



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, November 16, 2021** 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 the Pledge of Allegiance.

Board of Commissioner Members Present: Mayor Vivian Jones, Commissioner Jim Dyer, Commissioner Chad Sary, Commissioner Liz Simperts, Commissioner Bridget Wall-Lennon, Commissioner Adam Wright

Staff Present:

Town Manager Kip Padgett
Town Attorney Eric Vernon
Assistant Town Manager Allison Snyder
Deputy Town Clerk Terry Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Senior Planner – Historic Preservation Michelle Michael
Planner II-Transportation Dylan Bruchhaus
Strategic Performance Manager Lisa Hayes
Police Chief Jeff Leonard
Downtown Development Manager Jennifer Herbert
Human Resources Director Virginia Jones

Fire Chief Ron Early
Parks, Recreation & Cultural Resources Director Ruben Wall
Inspections Director JJ Carr
Public Facilities Manager Mickey Rochelle
Street Superintendent Tim Bailey
Center Manager Renaissance Centre Debbie Dunn
Captain Julius Jefferson
Police Officer Mario Mayes
Economic Development Director Jason Cannon
Electric Department Supervisor-Wake Forest Power Chris Terrell

1. Approval of Agenda

ACTION:

Mover: Commissioner Wall-Lennon moved to approve the agenda.

Second: Commissioner Dyer.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes for Meetings held:

- October 5, 2021 (Board of Commissioners Work Session)
- October 5, 2021 (Joint Public Hearing)
- October 13, 2021 (Joint meeting between the Town of Wake Forest and Rolesville)
- October 19, 2021 (Board of Commissioners Regular Meeting)

ACTION:

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

Second: Commissioner Dyer.

Vote: Motion carried 5-0.

3. Presentations

3.A. Special Presentation

NC Insurance Commissioner Mike Causey announced that the Wake Forest Fire Department earned a Class 1 Public Protection Classification rating by the Insurance Services Office. Mr. Causey stated the Class I represents the highest possible fire protection service. Mr. Causey stated the Wake Forest Fire Department is one of eighteen communities in North Carolina that has earned a Class 1 designation.

Fire Chief Ron Early accepted the Class 1 designation on behalf of the Wake Forest Fire Department.

3.B. Proclamation recognizing November 26, 2021, as "Plaid Friday" and November 27, 2021, as "Small Business Saturday"

Mayor Jones read the proclamation into the record:

Proclaiming Friday, November 26, 2021, as Plaid Friday

And Saturday, November 27, 2021, 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 26, 2021, as Plaid Friday and November 27, 2021, 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 presented the proclamation to Downtown Development Manager Jennifer Herbert and Downtown Business Alliance Chair Marissa Shattuck.

Marissa thanked the Mayor, Board of Commissioners, and the community for supporting small local businesses.

4. Public hearings / Public Comment

4.A. Consideration of and Public Hearing on Legislative Case RZ-21-07 to Clarify and Reaffirm the Town of Wake Forest Zoning and Overlay District Maps

Rick Ostergard of 8032 Hawkshead Rd., Wake Forest, NC asked if there's any property in the Town that has a questionable zoning on it that the affirmation of this zoning map is going to legalize. Mayor Jones replied, this is a reaffirmation and there's nothing being done tonight. He spoke about zoning changes and is unsure how the process works. Mr. Ostergard said there was a map that changed zoning within a month without any noticeable zoning action that the zoning was changed. Commissioner Sary stated it was a result of when the UDO was adopted.

Wanda Mukherjee of 1208 Chilmark Ave., Wake Forest, NC spoke on behalf of Riverstone HOA Governmental Affairs Committee and the concerned citizens for the Preservation of Wake Forest Open Space. She asked the board if this is correcting something that was not done properly in the past and assumes that it is not because of Commissioner Sary's response that it was a result of when the UDO got adopted. Ms. Mukherjee addressed community engagement involving the citizens of Wake Forest. She said in order for the public to understand they need to know the underpinning of things such as "what prompted this?" and "why are we taking this action now?" "why are we doing this before the newly elected candidates are seated?" She expressed concern about some of the watershed designation areas for the neighborhoods on the northwest side of Capital Blvd. are missing from the current zoning in the UDO. Ms. Mukherjee asked that the public hearing be continued until January when the newly elected candidates are seated.

Margaret Watkins of 407 Belmellen Ct., Wake Forest, NC said, if approving the map tonight there would be a bias on an upcoming quasi-judicial hearing. She said according to the board those decisions will have to be made on that hearing as an impartial decision maker.

Commissioner Wall-Lennon said there was conversation about the northeast being an overlay district and asked when they'd entertain the thought or consideration for the northeast. Planning Director Tanner stated the next round would be to go back out to

the community and reaffirm those guidelines with the community and then have an overlay if supported by the board.

Commissioner Sary asked if the area on the northwest side of Capital Blvd. is within the Falls Lake Watershed Management Area. Planning Director Tanner replied, not all, but most of it is. She said there's both critical and non-critical which are identified by the state. Commissioner Sary asked if it's currently an overlay district. Planning Director Tanner replied, correct and they have the overlay district that ties to additional standards identified in the UDO. Commissioner Sary said that will continue and nothing will change with the action tonight. Planning Director Tanner replied, correct.

Commissioner Wall-Lennon asked if someone would address the issues brought before the board. Planning Director Tanner explained this is a legislative process they're going through now and any quasi-judicial process regardless of the case has nothing to do with it and are distinctly different. She said this is reaffirming the zoning map that is effective as the date of today.

ACTION:

Mover: Commissioner Sary moved to approve the request as presented with the Consistency Statement.

Secunder: Commissioner Dyer.

Vote: Motion carried 4-1.

Aye

Commissioner Chad Sary

Commissioner James Dyer

Commissioner Adam Wright

Commissioner Bridget Wall-Lennon

Nay

Commissioner Liz Simperts

- 4.B. Public hearing on and consideration of a petition requesting contiguous annexation submitted by WF-GCA Holding Village, LLC for property associated with Holding Village Subdivision located at 0 South Franklin Street, a small portion of lot 5 being approximately 0.08 acres and being Wake County PIN 1840-54-5435.

Mayor Jones opened the public hearing. No one came forward to speak on this item, Mayor Jones closed the public hearing.

ACTION:

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

Seconder: Commissioner Dyer.

Vote: Motion carried 5-0.

- 4.C. 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.

George Mackie spoke to the board about the redevelopment of Wellington Mobile Home Park.

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 the 2022 Board of Commissioners Meeting Schedule
- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by Hawthorne at Traditions Apartments, LLC for property located at 601 Gilcrest Farm Rd, being Wake County Tax PIN 1851-24-2248 and adjacent right-of-way
- 5.C. Approval of resolution amending check and purchase order signing procedures
- 5.D. Renaissance Area Noise Ordinance Waiver Extension
- 5.E. Approval of Advisory Board Ordinance Amendments

- 5.F. Resolution Authorizing the Town Manager to Execute, on Behalf of the Town of Wake Forest, the Professional Design and Engineering Services Contract for Dunn Creek Phase 4

ACTION:

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

Seconded: Commissioner Wall-Lennon.

Vote: Motion carried 5-0.

6. Legislative Items

- 6.A. Consideration of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2022 Series dates: April 8, May 13, June 10, July 15, August 12, and September 9

ACTION:

Mover: Commissioner Dyer moved to approve as presented.

Seconded: Commissioner Wright seconded.

Vote: Motion carried 5-0.

7. Planning Items

No Planning Items were presented.

8. Administration and Financial Items

No Administration and Financial Items were presented.

9. Public Services Items

No Public Service Items were presented.

10. Parks and Recreation Items

No Parks and Recreation Items were presented.

11. Public Safety Items

No Public Safety Items were presented.

12. Other Business

12.A. Department Monthly Report

Received.

12.B. Wake County Tax Releases

Received.

12.D. Commissioner Reports

Commissioner Simperts stated she was out of town for the weekend but heard amazing things about the Wake Forest Cares event.

Commissioner Sary had no update.

Commissioner Wright encouraged others to check out the charity fundraisers on the Town's website. He looks forward to next year's Wake Forest Cares event and hopes to see it expand.

Commissioner Dyer stated the Historic Advisory Council is putting up historical markers in the northeast community. He stated the Human Relations Council is meeting this Wednesday night. He commented on the Wake Forest Cares event stating it was well done and everyone seemed to be having a great time. He thanked Commissioner Wall-Lennon and Commissioner Simperts for their service and dedication to the community. He said it's been a pleasure working with them and appreciates the work they've done.

Commissioner Wall-Lennon stated the Wake Forest Cares event was great and she enjoyed it. She said it's a good opportunity for those who want to contribute which falls in place with the Turkey Drive that the Police Department is doing as well as Shop with

a Cop. She stated there are a couple of opportunities to support the community. She attended the presentation on the Northeast Community Plan Update. She attended the Northeast Community Coalition monthly meeting. She didn't think there was going to be an Urban Forestry meeting this month due to the Thanksgiving Holiday.

Mayor Jones stated the Fall Foliage Tours were a big success and thanked Luke Devores. She said the Spirits of Wake Forest tours are sold out and thanked Wake Forest Downtown. She mentioned that Carolina Country Magazine named Wake Forest the finest Main Street in North Carolina. She attended the Wake Forest Birthplace Annual Meeting. She stated she attended the following events:

- Veterans Day Celebration
- Guild of Artist Art Show at Renaissance Centre
- Tarzan at Heritage High School
- Wake Forest Birthplace Annual Meeting
- American Legion Breakfast

Mayor Jones wished everyone a Happy Thanksgiving.

Town Manager Kip Padgett had no updates.

Commissioner Wall-Lennon asked Mr. Padgett if he indicated that the new microphones for the Board Chambers would be in tomorrow. Mr. Padgett replied yes, they should be in tomorrow.

13. Adjournment

Mayor Jones adjourned the meeting at 7:04 p.m.

Duly approved in open session this 21st day of December 2021.

(ATTEST)

Vivian A. Jones
Mayor

Theresa L. Savary
Deputy Town Clerk