



**Wendell Town Board of Commissioners**

**Board Room**

**15 E. Fourth Street, Wendell, NC 27591**

**Town Board Meeting Agenda**

**Monday, November 22, 2021 @ 7:00 PM**

**SPECIAL NOTICE**

The Town of Wendell has altered the traditional meeting process to accommodate and encourage positive public participation. The Town is incorporating virtual meeting practices to continue the work of the Board of Commissioners while taking proactive measures to maintain transparency and provide for public comment.

The public is welcome to attend in-person or to remain home and watch the business meeting on Facebook Live, or after it is posted to the Town website, or by calling (919) 375-6880 and listening to the meeting. If you have tested positive for COVID-19 or have been showing symptoms, please watch the meeting remotely. Masks are welcome and recommended, but not required.

Public Comment period for the November 22, 2021 Board of Commissioners meeting may be organized in advance. The public may either provide public comment at the meeting, or may submit their written public comment to the Town Clerk via email to [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) or may submit a request to call in and teleconference during the Board of Commissioners meeting by emailing their name, address, and phone number to the Town Clerk via email by Friday, November 19<sup>th</sup> at 5 p.m.

**CALL TO ORDER**

- Welcome – Mayor Virginia Gray
- Pledge of Allegiance – Police Chief Bill Carter
- Invocation – Wendell Council of Churches

**1. ADJUSTMENT AND APPROVAL OF THE AGENDA**

**2. PUBLIC COMMENT PERIOD**

- The Public Comment period for the November 22<sup>nd</sup>, 2021 Board of Commissioners meeting may be organized in advance. The public may provide public comment in person the night of the meeting, or may submit their written public comment to the Town Clerk via email to [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) by Friday, November 19<sup>th</sup> at 5 p.m.

Or, the public may:

- Submit a request to speak over the phone during the Board of Commissioners meeting by emailing their name, address, and phone number to the Town Clerk via email at [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) by Friday, November 19<sup>th</sup> at 5 p.m. The Clerk will provide the call-in phone number and provide three (3) minutes to speak on any non-public hearing item or topic.
- Questions or comments regarding specific agenda items may be directed to the contact person provided for the individual items on the agenda below for additional information before or after the meeting.

### 3. CONSENT AGENDA

*The Board of Commissioners uses a Consent Agenda to act on non-controversial items unanimously recommended for approval or have been discussed at previous meetings. The Consent Agenda is acted upon by one motion and vote of the Board. Any individual board member may pull items from the Consent Agenda for further discussion. Items pulled will be handled with the "OTHER BUSINESS" agenda topic.*

3a. Minutes from the November 8, 2021 Town Board of Commissioners Meeting

Staff Contact: Town Clerk Megan Howard  
[mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

3b. Ordinance to add Chapter 16, Article 1, Section 16-15 in the Unified Development Ordinance for the Naming of Town Parks, Recreation Areas and Facilities

Staff Contact: Parks and Recreation Director Jeff Polaski  
[jpolaski@townofwendell.com](mailto:jpolaski@townofwendell.com)

3c. Wake County Tax Report

Staff Contact: Town Clerk Megan Howard  
[mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

3d. A21-10: Approval of resolution directing the clerk to investigate a contiguous annexation for 2 parcels totaling approximately 36.671 acres [34.871 acres for PIN 1773-96-6469, 1.8 acres for PIN 1773-96-7798] located at 0 Wendell Falls Parkway and 0 Jake May Drive.

Staff Contact: Planning Director Bryan Coates  
[bcoates@townofwendell.com](mailto:bcoates@townofwendell.com)

- 3e. Resolution Directing the Clerk to Investigate Non-Contiguous Annexation A21-09, PIN #'s 1773-25-5286; 1773-34-1939; and 1773-45-2045 for approximately 41.65 acres located at 1801 Martin Pond Rd., 1825 Martin Pond Rd., and 0 Wendell Falls Pkwy.

Staff Contact: Planning Director Bryan Coates  
[bcoates@townofwendell.com](mailto:bcoates@townofwendell.com)

- 3f. Resolution Directing the Clerk to Investigate Contiguous Annexation A21-11, PIN# 1784-32-6835 for approximately 17 acres located at 0 Wendell Blvd.

Staff Contact: Planning Director Bryan Coates  
[bcoates@townofwendell.com](mailto:bcoates@townofwendell.com)

- 3g. Bearded Bee Alcohol Waiver Request for December 19, 2021

Staff Contact: Assistant to the Manager Stephanie Smith  
[ssmith@townofwendell.com](mailto:ssmith@townofwendell.com)

#### **4. RECOGNITIONS, REPORTS, AND PRESENTATIONS**

- 4a. Proclamation Thanking Commissioner John Boyette for his Service on the Town of Wendell Town Board of Commissioners

Presenter: Mayor Virginia Gray  
[vgray@townofwendell.com](mailto:vgray@townofwendell.com)

- 4b. Fiscal Year 2021 Audit Presentation

Staff Contact: Finance Director Butch Kay  
[bkay@townofwendell.com](mailto:bkay@townofwendell.com)

- 4c. Discussion of Wake County Fire Commission Appointment

Staff Contact: Town Clerk Megan Howard  
[mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

- 4d. Discussion of Planning Board Vacancy Recruitment

Staff Contact: Town Clerk Megan Howard  
[mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

## 5. PUBLIC HEARINGS

**PLEASE NOTE:** The following accommodations will be made to allow public participation in public hearings.

- Public participation for public hearing items on the agenda for the November 22<sup>nd</sup>, 2021 Board of Commissioners meeting may be provided either in person the night of the meeting, or may be organized in advance.
- The public may attend the night of the meeting and present their 5-minutes public hearing comments at the podium at Town Hall, or;
- The public may submit written public hearing comments to the Town Clerk via email to [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) Please provide your name, address, and the agenda item number with your comments. Copies of the written comments received by Friday, November 19<sup>th</sup> at 5 pm will be provided to the Board of Commissioners at the meeting, read at the meeting, and included in the minutes of the meeting. Written comments may be received for 24 hours after the meeting if the item is tabled to a future meeting for decision, or;
- The public may provide public comment virtually at the meeting using the Uber Conference line by submitting a request via email to [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) to speak over the phone during the Board of Commissioners meeting by emailing their name, address, phone number, and item number they wish to speak on to the clerk by Friday, November 19<sup>th</sup> at 5 p.m. The Clerk will provide the call-in phone number and provide five (5) minutes to speak on any public hearing item or topic. Comments made by phone will be recorded and transcribed to maintain the public record.
- If you have questions regarding an agenda item, please email the staff contact directly in advance of the meeting. If preferred, you may call Town Hall at (919) 365-4450 to be directed to speak with the staff contact for the agenda item(s) of interest. Communications of this type will not be included in the meeting minutes.

There are no Public Hearings scheduled for this meeting.

## 6. ADMINISTRATIVE ITEMS

- 6a. Decision on a non-contiguous annexation for 2 parcels totaling approximately 121.3311 acres [29.2017 acres for PIN 1783420133 and 92.1294 acres for PIN 1783410646] located at 0 Lake Glad Road and 1005 Lake Glad Road

Staff Contact: Planning Director Bryan Coates  
[bcoates@townofwendell.com](mailto:bcoates@townofwendell.com)

6b. Decision on petition to rezone approximately 121.3311 acres from Wake County Residential-30 (R-30) to Town of Wendell Residential-4 (R4) Conditional District for the Edwards Property Subdivision.

Staff Contact: Planning Director Bryan Coates  
[bcoates@townofwendell.com](mailto:bcoates@townofwendell.com)

6c. Decision to rezone approximately 34.69 acres from Rural Agricultural (RA) to Residential-7 (R7) Conditional District for 1032 and 1116 Wendell Falls Parkway

Staff Contact: Planning Director Bryan Coates  
[bcoates@tonofwendell.com](mailto:bcoates@tonofwendell.com)

6d. Decision on a non-contiguous annexation for 2 parcels totaling approximately 34.69 acres for PINs 1773987402 and 1773972966 located at 1032 and 1116 Wendell Falls Parkway.

Staff Contact: Planning Director Bryan Coates  
[bcoates@townofwendell.com](mailto:bcoates@townofwendell.com)

6e. Decision to rezone approximately 40.53 acres from Rural Residential (RR) to Neighborhood Center Conditional District (NC-CD) for the property located at 0 Wendell Falls Parkway

Staff Contact: Planning Director Bryan Coates  
[bcoates@townofwendell.com](mailto:bcoates@townofwendell.com)

6f. Decision on a non-contiguous annexation for 1 parcel of approximately 40.536 acres for PIN 1773676175, located at 0 Wendell Falls Parkway.

Staff Contact: Planning Director Bryan Coates  
[bcoates@townofwendell.com](mailto:bcoates@townofwendell.com)

6g. Appointment of 2 Partial-term, In-town Vacancies on the Wendell Parks and Recreation Commission

Staff Contact: Town Clerk Megan Howard  
[mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

6h. Decision to Award Vehicle Leasing Program

Staff Contact: Assistant Finance Director Garrett Johnson

[gjohnson@townofwendell.com](mailto:gjohnson@townofwendell.com)

**7. OTHER BUSINESS** (any item pulled from the CONSENT AGENDA [item 3 on this agenda] will be discussed during this portion of the agenda)

7a. Update on board committee(s) by Town board members:



Capital Area Metropolitan Planning Organization (CAMPO) – Mayor Virginia Gray



Triangle J Council of Government (TJCOG) – Commissioner Philip Tarnaski or Joe DeLoach

**8. COMMISSIONERS' REPORTS / COMMENTS**

**9. MAYOR'S REPORTS / COMMENTS**

**10. CLOSED SESSION**

*Closed session will be called if necessary.*

**11. ADJOURN**