



Wendell Town Board of Commissioners

Board Room

15 E. Fourth Street, Wendell, NC 27591

Town Board Meeting Agenda

Monday, June 28, 2021 @ 7:00 PM

SPECIAL NOTICE

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

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

Public Comment period for the June 28, 2021 Board of Commissioners meeting may be organized in advance. The public may either provide public comment at the meeting, or may submit their written public comment to the Town Clerk via email to mhoward@townofwendell.com or may submit a request to call in and teleconference during the Board of Commissioners meeting by emailing their name, address, and phone number to the Town Clerk via email by Friday, June 25th at 5 p.m.

CALL TO ORDER

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

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

2. PUBLIC COMMENT PERIOD

- The Public Comment period for the June 28, 2021 Board of Commissioners meeting may be organized in advance. The public may provide public comment in person, or may submit their public comment to the Town Clerk via email to mhoward@townofwendell.com by Friday, June 25th at 5 p.m.

Or, the public may:

- Submit a request to speak over the phone during the Board of Commissioners meeting by emailing their name, address, and phone number to the Town Clerk via email by Friday, June 25th at 5 p.m. The Clerk will provide the call-in phone number and provide three (3) minutes to speak on any non-public hearing item or topic.
- Questions or comments regarding specific agenda items may be directed to the contact person provided for the individual items on the agenda below for additional information before or after the meeting.

3. CONSENT AGENDA

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

3a. Wake County Tax Report

Staff Contact: Town Clerk Megan Howard
mhoward@townofwendell.com

3b. Minutes from the May 10, 2021 Town Board of Commissioners Meeting

Staff Contact: Town Clerk Megan Howard
mhoward@townofwendell.com

3c. Budget Ordinance Amendment for FY 2020-2021

Staff Contact: Finance Director Butch Kay
bkay@townofwendell.com

3d. Minutes from the May 24, 2021 Town Board of Commissioners Meeting

Staff Contact: Town Clerk Megan Howard
mhoward@townofwendell.com

3e. Decision on zoning text amendments (ZTA21-06) to comply with Chapter 160D of the NC General Statutes.

Staff Contact: Planner II Jeannine Ngwira
jngwira@townofwendell.com

- 3f. Certificate of Sufficiency and Resolution Setting the Date for a Public Hearing for a non-contiguous annexation for two parcels totaling 55.51 acres [24.12 acres for PIN 1774-09-3559 and 31.39 acres for PIN 1764-99-5253] located at 0 Rolesville Road & 9021 US 64 Highway East.

Staff Contact: Town Clerk Megan Howard
mhoward@townofwendell.com

- 3g. Resolution accepting the streets contained in Wendell Crossing Subdivision for Town ownership and maintenance.

Staff Contact: Planning Director Bryan Coates
bcoates@townofwendell.com

- 3h. Resolution accepting the streets contained in Wendell Falls Phase 5 for Town ownership and maintenance.

Staff Contact: Planning Director Bryan Coates
bcoates@townofwendell.com

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

- 4a. Presentation on the American Rescue Plan Funds (ARPA)

Staff Contact: Assistant Finance Director Garrett Johnson
gjohnson@gmail.com

5. PUBLIC HEARINGS

PLEASE NOTE: The following accommodations will be made to allow public participation in public hearings. No Board action on public hearing items will occur if a virtual meeting is used by the Board of Commissioners to conduct the public hearing. The item will be continued to the next Regular Town Board Meeting for decision.

- Public participation for public hearing items on the agenda for the June 28th, 2021 Board of Commissioners meeting may be provided in person or may be organized in advance. The public may submit written public hearing comments to the Town Clerk via email to mhoward@townofwendell.com up to 24 hours after the public hearing is held. Please provide your name, address, and the agenda item number with your comments. Copies of the written comments received by Friday, June 25th at 5 pm will be provided to the Board of Commissioners at the meeting, read at the meeting, and included in the minutes of the meeting. Written comments will be received for 24

hours after the meeting and provided to the Board and will be included in the minutes.

Or

- To provide public comment at the meeting using the Uber Conference line, the public may submit a request to speak over the phone during the Board of Commissioners meeting by emailing their name, address, phone number, and item number they wish to speak on to the clerk via email by Friday, June 25th at 5 p.m. The Clerk will provide the call-in phone number and provide five (5) minutes to speak on any public hearing item or topic. Comments made by phone will be recorded and transcribed to maintain the public record.
- If you have questions regarding an agenda item, please email the staff contact directly in advance of the meeting. If preferred, you may call Town Hall at (919) 365-4450 to be directed to speak with the staff contact for the agenda item(s) of interest. Communications of this type will not be included in the meeting minutes.

There are no public hearings scheduled for this meeting.

6. ADMINISTRATIVE ITEMS

- 6a. Decision on a text amendment (ZTA21-04) to the Unified Development Ordinance (UDO) to update the billboard sign language and requirements in the ordinance.

Staff Contact: Planning Director Bryan Coates
bcoates@townofwendell.com

- 6b. Approval of Leasing Agreement for Enterprise

Staff Contact: Assistant Finance Director Garrett Johnson
gjohnson@townofwendell.com

- 6c. Appointments to the Town of Wendell Board of Adjustment and Appearance Commission

Staff Contact: Town Clerk Megan Howard
mhoward@townofwendell.com

- 6d. Fee-in-lieu request for roadway construction on Brook Moor Drive and Brook Beinn Road within the Glen and Meadows Subdivision.

Staff Contact: Planning Director Bryan Coates
bcoates@townofwendell.com

- 6e. Request to Amend Award of the Downtown Façade Grant for 5 N Main Street

Staff Contact: Planning Director Bryan Coates
bcoates@townofwendell.com

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

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

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

8. COMMISSIONERS' REPORTS / COMMENTS

9. MAYOR'S REPORTS / COMMENTS

10. CLOSED SESSION

Closed session will be called if necessary.

11. ADJOURN