



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, January 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 Shackleford, 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 Planning Director/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 Tim Richards
Communications & Public Affairs
Director Bill Crabtree

Public Works Director Tim Bailey
Public Works Street Maintenance
Manager Joe Medlin
Public Facilities Specialist Steven Carpenter
Budget & Performance Analyst Ben Blevins
Police Chief Jeff Leonard
Captain Brandon High
Captain Julius Jefferson

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| 1. Presentations |
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1.1 Presentation of LEGISLATIVE CASE RZ-23-07, 200 Stephen Taylor Road, a rezoning filed by Marion Jordan to rezone 1.008 acres located at 200 Stephen Taylor Dr, being Franklin County Tax PIN 1842826404 from Franklin County's Residential 30 (R-30) to Wake Forest's General Residential 3 (GR3).

Senior Planner Patrick Reidy provided an overview of Case RZ-23-07, 200 Stephen Taylor Rd.

Mr. Reidy stated that the Planning Board recommended approval by a vote of 7-0 at their December 12, 2023, Planning Board Meeting and finds it consistent with the Comprehensive Plans and in the best public interest.

Mr. Reidy 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.

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

1.2. Presentation supporting NCDOT's right-of-way abandonment for a portion of Averette Road.

Assistant Planning Director Jennifer Currin reviewed NCDOT's potential right-of-way abandonment for a portion of Averette Road.

Commissioner Cross asked, when abandoned, would it return to the property owner. Ms. Currin replied that NCDOT would work with the property owner. Commissioner Cross asked how it works with the condition of the land. Ms. Currin responded the road was formally in the right-of-way and the road shifted to the east, so Averette Rd. had to dedicate some right-of-way along the east side.

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

1.3 Presentation of LEGISLATIVE CASE RZ-23-08, Farm Road Townhomes, a conditional rezoning filed by Kevin Neshat on behalf of Lofts at South Main, LLC, to rezone 3.06 acres located at 1701 Farm Ridge Road, 1702 Farm Ridge Road, 1709 Farm Ridge Road, 1710 Farm Ridge Road, 1715 Farm Ridge Road, and 128 Farm Road, being Wake County Tax PIN(s) 1840029915, 1840037051, 1840028856, 1840027902, 1840026891, and 1840120841, from General Residential 3 (GR3) to General Residential 10 Conditional District (GR10-CD) and Neighborhood Business Conditional District (NB-CD).

Senior Planner Tim Richards provided an overview of Case RZ-23-08, Farm Road Townhomes.

Mr. Richards stated that the Planning Board recommended approval by a vote of 7-0 at their December 12, 2023, Planning Board meeting and found the request consistent with the Comprehensive Plan.

Mr. Richards stated that staff recommends approval of the rezoning as proposed and finds it to be generally consistent with the Comprehensive Plan and is in the public interest because it is consistent with the Community Plan direction for:

1. Conventional Residential areas,
2. Activity Center areas; and
3. Residential character.

Mayor Jones asked if 108 parking spaces were too many for 25 townhomes. Mr. Richards explained that the count included two parking spaces in the garage and two driveway parking spaces per unit.

Commissioner Cross asked the size of the units and how many bedrooms per unit. Mr. Richards replied he was not provided with the bedrooms per unit, but the overall dimensions were provided in the Master Plan.

Commissioner Cross asked if they'll keep the Farm Ridge Road name and would the alleys remain named as alleys. Mr. Richards replied they would be named at the next phase of development.

Commissioner Cross asked if there's a possibility that Farm Rd. and the neighboring Heritage Farm Rd. would be connected in the future. Mr. Richards explained that the connection was not included in the Town's Comprehensive Transportation Plan. Ms. Cross asked, what are they proposing to do at the end of Farm Rd. and Farm Ridge Rd. Mr. Richards explained that there were no plans for the end of the road. Commissioner Cross asked if it would be left as it currently is. Mr. Richards answered, yes.

Commissioner Cross asked if the sidewalks would be dumped onto an active parking lot. Mr. Richards replied, correct.

Commissioner Cross asked whether the units would be owned or rented. Mr. Richards responded that they did not know. Commissioner Cross asked whether home ownership or rental was more in line with the Community Plan. Courtney Tanner, the

Planning Director, explained as part of the rezoning process they legally cannot ask whether it's rent or owner-occupied. Ms. Tanner also explained they cannot regulate the volume of bedrooms so it's not information they'd ask for during the rezoning process.

Commissioner Cross asked if a Traffic Impact Analysis had been done. Ms. Tanner replied that it was not required per the Town's UDO.

Commissioner Cross asked if there was any concern about taking a left-hand turn onto S. Main St. Mr. Richards replied that a Traffic Impact Analysis was not required for this project as it only consisted of fewer than 100 units.

Commissioner Cross asked about the reduced setbacks. Mr. Richards explained that the proposed site plan complied with all the setbacks except for the corner lots located at Farm Rd. where the reduction was from 20' to 10'.

Commissioner Cross inquired about the location of the lighting and whether there would be lighting on Farm Rd. near the park area. Mr. Richards stated that staff would require a full photometric study that shows the lighting at Construction Plans.

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

Assistant Town Manager/CFO Aileen Staples provided some insight on the financial report.

3. Review of Draft Agenda for Upcoming Regular Meeting

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The draft agenda was reviewed.

4. Other Business

4.1. Discussion of Gateway & Wayfinding Update

Communications & Public Affairs Director Bill Crabtree introduced John Bosio with MERGE.

John Bozio provided an update on where they're in the process of the Gateway & Wayfinding Signage Program.

Mayor Jones asked if they'd be able to choose different public art than what was presented. Mr. Bozio replied, yes.

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

5. Commissioner Reports

Commissioner Sliwinski had no report.

Commissioner Clapsaddle thanked Town Staff who worked during the holidays.

Commissioner Cross reported she'll attend a training at UNC School of Government next week.

Commissioner Shackelford had no report.

Commissioner Wright had no report.

Mayor Jones congratulated Keil Ortiz on being named Employee of the Year.


Town Manager Padgett reported that the Town Clerk passed out the CIP notebooks to the Board and the discussion will be held at the February 6, 2024 Work Session.

6. Adjournment


The Board of Commissioners adjourned the meeting at 6:55 p.m.

Duly approved in open session this 20th day of February 2024.

(ATTEST)


Theresa Savary, Town Clerk




Vivian A. Jones, Mayor