



**Wake Forest Board of Commissioners
Meeting Minutes
October 19, 2010**

Mayor Jones called the meeting to order at 7:02 p.m.

Council Members Present

Mayor Vivian Jones
Commissioner Frank Drake
Commissioner Anne Hines
Commissioner Kaerberlein
Commissioner Margaret Stinnett
Commissioner Pete Thibodeau

Staff Present

Mark Williams, Town Manager
Roe O'Donnell, Deputy Town Manager
Eric Vernon, Town Attorney
Deeda Harris, Town Clerk
Susan Simpson, Parks & Recreation Director
Mike Barton, Director of Public Works
Chad Sary, Assistant Planning Director
Aileen Staples, Finance Director
Scott Miles, Assistant Town Engineer
Charlie Yokley, Planner
Agnes Wanman, Planner

1. Approval of Agenda.

ACTION: Commissioner Hines made a motion to approve the agenda.
Commissioner Kaerberlein seconded the motion, which carried (5,0).

2. Approval of minutes.

- A. Meeting held September 7, 2010 (Board of Commissioners Work Session), meeting held September 21, 2010 (Regular Board of Commissioners Meeting).

Town Clerk Harris noted a change in a sentence in the minutes for the Work Session. For the Board of Commissioner's minutes for 9/21/10, she noted Commissioner Kaerberlein was not present for the meeting.

ACTION: Commissioner Hines made a motion to approve the minutes with the noted changes.
Commissioner Thibodeau seconded the motion, which carried (5,0).

3. Presentations.

- A. Proclamation recognizing the 2010 Public Power Week (Oct. 4-8, 2010).

Mayor Jones commented that Public Power Week was celebrated October 4-8, 2010 with lots of activities for the citizens held during that week. She thanked the staff that participated.

- B. Proclamation recognizing the 100th Birthday of Ms. Margaret Thomas and Mrs. Rose Lordi.

Proclamations of the birthdays of two residents at Hillside Nursing Home were done and sent to them. Mayor Jones was delighted to congratulate them on celebrating their 100th birthday as she values and appreciated their contributions to the town.

- C. Presentation of 2010 Tree City USA of the Year by the NC Division of Forest Resources.

Ms. Jennifer Rall with NC Division of Forest Resources was in attendance to present the 2010 Tree City USA of the Year Award which recognizes cities and towns for their outstanding work to raise awareness. She listed the various 2010 recipients and what they had accomplished. The Town of Wake Forest had been a tree community for 31 years and 15th year receiving the growth award. Wake Forest was recognized because of the Urban Forestry Board and Planning Department Staff in implementing different projects such as partnering with NC DOT in planning trees at intersections, hosting the tree seedling giveaway and trees planted during the Franklin Street Project – 176 trees were planted on Franklin Street. The Tree City Award was a hand-turned bowl made by a former NC Division of Forest Resources employee using materials from a pecan and black walnut tree. Mayor Jones, Urban Forestry Board Chair John Pelosi and Commissioner Thibodeau accepted the award on behalf of the Town.

- D. Proclamation recognizing November as Pancreatic Cancer Awareness Month.

Mayor Jones presented the proclamation recognizing November as “Pancreatic Cancer Awareness Month to Mr. John Revegno. She mentioned that Mayor Russell Killien of Knightdale had recently been diagnosed with pancreatic cancer. His mother and two aunts had died from the disease. He was scheduled to have surgery on Thursday, October 21, 2010. She asked that everyone keep him in their prayers.

4. Public hearings / Public Comment.

- A. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item or an item on the agenda 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.)

- A. Approval of Tax Releases.
- B. Approval of Second Reading of the Amendments to the Section of the Code Pertaining to Membership on Advisory Boards to the Code of Ordinances of the Town of Wake Forest.

ACTION: Commissioner Drake made a motion to approve the items listed on the Consent Agenda above.
Commissioner Hines seconded the motion, which carried (5,0).

ORDINANCE 2010-19

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE TOWN OF WAKE FOREST, NORTH CAROLINA

A full copy of the Ordinance can be found in Ordinance Book #23.

6. Legislative Items.

7. Planning Items.

- A. Consideration of Site Plan Approval of SP-10-07: Development Plan for Aldi Foods.

The Planning Board at their meeting on October 5, 2010 voted 9,0 to approve the plan with the condition proposed that applicant pursue the dedication of transit stop. Commissioner Drake asked what was meant by pursue? He asked should they get Triangle Transit's approval first. Planner Yokley said they had not asked Triangle Transit yet, but did not think there would be a problem. They planned to have the bus go down into the shopping area and have the ability to put a shelter there if the need arose.

ACTION: Commissioner Hines made a motion to approve Site Plan SP-10-07: Development Plan for Aldi Foods.
Commissioner Kaerberlein seconded the motion, which carried (5,0).

- B. Consideration of Approval of Case ZA-10-05: Amendment to Article V, Section 12. MF, Multi-Family District of the Wake Forest Zoning Ordinance.

The Planning Board at their meeting on October 5, 2010 voted 7,2 with the following changes which were listed in the agenda items:

Clarify Section 12.C. Dimensional Requirements to:

“Minimum required lot area for multi-family dwelling units shall be one (1) acre in size.”

- *Minimum required front yard depth – 20 feet*
- *Minimum required side yard – 10 feet*
- *Minimum required depth of rear yard – 20 feet*
- *All principal buildings in a multi-family development shall be setback from each street right-of-way a minimum of 20 feet unless a greater distance is required due to street yard buffering per the Landscape Standards of this ordinance or as recommended in any other adopted Town of Wake Forest plan.*

Commissioner Drake had concerns that the staff did not propose any LEED standards in the amendments. In the discussion Commissioner Thibodeau and Assistant Planning Director Sary said those standards were not a part of any other portion of the ordinance and felt that consideration should be in the Unified Development Ordinance not just a particular piece of the Zoning Ordinance. Commissioner Drake was trying to find out the rationale for not considering it now instead of 18 months from now.

ACTION: Commissioner Kaeberlein made a motion to approve the staff proposed language in Case ZA-10-05: Amendment to Article V, Section 12. MF, Multi-Family District of the Wake Forest Zoning Ordinance.

Commissioner Hines seconded the motion, which carried (5,0).

C. Consideration of Approval of SD-10-03: Subdivision Master Plan – Crossroads Nissan, Phase 2.

The Planning Board at their October 5, 2010 meeting voted 9,0 to recommend approval. Commissioner Drake asked Civil Engineer Mr. Crisp who was the representative of the applicant and involved in site plan if there were any innovative or noteworthy elements for environmental sensitivity or were they within the scope of the requirements. . Mr. Crisp stated they complied with the requirements. Nothing else was done. There were not any elements of water conservation or rainwater collection.

ACTION: Commissioner Stinnett made a motion to approve SD-10-03: Subdivision Master Plan – Crossroads Nissan, Phase 2.

Commissioner Kaeberlein seconded the motion, which carried (5,0).

8. Administration and Financial Items.

- A. Consideration of approval of Ordinance Establishing a Special Revenue Fund for the Futures Fund (IDC Proceeds).

The money from the IDC had been incorporated into the General Fund. Finance Director Staples was requesting the Boards permission to establish a Special Revenue Fund for the funds.

ACTION: Commissioner Drake made a motion to approve of Ordinance Establishing a Special Revenue Fund for the Futures Fund (IDC Proceeds).
Commissioner Thibodeau seconded the motion, which carried (5,0).

ORDINANCE 2010-20

**ORDINANCE ESTABLISHING
SPECIAL REVENUE FUND
FUTURES FUND**

A full copy of the Ordinance can be found in Ordinance Book #23.

9. Public Services Items.

10. Parks and Recreation Items.

11. Public Safety Items.

12. Other Business.

13. Adjournment.

ACTION: Commissioner Kaeberlein made a motion to adjourn at 7:51 p.m.
Commissioner Thibodeau seconded the motion, which carried (5,0).

Town Clerk

Mayor