



**Wendell Town Board of Commissioners
Board Room
15 E. Fourth Street, Wendell, NC 27591
Town Board Meeting Agenda
Monday, June 10, 2019 @ 7:00 PM**

CALL TO ORDER

- Welcome by Mayor Virginia R. Gray
- Pledge of Allegiance by Fernando Ramirez Tapia student at Lake Myra Elementary School
- Invocation by Wendell Council of Churches

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

2. PUBLIC COMMENT PERIOD *[one-hour time limit in total]*

The Public Comment Period is your opportunity to share comments with the Town Board on any topic as long as it is not an item scheduled for public hearing. During Public Comment, the Town Board receives comments and refrains from speaking.

Thanks to everyone in the audience for respecting the business meeting by abstaining from speaking from the audience, applauding speakers, or other actions that distract from the meeting.

Anyone wanting to speak during Public Comment Period should do the following:

- *Sign up prior to the beginning of the meeting. The sign-up period will begin 20 minutes prior to the start of the meeting and will end when the meeting begins.*
- *When the Public Comment Period is announced, come to the podium and state your name and address for the record.*
- *Be concise and limit your comments to three minutes or less. Designate a spokesperson for large groups. Direct comments to the full Town Board and not to an individual Town Board member.*

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. Approval of the minutes from the April 22, 2019 regular Town Board meeting.
- 3b. Approval of the minutes from the April 29, 2019 budget work session Town Board meeting.

- 3c. Approval of the minutes from the May 13, 2019, regular Town Board meeting.
- 3d. Request for the Town Board to authorize the Town Manager to sign an amended Streetlight Reimbursement Agreement with Wendell Falls.

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

- 4a. Recognition of Lake Myra Elementary School staff: Sandra Ramirez Tapia
Speaker: Mayor Virginia Gray
- 4b. GFOA Finance Recognition: Certificate of Achievement for Excellence in Financial Reporting
Speaker: Accountant II Garrett Johnson
- 4c. Presentation of the Wendell, North Carolina Report of Economic Assessment prepared by the NC Main Street & Rural Planning Center.
Speakers: Planning Director David Bergmark and Bruce Naegeen

5. PUBLIC HEARINGS

Public Hearing Guidelines:

- *Case is announced*
 - *Staff presentation*
 - *Public hearing is opened*
 - *Applicant presentation*
 - *Citizens will follow the same rules as Public Comment Period and will have five minutes to speak*
 - *Close public hearing*
 - *Board members ask questions*
 - *Board may take action*
-

- 5a. **PUBLIC HEARING:** Zoning Text Amendment to Sections 2.3, 3.3 and 19.3 of the UDO as it relates to Indoor Amusements, Game Rooms and Pool Halls.
Speaker: Planning Director David Bergmark
- 5b. **PUBLIC HEARING:** Zoning Text Amendment to Sections 2.3, 3.3 and 19.3 of the UDO as it relates to short term rentals, specifically Bed and Breakfast Inns, Homestays and Whole-house Lodging.
Speaker: Planning Director David Bergmark
- 5c. **PUBLIC HEARING:** Zoning Text Amendment to Section 10.4 of the UDO as it relates to parking requirements.
Speaker: Planning Director David Bergmark


6. ADMINISTRATIVE ITEMS

6a. Scope of Economic Development Services Provided by Sanford Holshouser
Economic Development Consultants to the Town of Wendell
Speaker: Town Manager Marc Collins

6b. Presentation of the applications received for the citizen advisory boards.
Speaker: Town Clerk Megan Howard

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. Snap Shot.

7b. Update on board committee(s) by Town board members:
 Wendell Fire Board [Commissioner Jason Joyner]

7c. Update on Farmer's Market Meeting
Speaker: Mayor Virginia Gray

8. COMMISSIONERS' REPORTS / COMMENTS

9. MAYOR'S REPORTS / COMMENTS

10. CLOSED SESSION

Closed session will be called if necessary.

11. ADJOURN

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
DRAFT – APRIL 22, 2019**

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, April 22, 2019, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: Jason Joyner, John Boyette and David Myrick.

ABSENT: Commissioner Ben Carrol

STAFF PRESENT: Town Manager Marc Collins, Town Clerk Megan Howard, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark, Public Works Director Brian Bray, and Police Chief Bill Carter.

CALL TO ORDER

Mayor Gray called the meeting to order at 7:00 p.m. and welcomed attendees.

Tamara Simms, student at Wendell Middle School, led the Pledge of Allegiance.

Chris Hilliard of Wendell Baptist Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

ACTION

Mover: Mayor Pro Tem Jon Lutz moved to remove Item 3c from the consent agenda and move to Item 5.

Vote: 4-0

2. PUBLIC COMMENT PERIOD *[one-hour time limit in total]*

Mary Webb stated she represents the petitioner as an attorney from Ragsdale Liggett. She reminded the Board that this is a Conditional Use Approval for multi-family housing and the zoning has already been approved. She added that any testimony that may be heard as rebuttal had to relate to the statute about lay witnesses and what they can and can't offer. Webb offered to discuss what is usable at the end of William Guillet's evidence, or at the end of the community's evidence.

Mayor Gray stated the rezoning has not been approved, yet. Mayor Gray stated that Webb's opportunity to speak would best be served once it has been approved.

William Guillet said that he spoke with staff and it was decided that it would be best for him to speak during the Public Hearing.

Kathy Dara, 3512 Coach Lantern Avenue in Wake Forest, stated she owns several businesses in Wendell and that she is known in the community. Her comments are

about previous item 3c, which has been moved to Item 5. Her first issue with the rezoning of the 17 acres is that Wendell needs more industry. Industry brings jobs, jobs bring people who are interested in employment. By changing that property from industry to the CMX or something other than industry removes another parcel of land that can build our community and our economic standard. She's been told that there is a concern with manufacturing or industry that could possibly have trucks coming and going on the main road. Ms. Dara suggested that if it were rezoned, what we are in fact opening up the door to could be worse in the future. Hypothetically since we're not at 5a yet, that if an apartment complex were to come in, we're talking about 150-200 vehicles in and out of that neighborhood on that single road. She said that would have more of a road impact, not to mention the negative environmental impact. Her concern is to continue to move our town forward, both economically and socially—so, we need to consider changing that parcel of land when there's other parcels of land where building that apartment complex can already be approved. By changing over a parcel of land that is not approved for it is adding to that. She mentioned having emailed the town and is assuming that the Commissioners received it. If not, she stated that she has copies. She said that this is the US Census Bureau information taken off of their website. Ms. Dara stated that they have the poverty level in Wendell being 18.3 which is a point higher than what Zebulon is and is three times higher than Knightdale, Rolesville, and Wake Forest so this is something to consider.

Commissioner Joyner stated that he did not receive the information that Kathy Dara spoke about (US Census Bureau website). Town Manager Collins said that Staff received an email request from Ms. Dara earlier and that he chose not to print it because if the Board is considering a Special Use Permit—the Commissioners heard from the Attorney last time and Manager Collins is enforcing—affordable housing and economic status are not a permissible consideration in making that land use decision for item 5a. That specific use is a use on a table used for rezoning. Manager Collins did not want to put the Commissioners in a situation that would put them in jeopardy of talking about something that would either be discriminatory or illegal.

Tyler Ayscue, 839 Industrial Drive in Wendell, asked the Commissioners if they received his email from last night. His biggest concern is the Church Street access, which is a narrow road in a quiet neighborhood. Church Street is on the other side of a blind hill. If a lot of people are entering and exiting the proposed property from that point, he sees some major safety concerns. He stated there's 49 residential homes going in across the cemetery from the proposed apartment complex. He would love to see this parcel of land kept as Manufacturing and Industrial to bring jobs and give people places to work close to home. He stated that he drives to Wilson every day to work. His wife drives to the other side of Raleigh to work. With increased jobs, nice residential stuff will follow. He proposed letting the other project across the cemetery get finished before revisiting the rezoning for apartment complexes. He proposed leaving this parcel of land as Manufacturing and Industrial in hopes that manufacturing would come and be able to purchase the front part of this property to exit directly on Wendell Blvd with clean access to the highway right out of town and not have to come by the cemetery and by resident's homes for entrance and exits.

Connell Herndon, 230 Church Street in Wendell, has lived there over 60 years. His concern is what everyone else has been saying—the traffic. He would prefer to get jobs in Wendell—some industry. He said that there's already Industry right down the road from where he lives. Mr. Herndon used to work at the place where Douglas is located. His concern is maintaining what we have—manufacturing and industrial. He said he understands about the CMX but stated that we need some other things in our community. Most residents in that area enjoy the nice, tranquil peace that they have coming down their street. That street is not designed for 175-200 cars coming in and out of there. As Mr. Ayscue said, that street needs to be looked at as it currently stands. The road's in bad shape and there are blind spots coming in and out of there—turning out of Church Street onto Industrial. He would appreciate the Commissioners looking at this proposed rezoning and saying, 'It needs to maintain Manufacturing and Industry.' It's one thing if you've been here and seen how this town has been for a long time and you enjoy a quiet place. He is all about progress, but let's make good use of this land and get some jobs in here. He invited the Commissioners to come on over to his street—he looked all over for the last week or two and nobody came by.

Geraldine Herndon, 230 Church Street in Wendell, stated for the 84-unit apartment building, it would not be the right thing to put there. She would rather the property remain zoned as it is because of jobs instead of changing it for CMX.

Anitra Wiggins, owner of 215 Church Street in Wendell, stated she grew up in Wendell in that home. Mrs. Wiggins agreed with the Herndons and the Ayscues as it relates to changing the zoning of the property. She's fearful as Connell said, that if you open it up to an apartment complex that there would be heavy traffic. As Mr. Herndon stated, the road is tiny—it's not wide enough—the houses or properties are wider than they are deep so even with an easement, you're going to cut off half of someone's property trying to widen the road to make room for all that traffic. She stated that as a resident, she would like to leave that street nice and quiet while leaving the property as Industrial.

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ACTION

Mover: Mayor Pro Tem Lutz moved to approve the Consent Agenda as amended.
Vote: 4-0

- 3a. Appointment of Megan Howard as Town Clerk and Sherry Scoggins as Deputy Town Clerk.
- 3b. Schedule public hearing for the Town of Wendell FY 2020 budget on Monday,

May 13, 2019 at 7 PM.

- 3c. ~~Second reading of a map amendment request to rezone 17 acres located behind Industrial Drive, accessed by Church Street (PIN #1784326835; addressed as 0 Wendell Blvd.) from Manufacturing & Industrial (M&I) to Corridor Mixed Use (CMX). [Public hearing and first vote occurred on 4/8/2019; NC GS 160A-75].~~
Moved to Item 5.
- 3d. Approval of temporary street closure of Third Street between Cypress and Pine Streets for the Saturday, May 11, 2019 Spring Into the Arts Walk.

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

- 4a. Recognition of Wendell Middle School teacher: Michael Howes
Speaker: Mayor Virginia Gray

[Staff Report]

Item Summary

Teacher, Michael Howes. Written by Robert Morrison

Mr. Howes has a Bachelor of Science Degree in Physical Education and Health from James Madison University. After graduation he had a tryout with the New York Jets. He began his career teaching elementary school in Orange, Virginia. There were a couple of stops along the way, including a tryout with the Washington Redskins. He moved to our area to be on the staff to open Wendell Middle School. At Wendell Middle Coach Howes has been a jack of all trades. He has been our Athletic Director on two separate occasions and has coached almost every sport we offer. This winter, he started an intramural soccer program. This was a huge success as he regularly had over 25 students stay after school to play soccer in some very cold weather.

Coach Howes is our morning greeter at the bus loop. Every student gets a handshake and a "good morning" as they depart their bus. Coach Howes takes a great interest in our students and is a preacher of quality character and models all we want our students to be. His constant message to our students is to do the right thing. No one is a stranger to Coach Howes. He makes everyone around him better.

As Coach Howes enters retirement in June our community will surely miss him. He has spent his entire career working to make the lives of children better. His constant smile and outgoing character also makes our staff better. If you are between the ages of 11 and 25 in our area there is a good chance you know Coach Howes. He has made our community better. He plans to continue as a soccer referee and spending more time with his grandchildren as he transitions to the retirement life. When asking Mrs. Howes about her husband's retirement she responded, "I hope his retirement does not become my full time job!". We wish him a long and enjoyable retirement, he has earned it!

Mayor Gray recognized Michael Howes; staff report included above in italics.

Michael Howes stated that he hears people in the room who say they want more industry and jobs in Wendell and there will be one job available as he's entering retirement. He thanked his administrators and teachers and children at the school. He gave a special thanks to the Wendell Community Center because the school originally didn't have an athletic field to play on and Wendell Community Center was generous enough to let them use it. He said it's been great having worked 30 years in Virginia and

then coming to Wendell and working another 12 years. Coach Howes stated that he and his wife built a home in Foxborough Crossing and they absolutely love it. Coach Howes thanked the Board for the recognition.

- 4b. Introduction of new Town of Wendell employee: Town Clerk Megan Howard
Speaker: Town Manager Marc E. Collins

[Staff Report]

Item Summary:

Megan Howard joined the Town of Wendell on Friday, April 12.

Megan is a graduate of UNC Chapel Hill with a degree in communications. Prior to joining the Town, Megan was a PR & Marketing Assistant with the Asheville Convention and Visitors Bureau. She also has experience with INDY Week as a News Reporter.

Megan has hit the ground running! She is working on the Citizen Advisory Board Recruitment. She also has an eye for photography and we are looking forward to new photos for our Town's website and social media sites.

Town Manager Marc Collins introduced Megan Howard, staff report included above in italics.

5. PUBLIC HEARINGS

5. Second reading of a map amendment request to rezone 17 acres located behind Industrial Drive, accessed by Church Street (PIN #1784326835; addressed as 0 Wendell Blvd.) from Manufacturing & Industrial (M&I) to Corridor Mixed Use (CMX). [Public hearing and first vote occurred on 4/8/2019; NC GS 160A-75].
Formerly Item 3c of the Consent Agenda.

[Staff Report]

Petition:

This rezoning petition was presented to the Board of Commissioners at the April 8th meeting. It received a simple majority vote for approval, which necessitated a second reading and vote. A simple majority vote is sufficient to approve the request at the second reading.

The applicant has requested a change in zoning classification for 17 acres of property located at 0 Wendell Blvd. The request area is located within the extraterritorial jurisdiction (ETJ) of the Town of Wendell and is zoned MI (Manufacturing & Industrial). The applicant has submitted a map amendment petition to request that this property be given the zoning designation of CMX (Corridor Mixed-Use) in order to allow for a potential two-story, 84 unit apartment complex.

Project Profile:

PROPERTY LOCATION:	0 Wendell Blvd.
WAKE COUNTY PIN:	1784326835
ZONING DISTRICT:	Proposed CMX/ Current MI
PROPERTY OWNER:	Wendell/Larue, LLC
APPLICANT:	James A. Harrell, III
PROPERTY SIZE:	17 acres
CURRENT LAND USE:	Vacant
DESIRED LAND USE:	Multi-Family Residential

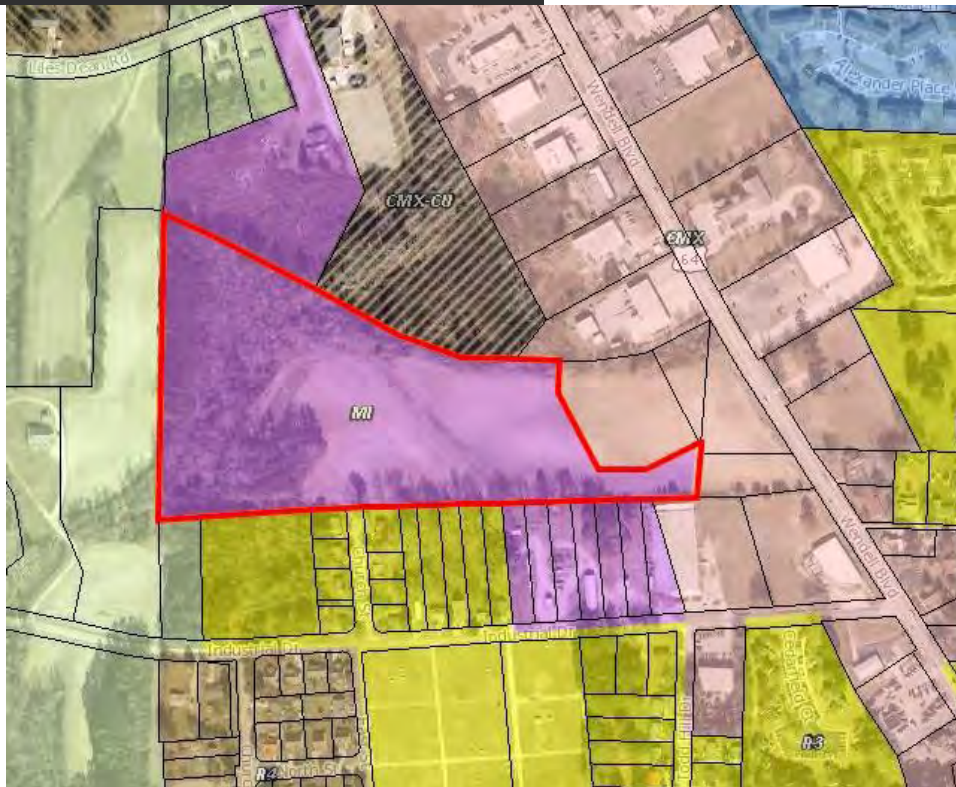
Zoning District:

The property included within this request is currently zoned MI (Manufacturing & Industrial). The MI district is coded to permit the development and operation of light or heavy industrial or flex-space buildings and uses that are typically too large in scale to fit within a neighborhood environment and that should be buffered from surrounding neighborhood uses. It is intended to accommodate the most intense uses in the Town's code, which could include uses like dry cleaning plants, heavy manufacturing, and welding shops.

The applicant has indicated a desire to rezone the property to CMX (Corridor Mixed-Use), with the intent of permitting a proposed two-story, 84 unit apartment complex. The CMX District was designed to provide pedestrian-scaled higher density residential and neighborhood-serving commercial activities along existing mixed use corridors.

However, the Board should keep in mind that the developer would have the right to pursue any of the uses allowed in the CMX zoning district (beyond multi-family). Many of the adjacent properties along Wendell Boulevard are currently zoned CMX. This property is also adjacent to existing residential properties along Industrial Drive. A copy of those uses allowed in the CMX & M&I zoning district is included as Attachment A.

Current Zoning Map & Surrounding Land Uses:



Subject Property Outlined in Red

Public Utilities:

Gravity sewer lines and manholes currently exist on the property and water lines are located adjacent to the site.

Comprehensive Plan:

The Wendell Comprehensive Plan defines this section as S6 "Infill/Redevelopment Area". The Comprehensive Plan describes the S-6 Infill/Redevelopment Sector in the following manner: "Existing urban/suburban development with a fairly dense street grid are classified as S-6. This includes most of the built-out areas of Wendell around

the historic downtown core. These areas are already urbanized and well served with infrastructure (roads, utilities, etc.) and access to services and amenities. Because these areas are already well provided for in terms of urban services, they are the most efficient and most attractive areas for redevelopment of underutilized sites or infill of vacant parcels.

The Comprehensive Plan identifies the community types and land uses appropriate for this sector as:

- *Neighborhoods*
- *Downtowns*
- *Single family and Multi-family residential*
- *Commercial uses (retail and office)*
- *Civic uses (parks, schools, religious and government uses)*
- *Light industrial uses*



FRAMEWORK PLAN LEGEND	
 PLAN BOUNDARY	 S1 PRESERVED OPEN SPACE
 Railroad	 S2 RESERVED OPEN SPACE
 COLLECTOR STREET PLAN	 S3 RESTRICTED GROWTH AREA
 EXISTING COLLECTOR	 S4 CONTROLLED GROWTH AREA
 PROPOSED COLLECTOR	 S5 INTENDED GROWTH AREA
 CAMPO THOROUGHFARE PLAN	 S6 INFILL/REDEVELOPMENT AREA
 EXISTING THOROUGHFARE	 VILLAGE/TOWN CENTER
 PROPOSED THOROUGHFARE	 NEIGHBORHOOD CENTER
 WATER BODIES	 WENDELL BLVD GATEWAY CORRIDOR

Statement of Plan Consistency and Reasonableness

- Any recommended change to the zoning map should be accompanied by a statement explaining how the change is consistent with the comprehensive plan, and is reasonable in nature.
 - o At their March meeting, the Planning Board found the requested zoning map amendment to be consistent with the recommended uses outlined in the Wendell Comprehensive Land Use Plan for the S-6 Sector and to be reasonable in order to provide greater protection to existing, adjacent single family uses from those more intense uses allowed in the M&I zoning district.

Staff Recommendation:

Staff recommends approval of the rezoning request.

Planning Director David Bergmark provided an overview of the Zoning Map Amendment request to rezone 17 acres located at 0 Wendell Blvd (PIN # 1784326835; behind Industrial Drive) from MI to CMX; staff report included above in italics.

Mayor Pro Tem Lutz stated that he opposed this at the last meeting due to the effect that it would have with some of the decisions the Board has in this town and the

homeowners. He wanted to make sure that he has the opportunity to vote and show his opposition.

Commissioner Boyette questioned for manufacturing industrial, would a ready-mix concrete plant be allowed.

Planning Director David Bergmark stated yes. Pretty much any kind of industrial or manufacturing facility or any industrial use would be permitted. It would still be subject to any other state regulations that may apply.

Commissioner Myrick asked if the zoning was not downgraded and an industrial facility went in there, would Church Street be the access point as it currently sits.

Planning Director Bergmark said that it could be. Staff would have to see what kind of development plan came in line. Currently, the Town does not have any standards that would require another access point. The Town does have stub requirements, meaning one might have to stub to the adjacent property, but it doesn't mean one would have to connect all the way to another street. Depending on how many trips this proposed industrial or manufacturing use might have, it could trigger a traffic impact analysis [TIA] which could call for a secondary access point.

Commissioner Myrick asked to confirm that there's no other easements—there's no plans to take away anything from those property owners. Planning Director Bergmark confirmed that there are no such plans.

Mayor Gray asked if there are several other M&I uses right along in there. Planning Director Bergmark stated in the affirmative along Industrial Drive.

Mayor Gray stated that she just doesn't like the concept of 'What ifs?'. She stated that if you want to play 'What ifs,' more than likely it would be something very similar to what's already there that would add a dozen jobs and not be much of an imposition on the area.

Commissioner Myrick stated that the 'What if game' has been played specifically with this community for going back at least four years when they were going to bring in small houses to that area and they said no to small houses and it was something else. Commissioner Myrick stated that in government and in an economy that is moving the way that this economy is moving, he thinks you do have to play "What ifs" and that if we want community to stay closer to a neighborhood center, then CMX is the next step down from industrial. Commissioner Myrick stated that they wouldn't get to vote for the Hardees and that everyone's seen it going up on the other side. Commissioner Myrick stated that the reason that they never saw a vote before this Board for that is because it's by right. Commissioner Myrick stated that they just went straight up and there's no input, so for that reason he will make a motion as he did last time to approve the rezoning request so that the Board can get to the substance of the next portion.

A motion to approve the rezoning request was made by Commissioner Myrick.

Mayor Gray asked if there's any discussion on the motion.

Commissioner Boyette said that he has some discussion on the motion and apologized for not being at the previous meeting. He's confused because most of the time when rezoning comes up is when someone wants to rezone something to allow for "heavier" use than what's currently allowed. This is a more restricted use. Right now, it is zoned Manufacturing and Industrial, but the map he's looking at—it abuts basically two parcels that are also Manufacturing and Industrial. One of them doesn't have anything on it and the other one has a propane plant. The other side of it is CMX and its going to be RA on the east side. It's not going to be an island in the middle of the manufacturing and industrial. Commissioner Boyette stated that if a user came in and wanted to put in something that fit into the MI zoning, he feels like we'd be getting backlash about it. He stated that everybody says 'we want to bring in more jobs,' and he agrees with that. He stated that he looks at some of the uses that have been put in things like AAA Louvers being built back off Charthouse Drive, the Wendell Builder Supply... those create way more trips by way of heavy trucks than residential ever would, whether it's houses or apartments or anything else. Commissioner Boyette stated that if their only access is Church Street, then it's going to be heavy trucks and cement trucks. He realizes that that's not what's happening now and no one said that's what's going to happen, but that it's just a little bit confusing to him—the pushback, when so many varied uses could be on this property and we're taking it to something quiet or something residential. He does understand the concern about traffic and the concern about neighborhoods. He's surprised it's not been moved to a more restrictive use, sooner. He remembers a discussion a few weeks ago about metal fabrication coming into town and that's why it's a little confusing to him. He understands people's hesitancy about change, but this is a more restricted use. Commissioner Boyette stated that he realizes in the short term, it doesn't seem that way because we're talking about something that's open fields and woodlands being converted into something that's not open fields and woodlands, but in the grand scheme of things he doesn't see a problem with changing this to CMX.

ACTION

Mover: Commissioner Myrick moved to approve the rezoning request as presented.

Vote: 3-1 (Jon Lutz voted against, Ben Carroll not in attendance)

Evidentiary (Quasi-Judicial) Hearing Guidelines:

- *Case is announced*
- *Town Attorney provides rules of procedure for an evidentiary hearing*
 - *Disclosure*
- *Town Clerk provides oath for persons wishing to present testimony*
- *Staff presentation*
- *Applicant presentation*
- *Opposition presentation*
- *Applicant rebuttal*
- *Opposition rebuttal*
- *Staff closing comments*

- Board inquiry
 - Board called into deliberation
 - Board discussion of the findings of fact:
 - Approve
 - Approve with conditions
 - Deny (must include reason)
-

5a. **EVIDENTIARY HEARING** continued from the April 8, 2019, meeting for a special use request to construct an 84-unit apartment complex on 17 acres located behind Industrial Drive, accessed by Church Street (PIN #1784326835; addressed as 0 Wendell Blvd.) [Item 5a is contingent upon approval of Item 3c].
Speaker: Planning Director David Bergmark

[Staff Report]

Item Summary:

This item was tabled during the April 8th Board of Commissioners meeting as the rezoning of the same parcel was not yet approved, due to a simple majority vote requiring a second vote. James A. Harrell, III, on behalf of Wendell/Larue, LLC, has requested a Special Use Permit for a two-story, 84-unit apartment complex at 0 Wendell Blvd (Behind Industrial Drive).

The proposed special use request would allow for the development of a multi-family apartment complex on a portion of a 17 acre tract, located at 0 Wendell Blvd. The applicant is pursuing tax credits for this multi-family project and is seeking to obtain the necessary entitlements to apply through the tax credit program.

Town standards normally require that a preliminary plan which has been reviewed by the Technical Review Committee (TRC) accompany the Special Use Permit request. Due to timing constraints to meet the Tax Credit application period, the applicant is requesting a variance to allow SUP action prior to TRC review and has suggested specific development standards which a SUP approval would establish as conditions. Those conditions are listed within the 'Applicant's Justification' section on the following page.

All other aspects of the site plan would be subject to TRC review and approval following the SUP approval, if approved.

Applicant's Justification:

The applicant's justification and SUP responses are included within Attachment C

The applicant has asked for 1 variance, as follows:

***Variance Requested:** Due to timing constraints, we are asking for a variance to allow SUP approval in advance of a full preliminary plan being reviewed by the TRC. As such, we understand and agree to the stipulation that the SUP approval would only approve the proposed use (multi-family apartments), intensity (in terms of # of units), building height (2 story), and proposed exterior building setbacks (25-35 feet). All other aspects of Site Plan approval will occur and be contingent upon the Town's typical development review procedures (preliminary plan and construction documents to be reviewed by the Technical Review Committee for conformance with Town standards).*

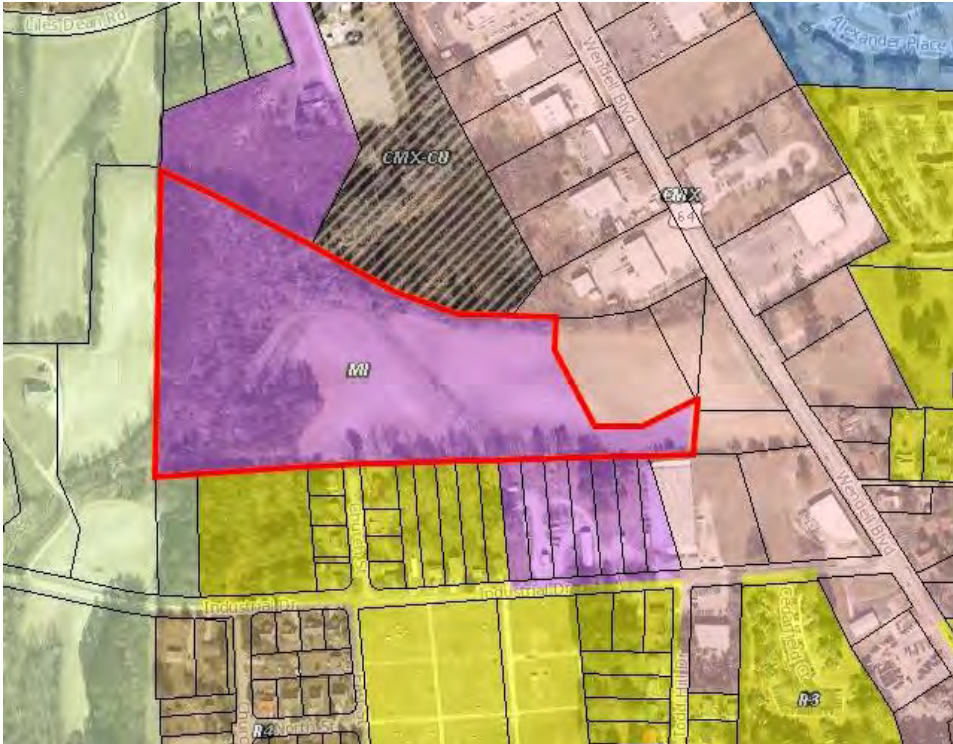
Project Profile:

PROPERTY LOCATION:	0 Wendell Blvd. (Behind Industrial Drive)
WAKE COUNTY PIN:	1784 32 6835
ZONING DISTRICT:	MI currently; Proposed CMX
PROPERTY SIZE:	17 ac.
CURRENT LAND USE:	Vacant
PROPOSED LAND USE:	Multi-family

PROPERTY OWNER: Wendell/Larue, LLC
9101 Glenwood Avenue, Raleigh, NC 27617-7507

APPLICANT: James A. Harrell, III,
2600 Fairview Road, Suite 200, Raleigh, NC 27608

Existing Zoning Map:



Zoning District:

This site is located in a Manufacturing and Industrial (MI) Zoning District. A rezoning request to change the zoning district to Corridor Mixed-Use (CMX) has been submitted as well.

Off Street Parking:

The parking requirement for residential use is 1 space per bedroom, up to 2 per unit. Using this standard, the proposed 84 unit apartment complex will require 154 parking spaces. The applicant's concept map shows 170 new parking spaces. However, parking design is not being approved as part of this Special Use Permit. The applicant will be required to meet all Wendell Parking Standards at the time of preliminary plat approval.

Public Utilities:

Gravity sewer lines and manholes currently exist on the property and water lines are located adjacent to the site.

Buffering:

The applicant has proposed a 35 foot setback along the south property boundary and 25 foot setback along the west, north and east property boundaries. The south and west property boundaries abut residential uses and would require a Type B Buffer Yard. The applicant plans to use existing vegetation along the majority of the western property boundary to act as a buffer. Existing or newly planted landscaping that meets Type B Buffer Yard, as outlined in Chapter 8 of the UDO, will be required along the remainder of the western and southern boundaries that abut residential uses.

Stormwater Management:

The proposed site changes will require review by Wake County for conformity with the Town's stormwater regulations. While the concept plan does show a stormwater device, the final stormwater plan could vary from what is shown based on review of the Construction Drawings.

Staff Comments:

- *This property is located within the area designated as the S-6 Section in the Towns' Comprehensive Plan, which is identified as the most efficient and most attractive area for redevelopment of underutilized sites or infill of vacant parcels. Thus, a dense residential development, due to its proximity to the downtown and existing services, would align with the goals of the Comprehensive Plan.*
- *Staff does have some concerns regarding traffic and access for this site. Currently this parcel is only accessed by the northern extension of Church St (incorrectly labeled 'East street' on the applicant concept plan). The UDO would require one additional stub street, but that street stub would not have to connect to an existing street at the time of development. Furthermore, this project would not meet the minimum threshold (150 peak hour trips) to automatically require a Transportation Impact Assessment (TIA) per the UDO.*

Mayor Gray stated that Item 5a is an Evidentiary Hearing on a Special Use Request by James Herald III on behalf of Wendell LaRue LLC for a two-story, 84-unit Apartment Complex at 0 Wendell Blvd. Mayor Gray called David Bergmark to speak.

Mayor Gray requested Attorney Jim Cauley provide the rules of speaking at an Evidentiary Hearing.

Attorney Cauley addressed that these hearings are called Quasi-Judicial Proceedings that are more in the nature of a court hearing than in the nature of a legislative rezoning. Testimony is sworn. The Commissioners' decision has to be supported by competent evidence. The Statute provides that competent evidence does not include opinion testimony of lay witnesses regarding property valuation and traffic. With matters that would generally be the subject of expert testimony, there is an opportunity for cross-examination of witnesses. If the Commissioners have been lobbied or contacted ex parte, that should be disclosed. The applicant and those opposed are entitled to a fair and impartial decision-making, therefore everyone needs to proceed with an open mind.

Mayor Gray disclosed that she received two emails regarding the hearing.

Attorney Cauley asked if those emails have caused Mayor Gray to form an opinion or whether Mayor Gray can proceed with the hearing with an open mind.

All four Commissioners disclosed being contacted by phone calls and emails, but that it will not impact their opinion and they can continue with an open mind.

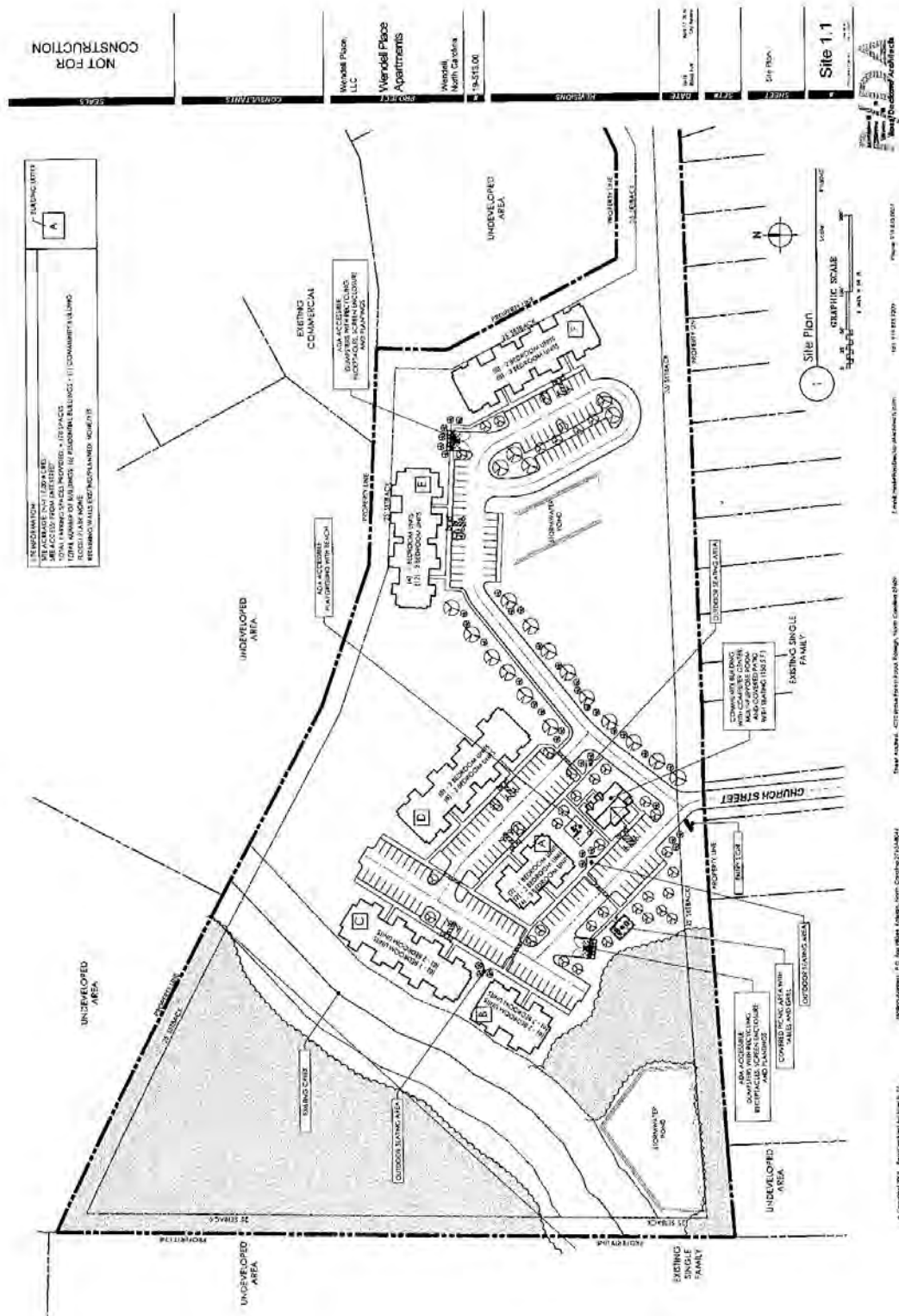
Attorney Cauley stated that those who are opposed or in favor of the application would have an opportunity to ask the Commissioners and Mayor Gray about any of those contacts being made.

Mayor Gray stated that anyone who would like to present testimony needed to be sworn

in.

Town Clerk Megan Howard swore in those presenting testimony.

Planning Director David Bergmark stated that this item was tabled in the April 8 Board meeting as they proceeded with the zoning, which required a second reading. James Herald III is the applicant on behalf of Wendell LaRue, LLC. Mr. Herald III made this request for an 84-unit Apartment Complex behind Industrial Drive on a 17-acre tract. He stated that the applicant is pursuing tax credits for this multifamily project and is seeking to obtain the necessary entitlements to apply through that tax credit program. Mr. Bergmark stated that, as a result, there is a variance request due to the timing constraints of applying for those tax credits. He stated that the applicant is asking for a variance to allow the SUP approval in advance and that the full preliminary plan will be reviewed by the Technical Review Committee [TRC] and as such they understand and agree to some stipulations as part of that special use permit approval: that it would only approve the proposed use, being the multifamily apartments, the intensity in terms of the number of units, the building height which is two-story, and the proposed exterior building setbacks 25 to 35 feet. Mr. Bergmark stated that, although they have a conceptual plan, all other elements of that would not be locked in by the special use permit and it would still be reviewed by the Technical Review Committee following this hearing, if approved. Mr. Bergmark presented the current layout, which the Commissioners have seen as part of the rezoning. A copy of the Revised Sketch was passed out for reference and is incorporated as an attachment to these minutes.



Planning Director Bergmark explained that on the conceptual map, the applicant provided a note that would only be locking in those items previously mentioned (use, number of units, building height, building setbacks). Otherwise, in terms of parking or orientation, layout, where stormwater is, landscaping and lighting—all those elements would be reviewed when this goes before the TRC, if the Board approves the Special Use Permit Request. The tax credits are not public housing, but it's also not necessarily market rate—there are some conditions where the rents have income requirements based on the area median income being Wake County's median income, which is \$76,000. Mr. Bergmark stated that there are thresholds at certain percentages of units can't exceed 30% of that Wake County income. For example, on this request, 25% of the units can't be more than 30% of the Wake County income, 40% can't be more than 50% of the Wake County income. Mr. Bergmark stated that this works out to different permitted rents. In terms of off-street parking, public utility, gravity sewer lines and manholes exist on the property. Water lines are nearby. Off-street parking or stormwater would all be reviewed at the time this went before the TRC, if applicable. In terms of buffering, the applicant has proposed building setbacks—not to be confused with a landscape buffer—of 35 feet along the south property boundary, 25 feet along the western boundary and the north and east property boundaries. He said that is one of the items that would be, if this is approved, carried as part of that approval. The south and west property lines abut residential uses and would require a type B Buffer. He said that anywhere this parcel abuts an existing single-family dwelling use, the Town's code would call for a Type B Buffer. That's not something that would have to be included as part of this approval, that's just part of our UDO standards. This property is located within the S six sector of the Town's comprehensive plan, which identifies the most efficient and attractive area for infill development and redevelopment of underutilized sites. A denser residential development—due to the proximity to downtown, the existing services in place—would align with the goals of the Comprehensive Plan. Staff does have some concerns regarding traffic and access to this site and that currently, the parcel is only accessed by the northern extension of Church Street. He said the UDO would require one additional street stub, but that's just stubbing to another property—it doesn't mean it's connecting to another existing street. This project would not meet the Town's minimum threshold for a transportation impact assessment—it would not be generating 150 peak hour trips. Thus, no TIA would be required outright by the Town's UDO for this project. Planning Director Bergmark also referenced an attachment—the general standards for reviewing and approving a special use permit as an attachment to the Commissioners' report. Mr. Bergmark also mentioned that he has some slides that he can bring up, when the time arises/if needed.

Attorney Jim Cauley asked if the stub street being required on the concept plan is shown? Mr. Bergmark said that it is not shown on the concept plan, so that would still have to come when they go to the TRC. Mr. Bergmark stated that's not one of the entitlements that they are laying out as a stipulation that they would only have to have the one access point. Mr. Bergmark stated that that, as well as any other standards that aren't one of those kinds of five things listed, would still be required at the time of technical review committee review.

Mayor Gray called the applicant to present his case.

William Guillett, 1391 Sandpiper Court in Raleigh, is representing the development team that has put together this proposal and request. First, Mr. Guillet discussed the site itself, saying that the team is proposing to do 84 multifamily units mixed of 1, 2, and 3 bedrooms in a two-story building. Mr. Guillett said there will be a community center located at the Apartment complex, at the very beginning coming in off of Church Street, which will house a computer room. He said that is where the full-time manager and full-time maintenance person will be managing this facility, 40 hours a week. Mr. Guillett stated that the company builds multifamily developments all around the state. Mr. Guillett said that they come in on the front end, as he is with the development team, trying to get everything ready, working with the towns. Then, the company hires a local manager and maintenance person that takes care of the property for the company in the long haul. He said the company does have a construction company that it works with regularly. Mr. Guillett said that the life of a property is generally 30-35 years. In answering the community's questions as to "why are you here?" Mr. Guillett responded with the fact that he does all of the marketing and site selection for the development team all over the state and that it's his job to find where there is need. Mr. Guillett stated that Wendell is growing at a rate of 25% increase in population over the next three to four years. He said the company did an in-depth independent market study conducted by the North Carolina Housing Finance Agency. He said they wanted to ensure that the tax credits need was there. He said there are over 1100 units of what the company is proposing needed in Wendell, and they're only proposing 84. Mr. Guillett said that calculates out to a 7% capture rate and that's as good as you're going to see anywhere in the state. Mr. Guillett said it's expected that they'll lease the apartments in four to six months, whereas it usually takes nine months. He said the development team has also heard some concerns related to their proposal. In order to work with the community, Mr. Guillet said that their site plan can be moved and adjusted. He said the team heard concerns from the neighbors at the end of Church Street that they did not like the buildings and would like to see a larger buffer. He explained that between the site plan initially proposed and today's meeting, the development team has moved building F and E from Church Street and put it on the residual land in the right corner of the map. He said the land in between would make the setback off the end of Church Street go all the way up to that first building in E. Mr. Guillett said that the development team has worked with the town and others to create the parking lot seen above building F that would go away, giving a 284-foot buffer between the first building and the property to the rear. He said that all of that property would stay wooded and the stormwater pond would be the only thing going in there and by state regulation you would have to have vegetation and aquatic wetland things all through there which maps with the existing stream and the sewer line. Mr. Guillett said that the development team feels like it has tried to alleviate some of these concerns. He said the team has heard the community's concerns about traffic, so the development team went and hired a professional engineering firm to do a TIA and the firm is also in attendance to share their findings related to the traffic. Mr. Guillett stated that David Bergmark did bring up the Area Median Incomes for tax credits and one thing that the development team is happy about is that it is the first time that

the NC Housing Finance Agency is allowing what's called Income averaging, which allows the team to introduce 80% units into your mix. An 80% unit four-person AMI here could make up to 67/68,000 dollars a year, according to Mr. Guillett. He said there are 20 80% units being put into this mix, which will raise the incomes of everything considerably.

Commissioner Joyner asked if building A and building F were being moved to where the circle is on the old sketch.

Mr. Guillet said yes and that David Bergmark is handing out the revised sketch for Commissioner Joyner to look at [Attached page 14]. Mr. Guillet stated that they use typical processes and procedures—they come in and understand that the TRC is going to have to review everything. He said that they're just committing to the neighbors and the community that they're willing to move those buildings over there, now.

Commissioner Lutz posed a question about the aforementioned statement that 20 of the units 80% of the AMI income. Commissioner Lutz asked if there is a minimum number. Mr. Guillett said that these are not subsidized units. The only subsidy comes in on the front end in the form of equity and the tax credits. He said that they're run as market rate apartments and that there's restriction on initial move-in—you cannot be over the certain threshold of the 80% AMI. After that, you can make as much money as you want to make and stay in the unit, according to Mr. Guillett. He said that's the only requirement and that this is the only time the NC Housing Finance Agency is doing that because they didn't want to be that restrictive.

Commissioner Lutz confirmed that 20 of these units cannot be above that 80% upon initial move-in and asked about the setup of the other 64 units. Mr. Guillett said that it's a combination of 30's, 50's, 60's and 80's. Whereas prior, they weren't able to do any 80's. 60 was the max.

Commissioner Lutz asked is it approximately 20 on each one. Mr. Guillett confirmed.

Kevin Dean, a Civil Engineer with Kimley Horn Associates at 300 West Morgan Street in Durham, stated he graduated from NC State with a bachelor's degree in civil engineering. Mr. Dean stated that he's a professional engineer and has been doing traffic studies for about eight years. Mr. Dean said that a TIA wasn't required to the site, but Kimley Horn Associates has performed an assessment because they wanted to look at the impacts of the site and be able to answer any questions that the Commissioners might have. When doing the assessment, Kimley Horn Associates looked at the intersections of Wendell Blvd. at Industrial, as well as Industrial Drive at Church Street with that being the access point. Like other traffic studies, Kimley Horn Associates collected traffic counts. Then, Kimley Horn Associates accounted for specific growth in the area, as well as ambient growth that they'd expect. Mr. Dean said that specific growth would be the Wendell Crossing Project that's currently under construction on Academy Street and they accounted for the traffic that this project will generate. Kimley Horn Associates looks at how traffic volumes are growing in the area, because volumes

increase as populations increase. He said that if one looks at traffic volume data on the DOT website, volumes on Wendell Blvd. have decreased over the last 4-6 years. Mr. Dean imagined that this has something to do with Wendell Falls Parkway being constructed and having that extra access point out to the highway. He said that even though the traffic on Wendell Blvd is lower, Kimley Horn Associates assumed a growth rate of 3% a year, which is standard in a lot of municipalities, while making sure it's a conservative analysis. Mr. Dean said that his company doesn't ever want to assume that traffic is going to decrease, so they increased traffic annually for 3%, then added traffic in from the Wendell Crossing Development and added the site traffic that the apartment development is expected to generate. Mr. Dean stated that trip generation is done using the Institute of Transportation Engineers' trip generation manual, which is based on decades of research on specific land uses. He said that it's DOT and the Town's standard for doing trip generation and that's the basis for all traffic studies that are done in the state. Mr. Dean stated that Kimley Horn Associates added all that traffic together, performed an analysis and found that the intersection of Wendell Blvd at Industrial Drive and Industrial Drive at Church Street are expected to operate acceptably with this traffic in place and there aren't any improvements that are needed to accommodate that traffic. He said there were questions about whether or not Church Street would need to be widened to accommodate traffic volumes. He said that Kimley Horn Associates didn't find that to be the case and if there was a need for turn lanes at the intersection, that would be the primary driver for widening the road. Mr. Dean said that Kimley Horn Associates found that there isn't a need for that and with the traffic in place, Mr. Dean's team didn't see any issues with capacity or long queues. Mr. Dean said that this plan will not cause undue traffic congestion.

Commissioner Joyner asked to confirm that it's Wendell Blvd and Industrial as well as Industrial and Church Street. Mr. Dean confirmed, saying that they assumed that those will be the primary access points. He said Kimley Horn Associates knows that you can access Academy going out a little bit further, but for traffic trying to go north on Wendell Blvd., that's the most direct route to get out to it.

Commissioner Joyner asked to confirm that Mr. Dean accounted for this development with 3% growth and Wendell Crossing. Mr. Dean confirmed and said that it's on the other side of the cemetery that a 49 single-family home lot is currently being created.

Mayor Gray opened the floor for anyone who would like to speak in opposition.

Planning Director David Bergmark spoke in clarification of a point that was raised in the applicant's testimony. He said that they handed out the updated site plan and he wanted to remind the Board that the site plan itself wasn't being approved as a conceptual plan. He said there were specific elements of that site plan that would be approved as stated. Mr. Bergmark stated that the original plan that the Commissioners had as a part of their attachment had that information noted on it as a notation on the plan, while the revised plan does not. He said if the revised document was going to be taken, the information on the original should be added to it. He stated that, as it relates to the moving of buildings, the location of those buildings wasn't one of those five items

that was going to be locked in under the current language. Language could be added about the location of buildings A and F, or there could be a change to the language about setbacks to increase the setback along the southern property boundary because the setbacks were one of the items that were going to be locked in as a part of the approval, if approved.

Attorney Stephon Bowens, 1130 Situs Courts Suite 240 Raleigh, stated that he is speaking on behalf of Ms. Geraldine Herndon, who lives at 230 Church Street. Mr. Bowens stated that one thing that is important that this Commission should consider in making a determination as it relates to whether or not to approve both the variance request and the special use permit is number one—whether or not the applicant has met the standard with respect to hardship as it relates to the variance, itself. In this case, the party Mr. Bowens represents would argue that the request for the variance does not meet the Statutory requirement or the Ordinance requirement under UDO 15.17C5C, which specifically excludes issues of economic hardship as a basis for which to grant a variance. Attorney Bowens stated that, in this case, the petitioners or the applicants have requested a variance based on their ability to achieve tax credits. He said this in and of itself is not a basis for granting a variance that would allow the Town to move forward under its own Ordinance, with respect to allowing the applicant to proceed outside of the normal realm. Attorney Bowens stated that without the applicant going first through the TRC Committee and through the normal, formal process that has been adopted by this Board and by this body as it relates to its processes. Attorney Bowens stated that this is not an issue of unnecessary hardship—this is something that they have created themselves and it is not an issue of a matter that is specifically related to the land, which is one of the requirements. Attorney Bowens specifically directed the Board and this Council to *Williams vs. North Carolina Department of Environment and Natural Resources* 144 NC at 479 or 548 SC 2nd 793 2001 for North Carolina Court of Appeals decision, as well as *Turk vs. Town of Surf City* 182 North Carolina at 427, 642 SC 2nd 251 2007 decision. The hardship in this case is a hardship that is self-inflicted. Attorney Bowens stated that he is a professional providing evidentiary testimony as it relates to whether or not a hardship in this case is, in fact, in place for which this Board would be authorized to hear the variance on the Special Use Permit and on the Town's Ordinance processes. As the applicant had previously stated in his presentation—the basis for the variance was in fact the tax credits and that that would be an economic benefit that would be derived down the road as it relates to the development of the property from North Carolina Housing Finance Corporation. Attorney Bowens stated that he has dealt with NC Housing Finance Corporation in land use, zoning and development work for more than 21 years and would remind the Board again that this is not a variance for which the Board could move forward. If it did in fact move forward, Mr. Bowens and his party would respectfully submit that the Board might in fact be buying itself a lawsuit. Attorney Bowens stated that while it's all well and good that the applicant has chosen to change the location of two primary buildings, it still does not alleviate or overcome the standard as it relates to the basis upon which a variance can be approved—both by the Town's Ordinance and by Statutes of North Carolina. As a result, Attorney Bowens respectfully asked that the Board deny the variance request and deny the Special Use Permit at this stage.

Commissioner Lutz requested Attorney Bowens to repeat the UDO number. Attorney Bowens stated that the UDO number is 15.17C5C and that this UDO specifically precludes economic hardship as a basis for the granting of a variance. He said that, more generally, that's just one provision of the Town's Ordinance, but the general rule is—with respect to variances—that there has to be something that is site-specific. This is not site-specific. The variance is not related to—for example—something unusual about the land that would cause it to technically not meet the requirements of the zoning and that's not the case, here. He said that there's nothing uncommon. The only issue in this case is that the applicant failed to get their application in within sufficient time in order to take advantage of a particular type of tax credit and whether those tax credits would be available at another time is not germane to this argument. Attorney Bowens stated that, in fact, because of the basis that the applicant has identified, they have not demonstrated any hardship for which this particular variance could be approved.

Mayor Gray invited anyone else who would like to speak in opposition to the request.

Regina Harmon, 6616 Tales Branch Road of Wendell, stated she owns two businesses in Wendell. She reached out to the Commissioners and only spoke to a few as a means of being up front about the issue earlier that the Commissioners voted on and that they passed. Mrs. Harmon said that she couldn't separate the two and shared it with the Commissioners to which they replied that they couldn't talk about one, but that the Commissioners could talk about the other issue because the other was not brought up yet. Mrs. Harmon wanted to make it clear that those of the Commissioners she spoke to did tell her that and that she thanked them for speaking with her on the matter. Mrs. Harmon affirmed that the Commissioners have a hard job on what they have to do to balance what's good for the Town, the growth of the Town, the direction we need to take, whether it's the downtown DMX that is currently being worked on or rezoning a piece of property to potentially bring in a larger number of homes to the community. She respected that the applicant is trying to take into consideration the individuals that live out there. Mrs. Harmon appreciated the traffic study being done and would want a second traffic study, because those citizens who live in Wendell have driven down that road multiple times would say that it is a small road, it has issues coming down to Wendell Blvd., it has issues on Church Street down Industrial. She said that the development that is already there will bring in 50 homes which is going to be another hundred in addition to what's already there. Then, with the Apartment complex, another 150-200 cars being added would create a lot of traffic coming in and out without having anything being done to that road based on their traffic study. Mrs. Harmon said that she isn't saying that Mr. Dean who conducted the traffic study isn't correct, she is saying that it's hard to believe with that road. Mrs. Harmon also mentioned the applicant's proposal of moving the buildings and mentioned concern about runoff during construction coming down the property. Mrs. Harmon brought up the fact that she lives off of Poole Road, right across from Central Baptist Church, which came to the Commissioners and wanted to rezone the property in order to put in a larger building. Mrs. Harmon stated that the church installed a diversion contraption where the runoff water goes. However, they put it up high, rather than low. As a result, Mrs. Harmon said

that all the runoff water came into her farm, where the runoff ditch was once ½ an inch deep and is now 5-15 feet deep. Mrs. Harmon stated that if the Apartment Complex is built, making sure that any runoff water is going to go to a part that is adjacent is important. Mrs. Harmon asked the Board to really consider the legality issues that Attorney Bowens mentioned earlier when making their decision. Mrs. Harmon recognized that the community and the Commissioners won't always agree but is grateful that the discussion is there. She stated that the Board has been given testimony by a lawyer, who has given them some promising things to look at. She stated that before the Board votes tonight, they should probably look those things up that Mr. Bowens referenced.

Town Manager Collins confirmed with Mayor Gray that Opposition for the Evidentiary Hearing is limited to five minutes. Mayor Gray confirmed.

Kathy Dara, 3512 Coach Lantern Drive, wanted to ask something of the gentleman that spoke earlier. She stated that from her research, the 42 tax credit program is every year you have to re-certify and you cannot be above the limit.

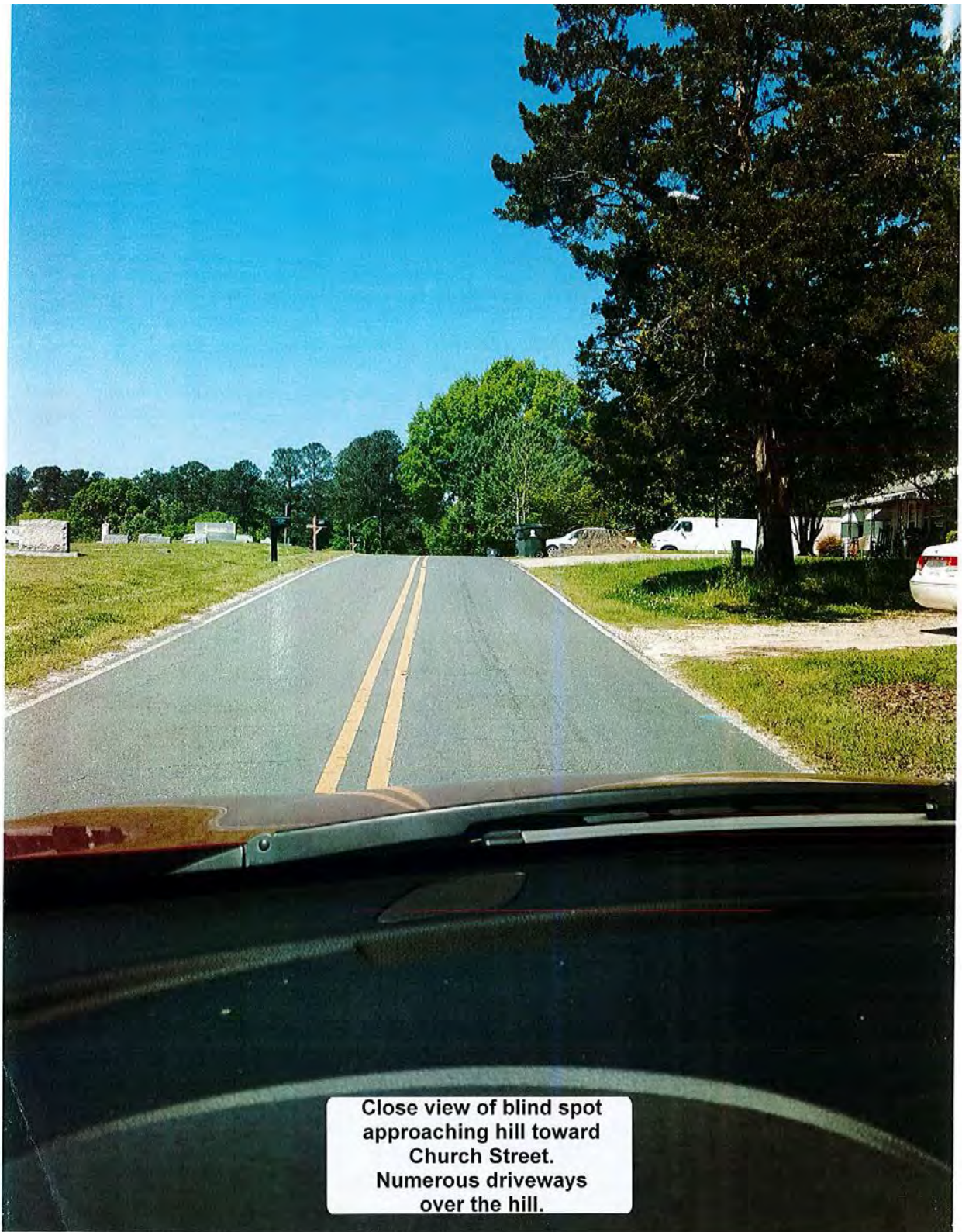
Town Manager Collins reminded Mrs. Dara that she has to address the Board in her opposition, not the applicant.

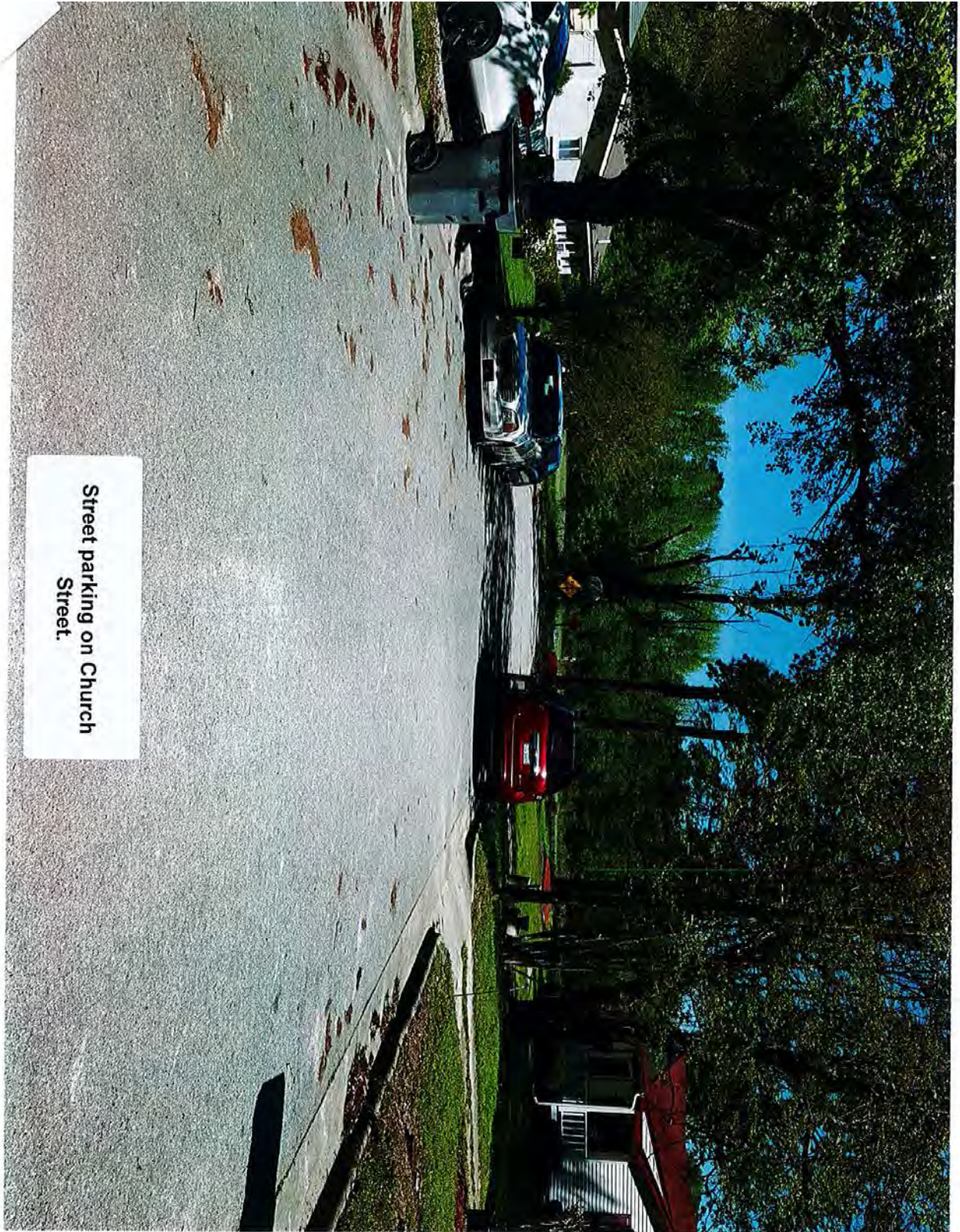
Mrs. Dara stated to the Board that the applicant said that once residents begin to move in, the limits are required upon move-in, but that it doesn't matter what they make. From Mrs. Dara's research, that isn't the case—each year you have to re-certify. She does believe that the Town needs some apartment complexes and would like to see some, as most residents of Apartments end up moving into homes. She added that she does not think that this is the right location for an apartment complex, because there's a lot of traffic and that there are real concerns of the current residents of Church Street. Mrs. Dara's second concern was from things that have been said by the Board of Commissioners and the Planning Board—that it isn't their place to tell people what to do with their property. Mrs. Dara posed the question to the Board, "Then, why do we have a Board if their job is not to tell people what to do with their property?" Mrs. Dara stated that she owns a coffee shop and that the Health Department comes in twice a year to tell them what to do and how to do it. Mrs. Dara said that these regulations are an issue of Public Safety in keeping the community safe. Mrs. Dara stated that she thinks it is the Board's job to do what's best for the community. She said that the community that currently lives on Church street has paid taxes and sown into Wendell and is telling the Board that they don't want the Apartment Complex. She thinks the Town has the responsibility to listen to the people who put the Commissioners in their seats.

Connell Herndon, 230 Church Street, said that over the last few days of conducting research, listening to some of the things that have been said, and what the applicant has stated, there's a reason why the Town has a Technical Review Committee. He said that the applicant came and said the development team conducted an analysis, of which he did not provide any report to the Board. Therefore, he said that the applicant's word is no more reliable than his own. He has lived in Wendell for over 60 years and it is

already difficult for him to get in and out of his street, get to Wendell Blvd, and leave at specific times in the morning. He stated that he was born and raised in Wendell and has talked to the community because the people that live here travel in and out of that street and know how things go. He has been a manager/supervisor for many corporations. He stated that he goes and listens to his employees so that he can best make his area and the production of his group better. He stated that he is all for progress, but that this would change the characteristics of his community.

Tyler Ayscue questioned the legitimacy of the traffic study that was conducted. He said that it was done during one day in the previous week on a holiday week when most schools were out. The crew was at Church Street and Industrial Drive as they stated. He stated that at a quarter after 5 in the afternoon, he got to that intersection at Industrial Drive and Wendell Blvd. and it took him three minutes before he could get out, with five cars behind him. He stated that in reality, the number of vehicles traveling up and down is not as important as the spacing between them because one can't get out. He stated that the community has tractor trailers coming in, with some of them belonging to him and others belonging to a lot of businesses that are on that street and a lot of them are going to have issues, as it is already difficult to get the vehicles in and out. He stated that if more vehicles are added to it, the community is going to have problems. He reiterated that this is an 84-unit, low-income apartment complex. He said that he has the applicant's preliminary tax credit application and that the application says "Wendell Place Apartments, 14 one-bedroom, one-bathroom; 44 two-bedroom, two-bathroom; and 26 three-bedroom, two-bathroom units on 15 acres. As proposed, 25% of the units will serve residents earning less than 30% of the area median income, 40% will be less than 50% of the area median income. Ultimately, 100% of the units will be affordable for those earning under 60% of the area median income. There will also be 10 fully-accessible units for impaired, disabled, or homeless populations in the area." Mr. Ayscue stated that, as he read online, that this would put the apartment complex in the low to very low-income housing category. He stated that this will give the applicant substantial tax credits—if one were to look, it is shocking how much money has been made through low-income housing. He stated that the good of the people doesn't matter because this is a money-making deal. He has a 2018 study in front of him that was done in Wendell, stating that 12.3% of government-subsidized— Mr. Ayscue recognize that this property isn't government-subsidized, he just wants to give the Commissioners a picture of what they're dealing with—12.3% government-subsidized, compared to other houses that are in Wendell. He said that the county average is 4.1%. He stated that the Town has a problem and it seems like everybody's flocking here now because the Town is allowing this to happen. He stated that the Town already has one at the end of Industrial Drive, there's one by the Post Office. He stated that we need jobs and nicer homes that people would be proud to live in. He is also concerned about the runoff on the property and the stormwater retention pond. When thunderstorms came through the area last week, the water was about a foot below the level of his dirt road leading into his farm. This means that his farm will have problems—asphalt doesn't hold water, dirt does. He has some pictures and asked if he can share them with the Board, of Church Street and Industrial Drive. A copy of these photos was passed to Commissioners for reference and have been incorporated into the minutes as attachments:







Mayor Gray instructed Mr. Ayscue to hand the photos to Town Clerk Howard, who passed them to the Board.

Mr. Ayscue stated that one of the photos will show the blind hill as one approaches Church Street, up and over, another shows the condition of Industrial Drive's potholes, and the third photo shows the width and why the residents are concerned about the 50-foot right-of-way on Church Street. He stated that also, this low-income housing that's coming in is just going to be a draw for more. The town has 49 homes being built nearby. He stated that the town should allow that to happen, then reevaluate and have a proper traffic impact analysis done over a period of time that takes more parameters into account. He hopes that the Commissioners will side with the community because he feels like they've been very courteous and they respect the Commissioners' decision, but they also love their neighborhood.

As no one else provided oppositional testimony, Mayor Gray invited the applicant to provide rebuttal.

Mr. Guillett stated, in answering the lady's question about certifications, the income caps are on the initial move-in. He said that what you're certifying is that that person that moved into this unit met that threshold, that move-in and you're certifying that that same applicant is still in that unit. Any new tenants that come in have to meet that initial threshold. He stated that what you're certifying is that those initial tenants that were qualified that still live on the property are still there and they can make as much money. It's not that they're certifying an additional income level. The reading from his preliminary application from the North Carolina Finance Agency—all the market studies, market revisions—all that has changed and since then the 80% units have been added in since that preliminary application and will be reflected in the final application that his team has agreed to with the agency. Anything that was on that preliminary application is just that—a preliminary application that was put in back in January. He worked on adjusting that with the Market Analyst, the Housing Finance Agency over the last three months. The latest versions of what he has presented is the reality and the preliminary application is no longer relevant.

Mr. Guillett's attorney stated that he has not been sworn in and needs to be sworn in. Town Clerk Howard swore in Attorney Jim Purrell.

Jim Purrell, 2005 Caminos Drive in Raleigh, stated that procedurally, it would probably be better for staff to explain on the variance discussion. He stated that yes—utilizing section 42 tax credit—the way that process works would not allow for (and Mr. Purrell stated that he does not know of anyone there doing master plans...) Because of the time and money that goes into it, he thinks that it would preclude development, utilizing those credits as far as other showings it's consistent with the intent of the ordinance. The applicant has secured public safety with the traffic study and he thinks that it achieves substantial justice. He stated that they did not create that hardship and he thinks that the Board would acquire a Master Plan in order to avoid that variance. He thinks that the Board would be eliminating these developments.

Kevin Dean apologized to the Board for the oversight and that the copies given are the copies of the traffic study, which is now incorporated in the minutes as the following attachment:

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KIMLEY-HORN AND ASSOCIATES, INC
NC License #F-0102

MEMORANDUM

To: Mr. James A. Harrell, III
From: Kevin Dean, P.E.
Kimley-Horn and Associates, Inc.
Date: April 19, 2019
Subject: Wendell Place – Traffic Assessment



Kimley-Horn has performed a Traffic Assessment for the proposed Wendell Place residential development located on the north side of Industrial Drive at Church Street in Wendell, North Carolina. As currently envisioned, the development will include 84 apartments and is proposed to be accessed via the extension of Church Street. The development has a projected build-out year of 2021.

This report presents trip generation, distribution, traffic analyses, and recommendations for transportation improvements required to meet anticipated traffic demands in conjunction with the proposed development in the 2021 study year. The site location and proposed site plan are shown on **Figures 1 and 2**, respectively.

Existing and Background Traffic

AM and PM peak hour turning movement counts were collected on April 17, 2019 at the following intersection:

- Wendell Boulevard (US 64 Business) at Industrial Drive
- Industrial Drive at Church Street

The existing AM and PM peak hour turning movement volumes are shown on **Figures 3 and 4**, respectively, and the count data is attached. It should be noted that these turning movement counts were collected while Wake County Public Schools were not in session due to constraints in the project timeline. However, the relative impact of site traffic on the study intersections is expected to be consistent, and the reported percent impact of site traffic relative to the total build-out volume would decrease if existing volumes increased in other conditions.

Historic daily traffic volumes indicate that volumes along Wendell Boulevard in the vicinity of Industrial Drive have decreased since 2013, which generally aligns with the construction of Wendell Falls Parkway and the interchange on US-264 Bypass/I-87. However, to present a conservative analysis, an annual growth factor of 3% was applied to the existing traffic volumes up to the year 2021 to calculate background traffic volumes. Additionally, site traffic from the approved nearby 49-unit Wendell Crossing residential development was also included in this analysis as background traffic. While no traffic study was performed for that development, site traffic was generated using the ITE *Trip Generation Manual* and distributed to the roadway network. To be conservative, it was assumed that development would be fully constructed and occupied prior to the build-out of this development. Peak hour background traffic volumes, which include historic growth traffic and approved development traffic, are shown on **Figures 3 and 4**.



Trip Generation

The trip generation potential of the development was determined using the traffic generation rates published in the *ITE Trip Generation Handbook* (Institute of Transportation Engineers, Tenth Edition, 2017). The trip generation for the development is summarized in [Table 1](#). For reference, based on the proposed 2-story building height and guidance from ITE and the North Carolina Department of Transportation (NCDOT) related to trip generation for multifamily housing developments, the analysis was performed using the "Multifamily Housing (Low-Rise)" land use (LUC 220).

Table 1 ITE Traffic Generation (Vehicles)									
Land Use Code	Land Use	Intensity		Daily		AM Peak Hour		PM Peak Hour	
				In	Out	In	Out	In	Out
220	Multifamily Housing (Low-Rise)	84	d.u.	297	297	9	31	32	19

The proposed Wendell Place project is expected to generate 594 new daily trips, 40 new trips in the AM peak hour and 51 new trips in the PM peak hour.

Trip Distribution and Assignment

The proposed generated trips were assigned to the surrounding roadway network. The directional distribution and assignment were based on land uses and existing travel patterns in the area.

- 80% to/from the north on Wendell Boulevard (US 64 Business)
- 20% to/from the south on Wendell Boulevard (US 65 Business)

The site traffic distribution and percent assignment for the net new site trips are shown on [Figure 5](#).

The attached [Figures 6](#) and [7](#) show the AM and PM peak hour site traffic volumes at the study intersections, respectively, as well as the total build-out peak hour traffic volumes.

Existing peak hour factors (PHF) were used for all of the traffic conditions.

Capacity Analysis

Capacity analyses were performed using Synchro Version 10 software. Synchro intersection level-of-service (LOS) reports are attached. The LOS for the study intersections are summarized in [Table 2](#).



Table 2 Level-of-Service Summary		
Condition	AM Peak Hour LOS (Delay)	PM Peak Hour LOS (Delay)
Wendell Boulevard at Industrial Drive (Unsignalized)		
Existing (2019) Traffic	EB – C (20.6) NBL – A (8.2)	EB – D (25.2) NBL – A (9.7)
Background (2021) Traffic	EB – D (26.9) NBL – A (8.3)	EB – D (34.9) NBL – B (10.0)
Build-out (2021) Traffic	EB – D (34.6) NBL – A (8.3)	EB – E (45.1) NBL – B (10.2)
Industrial Drive at Church Street (Unsignalized)		
Existing (2019) Traffic	NB – A (8.9) SB – A (8.9) EBL – A (7.2) WBL – A (7.3)	NB – A (8.9) SB – A (8.9) EBL – A (7.3) WBL – A (7.2)
Background (2021) Traffic	NB – A (8.7) SB – A (9.0) EBL – A (7.2) WBL – A (7.3)	NB – A (8.8) SB – A (9.3) EBL – A (7.3) WBL – A (7.3)
Build-out (2021) Traffic	NB – A (8.7) SB – A (9.4) EBL – A (7.3) WBL – A (7.3)	NB – A (8.9) SB – A (9.6) EBL – A (7.3) WBL – A (7.3)

Analysis indicates that the intersection of Wendell Boulevard at Industrial Drive is expected to operate with moderate delays on the minor street approach (Industrial Drive) at project build-out. However, it is typical for stop sign controlled side streets and driveways intersecting major streets to experience moderate to long delays during peak hours, while the majority of the traffic moving through the intersection on the major street experiences little or no delay. Synchro 95th percentile queue lengths on the minor street approach increase by only 33' in the AM peak hour and 23' in the PM peak hour with the addition of site traffic, and SimTraffic simulations confirm that no queueing issues are expected at project build-out. Additionally, site traffic is expected to account for approximately 4% of the total intersection traffic at project build-out.

At the intersection of Industrial Drive at Church Street/East Street, analyses indicate that the intersection is expected to operate with short delays and queues in each of the studied traffic conditions with only minor increases in delay associated with the addition of site traffic.

Preliminary Signal Warrant Analysis

Using the peak hour turning movement counts collected as part of this analysis, a preliminary signal warrant analysis was performed at the intersection of Wendell Boulevard at Industrial Drive. That analysis indicates that volumes do not meet MUTCD thresholds for the peak hour or 4-hour warrants, and do not meet more than 3-hours (of the 4-hours in which counts were collected) of the 8-hour warrant. As such, a traffic signal is not expected to be warranted at build-out of this project.



Page 4

Recommendations

As both study intersections are expected to operate with short to moderate delays at project build-out, and as the addition of site traffic results in only minor increases in intersection delays and queues, no roadway improvements are recommended to be performed to accommodate projected site traffic.

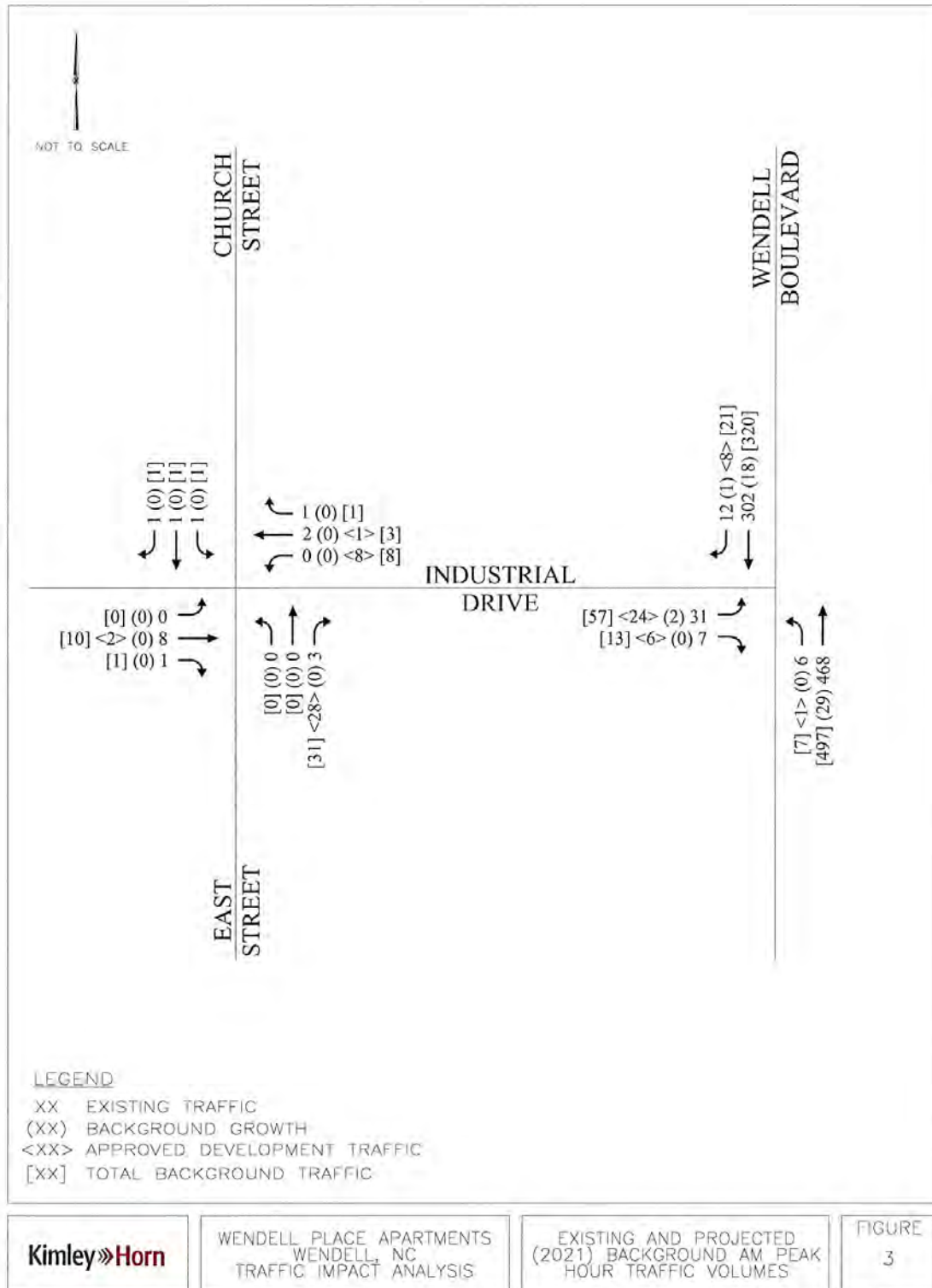
Should you have any questions or comments, please do not hesitate to contact me at (919) 653-2948 or kevin.dean@kimley-horn.com.



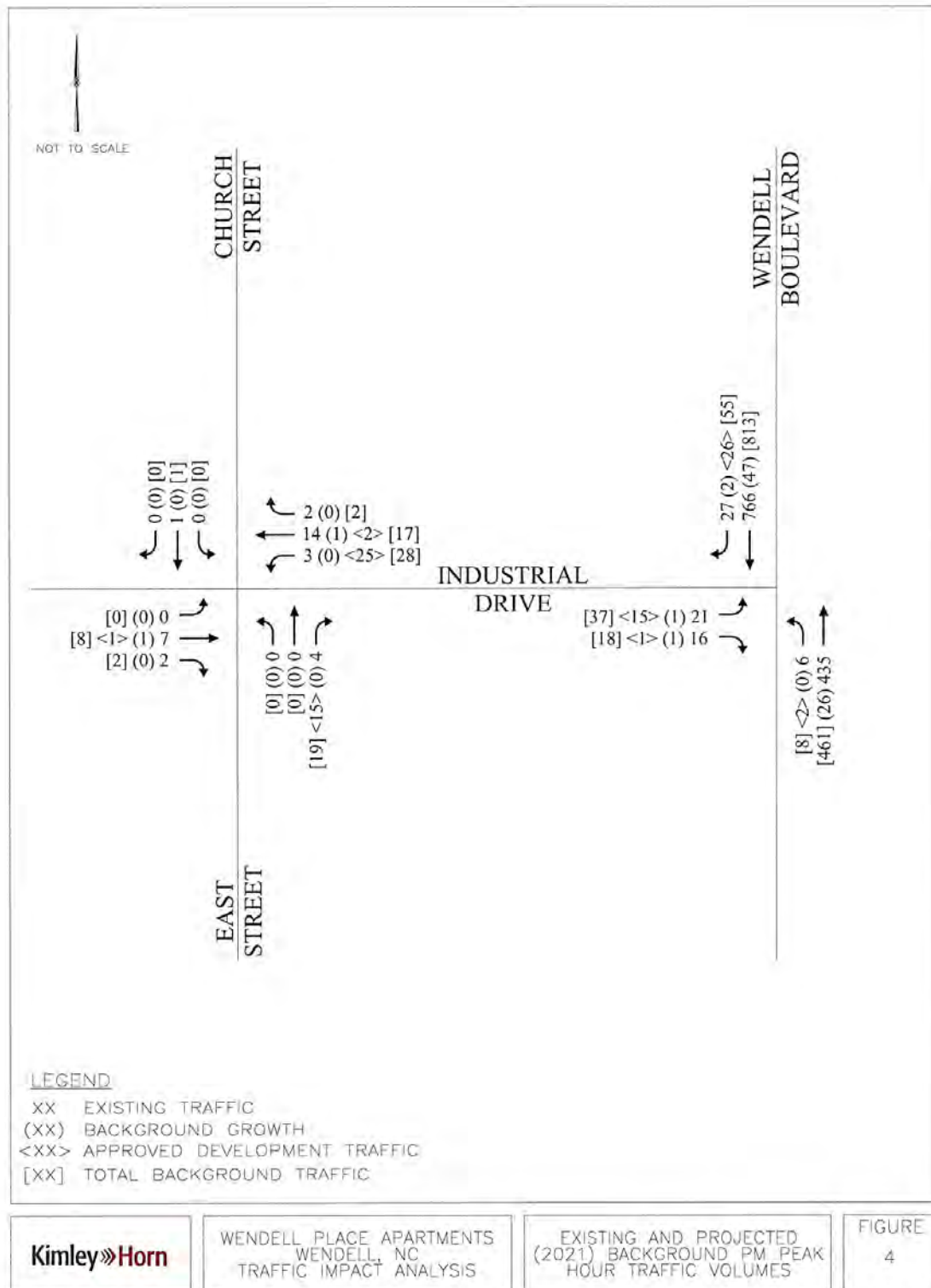
Kimley»Horn	WENDELL PLACE APARTMENTS WENDELL, NC TRAFFIC IMPACT ANALYSIS	SITE LOCATION	FIGURE 1
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THIS DOCUMENT, TOGETHER WITH THE CONCEPTS AND DESIGNS PRESENTED HEREIN, AS AN INSTRUMENT OF SERVICE, IS INTENDED ONLY FOR THE SPECIFIC PURPOSE AND CLIENT FOR WHICH IT WAS PREPARED. REUSE OF AND IMPROPER RELIANCE ON THIS DOCUMENT WITHOUT WRITTEN AUTHORIZATION AND ADAPTATION BY KIMLEY-HORN AND ASSOCIATES, INC. SHALL BE WITHOUT LIABILITY TO KIMLEY-HORN AND ASSOCIATES, INC.

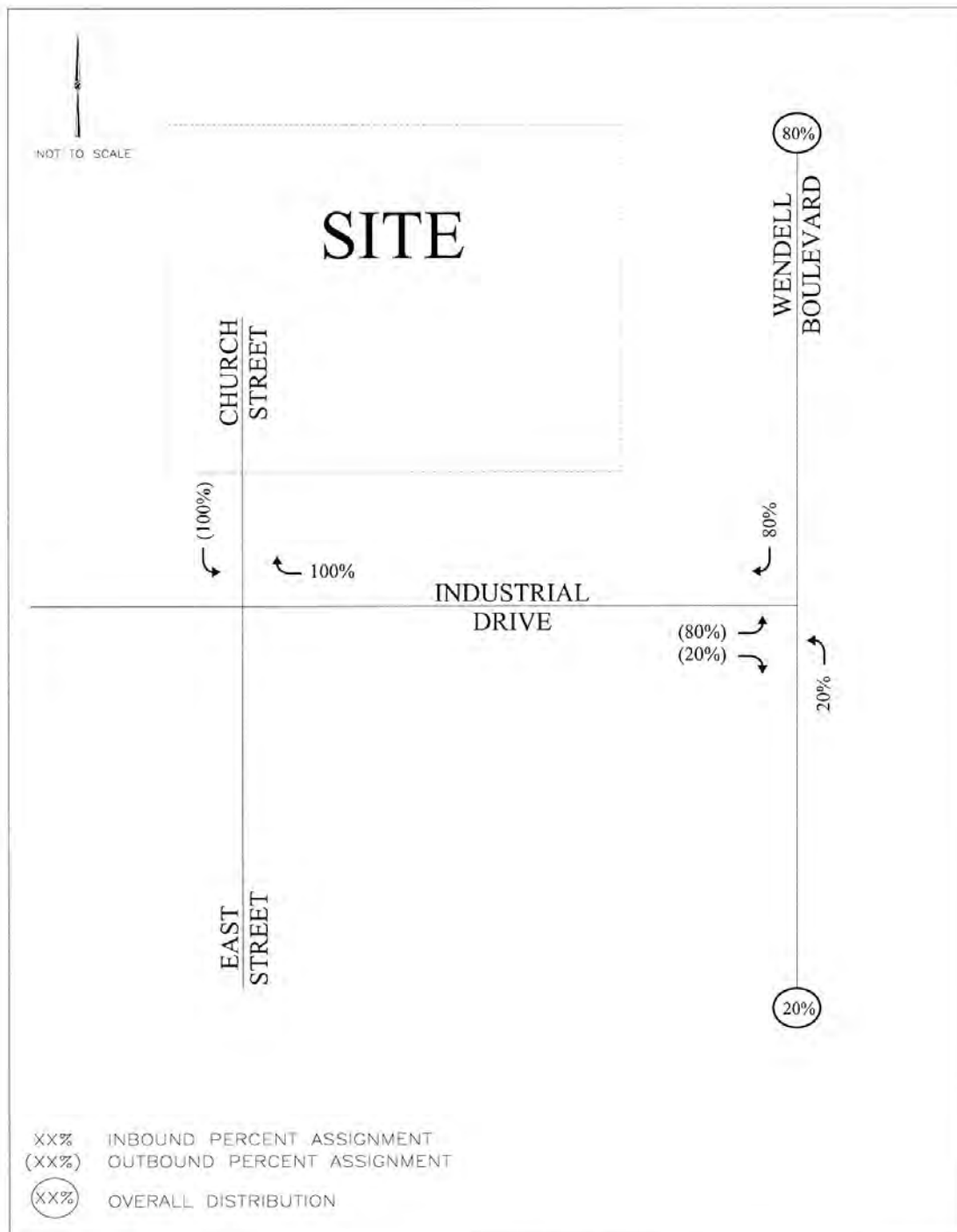


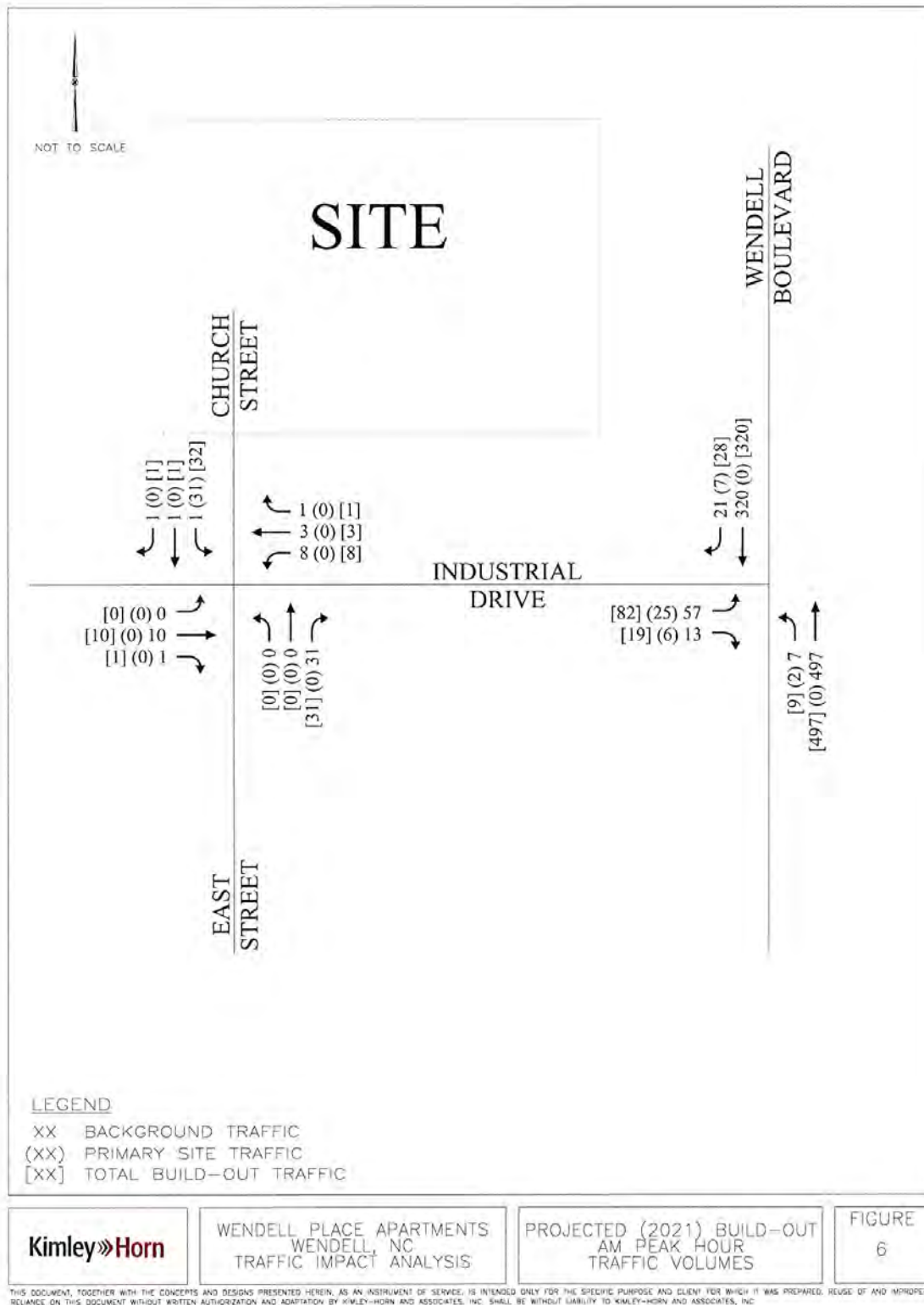


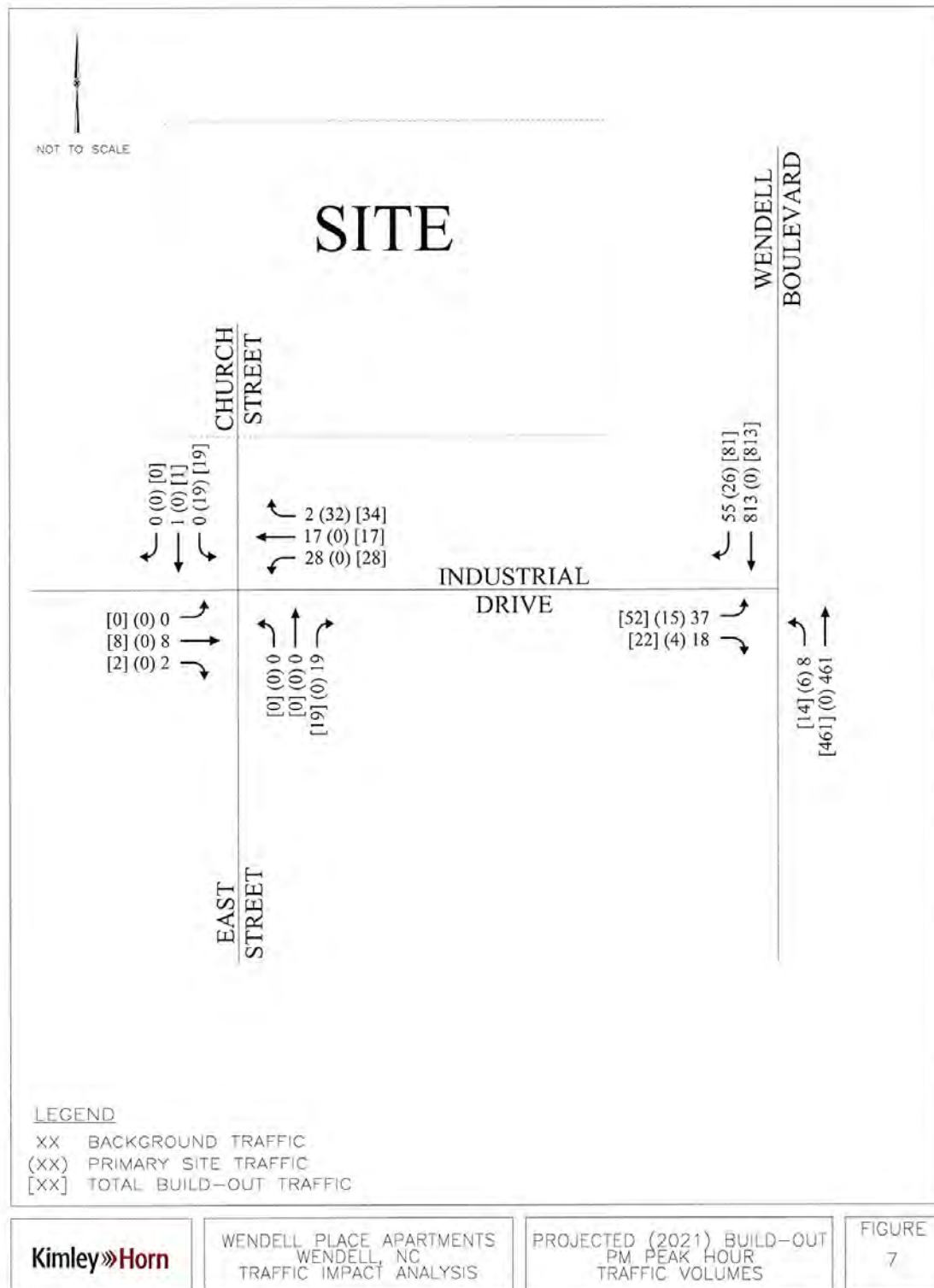
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Traffic Sueuey Services, Inc.

7909 Old Stage Rd.
Raleigh, NC 27603

We are your eyes in the field

Industrial Dr. @ Wendell Blvd.
Wendell, NC
Counter:JCG
Weather: Clear

File Name : IndustrialWendell
Site Code : 00019131
Start Date : 4/17/2019
Page No : 1

Groups Printed- Vehicles

Start Time	Wendell Blvd. From North				From East App. Total	Wendell Blvd. From South				From West App. Total	Industrial Dr. From West				Int. Total
	Right	Thru	Left	App. Total		Right	Thru	Left	App. Total		Right	Thru	Left	App. Total	
07:00 AM	2	42	0	44	0	0	145	0	145	0	0	5	5	5	194
07:15 AM	1	51	0	52	0	0	117	0	117	1	0	7	8	8	177
07:30 AM	1	46	0	47	0	0	128	1	129	1	0	2	3	3	179
07:45 AM	7	84	0	91	0	0	121	1	122	1	0	5	6	6	219
Total	11	223	0	234	0	0	511	2	513	3	0	19	22	22	769
08:00 AM	4	63	0	67	0	0	98	0	98	0	0	3	3	3	168
08:15 AM	3	69	0	72	0	0	106	2	108	2	0	10	12	12	192
08:30 AM	2	58	0	60	0	0	120	2	122	1	0	9	10	10	192
08:45 AM	3	112	0	115	0	0	144	2	146	4	0	9	13	13	274
Total	12	302	0	314	0	0	468	6	474	7	0	31	38	38	826
*** BREAK ***															
04:00 PM	8	195	0	203	0	0	101	2	103	4	0	5	9	9	315
04:15 PM	6	191	0	197	0	0	92	1	93	3	0	5	8	8	298
04:30 PM	7	178	0	185	0	0	96	4	100	2	0	6	8	8	293
04:45 PM	7	171	0	178	0	0	95	6	101	5	0	6	11	11	290
Total	28	735	0	763	0	0	384	13	397	14	0	22	36	36	1196
05:00 PM	6	193	0	199	0	0	103	3	106	7	0	5	12	12	317
05:15 PM	7	213	0	220	0	0	113	1	114	5	0	5	10	10	344
05:30 PM	8	177	0	185	0	0	103	1	104	3	0	5	8	8	297
05:45 PM	6	183	0	189	0	0	116	1	117	1	0	6	7	7	313
Total	27	766	0	793	0	0	435	6	441	16	0	21	37	37	1271
Grand Total	78	2026	0	2104	0	0	1798	27	1825	40	0	93	133	133	4062
Apprch %	3.7	96.3	0			0	98.5	1.5		30.1	0	69.9			
Total %	1.9	49.9	0	51.8	0	0	44.3	0.7	44.9	1	0	2.3	3.3		

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Traffic Suevey Services, Inc.

7909 Old Stage Rd.
Raleigh, NC 27603

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Wendell, NC
Counter: JCG
Weather: Clear

File Name : IndustrialWendell
Site Code : 00019131
Start Date : 4/17/2019
Page No : 2

	Wendell Blvd. From North				From East	Wendell Blvd. From South				Industrial Dr. From West				
Start Time	Right	Thru	Left	App. Total	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1														
Peak Hour for Entire Intersection Begins at 08:00 AM														
08:00 AM	4	63	0	67	0	0	98	0	98	0	0	3	3	168
08:15 AM	3	69	0	72	0	0	106	2	108	2	0	10	12	192
08:30 AM	2	58	0	60	0	0	120	2	122	1	0	9	10	192
08:45 AM	3	112	0	115	0	0	144	2	146	4	0	9	13	274
Total Volume	12	302	0	314	0	0	468	6	474	7	0	31	38	826
% App. Total	3.8	96.2	0			0	98.7	1.3		18.4	0	81.6		
PHF	.750	.674	.000	.683	.000	.000	.813	.750	.812	.438	.000	.775	.731	.754
Peak Hour Analysis From 12:00 PM to 05:45 PM - Peak 1 of 1														
Peak Hour for Entire Intersection Begins at 05:00 PM														
05:00 PM	6	193	0	199	0	0	103	3	106	7	0	5	12	317
05:15 PM	7	213	0	220	0	0	113	1	114	5	0	5	10	344
05:30 PM	8	177	0	185	0	0	103	1	104	3	0	5	8	297
05:45 PM	6	183	0	189	0	0	116	1	117	1	0	6	7	313
Total Volume	27	766	0	793	0	0	435	6	441	16	0	21	37	1271
% App. Total	3.4	96.6	0			0	98.6	1.4		43.2	0	56.8		
PHF	.844	.899	.000	.901	.000	.000	.938	.500	.942	.571	.000	.875	.771	.924

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Traffic Sueuey Services, Inc.

7909 Old Stage Rd.
Raleigh, NC 27603

We are your eyes in the field

Industrial Dr. @ Church/East St.
Wendell, NC
Counter: JG/JE
Weather: Clear

File Name : industrialeast
Site Code : 00019132
Start Date : 4/17/2019
Page No : 1

Groups Printed- Vehicles

	Church St. From North				Industrial Dr. From East				Church St. From South				Industrial Dr. From West				
Start Time	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Int. Total
07:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	1	2	0	3	3
07:15 AM	0	0	1	1	0	0	0	0	2	0	0	2	0	3	0	3	6
07:30 AM	0	1	0	1	0	1	0	1	1	0	0	1	0	2	0	2	5
07:45 AM	1	0	0	1	1	1	0	2	0	0	0	0	0	1	0	1	4
Total	1	1	1	3	1	2	0	3	3	0	0	3	1	8	0	9	18
08:00 AM	0	0	0	0	0	1	0	1	0	0	0	0	0	1	0	1	2
08:15 AM	0	0	0	0	0	2	0	2	1	0	0	1	0	2	0	2	5
08:30 AM	0	0	0	0	0	1	0	1	1	0	0	1	0	2	0	2	4
08:45 AM	0	0	0	0	0	1	1	2	2	0	0	2	0	1	0	1	5
Total	0	0	0	0	0	5	1	6	4	0	0	4	0	6	0	6	16
*** BREAK ***																	
04:00 PM	0	0	0	0	0	1	1	2	0	1	1	2	0	1	0	1	5
04:15 PM	0	0	0	0	1	3	0	4	0	0	0	0	0	2	0	2	6
04:30 PM	0	1	0	1	1	4	1	6	1	0	0	1	0	1	0	1	9
04:45 PM	0	0	0	0	0	3	2	5	2	0	0	2	1	2	0	3	10
Total	0	1	0	1	2	11	4	17	3	1	1	5	1	6	0	7	30
05:00 PM	0	0	0	0	0	4	0	4	1	0	0	1	1	2	0	3	8
05:15 PM	0	0	0	0	1	0	2	3	1	0	0	1	0	2	0	2	6
05:30 PM	0	0	0	0	1	2	3	6	1	0	0	1	0	0	0	0	7
05:45 PM	0	0	0	0	0	3	2	5	1	0	1	2	0	2	0	2	9
Total	0	0	0	0	2	9	7	18	4	0	1	5	1	6	0	7	30
Grand Total	1	2	1	4	5	27	12	44	14	1	2	17	3	26	0	29	94
Approch %	25	50	25		11.4	61.4	27.3		82.4	5.9	11.8		10.3	89.7	0		
Total %	1.1	2.1	1.1	4.3	5.3	28.7	12.8	46.8	14.9	1.1	2.1	18.1	3.2	27.7	0	30.9	

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Raleigh, NC 27603

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Wendell, NC
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Weather: Clear

File Name : industrialeast
Site Code : 00019132
Start Date : 4/17/2019
Page No : 2

	Church St. From North				Industrial Dr. From East				Church St. From South				Industrial Dr. From West				
Start Time	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:00 AM																	
07:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	1	2	0	3	3
07:15 AM	0	0	1	1	0	0	0	0	2	0	0	2	0	3	0	3	6
07:30 AM	0	1	0	1	0	1	0	1	1	0	0	1	0	2	0	2	5
07:45 AM	1	0	0	1	1	1	0	2	0	0	0	0	0	1	0	1	4
Total Volume	1	1	1	3	1	2	0	3	3	0	0	3	1	8	0	9	18
% App. Total	33.3	33.3	33.3		33.3	66.7	0		100	0	0		11.1	88.9	0		
PHF	.250	.250	.250	.750	.250	.500	.000	.375	.375	.000	.000	.375	.250	.667	.000	.750	.750
Peak Hour Analysis From 12:00 PM to 05:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:15 PM																	
04:15 PM	0	0	0	0	1	3	0	4	0	0	0	0	0	2	0	2	6
04:30 PM	0	1	0	1	1	4	1	6	1	0	0	1	0	1	0	1	9
04:45 PM	0	0	0	0	0	3	2	5	2	0	0	2	1	2	0	3	10
05:00 PM	0	0	0	0	0	4	0	4	1	0	0	1	1	2	0	3	8
Total Volume	0	1	0	1	2	14	3	19	4	0	0	4	2	7	0	9	33
% App. Total	0	100	0		10.5	73.7	15.8		100	0	0		22.2	77.8	0		
PHF	.000	.250	.000	.250	.500	.875	.375	.792	.500	.000	.000	.500	.500	.875	.000	.750	.825

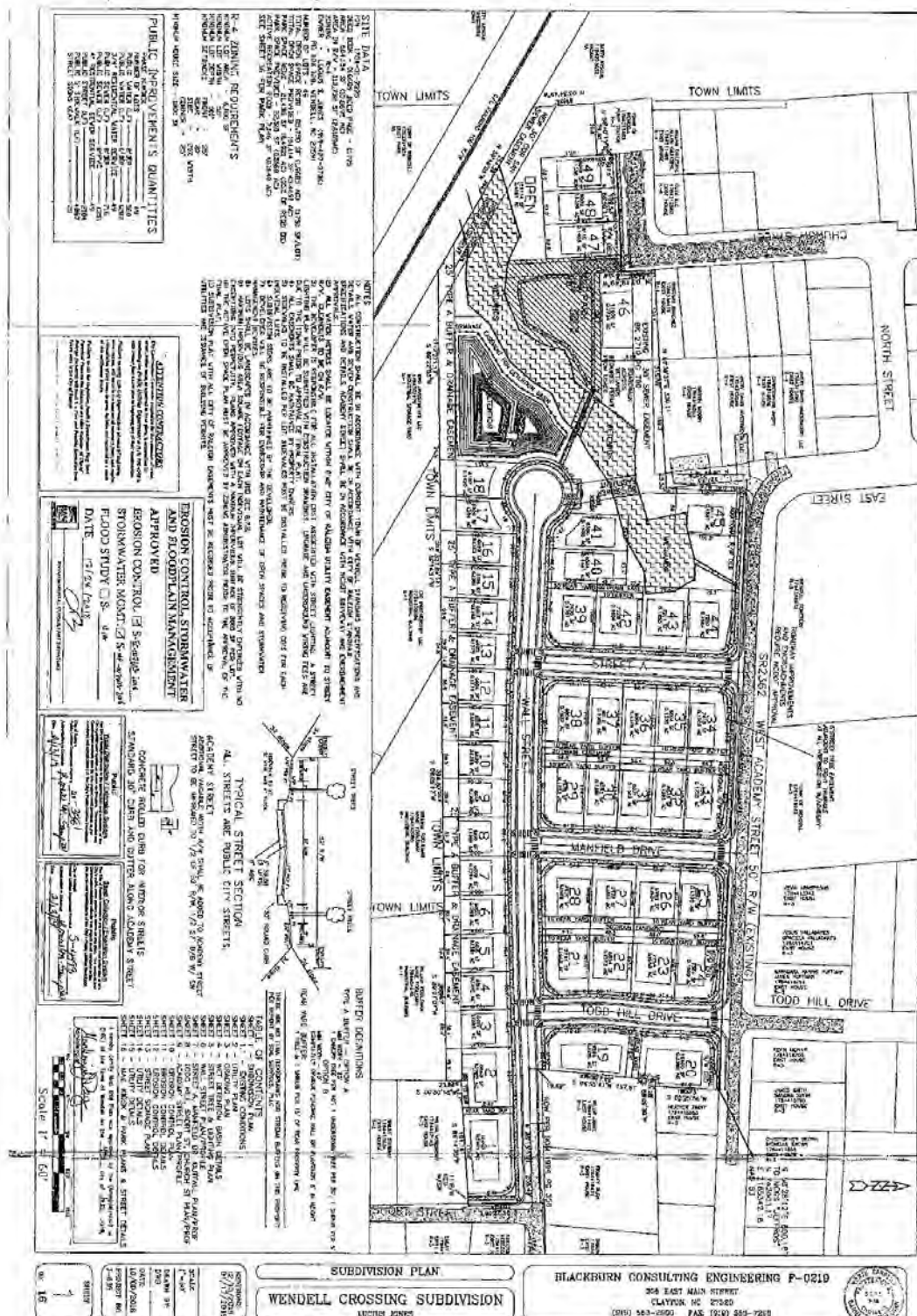
Wendell Place - Historic Growth	ADT				Growth Rate		
	2017	2015	2013	2011	2015-2017	2013-2017	2011-2017
Wendell Boulevard S of Academy	14000	15000	16000	15000	-3.39%	-3.28%	-1.14%
Marshallburn N of Academy	2100	2000	2000	2100	2.47%	1.23%	0.00%
Industrial W of Wendell Boulevard*	810	840	750	700	-1.80%	1.94%	2.45%
Academy W of Wendell Boulevard*	340	370	300	340	-4.14%	3.18%	0.00%
Wendell Boulevard E of Cypress	13000	13000	13000	13000	0.00%	0.00%	0.00%
Wendell Boulevard W of Liles Dean	12000	13000	14000	13000	-3.92%	-3.78%	-1.33%

*Provided volumes from 2015, 2013, 2011, 2009

Approved Development Trip Generation - Wendell Crossing										
Table A - Trip Generation										
Land Use	Intensity	Daily			AM Peak Hour			PM Peak Hour		
		Total	In	Out	Total	In	Out	Total	In	Out
210 Single Family Detached Housing	49 d.u.	540	270	270	40	10	30	51	32	19

K:\DUR_LDEV\Wendell Place Apartments\T4 - Analysis\WendellPlaceAppts-TIA Data.xls\ApDevTripGen-Wendell Crossing

4/19/19



Wendell Place Apartments										
Table 1 - Trip Generation										
Land Use	Intensity	Daily			AM Peak Hour			PM Peak Hour		
		Total	In	Out	Total	In	Out	Total	In	Out
220 Multifamily Housing (Low-Rise)	84 d.u.	594	297	297	40	9	31	51	32	19

K:\DUR_LDEV\Wendell Place Apartments\T4 - Analysis\WendellPlaceApbs-T4a Data.xls]Trip Gen

4/19/19

INTERSECTION ANALYSIS SHEET

Project: Wendell Place Apartments
Location: Wendell, NC
Ct. Date: 4/17/2019
N/S Street: Wendell Boulevard (US 64 Bus.)
E/W Street: Industrial Drive

	AM In	AM Out	PM In	PM Out
Net New Trips:	9	31	32	19
Pass-By Trips:	0	0	0	0

Annual Growth Rate:	3.0%	Existing Year:	2019
Growth Factor:	0.0609	Buildout Year:	2021

AM PEAK HOUR AM PHF = 0.75

Description	Industrial Drive Eastbound			Industrial Drive Westbound			Wendell Boulevard (US 64 Bus.) Northbound			Wendell Boulevard (US 64 Bus.) Southbound		
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right
2019 Traffic Count	31	0	7	0	0	0	6	468	0	0	302	12
Count Balancing	0	0	0	0	0	0	0	0	0	0	0	0
2019 Existing Traffic	31	0	7	0	0	0	6	468	0	0	302	12
Growth Factor (0.03 per year)	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061
2021 Background Growth	2	0	0	0	0	0	0	29	0	0	18	1
Committed Projects												
Wendell Crossing	24	0	6	0	0	0	1	0	0	0	0	8
Total Committed Traffic	24	0	6	0	0	0	1	0	0	0	0	8
2021 Background Traffic	57	0	13	0	0	0	7	497	0	0	320	21
Project Traffic												
Percent Assignment Inbound	0%	0%	0%	0%	0%	0%	20%	0%	0%	0%	0%	80%
Inbound Project Traffic	0	0	0	0	0	0	2	0	0	0	0	7
Percent Assignment Outbound	80%	0%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Outbound Project Traffic	25	0	6	0	0	0	0	0	0	0	0	0
Total Project Traffic	25	0	6	0	0	0	2	0	0	0	0	7
2021 Buildout Total	82	0	19	0	0	0	9	497	0	0	320	28
Percent Impact (Approach)			30.7%			-		0.4%			2.0%	
Overall Percent Impact	4.2%											

PM PEAK HOUR PM PHF = 0.92

Description	Industrial Drive Eastbound			Industrial Drive Westbound			Wendell Boulevard (US 64 Bus.) Northbound			Wendell Boulevard (US 64 Bus.) Southbound		
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right
2019 Traffic Count	21	0	16	0	0	0	6	435	0	0	766	27
Count Balancing	0	0	0	0	0	0	0	0	0	0	0	0
2019 Existing Traffic	21	0	16	0	0	0	6	435	0	0	766	27
Growth Factor (0.03 per year)	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061
2021 Background Growth	1	0	1	0	0	0	0	26	0	0	47	3
Committed Projects												
Wendell Crossing	15	0	1	0	0	0	2	0	0	0	0	26
Total Committed Traffic	15	0	1	0	0	0	2	0	0	0	0	26
2021 Background Traffic	37	0	18	0	0	0	8	461	0	0	813	55
Project Traffic												
Percent Assignment Inbound	0%	0%	0%	0%	0%	0%	20%	0%	0%	0%	0%	80%
Inbound Project Traffic	0	0	0	0	0	0	6	0	0	0	0	26
Percent Assignment Outbound	80%	0%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Outbound Project Traffic	15	0	4	0	0	0	0	0	0	0	0	0
Total Project Traffic	15	0	4	0	0	0	6	0	0	0	0	26
2021 Buildout Total	52	0	22	0	0	0	14	461	0	0	813	81
Percent Impact (Approach)			25.6%			-		1.3%			2.9%	
Overall Percent Impact	3.5%											

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4/19/19

INTERSECTION ANALYSIS SHEET

Project: Wendell Place Apartments
Location: Wendell, NC
Ct. Date: 4/17/2019
N/S Street: East Street/Church Street
E/W Street: Industrial Drive

AM In AM Out PM In PM Out
Net New Trips: 9 31 32 19
Pass-By Trips: 0 0 0 0

Annual Growth Rate: 3.0% Existing Year: 2019
Growth Factor: 0.0609 Buildout Year: 2021

AM PEAK HOUR
AM PHF = 0.75

Description	Industrial Drive Eastbound			Industrial Drive Westbound			East Street Northbound			Church Street Southbound		
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right
2019 Traffic Count	0	8	1	0	2	1	0	0	3	1	1	1
Count Balancing	0	0	0	0	0	0	0	0	0	0	0	0
2019 Existing Traffic	0	8	1	0	2	1	0	0	3	1	1	1
Growth Factor (0.03 per year)	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061
2021 Background Growth	0	0	0	0	0	0	0	0	0	0	0	0
Committed Projects												
Wendell Crossing	0	2	0	8	1	0	0	0	28	0	0	0
Total Committed Traffic	0	2	0	8	1	0	0	0	28	0	0	0
2021 Background Traffic	0	10	1	8	3	1	0	0	31	1	1	1
Project Traffic												
Percent Assignment Inbound	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
Inbound Project Traffic	0	0	0	0	0	9	0	0	0	0	0	0
Percent Assignment Outbound	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%
Outbound Project Traffic	0	0	0	0	0	0	0	0	0	31	0	0
Total Project Traffic	0	0	0	0	0	9	0	0	0	31	0	0
2021 Buildout Total	0	10	1	8	3	10	0	0	31	2	1	1
Percent Impact (Approach)		0.0%			41.9%			0.0%		91.2%		
Overall Percent Impact	41.5%											

PM PEAK HOUR
PM PHF = 0.83


Description	Industrial Drive Eastbound			Industrial Drive Westbound			East Street Northbound			Church Street Southbound		
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right
2019 Traffic Count	0	7	2	3	14	2	0	0	4	0	1	0
Count Balancing	0	0	0	0	0	0	0	0	0	0	0	0
2019 Existing Traffic	0	7	2	3	14	2	0	0	4	0	1	0
Growth Factor (0.03 per year)	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061	0.061
2021 Background Growth	0	0	0	0	1	0	0	0	0	0	0	0
Committed Projects												
Wendell Crossing	0	1	0	25	2	0	0	0	15	0	0	0
Total Committed Traffic	0	1	0	25	2	0	0	0	15	0	0	0
2021 Background Traffic	0	8	2	28	17	2	0	0	19	0	1	0
Project Traffic												
Percent Assignment Inbound	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
Inbound Project Traffic	0	0	0	0	0	32	0	0	0	0	0	0
Percent Assignment Outbound	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%
Outbound Project Traffic	0	0	0	0	0	0	0	0	0	19	0	0
Total Project Traffic	0	0	0	0	0	32	0	0	0	19	0	0
2021 Buildout Total	0	8	2	28	17	34	0	0	19	0	1	0
Percent Impact (Approach)		0.0%			40.4%			0.0%		95.0%		
Overall Percent Impact	39.7%											

















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4/19/19

Wendell Place Apartments
1: Wendell Boulevard (US 64 Business) & Industrial Drive











Existing AM
04/18/2019
















						
Lane Group	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	LT	RT	LT	TH	TH	LT
Traffic Volume (vph)	31	7	6	468	302	12
Future Volume (vph)	31	7	6	468	302	12
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Storage Length (ft)	0	0	35			0
Storage Lanes	1	0	1			0
Taper Length (ft)	25		100			
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Frt	0.976				0.995	
Flt Protected	0.961		0.950			
Satd. Flow (prot)	1747	0	1770	1863	1853	0
Flt Permitted	0.961		0.950			
Satd. Flow (perm)	1747	0	1770	1863	1853	0
Link Speed (mph)	30			30	30	
Link Distance (ft)	1526			850	1140	
Travel Time (s)	34.7			19.3	25.9	
Peak Hour Factor	0.75	0.75	0.75	0.75	0.75	0.75
Adj. Flow (vph)	41	9	8	624	403	16
Shared Lane Traffic (%)						
Lane Group Flow (vph)	50	0	8	624	419	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Left	Left	Right
Median Width(ft)	12			12	12	
Link Offset(ft)	0			0	0	
Crosswalk Width(ft)	16			16	16	
Two way Left Turn Lane				Yes		
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15	9	15			9
Sign Control	Stop			Free	Free	
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					
Intersection Capacity Utilization 34.6%	ICU Level of Service A					
Analysis Period (min) 15						

Wendell Place Apartments												Existing AM
2: East Street/Church Street & Industrial Drive												04/18/2019
												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	4	8	4	4	4	4	4	4	4	4	4	4
Future Volume (vph)	4	8	4	4	4	4	4	4	4	4	4	4
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.968			0.955			0.955			0.955	
Flt Protected		0.988			0.984			0.984			0.984	
Satd. Flow (prot)	0	1781	0	0	1750	0	0	1750	0	0	1750	0
Flt Permitted		0.988			0.984			0.984			0.984	
Satd. Flow (perm)	0	1781	0	0	1750	0	0	1750	0	0	1750	0
Link Speed (mph)		30			30			30			30	
Link Distance (ft)		523			1526			470			421	
Travel Time (s)		11.9			34.7			10.7			9.6	
Peak Hour Factor	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Adj. Flow (vph)	5	11	5	5	5	5	5	5	5	5	5	5
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	21	0	0	15	0	0	15	0	0	15	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		0			0			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Sign Control		Free			Free			Stop			Stop	
Intersection Summary												
Area Type:	Other											
Control Type:	Unsignalized											
Intersection Capacity Utilization	13.3%											
Analysis Period (min)	15											
ICU Level of Service A												

Wendell Place Apartments
1: Wendell Boulevard (US 64 Business) & Industrial Drive











Existing PM
04/18/2019

















						
Lane Group	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (vph)	21	16	6	435	766	27
Future Volume (vph)	21	16	6	435	766	27
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Storage Length (ft)	0	0	35			0
Storage Lanes	1	0	1			0
Taper Length (ft)	25		100			
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Frt	0.943				0.995	
Flt Protected	0.972		0.950			
Satd. Flow (prot)	1707	0	1770	1863	1853	0
Flt Permitted	0.972		0.950			
Satd. Flow (perm)	1707	0	1770	1863	1853	0
Link Speed (mph)	30			30	30	
Link Distance (ft)	1526			850	1140	
Travel Time (s)	34.7			19.3	25.9	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	23	17	7	473	833	29
Shared Lane Traffic (%)						
Lane Group Flow (vph)	40	0	7	473	862	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Left	Left	Right
Median Width(ft)	12			12	12	
Link Offset(ft)	0			0	0	
Crosswalk Width(ft)	16			16	16	
Two way Left Turn Lane				Yes		
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15	9	15			9
Sign Control	Stop			Free	Free	
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					
Intersection Capacity Utilization 52.0%	ICU Level of Service A					
Analysis Period (min) 15						

Wendell Place Apartments												Existing PM
2: East Street/Church Street & Industrial Drive												04/18/2019
												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	4	7	4	4	14	4	4	4	4	4	4	4
Future Volume (vph)	4	7	4	4	14	4	4	4	4	4	4	4
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.962			0.975			0.955			0.955	
Flt Protected		0.986			0.991			0.984			0.984	
Satd. Flow (prot)	0	1767	0	0	1800	0	0	1750	0	0	1750	0
Flt Permitted		0.986			0.991			0.984			0.984	
Satd. Flow (perm)	0	1767	0	0	1800	0	0	1750	0	0	1750	0
Link Speed (mph)		30			30			30			30	
Link Distance (ft)		523			1526			470			421	
Travel Time (s)		11.9			34.7			10.7			9.6	
Peak Hour Factor	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83
Adj. Flow (vph)	5	8	5	5	17	5	5	5	5	5	5	5
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	18	0	0	27	0	0	15	0	0	15	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		0			0			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Sign Control		Free			Free			Stop			Stop	
Intersection Summary												
Area Type:	Other											
Control Type:	Unsignalized											
Intersection Capacity Utilization	13.3%											
Analysis Period (min)	15											
ICU Level of Service A												

Wendell Place Apartments
1: Wendell Boulevard (US 64 Business) & Industrial Drive

Background AM
04/18/2019

















						
Lane Group	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (vph)	57	13	7	497	320	21
Future Volume (vph)	57	13	7	497	320	21
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Storage Length (ft)	0	0	35			0
Storage Lanes	1	0	1			0
Taper Length (ft)	25		100			
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Frt	0.975				0.992	
Flt Protected	0.961		0.950			
Satd. Flow (prot)	1745	0	1770	1863	1848	0
Flt Permitted	0.961		0.950			
Satd. Flow (perm)	1745	0	1770	1863	1848	0
Link Speed (mph)	30			30	30	
Link Distance (ft)	1526			850	1140	
Travel Time (s)	34.7			19.3	25.9	
Peak Hour Factor	0.75	0.75	0.75	0.75	0.75	0.75
Adj. Flow (vph)	76	17	9	663	427	28
Shared Lane Traffic (%)						
Lane Group Flow (vph)	93	0	9	663	455	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Left	Left	Right
Median Width(ft)	12			12	12	
Link Offset(ft)	0			0	0	
Crosswalk Width(ft)	16			16	16	
Two way Left Turn Lane				Yes		
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15	9	15			9
Sign Control	Stop			Free	Free	
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					
Intersection Capacity Utilization	36.8%			ICU Level of Service A		
Analysis Period (min)	15					

Wendell Place Apartments												Background AM
2: East Street/Church Street & Industrial Drive												04/18/2019
												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	4	10	4	8	4	4	4	4	31	4	4	4
Future Volume (vph)	4	10	4	8	4	4	4	4	31	4	4	4
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.971			0.968			0.891			0.955	
Flt Protected		0.989			0.974			0.995			0.984	
Satd. Flow (prot)	0	1789	0	0	1756	0	0	1651	0	0	1750	0
Flt Permitted		0.989			0.974			0.995			0.984	
Satd. Flow (perm)	0	1789	0	0	1756	0	0	1651	0	0	1750	0
Link Speed (mph)		30			30			30			30	
Link Distance (ft)		523			1526			470			421	
Travel Time (s)		11.9			34.7			10.7			9.6	
Peak Hour Factor	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Adj. Flow (vph)	5	13	5	11	5	5	5	5	41	5	5	5
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	23	0	0	21	0	0	51	0	0	15	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		0			0			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Sign Control		Free			Free			Stop			Stop	
Intersection Summary												
Area Type:	Other											
Control Type:	Unsignalized											
Intersection Capacity Utilization	13.3%											
Analysis Period (min)	15											
ICU Level of Service A												

Wendell Place Apartments
1: Wendell Boulevard (US 64 Business) & Industrial Drive













Background PM
04/18/2019

Lane Group	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	LT	TH	LT	TH	LT	TH
Traffic Volume (vph)	37	18	8	461	813	55
Future Volume (vph)	37	18	8	461	813	55
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Storage Length (ft)	0	0	35			0
Storage Lanes	1	0	1			0
Taper Length (ft)	25		100			
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Frt	0.955				0.991	
Flt Protected	0.968		0.950			
Satd. Flow (prot)	1722	0	1770	1863	1846	0
Flt Permitted	0.968		0.950			
Satd. Flow (perm)	1722	0	1770	1863	1846	0
Link Speed (mph)	30			30	30	
Link Distance (ft)	1526			850	1140	
Travel Time (s)	34.7			19.3	25.9	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	40	20	9	501	884	60
Shared Lane Traffic (%)						
Lane Group Flow (vph)	60	0	9	501	944	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Left	Left	Right
Median Width(ft)	12			12	12	
Link Offset(ft)	0			0	0	
Crosswalk Width(ft)	16			16	16	
Two way Left Turn Lane				Yes		
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15	9	15			9
Sign Control	Stop			Free	Free	
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					
Intersection Capacity Utilization 56.1%	ICU Level of Service B					
Analysis Period (min) 15						

Wendell Place Apartments								Background PM				
2: East Street/Church Street & Industrial Drive								04/18/2019				
												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	4	8	4	28	17	4	4	4	19	4	4	4
Future Volume (vph)	4	8	4	28	17	4	4	4	19	4	4	4
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.966			0.989			0.906			0.955	
Flt Protected		0.988			0.972			0.992			0.984	
Satd. Flow (prot)	0	1778	0	0	1791	0	0	1674	0	0	1750	0
Flt Permitted		0.988			0.972			0.992			0.984	
Satd. Flow (perm)	0	1778	0	0	1791	0	0	1674	0	0	1750	0
Link Speed (mph)		30			30			30			30	
Link Distance (ft)		523			1526			470			421	
Travel Time (s)		11.9			34.7			10.7			9.6	
Peak Hour Factor	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83
Adj. Flow (vph)	5	10	5	34	20	5	5	5	23	5	5	5
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	20	0	0	59	0	0	33	0	0	15	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		0			0			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Sign Control		Free			Free			Stop			Stop	
Intersection Summary												
Area Type:	Other											
Control Type:	Unsignalized											
Intersection Capacity Utilization	15.5%						ICU Level of Service A					
Analysis Period (min)	15											

















Wendell Place Apartments
 1: Wendell Boulevard (US 64 Business) & Industrial Drive

Build AM
 04/18/2019

						
Lane Group	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (vph)	82	19	9	497	320	28
Future Volume (vph)	82	19	9	497	320	28
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Storage Length (ft)	0	0	35			0
Storage Lanes	1	0	1			0
Taper Length (ft)	25		100			
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Frt	0.975				0.989	
Flt Protected	0.961		0.950			
Satd. Flow (prot)	1745	0	1770	1863	1842	0
Flt Permitted	0.961		0.950			
Satd. Flow (perm)	1745	0	1770	1863	1842	0
Link Speed (mph)	30			30	30	
Link Distance (ft)	1526			850	1140	
Travel Time (s)	34.7			19.3	25.9	
Peak Hour Factor	0.75	0.75	0.75	0.75	0.75	0.75
Adj. Flow (vph)	109	25	12	663	427	37
Shared Lane Traffic (%)						
Lane Group Flow (vph)	134	0	12	663	464	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Left	Left	Right
Median Width(ft)	12			12	12	
Link Offset(ft)	0			0	0	
Crosswalk Width(ft)	16			16	16	
Two way Left Turn Lane				Yes		
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15	9	15			9
Sign Control	Stop			Free	Free	
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					
Intersection Capacity Utilization 38.5%	ICU Level of Service A					
Analysis Period (min) 15						

Wendell Place Apartments
2: East Street/Church Street & Industrial Drive

Build AM
04/18/2019











												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	4	10	4	8	4	10	4	4	31	32	4	4
Future Volume (vph)	4	10	4	8	4	10	4	4	31	32	4	4
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.971			0.939			0.891			0.987	
Flt Protected		0.989			0.981			0.995			0.961	
Satd. Flow (prot)	0	1789	0	0	1716	0	0	1651	0	0	1767	0
Flt Permitted		0.989			0.981			0.995			0.961	
Satd. Flow (perm)	0	1789	0	0	1716	0	0	1651	0	0	1767	0
Link Speed (mph)		30			30			30			30	
Link Distance (ft)		523			1526			470			421	
Travel Time (s)		11.9			34.7			10.7			9.6	
Peak Hour Factor	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Adj. Flow (vph)	5	13	5	11	5	13	5	5	41	43	5	5
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	23	0	0	29	0	0	51	0	0	53	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		0			0			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Sign Control		Free			Free			Stop			Stop	
Intersection Summary												
Area Type:	Other											
Control Type:	Unsignalized											
Intersection Capacity Utilization	18.9%											
Analysis Period (min)	15											
	ICU Level of Service A											

Wendell Place Apartments

1: Wendell Boulevard (US 64 Business) & Industrial Drive

















Build PM

04/18/2019

						
Lane Group	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (vph)	52	22	14	461	813	81
Future Volume (vph)	52	22	14	461	813	81
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Storage Length (ft)	0	0	35			0
Storage Lanes	1	0	1			0
Taper Length (ft)	25		100			
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Frt	0.960				0.988	
Flt Protected	0.966		0.950			
Satd. Flow (prot)	1727	0	1770	1863	1840	0
Flt Permitted	0.966		0.950			
Satd. Flow (perm)	1727	0	1770	1863	1840	0
Link Speed (mph)	30			30	30	
Link Distance (ft)	1526			850	1140	
Travel Time (s)	34.7			19.3	25.9	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	57	24	15	501	884	88
Shared Lane Traffic (%)						
Lane Group Flow (vph)	81	0	15	501	972	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Left	Left	Right
Median Width(ft)	12			12	12	
Link Offset(ft)	0			0	0	
Crosswalk Width(ft)	16			16	16	
Two way Left Turn Lane				Yes		
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15	9	15			9
Sign Control	Stop			Free	Free	
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					
Intersection Capacity Utilization 58.6%	ICU Level of Service B					
Analysis Period (min) 15						

Wendell Place Apartments
2: East Street/Church Street & Industrial Drive

Build PM
04/18/2019

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	4	8	4	28	17	34	4	4	19	19	4	4
Future Volume (vph)	4	8	4	28	17	34	4	4	19	19	4	4
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.966			0.942			0.906			0.980	
Flt Protected		0.988			0.982			0.992			0.966	
Satd. Flow (prot)	0	1778	0	0	1723	0	0	1674	0	0	1763	0
Flt Permitted		0.988			0.982			0.992			0.966	
Satd. Flow (perm)	0	1778	0	0	1723	0	0	1674	0	0	1763	0
Link Speed (mph)		30			30			30			30	
Link Distance (ft)		523			1526			470			421	
Travel Time (s)		11.9			34.7			10.7			9.6	
Peak Hour Factor	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83
Adj. Flow (vph)	5	10	5	34	20	41	5	5	23	23	5	5
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	20	0	0	95	0	0	33	0	0	33	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		0			0			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Sign Control		Free			Free			Stop			Stop	
Intersection Summary												
Area Type:	Other											
Control Type:	Unsignalized											
Intersection Capacity Utilization	18.8%											
Analysis Period (min)	15											
	ICU Level of Service A											

Wendell Place Apartments
TRAFFIC SIGNAL VOLUME WARRANT ANALYSIS

INTERSECTION NAME: Wendell Boulevard at Industrial Drive

COUNT DATE: 17-Apr-19

INTERSECTION CONDITION: Existing

MAJOR STREET: Wendell Boulevard
MINOR STREET: Industrial Drive# OF APPROACH LANES: 1
OF APPROACH LANES: 1ISOLATED COMMUNITY WITH POPULATION LESS THAN 10,000 (Y OR N): Y
85TH PERCENTILE SPEED GREATER THAN 40 MPH ON MAJOR STREET (Y OR N): N

THRESHOLD VALUES	MAJOR ST BOTH APPROACHES	HIGHEST HOUR MINOR ST HIGHEST APPROACH	WARRANT 1, Condition A		WARRANT 1, Condition B		CONDITION A		WARRANT 1, Combination Warrant		WARRANT 2	WARRANT 3
			MAJOR STREET	MINOR STREET	MAJOR STREET	MINOR STREET	MAJOR STREET	MINOR STREET	MAJOR STREET	MINOR STREET		
0600 AM TO 0700 AM	747	22	Y	105	Y	53	Y	84	Y	420	42	
0700 AM TO 0800 AM	788	38	Y		Y		Y		Y			
0800 AM TO 0900 AM	0	0										
0900 AM TO 1000 AM	0	0										
1000 AM TO 1100 AM	0	0										
1100 AM TO 1200 PM	0	0										
1200 PM TO 0100 PM	0	0										
0100 PM TO 0200 PM	0	0										
0200 PM TO 0300 PM	0	0										
0300 PM TO 0400 PM	0	0										
0400 PM TO 0500 PM	1,160	38	Y		Y		Y		Y			
0500 PM TO 0600 PM	1,234	37	Y		Y		Y		Y			
0600 PM TO 0700 PM	0	0										
0700 PM TO 0800 PM	0	0										
0800 PM TO 0900 PM	0	0										
0900 PM TO 1000 PM	0	0										
1000 PM TO 1100 PM	3,920	133										
			0		0		0		0		0	0
			8 HOURS NEEDED NOT SATISFIED		8 HOURS NEEDED NOT SATISFIED		8 HOURS OF BOTH COND. A AND COND. B NEEDED NOT SATISFIED		4 HRS NEEDED NOT SATISFIED		1 HR NEEDED NOT SATISFIED	

WARRANT 1 -- Eight-Hour Vehicular Volume Warrant

Condition A: Minimum Vehicular Volume

Condition B: Interruption of Continuous Traffic

Combination: Combination of Condition A and Condition B

WARRANT 2 -- Four-Hour Vehicular Volume Warrant

WARRANT 3 -- Peak Hour Warrant

4-2019-12307 Wendell Place Apartments - 4 - Wendell Blvd @ Industrial Drive - Traffic Signal Warrant

SHEET 11 OF 15

OF APPROACH LANES: 1
OF APPROACH LANES: 1

THRESHOLD VALUES	MAJOR ST BOTH APPROACHES	HIGHEST HOUR MINOR ST HIGHEST APPROACH	WARRANT 1, Condition A												WARRANT 1, Condition B						WARRANT 2	WARRANT 3
			WARRANT 1, Condition A			WARRANT 1, Condition B			CONDITION A						CONDITION B							
			MAJOR STREET	MINOR STREET	BOTH MET	MAJOR STREET	MINOR STREET	BOTH MET	MAJOR STREET	MINOR STREET	BOTH MET	MAJOR STREET	MINOR STREET	BOTH MET	MAJOR STREET	MINOR STREET	BOTH MET					
0800 AM TO 0700 AM	751	35	Y			Y	Y					Y	Y									
0730 AM TO 0800 AM	797	84	Y				Y		Y	Y										Y		
0830 AM TO 0930 AM	8	21																				
0930 AM TO 1030 AM	8	15																				
1030 AM TO 1100 AM	8	13																				
1100 AM TO 1200 PM	10	13																				
1200 PM TO 0100 PM	12	12																				
0100 PM TO 0200 PM	12	13																				
0200 PM TO 0300 PM	15	14																				
0300 PM TO 0400 PM	19	14																				
0400 PM TO 0500 PM	1,182	50	Y			Y						Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
0500 PM TO 0600 PM	Y	53	Y			Y	Y	Y				Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
0600 PM TO 0700 PM	20	12																				
0700 PM TO 0800 PM	14	11																				
0800 PM TO 0900 PM	12	8																				
0900 PM TO 1000 PM	10	5																				
1000 PM TO 1100 PM	4,140	353																				
			0			2			0						3			1		0		
8 HOURS NEEDED NOT SATISFIED			8 HOURS NEEDED NOT SATISFIED			8 HOURS OF BOTH COND. A AND COND. B NEEDED NOT SATISFIED						4 HRS NEEDED NOT SATISFIED		1 HR NEEDED NOT SATISFIED								

06/08/2009 11:15

COUNT DATE: 17-Apr-18

Bond

OF APPROACH LANES:

21

— 200 —

Copies of the traffic study were provided to the Board.

Mayor Gray informed the audience that the Board would take a five-minute recess to review the documents given. The Board reconvened at 8:35 PM.

Mayor Gray called the Board meeting back to order and asked if there's anything else the applicant would like to share with the Board.

Mary Webb stated that, as a closing statement, the petitioner requests approval of the Special Use Permit and the Variance. She stated that there has not been competent evidence offered by any experts in opposition to their petition. The only defense presented was lay witness testimony. Mrs. Webb stated that, as the Town Attorney has already stated and Mrs. Webb has stated earlier—lay witnesses are not allowed to testify regarding the increased traffic, or how the property may affect the value of their property under the Statute 160A. She stated that her team believes there's a huge need for this project. Mr. Guillett demonstrated that there's only a 7% capture rate as how much Wendell needs this project. The petitioner has been really flexible and has gone over and above what they needed to do. The team has agreed to move buildings and has done a traffic study. She stated that the traffic study shows that there would not be any increased traffic that would affect the safety. Mrs. Webb contended that they have met the requirements for the variance and request that the Special Use Permit be approved.

Mayor Gray opened the floor to the Opposition Rebuttal.

Regina Harmon, 6616 Tales Branch Road in Wendell, stated that she owns two businesses in town and has lived here for over 20 years. She wants to read something because the Board said that you had to have documentation. She said that from the housinglink.org, Subsidized Housing-42 over the section 42 tax credit program. She's reading this because the applicant came up and said that after they get it they don't ever have to do it again.

Attorney Jim Cauley stated that he doesn't think this information is relevant to this Board's decision.

Mrs. Harmon stated that she just wanted to rebut what he said, since what he said is different than what is on the sheet of paper that she has.

Mayor Gray thanked Mrs. Harmon and continued to the next opposition.

Attorney Stephon Bowens stated that he is here on behalf of Ms. Geraldine Herndon who lives at 230 Church Street. He reiterated that there has been no additional evidence offered by the applicant that would afford this or the opportunity to move forward with the variance. Therefore, as such, Attorney Bowens and Ms. Herndon respectfully requested that either A) The application be denied or B) it be referred to the TRC committee as is required under the Town's current UDO. Attorney Bowens stated

that in this case, his party does not believe that the application can properly move forward under Chapter 160A or under the provisions of the Town's own UDO, provided in Section 1520.7. He added that the applicant or LaRue actually owns all of the adjacent properties and has a way of access off of Wendell Blvd. that the Board could, if it so chose, put a condition in the Special Use Permit to require that their access point be from Wendell Blvd. He stated that, presumably, if they have to do a stub from the adjacent property, they would move/use one of their adjacent properties as well.

Mayor Gray asked to hear from staff and the town attorney and called Planning Director Bergmark to speak.

Commissioner Myrick stated he has a question about the pictures that Mr. Tyler Ayscue provided the Board. He asked if parking is allowed on Church Street. Mr. Bergmark stated that yes, the Town doesn't have anything that prohibits it.

Commissioner Myrick asked that, if this project went in on this tract of land, would parking still be allowed on the street, if this road was the access point for this project?

Mr. Bergmark stated that it would be an access point, that he can't say conclusively that there'd be another one, but it would be *an* access point, yes. He stated that this project would not create a change in the parking standards for existing Church Street.

Commissioner Myrick stated that they talked about—in the rezoning road issue, there—and there was nothing. He stated that he didn't realize that this would be the access point to the neighborhood.

Mayor Gray stated that, at this time, that's the only access.

David Bergmark stated that that's the only current access point to the lot.

Commissioner Myrick stated that it's basically one lane if people are parked on the street. Planning Director Bergmark clarified that if they're parked on both sides, yes.

Mayor Gray stated either that or, at some point, she could foresee the Board not allowing parking on the street because of that.

Commissioner Joyner asked if this Board retains the authority to control street parking. Planning Director Bergmark stated that yes, it does—or to control the ordinances that control it, yes.

Commissioner Joyner stated that he's a private property rights person before anything else. He stated that the street is never considered private property. So, part of alleviating any traffic concerns has to include that the Town is paving streets and then allowing them to become smaller by—for lack of a better term—not exercising their right to control the public right-of-way on the streets. If that's a concern, it rests completely on the Board because they have the authority to change it.

Mayor Gray stated that she would like to hear from Attorney Jim Cauley.

Attorney Cauley asked if the Mayor could close the Public Hearing.

Mayor Gray closed the Public Hearing.

Attorney Jim Cauley stated that he has been reviewing some of the TRC and UDO requirements in light of the testimony that's been given. Attorney Cauley stated that, often, it's the case with local government where it's a matter of choosing the lawsuit. To have one threatened tonight, it doesn't come across very well, but that is often the position that Commissioners will find themselves in as a governing body is which lawsuit do they want to defend. In his opinion—having reviewed the UDO requirement—there is a clear requirement with multifamily buildings with more than four units go through a TRC review with a Master Plan and an Environmental Survey. In his opinion, the Board doesn't have the authority to waive or vary that requirement. Attorney Cauley stated that he doesn't think this permit application is ripe for a decision at this time—it could be denied for failing to meet the requirements, or it could be delayed allowing it time to go through the UDO-required process.

Mayor Gray asked if any of the Commissioners has a question for Mr. Cauley.

Commissioner Boyette stated that he has a motion.

Commissioner Joyner asked if the Commissioners are going to be able to have cross-examination of others.

Mayor Gray stated that the public hearing is closed.

Commissioner Joyner asked if he can execute his authority to ask questions. He said that, if the Board is making a decision to deny or referring to the TRC, some of his questions are pertinent to that.

Attorney Cauley stated that, at this point, it would require the Board to agree to reopen the public hearing.

Commissioner Joyner then asked if he can make a couple of comments, then.

Town Manager Collins stated that the process, if Commissioner Joyner wanted to reopen would be that he make a motion to reopen the public hearing.

ACTION

Mover: Commissioner Joyner moved to reopen the Public Hearing on item 5a.

Vote: 4-0

Commissioner Joyner asked if Attorney Stephon Bowens would allow him to ask a

question. Commissioner Joyner stated that he knows the last time when the Board had the conversation about rezoning, that there was concern about buffers, density, property line, what we're going to see out the back door, and he understands that there has been changes made to this one. He asked if the argument Attorney Bowens made is purely process-related? He stated that he doesn't think that they got to the Special Use part of the argument and that Attorney Bowens started and ended with the variance. He's trying to make sure that he understands what everyone's asking for and what the future is if sending this to a TRC alleviates those concerns? He stated that the Board has been advised that that's likely. Last time, Commissioner Joyner stated that it seemed as if all of the discussion was on Special Use with no variance concern. This time, it seems all variance and no Special Use concerns. He asked if the Special Use concerns still exist and, if so, why or why not?

Attorney Stephon Bowens stated that, as a practical matter, he would say that the Board never reached the Special Use Permit, last time, that the last hearing was a hearing based solely on the map amendment request. Mr. Bowens stated that one of the things that they asked for, with respect to the map amendment request, was—under the Commissioners authority—to zone that property down to make it more consistent with the adjacent community, i.e. R3. He stated that the Board chose not to do that through a motion and the Board moved non-unanimously to move forward with the map amendment, as requested, and then to move forward tonight with approving that map amendment. It is Mr. Bowens and his party's position that the residents of Church Street are entitled to fundamental fairness and due process. He said that, as a part of that, that does include procedural due process. The mere fact that this Variance and Special Use Permit did not go through the appropriate process which leads them to believe that the appropriate action would be for the Board to deny the variance and thereby deny the Special Use Permit. He stated that if the applicant chooses to bring a new application, so be it. However, at this point, his client's position is that the Board should move to deny the variance and therefore, the Board won't reach the issue of the Special Use Permit.

Commissioner Joyner asked if the moving of the buildings adjustment doesn't—he feels like they're not addressing what the Commissioners are being asked to address is the variance piece. One, Commissioner Joyner said he would have loved to know about everything earlier. Two, he asked if sending this to TRC would satisfy. Because submitting to the TRC and waiting for the TRC to come in—if the Board chose to send it to the TRC, would that satisfy all concerns?

Attorney Bowens stated that it would not necessarily satisfy all concerns. It is his position that his clients are not in favor of the granting of the Special Use Permit and are not in favor of the issuance of the variance. He stated that there are other concerns in their perspective with respect to the issues of the variance in and of itself which he was not able to reach at the previous meeting as it relates to notice of the variance, because the variance itself was buried in the application and was not a part of the Board agenda. He stated that his party contends that it would be the application itself that was fundamentally flawed because it did not give the procedures for which moving forward

with a Special Use Permit went forward were fundamentally flawed. Therefore, he said that the Board could not have effectively voted on them, anyway. Having said that, he stated that “we are where we are tonight” and at this stage, the clients are not in agreement with the Special Use Permit. Mr. Bowens said there have been discussions between Attorney Harrell and himself and he’s telling the Board that, in good faith, they will continue to have those discussions. Attorney Bowens stated that his client is not in the position to state that they are going to be supportive of the Special Use Permit.

Commissioner Joyner stated that he appreciates what Attorney Bowens stated, and that he would never ask him to weigh in on future events. He stated that he is asking what would satisfy and it appears that now, denial is the only thing that would satisfy.

Attorney Bowens stated that it is their position that the Special Use Permit and the variance were both brought inappropriately forward to the Board and therefore should be denied. Attorney Bowens said that he can’t say any more than that.

Commissioner Joyner thanked Attorney Bowens.

Commissioner Joyner stated that his second question was for Mr. Ayscue. He asked—the creek portion, the same piece, moving any of that away it seems like moving some of that away. Commissioner Joyner asked: would anything Mr. Ayscue has seen tonight remove any objection in his mind, at all, as far as the creek is concerned?

Mr. Ayscue stated that his main thing was that the Stormwater Retention Pond wasn’t moved. He said that they moved the buildings around Church Street and the back end of the property, but what’s catching runoff on that one side of the property is directly where it was before. Mr. Ayscue said that was his main concern with the zoning.

Commissioner Joyner stated that his other question is: in reading the deeds, he recognized Mr. Ayscue has a piece of land there. He asked, what’s prohibited the past from development, here? What hasn’t gone in there, before and what would Mr. Ayscue see going in there?

Mr. Ayscue stated that as far as this parcel of land is concerned, the owner wanted too much money for it, which is what kept it from getting developed. Mr. Ayscue stated that it could have been developed at any time—industry could have come in.

Commissioner Joyner asked if the use that Mr. Ayscue’s family has at the backside of the parcel of property that is residential as well as agricultural as a working farm. He asked, how is that related to the tractor trailer piece?

Mr. Ayscue said that they also own a trucking company and tractor trailers also haul grain in and out of the farm. He stated that there are also businesses up the road that do that, as well.

Commissioner Joyner said his questions have been answered.

Mayor Gray closed the public hearing.

Commissioner Boyette moved to deny the variance.

Mayor Gray asked if there was any discussion to be had on the motion.

Commissioner Boyette stated that he has discussion on the motion. The hearing is closed and that he is not certain on what constitutes expert testimony, so he's not going to sit and say he's an expert anything. He stated that the Town has a TRC for a purpose. He said that there is already an 84-unit apartment complex in Wendell that has one entrance and exit. He stated that it is not easy to get in and out of it. He said if and when evacuations have been needed in the past, trying to get people out one exit while fire trucks go in is not easy. The fact that there is only one entrance and exit on this complex of what amounts to an alley or side street—he would really like to hear the Technical Review Committee's opinion on this. He was born and raised in Wendell and has lived here his whole life and that the town has grown not necessarily by people who were born-and-raised here, but by people who moved in. He said the issue of tax credits and low-income is absolutely irrelevant to this entire discussion. He said that $\frac{3}{4}$ of the rents were higher than the mortgage paid on his house. He has issue with only one entrance that goes in and out of the proposed complex, located behind 30,000 gallons of propane. Commissioner Boyette stated that even with the revised sketch plan, there's a second part off to the side that is additionally only accessible by one street. He reiterated that he would like to hear what the TRC has to say on the matter before approving or denying.

ACTION

Mover: Commissioner Boyette moved to deny the variance.

Vote: 4-0

Commissioner Boyette moved to table the Special Use Permit until it has been given enough time to be seen by the Technical Review Committee.

Mayor Gray asked if there is any discussion to be had on the motion. There was none.

ACTION

Mover: Commissioner Boyette moved to table the Special Use Permit until it has been seen by the TRC.

Vote: 4-0

Commissioner Joyner asked when the Technical Review Committee meets. Planning Director David Bergmark stated that the TRC meets the second Thursday of every month.

Commissioner Joyner stated that it seems like the Board has hit a roadblock that somebody should have caught. Commissioner Joyner stated that getting the Special

Use Permit to the TRC with all due diligence and speed would be an appropriate action.

Commissioner Boyette asked that, just for information's sake—the TRC meets on the second Thursday of every month if there's something to review. Commissioner Boyette asked if the meeting will be May 9th and if those meetings will be open to the public? Mr. Bergmark said that the meetings are open to the public but are not open for Public Comment.

Commissioner Boyette asked where those meetings are held. Mr. Bergmark stated that they're typically held in the Town Hall's conference room, depending on the amount of public present, it can be moved.

Commissioner Boyette confirmed that the meeting will be held May 9th in Town Hall with no public comment allowed. Mr. Bergmark affirmed and stated that it starts at 9:30 AM. He doesn't know how much comment will be given on this item given the short timeline, but he will put it on the agenda and see what comments staff gets back. He stated that normally, the TRC would have 30 days to review the item.

Attorney Jim Cauley asked if Mr. Bergmark has what is required to be presented to the TRC. Mr. Bergmark replied that no, they don't have a master plan in hand.

Attorney Cauley asked if there is a deadline to receive the Master Plan in advance of the TRC meeting. Mr. Bergmark responded that the TRC has a time deadline to receive materials 30 days prior to the TRC meeting.

Commissioner Boyette stated that June meeting it is for revisiting the Special Use Permit. Planning Director Bergmark affirmed that it would be the June meeting in order to receive the application and the master plan submitted 30 days prior to that June meeting date [June 13th meeting]

6. ADMINISTRATIVE ITEMS

6a. Façade Grant request for 1 North Main Street.

Speaker: Planning Director David Bergmark

[Staff Report]

Item Summary:

On January 11, 2019, an application was submitted to the Town of Wendell Planning Department by property owner Sigurd Westerlund for the expanded downtown façade grant program, in the amount of \$45,000. The application includes the removal of the existing metal siding on the corner building located at 1 N Main Street, as well as comprehensive exterior renovations to restore the building to its former appearance. The property is located in the center of the Downtown Mixed-Use (DMX) zone at the corner of Main Street and Third Street.

The proposed exterior renovations include window replacement, new decorative cornice, masonry repair, and new exterior lighting fixtures. Quotes for all work beneath the metal paneling could not be obtained until the paneling was removed. The applicant is also performing extensive additional building renovations to make the space commercially available, but the items below represent those costs which are eligible for façade grant funds.

The total estimated cost for exterior façade improvements is \$103,327, broken down as follows:

- Removal of existing metal paneling/siding: \$4000
- Replacement of all exterior windows and doors: \$38,350
- Cornice replacement & Installation: \$25,512.5
- Masonry Repair: \$34,000
- Outdoor Lighting: \$1464.74

The amount applied for by the applicant for the expanded downtown façade grant program is \$45,000. The eligible grant amount is dependent upon the availability of façade grant match funds, based on 50-50 match. The total match provided by the Town for all expanded façade grants approved through June 1, 2019 may not exceed \$45,000. The \$45,000 figure represents the balance of the \$50,000 the Town received from NC Commerce to be used for downtown revitalization projects.

These matching funds may be applied towards a single grant request, or multiple requests, at the sole discretion of the Town Board. Grant approvals in excess of \$10,000 shall be reserved for prominent downtown projects which will result in significant increased property valuation, job development, or substantial aesthetic improvements in a prominent location.

The project includes eligible improvements and was deemed complete with project costs indicated and project details provided. The applicant has begun work, which is permitted under the program guidelines.

Pictures of the existing façade (prior to removal of the metal paneling) and the proposed façade (based on historic photos of the building) are provided on the following page.

Staff Comments:

- In Staff's opinion, the proposed project meets the qualifications to exceed a \$10,000 grant award, as it includes substantial aesthetic improvements in a prominent downtown location and will result in increased property valuation.
- This request represents the only application the Town has received for the expanded façade grant program. In order to ensure that all State Funding is put to use, the Town's Expanded Downtown Façade Grant program has an open application period through June 1, 2019.

Appearance Commission Recommendation:

- At their April meeting, the Wendell Appearance Commission unanimously recommended approval of the expanded façade grant request, in the full amount (\$45,000).

Existing Façade (Prior to Removal of metal paneling):



Proposed (to restore the building back to its historic/traditional façade)



Planning Director David Bergmark provided an overview of the façade grant request for 1 North Main Street; staff report included above in italics.

Commissioner Lutz asked if these funds have been received from the NC Department of Commerce. Town Manager Collins confirmed it is the remaining \$45,000.00 received from the NC Department of Commerce after subtracting the \$5,000.00 for legal work to establish a downtown event group.

Commissioner Lutz asked if it's normal protocol when they have these applications to have formal quotes of the work that's being done? Mr. Bergmark stated yes, they have

to provide the quotes and that yes, he did receive the quotes from professional contractors in those dollar amounts.

Commissioner Joyner asked if that initial pot of money isn't a recurring pot of money—it was a one-time allocation from the General Assembly to the Department of Commerce to pass to Wendell. He asked if the Board has thoughts on Commerce. He said that the Façade Grant Program was cut out two budgets ago and brought back last budget and asked if the Board has an idea moving forward on how they will continue such a program? Commissioner Joyner stated that it seems like they're spending all of the budget and he's asking, in light of having a conversation with Senator Barefoot again—and Senator Barefoot is no longer Senator in the State—that funding is going to have to come from outside? He said that the Town no longer has a new commerce program. He stated that the best thing to come out of this is that the relationship the Town has with the Department of Commerce. He asked if Commerce would recommend the Board doing this?

Town Manager Collins stated that Commerce has told the Town that it is free to use the money as it sees fit to improve downtown. Town Manager Collins said that they did review how the town intended to use the money. He said this proposal being posed is consistent with that use. He stated that it's likely to see a town-funded Façade Grant Program at a lower amount in a recommended budget.

Commissioner Lutz asked Mr. Bergmark to confirm the deadline set by the NC Department of Commerce, thinking it is July 1st.

Mr. Bergmark stated that he believes its next fiscal year to spend all the funds the town set our deadline for application through June 1st because we had a fallback if we did not receive Façade Grant requests, the town was looking at doing some downtown electrical improvements. He said that it was the general thought of the Board that if we could do it through this use, that would be preferred and he wanted to set that up as the initial strategy and then only use the other one as a fallback.

ACTION:

Mover: Commissioner Joyner moved to approve the Façade Grant Request at 1 N. Main St.

Vote: 4-0

6b. Update on Citizen Advisory Boards.
Speaker: Town Clerk Megan Howard

[Staff Report]

Item Summary:

The following Town of Wendell citizen advisory boards have vacancies:

- *Planning Board – 1 in-town member and 1 ETJ member [both terms expire June 2020]*
- *Tree Board – 2 members [one term expires June 2020; one term expires June 2021]*
- *Appearance Commission – 1 member [term expires June 2020]*

Citizen advisory boards in Wendell are very active! A notice of the vacancies was posted on the

Town's website, social media sites and with local media.

Town of Wendell

- Want to be involved in our growing and charming community?
- Consider serving on a Town of Wendell Citizen Advisory Board!
- The following Town of Wendell Citizen Advisory Boards have vacancies:
 - Planning Board
 - Tree Board
 - Appearance Commission
- Application and information about what each Citizen Advisory Board does for Wendell is available at:
<http://www.townofwendell.com/government/citizen-boards>



Small Town. Big Charm.

Applicants requesting consideration for a citizen advisory board would complete the unexpired term. Terms begin on July 1 and end June 30.

Town of Wendell continues to be in need of volunteers to serve on citizen advisory boards. Open recruitment for citizen advisory boards launches Tuesday, April 23, 2019 and wraps up on Thursday, May 23, 2019. Citizens may visit the Town's website – www.townofwendell.com – for an overview of what each citizen advisory board does for the Town of Wendell and an application. Applications may be returned to Town Hall, 15 E Fourth Street, Wendell, Attention Town Clerk Megan Howard or remitted via email to mhoward@townofwendell.com

Town Clerk Megan Howard stated the applications attached in the Commissioners' Agenda packets were received to date for current vacancies. She said that the Board is not required to take action this evening. Ms. Howard stated that recruitment will be launched tomorrow, April 23rd and the deadline for applications will be May 23rd. She said that open recruitment information will come back at the first June Board Meeting [June 10, 2019]. She asked the Board if they wanted to take action at their next Board meeting or wait until the June 10 meeting to take action to fill the vacancies.

Mayor Gray stated that she would rather wait until they had everything before taking action.

Commissioner Joyner stated that all sitting members of each Board should be contacted that have a term expiring and that they should reapply.

Town Manager Collins stated that on the Planning Board appointments it states that one In-Town Member and one ETJ member terms expire in June 2020. He said the Planning Department received population statistics from the County and there are

statutory requirements about ETJ representation on the Planning Board and Board of Adjustment. Manager Collins requested that the planning staff and the attorney go through those numbers.

Mayor Gray stated that this is all the more reason to wait and that there are five empty seats right now. She said that it is the responsibility of the staff liaison to remind members at the meetings of whose terms are expiring and who was eligible to reapply.

ACTION: It was the consensus of the Board of Commissioners to wait until the June 10th meeting to take action on Citizen Advisory Boards.

- 6c. Discussion and decision for the lease of the property located at 122 W Second Street as a museum by the Wendell Historical Society.
Speaker: Town Manager Marc Collins

[Staff Report]

Item Summary:

The Wendell Historical Society, LLC (WHS) requests to lease the Town owned structure at 122 Second Street for the purpose of establishing and operating a historic museum with typical accessory uses to promote the history of Wendell.

The Town purchased the property in January 2019 and recombined the lot with the remainder of the block already in the ownership of the Town. While the purchase and sale agreement is no longer in force, the Commission requested staff to negotiate a lease with the WHS for the use as a public museum. The Town Attorney provided a base lease document and staff drafted the initial document. The draft lease was provided to WHS for review and two rounds of edits were made. A summary of the lease document is as follows:

- *The lease is effectively a 20-year lease with rent set for \$1 per year.*
- *The WHS accepts the structure as-is for establishing and operating a public museum. And may operate a gift shop and/or use the premises for fundraising.*
- *The WHS will provide an annual maintenance plan and proof of regular maintenance to the Town for review. The WHS is responsible for all repairs and maintenance.*
- *The WHS is responsible for all utilities, mowing, and services for the premises and keep the property in a good, clean, and sanitary condition.*
- *Any alterations or improvements to the premises are the responsibility of WHS with prior approval by the Town Manager and a right to appeal to the Town Commission.*
- *The WHS is required to maintain insurance for the property and name the Town as an additional insured.*
- *Early termination of the lease is permitted by either party in writing at least 120 days in advance of the termination of the lease. The WHS has three (3) options in such an event beyond just leaving the premises; (1) offer to purchase the premises at the price the Town expended; (2) relocate the structure to another site at WHS expense; or (3) participate in an agreement for an alternative public use of the property.*
- *The WHS may not occupy the premises until the terms of the lease are met (i.e. have plans for renovations, use, landscaping approved and insurance in place).*
- *The WHS must obtain all permits and maintain compliance with the law and lease. Annual reports demonstrating compliance will be provided to the Town Manager.*
- *The Town retains ownership of the premises with the ability to consider other uses in the future as needed.*

Staff recommends that the commission approve the Lease of the 122 Second Street premises to the Wendell Historical Society.

Town Manager Marc Collins provided an overview of the lease of the property located at 122 W Second Street as a museum by the Wendell Historical Society; staff report included above in italics.

ACTION:

Mover: Mayor Pro Tem Lutz moved to approve the amended lease at 122 W Second Street as a museum by the Wendell Historical Society.

Vote: 4-0

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 Gray



East Wake Senior Center Auxiliary – Commissioner Myrick

Update on board committee(s) provided.

8. COMMISSIONERS' REPORTS / COMMENTS

Mayor Pro Tem Lutz stated that when the Town has applicants who are requesting grants, his preference is the applicant present at Board Meetings to speak on their request.

9. MAYOR'S REPORTS / COMMENTS

Mayor Gray provided the following:



Citizen Advisory Board Recruitment starts Tuesday, April 23rd and wraps up on May 23rd and encouraged people to apply.



Opening Day at the Wendell Park will be Saturday, April 27th



National Day of Prayer is May 2nd



Public Safety Day is May 4th



Spring into the Arts is May 11th.



Mayor Gray thanked the Passage Church and Wendell Baptist Church for such a great Easter Egg Hunt. She also thanked Public Works, Police and the Parks and Recreation staff.

10. CLOSED SESSION

10a. *Closed session will be called if necessary.*

ACTION: No Closed Session was called.

11. ADJOURN

ACTION:

Mover: Mayor Pro Tem Lutz moved to adjourn.

Vote: 4-0

Duly adopted this 10 day of June 2019, while in regular session.

ATTEST:

Virginia R. Gray,
Mayor

Megan Howard,
Town Clerk

TOWN OF WENDELL
BOARD OF COMMISSIONERS BUDGET WORK SESSION MINUTES
DRAFT – April 29, 2019

The Wendell Town Board of Commissioners held their scheduled budget work session meeting on Monday, April 29, 2019, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: John Boyette, Jason Joyner and David Myrick.

ABSENT: Commissioners Ben Carroll

STAFF PRESENT: Town Manager Marc Collins, Special Assistant to the Manager-Deputy Town Clerk Sherry Scoggins, Town Clerk Megan Howard, Finance Director Butch Kay, Planning Director David Bergmark, Parks & Recreation Director Jeff Polaski, Public Works Director Brian Bray, and Police Chief Bill Carter.

CALL TO ORDER

Mayor Gray called the meeting to order at 7:00 p.m.

1. THE BUDGET DOCUMENT

Town Manager Collins thanked staff for working on the Budget.

Town Manager Collins stated that the Budget presented is a draft.

What is covered in the draft and what is missing

Has:

- ▶ Introduction: There's a table of contents in the binder that will help Commissioners to answer any questions.
- ▶ Strategic Plan
- ▶ Budget Summary
- ▶ General Fund
- ▶ Water & Sewer Funds
- ▶ Long-Range Financial Planning
- ▶ Supplemental and Statistical Material

Missing:

- ▶ Message—Town Manager Collins stated he can't give the message to the Commissioners with the Budget under Statutory Law. The Budget will be provided to the press and posted online in the next couple of days.
- ▶ Budget Ordinance—Commissioners will take action on this.
- ▶ Final Fee Schedule—Commissioners will take action on this.



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- ▶ Partner agencies list—for example, we don't provide fire or EMS services. This will help guide people to the correct agencies.
- ▶ Glossary of Terms and Acronyms
- ▶ Not perfect...yet! Has typos, numbers can change in process, additional descriptions added.

2. BUDGET SCHEDULE

DATE	ACTIVITY	NOTES
January 14, 2019*	Presentation of Financial Policy Amendments	Local procedure
January 15, 2019	Initial budget materials provided to Departments	Local procedure
January 28, 2019*	Presentation of Draft 2019 Strategic Plan	Local procedure
February 11, 2019*	Approval of 2019 Strategic Plan	Local procedure
February 23, 2019*	Board of Commission Budget Retreat	Local procedure
February 25, 2019*	City of Raleigh Utilities Merger Report	Local procedure
March 5, 2019	Final budget materials provided to Departments	Local procedure
March 19, 2019	Department Requests Submitted to Budget Officer (LGBFCA deadline is April 30)	NCGS 159.10
March 25, 2019	Approval of Financial Policy Amendments	Local procedure
April 29, 2019*	Detailed Budget Work Session Presentation of Draft Budget	Local procedure
April 30, 2019	Submission of Budget with Message to Commission (LGBFCA deadline is June 1)	NCGS 159.11
	Budget made available to the public and press	NCGS 159.12
	Publish budget statement and public hearing date	NCGS 159.12
1 st Week of May	Individual Meetings with Commissioners	Local procedure
May 13, 2019*	Budget Hearing	NCGS 159.12
May 28, 2019*	Adoption of Budget, Levy Tax Rate, and Fee Schedule Adoption (LGBFCA deadline is by July 1)	NCGS 159.13

3. GENERAL FUND



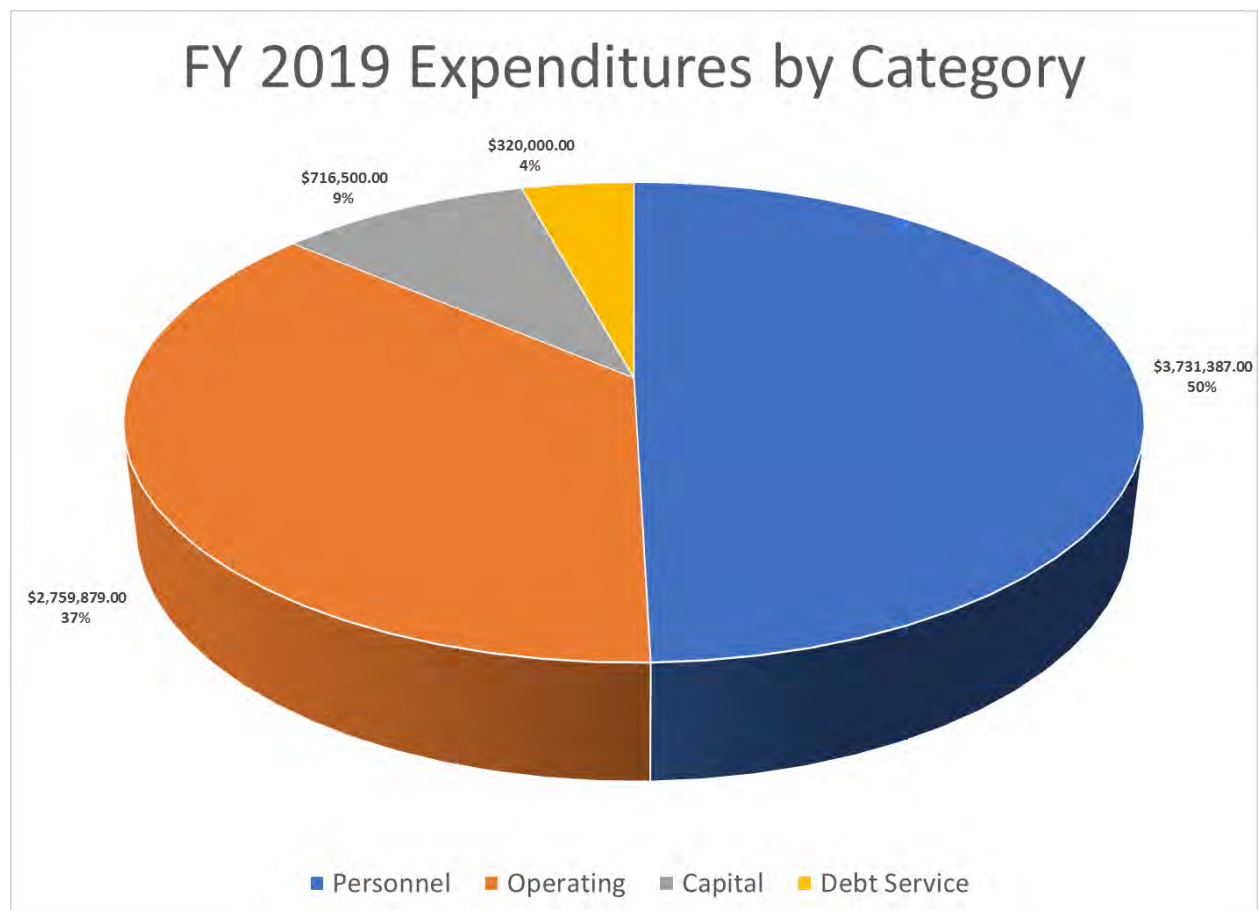
\$7,527,766 is being presented. That represents a 3.9% increase from the previous fiscal year. Personnel is the largest line item in the budget. The fund balance calculation is 88.5%--well above the 40% fund level, required.

3a. Overview

[Staff Report]

Item Summary:

- ▶ **Total FY 2020 Budget** **\$7,527,766**
 - ▶ Personnel \$3,731,387 (50%)
 - ▶ Operations \$2,759,879 (37%)
 - ▶ Capital \$716,500 (9%)
 - ▶ Debt Service \$320,000 (4%)
- ▶ Increase of 3.9% over FY 2019 General Fund Budget
- ▶ Fund Balance for capital \$696,500
- ▶ Fund Balance calculation for FY 2020 88.5%
- ▶ Proposed Budget is Balanced



3b. Revenues FY 2020



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[Staff Report]

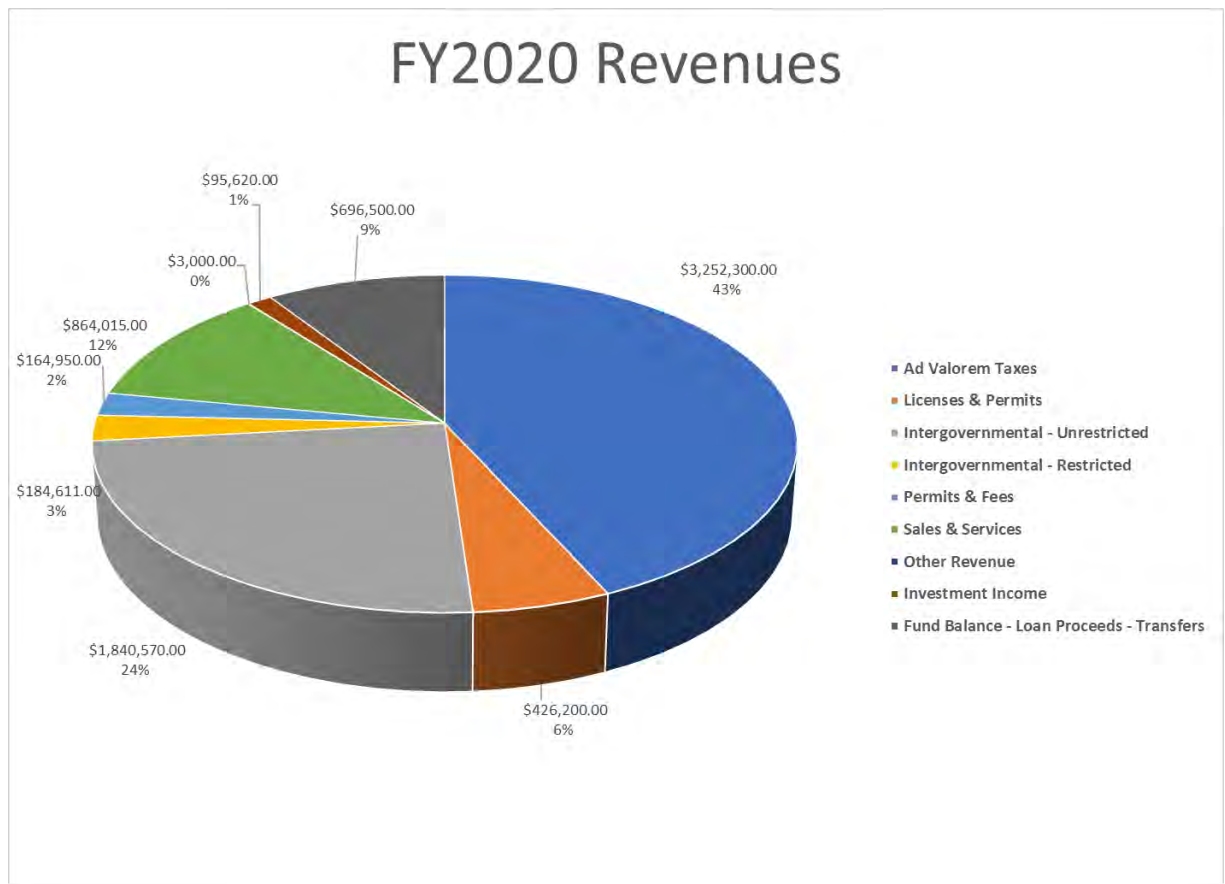
Item Summary:

- ▶ **No increase in property tax rate**
- ▶ **No increase in water or sewer rates**
- ▶ **No increase in solid waste fees**

Town Manager Collins stated that the only increases in fees are in Parks and Recreation where new programs were created and added last year.

- ▶ Increased property valuation of approximately \$75 million from new development
- ▶ Growth driving increases in revenues in general
- ▶ Adds several fees required by Statute and Code (check return fee, beer & wine licenses, and Board room night reservation)
- ▶ Only fee increases are in Parks and Recreation
 - ▶ New programs (soccer, wiffleball, kickball, community garden, weight room, CPR/First Aid/Babysitting Classes)
 - ▶ Track-out Camp increase from \$25 to \$20 per day—filled to capacity
 - ▶ Adult Co-Ed Volleyball increase from \$250/team to \$300/team—to match the market rate.
- ▶ Golf Cart Fees added to FY 2020 (\$3,500)

Town Manager Collins stated that Revenues are increasing due to growth in the community. Wake County Property Assessor estimates a \$75 million increase in our value—adding new property tax revenue to Wendell's Budget. Sales Tax is also increasing. There's no rate increase of any kind. Looking at the graph, Ad Valorem (Property) taxes make up 43% of the Town's revenues and the intergovernmental unrestricted of 24% includes the sales tax rate.

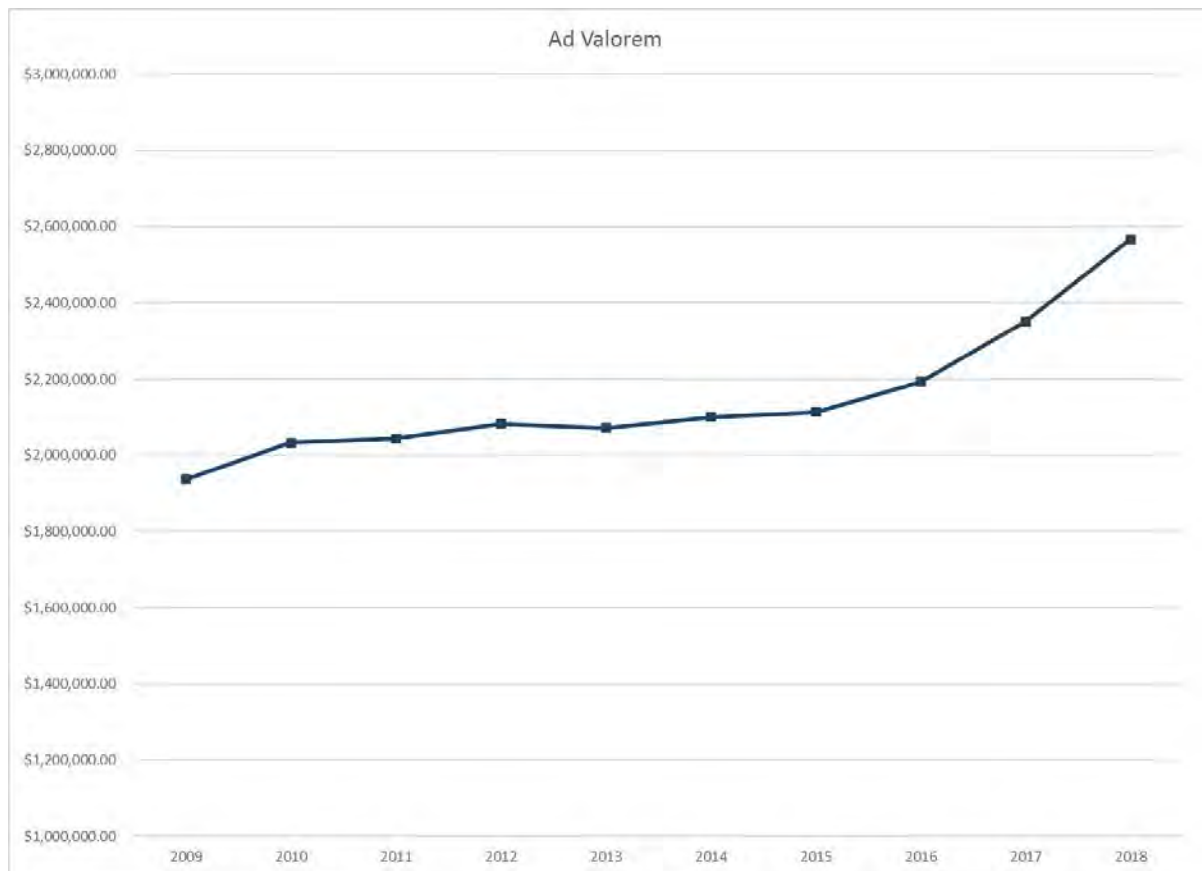


Ad Valorem Taxes	\$ 3,252,300.00
Licenses & Permits	\$ 426,200.00
Intergovernmental - Unrestricted	\$ 1,840,570.00
Intergovernmental - Restricted	\$ 184,611.00
Permits & Fees	\$ 164,950.00
Sales & Services	\$ 864,015.00
Other Revenue	\$ 3,000.00
Investment Income	\$ 95,620.00
Fund Balance - Loan Proceeds - Transfers	\$ 696,500.00
	\$ 7,527,766.00

These graphs are trending in the right direction. The last couple of years were up, as is this one.

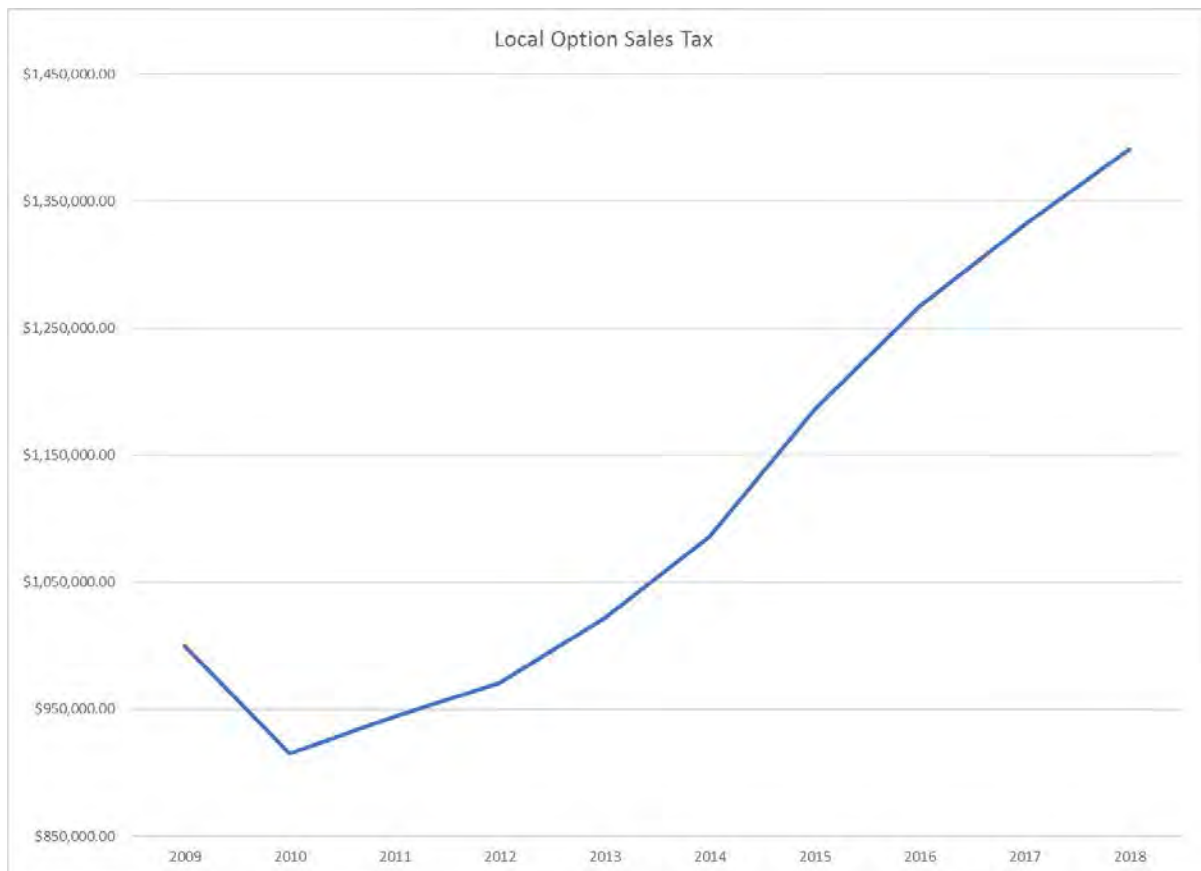


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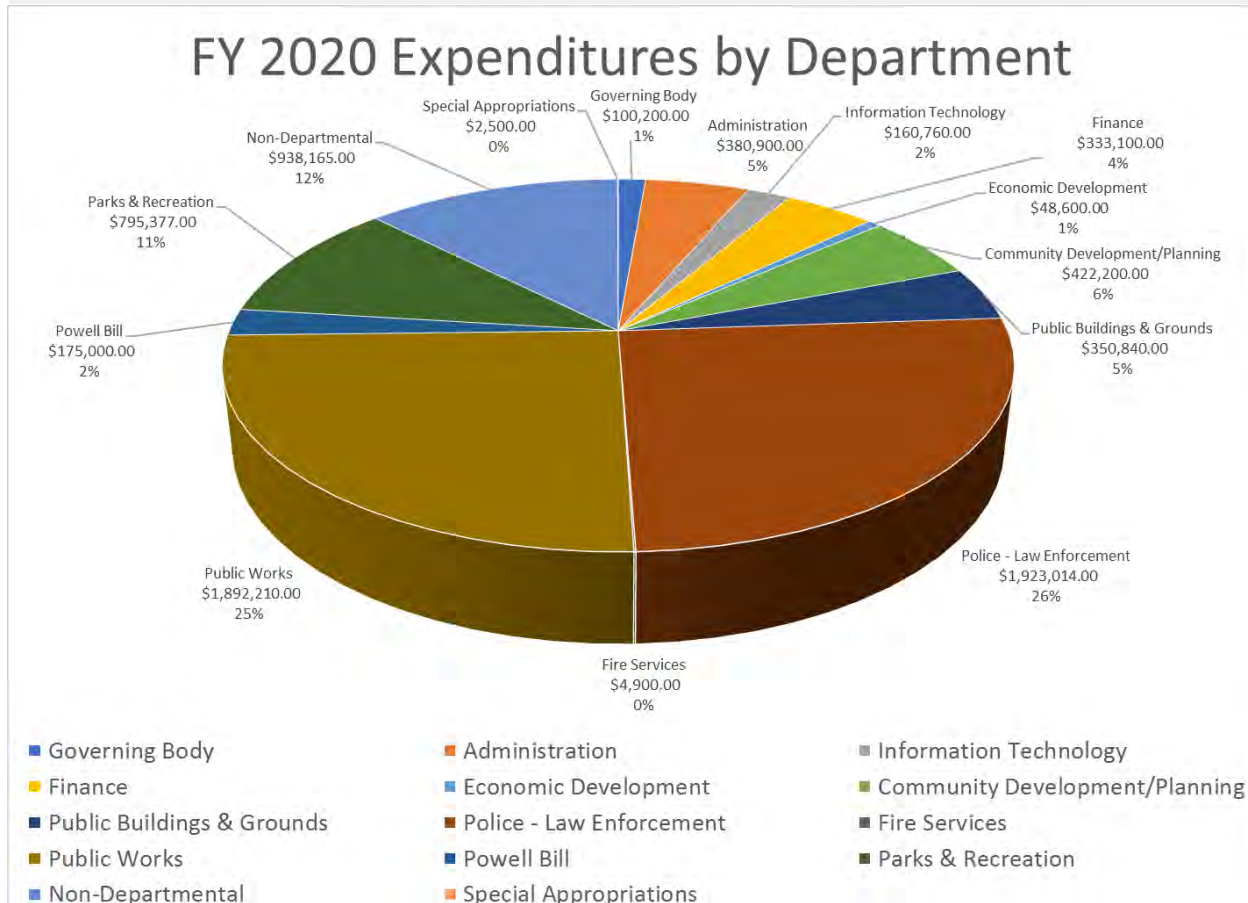
3c. Departments

[Staff Report]

Item Summary: Town Manager Collins said to refer to the GENERAL FUND in the Commissioners' BINDER, which will provide them with the line item budget. Additional to the line item budget is that there's previous two years actual, current year budget, funds requested by the department, what's recommended by management, and there's a line there to show you where trends are and to show where increases will generate.



	FY 2020	Capital	Net
Governing Body	\$ 100,200.00	\$ -	\$ 100,200.00
Administration	\$ 380,900.00	\$ -	\$ 380,900.00
Information Technology	\$ 160,760.00	\$ 15,000.00	\$ 145,760.00
Finance	\$ 333,100.00	\$ -	\$ 333,100.00
Economic Development	\$ 48,600.00	\$ -	\$ 48,600.00
Community Development/Planning	\$ 422,200.00	\$ 60,000.00	\$ 362,200.00
Public Buildings & Grounds	\$ 350,840.00	\$ 185,000.00	\$ 165,840.00
Police - Law Enforcement	\$ 1,923,014.00	\$ 171,000.00	\$ 1,752,014.00
Fire Services	\$ 4,900.00	\$ -	\$ 4,900.00
Public Works	\$ 1,892,210.00	\$ 240,000.00	\$ 1,652,210.00
Powell Bill	\$ 175,000.00	\$ 20,000.00	\$ 155,000.00
Parks & Recreation	\$ 795,377.00	\$ 25,500.00	\$ 769,877.00
Non-Departmental	\$ 938,165.00	\$ -	\$ 938,165.00
Special Appropriations	\$ 2,500.00	\$ -	\$ 2,500.00
	\$ 7,527,766.00	\$ 716,500.00	\$ 6,811,266.00





New Department Layout: Looking at the Departments, Police and Public Works are the Town's two largest expenses and two largest departments. Town Manager Collins stated that when he goes over the new Departmental layout shortly, one will see the rest of the departments, a description of service, revenues directly attributed to the department—any past year/current year percent change for the expense within the department, personnel end gain capital. There's also a summary of what's happening in each department's budget.

- ▶ Description of Service
- ▶ Revenues
- ▶ Expenditures (prior year, current, % change)
- ▶ Summary of Department Budget
- ▶ Staffing (prior 2 years, current year, proposed)—total 3-year change of Staffing
- ▶ Prior year achievements (top 3) (for the department)
- ▶ Current year challenge (top)
- ▶ Department goals, work units, and performance measures

Governing Body

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	\$28,800	\$28,800	0
Operating	\$43,600	\$71,400	63.8
Capital	0	0	0
Total	\$72,400	\$100,200	38.4

- ▶ Legal expenses increased \$12,000 – Attorney attend 2 meetings per month
- ▶ Municipal election \$19,000—The Municipal Election can come in lower if Cary has a Primary Runoff Election.

Administration

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	\$333,175	\$313,500	-5.9
Operating	\$44,175	\$67,400	52.6
Capital	0	0	0
Total	\$377,350	\$380,900	0.9

- ▶ Clerk full year salary with training increases
- ▶ Shared communications position through EWTN partnering with Town of Rolesville (\$4,000)—will be a Part-Time Communications position as a contracted position.



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- Compensation & Classification Study (\$8,250)—reviews our current job descriptions, pay scale.

Information Technology: Town Manager Collins stated that this is a holding budget, for right now.

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	\$68,800	\$68,800	0
Operating	\$113,960	\$76,960	-32.5
Capital	\$15,000	\$15,000	0
Total	\$197,760	\$160,760	-18.7

- RFP Release in May in partnership with Town of Rolesville—may be some economies of scale, here.
- Budget will be adjusted if needed, based on results

Finance:

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	\$289,625	\$314,500	8.6
Operating	\$10,875	\$18,600	71.0
Capital	0	0	0
Total	\$300,500	\$333,100	10.8

- Separated from Administration
- Post-Employment Benefits Contract Services – Required GASB Standard (\$5,000)—really the only thing that's changing from last year.

Economic Development:

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	0	0	0
Operating	\$600	\$48,600	8,000
Capital	0	0	0
Total	\$600	\$48,600	8,000

- Downtown Façade Grant (\$10,000)
- Economic Development Contract Services (\$30,000)—Town Manager Collins stated that this would be a contract employee that comes in and helps the Economic Development



Program, representing the Town at the County/State level of Economic Development. This employee would help with our EDC, conduct project follow-up. Potential for creating a stand-alone position, here is based on the Board's evaluation. Town Manager Collins said they will need to get a program established in a cost-effective manner.

- ▶ TJCOG Regional Brownfields Program (\$8,000)—represents the first year of funding for the Triangle J County of Government
- ▶ Downtown Programming (\$300)—Town Manager Collins said there will need to be some discussion on this with the Commissioners.
- ▶ Appearance Commission (\$300)—Town Manager Collins said there will need to be some discussion on this with the Commissioners.

Discussion:

Town Manager Collins asked if the Commissioners think that the Appearance Commission should continue to host an event called Party with a Purpose, or whether the town should help fund the Appearance Commission in order to get art on the ground.

Mayor Gray stated that the Appearance Commission works very hard to have the Party with a Purpose in order to raise money. She would rather fund the Appearance Commission. If they still want to have events in which to celebrate what they've done, that's okay. Party with a Purpose takes a lot of time and effort and it takes up too much of the Commission's time and too much staff time. Mayor Gray asked what the Commissioners thought.

Commissioner Joyner asked what the Appearance Commission's funding was last year.

Town Manager Collins stated \$300.00.

Mayor Gray asked what the earnings were for Party with a Purpose.

Planning Director Bergmark stated that it was somewhere between \$3,000-\$4,000.

Mayor Pro Tem Lutz asked how the Town envisions establishing the Appearance Commission's role.

Mayor Gray stated that they haven't met in a while and that they need to. The Appearance Commission is planning something kind of different. They host an event downtown that would generate more traffic, once a month, as an opportunity to bring people together and it won't be as extravagant as the Party with a Purpose event.

Manager Collins stated that there are three options: (one,) do nothing, continue as is with the event; (two,) stop the fundraising and fund the public art through the budget; (three,) do nothing in the budget and leave it as is before going to the Appearance Commission for some direction. Budgets are living documents and it might be possible to find a couple thousand dollars in the coming fiscal year to resolve it in some manner.



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Mayor Gray stated that she would also like the Appearance Commission to pursue grant opportunities as well as funding because they need to do public art and things that have been asked of them.

Commissioner John Boyette asked that, if the Board decides to fund the Appearance Commission and they still decide to hold a fundraiser, would that be a problem?

Town Manager Collins stated that not everything can be financed by the Town. The Appearance Commission is an extension of the Board of Commissioners, doing what the Board asks. Regardless of the Party with a Purpose or public funding, it would be wise to track those funds, moving forward. It would be best to discuss funding within the next fiscal year and discuss the matter with the Appearance Commission in the here and now.

Mayor Gray asked if Town Manager Collins will speak with them at their next meeting about which direction they would like to go in. Town Manager Collins agreed.

Planning:

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	\$232,500	\$271,500	16.8
Operating	\$44,175	\$67,400	63.3
Capital	0	\$60,000	---
Total	\$377,350	\$380,900	46.6

- ▶ Engineer fees are added as a revenue and expense in FY 2020—Town Manager Collins states that before we were only accounting for Engineer fees in one line. In reality, there's a multitude of developer fees paid to different entities. These are now broken out into a revenue line and an expense line. The expense line is slightly higher than the revenue line. Now, it's more transparent across accounting.
- ▶ FY 2019 Planner Position full year salary
- ▶ Streetlight expenses due to growth (\$5,250)
- ▶ Training increased for new position and AICP certifications (\$1,350)
- ▶ Comprehensive Land Use Plan – ½ cost in FY 2020 (\$60,000)—Town Manager Collins says that this is broken out over 2 Fiscal Years, which is why it states ½. A lot of the conflict of the Land Use Plan isn't over the Developer's intent, the Board's intent or Staff's intent—it does speak to the dated nature of some of our Land Use Policy. This Comprehensive Land Use Plan will help guide us in that direction.

Public Buildings & Grounds:

Town Manager Collins stated there's a reduction in public funding expenses that cover closer to actual cost. The landscape architect is currently under review. The current amount budgeted is lower than what it's been in the past. There's some economies that



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the Board would want more control over. Other things that are less efficient for Town Staff—like Wendell Boulevard medians—will be contracted out. There are some areas within Wendell that the Town is maintaining.

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	0	0	0
Operating	\$172,745	\$165,840	-4.0
Capital	0	\$185,000	---
Total	\$172,745	\$350,840	103.1

- ▶ Telephone reduction (\$10,760)
- ▶ Landscape contract reduction, will reflect new contract (\$10,760)
- ▶ Senior center HVAC system improvements (\$6,000)
- ▶ Cemetery driveway maintenance (\$1,750)—Public Works started this year and needs funding to continue that into next year.
- ▶ Town Square Stage Step Replacement/Repair (\$4,000)
- ▶ Retrofit Downtown Trashcan Lids (\$3,000)—Public Works found an innovative way to work this out. With open trash cans, the rain fills up the bags, making them heavy. It also becomes a waste water issue regarding stormwater. Public Works found lids you could weld to the top, modifying the current trashcans.
- ▶ Wendell Boulevard Sidewalk Project – Design and Environmental (\$185,000)—Public Works and Planning have been working together to submit a larger grant request to the Local Administered Project Plan. This will be a \$1.3 million project in the next year, with a 30% local match. This is to establish a sidewalk from Wendell Elementary to Food Lion, with two other potential projects from Marshburn to Wendell Boulevard as well as Wendell Falls Parkway to Wendell Boulevard with pedestrian crossings. Town Manager Collins says that this is potentially 3 projects to be worked on with CAMPO and the DOT with the application.

Police:

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	\$1,429,550	\$1,502,000	5.1
Operating	\$222,660	\$250,014	12.3
Capital	\$115,000	\$171,000	48.7
Total	\$1,767,210	\$1,923,014	8.8

- ▶ 2 New positions starting Jan. 1, 2020 (Police Officer, CALEA Administrator)
- ▶ Full year salary for position starting in FY 2019
- ▶ Part-time officer (\$7,500)—out of the existing budget.
- ▶ Overtime (\$6,000)—involving employees agreeing to take comp time. This allows them to be paid overtime (Police and Public Works will have this ability).



- ▶ Training increased (\$14,920)—Wake Tech doesn't offer promotional accreditation for free.
- ▶ Department Supplies increased (\$9,250)
- ▶ New radios (\$4,000)
- ▶ Uniforms increased (\$5,550)
- ▶ Wellness program for gym membership reimbursement (\$6,000)—allows for approximately 75% of the department to have a gym membership at \$25/month.
- ▶ 3 police cars – 2 replacements and 1 for new officer (\$171,000)—starts in January.

Fire Services: Town doesn't provide this service, Wake County does.

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	0	0	0
Operating	\$8,100	\$4,900	-39.5
Capital	0	0	0
Total	\$8,100	\$4,900	-39.5

- ▶ No change in Fire Tax in FY 2020
- ▶ Town does not provide Fire or EMS Services
- ▶ Hazardous Materials Service reduced – covered by Fire Tax (\$3,200)—Only change is that the Raleigh Wake County Fire Tax covers Wendell, as well.

Public Works:

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	\$657,100	\$722,000	9.9
Operating	\$739,085	\$867,710	17.4
Capital	\$51,000	\$302,500	493.1
Total	\$1,447,185	\$1,892,210	30.8

- ▶ Salaries cover structure reorganization of FY 2019
- ▶ New public works specialist position added—New growth in the Town has provided for this.
- ▶ Training increased (\$4,875)—Manager Collins said this is for Supervisors and Superintendents with the American Public Works Association.
- ▶ Maintenance and repair increases (various)—Building needs with door locks, Streetsweepers, Vehicle Maintenance, and Equipment maintenance.



- ▶ Street signs increased (\$3,600)—Doubled to provide more resources. Statutory requirement for visibility.
- ▶ Streets increased (\$2,000)—Doubled to provide more resources.
- ▶ Sidewalks increased (\$5,000)—Doubled to provide more resources.
- ▶ Salt-spreader (\$7,000)—Non-Capital items; Safety requirement
- ▶ Chemical sprayer (\$3,500)—Non-Capital items; Safety requirement.
- ▶ Capital items - Leaf truck (\$195,000), Pickup Truck (\$28,000), Two mowers (\$17,000)

Commissioner Boyette asked if the Town is planning on doing more mowing or to contract more.

Manager Collins stated that it's more efficient to do most of it in-house, except for the mowing medians.

- ▶ Contract Services for Leaf & Limb increased (\$34,500)—Compliant Disposal Service

Powell Bill – Local Roads Program: Most of this goes to paying past road improvement debt service.

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	0	0	0
Operating	\$173,500	\$175,000	0.9
Capital	0	0	0
Total	\$173,500	\$175,000	0.9

- ▶ Debt payment for past road improvements project (\$139,600)
- ▶ ADA Compliance for crossings and sidewalks (\$20,000)—The Town needs to designate an ADA coordinator, an existing person in the organization that has 3 years to develop a transition plan for us to be compliant as a Town. Right now, the DOT has an 80/20 match with a transportation alternatives program—federal funding to help us with compliance. The DOT is offering the Town the same 80/20 match so that we have the local funds to put towards that. Manager Collins doesn't know that we'll necessarily need \$20,000. The state will take care of the state roads, while we will take care of our local roads.

Parks and Recreation:

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	\$434,750	\$512,487	17.9
Operating	\$229,265	\$251,390	9.7
Capital	\$13,800	\$31,500	128.3
Total	\$677,815	\$795,377	17.3

- ▶ New parks maintenance technician added—Events and programming last year increased by 37%. Parks and Recreation has been shifting as much staff as possible to cover these events. When they're not busy with events, they've got to maintain the park, which isn't sustainable. Manager Collins said that this is one of our most important positions in our budget, this year.
- ▶ Part-time salaries increased – market rate pay and increased need (\$15,437)—Town Manager Collins also said we need more hours for part-time staff.
- ▶ Training increased for 2 staff to obtain CPRP certifications (\$1,200)
- ▶ Maintenance increases for field aeration (\$19,350)
- ▶ Tractor maintenance (\$5,225)
- ▶ Track-out program increase (\$2,850)—Part of which involves Transportation and Material costs and Labor costs.
- ▶ New Recreation Scholarship Program (\$1,000)
- ▶ Non-capital items (tables, chairs, rototiller, podium PA, ice machine, trashcans, and picnic tables)

Commissioner Joyner asked if the Podium PA was a Parks and Rec request or a manager need. Parks & Recreation Direction Jeff Polaski stated that he requested the Podium PA

- ▶ Tractor leased in FY 2019 payment (\$6,000)
- ▶ Wendell Park Improvements Project – Wi-Fi, gutter guards, gym stairs, and access to lower parking (\$25,500)—Manager Collins also states that the stairs at the Community Center will need to be built to the lower parking lot, as there is a bit of a dip in the topography.

Commissioner Boyette asked what Manager Collins meant by gym stairs.

Mayer Gray stated that it's the stage and asked what is wrong with the stairs.

Parks and Recreation Director Jeff Polaski stated that the rubber gripping is peeling off.

Mayor Gray asked if they could also paint the front of the stage.

**Non-Departmental:**

Manager Collins stated that this involves meeting with the insurance company in the coming week.

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	0	0	0
Operating	\$823,855	\$938,165	13.9
Capital	0	0	0
Total	\$823,855	\$938,165	13.9

- ▶ Health insurance estimate increase (\$74,720)
- ▶ Debt service increases consistent with audited payment schedule (\$13,000)
- ▶ Employee education assistance continued (\$3,000)
- ▶ New Employee Assistance Program (\$9,000)—Counseling Services for first responders.

3d. Staffing

- ▶ 3% Total increase in pay (2% cost of living and 1% merit increment)—
Manager Collins said that we need to develop the merit increment program,
as there is currently some compression with new employees.
- ▶ Assumes 10% increase in insurance costs
- ▶ 4 New Positions Proposed in FY 2020
 - ▶ Park Maintenance technician
 - ▶ Public Works Specialist
 - ▶ Police Officer
 - ▶ Records & Training (CALEA) Administrator

Manager Collins referred to the last page in the BUDGET SUMMARY section of the BUDGET BINDER given to the Commissioners. There is a 10-year staffing analysis involved that includes 41 new positions total, with 4 new positions each year. This analysis is due to the growth increase in the Town of Wendell. The needs are analyzed annually and adjusted according to economic need.

Town Manager Collins mentioned looking in the SUPPLEMENTAL & STATISTICAL section of the BUDGET BINDER given to the Commissioners, which gives information on economy, demographics, population, history and descriptions of statistics. In the coming 10 years, the population is projected to be almost at 20,000 people. Majority of the population growth is attributed to Wendell Falls. The rest of the Town's growth only amounts to 4% of the increase.

Manager Collins referred to the Comparative Rates and Fee Schedules that compares Wendell's rates to other cities and towns in Wake County (In SUPPLEMENTAL & STATISTICAL section). Wendell rates are high because our valuation is low. When we



have a higher assessed value, Wendell will have a lower rate. Wendell's assessed value is higher than it has been in the past year. The Town's Commercial Value will increase, as well. Sales tax was also looked at—how it's distributed in the county.

Manager Collins referred to the General Fund Staffing Comparison in the BINDER, stating that there is a comparison between other areas that are comparable in size or larger than Wendell. It also looks at Comparative Community Population Growth, Rate and Land Area in other communities around the state—comparing Wendell over a 5-7 and 10-15 year growth period. There's also a comparison of Parks and Rec fees, going into the draft fee schedules comparing Wendell to other towns.

- ▶ 10-Year Staff Analysis in Budget Summary
- ▶ Compensation & Classification Study
- ▶ Benefits – Police Wellness, Employee Assistance Program (EAP)

3e. Capital Improvement Program:

Manager Collins referred to the LONG-RANGE FINANCIAL PLANNING section in the BUDGET BINDER.

- ▶ 5 Year Program
 - ▶ Year 1 is the Capital Budget (funded in the General Fund)
 - ▶ FY 2020 Capital and Debt Total is \$1,244,380
 - ▶ Years 2-5 are for planning purposes
 - ▶ Total Capital and Debt for 5 years is \$15,441,435—There is a new Town Hall affected in this debt for the next 5 years.
- ▶ Identifies Revenues
 - ▶ Transition from general fund balance reliance to include sales tax and auto decal fee
- ▶ Includes Debt Service and Lease Payments
- ▶ Fund Balance Reserves over 40% maintained all 5 years—Reflected at the bottom of page 2 in the LONG-RANGE FINANCIAL PLANNING section in the BUDGET BINDER. Manager Collins said that there are several other things to consider, including the Parks and Rec Master Plan such as Facility & Land needs is not included in this. In terms of the proposed new Town Hall, the debt is included in the Capital Improvement Program as a borrowing loan.
- ▶ Asset replacement criteria used for capital budget requests

Manager Collins said that in the Capital Improvement Program are the Revenues and how to cover expenses. One way is to incorporate a Sales Tax as a Revenue stream for the Town's Capital Improvement. Due to growth, the sales tax will end up covering the Debt Service Payment.

Capital Budget Projects \$716,500

- ▶ Wendell Boulevard Sidewalk Project (\$185,000)
- ▶ ADA Local Road Compliance (\$20,000)
- ▶ Leaf Collector Truck (\$195,000)
- ▶ Public Works Pickup Truck (\$28,000)
- ▶ 2 Mowers (\$17,000)



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- ▶ Police Vehicle Replacement Program (\$171,000)
- ▶ Technology Replacement Program (\$15,000)
- ▶ Wendell Park Improvements (\$25,500)
- ▶ Comprehensive Land Use Plan - ½ cost (\$60,000)

3f. Fund Balance

Policy calculation = 88.5% for FY 2020—of the Operating Budget

	Fiscal Year							
	2011	2012	2013	2014	2015	2016	2017*	2018
Restricted	\$ 441,449	\$ 555,157	\$ 310,202	\$ 416,973	\$ 229,137	\$ 374,024	\$ 1,364,711	\$ 362,791
Committed	\$1,239,884	\$1,249,178	\$ 386,131	\$ 263,203	\$ -	\$ -	\$ -	\$ -
Assigned	\$ -	\$ -	\$ 222,869	\$ 125,000	\$ 891,450	\$ 18,000	\$ 176,970	\$ 245,800
Unassigned	\$2,755,351	\$2,833,622	\$ 3,400,310	\$3,952,032	\$3,862,538	\$5,052,270	\$5,328,810	\$6,030,012
Total	\$4,436,684	\$4,637,957	\$ 4,319,512	\$4,757,208	\$4,983,125	\$5,444,294	\$6,870,491	\$6,638,603
Change in Total Fund Balance	\$ 391,553	\$ 201,273	\$ (318,445)	\$ 437,696	\$ 225,917	\$ 461,169	\$1,426,197	\$ (231,888)
Change in Assigned/Unassigned Fund Balance	\$ 78,271	\$ 789,557	\$ 453,853	\$ 676,956	\$ 316,282	\$ 435,510	\$ 770,032	
Assigned Fund Balance is designated fund balance appropriation for succeeding budget year.								
* Reporting loan proceeds to spend in FY 2018								

3g. Debt Management Program

The Town of Wendell doesn't borrow a lot, so our Legal Debt Margin is very high. The Town's Net Debt right now is at 3.7%, leaving an additional \$49 million dollars in the budget for debt margins.

Annual Debt Service Requirements					
Year Ending June 20	Governmental Activities		Business-type Activities		Total
	Principal	Interest	Principal	Interest	
2019	\$ 388,592	\$ 76,984	\$ 417,048	\$ 50,342	\$ 932,966
2020	391,255	68,123	417,048	39,957	916,383
2021	331,035	59,010	417,048	29,572	836,665
2022	332,808	50,906	417,048	19,187	819,950
2023	212,249	42,780	381,886	8,802	645,717
2024-2028	922,000	124,128	-	-	1,046,128
2029-2031	300,000	19,740	-	-	319,740
	\$2,877,939	\$ 441,672	\$ 2,050,078	\$ 147,860	\$ 5,517,549



FY 2020 Estimated Changes in Long-Term Debt				
	Estimated Balance June 30, 2019	Estimated Additions	Estimated Retirements	Estimated Balance June 30, 2020
General Fund Debt	\$ 2,854,034	\$ -	\$ 459,378	\$ 2,394,656
Water and Sewer Fund Debt	\$ 1,730,548	-	457,005	\$ 1,273,543
Total Debt	\$ 4,584,583	\$ -	\$ 916,383	\$ 3,668,200

Computation of Legal Debt Margin	
Estimated Assessed Valuation - FY 2019	\$ 657,589,503
Debt Limit (at 8% of assessed valuation)	\$ 52,607,160
Net Debt	\$ 3,668,200
Legal Debt Margin	\$ 48,938,960

4. WATER & SEWER FUNDS

- ▶ Only used to pay past debt for water and sewer system since the 2006 Merger Agreement with the City of Raleigh to assume utility service
- ▶ Town Manager Collins stated that, if the town wanted to install water and sewer in the future, we could account for it in the Water and Sewer Fund as a part of the Merger Agreement.

Account	Account Description	FY 18/19 Budget	FY 19/20 Proposed	FY 19/20 Adopted	FY 20/21 Estimate	FY 21/22 Estimate	FY 22/23 Estimate
	REVENUES						
30-399-04	City of Raleigh - Debt Payment - Water	132,149	50,000		50,000	50,000	0
32-399-04	City of Raleigh - Debt Payment - Sewer	803,807	450,000		430,000	420,000	410,000
	TOTAL REVENUES	935,956	500,000	0	480,000	470,000	410,000
	EXPENSES						
30-660-91	Non-Departmental - Debt Service - Water Fund	132,149	50,000		40,000	50,000	0
32-660-91	Non-Departmental - Debt Service - Sewer Fund	803,807	450,000		430,000	420,000	410,000
	TOTAL EXPENSES	935,956	500,000	0	470,000	470,000	410,000

In the table above, the numbers have changed over the future projections. In the 22/23 Fiscal Year, the water is paid off and it will be the last year for a sewer payment of 410,000.

5. HOW DOES THE PROPOSED BUDGET RELATE TO THE STRATEGIC PLAN

Manager Collins stated that the Commissioners can refer to the Strategic Plan section in the BUDGET BINDER to identify goals that were discussed at the Budget Retreat and the initiatives to implement these goals.



Connection to the Strategic Plan

Goal 1: Downtown Vibrancy, Economic Growth, and Community Character

- Downtown Parking (\$300,000) improvement in FY 2022.
- NCDOT sidewalk crossing improvements (\$40,000 total) in FY 2020 and FY 2021.
- Downtown streetlight maintenance and repair (\$3,500 increase) in FY 2020.
- Façade Grant program funding (\$10,000) in FY 2020.
- TJCOG Regional Brownfield Program (\$8,000) in FY 2020.
- Contract Economic Development Program (\$30,000) in FY 2020.
- Comprehensive Land Use Plan Update (\$120,000 total) in FY 2020 and FY 2021.

Connection to the Strategic Plan

Goal 2: Public Safety & Neighborhood Improvement

Manager Collins stated that this is a top priority—providing CALEA accreditation for the Police Department. In addition to these top priorities is the Training and Education for Crisis Intervention and the Employee Assistance Program, which would provide counseling services for first responders.

- Position for CALEA accreditation in salary line to start in January in FY 2020.
- Funding for CALEA training and program in FY 2020.
- Training and education (\$14,920 increase) in FY 2020.
- Health club membership reimbursement program (\$6,000) in FY 2020.
- Employee assistance program (EAP) for all employees (\$9,000) in FY 2020.
- Overtime line added (\$6,000) in FY 2020.
- Wendell Boulevard Sidewalk Project (\$1,485,000) in FY 2020 and FY 2021.

Connection to the Strategic Plan

Goal 3: Infrastructure, Transportation, and the Environment

- Fee comparison added to Budget in FY 2020.
- Stormwater contract (\$9,000 increase) and drainage maintenance (\$3,950 increase) in FY 2020.
- Street repaving (\$539,243 total) in CIP.
- Sidewalk program (\$1,700,000 total) in CIP to implement part of 2017 Pedestrian Plan.
- Wendell Boulevard Sidewalk Project (\$1,485,000) in FY 2020 and FY 2021.
- Intersection improvements in the Wendell Boulevard Sidewalk and ADA compliance projects.

Connection to the Strategic Plan

Goal 4: Parks, Recreation, Special Events, and Culture



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Manager Collins said that there isn't a monetary thing directly now—these are placeholders. In relation to the New Park Construction and Park Land Acquisition—these will include outside revenue sources to provide leverage for the Town. The Multi-Purpose trail will connect Wendell Falls to town in the next year or two. Without any hardships, \$500,000 will purchase 1.5-2 miles of trail that is 10 ft wide and paved. This could potentially connect Wendell Park to Public Works on Buffalo Road or the Main Street Extension. It could also be along Wendell Falls Parkway to start closing the gap, there.

- Parks and Recreation Master Plan (in-process) to be completed in FY 2020.
- Parks Maintenance Technician position in Parks and Recreation salary line in FY 2020.
- Park land acquisition (\$400,000) in FY 2021.
- New park construction (\$500,000) in FY 2022.
- Wendell Park Improvement (\$25,500) in FY 2020.
- Multi-Purpose Trail (\$500,000) in FY 2022.

Connection to the Strategic Plan

Goal 5: Organization Culture and Communication

- No tax increase or borrowing proposed in FY 2020.
- Capital improvement program with fund balance compliance in FY 2020 budget document.
- Additional transparency and detail connecting policy to expenses in FY 2020 budget document.
- Staffing needs analysis included in the FY 2020 budget document.
- Performance measurements and goals established in FY 2020 budget document.
- Communication plan with Contract Services and Administration staff (\$4,000) in FY 2020.
- ADA compliance for intersections and sidewalks (\$40,000 total) in FY 2020 and FY 2021.
- Overtime budgets added in Public Works (\$6,000) and Police (\$6,000) in FY 2020.
- Employee Assistance Program (EAP) for all employees (\$9,000).
- Compensation and Classification Study (\$8,250) in FY 2020.
- Organization training emphasized (\$32,145 total increase for all departments) in FY 2020.

6. DISCUSSION AND/OR DIRECTION

- ▶
- ▶ Budget Hearing:
 - ▶ Monday, May 13, 2019 at Commission Meeting (7pm)
 - ▶ Manager Collins said that he will have the Budget out to the Public by then, as well as to the GFOA
- ▶ Budget Adoption
 - ▶ Tuesday, May 28, 2019 at Commission Meeting (7pm)

Manager Collins thanked staff for working on the Budget and opened the floor to the Board for questions or comments.



7. COMMISSIONERS' REPORTS / COMMENTS

Commissioner Joyner thanked Manager Collins and staff for the hard work, as there is a lot of information in the Budget. He is excited about the 10-year projection plan, Parks and Rec Technician and Compensation and Overtime for the Police Department.

8. MAYOR'S REPORTS / COMMENTS

Mayor Gray thanked Manager Collins and likes the Strategic Plan connection as a new process of budget planning. Mayor Gray requested a copy of the PowerPoint and asked Town Manager Collins to talk a bit more on contracting Leaf and Limb Services.

Manager Collins responded that there is a permit process with the State for decomposition of Leaf and Limb materials. For a time, it was moved across the street from Public Works and disposed of in a landfill. This became complicated, as the staff time required became problematic. The Waste Industries contract that is accounted for in the Budget is legally compliant and will require less strain on staff.

9. ADJOURN

ACTION:

Mover: Mayor Pro Tem Lutz moved to adjourn at 9:00 p.m.

Vote: 4-0..

Duly adopted this 10 day of June 2019, while in regular session.

ATTEST:

Virginia R. Gray,
Mayor

Megan Howard,
Town Clerk

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
DRAFT – MAY 13, 2019**

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, May 13, 2019, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: Ben Carroll, Jason Joyner, John Boyette.

ABSENT: Commissioner David Myrick

STAFF PRESENT: Town Manager Marc Collins, Special Assistant to the Manager-Deputy Town Clerk Sherry Scoggins, Town Clerk Megan Howard, Town Attorney Jim Cauley, Finance Director Butch Kay, Athletics Program Supervisor Director Tim Kay; Parks & Recreation Director Jeff Polaski, Planning Director David Bergmark, Public Works Director Brian Bray, Public Works Superintendent Chris Smith, and Police Chief Bill Carter.

CALL TO ORDER

Mayor Gray called the meeting to order at 7:00 p.m. and welcomed attendees.

Wendell Magnet Elementary School student, Jesei Strickland, led the Pledge of Allegiance.

Wallace Johnson of Wendell Methodist Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

ACTION

Mover: Mayor Pro Tem Lutz moved to approve the agenda as presented.

Vote: 4-0

2. PUBLIC COMMENT PERIOD *[one-hour time limit in total]*

Joe Burnette at 3721 Wendell Boulevard gave his public comment on the Zebulon Times and thanking the Board for his time at the meetings.

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.

ACTION

Mover: Mayor Pro Tem Lutz moved to approve the consent agenda as presented.

Vote: 4-0

- 3a. Wake County Tax Report.
- 3b. Resolution appointing Jeannine Ngwira as a Review Officer for the Town of Wendell.
- 3c. Resolution updating the review officers for the Town of Wendell.
- 3d. Resolution directing the clerk to investigate annexation petition A-19-04 for three non-continuous parcels along Rolesville Road and Davistown Road totaling 119.60 acres,
- 3e. Resolution directing the clerk to investigate annexation petition A-19-05 for two non-contiguous parcels at 1005 Lake Glad Road totaling 126.67 acres.

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

- 4a. Recognition of Wendell Magnet Elementary School teacher: Ashley West
Speaker: Mayor Virginia Gray

Mayor Gray recognized Wendell Magnet Elementary School teacher, Ashley West.

- 4b. Proclaiming May 19-25, 2019 as Public Works Week.
Speaker: Mayor Virginia Gray

Mayor Gray proclaimed May 19-25th as Public Works Week. She read and presented the below proclamation to the Town of Wendell Public Works Department:

Mayor Gray read the Public Works Week Proclamation into the record:



TOWN OF WENDELL

NORTH CAROLINA

PROCLAIMING MAY 19-25, 2019 AS PUBLIC WORKS WEEK

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Wendell; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at

all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Wendell to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2019 marks the 59th annual National Public Works Week sponsored by the American Public Works Association; and

WHEREAS, the theme for the 2019 National Public Works Week is "*It Starts Here*," recognizing that infrastructure, growth and innovation, mobility, security and healthy communities start with Public Works. Wendell's Public Works team contributes to the many facets of modern civilization that grow out of the efforts put forth by them to improve our citizens' quality of life.

NOW THEREFORE, on behalf of the Wendell Town Board of Commissioners, I, Virginia Gray, Mayor of the Town of Wendell, do hereby proclaim the week May 19-25, 2019 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

DULY PROCLAIMED at the Wendell, North Carolina Town Hall this 19th day of May 2019.

5. PUBLIC HEARINGS

Public Hearing Guidelines:

- *Case is announced*
 - *Staff presentation*
 - *Public hearing is opened*
 - *Applicant presentation*
 - *Citizens will follow the same rules as Public Comment Period and will have five minutes to speak*
 - *Close public hearing*
 - *Board members ask questions*
 - *Board may take action*
-

- 5a. PUBLIC HEARING:** Public hearing to consider a zoning text amendment to section 17.17 of the UDO and Section 3.04 of the Town's Standards and Specifications Manual as they relate to guarantee of required improvements and warranties against defects.
Speaker: Planning Director David Bergmark

[Staff Report]

Item Title:

ZTA19-02 – Discussion and Action on a Zoning Text Amendment to Section 17.17 of the UDO and Section 3.04d of the Town's Standards and Specifications Manual as they relate to guarantee of required improvements and warranties against defects.

Report to the Board of Commissioners:

- Monday, May 13, 2019

Report to the Planning Board:

- Monday, April 15, 2019

Specific Action Requested:

- The Board of Commissioners is asked to hold a public hearing and consider taking action on the proposed text amendment to Section 17.17 of the UDO and Section 3.04d of the Town's Standards and Specifications Manual as they relate to guarantee of required improvements and warranties against defects.
 - Action could consist of adopting the attached ordinance.

Applicant:

Town of Wendell

Petition:

Section 17.17 of the UDO contains the Town's general provisions for guarantees of required improvements and warranties against defects. House Bill 721 (Session Law 2015-187) put in place new regulations regarding the types and amount of performance guarantees local jurisdictions may use. Three specific types of guarantees are listed as acceptable. Additionally, it clarifies that performance guarantees must relate to the completion of improvements, NOT maintenance of improvements already completed (with the exception of stormwater facilities). The Town's current codes do not match the warranty types outlined and include a requirement for a warranty against defects. As a result, the language in the UDO and the Town's Standards and Specifications Manual pertaining to warranties and performance guarantees must be amended to conform to House Bill 721 (included as Attachment A)

Existing Language for Section 17.17 of the UDO (Guarantee of Required Improvements and Warranty Against Defects)

17.17 - Guarantee of Required Improvements and Warranty Against Defects

- A. Financial Guarantee in Lieu of Immediate Installation for Approval: In lieu of requiring the completion, installation and inspection of all or any part of the required improvements as described in this Ordinance prior to Final Plat approval, the Town may approve a financial guarantee whereby the developer shall agree to complete all required improvements. Once said financial guarantee is approved by the Board of Commissioners and the security required herein is provided, the Final Plat may be approved if all other requirements of the Ordinance are met. To secure this agreement, the developer shall provide either of, or a combination of, the following guarantees to cover the costs of the proposed improvements:
1. Cash or Equivalent Security: The developer shall deposit cash, a certified check or an irrevocable letter of credit with the Town Manager. The use of any instrument other than cash shall be subject to the approval of the Town. The amount of deposit shall be equal to 125 percent of the estimated cost as approved by the Town Manager, of installing all required improvements. The initial cost estimate shall be the responsibility of the

developer and certified by his engineer but the approval of the final cost estimate shall be made by the Town Manager.

2. *Governmental Guarantee: In any case where a required improvement is to be provided by the State of North Carolina or any local government other than the Town, the developer may provide, in lieu of the types of financial guarantee as provided for above, a letter from the appropriate State or local government official guaranteeing the installation of the improvement in the required manner and within the time allotted. Provided, however, in any case where the cost of such improvement exceeds \$10,000.00 as determined by the Town, such governmental guarantee shall be in form of an approved Project Budget Ordinance where local government is to be the provider and an equivalent document where the State is to be the provider.*

B. Duration of Financial Guarantees

1. *The duration of a financial guarantee shall be of a reasonable period to allow for completion and acceptance of improvements. In no case shall the duration of the financial guarantee for improvements exceed 18 months unless extended by the Board of Commissioners.*
2. *All subdivisions whose public improvements are not completed and accepted at least 30 calendar days prior to the expiration of the financial guarantee shall be considered to be in default, unless said guarantee is extended with the consent of the Board of Commissioners to a future date certain not to exceed six months.*

C. Default

1. *Upon default, meaning failure on the part of the developer to complete the required improvements in a timely manner as specified in the financial agreement, the Town may expend said funds as deemed necessary to complete all or any portion of the required improvements.*
2. *Default on a project does not release the developer from liability/responsibility, financial or otherwise, for the completion of the improvements.*

D. Release of Guarantee Security

1. *The Town Manager may release a portion or all of any security posted as the improvements are completed. Prior to such release the developer shall provide the Administrator with a set of 'as built' drawings certified by his engineer.*

E. Warranty Against Defects

1. *Prior to the approval of the Final Plat or acceptance by the Town of any improvements in any subdivision, the developer shall furnish to the Town a written warranty against defects which shall guarantee the material and workmanship of required improvements for a period of not less than one year from the date of such acceptance. Such warranty shall be accompanied by a financial guarantee payable to the Town equal to at least ten percent of the cost of the installation of such improvements as determined by the Town Manager. Such financial guarantee shall be in the form of financial guarantee as provided for in Section 17.17.A of this Chapter.*

The financial guarantee will be renewable, in one year terms, until 50 percent of certificates of occupancy have been issued within the applicable phase. When 50 percent of certificates of occupancy have been issued in a particular phase, the developer may petition the town to take over ownership and maintenance of the streets and infrastructure within the phase.

2. *Upon successful performance of the improvements, as determined by the Town Manager, the financial guarantee shall be returned to the developer. Upon the failure of an improvement to perform within the generally accepted standards for the type improvement as determined by the Town Manager, the developer shall be notified and given a reasonable period of time to correct the defects. Should the developer fail to act, fail to act*

in a timely manner, or otherwise fail to correct the defect(s), the Town Manager shall find the developer in default and proceed in the same manner as provided for in Section 17.17.C of this Chapter. Although other utilities and services as are set forth in [Section 17.13](#) are not included in this warranty against defects, any grading, boring, cutting or other disturbances in public easements or rights-of-way associated with the installation or such facilities shall be restored prior to the release of this financial guarantee.

Proposed Amendment:

The proposed text amendment modifies Section 17.17 of the UDO and Section 3.04d of the Town's Standards and Specifications Manual to limit the requirement for Warranties Against Defects to stormwater facilities only, change the types of performance guarantees required to match House Bill 721, change the approval authority for guarantees from the Town Board to the Zoning Administrator or the Town Manager, and specify at what stage of development required improvements may be completed. By delaying the final lift of asphalt until 70 percent of the lots have been completed, the Town reduces the risk of construction damage occurring to roads that have been accepted by the Town.

Proposed Amendments to Section 17.17 of the UDO (new text is underlined)

17.17 - Guarantee of Required Improvements and Warranty Against Defects

A. Financial Guarantee in Lieu of Immediate Installation for Approval: In lieu of requiring the completion, installation and inspection of all or any part of the required improvements as described in this Ordinance prior to Final Plat approval, the Town may require and approve a financial guarantee whereby the developer shall agree to complete all required improvements. The timing of said improvements shall adhere to the Town's adopted Standards and Specifications Manual. Once said financial guarantee is approved by the ~~Board of Commissioners~~ Zoning Administrator and the security required herein is provided, the Final Plat may be approved if all other requirements of the Ordinance are met. To secure this agreement, the developer shall provide either of, or a combination of, the following guarantees to cover the costs of the proposed improvements:

1. ~~Cash or Equivalent Security Surety Bond:~~ The developer shall deposit a surety bond with the Zoning Administrator ~~Town Manager~~. ~~The use of any instrument other than cash shall be subject to the approval of the Town.~~ The amount of the bond deposit shall be equal to 125 percent of the estimated cost as approved by the Zoning Administrator ~~Town Manager~~, of installing all required improvements. The initial cost estimate shall be the responsibility of the developer and certified by his engineer, but the approval of the final cost estimate shall be made by the Zoning Administrator ~~Town Manager~~.
2. Letter of Credit: The developer shall deposit a letter of credit issued by a financial institution licensed to do business in this State with the Zoning Administrator. The amount of the letter of credit shall be equal to 125 percent of the estimated cost as approved by the Zoning Administrator.
3. Other form of guarantee: The developer shall deposit any other form of guarantee that, in the opinion of the Administrator, provides equivalent security to a surety bond or letter of credit. The amount of this guarantee shall be equal to 125 percent of the estimated cost, as approved by the Zoning Administrator.
4. ~~Governmental Guarantee:~~ ~~In any case where a required improvement is to be provided by the State of North Carolina or any local government other than the Town, the developer may provide, in lieu of the types of financial guarantee as provided for above, a letter from the appropriate State or local government official guaranteeing the installation of the improvement in the required manner and within the time allotted. Provided, however, in any case where the cost of such improvement exceeds \$10,000.00 as determined by the Town, such governmental guarantee shall be in form of an approved Project Budget~~

~~Ordinance where local government is to be the provider and an equivalent document where the State is to be the provider.~~

B. Duration of Financial Guarantees

1. The duration of a financial guarantee shall be of a reasonable period to allow for completion and acceptance of improvements. In no case shall the duration of the financial guarantee for improvements exceed 24 ~~48~~ months unless extended by the ~~Board of Commissioners~~ Town Manager.
2. All subdivisions whose public improvements are not completed and accepted at least 30 calendar days prior to the expiration of the financial guarantee shall be considered to be in default, unless said guarantee is extended with the consent of the ~~Board of Commissioners~~ Town Manager to a future date certain not to exceed ~~six months~~ 12 months. In order for an extension to be granted, a developer shall demonstrate reasonable, good faith progress toward completion of the required improvements that are the subject of the performance guarantee or any extension. The form of any extension shall remain at the election of the developer.

C. Default

1. Upon default, meaning failure on the part of the developer to complete the required improvements in a timely manner as specified in the financial agreement, the Town may expend said funds as deemed necessary to complete all or any portion of the required improvements.
2. Default on a project does not release the developer from liability/responsibility, financial or otherwise, for the completion of the improvements.

D. Release of Guarantee Security

1. The Town Manager may release a portion or all of any security posted as the improvements are completed. Prior to such release the developer shall provide the Administrator with a set of 'as built' drawings certified by his engineer.

E. Warranty Against Defects

1. ~~Prior to the approval of the Final Plat or acceptance by the Town of any improvements in any subdivision, the developer shall furnish to the Town a written warranty against defects which shall guarantee the material and workmanship of required stormwater improvements for a period of not less than one year from the date of such acceptance. Such warranty shall be accompanied by a financial guarantee payable to the Town equal to at least ten percent of the cost of the installation of such stormwater improvements as determined by the Town Manager. Such financial guarantee shall be in the form of financial guarantee as provided for in Section 17.17.A of this Chapter.~~
~~The financial guarantee will be renewable, in one-year terms, until 50 percent of certificates of occupancy have been issued within the applicable phase. When 50 percent of certificates of occupancy have been issued in a particular phase, the developer may petition the town to take over ownership and maintenance of the streets and infrastructure within the phase.~~
2. Upon successful performance of the improvements, as determined by the Town Manager, the financial guarantee shall be returned to the developer. Upon the failure of an improvement to perform within the generally accepted standards for the type improvement as determined by the Town Manager, the developer shall be notified and given a reasonable period of time to correct the defects. Should the developer fail to act, fail to act in a timely manner, or otherwise fail to correct the defect(s), the Town Manager shall find the developer in default and proceed in the same manner as provided for in Section 17.17.C of this Chapter. ~~Although other utilities and services as are set forth in Section 17.13 are not included in this warranty against defects, any grading, boring,~~

~~cutting or other disturbances in public easements or rights-of-way associated with the installation or such facilities shall be restored prior to the release of this financial guarantee.~~

Proposed Amendments to Section 3.04d of the Standards and Specifications Manual (Inspection and Acceptance)

d. Acceptance

The final lift of bituminous surface course is to be delayed until such time as its placement is approved by the Town Representative in order to allow for initial residential construction activity to conclude and not damage the road surface. ~~Generally, Unless otherwise approved by the Town Board as part of a Conditional District, Planned Unit Development, or Development Agreement, the final lift shall be installed after 70% of the lots have received certificates of occupancy. the petition to the Town for acceptance of roads within a phase of development may be submitted once 70% of the lots have been constructed and occupied and the final lift shall be installed after 80% of the lots have been constructed and occupied, unless otherwise specified by the Town Representative.~~ If future phases of development are proposed, installation of the final lift can be delayed further as approved by the Town Representative. Following the installation of the final surface course, a final inspection by Town staff shall be conducted and a punch list generated of items required to be repaired. Final acceptance shall be subject to satisfactory correction of any defects in the facilities and provisions to the Town of as-built plans.

Planning Board Recommendation:

At their April 15, 2019 meeting, the Planning Board voted unanimously to amend section 17.17 of the UDO and Section 3.04d of the Standards and Specifications Manual in order to conform to House Bill 721 (Session Law 2015-187), which put in place new regulations regarding the types and amount of performance guarantees local jurisdictions may use for required improvements.

Voting in favor: Errol Briggerman, Joe DeLoach, Ryan Zakany, Terry Allen Swaim, Victoria Curtis, Lloyd Lancaster and Jonathan Olsen

Voting against: None

Absent: None

Statement of Plan Consistency and Reasonableness

- Any recommended change to the zoning text should be accompanied by a statement explaining how the change is consistent with the comprehensive plan, and is reasonable in nature.
 - In staff's opinion, the requested zoning text amendment is consistent with Principle # 8 of the Wendell comprehensive plan and is reasonable in order to conform to new legislative requirements while protecting the town from undue financial burdens associated with developer installed infrastructure improvements.
 - Principle # 8: Ensure local and regional transportation interconnectivity and options while also maintaining and enhancing Wendell as a walkable community.

Staff Recommendation:

Staff recommends approval of the text amendment request. The proposed changes are being made to comply with House Bill 721.

Planning Director David Bergmark presented a zoning text amendment to section 17.17 of the UDO and Section 3.04 of the Town's Standards and Specifications Manual as they relate to guarantee of required improvements and warranties against defects; staff report included above in italics.

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Commissioner Joyner asked Mr. Bergmark if he could present the proposed amendment in a Wendell Falls context.

Planning Director Bergmark said that the only difference would be when they put in the base course and asphalt—which would still reveal manhole covers—the town will not be making them wait until 70% of the CO's have gone in. He said that when they put in the first lift, they'll have a bond in place to help guarantee that the last lift will go in. Mr. Bergmark said that the only difference is: when they put in the last layer of asphalt, it will be a finished product after we've gone out and inspected it and ensured that it meets the town's standards. Per the town's UDO, we would generally want a 1-year warranty. He said that this amendment would change that requirement for a warranty, excepting in cases that involve stormwater.

Mayor Gray opened the public hearing to the public. No one spoke. Mayor Gray closed the public hearing.

ACTION

Mover: Mayor Pro Tem Lutz moved to approve the proposed text amendment to section 17.17 of the UDO and Section 3.04 of the Town's Standards and Specifications Manual.

Vote: 4-0

5b. **PUBLIC HEARING:** Public hearing for the Town Board of Commissioners to received public comment on the proposed fiscal year 2020 budget for the Town of Wendell.

Speaker: Town Manager Marc Collins

[Staff Report]

Item Title:

Public hearing for the proposed Fiscal Year (FY) 2019-2020 Town of Wendell Budget.

Board of Commissioners Meeting:

Monday, May 13, 2019 Public Hearing

Monday, April 29, 2019 Budget Work Session

Specific Action Requested:

Receive a Budget presentation and hold a public hearing on the proposed FY 2019-2020 Town of Wendell Budget and to take action at the Tuesday, May 28, 2019 Board meeting.

Item Summary:

Pursuant to Section 159-11 of the North Carolina General Statutes, the Budget Officer submits the Fiscal Year 2019-2020 (FY 2020) budget for the consideration of the Board of Commissioners. The submitted budget is balanced and in compliance with the Local Government Budget and Fiscal Control Act and the Financial Policies of the Town of Wendell.

Staff requests the Board of Commissioners to hold a Budget Hearing on Monday, May 13, 2019 prior to taking action on the recommended budget at the Tuesday, May 28, 2019 Commission Meeting. A copy of the Budget was provided to the Town Clerk and made available to the media and a copy placed at the Wendell Library for public review. The Budget is also available for review on the Town website.

The FY 2020 budget totals \$8,027,766, an increase of 10.8% above the total budget for FY 2019,

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and recommends maintaining a flat property tax rate of 49.0 cents per \$100 of taxable valuation. This All Funds total increase includes capital expenses, debt service, and the Water and Sewer Funds in addition to the General Fund operating and personnel expenses. The Wake County Fire Tax will also maintain a flat rate of 9.6 cents per \$100 of taxable valuation. The rates for water and sewer usage and solid waste remain unchanged for FY 2020. The increased budget is a reflection on increased revenues resulting from growth and like increases in expenses to maintain services to a larger community.

The fee schedule remains largely unchanged except for new program fees (soccer, wiffleball, kickball, community garden, weight room, and general program classes) and minor market adjustments to existing programs including a \$5 per day increase for Track-out Camp and a \$50 per team increase for co-ed volleyball. The golf cart fee established in FY 2018 is added with an estimated revenue of \$3,500. A budget overview of all funds follows:

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Budget Overview - All Funds		
General Fund	Revenues:	
	Ad Valorem Taxes	3,252,300
	Licenses & Permits	426,200
	Intergovernmental - Unrestricted	1,840,570
	Intergovernmental - Restricted	184,611
	Permits & Fees	164,950
	Sales & Services	864,015
	Other Revenues	3,000
	Investment Income	95,620
	Fund Balance Transfer	696,500
	Total:	7,527,766
	Expenses:	
	Governing Body	100,200
	Administration	380,900
	Information Technology	160,760
	Finance	333,100
	Economic Development	48,600
	Planning	422,200
	Public Buildings & Grounds	350,840
	Police	1,923,014
	Fire Services	4,900
	Public Works	1,906,710
	Powell Bill - Local Roads Program	175,000
	Parks & Recreation	795,377
	Non-Departmental	923,665
	Special Appropriations	2,500
	Total	7,527,766
Water Fund	Revenues - City of Raleigh	50,000
	Expenses - Debt Service	50,000
Sewer Fund	Revenues - City of Raleigh	450000
	Expenses - Debt Service	450000
Total Funds	Revenues	8,027,766
	Expenses	8,027,766

Town Manager Collins presented the proposed FY 2020 Budget for the Town of Wendell; staff report included above in italics.

Manager Collins provided a PowerPoint Presentation; herewith incorporated into the minutes.

MAY 13, 2019

FY 2020 Budget Hearing



General Fund

- ▶ **Total FY 2020 All Funds** **\$8,027,766**

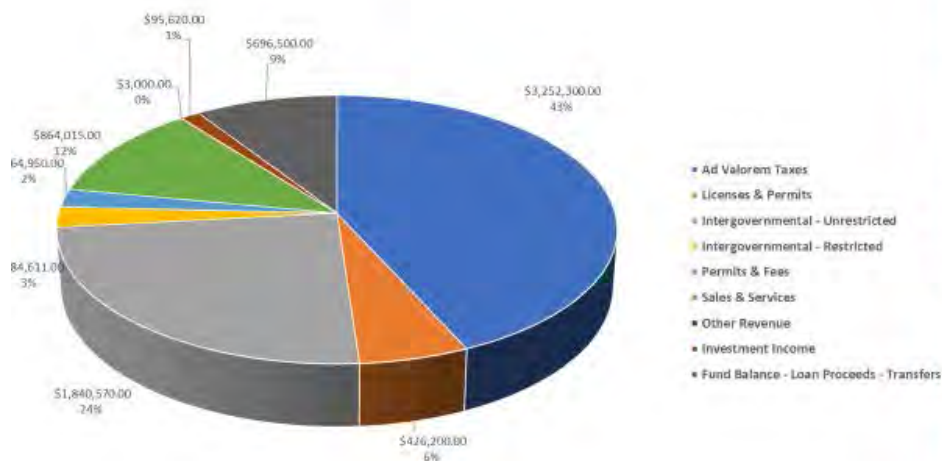
- ▶ **Total FY 2020 General Fund Budget** **\$7,527,766**
 - ▶ Personnel \$3,735,387 (50%)
 - ▶ Operations \$2,818,379 (37%)
 - ▶ Capital \$716,500 (10%)
 - ▶ Debt Service \$257,500 (3%)

- ▶ Increase of 19.3% over FY 2019 General Fund Budget
- ▶ Increase of 2.8% over FY 2018 Actual Expenses
- ▶ Fund Balance for capital \$696,500
- ▶ Fund Balance calculation for FY 2020 88.5%
- ▶ Proposed Budget is Balanced

Revenues for FY 2020

- ▶ No increase in property tax rate
- ▶ No increase in water or sewer rates
- ▶ No increase in solid waste fees
- ▶ Increased property valuation of approximately \$75 million from new development
- ▶ Growth driving increases in revenues in general
- ▶ Adds several fees required by Statute and Code (check return fee, beer & wine licenses, and Board room night reservation)
- ▶ Only fee increases are in Parks and Recreation
 - ▶ New programs (soccer, wiffleball, kickball, community garden, weight room, CPR/First Aid/Babysitting Classes)
 - ▶ Track-out Camp increase from \$25 to \$30 per day
 - ▶ Adult Co-Ed Volleyball increase from \$250/team to \$300/team
- ▶ Golf Cart Fees added to FY 2020 (\$3,500)

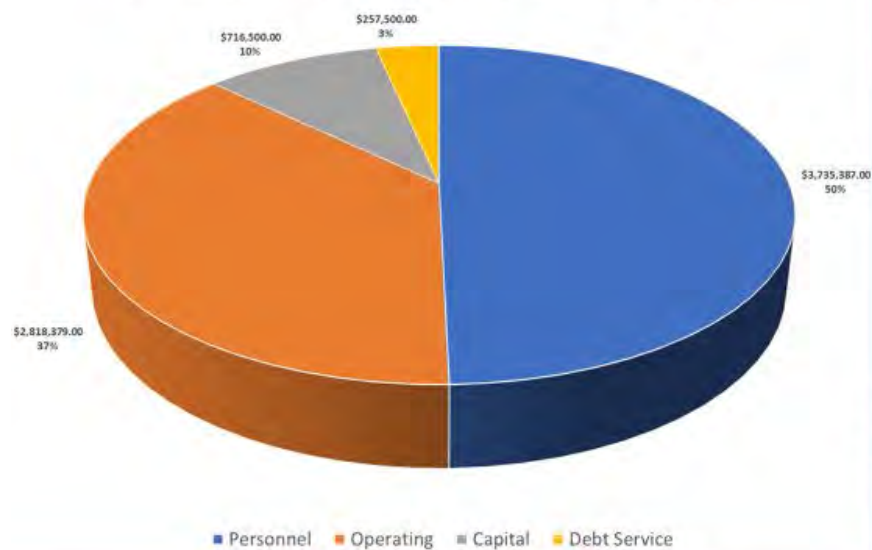
FY2020 Revenues



Ad Valorem Taxes	\$ 3,252,300.00
Licenses & Permits	\$ 426,200.00
Intergovernmental - Unrestricted	\$ 1,840,570.00
Intergovernmental - Restricted	\$ 184,611.00
Permits & Fees	\$ 164,950.00
Sales & Services	\$ 864,015.00
Other Revenue	\$ 3,000.00
Investment Income	\$ 95,620.00
Fund Balance - Loan Proceeds - Transfers	\$ 696,500.00
	\$ 7,527,766.00

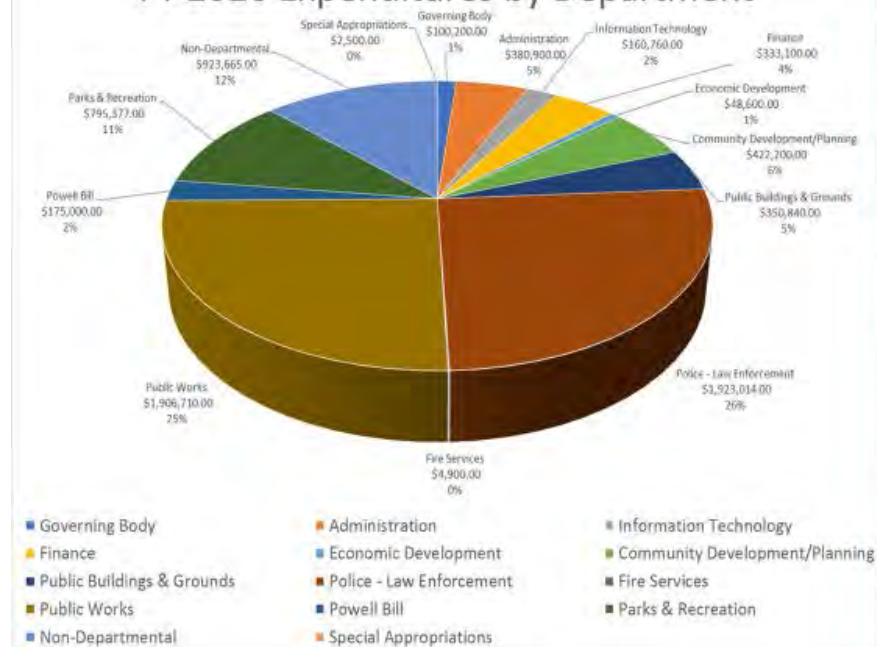
Revenues by Type

FY 2020 Expenditures by Category



Expenditures
by Category

FY 2020 Expenditures by Department



Departments

FY 2020 General Fund Operating Highlights

- ▶ General Governance - Legal expenses increased \$12,000 – Attorney attend 2 meetings per month, Municipal election \$19,000
- ▶ Communication – Shared communications position through EWTN partnering with Town of Rolesville (\$4,000)
- ▶ Economic Development - Downtown Façade Grant (\$10,000), Economic Development Contract Services (\$30,000), TJCOC Regional Brownfields Program (\$8,000)
- ▶ Building & Grounds - Senior center HVAC system improvements (\$6,000), Cemetery driveway maintenance (\$1,750), Town Square Stage Step Replacement/Repair (\$4,000), Retrofit Downtown Trashcan Lids (\$3,000)



FY 2020 General Fund Operating Highlights

- ▶ Police - Training increased (\$14,920), Department Supplies increased (\$9,250), New radios (\$4,000), Uniforms increased (\$5,550), Wellness program for gym membership reimbursement (\$6,000)
- ▶ Public Works - Street signs increased (\$3,600), Streets increased (\$2,000), Sidewalks increased (\$5,000), Salt-spreader (\$7,000), Chemical sprayer (\$3,500)
- ▶ Parks & Recreation - Maintenance increases for field aeration (\$19,350), Tractor maintenance (\$5,225), Track-out program increase (\$2,850), New Recreation Scholarship Program (\$1,000),



Personnel/Staffing Highlights

- ▶ 3% Total increase in pay (2% cost of living and 1% merit increment)
- ▶ Assumes 22.5% increase in insurance costs
- ▶ 4 New Positions Proposed in FY 2020
 - ▶ Park Maintenance Technician
 - ▶ Public Works Specialist
 - ▶ Police Officer
 - ▶ Police Records & Training (CALEA) Administrator
- ▶ 10-Year Staff Analysis in Budget Summary
- ▶ Compensation & Classification Study
- ▶ Benefits – Police Wellness, Employee Assistance Program (EAP)

Capital Improvement Program

- ▶ 5 Year Program
 - ▶ Year 1 is the Capital Budget (funded in the General Fund)
 - ▶ FY 2020 Capital and Debt Total is \$1,244,380
 - ▶ Years 2-5 are for planning purposes
 - ▶ Total Capital and Debt for 5 years is \$15,441,435
- ▶ Identifies Revenues
 - ▶ Transition from general fund balance reliance to include sales tax and auto decal fee
- ▶ Includes Debt Service and Lease Payments
- ▶ Fund Balance Reserves over 40% maintained all 5 years
- ▶ Asset replacement criteria used for capital budget requests

Capital Budget Projects \$716,500

- ▶ Wendell Boulevard Sidewalk Project (\$185,000)
- ▶ ADA Local Road Compliance (\$20,000)
- ▶ Leaf Collector Truck (\$195,000)
- ▶ Public Works Pickup Truck (\$28,000)
- ▶ 2 Mowers (\$17,000)
- ▶ Police Vehicle Replacement Program (\$171,000)
- ▶ Technology Replacement Program (\$15,000)
- ▶ Wendell Park Improvements (\$25,500)
- ▶ Comprehensive Land Use Plan - ½ cost (\$60,000)

	Fiscal Year							
	2011	2012	2013	2014	2015	2016	2017*	2018
Restricted	\$ 441,449	\$ 555,157	\$ 310,202	\$ 416,973	\$ 229,137	\$ 374,024	\$ 1,364,711	\$ 362,791
Committed	\$1,239,884	\$1,249,178	\$ 386,131	\$ 263,203	\$ -	\$ -	\$ -	\$ -
Assigned	\$ -	\$ -	\$ 222,869	\$ 125,000	\$ 891,450	\$ 18,000	\$ 176,970	\$ 245,800
Unassigned	\$2,755,351	\$2,833,622	\$ 3,400,310	\$3,952,032	\$3,862,538	\$5,052,270	\$5,328,810	\$6,030,012
Total	\$4,436,684	\$4,637,957	\$ 4,319,512	\$4,757,208	\$4,983,125	\$5,444,294	\$6,870,491	\$6,638,603
Change In Total Fund Balance	\$ 391,553	\$ 201,273	\$ (318,445)	\$ 437,696	\$ 225,917	\$ 461,169	\$ 1,426,197	\$ (231,888)
Change In Assigned/Unassigned Fund Balance	\$ 78,271	\$ 789,557	\$ 453,853	\$ 676,956	\$ 316,282	\$ 435,510	\$ 770,032	

Assigned Fund Balance is designated fund balance appropriation for succeeding budget year.
* Reporting loan proceeds to spend in FY 2018

Fund Balance

POLICY CALCULATION = 88.5% FOR FY 2020

Debt Management Program

Annual Debt Service Requirements					
Year Ending June 20	Governmental Activities		Business-type Activities		Total
	Principal	Interest	Principal	Interest	
2019	\$ 388,592	\$ 76,984	\$ 417,048	\$ 50,342	\$ 932,966
2020	391,255	68,123	417,048	39,957	916,383
2021	331,035	59,010	417,048	29,572	836,665
2022	332,808	50,906	417,048	19,187	819,950
2023	212,249	42,780	381,886	8,802	645,717
2024-2028	922,000	124,128	-	-	1,046,128
2029-2031	300,000	19,740	-	-	319,740
	\$2,877,939	\$ 441,672	\$ 2,050,078	\$ 147,860	\$ 5,517,549

FY 2020 Estimated Changes in Long-Term Debt				
	Estimated Balance June 30, 2019	Estimated Additions	Estimated Retirements	Estimated Balance June 30, 2020
General Fund Debt	\$ 2,854,034	\$ -	\$ 459,378	\$ 2,394,656
Water and Sewer Fund Debt	\$ 1,730,548	-	457,005	\$ 1,273,543
Total Debt	\$ 4,584,583	\$ -	\$ 916,383	\$ 3,668,200

Computation of Legal Debt Margin	
Estimated Assessed Valuation - FY 2019	\$ 657,589,503
Debt Limit (at 8% of assessed valuation)	\$ 52,607,160
Net Debt	\$ 3,668,200
Legal Debt Margin	\$ 48,938,960

Water & Sewer Funds

Only used to pay past debt for water and sewer system since the 2006 Merger Agreement with the City of Raleigh to assume utility service

Account	Account Description	FY 18/19 Budget	FY 19/20 Proposed	FY 19/20 Adopted	FY 20/21 Estimate	FY 21/22 Estimate	FY 22/23 Estimate
	REVENUES						
30-399-04	City of Raleigh - Debt Payment - Water	132,149	50,000		50,000	50,000	0
32-399-04	City of Raleigh - Debt Payment - Sewer	803,807	450,000		430,000	420,000	410,000
	TOTAL REVENUES	935,956	500,000	0	480,000	470,000	410,000
	EXPENSES						
30-660-91	Non-Departmental - Debt Service - Water Fund	132,149	50,000		40,000	50,000	0
32-660-91	Non-Departmental - Debt Service - Sewer Fund	803,807	450,000		430,000	420,000	410,000
	TOTAL EXPENSES	935,956	500,000	0	470,000	470,000	410,000

Connection to the Strategic Plan Goal 1: Downtown Vibrancy, Economic Growth, and Community Character



- Downtown Parking (\$300,000) improvement in FY 2022.
- NCDOT sidewalk crossing improvements (\$40,000 total) in FY 2020 and FY 2021.
- Downtown streetlight maintenance and repair (\$3,500 increase) in FY 2020.
- Façade Grant program funding (\$10,000) in FY 2020.
- TJCOC Regional Brownfield Program (\$8,000) in FY 2020.
- Contract Economic Development Program (\$30,000) in FY 2020.
- Comprehensive Land Use Plan Update (\$120,000 total) in FY 2020 and FY 2021.

Connection to the Strategic Plan Goal 2: Public Safety & Neighborhood Improvement



- Position for CALEA accreditation in salary line to start in January in FY 2020.
- Funding for CALEA training and program in FY 2020.
- Training and education (\$14,920 increase) in FY 2020.
- Health club membership reimbursement program (\$6,000) in FY 2020.
- Employee assistance program (EAP) for all employees (\$9,000) in FY 2020.
- Overtime line added (\$6,000) in FY 2020.
- Wendell Boulevard Sidewalk Project (\$1,485,000) in FY 2020 and FY 2021.

Connection to the Strategic Plan Goal 3: Infrastructure, Transportation, and the Environment



- Fee comparison added to Budget in FY 2020.
- Stormwater contract (\$9,000 increase) and drainage maintenance (\$3,950 increase) in FY 2020.
- Street repaving (\$539,243 total) in CIP.
- Sidewalk program (\$1,700,000 total) in CIP to implement part of 2017 Pedestrian Plan.
- Wendell Boulevard Sidewalk Project (\$1,485,000) in FY 2020 and FY 2021.
- Intersection improvements in the Wendell Boulevard Sidewalk and ADA compliance projects.

Connection to the Strategic Plan Goal 4: Parks, Recreation, Special Events, and Culture



- Parks and Recreation Master Plan (in-process) to be completed in FY 2020.
- Parks Maintenance Technician position in Parks and Recreation salary line in FY 2020.
- Park land acquisition (\$400,000) in FY 2021.
- New park construction (\$500,000) in FY 2022.
- Wendell Park Improvement (\$25,500) in FY 2020.
- Multi-Purpose Trail (\$500,000) in FY 2022.

Connection to the Strategic Plan Goal 5: Organization Culture and Communication



- No tax increase or borrowing proposed in FY 2020.
- Capital improvement program with fund balance compliance in FY 2020 budget document.
- Additional transparency and detail connecting policy to expenses in FY 2020 budget document.
- Staffing needs analysis included in the FY 2020 budget document.
- Performance measurements and goals established in FY 2020 budget document.
- Communication plan with Contract Services and Administration staff (\$4,000) in FY 2020.
- ADA compliance for intersections and sidewalks (\$40,000 total) in FY 2020 and FY 2021.
- Overtime budgets added in Public Works (\$6,000) and Police (\$6,000) in FY 2020.
- Employee Assistance Program (EAP) for all employees (\$9,000).
- Compensation and Classification Study (\$8,250) in FY 2020.
- Organization training emphasized (\$32,145 total increase for all departments) in FY 2020.

Discussion & Next Steps

- ▶ Budget Hearing - now
- ▶ Budget Adoption
 - ▶ Tuesday, May 28, 2019
at Commission
Meeting (7pm)



Mayor Pro Tem Lutz asked what was done with the previous radios used by police.

Police Chief Bill Carter said that, when they did their main radio conversion two years ago, they traded the old ones in and received an allowance for them. These new radios are for a new employment positioned officer.

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Mayor Gray opened the floor for the Public to comment on the budget hearing.

Regina Harmon of 6616 Tails Branch Road thanked Town Manager Collins for an extensive budget and requested that an upgrade to bathrooms at Wendell Park and Carver Elementary School be added.

Mayor Gray closed the public comments period for the budget hearing and asked if there were any questions from the Board.

Commissioner Joyner thanked staff for putting together a comprehensive budget.

ACTION

The FY 20 budget will be on the May 28, 2019 agenda for Board action.

6. ADMINISTRATIVE ITEMS

- 6a. Discussion of request for proposals [RFP] for information technology [IT] services.
Speaker: Town Manager Marc Collins

[Staff Report]

Item Title:

Joint Request for Proposals (RFP) for Information Technology (IT) Support Services for the Towns of Rolesville and Wendell.

Report to the Board of Commissioners:

Monday, May 13, 2019

Specific Action Requested:

Motion to approve Finance staff to issue the Joint Request for Proposals for Information Technology Services.

Item Summary:

The Towns of Rolesville and Wendell request to solicit information technology support services from a qualified vendor through the issuance of a request for proposals (RFP). The RFP will seek the following:

- Achieve efficiencies in service and cost through the economy of scale offered by a joint solicitation;*
- Improve IT effectiveness in all areas for the growing towns;*
- Enhance the quality of service to departments and employees, and through the citizens;*
- Minimize downtime and technical support costs while providing an option for full-time on-site IT staff;*
- Provide IT consultation for the towns in negotiation with outside agencies and vendors;*
- Ensure the security of data and build resilient systems compliant with NC Records Retention requirements; and*
- Maximize the return on investment in IT hardware and software.*

In accomplishing these goals, the RFP provides for a scope of services that includes the assessment of the current IT system; help desk and on-site support, desktop support, server and infrastructure support, after hours and emergency support, data and security management, third-party applications and software management, communications support, budgetary advice, liaison on behalf of towns for IT issues, hardware and software recommendation, and additional support

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services to address issues.

The RFP provides for a three (3) year agreement beyond the remainder of the current fiscal year. The Towns are not obligated to select a vendor as a result of the solicitation and may consider other options at the end of the process which includes an in-house solution.

IT support services provided may be hosted solutions, managed solutions, or a hybrid solution. Hosted solutions are services and staff provided off-site. Managed solutions are services or equipment that is maintained and kept in Town facilities and vehicles. A hybrid solution is a combination of the managed and hosted.

A summary of the proposed RFP schedule for Wendell is as follows:

- *Issue RFP - May 16, 2019*
- *Vendor Walk Through - June 6, 2019*
- *Proposals from Vendors – July 17, 2019*
- *Vendor presentation to staff (as needed) – August 1 to 15, 2019*
- *Presentation to Commission for Award of Bid – August 19, 2019*
- *Contract effective date – September 3, 2019*

The dates for presentation and consideration by the Town of Rolesville are to be determined later in the process. The effective date and roll-out of services selected will be delayed meeting the needs of the Town of Rolesville but will not impact the consideration for the Town of Wendell. The proposals will be reviewed, and a recommendation made by a joint committee of both Towns.

The solicitation of information technology goods and services is consistent with North Carolina General Statute 143-129.8. The contract will be awarded to the vendor that submits the best overall proposal. While the RFP is issued jointly, it in no way obligates that both or either Town accept and/or award contracts.

Town Manager Marc Collins presented an overview of the request for proposals [RFP] for information technology services; staff report included above in italics.

Mayor Pro Tem Lutz asked if the bids came back and one town were to deny or step out, would it affect the overall amount.

Manager Collins said that you could look at that in two ways. He said it could result in less favorable results for one town or the other. It also gives more weight on the proposer to get both parties in to get the contracts. It's less favorable to do it apart. It would be up to the vendor to submit a good proposal that would interest both communities.

ACTION

Mover: Mayor Pro Tem Lutz moved to approve to allow the Finance staff to issue the joint for proposals (RFP) for Information Technology (IT) Support Services for the Towns of Rolesville and Wendell.

Vote: 4-0

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. Snap Shot.

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[Staff Report]

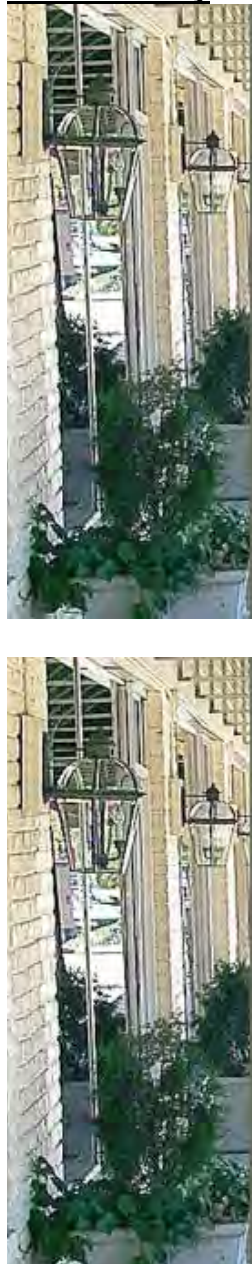
Item Title:

Snap Shot.

Specific Action Requested:

- Information. The Board may take action by directing staff to amend the Project/Punch List and/or Service Priorities.

Item Summary:



WENDELL BOARD OF COMMISSIONERS

Agenda Item #7a: Snap Shot

Town Board Snap Shot

Where are we at financially?		Revenues	Expenditures
May 3, 2019		\$6,228,138.09	\$4,981,970.28

As of 4-03-2019, Town's dashboard available at:
<https://broker.edmundsassoc.com/Dashboard/?municipalid=WENDNC>

Fund Balance				
Date	Allocated %	Available %	Allocated \$	Available \$
Audit report 6/30/2018 and Budget 2019	0.04% (\$245,800/\$6,309,570)	95.57% (\$6,030,812/\$6,309,570)	\$245,800	\$5,784,212

Debt Balance (Ratio)				
Date	Allocated %	Available %	Allocated \$	Available \$
Audit report 6/30/2018 and Budget 2019	7.24% (\$456,500/\$6,309,570)	88.25% (\$57,016,705/\$64,944,722)	\$456,500 Powell Bill and \$307,000 General Fund)	\$41,944,722

*Any significant debt policy projection, if applicable

WENDELL BOARD OF COMMISSIONERS

Agenda Item #7a: Snap Shot

Town Board Goals, Priorities & Strategies

PROJECT / PUNCH LIST	PERMANENT COSTS	STATUS OF C.I.P.
TRANSPORTATION FUNDS (Fee in fee)		
Street Fee at Law (Berridge, 5-10-18)	\$294,000.00	Pending; collected at time building permit issuance
Sidewalk Fee at Law (4-9-18)	\$3,062.00	Prioritize potential atm. Sidewalk Petition Policy approved at the 3-14-2019 meeting.
Comprehensive report to City of Raleigh for the water & sewer program on go-forward		2-23-2019 – CORPUD staff presented strategy options to the Town Board of Commissioners. The information was received, and staff was directed to continue working with CORPUD on the issue.
Review of Town Charter by Town Attorney	\$3,500	At its July 23, 2018 meeting, the Town Board approved the Town Attorney reviewing the Town's Charter. Staff forwarded comments of Chapter 2 of the Town Code of Ordinances and Suggested Rules of Procedure of the Town Board to the Town Attorney for his review.
Battle Bridge Road Bridge Project	NCDOT Project	August 2018 Town of Wendell requested and received funding for the Battle Bridge Road Bridge Project from the State Legislature. FY 19 the project was under design for let in June 2019. Due to construction of a 24" water main beside the bridge, the let is slated for March 2020 with construction to take 8 months from that date.

Capital Improvement Program (C.I.P.) Priorities – Top projects as chosen by the Town Board; include projected costs. One or two sentences on status of C.I.P. Include a date for every action.
 Sources Information:
 Any options for savings (i.e. technology, equipment)
 Short and to the point!

Snap Shot will be available in the first monthly meeting agenda packet.

*The Fund Balance and Debt Balance information is retrieved from the Town's audit. The auditor will deliver the audit information to the Board in November and the Fund Balance and Debt Balance posted on the Snap Shot will be updated at that time.


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Manager Marc Collins stated a new Snap Shot format is forthcoming. Finance will present the new format to the Board in July.

ACTION

The Board of Commissioners reviewed the Snap Shot.

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

 Triangle J Council of Government [JCOG] Board of Delegates [Mayor Pro Tem Lutz]

Mayor Pro Tem Lutz said JCOG's budget was presented for the upcoming year, a new member was introduced, and the resiliency plan was discussed.

 Wendell Fire Board [Commissioner Joyner]

Commissioner Joyner said that he was not able to attend the last meeting. He followed up and was informed of the purchase a new fire truck and the selling of the old one to a fire department in need.

8. COMMISSIONERS' REPORTS / COMMENTS



Commissioner Joyner said that the Spring into the Arts Walk was a success



Commissioner Boyette referred to the adverse weather and asked everyone to keep preparedness in mind, as it is that time of year.



Commissioner Lutz had no comments/reports.



Commissioner Carroll thanked staff for a comprehensive budget.

9. MAYOR'S REPORTS / COMMENTS



Mayor Gray thanked staff for a great budget document.



Mayor Gray thanked everyone that participated in Spring into the Arts Walk



The American Legion Post 148, JROTC members, and Boy Scout Troop 515 will place flags at the graves of our veterans resting in Greenmount Cemetery in Wendell on Saturday, May 25th at 5:00 PM



The American Legion Post 148 will host a Memorial Day Service on Sunday, May 26 at 5:00 PM at the American Legion Post located at 5100 Wendell Boulevard. This event is open to the public. Hot dogs, chips and drinks are provided for everyone at the conclusion of the observance.



June 22nd is Big Truck Day from 11:00 AM to 2:00 PM on Campen and Depot Street, downtown. Kids can explore big trucks of all kinds and meet the people who operate them.



Mayor Gray mentioned that the Shade Structures are up at Wendell Park.



May 16th is the Grand Re-opening at E Wake Education Foundation from 3-7 PM with a ribbon cutting at 5 PM.



Mayor Gray thanked all of those who helped with the cleanup from the day's weather.

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Mayor Gray reminded everyone that the next board meeting will be on **Tuesday**, May 28th due to Memorial Day.

10. CLOSED SESSION

ACTION

Mover: Mayor Pro Tem Lutz moved to go into closed session in accordance with NC G.S. 143.318.11 (a) 4 & 5 at 8:15 PM.

Vote: 4-0

ACTION

Mover: Mayor Pro Tem Lutz moved to return to open session at 9:00 PM

Vote: 4-0

11. ADJOURN

ACTION:

Mover: Mayor Pro Tem Lutz moved to adjourn at 9:02 p.m.

Vote: 4-0

Duly adopted this 10 day of June 2019, while in regular session.

ATTEST:

Virginia R. Gray,
Mayor

Megan Howard,
Town Clerk

Date: June 10, 2019

Item # 3d

Item Title:

First Amendment to Agreement for Upgraded Streetlight Services between The Town of Wendell and Wendell Falls Community Association, Inc.

Report to the Board of Commissioners:

- Monday, June 10, 2019

Specific Action Requested:

Request for the Town Board to authorize the Town Manager to sign an amended Streetlight Reimbursement Agreement with Wendell Falls.

Item Summary:

The Town's ordinance permits subdivisions using upgraded streetlight fixtures to contract directly with Duke/Progress Energy and request the Town to reimburse them the cost of the standard pole and fixture at the standard spacing. This allows neighborhood to use more elaborate lighting fixtures without the Town incurring any additional costs beyond what it would normally cover in a typical subdivision.

On May 30, 2018, the Town entered into such an agreement to reimburse Wendell Falls for Streetlight costs associated with Phases SF1, SF2, SF3, and SF13 of their development in the amount of \$12,491 (for 95 fixtures).

The attached Streetlight Agreement has been amended to include additional fixtures and reimbursement for Phases 5A, 5B, 5C, 5D, 5E, 6A, and 6B. These additions would cover 49 extra streetlights and increase the annual reimbursement from \$12,491 to \$18,839.

The additional streetlight reimbursement costs included in this amended agreement were budgeted for in the adopted FY20 budget.

Attachments:

- A. Amended Streetlight Agreement between the Town and Wendell Falls

**First Amendment to Agreement for
Upgraded Streetlight Services
between
The Town of Wendell
and
Wendell Falls Community Association, Inc.**

Version Dated: April 30, 2019

This is the First Amendment (“First Amendment”) to an agreement (the “Agreement”) previously entered into by the parties on or about May 30, 2018 BETWEEN The Town of Wendell (hereinafter referred to as the TOWN) and Wendell Falls Community Association, Inc. (hereinafter referred to as “WF”), a duly incorporated non-profit association established according to North Carolina law.

WHEREAS, in the original Agreement, WF requested that the TOWN allow the installation of an upgraded streetlight system of the adjacent to the public right-of-way within phases SF1, SF2, SF3, and SF13 of the development, a streetlight system that differs from those typically used to meet current TOWN standards; and

WHEREAS the installation of this upgraded streetlight system resulted in a higher monthly charge from DUKE ENERGY PROGRESS, INC., (hereinafter referred to as DUKE) than for a typical streetlight system meeting TOWN standards for brightness and uniformity of coverage; and

WHEREAS, WF sought reimbursement from TOWN and TOWN desired to reimburse WF for the cost of streetlights typically installed by the TOWN to meet current TOWN standards; and

WHEREAS the TOWN, after reviewing this proposed upgraded streetlight design determined that the installation of such a system would meet or exceed current TOWN standards while not being injurious to the health and well-being of the citizens of the TOWN; and

WHEREAS the TOWN reserves the right to inspect any streetlight system installed on or adjacent to public right-of-way and to require certification that such system meets or exceeds the TOWN’S minimum standards for brightness and uniformity of coverage; and

WHEREAS, during the calendar year 2018, WF has installed additional streetlights adjacent to the right-of-way within Phases 5A, 5B, 5C, 5D, 5E, 6A and 6B; and

WHEREAS, the TOWN and WF desire to amend the Agreement to provide for reimbursement of WF by the Town for the monthly charge of the streetlights referred to in the Agreement as well as those added by this First Amendment;

NOW, THEREFORE, IT IS RESOLVED THAT in consideration for the commitments set forth below and for other good and sufficient consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby covenant and agree as follows;

1.0 The Recitals above are incorporated herein by reference with the full effect as if fully set out herein.

- 2.0 **WF** has entered into an agreement with **DUKE** attached hereto as Exhibit A to assume responsibility for any and all financial charges associated with this proposed upgraded streetlight system on or adjacent to public right of way.
- 3.0 The number of streetlights reimbursed by **TOWN** shall be based on the standard set forth in the **TOWN's** Unified Development Ordinance. At the time of this Agreement, the standard number of streetlights eligible for reimbursement is derived by dividing the total linear feet of publically dedicated streets within a Phase by 300. In the event of a fraction, the number shall be rounded up to the nearest whole number.
- 4.0 **WF** is responsible for paying all the monthly operating charges for the upgraded streetlight system directly to **DUKE** based upon billing from **DUKE** to **WF**.
- 5.0 It is hereby acknowledge that the **TOWN** will not take over ownership of the upgraded system and the **TOWN** will not be responsible for any monthly payments to **DUKE** or be involved in any way with the day to day maintenance of the system. **WF** will be responsible for maintaining the streetlight system in proper working order and repairs will be made to damaged poles in a timely manner.
- 6.0 By March 15 of each year following approval of this Agreement **WF** will provide documentation to the **TOWN** demonstrating that the total number of streetlights to be reimbursed by the **TOWN** (as referenced in Section 3.0) were installed and operational by the end of the previous fiscal year. Such documentation must include, but is not limited to, copies of bills paid from **DUKE** for this upgraded system during December of the previous year. Reimbursements from the **TOWN** shall be based on one full calendar year, even if installation occurred mid-year. In the event that **WF** has not installed the total number of operational streetlights to be reimbursed by the **TOWN** (as referenced in Section 3.0) by December of the previous year, **WF** must wait an additional year to be eligible to apply for reimbursement.
- 7.0 Based upon confirmation that the requirements detailed in Section 6.0 have been met, prior to the end of July of the same calendar year as receipt of payment documentation the **TOWN** will reimburse **WF** for the equivalent cost of a standard streetlight system meeting the **TOWN'S** requirement as specified in the municipal streetlight rate schedule approved by the North Carolina Utilities Commission for the current calendar year. The following approved rates, as applicable to the year of installation, were in effect according to SLS-28A for the fixtures in this Agreement:

2017 Installations

(Phases SF1, SF2, SF 3 and SF13)

<u>95</u> - "LED 75W" fixtures @ \$7.53/mo	<u>95</u> x	\$7.53 = \$715.35/mo
<u>95</u> - Gray Fiberglass poles @ \$2.71/mo	<u>95</u> x	\$2.71 = \$257.45/mo
7% NC Sales Tax		Subtotal = \$972.8/mo x 7% = \$1040.90/mo

2018 Installations

Phases 5A, 5B, 5C, 5D, 5E, 6A and 6B

49 - "LED 75W" fixtures @ \$7.38/mo.	49 x	\$7.38 = \$361.62/mo.
49 - Gray Fiberglass poles @\$2.71/mo.	49 x	\$2.71 = \$132.79/mo.
7% NC Sales Tax		Subtotal = \$494.41 x 7% = \$529.02/mo.

**THE TOTAL TOWN OF WENDELL ANNUAL
REIMBURSEMENT FOR THIS SYSTEM WILL BE:**

\$1,569.92/mo x 12 = \$18,839.04

- 8.0 **WF** hereby releases the **TOWN** from any and all liability or any other responsibility associated with this upgraded streetlight system except as specified in this Agreement.
- 9.0 **TOWN** may terminate this agreement for failure of **WF** to cure a material default after thirty (30) day's written notice of the nature of the default. **WF** may terminate this Agreement at any time upon thirty (30)

day's written notice to TOWN but, in the event of such termination by WF, WF shall assume responsibility for any cost associated with restoring the streetlights to TOWN standards in effect at the time of such termination.

10.0 Intentionally left blank.

11.0 Binding Effect. This Agreement shall be binding upon and enure to the benefit of all of the parties hereto, their agents and their heirs, personal representatives, grantees, successors, and assigns.

12.0 Choice of Law. All matters relating to this Agreement shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action related to the Agreement shall be Wake County Superior Court or the United States District Court for the Eastern District of North Carolina, Western Division.

13.0 Applicability of North Carolina Public Records Law

Notwithstanding any other provisions of this Contract, this Contract and all materials submitted to the Town by the Contractor are subject to the public records laws of the State of North Carolina and it is the responsibility of the Contractor to properly designate materials that may be protected from disclosure as trade secrets under North Carolina law as such and in the form required by law prior to the submission of such materials to the Town. Contractor understands and agrees that the Town may take any and all actions necessary to comply with federal, state, and local laws and/or judicial orders and such actions will not constitute a breach of the terms of this Contract. To the extent that any other provisions of this Contract conflict with this paragraph, the provisions of this section shall control.

14.0 Miscellaneous

WF shall be considered to be an Independent Contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. Nothing herein is intended or will be construed to establish any agency, partnership, or joint venture. WF represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such employees shall not be employees of or have any individual contractual relationship with the TOWN.

This Agreement may be amended only by written agreement of the parties executed by their authorized representatives.

15.0 Audit

The Town of Wendell Finance Department may conduct an audit of WF's financial, performance and compliance records maintained in connection with the operations and services performed under this Agreement. The TOWN or its designee may conduct such audits or inspections throughout the term of this Agreement and for a period of three years after final payment or longer if required by law.

The TOWN agrees to provide Contractor with an opportunity to discuss and respond to any findings before a final audit report is issued. TOWN's rights under this provision shall survive the termination of this Agreement. The TOWN may conduct an audit up to three years after this Agreement terminates.

15.0 E - Verify

WF shall comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. §64-25 et seq. In addition, to the best of WF's knowledge, any subcontractor employed by WF as a part of this contract shall be in compliance with the requirements of E-Verify and N.C.G.S. §64-25 et seq.

16.0 Entire Agreement.

This Agreement embodies the entire agreement between the Parties concerning the subject matter hereof and supersedes any and all prior or contemporaneous negotiations, understandings, agreements, letters of intent or otherwise, all of which are of no further force or effect. This Agreement cannot be waived or amended except by written instrument executed by WF and TOWN. Each Party acknowledges that it has not been induced by or relied upon any information, representation, warranties, or statements, whether oral or written, express or implied, made by the other Party or any other person representing or purporting to represent the other Party which are not expressly set forth or provided for in this Agreement.

17.0 No Waiver.

Failure of either Party to insist upon compliance with any provision hereof shall not constitute a waiver of the rights of such Party to subsequently insist upon compliance with that provision or any other provision of this Agreement nor in any way to affect the validity of all or any part of this Agreement. No waiver of any breach of this Agreement shall be held to constitute a waiver of any other or subsequent breach.

18.0 Construction of Agreement.

WF and TOWN acknowledge that they have read, understand, and have had the opportunity to be advised by legal counsel as to each and every one of the terms, conditions, restrictions, and the effect of all the provisions of this Agreement. WF and TOWN agree to the enforcement of any and all of these provisions and execute this Agreement with full knowledge of these provisions. Should any provision of this Agreement require judicial interpretation, it is agreed that the court interpreting or construing the provisions shall not apply the rule of construction that a document is to be construed more strictly against the Party who itself or through its agent prepared the document. Typewritten or handwritten provisions, if any, inserted in this Agreement that are initialed by the Parties shall control over all printed provisions of this Agreement in conflict therewith. Titles or captions of sections contained in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.

19.0 Counterparts.

This Agreement may be executed in separate counterparts. It shall be fully executed when each Party whose signature is required has signed at least one counterpart even though no one counterpart contains the signatures of all the parties. The delivery of an executed counterpart of this Agreement by facsimile or as a PDF or similar attachment to an email, shall constitute effective delivery of such counterpart for all purposes with the same force and effect as the delivery of an original, executed counterpart.

20.0 Time of Essence.

Time is of the essence as to each provision of this Agreement.

EXECUTED BY THE TOWN MANAGER ON THE

_____ DAY OF _____, 20____.

TOWN OF WENDELL

BY: _____ **ATTEST:** _____

MARVIN E. COLLINS
Town Manager

MEGAN HOWARD
Town Clerk

Date: _____ Date: _____

WENDELL FALLS COMMUNITY ASSOCIATION, INC.

WENDELL FALLS COMMUNITY ASSOCIATION, INC.
a North Carolina Non-profit Corporation

By: _____
_____, Vice President

Date: June 10, 2019

Item #4a

Item Title:

Recognition of Lake Myra Elementary School Staff: Sandra Ramirez Tapia

Specific Action Requested:

Recognition.

Item Summary

Sandra Ramirez Tapia has worked as the face of Lake Myra for the last 3 and 1/2 years as their front desk receptionist. She is fluent in two languages and supports students and families throughout the school community. She has been a great resource to help build strong relationships and trust with our Hispanic families at Lake Myra. She has demonstrated resilience through difficult times and maintains a positive attitude. She wears many hats and juggles many balls during the day--answering phones, wiping tears, applying band-aids, taping blown out flip-flops, calling for lunch money, or providing a hug to a student in need. She has been a huge asset to our school community. We are grateful for her every day.

Attachments:

None

Date: June 10, 2019

Item # 4b

Item Title:

Recognition of Town of Wendell Finance Department for attaining the Certificate of Achievement for Excellence in Financial Reporting [CAFR] for the fiscal year ended 2018.

Report to the Board of Commissioners:

Monday, June 10, 2019

Specific Action Requested:

The Board is asked to receive a presentation and update on the town's recent receipt of the CAFR for 2018.

Item Summary:

The Town of Wendell has been awarded the Certificate of Achievement for Excellence in Financial Reporting for its comprehensive annual financial report (CAFR) by the Government Finance Officers Association (GFOA) for the third consecutive year. The Wendell Finance Department received the CARF award following its first submittal for fiscal year ended 2016.

The CAFR is a voluntarily constructed document that represents above and beyond financial and non-financial reporting. The report is made up of four sections: Introductory, Financial, Statistical, and Compliance/Single Audit (optional). The report must be submitted to the GFOA no later than six months after the end of the fiscal year being reported. The CAFR is reviewed by a panel of evaluators to determine whether or not the report complies with financial reporting standards and portrays a true story of the Town's financial (and non-financial) position.

Members of the Finance Department include:
Finance Director Butch Kay
Accountant II Garrett Johnson
Human Resources Specialist Melia Edwards, and
Accounting Technician Elizabeth Jones

Attachments:

GFOA News Release



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

05/22/2019

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Wendell** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of over 20,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Town of Wendell
North Carolina**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2018

Christopher P. Morrell

Executive Director/CEO



**The Government Finance Officers Association
of the United States and Canada**

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

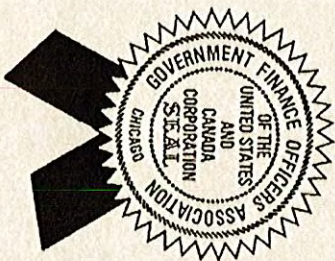
Finance Department
Town of Wendell, North Carolina

The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Mowell

Date May 22, 2019



Date: June 10, 2019

Item # 4c

Item Title:

Presentation of the Wendell, North Carolina Report of Economic Assessment prepared by the NC Main Street & Rural Planning Center.

Report to the Board of Commissioners:

Monday, June 10, 2019

Specific Action Requested:

The Town Board is asked to receive a presentation on the 2019 Wendell Report of Economic Development Assessment and accept the report as a guidance document for the Town.

Item Summary:

The Town of Wendell is experiencing significant change resulting from development activity throughout the community. While primarily residential development has occurred to date, business expansions and construction is increasing resulting in the need to examine how the Town should leverage its attributes and strengths to address the challenges of growth. High performing organizations learn to anticipate and adapt to such change by creating value through service and placemaking. Further, the organization and community are motivated and gain meaning through such strategic planning efforts.

In order to initiate such a learning process, the Town of Wendell invited the N.C. Main Street & Rural Planning Center to develop an Economic Development Assessment of the Town of Wendell and worked with the community to develop an economic positioning and vision statement (Contained in Section 3 of the report). The resulting document will be used to provide guidance in updating the *Town of Wendell Economic Development Strategic Plan*.

The strategic planning efforts started with the collection of demographic and market data and was followed by four engagement sessions, targeting a wide range of stakeholders and regions.

The public input received from these engagement sessions is detailed in the attached report and was used to develop an Economic Development Assessment Implementation Plan (Section 6 of the report). This action plan identifies short-term (12-18 month) actions which may be pursued to help the Town advance 4 key Strategies: Community Connectivity, Downtown Development, Business Development, and Promotion/Branding.

Attachments:

A. Report of Economic Development Assessment for Wendell, NC (June 2019).



Wendell, North Carolina

Report of Economic Development Assessment June 2019



[date of adoption]



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Section 1. Introduction



The Town of Wendell is experiencing significant change resulting from development activity throughout the community. While primarily residential development has occurred to date, business expansions and construction is increasing resulting in the need to examine how the Town should leverage its attributes and strengths to address the challenges of growth. High performing organizations learn to anticipate and adapt to such change by creating value through service and placemaking. Further, the organization and community are motivated and gain meaning through such strategic planning efforts.

To initiate such a learning process, the Town of Wendell invited the N.C. Main Street & Rural Planning Center to develop an Economic Development Assessment of the Town of Wendell and worked with the community to develop an economic positioning and vision statement. The resulting document will be used to provide guidance in updating the *Town of Wendell Economic Development Strategic Plan*.

The strategic planning efforts started with the collection of demographic and market data and was followed by four engagement sessions. The following engagements were designed to encourage both broad, community-wide interests as well as targeting focused geographic areas and business interests.

Engagements:

Local Work Group Engagement:

The process began with a full morning and early afternoon meeting on February 5, 2019 with a local Work Group, comprised of prominent local business owners, planning and economic development board members, Chamber of Commerce officials, and others. The work group discussed issues facing the Town as well as its attributes and challenges.

Community-wide Engagement / Economic Positioning/Vision:

The second engagement was open to the public at-large and was held on February 12, 2019. About 25 members of the public representing citizens, businesses, and property owners participated in the development of the following economic positioning and vision statement to be used as a focal point in the development of goals, objectives, and actions resulting from the process.

Wendell is a thriving hub of commerce, industry, and recreation. Located just minutes from the state Capital, Wendell offers a small town feel to residents, with direct interstate access for commercial and industrial businesses. The historic downtown is the center of diverse locally-owned shopping, art, dining, and nightlife. Wendell's inclusive communities provide diverse housing, amenities, and civic engagement for all residents.

Downtown Stakeholder Engagement:

The third engagement was held with Downtown stakeholders on February 26, 2019. About 35 business and property owners, investors, and other interested people participated in a facilitated discussion about downtown issues, concerns, attributes, and challenges. Following the discussion, an exercise to review the Land Use Chart for the Downtown Mixed-Use District (DMX) was held.

Wendell Falls Parkway Engagement:

The final engagement, on March 5, 2019, was with property owners of large, vacant parcels along or near Wendell Falls Parkway. Approximately 20 people participated in a facilitated discussion about the area's strengths, challenges, and opportunities. The information received guided the remainder of the meeting regarding potential tools and processes to address impediments to appropriate development.

Implementation:

Through all the public engagements, the community provided significant input regarding economic and community development priorities. Following the descriptions and input from the engagement sessions is the Economic Development Assessment Implementation Plan (implementation plan) that has a time horizon of 12 to 18 months. The implementation plan provides direction for the areas of Community Connectivity, Downtown Development, Business Development, and Promotion/Branding by providing suggested goals, objectives, and actions to be considered in the updated *Town of Wendell Economic Development Strategic Plan*. The goals, objectives, actions, and tasks identified in the plan are defined as follows:

- **GOALS:** are general guidelines that explain what the community wants to achieve. They are usually long-term and represent broad visions for the future.
- **OBJECTIVES:** define strategies or implementation steps to attain identified goals. Objectives are specific and measurable and may have a completion date.
- **ACTIONS:** are a series of steps a community takes to implement a specific objective or strategy.
- **TASKS:** are a list of steps to achieve an action, usually achievable within a one-year time frame. (Note: The plan does not include tasks as these will be developed by the individuals or department responsible for implementing the specific actions).

Monitoring and Evaluation:

Constant evaluation of the goals, objectives, and actions is necessary in order to ensure follow-through on the implementation of the plan. Such efforts ensure that strategic plans remain living documents that are relevant to the community. It is the intent of the Town to use this plan as a guidance tool to inform annual updates to the *Town of Wendell Strategic Plan* and to update the *Economic Development Strategic Plan*. Town staff will work with the Economic Development Committee to set realistic goals and implement innovative strategies against which progress can be measured. The Town will continually monitor progress and communicate progress towards meeting implementation guidelines utilizing the resources available.

In addition to internal efforts to implement the plan, the Town will work with economic development partners such as the *NC Department of Commerce*, *Wake County Economic Development*, *Visit Raleigh*, and other community partners to leverage resources and capacity. The collaboration between Town resources, contracted economic development services, and external partners, the Town will increase accountability to achieve desired outcomes for a diverse, thriving economy while maintaining the small-town charm that drives the quality of life.

Section 2. Local Work Group Engagement



Description

The first public activity in this process was to meet with the Local Work Group, on February 5, 2019 starting at 8:30 am and working through lunch. The Local Work Group, comprised of key community stakeholders and recruited specifically for this meeting, were led through a series of activities facilitated by staff from the NC Main Street & Rural Planning Division of NC Department of Commerce. Specifically, the group identified Community Assets, was presented with a brief economic snapshot of Wendell, and was led through a SWOT Analysis (*Strengths, Weaknesses, Opportunities and Threats*).

Following lunch, many of the group members, as well as other community stakeholders unable to attend the morning session were interviewed one-on-one for additional information. The results of the Community Asset and SWOT analysis are provided below.

Key Community Assets Identified

Economic

Access to highways
Affordable land
Downtown Wendell
National Register
Historic Districts (2)
Natural Gas line
Wendell Falls
Industrial Park (private)
Industry – Kioti & Vishay

Cultural

Festivals & events
Historic districts & homes tours
Mural Trail
“Oliver”, the largest tobacco
worm depiction in the world

Natural/Recreational

Community Center & Parks
Tarpley’s Mill Pond
Lake Myra
Mystery Lakes
Turnipseed Nature Preserve
Wendell Falls Trails

Community

Council of Churches
Garden Club
Golf carts on the streets!
Masons
Rotary
Historical Society
Woman’s Club

Key Comments from Stakeholders by Category

Strengths	Comments
Community	Charm, people, town personality (small-town friendly)
Downtown	Walker-friendly, building stock, downtown core
Government	Public Works well-managed, visibility of elected officials, works well with County Economic Development
Available land	Land available and for future expansion

Challenges	Comments
Appearance	Properties ignored by landlords; Poor yard maintenance; Downtown residential maintenance
Community	Tensions between residents & local government; Better community engagement is needed
Housing	Rental properties; Lower-end neighborhoods
Amenities	Lack of amenities; More choices/activities needed
Government	Lack of resources, not enough staff; Transition from small town to modern town
Taxes/Utility	Low town taxes can’t afford to do anything; Highest water/sewer rates in the area

Opportunities	Comments
Community	Pull together Downtown, Wendell Falls, Martin Center; Spotlight interesting things people do or make; Promote churches to new residents
Government	Engage more under-utilized organizations (i.e. Chamber) to include more public/private partnerships; Recruit more good people to boards and committees
Promotion	Capitalize on proximity of Raleigh/Zebulon/Knightdale and proximity to Carolina MudCats

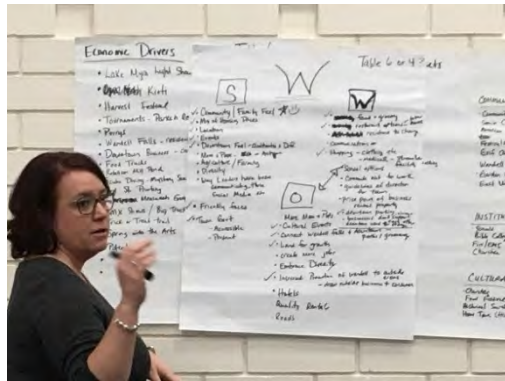
Quality of Life	Comments
Business	Restaurants & Shopping; Encourage businesses to build their business by helping to build their community
Government	Increased board and community training; Ordinances to require buildings to be open for business
Health	Continue to expand the Community Center and parks; Farmers Market

Programs/Svcs	Comments
Government	Town does a good job with programs & services; Streamline current services; Hire someone focused on economic development
Events	Wendell Parks behind on scheduling/announcing/offering track out camps; Lag time updating community events (camps); Instead of saying "no" to growing events, find ways to say "yes."
Recruitment	Hire an economic developer; help fill empty storefronts

Threats	Comments
Business	Wendell Falls business development a threat to downtown businesses
Community	Incorporating everyone (Wendell Falls) into one community; Knightdale & its connection to Wendell Falls
Government	Keeping up with growth
Housing	Affordable housing
Investment	Influence of outside investors
Promotion	New residents doing things outside of town v in-town
Safety	Potential crime growth and business and residential growth increases
Taxes/Utilities	Control of water/sewer by the City of Raleigh

1 Unique Thing	Comments
Downtown	Roads were designed for 4-wagons wide; Golf cart-friendly
Community	Open land instead of an urban setting; Small town charm; notable people

Section 3. Community-Wide Economic Positioning/Vision Engagement



Visioning is the process of developing consensus about what future the community wants, and then deciding what is necessary to achieve it. A community economic positioning/vision statement is one of the elements needed to form a forward-looking strategic framework that provides local government boards/commissions the long-term and comprehensive perspective necessary to make disciplined, tactical and incremental decisions on community issues as they arise.

On February 12, 2019, an Economic Positioning/Vision Engagement was held at Town Hall to identify a community-wide vision of Wendell's economic future. This meeting was open to all residents, business owners, and interested parties. In total, twenty-two (22) Wendell residents and business/property owners participated in the Economic Positioning/Vision Forum. Placed into 4 teams, the participants identified Economic Drivers, strengths, weaknesses and opportunities and each team developed an economic positioning/vision statement that was shared with the whole group. From those statements the following is proposed as Wendell's economic positioning/vision statement:

Economic Vision Statement

Wendell is a thriving hub of commerce, industry and recreation. Located just minutes from the state Capital, Wendell offers a small town feel to residents, with direct Interstate access for commercial and industrial corporations. Our historic downtown is the center of diverse locally-owned shopping, art, dining and nightlife. Wendell's inclusive communities provide diverse housing, amenities, and civic engagement for all residents.

Four strategies were developed from this economic positioning/vision statement and from these, an Implementation Plan was developed. The Implementation Plan (contained in Section 6 of this report) represents short-term actions which may be taken to advance the Town towards this desired community vision.

Strategy 1 – Community Connectivity

Strategy 2 – Downtown Development

Strategy 3 – Business Development

Strategy 4 – Promotion/Branding

Section 4. Downtown Stakeholder Engagement



A healthy downtown is essential to a Town's economic, social, and cultural vitality. For this reason, the third public engagement session, held on February 26, 2019, was designed to solicit input specifically from downtown stakeholders. Approximately 35 business and property owners, investors and others participated in a facilitated discussion about downtown issues, concerns, attributes and challenges.

There was also time to review and discuss potential revisions to the Land Use Chart for the Downtown Mixed-Use District (DMX).

The community input received highlighted that there is a strong love for downtown Wendell and a passion to succeed. There seems, however, to be mixed messaging about what area constitutes the "downtown", and how to best move forward to achieve desired changes. The following tables capture the downtown stakeholder input received during the February 26th workshop and have been incorporated into the proposed Implementation Plan actions contained in Section 6 of this report.

DOWNTOWN STRENGTHS	DOWNTOWN WEAKNESSES
People	Parking
Golf cart use	Lack of retail and restaurants (need more)
Pedestrian-friendly	Need more active storefronts
Dog-friendly	Street repairs needed
Business institutions (long term legacy businesses)	Need (commercial buildings) with grease-traps/commercial kitchens to attract more restaurants
Safe	Rents are high for start-up businesses
Events - Artwalk / Christmas / Harvest Fest / etc.	Rents are too low to encourage owner investment
Food trucks	Connectivity of outer areas to Main Street
Clean	Better definition / expand downtown boundaries
Proximity to Raleigh	Consistent streetscape/lighting
Low traffic congestion	Extend business hours/activity
Wayfinding signage	Hard to find information about available businesses/buildings
DOWNTOWN OPPORTUNITIES	MISSING BUSINESS TYPES (Downtown)
Building renovations - investment opportunity	Seafood restaurant
Vacant land available for infill	Sit-down restaurants
Upstairs residential / edge/ walkable	Fed-Ex/UPS Store
Job creation/more businesses	Sports bar
Identify parking - establish a parking plan	Anything open on Sunday (expand hours)
Branding - signs, flags, directories)	Dry cleaners
Marketing of downtown - tie to events and sports	Clothing
	Gifts, furniture & retail

KEY DOWNTOWN ASSETS		QUALITIES UNIQUE TO WENDELL
Historic district (feel)	Wi-Fi	Small town charm
Event space/Town Square	Safe	Golf cart friendly
Parking	Town Hall	Mural trail (Tobacco worm)
Feels genuine	Library	Namesake - Oliver Wendell Holmes
Streetscape/hardscape	Police Department	Compact, multi-street downtown
Compact/buildings	Chamber of Commerce	Independent local businesses
Architecture	Niche businesses	Home of UPC Code developer
Park nearby	Weather cam	Healthy design/businesses/active living
Diversity of people and businesses		

Downtown Mixed-Use District (DMX)

The group discussed some potential changes/revisions to the Land Use Chart for the Downtown Mixed-Use District (DMX). During this discussion, participants highlighted some uses to add, remove, or permit differently within the DMX land use chart to be more consistent with other successful downtown districts.

Participant Recommendations: **Blue** = moved from / to another category
Red = new Use
Purple = question

PERMITTED USES	PERMITTED WITH ADDITIONAL STANDARDS	SPECIAL USES (Requires Board Approval)
ATM Business Support Services Community Service Organization General Retail - 10,000 sf or less Government Services Laundry Services Media Production Medical Services - Doctor Office Personal Services Post Office Professional Services Public Safety Station Restaurant Retail Sales Sidewalk Café/Outdoor seating Studio - Art, Music Theater, Live Performance, Indoor Theater, Movie Upper-floor Residence	Alcoholic Beverage Sales Store Amusements (Entertainment), Indoor Animal Services Banks, Credit Unions, Financial Services Bed & Breakfast Inns Dwelling-Secondary Hotels/Motels/Inns Live-Work Units Micro-Distillery/Micro-Brewery / Micro-Winery Parking Structure (primary use) Transit Station - Passenger	Bar/Tavern/Night Club Billiard/Pool Hall Colleges/Universities Cultural or Community Facility Drive Thru Service Dwelling-Multi Family Apt Gas Station Hospital Manufacturing, Light Manufacturing, Neighborhood Meeting Facilities/ Indoor Event Medical Services - Clinic, Urgent Care Center Metal Products Fabrication, machine or welding shop Nursery/Community Garden Parking Lot (primary use) Recreation Facilities, Indoor Research and development Schools - Vocational/Technical Studio - Dance, Martial Arts Wireless Telecom Facility-Stealth

Section 5. Wendell Falls Parkway Engagement



The final public engagement session was held the evening of March 5, 2019 at the Wendell Community Center and focused on the Wendell Falls Parkway Strategic Corridor. This area is identified within the Town's Strategic Plan as a key growth area which will play a vital role in connecting Downtown Wendell to the Wendell Falls Mixed-Use community. The Town invited owners of large undeveloped properties along Wendell Falls Parkway, between Martin Pond Rd and Downtown Wendell to identify owner's plans for their properties, as well as any obstacles to development

which they had encountered.

There were approximately 20 people in attendance, representing the majority of undeveloped properties along this corridor. Following a welcome and overview provided by Town Staff, MS&RP Planner Bruce Naegelen guided the attendees through an exercise to identify the area's strengths, weaknesses and opportunities. Town Manager Collins then led a discussion about potential tools for addressing impediments to development identified by stakeholders present. The tables below contain the input received at the March 5th meeting and has been incorporated into the Implementation Plan Actions contained in Section 6 of this report.

STRENGTHS
Location
Available land
Major road access
Water / sewer capacity
Development interest

OPPORTUNITIES
Quality land for quality prices
Church interests
Coordinated utility expansion
Right-size roads now instead of after a project
Resolve public health water concerns

WEAKNESSES
Gap in utilities
UDO road requirements
Hit or miss rock
Transportation plan requirements
Schools
Parcels "small"
Unclear where to access sewer
Property owner resource limits
Ground water issues
Land use map outdated
Zoning map outdated

POTENTIAL SOLUTIONS
1. Potential funding for utility extensions for desirable projects (to assist developers)
2. Joint property/town easements for sewer (facilitated through development agreements)
3. System-Health Waterline Extensions (Martin Pond Loop & Possible Eagle Rock Loop)
4. Interest in pro-active water/sewer easements
5. Need for proactive conversation with Raleigh and NCDOT about infrastructure design issues
6. Appropriate/Reasonable valuations of property to make it desirable/easier for developers to buy
7. Possible assessment on developed lots to pay back utility extension costs
8. Potential amendments to Town infrastructure improvement requirements (as development occurs)

Section 6. Wendell Economic Development Implementation Plan 2023-2031

Economic Positioning/Vision: Wendell is a thriving hub of commerce, industry and recreation. Located just minutes from the state Capital, Wendell offers a small town feel to residents, with direct Interstate access for commercial and industrial corporations. Our historic downtown is the center of diverse locally-owned shopping, art, dining and nightlife. Wendell's inclusive communities provide diverse housing, amenities, and civic engagement for all residents.

Strategy 1 Community Connectivity	Strategy 2 Downtown Development	Strategy 3 Business Development	Strategy 4 Promotion/Branding
The Town of Wendell boundaries are non-contiguous making a “sense of place” difficult especially for new businesses and residents in Martin Center, Wendell Falls and Eagle Rock.	Downtown Wendell has a great looking streetscape, historic buildings, legacy and new retail businesses and a terrific sense of community. It’s missing, however, an organizational structure, strategic goals, plans and someone to help move the needle.	There are several businesses and industrial companies that claim Wendell as “world headquarters” with branches in other locations. Why? The answers may help in developing a strategic recruitment plan with resources to help attract the right businesses/industry to the right section of town.	The branded wayfinding signs are a start with connectivity and promotion of Wendell. A series of existing events in downtown and Wendell Falls helps keep and bring people into town. The Town should build on these efforts with additional events and branding initiatives.
GOAL 1: Create a Town-wide Sense of Place	GOAL 2: Create a Successful and Vibrant Downtown District	GOAL 3: Grow the Local Economy in Wendell	GOAL 4: Make Wendell NC Known Statewide
<p>Objective 1.1 Create visual connections between Downtown, Wendell Falls, Eagle Rock and Martin Center.</p> <p>Action 1.1A: Research towns with similar disconnection characteristics, (i.e. Fuquay-Varina NC “The Link”, and Eden NC) to develop best practices for future actions.</p> <p>Action 1.1B: Use public art and public art best practices to create visual connections throughout town.</p> <p>Action 1.1C: Develop physical connections between the Downtown Core and Wendell Falls Parkway (In line with Goals B-4 and B-9 of the Town Strategic Plan)</p>	<p>Objective 2.1: Develop a framework for a sustainable, non-profit, tax-exempt downtown development organization based on successful downtown revitalization models.</p> <p>Action 2.1A: Research mission/purpose statements and bylaws from no more than 3 successful downtown organizations of similar size towns (i.e. Edenton, Aberdeen, Mt. Airy, Elon & Morehead City). Then develop draft organizational bylaws and mission/purpose statement based on these.</p>	<p>Objective 3.1: Increase the annual sales revenue of locally-owned businesses.</p> <p>Action 3.1A: Develop and implement a <i>Business Retention and Expansion (BRE) Program</i> - develop a comprehensive program of visitation, assistance and promotion of existing businesses to retain and enhance their abilities to grow and expand; creating additional jobs and economic opportunities.</p> <p>Objective 3.2: Improve appearance of residential & commercial properties.</p> <p>Action 3.2A: Initiate neighborhood workshops to discuss advantages of property appearance. Research and develop a neighborhood “clean up” event/program.</p>	<p>Objective 4.1: Engage in creative and unconventional (guerrilla) marketing techniques.</p> <p>Action 4.1A: Start a video promotion series on the proper pronunciation of Wendell and key events and activities in Town.</p> <p>Action 4.1B: Identify places where visitors and residents are likely to take pictures and install a Wendell logo, social media hashtag or Town website address that will be visible in the photo.</p> <p>Objective 4.2: All Town events/promotions should have the purpose of bringing people to town/downtown to generate retail foot traffic.</p>

<p>Objective 1.2: Develop gathering spaces/activities/events throughout town where people from all neighborhoods feel welcome.</p> <p>Action 1.2A: Evaluate the Parks & Recreation Master Plan to identify property and progress plans, to serve as gathering places in currently underserved areas, geared towards the community's various recreational needs.</p> <p>Action 1.2B: Produce a live music concert series alternating between Wendell Falls and Downtown within or adjacent to the commercial areas.</p> <p>Objective 1.3: Facilitate development opportunities along the Wendell Falls Parkway Strategic Corridor.</p> <p>Action 1.3A: Research and develop <i>Potential Solutions</i> identified in <u>Section 5</u> of the <i>Assessment Report</i>.</p>	<p>Objective 2.2: Increase downtown retail and dining options.</p> <p>Action 2.2A: Complete and maintain a building & business inventory with property condition notes.</p> <p>Action 2.2B: Speak with downtown property owners about potential building uses and improvements.</p> <p>Action 2.2C: Promote the Town's Façade Grant Program.</p> <p>Action 2.2D: Update the Town's guide/brochure to assist in the process of opening a new business in Downtown Wendell.</p> <p>Action 2.2E: Facilitate the development of additional downtown gathering spaces, and parking areas for special events.</p> <p>Objective 2.3: Create best regulatory environment downtown for business strengthening and recruitment.</p> <p>Action 2.3A: Review ordinances and incorporate best practices for downtown district, including signage, parking, design, etc.</p> <p>Action 2.3B: Review and revise for most appropriate and desired downtown (DMX) land uses.</p>	<p>Objective 3.3 Provide proper tools for staff and community to make good decisions.</p> <p>Action 3.3A: Review and update the Town's Future Land Use Map and Comprehensive Plan.</p> <p>Action 3.3B: Produce a "Development Guide" page on the Town website, with staff contacts listed.</p> <p>Objective 3.4: Provide information about available properties for commercial or residential development.</p> <p>Action 3.4A: Manage <i>Properties Available</i> page on the Town website</p> <p>Action 3.4B: Include links to development process and Town contacts for assistance</p>	<p>Action 4.2A: Review existing events to make sure they create foot traffic for businesses. If not, add event components, with help of merchants, to create foot traffic.</p> <p>Objective 4.2B: Create a cross-promotion culture in downtown.</p> <p>Action: In partnership with the Chamber of Commerce, start monthly Wendell business-owner/employee-only networking after hours to meet and learn about other businesses in downtown.</p>
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Appendix 1. Acknowledgements

Rural Planning Team

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Virginia Gray, Mayor
Jon Lutz, Mayor Pro Tem
Jason Joyner, Commissioner

John Boyette, Commissioner
David Myrick, Commissioner
Ben Carroll, Commissioner

The Rural Planning Team would like to thank the **Local Work Group** members who generously gave up a full morning and an early afternoon to work with us through this process:

Ashley Anderson, *Economic Development Board*
Virginia Gray, *Mayor*
Kathleen Henry, *Wake County Economic Development*
Shelley Lesniewicz, *Wendell Chamber of Commerce*
Lee Mabry, *State Employee Credit Union*

Mike Siscianni, *Newland Communities*
Paul White, *Universal Chevrolet*

We would also like to thank all sixty-nine (69) residents, property & business owners and others who were engaged throughout this assessment process.

Ashley Anderson	Derek Ayscue	Joyce Barrow	Ken Barrow
Sid Baynes	Barry Bowling	Erroll Briggerman	Don Brown
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Peter Dara	Kelly Dawson	Joe DeLoach	Mike Donnelly
John Freeman	Wade Freeman	Carol Freeman	Bruce Gray
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Robbie Roberts	Rev. Ed Rose	Thomas Rushing	Andy Skinner
Chris Smith	Ray Smith	Donna Smith	Summer Stafford
Chris Stafford	Claudia Suarez	Leigh Ann Thompson	Phyllis Tipton
Sigurd Westerlund	Paul White	Mike Wrenn	Allison Yeargin
Ben Yeargin			

North Carolina Department of Commerce

www.nccommerce.com

The North Carolina Department of Commerce is the state's lead agency for economic, community and workforce development. The Department works with local, regional, national and international organizations to fulfill its mission to improve the economic well-being and quality of life for all North Carolinians.

Taking a comprehensive approach to economic development, the Department's work reaches many areas. The Department helps people find jobs and employers find and retain a qualified workforce. The Department administers the state's employment security system, supporting workers during career transitions. The Department provides local communities with grants and planning services to spur infrastructure development and economic growth and administers the state's economic incentive programs.

The Department is also responsible for recruiting companies to the state, helping existing North Carolina companies expand, encouraging business start-ups, enabling companies to export, and marketing North Carolina as a business and visitor destination. In October 2014, the Department entered a contract with a new public-private organization, the Economic Development Partnership of North Carolina (www.edpnc.com) to take the lead in these recruitment and marketing functions.

The Department also publishes data, statistics, information and reports for citizens and policymakers interested in the state's economy.

The Department of Commerce, an executive branch agency of the State of North Carolina, is headquartered in Raleigh.

The NC Main Street & Rural Planning Center

The *NC Main Street and Rural Planning Center* (MS&RPC) is part of the NC Department of Commerce, the state's lead agency for workforce, community, and economic development. In this capacity, the Center provides downtown revitalization and planning assistance to communities across the state, primarily in economic development planning.

The Center has offices throughout the state, in the West (Asheville and Sylva), Northwest (N. Wilkesboro), the Piedmont (Winston-Salem), Southwest (Albemarle), North Central (Raleigh and Wilson), South Central (Fayetteville) and the East (Washington, Jacksonville, and Wilmington).

Recognizing that economic prosperity is the number one priority in most communities, our experienced staff partners with community leaders to add value to their economic development efforts through a variety of services and assistance.

Whether rural communities are planning future economic expansion, injecting life into existing structures, or developing in an economically challenged area, the MS&RPC staff can help attain those goals through targeted assistance with these services:

- > Economic Development Assessment
- > Strategic Economic Development Planning
- > Implementation Services
- > Local & Regional Market Analysis
- > Small Area Planning for High Impact Areas
- > GIS & Custom Mapping

Appendix 2. Assessment Input

Assets

The following information was recorded from the Local Work Group on February 5, 2019 and the Economic Positioning/Vision Forum on February 12, 2019.

Economic Assets	Cultural Assets	Natural/Recreational
Access to highway	Ages trending younger	Bird watching opportunities
Affordable land	Air BnB	Buffalo Creek
Aubrey & Peedie's Grill (52 years)	Churches	Community Center/Parks & Recreation
Auto industry	Clubs - Historic/Woman's Club	Dance/cheer
Banking	Dog park	Dog Park
Bed & Breakfast	Ethnic food restaurants	Downtown Streetscape
Car Dealerships (Universal & Leith)	Event - Harvest Festival (94 yers)	Frisbee Golf
CSX Spur Line	Event - International Food Festival	Golf Courses
Downtown	Event - Lake Myra Light show	Greenway Master Plan (Wendell Falls to Lake Myra to Downtown)
Farmers Market	Festivals	Lake Myra
Fiber Line along US 64	Food festival	Martial Arts schools
Food	Golf course	Mystery Lakes (quarry)
GrillBillies Barbecue (supply)	Historic	Mystery Scuba Pond
Highways	Historic districts	Old Quarry
Industrial Park -privately owned- Charhouse Dr	Historic home tours	Park
Industry - Kioti & Vishey	International Food Festival	Parks & Recreation ponds
Leith Automotive	Mural trail -Largest Tobacco Worm in the world!	Senior Center
National Register Historic Districts (2)	Mystery Lakes Scuba	Tarpley's Mill Pond (Little River Corridor)
Natural Gas line	National Register (Historic) Districts	Town Park
Perry's Gunshop	Old Hephzibah	Town Square
Property to develop a museum	Special events	Trail system
Retail business	Strong family values	Turnipseed Nature Preserve
Roads	Town square	Wendell Falls Trails
Sewer		Woodland
Third Street Screen printing		
Universal Chevrolet		
Water capacity (from Raleigh)		
Wendell Falls development (residential)		

Institutional	Community	Governmental Assets
Bible College	American Legion	Access to Eastern Regional Center, Zebulon (Social Services)
Churches	Churches	DMV
Churches - Hispanic Community churches	Community Center	East Wake EMS
EMS	Council of Churches	Economic Development Committee
Fire & Rescue	East Wake Education Foundation	Fire Department
Fire/EMS	Festivals	J. Ashley Wall Park
KS Bank	Garden Club	Park and Ride Lot
LGFCU/SECU	George J. Laurer, inventor of Universal Product Code	Police Department
Mechanical Trades Carolina 350 East 4th St	Golf carts on streets	Post office
Only Catholic Church east of Raleigh	Greg Ellis, Oakland Raiders player	Schools
Post Office	Gregory Walcott, actor	Town Hall/City Government
Public Safety Centers	Masons	Vacant land
Schools	Residents - long-term and newer mix	Wake County Library - Wendell
Southeastern Free Will Baptist College	Rotary	Wendell Fire Department
Wedding Chapel (old Catholic church)	Senior Center	Wendell Town Park
	Thursday afternoon Club	
	Wendell Chamber of Commerce	
	Wendell Historical Society	
	Wendell Swim Club	
	Woman's Club	



SWOT Analysis

The following information was recorded during the Local Work Group meeting and Stakeholder interviews on February 5, 2019 at the Wendell Community Center. The input information is in four SWOT categories: strengths, weaknesses, opportunities, and (outside external) threats.

Strengths	Weaknesses
"Open for Business" philosophy (2)	Balance between modern and historic
Abundant affordable land (4)	Businesses don't support each other
Access to interstate/travel (3)	Commute to work outside of town
Agriculture - farming	Downtown (buildings) used for storage
Beauty of area	Downtown parking (2)
Billboard on US 64	Geographically split town (boundaries)
Business expansions	Government offices are dated and outgrown
Business local: mom & pop stores, antiques, GrillBillies	High water bills
Certified Industrial Site attainment via Wake County	Lack of activities for adults
Communication by town leaders via social media etc.	Lack of amenities & choices (Grocery/shopping/restaurants) (3)
Community Pride and interaction (2)	Lack of communication
Diversity	Lack of direction/guidelines for town
Downtown - authentic, different & intact	Lack of laundry / dry cleaners
Downtown buildings (rehab and new investment)	Lack of leaders/volunteers (community)
Events/Festivals	Lack of organizational capacity
Food trucks	Lack of sidewalks
Friendliness (2)	Limited buildings with restaurant infrastructure
Government - mayor/leadership/staff	Limited water/sewer improvements/expansions
Historic downtown (3)	Local property owners unwilling to sell
Housing is affordable with price mix	Lowest residential tax base (Valuation)
Incentives - Façade grant / Large Business	Need an "AND" not "OR" mentality
Leadership	No annual board training
Local investors	No current Capital Improvement Plan (CIP)
Location/Proximity to Raleigh (3)	Non-progressive thinking/resistant to change (2)
Natural Gas	Out-of-area property owners
Natural resources	Plaza de Mexico complex (planning)
Paul White	Price points of commercial rental property
Public safety	Property hoarders
Public transportation = less traffic	Reactive Town Boards
Recreation center & recreation opportunities	Restaurant options - no late-night hours
Sense of Community/small-town charm (3)	School options
Town government: accessible/present & service	Self-esteem issues - lack of ambition/"victim" culture (2)
Transitioning from small town to medium town	Shopping - retail/clothing/medical
Universal Chevrolet expansion	Sidewalk needs
Water/sewer capacity (2)	Transitioning from small town to medium town
Wayfinding signage	Transportation/traffic/mobility
Wendell Falls subdivision - (3rd largest starts in County)	Unmotivated downtown property owners

Opportunities	Threats
Additional festivals/cultural events	Commercial retail market
Advertising (internal/external) (2)	External investment - need more internal (local)
All retail (3)	Housing market cycles
Bridge Wendell Falls with the "traditional" Wendell	Increased construction costs, federal tariffs
Connect Wendell Falls /downtown (paths/greenways)	Lack of local jobs for local people
County - Targeted growth opportunity incentives (20 jobs-\$2m investment)	Mindset of being located in eastern Wake County
Embrace diversity	Misinterpretation of economic development law
Existing cluster industries in Wake County	Not eligible for Golden Leaf funding
Grow smart - learn from other's mistakes	State Laws - including annexations
Growth will drive commercial	State Tier designations (Tier 3)
Highway access	Tight, competitive market
Highway signage	
Hotels (2)	
Job creation	
Kioti Tractor Expansion	
Land for growth	
Natural environment - greenways, outdoor recreation	
Neuse greenway connection	
Outside investment - no past strings	
Parks/trails/greenways	
Proximity to Raleigh	
Public transportation (Additional)	
Housing -develop quality rentals	
Railroad	
Restaurants	
Roads	
Room to grow - growth shifting east	
School system expansions	
Water capacity provided by Raleigh	
Wendell Falls (3)	



Stakeholder Interview Comments

This chart shows the topics stakeholders discussed in the order of the number of times the topics were mentioned, regardless of whether the topic was a strength, weakness, opportunity or threat. There were 9 stakeholder interviews conducted that contained 89 comments.



Stakeholder Questions:

1. What are the Town's strengths?
2. What are the Town's weaknesses?
3. What are opportunities for the Town?
4. What are the threats, from outside of Town, with little to no control of, by the Town?
5. What changes do you think could improve the quality of life in the Town in the next 5 years?
6. What could the Town do to improve its programs and services over the next 5 years?

One Unique Thing About Wendell

The final question each stakeholder was asked: “What is one unique thing about Wendell? What does Wendell have that no other community has?” The responses, in no order of priority:

1. Trees – Tree City award for 35 years
2. Perry’s Gun Shop
3. Business-friendly town board
4. Small town charm, open land instead of an urban setting
5. Notable people
6. An established downtown with roads designed to be “four wagons wide”
7. Golf cart-friendly community
8. Feels like home

Date: June 10, 2019

Item # 5a

Item Title:

ZTA19-03 – Discussion and Action on a Zoning Text Amendment to Sections 2.3, 3.3 and 19.3 of the UDO as it relates to Indoor Amusements, Game Rooms and Pool Halls.

Report to the Board of Commissioners:

- Monday, June 10, 2019

Report to the Planning Board:

- Monday, May 20, 2019
- Monday, April 15, 2019

Specific Action Requested:

- The Board of Commissioners is asked to hold a public hearing and consider taking action on the proposed text amendment to Sections 2.3, 3.3 and 19.3 of the UDO as it relates to Indoor Amusements.
 - Action could consist of adopting the attached ordinance.

Applicant:

Town of Wendell

Petition:

Staff is requesting to delete Chapter 6, Article III- Game Rooms and Pool Halls, of the Code of Ordinances in its entirety and add the relevant language from Article III to the chapters of the UDO that cover Indoor Amusements.

Item Summary:

Currently, Game Rooms and Pool Halls are permitted in the UDO within select districts, but there are requirements in the Code of Ordinances that cannot be complied with since there no longer exists a means of carrying them out. Previously the Town required businesses to obtain a Privilege License, but now according to GS 106-65.40 a city may not levy a privilege license tax on persons engaged in business, therefore the Town of Wendell no longer issues the licenses. Since much of

the language in the ordinance regarding game rooms and pool halls pertains to the requirements of obtaining a privilege license, staff is requesting to delete Article III- Game Rooms and Pool Halls from Chapter 6 of the Code of Ordinances and to add any relevant language to the UDO for these uses.

Under the UDO, Game Rooms would be classified as a type of Indoor Amusements, which is defined as “establishments that provide commercial recreation activities completely within an enclosed structure such as video arcades, skating rinks, roller rinks, and bowling alleys.” Currently, the only use standard for Indoor Amusement is that no audio system may be permitted that can be heard beyond the property. Staff’s proposal adds additional supplemental use standards to the Indoor Amusement use, based on some of the language currently located in Article III for game rooms and pool halls.

Key Questions:

1. Where should Indoor Amusements be permitted to operate?
2. What supplemental use standards should apply to them?

Districts Where Indoor Amusements are Currently Allowed:

Indoor Amusements – Permitted with Additional Standards (PS) in the CMX, CC, DMX, and CH zoning districts.

Proposed Amendments to the UDO:

The following proposed text amendment will be added to Section 19.3 (Definitions), Section 3.3 (Additional Standards by Use) and Section 2.3 (Use Categories and Tables of Permitted Uses).

Per the Planning Board’s direction, the Pool Hall use was incorporated into the ‘Indoor Amusement’ use category. Additionally, the Indoor Amusement Use was amended to require Special Use Permit (SUP) approval in the DMX zoning district.

The Indoor Amusement definition was modified to list billiard/pool halls as an example, and the Billiard/Pool Hall definition was amended to encompass an establishment with ‘more than two billiard or pool tables’ (previously any establishment with even 1 pool table was considered a Pool Hall).

Finally, supplemental standards for Indoor Uses were added to address hours of operation, and transparency requirements.

19.3 – Definitions

Amusements, Indoor means establishments that provide commercial recreation activities completely within an enclosed structure such as video arcades, skating rinks, roller rinks, ~~and~~ bowling alleys, and billiard/pool halls.

Billiard/Pool Hall generally means any place where more than two billiard or pool tables are operated or maintained, except for private family use, whether such place is a social club or a business enterprise operated for profit.

3.3 - Additional Standards by Use

D. Amusements, Indoor (CMX, CC, DMX, CH).

1. No outdoor public address or any audio system shall be permitted which can be heard beyond the boundaries of the property. All noise shall comply with the Town's noise ordinance.
2. Shall be closed from 11:00 PM until 8:00 a.m. Monday through Sunday.
3. Transparency shall be maintained for windows along the front façade of the business so that a clear view of the interior may be had from the street. This shall not exclude the use of shade blinds or temporary use of blinds during daylight hours.

2.3 – Use Categories and Tables of Permitted Uses

Entertainment/Recreation																
BASE DISTRICT	OSC	PUD	RA	RR	R2	R3	R4	R7	NC	CMX	CC	DMX	MH	CH	M&I	TND
Adult Establishment	-	P*	-	-	-	-	-	-	-	-	-	-	-	-	PS	-
Amusements, Indoor	-	P*	-	-	-	-	-	-	-	PS	PS	PS SUP	-	PS	-	-
Amusements, Outdoor	-	P*	PS	PS	-	-	-	-	-	PS	-	-	-	PS	-	-
Billiard/Pool Hall	-	P*	-	-	-	-	-	-	SUP	SUP	SUP	SUP	-	SUP	-	-
Cultural/Community Facility	PS	P*	PS	PS	PS	PS	PS	PS	P	P	P	SUP	P	P	P	P
Event Venue, Outdoor	-	P*	SUP	-	-	-	-	-	SUP	SUP	SUP	SUP	-	SUP	SUP	SUP
Farmers Markets	-	P*														
Meeting Facility/Indoor Event Venue	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	SUP	PS	P	P	P
Recreation Facilities, Indoor	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	SUP	P	P	P	P
Recreation Facilities, Outdoor	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	SUP	P	P	P	P
Shooting Range, Indoor	-	P*	-	-	-	-	-	-	-	SUP	SUP	-	-	SUP	SUP	-

Sports Training/Fitness Complex	-	P*														
Sweepstakes Center	-	P*	-	-	-	-	-	-	-	-	-	-	-	SUP	-	-
Theater, Live Performance, Indoor	-	P*	-	-	-	-	-	-	P	P	P	P	-	P	-	P
Theater, Live Performance, Outdoor		P*								SUP	SUP			SUP	SUP	
Theater, Movie	-	P*	-	-	-	-	-	-	-	P	P	P	-	P	-	-

Planning Board Recommendation:

At their May 20, 2019 meeting, the Planning Board voted 5-2 in favor of amending Section 19.3 (Definitions), Section 3.3 (Additional Standards by Use) and Section 2.3 (Use Categories and Tables of Permitted Uses) in order to amend the permitting standards for Indoor Amusements and Pool Halls.

Voting in favor: Errol Briggerman, Joe DeLoach, Ryan Zakany, Terry Allen Swaim (by absentia), and Victoria Curtis.

Voting against: Lloyd Lancaster and Jonathan Olsen

Absent: None

Statement of Plan Consistency and Reasonableness

- Any recommended change to the zoning text should be accompanied by a statement explaining how the change is consistent with the comprehensive plan, and is reasonable in nature.
 - At their May meeting, the Planning Board found the requested zoning text amendment to be consistent with Principle #5 of the Wendell comprehensive plan and to be reasonable in order to promote Wendell's attractiveness to business.
 - Principle # 5: Promote Wendell's attractiveness to business and people of all walks of life. Emphasize the strengths of the Town's diverse population.

Staff Recommendation:

Staff recommends approval of the proposed text amendment request. The following summarizes the changes made by staff to the additional standards for indoor amusements, according to the comments from planning board members and the Town Attorney:

- All language regarding employees, supervisors or owners (from the code of ordinances) was eliminated since these cannot be regulated under our zoning and development rules, per the Town Attorney.
- The wording of the standard regarding unobstructed views of the interior was changed to be more accommodating.
- Staff removed the standard ‘Shall not be permitted to operate above a separate use within a multi-story structure.’
- Standard #1 was expanded on to explicitly state that the use “shall comply with the Town’s noise ordinance”.
- Language in Standard # 3 was modified to allow blinds on windows during daylight hours.
- The Indoor Amusement use was amended to require a special use permit in the DMX zoning district.

Attachments:

- A. Chapter 6, Article III- Game Rooms and Pool Halls
- B. Ordinance for Adoption

Attachment A

ARTICLE III. - GAME ROOMS AND POOL HALLS

DIVISION 2. - GAME ROOMS

Sec. 6-74. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Game room.

(1) The term "game room" means any place of business that principally operates mechanical games or pay devices for which a charge is made either directly or indirectly.

a. Examples of game rooms, by way of illustration and not limitation, are bowling alleys, amusement centers, arcades, recreation centers, and the like.

b. A game room is any place of business which operates five or more mechanical games or pay devices for which a charge is made either directly or indirectly.

(2) The term "game room" shall not include any pool room or billiard parlor which is principally operated for the purpose of a pool room or billiard parlor and is governed by a town ordinance regulating such place of business.

(Code 1986, § 112.01; Ord. of 11-8-1982)

Sec. 6-75. - Licenses; restrictions.

(a) Every operator of a game room shall be required to pay a privilege license tax in accordance with the article II of [chapter 22](#).

(b) In addition, every operator of a game room shall apply for and obtain a license from the town to operate a game room. The application for such license shall be made on forms provided by the town.

(c) An application fee, as provided in the fee schedule which is on file in the town clerk's office, shall be paid to and collected by the town when the application is submitted to cover the cost of administration of this division.

(d) It shall be unlawful to operate a game room within the town without a license as required by subsection (b) of this section. However, no such license shall be issued within 30 days upon receipt of such application.

(e) Every operator of a game room shall be required to comply at all times with all applicable fire, health, and safety codes.

(Code 1986, § 112.02; Ord. of 11-8-1982)

Sec. 6-76. - Qualifications for license.

In order to obtain a license from the town, the applicant must:

(1) Be at least 21 years old;

(2) Be a resident of the state unless:

- a. He is an officer, director or stockholder of a corporate applicant or permittee and is not a manager or otherwise responsible for the day-to-day operation of the business; or
 - b. He has executed a power of attorney designating a qualified resident of the state to serve as attorney in fact for the purposes of receiving service of process and managing the business for which permits are sought;
 - (3) Not have been convicted of a felony within three years, and, if convicted of a felony before then, shall have had his citizenship restored;
 - (4) Not have been convicted of an alcoholic beverage offense within two years;
 - (5) Not have been convicted of a misdemeanor controlled substance offense within two years;
 - (6) Not have had an alcoholic beverage permit revoked within three years, except where the revocation was based solely on a permittee's failure to pay the annual registration and inspection fee required in G.S. 18B-903(b1); and
 - (7) Not have, whether as an individual or as an officer, director, shareholder or manager of a corporate permittee, an unsatisfied outstanding final judgment that was entered against him in an action under G.S. 18B-120 et seq.
- (Code 1986, § 112.02; Ord. of 11-8-1982)

State Law reference— Similar qualifications for ABC permit, G.S. 18B-90.

Sec. 6-77. - Rules for operation.

The following rules shall be observed by all operators of game rooms within the town:

- (1) All game rooms shall be closed from 12:00 midnight until 6:00 a.m. Monday through Saturday. All game rooms shall be closed from 12:00 midnight Saturday until 6:00 a.m. Monday.
 - (2) No playing of any game shall be allowed during the times when game rooms are required by this division to be closed.
 - (3) All game rooms shall be operated only on the ground floor of a building and plate glass windows shall be in those parts of the building facing any street, so that a clear and unobstructed view of the interior may be had from the street.
 - (4) No curtains, screens, blinds, partitions, or other obstructions shall be placed between the entrance to the room where games are played and the rear walls of the room so that a clear view of the interior may be had from the street.
 - (5) Adequate lighting shall be provided inside the game room as well as the immediate exterior of the building of the licensed premises.
 - (6) No loud noises shall be allowed to emanate beyond the licensed premises.
 - (7) There must be an adult person, 18 years of age or older, managing the business on the premises during hours of operation at all times.
 - (8) All game rooms must provide adequate restroom facilities for its patrons on the licensed premises. The restrooms must be in good working order at all times during the hours of operation of the business.
- (Code 1986, § 112.03; Ord. of 11-8-1982)

Sec. 6-78. - Prohibited conduct.

Licenseses under this division shall not, and neither shall their employees:

- (1) Suffer or permit any gambling on the licensed premises at any time; nor the sale or use of any racing, football, or other parlay cards or gambling boards or devices;
- (2) Suffer or permit the licensed premises to become disorderly;
- (3) Employ any person in a supervisory capacity who has been convicted of unlawfully selling or possessing alcoholic beverages or narcotic drugs;
- (4) Suffer or permit the sale, possession, or consumption of any type of alcoholic beverage on the licensed premises;
- (5) Suffer or permit any person to enter or remain on the licensed premises while under the influence of any alcoholic beverage or narcotic drug.

(Code 1986, § 112.04; Ord. of 11-8-1982)

Sec. 6-79. - Revocation of license.

After giving the operator of a game room adequate notice and an opportunity to be heard by the Board of Commissioners, the board may revoke the license of any game room operator who:

- (1) Violates any provision of [section 6-77](#) or [6-78](#); or
- (2) Is convicted of unlawfully selling or possessing any alcoholic beverage or narcotic drugs.

(Code 1986, § 112.05; Ord. of 11-8-1982)

DIVISION 3. - POOL HALLS

Sec. 6-102. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Pool hall means any place of business that operates as a pool hall, pool room, or billiard parlor. Examples of pool halls, by way of illustration and not limitation, are:

- (1) Places where the game of pool or billiards is played;
- (2) Any place of business which operates for the purpose of playing pool or billiards; or
- (3) Any place where games are played on an oblong table by driving small balls against one another or into pockets with a cue or games in which one scores by causing a cue ball to hit in succession two object balls.

(Code 1986, § 112.10; Ord. No. 0-12-87, 8-10-1987)

Sec. 6-103. - Licenses; restrictions.

- (a) Any person shall obtain a license issued by the Board of Commissioners before operating or maintaining any pool hall.
- (b) The application for such license shall be made on forms provided by the town accompanied with an application fee, as provided in the fee schedule which is on file in the town clerk's office, to cover the administrative costs of processing the application.
- (c) Every operator of any pool hall, pool room, or billiard parlor upon the issuance of a license to operate same shall pay a privilege license tax to the town as required.

- (d) Every operator of any pool hall, pool room, or billiard parlor shall be required at all times to comply with all applicable fire, health, and safety codes.
- (e) The Board of Commissioners shall not issue any license to any applicant who:
 - (1) Has been convicted of any violation of the North Carolina Controlled Substance Act or any violation of the North Carolina Alcoholic Beverage Control Law;
 - (2) Is not a resident of the state;
 - (3) Is not of good moral character, or has been convicted of any law regarding moral turpitude;
 - (4) Is a habitual user of alcoholic beverages or narcotic drugs; or
 - (5) Is a convicted felon.
- (f) The applicant must not be less than 21 years of age.
- (g) The applicant must provide the following information:
 - (1) The name, social security number, and address of applicant and the length of the applicant's residence in the state;
 - (2) The particular place for which the license is desired, designating the same by street and number if practicable;
 - (3) A statement that the place or building the applicant proposes to use for the business conforms to all health, fire, and safety regulations applicable thereto, and is a safe and proper place or building;
 - (4) The name of the owner of the premises upon which the proposed business is to be carried on, and, if the owner is not the applicant, that the applicant is the actual and bona fide lessee of the premises; and
 - (5) A statement that the applicant intends to carry on the business authorized by the license for himself or under his immediate supervision and direction.

(Code 1986, § 112.11; Ord. No. 0-12-87, 8-10-1987)

Sec. 6-104. - Rules for operation.

The following rules shall be observed by all operators of pool halls, pool rooms, or billiard parlors within the town:

- (1) All pool halls, pool rooms, or billiard parlors shall be closed from 12:00 midnight until 8:00 a.m. Monday through Sunday.
- (2) No pool hall, pool room, or billiard parlor shall be allowed to remain open during the times when they are required by this division to be closed.
- (3) All pool halls, pool rooms, or billiard parlors shall be operated only on the ground floor of a building and plate glass windows shall be in those parts of the building facing any street, so that a clear and unobstructed view of the interior may be had from the street.
- (4) No curtains, screens, blinds, partitions, or other obstructions shall be placed between the entrance to the business and the rear walls of the building so that a clear view of the interior may be had from the street.
- (5) Adequate lighting shall be provided inside the business as well as the immediate exterior of the building of the licensed premises.
- (6) No loud noises shall be allowed to emanate beyond the licensed premises.
- (7) There must be an adult person, 18 years of age or older, managing the premises at all times during the hours of operation.

(8) The business must provide adequate restroom facilities for its patrons on the licensed premises. The restrooms must be in good working order at all times during the hours of operation of the business.

(Code 1986, § 112.12; Ord. No. 0-12-87, 8-10-1987)

Sec. 6-105. - Prohibited conduct.

Licensees under this division shall not, and neither shall their employees:

- (1) Suffer or permit any gambling on the licensed premises at any time, nor the sale or use of any racing, football, or other parlay cards or gambling boards or devices;
- (2) Suffer or permit the licensed premises to become disorderly, or permit any profane, obscene, or indecent language thereon;
- (3) Employ any person in a supervisory capacity who has been convicted of unlawfully selling or possessing alcoholic beverages or narcotic drugs;
- (4) Suffer or permit the sale, possession, or consumption of any type of alcoholic beverage on the licensed premises; or
- (5) Suffer or permit any person to enter or remain on the premises while under the influence of any alcoholic beverage or narcotic drug.

(Code 1986, § 112.13; Ord. No. 0-12-87, 8-10-1987)

Sec. 6-106. - Age requirement of patrons.

It shall be unlawful for the owner, operator, or licensee of any pool hall, pool room, or billiard parlor to permit any person under the age of 16 years to enter, play pool or billiards, frequent, or remain in any such place of business.

(Code 1986, § 112.14; Ord. No. 0-12-87, 8-10-1987)

Sec. 6-107. - Revocation of license.

After giving the operator of a licensed pool hall, pool room, or billiard parlor at least five days' notice of any alleged violation and after granting the operator an opportunity to be heard by the Board of Commissioners, the board may revoke the license of any operator who:

- (1) Violates any provision of this division; or
- (2) Is convicted of unlawfully selling or possessing any alcoholic beverage or narcotic drug.

(Code 1986, § 112.15; Ord. No. 0-12-87, 8-10-1987)

Attachment B

ORD # 0-11-2019

**AN ORDINANCE TO AMEND SECTIONS 2.3, 3.3 AND 19.3 OF THE
TOWN OF WENDELL UNIFIED DEVELOPMENT ORDINANCE
AS IT RELATES TO INDOOR AMUSEMENTS, GAME ROOMS AND POOL HALLS**

WHEREAS, Section 2.3 of the UDO contains the Town's general provisions for use categories and tables of permitted uses according to zoning district; and

WHEREAS, Section 3.3 of the UDO contains the Town's general provisions for additional standards for uses that require specific conditions in order to be permitted; and

WHEREAS, Section 19.3 of the UDO contains the Town's general provisions for definitions; and

WHEREAS, the Town has initiated a petition to delete Chapter 6, Article III- Game Rooms and Pool Halls, of the Code of Ordinances in its entirety and add the relevant language from Article III to the Sections 2.3, 3.3, and 19.3 of the UDO to address Indoor Amusements; and

WHEREAS, the Town of Wendell Unified Development Ordinance Section 15.11 establishes uniform procedures for amending the text of the Ordinance;

NOW, THEREFORE BE IT ORDAINED by the Town Board of the Town of Wendell, North Carolina:

SECTION 1. That Chapter 6, Article III. – GAME ROOMS AND POOL HALLS of the Wendell Code of Ordinances be deleted in its entirety.

SECTION 2. That Section 19.3 of the UDO be amended to read as follows:

19.3 – Definitions

Amusements, Indoor means establishments that provide commercial recreation activities completely within an enclosed structure such as video arcades, skating rinks, roller rinks, bowling alleys, and billiard/pool halls.

Billiard/Pool Hall generally means any place where more than two billiard or pool tables are operated or maintained, except for private family use, whether such place is a social club or a business enterprise operated for profit.

SECTION 3. That Section 3.3 of the UDO be amended to read as follows:

3.3 - Additional Standards by Use

D. Amusements, Indoor (CMX, CC, DMX, CH).

1. No outdoor public address or any audio system shall be permitted which can be heard beyond the boundaries of the property. All noise shall comply with the Town's noise ordinance.
2. Shall be closed from 11:00 PM until 8:00 AM Monday through Sunday.

3. Transparency shall be maintained for windows along the front façade of the business so that a clear view of the interior may be had from the street. This shall not exclude the use of shade blinds or temporary use of blinds during daylight hours.

SECTION 4. That Section 2.3 of the UDO be amended to delete the ‘Billiard/Pool Hall’ use entirely and amend the Amusements, Indoor use to require a SUP in the DMX zoning district, to read as follows:

2.3 – Use Categories and Tables of Permitted Uses

Entertainment/Recreation																
BASE DISTRICT	OSC	PUD	RA	RR	R2	R3	R4	R7	NC	CMX	CC	DMX	MH	CH	M&I	TND
Adult Establishment	-	P*	-	-	-	-	-	-	-	-	-	-	-	-	PS	-
Amusements, Indoor	-	P*	-	-	-	-	-	-	-	PS	PS	SUP	-	PS	-	-
Amusements, Outdoor	-	P*	PS	PS	-	-	-	-	-	PS	-	-	-	PS	-	-
Cultural/Community Facility	PS	P*	PS	PS	PS	PS	PS	PS	P	P	P	SUP	P	P	P	P
Event Venue, Outdoor	-	P*	SUP	-	-	-	-	-	SUP	SUP	SUP	SUP	-	SUP	SUP	SUP
Farmers Markets	-	P*														
Meeting Facility/Indoor Event Venue	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	SUP	PS	P	P	P
Recreation Facilities, Indoor	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	SUP	P	P	P	P
Recreation Facilities, Outdoor	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	SUP	P	P	P	P
Shooting Range, Indoor	-	P*	-	-	-	-	-	-	-	SUP	SUP	-	-	SUP	SUP	-
Sports Training/Fitness Complex	-	P*														
Sweepstakes Center	-	P*	-	-	-	-	-	-	-	-	-	-	-	SUP	-	-
Theater, Live Performance, Indoor	-	P*	-	-	-	-	-	-	P	P	P	P	-	P	-	P
Theater, Live Performance, Outdoor		P*								SUP	SUP			SUP	SUP	
Theater, Movie	-	P*	-	-	-	-	-	-	-	P	P	P	-	P	-	-

SECTION 5. That all laws and clauses of law in conflict herewith are hereby repealed to the extent of said conflict.

SECTION 6. That if this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given separate effect and to the end the provisions of this ordinance are declared to be severable.

SECTION 7. That the proposed text amendment to Sections 2.3, 3.3 and 19.3 of the UDO is found to be consistent with Principle # 5 of the Wendell Comprehensive Plan and is reasonable in nature in order to promote Wendell’s attractiveness to business.

- Principle Number 5: “Promote Wendell’s attractiveness to business and people of all walks of life. Emphasize the strengths of the Town’s diverse population.”

SECTION 8. That this ordinance has been adopted following a duly advertised public hearing of the Town Board and following recommendation by the Planning Board.

SECTION 9. That this ordinance shall be enforced as provided in G.S. 160A-175 or as provided for in the Wendell Town Code.

SECTION 10. That this ordinance shall become effective upon its adoption by the Wendell Board of Commissioners.

DULY ADOPTED the 10th day of June, 2019.

(Town Seal)

Virginia R. Gray, Mayor

ATTEST:

APPROVED AS TO FORM:

Megan Howard, Town Clerk

James P. Cauley III, Town Attorney

Date: June 10, 2019

Item # 5B

Item Title:

ZTA19-04 – Discussion and Action on a Zoning Text Amendment to Chapters 2, 3 and 19 of the UDO as it relates to Short Term Rentals, specifically Bed and Breakfast Inns, Homestays and Whole-house Lodging.

Report to the Board of Commissioners:

- Monday, June 10, 2019

Report to the Planning Board:

- Monday, May 20, 2019
- Monday, April 15, 2019

Specific Action Requested:

- The Board of Commissioners is asked to hold a public hearing and consider taking action on the proposed text amendment to Chapters 2, 3 and 19 of the UDO as it relates to Short Term Rentals.

Applicant:

Town of Wendell

Petition:

Staff is requesting to amend the UDO Section 2.3- Use Categories and Tables of Permitted Uses, Section 3.3- Additional Standards by Use and Section 19.3- Definitions, as it pertains to the following Short-Term Lodging uses: Bed and Breakfast Inns, Homestays and Whole-house Lodging.

Key Questions to Consider:

- How do short-term rentals differ from typical single-family dwellings in terms of impact and use?
- Should the Town permit Whole-house lodging (where the owner doesn't have to live there)

- In which zoning districts should short-term lodging uses be permitted?
- What supplemental standards should apply to these different lodging uses?

Item Summary:

In response to a citizen inquiry and per the direction of the Town Board, staff is proposing to revise the existing Bed and Breakfast Inn use in the UDO and create two new types of short-term rental uses: Homestay and Whole-house Lodging. Since online short-term lodging services such as Airbnb and HomeAway are rapidly gaining popularity, and there is no current use in the Town's UDO that sufficiently captures these short-term rentals, it has become necessary to update the existing Bed and Breakfast Inn use in the UDO and implement new regulations that will allow for these lodging alternatives without adversely affecting surrounding residential uses or businesses. Please note that any rental establishment with a term longer than 30 days would not be considered a short-term rental use and would not be subject to these standards. Thus, these regulations would not impact typical residential rental properties with leases of 6 months, 1 year, etc.

A Bed and Breakfast Inn is currently defined as a short-term lodging in a private home where breakfast is included as part of the room rate. Under the existing regulations, Bed and Breakfasts have no associated standards and could essentially be created in any home in Wendell without any regulations. As a result, staff is proposing to incorporate language from the 2018 Residential Building Code into our definition of Bed and Breakfast Inn and to adopt additional standards that will better regulate this use and differentiate it from other new lodging uses added.

Homestay and Whole-house Lodging uses are being proposed as new short-term lodging uses with definitions, permitted districts and additional standards. The proposed lodging types are uses that are associated with online short-term rental services such as Airbnb, VRBO and HomeAway. These temporary single room and whole house rentals, that generally do not provide any services or amenities, are an affordable alternative to traditional hotels, motels and inns.

According to GS 160A-424, a city may not adopt or enforce any ordinance that would require any owner or manager of rental property to obtain any permit or permission from the city to lease or rent residential real property or to register the rental property with the city or to levy a special fee or tax on residential rental property that is not also levied against other commercial and residential properties. Staff has taken this General Statute into consideration when drafting the additional standards for these uses. As a result, the Town may require a zoning compliance form (since this is applied to all commercial uses) but may not require rental registration.

The following table shows how various municipalities in North Carolina regulate short-term lodging.

City	Separation Requirement Included	Occupancy Limits	Owner Occupied Allowed	Annual Registration Required	Specified Districts Listed	Whole House Allowed	Inspection Required
Asheville		X	X	X	X		X
Raleigh		X	X	X	X		
Wilmington	X	X		X	X	X	
Greensboro	X	X	X		X		X
Fayetteville		X			X	X	

All of the municipalities have varying occupancy limits for Homestays ranging from 4 adults, including residents, to 5 overnight guests but some do not limit the occupancy for Whole-house lodging and Bed and Breakfasts. Greensboro and Wilmington both have separation requirements of 400 feet. In Greensboro, the separation requirement is from any tourist home to any other tourist home, which encompasses Bed and Breakfast and Homestay uses since Whole-house lodging is not permitted. In Wilmington, the separation requirement only applies to Whole-house lodgings in residential districts and where there are existing Whole-house lodgings within 400 feet of each other. The idea is to not allow a concentration of these short-term lodging uses in one area.

Staff is proposing a 400 ft. separation requirement only in the residential districts that will apply to Homestays and Whole-house Lodging. This standard would prevent neighborhoods from having a concentration of short-term rental units, while allowing more flexibility in commercial districts.

All of the municipalities evaluated specify which type of lodging is permitted in which zoning districts and many have additional standards as well. Asheville, Raleigh and Wilmington require annual registration for Homestays and Whole-house lodging units, but since GS 160A-424 clearly prohibits a city from requiring the registration of any rental property, staff discourages the adoption of this requirement. Instead, staff recommends that the Town require all Homestays and Whole-house Lodging units to submit a Commercial Zoning Compliance form since it is already a requirement of all other lodging types in Wendell.

Proposed Amendments:

1. To amend Section 19.3 (Definitions) to alter the definition for Bed and Breakfast Inn (see underlined additions) and to include new definitions for ‘Homestay’ and ‘Whole-house Lodging’

19.3 – Definitions

Bed and Breakfast Inn means establishments primarily engaged in providing short-term lodging in facilities known as bed-and-breakfast inns. These establishments provide short-term lodging in private homes or small buildings of not more than eight guest rooms, converted for this purpose. Bed-and-breakfast inns are characterized by a highly personalized service and inclusion of a full breakfast in a room rate for a period of less than one week.

Homestay means a private, resident-occupied dwelling unit, with up to two guest rooms where overnight lodging accommodations are provided to transients for a maximum continuous period

of 30 days for compensation and where the use is subordinate and incidental to the main residential use of the building. A homestay is considered a "lodging" use under this UDO.

Whole-house Lodging means a business engaged in the rental of an entire dwelling unit that provides lodging for pay, for a maximum continuous period of thirty (30) days and does not include the serving of food.

2. To amend the lodging category under Section 2.3 to permit bed and breakfasts, homestays, and Whole-house lodging within the zoning districts shown below, with additional standards. In general, whole-house lodging would be limited to the Residential Agricultural and primarily Commercial zoning districts. Bed and Breakfast Inns and Homestays would be permitted in more districts than Whole House Lodging, but would have further location limitations specified in their additional standards.

2.3 – Use Categories and Tables of Permitted Uses Lodging

Base District	OSC	PUD	RA	RR	R2	R3	R4	R7	NC	CMX	CC	DMX	MH	CH	M&I	TND
Lodging																
Bed and Breakfast Inns	<u>P</u> <u>PS</u>	<u>P</u> <u>*</u>	<u>P</u> <u>PS</u>	<u>P</u> <u>PS</u>	<u>P</u> <u>PS</u>	<u>P</u> <u>PS</u>	<u>P</u> <u>PS</u>	<u>P</u> <u>PS</u>	<u>P</u> <u>PS</u>	<u>P</u> <u>PS</u>	<u>P</u> <u>PS</u>	<u>P</u> <u>PS</u>	-	<u>P</u> <u>PS</u>	-	<u>P</u> <u>PS</u>
Hotels/Motels/Inns		<u>P</u> <u>*</u>								<u>P</u>	<u>P</u>	<u>P</u>		<u>P</u>		<u>P</u>
Rooming/Boarding House		<u>P</u> <u>*</u>						<u>PS</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>				<u>PS</u>
<u>Homestay</u>	<u>PS</u>	<u>P</u> <u>*</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>		<u>PS</u>		<u>PS</u>
<u>Whole-house Lodging</u>		<u>P</u> <u>*</u>	<u>PS</u>						<u>PS</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>		<u>PS</u>		<u>PS</u>

3. To Amend Section 3.3 (Additional Standards by Use to include standards for ‘Bed and Breakfast Inn’, ‘Homestay’, and ‘Whole House Lodging’ uses, as detailed on the following page. The additional standards for Bed and Breakfast Inn came from the 2018 NC building code for ‘bed and breakfast homes’.

3.3 - Additional Standards by Use

I. Bed and Breakfast Inn (OSC, RA, RR, R2, R3, R4, R7, NC, CMX, CC, DMX, CH, TND).

1. All Bed and Breakfast Inns within a primarily residential zoning district (OSC, RA, RR, R2, R3, R4, R7) must be located in one of the following:
 - a. A Local Historic District;
 - b. A property designated as a Historic Landmark;
 - c. A property listed on the National Register of Historic Places; or
 - d. A property located within a National Register Historic District.
2. The stay within any given Bed and Breakfast Inn shall be for a period of less than one week.
3. A Bed and Breakfast Inn may not have more than eight guest rooms.
4. A Bed and Breakfast Inn may not serve food or drink to the general public for pay.
5. On-site staff must be present during the stay and shall serve the breakfast meal to overnight guests.
6. The price of the breakfast shall be included in the room rate.

X. Homestay (OSC, RA, RR, R2, R3, R4, R7, NC, CMX, CC, DMX, CH, TND).

1. One sign is permitted per lot not to exceed 2 square feet in size. Sign may not be internally illuminated.
2. Homestay units located within residential districts shall be a minimum distance of 400 ft. from any other lodging use.
3. The homestay operation shall be managed by a person who:
 - a. is a full-time resident of the property; and
 - b. is present during the homestay term for the entire time lodgers are staying at the property. To be a "full-time resident," the person must reside on the property on a permanent basis, and it must be the person's primary home. For purposes of this regulation, a person can only have one primary, full time residence, and the homestay must be operated from that primary, full time residence. In order to be "present during the homestay term," the full-time resident shall be at the property overnight and not away on vacation, visiting friends or family, travelling out of town for business or personal reasons, etc. during the homestay term. However, the full-time resident may be temporarily absent from the property for purposes related to normal residential activities such as shopping, working, attending class, etc. A minimum of two documents establishing proof of residency shall be supplied prior to operation of the use.
4. A property owner operating a Homestay use shall:
 - a. Submit a Commercial Zoning Compliance form to the Town prior to operation;
 - b. Be responsible for ensuring compliance with all federal, state, and local laws, including, but not limited to tax code, building code, fire code, and environmental health regulations for the level of occupancy of the short-term lodging; and

- c. Not allow any regular event, classes, weddings, receptions, or other large gatherings on the premises, unless otherwise permitted as an indoor or outdoor event venue use.
- 5. No additional off-street parking is required for a homestay.
- 6. Only one homestay shall be permitted per lot/parcel.
- 7. The length of stay of guests shall not exceed 30 days.
- 8. The number of guests is limited to three adults per guest room and no more than two guestrooms may be rented out.

UU. Whole-house Lodging (RA, NC, CMX, CC, DMX, CH, TND).

- 1. A property owner, as well as any host/operator, shall:
 - a. Submit a Commercial Zoning Compliance form to the Town;
 - b. Be responsible for ensuring compliance with all federal, state, and local laws, including, but not limited to tax code, building code, fire code, and environmental health regulations for the level of occupancy of the short-term lodging; and
 - c. Not allow any regular event, classes, weddings, receptions, or other large gatherings on the premises, unless otherwise permitted as an Indoor or Outdoor event venue.
- 2. Whole-house lodging uses shall be prohibited on the ground floor of any street-facing multi-tenant structure established for non-residential use. Any new residential attached unit shall be subject to those standards and regulations specified within the Wendell Unified Development Ordinance for multifamily dwellings.

Planning Board Recommendation:

At their May 20, 2019 meeting, the Planning Board voted unanimously to amend Section 2.3 of the UDO to permit by right (i.e. No Standards) Bed and Breakfast Inns, Homestays, and Whole House rentals in all zoning districts.

Voting in favor: Errol Briggerman, Joe DeLoach, Ryan Zakany, Terry Allen Swaim, Victoria Curtis, Lloyd Lancaster and Jonathan Olsen

Voting against: None

Absent: None

Statement of Plan Consistency and Reasonableness

- Any recommended change to the zoning text should be accompanied by a statement explaining how the change is consistent with the comprehensive plan, and is reasonable in nature.
 - In staff's opinion, staff's proposed zoning text amendment is consistent with Principle # 1 of the Wendell comprehensive plan and is reasonable in order to

preserve the small-town feel and historic character of the community while allowing property owners the ability to create revenue from their homes.

- Principle # 1: Preserve the small-town feel and historic character of the community.

Staff Recommendation:

- Staff recommends approval of staff's proposed text amendment request.
- In general, the proposed amendments would restrict 'Whole House Rental' units to primarily commercial zoning districts and the Residential Agricultural district. Since this use is more restricted in terms of zones, no separation requirement between lodging uses was included. Homestays (where the resident lives in the house during the stay) are permitted in both commercial and residential districts, but if located in residential districts, a 400 ft separation requirement applies. This standard was included to avoid concentration of short-term residential units within neighborhoods. Bed and Breakfast Inns are permitted in virtually all zoning districts, so long as they are also located within an area of historical designation. The Town's sole Bed and Breakfast Inn (on Wendell Falls Pkwy) is located within a National Register Historic District. Standards from the NC building code were also applied to the Bed and Breakfast Inn use.

Attachments:

- A. Ordinance for Adoption

Attachment A

ORD # 0-12-2019

**AN ORDINANCE TO AMEND SECTIONS 2.3, 3.3 AND 19.3 OF THE
TOWN OF WENDELL UNIFIED DEVELOPMENT ORDINANCE
AS IT RELATES TO SHORT TERM RENTALS**

WHEREAS, Sections 2.3, 3.3 and 19.3 of the UDO contains the Town's use categories and tables of permitted uses, additional standards and definitions as it pertains to Bed and Breakfast Inns; and

WHEREAS, the Town has initiated a petition to amend Sections 2.3, 3.3 and 19.3 in order to revise the Town's Bed and Breakfast Inns use and to create Homestay and Whole-house Lodging uses; and

WHEREAS, the Town of Wendell Unified Development Ordinance Section 15.11 establishes uniform procedures for amending the text of the Ordinance;

NOW, THEREFORE BE IT ORDAINED by the Town Board of the Town of Wendell, North Carolina:

SECTION 1. That the Lodging Category in Section 2.3 be amended to read as follows:

2.3 – Use Categories and Tables of Permitted Uses
Lodging

Base District	OSC	PUD	RA	RR	R2	R3	R4	R7	NC	CMX	CC	DMX	MH	CH	M&I	TND
Lodging																
Bed and Breakfast Inns	PS	P*	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-	PS	-	PS
Hotels/Motels/Inns		P*								P	P	P		P		P
Rooming/Boarding House		P*						PS	PS	PS	PS	PS				PS
Homestay	PS	P*	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		PS		PS
Whole-house Lodging		P*	PS						PS	PS	PS	PS		PS		PS

SECTION 2. That Section 3.3 be amended to include supplemental standards for Bed and Breakfast Inn, Homestay, and Whole-house lodging, to read as follows (and that the header for other uses with supplemental standards be amended to stay in alphabetical order):

3.3 - Additional Standards by Use

I. Bed and Breakfast Inn (OSC, RA, RR, R2, R3, R4, R7, NC, CMX, CC, DMX, CH, TND).

1. All Bed and Breakfast Inns within a primarily residential zoning district (OSC, RA, RR, R2, R3, R4, R7) must be located in one of the following:
 - a. A Local Historic District;
 - b. A property designated as a Historic Landmark;
 - c. A property listed on the National Register of Historic Places; or
 - d. A property located within a National Register Historic District.
2. The stay within any given Bed and Breakfast Inn shall be for a period of less than one week.
3. A Bed and Breakfast Inn may not have more than eight guest rooms.
4. A Bed and Breakfast Inn may not serve food or drink to the general public for pay.
5. On-site staff must be present during the stay and shall serve the breakfast meal to overnight guests.
6. The price of the breakfast shall be included in the room rate.

X. Homestay (OSC, RA, RR, R2, R3, R4, R7, NC, CMX, CC, DMX, CH, TND).

1. One sign is permitted per lot not to exceed 2 square feet in size. Sign may not be internally illuminated.
2. Homestay units located within residential districts shall be a minimum distance of 400 ft. from any other lodging use.
3. The homestay operation shall be managed by a person who:
 - a. is a full-time resident of the property; and
 - b. is present during the homestay term for the entire time lodgers are staying at the property. To be a "full-time resident," the person must reside on the property on a permanent basis, and it must be the person's primary home. For purposes of this regulation, a person can only have one primary, full time residence, and the homestay must be operated from that primary, full time residence. In order to be "present during the homestay term," the full-time resident shall be at the property overnight and not away on vacation, visiting friends or family, travelling out of town for business or personal reasons, etc. during the homestay term. However, the full-time resident may be temporarily absent from the property for purposes related to normal residential activities such as shopping, working, attending class, etc. A minimum of two documents establishing proof of residency shall be supplied prior to operation of the use.
4. A property owner operating a Homestay use shall:
 - a. Submit a Commercial Zoning Compliance form to the Town prior to operation;

- b. Be responsible for ensuring compliance with all federal, state, and local laws, including, but not limited to tax code, building code, fire code, and environmental health regulations for the level of occupancy of the short-term lodging; and
 - c. Not allow any regular event, classes, weddings, receptions, or other large gatherings on the premises, unless otherwise permitted as an indoor or outdoor event venue use.
- 5. No additional off-street parking is required for a homestay.
- 6. Only one homestay shall be permitted per lot/parcel.
- 7. The length of stay of guests shall not exceed 30 days.
- 8. The number of guests is limited to three adults per guest room and no more than two guestrooms may be rented out.

UU. Whole-house Lodging (RA, NC, CMX, CC, DMX, CH, TND).

- 1. A property owner, as well as any host/operator, shall:
 - a. Submit a Commercial Zoning Compliance form to the Town;
 - b. Be responsible for ensuring compliance with all federal, state, and local laws, including, but not limited to tax code, building code, fire code, and environmental health regulations for the level of occupancy of the short-term lodging; and
 - c. Not allow any regular event, classes, weddings, receptions, or other large gatherings on the premises, unless otherwise permitted as an Indoor or Outdoor event venue.
- 2. Whole-house lodging uses shall be prohibited on the ground floor of any street-facing multi-tenant structure established for non-residential use. Any new residential attached unit shall be subject to those standards and regulations specified within the Wendell Unified Development Ordinance for multifamily dwellings.

SECTION 3. That Section 19.3 be amended to read as follows:

19.3 – Definitions

Bed and Breakfast Inn means establishments primarily engaged in providing short-term lodging in facilities known as bed-and-breakfast inns. These establishments provide short-term lodging in private homes or small buildings of not more than eight guest rooms, converted for this purpose. Bed-and-breakfast inns are characterized by a highly personalized service and inclusion of a full breakfast in a room rate for a period of less than one week.

Homestay means a private, resident-occupied dwelling unit, with up to two guest rooms where overnight lodging accommodations are provided to transients for a maximum continuous period of 30 days for compensation and where the use is subordinate and

incidental to the main residential use of the building. A homestay is considered a "lodging" use under this UDO.

Whole-house Lodging means a business engaged in the rental of an entire dwelling unit that provides lodging for pay, for a maximum continuous period of thirty (30) days and does not include the serving of food.

SECTION 4. That all laws and clauses of law in conflict herewith are hereby repealed to the extent of said conflict.

SECTION 5. That if this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given separate effect and to the end the provisions of this ordinance are declared to be severable.

SECTION 6. That the proposed text amendment to Sections 2.3, 3.3 and 19.3 is found to be consistent with Principle # 1 of the Wendell Comprehensive Plan and reasonable in nature in order to preserve the small-town feel and historic character of the community while allowing property owners the ability to create revenue from their homes.

- Principle Number 1: "Preserve the small-town feel and historic character of the community."

SECTION 5. That this ordinance has been adopted following a duly advertised public hearing of the Town Board and following recommendation by the Planning Board.

SECTION 6. That this ordinance shall be enforced as provided in G.S. 160A-175 or as provided for in the Wendell Town Code.

SECTION 7. That this ordinance shall become effective upon its adoption by the Wendell Board of Commissioners.

DULY ADOPTED the 10th day of June, 2019.

(Town Seal)

Virginia R. Gray, Mayor

ATTEST:

APPROVED AS TO FORM:

Megan Howard, Town Clerk

James P. Cauley III, Town Attorney

Date: June 10, 2019

Item # 5c

Item Title:

ZTA19-05 – Discussion and Action on a Zoning Text Amendment to Section 10.4 of the UDO as it relates to parking requirements.

Report to the Board of Commissioners:

- Monday, June 10, 2019

Report to the Planning Board:

- Monday, May 20, 2019

Specific Action Requested:

- The Board of Commissioners is asked to hold a public hearing and consider taking action on the proposed text amendment to Section 10.4 of the UDO as it relates to minimum parking requirements.
 - Action could consist of adopting the attached ordinance.

Applicant:

Town of Wendell

Petition:

Staff is requesting to amend the UDO Section 10.4- General Parking Requirements as it relates to minimum parking spaces required for new development.

Item Summary:

The purpose of the proposed zoning text amendment is to adjust the Town's parking standards to be in line with other municipalities and industry parking needs by use. Currently our UDO requires a minimum number of parking spaces by use category (i.e. Retail/Restaurant, Office/Service, Etc.). While the UDO does not contain Maximum parking space requirements, it does require that a portion of the parking spaces in excess of 150% of the minimum required be pervious. All parking spaces in excess of 200% of the minimum number required must be pervious.

Thus, parking minimums that are too low will unnecessarily require some uses to provide pervious paving (which is costlier), where other municipalities allow for more impervious parking. Low minimum parking requirements can also lead to developments with insufficient parking to accommodate their use, which can cause spillover effects to adjacent businesses. To avoid this, staff is proposing to raise the parking space minimums for select categories to be more in line with other municipalities' requirements and to not be unduly burdensome on developers.

A similar change was incorporated into the Wendell Falls PUD when it was approved. The PUD raised the parking minimums for 3 uses: Office/Service, Retail and Restaurants. Office/Service Uses went from 2 spaces/1,000 sf. to 2.5 spaces/1,000 sf. Retail Uses was raised from 2 to 3.5/1,000 sf and Restaurants from 1 per 4 seats to 1.5 per 4 seats. While staff is not proposing to mirror these figures exactly, this change did indicate that the Town's Parking standards were not perfectly aligned with industry needs.

The following table shows the parking requirements of specific uses, as compared to other municipalities. Staff chose these uses because they are the most pertinent and in need of adjustment. The uses that are not represented in the table are either those in which Wendell's standards were comparable to those of other municipalities, or uses where additional research and evaluation is needed. This change was spurred by a specific developer seeking to create a significant office development in Wendell, but the Town's low parking ratio for 'Office/Service' presented an obstacle to development.

Minimum Parking Requirements Per Use (Municipal Comparison):

Use	Wendell	Knightdale	Wake Forest	Archer Lodge	Chapel Hill	Fuquay-Varina	Apex
Office/ Service	2/1000 sf	2-2.5/1000 sf	2-4/1000 sf	2.86/1000 sf	2.86-4.44/1000 sf	2.5/1000 sf	3.33/1000 sf
Retail	2/1000 sf	1.75-3/1000 sf	2.5-3.33/1000 sf	4/1000 sf	3.33/1000 sf	4.5/1000 sf	3.33/1000 sf
Restaurants	1/4 seats (8 min)	11.25/1000 sf	5/1000 sf (8 min)	1/4 seats	9.09/1000 sf	1/4 seats	1/50 sf public use area
Entertainment Recreation	1/1000 sf	1/1.5 Persons Permitted	1/4 Persons Permitted	Indoor: 5/1000 sf, Outdoor: varies	2/1000 sf	1/200 sf public use area	TBD
Theaters	1/3 seats	1/4 seats	1/5 seats	5/1000 sf	1/5 seats	1/200 sf public use area	1/5 seats

*Note: A range represents specific uses in that category

As can be seen above, Wendell's parking minimums are lower than any other municipality for Office/Service and Entertainment/Recreation and the second lowest for Retail. For Restaurants, we are on the lower end. Conversely, Wendell has the highest parking requirement for Theaters of those evaluated.

Proposed Amendments:

1. To amend Section 10.4 (General Parking Requirements) to modify the Town's minimum required parking spaces. (New text is **underlined**)

10.4 - General Parking Requirements**A. Parking Ratios**

Use Type	Auto Parking Spaces	Bicycle Parking Spaces (B)
	Minimum Required (a)	
Residential	1 per bedroom up to 2 per unit	1/20 auto spaces (c)
Secondary Dwelling	1 space in addition to spaces for primary dwelling	N/A
Lodging	1 per room or suite	1/50 auto spaces
Office/Service Uses	\pm <u>3</u> per 1,000 sq. ft.	1/20 auto spaces
Retail Uses	\pm <u>3.33</u> per 1,000 sq. ft.	1/20 auto spaces
Restaurants	\pm <u>1.25</u> per 4 seats (d)	1/20 auto spaces
Entertainment/Recreation Uses	\pm <u>2</u> per 1,000 sq. ft.	1.20 auto spaces
Theaters	1 per 3 <u>4</u> seats	1/20 auto spaces
Manufacturing/Wholesale/Storage	.25 per 1000 sq. ft. of non-office space	1/50 auto spaces
Civic/Institutional (Schools)	2 per 1,000 sq. ft.	1/20 auto spaces
Civic/Institutional (Non-Assembly Uses, e.g., Hospital, Public Safety Station)	2/1,000 sq. ft.	1/20 auto spaces
Civic/Institutional Uses (Assembly Uses Only, e.g., Religious Institutions)	1 per 4 seats (if benches or pews are used then the standard shall be measured as 1 per 6 ft.)	1/20 auto spaces
Infrastructure	2 per 1,000 sq. ft.	1/50 auto spaces
Meeting Facilities/Event Venues	1 per 4 seats	1/20 auto spaces

Planning Board Recommendation:

At their May 20, 2019 meeting, the Planning Board voted unanimously to amend section 10.4 of the UDO which modified the minimum required parking to be more in line with other municipalities and industry standards.

Voting in favor: Errol Briggerman, Joe DeLoach, Ryan Zakany, Terry Allen Swaim, Victoria Curtis, Lloyd Lancaster and Jonathan Olsen

Voting against: None

Absent: None

Statement of Plan Consistency and Reasonableness

- Any recommended change to the zoning text should be accompanied by a statement explaining how the change is consistent with the comprehensive plan, and is reasonable in nature.
 - At their May meeting, the Planning Board found the requested zoning text amendment to be consistent with Principle # 5 of the Wendell comprehensive plan and to be reasonable to promote Wendell's attractiveness to business that provide jobs and increase the Town's tax base while still protecting the aesthetic beauty of the town and the environment in which it is located.
 - Principle # 5: Promote Wendell's attractiveness to business and people of all walks of life. Emphasize the strengths of the Town's diverse population.

Staff Recommendation:

Staff recommends approval of the text amendment request. While staff included changes to the minimum parking requirements for 5 use categories, the 'Office/Service' use is the most time sensitive, as it is needed to accommodate a pending office development.

Attachments:

- A. Ordinance for Adoption

Attachment A

ORD # 0-10-2019
AN ORDINANCE TO AMEND SECTION 10.4 OF THE
TOWN OF WENDELL UNIFIED DEVELOPMENT ORDINANCE
AS IT RELATES TO PARKING REQUIREMENTS

WHEREAS, Section 10.4 of the UDO contains the Town's general provisions for minimum required auto parking spaces according to use type; and

WHEREAS, the Town has initiated a petition to amend Section 10.4 in order to adjust the Town's parking standards to be in line with other municipalities and industry parking needs by use; and

WHEREAS, the Town of Wendell Unified Development Ordinance Section 15.11 establishes uniform procedures for amending the text of the Ordinance;

NOW, THEREFORE BE IT ORDAINED by the Town Board of the Town of Wendell, North Carolina:

SECTION 1. That Section 10.4 be amended to read as follows (amendments made to Auto Parking Space requirements for Office/Service Uses, Retail Uses, Restaurants, Entertainment/Recreation Uses, and Theaters) :

10.4 - General Parking Requirements

A. Parking Ratios

Use Type	Auto Parking Spaces	Bicycle Parking Spaces (B)
	Minimum Required (a)	
Residential	1 per bedroom up to 2 per unit	1/20 auto spaces (c)
Secondary Dwelling	1 space in addition to spaces for primary dwelling	N/A
Lodging	1 per room or suite	1/50 auto spaces
Office/Service Uses	3 per 1,000 sq. ft.	1/20 auto spaces
Retail Uses	3.33 per 1,000 sq. ft.	1/20 auto spaces
Restaurants	1.25 per 4 seats (d)	1/20 auto spaces

Entertainment/Recreation Uses	2 per 1,000 sq. ft.	1.20 auto spaces
Theaters	1 per 4 seats	1/20 auto spaces
Manufacturing/Wholesale/ Storage	.25 per 1000 sq. ft. of non- office space	1/50 auto spaces
Civic/Institutional (Schools)	2 per 1,000 sq. ft.	1/20 auto spaces
Civic/Institutional (Non- Assembly Uses, e.g., Hospital, Public Safety Station)	2/1,000 sq. ft.	1/20 auto spaces
Civic/Institutional Uses (Assembly Uses Only, e.g., Religious Institutions)	1 per 4 seats (if benches or pews are used then the standard shall be measured as 1 per 6 ft.)	1/20 auto spaces
Infrastructure	2 per 1,000 sq. ft.	1/50 auto spaces
Meeting Facilities/Event Venues	1 per 4 seats	1/20 auto spaces

SECTION 2. That all laws and clauses of law in conflict herewith are hereby repealed to the extent of said conflict.

SECTION 3. That if this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given separate effect and to the end the provisions of this ordinance are declared to be severable.

SECTION 4. That the proposed text amendment to Section 10.4 is found to be consistent with Principle # 5 of the Wendell Comprehensive Plan and reasonable in nature in order to promote Wendell's attractiveness to business that provide jobs and increase the Town's tax base while still protecting the aesthetic beauty of the town and the environment in which it is located.

- Principle Number 5: "Promote Wendell's attractiveness to business and people of all walks of life. Emphasize the strengths of the Town's diverse population."

SECTION 5. That this ordinance has been adopted following a duly advertised public hearing of the Town Board and following recommendation by the Planning Board.

SECTION 6. That this ordinance shall be enforced as provided in G.S. 160A-175 or as provided for in the Wendell Town Code.

SECTION 7. That this ordinance shall become effective upon its adoption by the Wendell Board of Commissioners.

DULY ADOPTED the 10th day of June, 2019.

(Town Seal)

Virginia R. Gray, Mayor

ATTEST:

APPROVED AS TO FORM:

Megan Howard, Town Clerk

James P. Cauley III, Town Attorney

Date: June 10, 2019

Item #6a

Item Title:

Scope of Economic Development Services provided by Sanford Holshouser Economic Development Consultants of Raleigh to the Town of Wendell

Report to the Board of Commissioners:

Monday, June 10, 2019

Specific Action Requested:

Motion to direct the Town Manager to sign an agreement for economic development consultant services consistent with the Scope of Services presented.

Item Summary:

The 2019 Town of Wendell Strategic Plan established a goal to “Promote economic vitality through the development of a vibrant downtown, economic growth, and unique community character”. Further, the goal provides guidance to seek an appropriate mix of land uses including the development of commercial, office, and industrial uses to enhance property values, create jobs, and provide opportunities for shopping, services, and products sought by area residents.

The retention of an economic development consultant is sought to advance the economic goals of the Town to address the following strategic initiatives:

1. Determination through a short-term interim effort how best to deliver economic development for the Town of Wendell by examining options for in-house full-time staff, contracting a third-party consultant, or a hybrid of the two options.
2. To create a proactive, market-facing economic development program that can promote the Town externally to companies seeking a location and internally to members of the community, existing companies, and external stakeholders.
3. To develop organizational structure and components to create a sustainable and comprehensive entity that provides permanent economic development services.

Staff recommends the use of David Denny of Sanford Holshouser Economic Development Consultants to provide the economic development consultant services. Mr. Denny is a managing partner with the firm and has 30 years of experience working with companies and economic development organizations with a focus in product marketing, strategic planning and evaluation, site selection and development, project funding/finance, and organizational operations.

A highlight of the proposed scope of services to meet the economic development initiatives includes the following:

- Serves as the “face” and primary point of contact for economic development for the Town of Wendell and develop closer relationships with the internal business community and external economic development partners in the county, region, and state.
- Respond to economic development inquiries and manage the preparation and submittal of all requests for information from companies, consultants, and economic development organizations.
- Arrange and host prospect visits.
- Evaluate current incentive programs and make recommendations to make the Town be in-line with good practice and increase competitiveness.
- Work with the Planning Department and area developers to create an inventory of sites and buildings currently controlled by the Town or targeted as good prospects for future economic development purposes.
- Attend monthly/quarterly meetings as directed by the Town Manager and submit regular reports of activities prior to monthly Town Commission meetings.
- Preliminary development of an economic development brand and messaging for the Town of Wendell and provide input for the development of social media material to promote the Town to external economic opportunities.

The FY 2020 budget provides \$30,000 for the provision of contract services for economic development. The scope of services provides for monthly installments and reimbursement of expenses subject to prior review and approval by the Town Manager. Given the limitation of funding available, the Town Manager and Economic Development Consultant will develop monthly work plans that are subject to change to reflect current projects and priorities within the time allotted. The agreement provides for \$25,200 per year to provide approximately 120 hours of work (approximately 10 hours per month depending on monthly work plans).

If approved, staff will establish a base agreement consistent with the terms of the attached Scope of Services with the initiation of work to begin July 1, 2019 and extend through June 30, 2020 with the option to extend the agreement for two additional years.

Attachments:

Draft Scope of Work for Economic Development Services

Re.: A DRAFT Scope of Services for Bridge Management Services provided by Sanford Holshouser Economic Development Consultants (SHEDC) of Raleigh, North Carolina to The Town of Wendell, North Carolina

Scope of Services

General Understanding:

The Town of Wendell (the Town) is growing rapidly and has many assets that are attractive for living and working within its bounds. As such, there is a need for new and evolving economic development needs. For the short-term (1-year) the key needs include:

- 1. Determination, through a short-term interim effort, how best to deliver economic development for the Town. The three general options to be considered are in-house full-time staff, contracting with a 3rd party consultant or through a hybrid which incorporates components of the two options.**
- 2. To create a proactive market-facing economic development program that can promote the Town externally to companies seeking a location and internally to members of the community, existing companies and external stakeholders. Also, to respond to external and internal economic development related inquiries;**
- 3. To develop organizational structure and components to create a sustainable and comprehensive entity for the future and to work toward establishing a permanent economic development delivery mechanism.**

SHEDC proposes that David Denny, Managing Partner, serve in the role of Interim Director and “face” of the Town of Wendell in economic development matters and in coordination and collaboration with the Town Administration and Commission. The proposed position can be provided under a part-time contract and can be expanded or contracted as needs of the Town evolve. The base goals are to provide professional representation of the Town to economic development prospects and allies; and, begin developing and implementing structure and core components (data handling/management, branding, marketing, lead and business development and organization funding) as a base upon which to build for future success. To address the stated key needs and to accomplish the stated goals the following scope of services is offered:

Base Services (monthly basis as established by a mutually developed work plan):

- Serve as the “face” and primary point of contact for Town economic development as Interim Director; managing information flow and coordination between the public and private businesses, internal and external stakeholders and allies, third party administrative service providers, prospects and allies;



- Develop closer relationships and work collaboratively with NC-DoC, EDPNC, Wake County economic development, the RTRP and other allies in the positioning and promotion of the Town of Wendell economic development; Assist in efforts related to the Brownfield programs and other programs and initiatives that lend to the development of the Town and its economic development efforts;
- Respond to all economic development inquiries forwarded via phone, email, fax or other means;
- Manage the preparation and submittal of all RFI requests from companies, consultants; and county, regional and state economic development organizations;
- Arrange and host prospect visits;
- Evaluate current incentives program to identify weaknesses and to make recommendations on incentives in order to make the Town more in-line with good practice and to enhance competitiveness of the Town and enhancing attractions of companies and jobs specific to the goals and desires of the Town.
- Working with the Town's planning department and area developers, create an inventory of sites and buildings currently controlled by the Town or targeted as good prospects for future economic development purposes. Develop a short-list of up to three key sites and profile for each site and building as to ownership status, options for control of each, best use determination and estimated costs for development (including site certification). Working with the Town, prioritize each as to promotion/marketing and path to development.
- Develop and submit a report of activities prior to the monthly Town Commission meetings;
- Attend monthly/quarterly meetings as directed by the Town Manager;
- Preliminary development of an economic development brand and messaging for the Town of Wendell Economic Development arm. Collaborate with of the current web/social media services provider under contract with the Town mainly to coordinate activities with goals, strategies, messages, marketing, outreach etc.;
- Potentially provide additional services for the management and execution of the Town's programs and activities upon discussion, review and agreement of terms. * see examples following

**Terms**

The scope of services will be provided part-time and on a one-year term (automatically renewable for two additional years unless either party seeks to terminate or modify the agreement beyond the first year). Additionally, either party may be released from the agreement by means of written notification sixty days prior to effective release date. The scope of services and related costs will be jointly reviewed annually and (possibly) adjusted prior to commencing with the next annual term.

Costs

- The services are provided for a lump sum amount of **\$25,200** per year paid in monthly increments in advance month plus mutually agreed reimbursement of related expenses; not to include travel and daily expenses within Wake County and the RDU region.
- Expenses will be charged at cost and generally pre-approved by the Town Manager.
- External mileage will be reimbursed at the prevailing Federal rate.
- An invoice for the monthly amount will be issued on the last day of each month and is payable in advance of services. Reimbursable expenses will be included in the monthly invoice and will cover expenses incurred for the previous month (in arrears). All invoices are due upon receipt.

Optional/Additional Services*

In Person Marketing Event Representation – Provided on a case-by-case basis and will include an additional consultant participation fee. A budget for each event will be developed, submitted to the Administrator and approved prior to event.

Develop and Implement a Business Retention and Expansion (BRE) Program – Develop a comprehensive program of visitation, assistance and promotion of existing businesses in order to retain them and enhance their abilities to grow and expand; creating additional jobs and economic opportunities.

New Collaborative Partnerships with Surrounding Localities – Develop opportunities for the Town to share efforts, development costs and revenues with select locality partners. Such an effort can promote larger projects for economic development through with shared financial burden versus going it alone.

Regards,

Managing Partner

Date: June 10, 2019

Item # 6b

Item Title:

Presentation of the applications received for the Citizen Advisory Boards

Specific Action Requested:

Staff requests that the Board of Commissioners meet with applicants present after today's Town Board Meeting and review the applications provided in the Agenda Packet. The Board of Commissioners are requested to take action by making appointments at the June 24th, 2019 Town Board Meeting.

Item Summary:

Recruitment for the Town of Wendell's Citizen Advisory Boards began on April 23, 2019 and closed on May 23rd, 2019. Communication Efforts included the following:

- Designed/Printed Posters posted in all Elementary, Middle and High schools in Wendell.
- Advertising posted on the Town's website's calendar, News Feed, Events, and Citizen Advisory Board Pages.
- An E-Board Post on Wendell Blvd.
- An E-Blast on MailChimp
- Social Media Marketing launched throughout the month on Facebook and Instagram.
- A PSA video posted on the Town's Social Media pages.
- Advertising posted in *Wendell Buzz's* May Newsletter.
- Print Ads posted in Downtown Businesses (10 in total.)
- EWTN Promotional Advertising
- An article published in *The Grey Area* news.
- Advertising design for web and print sent to Wendell Falls HOA
- Advertising posted in *Zebulon Times*
- Requests were sent to WRAL, WNCN and 96.1 BBB to advertise as a PSA.

The Board of Adjustment has 7 current members with no terms expiring this year. The Parks and Recreation Committee has 5 current members with no terms expiring this year.

The Economic Development Committee 8 members, with 3 members' terms expiring this year: Valerie DeLoach, Bryan M. Green, and H. Lee Mabry. Below is a list of the EDC members, with expiring terms highlighted.

Board	Name	In-Town or ETJ	Address - Physical	Address - Mailing	Term Begins	Term Ends	Term Number	Term Length	Appt Date
EDC	Stacey Piesche	In-town	3421 Wendell Blvd	3421 Wendell Blvd	7/1/2018	6/30/2020	2nd term	2 years	6/13/2016
EDC	Ashley Anderson	ETJ	313 Old Battle Bridge Road	313 Old Battle Bridge Road	7/1/2018	6/30/2020	1st term	2 years	5/14/2018
EDC	Emma Benson King	ETJ	131 Jake May Drive	131 Jake May Drive	7/11/2018	6/30/2020	1st term	2 years	7/11/2018
EDC	Lucius S. Jones Jr.	ETJ	172 Jake May Drive	PO BOX 128	7/11/2018	6/30/2020	1st term	2 years	7/11/2018
EDC	Paul White	ETJ	651 Lions Club Road	PO BOX 980	7/1/2018	6/30/2020	3rd term	2 years	6/8/2015
EDC	Valerie DeLoach	In-town	1704 Drift Falls Lane	1704 Drift Falls Lane	7/1/2017	6/30/2019	1st term	2 years	5/8/2017
EDC	Bryan M. Green	Out-of-town	500 Boswell Ln, Clayton, 27527	500 Boswell Ln, Clayton	7/1/2017	6/30/2019	1st term	2 years	5/8/2017
EDC	H. Lee Mabry	Out-of-town	8900 Wood Vine Ct, RA, 27613	8900 Wood Vine Ct, RA	7/1/2017	6/30/2019	1st term	2 years	5/8/2017

The applications received for these EDC vacancies are listed in the table below. The 4 applications are attachments in your Agenda Packet for review.

Name	Board	ETJ/In-Town
Haley Day	EDC	In-Town
Cande Killian Wood	EDC	ETJ
Amanda S. Norris	EDC	In-Town
H. Lee Mabry	EDC	Out-of-Town

The Planning Board has 8 current members with 3 members' terms expiring: Errol Briggerman, Lloyd Lancaster, and Terry Allen Swaim, Jr. There are also 2 vacant spots that expires June 2020. This leaves 5 vacancies on the Planning Board.

Board	Name	In-Town or ETJ	Address - Physical	Address - Mailing	Term Begins	Term Ends	Term Number	Term Length	Term Limit	Appt Date
Planning	Victoria Curtis	ETJ	102 Skipwith Drive	102 Skipwith Drive	7/1/2018	6/30/2020	2nd term	In-Town - 3	2 terms	6/13/2016 & 7/05/2016 (WC)
Planning	Errol Briggerman	In-Town	14 Forest Lane	14 Forest Lane	7/1/2016	6/30/2019	2nd term	In-Town - 3	2 terms	
Planning		0 In-Town	0	0	7/1/2018	6/30/2020	1st term	In-Town - 3	2 terms	1/0/1900
Planning	Lloyd Lancaster	In-Town	309 Paula Drive	309 Paula Drive	7/1/2016	6/30/2019	1st term	In-Town - 3	2 terms	6/13/2016
Planning	Ryan Zakany	In-Town	238 Grovemere Lane	238 Grovemere Lane	7/1/2018	6/30/2021	1st term	In-Town - 3	2 terms	5/14/2018
Planning	Joe DeLoach	In-town	1704 Drift Falls Lane	1704 Drift Falls Lane	7/1/2018	6/30/2021	1st term	In-Town - 3	2 terms	5/14/2018
Planning	Terry Allen Swaim, Jr.	ETJ	1133 Marshburn Road	1133 Marshburn Road	7/1/2017	6/30/2019	1st term	In-Town - 3	2 terms	5/8/2017
Planning		0 In-town	0	0	1/0/1900	6/30/2020	0	0	2 terms	1/0/1900
Planning	Jonathan Andrew Olson	In-town	313 Caroline Drive	313 Caroline Drive	7/1/2017	6/30/2020	1st term	In-Town - 3	2 terms	5/8/2017

In order to comply with State Statute and the Town's Ordinances, an adjustment will be made to the number of ETJ and In-Town members on the Planning Board. This change has occurred due to significant population growth in the Town's Corporate limits, with marginal growth in the ETJ.

Section 14.2B1 of the UDO states "The Planning board shall consist of a total of nine members. In accordance with G.S. 160A-360, the total membership of the Planning board shall be proportional to the population of residents of the Town of Wendell and residents in the ETJ. Population shall be determined by best available U.S. Census/GIS Data."

The County used Census Data and Wake county Revenue data to generate their projections. Based on the County's recent population estimates, 18% of our Jurisdiction's total population is within the ETJ. For a 9 person Planning Board, that requires 1.62 ETJ members (rounded to 2). That is 1 less than our current 3-member ETJ makeup on the planning Board. This means that there will be 7 In-Town Planning Board Members, and 2 ETJ Planning Board Members this year.

Currently, there are 3 In-Town members and 1 ETJ member whose terms are not expiring. This leaves 4 in-town vacancies (one of which has a partial term expiring in 2020) and 1 ETJ vacancy.

The applications received for these Planning Board vacancies are listed in the table below. The 10 applications are attachments in your Agenda Packet for review. **Please note that we received 7 In-town applications to fill 4 In-town vacancies, and 3 ETJ applications to fill 1 ETJ vacancy.**

Name	Board	ETJ/In-Town
Tim Fisher	Planning	In-Town
Michael Firstbrook	Planning	In-Town
Regina Harmon	Planning	ETJ
Brett Hennington	Planning	In-Town
Jimmie Huffman-Hall	Planning	In-Town
Levin Jones	Planning	In-Town
Lloyd Lancaster	Planning	In-Town
T. Allen Swaim Jr.	Planning	ETJ
Cande Killian Wood	Planning	ETJ
Melissa Kay Brand	Planning	In-Town

The Tree Board has 2 partial term vacancies, one expiring in 2021 and one expiring in 2020. Below is a list of the Tree Board's current members. There were no applications received this year for the Tree Board.

Name	In-Town or ETJ	Address - Physical	Address - Mailing	Term Begins	Term Ends	Term Number	Term Length	Term Limit	Appt Date
	0	0	0	0		1/0/1900	3 years	none	0
Bobby Clint Honeycutt	In-town	332 Mattox	332 Mattox	42562	6/30/2019	1st term	3 years	none	42562
Lewis Piner	In-town / ex-officio	600 Beauty	600 Beauty	42917	6/30/2020	1/0/1900	3 years	none	42863
Warren Boyette	In-town	724 S Holl	PO BOX 1	42917	6/30/2020	1/0/1900	3 years	none	42863
Marriott L. Sheldon	Out-of-town	7001 Doc	7001 Doc	43017	6/30/2020	1st term	3 years	none	43017
	0	0	0	0	6/30/2020	1/0/1900	3 years	none	0

The Appearance Commission has 6 current members with no terms expiring and 1 partial term vacancy that expires in 2020. There were no applications received for the Appearance Commission this year. Below is a list of the Appearance Commission's current members.

Board	Name	In-Town or ETJ	Address - Physical	Address - Mailing	Term Begins	Term Ends	Term Numb	Term Length	Term Limit	Appt Date
Appearance	Brianna Sizemore	In-town / Alternate	259 Darecrest Lane	259 Darecrest Lane	7/1/2018	6/30/2021	1st term	3 years	0	5/14/2018
Appearance	Megan Hinkle	In-town / Alternate	421 Daniel Ridge Rd	421 Daniel Ridge Rd	7/1/2018	6/30/2021	1st term	3 years	0	5/14/2018
Appearance	0	0	0	0	1/0/1900	6/30/2020	1st term	3 years	0	1/0/1900
Appearance	Michael Eugene Hancock	In-town	3500 Wendell Blvd	PO BOX 853	7/1/2017	6/30/2020	1st term	3 years	0	5/8/2017
Appearance	Brian Pace	In-town	3300 Wendell Blvd	3300 Wendell Blvd	7/1/2017	6/30/2020	1st term	3 years	0	5/8/2017
Appearance	Allison Yeargin	In-town	228 West Third Street	228 West Third Street	7/1/2018	6/30/2021	2nd term	3 years	0	6/8/2015
Appearance	Leigh Ann Thompson	In-town	206 S Main Street	206 S Main Street	7/1/2018	6/30/2021	2nd term	3 years	0	11/28/2016

Staff Liaisons of the Citizen Advisory Boards have provided the following attendance records for each board for the Commissioners' review.

2018-2019 Citizen Advisory Boards Attendance Records

The following is a summary of last year's attendance from each Citizen Advisory Board.

Due to the fact that the Tree Board meets as needed and during special events, the attendance of members has been satisfactory.

The following are missed meetings from the Parks and Recreation Commission:

Lorinda S. Michieka - April, February
Thomas J. Mak - June, April, October
Seth Amidon - June
Michael Gardner - January, October, August
Emma Garner – February

The following attendance records are for the period from January 2018 to May 2019.

[illegible]

Board of Adjustment			
	May-19	# attended	% attended
Lucius Jones	0	0	0%
Amy Swaim	1	1	100%
Kenkesha Clark Staton	0	0	0%
Nicholas Chad Benson	1	1	100%
Russel 'Blair' Hinkle	1	1	100%
Tommy Scoggins	1	1	100%
Paula M. Shearon	0	0	0%

Planning Board																			
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	# attended	% attended
Errol Briggerman		1	1		1		1	1	1		1		1	1	1	1	1	12	100%
Victoria Curtis		1	1		X		1	1	1		1		1	x	x		1	9	75%
Joseph DeLoach								1	1		1		x		1	1	1	7	88%
Lloyd Lancaster		1	1		1		1	1	1		1		x		1	1	1	11	92%
Jonathan Olson		1	x		1		1	1	1		x			1	1	1	1	10	83%
Terry "Allen" Swaim		x		1		1	1	1	1		1		1	1	1	1	1	11	92%
Ryan Zachany							1	1	1		1		1	1	1	1	1	9	100%
		Meeting Cancelled																	

Citizen Advisory Board
Applications-
Economic Development
Committee

**TOWN OF WENDELL
NORTH CAROLINA**

**APPLICATION FOR
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at: <http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input checked="" type="checkbox"/>	Economic Development Committee

<input type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Haley Day

Physical Address: 219 Blair Hills Road Wendell, NC 27591

Mailing Address: 219 Blair Hills Road Wendell, NC 27591

Length of time you have resided in the Wendell area: 1 year

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☐

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: 252-955-5750

Mobile: _____

E-Mail: haleyday@yorkproperties.com

Education: North Carolina State University - Business Administration

Occupation: Corporate Accounting and HR Assistant

Employer: York Properties, Inc. of Raleigh

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
<u>York Properties Social Committee</u>	<u>2018</u>	<u>Present</u>
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☐ No ☒

If Yes, describe extent:

**TOWN OF WENDELL
NORTH CAROLINA**

**APPLICATION FOR
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

I work for a commercial real estate firm in Raleigh. Our retail leasing brokers would be a great resource for businesses looking to expand to Wendell. I also have a good understanding of what type of businesses work best where, as well as an opinion on how I would love our downtown area to grow and thrive. Growing up in a tiny town east of Wendell, I love the small town, big charm motto!

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

My experience in HR has provided me with great leadership and people skills, while my experience in accounting helps me visualize realistic goals. While I am only 26 years old, I believe that I can bring a fresh new perspective. My husband and I hope to raise our family in Wendell for years to come and would love nothing more than to help create a stable and thriving economy in Wendell.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name	Address	Phone
(1) Rebecca Elgart	1910 Highland Place Raleigh, NC 27607	917-414-9296
(2) Ron Reich	26 Clarence Lane Garner, NC 27529	919-802-2974

Halley S. Day
Applicant

05/01/2019

Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received: 5/17/19 Received by: Deborah Howard

For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<u>5/17/19</u>
Verification of residency requirement:	<u>5/17/19</u> <u>look</u>
Subdivision (if applicable):	<u>Woods of Blair Hill</u>
Letter to candidate for next steps:	<u>5/24/19</u> <u>look</u>
Action by the Board (date):	
Regular / Alternate / Ex-Officio	
Term (expiration date):	

Clear

TOWN OF WENDELL
NORTH CAROLINAAPPLICATION FOR
APPOINTMENT

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:
<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input checked="" type="checkbox"/>	Economic Development Committee

<input type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Cande Killian Wood

Physical Address: 618 Lake Glad Rd, Wendell

Mailing Address: 618 Lake Glad Rd, Wendell

Length of time you have resided in the Wendell area: 7 years

Do you live in the Wendell town limits? Yes ☐ No ☒ ETJ: Yes ☒ No ☐

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: _____ Mobile: (828) 485-8399

E-Mail: owlmeadowfarm@yahoo.com

Education: BA English; MA Curriculum Specialist; MA Ed Secondary English

Occupation: Regional Teacher Support Coach and Program Compliance

Employer: Charlotte Schools USA

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
<u>61st Scout Troop 480 Co-leader</u>	<u>July 2018</u>	<u>present</u>
<u>(3rd St. Adopt-a-Highway)</u>		
<u>Chairperson, NCSECU</u>	<u>Jan 2018</u>	<u>present</u>
<u>Advisory Board</u>		

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☒ No ☐

If Yes, describe extent:

ETJ zoning / future planning / economic growth

**TOWN OF WENDELL
NORTH CAROLINA**



**APPLICATION FOR
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

18 years in public education; Program Auditor for efficacy and compliance; program risk assessment; local business owner for 6 years serving Wendell community; library editor; legal policy development

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

Chairperson, NCSECU Advisory Board; Policy development for NC State Board of Education; Risk Management related to fiscal/operational/academic compliance for charter schools; Professionally licensed Principal & Teacher

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name

Address

Phone

(1) Eddie Gondall 2132 Greenbrook Pkwy, Weddington, NC (704) 236-123
(2) Lisa Swinson Joe Cotton Dr., Knightdale, NC (919) 665-902

Cande Killian Wood
Applicant

5/15/2019
Date

- ☒ This application is a public record.
☒ Please do not submit resumes or attachments.
☒ Applicant certifies that information in the application is correct.
☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received: 5/17/19 Received by: Megan Howard

For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<u>5/17/19</u>
Verification of residency requirement:	<u>5/17/19 ETS el dalt</u>
Subdivision (if applicable):	<u>n.a.</u>
Letter to candidate for next steps:	<u>5/24/19 MHS</u>
Action by the Board (date):	
Regular / Alternate / Ex-Officio	
Term (expiration date):	

If Yes, describe extent:

Page 1 of 2 Wendell – Small Town. Big Charm. 2018

Clear

APPLICATION FOR APPOINTMENT TOWN OF WENDELL NORTH CAROLINA

What knowledge, skills and abilities would you bring to the board/commission/committee?

I grew up in Wendell and I have seen the changes that the town has made to make it a better community.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

I served as the Activities Coordinator/ Assistant Manager and twice Interim Manager for Georgia Veterans State Park for 6 years. I can balance a budget and I have experience coordinating and executing events to tourists and locals.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☐ N ☐ Yes ☐ If Yes, please explain:

References: Name Address Phone

(1) Becky Sayles- 919-607-3722

(2)

Amanda S. Norris Applicant
Date - 05/23/2019

Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received: Received by: 5/23/19 *Sherry Scoggins*

For use by Town of Wendell staff:

Acknowledge receipt of application 5/23

(date): Verification of residency *init*

requirement: Subdivision (if applicable): N.A

Letter to candidate for next steps: Action 5/24/19 *init*

Action by the Board (date): Regular / Alternate /
Ex-Officio Term (expiration date):

Page 2 of 2 Wendell – Small Town. Big Charm. 2018

This application is a public record.

Please do not submit resumes or attachments.

Applicant certifies that information in the application is correct.

Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.

**TOWN OF WENDELL
NORTH CAROLINA**



Item #6b Attachment A

**APPLICATION FOR
REAPPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:

<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input checked="" type="checkbox"/>	Economic Development Committee

<input type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Lee Mabry

Physical Address: _____

Mailing Address: _____

Length of time you have resided in the Wendell area: _____

Do you live in the Wendell town limits? Yes ☐ No ☒ ETJ: Yes ☐ No ☒

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: _____ Mobile: _____

E-Mail: _____

Education: _____

Occupation: _____

Employer: _____

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☐ No ☐

If Yes, describe extent:



What knowledge, skills and abilities would you bring to the board/commission/committee?

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☐ Yes ☐ If Yes, please explain:






References: Name Address Phone

(1) _____

(2) _____

Applicant _____

Date _____

-  This application is a public record.
-  Please do not submit resumes or attachments.
-  Applicant certifies that information in the application is correct.
-  Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
-  Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received:

Received by:

For use by Town of Wendell staff:

Acknowledge receipt of application (date):	
Verification of residency requirement:	
Subdivision (if applicable):	
Letter to candidate for next steps:	
Action by the Board (date):	
Regular / Alternate / Ex-Officio	
Term (expiration date):	

Citizen Advisory Board
Applications-
Planning Board

TOWN OF WENDELL
NORTH CAROLINAAPPLICATION FOR
APPOINTMENT

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at: <http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Cande Killian Wood

Physical Address: 618 Lake Glad Rd, Wendell

Mailing Address: 618 Lake Glad Rd, Wendell

Length of time you have resided in the Wendell area: 7 years

Do you live in the Wendell town limits? Yes ☐ No ☒ ETJ: Yes ☒ No ☐

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: _____ Mobile: (828) 485-8399

E-Mail: dwlmeadowfarm@yahoo.com

Education: B.A. English, M.A. Curriculum Specialist, M.A.Ed. Secondary

Occupation: Beginning Teacher Support and Compliance English Education

Employer: Charter Schools USA

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
<u>Girl Scout Troop 1430 Co-Leader</u> <u>(3rd St. Adopt-a-Highway)</u>	<u>July 2018</u>	<u>present</u>
<u>Chairperson, NCSEC Advisory Board</u>	<u>Jan 2013</u>	<u>present</u>

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☒ No ☐

If Yes, describe extent:

ETJ zoning/future planning/economic growth

**TOWN OF WENDELL
NORTH CAROLINA**



**APPLICATION FOR
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

18 years in public education; Program Auditor for efficacy and compliance; program risk assessment; local business owner for 6 years serving Wendell community; library editor; legal policy development

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

Chairperson, NCSECU Advisory Board; Policy development for NC State Board of Education; Risk Management related to fiscal/operational/academic compliance for charter schools; Professionally licensed Principal & Teacher

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name	Address	Phone
(1) <u>Eddie Goodall</u>	<u>2132 Greenbrook Pkwy, Weddington, NC</u>	<u>(704) 236-123</u>
(2) <u>Lisa Swinson</u>	<u>Joe Cotton Dr., Knightdale, NC</u>	<u>(919) 665-90</u>

Candice Killian Wood
Applicant

5/15/2019
Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received: <u>5/17/19</u>	Received by: <u>Heaton Howard</u>
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<u>5/17/19</u>
Verification of residency requirement:	<u>5/17/19</u> <u>de 2019</u>
Subdivision (if applicable):	<u>na.</u>
Letter to candidate for next steps:	<u>5/24/19</u> <u>Muth</u>
Action by the Board (date):	
Regular / Alternate / Ex-Officio	
Term (expiration date):	

**TOWN OF WENDELL
NORTH CAROLINA**



Item#6b Attachment B

**APPLICATION FOR
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:
<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Regina Harmon

Physical Address: 6616 Tells Branch Rd

Mailing Address: 6616 Tells Branch Rd

Length of time you have resided in the Wendell area: 24 yr

Do you live in the Wendell town limits? Yes ☐ No ☒ ETJ: Yes ☒ No ☐

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: 919-219-7115

Mobile: 919-219-7115

E-Mail: reginattc@bellsouth.net

Education: High School

Occupation: Owner of 3 business, The Total Connection, Wendell General Store, Forever Photos

Employer: Self

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
<u>Kwiains Club</u>	<u>1995</u>	<u>2005</u>
<u>Annual Food Drive at Christmas</u>	<u>1995</u>	<u>now</u>

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☒ No ☐

If Yes, describe extent:

Yes i have been to a few meeting at the planning board, I want the best for our town from the people, business to community.

**TOWN OF WENDELL
NORTH CAROLINA**

**APPLICATION FOR
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

My love for the Community, my paper that has been in the public school in our town for 25 yrs and the involvement i have given the schools and citizens. I have experience threw my business to work with the community and the leaders of our town

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

My civic involvement with the board member and the hope of where we take our town for the further.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name	Address	Phone
(1) Kathy Dara	30 North Main St Wendell	919-272-6650
(2) Liesa McKenzie	Fowler Wendell	919-412-9838

Regina S. Hanna
Applicant

3-25-2019

Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received: 3-26-2019

Received by: DRS

For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<u>3-27-2019</u>
Verification of residency requirement:	<u>3-27-2019</u>
Subdivision (if applicable):	<u>N/A - 3-27-2019</u>
Letter to candidate for next steps:	<u>Email 3-27-2019 5/24/19 WLS</u>
Action by the Board (date):	
Regular / Alternate / Ex-Officio	
Term (expiration date):	

**TOWN OF WENDELL
NORTH CAROLINA**



**APPLICATION FOR
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at: <http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Michael Firstbrook

Physical Address: 246 Dogwood Trl Wendell, NC 27591

Mailing Address: Same as above

Length of time you have resided in the Wendell area: 3 yrs 3 months

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☒

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: (919) 986-2229 Mobile: _____

E-Mail: treefrogindustries9@gmail.com

Education: High School, 2 yrs College, USMC 8 years

Occupation: Self-employed

Employer: _____

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☐ No ☒

If Yes, describe extent:

**TOWN OF WENDELL
NORTH CAROLINA**



**APPLICATION FOR
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

Construction & Building restoration. I also have the ability to find common ground with others to find solutions rather than just complaining. Very good at team building.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

*Owner-operator Firstbrook Fine Wood Floors in CA for 18 years.
Sgt. in USMC
High School Soccer Coach for 6 years CA.*

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name	Address	Phone
(1) John F. Oglesby, PE	3 N. Main St.	(919) 624-0997
(2) Nicholas Chad Benson	254 Dogwood TRL	(919) 418-0776

[Signature]
Applicant

April 9, 2019
Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received: *4-12-2019* Received by: *DLB*

For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<i>4-12-2019 DLB</i>
Verification of residency requirement:	<i>4-15-2019 DLB</i>
Subdivision (if applicable):	<i>n-a</i>
Letter to candidate for next steps:	<i>5/24/19 MMB</i>
Action by the Board (date):	
Regular / Alternate / Ex-Officio	
Term (expiration date):	

**TOWN OF WENDELL
NORTH CAROLINA**



**APPLICATION FOR
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at: <http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment	<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Parks & Recreation Commission	<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Economic Development Committee	<input type="checkbox"/>	Appearance Commission

Name: Jimmena Huffman-Hall

Physical Address: 2004 Cotton Barn Ct, Wendell, NC 27591

Mailing Address: same

Length of time you have resided in the Wendell area: 2 years

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☒

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: 9197413021 Mobile: 9197413021

E-Mail: jimmenarn@gmail.com

Education: Master's degree

Occupation: Family Nurse Practitioner

Employer: Aplus Family Care

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
NA		

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☐ No ☒

If Yes, describe extent:

TOWN OF WENDELL NORTH CAROLINA



APPLICATION FOR APPOINTMENT

What knowledge, skills and abilities would you bring to the board/commission/committee?

I feel that I am an active and effective listener and am able to understand different perspectives. I learn from what I hear and take action to help represent my community. Being an avid reader, I feel that I can quickly become knowledgeable of the planning process, zoning ordinances and legal principles related to planning.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

My background has been in healthcare for more than 13 years and my training has been in the areas of patient care, communication, management and leadership. I have communicated with many individuals of various ethnic and cultural backgrounds and feel that I have learned to effectively listen and communicate. I feel that this experience has helped me to be fair-minded and impartial.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name	Address	Phone
(1) Joe DeLoach	1704 Drift Falls Lane, Wendell, NC 27591	9199801807
(2) Chrishaunda Vick	1918 Yamacraw Drive, Knightdale, NC 27545	9199236476

Applicant 

3/29/2019

Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received: 4-5-2019	Received by: BRS
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	4-5-2019 BRS
Verification of residency requirement:	4-15-2019 BRS
Subdivision (if applicable):	Wendell Fall 21D
Letter to candidate for next steps:	5/24/19 MHS
Action by the Board (date):	
Regular / Alternate / Ex-Officio	
Term (expiration date):	

**TOWN OF WENDELL
NORTH CAROLINA**



**APPLICATION FOR
APPOINTMENT**

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<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Levin Jones

Physical Address: 114 E. Haywood St. Wendell, NC 27591

Mailing Address: 114 E. Haywood St. Wendell, NC 27591

Length of time you have resided in the Wendell area: 1 year 6 months

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☒

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: _____ Mobile: (252) 361-0665

E-Mail: levinjones2@gmail.com

Education: AA Business Administration, BS Construction Management, MPA (expected graduation Dec. 2019)

Occupation: Building Inspector

Employer: City of Raleigh

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☐ No ☒

If Yes, describe extent:

TOWN OF WENDELL NORTH CAROLINA



APPLICATION FOR APPOINTMENT

What knowledge, skills and abilities would you bring to the board/commission/committee?

Knowledge of construction methods and practices; experience working in local government; understanding of land-use practices; understanding of public administration; skills in process-improvement; ability to form and maintain interpersonal relationships

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

Understanding of UDO's (my previous position as a multi-trade inspector gave me an opportunity to work with zoning requirements), and knowledge of fire, building, and trade codes.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name

Address

Phone

(1) Seth Amidon

102 Lake Dr. Wendell, NC 27591

(919) 333-6892

(2)

Applicant

March 26th, 2019

Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received: 3-27-2019 (renew) Received by: ARS

For use by Town of Wendell staff:

Acknowledge receipt of application (date):	3-27-2019
Verification of residency requirement:	3-27-2019
Subdivision (if applicable):	N/A 3-27-2019
Letter to candidate for next steps:	3-27-2019 (renew)
Action by the Board (date):	
Regular / Alternate / Ex-Officio	
Term (expiration date):	

TOWN OF WENDELL NORTH CAROLINA



APPLICATION FOR APPOINTMENT

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:
<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment	<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Parks & Recreation Commission	<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Economic Development Committee	<input type="checkbox"/>	Appearance Commission

Name: Brett Hennington
 Physical Address: 216 Vintage Point Ln Wendell, NC 27591
 Mailing Address: 216 Vintage Point Ln Wendell, NC 27591
 Length of time you have resided in the Wendell area: 1.2 years
 Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☒
Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.
 Telephone: 828-238-3281 Mobile: 828-238-3281
 E-Mail: bthennington@yahoo.com
 Education: Masters of Public Administration
 Occupation: Software Development Project Manager
 Employer: The American Kennel Club

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☒ No ☐

If Yes, describe extent:
I have attended planning board meetings and town meetings as an active member of the community.

TOWN OF WENDELL NORTH CAROLINA



APPLICATION FOR APPOINTMENT

What knowledge, skills and abilities would you bring to the board/commission/committee?

My educational background in public administration/ political science and professional experiences working in transportation planning and software implementation has given me the skills, knowledge, and abilities to understand the processes and procedures that aid in developing and providing resources to the community.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

I have previous experience serving on the Town of Fuquay-Varina's Planning Board. As a planning board member I worked with the Town of Fuquay-Varina on planning for economic development including mixed-use downtown development through public acquisition and sell to a private developer. I have also had experience making recommendations to the town for transportation improvements.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name	Address	Phone
(1) Joe Deloach		(919) 980-1807
(2) Tom Avery		(919) 740-5958

Brett Hufnagel
Applicant

04/15/2019

Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received: 4-15-2019	Received by: D-H
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	4-15-2019	D-H
Verification of residency requirement:	4-15-2019	D-H
Subdivision (if applicable):	Wendell Falls	
Letter to candidate for next steps:	5/24/19	MHS
Action by the Board (date):		
Regular / Alternate / Ex-Officio		
Term (expiration date):		



This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at: <http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: T. Allen Swaim Jr.

Physical Address: 1133 Marshburn Rd, Wendell NC 27591

Mailing Address: 1133 Marshburn Rd, Wendell, NC 27591

Length of time you have resided in the Wendell area: 26 years

Do you live in the Wendell town limits? Yes ☐ No ☒ ETJ: Yes ☒ No ☐

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: 919-365-9956 Mobile: 919-390-8751

E-Mail: allen.swaim@gmail.com

Education: BS - NCSU, JD - Duke

Occupation: Attorney

Employer: Swaim Law, PLLC

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
<u>Wendell Lions Club</u>	<u>1994</u>	<u>Present</u>
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☒ No ☐

If Yes, describe extent:

Currently serving as Chairman of Planning Board



APPLICATION FOR
APPOINTMENT

What knowledge, skills and abilities would you bring to the board/commission/committee?

Attorney, Engineer, Father of Seven, 2 years on the Board already.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

Served 2 years already w/ Planning Board

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name

Address

Phone

(1) Joe DeLoach 1704 Drift Falls Lane / Wendell (919) 980-1807
(2) LLOYD LANCASTER 309 PAULA ST WENDELL (919) 368-4556

T. Alth Swain
Applicant

4/25/19
Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received:	Received by:
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	5/2/2019
Verification of residency requirement:	Wendell
Subdivision (if applicable):	Mark's Creek
Letter to candidate for next steps:	5/24/19 with
Action by the Board (date):	
Regular / Alternate / Ex-Officio	
Term (expiration date):	

**TOWN OF WENDELL
NORTH CAROLINA**



**APPLICATION FOR
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:
<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: LOYD LANCASTER

Physical Address: 309 PAULA ST WENDELL, NC

Mailing Address: SAME

Length of time you have resided in the Wendell area: 7 yrs

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☐
Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: _____ Mobile: 919.368.4956

E-Mail: LCLANCASTER JR @GMAIL.COM

Education: ASSOCIATES DEGREE

Occupation: COMMERCIAL PEST CONTROL

Employer: ORKEN

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
<u>PLANNING BOARD</u>	<u>7/16</u>	<u>PRESENT</u>
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☒ No ☐

If Yes, describe extent:

SERVED ON PLANNING BOARD

TOWN OF WENDELL NORTH CAROLINA



APPLICATION FOR APPOINTMENT

What knowledge, skills and abilities would you bring to the board/commission/committee?

SERVICE ON THE BOARD, SELF TAUGHT LOVE OF HISTORY

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

SAME AS ABOVE

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name

Address

Phone

(1) Jonathan Olson 115 Mattax St Wendell 919-796-6342

(2) Allen Swain 1133 Marshburn Rd 919-365-9256

[Signature]

Applicant

4/15/19
Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received:	Received by:
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	5/2/2019
Verification of residency requirement:	Wendell
Subdivision (if applicable):	Mark's Creek
Letter to candidate for next steps:	5/24/19 <u>[Signature]</u>
Action by the Board (date):	
Regular / Alternate / Ex-Officio	
Term (expiration date):	

TOWN OF WENDELL NORTH CAROLINA



APPLICATION FOR APPOINTMENT

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:
<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment	<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Parks & Recreation Commission	<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Economic Development Committee	<input type="checkbox"/>	Appearance Commission

Name: Tim Fisher

Physical Address: 672 Rockbank Loop Wendell NC 27591

Mailing Address: 672 Rockbank Loop Wendell NC 27591

Length of time you have resided in the Wendell area: roughly 6 months

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☒

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: (717) 823-7573 Mobile: Same

E-Mail: tdfisher6@gmail.com

Education: Undergrad: Penn State University Graduate: UNC Chapel Hill (MBA)

Occupation: Real Estate Development Project Manager

Employer: DHIC, Inc (affordable housing developer)

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☐ No ☒

If Yes, describe extent:

**TOWN OF WENDELL
NORTH CAROLINA**

**APPLICATION FOR
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

Intimate understanding of the challenges involved with creating sustainable, long-term physical growth in a community as it relates to development, specifically real estate development. Knowledge of development practices, experienced at dealing with conflicting interests inherent to public/private relationships, familiar with common zoning issues/hurdles, etc.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

Employed in the field of real estate development for the past 3 years. 2 years of graduate work focused on development prior to entering the industry. Member of WakeUP Wake County's Transportation and Land Use commission.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☐ Yes ☒ If Yes, please explain:

References: Name	Address	Phone
(1) Natalie Britt - 113 S Wilmington St Raleigh NC - 919.600.5364 - natalie@dhic.org		
(2) Jim Spaeth - UNC Wood Center for Real Estate Studies - 919.962.3106 - jim_spaeth@unc.edu		

Applicant _____ Date 5/1/2019

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received: <u>5/16/19</u>	Received by: <u>Megan Howard</u>
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<u>5/16/19</u>
Verification of residency requirement:	<u>Wendell Cn - Town</u>
Subdivision (if applicable):	<u>N.A.</u>
Letter to candidate for next steps:	<u>5/24/19 HHS</u>
Action by the Board (date):	
Regular / Alternate / Ex-Officio	
Term (expiration date):	

**TOWN OF WENDELL
NORTH CAROLINA**

**APPLICATION FOR
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:
<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Melissa Kay Brand

Physical Address: 1505 Rhodeschool Drive, Wendell, NC 27591

Mailing Address: 1505 Rhodeschool Drive, Wendell, NC 27591

Length of time you have resided in the Wendell area: 5 Months

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☒

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: (919) 653-5841

Mobile: (404) 788-2880

E-Mail: melissa.brand@kimley-horn.com

Education: Bachelor of Landscape Architecture, University of Georgia

Occupation: Landscape Architect

Employer: Kimley-Horn & Associates

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
<u>Triangle Community Coalition (TCC)</u>	<u>May 2019</u>	<u>Present</u>
<u>American Society of Landscape Architects (ASLA)</u>	<u>January 2010</u>	<u>Present</u>
<u>Urban Land Institute (ULI)</u>	<u>August 2017</u>	<u>July 2018</u>

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☐ No ☒

If Yes, describe extent:

While I have not attended a Wendell Planning Board meeting prior to the notice of this vacancy (I have only recently moved to Wendell), I have attended similar meetings held by other local municipalities.

**TOWN OF WENDELL
NORTH CAROLINA**

**APPLICATION FOR
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

I have worked with many municipalities in North Carolina, South Carolina, and Georgia as a consultant on several planning, design, and construction projects. Those have included feasibility studies, master planning documents, wayfinding signage systems, due diligence reports, project implementation strategies, streetscapes, parks, greenways, recreation facilities, and entitlements.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

My background has allowed me to gain extensive experience with several local development codes. I am very familiar with the development and public hearing process through my work with public municipalities and private developers. As part of that experience, I have worked with several Councils / Boards and Planning Departments to facilitate rezonings, variances, annexations, etc.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name	Address	Phone
(1) Richard Brown,	421 Fayetteville Street, Suite 600, Raleigh, NC 27601,	(919) 259-6227
(2) Brandon White,	421 Fayetteville Street, Suite 600, Raleigh, NC 27601,	(404) 583-4112

Melissa Kay Brand

Digitally signed by Melissa Kay Brand
Date: 2019.05.21 16:03:10 -04'00'

May 21, 2019

Applicant

Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Special Assistant to the Manager Sherry Scoggins in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: sscoggins@townofwendell.com

Date Received: 5/23/19	Received by: Megan Howard
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	5/23/19
Verification of residency requirement:	MHS
Subdivision (if applicable):	N.A.
Letter to candidate for next steps:	5/24/19 MHS
Action by the Board (date):	
Regular / Alternate / Ex-Officio	
Term (expiration date):	

Date: June 10, 2019

Item # 7a

Item Title:

Snap Shot.

Specific Action Requested:

- Information. The Board may take action by directing staff to amend the Project/Punch List and/or Service Priorities.

Item Summary:

Snap Shot will be available in the first monthly meeting agenda packet.

**The Fund Balance and Debt Balance information is retrieved from the Town's audit. The auditor will deliver the audit information to the Board in November and the Fund Balance and Debt Balance posted on the Snap Shot will be updated at that time.*

Attachment:

- Attachment A – Snap Shot

Town Board Snap Shot

Where are we at financially?	Revenues	Expenditures
June 3, 2019	\$6,521,049.07	\$5,621,372.24

As of 4/03/2017, Town's dashboard available at:

<https://broker.edmundsassoc.com/Dashboard/?municipalId=WENDNC>

Fund Balance				
Date	Allocated %	Available %	Allocated \$\$	Available \$\$
Audit report 6/30/2018 and Budget 2019	0.04% (\$245,800/\$6,309,570)	95.57% (\$6,030,012/\$6,309,570)	\$245,800	\$5,784,212

Debt Balance (Ratio)				
Date	Allocated %	Available %	Allocated \$\$	Available \$\$
Audit report 6/30/2018 and Budget 2019	7.24% (\$456,500/\$6,309,570)	88.25% (\$37,016,705/\$41,944,722)	\$456,500 (\$149,500 Powell Bill and \$307,000 General Fund)	\$41,944,722

*Any significant debt policy projection, if applicable

As a Board of Commissioners, we:

- **Strive for efficiency** in the way we handle business. We are hard-working, and attend all meetings.
- Keep the **best interests of the Town** uppermost in our minds.
- Consider all aspects of a situation and make **thorough, deliberate, and well-reasoned decisions**.
- **Explore all viewpoints**. We are open to hearing from others, learning from them and compromising, when needed.
- **Stay cohesive, collaborative, collegial, and connected** to the manager and to each other.
- **Demonstrate respect for all opinions**, especially in public. And we support the decisions of the board. Once decisions are made by the majority, we support that decision.
- Tackle **new and novel ideas** and processes.

Town Board Goals, Priorities & Strategies		
PROJECT / PUNCH-LIST	PROJECTED COSTS	STATUS OF C.I.P.
TRANSPORTATION FUNDS [Fee in lieu]		
Street Fee in Lieu (Berridge; 9/10/18)	\$204,000.00	<i>Pending; collected at time building permit issuance</i>
Sidewalk Fee in Lieu (4/9/18)	\$3,062.00	Prioritize potential sites. Sidewalk Petition Policy approved at the 1/14/2019 meeting.
Comprehensive report w/City of Raleigh for the water & sewer; progress on pro-forma		2-25-2019 – CORPUD staff presented merger options to the Town Board of Commissioners. The information was received, and staff was directed to continue working with CORPUD on the issue.
Review of Town Charter by Town Attorney	\$3,500	At its July 23, 2018 meeting, the Town Board approved the Town Attorney reviewing the Town's Charter. Staff forwarded comments of Chapter 2 of the Town Code of Ordinances and Suggested Rules of Procedure of the Town Board to the Town Attorney for his review.
Battle Bridge Road Bridge Project	NCDOT Project	August 2016 Town of Wendell requested and received funding for the Battle Bridge Road Bridge Project from the State Legislature. FY 19 the project was under design for let in June 2019. Due to complication of a 24" main running beside the bridge, the let is slated for March 2020 with construction to take 9 months from that date.

Capital Improvement Project (C.I.P.) Priorities –

Top projects as chosen by the Town Board; Include projected costs; One or two sentences on status of C.I.P; Include a date for every action

Service Information

Any options for savings (i.e. technology, equipment)

Short and to the point!

Items remain on the list until the Town Board takes action.

Date: June 10, 2019

Item # 7b

Item Title:

Update on board committee(s) by Town Board members.

Specific Action Requested:

None

Attachments:

None

Date: June 10, 2019

Item #7c

Item Title:

Update on Farmers Market Meeting

Report to the Board of Commissioners:

Monday, June 10, 2019

Specific Action Requested:

Receive an update on a meeting regarding the Farmers Market and provide direction to staff on next steps for reinventing the Wendell Farmers Market in a downtown location.

Item Summary:

After receiving input from farmers market stakeholders, a meeting was held on Wednesday, June 5, 2019 to discuss the current farmers market and explore opportunities to reinvent the farmers market in a new location downtown. A meeting update will be provided on the topic and identify potential next steps discussed.

Attachments:

None

Date: June 10, 2019

Item # 8

Item Title:

Commissioners' Reports.

Specific Action Requested:

None

Attachments:

None

Date: June 10, 2019

Item # 9

Item Title:

Mayor's Report.

Specific Action Requested:

None

Attachments:

None

Date: June 10, 2019

Item # 10

Item Title:

Closed Session [NC GS 143-318.11].

Specific Action Requested:

Will be called if necessary for one or more of the following within NC GS 143-318.11(a):

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or

grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

(7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.

(9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(10) To view a recording released pursuant to G.S. 132-1.4A.

Attachments:

None