



**Wake Forest Board of Commissioners Work Session
Meeting Minutes
August 03, 2021 at 6:00 PM
Town Hall, Wake Forest, NC**

Mayor Jones called the meeting to order at 6:00 p.m. Mayor Jones shared the board would be amending the agenda to add a closed session.

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. Presentations

1.1. Consideration of Potential Rezone Options for 238, 250 & 306 South Allen Road as Requested by Board of Commissioners

Senior Planner Womack reminded the Board of the discussion in April when they received a petition requesting to initiate a rezoning of the properties on S. Allen Rd. The Board directed staff to present zoning options for consideration which were presented at their June meeting. The Board directed staff to proceed with rezoning the properties to GR5 (General Residential 5). Staff began the process meeting with property owners and the neighbor representing those who signed the petition. Staff were reporting to the Board of those conversation from those meetings. The property at 238 S. Allen Rd was an existing multi-tenant salon. There were concerns of the owners if the property was rezoned to GR5 and if the owners decided to sale, they would be limited to only sale to a

personal service-type use.

A non-profit organization, Church Initiatives owned the property at 250 S. Allen Rd. Religious services were not held onsite, but Church Initiatives published religious material and was considered a professional office within the UDO. The owner's concern if rezoned to GR5, they would not be able to expand their building. Also, if the building was destroyed by more than fifty percent, they would not be able to rebuild. A church was the property of owner at 306 S Allen Rd. The building on the site is a vacant nursing home. The church did not have intention to keep the property long term. Earlier this year, they requested a parking reduction for a 92-unit apartment complex which was denied by the Board of Adjustment. Should they have reduced the number of units of the project to 56 units, it would have complied to the NMX zoning. If the property was rezoned to GR5, they would be limited to 13 units. From the property owner discussion with developers, the property owners concern was the cost to demolish the existing structure was substantial enough that they needed a higher return on their investment. If the requirement was lowered to 13 units, the owners felt it would not make it financially feasible for someone to be interested in the property. A market analysis would be needed to determine what was financially feasible.

Senior Planner Womack stated there were legal requirements that had to be met with rezoning such as holding a neighborhood meeting, notice requirements, present the item to the Planning Board, have the item on the agenda for the Board of Commissioner Work Session and hold a public hearing.

Staff said the Board may could consider a Conditional District rezoning as the property owners had stated they were interested in working with the town on that. Additional steps to rezoning, prior to staff starting the legal requirements of the conditional district would include developing the conditional district conditions.

An example timeline given by staff were to draft the conditional district conditions in August and hold the neighborhood meeting in September. The public hearing and the Planning Board meeting would be held in October with the Board of Commissioners meetings held in November.

Some potential Conditional District conditions staff provided were to specify prohibited permitted uses, limits to maximum vehicle trip generation and/or limits to maximum density, and address parking.

Staff needed direction from the Board of which of the following options they wanted staff to pursue:

Option 1: Leave property zone NMX.

Option 2: Initiate rezoning to GR5.

Option 3: Direct staff to develop a rezoning solution (Possible Conditional District).

Option 4: Complete the Community Plan.

Mayor Jones asked what the board could do to keep something from happening on the property outside of rezoning before the Community Plan was completed. It seemed the rezoning would take about three months. Senior Planner Womack responded absent a moratorium there was nothing that would take effect today, staff and the town would have to go through the legal processes to change the zoning; however, the property owners were willing to engage in conversation. Senior Planner Womack was not aware of the specifics surrounding a potential buyer. Mayor Jones asked could a moratorium be placed on the three properties. Staff deferred to the Town Attorney. Town Attorney Vernon replied they would have to research the moratorium statute and follow those legal processes. There was notice and public hearing for that process as well.

Commissioner Wright asked if the properties were rezoned to GR5 would that prevent some uses, and could the Board revisit the zoning when the Community Plan was completed. Commissioner Sary said they could revisit at that time. Commissioner Wall-Lennon asked the timeline of the Community Plan. Planning Director Tanner said the Community Plan was not slated to be adopted until February 2022. The consultants planned to have a draft map in November 2021. The process to rezone the properties to GR5 would reduce the time down by one month. Staff could start that process by holding the neighborhood meeting and look at recommendations to compress the schedule sooner.

Commissioner Sary said that was a good path but encouraged staff and Board to work with the property owners and maybe have a rezoning that was in line the community plan.

Town Manager Padgett confirmed with the Board their recommendation was to move forward with GR5 rezoning and see where time could be reduced and work with the community plan to get an appropriate zoning for that property. The Board agreed yes.

1.2. Consideration of Text Amendments to Chapter 24 of the Code of Ordinances

Planning Director Tanner said there were changes to Chapter 24 of the Code of Ordinances that were needed. As part of the reorganization and consolidation of the development statutes and the board appointments being modified in the Unified Development Ordinance (UDO), that information needed to be removed from the Code of Ordinances. She explained the process would be to have a public hearing at the next meeting and adoption at the same time. This was just to say the organization of the boards, meetings, quorum, roles and duties were in the UDO that was already adopted. In the Code of Ordinances, the wording would reference the UDO.

1.3. Proposed Historic Marker Policy Overview

Senior Planner Michael shared the town did not have a Historic Marking Program, but it was mentioned by Mayor Jones years ago and was emphasized in the Northeast Area

Plan Update. Senior Planner Michael gave an overview of the proposed policy. Even though the town did not have a Historic Marker Program, there were historic buildings and historic districts throughout the town. A policy did not exist that recognized significant sites that were no longer standing or not include in another program. The desire to have this program was brought up during the public outreach during the Northeast Area Plan update as several places of historical significance were no longer standing. This would be a way to recognize those places and share their history. Examples were Spring St. Presbyterian Church at the corner of Spring St. and Cadell St and the Wake Forest Normal and Industrial Institute which comprised of an entire block between Spring St. and Pine Ave.

Program administration would be the Planning Department and approval of the Historic Preservation Commission (HPC). All submittals would be through an electronic application. Funding for the five markers was currently in the budget. The Public Works Department would handle the installation. Applications would be accepted all year with a deadline of September 1 annually. Staff would prepare the applications for review by the HPC to consider at their November meeting. If the commission approved the marker, it would be unveiled in May during Historic Preservation Month. If the marker application was denied, the applicant could request it to be on the list for the next year.

Senior Planner Michael reviewed the selection process. As stated, the HPC would review the applications at their November meeting which was a public meeting. Staff would present the application. The applicant would have an opportunity to give a presentation lasting no longer than five minutes. There would also be public comment time where anyone could share information if in favor or opposition of the marker.

Staff researched marker programs throughout the state. The City of Winston Salem had a strong program so staff looked at their selection criteria and tailored it for Wake Forest. Qualifying criteria was that the site/property must be over 50 years of age or it must have a significant person, event, site not currently recognized by another program, the location must be identified and in public view.

The HPC would also decide if a historic marker was appropriate or if maybe a local designation would be more appropriate. There was also a priority level of scoring for a marker. If the application did not reach the minimum score in the priorities, it would not move forward in the process. Winston Salem did not have a scoring process but they wished they did. This was a lesson learned that staff wanted to implement in the town's program.

The town would also offer the option of a self-funded historic marker. The application would go through the same process even though it was self-funded. They would offer two applications for self-funding per year as a starting point.

Senior Planner Michael showed the design created by the Communications Department and selected by the HPC. Staff recognized during the review the town did not have a definition of the different markers in the town. They were adding the sheet so that if the

applicant wanted a different historic program marker, they would be provided the historic program and the contact information.

Parks, Recreation and Cultural Resources had approved prototype interpretative signage and would continue to use that signage in the parks. If historic interpretative signage was recommended for one of the parks, the Parks and Recreation and Cultural Resources prototype signage would be used. For historic sites that were not located in Parks, the interpretative signage consistent with historic sites such as the Wake Forest Historical Museum and Ailey Young House would be used. If it were a local designated landmark, the HPC would provide each local landmark with a bronze plaque. National Register Properties may also have a plaque but they would be ordered by the property owner.

Mayor Jones and the commissioners thought it would be a great program. Senior Planner Michael recognized Planner Rausch who researched the different programs and was in contact with the City of Winston Salem staff. Commissioner Simperts said she liked that staff found out what the other municipality would have done differently and included. She stated the Historic Marker Program would enhance the walking tour. Commissioner Wright commented he liked the design.

Senior Planner Michael said staff would have the approval of the Historic Marker Program on the August 17, 2021 agenda.

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

Mayor Jones addressed Items 2, Items 3 and Items 5 below before going into Closed Session. Items 1.5 and 1.6 were removed and would be on a future agenda.

1.5. Stormwater Infrastructure Assessment & Utility Fee Development Contract

1.6. Discussion of an upcoming Reimbursement Agreement between the Town of Wake Forest and Endeavor Charter School Foundation, Inc.

2. Discussion of Monthly Financial Report

There were no questions on the Financial Report.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1. Review of Draft Agenda for the August 17, 2021 meeting

The commissioners reviewed the Consent agenda.

4. Other Business

5. Commissioner Reports

Commissioner Wright shared he had been working with town staff and WakeMed staff to provide a COVID-19 Separating Facts from Fiction Webinar. It was scheduled for Thursday, August 19, 2021 from 6-7 p.m. The webinar would be aired on Channel 10 and have a question-and-answer period where a local health expert from WakeMed could provide information and address concerns.

Commissioner Wall-Lennon shared Ms. Shirley Sulick had passed away. Ms. Sulick had previously served on the Town's Planning Board and was active with the Democratic Women of Wake Co. Her funeral would be Saturday, August 7, 2021.

She also mentioned Tracey McKoy, a resident of Wake Forest died over the weekend. It was reported on the news she and her sister were in Wilmington, NC to visit a relative in the hospital when they were both shot as by-standers.

Town Manager Padgett reminded everyone of the Fire Department's 100th birthday celebration planned for Wednesday, August 4, 2021 at 11 a.m.

ACTION: Commissioner Wright made a motion to go into Closed Session at 6:30 p.m. Commissioner Simperts seconded the motion, which carried (5,0).

ACTION: Commissioner Wright made a motion to come out of Closed Session at 7:12 p.m. Commissioner Sary seconded the motion, which carried (5,0).

6. Adjournment

ACTION: Commissioner Dyer made a motion to adjourn at 7:13 p.m. Commissioner Sary seconded the motion, which carried (5,0).

Respectfully Submitted,



Town Clerk


Mayor