



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, March 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 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
Deputy Town Clerk Terry Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Long Range Planning Manager Brad West
Planner II – Long Range Dylan Bruchhaus

Renaissance Centre Manger Deborah Dunn
Renaissance Centre Coordinator Ele’Jah Carter
Long Range Planning Manager Brad West
Police Captain Brian Mote
Police Chief Jeff Leonard
Chief Financial Officer Aileen Staples
Assistant Finance Director Samantha Sanchez

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| 1. Presentations |
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- 1.1 Consideration of waiving the Renaissance Centre rental fees for the Launch Wake Forest May 31, 2022, class graduation.

Renaissance Centre Manager Deborah Dunn introduced Brad Walker representing Launch Wake Forest. She said, as a community organization, Mr. Walker would like the rental fees waived for the class graduation on May 31, 2022.

Mayor Jones said the rental fees had been waived ever since they started Launch Wake Forest and the Town of Wake Forest participates and partners with them. She asked why this had to come before the Board. Ms. Dunn explained the process has changed so staff can track events in a more efficient way.

Brad Walker provided a copy of the Launch Wake Forest Graduate List to the Board and Deputy Town Clerk.

Mayor Jones stated it's a great program and means a lot to a number of people.

ACTION:

Mover: Commissioner Dyer moved to approve the request to waive the Renaissance Centre rental fees for the Launch of Wake Forest May 31, 2022, class graduation.

Seconder: Commissioner Wright.

Vote: Motion carried 5-0.

1.2 Presentation of LEGISLATIVE ITEM TA-22-01 Text Amendment to the Unified Development Ordinance

Planner II - Long Range Dylan Bruchhaus provided an overview of the Text Amendments to the Unified Development Ordinance (UDO). The text amendment will affect five chapters in the UDO, Chapters 2, 7, 9, 15, and Appendix B.

Mayor Jones asked why staff wanted to remove the following text in Section 9.5.5.A of the UDO "*structure could be wrapped by retail, office or some other active use along the primary façade*". Mr. Bruchhaus explained, the idea is to expand requirements for screening on parking garages for all sides of a parking garage facing the street. He said this won't prevent screening from a structure but will provide more guidance on materials for all levels rather than just retail on the first floor.

Mayor Jones asked if there's been research done on the number of required parking spaces for bicycles. She said the number required seems to be a lot. Mr. Bruchhaus replied, when staff makes revisions to the UDO, he plans on performing a

comprehensive look at bicycle parking. Mayor Jones asked if the number of bicycle parking spaces changed. Mr. Bruchhaus replied, no.

Commissioner Sliwinski asked if everything will remain the same in Chapter 15 of the UDO with the exception of what was brought before the Board. Mr. Bruchhaus replied, correct, it's only the comprehensive plan amendment Section 15.17 that's changing, everything else will remain the same.

Commissioner Sary asked what's driving the parking changes. Mr. Bruchhaus replied, it's to ensure the Journal MUTCD Guidelines are being captured during the development review process for the design standards.

This item will come before the Board of Commissioners for action at its March 15, 2022 meeting.

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

Mayor Jones asked why Bev Whisnant was receiving a resolution of appreciation. She understands Ms. Whisnant has served on the Historic Preservation Committee for a long time but many other people have been involved for a long time too. Planning Director Courtney Tanner stated it was at the request of the Historic Preservation Commission. Planning Director Tanner stated she is more than happy to handle this a different way if that's what the Board recommends. The Board was in agreement in leaving it as is.

Town Manager Kip Padgett stated the following amendment for the draft March 15, 2022 agenda:

- Section 8.B. Administration and Financial Items: Approval of the Town of Wake Forest Strategic Plan Update 2022.

4. Other Business

4.1 Consideration of Approval to Submit a RAISE Grant and Provide the Local Match

Mayor Jones spoke about a resolution to partner with NCDOT to apply for a RAISE grant and commitment of funding. She explained the RAISE grant is a matching grant, and NCDOT asked for participation from the communities along the S-Line.

The Town of Wake Forest will sponsor the grant application on behalf of NCDOT and other partners along the rail line.

ACTION:

Mover: Commissioner Sary moved to approve submittal of a RAISE Grant as presented.

Seconder: Commissioner Dyer.

Vote: Motion carried 5-0.

RESOLUTION 2022-08

RESOLUTION TO PARTNER WITH NCDOT TO APPLY FOR A RAISE GRANT AND COMMITMENT OF FUNDING

WHEREAS, the Wake Forest Board of Commissioners have expressed their support of the development of the S-Line; and

WHEREAS, development of the S-Line will have a positive effect on the local economy, enhance regional mobility and connect rural communities; and

WHEREAS, NCDOT has asked the communities along the S-Line to partner with the state in applying for a federal RAISE grant as part of the recently passed national infrastructure bill; and

WHEREAS, the grant will assist in site assessment, preliminary engineering and environmental documentation of a mobility hub location to accommodate both commuter and intercity passenger rail service; and

WHEREAS, the local match to perform this study for a site in Wake Forest is 20% (\$190,000); and

WHEREAS, NCDOT has also asked the Town to sponsor the grant on behalf of the region.

BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that the Town is authorized to commit \$190,000 as the 20% match for the grant.

THEREFORE, BE IT FURTHER RESOLVED the Town is authorized to sponsor the grant application on behalf of NCDOT and other partners along the rail line.

Duly adopted this 1st day of March 2022.

5. Commissioner Reports

Commissioner Dyer stated the Historic Preservation Commission will meet next week and are looking for new members. The Human Relations Council met last week and are preparing for the Multicultural Day Event in April 2022. Mr. Dyer plans to attend the North Carolina League of Municipality program on advancing advocacy information. He's been working on affordable housing and has been doing some research on the Raleigh/Wake Partnership to End Homelessness and the Wake County Continuum of Care..

Commissioner Wright attended the State of the Town Address and Dinner. He met with Congresswoman Deborah Ross.

Commissioner Sliwinski attended the Urban Forestry Board and the Parks, Recreation & Cultural Resources Meetings. The Forest Fest Event is coming up in April 2022. Six Sundays in Spring starts in April 2022. He mentioned 900 children signed up for Wake Forest youth softball and baseball. He spoke about the upcoming Renaissance Centre Film Festival and the Arts for All series.

Commissioner Shackelford had no update.

Commissioner Sary attended the State of the Town Address and Dinner. He congratulated Mayor Jones on receiving the Rotary Peace Award. He attended the Public Arts Commission Meeting last week. He hopes to attend the Film Festival at the Renaissance Centre. He spoke about the need for coaches and asked folks to take the time to volunteer and coach. He'll be attending some of the grand openings/ribbon cuttings coming up over the next couple of weeks.

Mayor Jones attended Wake Forest Chamber of Commerce Business after Hours at Brookfield's Indoor Golf & Lounge. She attended the groundbreaking of Casa Esperanza Montessori Charter School. She attended a webinar with Electricities on using federal grants and opportunities for electricity grants. She attended the NC Mayors Association. Mayor Jones and Town staff met with NCDOT staff and shared some of their concerns regarding the Capital Blvd. project.

Town Manager Kip Padgett said the Parks and Recreation Department are getting back to pre-pandemic numbers and are currently seeing that with softball and baseball registration. He informed the Board there will be a Joint Public Hearing coming up in


the next few months. Town Manager Padgett said the Fire Department is working with the Finance Department to apply for a SAFER grant.

6. Adjournment

With no further business to discuss, Mayor Jones adjourned the meeting at 6:34 p.m.

Duly approved in open session this 19th day, of April 2022.

(ATTEST)



Mayor



(Deputy) Town Clerk

