



## **Wake Forest Board of Commissioners Work Session Meeting Minutes**

The Wake Forest Board of Commissioners met on **Tuesday, October 3, 2023**, 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.

Mayor Jones stated item 1.18 Street Resurfacing Project FY 2024 was added to the October 3, 2023 Board of Commissioners Work Session agenda.

**Commissioners Present:** Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

**Commissioners Absent:** Commissioner Chad Sary.

### **Staff Members Present:**

Town Manager Kip Padgett  
Assistant Town Manager Candace Davis  
Assistant Town Manager/Chief  
Financial Officer Aileen Staples  
Town Attorney Hassan Kingsberry  
Town Clerk Theresa Savary  
Planning Director Courtney Tanner  
Assistant Planning Director Jennifer Currin

Parks, Recreation & Cultural Resources  
Director Ruben Wall  
Assistant Engineering Director Monica Sarna  
Assistant Stormwater Engineer Nick Nolte  
Senior Civil Engineer Chris Glass  
Police Chief Jeff Leonard  
Captain Brandon High  
Captain Julius Jefferson

## **1. Presentations**

### **1.1 Chamber Government Affair - DC Trip**

Chairman of the Wake Forest Area Chamber of Commerce Brian Pate spoke about the trip to Washington DC from October 24 to 25, 2023. He provided information on the

topics of conversation and who they would be meeting with while in Washington DC. He provided a brief presentation on the legislative platform and spoke about the importance of relationships.

## 1.2. Proclamation Recognizing October 2023 as "Community Planning Month"

Mayor Jones read the proclamation into the record.

### **NATIONAL COMMUNITY PLANNING MONTH PROCLAMATION**

*WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and*

*WHEREAS, community planning and planners can help manage this change in a way that provides better choices for how people work and live; and*

*WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in discussions regarding the future of their community; and*

*WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and*

*WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and*

*WHEREAS, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our neighborhoods and environment; and*

*WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning boards and other citizen planners who have contributed their time and expertise to the improvement of the Town of Wake Forest; and*

*WHEREAS, we recognize the many valuable contributions made by the professional community of the Town of Wake Forest and extend our heartfelt thanks for the continued commitment to public service by these professionals;*

*BE IT RESOLVED THAT, the month of October 2023 is hereby designated as "Community Planning Month" in the Town of Wake Forest in conjunction with the celebration of National Community Planning Month.*

Mayor Jones presented the proclamation to Planning Staff and a member of the Planning Board.

1.3. Public Hearing on a petition requesting contiguous annexation submitted by Morris Wake Forest LLC property associated with Morris Subdivision located at 0 N Main St, 1159 N Main St, 1161 N Main St, and 1163 N Main St being Wake County PINs 1841-98-8364, 1841-88-6835, 1841-88-3996, and 1841-89-0142 being approximately 22.949 acres.

Mayor Jones asked if anyone would like to speak.

No one came forward to speak. Mayor Jones declared the public hearing closed.

1.4 Consideration of a petition requesting contiguous annexation submitted by Morris Wake Forest LLC property associated with Morris Subdivision located at 0 N Main St, 1159 N Main St, 1161 N Main St, and 1163 N Main St being Wake County PINs 1841-98-8364, 1841-88-6835, 1841-88-3996, and 1841-89-0142 being approximately 22.949 acres.

**ACTION:**

Mover: Commissioner Wright moved to approve Item 1.4., Consideration of a petition requesting contiguous annexation submitted by Morris Wake Forest LLC property associated with Morris Subdivision located at 0 N Main St, 1159 N Main St, 1161 N Main St, and 1163 N Main St.

Seconder: Commissioner Sliwinski.

*Mayor Jones asked if there was any discussion. No discussion heard.*

Vote: Motion carried 4-0.

1.5 Public Hearing on a petition requesting contiguous annexation submitted by High Bar Creek LLC, Huggy Bear LLC, and Nancy H. Dameron Trust for property associated with the Reserve at Dunn Creek Subdivision rezoning request RZ-22-05, located at 0 Friendship Chapel Road and 0 NC 98 Bypass being Wake County PINs 1840-66-0542, 1840-67-6254, 1840-76-1824, and 1840-65-7710 being approximately 67.4249 acres

Mayor Jones asked if anyone would like to speak.

No one came forward to speak. Mayor Jones declared the public hearing closed.

1.6 Consideration of a petition requesting contiguous annexation submitted by High Bar Creek LLC, Huggy Bear LLC, and Nancy H. Dameron Trust for property associated with the Reserve at Dunn Creek Subdivision rezoning request RZ-22-05, located at 0 Friendship Chapel Road and 0 NC 98 Bypass being Wake County PINs 1840-66-0542, 1840-67-6254, 1840-76-1824, and 1840-65-7710 being approximately 67.4249 acres.

**ACTION:**

Mover: Commissioner Wright moved to approve Item 1.6., Consideration of a petition requesting contiguous annexation submitted by High Bar Creek LLC, Huggy Bear LLC, and Nancy H. Dameron Trust for property associated with the Reserve at Dunn Creek Subdivision.

Seconder: Commissioner Shackleford.

Vote: Motion carried 4-0.

No discussion heard.

1.7 Public Hearing on Draft Wake Forest Public Transit Plan (CPA-23-02)

Mayor Jones asked if anyone would like to speak.

No one came forward to speak. Mayor Jones declared the public hearing closed.

1.8 Consideration of Draft Wake Forest Public Transit Plan (CPA-23-02)

Mayor Jones asked why Alternative B.2. was chosen as the preferred option. Planning Director Tanner stated it was chosen based on community feedback. Mayor Jones said she doesn't think they are ready to implement the process until they discuss all the different options. Mayor Jones asked if the Board approves it does that mean they'll move forward with that option. Ms. Tanner explained if the Board were to approve the plan as it's currently drafted with the proposed changes to it, staff would then start moving forward in working with CAMPO to obtain the additional community funding they have.

Mayor Jones asked when staff moves forward in putting out a request for quote for micro-transit providers, could the Board then decide whether they want to move forward, depending on the cost. Ms. Tanner replied, absolutely.

Mayor Jones asked if they do move forward with the micro-transit zone the provider cannot go outside of the zone. Ms. Tanner stated it would be set up as a defined area and would be isolated within the boundaries defined.

Commissioner Shackelford remarked that he liked all three of the recommendations from the Planning Board. He asked, if possible, could an additional bus be added to decrease the lapse time to 30 minutes as opposed to an hour.

**ACTION:**

Mover: Commissioner Sliwinski moved to approve Item 1.: Consideration of Draft Wake Forest Public Transit Plan (CPA-23-02).

Seconder: Commissioner Shackelford.

*Mayor Jones asked if there was any further discussion. No further discussion heard.*

Vote: Motion carried 4-0.

1.9 Presentation of LEGISLATIVE CASE RZ-23-05, 2117 Averette Road, a rezoning map amendment filed by Douglas and Sarah Machado to rezone 2.822 acres located at 2117 Averette Road, being Wake County Tax PIN 1851-90-8235, from Wake County's Residential-30 (R-30) to General Residential 5 (GR5).

Assistant Planning Director Jennifer Currin presented Case RZ-23-05, 2117 Averette Rd., she reviewed the rezoning, highlighted permitted uses, and stated staff recommends approval of the rezoning as proposed and finds it to be consistent with the Comprehensive Plan and is in the public interest.

Commissioner Wright asked if the only reason they're requesting to rezone is so they can connect to water and sewer services. Ms. Currin replied, yes. Commissioner Wright asked if the Board doesn't approve the rezoning can they still be annexed. Ms. Currin replied, that if they annexed, they would have to rezone to a Wake Forest zoning district.

Commissioner Sliwinski asked what the key difference is between GR-3 and GR-5 rezoning. Ms. Currin stated from a residential use perspective the difference is that duplexes are permitted in GR-5 and not in GR-3. Commissioner Sliwinski asked if there were any development plans submitted for proposed duplexes. Ms. Currin responded at this time there is nothing that has been brought before staff.

Commissioner Wright asked who would be responsible for water and sewer hook-up. Ms. Currin replied that the applicant would be responsible for any connection costs.

Mayor Jones asked if there were any other questions. No other questions were heard.

- 1.10. Presentation of LEGISLATIVE CASE RZ-20-05-01, Fuller Capital Boulevard Property, a rezoning map amendment filed by Red Line Engineering to rezone 29.367 acres located at 4925 Unicon Drive, 4975 Unicon Drive, and 10200 Capital Blvd (portion), being Wake County Tax PINs 1739-51-8319, 1739-61-2717, 1739-51-4482 (portion) from Rural Holding District (RD) and Light Industrial Conditional District (LI-CD) to Light Industrial Conditional District (LI-CD).

Assistant Planning Director Jennifer Currin presented Case RZ-20-05-01, Fuller Capital Boulevard Property, an amendment to a previous rezoning that came before the Board Case RZ-20-05, Fuller Capital Boulevard Property.

Ms. Currin reviewed the rezoning and highlighted the rezoning conditions, stating the applicant is proposing several rezoning conditions that will be the same as approved with the rezoning of RZ-20-05. Ms. Currin stated the applicant is proposing to add one acre from the adjacent Powell House property to provide an extra buffer to the industrial development they're proposing. Ms. Currin noted that the Planning Board recommended approval by a vote of 5-0 at their September 12, 2023 meeting and found the request consistent with the Comprehensive Plan. Ms. Currin stated staff recommends approval of the rezoning as proposed and finds it to be consistent with the Comprehensive Plan and is in the public interest.

This item will be on the October 17, 2023 Board of Commissioners agenda for a public hearing and action.

- 1.11 Presentation of LEGISLATIVE CASE RZ-21-08, Joyner Property, a rezoning filed by McAdams Company to rezone 124.68 acres located at 1180 and 1200 (portion) Club Villas Dr, being Wake County Tax PINs 1841091336 and 1831895139 (portion) from General Residential 3 Planned Unit Development\* (GR3 PUD\*); Falls Lake Watershed Protection Overlay (FL-WMA); and Special Highway Overlay (SH1-O) to General Residential 10 Conditional District (GR10-CD); Falls Lake Watershed Protection Overlay (FL-WMA); and Special Highway Overlay (SH1-O). (\*While these parcels are labeled as GR3 (PUD), the parcels are not subject to any PUD regulations as the PUD regulations were removed when SU-99-02-01 was approved. Due to the zoning map label, staff will refer to the current zoning as GR3 PUD until such time the official zoning map is amended to remove the PUD text.)

Senior Planner Patrick Reidy presented Case RZ-21-08, Joyner Property, he reviewed the rezoning and the proposed zoning modifications. Mr. Reidy noted that the Planning Board recommended disapproval by a vote of 4-1 at their September 12, 2023 meeting and found the request inconsistent with the Comprehensive Plans and not in the best public interest. The Planning Board made the following considerations for the Board of Commissioners should they vote to approve the rezoning request:

- Remove Condition #13 and require the UDO standard to be met
- Remove Condition #14 and require the UDO standard to be met
- Accept Staff's recommended condition language for Condition #19
- Accept Staff's recommendation for removing Condition #20
  - Applicant revised condition since PB meeting to request no right turn signs instead of making Country Club Drive one-way
- Accept Staff's recommendation for removing Condition #22

Staff recommends disapproval of the proposed conditional rezoning and finds it to be inconsistent with the Comprehensive Plan and in the public interest for the following reasons:

1. The proposed rezoning is inconsistent with the Sub-urban Policy Emphasis in the Community Plan.
2. The proposed rezoning does not provide any non-residential development along the service road.
3. The proposed rezoning proposed townhomes along a service road, which is inconsistent with the Community Plan.

If the Board of Commissioners were to approve the rezoning request, staff would suggest the following changes to the proposed conditions:

- Condition 19: Staff recommends that this condition be altered to state "At the time of construction drawing submittal, the Developer shall be required to conduct a Phase 2 Environmental Site Assessment for the entire tract. The data from the Phase 2 Environmental Site Assessment shall meet the requirements of statutes for Soil Sample Collection under the Inactive Hazardous Sites Branch (IHSB) regulatory authority and be submitted to the Eastern Unit of the IHSB. A response from the Eastern Unit of the IHSB shall be obtained prior to the Issuance of a grading permit."
- Condition 20 - Staff recommends this condition be removed since it does not create a complete street network and could cause delays in emergency response times.

- Condition 22 – Staff recommends that this condition be removed since it alters the required cross-section and could allow sidewalk, street trees, and curb and gutter to not be installed along a street.

Senior Planner Patrick Reidy answered questions from the Board relating to conditions 19 and 20, open space, the condition of the dams, U-Turn on US-1, Planning Board's request to remove conditions 13 and 14, draining of the ponds and buffers, commercial use on Capital Blvd., and parking spaces.

Assistant Engineering Director Monica Sarna answered questions from the Board relating to concerns regarding flooding impacts.

Mayor Jones asked if there were any other questions. No other questions were heard.

This item will be on the October 17, 2023 Board of Commissioners agenda for a public hearing and action.

#### 1.12. Presentation of the UNRBA Consensus Principles

Assistant Engineering Director Monica Sarna introduced UNRBA Executive Director Forrest Westall.

Forrest Westall presented the UNRBA Consensus Principles. He provided a summary of what they've been doing relative to their study of Falls Lake and the evaluation of what the new rule should look like.

This item will be on the October 17, 2023 Board of Commissioners agenda for action.

#### 1.13. Providing update to the US 1 Traffic Study at S Main Street and Burlington Mills Road intersections, executed by Exult Engineering

Chris Glass Senior Civil Engineer introduced Lisa Lundeen, PE and Jason Pace, PE with Exult Engineering.

Lisa Lundeen presented the traffic components of the study and reviewed the alternatives evaluated and the safety analysis that was conducted.

Jason Pace presented the conceptual designs and the cost estimates and reviewed conceptual widening exhibits for Alternates 1 and 2 at US 1 at S. Main St and Falls of Neuse Rd. and Alternates 1 and 2 at US 1 at Burlington Mills Rd.

Ms. Lundeen answered questions from the Board relating to studies capturing induced demand, the percentage of growth rate used, and alternative 1.

Town Manager Padgett noted no matter what is done there'll be no savings or benefit with any of the alternatives unless they build the additional capacity on Capital Blvd. Ms. Lundeen said there would be some added capacity without widening Capital Blvd., but it will still be a level of service F. She said it would be better but there would still be congestion. Mr. Pace spoke about the widening alternative costs.

Town Manager Padgett said there are no easy solutions to Capital Blvd. He shared there are a lot of projects the Town is trying to accomplish and a lot of them are the Town's roads, and some are NCDOT's roads. If the Board were to pursue one of the options, it would take some work with NCDOT. We need to look at balancing the needs and all the other needs we have from a transportation standpoint. He said in talking with Town Attorney Kingsberry his interpretation of thoroughfare right-of-way is roads, road building, and road design, which they now call transportation impact fees. He said that is a tool the Board has available to them if they'd like to pursue it.

The Board discussed pursuing a Transportation Impact Study.

Board of Commissioners Sliwinski and Commissioner Wright are both in favor of initiating a Transportation Impact Study.

Mayor Jones asked if there were any more questions or comments. No further questions or comments were heard.

Mayor Jones suggested a brief recess.

The Board recessed at 7:57 p.m.

The Board meeting resumed at 8:02 p.m.

#### 1.14. Presentation on Coach Lantern/ Forestville Road Signal Design

Senior Civil Engineer Chris Glass introduced Project Manager Sam MacDonald and Signal Design Lead Nick Matthews with A. Morton Thomas and Associates (AMT).

Mr. Matthews provided a presentation on the proposed signal at Forestville Road at Coach Lantern Ave. He explained the existing conditions as well as the process of the project kickoff, traffic signal warrant, project parameters, and NCDOT requirements. Mr. Matthews spoke about the path forward which will include a survey, preliminary design, and final design, as well as providing a series of options.

Mayor Jones asked if the agreement was only to design the project not to construct the project. Mr. Matthews replied, correct.

#### 1.15. Presentation on PRCR Master Plan Feedback

Parks & Recreation Cultural Resources (PRCR) Director Ruben Wall introduced Consultants Sheweta Nanekar and Jen Beedle with McAdams.

Ms. Nanekar presented the updates to the PRCR Master Plan process and what the Master Plan will bring to the Town through this process. The plan would include parkland and facilities, recreational demand study, staffing, operations, finance, and funding strategies.

Jen Beedle shared the results of the online questionnaire that the Board participated in.

#### 1.16. Presentation Of Municipal Infrastructure Improvements at the U-Turns on Hwy 98 Near the South Franklin Intersection

Assistant Engineering Director Monica Sarna provided a presentation on the traffic signals at the U-Turns at the intersection of Highway 98 and S. Franklin St. She shared that this intersection was improved as part of the Holding Village development. There was a signal warrant analysis done to look at the U-Turns as part of this intersection and to see if signals are warranted. The U-Turn closer to S. Main St. came back as being warranted and very close to being warranted at the U-Turn closer to Heritage Lake Dr. Both the Town and NCDOT agreed that it was close enough that they'd signalize both intersections. The cost estimate came out to be approximately \$400,000 and the developer would be paying 50 percent and the Town would contribute the other 50 percent.

No questions or comments were heard.

#### 1.17. Presentation For Municipal Infrastructure Improvements

Assistant Engineering Director Monica Sarna provided an overview of the S. Franklin St. Expansion which is in association with the Holding Village development. She provided a summary of the expansion and the cost estimate with the breakdown.

Mayor Jones asked for clarification regarding the location of the S. Franklin St. expansion. Ms. Sarna provided clarity on the location of the expansion.

#### 1.18 Street Resurfacing Project FY 24

Assistant Engineering Director Monica Sarna provided an overview of the project including a pavement assessment background, an approach to street selection, a list of effective streets, and a pavement management program.

No questions or comments were heard.

### **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.

Town Manager Padgett stated that Coach Lantern/ Forestville Road Signal Design would need to be added to the October 17, 2023 agenda.

### **4. Other Business**

No other business was presented.

## **5. Commissioner Reports**

Commissioner Dyer shared that he had the privilege of being Master of Ceremonies for the Memorial Flag-Raising, he attended the Senior Scam Jam, he shared that the Towers of Tunnel 5K is on Saturday, October 7, 2023, the Garden Club is having their 3<sup>rd</sup> Annual Fund Raiser at the Wake Forest College Birthplace Society on Saturday, October 21<sup>st</sup> from 10 am to 4 pm. Commissioner Dyer would like to see an itemized statement for the Washington D.C. trip and hopes they're not paying for a cocktail party that is on the Washington D.C. trip agenda.

Commissioner Wright attended the Technical Advisory Board Meeting and the Candidates Forum at the Renaissance Centre.

Commissioner Sliwinski recognized and congratulated KP Kilpatrick for being awarded the 2023 Vision Award from the North Carolina Recreation & Parks Association (NCRPA), Wake Forest 3<sup>rd</sup> Annual Pickleball tournament will be held October 6 – 8, 2023 at 5:30 pm at Flaherty Park Tennis Complex, Wake Forest Job Fair is on October 11, 2023 at the Renaissance Centre at 10 am to 2 pm, Halloween Boo Bash is on Thursday, October 6, 2023 from 4:30 to 7 pm at Joyner Park.

Commissioner Shackelford had no report.

Mayor Jones thanked Michele Michael for leading the work in restoring the Ailey Young House which led the Town to win the Anthemion Award from Capital Area Preservation, Mayor Jones attended several meetings in the past month.


Town Manager Kip Padgett reminded everyone that it's Public Power Week and several things are going on at Town Hall to celebrate Wake Forest Power and customers. If all the work from this evening's presentations is approved at the October 17<sup>th</sup> Board of Commissioners meeting, they'll be spending a lot of money on transportation projects. Mr. Padgett told Commissioner Dyer that he emailed the Chambers, and his request was correct; Town funds cannot be used for any alcohol expenses.


## **6. Adjournment**

The Board of Commissioners adjourned the meeting at 9:05 p.m.

Duly approved in open session this 21<sup>st</sup> day of November 2023.

(ATTEST)

  
Theresa Savary, Town Clerk

  
Vivian A. Jones, Mayor



