



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

The Wake Forest Board of Commissioners met on **Tuesday, August 1, 2023**, 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 Shackelford, and Commissioner Nick Sliwinski

Commissioners Absent: Commissioner Adam Wright.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager/Chief
Financial Officer Aileen Staples
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Finance Director Samantha Sanchez
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin

Engineering Director Joe Guckavan
Assistant Engineering Director Monica Sarna
CIP Manager Steven Meyer
Public Facilities Specialist Nicholas Parrish
Facilities Director Mickey Rochelle
Police Chief Jeff Leonard
Police Captain Julius Jefferson
Fire Chief Ron Early

1. Presentations

1.1 Update from the Stormwater Utility Advisory Group

Assistant Engineering Director Monica Sarna introduced Consultant Trey Shanks with Freeze and Nichols. Mr. Shanks provided an overview of the Stormwater Utility Update.

Commissioner Dyer asked what a typical fee for stormwater waste is. Mr. Shanks replied the approximate range is three to fifteen dollars per month for residential.

Mayor Jones said she appreciates the work done by the consultants and advisory groups.

No further questions or comments were heard.

1.2. Wake Forest Downtown Plan: Houseal Lavigne (Consultant) Introduction and Project Kick-Off Presentation

Assistant Planning Director Jennifer Currin introduced Consultant Nik Davis with Houseal Lavigne. Mr. Davis provided a presentation on the Wake Forest Downtown Plan.

• **Issues or concerns facing downtown Wake Forest**

Commissioner Sary expressed concerns regarding downtown parking, housing, and house prices. He would like to see consistency with all the Town's plans and expressed interest in seeing what the S-Line might look like when it becomes a reality.

Commissioner Shackleford expressed concern about the lack of parking. He commented that downtown Wake Forest is a unique community with only one street of older buildings that basically make up the downtown. He remarked that connectivity is important but is an issue. He'd like to see a pedestrian-friendly crossing located at the underpass near the Southeast Baptist Theological Seminary so it's safe for pedestrians to cross the street. He said Wake Forest doesn't have a natural draw to its downtown and something is needed that will draw people into the area. He shared that most important to him from a Town government standpoint is making sure to encourage businesses to continue to invest in downtown.

Mayor Jones expressed concern about the vacant buildings and buildings not being taken care of. She said as the Town continues to grow and expand, they need to connect with other areas of the Town. She said the parking is lacking, and more retail is needed. She believes the infrastructure surrounding the S-Line and transit-oriented development opportunities are all important.

Commissioner Sliwinski expressed concern with the lack of parking, accessibility to downtown, mass transit, and safety on the roads. He wants to make sure as

development continues there are safety measures in place. He expressed concern about delivery trucks blocking off a lane of traffic on S. White St. when unloading their trucks which could create a safety hazard if someone is not paying attention. He commented on the lack of open space downtown for people to congregate.

Commissioner Dyer expressed concern about vacant buildings downtown, parking, cost of housing, redevelopment, the S-Line, and walkability. He's excited about the new parking deck and thinks it'll resolve a lot of issues. He said the new parking deck will be centrally located and will have housing, parking, and retail.

Mr. Davis asked if there was anything that rose to the top as a high priority for the Board.

Commissioner Sary believes business investment and being a business-friendly downtown is a priority. He thinks they need to look more at the retail opportunities that are already there. He believes they need to support the downtown businesses and make it easier for someone to invest. Commissioner Sary asked if a market analysis is part of the process. Mr. Davis replied, yes.

- **Specific projects or actions the Board would like to see in the plan**

Commissioner Sary didn't have any specific projects or actions in mind that he'd like to see in the plan. He said from his perspective, he's thinking more high-level. He said open space was mentioned earlier and is probably something that would be a good exercise to see where they could make that happen.

Mayor Jones said she'd like to see businesses in the vacant buildings downtown as well as a performing arts theatre. She would also like to see connections made between the different areas in Wake Forest.

Commissioner Sliwinski remarked that downtown is lacking open space. He suggested activity areas that would become a draw to the downtown.

- **Primary strengths and assets of downtown Wake Forest**

Mayor Jones stated the businesses downtown are doing a great job and would like to see more businesses that would benefit the businesses currently there.

Commissioner Shackleford said from a strength and asset standpoint the Town Hall, the Plaza in front of Town Hall, S. White Street Streetscape and Owen St. are an asset and a huge step in the right direction. He also mentioned Franklin Street Streetscape; although, it's disconnected from downtown.

Commissioner Sliwinski said there are local business owners and local businesses downtown which he thinks is fantastic and wants to see it continue.

Commissioner Sary said it's a unique downtown and is a destination place. He said the small businesses and Mom and Pop Shops are what draw that attraction.

Commissioner Dyer said it's always an issue when you have bypasses and major thoroughfares near a downtown area. He said the convenience of shopping at those thoroughfares and on the bypasses is always going to be a detriment to downtown. He said the community is doing so many things to draw people downtown.

Mr. Davis provided an overview of the downtown boundary. The Board provided input on potential areas to be included within the downtown boundary.

No further questions or comments were heard.

1.3. Presentation of LEGISLATIVE CASE RZ-22-08, Rogers Road Townhomes, a conditional rezoning filed by Kimley-Horn & Associates on behalf of M & EM CO LLC, to rezone 27.0 acres located at 0 Rogers Road, being Wake County Tax PIN(s) 1749786086, 1749870648, and 1749789397, from Wake County's Residential-30 (R-30) to General Residential 10 Conditional District (GR10-CD).

Senior Planner Tim Richards provided a presentation on Case RZ-22-08, Rogers Road Townhomes.

Mr. Richards stated the applicant expressed a desire to continue working with staff and intends to seek a deferral from the Board of Commissioners at the August 15, 2023 Meeting.

Commissioner Sary asked why there was a recommendation for denial made by the Planning Staff. Mr. Richards explained that the main issue is the design and layout of

the development.

Commissioner Sliwinski inquired about the height of the retaining walls. Mr. Richards replied that along the east side, the retaining wall itself is approximately ten feet and runs a little taller towards the south end.

No further questions or comments were heard.

2. Discussion of Monthly Financial Report

2.1. Monthly Financial Report

Ms. Staples provided a brief update on the interim financial summary.

3. Review of Draft Agenda for Upcoming Regular Meeting

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The draft agenda was reviewed.

4. Other Business

4.1. Presentation of the Amended Policies & Procedures

Human Resources Director Angela McCray provided a presentation on the amended policies & procedures.

No questions or comments were heard.

5. Commissioner Reports

Commissioner Dyer attended the Human Relations Council Meeting. He reminded everyone the Purple Heart Banquet is Saturday, August 5, 2023, the Memorial Flag-Raising Ceremony is Monday, August 7, 2023, he shared there'll be a reading of the names in downtown Raleigh of the thirty-eight remaining veterans that are missing in action from Vietnam from the state of North Carolina.

Commissioner Sliwinski attended the Parks, Recreation & Cultural Resources (PRCR) Meeting, the Urban Forestry Board did not meet in July, Family Movie Night is scheduled at Joyner Park on Saturday, August 5, 2023, and Art in the Park is scheduled at Joyner Park on Saturday, August 26, 2023, FNOW is on Friday, August 11, 2023.

Commissioner Shackelford had no report.

Commissioner Sary shared that the Central Pines Regional Council did not meet in July and neither did the Public Arts Commission (PAC). He shared that the revised Public Art Commission Art Plan may come before the Board of Commissioners in September.

Mayor Jones shared that Wake Forest Fungo has finished its season and she looks forward to the upgrades that are going to be made to the ballpark. She attended the grand opening of the Disc Golf Course and the Youth Leadership Group. She visited Superior Tooling last week. She attended the Wake Forest Rotary Club reception. The 10-Year Anniversary Celebration of the Renaissance Centre started with the Malpass Brothers concert on July 22, 2023.


Town Manager Kip Padgett had no report.

6. Adjournment

The Board of Commissioners adjourned the meeting at 7:47 p.m.

Duly approved in open session this 19th day of September 2023.

(ATTEST)


Theresa Savary, Town Clerk


Vivian A. Jones, Mayor

