



**Wendell Town Board of Commissioners  
Board Room  
15 E. Fourth Street, Wendell, NC 27591  
Town Board Meeting Agenda  
Monday, September 23, 2019 @ 7:00 PM**

## **CALL TO ORDER**

- Welcome by Mayor Virginia R. Gray
- Pledge of Allegiance by East Wake High School Student, Allyson Smith
- Invocation by Wendell Council of Churches: Wendell First Baptist Church, Reverend James Lee

## **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. Wake County Tax Report
- 3b. Approval of the Minutes from the August 26 regular Town Board Meeting

- 3c. Zoning Text Amendment to Sections 2.3 and 19.3 of the Unified Development Ordinance (UDO) to establish a Commissary Kitchen use (second reading).
- 3d. Zoning Map Amendment request to Rezone 3 Acres (PIN #1784-90-8357) located at 450 Old Wilson Rd. from Corridor Mixed-Use (CMX) to Highway Commercial (CH)

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

- 4a. Snap Shot Monthly Reports  
Speaker: Town Manager Marc Collins

#### **5. PUBLIC HEARINGS**

No Public Hearings Scheduled

#### **6. ITEMS FOR DECISION**

- 6a. Appearance Commission FY 2020 Workplan  
Speaker: Planning Director David Bergmark
- 6b. Harvest Festival Road Closure and Alcohol Waiver Request  
Speaker: Wendell Chamber of Commerce Director, President-Elect, Peedie Edwards
- 6c. Ordinance to Amend the Fiscal Year 2020 Budget to revise Capital Project Schedules for Town Hall Design and Downtown Parking and Event Space  
Speaker: Town Manager Marc Collins
- 6d. Downtown Parking and Event Space Capital Improvement Project  
Speaker: Assistant Planning Director Bryan Coates
- 6e. Request for Qualifications (RFQ) for Owner's Project Manager (OPM) for the Town Hall and related Capital Improvement Projects  
Speaker: Public Works Director Brian Bray
- 6f. Information Technology (IT) Recommendation for Award of Bid and Request to Negotiate a Contract and Master Service Agreement.  
Speaker: Police Chief Bill Carter

#### **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:



**8. COMMISSIONERS' REPORTS / COMMENTS**

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

**10. CLOSED SESSION**

*Closed session will be called if necessary.*

**11. ADJOURN**



**Board of Commissioners**  
P.O. Box 550 • Raleigh, NC 27602

Item 3a

TEL 919 856 6160  
FAX 919 856 5699

JESSICA N. HOLMES, CHAIR  
GREG FORD, VICE-CHAIR  
VICKIE ADAMSON  
MATT CALABRIA  
SUSAN P. EVANS  
SIG HUTCHINSON  
JAMES WEST

September 4, 2019

Megan Howard  
Town Clerk  
Town of Wendell  
15 East Fourth Street  
Wendell, NC 27591

Dear Ms. Howard:

The Wake County Board of Commissioners, in regular session on September 3, 2019, approved and accepted the enclosed tax report for the Town of Wendell.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Denise Hogan  
Clerk to the Board  
Wake County Board of Commissioners

Enclosure(s)

**Wake County Revenue Department****Rebate Details**

07/01/2019 - 07/31/2019

**WENDELL**

DATE

08/06/2019

TIME

2:41:58 PM

PAGE

1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
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**INDIVIDUAL  
PROPERTY ACCOUNTS**

730230	133.76	20.00	13.38	0.00	167.14	07/03/2019	0006847969	2019	2019	000000	EXCELERATE LLC
733437	73.03	20.00	0.00	0.00	93.03	07/25/2019	0006883577	2019	2018	000000	MALDONADO BURGOS, ANGEL ANTONIO
731064	55.76	20.00	0.00	0.00	75.76	07/11/2019	0006880664	2019	2018	000000	SHRINER, AMY MARIE
731111	14.53	20.00	0.00	0.00	34.53	07/11/2019	0006880719	2019	2018	000000	JL FRAMING EXPERTS INC
731132	14.19	0.00	0.00	0.00	14.19	07/11/2019	0006880744	2019	2018	000000	MCCARGO, JUANITA ELIZABETH
731138	136.28	20.00	0.00	0.00	156.28	07/11/2019	0006880750	2019	2018	000000	GIBSON, ANDREA CARR
731268	3.37	20.00	0.00	0.00	23.37	07/11/2019	0006880890	2019	2018	000000	OAKLEY, BILLY GENE
731738	65.95	0.00	0.00	0.00	65.95	07/11/2019	0006881410	2019	2018	000000	RITCH, JOSHUA GICE
731747	84.03	0.00	0.00	0.00	84.03	07/11/2019	0006881420	2019	2018	000000	APODACA, NOE JAIME
731781	4.97	0.00	0.00	0.00	4.97	07/11/2019	0006881457	2019	2018	000000	EDMONDS, TANDRA REGENIA
731825	9.85	0.00	0.00	0.00	9.85	07/11/2019	0006881505	2019	2018	000000	HARGROVE, BRITNEY CYMONE ZSANEA
731875	156.77	20.00	0.00	0.00	176.77	07/11/2019	0006881558	2019	2018	000000	GLATFELTER, HEATHER ELIZABETH
732214	8.63	0.00	0.00	0.00	8.63	07/11/2019	0006881924	2019	2018	000000	EDWARDS, CECIL JR
732277	29.75	20.00	0.00	0.00	49.75	07/11/2019	0006881990	2019	2018	000000	STANCIL, LINDA APPLEWHITE
731044	31.37	20.00	0.00	0.00	51.37	07/11/2019	0006880641	2019	2018	000000	MITCHELL, TRACY RENE

SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	822.24	180.00	13.38	0.00	1,015.62	15	Properties Rebated				
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**INDIVIDUAL REAL  
ESTATE ACCOUNTS**

733263	141.31	0.00	0.00	0.00	141.31	07/24/2019	0000438561	2019	2019	000000	HARDY, WILLIAM B III
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Wake County Revenue Department  
Rebate Details  
07/01/2019 - 07/31/2019  
WENDELL

DATE 08/06/2019  
TIME 2:41:58 PM  
PAGE 2

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	141.31	0.00	0.00	0.00	141.31		1			Properties Rebated	
TOTAL REBATED FOR WENDELL	963.55	180.00	13.38	0.00	1,156.93		16			Properties Rebated for City	

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
AUGUST 26, 2019**

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, August 26, 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, David Myrick, and Jason Joyner.

**ABSENT:** Commissioner Ben Carroll

**STAFF PRESENT:** Town Manager Marc Collins, Assistant to the Manager Stephanie Smith, Town Clerk Megan Howard, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark, Assistant Planning Director Bryan Coates, 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.

Police Chief Bill Carter led the Pledge of Allegiance.

Reverend Barry McFarland of New Hope Missionary Baptist Church provided the invocation.

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

#### **ACTION**

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

Vote: 4-0

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

There were no public comment participants at this meeting.

### **3. CONSENT AGENDA**

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- 3a. Resolution to declare personal property as surplus and dispose of by electronic auction.



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**ACTION**

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

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

- 4a. Presentation of Wendell Police Department Monthly Report  
Speaker: Police Chief Bill Carter

Police Chief Bill Carter presented the following staff report, below in italics:

**Item Summary:**

*At the Board of Commissioner's Retreat in February 2019, discussion of Goal 2: Public Safety and Neighborhood Improvement included the need to share meaningful information concerning the activities of the Police Department with the Wendell community on a regular basis. This direction is included in the strategic initiative to "Identify methods and seek department-wide training to proactively and consistently utilize community engaged policing methods". Staff conducted comparative practices research with area law enforcement agencies and determined that a monthly report is an effective means to provide consistent information to the community and transparency regarding the regular activities of the Police Department.*

*It is important to note that given the relatively small number of incidents which occur in Wendell, there can be no meaningful conclusion drawn in many areas when comparing data on a month to month basis. Over time this report will be amended to include year to date data from preceding years to allow readers the ability to draw some conclusions.*

*The monthly report is an opportunity to produce a high-level overview of the activities of the Police Department. It is not the intent of this report to provide specific details regarding crimes to insure the state statutes regarding criminal investigations are adhered to. The Monthly report will initially include the following items however modifications may be made as the need arises:*

*Calls for Service - Generated either by citizen complaints or officers self-initiating. Calls range from a request for a vehicle unlock, to a suspicious person, to a traffic stop, to more serious criminal matters with all requiring the presence or response of an officer to resolve, correct or assist in that situation.*

*Response Time - Strategic goals of the Police Department to provide core police services of community patrol and response to emergency and non-emergency calls at current levels. A critical component of this goal is to maintain an 90th percentile response time from time dispatched until on scene of 7 minutes. The 90th percentile response time is that time for which 90% of the response times are less and 10% are longer.*

*Incident Reports - Generated for actual reported crime and capture the necessary information to conduct an investigation. In some cases, they are informational only when needed to document future potential issues or property not associated with a crime. There can be more incident reports than actual crimes.*



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Reported Crime - Reflects the number of actual crimes reported. This date is then ultimately used to calculate the crime rate. Crime rates are calculated based on a per event per 100,000 to allow for meaningful comparisons between cities and or counties. It is anticipated that we will see a slight increase in reported crime over the time frame from 2018 to 2020 based on a change in reporting methods. Prior to late 2018, crime reported to the State and ultimately the FBI was done through the Uniformed Crime Report (UCR) system. UCR only reported a single crime based on the hierarchy of crimes. If for instance there was an assault and a larceny only the assault was reported. In late 2018, the Police Department began reporting crime in the soon to be mandated National Incident-Based Reporting System (NIBRS). With the NIBRS system, each crime that takes place during an incident now will be reported. Preliminary estimates are that crime rates should change less than 2% because of reporting changes.

The SBI/FBI publish crime rates on an annual basis as it paints a truer picture regarding what is happening in a community. This data is typically published in the year following the data collection. For example, the most recently published crime rates are from 2017.

Motor Vehicle Crash - Motor vehicle crashes include collisions in which a vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, such as a tree, pole or building. The crashes here include those which are reported to the North Carolina Department of Motor Vehicles.

Directed Efforts – From time to time, citizen complaints and or data collections result in directed patrol efforts. These are in addition to random patrol operations and result in the dedication of attention to an area. Most often these are associate with speeding, stop sign or other traffic violations. The goal of directed efforts is to gain compliance through visibility, education and enforcement.

Community Engagement Efforts – As part of the community policing initiatives, it is the goal of the Police Department to Participate in a minimum of 12 community events per year which are focused on education, understanding, and partnering across the diverse greater Wendell Community.

Administrative Activities – This will include relevant updates information concerning non-enforcement activities. Updates regarding CALEA accreditation activities, training, grants, event planning will be among the items included in this section.

Police Chief Carter said the Police Department would be providing this report monthly and offered to take any questions from the Board.

Commissioner Jason Joyner thanked Chief Carter for assembling the report. He said that good public policy specifically, in his opinion, pertaining to crime is not made off of numbers or rubrics and he understands the vulnerability that one could feel handing out a list of numbers that don't otherwise have justification or context to them. Mr. Joyner said that the Town is now merging into this new system of reporting. Mr. Joyner made a comparison of court case addresses to incidents in Wendell to note that persons with Wendell addresses are be charged with crime in other jurisdictions. Mr. Joyner asked if there is a method of reporting that takes into consideration these issues as growth occurs as increased commercial development could lead to crime occurring.. Mr. Joyner said

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that he would like the Town to take that into its planning and awareness. Mr. Joyner mentioned that the statistics occurred in the past and would like the Town to monitor the data to seek opportunities for prevention.

Police Chief Carter said that he will look at the opportunities that are out there to do that and that some may be more challenging than others. He said that at the same time, this is the foundation of the report document and going forward, if they find out that it's meaningful to all—from the Police Department's perspective, to the elected body, to the community as a whole—those items can be included, subject to the availability.

Mayor Gray thanked Chief Carter for his efforts and said that it has been something that has been talked about for quite a while and she's happy to see it.

- 4b. Introduction of two new Town employees: Assistant to the Manager Stephanie Smith and Assistant Planning Director Bryan Coates  
Speakers: Town Manager Marc Collins and Planning Director David Bergmark

Town Manager Marc Collins and Planning Director David Bergmark presented the following staff report, below in italics:

**Item Summary:**

*The Town of Wendell organization welcomes two (2) new employees this month.*

*Stephanie Smith joins the Town Manager's Office as the Assistant to the Manager. In this position, Stephanie will provide direct assistance to the Manager, Departments, and Community as a member of the leadership team. A primary focus will be advancing strategic initiatives, introducing innovative practices, and overseeing customer relations among other duties. Stephanie is a resident of Raleigh with an extensive background in communications, branding, and project management.*

*Stephanie's prior recent position was the Public Information Officer for the Town of Morrisville where she worked in various roles over the past 13 years including Cultural Resources Specialist, and Special Events Coordinator in addition to the communications role.*

*Bryan Coates joins the Planning Department as the Assistant Planning Director. In this position, Bryan will provide land-use and community planning, working on site-plan review, overseeing land-use-plan and zoning map and text amendments, and making presentations to community groups, advisory boards and elected officials. Bryan is a Wendell resident with over 20 years of experience.*

*Bryan's prior recent position was a Planner III with the Wake County Planning Department, where he was employed for the past 13 years. More recent projects Bryan was involved in include an update to the Wake County Comprehensive Plan (ongoing) and serving as lead staff on ETJ extension requests and land use plan amendments. Bryan began his planning career in New York State, working for Tioga and Chenango Counties, where he coordinated planning efforts with numerous local municipalities.*

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Assistant to the Manager Stephanie Smith said that she's heard so many great things about Wendell and that she's excited to be here. She said that she has a lot of local government experience and is excited to bring that to Wendell.

Mayor Gray said that the Town is thrilled to have Stephanie and welcomed her to Wendell.

Assistant Planning Director Bryan Coates said that he's very interested in working for the Town and is excited to work on a lot of local projects, such as transportation comprehensive planning projects. He said that he's also a resident of Wendell and is happy that his commute is short and hopes to make a huge difference in the community.

Mayor Gray welcomed Bryan and said that the Town is thrilled to have him join staff.

- 4c. Snap Shot Monthly Reports  
Speaker: Town Manager Marc Collins

Town Manager Marc Collins presented the following staff report, below in italics:

**Item Summary:**

*The 2019 Strategic Plan identified the on-going effort requested by the Commission to "evaluate current communications like the Snap Shot and weekly update to ensure that information is tied to organization performance and strategic goals to be of value to the reader".*

*The attached reports advance this strategic initiative by providing the first month (July) operations performance measures, financial reports, and strategic initiative update as a new look for the "Snap Shot".*

*Moving forward, the reports will be provided at the second meeting of each month. Staff is pleased with the opportunity to provide this enhanced effort of communicating efforts in a transparent and informative manner to the community.*

- Strategic Initiatives Update
  - Economic Development Progress
  - Parks & Recreation Master Plan – September
  - Infrastructure Projects – Third Street, Wendell Blvd., Streetlights
  - Transportation Plan Review complete
  - Compensation & Classification Study – September Kickoff
- Operations Performance Report
  - First month of data reported... value will increase moving forward
- Finance Reports
  - Different look... graphics, year-to-date, percent
  - Expenses, revenues, capital projects

Town Manager Marc Collins said that the data provided in the Monthly Report, located

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in the Board's Agenda Packet, is a more transparent way of reporting what Town staff does. He said that it started with conversations with the Board and development of a strategic plan, working with departments to come up with working units and performance measures that the Board adopted in the budget, and now it's reporting those measures and units out on a monthly basis, starting with July's numbers. Mr. Collins said that the three parts of the snapshot will be provided regularly during the second meeting of each month, is open for questions and provided for informational purposes moving forward. He said that the highlights of the strategic initiatives spreadsheet show progress in economic development in downtown efforts. Mr. Collins said that the Parks and Recreation Master Plan Draft should be presented to staff in September. Infrastructure projects with Public Works involved the Public Works Director talking last month about the progress of third street utilities and DOT's upcoming paving next month. He said the Wendell Boulevard Pedestrian Project was approved by the Board and is moving forward with Kimley-Horn, with negotiations on the contract for the design ongoing. There is also a streetlight project on Wendell Falls Parkway and the Transportation Plan Review has been completed.

Internally, the Town's compensation and classification study with consultants is set for next week. Mr. Collins said that the Board had the first month in data regarding operations. He said that it's interesting to see where the Town is collecting data and moving forward it will be interesting to compare month-to-month. It will be even more useful in the coming years when the Town starts getting several years to ten years of data and can see how different work areas are trending over time and the Town can see where adjustments need to be made. Regarding Finance, Mr. Collins said that the Town collects most of its revenue with property taxes that comes in the beginning of the year. The Town pays a lot of non-departmental expenses like insurance and rents in the first month of operation, which will affect percentages in one place versus another.

Mr. Collins offered to answer any questions that the Board might have.

Commissioner John Boyette said that the snapshot has become very comprehensive compared to what was given in the past. He said that he appreciated the color coding and the new format of the report and asked if the Town was still planning to remove completed items from the list, as it was done in the past. Mr. Boyette suggested that after 75 days of completion that it be removed from the report list. He thanked staff for putting the report together.

## **5. PUBLIC HEARINGS**

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***Public Hearing Guidelines:***

- *Case is announced*
- *Staff presentation*
- *Public hearing is opened*
- *Applicant presentation*

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- *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:** Evidentiary Hearing on a Special Use request by Derek & Keri Ayscue and Dave Lewis to permit a Micro-brewery with a tap room to operate at the property addressed as 32 N Main Street, A (frontage on E Campen St).

Speaker: Planning Director David Bergmark

Attorney Jim Cauley said that with a quasi-judicial proceeding—unlike a rezoning—witnesses are sworn in, due process rights are observed, the decision by the Commission is to be made based solely on presented evidence at the hearing and there is an opportunity to ask questions and to explore the issue. He said that the statute says that the decision must be based on competent and substantial evidence.

Town Clerk Howard swore in citizens presenting testimony in the quasi-judicial hearing.

Planning Director David Bergmark presented the following report, below in italics:

**Item Summary:**

*Derek & Keri Ayscue and Dave Lewis have requested a Special Use Permit to operate a Micro-brewery with a tap room at the property addressed as 32 N Main Street, A (frontage on E Campen St). PIN #1783790956, to include the adjacent alley to the east.*

*The proposed special use request would allow the tenant to operate a micro-brewery and tap room at the location, which would also have an outdoor seating area. Since the proposed operation includes on-site alcohol consumption and does not meet the definition of a restaurant, the applicant is required to request a Special Use Permit as a bar/taproom. Per their application, the hours of operation would be:*

*Monday - Thursday: 3:00 pm – 11:00 pm*

*Friday – Saturday: 12:00 pm – 12:00 am*

*Sunday: 12:00 pm – 8:00 pm.*

**Applicant's Justification:**

*The applicant's justification can be found in Attachment C. They are not requesting any variances and have indicated that all needed utilities are in place or are in the process of being extended (natural gas). They are hoping that this will be a positive addition to the town that will help build community.*

**Project Profile:**

PROPERTY LOCATION:	32 N Main Street, A
WAKE COUNTY PIN:	1783790956
ZONING DISTRICT:	DMX



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**CROSS REFERENCES:****PROPERTY OWNER:**

*Perry's of Wendell Inc  
PO Box 745*

*Wendell, NC 27591*

**APPLICANT:**

*Derek & Keri Ayscue; Dave Lewis  
2832 Peebles Road  
Raleigh, NC 27616*

**PROPERTY SIZE:**

*0.12 ac*

**CURRENT LAND USE:**

*Commercial*

**PROPOSED LAND USE:**

*Commercial*

**Project Setting – Surrounding Zoning Districts and Land Uses:****DIRECTION**

*North*

*South*

*East*

*West*

**LANDUSE**

*Commercial*

*Commercial*

*Commercial*

*Commercial*

**ZONING**

*DMX*

*DMX*

*DMX*

*DMX*

**Existing Zoning Map:**

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**Zoning District:**

*This site is located in the Downtown Mixed Use (DMX) Zoning District. Microbreweries are permitted with additional standards in the DMX district, but typically require a special use permit if there is on-site alcohol consumption.*

**Off Street Parking:**

*The applicant's preliminary design anticipates a total of 88 seats in their taproom. Based on these preliminary estimates, this would require the use of 22 downtown on-street parking spaces if filled to capacity.*

*Like most downtown properties in this area, this lot does not include any off-street parking.*

**Site Improvements:**

*The applicant is proposing to perform significant renovations to the building in question, as well as to add outdoor seating to the east of the building within the existing alley. The Town has entered into a long-term lease agreement with Barry Perry for use of the lot on the opposite side of the alley and plan to renovate this space for use as public parking and event space. The applicant has also stated their intention to petition the town to close the alley, and Mr. Perry has indicated his willingness to cede the alley area (if abandoned by the town) to Derek & Keri Ayscue. The alley area would be used primarily for outdoor seating, with the southeast corner serving a loading/utility function (see Attachment C). The applicant has also included conceptual pictures of the types of design themes they would like to use in Attachment C.*



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*Any lighting or landscaping improvements would be subject to the Town's UDO regulations.*

**Staff Comments:**

- *The submitted application has been deemed complete, and staff has not identified any violations of the general requirements needed to approve a special use permit.*
- *As a condition of approval, staff recommends that the boundary of the special use approval be specifically extended to include the alley to the east for outdoor seating, loading, and utilities, contingent upon transfer of this property to the applicant.*

Planning Director David Bergmark offered to answer any questions that the Board might have.

Commissioner John Boyette asked if the plans for the renovation of the alley could be elaborated on regarding outdoor seating. Mr. Boyette said that he assumes if there's going to be a loading area, there's going to have to be a traffic lane maintained through the alleyway.

Mr. Bergmark said that the outdoor seating area was the primary purpose for it, though they did think that they may have a piece of mechanical equipment that might be on the bottom right corner of the map, along with an entrance to the microbrewery located there. The area to the east of the outdoor seating area would still be open, providing access to the door.

Commissioner Boyette asked for Mr. Bergmark to confirm that the applicant wasn't planning on taking up the entire alleyway.

Mr. Bergmark confirmed that no, they would not be taking up the entire alleyway and the area of the alleyway to the right of the outdoor seating would be the area that the Town would have a long-term lease to retrofitting as additional downtown parking. The area used by the applicant would be 12-15 feet on the left side of the alleyway on the map.

Attorney Jim Cauley asked if the Town knew about utilities located in that alleyway.

Mr. Bergmark said that staff would have to look into that as a part of the process to make sure that it isn't going to create any conflicts for utility access, and it would be contingent on that.

Applicant Derek Ayscue thanked the Town Board for allowing his team to talk about requesting a special use permit. He introduced his wife, Keri, and Dave Lewis, a general contractor from Raleigh and Trey Adams, managing partner of Atlas Stark Properties in Raleigh, specializing in revitalization of historic properties. Mr. Ayscue said his team is excited and has a great vision of being an anchor point for the community of Wendell—a place for social gatherings, meetings, and events on site. He said that he wanted to maintain Wendell's small-town feel. Mr. Ayscue said that he hopes to partner with other

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local businesses to host events and participate in activities that provide the community a local place to gather instead of going to Raleigh. He believes the microbrewery will bring new businesses and opportunity to the Town of Wendell. Mr. Ayscue plans to provide a family- and pet-friendly atmosphere that will allow for food to be delivered on site and plan to provide food truck scheduling on site, while providing power for the food trucks to reduce the noise level. Prepackaged food and interior/exterior seating will be provided as well. Music night, trivia night, dart league night and other activities will be provided. Mr. Ayscue said there will be periodic tours of the brewery area and equipment. He said that his team will prove to be great collaborators for the Town and will contribute and participate in Town events and look forward to partnerships.

Mayor Gray opened the floor for anyone to speak regarding the Public Hearing.

Paul White, 114 N. Main Street in Wendell, said that he met Mr. and Mrs. Ayscue. He said the business would be great for Wendell and would move the Town forward. Mr. White said that they alleyway has been closed since the sixties because the Town used it to run electrical through it. He said the relationship about having the poles there would need to be worked out.

Planning Director David Bergmark asked that the land use approval would include that alley, pending approval of the alley abandonment.

Mayor Pro Tem Lutz said that he visited a microbrewery in Kinston over the weekend and saw what one little thing can do for a small Town and he thinks this is a great opportunity for Wendell.

**ACTION**

Mover: Mayor Pro Tem Lutz moved to approve the Special Use Request to permit a microbrewery on 32 N. Main Street to include the staff recommendations that the boundary of the special use approval be specifically extended to include the alley to the east for outdoor seating, loading, and utilities, contingent upon transfer of this property to the applicant, extending the alley on the east side.

Vote: 4-0

**6. ADMINISTRATIVE ITEMS**

- 6a. Report on Streetlight Installation on Wendell Falls Parkway from Jake May to Landing View  
Speaker: Public Works Director Brian Bray

Public Works Director Brian Bray presented the following staff report, below in italics:

**Item Summary:**

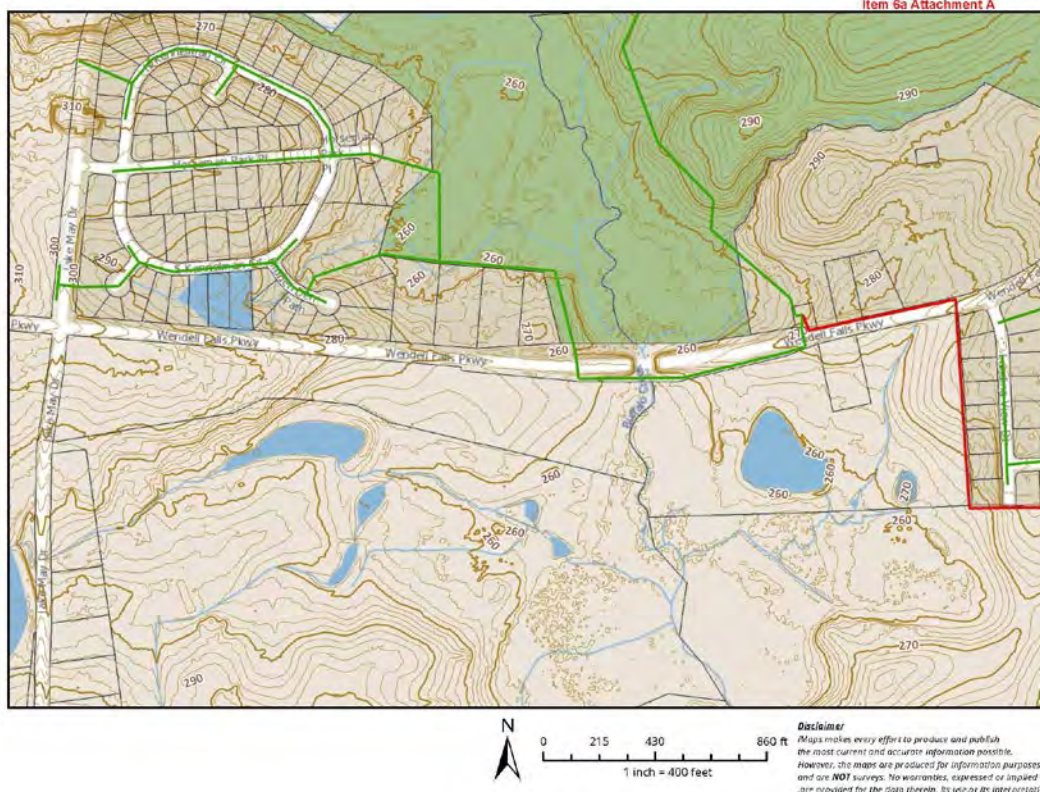
**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
AUGUST 26, 2019**

*The development of Foxborough Crossing between Buffalo Creek and Jake May Road extended the Town limits beyond the extent of municipal streetlights. Citizen concerns related to speed of vehicles and damage to personal property (mailboxes) necessitated enhanced traffic enforcement efforts and an evaluation of the physical conditions along the road.*

*Public Works staff worked with Duke Energy and the NC Department of Transportation (NCDOT) to evaluate the physical condition. It was determined that a narrowing of the paved surface in a dark area with a slight curve beyond the creek may contribute to motorists striking mailboxes and trash cans. The proposed solution to the physical condition is the extension of streetlights on Wendell Falls Parkway from Landing View to Jake May Road (see attached map for reference).*

*Duke Energy designed the installation of fourteen (14) new fiberglass poles with 105-amp LED fixtures to resolve the streetlight gap. The cost estimate to install the lights is \$17,436.93 with an ongoing cost of \$182.01 per month for use (see attached cost estimate).*

*Staff recommends approving the streetlight installation project in the current fiscal year to address the safety concern. The expense will be charged to the streetlight line item in the Public Works budget (\$141,075 budgeted). Any overage will be adjusted in the final budget amendment, if needed, at the end of the fiscal year.*



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AUGUST 26, 2019**

Mr. Bray offered to answer any questions that the Board might have.

Commissioner Boyette asked Mr. Bray to confirm that these are 105-amp streetlights.

Mr. Bray confirmed that, yes, and they are LED.

Commissioner Joyner asked how the request for the streetlights came about.

Town Manager Marc Collins said that it started with a citizen concern of speeding and vehicles striking mailboxes. Mr. Collins said that there are two shared driveways at this location. The enforcement efforts have continued with Police vehicles being parked near Foxborough Crossing periodically over different times and months. He said that DOT and Public Works staff looked at the physical turn and discovered there was a narrowing of asphalt. It became an issue of whether it was a natural turn for vehicles to move towards that side of the road, the severity of the curve, and the fact that mailboxes aren't the brightest thing even with efforts of placing reflective tape on them to improve visibility. Mr. Collins said that this wouldn't be a 100% solution, but as the Town extends its jurisdictional boundaries—especially in areas outside of the established subdivision—extensions by the Town are necessary to maintain an equitable service level. Normally, the Board would receive this item as a part of a Capital Improvement Project or an allocation into the streetlight line during the budget process. Mr. Collins said that moving forward is recommended now to reduce conditions for continued property loss and the six month period it takes from this point to installation. Longer term, Mr. Collins said that a policy and process on how the Town proactively installs streetlights outside of new development will be needed in the Capital Improvement Program.

Commissioner Boyette asked how many incidents had occurred with property damage or people run off the road at that location.

Mr. Collins said he was personally aware of one particular property owner's mailbox being knocked down at least 4 times in the last year.

Mr. Boyette asked how many of those instances occurred at night.

Mr. Collins said that he didn't know and that staff would provide the information.

Public Works Director Bray said that there has been data collected by the Police Chief, who has forwarded it to NCDOT to ask for some signage and rumble strips in the past.

Mr. Collins said that the Town is also evaluating speed limit reduction to slow traffic while increasing light, visibility, and enforcement. Currently, DOT indicates the road does not warrant a speed limit reduction at this location. He said if there was a future interest in reducing the speed limit to 35, street, then the Town can adopt a Resolution.

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AUGUST 26, 2019**

Mayor Gray asked staff how long the issues has existed.

Mr. Bray said this has been occurring more than a year.

Police Chief Carter said that the four homes that have been affected since being occupied in 2016 or 2017. Sometimes, the homeowner will fix the damaged property themselves, other times, they will contact the Police Department to file reports. He said that there were between 6-10 total events.

Commissioner Joyner said that continuing the streetlights on this main artery leaving the Town makes sense. Mr. Joyner cautioned that the Town should install streetlights every time someone loses a streetlight.

Town Manager Marc Collins clarified that the lighting cost is \$17,000 and that there's \$141,000 in the budget.

Commissioner John Boyette asked if the lights were going to be placed such that, when development does continue out and this roadway is ultimately widened either with a turn lane or whatever the cross-section is, are they going to be placed somewhere that the Town's going to have to move them.

Mr. Bray said that that is the ideal. The Town is following the NCDOT encroachment policy for proper placement.

Mr. Collins said that this is the section of Wendell Falls Parkway that's not being widened in the Transportation Plan, it remains a two-lane with bike lanes and sidewalks added. When development occurs and requires a utility relocation, the developer would be responsible for any relocation associated with the impact of development.

Mayor Pro Tem Lutz asked if the property owners have been made aware of these plans for streetlights.

Town Manager Collins said that the Town provides them with periodic updates.

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to approve the Streetlight Installation on Wendell Falls Parkway from Jake May to Landing View.

Vote: 4-0



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**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:



CAMPO [ Mayor Gray ]

Mayor Gray said that at the CAMPO meeting staff presented the strategic tolling study, endorsed the Southwest area study, approved the commuter rail system guidelines and evaluation framework and accepted the corresponding scenario evaluation results, held five public hearings, and adopted the locally-preferred alternative for the New Bern Avenue bus rapid transit corridor. Mayor Gray said that they approved the fiscal year 2018 to 2027 Transportation Improvement Program Amendment 8, approved the Air Quality Conformity Determination Report and Requisite 2045 Metropolitan Transportation Plan, and approved the 2018 to 2027 Transportation Improvement Plan amendment. Mayor Gray said CAMPO also approved the Public Participation Plan Update for 2019 and approved the proposed changes and Target Modal Investment for the fiscal year 2021 locally administered projects program. She said they also opened the call for all projects through October 31<sup>st</sup>, 2019 and reviewed the Federal Rescission Update. She said there was an approval of the TCC recommendation to apply a one-time grace period for projects prior to the 2019 to the end of the first quarter of fiscal year 2020, which CAMPO decided to extend into the third quarter on a case-by-case basis to accommodate unavoidable delays.

**8. COMMISSIONERS' REPORTS / COMMENTS**

Commissioner Joyner stated that the Harvest Festival is approaching as well as other fall events. He told citizens to keep an eye on the calendars because of the amount of events going on in Wendell. He also apologized for his absence at the last meeting.

Commissioner Boyette said go NCSU.

Commissioner Myrick didn't have anything to report.

Commissioner Lutz said that on Saturday, September 7<sup>th</sup>, Wendell Methodist Church is having Community Day from 10 a.m. to 7 p.m. There are fish plates, a silent auction, crafts and the proceeds are going back to the community to local nonprofits and schools.

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

Monday, September 2<sup>nd</sup> Town offices will be closed for Labor Day.

Wendell Rams will be playing Riley Hill September 7 at 4 p.m.

Spaghetti Dinner Fundraiser at the Covenant Presbyterian Church September 7

Farmhouse Jams is Saturday September 7<sup>th</sup> at 7 p.m.

Wendell Historical Society's annual reverse raffle is coming up at 7 p.m. on September

**TOWN OF WENDELL  
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19<sup>th</sup>. Tickets can be purchased from the Wendell Historical Society. The funds are going to the establishment and operation of a museum

Mayor Gray said the Town has recognized at least 8 new employees in the last year, achieving and starting strategic projects like CALEA accreditation for the Police Department, and improving transparency with Snapshot monthly report improvements. She said she's proud of Wendell and proud to be a part of it.

**10. CLOSED SESSION**

*Closed session was not called at this meeting.*

**11. ADJOURN**

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to adjourn at 8:06 p.m.

Vote: 4-0

Duly adopted this 23rd day of September 2019, while in regular session.

**ATTEST:**

\_\_\_\_\_  
Virginia R. Gray,  
Mayor

\_\_\_\_\_  
Megan Howard,  
Town Clerk



**Item Title:**

Second Reading for Zoning Text Amendment ZTA19-07 to Sections 2.3 and 19.3 of the UDO to create a new Commissary Kitchen use. [Public hearing held on 9/09/2019; vote of 3 to 0 to approve as presented.]

**Report to the Board of Commissioners:**

- Monday, September 23, 2019
- Monday, September 9, 2019

**Report to the Planning Board:**

- Monday, August 19, 2019

**Specific Action Requested:**

- Having held the public hearing, The Board of Commissioners is asked to consider taking action on the proposed text amendment to Sections 2.3 and 19.3 of the UDO to create a new Commissary Kitchen use.
  - Action could consist of adopting the attached ordinance.

**Applicant:**

Mark Vasbinder

**Petition:**

The applicant is requesting to amend the UDO Sections 2.3 and 19.3 to create a new Commissary Kitchen use in order to start the same business in the Town of Wendell. He is requesting to add the definition of Commissary Kitchen to Section 19.3 and list it as a permitted use in the CH, CMX and M&I districts in the Tables of Permitted Uses in Section 2.3.

**Item Summary:**

At this time, commissary kitchen does not exist as a use in the UDO. Since the applicant desires to open a commissary kitchen at 450 Old Wilson Rd, the use needs to be added to the UDO's use table in order to be permitted.

Per the proposed definition, a 'commissary kitchen' is a licensed commercial kitchen where food trucks and other food services may prepare and store food. This type of use can serve as home base for food trucks or caterers to produce and pick up food. It can also be used by entrepreneurs looking to start a business or running a side business, who do not have the capital or time to run a

retail establishment or restaurant (such as someone that sells cakes/cupcakes). This type of establishment allows these types of users to operate their business model within a permitted commercial kitchen setting in adherence with health code requirements.

It is important to note that these establishments are NOT restaurants or retail establishments serving the public directly from the commissary kitchen location.

### **Proposed Amendments (by Applicant):**

1. To amend Section 2.3 (Use Categories and Tables of Permitted Uses) to modify the Use Matrix titled Manufacturing/Wholesale/Storage to include Commissary Kitchen which will be permitted in the CH, CMX, and M&I districts. (New text is **underlined**)

## **2.3 - Use Categories and Tables of Permitted Uses**

### C. Use Matrices.

BASE DISTRICT	OSC	PUD	RA	RR	R2	R3	R4	R7	NC	CMX	CC	DMX	MH	CH	M&I	TND
Manufacturing/Wholesale/Storage																
Agriculture	P	P*	P	P	-	-	-	-	-	-	-	-	-	-	P	-
<b><u>Commissary Kitchen</u></b>	-	-	-	-	-	-	-	-	-	<b><u>P</u></b>	-	-	-	<b><u>P</u></b>	<b><u>P</u></b>	-
Laundry, dry cleaning plant	-	P*	-	-	-	-	-	-	-	-	-	-	-	P	P	-
Manufacturing, Light	-	P*	-	-	-	-	-	-	-	PS	-	SUP	-	PS	P	-
Manufacturing, Neighborhood	-	P*	-	-	-	-	-	-	PS	PS	PS	SUP	-	PS	P	PS
Manufacturing, Heavy	-	P*	-	-	-	-	-	-	-	-	-	-	-	-	P	-
Media production	-	P*	-	-	-	-	-	-	-	P	P	P	-	P	P	-
Metal products fabrication, machine or welding shop	-	P*	-	-	-	-	-	-	-	P	-	SUP	-	P	P	-
Micro-Distillery/Micro-Brewery/Micro-Winery	-	P*	-	-	-	-	-	-	PS	PS	PS	PS	-	PS	PS	PS
Mini-Warehouses	-	P*	-	-	-	-	-	-	-	PS	-	-	-	PS	PS	-
Research and Development	-	P*	-	-	-	-	-	-	-	SUP	SUP	SUP	-	PS	P	P

Storage— Outdoor as a primary use	-	P*	P	-	-	-	-	-	-	-	-	-	-	P	P	-
Storage— Warehouse, indoor storage	-	P*	-	-	-	-	-	-	-	PS	-	PS	-	-	P	-
Wholesale Distribution	-	P*	-	-	-	-	-	-	-	-	-	-	-	P	P	-

2. To amend Section 19.3 (Definitions) to include the definition for Commissary Kitchen.  
(New text is underlined)

## 19.3 - Definitions

**Commissary Kitchen** means a licensed commercial kitchen where food trucks and other food services may prepare and store food.

### **Staff Proposed Amendment**

- Staff recommends excluding the Corridor Mixed Use (CMX) zoning district from the list of permitted zoning districts for the Commissary Kitchen use. Since the CMX district is intended to be a mixed-use, pedestrian oriented zone, the frequent deliveries generated by this use and the fact that it does not provide a direct service to the public (i.e. It's more manufacturing than retail), makes it a better fit for the Highway Commercial (CH) and Manufacturing and Industrial (M&I) zoning districts. The attached ordinance reflects staff's recommendation.
  - If there was a strong desire to include this use within the CMX zoning district, staff would recommend that it be Permitted with additional Standards (PS) in the CMX district, with the following standard to apply (taken from the Town of Apex's Commissary Kitchen standards):
    - Food truck and carts shall be parked to the side or rear of the building and shall not be visible from a public right-of-way.
  - NOTE – the applicant is aware of staff's recommendation and has also submitted a map amendment request to rezone his property to Highway Commercial (CH). Staff supports the rezoning request.

### **Planning Board Recommendation:**

At their August 19, 2019 meeting, the Planning Board voted unanimously to amend sections 2.3 and 19.3 of the UDO to create a new Commissary Kitchen use, according to Staff's recommendation (which excludes this use from the CH zoning district).

**Voting in Favor:** Victoria Curtis, Joe DeLoach, Ryan Zakany, Jimmena Huffman-Hall, Michael Firstbrook, Allen Swaim, Jonathan Olson, Levin Jones and Brett Hennington

**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 August meeting, the Planning Board found the requested zoning text amendment is consistent with Principle # 4 of the Wendell comprehensive plan and is reasonable to diversify and increase the per capita tax base by providing more opportunities for business.
    - Principle # 4: Diversify and increase the per capita tax base. Provide for a diverse workforce with a broad range of skills, making Wendell a more self-sustaining community.

**Staff Recommendation:**

Staff recommends approval of Staff's version of the text amendment request (ordinance attached). The Planning board unanimously recommended staff's proposal, which permitted this use in the CH and M&I zoning districts (not the CMX).

**Attachments:**

- A. Ordinance for Adoption (Staff's recommendation)

## Attachment A

**ORD # 0-18-2019**  
**AN ORDINANCE TO AMEND SECTIONS 2.3, AND 19.3 OF THE**  
**TOWN OF WENDELL UNIFIED DEVELOPMENT ORDINANCE**  
**TO CREATE A NEW COMMISSARY KITCHEN USE**

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 19.3 of the UDO contains the Town's general provisions for definitions; 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 'Manufacturing/Wholesale/Storage' sub-category of Section 2.3 of the UDO be amended to add the 'Commissary Kitchen' use, to read as follows:

**2.3 – Use Categories and Tables of Permitted Uses**

C. Use Matrices.

BASE DISTRICT	OSC	PUD	RA	RR	R2	R3	R4	R7	NC	CMX	CC	DMX	MH	CH	M&I	TND
Manufacturing/Wholesale/Storage																
Agriculture	P	P*	P	P	-	-	-	-	-	-	-	-	-	-	P	-
Commissary Kitchen	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	-
Laundry, dry cleaning plant	-	P*	-	-	-	-	-	-	-	-	-	-	-	P	P	-
Manufacturing, Light	-	P*	-	-	-	-	-	-	-	PS	-	SUP	-	PS	P	-
Manufacturing, Neighborhood	-	P*	-	-	-	-	-	-	PS	PS	PS	SUP	-	PS	P	PS
Manufacturing, Heavy	-	P*	-	-	-	-	-	-	-	-	-	-	-	-	P	-
Media production	-	P*	-	-	-	-	-	-	-	P	P	P	-	P	P	-
Metal products fabrication, machine or welding shop	-	P*	-	-	-	-	-	-	-	P	-	SUP	-	P	P	-
Micro-Distillery/Micro-Brewery/Micro-Winery	-	P*	-	-	-	-	-	-	PS	PS	PS	PS	-	PS	PS	PS
Mini-Warehouses	-	P*	-	-	-	-	-	-	-	PS	-	-	-	PS	PS	-

Research and Development	-	P*	-	-	-	-	-	-	-	-	SUP	SUP	SUP	-	PS	P	P
Storage— Outdoor as a primary use	-	P*	P	-	-	-	-	-	-	-	-	-	-	-	P	P	-
Storage— Warehouse, indoor storage	-	P*	-	-	-	-	-	-	-	-	PS	-	PS	-	-	P	-
Wholesale Distribution	-	P*	-	-	-	-	-	-	-	-	-	-	-	-	P	P	-

SECTION 2. That Section 19.3 of the UDO be amended to add the definition for ‘Commissary Kitchen’ to read as follows:

### 19.3 – Definitions

**Commissary Kitchen** means a licensed commercial kitchen where food trucks and other food services may prepare and store food.

SECTION 3. That all laws and clauses of law in conflict herewith are hereby repealed to the extent of said conflict.

SECTION 4. 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 5. That the proposed text amendment to Sections 2.3 and 19.3 of the UDO is found to be consistent with Principle # 4 of the Wendell comprehensive plan and is reasonable to diversify and increase the per capita tax base by providing more opportunities for business.

- Principle Number 4: “Diversify and increase the per capita tax base. Provide for a diverse workforce with a broad range of skills, making Wendell a more self-sustaining community.”

SECTION 6. That this ordinance has been adopted following a duly advertised public hearing of the Town Board and following recommendation by the Planning Board.

SECTION 7. That this ordinance shall be enforced as provided in G.S. 160A-175 or as provided for in the Wendell Town Code.

SECTION 8. That this ordinance shall become effective upon its adoption by the Wendell Board of Commissioners.

DULY ADOPTED the 23rd day of September, 2019.

(Town Seal)

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Virginia R. Gray, Mayor

ATTEST:

APPROVED AS TO FORM:

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Megan Howard, Town Clerk

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James P. Cauley III, Town Attorney



**Item Title:**

Second reading for Zoning Map Amendment request ZM19-04 to rezone 3 acres (PIN #1784-90-8357) located at 450 Old Wilson Rd from Corridor Mixed-Use (CMX) to Highway Commercial (CH). [Public hearing held on 9/09/2019; vote of 3 to 0 to approve as presented.]

**Report to the Board of Commissioners:**

- Monday, September 23, 2019
- Monday, September 9, 2019

**Report to the Planning Board:**

- Monday, August 19, 2019

**Specific Action Requested:**

- Having held the public hearing, that the Town Board consider taking action on the proposed Zoning Map Amendment.
  - Action could consist of adopting the attached ordinance, which includes a statement of comprehensive plan consistency and reasonableness.

**Applicant:**

Mark Vasbinder

**Petition:**

The applicant has requested a change in zoning classification for property located at 450 Old Wilson Rd (PIN #1784-90-8357) from Corridor Mixed-Use (CMX) to Highway Commercial (CH).

**Item Summary:**

This property is located within the city limits of the Town of Wendell and is zoned CMX (Corridor Mixed-Use). There is currently a large warehouse on the site where the owner wishes to start a Commissary Kitchen.

The Corridor Mixed Use (CMX) zoning district is intended to be pedestrian oriented. Given the existing building layout, as well as the intended use of this site, staff felt that the Highway Commercial (CH) zoning district would be an appropriate zoning category. Furthermore, the proposed CH zoning district would serve as a transition between the CMX zoning district and the adjacent Manufacturing and Industrial (M&I) zoning district.

**Justification:**

The applicant lists the following reasons for rezoning the property from CMX to CH:

“In working with the Planning Department at the city of Wendell we feel the commissary kitchen would work under the existing CMX but might be a better fit if it was CH zoned.”

**Project Profile:**

PROPERTY LOCATION:	450 Old Wilson Road
WAKE COUNTY PIN:	1784 90 8357
ZONING DISTRICT:	Proposed CH/ Current CMX
CROSS REFERENCES:	N/A
PROPERTY OWNER:	Cool Hand Holdings LLC
	2221 Watkins Street
	Raleigh, NC 27604
APPLICANT:	Mark Vasbinder
	6634 Winding Trl
	Raleigh, NC 27612
PROPERTY SIZE:	3 acres
CURRENT LAND USE:	Industrial
PROPOSED LAND USE:	Commercial

**Project Setting – Surrounding Districts and Land uses:**

<u>DIRECTION</u>	<u>LANDUSE</u>	<u>ZONING</u>
North	Commercial/Institutional	CMX
South	Residential	R3
East	Industrial	M&I
West	Commercial/Residential	CMX/NC-CU

**Zoning District:**

This property is located within the town’s city limits and is zoned CMX. The surrounding properties are currently zoned CMX, M&I, R3 and NC. While the section of Old Wilson Rd to the west of this site is predominantly zoned CMX, the uses present are not pedestrian oriented. Further to the east along Old Wilson Road, the current land use is fully industrial. Even if the commercial sites closer to Wendell Blvd were to become more pedestrian oriented in the future with connections to adjacent neighborhoods, the proximity to the M&I district will obstruct this area from fully becoming a pedestrian-scaled corridor.

**Current Zoning Map (Requested Property outlined in red):**

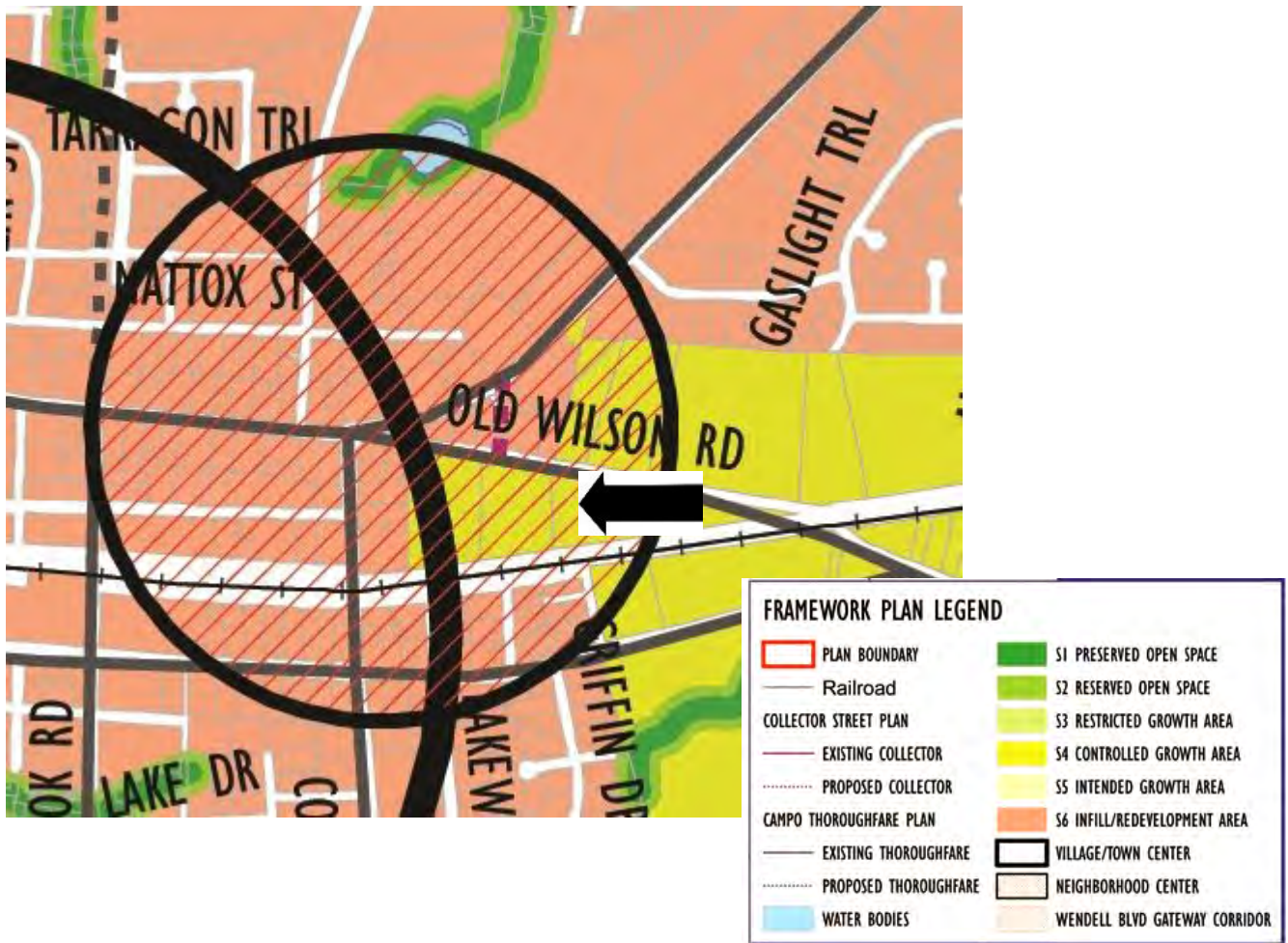


**Comprehensive Plan:**

The Wendell Comprehensive Plan defines this section as S-4 “Controlled Growth Sector” in a Neighborhood Center.

The Comprehensive Plan states the S-4 sector typically consists of “lands that are typically close to thoroughfares and at key cross-road locations. This sector is where moderate intensity new development is appropriate and where the majority of the community’s new growth should occur. The typically envisioned community type for S-4 is a traditional neighborhood development (TND), which includes neighborhood serving commercial and civic uses surrounded by a mix of housing types that decrease in density as they get farther away from the commercial area.” Neighborhood Centers are intended to be mixed-use, serving surrounding neighborhoods with retail services, civic uses and higher density housing.

The following community types and uses are appropriate in the S-4 sector: traditional neighborhood developments, neighborhood centers, single-family and multifamily residential, neighborhood-serving commercial uses (retail and office), civic uses and industrial uses.



#### **Statement of Plan Consistency 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.
  - In staff's opinion, the requested zoning map amendment is consistent with the recommended uses outlined in the Wendell Comprehensive Land Use Plan for the S-4 Sector and is reasonable in order to provide a transition between the industrial uses to the east and the proposed neighborhood center to the west.

#### **Planning Board Recommendation:**

At their August 19, 2019 meeting, the Planning Board voted 9-0 in favor of the requested zoning map amendment.

**Voting in Favor:** Victoria Curtis, Joe DeLoach, Ryan Zakany, Jimmena Huffman-Hall, Michael Firstbrook, Allen Swaim, Jonathan Olson, Levin Jones and Brett Hennington

**Voting Against:** None

**Absent:** None

**Staff Recommendation:**

Staff recommends approval of this rezoning request.

**Attachments:**

- A. CH Zoning District Land Use Chart
- B. CMX Zoning District Land Use Chart
- C. Ordinance for Adoption

Town of Wendell, NC  
Commercial Highway (CH) Zoning District  
Land Use Chart

PERMITTED USES	PERMITTED WITH ADDITIONAL STANDARDS	SPECIAL USES (Requires Board Approval)
ATM	Alcoholic Beverage Sales Store	Bar/Tavern/Night Club
Auto Parts Sales	Amusements, Indoor	Billiard/Pool Hall
Banks, Credit Unions, Financial Services	Amusements, Outdoor	Colleges/Universities
Bed and Breakfast Inns	Animal Services	Dwelling - Multifamily
Business Support Services	Car Wash - Stand Alone, Self Service	Event Venue, Outdoor
Community Service Organization	Cemetery	Religious Institutions
Cultural or Community Facility	Child/Adult Day Care Center (more than 8 persons)	Residential Treatment Facility
Dwelling-Single Family	Child/Adult Day Care Home (8 or less persons)	Sweepstakes Center
Equipment Rental	Drive Thru Service	Shooting Range, Indoor
Funeral Homes	Drive-Thru Retail/Restaurant	Theater, Live Performance, Outdoor
General Retail - 10,000 sf or less	Dwelling-Secondary	Wireless Telecommunication Facility - Stealth
General Retail - 10,001 - 50,000 sf	Family Care Home (6 or fewer residents)	Wireless Telecommunication Facility - Tower
Government Services	Gas Station	
Home Occupation	General Retail - Greater than 50,000	
Hotels/Motels/Inns	Group Care Facility (More than 6 residents)	
Housing Services for the Elderly	Heavy Equipment/RV/Farm Equipment/Mobile Home Sales	
Laundry Services	Live-Work Units	
Laundry, dry cleaning plant	Manufacturing, Light	
Media Production	Manufacturing, Neighborhood	
Medical Services - Clinic, Urgent Care	Micro-Distillery/Micro-Brewery/ Micro-Winery	
Medical Services - Doctor Office	Mini-Warehouses	
Meeting Facility/Indoor Event Venue	Outdoor Kennels/Equine Facilities	
Metal products fabrication, machine or welding shop	Research and Development	
Personal Services	Tattoo Parlor	
Post Office	Transit Station - Passenger	
Professional Services	Utilities - Class 1	
Public Safety Station	Utilities - Class 2	
Recreation Facilities, Indoor	Utilities - Class 3	
Recreation Facilities, Outdoor	Vehicle Sales	
Restaurant	Vehicle Services - Major Repair/Body Work	
Schools - Vocational/Technical	Vehicle Services - Minor Maintenance/Repair	
Shopping Center - Community Center		
Shopping Center - Neighborhood		
Storage - Outdoor as a primary use		
Studio - Art, Music		
Studio - Dance, Martial Arts		
Theater, Live Performance, Indoor		
Theater, Movie		
Wholesale Distribution		



Town of Wendell, NC  
Corridor Mixed Use (CMX) Zoning District Land Use Chart

PERMITTED USES	PERMITTED WITH ADDITIONAL STANDARDS	SPECIAL USES (Requires Board Approval)
ATM	Alcoholic Beverage Sales Store	Bar/Tavern/Night Club
Auto Parts Sales	Amusements, Indoor	Billiard/Pool Hall
Banks, Credit Unions, Financial Services	Amusements, Outdoor	Colleges/Universities
Bed and Breakfast Inns	Animal Services	Dwelling - Multifamily
Business Support Services	Car Wash - Stand Alone, Self Service	Event Venue, Outdoor
Community Service Organization	Cemetery	Hospital
Cultural or Community Facility	Child/Adult Day Care Center (more than 8 persons)	Religious Institutions
Dwelling-Single Family	Child/Adult Day Care Home (8 or less persons)	Research and Development
Equipment Rental	Drive Thru Service	Residential Treatment Facility
Funeral Homes	Drive-Thru Retail/Restaurant	Shooting Range, Indoor
General Retail - 10,000 sf or less	Dwelling-Secondary	Theater, Live Performance, Outdoor
General Retail - 10,001 - 50,000 sf	Family Care Home (6 or fewer residents)	Wireless Telecommunication Facility - Stealth
Government Services	Gas Station	Wireless Telecommunication Facility - Tower
Home Occupation	General Retail - Greater than 50,000	
Hotels/Motels/Inns	Group Care Facility (More than 6 residents)	
Housing Services for the Elderly	Live-Work Units	
Laundry Services	Manufacturing, Light	
Media Production	Manufacturing, Neighborhood	
Medical Services - Clinic, Urgent Care Center	Micro-Distillery/Micro-Brewery/ Micro-Winery	
Medical Services - Doctor Office	Mini-Warehouses	
Meeting Facility/Indoor Event Venue	Parking Structure - Primary Use	
Metal products fabrication, machine or welding shop	Rooming or Boarding House	
Personal Services	Storage - Warehouse, Indoor Storage	
Post Office	Transit Station - Passenger	
Professional Services	Utilities - Class 1	
Public Safety Station	Utilities - Class 2	
Recreation Facilities, Indoor	Vehicle Sales	
Recreation Facilities, Outdoor	Vehicle Services -	
Restaurant	Major Repair/Body Work	
Schools - Elementary & Secondary	Vehicle Services -	
Schools - Vocational/Technical	Minor Maintenance/Repair	
Shopping Center - Community Center		
Shopping Center - Neighborhood Center		
Studio - Art, Music		
Studio - Dance, Martial Arts		
Theater, Live Performance, Indoor		
Theater, Movie		



O-19-2019

AN ORDINANCE AMENDING THE ZONING MAP  
OF THE TOWN OF WENDELL

WHEREAS a petition has been filed with the Board of Commissioners of the Town of Wendell requesting an amendment to the Zoning Map of the Town of Wendell to include in the Highway Commercial (CH) zoning district the property described below, said property formerly being zoned Corridor Mixed-Use (CMX); and

WHEREAS said property is owned by Cool Hand Holdings LLC; and

WHEREAS the Planning Board of the Town of Wendell reviewed the proposed change(s) and made a recommendation thereupon; and

WHEREAS notice of a public hearing to consider the proposed change was published in accordance with law in the Wake Weekly, a local newspaper, as required by Section 38-717 of the Wendell Code of Ordinances and by Section 160A-364 of the General Statutes; and

WHEREAS a notice of the proposed zoning classification action was mailed to the owner(s) of the parcel(s) of land involved, as shown on the County Tax Listings, and to the owners of all parcels of land abutting that (those) parcel(s) of land, as shown on the County Tax Listings, by depositing a copy of the same in the United States Mail, first class postage paid, as required by Section 38-717 of the Wendell Code of Ordinances and by Section 160A-384 of the General Statutes; and

WHEREAS, the Wendell Board of Commissioners reserves and exercised the right to change the existing zoning classification of the area in question or any part or parts thereof to a more restrictive general zoning classification without the necessity of withdrawal or modification of the petition.

WHEREAS the said public hearing was actually conducted at 7:00 p.m. on September 9, 2019 in the board room at Wendell Town Hall and wherein a reasonable opportunity was given to all those in attendance to speak either in favor or against the said change or to make relevant comments:

THEREFORE, after duly considering the matter, THE TOWN OF WENDELL DOES HEREBY ORDAIN;

SECTION 1. That the Zoning Map of the Town of Wendell is hereby amended to include in the **Highway Commercial (CH)** zoning district 3 acres of land located at 450 Old Wilson Road (PIN # 1784908357).

SECTION 2. The requested zoning map amendment for the parcel within the rezoning area identified as ZM19-04 from Corridor Mixed-Use (CMX) to **CH** is found to be reasonable in order to provide a transition zone between the existing CMX and M&I zoning districts and is consistent with

the recommended uses and development types outlined in the Wendell Comprehensive Land Use Plan for the S4 sector.

SECTION 3. That if any section, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 4. That this ordinance shall become effective immediately upon its adoption.

DULY ADOPTED the 23rd Day of September, 2019

(Town Seal)

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Virginia R. Gray, Mayor

ATTEST:

APPROVED AS TO FORM:

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Megan Howard, Town Clerk

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James P. Cauley III, Town Attorney

## 2019 Town of Wendell Strategic Plan

September 23, 2019 Update

## GOAL 1: Downtown Vibrancy, Economic Growth, and Community Character

Initiative	Update	Status	Date	Assigned
<b>Management in Progress</b>				
1. Downtown Engagement Session by NCDOC	Session conducted by NCDOC in Spring 2019	Complete	7/1/2019	Planning
2. Administer NCDOC Grant for Downtown	Meet on Main group established. Façade grant awarded for 1 N Main project. First update provided to NCDOC on 7/15/2019.	In-Progress	7/22/2019	Planning
3. Downtown parking evaluation/acquisition	Lease agreement approved for Perry site downtown parking. CORPUD completed easement survey and being prepared for recording. Funding requested for FY 20 construction in conjunction with adjoining development.	In-Progress	9/17/2019	Management / Planning
4. Wendell Water/Sewer Main CORPUD Project	CORPUD completing Third Street area and moving to other areas of project. Parish Court work to begin by 10/2 and repaved following.	In-Progress	9/13/2019	Public Works
5. NCDOT Third Street milling and resurfacing	NCDOT contractor started project 9/16.	In-Progress	9/16/2019	Public Works
6. TAP Sidewalk Accessibility Projects	NCDOT contractor to start in FY 2020 on identified intersections.	On-Hold	7/1/2019	Planning / Public Works / Mgt.
7. Downtown Streetlight Evaluation and Options	Staff evaluating condition and options for future CIP project.	In-Progress	7/1/2019	Public Works
8. NCDOC Facilitated Economic Development Assessment	NCDOC completed the Economic Development Assessment and presented to the BOC in June 2019.	Complete	7/1/2019	Planning
9. Review Economic Development Plans, Strategies, and Programs	Economic Development Consultant initiating review with start of contract. Present to ED Commission and Board late Fall.	In-Progress	9/13/2019	Management / Planning
10. TJCOG Brownfield Coalition Grant Submission	No brownfield grants were awarded in NC in 2019. Staff is meeting with TJCOG Wendell hosted TJCOG task force meeting 9/18 to review data and program.	In-Progress	9/18/2019	Management / Planning
<b>Strategic Initiatives</b>				
1. Implementation Plan for NCDOC Downtown Engagement Session	Economic Development Assessment completed with action plan. Economic Development consultant and Planning reviewing for incorporation into plans and projects. Implementation update will be provided to BOC in fall 2019.	In-Progress	7/22/2019	Management / Planning
2. Evaluate Downtown Grants and Update	Façade grant program update approved by BOC 8/12/2019.	Complete	8/12/2019	Planning
3. Revise Downtown zoning use table	Facilitated work session with BOC to be scheduled for early winter. Results will be incorporated into Comprehensive Plan update and UDO amendment.	In-Progress	7/22/2019	Planning
4. Review Special Events Practices and Schedule	Meet with partner organizations with staff in advance of events and update for sustainable practices and locations.	In-Progress	7/22/2019	Management
5. Develop a Special Events Policy and Process	Current policies and forms collected from departments. Staff reviewing current and comparative practices.	In-Progress	9/9/2019	Management
6. Evaluate Wendell Elementary Property	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020.	On-Hold	9/9/2019	Planning
7. Downtown Infill Opportunities Identification	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020.	On-Hold	9/9/2019	Planning
8. Update Economic Development Strategic Plan	Economic Development consultant evaluating current practices and properties. Plan update started for presentation and adoption by BOC in winter.	In-Progress	9/13/2019	Management / Planning
9. Establish an Economic Development Program	Economic Development consultant acquired part-time. The consultant will work with the Manager on further program development in FY 2020.	Complete	7/1/2019	Management

10. Develop Marketing Material for Economic Development	Project will formally start after economic development program and practices are further developed. Initial steps of updating demographic data completed in spring 2019. Program updates for websites initiated and in-progress.	In-Progress	9/13/2019	Planning
11. Wendell Falls Corridor Action Plan Development	NCDOT held stakeholder meeting for corridor in spring 2019. Staff assessed development impediments with CAMPO, NCDOT, CORPUD, development community, and property owners. Transportation plan amended 8/12/2019 by BOC. On hold - Land Use will be updated in the Comprehensive Land Use Plan process starting Spring 2020.	On-Hold	9/9/2019	Planning
12. Broadband Policy and Action Plan	Not started or scheduled at this time. Waiting on IT consultant selection. Likely to schedule evaluation in spring 2020 for future consideration.	On-Hold	9/9/2019	Management / IT / Planning
13. Facilitate Health Industry Development	Economic development consultant met with Newland, WEDP, and staff in August. Site specific is market driven in Wendell Falls and general process to be included in the land use discussions in updating the Comprehensive Plan.	On-Hold	9/9/2019	Management / Planning
14. Comparative Growth Analysis	Project design with Assistant to Manager in process.	In-Progress	9/9/2019	Management
15. Growth Boundaries with Archer Lodge and Rolesville	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020.	On-Hold	9/9/2019	Planning
16. Small Area Plan for Downtown Connections to Interstate	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020.	On-Hold	9/9/2019	Planning
17. Comprehensive Land Use Plan Update	Funded to start in spring FY 2020 and be completed in FY 2021.	On-Hold	7/22/2019	Planning
Goal 2: Public Safety and Neighborhood Improvement				

Initiative	Update	Status	Date	Assigned
<b>Management in Progress</b>				
1. Increase Police involvement in Community Events	Maintained existing effort. Activity will be reported in monthly Police Report started in August 2019. Initiative is ongoing service level.	Complete	8/26/2018	Police
2. Comparative analysis of neighborhood improvement programs	Assistant to Manager conducting comparative analysis and project scoping.	In-Progress	9/9/2019	Management
3. Temporary Sign Provision Review	Manager reviewing policy for winter report to Commission.	In-Progress	9/9/2019	Management
4. Use of Force Policy Review and Update	Department committee doing comparative analysis from CALEA accredited agencies. Project scheduled for completion in spring 2020.	In-Progress	7/22/2019	Police
<b>Strategic Initiatives</b>				
1. CALEA Accreditation Action Plan	Action plan established and reported to the BOC in spring 2019. Accreditation is a 3 year process. Funding provided in FY 2020 budget to initiate the process. First step is hiring a Records & Training Administrator to manage the process with a department team. Implementation will be reported in monthly police report. Final goal is achieving accreditation.	Complete	7/1/2019	Police
2. Community Engaged Policing Methods and Training	Project start anticipated Fall 2019. Assistant to Manager will work with Police Department on comparative analysis and program development in 2020.	On-Hold	9/9/2019	Police / Management
3. Officer Health and Safety Initiative	Management met with Police staff in spring 2019. FY 2020 budget funded EAP and wellness program reimbursement for officers. In addition funding was increased for equipment, training, uniforms, and supplies to improve officer conditions. Effort will be evaluated annually during the budget process to continue improvement as resources allow.	Complete	7/1/2019	Police
4. Pedestrian Safety Near School Sites	Wendell Boulevard Sidewalk Project design approved in FY 2020 budget. LAPP grant will be prepared by design consultant in fall 2019. Design complete prior to construction start in fall / winter 2020.	In-Process	7/22/2019	Planning

5. Parking Enforcement Review	Staff evaluated HOA parking requirements at Wendell Falls and Town ordinances related to parking in Spring 2019. Staff is drafting parking ordinance revisions for review with the BOC, the HOA, and residents.	In-Process	7/22/2019	Police
6. Crisis Intervention Training Expansion	Goal to train 2 officers per year pending Wake Tech course availability.	On-Hold	7/22/2019	Police
7. Opioid Issue Awareness and Partnerships	Department is researching new community resources for inclusion on website. Project is ongoing in nature.	In-Process	7/22/2019	Police
8. Neighborhood Clean-Up Day Pilot	Assistant to Manager conducting comparative analysis, seeking resources, and developing project scope. Pilot project goal set for spring 2020.	In-Process	9/9/2019	Management
9. Housing Diversity and Neighborhood Improvements	CDBG project submitted for sidewalk in Senior Center area. Appearance Commission work plan presented on 9/23. Assistant Planning Director assigned project and is initiating housing data collection.	In-Process	9/9/2019	Planning
Goal 3: Infrastructure, Transportation, and the Environment				

Initiative	Update	Status	Date	Assigned
<b>Management In-Progress</b>				
1. CORPUD Merger Evaluation	Completed FY19 evaluation for Merger. CORPUD presented to BOC in spring 2019. Policy direction to maintain capacity allocation at this time. Staff will re-evaluate potential for early merger in preparation for FY21.	Complete	9/9/2019	Management / Planning / Finance
2. Infrastructure Rate Comparison	Comparative rates were researched and included in the FY20 Budget.	Complete	7/1/2019	Management / Finance
3. Stormwater Program Compliance	Staff met with Town Engineer and developed project cost to complete the multi-year stormwater mapping project in FY20.	In-Process	7/1/2019	Public Works
4. Street Repaving Program Implementation	Program funding and description included in CIP. Staff evaluating project opportunity coordinated with CORPUD in FY20. Engineer to evaluate streets for resurfacing priority and needs for capital budgeting.	In-Process	7/1/2019	Management / Public Works
5. NCDOT Old Battle Bridge Replacement	Waiting on NCDOT to initiate project. Public Works inspects area to ensure barriers remain intact and notifies NCDOT if issues. Current schedule is completion in 2021 with indications it could be advanced to 2020.	On-Hold	7/1/2019	Public Works
6. Martin Crossing Improvements (U-5323)	Planning met with CAMPO and NCDOT regarding next steps. Engineering evaluation of options needed. Report will be provided in fall 2019 to BOC.	In-Process	7/22/2019	Planning
7. Sidewalk Maintenance and Extension Program	Funding added in FY 2020 Budget and CIP for Pedestrian Plan implementation efforts. Recurring funding program established.	Complete	7/1/2019	Management / Planning / Public Works
8. Wendell Boulevard Sidewalk Project Design	Funding added in FY 2020 Budget for design. Design firm process started in June 2019 and selection in July 2019. Kimley-Horn prepared project for initial LAPP grant submission to CAMPO. Final submission due in October.	In-Process	9/9/2019	Planning
<b>Strategic Initiatives</b>				
1. Infrastructure Plan for CIP	Requires analysis by Economic Development and Engineer. On hold for engineering services contract. Project scheduled to be started with FY 21 CIP process in spring 2020.	On-Hold	9/9/2019	Management / Planning
2. Evaluate the Water Allocation Policy	Evaluation being conducted by Planning. Management reviewing current policy. Presentation to BOC in winter 2019 to 2020.	In-Process	9/9/2019	Management / Planning
3. Stormwater Program Analysis	Public Works works with Wake County, TJCOC, and DENR for permit compliance. Staff will work with an engineering consultant to present the program needs in winter 2019-2020. DEP audit scheduled for 2022.	In-Process	9/6/2019	Public Works
4. Transportation Plan Review	Planning staff completed a review of the Transportation Plan. UDO amendments to Planning Board in June 2019 and BOC adopted 8/12/ 2019.	Complete	8/12/2019	Planning
5. Prioritize Intersection Improvements	Waiting for engineering services selection to be completed. Project will be added to FY 2021 Budget process for consideration.	On-Hold	9/6/2019	Public Works and Planning

6. CAMPO Eligible Projects List for Future Funding	Planning to evaluate Transportation Plan and Pedestrian Plan with engineer, CAMPO, and DOT and provide report in December-January period.	In-Process	9/9/2019	Planning
7. Facility and Lands Prioritization	Staff working with Cumming on Town Hall project for presentation to BOC in July 2019. Recreation needs will be in completed master plan in fall 2019. Additional facility and land needs will be evaluated in the CIP process.	In-Process	7/22/2019	Management / Public Works / Planning
8. Wendell Boulevard Sidewalk Project to CAMPO	Engineer firm selection in July 2019 to prepare CAMPO grant submission for LAPP funds for project.	In-Process	7/22/2019	Planning
9. Evaluate Additional Transit Stops	Project assigned to Assistant Planning Director to develop project schedule and scope. Some portions will be in the Comprehensive Plan	In-Process	9/9/2019	Planning
10. Solid Waste Service Level and Contract Review	Solid waste contract expires in June 2020. Staff will initiate contract discussions and review service options in winter 2019-2020.	On-Hold	7/22/2019	Public Works / Finance

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

Initiative	Update	Status	Date	Assigned
<b>Management in Process</b>				
1. Initiate Parks and Recreation Master Plan	BOC awarded bid to McGill to complete plan. Plan is in process and is scheduled for completion in early fall 2019.	Complete	7/1/2019	Parks & Recreation
2. Shade Structure Installation at Park	Shade structures installed late spring 2019.	Complete	7/1/2019	Parks & Recreation
3. Parks Maintenance Plan	Parks Maintenance position added in FY 2020 budget.	Complete	7/1/2019	Management and Parks & Recreation
4. Meet on Main Special Event Planning	Initial event planned and held on 9/20.	Complete	9/20/2019	Mgt/PD/PW/P&R
5. WHS Lease of 122 Second Street for Museum	Lease completed in spring 2019.	Complete	7/1/2019	Management
6. Update Athletic Program Offerings	FY 2020 fee schedule includes new programs for kickball, soccer, and wiffleball	Complete	7/1/2019	Parks & Recreation
<b>Strategic Initiatives</b>				
1. Plan for Implementation of Master Plan	Once adopted, the master plan initiatives will be included in the CIP process	On-Hold	7/22/2019	Management and Parks & Recreation
2. Evaluate UDO Fee in Lieu for Parks	Planning Director to begin comparative analysis after P&R Master Plan complete this Fall.	On-Hold	9/9/2019	Planning
3. Plan for Acquisition of New Park	Waiting for completion of master plan in fall 2019.	On-Hold	7/22/2019	Parks & Recreation and Finance
4. Update the Wendell Park Plan	Waiting for completion of master plan in fall 2019.	On-Hold	7/22/2019	Parks & Recreation
5. Greenway Plan to Connect Downtown to Wendell Falls	Project assigned to Assistant Planning Director for project scope and schedule.	In-Process	9/9/2019	Planning
6. Main Street Extension as Greenway Connector to Downtown rather than a Street for Vehicles	Concept plan for Lake Glad property to incorporate the change when developed. Planning Director working with development inquiries.	In-Process	9/9/2019	Planning
7. Evaluate Special Events to Increase Impact	Staff meets with event organizers to evaluate opportunities to improve events and ensure that locations provide opportunity for growth.	In-Process	7/22/2019	Management and Parks & Recreation
8. Wendell Branch or Regional Library Site	Staff met with Library leadership in spring 2019. Staff will monitor and participate in the Library master plan update and prepare for a potential future bond offering. Project assigned to Assistant Planning Director.	In-Process	9/9/2019	Planning
9. Incorporate Sports Tourism and Marketing into Events and Recreation Program Offerings	Staff met with Visit Raleigh staff regarding implementation of the tourism plan. Staff attended a hotel development meeting and partnered with Newland to develop a marketing piece in the visitors' guide.	In-Process	7/22/2019	Management and Parks & Recreation

Goal 5: Organization Culture and Communication				
Initiative	Update	Status	Date	Assigned
<b>Management in Process</b>				
1. Fiscally conservative budget approach for tax and utility rates in developing FY 2020 Budget.	No rate increases were proposed for the FY 2020 Budget for property tax or utility rates.	Complete	7/1/2019	Management and Finance
2. Establish a Capital Improvement Plan	Capital Improvement Plan established and adopted in FY 2020 Budget.	Complete	7/1/2019	Management and Finance
3. Enhance the FY 2020 Budget document for transparency and detail connecting department expenses to policy	Significant enhancements provided to the budget document for FY 2020. Adopted Strategic Plan with BOC priorities incorporated with section linking budget expenses to strategic plan.	Complete	7/1/2019	Management and Finance
4. Staffing Needs Analysis	A 10-year staffing needs analysis was included in the FY 2020 Budget.	Complete	7/1/2019	Management and Finance
5. Establish performance goals in budget	Performance management goals included for each department in FY 2020	Complete	7/1/2019	Management and Finance
6. IT Program Analysis	Joint RFP for IT services issued in partnership with Rolesville. Selection to be made by fall 2019. Vendor selection at 9/23 Board meeting. Consultant will conduct 2-month evaluation of system and needs for FY 2021 Budget and CIP.	In-Process	9/13/2019	Management and Finance
7. Update regular communications to reflect performance and strategic goals	Finance developing draft reports. Content reported at 7/22/19 BOC meeting. First updated reports to be provided at 8/26/19 BOC meeting.	Complete	8/26/2019	Management and Finance
<b>Strategic Initiatives:</b>				
1. GFOA recognition for Audit and Budget	GFOA recognition for audit received in spring 2019. Budget submitted for first time on 8/23/2019 to GFOA. Response expected in several months.	Complete	8/23/2019	Management and Finance
2. Strategic Plan Quarterly Updates	Updates incorporated into monthly reports starting July 2019	Complete	8/26/2019	Management
3. Customer Service Policy Review with Departments	Project not started yet. Project design to start fall 2019.	On-Hold	7/22/2019	Management
4. Online Agenda Packets with Background Materials	Waiting on IT consultant selection to work with Clerk on software.	On-Hold	7/22/2019	Management
5. Communication Plan	EWTB communication contract staff started July 2019. Project will be coordinated with Rolesville. Comparative analysis and initial draft plan complete. Staff working on draft revisions.	In-Process	9/17/2019	Management
6. Biannual Retreats and Biennial Strategic Planning Process	Retreats in process and strategic plan adopted in 2019. Staff will work with BOC at Winter retreat to establish the Strategic Planning process. Process developed will be implemented in FY 2020 to cover the next 2-year period.	In-Process	7/22/2019	Management
7. ADA Compliance	Management is evaluating current requirements and will name an ADA Coordinator in 2019. The organization will work to develop a Transition plan over the next 3-years.	In-Process	7/22/2019	Management
8. Charter and Procedural Review with Commission	Staff is preparing for the review at a work session in the winter.	In-Process	9/9/2019	Management
9. Human Resources Policy and Program Review	Employee Committee role updated, employee recognition program updated, bereavement policy updated, insurance selection completed with budget, EAP program included in insurance with Budget, training funding increased, and compensation and classification study started 9/3.	In-Process	9/3/2019	Management

# Administration

Item 4a

Performance Measures	Aug-19	Year-to-Date
Percentage of agendas/packets distributed Wednesday prior to meeting	100%	80%
Percentage of minutes adopted without correction	100%	100%
Percentage of minutes completed within four days following meeting	100%	100%
Average work hours per set of minutes	4	4.0
Percentage of Board documents indexed and distributed within two days following Board	100%	100%
Percentage of nomination lists presented to the Board four weeks prior to expiration	N/A	N/A
Continue professional education and development to achieve clerk certification	Not Started	Not Started
Develop a communication plan to market Wendell to external interests and increase communication for internal interests	In Progress	In Progress
Develop and/or share new social media content for each department at least every other two weeks at least 95% of the time	75%	71%
Provide a weekly correspondence from management to the Commission at least 92% of	100%	100%
Maintain a turnover rate of employees leaving the organization under 12%	0%	1%
Review and Update, as appropriate, at least 33% of the Town personnel policies	In Progress	In Progress
Complete a compensation and classification study and update all job descriptions	In Progress	In Progress
Certificates and courses taken by staff	3	7

Work Units	Aug-19	Year-to-Date
Meetings attended	2	5
Minutes drafted	2	4
Agendas developed	2	5
Number of citizen advisory boards	6	6
Number of members serving on all citizen advisory boards	38	38
Number of members with terms expiring	0	0
Number of letters to members with expiring terms	0	0
Number of weekly correspondences	5	9
Number of social media posts developed and shared	62	148
Website numbers	4700	10300
Social media numbers	106	224
Total Social Media Posts - Administration	21	52
Total Social Media Posts - Finance	0	0
Total Social Media Posts - Planning	2	2
Total Social Media Posts - Police	18	36
Total Social Media Posts - Public Works	11	23
Total Social Media Posts - Parks and Recreation	1	6
Topic memos and correspondence to the Commission	6	18
Speaking engagements and civic organization participation	2	5
Number of employees	50	50
Leave days taken	65.8	183.2



# Finance

Item 4a

Performance Measures	Aug-19	Year-to-Date
FY 2019 Audit	In Progress	In Progress
FY 2019 Budget Award	Submitted	Submitted
FY 2019 CAFR	In Progress	In Progress
Accounts Payable accuracy of 90%	91%	91%
Payroll accuracy of 95%	100%	99%
Legal compliance of \$30,000+ acquisitions of 100%	N/A	N/A
Certificates and courses taken by staff	1	1

Work Units	Aug-19	Year-to-Date
Accounts Payable volume	122	230
Payrolls prepared and processed	126	252
Number of \$30,000+ acquisitions made	0	0

# Planning

Item 4a

Performance Measures	Aug-19	Year-to-Date
Update Comprehensive Plan - Establish core elements to be included	In Progress	In Progress
Update Comprehensive Plan - Identify and select preferred consultant to assist with update	Not Started	Not Started
Update Comprehensive Plan - Engage community in series of visioning workshops	Not Started	Not Started
Update Comprehensive Plan - Adopt updated plan within 2 years	Not Started	Not Started
Adoption of Town-Initiated Text Amendments - Establish annual schedule for Town-initiated text amendments	Not Started	Not Started
Adoption of Town-Initiated Text Amendments - Adopt a minimum of 5 identified amendments	1	1
Adopt UDO amendments related to uses in the Downtown as identified through the NC Dept. of Commerce engagement meetings by the end of FY 2020 Q1	In Progress	In Progress
Schedule building plan review and complete zoning review within 7 calendar days of submittal	67%	63%
Residential trade permits ready to issue within 48 hours of submittal	45%	52%
Commercial trade permits ready to issue within 7 calendar days of submittal	N/A	60%
Have a Planning Department representative in attendance for at least 75 percent of all Technical Coordinating Committee, Wake County Economic Development Partner, and Community Development Block Grant meetings	100%	100%
Have a Planning Department representative present at all Complete Count Committee meetings	100%	100%
Provide financial support for marketing efforts for Complete Count Committee	Yes	Yes
Have a Planning Department representative present at all quarterly update meetings hosted by Newland Communities	100%	100%
Establish a downtown vacant property index for inclusion on the Town website by the end of FY 2020 Q1	Not Started	Not Started
Adopt an updated economic development strategic plan by the end of FY 2020 Q2	In Progress	In Progress
Submit a RFP for an environmental and design study to be conducted for a proposed sidewalk project along Wendell Boulevard between Wendell Elementary and the Food Lion shopping center	Completed	Completed
Select a project consultant and complete the design study by the end of FY 2020	Consultant Selected	Consultant Selected
Bring a summarized report of Neighborhood Meeting requirements employed by comparable communities by the end of FY 2020 Q3	Not Started	Not Started
Develop a list of procedural improvements for consideration and potential incorporation into Wendell's procedures by the end of FY 2020 Q3	In Progress	In Progress
Finalize a Wendell Development FAQ document for distribution by the end of FY 2020 Q2	Not Started	Not Started
Planning Director to attend the NC APA conference in Wilmington, NC (October 8-11)	N/A	N/A
Planner I to complete the 'Foundations in Planning and Development Regulations' course offered by the UNC School of Government (September 2019)	N/A	N/A
Planner I to complete the 'Zoning Practice' course offered by the UNC School of Government (October 2019)	N/A	N/A
Attendance by 1 staff member at the 2020 Main Street Conference (March 10-12)	N/A	N/A
Certificates and courses taken by staff	0	0

Work Units	Aug-19	Year-to-Date
New home permits issued	24	56
Residential trade permits issued	11	23
Commercial trade permits issued	0	5

# Police

Performance Measures	Aug-19	Year-to-Date
Maintain a 90th percentile response time from time dispatched until on scene of 7 minutes	No	50%
Establish a core team tasked to investigate CALEA accreditation	In Progress	In Progress
Guide the organization to meet CALEA standards within 3 years of signing CALEA contract	Not Started	Not Started
Post at least one public awareness informational notice per week onto the approved social media/websites (Average posts per week)	3.5	3.1
Participate in a minimum of 12 community events per year which are focused on education, understanding, and partnering across the diverse greater Wendell Community	4	6
Submit a completed review of the Career Development Program to include any proposed changes for consideration by March 2020	Not Started	Not Started
Establish a Community Engaged Policing training program guiding document that includes needs assessments, recommended training by position, and methods to adjust as needed to be published by January 2020	Not Started	Not Started
Implement Community Engaged Policing training program by July 2020	Not Started	Not Started
Attend a minimum of one criminal justice leadership/supervisory-based training by each manager/supervisor annually	71%	85.7%
Establish a recruitment team tasked with development and implementation of a published recruitment plan, benchmarks, and a reporting process to determine effectiveness by November 2019	Not Started	Not Started
Assign at least two officers per year to attend formal Crisis Intervention Training	0	0
Identify and provide public access to a Wake County relevant published resource referral guide to ensure persons in crisis can be directed to appropriate agencies that can best address their needs by December 2019	Not Started	Not Started
Increase agency-initiated drug investigations by 25%	12%	12%

Work Units	Aug-19	Year-to-Date
Call volume	370	841
90th Percentile Response Time (In Minutes)	7.60	7.20

# Public Works

Item 4a

Performance Measures	Aug-19	Year-to-Date
Provided weekly leaf/limb removal	Yes	100%
Completed leaf/limb route	100%	100%
Provide monthly street clearing for all Town-maintained roads	Yes	50%
Provide downtown street clearing 2x month	100%	100%
Code Enforcement requests answered within 2 business days	100%	100%
Inspect all Town sidewalks for maintenance needs 2x per year	#1 In Progress	#1 In Progress
Establish a sidewalk maintenance and replacement plan by the end of FY 2020 Q2	In Progress	In Progress
Complete a monthly street condition inspection 92% of the time	Yes	100%
Fill potholes within 1 week 92% of the time	100%	100%
Acquire engineering services to prepare a street resurfacing priority list by the end of FY 2020 Q1	Not Started	Not Started
Clean all stormwater catch basins annually 100% of the time	In Progress	In Progress
Complete monthly street light inspections 92% of the time	Yes	50%
Correct normal street light deficiencies within 3 weeks 92% of the time	100%	100%
Complete monthly needs and safety inspections for all buildings and grounds	Yes	100%
Complete all Town construction projects on time	100%	100%
Complete all Town construction projects within budget	100%	100%
Conduct mowing, landscaping, and weekly maintenance 85% of the time (In Season)	100%	100%
Conduct maintenance inspection for Town Square and streetscape 2x per year	#1 In Progress	#1 In Progress
Make needed Town Square/Streetscape repairs within 30 days 92% of the time	100%	100%
Complete all vehicle and equipment service inspections weekly 98% of the time	Yes	100%
Conduct a maintenance inspection within 1 week following use for heavy equipment 100% of the time	Yes	100%
Maintain safety certifications for all employees, as applicable, 100% of the time	Yes	100%
Provide training opportunities for all employees related to safety, equipment uses, and customer service at least 92% of the time	Yes	100%
Certificates and courses taken by staff	1	1

Work Units	Aug-19	Year-to-Date
Total yards of debris collected from leaf, limb, and street clearing	1150	2295
Number of code violations	120	195
Number of inspections for driveways, foundations, and final certificates of occupancy	154	298
Total miles of Town sidewalk maintained	30	30
Total miles of Town streets maintained	28.38	28.38
Total linear feet of known stormwater pipes (public and private)		
Total number of public streetlights	863	863
Number of facilities maintained	5	5
Square feet of facilities maintained	45151	45151
Work hours needed to complete the landscaping route	290	289
Total facility work orders	8	8
Total grounds work orders	1	1
Number of vehicles and equipment maintained	34	34
Total cost of vehicle maintenance	\$ 3,636.55	\$ 3,636.55
Total cost of equipment maintenance	\$ 3,094.66	\$ 3,733.31
Number of wrecks and incidents	0	0

# Parks and Recreation

Item 4a

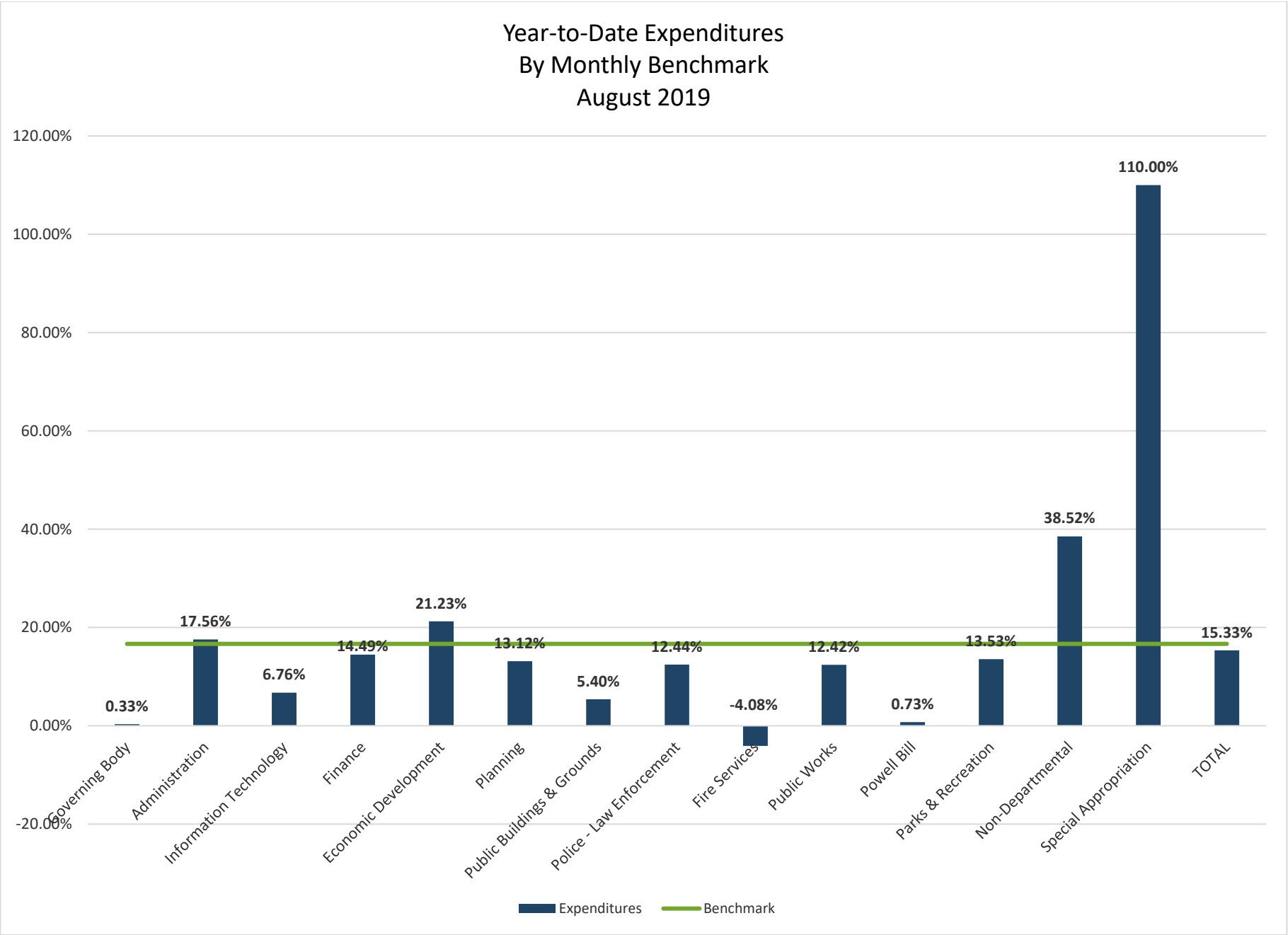
Performance Measures	Aug-19	Year-to-Date
Increase participation by 2%	12%	20%
Demonstrate that program offerings are inclusive and diverse	4	4
Complete checklists for facilities and equipment with appropriate actions taken at least 95% of the time	100%	100%
Complete an evaluation of all special events to establish baseline town resource requirements	Completed	Completed
Increase rough attendance estimates for special events by 3%	67%	233%
Complete the Comprehensive Parks and Recreation Master Plan	Completed	Completed
Identify initial implementation steps for inclusion in future budgets	No	No
Certificates and courses taken by staff	0	0

Work Units	Aug-19	Year-to-Date
Total program registrations	375	1423
Total number of programs	17	30
Total facility and equipment inspections performed	62	112
Number of events managed	1	2
Attendance estimates for events	100	200
Number of community/social media posts	17	45

Town Of Wendell  
Finance Report  
Fiscal Year 2019-2020

Item 4a

<i>DEPARTMENT</i>	<i>ACCOUNT</i>	<i>ADOPTED BUDGET</i>	<i>Y-T-D EXPENSES</i>	<i>PERCENTAGE</i>
Governing Body	10-410	\$100,200	\$334	0.33%
Administration	10-420	\$380,900	\$66,898	17.56%
Information Technology	10-430	\$160,760	\$10,865	6.76%
Finance	10-440	\$333,100	\$48,280	14.49%
Economic Development	10-450	\$48,600	\$10,317	21.23%
Planning	10-490	\$422,200	\$55,392	13.12%
Public Buildings & Grounds	10-500	\$350,840	\$18,945	5.40%
Police - Law Enforcement	10-510	\$1,923,014	\$239,225	12.44%
Fire Services	10-530	\$4,900	-\$200	-4.08%
Public Works	10-560	\$1,906,710	\$236,758	12.42%
Powell Bill	10-570	\$175,000	\$1,278	0.73%
Parks & Recreation	10-620	\$795,377	\$107,633	13.53%
Non-Departmental	10-660	\$923,665	\$355,791	38.52%
Special Appropriation	10-690	\$2,500	\$2,750	110.00%
<b>TOTAL</b>		<b>\$7,527,766</b>	<b>\$1,154,265</b>	<b>15.33%</b>

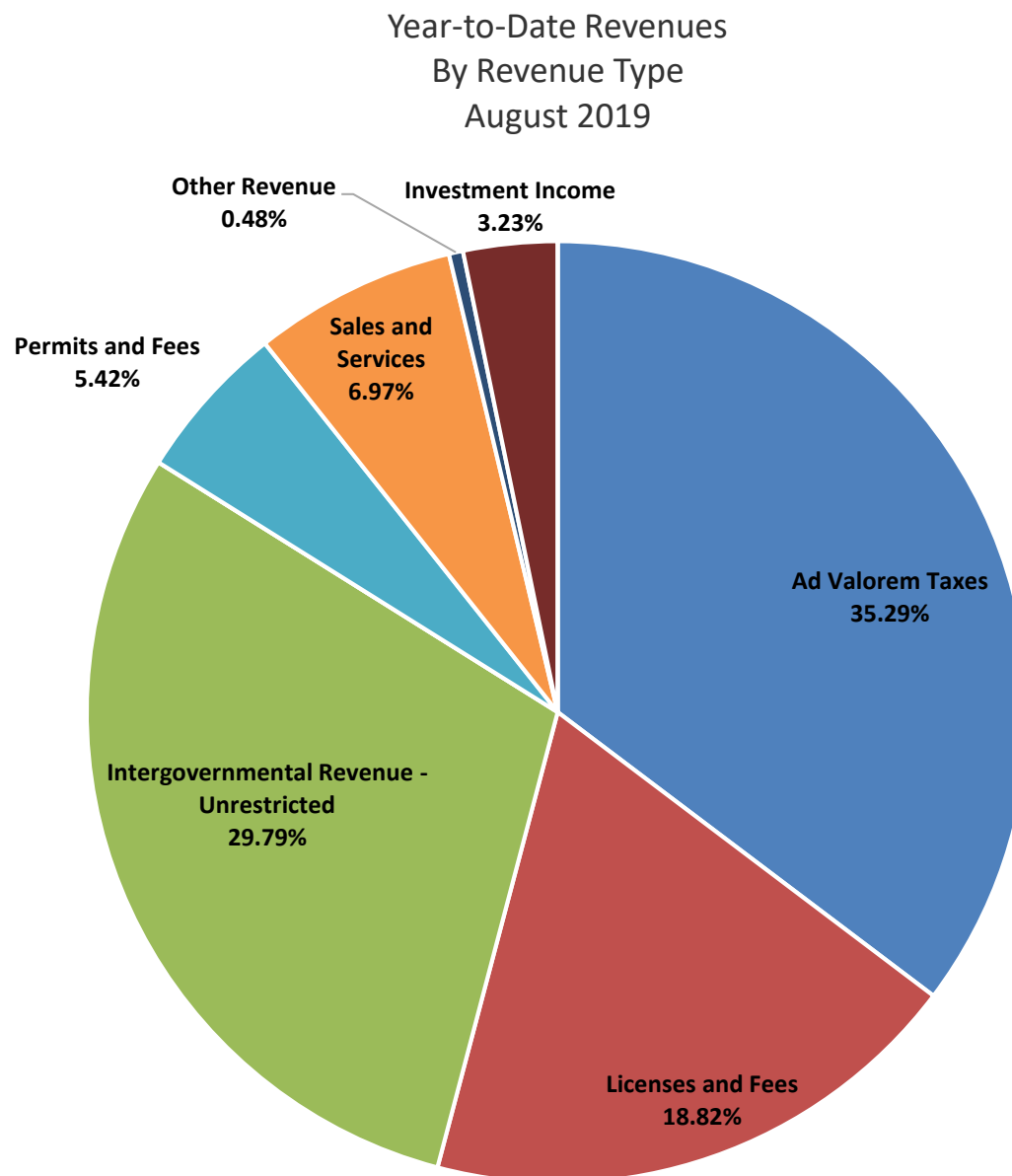




Town Of Wendell  
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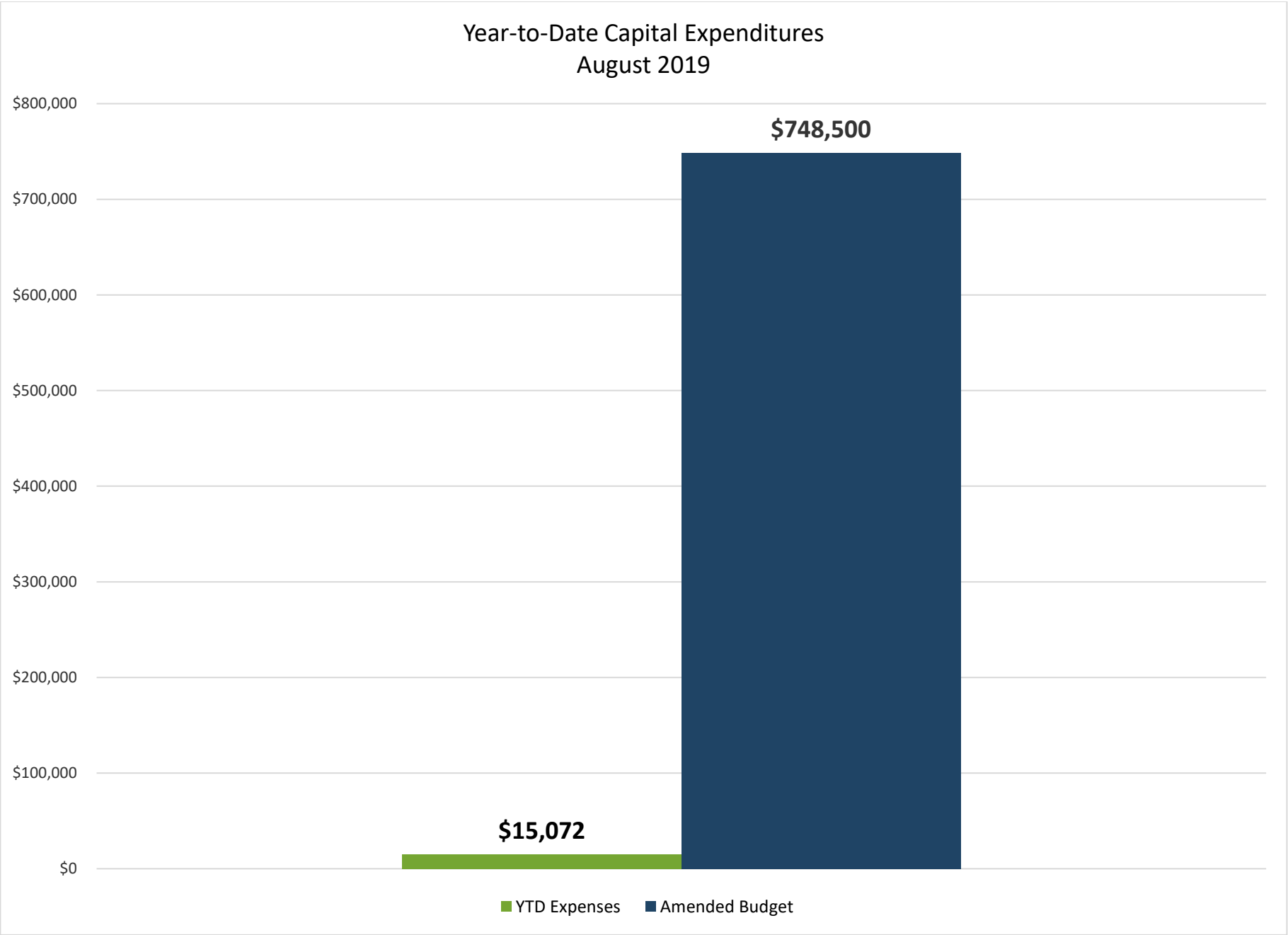
<i>CATEGORY</i>	<i>ADOPTED BUDGET</i>	<i>Y-T-D REVENUES</i>	<i>PERCENTAGE</i>
Ad Valorem Taxes	\$3,252,300	\$175,098	5.38%
Licenses and Fees	\$426,200	\$93,389	21.91%
Intergovernmental Revenue - Unrestricted	\$1,840,570	\$147,802	8.03%
Intergovernmental Revenue - Restricted	\$184,611	\$0	0.00%
Permits and Fees	\$164,950	\$26,891	16.30%
Sales and Services	\$864,015	\$34,586	4.00%
Other Revenue	\$3,000	\$2,406	80.20%
Investment Income	\$95,620	\$16,016	16.75%
Transfers - Fund Balance - Loan Proceeds	\$696,500	\$0	0.00%
<b>TOTAL</b>	<b>\$7,527,766</b>	<b>\$496,188</b>	<b>6.59%</b>



Town Of Wendell  
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Fiscal Year 2019-2020

Item 4a

<i>DEPARTMENT</i>	<i>ADOPTED BUDGET</i>	<i>AMENDED BUDGET</i>	<i>Y-T-D EXPENSES</i>	<i>PERCENTAGE</i>
Wendell Boulevard Sidewalk Project	\$185,000	\$185,000	\$0	0.00%
ADA Local Road Compliance	\$20,000	\$20,000	\$0	0.00%
Leaf Collector Truck	\$195,000	\$195,000	\$0	0.00%
Pickup Truck Replacement (Public Works)	\$28,000	\$0	\$0	0.00%
Dump Truck (Public Works) [Amended]	\$0	\$60,000	\$0	0.00%
Mowers (Public Works)	\$17,000	\$17,000	\$15,072	88.66%
Police Vehicle Replacement Program	\$171,000	\$171,000	\$0	0.00%
Technology Replacement Program	\$15,000	\$15,000	\$0	0.00%
Wendell Park Improvements	\$25,500	\$25,500	\$0	0.00%
Comprehensive Land Use Plan Update	\$60,000	\$60,000	\$0	0.00%
<b>TOTAL</b>	<b>\$716,500</b>	<b>\$748,500</b>	<b>\$15,072</b>	<b>2.01%</b>



**Item Title:**

Appearance Commission FY 2020 Workplan

**Board of Commissioners Meeting:**

Monday, September 23, 2019

**Specific Action Requested:**

Approve/modify/deny the proposed FY 2020 Workplan of the Wendell Appearance Commission.

**Item Summary:**

During the Budget hearing in May 2019, the Commission requested staff to work with the Appearance Commission to establish a work plan and budget for the fiscal year and return when established for presentation and consideration. Staff worked with the Appearance Commission to review purpose and goals for the group, evaluate comparative programs, and establish the attached workplan for consideration.

In past years, the Appearance Commission has engaged in fundraising efforts (primarily through their 'Party With a Purpose') to provide funds for desired art and beautification projects. However, due to procedural concerns related to fundraising efforts and to better utilize Appearance Commission members' time toward implementing projects, the work plan will be developed as part of the annual budget process to support specific projects. This will transition the Commission to the work they were established to do and away from inefficient practices. Staff will continue to work with the Commission to seek grants and donations for projects.

The attached work plan highlights six program categories to pursue this fiscal year that were selected by prioritizing a master list of programs and activities which the Appearance Commission saw as central to their mission statement. The six programs chosen were:

1. Murals
2. Façade Grant (already included in the FY 2020 Budget)
3. Public Participation/Partnerships in Art
4. Art Walk Event
5. Transform Mundane Objects through Art (examples provided in Attachment B)
6. Temporary Art (enhancing vacant storefronts)

The Finance maintains the balance of the past fund-raising efforts of the Appearance Commission. The current balance is \$11,485.05 and is part of the General Fund Balance. The proposal is to retain the balance and any donation and revenues earned for use for future public art for the Town. The current workplan would be funded by any accrued savings or earnings in the FY 2020 Budget and be accounted for during the end of year Budget Amendment Ordinance. If the Budget does not have sufficient funds at the end of the fiscal year, the General Fund Balance will be used.

As such, the work plan budget would adjust the existing budget lines as follows:

<u>Economic Development</u>	<u>Existing</u>	<u>Proposed</u>
10-450-4500 Façade Grants	\$10,000	\$10,000
10-450-9000 Appearance Committee	\$300	\$10,100


The total work plan budget is \$25,100 that includes the existing \$10,000 facade grant and a \$5,000 grant request from the Arts Council. Additionally, the plan estimates \$1,000 in donations for future art through the sale of art at the Spring into the Arts event. The impact of the proposed workplan to the adopted FY 2020 Budget is \$9,800.

**Staff Comments:**

Staff is requesting approval of the attached Appearance Commission Work Plan (Attachment A).

**Attachment:**

- A. Proposed Wendell Appearance Commission FY2020 Work Plan
- B. Example photos of 'Transforming mundane objects through art'

	<b>WENDELL APPEARANCE COMMISSION TOP PRIORITY ISSUES</b> <div> The mission of the Wendell Appearance Commission is to initiate, promote and assist in the implementation of programs of general community beautification within the town's planning jurisdiction. </div>				
Program	Mission Focus	Goals	Action	Responsibility	Calendar Period
<b>Murals</b> <b>(Expense - \$5000)</b>	<b>Public Art</b>	A. Increase the # of high-quality murals in Town. B. Highlight and promote existing murals.	1. <u>Identify 1-2 mural locations</u> & apply for a 50-50 mural grant through United Arts Council (\$5000 match). 2. Develop marketing material to promote existing murals. Develop a 'Mural Trail'.	1. Staff & Commission 2. Commission	1. FY Q3/Q4 2. FY Q2/Q3
<b>Façade Grant</b> <b>(\$10,000 budgeted)</b>	<b>Aesthetic Improvements to Built Environment</b>	A. Incentivize private investment in building facades/streetscapes.	1. Review façade grant applications and make recommendations to the Town Board. 2. Reach out to new and prospective business owners to inform them of façade grant opportunities.	1. Staff & Commission 2. Staff	1. Ongoing 2. Ongoing
<b>Public Participation/ Partnerships in Art</b> <b>(Expense - \$0)</b>	<b>Public Art, Aesthetic Improvements to Built &amp; Natural Environment</b>	A. Engage residents to spur public involvement in Art B. Form partnerships with local and reg. agencies to advance beautification projects	1. Facilitate school involvement in Art Walk Children's Art Contest. 2. Reach out to local Garden clubs to explore potential beautification projects.	1. Staff & Commission 2. Staff & Commission	1. FY Q3 /Q4 2. FYQ3



Program	Mission Focus	Goals	Action	Responsibility	Calendar Period
<b>Art Walk Event</b> (Expense - \$3000) (Revenue - \$1000)	Public Art	A. Promote Downtown Wendell through an art-focused event.	1. Coordinate location and logistics for Children's artwalk activities and art contest. [\$750]	Staff & Commission	FY Q3/Q4
		B. Create interactive artistic experiences to expose the general public to the arts	2. Coordinate location and logistics for Plein Air Art activities and Auction. [\$500] 3. Develop marketing material for the 2020 Art Walk event. [\$250]		
		C. Highlight local artists of varying age and skill level.	4. Fund 1 signature piece of artwork to be produced and/or revealed [\$1000]. 5. Hire chalk Artists [\$500]		
<b>Transform Mundane Objects through Art</b> (Expense - \$1500)	Public Art	A. Enhance visual interest along Downtown Streetscapes	1. Identify numerous mundane objects around the downtown core which could be enhanced via public art.	Staff & Commission	FY Q2/Q3
		B. Develop low-cost, dispersed eclectic art (ex. Tom Bob, NY Artist)	2. Select artist(s) to create 2-3 artistic transformations of mundane objects in the Downtown.		
<b>Temporary Art</b> (Expense - \$600)	Public Art	A. Enhance Vacant Storefronts	1. Develop/Purchase 2-3 temporary art displays to place in vacant storefront windows (i.e. Adhesive Vinyl Wall Art)	Staff & Commission	FY Q3/Q4

Attachment B







**Item Title:**

Harvest Festival Road Closure and Alcohol Waiver Request for Saturday, October 5, 2019

**Report to the Board of Commissioners:**

Monday, September 23, 2019

**Specific Action Requested:**

Approve the requested temporary road closures for the Harvest Festival Parade and Special Event and allow alcohol in permitted areas of Town Square.

**Item Summary:**

The Wendell Chamber of Commerce (Chamber) plans to host the 2019 Harvest Festival event on Saturday, October 5, 2019. This is the 92<sup>nd</sup> time the special event will be held. The event will run from 10:00 a.m. (with the parade) until 10:00 p.m. The set-up will begin at 6:00 a.m. with vendor set-up and clean-up ends at 12:00 a.m.

The Chamber requests the Town to approve the temporary road closures:

Main Street:	Wendell Boulevard to Second Street
Cypress Street:	Fourth to Second Street
Pine Street:	Fourth to Second Street
Fourth Street:	Cypress to Old Selma
Depot Street:	Cypress to Pine
Campan Street:	Cypress to Pine
Third Street:	Cypress to Pine
Second Street:	Cypress to Pine

Please note that the impacted streets and parade route differ than past years (see attached parade and event maps). Streets impacted by the parade will be re-opened following the parade. Also, note that Main Street will be used for vendors and the farmers market will be open during the day on Campan. Not all of the sections of streets will need to be closed the entire event and the Police Department and Public Works Department will re-open areas as they become available.

Town of Wendell Code of Ordinances Section 14-21 prohibits the consumption of alcoholic beverages “on or within the rights-of-way of any municipal street, public vehicular area, alley, or any public property owned or occupied by the town..... or as otherwise approved by the Wendell Board of Commissioners. The applicant seeks approval for the sale and consumption of beer within the previously defined event area of the “beer garden” on the Town Square property during the event (see Attachment A).

The serving of alcohol requires security to ensure compliance. The Chamber will hire necessary staffing from off-duty law enforcement officers or a licensed and insured security firm to assist compliance with alcohol regulations. The request to allow alcohol is limited to a designated area that will be permitted and compliant with legal requirements and regulations.

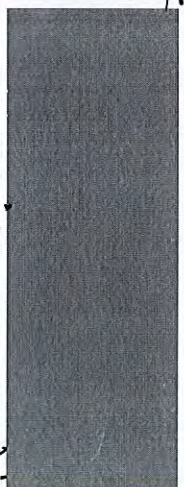
As an informational item, Town staff expenses required to manage the normal components of a downtown event are donated to the event consistent with past practice. The Town Manager has authorized overtime pay or compensatory leave for Police and Public Works personnel consistent with the Personnel Policy at the request of the departments.

**Attachments:**

- A. Event Map (draft subject to change)
- B. Parade Route Map



### Item 6b





**Item 6b**

Walkers in Park&Ride Lot  
Floats line up on 4th St.



**Item Title:**

Ordinance #O-20-2019 to Amend the Fiscal Year 2020 Budget to revise Capital Project Schedules for Town Hall Design and Downtown Parking and Event Space

**Board of Commissioners Meeting:**

Monday, September 23, 2019

**Specific Action Requested:**

Approve/deny the Budget Amendment Ordinance #O-20-2019 to appropriate funds from Fund Balance for the Town Hall project and Downtown Parking and Event Space project.

**Item Summary:**

The proposed budget amendment is to appropriate Fund Balance for two (2) capital projects planned in the Capital Improvement Plan (CIP) to be started earlier than scheduled due to facility need, cost efficiencies and to coordinate with private investment.

**Town Hall Capital Project**

The amendment requests to appropriate the \$500,000 originally planned for FY 2021 (next budget year) for project design into the current budget year. The project timeline is changing to capture savings in construction costs of 5% to 10% annually based on current trends as reported by the consultant from Cummings at the July 31, 2019 Commission Work Session. The cost of construction will be considered in the development of the FY 2021 Budget.

Further, starting the project to replace the existing Town Hall constructed in 1963 is necessary due to the continued maintenance costs, regulatory compliance concerns, and no remaining space for staff offices or work areas.

The amendment will provide for starting the construction management and design of the new Town Hall at the end of Third Street to the left of the pecan grove at the Wendell Park entrance. See Attachment B for project description from FY 2020 Budget.

**Downtown Parking and Event Space Project**

The amendment requests to appropriate \$300,000 originally planned for FY 2022 for project design and construction in FY 2020. The original project description in the current budget indicates that “the timing of the project is variable depending on the timing and design needs of adjoining buildings and uses”. With the approval of the special use permit for the micro-brewery at 23-A Main Street (Old Campen Stable), the need for the improvement of the public space is necessary to coordinate public area improvements with private investment.

The Commission approved the lease of the Perry property adjoining Town leased and owned rights-of-way on Campen Street to obtain the property rights to improve the project. The City of

Raleigh has installed new water and sewer lines in the area and will resurface the area above the lines. An easement is prepared to be recorded with the lease in the coming month. The current schedule of the micro-brewery is to have an opening in May 2020. This schedule necessitates the advancement of the project into the current year. See Attachment C for project description from FY 2020 Budget.

The Ordinance provides for the following amendment to existing budget lines:

Revenues (Transfers):

Code	General Fund	Existing	Proposed	Change
10-398-0000	Fund Balance Appropriation	\$695,000	\$1,495,000	\$800,000

Expenses (Building and Grounds):

Code	General Fund	Existing	Proposed	Change
10-500-7600	Capital Outlay – Facilities	\$185,000	\$985,000	\$800,000

The Fund Balance (unassigned) in the adopted budget was \$6,030,012. This represented 88.5% of the operating budget. This exceeded the 40% policy of the Town. If the amendment is approved, the unassigned fund balance for the budget would be 76.8% and remain well above policy. Further, the expenses were planned in the 5-year Capital Improvement Plan. As such, the 5-year plan remains consistent with policy.

No borrowing is planned at this time for FY 2020. The planned borrowing to construct the Town Hall project and other capital needs remains in a future fiscal year (FY 2022 in the adopted Budget). Prior to expending any of the funds from the proposed amendment for the Town Hall project, the Town will consider a resolution to reimburse project expenses once the borrowing occurs. As such, no additional debt service will be incurred in the FY 2020 Budget.

**Attachment:**

- A. Ordinance #O-20-2019 Fiscal Year 2019-2020 Budget Ordinance Amendment #1
- B. Town Hall Project Description from FY 2020 CIP
- C. Downtown Parking and Event Space Project from FY 2020 CIP

## Attachment A

## ORD # 0-20-2019

## AN ORDINANCE TO AMEND THE FISCAL YEAR 2020 BUDGET ORDINANCE

WHEREAS, the Wendell Town Board of Commissioners, while in regular session, adopts the following amendment to the Fiscal Year 2019-2020 Budget Ordinance:

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

## SECTION 1. General Fund Revenues (Increase):

## Revenues (Transfers):

Code	General Fund	Adopted	Proposed	Increase
10-398-0000	Fund Balance Appropriation	\$695,000	\$1,495,000	\$800,000

## SECTION 2. General Fund Expenses (Increase):

## Expenses (Building and Grounds):

Code	General Fund	Adopted	Proposed	Increase
10-500-7600	Capital Outlay – Facilities	\$185,000	\$985,000	\$800,000

## SECTION 3. General Fund Totals

Amend General Fund Revenues for FY 2019-2020	\$8,327,766
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Amend General Fund Expenses for FY 2019-2020	\$8,327,766
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DULY ADOPTED the 23rd day of September, 2019.

(Town Seal)

\_\_\_\_\_  
Virginia R. Gray, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Megan Howard, Town Clerk

\_\_\_\_\_  
James P. Cauley III, Town Attorney

Project Title: Town Hall Project					
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	\$500,000	\$4,500,000	0	0	\$5,000,000

Project Description: The current Town Hall was constructed in 1963 and served as the fire station, police station, margistrate court, and Town offices. While currently it is only used as a Town Hall, space is at a premium and viable office space remaining is limited and will require loss of other functional uses (i.e. conference room or permitting space). The Town has acquired the services of the Cumming Corporation to evaluate the current structure and estimate future needs. The consultant will consider both a renovation and addition at the current site and a new-build construction and report findings and recommendations to the Town in 2019. The Town Hall Project will take the findings of the evaluation to complete a design for the "new" Town Hall in FY 2021 followed by construction in FY 2022 for the accepted option.



Funding Sources: Loan proceeds will be used to fund \$500,000 of design in FY 2021 and \$4,500,000 of construction in FY 2022.

Connection to Adopted Plan(s): Strategic Plan initiative to prioritize facility and grounds needs for inclusion in the CIP.



**Project Title:** Downtown Parking and Event Space

**Estimated Project Budget:**

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	0	\$300,000	0	0	\$300,000

**Project Description:** The project will provide improved parking areas designed as flexible areas for parking, events, and outdoor seating in the Campen Street area between Main Street and Pine Street. The project will also seek to improve pedestrian connectivity between the two streets. The timing of the project is variable depending on the timing and design needs of adjoining buildings and uses. The scope of the project is also contingent on the approval of a lease agreement with property adjoining the Campen Street right-of-way. The project includes both design and construction costs in the project budget. Initial steps will occur in FY 2019 to begin the lease agreement, replace utilities, pave the main drive, and place millings to smooth adjoining parking areas. The paving is being completed by the City of Raleigh in coordination with the utility replacement and the milling material and placement will be completed by Public Works at no additional cost to the Town.



**Funding Sources:** \$300,000 funding from the General Fund. Staff will also seek to leverage the funding with state and foundation grants.

**Connection to Adopted Plan(s):** Strategic Plan initiative.

**Item Title:**

Downtown Parking and Event Space Capital Improvement Project

**Board of Commissioners Meeting:**

Monday, September 23, 2019

**Specific Action Requested:**

Request permission to release a Request for Proposals (RFP) for Design-Build Services for the Downtown Parking and Event Space Capital Improvement Project.

**Item Summary:**

Staff requests to release a request for proposals (RFP) for design-build services to design and construct the Downtown Parking and Event Space project in the publicly leased areas of East Campen Street and the adjoining Perry property. The appropriated project budget is \$300,000.

The RFP would be developed and released by early October and staff anticipates receiving responses by the end of October or early November. Staff would return to the Commission for award of bid and contract approval following this process.

Once a design-build firm is selected the project schedule would be to complete design and public input by the end of December to early January and complete construction by June 2020. This timeline is coordinated with the proposed microbrewery construction schedule on the adjoining property.

Project components could include; parking (vehicle, golf cart, and bike), landscaping, lighting, stormwater, pedestrian improvements, food truck parking, and public art. The final design components will be subject to public input, fiscal constraints, and timing. It is anticipated that the Appearance Commission will assist with murals as part of the project.

**Attachment:**

None

**Item Title:**

Request for Qualifications (RFQ) for Owner's Project Manager (OPM) for the Town Hall and related Capital Improvement Projects.

**Board of Commissioners Meeting:**

Monday, September 23, 2019

**Specific Action Requested:**

Request permission to release a Request for Qualifications (RFQ) for Owner's Project Manager (OPM) for the Town Hall and related capital improvement projects.

**Item Summary:**

Staff requests to release a request for qualifications (RFQ) to select a consultant to provide Owner's Project Management (OPM) services for the Town Hall capital project and related capital improvements that may occur in coordination with the project.

The OPM provides overall project management services in concert and coordination with other project professionals (including but not limited to architects, engineers, contractors, and Town staff assigned to the project). The OPM oversees and guides the interests of the Town in the construction of and provides budget control related to new facilities construction projects. The principal capital project anticipated is the Town Hall project. Related projects could include road and infrastructure projects needed to access the site. Additionally, the OPM could provide oversight to additional capital needs occurring in coordination with the project (for example: a parking area paving or new amenity at the Town Park).

An OPM is necessary for large scale projects like the Town Hall project due to the complexity, scale, and time commitment of the project. As such, the OPM serves as the manager, facilitator, and communicator working closely with the Town's consultant on the project. The OPM will coordinate project design meetings.

A scope of services for the OPM is attached to list services typically provided.

The cost of the OPM services is included in the \$500,000 for design services considered for appropriation in the Budget Amendment earlier on the agenda. If approved, staff will release the RFQ by early October for review of submissions by November. The selection of the OPM and contract approval will be returned to the Commission in November 2019.

**Attachment:**

A. Typical OPM Scope of Services



ATTACHMENT A:  
TYPICAL OWNER'S PROJECT MANAGER SCOPE OF SERVICES

The OPM shall coordinate and/or execute all tasks and duties directed by the Town in the development, design and construction of a new Town Hall and other capital projects.

PROJECT PLANNING

1. In conjunction with the Town Manager, and the Town Manager's designees, develop overall project master schedule.
2. Develop a management plan for communications and approval process.

DESIGN PHASE

1. Assist in RFQ/RFP development and Design Team selection process.
2. Assist in contract negotiation.
3. Manage the mobilization of the design team and coordinate interactions with Town users and the Design Review Committee.
4. Review drawings and specifications.
5. Analyze design team cost estimates.
6. Identify opportunities for cost savings.
7. Monitor schedule performance and identify long lead items.
8. Conduct and document project coordination meetings.
9. Assist with obtaining regulatory approvals.
10. Review all invoices and prepare payment recommendations for all invoices.
11. Perform other project management tasks, as required.

PROCUREMENT and BIDDING PHASE

1. Coordinate review of project delivery options.
2. Assist in contractor bidding process as determined by Town.
3. Conduct / direct / purchase vendor selection.

CONSTRUCTION

1. Develop and apply project control systems.
2. Prepare cash flow projection.
3. Establish communication protocol.
4. Monitor on-site construction activities.
5. Review and prepare payment recommendations for all invoices.

6. Negotiate change order payment amounts.
7. Expedite development of schedule recovery strategies.
8. Coordinate activities of direct purchase vendors.
9. Conduct and document project coordination meetings.
10. Work to resolve disputes quickly and informally.
11. Distribute monthly progress reports.
12. Maintain project documentation.

#### PROJECT CLOSE-OUT

1. Expedite substantial completion and final inspections.
2. Monitor correction of punch list items.
3. Review contractor and vendor submission of all required documents.
4. Coordinate transfer of property operation to Town.

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**Item Title:**

Information Technology (IT) Recommendation for Award of Bid and Request to Negotiate a Master Service Agreement.

**Report to the Board of Commissioners:**

Monday, September 26, 2019

**Specific Action Requested:**

Authorization for staff to negotiate a Master Services Agreement/Contract for IT Services with recommended vendor.

**Item Summary:**

On Monday, May 13, 2019, The Town of Wendell Board of Commissioners authorized the Finance Department to issue a joint request for proposal (RFP) for information technology support services with the Town of Rolesville. The goal of the RFP was to identify a vendor that could provide services which would:

- 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.

The RFP, issued on Thursday May 16, 2019, required interested vendors to attend a mandatory walk-thru of both Towns' facilities which was held on Thursday, June 6, 2019. A total of nine vendors attended in order to gain a better understanding of existing systems and facilities. Subsequent to that vendors could submit written questions which were assembled, responded to and communicated to all vendors to provide them the best information from which to develop

proposals. A total of seven vendors submitted proposals by the deadline which was 3 pm on Wednesday, July 17, 2019.

Copies of the submitted proposals were distributed to staff from Rolesville and Wendell for independent review and evaluation utilizing the selection criteria included in the RFP and necessary to satisfy the goal of the RFP. Town of Wendell Staff reviewing the proposals included Finance Director Butch Kay and Police Chief Bill Carter. Upon completion of the independent review, a meeting was held with Town of Rolesville Finance Director Amy Stevens and the group established a consensus ranking of the proposals to ultimately recommend the top three vendors to the Town Manager pursuant to the requirements of the RFP. The vendors recommended to the Town Managers for future consideration and presentations were:

- Carolinas IT
- Internetwork Engineering
- VC3

Presentations were conducted by the three finalists on Monday, August 5, 2019. The following staff were present from both communities: Town Managers, Finance Directors and Police Chiefs.

Upon review of all supplied materials, information received in the presentations, reference check results and other due diligence efforts, it is the consensus recommendation of the participants that Carolina's IT be selected to provide the services to the Town of Wendell as its proposal ranked most suitable to the needs of the towns in terms of the criteria established in the RFP:

1. Technical Expertise and Qualifications
2. Service Approach and Methodology
3. Project Staffing and Experience
4. Satisfaction of Clients and End Users

The proposal provides for 12-month pricing and falls within authorized funds in the FY20 budget. The solicitation for proposal for information technology goods and services was conducted in a manner consistent with North Carolina General Statute 143-129.8.

Staff is requesting authorization to enter final negotiations to establish a master services agreement or contract with Carolina IT to provide managed services. If authorized to proceed, staff will continue to negotiate with the vendor to secure the best value while meeting the goals of the RFP and needs of the town.

**Attachments:**

None

**Date: September 23, 2019**

**Item # 7a**

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**Item Title:**

Update on board committee(s) by Town Board members.

**Specific Action Requested:**

None

**Attachments:**

None

**Date: September 23, 2019**

**Item # 8**

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**Item Title:**

Commissioners' Reports.

**Specific Action Requested:**

None

**Attachments:**

None

**Date: September 23, 2019**

**Item # 9**

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**Item Title:**

Mayor's Report.

**Specific Action Requested:**

None

**Attachments:**

None

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**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