



**Wake Forest Board of Commissioners  
Meeting Minutes  
June 15, 2021 at 7:00 PM  
Town Hall, 301 S. Brooks St.**

Mayor Jones called the meeting to order at 7:00 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 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  
Aileen Staples, Chief Financial Officer  
Ben Blevins, Senior Budget Analyst  
Courtney Tanner, Planning Director  
Jennifer Currin, Assistant Planning Director  
Brad West, Long Range Planning Manager  
Nicolette Womack, Senior Planner  
Michelle Michael, Senior Planner, Historic Preservation  
Melanie Rausch, Planner I  
Emma Linn, Planner I  
Lisa Hayes, Strategic Performance Manager

1. Approval of Agenda

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

2. Approval of Minutes

2.A. Approval of Minutes for Meeting held May 4, 2021 (Work Session & Joint Public Hearing) and meeting held May 18, 2021 (Regular Board of Commissioners Meeting)

**ACTION:** Commissioner Wright made a motion to approve the minutes for meetings held May 4, 2021 (Work Session & Joint Public Hearing) and meeting held May 18, 2021 (Regular Board of Commissioners Meeting).  
Commissioner Dyer seconded the motion, which carried (5,0).

3. Presentations

4. Public hearings / Public Comment

4.A. Public hearing on and consideration of a petition requesting contiguous annexation submitted by HR Northlake, LLC for property located at 0 South Franklin Street, being Wake County Tax PIN 1840-53-5723 and adjacent right-of-way totaling approximately 8.63 acres

There was no one in attendance to speak.

**ACTION:** Commissioner Wright made a motion to approve the petition requesting contiguous annexation submitted by HR Northlake, LLC for property located at 0 South Franklin Street, being Wake County Tax PIN 1840-53-5723 and adjacent right-of-way totaling approximately 8.63 acres.  
Commissioner Sary seconded the motion, which carried (5,0).

4.B. Public hearing on and consideration of a petition requesting contiguous annexation submitted by Radstar, LLC for property located at 0 Wait Avenue and 1464 Wait Avenue being Wake County Tax PINs 1850-36-9661, 1850-37-9469, and 1850-47-1404 and adjacent right-of-way, which is approximately 48.4647 acres

There was no one in attendance to speak.

**ACTION:** Commissioner Sary made a motion to approve the petition requesting contiguous annexation submitted by Radstar, LLC for property located at 0 Wait Avenue and 1464 Wait Avenue being Wake County Tax PINs 1850-36-9661, 1850-37-9469, and 1850-47-1404 and adjacent right-of-way, which is approximately 48.4647 acres.  
Commissioner Wright seconded the motion, which carried (5,0).

4.C. Public Comment:

Ms. Kate Jones, 323 S. Allen Rd. spoke in support for the second time regarding the potential rezoning of the properties on S. Allen Rd. from NMX to residential. She was serving as a representative of those that had signed the petition. If the Board had any

questions of the community position, she was the spokesperson and available to answer any questions.

Richard Ostaguard, 8032 Hawkshead Rd said he had lived in Wake Forest for six years. He presented to the Board that the town needed controlled growth.

Ms. Charlotte Jenkins, 413 N Main St. spoke to the Board in favor of her nomination for appointment to the Historic Preservation Commission.

5. Consent Agenda

- 5.A. Approval of resolution authorizing Franklin County Tax Administrator to Levy and Collect Property Taxes for FY 2021-2022
- 5.B. Approval of resolution authorizing Wake County Tax Administrator to Levy and Collect Property Taxes for FY 2021 -2022 for the Town of Wake Forest
- 5.C. Approval of Budget Ordinance Amendment # 6 - FY 2020 - 2021
- 5.D. Approval of American Rescue Plan Act (ARP) Grant and Special Revenue Fund
- 5.E. Approval of Resolution of Appreciation of Service of Advisory Board Members
- 5.F. Acceptance of Streets into the Town of Wake Forest System for Maintenance
- 5.G. Approval of a Resolution Endorsing the Capital Area Metropolitan Planning Organization Northeast Area Study
- 5.H. Consideration of Potential Planning Board Appointment Options - Board of Commissioners' Directed

(Wanda Mukherjee a citizen in attendance asked that Item 5H be removed from the Consent Agenda. Mayor Jones said it would become Item 9A.)

**ACTION:** Commissioner Wall-Lennon made a motion to approve the items above on the Consent Agenda.  
Commissioner Wright seconded the motion, which 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 September 10, 2021

Mayor Jones said this request was for a waiver of the alcohol ordinance to allow approved beer and wine vendors to sell or serve alcohol to customers. A waiver had been allowed in the past for Friday Night on White.

**ACTION:** Commissioner Simperts made a motion to approve a Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White on September 10, 2021.  
Commissioner Wright seconded the motion, which carried (5,0).

6.B. Consideration of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for WF Cares Holiday Kickoff on November 13, 2021

**ACTION:** Commissioner Wall-Lennon made a motion to approve the Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for WF Cares Holiday Kickoff on November 13, 2021.  
Commissioner Wright seconded the motion, which carried (5,0).

6.C. Consideration of a Resolution amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-256. - Schedule X, stop intersections.; to convert the intersection of S. Wingate Street and W. Sycamore Ave to all-way stop control

Mayor Jones said Engineering Staff was presenting this due to concern for pedestrian safety and lack of crosswalk visibility near Wake Forest Elementary School for pedestrians crossing S. Wingate Street. Staff recommended adding an all-way stop control at the intersection of S. Wingate Street and W. Sycamore Ave.

**ACTION:** Commissioner Dyer made a motion to amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-256. - Schedule X, stop intersections.; to convert the intersection of S. Wingate Street and W. Sycamore Ave to all-way stop control.  
Commissioner Wright seconded the motion, which carried (5,0).

6.D. Consideration of Appointment of District Member to the Historic Preservation Commission

**ACTION:** Commissioner Dyer made a motion to appoint Charlotte Jenkins to the Historic Preservation Commission for the Historic District Seat.  
Commissioner Sary seconded the motion, which carried (5,0).

7. Planning Items

7.A. Consideration of Potential Rezone Options for 238, 306 & 350 South Allen Road as Requested by Board of Commissioners

Town Manager Padgett introduced Senior Planner Nicolette Womack. She had been with the Town for about two months. Mayor Jones welcomed her. Senior Planner Womack explained the Board directed staff to research rezoning of the properties at their meeting on April 12, 2021. Thirty-five residents of the Cardinal Hills community had signed a petition. Their concern was if developed today, the zoning would have an adverse effect on their neighborhood. Staff were providing options but asked the Board to remember the Community Plan Update was underway and several changes to the Unified Development Ordinance (UDO) would take effect on July 1, 2021.

Senior Planner Womack provided information on the existing site conditions and key differences between the existing and compatible districts. The analysis was based on current information (existing zoning, Unified Development Ordinance, 2009 Community Plan, etc.). Senior Planner Womack stated there was a hair salon, a professional office and vacant lot. S. Allen Rd. was a 20-ft wide street with no curb nor gutter. There would be a future connection projected in 2023 to Deacons Ridge to the south. She shared the zoning of surrounding properties in Cardinal Hills, Avondale and other areas as well as the use tables for Zoning Districts for General Residential 5 (GR5) and General Residential 10 (GR10).

Staff recommended waiting until the revised Community Plan was adopted. If the Board wanted, they could allow the properties to remain zoned Neighborhood Mixed Use (NMX), initiate rezoning of the subject properties or complete the community plan and proceed with rezoning at that time, if appropriate.

Commissioner Wall-Lennon asked when the draft plan would be completed. Assistant Planning Director Currin responded that a draft plan for staff review was anticipated to be completed around September/October 2021. The adoption would be in February 2022 after the Northeast Community Plan was adopted. The properties affected by the newly adopted plan would undergo staff review. It would be perhaps six months to a year after the Community Plan was adopted before the property could possibly be rezoned.

Commissioner Wright asked staff if the Board recommended it be rezoned and something was proposed before it was enacted, would the properties be regulated under the current zoning. Assistant Planning Director Currin said the application would be allowed under the present zoning. She also noted if the Board chose to proceed with rezoning and the Community Plan recommended a different growth pattern, they could pursue another rezoning at that time.

Commissioner Sary asked if they decided to rezone would it affect the existing businesses. He was told the salon and office would still be allowed unless they were

vacant for more than a year. The nursing home was already considered nonconforming as they lost that status since it had been vacant for some time. Also, under the UDO, it was not an allowed use anymore on a lower traffic road.

Mayor Jones noted a different proposal may be presented after the analysis and adoption of the Community Plan.

**ACTION:** Commissioner Wright made a motion to direct staff to initiate the process to Rezone 238, 306 & 350 South Allen Road to GR5.  
Commissioner Wall-Lennon seconded the motion, which carried (5,0).

7.B. Consideration of Action on LEGISLATIVE CASE RZ-21-03, Wait Avenue Condos: Request filed by AGNC Ventures I, LLC, to rezone from the existing Conditional Use Urban Mixed-Use (CU UMX) and Urban Mixed-Use (UMX) to Neighborhood Mixed-Use Conditional District (NMX CD) and associated master plan for 1.55± acres located at 413, 425, and 435 Wait Avenue being Wake County Tax PINs: 1841-61-0289, 1841-61-2233, and 1841-61-3373 and adjacent right-of-way to centerlines

Mayor Jones said at the Joint Public Hearing on June 1, 2021, the Planning Board recommended approval of the case with conditions. Commissioner Sary commented this development aligned with what the Board wanted to see in the downtown area, which was a place to live, work and play. It would complement downtown and was in line with the Renaissance and Community Plans. Commissioner Wright thought it would be a good fit.

**ACTION:** Commissioner Sary made a motion to approve LEGISLATIVE CASE RZ-21-03, Wait Avenue Condos: Request filed by AGNC Ventures I, LLC, to rezone from the existing Conditional Use Urban Mixed-Use (CU UMX) and Urban Mixed-Use (UMX) to Neighborhood Mixed-Use Conditional District (NMX CD) and associated master plan for 1.55± acres located at 413, 425, and 435 Wait Avenue being Wake County Tax PINs: 1841-61-0289, 1841-61-2233, and 1841-61-3373 and adjacent right-of-way to centerlines with the Conditions from the June 1 2021 Planning Board meeting and Consistency Statement provided by staff and listed below.  
Commissioner Wright seconded the motion, which carried (5,0).

**Wait Avenue Condominiums - Zoning Conditions (6/9/21)**

1. Major Site Master Plan (SP-21-03) is a condition of the rezoning request. Amendments of the master plan shall require a rezoning amendment unless the Administrator finds the modification to be minor and in keeping with the spirit and intent of the adopted site master plan.
2. The proposed principal uses shall be limited to the follow uses as permitted with additional supplemental standards (PS) as set forth in the UDC, as a condition of the rezoning:
  - Dwelling - Multifamily PS
  - Live-Work Units PS
3. A six-foot opaque fence will be used to satisfy the Type C perimeter buffer along the northwest property line with the property identified by PIN 1841-51-3319.
4. The maximum side street setback shall be 18 feet.
5. A fee-in-lieu for a bike lane on the north side of Wait Avenue shall be paid prior to approval of the Construction Drawings.
6. The building height shall be limited to 4 stories plus rooftop terraces.

**Consistency Statement of the Wake Forest Board of Commissioners Pursuant to G.S. 160A-383 Addressing Action on Zoning Map Amendment RZ-21-03: Wait Avenue Condos**

The Wake Forest Board of Commissioners finds that RZ-21-03 is consistent with the Wake Forest Community Plan and the Renaissance Plan for Downtown Wake Forest. The Wake Forest Board of Commissioners finds that the approval of the rezoning request is reasonable and in the public interest for the following reasons:

1. The proposed development is nearby to existing and planned residential development, proposes sidewalk and street trees, and de-emphasizes parking, all of which promote walkability.
2. The proposed development proposes to remove existing curb cuts on Wait Avenue, provide on-street parking on Wait Avenue, install sidewalks where there are existing gaps on N. Franklin Street and Pearce Avenue, place utilities along Wait Avenue underground, and provide crosswalks at the intersection of Wait Avenue and N. Franklin Street.
3. The proposed development provides a housing type that is not currently in that area of Downtown and added urban density.
4. Utility connections are accessible to the site existing utilities.
5. The proposed use matrix limits the type of uses that would not be ideal for the site's location in Renaissance Area of Wake Forest.

8. Administration and Financial Items

8.A. Consideration of approval of FY 2021 - 2022 Budget Ordinance

Mayor Jones said the consideration for the Budget Ordinance included the Pay and Classification and fee amendments. Commissioner Wall-Lennon asked about the Assistant to the Town Manager position. It was explained the position would remain in the Pay and Classification but would not be assigned. It was still in the schedule in case it was needed.

There was discussion of the fee for Friday Night on White. The vendor fee was \$500 per spot. Commissioner Dyer asked if the fee would be waived for the VFW. Strategic Performance Manager Hayes explained staff did not see any changes moving forward for non-profits and wanted to be fair to other non-profits who also wanted to be a vendor during the event. There had been discussions of expanding logistics to include more

vendors; however, that would not take affect this year. Logistics needed to be reviewed due to safety concerns. There needed to be access in case of an emergency.

**ACTION:** Commissioner Wright made a motion to approve FY 2021 - 2022 Budget Ordinance which included the pay and classification and fee amendments. Commissioner Sary seconded the motion, which carried (5,0).

9. Public Services Items

9.A. Consideration of Potential Planning Board Appointment Options - Board of Commissioners' Directed (Moved here from the Consent Agenda)

At the meeting April 20, 2021, the Board directed staff to develop a list of options for lowering the number of members on the Planning Board. One planning member resigned so the Board had to reduce the number by one other member. The Board decided to rescind the appointment of Jim Stephanadis, the last person appointed to the Planning Board.

**ACTION:** Commissioner Wright made a motion to rescind the appointment of Jim Stephanadis of the Planning Board. Commissioner Sary seconded the motion, which carried (5,0).

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

12.A. Wake County Tax Releases (Wake Co. Board met 6/7/21; no report for June received yet.)

12.B. Monthly Report

12.C. Commissioner Reports

Commissioner Wall-Lennon participated in the NC League of Municipalities' "NCLM" Inclusion and Diversity webinar "Inclusivity and Belonging in the Workplace for Municipal Officials". She stated the session reminded everyone to create an environment of belonging. It was one thing for someone to be included, but you also wanted the person to feel like he/she belonged. She reminded everyone of the virtual Juneteenth celebration. You could register to attend and get information on the Wake Forest Northeast Community Coalition Facebook page. The Urban Forestry Advisory Board meeting would meet next week.



Commissioner Dyer congratulated staff on the Main Street Award and being awarded the Comprehensive Annual Financial Report Award for the thirty-first year. He attended the Diversity and Inclusion Webinar. It was an excellent presentation by Kamella Emmanuel with Evolving Consulting. She talked of her story being a black female assigned as a diplomate on assignment for the Queen of England in several different African countries. She provided a video with examples "Inclusion Starts with an I". He attended the webinar about the American Rescue Plan and Recovery.

Commissioner Wright shared his Technology Advisory Board would be meeting next week. They were still looking for women in STEM careers and a keynote speaker for the Technology Board's STEM event.

Commissioner Sary thanked staff for their work on the budget. He attended the TJCOG meeting. They reported on the activity at the RDU airport. It was good to see activity coming back to the airport after the pandemic closed things down last year. He also appreciated the flags a group had placed for Flay Day yesterday. He shared he was looking forward to the 4<sup>th</sup> of July celebrations.

Commissioner Simperts said it was good to see the youth sporting events coming back. The Parks & Recreation Department had done a great job with activities during the pandemic.

Mayor Jones was looking forward to attending the next session of the NCLM Diversity and Inclusion Webinar in June. She applauded all that participated in the 50-Mile Walking Challenge. Collectively, participants walked over 15,000 miles. She stated the Fire Department raised and donated over \$5,000 to the Autism Society. She also thanked staff for their work in being awarded the CAFR for the thirty-first year. She stated Chief Financial Officer Staples earned the Financial Reporting Achievement Award.

Mayor Jones commented the local High Schools were offered \$14 million in scholarships (Wake Forest High School \$8 million and Heritage High students \$6 million).

Mayor Jones attended the NCLM webinar "Cultivating Entrepreneurship" discussing a partnership with East Carolina University's degree program. East Carolina was one of eight schools which offered an entrepreneurship degree and certificate program. The NCLM had partnered with the ECU Miller School of Entrepreneurship to bring together towns with up-and-coming entrepreneurs. This was an opportunity to invigorate the community and its economy by creating jobs and attracting additional businesses. The Cultivating Entrepreneurship program would help the town create an economic development preparedness path to be ready for any upcoming opportunities. Accepted municipal applicants would receive a monetary recognition award to utilize in their efforts toward becoming "entrepreneur-ready" and potentially connect with an entrepreneur from the Miller School. The Board was in support of the Town Manager setting aside \$3,000 from the Future's Fund and the Town moving forward in applying. Applications are due July 15, 2021. The Chamber had said they were interested. Mayor

Jones was planning to ask the Wireless Center if there was any interest. Loading Dock was suggested as a contributor as well.

Town Manager Padgett reminded everyone the new meeting times would take effect on July 1, 2021. The July 1 Work Session would start at 6 p.m. The Joint Public Hearing would start at 7:30 p.m. He also mentioned, starting July 1, seating restrictions in the Board Chambers would be relaxed. He mentioned he, senior leadership staff and others also participated in the diversity and inclusion webinar mentioned earlier.

12.D. Closed Session: N.C.G.S 143-318.11(a)(6) Personnel - Annual Evaluation of Town Manager & Town Attorney

**ACTION:** Commissioner Wright made a motion to go into Closed Session for annual evaluations at 8:10 p.m.  
Commissioner Wall-Lennon seconded the motion, which carried (5,0).

**ACTION:** Commissioner Wright made a motion to come out of Closed Session at 9:15 p.m.  
Commissioner Simperts seconded the motion, which carried (5,0).

**ACTION:** Commissioner Wright made a motion to give Town Manager Padgett a 4% raise and a \$5000 bonus because of handling the pandemic so well.  
Commissioner Sary seconded the motion, which carried (5,0).

Mayor Jones stated that the Board was very pleased with his performance. Town Manager Padgett had been given an excellent review.

13. Adjournment

**ACTION:** Commissioner Dyer made a motion to adjourn at 9:24 p.m.  
Commissioner Wright seconded the motion, which carried (5,0).

Respectfully submitted:

  
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Town Clerk

  
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Mayor