



**Wendell Town Board of Commissioners**

**Board Room**

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

**Town Board Meeting Agenda**

**Monday, March 8, 2021 @ 7:00 PM**

**SPECIAL NOTICE**

Due to the Declared State of Emergency in response to the COVID-19 Virus, the Town of Wendell has altered the traditional meeting process to accommodate and encourage positive public health practices. 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 encouraged 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. No direct access to Town Hall will be allowed.

Public Comment period for the March 8, 2021 Board of Commissioners meeting shall be organized in advance. The public can submit their written public comment to the Town Clerk via email to [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) or submit a request to call in and teleconference during the Board of Commissioners meeting by emailing their name, address, and phone number to the clerk via email by Friday, March 5<sup>th</sup> at 5 p.m.

**CALL TO ORDER**

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

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

**2. PUBLIC COMMENT PERIOD**

- The Public Comment period for the March 8, 2021 Board of Commissioners meeting shall be organized in advance. The public can submit their public comment to the Town Clerk via email to [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) by Friday, March 5<sup>th</sup> at 5 p.m.

or

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

### **3. CONSENT AGENDA**

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

#### 3a. Adoption of February 22, 2021 Town Board Meeting Minutes

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

#### 3b. Approval of the Membership Agreement for Clean Water Education Partnership (CWEP) Services provided by the Triangle J Council of Governments

Staff Contact: Stormwater Program Manager Joseph Collins  
[jcollins@townofwendell.com](mailto:jcollins@townofwendell.com)

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

#### 4a. Site-specific Master Plan Presentation for the Hollybrook Park Property located at 1201 S. Hollybrook Road.

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

#### 4b. Presentation of the Draft *2021 Town of Wendell Strategic Plan*

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

## 5. PUBLIC HEARINGS

**PLEASE NOTE:** Due to the current State of Emergency and in the interest of public health, the following accommodations will be made to allow public participation in public hearings, but no public attendance at Town Hall will be permitted. No Board action on public hearing items will occur if a virtual meeting is used to conduct the public hearing. The item will be continued and the public will have 24 hours from the end of the meeting to provide comments on the public hearing item.

- Public participation for public hearing items on the agenda for the March 8<sup>th</sup>, 2021 Board of Commissioners meeting shall be organized in advance. The public can submit their public hearing comments to the Town Clerk via email to [mhoward@townofwendell.com](mailto: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, March 5<sup>th</sup> at 5 pm will be provided to the Board of Commissioners at the meeting, read at the meeting, and included in the minutes of the meeting. Comments will be received for 24 hours after the meeting and provided to the Board prior to action and will be included in the minutes.

Or

- 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, March 5<sup>th</sup> at 5 p.m. The Clerk will provide the call-in phone number and provide five (5) minutes to speak on any public hearing item or topic. Comments made by phone will be recorded and transcribed to maintain the public record.
- If you have questions regarding an agenda item, please email the staff contact directly in advance of the meeting. If preferred, you may call Town Hall at (919) 365-4450 to be directed to speak with the staff contact for the agenda item(s) of interest. Communications of this type will not be included in the meeting minutes.

5a. Public hearing on zoning text amendments to comply with Chapter 160D of the NC General Statutes

Staff Contact: Planning Director Niki Jones  
[njones@townofwendell.com](mailto:njones@townofwendell.com)

## 6. ADMINISTRATIVE ITEMS

6a. Presentation on the *PLANWAKE Guiding our County's Future* Wake County Land Use Plan and Decision on a Resolution in Support of PLANWAKE

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

- 6b. Update to the Resolution declaring official intent to reimburse Capital Project Expenditures.

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

- 6c. Request for the Addition of a Planner II Position to the Fiscal Year 2021 Budget effective April 1, 2021



Staff Contact: Planning Director Niki Jones  
[njones@townofwendell.com](mailto:njones@townofwendell.com)

- 6d. Deed of Easement for Sanitary Sewer Purposes on Town-owned Property located at 0 Lake Glad Road (PIN# 1783553613)

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

 Triangle J Council of Government (TJCOG) – Commissioner Joe DeLoach  
 Wendell Volunteer Fire Department Board of Directors – Commissioner Jason Joyner

**8. COMMISSIONERS' REPORTS / COMMENTS**

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

**10. CLOSED SESSION**

*Closed session will be called if necessary.*

**11. ADJOURN**