



**Wake Forest Board of Commissioners
Meeting Minutes
March 16, 2021 at 7:00 PM**

Mayor Jones called the meeting to order at 7:00 p.m. She led everyone in the Pledge of Allegiance. This was the second board meeting that 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

Staff Present (Continued)

Ben Blevins, Senior Budget Analyst
Adam Oates, Chief Information Officer
Courtney Tanner, Planning Director
Jennifer Currin, Assistant Planning Director
Patrick Reidy, Senior Planner
Kari Grace, Planner
Virginia Jones, Human Resources Director
Jeff Leonard, Police Chief
Matt May, Police Captain
Brian Mote, Police Captain

1. Approval of Agenda

ACTION: Commissioner Dyer made a motion to approve the agenda.
Commissioner Sary seconded the motion, which carried (5,0).
A roll call vote was taken with Commissioner Simperts, Sary, Wright and Dyer and Wall-Lennon voting yes.

2. Approval of Minutes

2.A. Approval of Minutes for Meetings held February 4, 2021 (Work Session & Joint Public Hearing), February 12, 2021 (Board of Commissioner Retreat) and meeting held February 16, 2021 (Regular Board of Commissioners Meeting)

ACTION: Commissioner Wright made a motion to approve the Minutes for Meetings held February 4, 2021 (Work Session & Joint Public Hearing), February 12, 2021 (Board of Commissioner Retreat) and meeting held February 16, 2021 (Regular Board of Commissioners Meeting)
Commissioner Dyer seconded the motion, which carried (5,0).

3. Presentations

3.A. Resolution Recognizing Larry L. Danforth, Jr. on his Retirement

Mayor Jones presented the resolution and plaque to Lt. Larry Danforth. Lt. Danforth thanked the Commissioners and Chief Leonard. His time in the department had truly been a blessing. He did not think when he started, he would have advanced and learned as much as much as he had. He was fortunate to have worked for the town and the people. He was blessed and thanked them for keeping him around.

ACTION: Commissioner Wright made a motion to approve the Resolution Recognizing Larry L. Danforth, Jr. on his Retirement
Commissioner Sary seconded the motion, which carried (5,0).

3.B. Proclamation Recognizing March 29, 2021 as "Vietnam War Veteran's Day "

Mayor Jones said requests had been received for other proclamations. The proclamation to recognize Vietnam War Veteran's Day would be mailed to the requestor. She said to the veterans, we appreciated their service during that time. You had not been recognized enough.

3.C. Proclamation Recognizing April as National Volunteer Month (April 18-24, 2021 - designated week)

Mayor Jones said the town had tons for of volunteers. The board recognized the value they brought to the community. She thanked them for always being will to assist when necessary.

4. Public hearings / Public Comment

4.A. Public Hearing to receive public comment on the Proposed Bond Orders authorizing \$1,290,000 Street and Sidewalk Improvement Bonds

Mayor Jones said the hearing was open to receive public comment on the Proposed Bond Orders authorizing \$1,290,000 Street and Sidewalk Improvement Bonds. The bond orders were introduced at the March 2, 2021. There was no one to speak. Mayor Jones closed the hearing.

ACTION: Commissioner Simperts made a motion to approve the Resolution Proposed Bond Orders authorizing \$1,290,000 Street and Sidewalk Improvement Bonds
Commissioner Wright seconded the motion, which carried (5,0).

4.B. Public Comment: There was no one to speak.

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 a Resolution to surplus the badge and service weapon carried by Lt. Larry Danforth

5.B. Appointment of Commissioner Liz Simperts to the Wake Forest Business & Industry Partners Board of Directors

5.C. Appointment of Amra Hayslett to the Design Review Board (DRB)

5.D. Approval of Resolution in Appreciation of Service of Marsha Wyly on the Design Review Board

ACTION: Commissioner Dyer made a motion to approve the items above on the consent agenda.
Commissioner Wall-Lennon seconded the motion, which carried (5,0).
A roll call vote was taken with Commissioner Simperts, Sary, Wright and Dyer and Wall-Lennon voting yes.

6. Legislative Items

7. Planning Items

7.A. Consideration of LEGISLATIVE CASE RZ-21-01, 1182 and 0 S. Main Street: Request filed by Longleaf Law Partners to rezone 2.10 acres located at 1182 and 0 S. Main Street from General Residential 5 Planned Unit Development (GR5 PUD) and General Residential 3 (GR3) to General Residential 3 (GR3) being Wake County Tax PINs 1840-26-1291, 1840-26-0213, and 1840-16-8121 (portion) to correct a Town mapping error

Mayor Jones said this was correcting an error in the town's system. The Planning Board, at their March 2, 2021 meeting, voted 7-0 to find the request consistent with the

Community Plan and recommend approval of the zoning map amendment (rezoning) request.

ACTION: Commissioner Simperts made a motion to approve LEGISLATIVE CASE RZ-21-01, 1182 and 0 S. Main Street: Request filed by Longleaf Law Partners to rezone 2.10 acres located at 1182 and 0 S. Main Street from General Residential 5 Planned Unit Development (GR5 PUD) and General Residential 3 (GR3) to General Residential 3 (GR3) being Wake County Tax PINs 1840-26-1291, 1840-26-0213, and 1840-16-8121 (portion) to correct a Town mapping error with the consistency statement.

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

A roll call vote was taken with Commissioner Simperts, Sary, Wright and Dyer and Wall-Lennon voting yes.

7.B. Consideration of LEGISLATIVE ITEM TA-21-02 Text Amendment to the Comprehensive Transportation Plan

The Comprehensive Transportation Plan (CTP) was adopted in October 2019. After using the Plan for development review and implementation for the past year, staff had identified changes that provide clarification and needed corrections to the Plan. The recommended changes were in the transportation network. The Planning Board at their meeting on March 2, 2021 voted unanimously to recommend approval of the proposed text amendment.

ACTION: Commissioner Wright made a motion to approve LEGISLATIVE ITEM TA-21-02 Text Amendment to the Comprehensive Transportation Plan.

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

A roll call vote was taken with Commissioner Simperts, Sary, Wright and Dyer and Wall-Lennon voting yes.

7.C. Consideration of LEGISLATIVE ITEM TA-21-03 Text Amendment to the Comprehensive Transportation Plan

Senior Planner Dylan said there had been a change since the March 2, 2021 Joint Public Hearing and Planning Board meeting. Staff received additional feedback. There was suggestion for the widening to be 12 feet instead of the standard 11 feet due to safety concerns. Mayor Jones asked why they felt it needed to be 12 feet. From her research wider roads seemed to promote faster speeds. Both Fire Chief Early and Police Chief Leonard felt 12 feet was better to be able to maneuver the fire trucks safely. There were some streets where it was difficult to get through if cars were parked along the street or not to the edge so that extra foot would be to their advantage to reaching their destinations safely and in a timely manner as well as the liability if they hit a vehicle or had to take time to push it out of the way if needed. Commissioner Wall-Lennon thanked Senior Planner Dylan on the way he presented the information to them.

ACTION: Commissioner Wall-Lennon made a motion to LEGISLATIVE ITEM TA-21-03 Text Amendment to the Comprehensive Transportation Plan. Commissioner Dyer seconded the motion, which carried (5,0). A roll call vote was taken with Commissioner Simperts, Sary, Wright and Dyer and Wall-Lennon voting yes.

7.D. Discussion on Upcoming UDO Text Amendment Pertaining to NCGS 160D Legislative Changes

Senior Planner Grace presented latest discussions since the board retreat on February 12, 2021. The changes to G.S. 160D state legislation required an ordinance update to comply by July 1, 2021. They also needed to clarify the local planning and development regulation and determine uniform terminology and decision processes.

To date, staff had made a few text amendments and discussed the following quasi-judicial process changes at the retreat:

1. Eliminate the Major/Minor Distinction Threshold
 - Convert all permitted uses to administrative staff review.
 - Add supplemental use standards as needed to address impacts.
 - Enhance development standards.
 - Convert certain uses to SUP or Conditional District Zoning approval process.
2. Explore Other Public Notice & Participation Options

She shared a table which provided the uses and supplemental standards and approvals. A copy of her handout is attached and made a part of these records. There were various zoning and uses and the table provided the approval process required. Staff was proposing an amendment to the residential with mixed use districts and neighborhood mixed use. This would require new residential development to be located within certain distances of commercial uses for specified urban, mixed use zoning districts. She noted they were categorizing religious institution uses into separate district based on the building size. They would also look at where in the neighborhood and community it was being proposed. For larger religious buildings they would not be permitted in lower density residential districts. They would also be located on a collector rather than local streets. The scale could impact traffic and the neighborhood throughout the week. Those would be placed in a location where impact would be minimized.

Staff also provided a text amendment last year on where schools would be allowed. There were schools already in the town. Staff were proposing to split the use table for elementary and high school. In order for existing schools to not become non-conforming uses, staff would designate it with the conditional zoning. Any new school would have to go through a conditional zoning process. Like the religious uses, there would be a

supplemental use standard applied to determine the type of street it would be on. A higher classified street might would handle the traffic better as the town could not regulate the off-site improvements.

After questions and discussion regarding the potential of having a school located in any other area than highway business district, Commissioners Sary and Wall-Lennon said they were not in favor of including this amendment.

Senior Planner Grace described the next uses in the automotive classification of uses like drive throughs, parking lots, gas stations, vehicle rental and sales and leasing. Some were permitted by right or permitted with supplemental use standards. Staff proposed they could remove some uses from districts which were more walkable, higher density, less car-oriented zoning districts or make required with a special use permit or conditional so not permitted by right so more discretion of where going, the impact and the design. Staff would also add supplemental use standards for design requirement so there would be some oversight for the canopy and having a look of the surrounding properties and screening requirements for drive throughs and where they could be located.

She discussed parking lots and structures as principal uses. If a parking lot or structure was proposed in the downtown district like the Renaissance Area or urban zoning districts, it would be allowed but would be required to go through an additional process, such as a conditional rezoning or special use permit approval. The use would have to be approved by the Commissioners and have to meet certain conditions. There are some Industrial uses staff proposed moving to not permitted or requiring a special use or conditional zoning. They also proposed not to allow outdoor storage as a principal use in the highway business district. Self-storage would be allowed in the neighborhood business zoning district only with conditional zoning approval supplemental standards for the design would be applied.

Senior Planner Grace discussed the building design standards for industrial and commercial standards. They would be moved to administrative review. Those would be:

- Institutional standards - minimum glazing and specified material requirements.
- Multifamily standards – minimum glazing, specified material requirements, required balconies and patios, building shape and size variety and mass and scale.
- Commercial standards - clarify applicable uses, specified material requirements.
- Industrial standards - minimum glazing and specified material requirements

Landscape buffers would be based on the adjoining land use. Staff proposed adding a railroad buffer. Screening was already required for dumpsters, ground utilities and rooftop equipment but staff was adding more detail for better administration.

She discussed the next steps. They had talked about the process changes at the retreat. Staff would get feedback on use changes or development standard changes. They would discuss this with the development community for feedback, draft language and bring a text amendment package for the formal public hearing process. Approval had to be done by July 1, 2021 so staff would have as a public hearing in May. She asked if any questions to reach out to staff so they could research and incorporation everything into the draft.

8. Administration and Financial Items

8.A. Consideration of approval of modifying the starting time of Joint Public Hearing and Planning Board Meeting scheduled for April 6th, 2021 from 7:30 PM to 5:30PM and cancellation of the April 6, 2021 Board of Commissioner Work Session.

Mayor Jones said with this change the Board of Commissioners would not have a Work Session on April 6, 2021. The Joint Public Hearing would be moved up to 5:30 p.m. as there were a lot of items to consider on their agenda. This would just be for the April 6 meeting.

ACTION: Commissioner Wall-Lennon made a motion to approve modifying the starting time of Joint Public Hearing and Planning Board Meeting scheduled for April 6th, 2021 from 7:30 PM to 5:30PM and cancellation of the April 6, 2021 Board of Commissioner Work Session.
Commissioner Dyer seconded the motion, which carried (5,0).
A roll call vote was taken with Commissioner Simperts, Sary, Wright and Dyer and Wall-Lennon voting yes.

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. Commissioner Reports

The Commissioners participated on the call with the consultants of the Northeast Community Plan. The feedback, breakout sessions and discussion were good. Many also attended the Brewer Street groundbreaking.

Commissioner Simperts the Parks Recreation and Cultural Resources board met with about 50 on the zoom call. The Wake Forest Downtown board would be meeting.

Commissioner Sary had the TJCOG and Public Art Commission meetings next week.

Commissioner Wright had nothing to report this time.

Commissioner Dyer attended a virtual leadership meeting sponsored by the John Maxwell organization.

Commissioner Wall-Lennon said she missed the groundbreaking because she was on a call with the Department of Health and Human Services which ran later than expected. She attended meetings of the Urban Forestry Board and Northeast Community Coalition. Over the past few months, she had been working on a location to offer the COVID vaccine in the Wake Forest Area. She was happy to report they had secured 500 doses of the Johnson & Johnson vaccine and would be offering it at Olive Branch Baptist Church on Saturday, March 20, 2021. She thanked staff for helping pull it together and get the word out. She thought it was important to have a clinic here so residents, especially older ones would not have to travel all over the county to get one.

Mayor Jones appreciated Commissioner Wall-Lennon's efforts and work on securing the vaccine site. She also said she participated in the North East Community Plan meetings and was pleased with the project consultants.

She attended the NC League of Municipality Town & State Social event. It was usually held as a dinner. This year it was virtual. She also participated in a TCC panel discussion on downtown office trends. Mr. Scott Levington talked about the Frontier Campus in RTP and how successful the project was for bring smaller opportunity in business, retail and restaurants in RTP. John Kane was on the panel. There was a lot of activity in urban and suburban. He talked about how their rental residence was very strong. Their biggest issue is middle housing. It was a zoning issue because people did not want to add high density. Townhomes would help with the middle housing. Mayor agreed and felt while updating the UDO to keep that in mind.

Ms. Kimarie Ankenbrand with JLL Commercial Real Estate Firm spoke on the future of office workers. They felt the future would be a hybrid model where there would be more remote workers. This would have an impact on capital investment and office buildings in the future. She mentioned "Work was not where you go but what you do".

Mayor Jones commented the town was named a Tree City USA City for another year. The town had held that designation for the 42 out of the 45 years meeting the requirements. That showed the town's commitment to our urban forest. The policy was to have a minimum 45% tree canopy. Currently, the towns were higher than that. She thought that

was important to note as there was a lot of comments at times about losing the forest of Wake Forest.

She attended the TJCOG Coffee and Conversation which talked about having equity in local government. She had researched other companies that offered training based on information from the NC League of Municipalities and TJCOG. She and the Town Manager would review the information.

12.D. Closed Session: N.C.G.S. 143-318.11 (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Mayor Jones said the board needed to go into closed session on behalf of the acquisition of real property and to discuss the amount of an employment contract.

ACTION: Commissioner Simperts made a motion to go into Closed Session at 8:02 p.m. Commissioner Wright seconded the motion, which carried (5,0). A roll call vote was taken with Commissioner Simperts, Sary, Wright and Dyer and Wall-Lennon voting yes.

ACTION: Commissioner Dyer made a motion to motion to come out of Closed Session at 8:25 p.m. Commissioner Sary seconded the motion, which carried (5,0).

13. Adjournment

With no further business, Mayor Jones adjourned the meeting at 8:27 p.m.

Respectfully Submitted,



Town Clerk



Mayor

C C

C C

C C