



## Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, October 1, 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 Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

**Commissioners Absent:** Commissioner Faith Cross.

### 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  
Senior Planner Patrick Reidy  
Senior Planner Tim Richards  
Assistant Planning Director Jennifer Currin

Engineering Director Tim Watson  
Finance Director Samantha Sanchez  
Budget & Performance Manager Michelle Daniels  
Fire Chief Ron Early  
Battalion Chief Ed Barrett  
Police Chief Jeff Leonard  
Police Captain Brandon High  
Police Captain Julius Jefferson

Mayor Jones emphasized the importance of supporting Western North Carolina (WNC) and expressed her pride in the community. She commended residents for their generous donations of supplies sent to the western part of the state. The Town of Wake Forest has also sent staff members and equipment to volunteer and assist in WNC.

Mayor Jones announced that Commissioner Cross would not be attending tonight's meeting.

## Presentations

- 1.1. Presentation 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).

Senior Planner Patrick Reidy presented on Legislative Case RZ-23-11, 418 Jones Dairy Road.

Mayor Jones asked the Board if they had any questions.

Commissioner Wright inquired about the lighting at the back of the lot. Mr. Reidy explained that the Unified Development Ordinance (UDO) has specific requirements for light placement and direction to minimize the impact on neighboring properties. If the rezoning is approved and construction moves forward, a photometric lighting plan would need to be provided to demonstrate compliance with these requirements.

Mayor Jones asked about the number of parking spaces. Mr. Reidy clarified that a condition had been included, stipulating that regardless of the tenant space, a maximum of 209 parking spaces would be required.

No further questions were heard.

- 1.2. Proclamation Recognizing October 2024 as "Community Planning Month"

Mayor Jones recognized Community Planning Month and read the proclamation into the record:

### **NATIONAL COMMUNITY PLANNING MONTH PROCLAMATION**

**WHEREAS**, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

**WHEREAS**, community planning and planners can help manage this change in a way that provides better choices for how people work and live; and

**WHEREAS**, community planning provides an opportunity for all residents to be meaningfully involved in discussions regarding the future of their community; and

**WHEREAS**, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

***WHEREAS**, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and*

***WHEREAS**, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our neighborhoods and environment; and*

***WHEREAS**, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning boards and other citizen planners who have contributed their time and expertise to the improvement of the Town of Wake Forest; and*

***WHEREAS**, we recognize the many valuable contributions made by the professional community of the Town of Wake Forest and extend our heartfelt thanks for the continued commitment to public service by these professionals;*

***BE IT RESOLVED THAT**, the month of October 2024 is hereby designated as “**Community Planning Month**” in the Town of Wake Forest in conjunction with the celebration of National Community Planning Month.*

*Adopted this 1st day of October, 2024.*

Assistant Planning Director Jennifer Currin, Senior Planner Patrick Reidy, and Senior Planner Tim Richards accepted the proclamation on behalf of the Planning Department.

- 1.3. Presentation 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 gave a presentation on Legislative Case RZ-23-12, Hyundai Automotive Dealership.

Mr. Richards stated that the developer has agreed to fund the improvements needed to extend the road and make it consistent with the four-way cross-section. Commissioner Clapsaddle inquired whether there had been discussions with the landowner. Mr. Richards explained that the first step would involve conducting survey work. He added that staff are currently in discussions with the developer to ensure the timeline is

flexible, as it will take time to complete the survey work and either reach an agreement with the landowner or proceed with condemnation proceedings.

Commissioner Sliwinski raised a question about the parking spaces having permeable surfaces and how it would impact the site's drainage. Mr. Richards clarified that they are meeting the minimum UDO standard with the permeable spaces. He noted that he didn't have the specifics of the UDO requirements offhand but would find out if necessary. Additionally, Mr. Richards mentioned that they are proposing an underground stormwater treatment in a specific portion of the site. He also highlighted that if approved, there would be further discussions, especially with NCDOT, regarding how stormwater is being managed to ensure it doesn't affect their right-of-way.

Mayor Jones inquired whether they are expected to modify their UDO to comply with the 25-year stormwater standard. Mr. Richards confirmed that they are expected to do so. Commissioner Clapsaddle asked if this is the town's expectation for this site and whether staff has requested the developer to plan based on the 25-year stormwater standard. Mr. Richards responded that they currently comply with the UDO standards in effect, but the draft UDO has a more rigorous standard, and they are discussing whether the developer can meet that standard. He mentioned that the engineers are still evaluating. When asked about stormwater issues in the area, Mr. Richards could only speak anecdotally and mentioned that the landowner has reported issues with flooding.

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 informed that the GO Bond Sale was held today, October 1, 2024, at 11:00 am this morning and the town received sixteen bids. She also confirmed that the loan closing will be by the end of the month.

## **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**

No Other Business presented.

#### **5. Commissioner Reports**

Commissioner Sliwinski reported that the Town of Wake Forest's second annual Mental Wellness Fair had a wonderful turnout, with over 200 community members in attendance. National Night Out is scheduled for Monday, October 7th, from 5 to 7:30 pm at the Joyner Park Community Center Parking Lot. The Halloween Boo Bash is scheduled for Saturday, October 19th, from 11 am to 2 pm in Downtown Wake Forest.

Commissioner Clapsaddle thanked the Human Relations Council for their support on Good Neighbor Day and congratulated Samantha Luce as the Good Neighbor of the Year. The Community Celebration of the Arts is scheduled for Saturday, October 5th, from 9 am to 12 pm at the Alston Massenburg Center. The Memorial Flag Raising Ceremony is on Monday, October 7th at 11 am at Centennial Plaza. Commissioner Clapsaddle also expressed gratitude to the first responders, firefighters, water rescue teams, police officers, and all those supporting the people in Western North Carolina. Additionally, he thanked Ryan Hutchinson for a letter he sent to the Board of Commissioners and the Mayor.

Commissioner Shackleford expressed gratitude to Commissioner Sliwinski for leading the Mental Wellness Fair, stating that it is an excellent way to share valuable resources.

Commissioner Wright also thanked Commissioner Sliwinski and everyone involved in organizing the Mental Wellness Fair.

Mayor Jones expressed her excitement about the grant received for Astronomy Night at Joyner Park. She congratulated Suja Jacob and Jugnu Bhatt for their efforts in applying for the grant. Additionally, she mentioned her participation in several community events, including Good Neighbor Day, the JROTC Activation Ceremony, a visit with second graders at Endeavor Charter School, Kiwanis Bingo, and the Joyner Park

Celebration. Mayor Jones also thanked Commissioner Sliwinski for leading the Mental Wellness Fair.

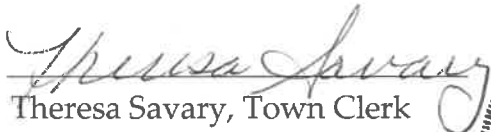
Town Manager Padgett announced that Micro Transit has begun operations today and is already showing signs of success. He also recognized the Planning Staff for their achievements, including winning the 2024 North Carolina Marvin Collins Award for their Community Plan and the Carraway Award of Merit, which is presented annually by Preservation North Carolina for the rehabilitation of the Ailey Young House. Additionally, the Wake Forest Staff is providing assistance and support to Western North Carolina, and donations are being accepted at Fire Department Station #1.

<b>6. Adjournment</b>
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The Board of Commissioners adjourned the meeting at 7:04 p.m.

Duly approved in open session this 19<sup>th</sup> day of November 2024.

(ATTEST)

  
Theresa Savary, Town Clerk

  
Vivian A. Jones, Mayor

