



**Wendell Town Board of Commissioners**

**Board Room**

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

**Town Board Meeting Agenda**

**Monday, December 13, 2021 @ 7:00 PM**

**Organizational and Regular Meeting**

**CALL TO ORDER**

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

**1. OATHS OF OFFICE**

- 1a. Administration of oath of office to Jason Joyner, Commissioner, by Judge Darren Jackson
- 1b. Administration of oath of office to Jon Lutz, Commissioner, by Town Clerk, Megan Howard
- 1c. Administration of oath of office to Deans Eatman, Commissioner, by Judge Darren Jackson

**2. ELECTION OF A MAYOR PRO TEMPORE**

- 2a. Mayor Virginia Gray will state the duties of Mayor Pro Tempore and open the floor for nominations.
- 2b. Administration of oath of office to Mayor Pro Tempore by Mayor Virginia Gray.

*This concludes the Organizational Meeting. There will be a recess with a reception which the public is invited to attend. The Regular Meeting will begin at 7:45 p.m.*

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

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

The public may participate in public comment period in the following ways:

- Signing up for public comment period the night of the meeting if attending in person. Please sign up at the podium in the Board Room lobby. Sanitation stations will be available. You will have three minutes to speak.
- Submitting written statements via email to the Town Clerk at [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) by Friday, December 10<sup>th</sup>, 2021 at 5 p.m. Please include your full name and address for the record. All written public comments timely received will be read into the record for a length of three minutes and copies will be provided to the Board of Commissioners at or before the meeting.

## 5. 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.*

### 5a. Minutes from the November 22, 2021 Town Board of Commissioners Meeting

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

### 5b. Resolution Amending the Town of Wendell 2022 Board of Commissioners Meeting Calendar

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

### 5c. A21-10: Certificate of Sufficiency and Resolution declaring the date of the Public Hearing for a Contiguous Annexation for 2 parcels totaling approximately 36.671 acres [33.799 acres for PIN 1773-96-6469, 1.899 acres for PIN 1773-96-7798 and 0.973 acres for the right-of-way] located at 0 Wendell Falls Parkway and 0 Jake May Drive.

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

### 5d. A21-11: Certificate of Sufficiency and Resolution declaring the date of the Public Hearing for a Contiguous Annexation, PIN# 1784-32-6835 for approximately 15.73 acres located at 0 Wendell Blvd.

Staff Contact: Planning Director Bryan Coates

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

5e. Resolution appointing Stacy Griffin as Review Officer

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

5f. Resolution appointing Matthew Burns as Review Officer

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

5g. Fee-in-lieu Request for 596 feet of Roadway Improvements at 2451 Wendell Boulevard

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

5h. Deed of Easement for Underground Electrical Utilities along Landing View Drive on Town-owned Property located at 0 Wendell Falls Parkway (PIN# 1783-38-3759)

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

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

6a. Presentation of GFOA Distinguished Budget Award

Staff Contact: Assistant Finance Director Garrett Johnson  
[gjohnson@townofwendell.com](mailto:gjohnson@townofwendell.com)

6b. Introduction of New Planning Employees

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

## **7. PUBLIC HEARINGS**

- Public participation for public hearing items on the agenda for the December 13<sup>th</sup>, 2021 Board of Commissioners meeting may be provided either in person the night of the meeting, or may be submitted in writing, in advance.
- The public may attend the night of the meeting and present their 5-minute public hearing comments at the podium at Town Hall, or;

- The public may submit written public hearing comments to the Town Clerk via email to [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) Please provide your name, address, and the agenda item number with your comments. Copies of the written comments received by Friday, December 10<sup>th</sup> at 5 pm will be provided to the Board of Commissioners at the meeting, read at the meeting for a length of five minutes, and included in the minutes of the meeting. Written comments may be received for 24 hours after the meeting if the item is tabled to a future meeting for decision.
- If you have questions regarding an agenda item, please email the staff contact directly in advance of the meeting. If preferred, you may call Town Hall at (919) 365-4450 to be directed to speak with the staff contact for the agenda item(s) of interest. Communications of this type will not be included in the meeting minutes.

7a. Public Hearing to consider an Economic Incentive Grant for a Multi-phase Office Park Development located at 1500 Wendell Blvd. consisting of seven Buildings on approximately 20 acres requested by the Applicant, FDA, LLC.

Staff Contact: Town Manager Marc Collins  
[mcollins@townofwendell.com](mailto:mcollins@townofwendell.com)

## 8. ADMINISTRATIVE ITEMS

8a. Decision on Text Amendments to comply with Senate Bill 300 (S.L. 2021-138)

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

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

There will be no committee updates at this meeting.

## 10. COMMISSIONERS' REPORTS / COMMENTS

## 11. MAYOR'S REPORTS / COMMENTS

## 12. CLOSED SESSION

*Closed session will be called if necessary.*

## 13. ADJOURN

***Next meeting is the Organizational Retreat on January 8, 2022***