



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, October 15, 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.

Mayor Jones led everyone in the Pledge of Allegiance.

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

Commissioner Members 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
Assistant Planning Director Jennifer Currin
Engineering Director Tim Watson

Senior Planner Patrick Reidy
Senior Planner Tim Richards
Public Facilities Specialist Steven Carpenter
Finance Director Samantha Sanchez
Fire Chief Ron Early
Police Chief Jeff Leonard
Police Captain Julius Jefferson
Police Captain Brandon High

1. Approval of Agenda

ACTION:

Mover: Commissioner Wright moved to approve the agenda as presented.

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- September 3, 2024 Work Session
- September 17, 2024 Regular Meeting

ACTION:

Mover: Commissioner Wright moved to approve the minutes as presented.

Seconder: Commissioner Shackelford.

Vote: Motion carried 5-0.

3. Presentations

3.A. Presentation of Annual Reports from the Town's Advisory Boards

Chairperson Shawn Hagen provided an annual report on behalf of the Urban Forestry Board.

3.B. Proclamation Recognizing November 2024 as "Native American Heritage Month"

Mayor Jones recognized Native American Heritage Month":

**PROCLAMATION
RECOGNIZING NOVEMBER 2024 AS
"NATIVE AMERICAN HERITAGE MONTH"**

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today, and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned.

NOW, THEREFORE, I, Vivian A. Jones, by virtue of the authority vested in me as Mayor of the Town of Wake Forest, North Carolina and the Board of Commissioners do hereby proclaim November 2024 as "Native American Heritage Month" in the Town of Wake Forest and urge all our citizens to observe this month with appropriate programs, ceremonies, and activities.

3.C. Introduction of Candidates for the Board of Adjustment and Planning Board

Scott Fultonberg introduced himself to the Board of Commissioners and expressed his interest in service to the Board of Adjustment.

Mark Williams introduced himself to the Board of Commissioners and expressed his interest in service to the Board of Adjustment.

Adam Redler introduced himself to the Board of Commissioners and expressed his interest in service to the Planning Board.

Jordan Banks introduced himself to the Board of Commissioners and expressed his interest in service to the Planning Board.

4. Public hearings / Public Comment

4.A. Public Hearing on LEGISLATIVE CASE RZ-23-11, 418 Jones Dairy Road, a rezoning filed by TMTLA Associates to rezone 5.61 acres located at 418 Jones Dairy Road, being Wake County Tax PIN 1850155522 from Light Industrial (LI) and Rural Holding District (RD) to Neighborhood Business Conditional District (NB-CD).

Mayor Jones opened the public hearing.

The following citizens provided comments:

- Scott Laurent, 1509 Basley Street, Wake Forest, NC 27587
- Cliff Lowe, 1505 Basley Street, Wake Forest, NC 27587
- Julia Lowe, 1505 Basley Street, Wake Forest, NC 27587
- Margaret Watkins, 407 Belmellen Court, Wake Forest, NC 27587

Mayor Jones asked if anyone else would like to speak. No one came forward to speak.

Mayor Jones declared the public hearing closed.

- 4.B. Public Hearing on a contiguous annexation submitted by property owner Star Landing LLC for property associated with the rezoning request RZ-23-06, located at 10600 Star Road being Wake County PIN 1739652624 being approximately 26.86 acres.

Mayor Jones asked if anyone would like to speak. No one came forward to speak.

Mayor Jones declared the public hearing closed.

- 4.C. Public Hearing on LEGISLATIVE CASE RZ-23-12, Hyundai Automotive Dealership, a conditional district rezoning filed by Drew Wilkinson on behalf of 10012 CBM LLC, 2517 BMC LLC, and Naught 1 LLC, to rezone 11.16 acres located at 10012 Capital Boulevard and 2517, 2601, and 2605 Burlington Mills Road, being Wake County Tax PIN(s) 1738497725, 1738499517, 1738592719, and 1738593572, from Highway Business (HB) and General Residential (GR3) to Highway Business Conditional District (HB-CD).

Senior Planner Tim Richards provided an update on the following revised & new conditions:

Revised Condition #8:

- Town has 60 days following approval of rezoning to provide survey for 2521 and 2525 Burlington Mills Rd for those frontage improvements to be included in developer's construction plans
- Town or NCDOT still must acquire the right-of-way before developer starts construction for developer to construct those improvements at developer's cost

New Condition #10:

- Stormwater control measures must attenuate peak flow leaving the site for the 25-year 24-hour storm to pre-development condition (draft UDO standard)

The following citizens provided comments:

- Veronica Brown, 9716 Clover Bank Street, Wake Forest, NC 27587
- Lynda Thum, 4455 Hillsgrove Road, Wake Forest, NC 27587
- Margaret Watkins, 407 Belmellen Court, Wake Forest, NC 27587

Toby Coleman from Smith Anderson represented Johnson Automotive and presented information about the new Johnson Hyundai Site.

Travis Fluitt, a Transportation Engineer with Kimley-Horn Associates, addressed the Board but could not confirm whether the intersection at Urial Dr. and Burlington Mills Rd. currently meets the necessary requirements for a traffic signal. He mentioned that they had been operating under the assumption that the development to the south would install the signal and had committed to doing so. If it is later determined that a signal is warranted, they will proceed with its installation. Mr. Fluitt noted that this development alone would not create the need for a traffic signal.

Mayor Jones asked if there was anyone else that wanted to speak. No one came forward to speak.

Mayor Jones declared the public hearing closed.

Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

The following citizens provided public comments:

- David Griffin, 905 Traditions Ridge Drive, Wake Forest, NC 27587
- Will Arterburn, 4901 Granite Lake Drive, Wake Forest, NC 27587
- Margaret Watkins, 407 Belmellen Court, Wake Forest, NC 27587
- Mayor Vivian Jones handed the meeting over to Mayor Pro Tem Keith Shackelford

5. Consent Agenda

(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent

Agenda. If a commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)

5.A. Approval of a Resolution to Accept the 2024 North Carolina Parks and Recreation Trust Funds (PARTF) Grant Award

[Filed in the Clerk's Office as Resolution 2024-55.]

ACTION:

Mover: Commissioner Wright moved to approve the consent agenda as presented.

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

6. Legislative Items

6.A. Consideration of Appointment of Candidates for the Board of Adjustment and Planning Board

Town Clerk Savary stated the following applicants were selected for the Board of Adjustment:

- Joseph Longoria
- Scott Fultonberg – Alternate
- Mark Williams – ETJ

ACTION:

Mover: Commissioner Sliwinski moved to approve as read into the record.

Second: Commissioner Wright.

Vote: Motion carried 5-0.

Town Clerk Savary stated the following applicants were selected for the Planning Board:

- Jordan Banks
- Karin Kuropas
- Adam Redler - ETJ

ACTION:

Mover: Commissioner Wright moved to approve as read into the record.

Second: Commissioner Shackelford.

Vote: Motion carried 5-0.

7. Planning Items

- 7.A. Consideration of LEGISLATIVE CASE RZ-23-11, 418 Jones Dairy Road, a rezoning filed by TMTLA Associates to rezone 5.61 acres located at 418 Jones Dairy Road, being Wake County Tax PIN 1850155522 from Light Industrial (LI) and Rural Holding District (RD) to Neighborhood Business Conditional District (NB-CD).

Commissioner Wright raised concerns about water runoff. Landscape Architect Randy Porter from TMTLA Associates explained that they are now committing to managing a 25-year, 24-hour storm event, which aligns with the new draft Unified Development Ordinance (UDO).

Commissioner Cross inquired whether using permeable pavers would improve the parking area. Mr. Porter responded that permeable pavers require near-level or flat slopes, which are unsuitable for the site's topography. Commissioner Cross then asked if the buildings could function with fewer parking spaces and how the current number had been determined. It was explained that the number of spaces was based on the anticipated use of the medical office and commercial areas, following the guidelines set by the UDO. Mr. Porter noted that there would be room for evaluation as they move toward the construction drawings and further define the actual tenants or users of the property. Civil Consultant Mike Stocks also mentioned that a sand filter would be installed in the far parking lot to manage stormwater, specifically to attenuate runoff from a 25-year, 24-hour storm event.

Commissioner Wright asked how they would capture water in the parking lot given its slope. Mr. Stocks said water would be collected in catch basins, channeled through pipes, and directed to an underground system.

Commissioner Wright requested additional information about the lighting at the back of the lot. Mr. Porter discussed the existing vegetation, supplemental screening plantings, and the current forest vegetation. He mentioned that the proposed plants include eastern red cedar, wax myrtle, and yaupon holly. He believes the combination of these new plantings and the existing vegetation will provide sufficient screening of vehicular headlights.

Mayor Jones asked if there were any more questions. No further questions were raised.

ACTION:

Mover: Commissioner Sliwinski moved to approve Case RZ-23-11, Jones Dairy Road with the consistency statement.

Second: Commissioner Wright.

Vote: Motion carried 5-0.

- 7.B. Consideration of a contiguous annexation submitted by property owner Star Landing LLC for property associated with the rezoning request RZ-23-06, located at 10600 Star Road being Wake County PIN 1739652624 being approximately 26.86 acres.

ACTION:

Mover: Commissioner Shackleford moved to approve the contiguous annexation submitted by property owner Star Landing LLC for property associated with the rezoning request RZ-23-06, located at 10600 Star Road.

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

- 7.C. Consideration of LEGISLATIVE CASE RZ-23-12, Hyundai Automotive Dealership, a conditional district rezoning filed by Drew Wilkinson on behalf of 10012 CBM LLC, 2517 BMC LLC, and Naught 1 LLC, to rezone 11.16 acres located at 10012 Capital Boulevard and 2517, 2601, and 2605 Burlington Mills Road, being Wake County Tax PIN(s) 1738497725, 1738499517, 1738592719, and 1738593572, from Highway Business (HB) and General Residential (GR3) to Highway Business Conditional District (HB-CD).

ACTION:

Mover: Commissioner Wright moved to approve Case RZ-23-12, Hyundai Automotive Dealership with the consistency statement.

Second: Commissioner Sliwinski.

Commissioner Cross inquired about prioritizing the traffic light, regardless of any developments. She noted that there is currently one right-hand turn lane on Burlington Mills Rd. at Capital Blvd. and asked if it would be possible to add a second right-hand turn lane to help manage the volume of vehicles. Mr. Richards explained that an analysis had been conducted to assess where traffic currently backs up and what potential future backups might occur with these improvements. He noted that the

challenge lies with the traffic signal, and NCDOT is unlikely to approve dual lanes there due to implications for signal timing. However, Mr. Richards stated that extending the right-hand turn lane along the frontage should significantly help alleviate the issue.

- Mr. Richards explained that an analysis had been conducted to assess where traffic currently backs up and what potential future backups might occur with these improvements. He noted that the challenge lies with the traffic signal, and NCDOT is unlikely to approve dual lanes there due to implications for signal timing. However, Mr. Richards stated that extending the right-hand turn lane along the frontage should significantly help alleviate the issue.
- Commissioner Wright asked about a development agreement, specifically if a traffic light is warranted, and whether they would be open to negotiating an agreement with the other developer.
- Assistant Planning Director Jennifer Currin indicated that the condition depends largely on the other developer agreeing to contribute financially to a project for which they might not currently have funding. Without the other developer present to discuss their current timeline or financial commitments regarding the project to the south, she is reluctant to move forward with conditioning both developments together. If a traffic signal is required due to existing conditions, it is more likely to be a Capital Improvement Project for future consideration rather than a requirement of the developer.

Vote: Motion carried 5-0.

8. Administration and Financial Items

8.A. Consideration of Approval Amending the Parks & Recreation Impact Fees.

The Board discussed the Parks & Recreation Impact Fees and approved an 80% adoption percentage paid over 5 years beginning July 1, 2025.

Mayor Jones stated that approval of an ordinance will be on the November 19, 2024 consent agenda.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

10.A. Consideration of Ordinance to Adopt the Parks, Recreation and Cultural Resources Department 2024 Master Plan CPA-24-01

ACTION:

Mover: Commissioner Sliwinski moved to approve the Ordinance to Adopt the Parks, Recreation and Cultural Resources Department 2024 Master Plan CPA-24-01.

Second: Commissioner Wright.

Vote: Motion carried 5-0.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Wake County Tax Release

Received.

12.B. Department Monthly Reports

Received.

12.C. Commissioner Reports

Commissioner Sliwinski announced that the Halloween Boo Bash will take place on Saturday, October 19th, from 11:00 a.m. to 2:00 p.m. in Downtown Wake Forest.

Additionally, the Ailey Young House Heritage Site/Northeast Gateway Park Open House is scheduled for Thursday, October 24th, from 5:30 p.m. to 7:30 p.m. at the Alston-Massenburg Center.

Commissioner Clapsaddle expressed gratitude to the Wake Forest Fire and Police Departments, along with all the volunteers and staff who contributed to the Wake Forest Pride Event on October 5, 2024. He also thanked Mayor Jones for her earlier comments during the public portion of the meeting.

Commissioner Cross shared her thoughts about the Wake Forest Pride Event. The Autumn Art & Plant Festival will be held on Saturday, October 19th, from 10:00 a.m. to 4:00 p.m. at the Wake Forest Historical Museum. She thanked Police and Fire Department staff for their assistance with relief efforts in Western North Carolina.

Commissioner Shackelford volunteered at the Wake Forest Pride Event and shared his reflections on the event.

Commissioner Wright attended the Wake Forest Pride Event and expressed his thoughts about the event.

Mayor Jones attended the Celebration of Arts at the Alston-Massenburg Center and the B.W. Wells Annual Meeting. She thanked Wake Forest Police Officers for hosting the National Night Out Event. She attended the Boys & Girls Club 2024 Breakfast of Champions. The Wake Forest Chamber of Commerce inducted Don Bowman into their Hall of Fame. She also expressed gratitude to Ann Welton for the Community Assessment Survey for the Age-Friendly Community Program. She noted that the launch event for Go Wake Forest was a success. Additionally, she thanked the Police and Fire Departments for their contributions to the efforts in Western North Carolina.

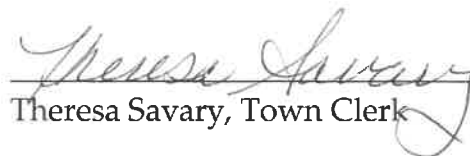
Town Manager Padgett had no report.

13. Adjournment

With no further business to discuss, the meeting was adjourned at 8:28 p.m.

Duly approved in open session this 19th day of November 2024.

(ATTEST)


Theresa Savary, Town Clerk


Vivian A. Jones, Mayor

