



## Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, June 7, 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 Chad Sary, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright

**Staff Members Present:**

Town Manager Kip Padgett  
Town Attorney Hassan Kingsberry  
Assistant Town Manager Candace Davis  
Assistant Town Manager Allison Snyder  
Town Clerk Theresa Savary  
Paralegal Shiekell Richardson  
Economic Development Director Jason Cannon  
Renaissance Centre Manager Debbie Dunn  
Parks, Recreation and Cultural Resources Director Ruben Wall  
Director of Engineering Joe Guckavan  
Chief Financial Officer Aileen Staples  
Public Works Director Tim Bailey  
Electric Systems Division Manager Chris Terrell  
Public Facilities Manager Mickey Rochelle  
Inspections & Facilities Director JJ Carr

IT Director Adam Oates  
Human Resources Director Angela McCray  
Assistant Planning Director Jennifer Currin  
Senior Planner Patrick Reidy  
Senior Planner Kari Grace  
Communications & Public Affairs Director Bill Crabtree  
Strategic Performance Manager Lisa Hayes  
Senior Planner - Historic Preservation Michelle Michael  
Downtown Development Manager Jennifer Herbert  
Police Captain Brian Mote  
Police Chief Jeff Leonard  
Fire Chief Ron Early

## 1. Presentations

### 1.1 Discussion of FY 2022 - 2023 Proposed Budget

Chief Financial Officer Aileen Staples provided an overview of the budget highlights:

- Tax Base
- Sales Tax
- Personnel/Positions
- Other Personnel Items
- Fee/Rate Changes

Mayor Jones pointed out that Commissioner Shackelford is a member of the Board of Directors of the Chamber of Commerce and the Wake Forest College Birthplace Society. Those two organizations receive contributions from the Town of Wake Forest and are listed in the budget. Mayor Jones asked the Board of Commissioners if they had any issues with those designations in the budget. Mayor Jones stated if there are no issues Commissioner Shackelford may participate in the discussion and in the vote at their next meeting. The consensus of the Board of Commissioners did not have any issues with the designations in the budget.

Commissioner Wright asked if inflation is factored in the growth rate. Ms. Staples said that's a good question and that's one of the reasons they're being a bit more conservative next year.

Commissioner Sary thanked staff for the hard work put into the budget. He stated Local Government have two responsibilities: protect their citizens and provide for the quality of life of citizens living in Wake Forest. Commissioner Sary believes the budget is reflective of that.

Mayor Jones believes it's an excellent budget and is pleased and proud of town staff.

This item will come before the Board of Commissioners for action at the June 21, 2022, meeting.

### 1.2 Public Hearing on LEGISLATIVE ITEM TA-22-02 Text Amendment to the Unified Development Ordinance

Senior Planner Patrick Reidy explained this item is a bit different because there are some criminal penalties that are part of Chapter 16 so it will require a 2<sup>nd</sup> reading.

Mr. Reidy provided an overview of the following Text Amendments of the Unified Development Ordinance (UDO):

- Chapter 11, Mural changes to allow in downtown area
- Chapter 12, Updates based on FEMA and their adoption of flood maps
- Chapter 16, Complete rewrite of their enforcement
- Chapter 17, Adding definitions associated with the changes, of the Unified Development Ordinance (UDO)

Commissioner Sary asked the role of the Hardship Review Committee. Mr. Reidy replied its only existence is because of the Demolition by Neglect. Mr. Reidy believes if there's a financial reason why something couldn't be brought into compliance it would be between the Inspections Director, Chief Financial Officer, and the Assistant Planning Director to review. Commissioner Sary asked what happens if someone disagrees with them. Ms. Michael replied it's appealed to the Historic Preservation Commission and then would be appealed to the Board of Adjustment in accordance with North Carolina General Statute.

Commissioner Dyer said for the past 20 years the American Legion has had a Pancake Breakfast on the 2<sup>nd</sup> Sunday of the month and had always put out a sign, in the front of building, advertising the pancake breakfast. They're now receiving notices of violations from the town. He asked if staff could give them some slack with the pancake breakfast sign. Mr. Reidy said this amendment doesn't talk about signage nor temporary signage so he can't speak to short-term enforcement changes, but could be something in long-term changes in the UDO rewrite.

Mayor Jones asked if anyone would like to speak. No one came forward to speak. Mayor Jones declared the public hearing closed.

### 1.3 Unified Development Ordinance (UDO) Comprehensive Update Work Session with Consultants

Senior Planner Kari Grace stated Houseal Lavigne Associates had been hired to work on the town's UDO updates. She introduced Senior Planner Jackie Wells with Houseal Lavigne Associates.

Jackie Wells will be the project manager for the UDO Updates. Jackie Wells provided an overview of the UDO Updates Process:

- Introductions
- Project Overview
- Community Plan & UDO Alignment
  - *Mix of Housing Types*
  - *Infill Residential Development*
  - *Development Scale*
  - *Open Space & Tree Preservation*
  - *Landscape, Buffering, & Screening*
- General Discussion / Q & A
- Next Steps

Commissioner Wright asked about allowing Mom and Pop stores in a residential area. Ms. Wells said the UDO has several approaches they could take that would allow commercial corner stores in a residential area.

Mayor Jones is interested in seeing different types of residential housing in the same area. Ms. Wells responded it's a direction that many communities are moving towards, and they can address that within the ordinance.

Mayor Jones mentioned looking at missing middle housing. Ms. Wells replied they'll be looking at removing any barriers that may exist to developing missing middle housing, especially in those infill areas, where it's most appropriate to have that nice mix of housing type.

Mayor Jones commented on parking lots being too big and would like to see a cut back on the number of parking spaces. She'd be happy to have more trees and fewer parking spaces.

Commissioner Wright stated having less parking spaces and more open space is what he would prefer to see.

Commissioner Sary agreed and would like to work towards a maximum number of spaces versus a minimum. If something needs to be larger than the maximum number of spaces, there needs to be justification behind it. Ms. Wells stated a lot of communities

that are establishing parking maximums are saying they understand some uses require more parking.

Commissioner Sary said he's curious to see what the recommendations will be for mixed-use communities to where they integrate styles, size, and types of homes. Ms. Wells said her understanding of 160D is you can't regulate what the house would look like, but you can establish standards for a minimum mix of housing types. She believes one of the recommendations of the Community Plan is to establish or consider establishing a minimum mix of various housing types within a community.

Commissioner Sary stated North Carolina has certain limitations on tree preservation and aesthetics of housing. He asked Ms. Wells how she sees those limitations coming into the UDO. Ms. Wells said they would not recommend any regulation that would overstep what the state allows, but if tree preservation is a real desire for the community is there ways to incentivize that beyond what the state allows.

The powerpoint presentation of the Wake Forest UDO Comprehensive Update is attached to the minutes available in the Minutes Books filed in the Town Clerk's Office.

## **2. Discussion of Monthly Financial Report**

### **2.1 Monthly Financial Report**

Received.

## **3. Review of Draft Agenda for Upcoming Regular Meeting**

### **3.1 Review of Draft Agenda for Upcoming Regular Meeting**

The draft agenda was reviewed.

## **4. Other Business**

### **4.1 Consideration of approval of resolution making certain findings and determinations, authorizing the filing of an application with the Local Government Commission and appointing bond counsel in connection with the proposed issuance of Roadway and Transportation Bonds, Parks and Recreation Bonds, Greenway Improvement Bonds and Parking Facilities Bonds**

Chief Financial Officer Aileen Staples provided a recap of the timeline to the Bond Referendum in November 2022.

Commissioner Dyer asked, with Wake County raising taxes and Wake Forest looking at raising taxes, how would it affect the typical home in Wake Forest. Ms. Staples said because they've run the number the Local Government Commission (LGC) has seen that it's going to be either 1 cent or up to 3 cents or between 1 and 3 cents. She said staff cannot advocate or promote but can educate and inform. Mayor Jones said they may not raise taxes, but the possibility is there.

Commissioner Sliwinski asked if there's an instance where the 2.8 cents becomes more than 2.8 cents. Ms. Staples replied, worst case scenario is 3 cents.

Town Manager Kip Padgett stated the Board and employees are prohibited by law from advocating for and against. He said they must provide facts.

**ACTION:**

Mover: Commissioner Sary moved to approve Item 4.1 as presented.

Secunder: Commissioner Dyer.

Vote: Motion carried 5-0.

4.2. Consideration of LEGISLATIVE ITEM TA-22-02 Text Amendment to the Unified Development Ordinance

**ACTION:**

Mover: Commissioner Wright moved to approve Item TA-22-02 as presented with the consistency statement.

Secunder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

The 2<sup>nd</sup> Reading will come before the Board of Commissioners for final action at the June 21, 2022, meeting.

Hassan Kingsberry introduced new Paralegal Shiekell Richardson who started working with the Town of Wake Forest on May 31, 2022. Mr. Kingsberry said she's been a great asset already.

Mayor Jones welcomed Ms. Richardson.

4.3 Closed Session: N.C.G.S. 143.318.11(a)(3) Consultation with the Town Attorney:  
Town of Wake Forest v. Pullen (20-CVS-12922)

**ACTION:**

Mover: Commissioner Wright moved to go into closed session at 7:08 p.m.

Seconder: Commissioner Sary

Vote: Motion carried 5-0.

The Board of Commissioners returned to open session at 7:33 p.m.

<b>5. Commissioner Reports</b>
--------------------------------

Commissioner Dyer attended the following events:

- Introductions at the last Six Sundays in Spring
- Human Relations Council Meeting
- 2022 Town and State Dinner at the Raleigh Convention Center on June 1, 2022
- Raleigh to Richmond Corridor Development press conference at the Wake Forest Depot
- Involved in the 35th anniversary of the Vietnam Memorial Dedication
- Memorial Flag-Raising Ceremony
- Historic Preservation Commission Meeting
- UDO Update Public Open House on June 9, 2022

Commissioner Wright attended the following events:

- Technology Advisory Board Meeting
- Raleigh to Richmond Corridor Development press conference at the Wake Forest Depot
- attended the Memorial Day Event in Wake Forest

Commissioner Wright asked staff to look into studying a social district in downtown.

Commissioner Sliwinski attended the following events:

- Parks, Recreation & Cultural Resources Meeting
- Urban Forestry Meeting
- National Trails Day 5K/3K Event
- Raleigh to Richmond Corridor Development press conference at the Wake Forest Depot

- Flag-Raising Ceremony.

Commissioner Shackelford had no updates.

Commissioner Sary attended the following events:

- Introduced the band at one of the Six Sundays in Spring Event
- Public Art Commission Meeting
- Triangle J Council of Government (TJCOG) Board Delegates Meeting
- 2022 Town and State Dinner at the Raleigh Convention Center on June 1, 2022
- UDO Updates Session on June 8, 2021

Commissioner Sary encouraged everyone to attend the UDO Update Public Open house on June 9, 2022.

Mayor Jones attended the following events:

- Research Triangle Partnership State of the Region Dinner
- Senior Recognition Day at Wake Forest High School

Town Manager Padgett reminded the Board they worked with NCDOT to apply for a RAISE Grant for the S-Line and hope to hear about that in the coming weeks, TJCOG applied for a US EPA Brownfields Grant on behalf of the Town of Wake Forest and the Town of Fuquay Varina and were awarded a joint grant in the amount of \$500,000 to do some brownfield cleanup in Wake Forest and Fuquay Varina, Bill Crabtree released a press release this afternoon announcing Blue Force Technologies to invest \$3 million in Wake Forest, creating 125 jobs.

Commissioner Sliwinski thanked Chamber of Commerce President Liz Simperts for coming out to emcee National Trails Day 5K/3K Event.

## 6. Adjournment

### **ACTION:**

Mover: Commissioner Dyer moved to adjourn at 7:40 p.m.


Seconded: Commissioner Wright

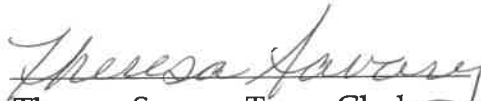
Vote: Motion carried 5-0.



Duly approved in open session this 19<sup>th</sup> day of July 2022.

(ATTEST)

  
Vivian A. Jones, Mayor

  
Theresa Savary, Town Clerk



