



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, June 4, 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
Assistant Town Manager/CFO Aileen Staples
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Senior Planner Patrick Reidy
Senior Planner Kari Grace
Zoning Enforcement Officer Ben Coleman
Finance Director Samantha Sanchez
Human Resources Director Angela McCray
Communications & Public Affairs Director Bill Crabtree

Renaissance Centre Director Debbie Dunn
Downtown Development Director Jennifer Herbert
Parks, Recreation & Cultural Resources Ruben Wall
Public Works Director Tim Bailey
Public Facilities Director Mickey Rochelle
Chris Terrell Electric Utility Director
Chief Information Officer Adam Oates
Safety & Risk Manager Ben Naprstek
Director of Organizational Performance Lisa Hayes
Budget & Performance Manager Michelle Daniels
Budget & Performance Analyst Ben Blevins
Inspections Director JJ Carr

Fire Chief Ron Early
Police Chief Jeff Leonard
Captain Brandon High

Captain Julius Jefferson
Lieutenant Patrick Misko

1. Presentations

- 1.1. Presentation of LEGISLATIVE CASE RZ-23-10, 306 S. Allen Road, a rezoning filed by GWP Developers LLC to rezone 2.75 acres located at 306 S. Allen Road, being Wake County Tax PIN 1840-68-8987 from General Residential 5 (GR5) to Residential Mixed-Use Conditional District (RMX-CD).

Senior Planner Patrick Reidy presented on Case RZ-23-10, 306 S. Allen Road.

Commissioner Cross asked if the S. Allen Rd. connection will connect to Middlebridge Rd. Mr. Reidy replied yes, it's his understanding that they would rework S. Allen Rd. up to Wait Ave. and install a sidewalk on the west side of S. Allen Rd. Commissioner Cross asked if a sidewalk would be installed along the frontage. Mr. Reidy replied yes, along with the curb and gutter. Commissioner Cross commented that it would be a traffic issue until the connection is made. Mr. Reidy responded that a Traffic Impact Analysis (TIA) was not required based on the number of units. He said the most they could require were the frontage improvements that are compliant with the Comprehensive Transportation Plan (CTP). She asked if there was a timeframe for the completion of the project. Mr. Reidy said not right now.

Commissioner Cross mentioned that the Planning Board had discussed the installation of no parking signs. Mr. Reidy responded that it would not be the responsibility of the applicant and that the Town Board would need to approve the ordinance. Mr. Reidy also mentioned that he had spoken to the Engineering Staff, and they were supportive of the idea. Commissioner Cross inquired about outdoor patio space or access to green space. Mr. Reidy explained that based on the plan, there wouldn't be individual patio areas, but there would be common areas. When asked about exterior upgrades, Mr. Reidy mentioned that they plan to refresh the exterior, and the developer can discuss more details at the next meeting. Commissioner Cross also mentioned the installation of an Underground Stormwater Management System for the property and asked if it would alleviate flooding. Mr. Reidy explained that the system would handle runoff at the site, but acknowledged ongoing drainage issues in the area that would be fixed once the S. Allen project takes place.

Commissioner Clapsaddle mentioned that the plan is to refurbish the building and create thirty-one units, all of which will be designated for senior housing. Mr. Reidy confirmed this.

Commissioner Sliwinski inquired about the decision to change the age restriction from 55 to 62. Mr. Reidy explained that this change was proposed during the Planning Board Meeting in response to feedback from residents. The idea was that by increasing the age requirement, the community might attract individuals who are truly retired, potentially leading to less traffic and a decreased likelihood of having a younger spouse.

Mayor Jones pointed out that in North Carolina, senior housing is typically designated for individuals aged 55 and above, and questioned whether deviating from this standard was wise. Mr. Reidy mentioned that after researching the issue and speaking with Wake County officials, they found that 55 is considered the standard age for senior housing. However, he also emphasized that they have the flexibility to set a different age limit through rezoning conditions. In response, Mayor Jones then sought the board's input on the standard age of 55 for this project.

Commissioner Cross asked if this would be unique pushing the age limit slightly higher than the standard. Mr. Reidy clarified that other projects also exceed the standard age of 55. Commissioner Wright expressed that in previous cases, the board had consistently used the standard age of 55 and older. He added that he is open to either age requirement but sees the value in being more inclusive. Commissioner Clapsaddle explained that the decision to consider raising the age limit was a response to concerns raised by neighbors at the Planning Board Meeting.

Commissioner Shackelford asked about the source of the concerns. Mr. Reidy indicated that it had to do with being closer to retirement age. He suggested that further discussions would be held at the public hearing to gather input from the neighbors. Commissioner Cross emphasized that individuals living in the housing would likely be at retirement age, leading to less traffic, and were unlikely to have children living with them.

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

1.2. Presentation of an Ordinance Amending the Code of Ordinances Chapter 14, Article II, Section 14-31 – 14-38 – Nuisances

Zoning Enforcement Officer Ben Coleman gave a presentation on the ordinance amendment of Chapter 14, Article II, Section 14-31-14-38 – Nuisances.

Commissioner Wright inquired about the procedure for sending violation notices to renters who are not maintaining the property. Mr. Coleman clarified that notices are sent to the property owners, not the renters.

Commissioner Wright also asked about the potential issues with allowing lawns to grow to support environmental causes such as butterfly conservation. Mr. Coleman stated that he is aware of this trend but did not observe an increase in violations this year. However, he noted that the town would have to address complaints if someone were to complain about a neighbor's overgrown lawn.

Additionally, Commissioner Wright raised concerns about the reforestation permit attracting rodents. Mr. Coleman expressed hope that the dense tree canopy required for the reforestation permit would eventually eliminate the habitat for rodents caused by the overgrown grass.

Commissioner Cross inquired about the regulations for handling multiple cars on a property. Mr. Coleman explained that the current ordinance does not prohibit parking in the grass in the front yard. He mentioned that the limitations pertain to vehicles with specific conditions, such as not displaying valid registration, being immovable, or having a value of less than \$100. He also indicated the possibility of modifying the existing regulations in the future.

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

1.3. Discussion of FY 2024-2025 Proposed Annual Operating Budget

Budget & Performance Manager Michelle Daniels led a discussion of the FY 2024-2025 Proposed Annual Operating Budget.

Commissioner Sliwinski inquired about the average tax range for lower or fixed-income levels. Ms. Daniels replied she would obtain that information for him.

Commissioner Wright had questions regarding general fund expenditures. He was interested to hear the Board's stance on affordable housing.

Mayor Jones emphasized that she was not willing to reduce any services provided to the citizens.

Commissioner Sliwinski expressed his opposition to cutting the penny for affordable housing. Mayor Jones stressed the importance of inclusivity and supporting those who cannot afford housing.

Commissioner Wright raised concerns about the growth and increased expenses, noting the lack of a commercial base. He questioned whether tax increases predominantly burdened the citizens. Ms. Daniels confirmed that the majority of tax increases are borne by residential properties.

Commissioner Shackelford stated he would not support reducing the penny for housing affordability. He praised the staff for maintaining a high level of service despite facing challenges.

Commissioner Cross inquired whether there were one-time expenses that could be covered by the fund balance to reduce the tax rate. Ms. Daniels explained that one-time expenses are annually budgeted for. Commissioner Cross suggested utilizing a percentage from the fund balance. Town Manager Padgett clarified that the fund balance is reserved for unforeseen circumstances, such as land acquisitions, emergencies, and unexpected opportunities.

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

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The draft agenda was reviewed.

4. Other Business

4.1. Consideration of Second Reading of an Ordinance Amending Chapter 10, Article V, Section 20-131 - Curfew, of the Code of Ordinances for the Town of Wake Forest, NC

Commissioner Shackelford said he doesn't mind having an ordinance in the police officer's toolbox. He's not sure if having this in the police officer's toolbox would really accomplish anything. He'd rather wait and see how the event goes in June. He also mentioned there are now more resources there that could be extra eyes on the street, that they should consider tapping into before they enact an ordinance.

Commissioner Clapsaddle asked for clarification on the proposed ordinance on whether the teenager must be with a parent, guardian, or authorized adult. Town Attorney Kingsberry replied legally it would be a parent, guardian, or someone who has a legal relationship with the child. Commissioner Clapsaddle agreed with Commissioner Shackelford and doesn't know if this is the appropriate way to handle this.

Mayor Jones said there are a few teenagers who are making the event unpleasant for people and some of the businesses. Most of the time their behavior is to be rude and/or obnoxious. Nobody wants to keep teenagers away and they are welcome but having this curfew in place allows the police to detain a teenager who is misbehaving.

Commissioner Shackelford was surprised that there was no discussion about the penalty. In the past, when discussing curfews, there has been a lot of conversation about the penalties. He mentioned that the event ends at 9:00 p.m. and the curfew is suggested for 8:00 p.m., noting that there could be unruly kids attending earlier.

Commissioner Cross brought up the current advertising for the event and questioned whether it clearly stated that kids couldn't be dropped off. Ms. Herbert responded that pleas to parents went out last summer, asking them not to drop off their children. Commissioner Cross expressed uncertainty about whether a curfew is the best approach for this.

Commissioner Wright inquired about the extra cost for mutual aid. Ms. Herbert replied that the only extra cost is for food, as the officers are fed for their services. She stated that they have mutual aid for the rest of the season, but long-term discussions have not yet taken place.

Commissioner Sliwinski inquired about the enforcement tools available to law enforcement officers for intervening with minors. Town Attorney Kingsberry explained that if the offenses are chargeable, minors can be charged for their actions, but they will go through a different justice system than adults.

Commissioner Shackelford questioned whether the ordinance, as written, would deter the behavior that they are experiencing downtown. Chief Leonard replied that he couldn't predict whether it would be a deterrent or not.

ACTION

Mover: Commissioner Wright made a motion to postpone the item until the June 18, 2024 Board of Commissioners Regular Meeting.

Seconder: Commissioner Shackelford.

Vote: Motion carried 4-1.

Yay

Commissioner Wright
Commissioner Shackelford
Commissioner Cross
Commissioner Clapsaddle

Nay

Commissioner Sliwinski

5. Commissioner Reports

Mayor Jones participated in the NC Transportation Summit in Greensboro and was invited as a panelist to discuss transportation grants and the importance of partnerships. She was interviewed by Loretta Boniti from Spectrum regarding the S-Line and transportation. Mayor Jones also attended a social gathering at the A.J. Fletcher Foundation, where leaders in North Carolina were brought together. She was invited to attend a luncheon aimed at connecting individuals who may not know each other. She attended the Wake Forest High School Senior Awards Program. She recognized Jeanette Johnson for being selected as Public Works Employee of the Year. She attended Fungo's first home game of the season. The consulting firm VHB was invited to do an article for the APTA Magazine, and they interviewed Mayor Jones, highlighting Wake Forest. She attended the AARP Age-Friendly Community Meeting with Assistant Town Manager Candace Davis, Renaissance Centre Specialist Debra Horton, and Ann Welton from the Friends of the Senior Center.

Commissioner Sliwinski helped set up for the National Trails Day 5K/3K at Joyner Park and attended various events, including the Six Sundays in Spring Event, Wake Transit Plan Stakeholder Update, and Central Pines Regional Council Meeting. He also listened to PRCR Director Ruben Wall speak about the Lightning Warning System installed in some of the parks.

Commissioner Clapsaddle congratulated Sergeant Jeffery McArthur for being recognized and awarded by the Special Olympics. He thanked PRCR Director Ruben Wall and Town Staff for leading the effort in Six Sundays in Spring. Reminder, Juneteenth Celebration on Friday, June 14th and Saturday, June 15th. He thanked everyone who participated in the Annual Memorial Day Salute.

Commissioner Cross attended the Six Sundays in Spring Event, the Memorial Flag Raising Ceremony, and the Urban Forestry Board Meeting. She requested a staff review of the Special Event Policy, approved in 2019, to address any issues, changes in state law, and other recommendations. Mayor Jones said there are a couple of policies that staff are working on right now and this is one she believes they are already working on.

Commissioner Shackelford attended the Wake Forest Historical Museum Meeting and encouraged everyone to visit the museum's ongoing exhibit called "We Built This: Profiles of Black Architects and Builders in North Carolina."

Commissioner Wright hosted the Six Sundays in Spring Event a couple of weeks ago. He reminded everyone about the upcoming Touch-A-Truck Event on Saturday, June 22nd at the Factory from 11:00 am to 3:00 pm.


Town Manager Padgett reminded the Board about the Coffee Chat with the Triangle Community Coalition (TCC) on Friday, June 7th at 8:30 am in the Ground Floor Meeting Room at Town Hall.

6. Adjournment

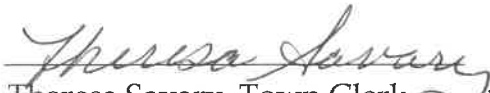
The Board of Commissioners adjourned the meeting at 8:06 p.m.

Duly approved in open session this 16th day of July 2024.

(ATTEST)



Vivian A. Jones, Mayor


Theresa Savary, Town Clerk

