



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, February 1, 2022**, 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.

Council Members Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Chard Sary, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright

Council Members Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Town Attorney Hassan Kingsberry
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Deputy Town Clerk Terry Savary
Planning Director Courtney Tanner
Long Range Planning Manager Brad West
Senior Planner Kari Grace
Police Chief Jeff Leonard
Chief Financial Officer Aileen Staples
Senior Budget Analyst Ben Blevins
Assistant Finance Director Samantha Sanchez

Strategic Performance Manager Lisa Hayes
Police Captain Brian Mote
Fire Chief Ron Early
Public Facilities Manager Mickey Rochelle
Downtown Development Manager Jennifer Herbert
Interim Public Works Director Tim Bailey
Electric Systems Division Manager Chris Terrell

1. Presentations

1.1 Presentation on a rezoning filed by St. John's Episcopal Church to rezone 5.07± acres located at 834 Durham Road, being Wake County Tax PIN 1831721164, from General Residential 3 (GR3) to Highway Business (HB)

Senior Planner Kari Grace provided an overview of Case RZ-21-13, St. Johns' Episcopal Church located at 834 Durham Rd. This item is slated for public hearing at the Tuesday, February 15, 2022, Board of Commissioners Meeting.

Commissioner Sary stated the request makes sense and is consistent with the Town's Comprehensive Plan. He remarked it falls in line with the zoning around it, but do we need to review the town's sign regulations for these particular uses moving forward. Ms. Grace replied staff will evaluate the regulations as staff undertakes that process.

Bob Hill, 1017 Wilts Dairy Ct., member of the applicant team, spoke in favor of the request, citing the fundamental issue is to have a nice, larger monument sign that complies with the sign ordinance of Wake Forest. Mr. Hill stated the reasons they're requesting the rezoning is to have a larger sign and the pending Durham Road improvements having a major impact on the Episcopal Church.

1.2 Affordable Housing Plan – Housing Tools and Strategies Presentation

Long Range Planning Manager Brad West introduced the HR&R Advisory who would present the Affordable Housing Plan – Housing Tools and Strategies Presentation.

Christiana Whitcomb of HR&A Advisors provided an overview of the Affordable Housing Plan – Housing Tools and Strategies.

The presentation is attached and incorporated into the minutes.

Town Manager Padgett added this is a lot of information to digest and even though there's a timeline it's more important to get this right. He suggested the Board take time to review and send questions to staff so they can set up individual meetings with the consultants and the consultants can come back and wrap it up with another presentation.

1.3 Discussion of the 2022 – 2027 Capital Improvements Plan (CIP) Update

Senior Budget Analyst Ben Blevins provided an overview of the 2022 – 2027 Capital Improvements Plan (CIP) Update. This item is up for consideration of approval at the Tuesday, February 15, 2022, Board of Commissioners Meeting.

Chief Financial Officer Aileen Staples provided an update on the Town’s Debt Position.

2. Discussion of Monthly Financial Report

2.1 Monthly Financial Report

The Monthly Financial Report was provided to the Board of Commissioners.

3. Review of Draft Agenda for Upcoming Regular Meeting

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The draft agenda was reviewed.

4. Other Business

No other business.

5. Commissioner Reports

Commissioner Dyer attended the MLK Celebration at Friendship Chapel Baptist Church and attended the Human Relations Council Meeting. The Historical Advisory meeting coming up next Week.

Commissioner Wright attended the Technology Board Meeting. He said STEM Saturday is coming up in April 2022.

Commissioner Sliwinski attended the Parks, Recreation & Cultural Resources, and the Urban Forestry Board Meetings. He attended the Community Plan Open House at Flaherty Park Community Center.

Commissioner Shackelford attended the Wake Forest Chamber Foundation’s Executive Director Round Table Breakfast. The Chamber Foundation highlighted the Career Readiness Academy and its Youth Leadership Programs. He mentioned the President of

Wake Forest University visited Wake Forest last week and toured the Southeastern Baptist Theological Seminary Campus, the Wake Forest Birthplace Museum, and the Ailey Young House.

Commissioner Sary attended the TJCOG Board of Delegates and the Public Arts Commission Meetings.

Mayor Jones attended the NC Transportation Summit, MLK Celebration, 2022 Annual Board Retreat, and met with Girl Scouts.

Town Manager Padgett said the Fire Department is working with the Finance Department to apply for a "SAFER Grant".

Commissioner Dyer said he'll be attending the Chamber of Commerce Economic Development Forum on Thursday, February 3, 2022.

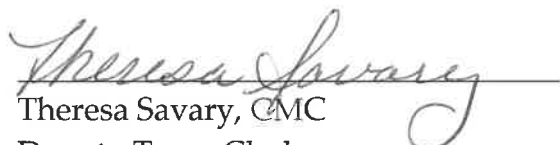
6. Adjournment

With no further business to discuss, Mayor Jones adjourned the meeting at 7:41 p.m.

Duly approved in open session this 15th day, of March 2022.

(ATTEST)


Vivian A. Jones
Mayor


Theresa Savary, CMC
Deputy Town Clerk

