



TOWN *of* WAKE FOREST

Board of Adjustment Meeting Agenda April 20, 2023 at 6:00 PM

Notice

In accordance with the requirements of Title II of the Americans with Disability 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 the 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.

Public Hearing

Those wishing to speak must first register to speak no later than 3pm the day of the meeting at <https://www.wakeforestnc.gov/public-meetings-portal>.

At the appropriate time, the Board of Adjustment Chair will acknowledge those persons who have registered to speak. 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. While not required, the Chair may ask staff or the applicant to respond. Speakers needing additional information or questions answered will be contacted by the Deputy Town Clerk and provided contact information for the appropriate staff person.

Unless otherwise indicated by the Chair, individual comments shall be limited to three minutes. Groups are encouraged to designate a lead speaker on their behalf, and when addressing the Board, the speaker must first identify the group they are representing and will be given no more than ten minutes to give comments. Once comments have been made, speakers cannot speak again, unless specifically called upon by the Chair. The Chair may, at his/her 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 public hearings are continued from previous meetings, previous individuals that have spoken, either representing themselves or a group, cannot speak at a continued public hearing, unless specifically called upon by the Chair. Additionally, speakers cannot both represent themselves individually and speak on behalf of a group throughout public hearings, even if held over multiple sessions.

1.Call to Order

2.Adoption of Agenda

3.Approval of Minutes

- 3.A. BOA Meeting Minutes
[BOA minutes 2-16-2023 \(003\) \(1\).pdf](#)

4.Old Business

5.New Business

- 5.A. Consideration of an Appeal of an Administrative Decision related to the issuance of a Notice of Violation (V-22-262) issued on November 1, 2022 for the establishment of a prohibited commercial use in the Rural Holding District located at 2004 Old Crawford
[BOA-23-01 STAFF REPORT.pdf](#)
[Exhibit A - Application.pdf](#)
[Exhibit B - Recorded Plat.pdf](#)
[Exhibit C - Maps.pdf](#)
[Exhibit D - Email Regarding Agent Authorization.pdf](#)
[Exhibit E - USPS Confirmation.pdf](#)
[Exhibit F - Copies of NoVs and Affidavits.pdf](#)
[Exhibit G - Email correspondence with Mr Newhouse.pdf](#)
[Exhibit I - 90 Day Extension.pdf](#)
[Exhibit J - Feb Citation.pdf](#)
[Exhibit K - First Agent Authorization Request.pdf](#)
[Exhibit H - Wake County Revenue.pdf](#)

6.Staff Comments

7.Board of Adjustment Comments

8.Adjournment



Board of Adjustment Agenda Item Report

Agenda Item No.: 2023-122-

Submitted by: Ella Dowtin

Submitting Department: Economic Development

Meeting Date: April 20, 2023

SUBJECT

BOA Meeting Minutes

Recommendation:

Item Summary:

ATTACHMENTS

- [BOA minutes 2-16-2023 \(003\) \(1\).pdf](#)



Wake Forest Board of Adjustment Minutes

The Wake Forest Board of Adjustments met on **Thursday, February 16, 2022**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Board of Adjustments Members present: Jonathan Bivens, William Hedrick, Michael Schietzelt, Rick Porter, Ken Christie, and Mark Williams

Board of Adjustments Members absent: Bryan Lange

Staff Members present: Planning Director Courtney Tanner, Senior Planner Patrick Reidy, Mayor Vivian Jones, and Town Clerk Theresa Savary

1. Call to Order

Chair Hedrick called the meeting to order at 6:01 p.m.
A quorum was established.

2. Adoption of Agenda

ACTION:

Mover: Ken Christie moved to adopt the agenda as presented.

Second: Jonathan Bivens.

Vote: Motion carried 6-0.

3. Approval of Minutes

ACTION:

Mover: Jonathan Bivens moved to approve December 15, 2022; minutes as presented.

Second: Mark Williams with the correction in the misspelling of Jonathan Bivens's name.

Vote: Motion carried 6-0.

4. Old Business

No Old Business was presented.

5. New Business

5. A Public Hearing and Consideration on QUASI-JUDICIAL ITEM BOA-22-03
Variance Requests for 0 Dr. Calvin Jones Hwy
BOA-22-03 STAFF REPORT

Senior Planning Director Patrick Reidy provided a staff report for BOA-22-03 variance requests for 0 Dr. Calvin Jones Hwy.

Jonathan Bivens asked if NC 98 By-pass does not have sidewalk access and that it only has access across the road and not on it. The bridges are built to add sidewalks is that correct?

Attorney Hassan Kingsberry swore in Patrick Reidy. Mr. Reidy stated that that is correct there is no sidewalk access, just a median, and guardrail.

Mark Williams asked who determined how the building is orientated.

Mr. Reidy responded the UDO requires where the pumps are located on the site.

Attorney Kingsberry swore in Ryan Robinson and Scott Lay.

Ryan Robinson gave an overview of the site plan and what the UDO requires.

Patrick Reidy reviewed the Recommended Conditions for the development.

Public comment session closed by Chair Hedrick.

ACTION:

Mover: Jonathan Bivens

Secunder: Ken Christie.

Vote: Motion carried 5-0.

Exhibit A - Variance Application and Justification Letter.pdf

Exhibit B - Proposed Construction Plans prepared by McAdams and dated November 10, 2022.pdf

Exhibit C - Proposed Architectural Elevations prepared by RRMM Architects, PC and dated January 19, 2023.pdf

Exhibit D - Aerial and Zoning Maps.pdf

Exhibit E - Recorded Plat (BM 2021 Page 2339).pdf

Exhibit F - UDO Section 5.6, 5.6.3.B, and 5.6.3.C.pdf

ACTION:

Mover: Mark Williams moved to approve with conditions that staff put forward with modifications by Board.

Seconder: Rick Porter.

Vote: Motion carried 5-0.

6. Staff Comments

6. A. There will not be a BOA meeting in March 2023.

Planning Director Tanner informed the Board that the RFQs for the access management plan and the downtown plan is available for review.

7. Board of Adjustments Comments

No board comments.

8. Adjournment

ACTION:

Mover: Mark Williams moved to adjourn at 7:13 p.m.

Seconder: Jonathan Bivens

Vote: Motion carried 6-0.

Duly approved in open session this 20th day of April 2023.

Ella F. Dowtin
Deputy Town Clerk

William Hedrick
Board of Adjustments Chair



Board of Adjustment Agenda Item Report

Agenda Item No.: 2023-127-
Submitted by: Courtney Tanner
Submitting Department: Planning
Meeting Date: April 20, 2023

SUBJECT

Consideration of an Appeal of an Administrative Decision related to the issuance of a Notice of Violation (V-22-262) issued on November 1, 2022 for the establishment of a prohibited commercial use in the Rural Holding District located at 2004 Old Crawford

Recommendation:

Item Summary:

ATTACHMENTS

- [BOA-23-01 STAFF REPORT.pdf](#)
- [Exhibit A - Application.pdf](#)
- [Exhibit B - Recorded Plat.pdf](#)
- [Exhibit C - Maps.pdf](#)
- [Exhibit D - Email Regarding Agent Authorization.pdf](#)
- [Exhibit E - USPS Confirmation.pdf](#)
- [Exhibit F - Copies of NoVs and Affidavits.pdf](#)
- [Exhibit G - Email correspondence with Mr Newhouse.pdf](#)
- [Exhibit I - 90 Day Extension.pdf](#)
- [Exhibit J - Feb Citation.pdf](#)
- [Exhibit K - First Agent Authorization Request.pdf](#)
- [Exhibit H - Wake County Revenue.pdf](#)



Staff Report

Case BOA-23-01: Appeal of V-22-262

Meeting Date	April 20, 2023
Requested Actions	Consideration of an Appeal of an Administrative Decision related to the issuance of a Notice of Violation (V-22-262) at 2004 Old Crawford
Case Manager	Courtney Tanner, Planning Director

CASE INFORMATION

Applicant	Holden McLemore Perry & Brandt, Attorneys at Law 417 S. Main Street Wake Forest, NC 27587	
Property Owner	Jeffrey Newhouse & Lisa Newhouse 2004 Old Crawford Road Wake Forest, NC 27587	
Address	2004 Old Crawford Road	
Wake County Tax PIN(s)	1749156738	
Acreage	3.96 acres	
Zoning	Rural Holding District (RD)	
Corporate Limits	This application is not in the Town's corporate limits but in the Extraterritorial Jurisdiction	
Book of Maps/ Page Number	Book BM 2004, Page 1732 – Recorded September 17, 2004	
Setbacks	Front	20 feet
	Street Side/ Secondary	20 feet
	Side	10 feet
	Rear	25 feet for principal and 10 feet for accessory structures

See Exhibit A for a copy of the application, Exhibit B for a copy of the recorded plat.

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Vacant	Rural Holding District
South	Vacant	Rural Holding District
East	Single-Family Residential	Rural Holding District
West	Single-Family Residential and Vacant	Open Space and General Residential 3 – Conditional Use (RZ-94-14)

See Exhibit C for aerial photograph, jurisdictional map, and zoning map.

APPEAL REQUEST

Holden McLemore with Perry & Brandt, Attorneys at Law is appealing V-22-262, dated 2/8/23, on the following grounds:

1. Property not located in town limits and therefore Town of Wake Forest lacks jurisdiction;
2. Permits not required; in the alternative, if permits are required, inadequate time allowed to comply; and
3. Excessive penalty amount.

Note: As of April 14, 2023, the Town had not received an authorized agent form from the property owners. See Exhibit D from Holden McLemore acknowledging receipt of email and statement the attorney would provide ASAP. Also see Exhibit K for the initial form request. This form must be signed by both property owners.

ADMINISTRATIVE REVIEW OF APPEAL REQUEST

Chapter [15.12.2.B, Filing Procedure](#), of the Unified Development Ordinance (UDO), states an appeal of an administrative decision may be taken by any person aggrieved or by their authorized agent within 30 days of the filing of receipt by such aggrieved party of the written notice of the decision from the Administrator. As noted in the appeal request section of the staff report, the appeal was submitted by a non-authorized agent. Therefore, this standard has not been met, and the application to appeal an administrative decision is not valid.

On November 3, 2022, the property owners received two mailed Notice of Violations (V-22-261 and V-22-262). V-22-261 was issued for the establishment of a prohibited use and V-22-262 was issued for the development (construction) of structures without a permit. See Exhibits E and F. As stated in the previous paragraph, an appeal of an administrative decision must be filed within 30 days of the written decision from the Administrator, which in this case is V-22-261 and V-22-262. Since the property owners received V-22-261 and V-22-262 via certified first class mail on November 3, 2022, an appeal had to be filed by Saturday, December 3, 2022 (or Monday, December 5, 2022 – the next available business day). Therefore, the aggrieved party failed to meet the 30-day window to file an appeal since the appeal was filed on February 24, 2023 (see Exhibit A – application date in footer). As further documentation of property owner receiving V-22-261 and V-22-262, Exhibit G is a time and

date stamped email exchanges between Town staff and Mr. Newhouse (one of the property owners) in November of 2022.

While the aggrieved party and timeline to appeal standards have not been met, the following summary is provided in response to the three grounds for appealing provided by Holden McLemore with Perry & Brandt, Attorneys at Law.

Property not located in town limits and therefore Town of Wake Forest lacks jurisdiction

Chapter [1.3, Jurisdiction](#), in the UDO, states, "All provisions of this ordinance shall apply within the corporate limits of the Town of Wake Forest, North Carolina and within the town's extraterritorial jurisdiction, as identified on the Zoning Map of the Town of Wake Forest, except that property in the extraterritorial jurisdiction which is used for bona fide farm purposes is exempt from the requirements of this ordinance, pursuant to NC General Statutes." This parcel is located in the town's extraterritorial jurisdiction (see Exhibit C) and is not classified as a bona fide farm (land class not classified as "for-farm" by Wake County in Exhibit H). Therefore, Wake Forest has jurisdiction to enforce violations of the UDO in the town's extraterritorial jurisdiction.

Permits not required; in the alternative, if permits are required, inadequate time allowed to comply

As previously established, Wake Forest has jurisdiction on the Newhouse parcel. Per Chapter [4.6, Accessory Uses and Structures](#), it shall be unlawful for any person to erect, construct, enlarge, move, or replace any accessory use or structure without first obtaining a certificate of zoning compliance from the Administrator. In addition, Chapter [15.6.1, Development Permit](#), requires construction or development of any new use within the land development jurisdiction of the Town of Wake Forest to comply with the UDO. The following structures were built without a permit.

- Two-story playhouse with a deck measuring approximately 10 feet by 14 feet
- An open-faced bar area measuring approximately 12 feet by 18 feet with electrical and at least one visible, internal room
- The pool equipment shed measuring 5 feet by 8 feet

Multiple Town Staff spoke both orally and through written communication with Mr. Newhouse after the issuance of the NOVs. In addition, multiple members of the Planning Department and the Engineering Department availed themselves in-person to answer questions during a scheduled site visit on January 12, 2023. Town staff verbally stated that applying for the proper permits demonstrated a good faith effort to resolve the violation and offered to have Mr. Newhouse come to Town Hall so we could assist him with the permit application process since the maximum extension period authorized in the UDO had been granted and the deadline was impending (see Exhibit I). Between the site visit and the extended deadline, despite multiple emails and attempted calls between Planning Staff and Mr. Newhouse offering assistance with the application process, Mr. Newhouse failed to submit any accessory permit applications, which resulted in the issuance of the first citation on February 8, 2023 (see Exhibit J). Therefore, adequate time as allowed by law to comply was granted to Mr. Newhouse.

Excessive penalty amount

The latest version of the UDO was adopted July 19, 2022. The window to appeal how the civil penalty is calculated had to be appealed 30 days after the July 2022 adoption date. This appeal period has passed.

Alternatively, an aggrieved party can request an Administrative Hearing within 30 days of receiving the citation. This did not occur, and the period to request this hearing has passed. See [16.4.2, Citations and Civil Penalties](#), in the UDO.

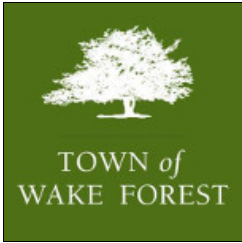
Lastly, as previously stated, an authorized agent or aggrieved party has 30 days to file an administrative appeal. Since an authorized agent form was not submitted within 30 days of the issuance of the first civil citation (Exhibit J); the period in which to file a valid appeal of an administrative decision application has passed. Therefore, the application to appeal the penalty amount is not valid. See Exhibit K for initial request for completed agent authorization form.

STAFF RECOMMENDATION

Staff recommends that the Board of Adjustment concur that the Administrative Appeal application is not valid and therefore not hear the case.

EXHIBITS

- Exhibit A: Application
- Exhibit B: Recorded Plat
- Exhibit C: Maps
- Exhibit D: Email Regarding Agent Authorization
- Exhibit E: USPS Confirmation
- Exhibit F: Copies of NoVs and Affidavits
- Exhibit G: Email Correspondence with Mr. Newhouse
- Exhibit H: Wake County Revenue
- Exhibit I: 90 Day Extension
- Exhibit J: Feb Citation
- Exhibit K: First Agent Authorization Request



Appeal of Administrative Decision Application

(Appeal of Administrative Decision 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

#961548

Project Title: V-22-262

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Appeal of Administrative Decision

State: NC

Workflow: Appeal of Administrative Decision

County: Wake

Address & Basic Site Information

Please Note:

In some cases, a parcel address may not verify. In the event that our system is unable to verify the address you enter, please submit the project as an *Unverified Parcel* and provide zoning and land use information as requested below. For verified addresses, the zoning and land use information will be added to the application automatically (you do not need to provide it below).

Project Address or PIN: 2004 Old Crawford Rd (1749156738) **Tax PIN:** 1749156738

Acreage:

Name of Existing Development/Subdivision (if applicable--for reference only):

For unverified addresses/parcels only, please provide below 1) the current use of the parcel, 2) the zoning district(s) it is in, and 3) any overlay districts that apply. Reference the [zoning map](#) and the [overlay districts map](#) on the town's website.

Current Use & Zoning (required only if address/parcel is unverified):

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

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

Parcel Area: GIS Acreage

- 2004 Old Crawford Rd: 3.96

Wake Forest (WF):

Base District: Zoning

- 2004 Old Crawford Rd: RD

In SH2-O Overlay:

In TND Overlay:

In HL-O Overlay:

In National Register of Historic Places:

Current Use: Land Use Development

- 2004 Old Crawford Rd: Residential

Planning and Zoning: Jurisdiction

- 2004 Old Crawford Rd: WAKE FOREST

In SH1-O Overlay:

In Water Supply Watershed Protection Overlay:

In SF Overlay:

In MVCP-O Overlay:

In Flood Hazard Area: Floodplain Zones

- 2004 Old Crawford Rd: 0.2 PCT ANNUAL CHANCE FLOOD HAZARD

Additional Zoning Information

Currently a Conditional District?: No

Currently a Conditional Use?: Yes

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

Holden McLemore
Perry & Brandt, Attorneys at Law
417 S. Main Street
Wake Forest, NC 27587
P:19195563008
hmclemore@perrybrandtlaw.com

Project Contact - Property Owner

Jeffrey Newhouse
2004 Old Crawford Road
Wake Forest, NC 27587
P:919-862-0026
jeff@concreteres.com

Project Contact - Attorney

Holden McLemore
Perry & Brandt, Attorneys at Law
417 S. Main Street
Wake Forest, NC 27587
P:19195563008
hmclemore@perrybrandtlaw.com

Appeal of Administrative Decision

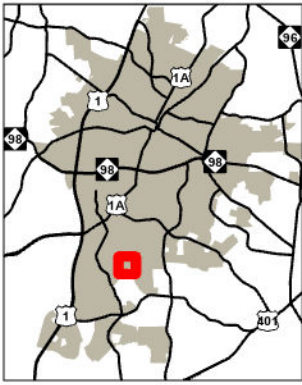
Have you received an official determination?: Yes

Description of Request:

Appealing Civil Citation V-22-262, dated 2/8/23, on the following grounds:

1. Property not located in town limits and therefore Town of WF lacks jurisdiction;
2. Permits not required; in the alternative, if permits are required, inadequate time allowed to comply;
3. Excessive penalty amount.

Please upload relevant information as may reasonably allow the Board of Adjustment to understand the basis for the applicant's appeal.

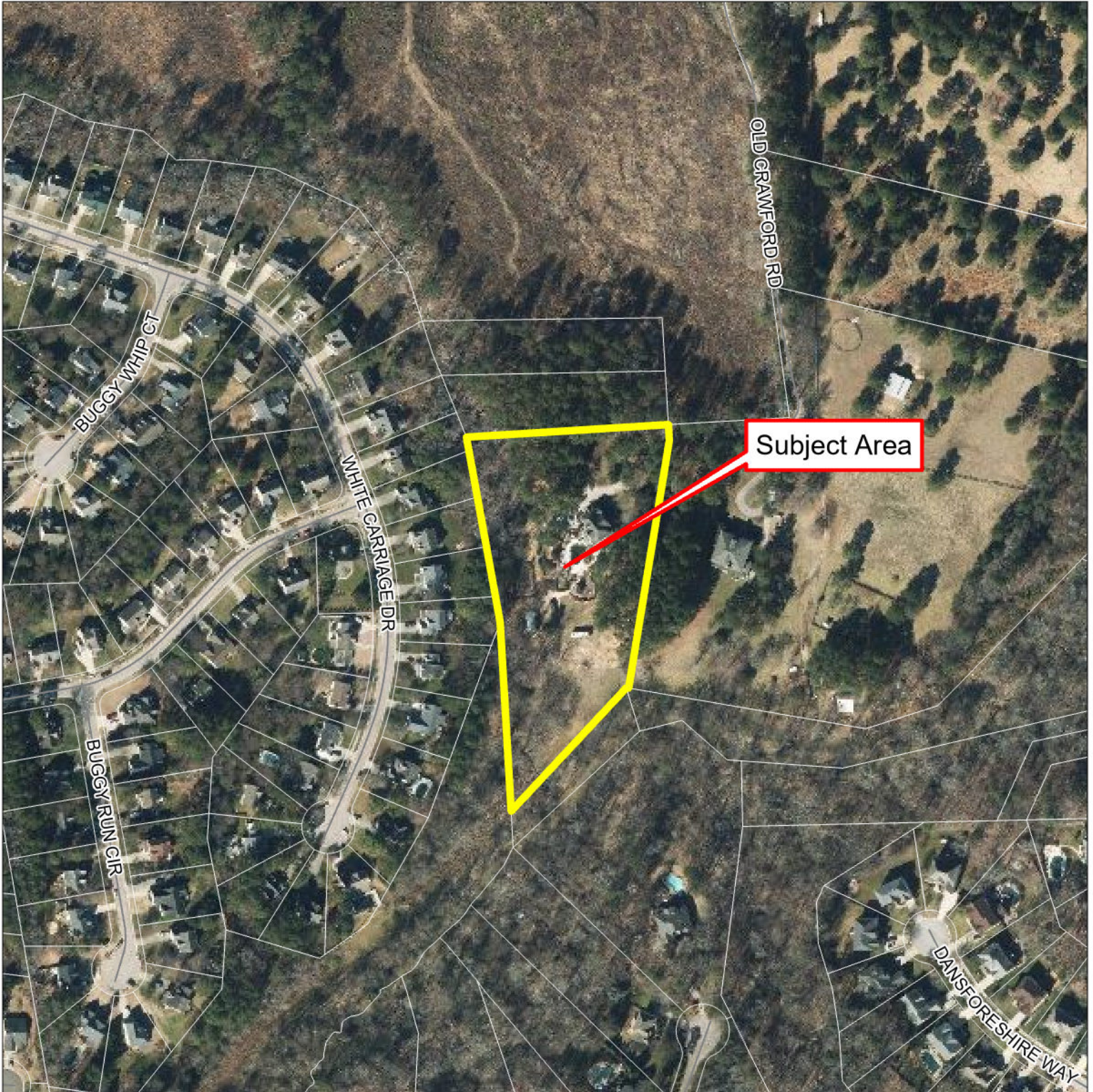


4/13/2023



TOWN of
WAKE FOREST

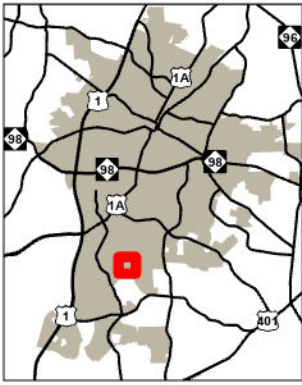
BOA-23-01
2004 Old Crawford Rd
PIN: 1749156738



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

0 500
Feet



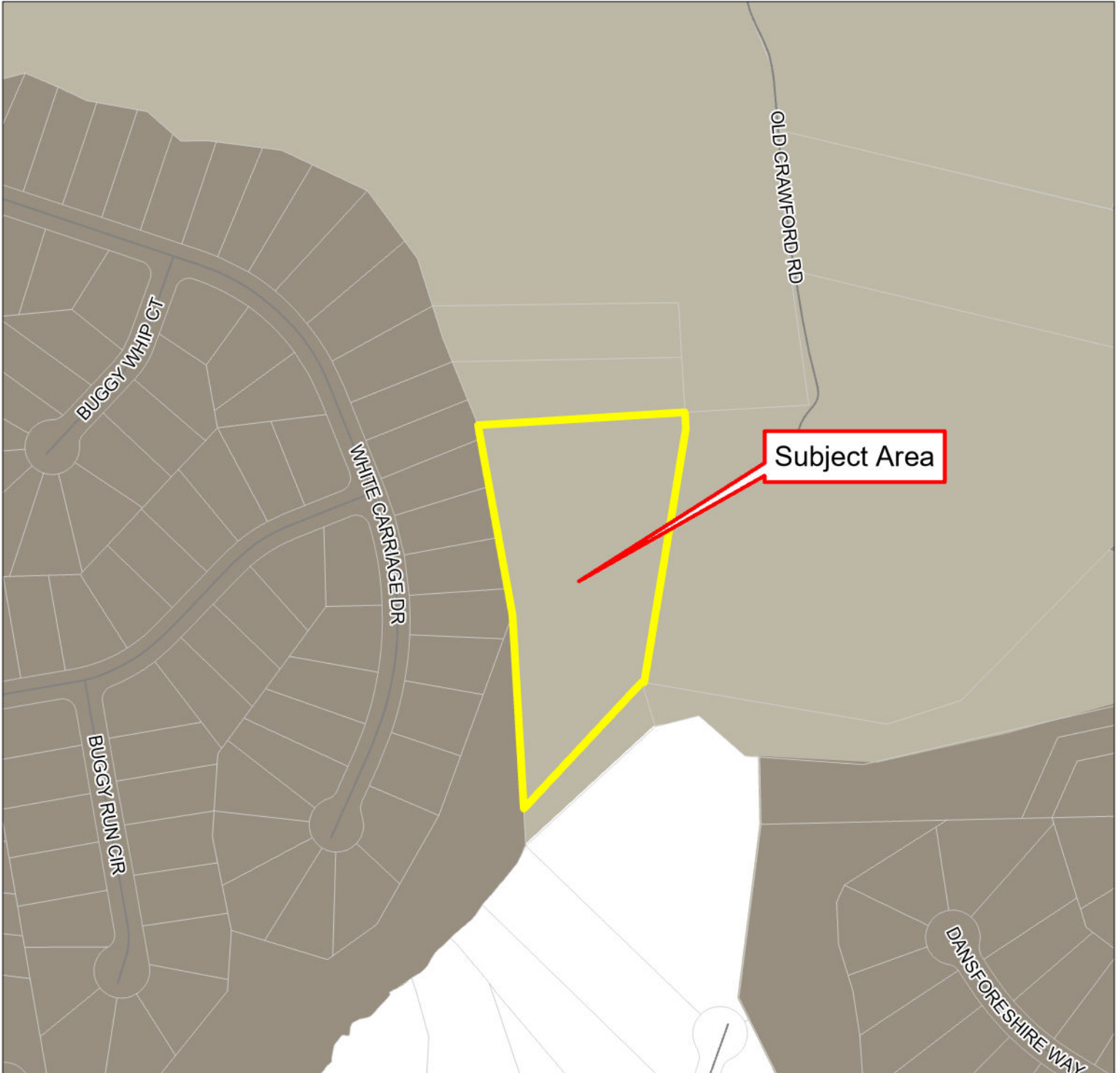


4/14/2023



TOWN of
WAKE FOREST

BOA-23-01
2004 Old Crawford Rd
PIN: 1749156738

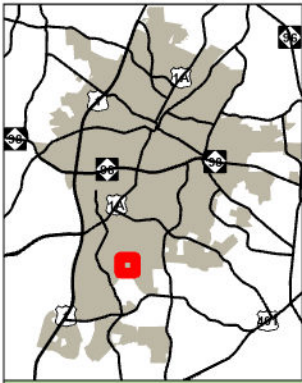


Unincorporated - Wake County

Wake Forest Corporate Limits

Wake Forest Extraterritorial Jurisdiction (ETJ)

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.

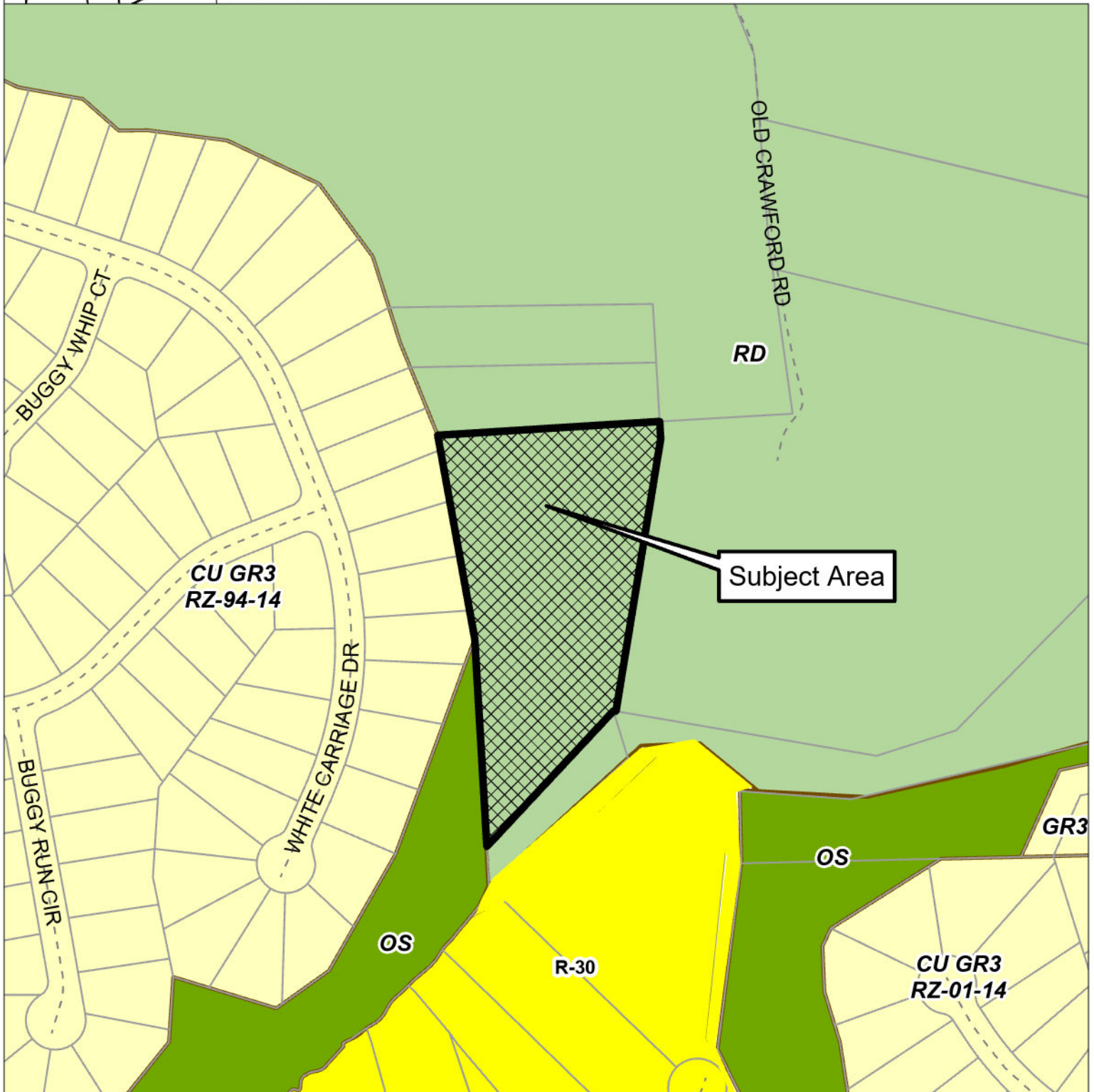


4/13/2023



TOWN of
WAKE FOREST

BOA-23-01
2004 Old Crawford Rd
PIN: 1749156738



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

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From: [Holden McLemore](#)
To: [Tanner, Courtney](#)
Cc: [Reidy, Patrick](#)
Subject: RE: V-22-262 (Related Case Number:) (Wake Forest Case Number: V-22-262)
Date: Thursday, April 6, 2023 2:40:05 PM
Attachments: [image001.png](#)

Courtney and Patrick,

Thank you for reaching back out. We will get this to you ASAP.

Have a Happy Easter,



Attorney

(919) 556-3008

hmclemore@perrybrandtlaw.com

417 S. Main St., Wake Forest, NC 27587

www.perrybrandtlaw.com

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From: Tanner, Courtney <ctanner@wakeforestnc.gov>
Sent: Thursday, April 6, 2023 2:38 PM
To: Holden McLemore <hmclemore@perrybrandtlaw.com>
Cc: Reidy, Patrick <preidy@wakeforestnc.gov>
Subject: V-22-262 (Related Case Number:) (Wake Forest Case Number: V-22-262)

Holden-

The public hearing for Case BOA-23-01 will be held on Thursday, April 20, 2023 - 6:00 PM in the board chambers located at 301 S Brooks St, 2nd Floor. At this time, we do not have an [agent authorization form](#) on file. At least one notice was sent to you regarding this fact. This form needs to be completed ASAP since I need this to confirm you have authority to represent the property owner. This is my final request for the missing information.

Correspondence to and from this E-mail address may be subject to the North Carolina Public Records Law (NCGS Chapter 132) and may be disclosed to third parties.

7020 0090 0001 3052 0177

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☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$

Total Postage and Fees
\$

Sent To
Jeffrey Newhouse
Street and Apt. No., or PO Box No.
2004 Old Crawford Rd
City, State, ZIP+4®
Wake Forest NC 27587

Postmark Here
11-1-22

PS Form 3800, April 2015 PSN 7530-02-000-9047

COMPLETE THIS SECTION ON DELIVERY

A. Signature ☒ Agent
X
B. Received by (Printed Name) Lisa Hayes
C. Date of Delivery 11-3-22
D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☐ Priority Mail Express®
☐ Registered Mail™
☐ Registered Mail Restricted Delivery
☒ Certified Mail®
☐ Certified Mail Restricted Delivery
☐ Signature Confirmation™
☐ Signature Confirmation Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ Insured Mail
☐ Insured Mail Restricted Delivery (over \$500)

1. Article Addressed to:
Lisa Hayes
1008 Corbeling Pt
Wake Forest, NC 27587

2. Article Number (Transfer from service label)
9590 9402 6529 0346 0818 24
7020 0090 0001 3052 0164

PS Form 3811, July 2020 PSN 7530-02-000-9053

7020 0090 0001 3052 0164

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Postage
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Total Postage and Fees
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Lisa Hayes
Street and Apt. No., or PO Box No.
1008 Corbeling Pt
City, State, ZIP+4®
Wake Forest NC 27587

Postmark Here
11-1-22

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$

Total Postage and Fees
\$

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Lisa Hayes
Street and Apt. No., or PO Box No.
1008 Corbeling Pt
City, State, ZIP+4®
Wake Forest NC 27587

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PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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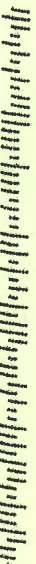
First-Class Mail
Postage & Fees
USPS
Permit No. G-10

21

United States
Postal Service

• Sender: Please print your name, address, and ZIP+4® in this box•

Town of Wake Forest
301 S. Brooks St.
Wake Forest, NC 27587-2901
Attn: Ben Coleman, Planning



USPS TRACKING #



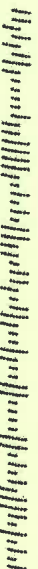
9590 9402 6529 0346 0822 48

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

United States
Postal Service

• Sender: Please print your name, address, and ZIP+4® in this box•

Town of Wake Forest
301 S. Brooks St.
Wake Forest, NC 27587-2901
Attn: Ben Coleman, Planning



Tracking Number:
70200090000130512523

Remove X

 Copy  Add to Informed Delivery

Latest Update

Your item was delivered to an individual at the address at 3:30 pm on November 3, 2022 in WAKE FOREST, NC 27587.

Get More Out of USPS Tracking:

 USPS Tracking Plus®

 **Delivered**
Delivered, Left with Individual
WAKE FOREST, NC 27587
November 3, 2022, 3:30 pm
[See All Tracking History](#)

Text & Email Updates 

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Product Information 

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WAKE FOREST, NC 27587
November 3, 2022, 3:30 pm
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TOWN *of* WAKE FOREST

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

www.wakeforestnc.gov

11/01/22

NEWHOUSE, JEFFREY W NEWHOUSE, LISA A
2004 OLD CRAWFORD RD
WAKE FOREST NC 27587-4998
Tax PIN 1749156658

Sir or Madame,

Subsequent to a complaint of commercial operations on the parcel located at 2004 Old Crawford Rd, an investigation was conducted and has concluded that there is probable cause to believe that a commercial use has been established in the RD zone. Your parcel, zoned RD, or Rural Holding District, may not establish a commercial use per the Town of Wake Forest Unified Development Ordinance 2.3.3. Use Table. Concrete Resurrection, INC was incorporated and established at this address on 7/13/2018. Equipment and materials used for this business were observed on the parcel confirming that this business is operating from the parcel. Additionally, the business Total Lawn & Landscape, owned by the same person, operates from this parcel. Equipment and materials used for the landscaping business were also observed on the parcel. During observation, functions of an obvious commercial nature were being conducted by multiple persons that included the mass burning of materials that appeared to not originate from this parcel.

Therefore, you must cease all non-residential uses on this property. You must remove any and all materials associated with this commercial use and you may not establish "Outdoor Storage Yard" to store any commercial items associated with any business. This includes, but is not limited to, any hazardous materials associated with Concrete Resurrection, INC stored in the structures on this parcel.

If you have any questions about this investigation, feel free to reach out directly to me at bcoleman@wakeforestnc.gov or at 919-435-9541.

Sincerely,

Benjamin Coleman
Zoning Enforcement Officer



TOWN of WAKE FOREST

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

www.wakeforestnc.gov

NOTICE OF VIOLATION & CORRECTION ORDER

Date:	NOVEMBER 1, 2022
Case No.:	V-22-261
Owner Name:	NEWHOUSE, JEFFREY W NEWHOUSE, LISA A
Owner Address:	1008 CORBELING PT. WAKE FOREST, NC 27587
Violation Location:	2004 OLD CRAWFORD RD
Tax Pin:	1749156658

An investigation has determined that you have established an unlawful use in the RD zone. **You are hereby notified** that you are in violation of the following section of the Town of Wake Forest Unified Development Ordinance.

Chapter:	2.3.3
Type of Violation:	ESTABLISHING A PROHIBITED USE
Corrective Action:	CEASE ALL NON-RD USES ON THIS PARCEL

In order to comply with the Town's Ordinance, **you must cease all non-RD uses on this parcel including, but not limited to, General Commercial and Storage – Outdoor Storage Yard.** Any person violating the Unified Development Ordinance shall be liable to the Town for civil penalties of up to \$100.00 per day that the violation continues to exist. **If this violation is not brought into compliance by 5:00 PM 11/11/22 (10 days of letter sent) civil penalties shall accrue.**

If you refuse to comply with the terms of this warning within the time specified, you will be subject to further sanctions as outlined in Chapter 16 Violations & Penalties of the Wake Forest Unified Development Ordinance.

We trust that you will work with us to correct this violation. If you have any questions or need further information, please contact the Planning Department at (919) 435-9541 or bcoleman@wakeforestnc.gov. Your prompt attention is required.

Sincerely,

Benjamin Coleman
Zoning Enforcement Officer
Town of Wake Forest



TOWN *of* WAKE FOREST

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Wake Forest, NC 27587
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www.wakeforestnc.gov

11/01/22

NEWHOUSE, JEFFREY W NEWHOUSE, LISA A
2004 OLD CRAWFORD RD
WAKE FOREST NC 27587-4998
Tax PIN 1749156658

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Sincerely,

Benjamin Coleman
Zoning Enforcement Officer



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Wake Forest, NC 27587
t 919.435.9400

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NOTICE OF VIOLATION & CORRECTION ORDER

Date:	NOVEMBER 1, 2022
Case No.:	V-22-261
Owner Name:	NEWHOUSE, JEFFREY W NEWHOUSE, LISA A
Owner Address:	2004 OLD CRAWFORD RD WAKE FOREST NC 27587-4998
Violation Location:	2004 OLD CRAWFORD RD
Tax Pin:	1749156658

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We trust that you will work with us to correct this violation. If you have any questions or need further information, please contact the Planning Department at (919) 435-9541 or bcoleman@wakeforestnc.gov. Your prompt attention is required.

Sincerely,

Benjamin Coleman
Zoning Enforcement Officer
Town of Wake Forest



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11/01/22

NEWHOUSE, JEFFREY W NEWHOUSE, LISA A
2004 OLD CRAWFORD RD
WAKE FOREST NC 27587-4998
Tax PIN 1749156658

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Sincerely,

Benjamin Coleman
Zoning Enforcement Officer



TOWN *of*
WAKE FOREST

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

www.wakeforestnc.gov

NOTICE CERTIFICATION

Mailed Notice

Town of Wake Forest UDO Section 16.1.2.D

Case Number:

V-22-261

Case Name:

2004 OLD CRAWFORD RD

Violation Address:

2004 OLD CRAWFORD RD

Property Owner:

**JEFFREY NEWHOUSE LISA
NEWHOUSE (SENT TO BOTH)**

Permit/Development Holder:

N/A

This is to certify that I, as Zoning Enforcement Officer, mailed or caused to have mailed by first class mail for the above-mentioned project on November 3, 2022 a Notice of Violation.

11/01/22

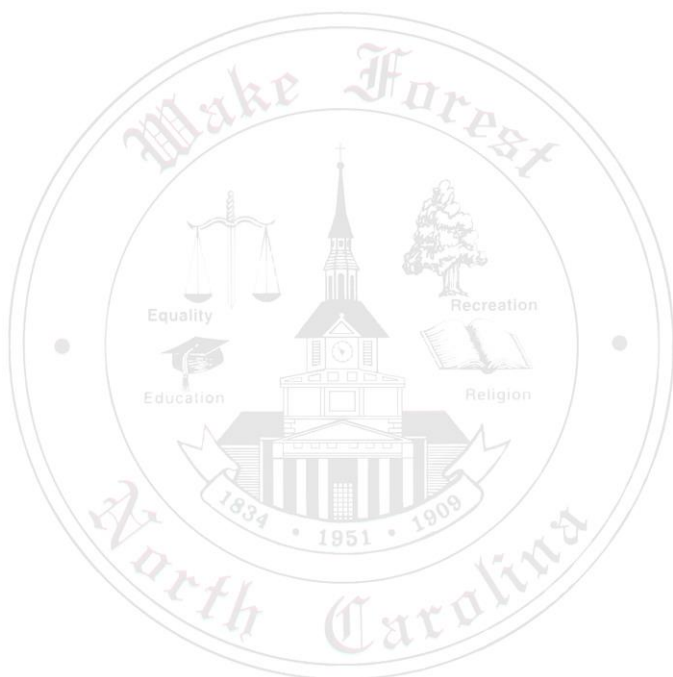
Date



Signature

Benjamin Coleman, Zoning Enforcement Officer

Printed Name and Title





TOWN of WAKE FOREST

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

www.wakeforestnc.gov

NOTICE OF VIOLATION & CORRECTION ORDER

Date:	NOVEMBER 1, 2022
Case No.:	V-22-262
Owner Name:	NEWHOUSE, JEFFREY W NEWHOUSE, LISA A
Owner Address:	2004 OLD CRAWFORD RD WAKE FOREST NC 27587-4998
Violation Location:	2004 OLD CRAWFORD RD
Tax Pin:	1749156658

An investigation has determined that you have conducted construction or development without a development permit on property located within the Town of Wake Forest Extraterritorial Jurisdiction. **You are hereby notified** that you are in violation of the following section of the Town of Wake Forest Unified Development Ordinance.

Chapter:	15.6.1; 4.6
Type of Violation:	DEVELOPMENT WITHOUT ADMINISTRATIVE PERMIT; ERECT, CONSTRUCT, ENLARGE, MOVE, OR REPLACE ANY ACCESSORY USE OR STRUCTURE WITHOUT FIRST OBTAINING A CERTIFICATE OF ZONING COMPLIANCE
Corrective Action:	APPLY FOR AND RECEIVE DEVELOPMENT PERMIT AND CERTIFICATE OF ZONING COMPLIANCE

In order to comply with the Town's Ordinance, **you must apply for and receive development permits for all accessory structures or buildings on the property that require permitting.** Any person violating the Unified Development Ordinance shall be liable to the Town for civil penalties of up to \$100.00 per day that the violation continues to exist. **If this violation is not brought into compliance by 5:00 PM 11/11/22 (10 days of letter sent) civil penalties shall accrue.**

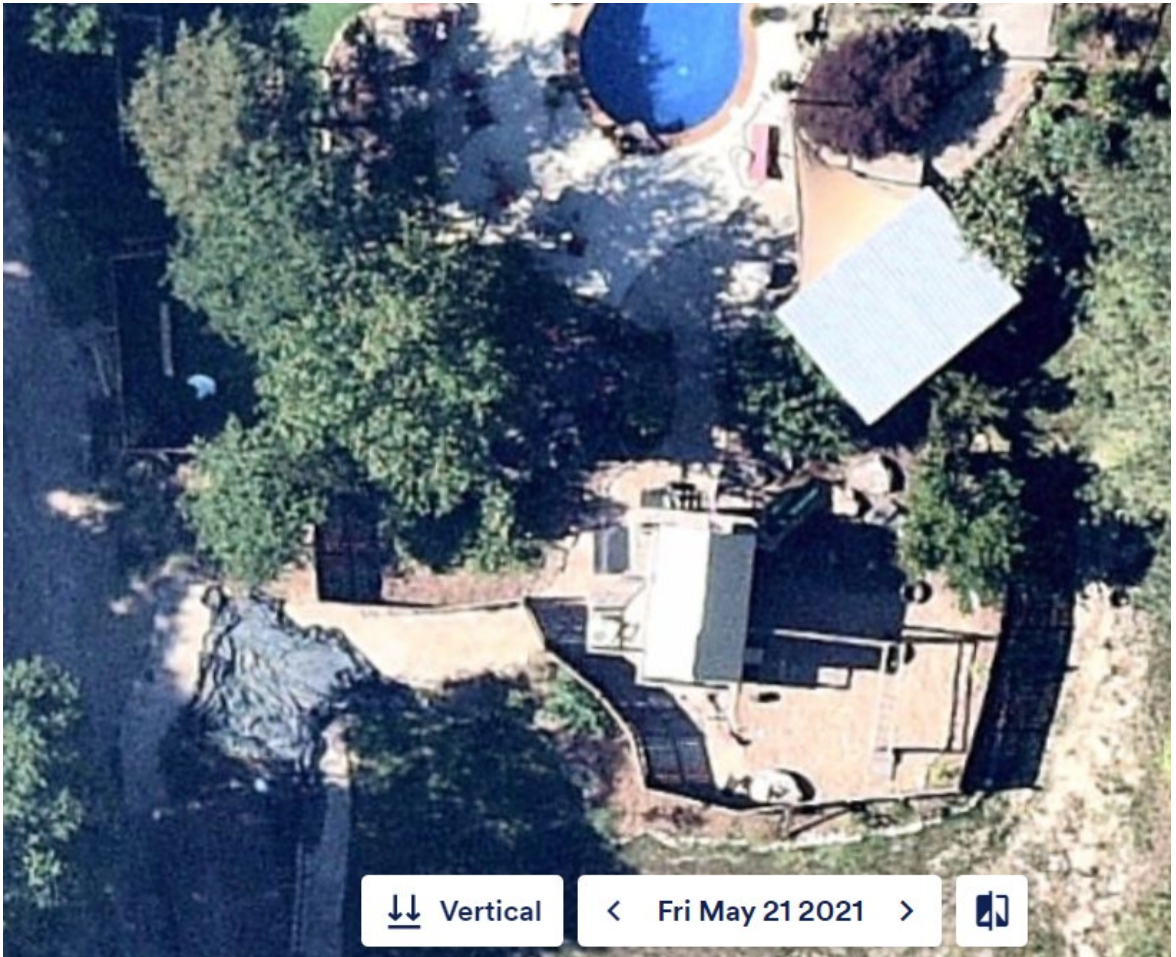
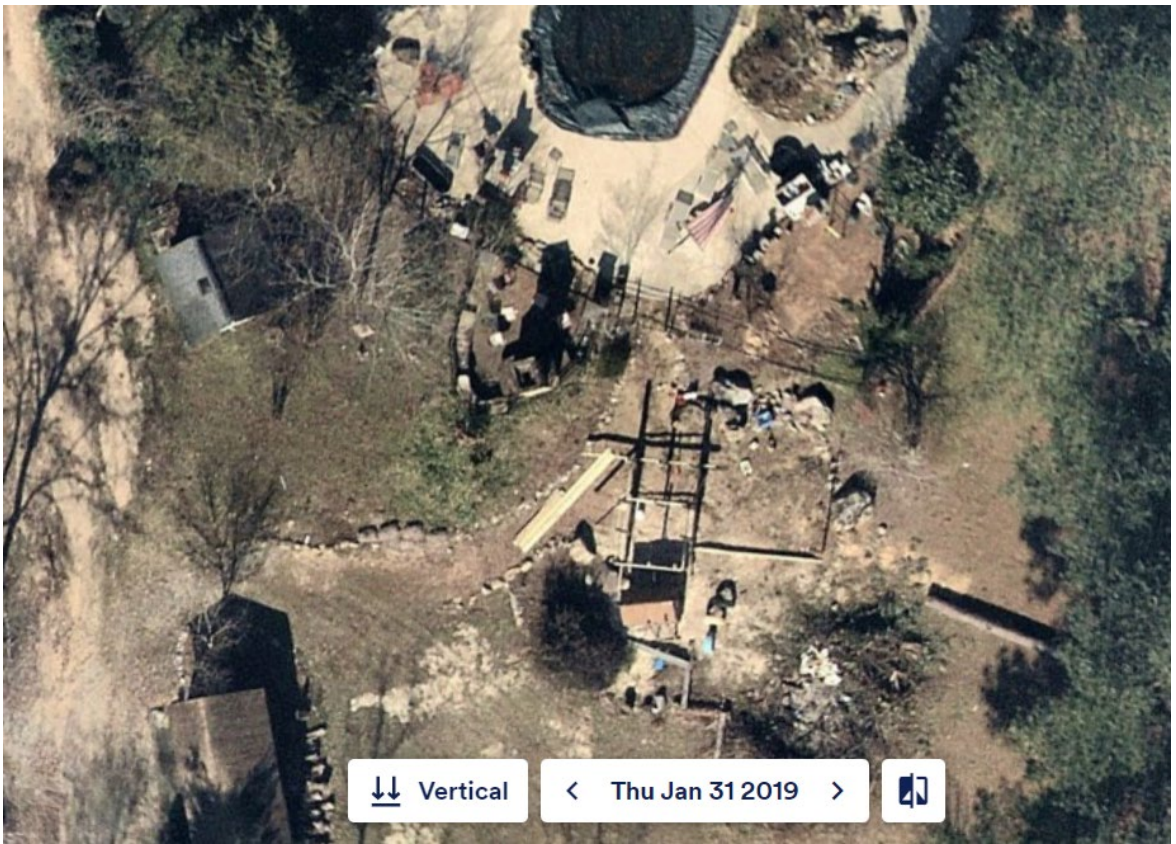
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We trust that you will work with us to correct this violation. If you have any questions or need further information, please contact the Planning Department at (919) 435-9541 or bcoleman@wakeforestnc.gov. Your prompt attention is required.

Sincerely,

Benjamin Coleman
Zoning Enforcement Officer
Town of Wake Forest

Appeals of this decision may be made to the Board of Adjustment pursuant to Section 15.12





Sir or Madame,

Subsequent an investigation into a zoning-related complaint, satellite imagery was used to establish a history on the parcel. While reviewing this imagery, there were multiple structures that appeared to have been installed or replaced within the last 4-5 years. Records indicate that no development permits or certificates of zoning compliance were applied for or received for any structures or buildings. Please follow the instructions below to apply for relevant permits to cure this violation:

Applications for all development and building permits are conducted through the Town of Wake Forest's online permitting portal at the following address:

<https://wakeforest.idtplans.com/secure/>

Then select "Submit a Project for Review"

Planning staff can be reached at 919-435-9510 for assistance with any difficulties experienced with the online process.

Staff will be available at your request to meet on site and discuss which structures will require permitting and answer any questions you may have about the process. If you believe this will be beneficial, please email me at bcoleman@wakeforestnc.gov and we can schedule a time convenient for you.



TOWN of WAKE FOREST

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Wake Forest, NC 27587
t 919.435.9400

www.wakeforestnc.gov

NOTICE OF VIOLATION & CORRECTION ORDER

Date:	NOVEMBER 1, 2022
Case No.:	V-22-262
Owner Name:	NEWHOUSE, JEFFREY W NEWHOUSE, LISA A
Owner Address:	1008 CORBELING PT WAKE FOREST NC 27587
Violation Location:	2004 OLD CRAWFORD RD
Tax Pin:	1749156658

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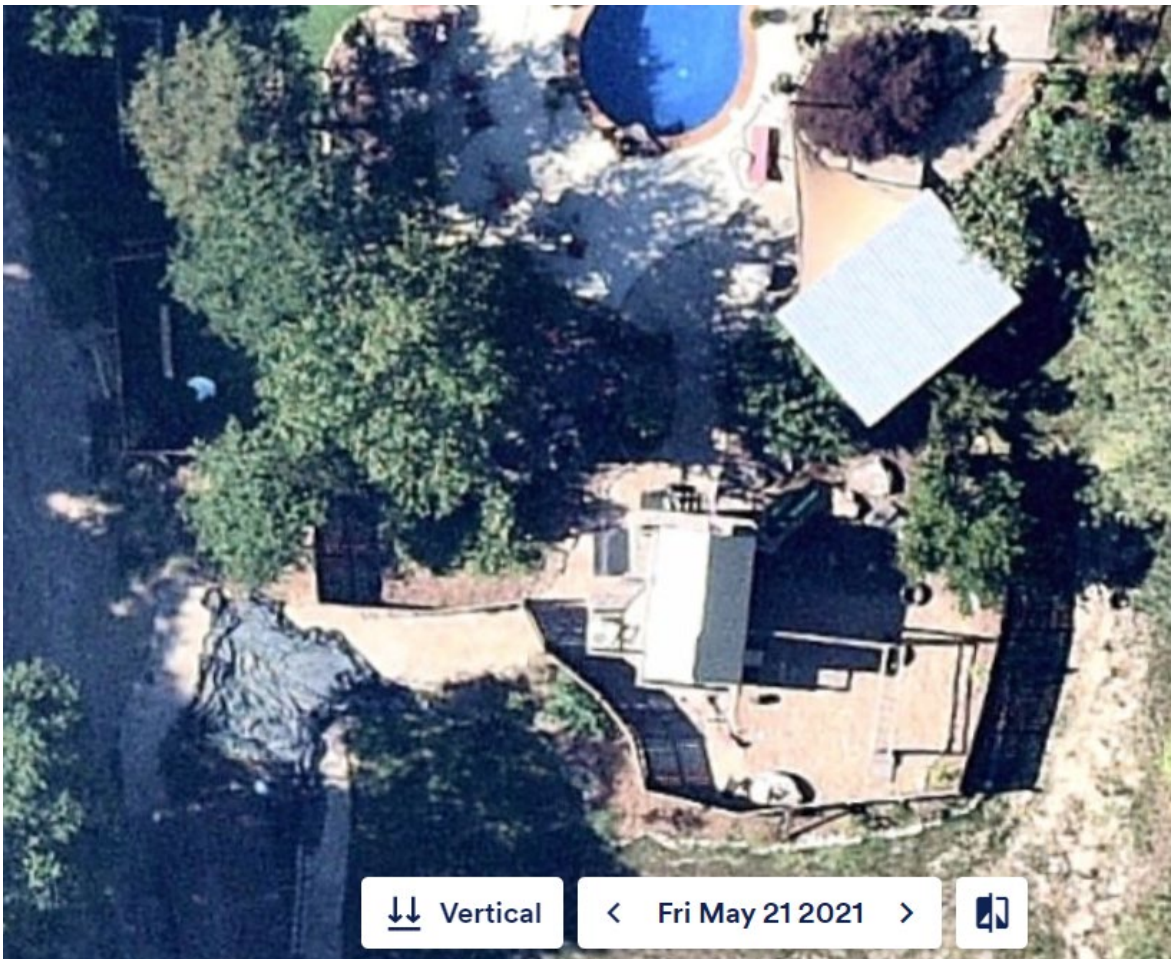
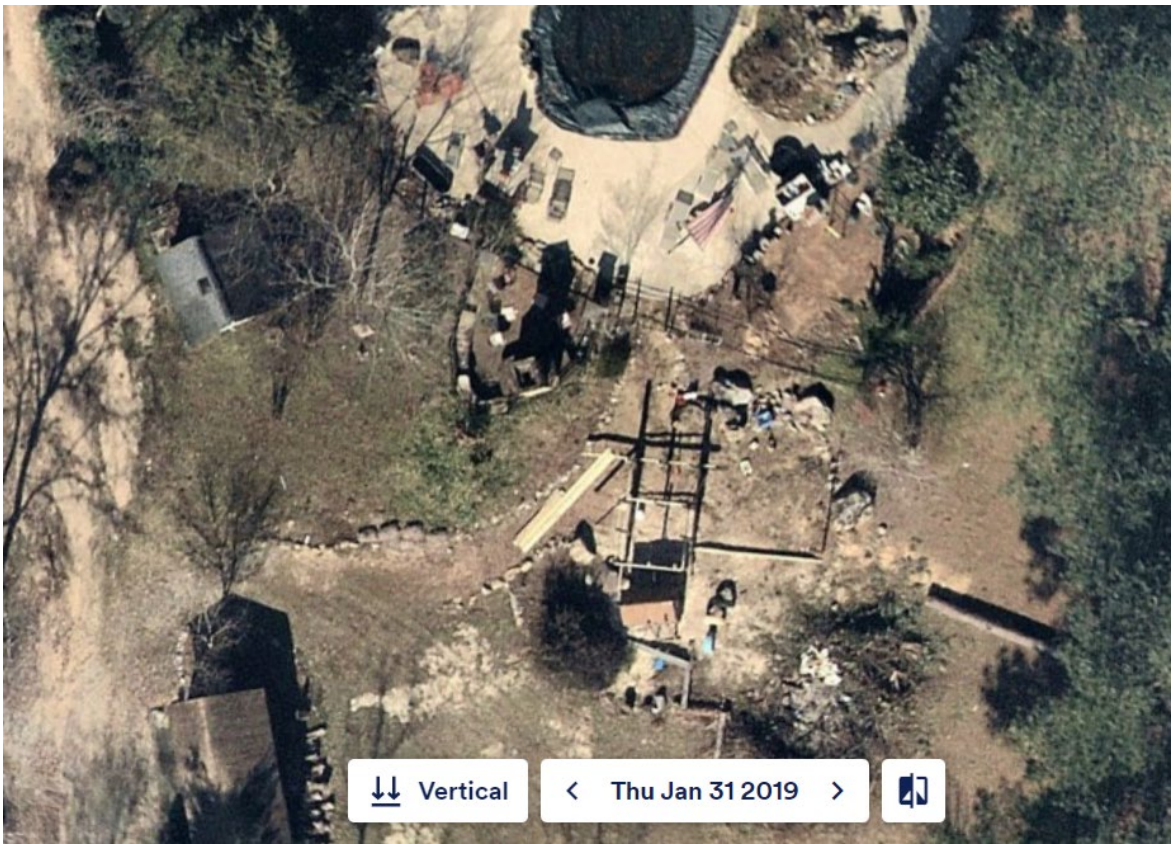
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Sincerely,

Benjamin Coleman
Zoning Enforcement Officer
Town of Wake Forest

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TOWN *of*
WAKE FOREST

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

www.wakeforestnc.gov

NOTICE CERTIFICATION

Mailed Notice

Town of Wake Forest UDO Section 16.1.2.D

Case Number:

V-22-262

Case Name:

2004 OLD CRAWFORD RD

Violation Address:

2004 OLD CRAWFORD RD

Property Owner:

**JEFFREY NEWHOUSE LISA
NEWHOUSE (SENT TO BOTH)**

Permit/Development Holder:

N/A

This is to certify that I, as Zoning Enforcement Officer, mailed or caused to have mailed by first class mail for the above-mentioned project on November 3, 2022 a Notice of Violation.

11/01/22

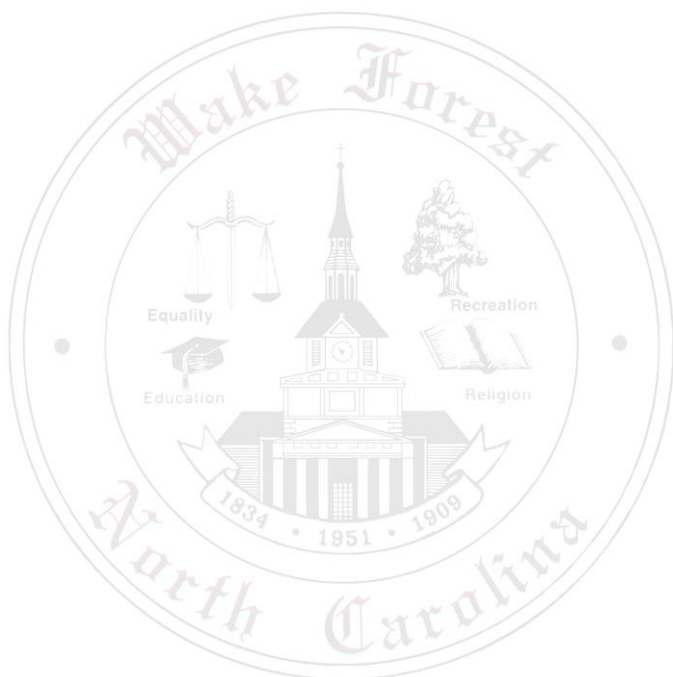
Date



Signature

Benjamin Coleman, Zoning Enforcement Officer

Printed Name and Title



From: Jeff Newhouse <jeff@concreteres.com>
Sent: Wednesday, November 23, 2022 8:34 AM
To: Coleman, Benjamin
Subject: Re: B. Coleman- TOWF Zoning Complaint

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

Perfect. Thank you. See you then.

Jeffrey Newhouse
Total Lawn and Landscape, LLC
Concrete Resurrection, Inc.
919-862-0026
919-369-1552
ConcreteRes.com

On Nov 23, 2022, at 8:16 AM, Coleman, Benjamin <bcoleman@wakeforestnc.gov> wrote:

Sounds great. I was just going to suggest we push back the meeting because of being out with a cold. Lets just put a time on it and say Monday, December 19th at 2pm?



Benjamin Coleman, MPA, CZO

Zoning Enforcement Officer

PLANNING

Office: 919-435-9510 | **Direct:** 919-435-9541 | **Mobile:** 919-606-2391

301 S. Brooks Street | Wake Forest, NC 27587

wakeforestnc.gov



Where Innovation Meets Opportunity

From: Jeff Newhouse <jeff@concreteres.com>
Sent: Wednesday, November 23, 2022 5:10 AM
To: Coleman, Benjamin <bcoleman@wakeforestnc.gov>
Subject: Re: B. Coleman- TOWF Zoning Complaint

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

Good morning Benjamin. I'll be out of town working at Ft Bragg on an epoxy shut down project for the K9 Unit every day until December 16. Can we meet up the week of December 19, any day to talk it all through?

I appreciate you working with us to resolve any complaints.

Best Regards.

Jeffrey Newhouse
Total Lawn and Landscape, LLC
Concrete Resurrection, Inc.
919-862-0026
919-369-1552
ConcreteRes.com

On Nov 10, 2022, at 7:04 AM, Coleman, Benjamin
<bcoleman@wakeforestnc.gov> wrote:

Mr. Newhouse,

I will be back the week of the 21st and, after speaking to administration, we can just wait until then to visit your parcel. No enforcement actions will be taken during this period of delay which would place an undue burden on yourself for my own scheduling conflict. If there is a change to this plan, and administration is available to visit, they will reach out directly. You can just let me know what day would be good that week and I can come by to talk.

For your questions, I think there is a clear path that you can explore this next couple of weeks. The concern about the commercial use being established in the RD zone may be solved with the application for a home occupation permit. This permit is used for those residents who operate small businesses out of their home with limited impact on the residential character of the parcel. You indicated that only 10% of the house is used for commercial purposes and that equipment is held off site. Below is a list of the requirements, both internal and external, for a home occupation permit. Take a look and see if you could operate within the regulations:

3.4.1. Home Occupation (RD, GR3, GR5, GR10, UR, RMX, RA-HC, NMX, UMX, PUD)

A. General Standards

1. The home occupation shall be clearly incidental and secondary to residential occupancy.

2. The use shall be carried on entirely within an enclosed structure on the premises.
3. The home occupation shall be operated by a resident of the dwelling.
4. A maximum of 25% of the gross floor area of the dwelling unit may be used for the home occupation.
5. A maximum of 2 full-time equivalent non-residents of the dwelling may be employed on the premises.

B. Exterior Appearance

1. The use shall not change the residential character of the dwelling.
2. Storage of goods and materials associated with the home occupation must be completely within an enclosed structure.
3. Parking must be provided so as not to create hazards or street congestion.
4. All parking associated with the home shall be accommodated off-street or in spaces directly in front of the residence.
5. No display of goods, products, services, or other advertising (except permitted signage as set forth in Chapter 11, Signs) shall be visible from outside of the dwelling.
6. No generation of dust, odors, noise, vibration or electrical interference or fluctuation shall be perceptible beyond the property line.

From the limited time that I spent on the Town property beside yours, there appeared to be more than two persons working on site, there were visible containers of color hardener and antique release being stored, and obviously the generation of noise and odors is what prompted the complaint. The path forward may be for you to apply for the permit and operate within these parameters moving forward.

The other issue pertaining to development, since the structure appears to be smaller than building code requirements, there is likely just the need for an accessory structure application. You can look through the ordinance at the following link, [4.6. Accessory Uses And Structures](#). Both of these permit applications are conducted through the Town's online portal at the following:

Applications for all development and building permits are conducted through the Town of Wake Forest's online permitting portal at the following address:

<https://wakeforest.idtplans.com/secure/>

Then select "Submit a Project for Review"

Planning staff can be reached at 919-435-9510 for assistance with any difficulties experienced with the online process.

Hopefully this information can better inform you of the choices that are available. Just let me know a particular date during the week of the 21st and we can come by and speak in person and get these issues resolved.

Thanks,

From: Jeff Newhouse <jeff@concreteres.com>
Sent: Wednesday, November 9, 2022 7:43 AM
To: Coleman, Benjamin <bcoleman@wakeforestnc.gov>
Subject: Re: B. Coleman- TOWF Zoning Complaint

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

Mr. Coleman,

Thank you for responding. We also look forward to meeting with you and/or your staff to resolve. Please let me know if the TOWF requires any type of permits, clerical type issues that we can correct, etc. for having our Office in our basement? Enjoy your time off.

Sincerely,

Jeff Newhouse
9419-369-1552

On Wed, Nov 9, 2022 at 7:21 AM Coleman, Benjamin
<bcoleman@wakeforestnc.gov> wrote:

Mr. Newhouse,

I wanted to let you know we received your email and would certainly be available to meet on-site to help you get these issues resolved. I am leaving for vacation tomorrow and I am trying to see if there will be planning staff available to come by and speak with you next week. I should know more by the end of the day.

Thank you,

Correspondence to and from this E-mail address may be subject to the North Carolina Public Records Law (NCGS Chapter 132) and may be disclosed to third parties.

--

Jeffrey W. Newhouse
President
Concrete Resurrection, Inc.
2004 Old Crawford Road
Wake Forest, NC 27587
O: (919) 395-5338
C: (919) 369-1552
ConcreteRes.com

CONCRETE
RESURRECTION INC.



"we bring concrete back to life"

Correspondence to and from this E-mail address may be subject to the North Carolina Public Records Law (NCGS Chapter 132) and may be disclosed to third parties.

Correspondence to and from this E-mail address may be subject to the North Carolina Public Records Law (NCGS Chapter 132) and may be disclosed to third parties.

From: Coleman, Benjamin
Sent: Friday, January 20, 2023 3:11 PM
To: Jeff Newhouse
Cc: rhonda Newhouse; Linn, Emma; Salisbury, Kathryn
Subject: RE: Newhouse- 2004 Old Crawford Road Visit

Mr. Newhouse,

I wanted to thank you again for the opportunity to visit your property and discuss the issues that have developed from the original complaints about the burning. While we had a positive discussion on burning and the riparian buffer, the development permitting of the structures and the use on your property still needs to be addressed. After speaking to Emma and the Planning Director, the information needed to access the online portal as well as the offer to walk through step-by-step has been made available. For these reasons, and the restrictions that I have on me for delaying enforcement actions due to the wording of the Ordinance, I must give a date of compliance for the accessory structure permit applications and the Home Occupation permit application. In the Town's Ordinance, 16.3.4.B, it states the following:

B. Extension of Time Limit to Correct Violation

On receiving a written request for extension of the time limit for correction specified in the Notice of the Violation and Correction Order, the Planning Director, Engineering Director, and/or Building Official, as appropriate, may grant a single extension of time limit for up to 90 days for good cause shown. The notice of extension shall state the date prior to which correction must be made or the violator will be subject to the penalties described in the Notice of the Violation and Correction Order.

The notice was sent on 11/1/22 making the 90-day period end on 1/30/23. For these reasons, I cannot legally extend the compliance date past 1/30/23.

Please have the applications completed and submitted before 1/30/23 at 5pm so that I can close both cases. I have contacted a member of building inspections to reach out about any potential details they may need about the bar but to satisfy the Notices of Violation, the development permits must be submitted.

Let me know if you have any addition questions, I have CC'd Emma and Kathryn on this email. If you want assistance in person to complete the applications, I'm sure Kathryn can schedule a time to do that here at Town Hall.

Have a good weekend,

Benjamin Coleman, MPA, CZO

Zoning Enforcement Officer

PLANNING

Office: 919-435-9510 | **Direct:** 919-435-9541 | **Mobile:** 919-606-2391

301 S. Brooks Street | Wake Forest, NC 27587

wakeforestnc.gov



Where Innovation Meets Opportunity

From: Jeff Newhouse <jeff@concreteres.com>
Sent: Thursday, January 12, 2023 11:57 AM
To: Coleman, Benjamin <bcoleman@wakeforestnc.gov>
Cc: rhonda Newhouse < >
Subject: Re: Newhouse- 2004 Old Crawford Road Visit

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

Good morning Benjamin. See you at 2PM today. Please drive down the driveway all the way past the house and park wherever. Please have ever in attendance bring a business card and I'll pass mine out as well. Laos the permit info for having a home office. I'll show you our office and whatever else so nee can resolve any issues, if any

Many thanks for coming over.

Jeffrey Newhouse
Total Lawn and Landscape, LLC
Concrete Resurrection, Inc.
919-369-1552
ConcreteRes.com

On Jan 5, 2023, at 7:34 AM, Coleman, Benjamin <bcoleman@wakeforestnc.gov> wrote:

Yes sir,

I will bring the information for you.

Thanks again,

From: Jeff Newhouse <jeff@concreteres.com>
Sent: Wednesday, January 4, 2023 4:13 PM
To: Coleman, Benjamin <bcoleman@wakeforestnc.gov>
Cc: rhonda Newhouse <rhonda@concreteres.com>
Subject: Re: Newhouse- 2004 Old Crawford Road Visit

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

Benjamin. Been at Bragg. Yes, next Thursday 12th at 2pm works.

I've been playing phone tag w/ Emma Lynn. She had some questions for our Work Permit. Can you bring what we need for that?

See you next week.

Jeffrey Newhouse
Total Lawn and Landscape, LLC
Concrete Resurrection, Inc.
919-862-0026
919-369-1552
ConcreteRes.com

On Jan 4, 2023, at 8:26 AM, Coleman, Benjamin
<bcoleman@wakeforestnc.gov> wrote:

Mr. Newhouse,

I wanted to follow up on this email to make sure that the change was ok to make.

Hope you had a good holiday and look forward to meeting next week,

From: Coleman, Benjamin <bcoleman@wakeforestnc.gov>
Sent: Tuesday, December 20, 2022 1:51 PM
To: Jeff Newhouse <jeff@concreteres.com>
Cc: rhonda Newhouse <rhonda@concreteres.com>
Subject: RE: Newhouse- 2004 Old Crawford Road Visit

Mr. Newhouse,

Just when I thought everyone could make it there was an appointment that has gotten in the way. Let's do 1/12/23 at 2pm if that is alright.

Have a good holiday,

From: Coleman, Benjamin <bcoleman@wakeforestnc.gov>
Sent: Friday, December 16, 2022 8:29 AM
To: Jeff Newhouse <jeff@concreteres.com>
Cc: rhonda Newhouse <rhonda@concreteres.com>
Subject: RE: Newhouse- 2004 Old Crawford Road Visit

Mr. Newhouse,

This time of year can be very difficult to schedule for sure! Let's shoot for 1/13/23 at 10am and I'll let you know if any of the others can't make it.

Have a good holiday,

From: Jeff Newhouse <jeff@concreteres.com>
Sent: Friday, December 16, 2022 5:20 AM
To: Coleman, Benjamin <bcoleman@wakeforestnc.gov>
Cc: rhonda Newhouse <rhonda@concreteres.com>
Subject: Newhouse- 2004 Old Crawford Road Visit

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

Mr. Coleman, Hope all is well? We are still at Ft. Bragg installing floors at the 3rd Division Special Forces K9 Unit and will be on Base until Thursday, 22 December. This is our busiest time of year due to shut-down type installations. Can we schedule you and your Team to come by anytime Friday, 23 December or any day the week of 9, January? Please follow up with whomever filed the original complaint and they should tell you the vast cleanup we have done with the backyard and items of concern. We spent over \$10,000 in trees, plantings and apologized to the "neighbors" whom we believe have complained and should be in compliance with all of the infringements.

Please let me know if any of the above dates work and/or whatever else is needed?

Many thanks for working with us.

--

Jeffrey W. Newhouse
President
Concrete Resurrection, Inc.

2004 Old Crawford Road
Wake Forest, NC 27587
O: (919) 395-5338
C: (919) 369-1552
ConcreteRes.com

CONCRETE
RESURRECTION INC.



"we bring concrete back to life"

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TOWN of WAKE FOREST

CIVIL CITATION

Town of Wake Forest
Planning Department
301 South Brooks Street
Wake Forest, NC 27587-2901
Phone: (919) 435-9510
Fax: (919) 435-9539

CASE #: V-22-262

Total Amount Due: \$ 8750

Date Issued: 2/8/23

☐ PERSONAL DELIVERY Received by:
☒ CERTIFIED MAIL/RETURN RECEIPT REQUESTED

To: NEWHOUSE, JEFFREY W
NEWHOUSE, LISA A
2004 OLD CRAWFORD RD
WAKE FOREST, NC 27587

☐ First Day of Violation
(\$50)

Date: 11/12/2023

☒ Additional Days of Violation
(\$100 per day)

Dates: 11/12/22 - 2/8/23

This is a civil citation issued for the violation referenced below. Violations **SHALL** be corrected immediately.

Location Description: 2004 OLD CRAWFORD RD (TAX PIN 1749156658)

Violation UDO 15.6.1 DEVELOPMENT WITHOUT A PERMIT; UDO 4.6

Corrective Measures Required APPLY FOR AND RECEIVE APPROPRIATE PERMITS

This citation is being issued in accordance with **The Town of Wake Forest Unified Development Ordinance 16.4.2**. You have been previously notified of this violation and, as of this date, have failed to take the necessary corrective measures to bring this violation into compliance. **Failure to correct the violation will result in additional civil penalties of \$100.00 per day until cured.**

This citation shall be paid within 30 days to the Town or be contested, in writing, requesting an administrative hearing as outlined in Section 16.3.5.2.d of the Town of Wake Forest Unified Development Ordinance.

Payment may be made in person or by mail to:

Town of Wake Forest
Planning Department (3rd floor)
301 South Brooks Street
Wake Forest, NC 27587-2901

Should you have any questions, please contact the undersigned.

Zoning Enforcement Officer
bcoleman@wakeforestnc.gov

2/8/2023
Date

PLEASE REMIT COPY WITH PAYMENT

Appeals of this decision may be made to the Board of Adjustment pursuant to Section 15.12



Planning Department
Wake Forest Town Hall – 3rd Floor
301 S Brooks Street
Wake Forest, NC 27587
P: 919-435-9510 | F: 919-435-9539
www.wakeforestnc.gov

Project Title: [V-22-262](#)
Project Address: 2004 Old Crawford Rd (1749156738)

Date: Wednesday, March 1, 2023

Dear Holden McLemore,

Please review the attached comment letter from the Town of Wake Forest Technical Review Committee (TRC) for your project. Please address the comment(s) as quickly as possible so the request can be presented to the Board of Adjustment.

When responding to comments, please make sure to state how you have addressed the comment in your revisions, or the comment may remain open on the next review.

Sincerely,

Courtney Tanner, AICP, CZO | ctanner@wakeforestnc.gov
Planning Director
919-435-9536

Open Issues: 1

Review Comments

General Issues

1. Agent Authorization Form

Courtney Tanner (919) 5546100 ctanner@wakeforestnc.gov	Please submit the agent authorization form(s) to staff's attention. These are required prior to placing on Board of Adjustment meeting. [Edited By Courtney Tanner]
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Tax Record for Administrative Appeal Application (Page 1)



[Home](#)

Wake County Real Estate Data Account Summary

[iMaps](#)

[Tax Bills](#)

Real Estate ID **0256431**

PIN # **1749156738**

Location Address
2004 OLD CRAWFORD RD

Property Description
LOGR PT 4 JEFFREY & LISA NEWHOUSE BM2004-01732

Account
Search



[Pin/Parcel History](#) [New Search](#)

[Account](#) | [Buildings](#) | [Land](#) | [Deeds](#) | [Notes](#) | [Sales](#) | [Photos](#) | [Tax Bill](#) | [Map](#)

Property Owner NEWHOUSE, JEFFREY W & LISA A (Use the Deeds link to view any additional owners)		Owner's Mailing Address 2004 OLD CRAWFORD RD WAKE FOREST NC 27587-4998	Property Location Address 2004 OLD CRAWFORD RD WAKE FOREST NC 27587-4998
Administrative Data Old Map # 247-- Map/Scale 1749 01 VCS 19WF900 City Fire District 23 Township WAKE FOREST Land Class R-<10-HS ETJ WF Spec Dist(s) Zoning RD History ID 1 History ID 2 Acreage 3.96 Permit Date 11/30/1999 Permit # 0000008096		Transfer Information Deed Date 9/7/1999 Book & Page 08410 0284 Revenue Stamps Pkg Sale Date Pkg Sale Price Land Sale Date Land Sale Price Improvement Summary Total Units 1 Recycle Units 1 Apt/SC Sqft Heated Area 3,562	
		Assessed Value Land Value Assessed \$165,392 Bldg. Value Assessed \$464,829 Tax Relief Land Use Value Use Value Deferment Historic Deferment Total Deferred Value Use/Hist/Tax Relief Assessed Total Value Assessed* \$630,221	

*Wake County assessed building and land values reflect the market value as of January 1, 2020, which is the date of the last county-wide revaluation. Any inflation, deflation or other economic changes occurring after this date does not affect the assessed value of the property and cannot be lawfully considered when reviewing the value for adjustment.

The January 1, 2020 values will remain in effect until the next county-wide revaluation. Until that time, any real estate accounts created or new construction built is assessed according to the 2020 Schedule of Values.

For questions regarding the information displayed on this site, please contact the Department of Tax Administration at Taxhelp@wakegov.com or call 919-856-5400.

Example of Tax Record for Bona Fide Farm (Page 2)



[Home](#)

Wake County Real Estate Data Account Summary

Real Estate ID **0029162**

PIN # **1749160973**

Location Address
0 OLD CRAWFORD RD

Property Description
S A L RAILWAY

[iMaps](#)
[Tax Bills](#)

Account
Search



[Pin/Parcel History](#) [New Search](#)

Account	Buildings	Land	Deeds	Notes	Sales	Photos	Tax Bill	Map
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Property Owner		Owner's Mailing Address		Property Location Address 0 OLD CRAWFORD RD WAKE FOREST NC 27587-	
Administrative Data		Transfer Information		Assessed Value	
Old Map #	246--	Deed Date	8/4/1996	Land Value Assessed	\$1,117,380
Map/Scale	1749 01	Book & Page	96-E- 1516	Bldg. Value Assessed	
VCS	19WF900	Revenue Stamps		Tax Relief	
City		Pkg Sale Date		Land Use Value	\$5,323
Fire District	23	Pkg Sale Price		Use Value Deferment	\$1,112,057
Township	WAKE FOREST	Land Sale Date		Historic Deferment	
Land Class	FOR-FARM	Land Sale Price		Total Deferred Value	\$1,112,057
ETJ	WF	Improvement Summary		Use/Hist/Tax Relief Assessed	\$5,323
Spec Dist(s)		Total Units	0	Total Value Assessed*	\$1,117,380
Zoning	RD	Recycle Units	0		
History ID 1		Apt/SC Sqft			
History ID 2		Heated Area			
Acreage	33.27				
Permit Date					
Permit #					

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