district,** or nearby neighborhood services. Whenever possible, homes with porches should pull up to the street and sidewalk, emphasizing the importance of the streetspace to each neighborhood.



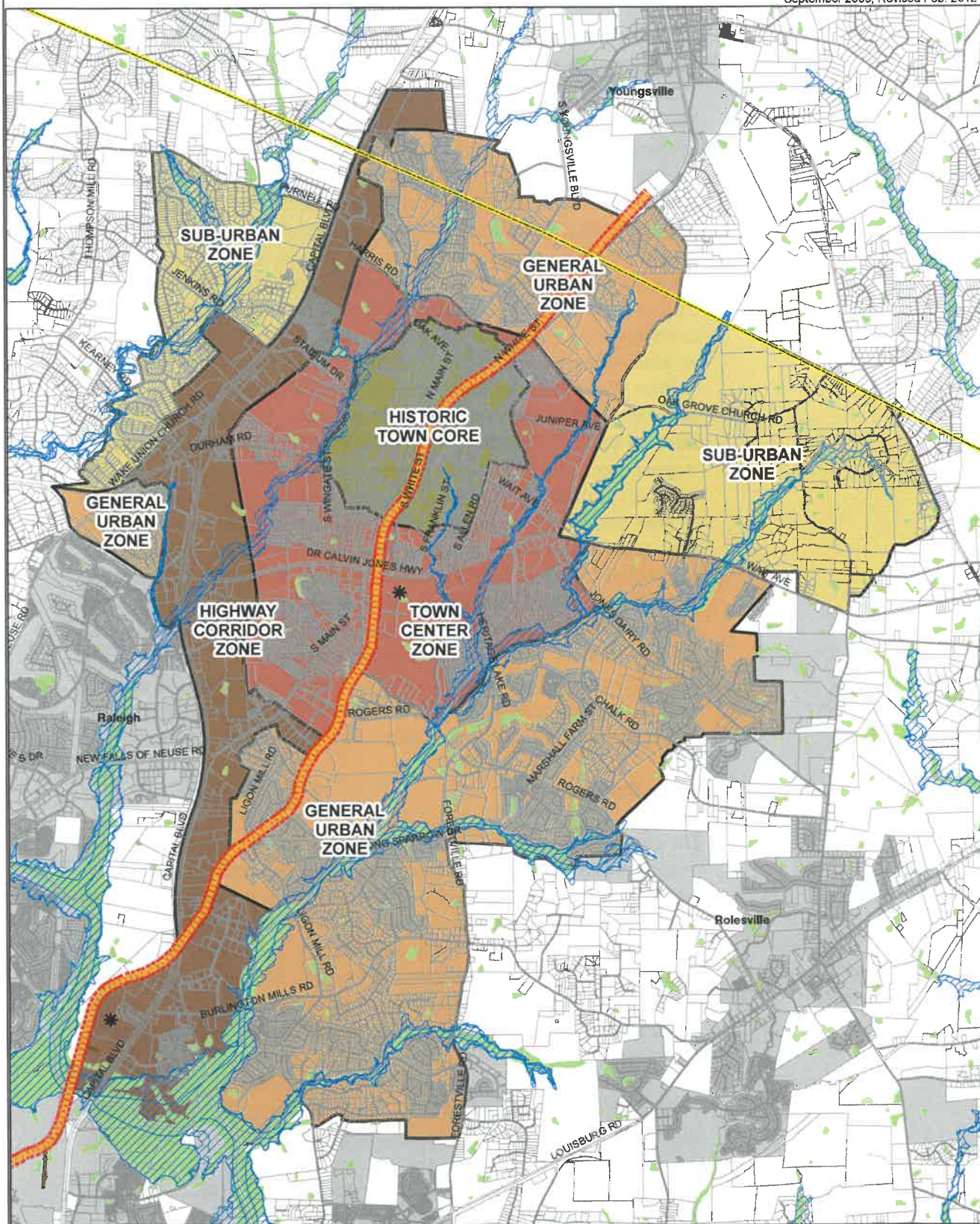
TOWN of WAKE FOREST

Growth Strategies

Wake Forest Community Plan

Prepared By:
Town of Wake Forest
Department of Planning & Inspections

September 2009; Revised Feb. 2012



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

Community Plan Zones

- General Urban Zone
- Highway Corridor Zone
- Historic Town Core
- Sub-Urban Zone
- Town Center Zone



Rail Transit Station (Potential)



Rail Transit Corridor



Streets



Railroads



Property

Special Flood Hazard Area



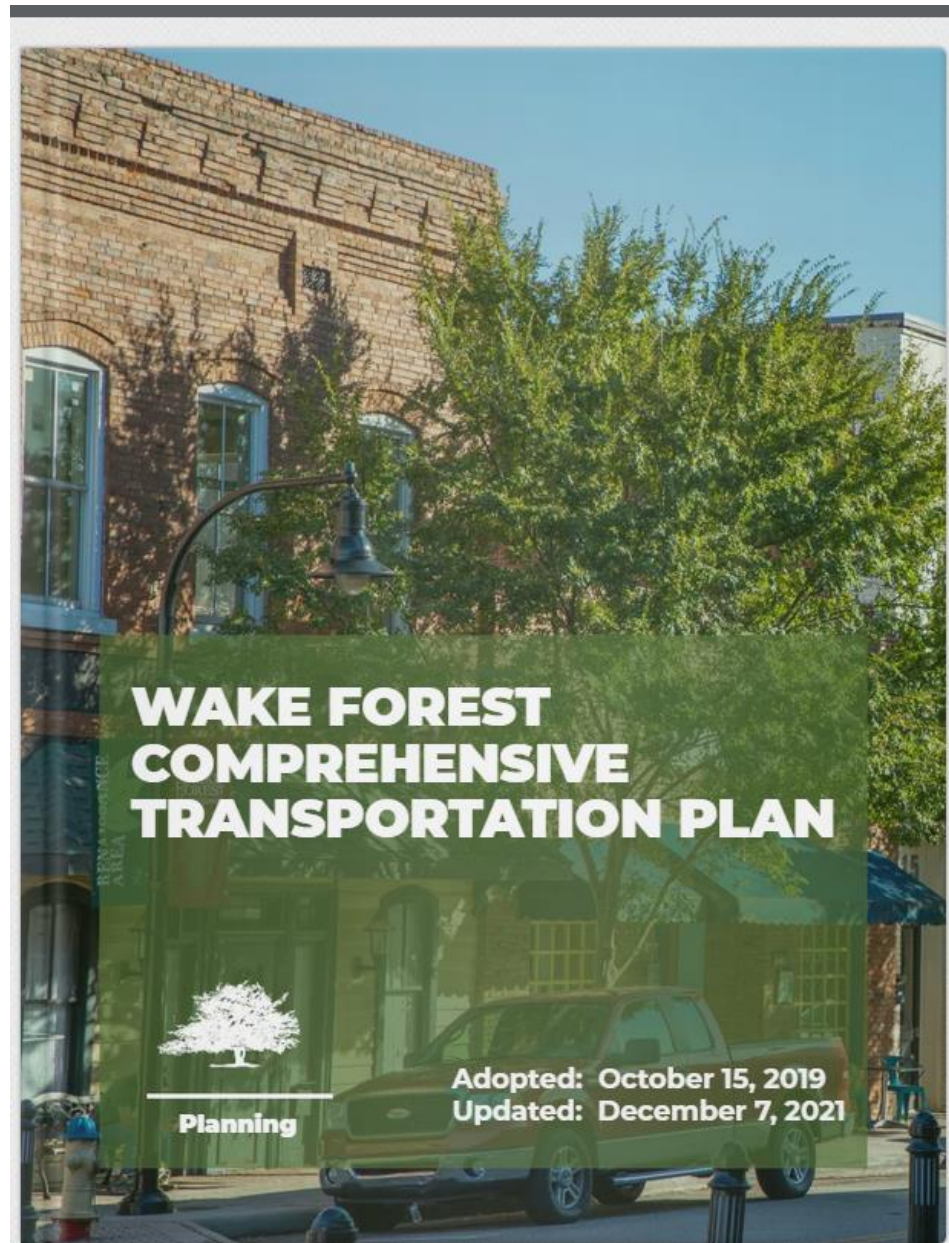
Wetlands



Other Municipalities



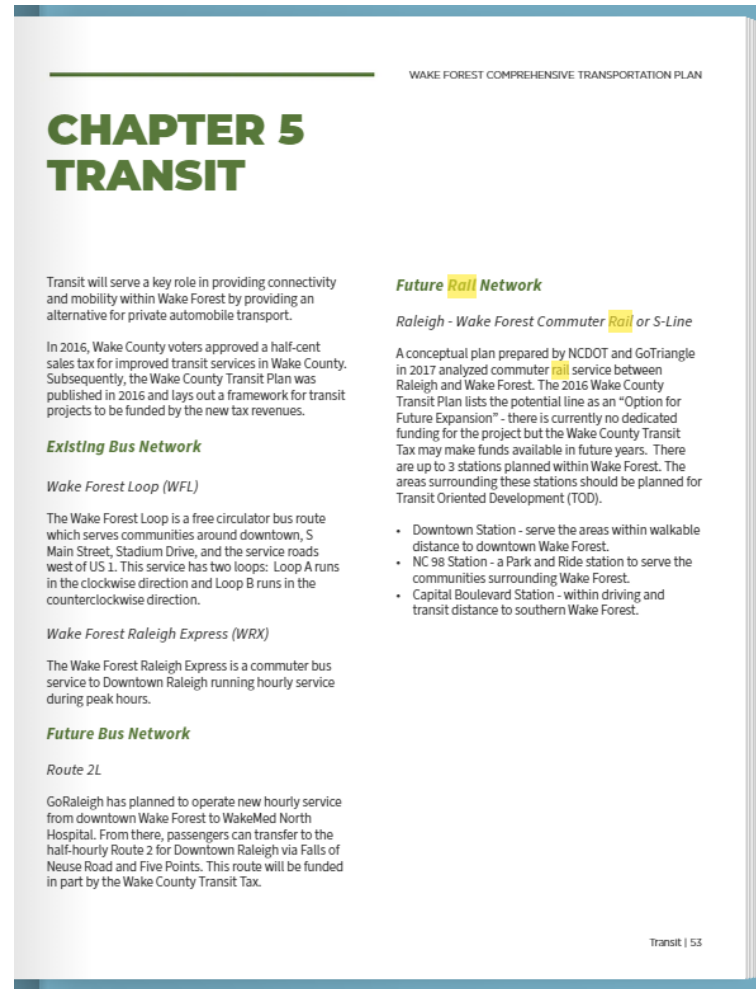
County Boundary



Source: <https://online.flippingbook.com/view/745228616/>

CHAPTER 5

TRANSIT



Future Rail Network

Raleigh - Wake Forest Commuter Rail or S-Line

A conceptual plan prepared by NCDOT and GoTriangle in 2017 analyzed commuter rail service between Raleigh and Wake Forest. The 2016 Wake County Transit Plan lists the potential line as an "Option for Future Expansion" - there is currently no dedicated funding for the project but the Wake County Transit Tax may make funds available in future years. There are up to 3 stations planned within Wake Forest. The areas surrounding these stations should be planned for Transit Oriented Development (TOD).

- Downtown Station - serve the areas within walkable distance to downtown Wake Forest.
- NC 98 Station - a Park and Ride station to serve the communities surrounding Wake Forest.
- Capital Boulevard Station - within driving and transit distance to southern Wake Forest.

CHAPTER 7 PRIORITIZATION

Action Items

Action items are policy recommendations that serve as the steps to the implementation of the vision and goals of the Comprehensive Transportation Plan. When developing the recommendations, staff reviewed existing Wake Forest Comprehensive Plans and Town-wide strategic initiatives to create the recommended list in Table 7-1 Recommended Action Items.

The table lists each recommendation based by topic. Each action item is tied back into the vision and goals of the Plan through the guiding principles: Innovation, Efficiency, Inclusivity, Safety, and Flexibility.

Figure 7-1 | Guiding Principles



Table 7-1 | Action Items

General Recommendations	Guiding Principle
Update the CTP annually to capture changes in existing conditions, development, Capital Improvement Plan (CIP), and transportation regulations.	 
Continue coordination with CAMPO, Wake County, NCDOT, and other local and regional partners, as appropriate, on infrastructure improvements.	
Study the Town Historic Districts and Northeast Community to determine if alternative curb/gutter and sidewalk cross-sections are needed.	  

Source: <https://online.flippingbook.com/view/745228616/100/>

Update the CTP to capture any transportation recommendations from the CAMPO North East Area Study.



Update the CTP to capture any transportation recommendations from the Northeast Community Plan.



Update the CTP to capture any transportation recommendations from the Wake Forest Community Plan Update.



Continue to support public private partnerships for infrastructure projects.



Rail Recommendations

Guiding Principle

Continue coordination with CAMPO, NCDOT, and other local and regional partners, as appropriate, for the advancement of the Southeastern High-Speed Rail or S-Line.



Develop TOD small area plans for the station areas.



Bus Recommendations

Guiding Principle

Implement Loop B of the Wake Forest Loop bus service.
Complete: September 2019



Develop an interactive website for the Wake Forest Loop showing stop location and bus station infrastructure.



Explore real time technology options to enhance user experience.



Develop a plan to introduce public art into bus shelter design.



Explore wayfinding opportunities at bus shelter locations.



Develop standardized street furniture and shelter for bus stop locations that are either purchased by the Town or donated by private citizens or groups.



Rail Recommendations

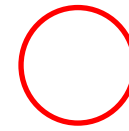
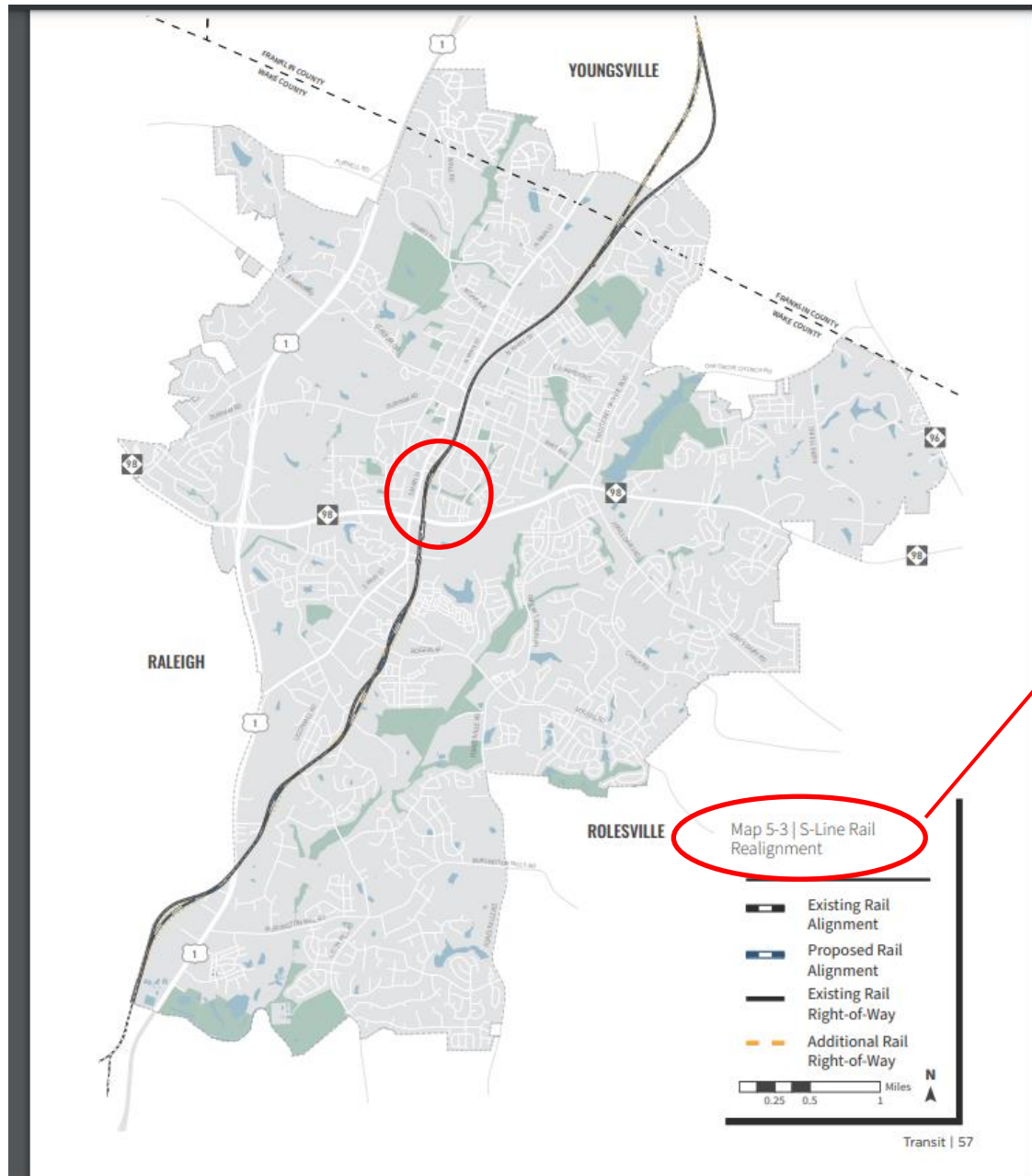
Continue coordination with CAMPO, NCDOT, and other local and regional partners as appropriate, for the advancement of the Southeastern High Speed Rail or S-Line.

Source: <https://online.flippingbook.com/view/745228616/101/>

Flexibility

- Ensure multiple travel options for local and regional travel.
- Promote interconnectivity between existing and future developments.
- Focus on providing Complete Streets.
- **Prepare for future commuter rail service.**
- Plan for multiple time horizons with flexibility.
- Focus on the best use of limited funds.

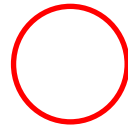
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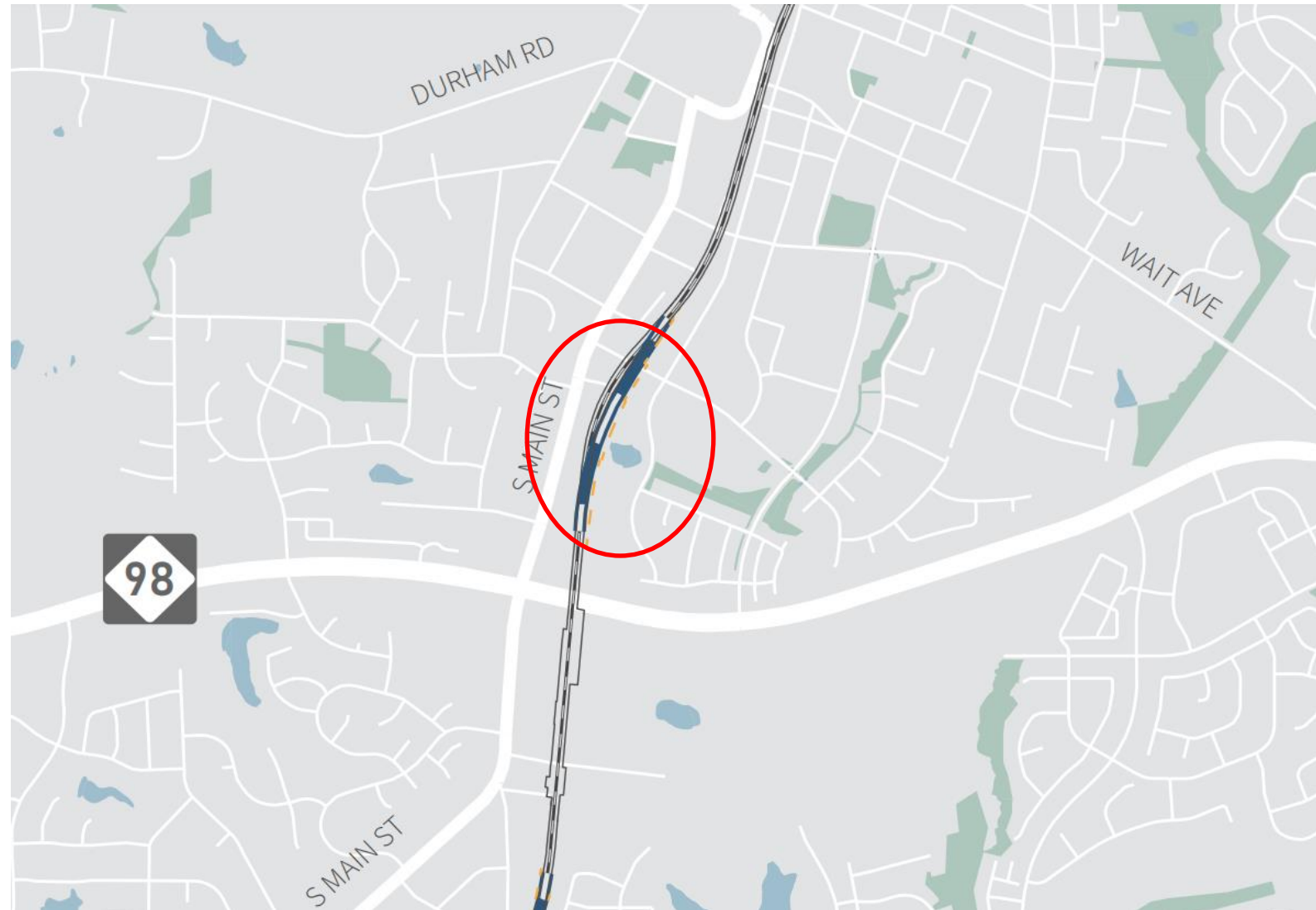


Area of Focus

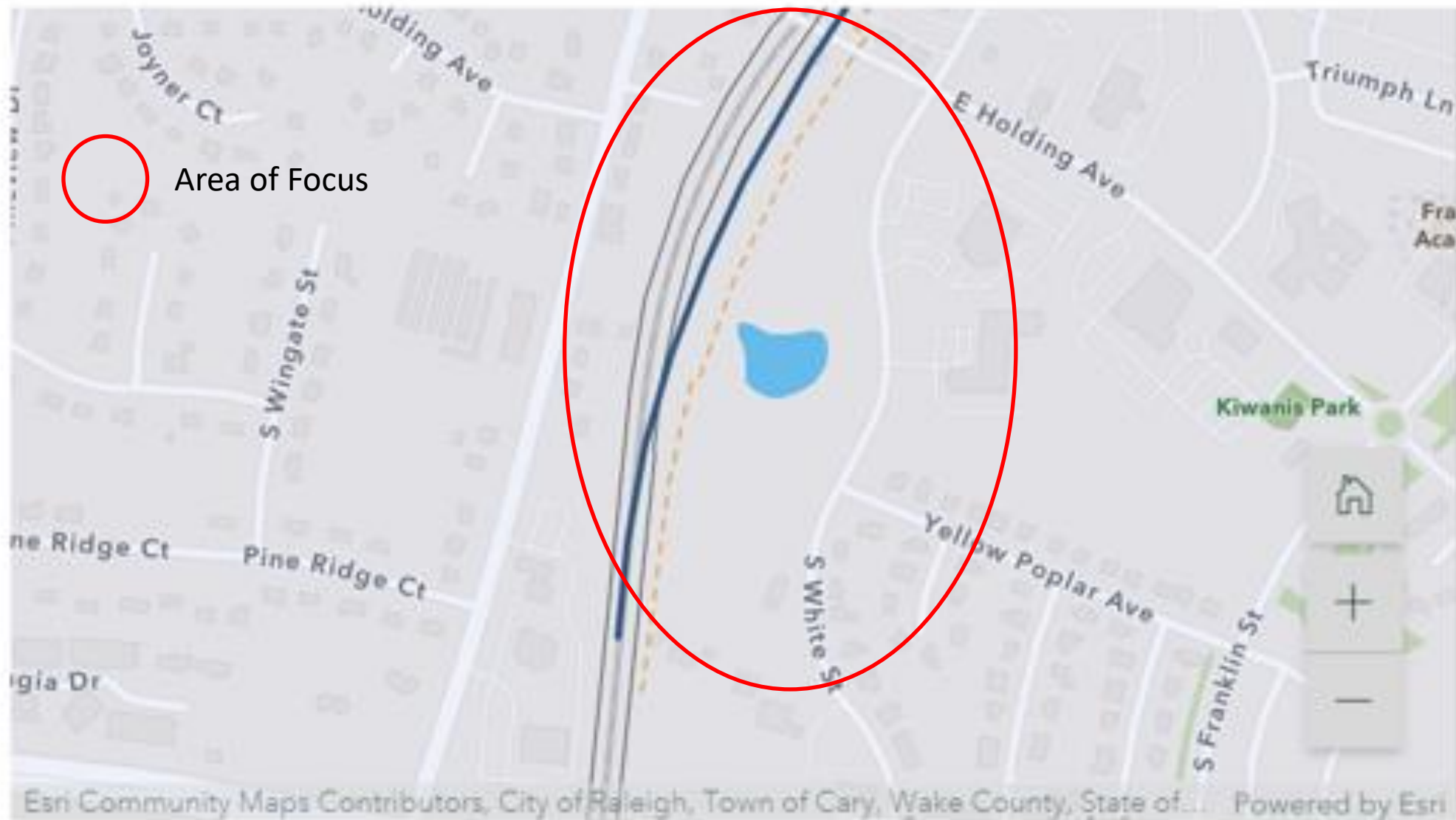
Map 5-3 | S-Line Rail Realignment

Source: <https://online.flippingbook.com/view/745228616/57/>

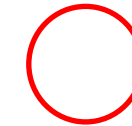
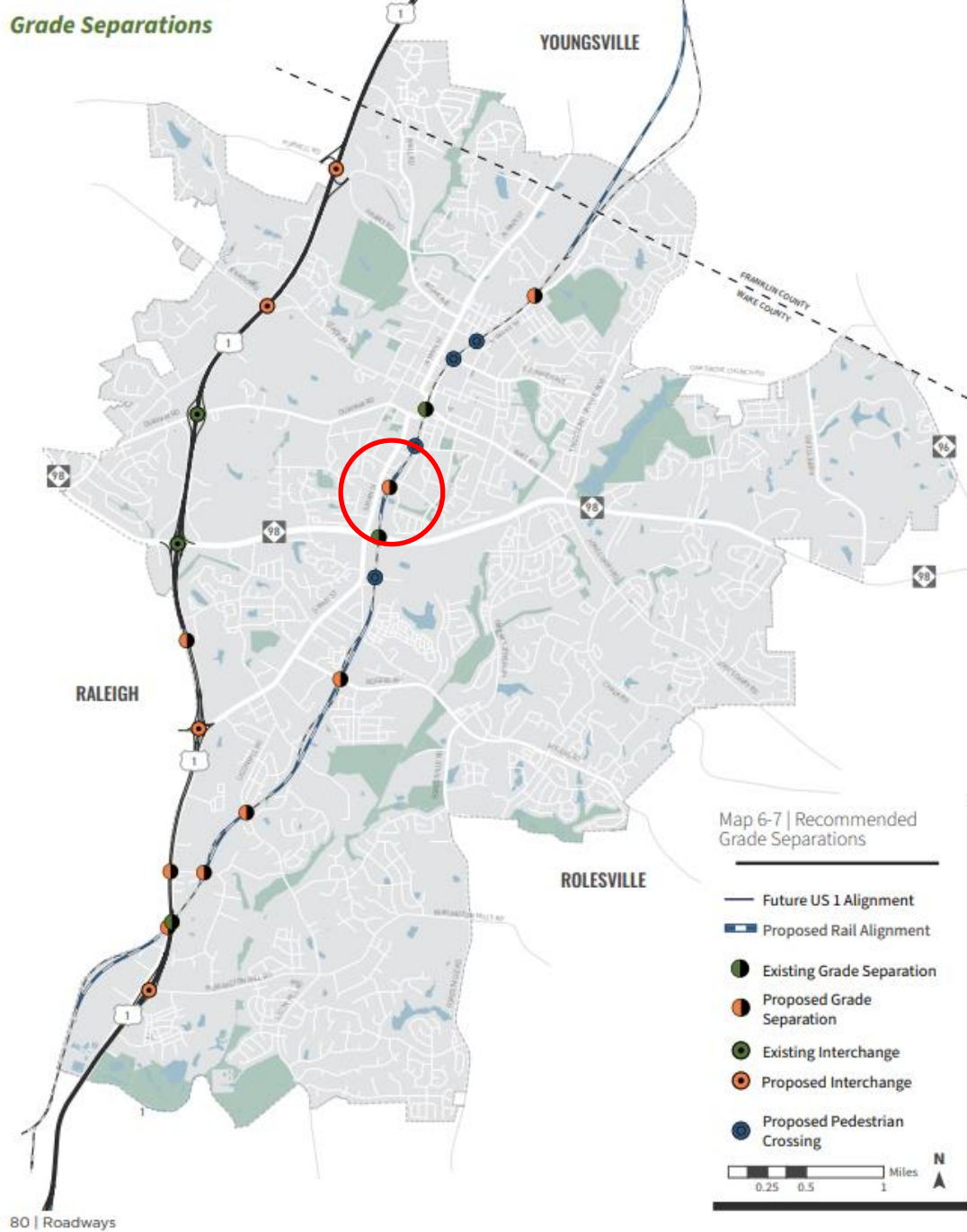
 Area of Focus



Source: <https://online.flippingbook.com/view/745228616/57/>
(Magnified to area of property in question)

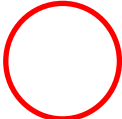


Proposed S-Line Realignment & Right-of-Way



Area of Focus

Source: <https://online.flippingbook.com/view/745228616/80/>

 Area of Focus

Map 6-7 | Recommended Grade Separations

-  Future US 1 Alignment
-  Proposed Rail Alignment
-  Existing Grade Separation
-  Proposed Grade Separation
-  Existing Interchange
-  Proposed Interchange
-  Proposed Pedestrian Crossing



Source: <https://online.flippingbook.com/view/745228616/80/>
(Magnified to show property in question)

Grant approved for high-speed rail from NC to VA

Author: Associated Press

Published: 4:53 PM EDT June 3, 2022

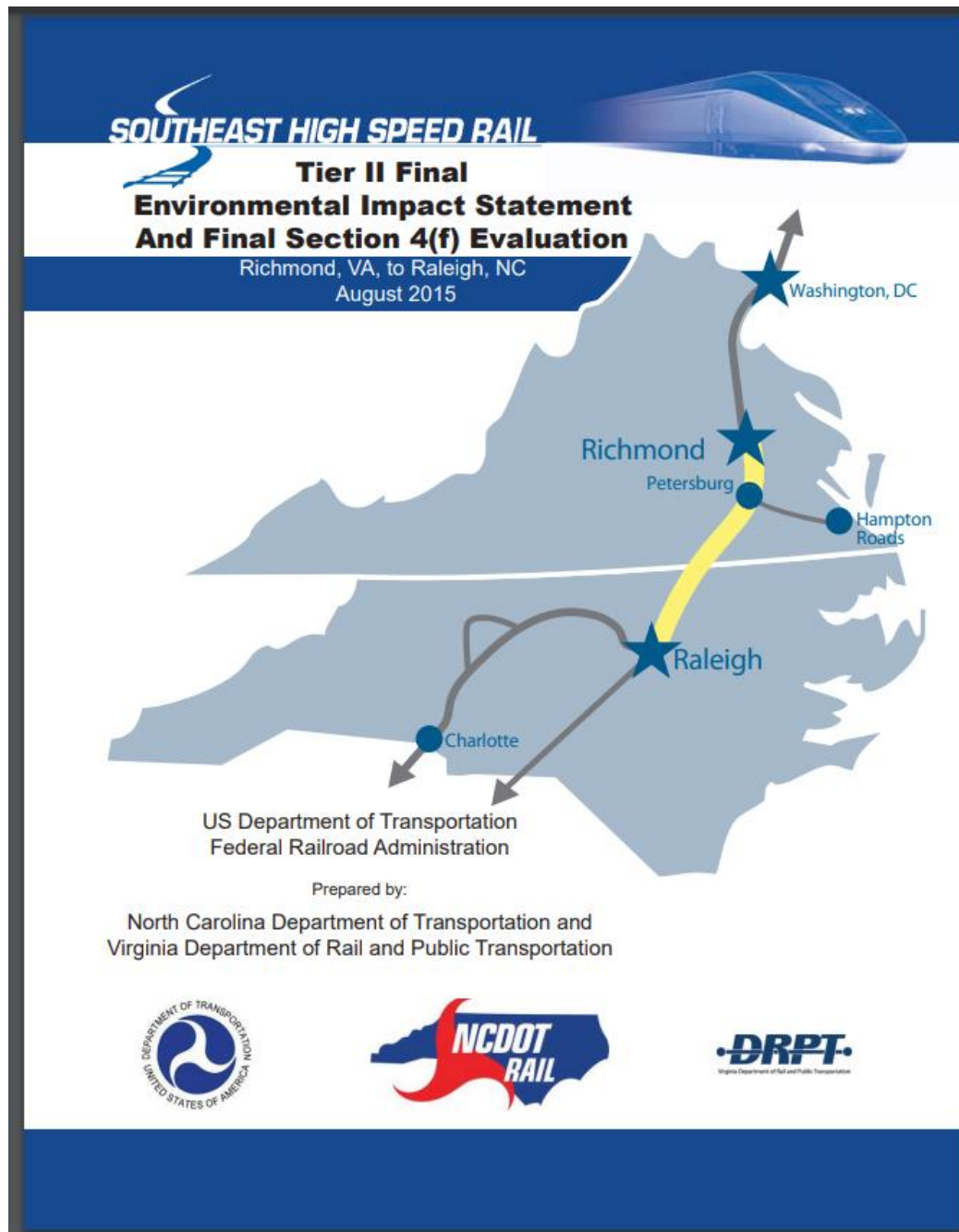
Updated: 5:42 PM EDT June 3, 2022

WAKE FOREST, N.C. — North Carolina and Virginia are getting \$58 million from the federal government to help build out anticipated high-speed passenger rail service between the states' capitals.

[The Federal Railroad Administration](#) announced the grant on Thursday. The money will be used to begin engineering work on a rail corridor connecting Raleigh and Petersburg, Virginia. The high-speed rail will reach north to Richmond.

...

Source: <https://www.wfmynews2.com/article/news/local/federal-railroad-administration-grant-for-high-speed-rail/83-8a00334d-6a35-439b-8c8c-70e1595916af>



2.2.27 SECTION U

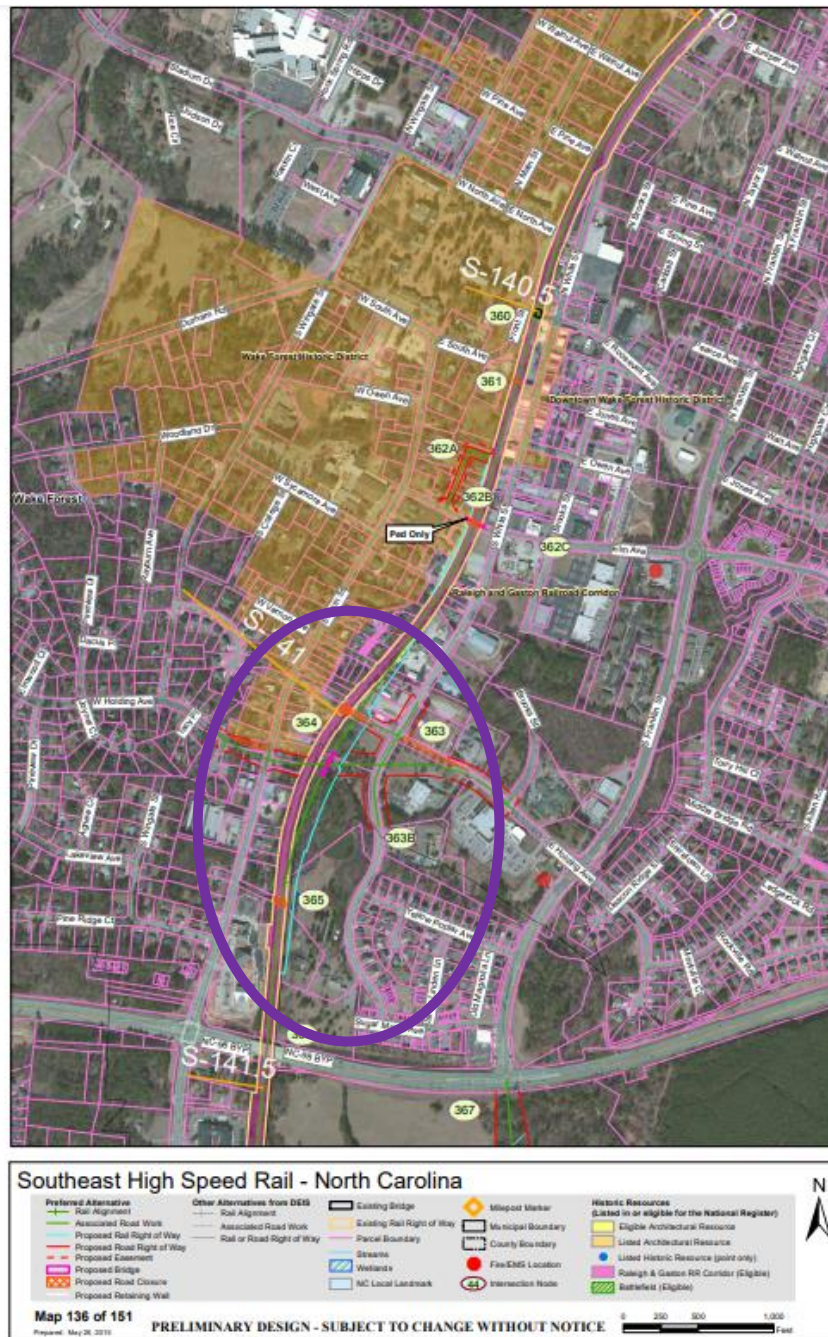
The section begins north of Wake Forest, NC, at railroad MP S-139 and extends to north Raleigh, NC (near Gresham Lake), at railroad MP S-148, a distance of 8.88 miles for Alternative NC1, 8.89 miles for Alternative NC2, and 8.88 miles for Alternative NC3 (see Section U map, Figure 2-26). Wake Forest is the major population center of this section, but the section also includes a populated area of North Raleigh. The section is located in the Neuse River Basin and includes a crossing of the Neuse River. Detailed maps for this section can be found in Appendix R, **maps 135-142**. . . .

South of downtown the existing railroad follows a series of reverse (i.e., "S") curves. All three alternatives improve train performance by straightening these curves; however, they differ in the way they impact dual constraints posed by the Thales Academy, a one-building private K-12 school, to the east, and baseball fields associated with The Factory, an extensive private multi-sports complex, to the west.

Source:

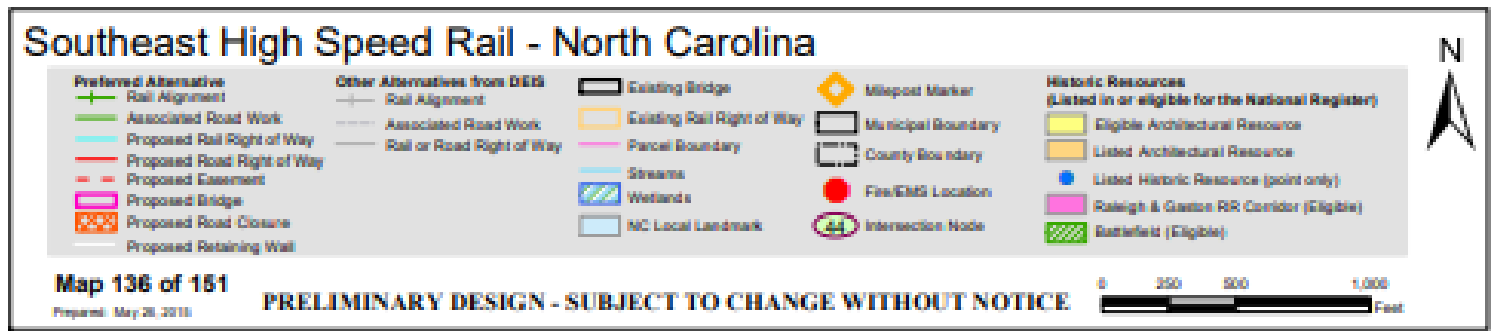
https://railroads.dot.gov/sites/fra.dot.gov/files/fra_net/15274/SEHSR-R2R-Signed_FEIS.pdf (page 2-90)

Map attached as part of Appendix R – Detailed Maps, which is attached to the Final Environmental Impact Statement for the Southeast High Speed Rail Project (Map 136 of 151)

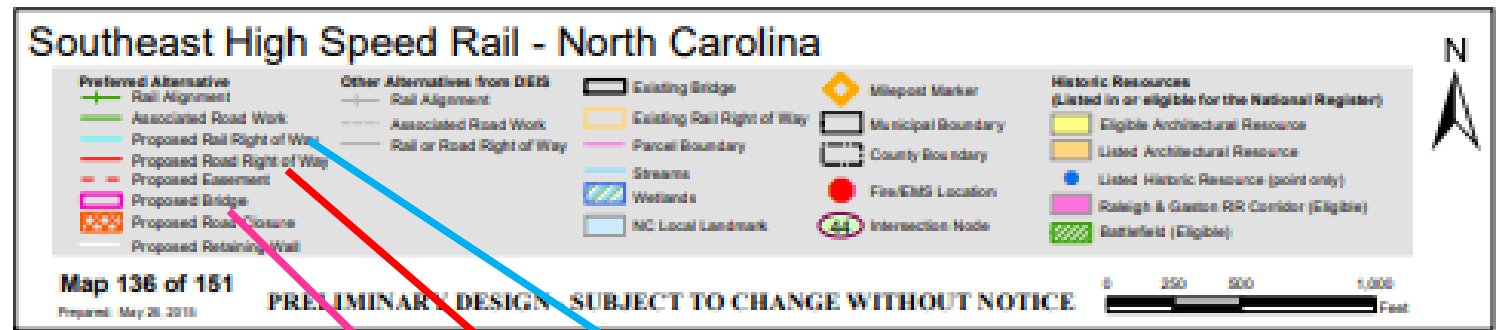


Source:

https://railroads.dot.gov/sites/fra.dot.gov/files/fra_net/15310/SEHSR_Richmond-Raleigh_Tier-II_FEIS_App_R_02_Detailed_maps.pdf (Page 70 of 85)



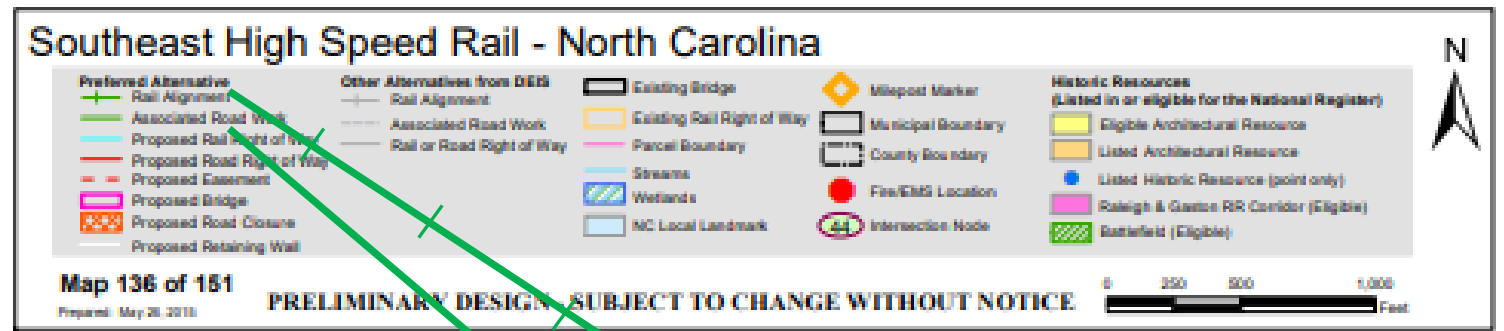
Subdivision Property in Question



Proposed Rail Right of Way

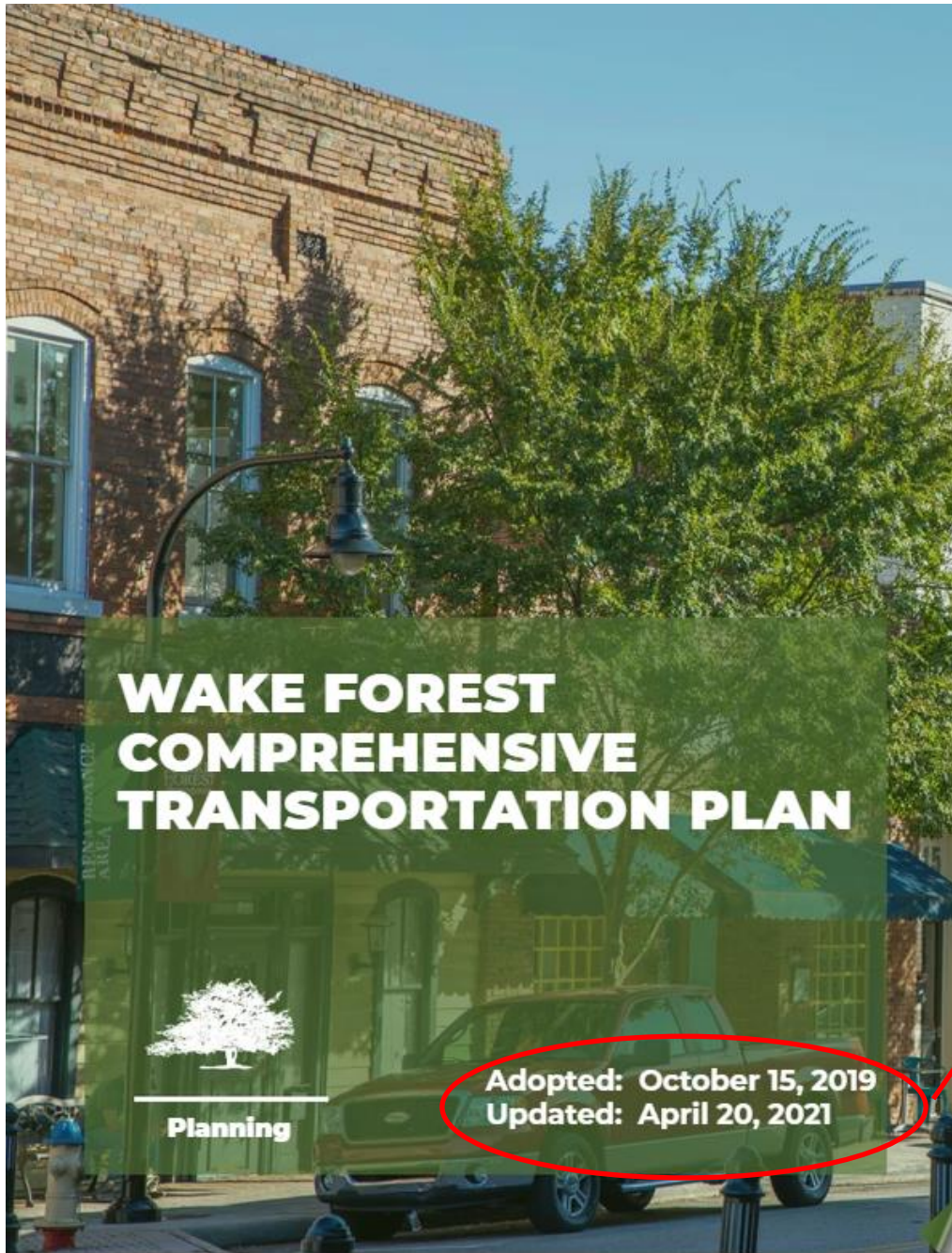
Proposed Road Right of Way

Proposed Bridge



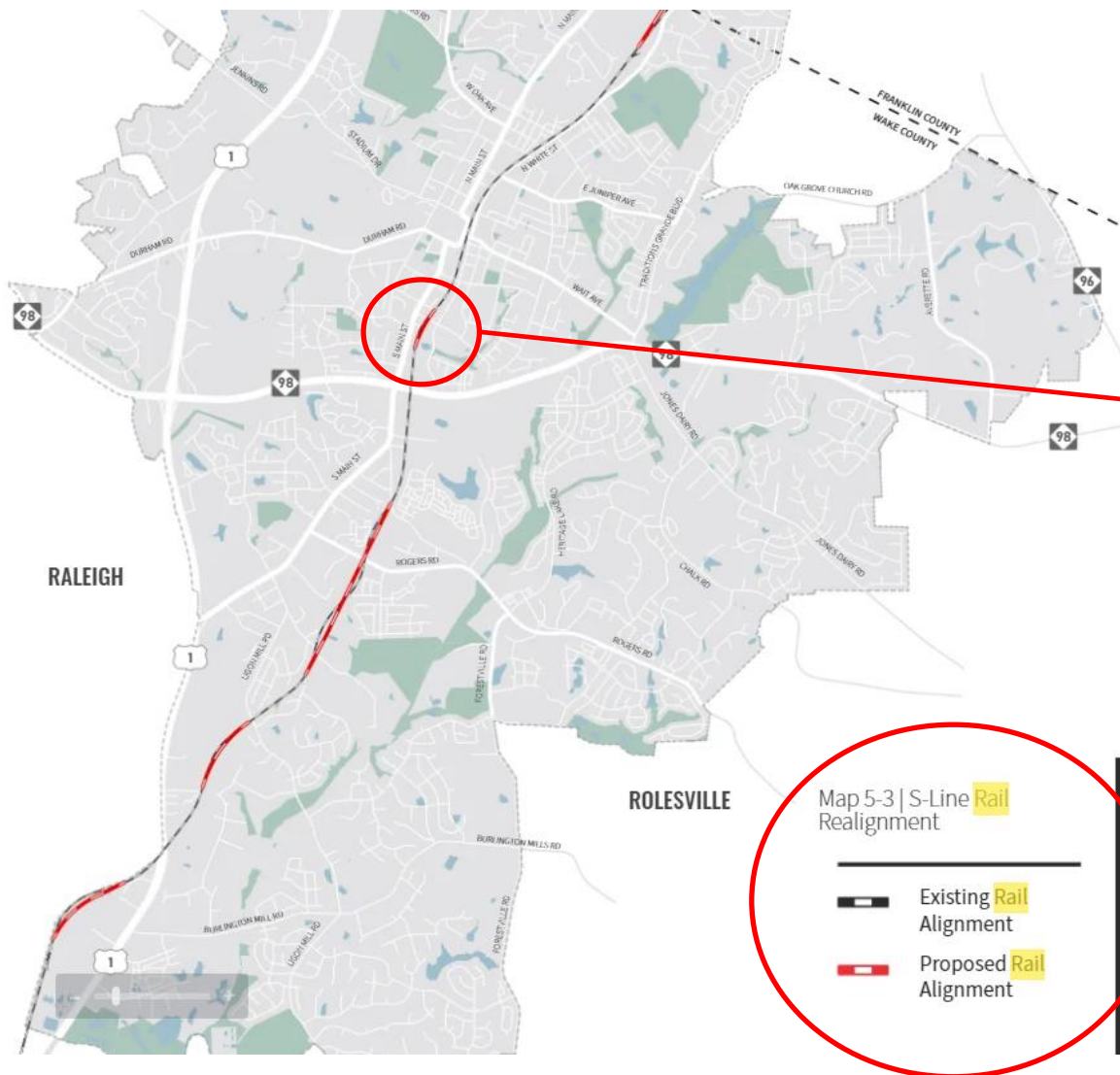
Rail Alignment

Associated Road Work

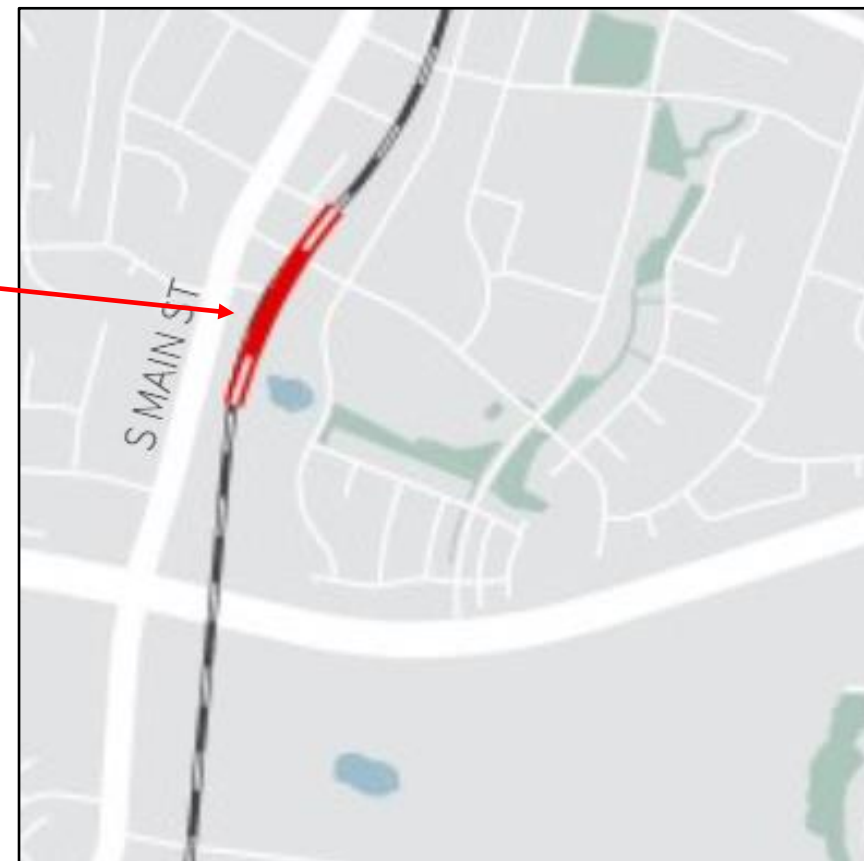


Adopted April 20, 2021

Note that Subdivision Application was accepted as of June 7, 2021



Area of Focus



Source: <https://online.flippingbook.com/view/90066591/56-57/>

CHAPTER 7 PRIORITIZATION

Action Items

Action items are policy recommendations that serve as the steps to the implementation of the vision and goals of the Comprehensive Transportation Plan. When developing the recommendations, staff reviewed existing Wake Forest Comprehensive Plans and Town-wide strategic initiatives to create the recommended list in Table 7-1 Recommended Action Items.

The table lists each recommendation based by topic. Each action item is tied back into the vision and goals of the Plan through the guiding principles: Innovation, Efficiency, Inclusivity, Safety, and Flexibility.

Figure 7-1 | Guiding Principles



Table 7-1 | Action Items

General Recommendations	Guiding Principle
Update the CTP annually to capture changes in existing conditions, development, Capital Improvement Plan (CIP), and transportation regulations.	 
Continue coordination with CAMPO, Wake County, NCDOT, and other local and regional partners, as appropriate, on infrastructure improvements.	
Study the Town Historic Districts and Northeast Community to determine if alternative curb/gutter and sidewalk cross-sections are needed.	  

Source: <https://online.flippingbook.com/view/90066591/96-97/>

Update the CTP to capture any transportation recommendations from the CAMPO North East Area Study.



Update the CTP to capture any transportation recommendations from the Northeast Community Plan.



Update the CTP to capture any transportation recommendations from the Wake Forest Community Plan Update.



Continue to support public private partnerships for infrastructure projects.



Rail Recommendations

Guiding Principle

Continue coordination with CAMPO, NCDOT, and other local and regional partners, as appropriate, for the advancement of the Southeastern High-Speed Rail or S-Line.



Develop TOD small area plans for the station areas.



Bus Recommendations

Guiding Principle

Implement Loop B of the Wake Forest Loop bus service.
Complete: September 2019



Develop an interactive website for the Wake Forest Loop showing stop location and bus station infrastructure.



Explore real time technology options to enhance user experience.



Develop a plan to introduce public art into bus shelter design.



Explore wayfinding opportunities at bus shelter locations.



Develop standardized street furniture and shelter for bus stop locations that are either purchased by the Town or donated by private citizens or groups.



Rail Recommendations

Continue coordination with CAMPO, NCDOT, and other local and regional partners as appropriate, for the advancement of the Southeastern High Speed Rail or S-Line.

Source: <https://online.flippingbook.com/view/90066591/96-97/>

Flexibility

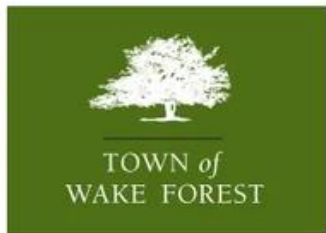
- Ensure multiple travel options for local and regional travel.
- Promote interconnectivity between existing and future developments.
- Focus on providing Complete Streets.
- **Prepare for future commuter rail service.**
- Plan for multiple time horizons with flexibility.
- Focus on the best use of limited funds.

Source: <https://online.flippingbook.com/view/90066591/12-13/>



Community Plan

Vision Statements
and Policies
*Including the
Growth Strategy Map*



Adopted 9/15/2009



Regional Intergovernmental Cooperation

Summary of the Issues

As Wake County and its municipalities continue to grow in size and proximity to each other, the functional relationships among these local governments must also become more coordinated. With each passing year, public decision-making on key issues such as transportation, water and sewer, schools and solid waste management require greater levels of advanced planning and cooperation. These key elements of the area's basic infrastructure do not stop at corporate boundaries; what happens in one jurisdiction often has profound impacts on the adjoining jurisdiction(s). Through these policies and this plan, the Town of Wake Forest wishes to go on record as being strongly in favor of local inter-governmental efforts to provide and plan for these critical elements of a regional infrastructure.

Policies for Regional Transportation

Policy RT-1: The Town should continue to anticipate and plan for the impacts of new HIGH SPEED RAIL SERVICE as it passes through Wake Forest en route to major urban centers north and south along the east coast.

GROWTH MANAGEMENT

Policy RT-1: The Town should continue to anticipate and plan for the impacts of new HIGH SPEED RAIL SERVICE as it passes through Wake Forest en route to major urban centers north and south along the east coast.



Recent plans (February 2008) of the *Southeast High Speed Rail Corridor* (<http://www.sehsr.org/>) call for high speed rail service to pass through the town of Wake Forest without stopping. Trains originating in Washington, DC would travel through northern Wake County headed for Raleigh, Charlotte and points south. Corridor maps for the high speed rail line through the town of Wake Forest show a general alignment with the existing rail line with only a few minor changes. Significantly, those portions of the line through downtown Wake Forest follow the existing tracks with only one minor deviation. Near the intersection of the existing rail line with Holding Avenue, the proposed corridor would shift eastward some 100 feet to straighten out a curve considered too great for high speed use. There are also two other locations well north and well south of the town center where minor realignments would be employed to straighten out some curved sections of line. These realignments are not expected to seriously impact existing developments or land uses in their vicinity.

Typical concerns associated with high speed rail through a community include noise, sometimes at unusual hours, and traffic conflicts. At-grade intersections with local streets are viewed with particular concern by rail officials; there are often initiatives undertaken to permanently close such crossings. Fortunately, the high speed trains will pass through the community so quickly that noise and interruption of traffic should be of short duration.

Policy RT-2: The Town should continue to anticipate and plan for the transformation of US 1 CAPITAL BOULEVARD into a LIMITED ACCESS FREEWAY and MULTI-MODAL TRANSPORTATION CORRIDOR as per the plans of the US 1 Corridor Study.

Excerpts condensed from the US 1 Corridor Study¹ website reveal the following:

Corridor Description

- The US 1 corridor runs between I-540 in Raleigh and the northern intersection of US 1/US 1A (North Main Street) in Franklin County, a length of approximately 14 miles (see Study Area map).
- US 1 accommodates interstate travel, linking Raleigh with I-85 to the north.
- US 1 connects downtown Raleigh with its northeastern suburban areas, including the Towns of Wake Forest and Youngsville, and

¹ <http://nait.org/doh/preconstruct/tbp/shc/studies/US1/Overview/>

Recent plans (February 2008) of the Southeast High Speed Rail Corridor (<http://www.sehsr.org/>) call for high speed rail service to pass through the town of Wake Forest without stopping. Trains originating in Washington, DC would travel through northern Wake County headed for Raleigh, Charlotte and points south. Corridor maps for the high speed rail line through the town of Wake Forest show a general alignment with the existing rail line with only a few minor changes. Significantly, those portions of the line through downtown Wake Forest follow the existing tracks with only one minor deviation. Near the intersection of the existing rail line with Holding Avenue, the proposed corridor would shift eastward some 100 feet to straighten out a curve considered too great for high speed use.

Major Subdivision Review Standards in the TOWF Unified Development Ordinance, Section 15.9.2(A):

A. Applicability: The Subdivision Master Plan review process is required for those divisions of land into 4 or more lots, or which require dedication of public utilities and/or public streets (See Chapter 6: Subdivision and Infrastructure Standards).

Source: <https://online.flippingbook.com/view/90019433/276/>

6.1 PURPOSE AND INTENT

The purpose of this chapter is to establish **criteria for the site development and subdivision of real property** within the jurisdiction of the Town of Wake Forest. **These standards are** set forth to:

- Provide for the **orderly growth and development** of the Town of Wake Forest; and
- **Coordinate proposed development** with existing development and with **officially adopted plans** for the future development of the town; and
- Provide for **suitable residential** and nonresidential **development with adequate streets, utilities and appropriate building sites**; and
- Ensure the proper legal description, monumentation, and recordation of subdivided land; and
- **Create conditions essential to public health, safety, and general welfare.**

Source: <https://online.flippingbook.com/view/90019433/99/>

SD-21-06 does NOT “provide for the orderly growth and development of the Town of Wake Forest”

SD-21-06 does NOT “Coordinate proposed development with existing development and with officially adopted plans for the future development of the town”

SD-21-06 does NOT “Provide for suitable residential and nonresidential development with adequate streets, utilities and appropriate building sites”

SD-21-06 does NOT “Create conditions essential to public health, safety, and general welfare”

FOR ALL OF THESE REASONS, the Town should DENY the subdivision application in Case No. SD-21-06 (South White Street Townhomes Major Subdivision)

Planning Board - Sign Up to Speak Form

Please complete this form if you wish to speak in-person at the public hearing or public comment session.

The deadline to sign up to speak is 3:00 pm the day of the meeting.

Name

Andrew Gillingham

Address

803 S Main St, Wake Forest, North Carolina 27587

Email

andrewdgillingham@gmail.com

Phone

(815) 238-1444

Planning Board Date

10/4/2022

Project/Item Number You Wish to Speak About

SD-21-06

If unsure, please view this month's agenda on the [Public Meeting Portal](#) webpage.

Upload Presentation/Visuals



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3.9 MB



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Speaking at the Podium

At the appropriate time, the Chair will acknowledge those persons who have signed in and they will be called upon in the order registered. Speakers will address the Board as a whole, from the podium at the front of the room and begin their remarks by stating their name and address. If representing a group, the spokesperson must also identify the group they are representing.

At the end of public comment, the Chair may summarize the discussion from the public comment. Speakers needing additional information or questions answered will be contacted by the Town Clerk and provided contact information for the appropriate staff person.

Time Allotment

Unless otherwise indicated by the Chair, individual comments shall be limited to three minutes. Someone speaking on behalf of group shall be limited to ten minutes. Once comments have been made, speakers cannot speak again, unless specifically called upon by the Chair. The Chair may, at their discretion, interrupt public comment and elect to continue it to another meeting due to, among other reasons, the lateness of the hour or to allow consideration of other items on the agenda.

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



















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daniel.smoot@madisonholding.com

Madison Holding LLC
1415 Hillsborough Street
Raleigh, NC 27605-1828

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

MADISON HOLDING

VIA E-MAIL

November 9, 2022

Ms. Courtney Tanner, Planning Director
Ms. Jennifer Currin, Assistant Planning Director
Mr. Patrick Reidy, Senior Planner
Town of Wake Forest
Wake Forest Town Hall—Third Floor
301 S. Brooks St.
Wake Forest, NC 27587

Re: White Street Townhomes, SP-21-06

Dear All,

As we are continuing our discussions with town staff regarding potential alternatives, could we kindly request a postponement of consideration of SP-21-06 until the next Board of Commissioners meeting on December 6, 2022?

Sincerely,



David M. Smoot, IV



Daniel H. Smoot

cc: Chad Essick, Esq.

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MADISON HOLDING

VIA E-MAIL

November 28, 2022

Ms. Courtney Tanner, Planning Director
Ms. Jennifer Currin, Assistant Planning Director
Mr. Patrick Reidy, Senior Planner
Town of Wake Forest
Wake Forest Town Hall—Third Floor
301 S. Brooks St.
Wake Forest, NC 27587

Re: White Street Townhomes, SP-21-06

Dear All,

As we are continuing our discussions with town staff regarding potential alternatives, could we kindly request a postponement of consideration of SP-21-06 until the next Board of Commissioners meeting on December 20, 2022?

Sincerely,



David M. Smoot, IV



Daniel H. Smoot

cc: Chad Essick, Esq.

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Raleigh, NC 27605-1828



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-473-

Submitted by:

Submitting Department: Administration

Meeting Date: December 20, 2022

SUBJECT

Department Monthly Report

Recommendation:

Item Summary:

ATTACHMENTS

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

November 2022 | Department Monthly Report



Communications

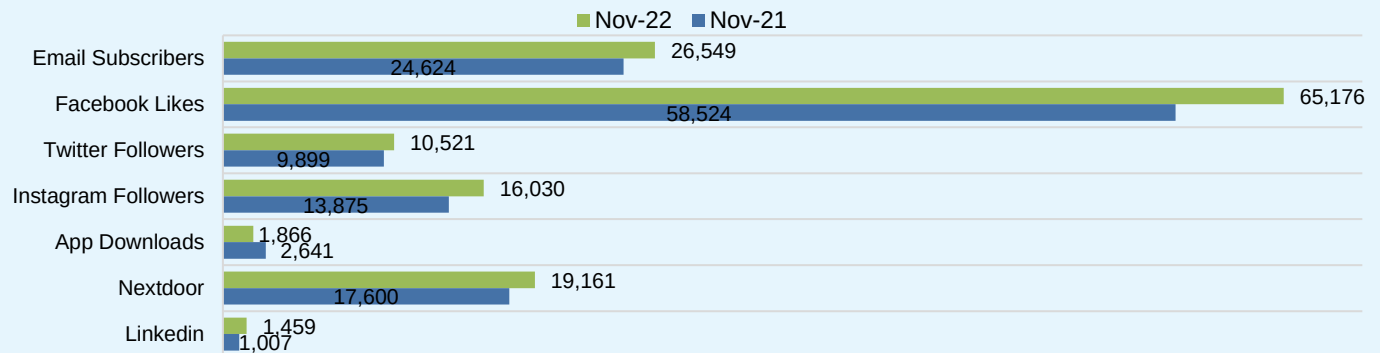
ANNOUNCEMENTS

Media Releases	40
Email Announcements	19
Town-to-Resident Phone Calls/Texts	2

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Home	9,314
2	Christmas in WF	3,879
3	Utility Bill Payment Options	2,812
4	Historic Home Tour	2,631
5	WF Cares Holiday Kickoff	2,078

SUBSCRIBERS



Downtown Development

UPDATES PROVIDED QUARTERLY

OCCUPANCY

	JUL - SEPT 2022	OCT - DEC 2022
Occupancy Rate in Percentage	89%	90%

NEW BUSINESSES

	NOVEMBER 2022	FISCAL YEAR-TO- DATE
Number of New Businesses	1	5
Number of Businesses Closed	0	3

UPDATES PROVIDED QUARTERLY

EVENTS

SECOND QUARTER EVENTS NOVEMBER - DEC)	ATTENDANCE IN 2022	ATTENDANCE IN 2021
WF Cares Holiday Kickoff	6000	8000

- WF Cares Holiday Kickoff was a success and having the Cares initiatives present seemed to be well received. Event attendance was less than last year, but this is in large part due to reducing the event from 6 hours to 4 hours. Community performance stage, snow, and ice carving were all big hits and downtown merchants shared that it was a wonderful sales day for them. Northeast Community Coalition and Wake Forest Woman's Club also participated in this event and provided a children's craft activity.
- Plaid Friday and Small Business Saturday were a huge success with residents and visitors coming out to support the shop local initiative. WFD handed out \$10 Downtown Dollars to 20 unsuspecting shoppers who were wearing plaid on Plaid Friday to thank them for shopping local.
- WFD held a merchant social on 11.1.22 at Strike & Barrel and approximately 50 people were in attendance representing a variety of downtown business establishments. This was a great opportunity for business owners to network and check out the renovations and additions at Strike & Barrel.
- Downtown Development Manager attended regional check in with North Carolina Main Street on 11.7.22. Social districts continue to be a hot topic across Main Street communities and 2023 is going to be "Year of the Trail" for NC Main Street.

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)

	NOVEMBER 2022	OCTOBER 2022
Number of responses to RFIs	0	0

BUSINESS RETENTION & EXPANSION (BRE)

NAMES OF BUSINESSES VISITED THIS MONTH

Atlas Stark

Riverplace Holdings

Engineering

PROJECT	UPDATE
Stormwater Infrastructure Assessment	Freese and Nichols on hold until CIP scoping is complete. (Project Manager – Monica Sarna)

Finance

FINANCIAL TASKS COMPLETED	
TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500	November 17
941/NC-5Q Quarterly Payroll Tax Returns	N/A
ORBIT/LGERS Report – NC State Treasurer	November 1
Utility Sales Tax Return – E500 E	November 14
Wake County Prepared Food and Beverage	November 16
ACCOUNTING/FINANCE	AMOUNT
Total Accounts Payable Disbursement	\$ 3,977,658
Total ePayables Disbursement	5,153,272
Total Number of Invoices Paid	831
Total Amount of Invoices Paid with credit card	648,657
GENERAL TASKS AND OTHER ITEMS	COMPLETION DATE
Capital Improvements Plan (CIP) Update underway –departmental meetings completed – staff compiling document for presentation to Board in January	Ongoing
Bond referendum – all four (4) questions passed – results to be certified by the Board on December 6	November 8
FY 2021–2022 Audit	COMPLETION DATE
Year end and audit and financial statement preparation – finalizing and scheduled to present at December 20 Board meeting	Ongoing

PURCHASING / WAREHOUSE	
New Vendors Set Up	11
Purchase Orders Processed	39
Informal Quotes	14
Surplus Items	Two items sold - \$427
HUBSCO	None

NORTHERN WAKE FOOD SECURITY TEAM	
Staff Hours	8 hours per week (Corey – 4/Drew - 4)
Updates	Weekly delivery to Hope House - Thursdays

Fire

KEY STATS		
	NOVEMBER 2022	OCTOBER 2022
Calls for Service	481	491
Average Response Time	4:18	4:24

TYPES OF CALLS		
	NOVEMBER 2022	OCTOBER 2022
Fire	178	188
Medical	273	277
Motor Vehicle Accidents (MVA)	30	26

Human Resources

PROMOTIONS / TRANSFERS

EMPLOYEE NAME	DEPARTMENT	POSITION	DATE
Brandon High	Police Department	Captain	
Cindy Johnson-Perry	Police Department	Police Lieutenant	
Brian Jernigan	Police Department	Police Sergeant	
Derek Horner	Police Department	Police Corporal	

EMPLOYMENT

As of November 30, 2022	NOVEMBER	DECEMBER
Positions Filled	377.00	382.00
Vacancies	34.00	29.00
Total Authorized Positions FY 2022-2023	411.00	411.00

Information Technology

SERVICE STATS

	NOVEMBER 2022	OCTOBER 2022
Service Requests Completed	362	
Network Uptime Percentage	100%	

Inspections & Public Facilities

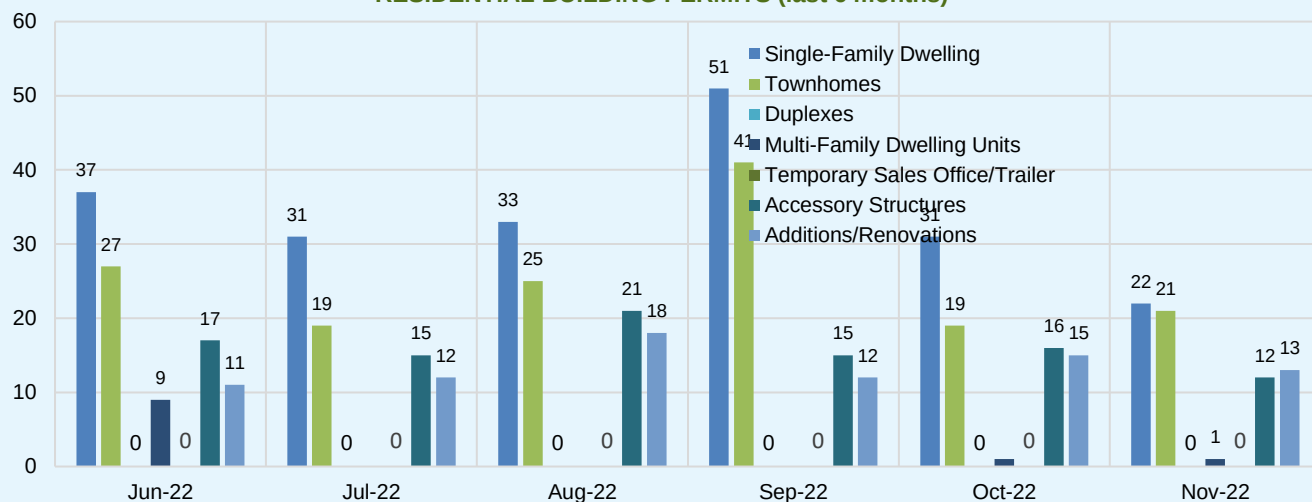
RESIDENTIAL PERMITS

	NOVEMBER 2022	NOVEMBER 2021
Single-Family Dwelling	022	016
Townhomes	021	006
Duplexes	000	000
Multi-Family Dwelling Units	000	000
Other	109	129
Total	152	151

NON-RESIDENTIAL PERMITS

	NOVEMBER 2022	OCTOBER 2021
New Commercial	00	00
Fit-Ups	00	05
Other	26	29
Total	26	44

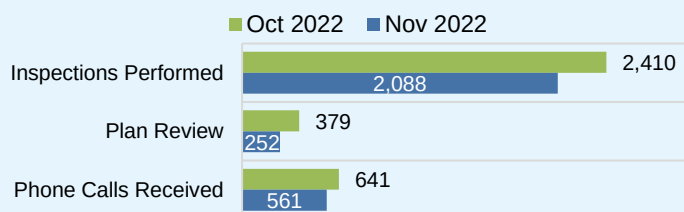
RESIDENTIAL BUILDING PERMITS (last 6 months)



PUBLIC FACILITIES

	NOVEMBER 2022	OCTOBER 2022
Preventative Maintenance Completed	1341	491
Reactive Work Orders	347	121

DEPARTMENTAL PRODUCTIVITY



BUSINESSES

PRE-OCCUPANCIES

Neuse Consulting Group	1956 S Main St
Embrace Martial Arts (expansion)	1021 Forestville Rd 108
Elevate Speech Services	1764 Heritage Center Dr 201
Cameron & Furman CPAs	1756 Heritage Center Dr 202

Parks, Recreation & Cultural Resources

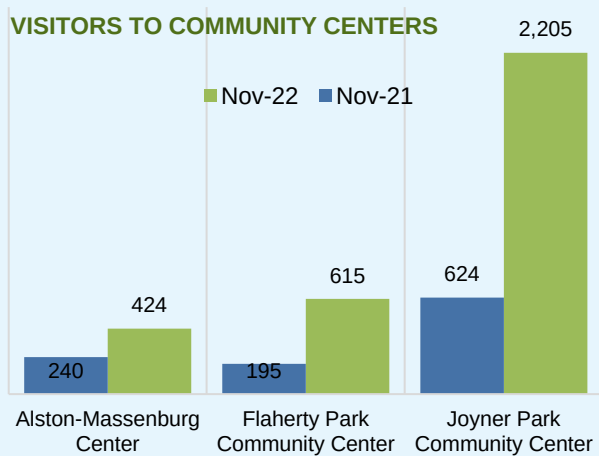
ATHLETICS

	NOVEMBER 2022	NOVEMBER 2021
Registrations Received – Youth	0	2
Registrations Received – Adult	0	0
Games Held	0	0
Revenue	0	\$175

PROGRAMS

	NOVEMBER 2022	NOVEMBER 2021
Registrations Received – Youth	89	28
Registrations Received – Adult	135	60
Classes/Programs Held	33	18
Revenue	\$4896	\$3028

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	3
Reactive Maintenance	3
PM Inspections and services	73
Evening and Weekend Park Services	4

FACILITY RENTALS

	NOVEMBER 2022	NOVEMBER 2021
Athletic Fields	27	38
Joyner Park Outdoor / Open Space	5	4
General Outdoor / Open Space	2	0
Picnic Shelters	1	1
Wake Forest Community House	6	8
Joyner Park Community Center	2	0
Flaherty Park Community Center	0	1
Alston-Massenburg Community Center	0	2

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	NOVEMBER 2022	NOVEMBER 2021
Aquatic Center	CLOSED	CLOSED
Taylor Street Sprayground	CLOSED	CLOSED

Planning

DEVELOPMENT SERVICES MONTHLY REPORT [VIEW](#)

ZONING VIOLATIONS DASHBOARD [VIEW](#)

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

CERTIFICATES OF APPROPRIATENESS

	NOVEMBER 2022	NOVEMBER 2021
COAs Received	0	1
COAs Approved	0	1

Police

KEY STATS

	NOVEMBER 2022	OCTOBER 2021
Calls for Service	4604	4493
Vehicle Crashes	191	197

Public Works

Solid Waste

- Leaf collection has been a struggle. With two and sometimes three trucks down, it has been slow going. Streets has helped when they can with the leaf trailers, and we are running some weekends and much overtime. Add this the three holiday days we had, by the end of November, loose leaf collection is about a week behind schedule. We are looking to get a second truck repaired soon and get two trucks running again. With less leaves still in the trees, we hope to get 'caught back up' within a few weeks.
- Regarding the trash and recycling RFP, we hosted a tour of difficult areas of service throughout town in which 4 potential bidders attended. Republic also scheduled and completed a tour of the MRF they used, per the RFP.
- The Solid Waste department remained fully staffed throughout the month. In the beginning of December, a SW Operator and a SW Relief Operator position will become vacant.
- 16 Clean cube units placed in downtown area

Streets:

- Litter Pickup
- Evaluations
- Smith Creek Greenway improvements
- Assisted Solid Waste for 10 Days with leaf removal
- Cemetery Leaf Removal
- Events: Wake Forest Cares, Turkey Giveaway, Gobble Run, HMS Touch A Truck

Fleet:

Fleet completed 196 work orders in November for a combined shop productivity average of 78% of billable hours. The 4 mechanics completed 17.5 combined hours of training. Michael Ramey joined Fleet Maintenance on 11/14/22 as a Mechanic.

Urban Forestry:

- Removed 125 Trees
- Started stump grinding
- Planted 32 trees
- Applied for Tree City USA

Admin:

Plots sells have been steady. Wake Forest Cemetery has 33 available plots.

SOLID WASTE

	NOVEMBER 2022	NOVEMBER 2021
New Construction Homes Added	42	67
New Cart Sets	42	67

RECYCLING

	NOVEMBER 2022	NOVEMBER 2021
Volunteer Collected Litter	175	375
Volunteer Collected Recycling	0	50
Volunteer Hours	31	17
Volunteer Miles of Streets	1	6
Sections of Roads Cleaned (not miles)	0	0
Number of Creeks Cleaned	2	0
Number of Litter Kits Issued/Returned	28	4

CEMETERY

	NOVEMBER 2022	NOVEMBER 2021
Number of Plots Sold	4	0
Number of Niches Sold	0	0
Total Plots Available	33	259

Renaissance Centre for the Arts

EVENT & PROGRAM ATTENDANCE

	NOVEMBER 2022	NOVEMBER 2021
Monthly In-Person Attendance	806	460
Virtual Views	404	337
Ticketed Events Held	1	1
Free Events Held	1	0

RENAISSANCE CENTRE PROGRAM GUIDE

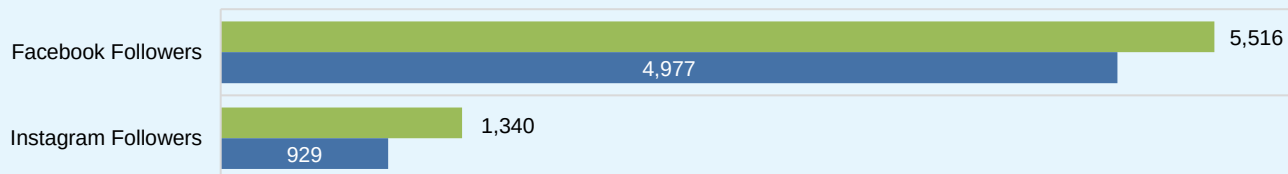
[VIEW](#)

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

- The Renaissance Centre partnered with the Northern Wake Senior Center to honor and celebrate our Veterans. The November 10th event honored local military veterans with the presentation of five Quilts of Valor and 10 Coins of Valor during a special ceremony. Quilts and Coins of Valor are awarded to service members or veterans who have been touched by war. They are a tangible way of saying “Thank you for your service and sacrifice in serving our nation.”
- The November 18th Chairmen of the Board concert was the 4th SOLD OUT performance of the season.

SOCIAL ENGAGEMENT

■ Nov-22 ■ Nov-21



Wake Forest Power

CUSTOMER SUMMARY

	NOVEMBER 2022	OCTOBER 2022
Electric Meters/Customers	6,875	6,764
Pre-Pay Power Customers	468	465
H.O.P.E. Participants	46	46
N.C. GreenPower Participants	17	17

Note: Increase from October to November attributed to apartments coming on-line

PAYMENTS RECEIVED

	NOVEMBER 2022	OCTOBER 2022
eSuite Credit Card Payments	\$ 193,410	\$ 250,412
eSuite Credit Card Payments (Pre-Pay)	2,021	1,380
Paymentus CC Payments	612,232	772,181
Paymentus CC Payments (Pre-Pay)	45,115	42,431

POWER OUTAGES

	NOVEMBER 2022	NOVEMBER 2021
Total Number of Customers Affected by Outages this Month	1007	38
Average Number of Customers Affected per Outage	143.86	12.67

NUMBER OF TRANSACTIONS

	NOVEMBER 2022	OCTOBER 2022
eSuite Credit Card Payments	450	569
eSuite Credit Card Payments (Pre-Pay)	41	37
Paymentus CC Payments	4,418	4,494
Paymentus CC Payments (Pre-Pay)	1,283	1,157

Note: Transitioning to Paymentus

Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 11/ 9/2022

Number of members in attendance 7 out of 9

Update: The Historic Preservation Commission and Home Tour Committee held their last home tour meeting before the event and finalized all plans. The Historic Preservation Commission reviewed and approved two historic markers; Olive Branch Baptist Church and the Northeast Community. The Historic Home Tour will be held on December 3rd from 1 –7pm.

Human Relations Council

MEETINGS

Most recent meeting held 11/ /2022

Number of members in attendance out of 12

No Meeting in November

Public Art Commission

MEETINGS

Most recent meeting held 11/ /2022

Number of members in attendance out of 10

No meeting in November

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 11/ 28/2022

Number of members in attendance 9 out of 12

Update:

- The board held its annual potluck dinner for the first time since COVID.
- Three members rotating off the board were recognized for their service to the town (Gary Hartong, Janet Lowe and Adrian Schaller.
- Scheduled Annual Planning Meeting for Feb. 11th 9am-1pm at Town Hall:
- Work Group 2023 Event – National Trails Day: Christi shared that the timing company will not be available on June 3rd. We will look at other companies.

Technology Advisory Board

MEETINGS

Most recent meeting held 11/ /2022

Number of members in attendance out of 8

No Meeting in November

Urban Forestry Board

MEETINGS

Most recent meeting held 11/27/2022

Number of members in attendance 11 out of 11

Board talked about upcoming events and is electing a new chair.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-474-

Submitted by:

Submitting Department: Administration

Meeting Date: December 20, 2022

SUBJECT

Wake County Tax Release

Recommendation:

Item Summary:

ATTACHMENTS

- [WF-TAXREPORT-DEC-2022MTG.pdf](#)



Board of Commissioners

P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180

FAX 919 856 5699

SHINICA THOMAS, CHAIR
SUSAN EVANS, VICE-CHAIR
VICKIE ADAMSON
MATT CALABRIA
DON MIAL
CHERYL STALLINGS
JAMES WEST

December 6, 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 December 5, 2022, approved and accepted the enclosed tax report for the Town of Wake Forest.

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

Sincerely,

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

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

Board Report

Date : 12/05/2022

TO : WAKE COUNTY BOARD OF COMMISSIONERS

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

No.	Name of Tax Payer	Account Number	Tax and Penalties	Total Rebate	Total Refund	Request Status
1	LIDL US OPERATIONS LLC C/O TAX DEPT 3500 S CLARK ST ARLINGTON VA, 22202	0006820086- 2022- 2022- 0000000	City 1,567.01 County 1,961.13	3,528.14	3,528.14	Refund
	Marcus D. Kinrade		Total City Rebated 1,567.01			
	Wake County Tax Administrator		Total County Rebated 1,961.13			
			Total Rebate/Refund	3,528.14	3,528.14	

DocuSigned by:

Marcus Kinrade

CC: 37C19A0FB14C430...

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

Print

Lock

DocuSigned by:

Kim Lorbadner

Approved By : 48E03563258A4D0...

Return



WAKE COUNTY TAX ADMINISTRATION

Rebate details
10/1/2022 - 10/31/2022

WAKE FOREST

DATE 11/01/2022
TIME 08:40:04 PM
PAGE 1

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

BUSINESS ACCOUNTS

829322	1,567.01	0.00	0.00	0.00	1,567.01	10/18/2022	0006820086	2022	2022	000000	LIDL US OPERATIONS LLC
830038	11.42	0.00	0.00	0.00	11.42	10/26/2022	0006675345	2022	2022	000000	MILLENNIUM CONSULTING SERVICES LLC

Subtotal for

BUSINESS ACCOUNTS	1,578.43	0.00	0.00	0.00	1,578.43	2 Properties Rebated
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BUSINESS REAL ESTATE ACCOUNTS

830052	586.36	0.00	0.00	0.00	586.36	10/31/2022	0000295596	2022	2022	000000	ROGGE, BEVERLY J
829440	34,229.04	0.00	0.00	0.00	34,229.04	10/31/2022	0000421521	2022	2022	000000	CRENSHAW TRACE LLC

Subtotal for

BUSINESS REAL ESTATE ACCOUNTS	34,815.40	0.00	0.00	0.00	34,815.40	2 Properties Rebated
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INDIVIDUAL REAL ESTATE ACCOUNTS

830043	790.45	0.00	0.00	0.00	790.45	10/31/2022	0000473602	2022	2022	000000	ALLEN, VERGIE HANSARD
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Subtotal for

INDIVIDUAL REAL ESTATE ACCOUNTS	790.45	0.00	0.00	0.00	790.45	1 Properties Rebated
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WAKE COUNTY TAX ADMINISTRATION

Rebate details
10/1/2022 - 10/31/2022

PAGE

2

DATE

11/01/2022

TIME

08:40:04 PM

WAKE FOREST

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	FOR YEAR	BILLING TYPE	OWNER
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TOTAL	37,184.28	0.00	0.00	0.00	0.00	37,184.28					5	Properties Rebated for the District/City
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WAKE
FOREST (Not
In District)

TOTAL FOR
CITY

WAKE FOREST	37,184.28	0.00	0.00	0.00	0.00	37,184.28					5	Properties Rebated for the City
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WAKE COUNTY TAX ADMINISTRATION

Rebate details
10/1/2022 - 10/31/2022

WAKE FOREST

PAGE

TIME

DATE

08:40:04 PM

11/01/2022

1

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
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Grand Total:	225,837.45	14.98	9,030.00	668.98	0.00	235,551.41	64	Properties Rebated for All Cities				
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Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-472-

Submitted by:

Submitting Department: Administration

Meeting Date: December 20, 2022

SUBJECT

Commissioner Reports

Recommendation:

Item Summary:

ATTACHMENTS

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Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-40-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: December 20, 2022

SUBJECT

Closed Session - NCGS 142-318.11(a)(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Recommendation:

Item Summary:

ATTACHMENTS

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