



**Wake Forest Board of Commissioners  
Meeting Minutes**

**July 20, 2021 at 6:00 PM  
Town Hall, 301 S. Brooks St. Wake Forest, NC**

Mayor Jones called the meeting to order at 7:02 p.m. She led everyone in the Pledge of Allegiance. This meeting was open to the public and not offered via zoom. The meeting was made available for the public to view on Channel 10 television and live stream. Anyone wishing to provide public comment in-person was asked to sign up ahead of the meeting using a Cognito form found on the public portal of the town's website.

**Council Members Present**

Mayor Vivian A. Jones  
Commissioner Jim Dyer  
Commissioner Chad Sary  
Commissioner Liz Simperts  
Commissioner Bridget Wall-Lennon  
Commissioner Adam Wright

**Staff Present**

Kip Padgett, Town Manager  
Eric Vernon, Town Attorney  
Deeda Harris, Town Clerk  
Candace Davis, Assistant Town Manager

**Staff Present (Cont'd)**

Allison Snyder, Assistant Town Manager  
Virginia Jones, Human Resources Director  
Jennifer Currin, Assistant Planning Director  
Michelle Michael, Senior Planner, Historic Preservation  
Melanie Rausch, Planner I  
Emma Linn, Planner I  
Dylan Bruchhaus, Planner II, Transportation  
Kari Grace, Senior Planner  
Lisa Hayes, Strategic Performance Manager  
Debbie Dunn, Renaissance Centre Manager  
Jeff Leonard, Police Chief  
Brian Mote, Captain, Police Dept.  
Julius Jefferson, Captain, Police Dept.

**1. Approval of Agenda**

**ACTION:** Commissioner Wall-Lennon made a motion to approve the agenda.  
Commissioner Wright seconded the motion, which carried (5,0).

**2. Approval of Minutes**

**2.A. Approval of Minutes for Meetings held June 1, 2021 (Work Session & Joint Public Hearing)  
and meeting held June 15, 2021 (Regular Board of Commissioners Meeting)**

Commissioner Wall-Lennon noted in the June 1, 2021 Work Session minutes, the word "percent" was omitted in Paragraph 3 in the discussion of the FY2021-22 Proposed Budget. Town Clerk Harris would make the change:

Sales tax revenue was 15.9 percent of General Fund Revenues. Last year there was concern because no one knew the impact of COVID. Staff were projecting about eight percent over what was collected last year. They budgeted a decrease last year and were still being conservative.

**ACTION:** Commissioner Wright made a motion to approve the minutes for meetings held June 1, 2021 (Work Session & Joint Public Hearing) and meeting held June 15, 2021 (Regular Board of Commissioners Meeting) with the edit to Work Session minutes.  
Commissioner Wall-Lennon seconded the motion, which carried (5,0).

3. Presentations

3.A. Resolution Recognizing Robert J. Woyicki on his Retirement

Mayor Jones presented a resolution and plaque to Officer Woyicki and thanked him for his service. Officer Woyicki said he had enjoyed his career with the Wake Forest Police Department. The last six years he was assigned to Wake Forest High and it was a great assignment to end with. He was very appreciative of the support of the Board, Chief and Captains. The Town of Wake Forest had been a great place to work.

**ACTION:** Commissioner Wright made a motion to approve Resolution Recognizing Robert J. Woyicki on his Retirement.  
Commissioner Sary seconded the motion, which carried (5,0).

3.B. Proclamation Recognizing the 100th Year of the Wake Forest Fire Department

Mayor Jones commented 2021 marked the 100<sup>th</sup> year of having the fire services. Everyone was very proud of the fire department and glad to have them part of the town government. After operating as a private, non-profit organization for 37 years, the Wake Forest Fire Department (WFFD) officially joined the Town of Wake Forest in July 2020.

3.C. Proclamation Recognizing the Week of August 7, 2021 as Purple Heart Week

Mayor Jones said recognizing Purple Heart Week started several years ago. The town was the first municipality in North Carolina to recognize Purple Heart Week. She was proud of that and of the Purple Heart recipients.

4. Public hearings / Public Comment

4.A. Public Comment:

Mr. Jim Stephandi 1409 Reservoir View Lane, Wake Forest spoke to the commissioners about the planning board. He presented a Powerpoint presentation attached and made part of these minutes.

Mr. David Bissette, 230 S Main St. suggested the Board look at removing the one-way direction on W. Owen Ave. He noticed visitors to Holding Park and the Aquatics Center had a hard time finding and accessing the site.

5. Consent Agenda

- 5.A. Approval of a Resolution to surplus the badge and service weapon carried by Officer Woyicki
- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by Casa Esperanza Holding LLC for property located at 10510 Star Road, being Wake County Tax PIN 1739-64-0225 and adjacent right-of-way totaling approximately 14.1 acres
- 5.C. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by WW Properties & Rentals, LLC for property located at 0 S. Franklin Street, associated with proposed Forest on Franklin Townhomes, being a 0.22-acre portion of the tract 1-C recorded in Book of Maps 1995 Page 1602, and is described by the Wake County Tax PIN 1840-58-7460
- 5.D. Resolution Recognizing WWII Veterans
- 5.E. Resolution Recognizing Korean War Veterans

**ACTION:** Commissioner Wright made a motion to approve the items above on the Consent Agenda.  
Commissioner Simperts seconded the motion, which carried (5,0).

6. Legislative Items

7. Planning Items

7.A. Consideration of LEGISLATIVE ITEM TA-21-07 Text Amendment to the Comprehensive Transportation Plan

Mayor Jones stated staff from the Town of Wake Forest and the City of Raleigh had discussed the bordering region along Capital Boulevard and found two inconsistent areas at US 1 and Caveness Shoppes Drive and US 1 and Height Lane. Staff recommended adding a grade separation at each location on the Comprehensive Transportation Plan (CTP) to ensure consistency between the City of Raleigh and the US 1 Council of Government. A joint public hearing and Planning Board Meeting

was held July 6, 2021. The Planning Board during their meeting voted 4-1 to recommend approval of the proposed text amendment.

**ACTION:** Commissioner Wright made a motion to approve LEGISLATIVE ITEM TA-21-07 Text Amendment to the Comprehensive Transportation Plan.  
Commissioner Sary seconded the motion, which carried (5,0).

7.B. Consideration of QUASI JUDICIAL CASE SP-21-11, a major site master plan for Casa Esperanza Montessori Charter School filed by Casa Esperanza Holding, LLC on approximately 13 acres located at 10510 Star Road, being Wake County PIN 1739640225

The joint public hearing was held at the July 6, 2021 meeting. The Planning Board, at their July 6, 2021 meeting, voted 3-2 to recommend approval of the Major Site Master Plan based on the Findings of Facts:

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

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

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

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

A note stating, "Casa Esperanza Holding, LLC would provide 30 feet of right-of-way from the legally described centerline of Height Lane" was added by the applicant to Sheet C-200 of the site master plan which was Attachment B in the agenda packet.

Commissioner Wall-Lennon asked staff if that note addressed the area of concern and discrepancy a citizen mentioned at the Joint Public Hearing. Town Attorney Vernon reminder everyone they could not receive additional evidence, but clarification would be allowed.

Senior Planner Grace said having the note clarified the intention of the applicant to meet that requirement. Going forward if there were any future applications submitted, having this note the requirement and intentions would be clearly stated on the plans.

Commissioner Sary stated he had a hard time deciding on this because this item was separating the land use from the plan. When he reviewed and listened to the evidence at the hearing, he found himself trying to determine if they met Findings 1, and 4. When he focused on the plans, he could not see where they did not meet those Findings. Commissioner Simperts had concern of Finding 4 as well. Commissioner Wright concerns were with Findings 1, and 4 especially regarding community schools and the impact of property values.

**ACTION:** Commissioner Dyer made a motion to approve QUASI JUDICIAL CASE SP-21-11, a major site master plan for Casa Esperanza Montessori Charter School filed by Casa Esperanza Holding, LLC on approximately 13 acres located at 10510 Star Road, being Wake County PIN 1739640225 based on the Findings of Fact.  
Commissioner Sary seconded the motion, which carried (3,2) with Commissioners Simperts and Wright voting nay.

8. Administration and Financial Items

8.A. Consideration of acceptance of a grant award for the Renaissance Centre in the amount of \$107, 377.32 from the 2021 American Rescue Plan Act administered by Small Business Administration

Renaissance Centre Manager Dunn shared staff were notified they had been awarded the Shuttered Venues Operators Grant from the 2021 American Rescue Plan administered by the Small Business Administration. The grant amount was \$107, 377.32 and did not require matching funds. It could be used on expenses incurred by the Renaissance Center March 1, 2020 – December 31, 2021. It could be used for payroll and equipment and supplies (any necessary expenses for the Renaissance Centre). They earmarked some funding to be used for artist fees, advertising and licenses and fees. Funds had to be spent by December 3, 2021.

**ACTION:** Commissioner Dyer made a motion to accept a grant award for the Renaissance Centre in the amount of \$107, 377.32 from the 2021 American Rescue Plan Act administered by Small Business Administration  
Commissioner Wright seconded the motion, which carried (5,0).

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

12.A. Wake County Tax Releases

12.B. Monthly Report

12.C. Quarterly Project Updates

12.D. Commissioner Reports

Commissioner Wall-Lennon was planning to attend the Wake County Mayors outing on Friday, July 23, 2021. She invited everyone to the Northeast Community Coalition Community Garden Open House on Saturday, July 24, 2021. Different activities were planned for the attendees.

She had worked with staff to plan the first "How to do Business with the Town of Wake Forest" event to be held on August 24, 2021. It would be a free event with staff from various community partners, the Town of Rolesville, NC Department of Transportation, Wake County, Wake Technical Community College and Wake Forest Chamber of Commerce and others. She invited any small business firms interested in doing business with the town to participate. She commended staff on the website. The website contained a video on the process and information on how to do business with the town, contacts and opportunities.

Commissioner Wall-Lennon asked Town Manager Padgett about updates of the Strategic Plan. She asked if there were any updates on the strategies for diversity and inclusion training. He confirmed staff participated in webinars offered by the North Carolina League of Municipality and with the Triangle J Council of Governments.

Commissioner Wall-Lennon asked about staff feedback regarding the strategy update "Reached out to employees for feedback on the effectiveness of Town COVID-19 policies, initiatives, resilience training, and other support mechanisms." She also asked the status of the vaccine incentive.

Human Resources Director Jones responded staff did not distribute an actual survey, but Human Resources (HR) staff solicited feedback from employees on how they were feeling regarding COVID-19, if they were kept informed, felt safe and if they still felt a part of the organization and in maintaining the cultural value. HR staff asked opinions as they returned to the workplace, during exit interviews, when taking leave or throughout the day as there were interactions as they came back to the office. Overall, staff have been satisfied.

She confirmed the vacation incentive had gone very well. An incentive of an added vacation day was offered to employees if they submitted their vaccination card. She stated about seventy-five percent of employees had been vaccinated. The Human Resources staff were still tracking and reminding staff they would get a vacation day when they submitted their COVID vaccination card.

Commissioner Dyer said the Historic Preservation Commission would be meeting soon. There was a survey distributed about offering the home tour this year. The Commission members reviewed the seventy survey responses and agreed to postpone the tour this year and look to offer it in 2022. The Human Relations Council would not be meeting in July; however, youth members were recognized for their contribution to the board.

Commissioner Wright shared there was a semi-professional basketball team in the area, the Raleigh Firebirds. Their community development focus was STEM programs. They had reached out to partner with the Technical Advisory Board on their STEM event. Raleigh Firebird members planned to participate in the next Technical Advisory Board meeting to discuss how they could partner on the program.

Commissioner Sary the Public Art Commission and Triangle J Council of Government had not met since the last meeting. He thanked staff and those involved with the July 4<sup>th</sup> fireworks. He thought it was a fantastic event. He urged citizens to complete the Community Plan Survey located on the town's website.

Commissioner Simperts did not have anything new to report.

Mayor Jones recognized Wake Forest High 2021 graduate Khalil Watson for being the sixteenth pick during the Major League Baseball Draft by the Miami Marlins baseball team. She also recognized Byrum Brown, the son of employee Drew Brown. Byrum is the quarterback for Rolesville High School. He led their team to the state championship and was recently name a top football player in North Carolina. He would be graduating in December 2021 and had committed to play at the University of South Florida.

Mayor Jones thanked the volunteers who had collected 4,500 lbs. of trash and over 1,200 lbs. of recyclables from town streets, roadways, and waterways over the last couple of months. She appreciated all that participated.

She encouraged residents to attend the citizens planning academy. The academy was a great way to learn about planning policies and practices. The academy would begin September 13, 2021 and run for four weekly sessions. For anyone interested, the application could be found on the town's website.

She thanked Strategic Performance Manager Hayes and Downtown Development Director Herbert for the completing the application for the cultivating entrepreneurship program with the NC League of Municipality and East Carolina University. They had help from the WF Chamber, the Wireless Center, Business and Industry Partners and Launch Wake Forest. She felt they had an excellent presentation. She looked forward to responses.

Town Manager Padgett said in addition of setting up a fund for the American Rescue Plan which had been done, the Board was required to have a separate vote of the town accepting the funding from the American Rescue Plan recorded in the minutes.

**ACTION:** Commissioner Sary made a motion to accept funding from the American Rescue Plan. Commissioner Dyer seconded the motion, which carried (5,0).

#### Update on the Northeast Area Plan

Town Manager Padgett asked Senior Planner for Historic Preservation Michaels to give a brief update on the Northeast Area Plan.

Senior Planner for Historic Preservation Michaels stated staff and the Consultants started working on the update last year and hoped to have it completed by December 2021. In moving through the projects, the Consultants asked if the Town would change the scope of work. Task 5 was to provide a fiscal analysis. The RFQ requested a fiscal impact model to evaluate future redevelopment opportunities within the study area. The task was to prepare one cumulative impact analysis containing up to 2 redevelopment projects. The Model would provide estimated municipal revenues and expenditures over a 10-year period from construction through occupancy. Commercial projects would include an economic impact estimate. The analysis would provide information for the Town's use.

Throughout the review through existing conditions, public outreach, and identification of opportunities phase, the Dubois Center consistently was named as significant to neighborhood so, the consultant recommended rather than complete the fiscal analysis in this update, that they provide a viable scenario for the use of that site for the Alumni Association's consideration.

The consultants would look at the possibility for that site and offer to the Dubois Alumni Association to incorporate in the plan. This would replace Task 5 with Feasibility Study and provide it at no additional charge to the town.

Senior Planner Michaels thought this was a good opportunity. The alumni association had gone through many different generations and visions. Commissioner Sary commented having something like this could set them up for potential grants. The Board gave a general consensus to provide that information of the Dubois Center Site.

#### Discussion of the Planning Board Handbook

Mayor Jones said they wanted to have a discussion of the Planning Board Handbook. The commissioners shared their comments.

Commissioner Simperts questioned the planning board academy as a prerequisite to the Planning Board, abstain vs recusal, define business casual attire and participate in ethics training.

Commissioner Sary asked if the Planning Board could have closed sessions and questioned the public representation. He felt resignations should also be given to the Board and Planning Board Chair. He thought time allotment for public comment should be five minutes.

Commissioner Wright asked for clarification of abstention. He felt the citizen academy should be a requirement.

Commissioner Dyer did not have any comments.

Commissioner Wall-Lennon asked for clarity on a Citizen Academy versus from Planning Board.



Town Manager Padgett said they were revamping the content of the Citizen Academy that Strategic Performance Manager Hayes was working on. Assistant Planning Director Currin explained the Planning Board Academy.

Commissioner Wall-Lennon had previously asked Planning Director Tanner about the Planning Board Work Sessions and suggested the Planning Board Members have a copy of the Suggested Procedures for Local Appointed Boards from Trey Allen with the UNC School of Government and Roberts Rules of Order. She also asked about the attendance language.

Mayor Jones did not feel the board needed to approve their officers. She did not agree with the the meetings ending at 10 p.m. She thought a person should sign up ahead of time to speak but also allow them to sign up to speak when they came to the meeting and if a meeting was continued. She felt the planning board could have some discussion before a motion. She noted the commissioners had provided Planning Director Tanner with their comments.

12.E. Closed Session: N.C.G.S. 143-318.11 (3) Consultation with the Town Attorney

**ACTION:** Commissioner Wall-Lennon made a motion to go into closed session at 7:11 p.m. Commissioner Wright seconded the motion, which carried (5,0).

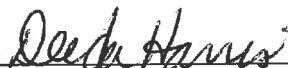

**ACTION:** Commissioner Wright made a motion to come out of Closed Session at 8:50 p.m. Commissioner Wall-Lennon seconded the motion, which carried (5,0).

**ACTION:** Commissioner Wright made a motion to approve the resolution Regarding Acquisition of a Fee Simple Interest in Certain Property Located at 0 North White Street, Wake Forest, North Carolina. Commissioner Dyer seconded the motion, which carried (5,0).

13. Adjournment

**ACTION:** Commissioner Sary made a motion to adjourn at 8:52 p.m. Commissioner Simperts seconded the motion, which carried (5,0).

Respectfully Submitted,

  
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Town Clerk  
  
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Mayor