



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, September 3, 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
Parks, Recreation & Cultural Resources
Director Ruben Wall

Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Senior Planner Kari Grace
Planner II Emma Linn
Engineering Director Tim Watson
Police Captain Brandon High
Police Captain Julius Jefferson

1. Presentations

1.1. Proclamation Recognizing September 11, 2024, as a Day to Remember and Reflect

Mayor Jones stated the Proclamation Recognizing September 11th as a Day to Remember will be read during an upcoming event at the Senior Center:

9/11 PROCLAMATION

WHEREAS, the United States of America was brutally attacked on our own soil on September 11, 2001 through a senseless and cowardly act of terrorism; and

WHEREAS, nearly 3,000 innocent people were killed and many more injured and our citizenry threatened because of these horrific acts; and

WHEREAS, this brutal attack did not weaken the spirit of the American people, but instead it resulted in the renewal of Patriotism and unity; and

WHEREAS, we salute those who responded to the tragic events with their courage and selfless determination, resources and skill and in some instances, their lives; and

WHEREAS, we pay honor and tribute to all of our First Responders who unselfishly serve to protect and save us from evil and danger; and

WHEREAS, we continue our pledge of allegiance to our great Country and the freedom it provides for each and every one of us, regardless of age, race, gender, or faith; and

WHEREAS, future generations should be raised to respect our Nation, its history, and all those that serve to protect us and our liberties.

NOW, THEREFORE, BE IT RESOLVED, I, Vivian A. Jones, Mayor of the Town of Wake Forest, North Carolina, and the Board of Commissioners do hereby proclaim September 11, 2024 as a day to remember and reflect on the tragedies that occurred 23 years ago; and urge the citizens of Wake Forest to never forget the sacrifice, courage, and dedication of our First Responder Heroes.

This the 3rd day of September 2024.

1.2. Unified Development Ordinance (UDO) Comprehensive Update - Work Session #7

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

Ms. Berg provided an overview of the Draft Unified Development Ordinance Update and discussed the major changes in each chapter.

Commissioner Cross inquired about the considerations behind allowing a 50% reduction in open space, a 25% reduction in tree canopy, and a height increase of six stories. Ms. Grace explained that these incentives were designed to accommodate affordable housing units by creating more units within the development to make the project financially viable.

Commissioner Cross also inquired about the reasoning for a 50% reduction in open space. Ms. Grace explained that these are questions staff has asked the Technical Review Group. She mentioned that a 10% reduction may not be sufficient to facilitate the inclusion of affordable housing on the site. She acknowledged the need for refinement if the current approach is not meeting the intended goals.

Commissioner Cross asked if there were any changes to the Watershed Overlay boundaries. Ms. Berg indicated that she did not believe there had been any changes to the boundaries.

Commissioner Cross inquired whether a developer of a big box store would need to propose an entire plaza. Ms. Berg explained that it would be more of a master plan development with additional uses beyond just the single big box store.

Commissioner Sliwinski asked about the terracing requirements. Ms. Berg stated that there are specific terracing standards and believed there's a range of five to ten feet between each terrace.

Commissioner Cross asked about potential changes to the level of detail in the site plans. Ms. Grace confirmed that under the conditional zoning process, a site plan is usually included. She explained that complex zoning conditions typically have a site plan attached, while Planned Unit Developments (PUD) currently have more of a sketch plan level.

Commissioner Cross then inquired about whether there were changes only to rear-loaded townhomes or if front-loaded townhomes were still being offered. She asked for the specific location of that information. Ms. Grace replied that the draft still requires lots under fifty feet in width to have driveway access from the rear. This requirement is mentioned in a footnote in the dimensional standard table and is also located in Chapter 9 under access and circulation, where driveways are discussed.

No further questions or comments heard.

1.3. Blueprint for Safety Presentation

Planner II Emma Linn introduced Kenneth Withrow from CAMPO and Jared Draper with Toole Design.

Mr. Withrow and Mr. Draper gave a presentation on the Blueprint for Safety.

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

Mayor Jones expressed her admiration for the approach they are taking.

1.4 Presentation of the Parks, Recreation and Cultural Resources Department Master Plan Update

Parks, Recreation & Cultural Resources Director Ruben Wall introduced Shweta Nanekar from McAdams.

Ms. Shweta gave a presentation on the PRCR Master Plan Update.

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

Mayor Jones thanked Ms. Shweta for the presentation and is looking forward to reading the plan.

1.5. Presentation of Parks & Recreation Impact Fee Update

Assistant Town Manager Candace Davis explained that as part of the 2024 Parks & Recreation Master Plan Update, they also look at their Recreation Impact fees. She mentioned that the initial fees were established in 1997, updated in 2003, and again in 2018.

Ms. Davis introduced Nilgun Kamp from Benesch.

Ms. Benesch gave a presentation on the PRCR Impact Fee Updates.

Mayor Jones asked if any of the other towns used a percentage option of the value. Ms. Kamp said she couldn't obtain that information from Rolesville, which suggests that their study might be outdated. She noted that the other towns were mostly in-lieu fees. Additionally, Mayor Jones inquired about the percentage they used in 2018, to which Ms. Davis responded that it ranged from 70%, 80%, to 90% over three years.

Ms. Davis inquired about the Board's preferences for staff to proceed with the impact fee in anticipation of a resolution for the regular Board Meeting on September 17th. The Board agreed to pursue an annual increase of 70%, 80%, and 90% over the course of three years.

In the draft UDO, Assistant Planning Director Jennifer Currin mentioned a provision under the housing incentives. It states that in all residential districts, if true affordable housing is provided, there is an option for an impact fee reimbursement or waiver that may be offered for certain percentages of true affordable housing.

Commissioner Clapsaddle inquired about the potential negative impacts of implementing an increase in the fee every six months as opposed to annually. Mr. Wall responded that they need to balance the effects of the two approaches and emphasized that they have had success with the annual adjustment.

No further 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 reminded the Board that there should be no ex-parte communications regarding the quasi-judicial item scheduled for the September 17th Board of Commissioners meeting.

4. Other Business

No Other Business presented.

5. Commissioner Reports

Commissioner Wright attended the Technology Advisory Board Meeting. He also mentioned that there will be a debate for local candidates at the Wake Forest Area Chamber of Commerce on Wednesday, September 11th.

Commissioner Shackelford attended the S-Line Mobility Hub Design Workshop and will attend the Wake Forest Downtown Meeting.

Commissioner Cross attended the Urban Forestry Advisory Board Meeting. She thanked the presenters for their presentations this evening and encouraged people to attend the UDO Open Houses.

Commissioner Clapsaddle announced that the Memorial Flag Raising will be held on Monday, September 9th at 11:00 a.m. at Centennial Plaza. He also expressed gratitude to Courtney Tanner for her years of service.

Commissioner Sliwinski mentioned that the Concert in the Park is on Sunday, September 8th at Joyner Park. He will be hosting FNOW on September 13th and recently attended the Carolina Pines Regional Council Meeting.

Mayor Jones and staff met with the Rating Agency and expect to retain their AAA bond ratings. In addition, she attended the Women's Equality Day and the Dubois Alumni Meeting. She also met with the Triangle Apartment Association and was invited to sit on a panel with the NC Site Board. She congratulated Aileen and her team on receiving the GFOA Award for Outstanding Achievement for its citizen's financial report. She also attended the Saving Grace Day Event to celebrate their 20 years in business.


Town Manager Padgett commented that the cleanup of the pond at Joyner Park is ongoing and progressing well, with a shift towards restoration and recovery of the area.


6. Adjournment

The Board of Commissioners adjourned the meeting at 8:11 p.m.

Duly approved in open session this 15th day of October 2024.

(ATTEST)


Theresa Savary, Town Clerk


Vivian A. Jones, Mayor

