



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, April 2, 2024**, 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.

Commissioners Present: Mayor Vivian A. Jones, Commissioner Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Commissioners 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

Finance Director Samantha Sanchez
CIP Manager Steve Meyers
Assistant Stormwater Engineer Nick Nolte
Police Chief Jeff Leonard
Captain Brandon High
Captain Julius Jefferson

Mayor Jones asked for a motion to remove the following item from the April 2, 2024, Work Session agenda:

- Closed Session: NCGS 143-318.11(5) -To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

ACTION:

Motion: Commissioner Wright moved to remove the closed session Item from the April 2, 2024 agenda.

Secunder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

1. Presentations

1.1. Presentation of the Horse Creek Watershed Study

CIP Manager, Steve Meyer, stated that the Horse Creek Watershed Study project was funded by the American Rescue Plan Act (ARPA). He then introduced Jason Doll from KCI Technologies to present an overview of the study. The presentation covered various aspects of the study, including:

- Background on Falls Lake UNBRA
- Horse Creek Watershed
- Watershed Plan Goals
- Watershed Modeling
- Current and Future Loading
- Management Opportunities
- Example Projects
- Public Meeting

Mr. Doll provided the following next steps and recommendations:

- Provide Data Bibliography & Models
- Train Staff on WTM Models
- Observe a Cycle of Adaptive Management
- Embrace Challenges of BMP Retrofitting – Private Land Ownership
- Continue the Search for Opportunities
- Pursue Grant Funding

Mayor Jones asked whether redoing the Best Management Practices (BMPs) meant that they would own it and would have to maintain it. Mr. Doll replied that it was a set of legal decisions.

Commissioner Cross noted that according to one of the tables, there was no significant change in nutrient loads after the BMPs. Mr. Doll explained that although each BMP implemented would result in tangible reductions, collectively, the twenty-one BMPs

implemented annually would only result in a few hundred pounds of reduction. However, he said that one can make progress with a few hundred pounds here and there.

Commissioner Cross inquired if the Fairlake Dam and the Lewis Dam were the same. Mr. Doll said he had heard it referred to as the Fairlake Dam. However, he explained that the situation is complex as the dam is on private land and they have a covenant that the developer put in place with the subdivision next door that prohibits them from doing away with the lake. Mr. Doll suggested that the easiest solution would be to remove the dam and carry out a stream restoration project on the old lake. He explained that this would be the most cost-effective and environmentally friendly option. However, they cannot pursue this solution as the other neighborhood has no financial investment, and the Fairlake residents own the dam, but the other people won't allow them to remove it. Commissioner Cross read through the comments and noted that it seemed like the HOA was not willing to repair the dam. Mr. Doll stated that they were unable to find the money necessary for repairs and that repairing dams was an expensive undertaking. Commissioner Cross then asked if they could apply for a grant to cover the costs. Mr. Doll replied that it was a possibility, but the catch was that grant programs like FEMA grants, which could cover the costs, were not available to private entities. Therefore, they would need to partner with a public or non-profit organization to receive and manage the grant. He concluded by saying that it was a challenging problem.

Commissioner Cross asked about the Clarion Hotel and Mr. Doll confirmed that the hotel was required to build a BMP as part of the approval process. Commissioner Cross inquired whether the town had any requirements and if they could enforce the hotel to maintain their BMP. Mr. Doll said that the town did have codes to require the maintenance of BMPs, and Mayor Jones noted that inspections in that regard were not carried out regularly due to a lack of staff in the past.

Commissioner Clapsaddle had a question regarding the example shown of the Lowe's parking lot. He asked if it was a retrofit of the parking lot. Mr. Doll clarified that the parking lot was already developed, and the islands were converted into rain gardens. Mr. Doll believes there are opportunities like that in the town's watershed.

1.2. Unified Development Ordinance (UDO) Comprehensive Update - Work Session #6

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

Ms. Berg presented an update on the following preliminary chapters:

- Chapter 9 – Access and Mobility
- Chapter 11 – Natural Resource Protection Standards
- Chapter 12 – Sign Standards
- Chapter 14 – Nonconformities
- Chapter 15 – Administrative Standards

Discuss:

- Whether the proposed regulations are appropriate for Wake Forest
- How the proposed regulations should be refined to better reflect the vision of the community and modern best practices

Ms. Grace explained that a trip generation letter from the applicant typically indicates whether a Traffic Impact Analysis (TIA) is required, as Mayor Jones had asked previously.

Mayor Jones asked whether a landing pad would be necessary in the absence of a transit stop. In response, Ms. Grace explained that constructing a transit stop without a landing pad could be challenging. Therefore, it would be easier to include the landing pad as part of the development on the front end instead of trying to add it on the back end later.

Commissioner Cross inquired about the locations where the landing pads would be installed. Ms. Grace explained that not all new developments would require a landing pad. Only those developments situated along major corridors with the potential need for one in the future would have them established.

Commissioner Cross inquired about the method for measuring nitrogen and phosphorus. Ms. Grace explained that the state has developed a special tool for this purpose.

Commissioner Clapsaddle inquired about the timeline for advertising and announcing public open houses to gather public feedback. Ms. Grace responded that postcards are sent to all residential and business property owners in town, with the aim of delivering them two weeks before the meeting. Additionally, staff will advertise the event online.

Mayor Jones asked if the Board had any other questions. No further questions were heard.

1.3 Presentation of CEI Scope for FY22 Bond Project Dunn Creek Greenway Phases 3 and 4.

Assistant Stormwater Engineer Nick Nolte introduced Caleb Lowman from Kimley-Horn and Associates, Inc. Mr. Lowman had assisted with the design plans for the two phases of the greenway and is expected to support the staff with construction administration and inspections for both phases.

Assistant Stormwater Engineer Nick Nolte provided an overview of the Construction, Engineering, and Inspection (CEI) Scope for Dunn Creek Greenway Phases 3 and 4.

Mr. Nolte stated that Dunn Creek Phase 3 spans approximately 1.81 miles of greenway. It starts near Highway 98 at the current terminus of Dunn Creek Greenway to E. Juniper Ave. and Wildflower Ridge Rd.

Mr. Nolte also mentioned that Dunn Creek Phase 4 is approximately 0.62 miles of greenway. It connects Flaherty Park to Dunn Creek Greenway sections that were constructed through private development.

The Engineering Department is requesting approval of \$854,285.82 to Kimley-Horn and Associates, Inc. to provide CEI services for Phases 3 and 4 of the Dunn Creek Greenway. The proposed scope and fee provide Construction Inspection and Materials Testing, performed by Summit Design and Engineering, and project administration, performed by Kimley-Horn and Associates.

Commissioner Cross inquired about the material that will be used for the boardwalks. Mr. Lowman replied that the town has opted for a permatrak style boardwalk. This style includes more wood railings and support underneath, but the decking is made of concrete, which is known for its durability and longevity. Additionally, Mr. Nolte confirmed that the permatrak style boardwalk will be the new standard for the town going forward.

Mayor Jones asked if the Board had any other questions. No further questions 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.

4. Other Business

Closed Session: NCGS 143-318.11(5) -To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease

Item removed from the agenda.

5. Commissioner Reports

Commissioner Wright announced that the STEM Event is scheduled for Saturday, April 27th from 10 am to 2 pm at Joyner Park Community Center, Forest Fest will take place on Saturday, April 20th from 9 am to 2 pm in Downtown Wake Forest, FNOW is scheduled on Friday, April 12th from 6 pm to 9 pm.

Commissioner Shackelford had no report.

Commissioner Cross attended the Memorial Flag Raising Ceremony and the WFPD & Torchy's Tacos Special Olympics Fundraiser.

Commissioner Clapsaddle attended the Historic Marker Unveiling and the Memorial Flag Raising Ceremony. He expressed gratitude and appreciation towards the Public Works Department for their support and assistance during town events.

Commissioner Sliwinski announced that a Pickleball Tournament will take place from May 3rd to May 5th at Flaherty Park Pickleball Courts and Tennis Complex. Registration for the National Trails Day 5K is now open and can be accessed through the town's website. He also expressed his gratitude towards Michelle Michael and the Planning Staff for their hard work on the Historical Markers.

Mayor Jones was pleased with the turnout at the Historic Marker Unveiling and attended a potluck with veterans to celebrate Vietnam Veteran's Day.


Town Manager Padgett and the Assistant Town Managers have started reviewing department budget requests for the upcoming fiscal year. They will present their recommended FY2024-2025 budget to the Board on May 7th.

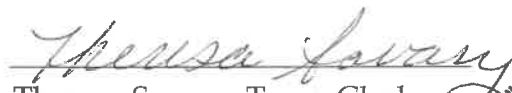
6. Adjournment

The Board of Commissioners adjourned the meeting at 7:40 p.m.

Duly approved in open session this 21st day of May 2024.

(ATTEST)


Vivian A. Jones, Mayor


Theresa Savary, Town Clerk

