



## Wake Forest Special Called Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, May 23, 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.

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

**Commissioner Members Absent:** None.

**Staff Members Present:**

Town Manager Kip Padgett  
Assistant Town Manager Candace Davis  
Assistant Town Manager Allison Snyder  
Town Attorney Hassan Kingsberry  
Town Clerk Theresa Savary  
Planning Director Courtney Tanner  
Assistant Planning Director Jennifer Currin  
Senior Planner Kari Grace

Public Facilities Specialist Steven Carpenter  
Police Chief Jeff Leonard  
Police Captain Brandon High  
Police Captain Julius Jefferson

1. Approval of Agenda
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1.A. Approval of Agenda

No Approval of Agenda presented.

2. Approval of Minutes
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No Approval of Minutes presented.

3. Presentations

No Presentations presented.

4. Public hearings / Public Comment

No Public Hearing / Public Comment presented.

5. Consent Agenda

No Consent Agenda presented.

6. Legislative Items

No Legislative Items presented.

7. Planning Items

7.A. Unified Development Ordinance Comprehensive Update Work Session #3 with Consultants

Senior Planner Kari Grace introduced consultant Jackie Berg with Houseal Lavigne.

Ms. Berg provided a presentation on the UDO Updates and the current stage of the project focused on zoning districts and allowable uses.

Mayor Jones questioned development in the Industrial (IND) district featuring large-scale, typically single-story buildings. Ms. Berg replied it's a development pattern that is common in this style of development.

Commissioner Sary asked what the process is if someone wanted to put a manufactured home in the Northeast Community area. Ms. Grace said, currently most of the Northeast neighborhood is zoned as Urban Residential District. She's not sure and would have to check but she doesn't believe that the zoning currently allows manufactured homes. Commissioner Sary asked if it's accurate that manufactured homes can be regulated but single-family homes cannot. Ms. Grace replied, correct.

Commissioner Sliwinski asked, if developers wanting to build townhomes in the General Residential District, would they have to come before the Board for a conditional rezoning. Ms. Berg replied, yes. He asked if there was anything in the supplemental standards that would push towards a more diverse housing type as opposed to potential quadplexes going in over an entire development. Ms. Berg replied they could include some restrictions in the supplemental standards. She said there are plenty of ways of ensuring you don't get a massive development in the community.

Mayor Jones was curious as to why Ms. Berg thinks the townhomes should be conditional. Ms. Berg stated it's a supporting use in the land use category in the Community Plan. Ms. Grace stated it was one of the primaries that they were calling uses and can be evaluated along with some of the other primary uses that are proposed as the permitted use.

Commissioner Sliwinski asked if the blank spaces are non-allowed uses in the table. Ms. Berg replied that a blank space in the table denotes it's a prohibited use.

Mayor Jones asked if professional services, multi-use, and transit-oriented development would be conditional uses. Ms. Berg replied those would be the residential districts where professional services could be appropriate in some instances. Ms. Berg said it might be something the town may want to regulate more. Commissioner Sary said he doesn't think conditional use should be in the Downtown Core. Ms. Berg stated they do have professional services, above ground floor only, as permitted.

Commissioner Sary asked if a food truck would be prohibited from participating in a neighborhood event. Ms. Berg replied it's listed in the temporary use table for when a special event or a block party takes place.

Mayor Jones asked for clarification on outdoor displays. Ms. Berg said as an example Home Depot takes part of their outdoor space to sell flowers and/or merchandise in the summer, or a sidewalk sale type of use on a temporary basis would be considered an outdoor display. Mayor Jones asked about the accessory use listed with outdoor display use. Ms. Berg said it distinguishes whether it's a permanent outdoor display area or seasonal.

Commissioner Sary asked how it would be handled if an establishment that calls itself an antique store continually display antiques in their front yard. Ms. Berg replied there would be supplemental use standards and would be a matter of enforcement once the UDO is adopted.

Mayor Jones asked if a mix of housing types would be grouped together in a development or would they be grouped by housing type. Ms. Berg said in a new development there could be a mix of development all mixed in the same neighborhood. Ms. Berg said there's also a consideration for infill development in existing neighborhoods.

Mayor Jones asked if conservation development is a separate district. Ms. Berg replied they're proposing it be a type of subdivision.

Mayor Jones asked if it's necessary that Mixed-Use Residential and Neighborhood Commercial both require a 20-foot setback. Ms. Berg stated the 20-foot setback in the Mixed-Use Residential district is a maximum.

Mayor Jones asked if a 50-foot lot width is common in the Northeast Community. Ms. Berg replied, yes. Commissioner Sary asked what if there's an existing lot that's less than 50-foot in width. Ms. Berg stated it would be considered legal but non-conforming.

Commissioner Sliwinski asked if duplexes and single-family homes are separated from triplex and quadplex because of the lot sizes required for triplex and quadplex homes. Ms. Berg replied, yes.

Mayor Jones inquired about the cottage home court lot area with a minimum of 20,000 square feet for three cottages. Ms. Berg said the 20,000 square feet for the cottage home court would be for the parcel that includes all the various cottage home courts, including all the homes, and open space in the middle. Commissioner Sary said it might be helpful to have an illustration of that. Ms. Berg stated they will be developing plenty of diagrams to help supplement all of this.

Mayor Jones requested that criteria for a Planned Unit Development (PUD) be included in the UDO.

8. Administration and Financial Items

No Administration and Financial Items presented.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

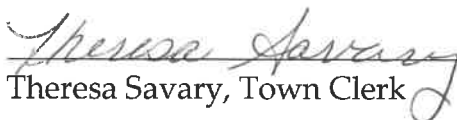
No Other Business was presented.

13. Adjournment

With no further business to discuss, the meeting was adjourned at 6:52 p.m.

Duly approved in open session this 20<sup>th</sup> day of June 2023.

(ATTEST)

  
Theresa Savary, Town Clerk

  
Vivian A. Jones, Mayor

