

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
November 27, 2017**

The Wendell Town Board of Commissioners held its regularly scheduled meeting on Monday, November 27, 2017, 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, Ben Carroll, and Jason Joyner.

**STAFF PRESENT:** Town Manger Teresa Piner, Special Assistant to the Manager–Town Clerk Sherry Scoggins, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark, Planner Patrick Reidy, Police Chief Bill Carter, Parks and Recreation Director Jeff Polaski, and Information Technology Administrator Tamah Hughes.

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

Blake Richardson, fifth grade student at Lake Myra Elementary School, led the Pledge of Allegiance.

**INVOCATION:**

Bruce Tarnaski of St. Eugene Catholic Church provided the invocation.

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

Commissioner Joyner requested to adjust the agenda and add a closed session.

**ACTION**

Mover: Mayor Pro Tem Lutz moved to approve the agenda with the adjustment of adding a closed session.

Vote: Unanimous.

**2. PUBLIC COMMENT PERIOD (*one hour time limit in total*):**

No public comments were received by the Town Board.

**3. CONSENT AGENDA**

The Board of Commissioners uses a Consent Agenda to act on non-controversial and routine items quickly. The Consent Agenda is acted upon by one motion and vote of the Board. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of the Mayor or a Commissioner. The Consent Agenda contains the following items:

- a. Wake County Tax Report.

**ACTION:**

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

Vote: Unanimous.

**4. RECOGNITION OF LAKE MYRA ELEMENTARY SCHOOL: MONIQUE FENNELL**

**SPEAKER: Mayor Virginia Gray**

**ACTION: Recognition**

*[Staff Report]*

**Item Summary**

*Ms. Fennell was honored last year as an outstanding teacher at a Town meeting. Her peers selected her as Lake Myra's Teacher of the Year. She has worked at Lake Myra for over 7 years. She is a master teacher who demonstrates creativity, collaboration, communication, and critical thinking daily with her students and colleagues. She is always student centered and builds amazing relationships with her students and families. She is an instructional leader at Lake Myra and has been an active member of the School Improvement Team. She demonstrates perseverance and flexibility daily. We are grateful to have her as a member of the Lake Myra team.*

Mayor Gray recognized Lake Myra Elementary School teacher Monique Fennel; staff report above in italics.

**5. PRESENTATION BY THE NORTH CAROLINA RECREATION AND PARKS ASSOCIATION (NCRPA).**

**SPEAKER: Michelle Wells, Executive Director**

**ACTION: Presentation.**

*[Staff Report]*

**Item Summary**

*Executive Director Michelle Wells will provide an overview of the programs and activities of the North Carolina Recreation Parks Association (NCRPA).*

*Additional information about NCRPA is available at: <http://www.ncrpa.net/>*

North Carolina Recreation and Parks Association Executive Director Michelle Wells provided an overview of the programs and activities of the NCRPA; staff report above in italics.

Executive Director Wells provided the following PowerPoint:



## Our Mission

The North Carolina Recreation & Park Association (NCRPA) is the premier nonprofit education and advocacy organization, dedicated to the advancement of the park, recreation and leisure professions in our state.

NCRPA empowers park and recreation professionals and citizen board members through educational opportunities that enhance their ability to change lives and impact communities on a daily basis for the citizens of North Carolina.



## Our Mission

*Changing Lives,*

*Impacting Communities*



## Our History

- Founded in 1944 with headquarters in Raleigh
- Serve parks and recreation statewide
- 501-c-3 not-for-profit organization
- 3 full-time staff, 1 graduate student and 1 fellow
- 3400+ members statewide
- Serve over 175 local park & recreation agencies



## Educational Offerings

- Annual Conference with 700+ in attendance
- Athletic Directors Workshop
- Therapeutic Recreation Conference
- Supervisor's Training Workshops
- Special Event & Marketing Summit
- Certified Playground Safety Inspector Course
- Maintenance Workshops
- Programming Workshops



## Athletics

- Statewide Athletic tournaments for basketball, softball, baseball, football and soccer
- Wendell has participated in basketball and softball
- Certified Youth Sports Administrators Course



## Wellness

- NCRPA Wellness Initiative
- Wellness Toolkit
- Weekly wellness bulletin
- Monthly online webinars
- NCRPA Wellness Coalition
- Eat Smart, Move More NC
- NCSU Graduate Student



## Advocacy

- Parks & Recreation Trust Fund
- Land For Tomorrow
- NC Forever



## Other Services

- Career Connection
- Listserve
- Technical Support
- Continuing Education Credits
- Certified Park & Recreation Professional/Executive
- Promote Volunteer Opportunities through local agencies


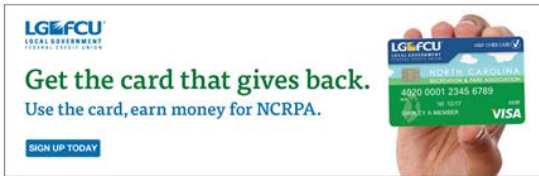


## Scholarship Foundation

- Undergraduate & Graduate scholarships
- Professional Development Grants
- Young Professional Conference Fellowship
- Jan Parker National Conference Scholarship
- Governed by an 18 member board



**Partnerships**



**PlayPrints**  
Imaginative spaces for healthier communities.



Partnerships



Partnerships



Partnerships



## Fun Facts

In 2013, Operations and Capital spending at Local and Regional Parks created \$3,023,768,668 in economic activity and supported 26,278 jobs in North Carolina

[www.nrpa.org/parkeconreport](http://www.nrpa.org/parkeconreport)



## Fun Facts

**85%** of Americans seek high-quality park and recreation amenities when they are choosing a new place to live

[www.nrpa.org/research](http://www.nrpa.org/research)



## Engage with Us

[www.NCRPA.net](http://www.NCRPA.net)



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### Public Hearing Guidelines:

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

6. **PUBLIC HEARING continued from the October 23, 2017 meeting: Application by Greater NC Jurisdiction Church of God in Christ, Inc. to amend a CMX Conditional District located at 1609 Wendell Boulevard.**  
**SPEAKER: Planner Patrick Reidy**  
**ACTION: Public Hearing. Board may take action.**

*[Staff Report]*

**Applicant:**

*Greater NC Jurisdiction Church of God in Christ, Inc*

**Update since November 27, 2017 Public Hearing:**

*At the November 13, 2017 Public Hearing, Commissioner Joyner asked that the applicant and the Edgemont Landing Home Owners Association (HOA) representatives meet with Town Staff to ascertain if concerns by the HOA could be resolved with the applicant. The meeting will be held on the morning of November 22<sup>nd</sup> and details of that meeting will be presented at the November 27<sup>th</sup> Public Hearing.*

**Update since October 9, 2017 Public Hearing:**

*At the October 9, 2017 Public Hearing, there were concerns raised by adjacent property owners and Commissioners regarding the proximity of the units to adjacent properties, the additional height of the apartments buildings from three to four stories, and the funding of the project to allow for affordable-income tax credit development. On October 25<sup>th</sup>, the applicant, staff, the Town's Engineer, Mayor Gray, and Commissioner Joyner met to discuss the concerns that were raised at the public hearing.*

*Commissioner Joyner indicated that he had attended meetings with the Edgemont Landing Home*

*Owners Association and they expressed the same concerns from the public hearing. The applicant was upfront that no affordable housing income tax credits would be used as a funding source as agreed to adding a condition removing that as an allowable funding source. The consultant for the applicant expects the investment of development costs to be between \$60-80 million for site improvements and construction. This proposed condition will ensure that the fully taxable amount will be received by Wendell as any other "typical" project would provide. It should be noted that the increase in height for the senior apartments from three stories to four stories is allowed in the CMX zoning district which is one story less than the five stories allowed in that district. The applicant also indicated that based on the topography of the site in relation to Edgemont Landing, the apartments will be lower in elevation and will have an appearance of 3 stories from the view of the adjacent Edgemont Landing lots as residents stand in their yards. The applicant has revised the proposed plan to include the following changes:*

- *Increasing the bufferyard from 10 feet wide to 25 feet wide in more areas along the northern property line.*
- *Reconfiguration of quadraplex units in the northeastern corner of the site, which pushes the units slightly further away from the adjacent properties.*
- *Reconfiguring the drive aisle for the apartments and healthcare building to reduce the amount of paving along that property line.*

*The applicant expects to provide an exhibit at the public hearing to illustrate the laying of buffer between the subject site and the adjacent properties as well as the topography differences.*

**Petition:**

*In July of 2016, the applicant was approved to create a CMX conditional district for approximately 43.57 acres of property within the parcel identified by PIN# 1774 78 1425. The proposed conditional district consisted of five tracts for a mixture of development, as shown on the approved Master Development Plan (Attachment A). This approval allowed the property owner to market this tract to prospective developers. As a result, the church has brought on a retirement community developer (SearStone) as a consultant and potential developer for this site. Together they have worked to enhance the master plan to fit an improved active adult and retirement development model. For a comparable community recently created by SearStone in Cary, please visit their website at <http://www.searstone.com/searstone-cary>.*

*In general, the proposed conditional district amendments removed the previously proposed single family and duplex lots shown in Tract D and Tract E, and replaced them with additional market-rate independent and assisted senior apartment facilities, as well as a number of townhome units in the form of quadraplexes. No changes were made to Tract B. Tract C was removed from the plan, and the community center/clubhouse previously contained in Tract C was relocated to a more central position within the development. As can be seen in the proposed amendment to the Master Plan (Attachment B), the applicant has also reconfigured their open space and parking in an attempt to create a more cohesive development pattern.*

**Purpose of a Conditional District:**

*The purpose of the Conditional Districts (CD) is to provide an alternative means of land development and an alternative zoning procedure that may be used to establish residential, commercial, and industrial Conditional Districts at appropriate locations and in accordance with the planning and development objectives of the Town.*

*A CD may depart from the strict application of the requirements of the town's general zoning districts.*

*The CD alternative may allow uses which are not specifically allowed in standard zoning*

*districts. A primary purpose of this section is to provide standards by which such flexibility may be achieved while maintaining and protecting the public health, safety and welfare of the citizens. In this case, no alternative uses or lot dimensional standards have been proposed by the applicant.*

*A second purpose of the conditional district is to establish a more complete living and working environment through the application of enlightened and imaginative approaches to community planning and property design. A CD should provide a variety of natural features and scenic areas, efficient and economical land use, improved amenities, orderly and economical development, and the protection of existing and future adjacent development.*

*The provisions of the CD Master Plan shall replace all conflicting development regulations set forth in this Ordinance which would otherwise apply to the development site. The Planning Board may recommend and the Board of Commissioners may attach reasonable and appropriate conditions including, but not limited to, the location, nature, hours of operation, and extent of the proposed use(s). Conditions and site-specific standards shall be limited to those that address conformance of the development and use of the site to this Ordinance and officially adopted plans and those standards and conditions that address the impacts reasonably expected to be generated by the development and use of the site.*

**Location and History:**

*This property is located within town limits of the Town of Wendell and is zoned as a Corridor Mixed Use (CMX) Conditional District. The intent of this application is to amend the Master Development Plan approved in 2016 to accommodate the preferred design and layout of the developer which has been selected by the property owner. At the previous review in 2016, the Board of Commissioners unanimously recommended approval of the conditional district.*

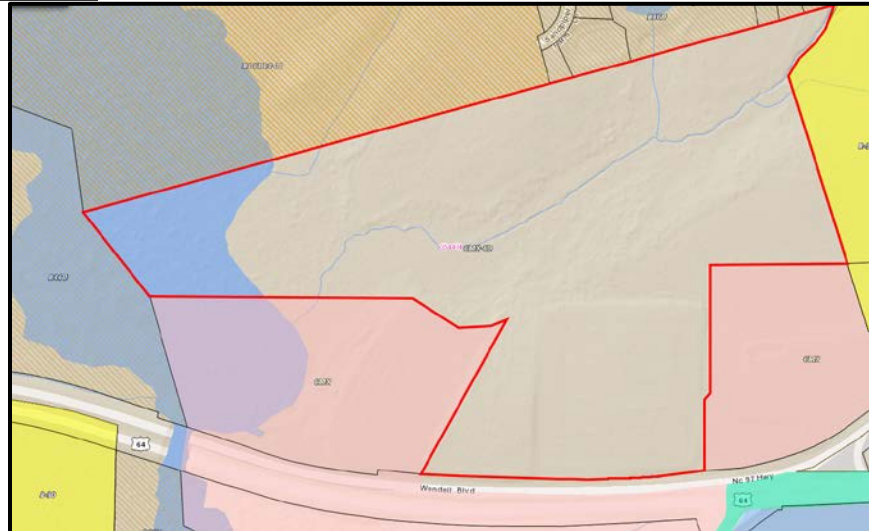
**Project Profile:**

<i>PROPERTY LOCATION:</i>	<i>1609 Wendell Boulevard</i>
<i>WAKE COUNTY PIN:</i>	<i>1774781425</i>
<i>CURRENT ZONING DISTRICT:</i>	<i>CMX-CD</i>
<i>CROSS REFERENCES:</i>	<i>CD16-03</i>
<i>PROPERTY OWNER:</i>	<i>Greater NC Jurisdiction Church of God in Christ</i>
<i>APPLICANT:</i>	<i>Greater NC Jurisdiction Church of God in Christ</i>
	<i>P.O. Box 1985; Washington, NC 27889</i>
<i>PROPERTY SIZE:</i>	<i>43.57 acres</i>
<i>CURRENT LAND USE:</i>	<i>Church/Vacant</i>
<i>PROPOSED LAND USE:</i>	<i>Multi-family Residential, Institutional and Commercial</i>

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

<i>DIRECTION</i>	<i>LANDUSE</i>	<i>ZONING</i>
<i>North</i>	<i>Residential</i>	<i>R4-CD14-01</i>
<i>South</i>	<i>Vacant</i>	<i>CMX</i>
<i>East</i>	<i>Residential and Commercial</i>	<i>R-30 and CMX</i>
<i>West</i>	<i>Commercial and Vacant</i>	<i>R4CU and CMX</i>

**Current Zoning Map:**



**Proposed Amendments to 2016 Conditional District Approval:**

- Increase the total number of residential units from 202 to 300.
  - Remove 26 single family lots (formerly in Tract D)
  - Increase the number of townhome units from 36 to 42, and design them as two story quadraplexes, rather than duplexes.
  - Increase the number of independent senior apartments from 40 units to 184 units (Two 4-story buildings with 92 apartments each).
  - Decrease the number of assisted living units from 100 to 74 (46 initial beds with ability to add an additional 28 beds)
- Open space dedication is changing from 4.39 acres of required/3.94 acres of dedication to 3.94 acres of required/4.55 acres of dedication.
- Changing the 6,250 square foot meeting facility to a 45,000 square foot clubhouse with kitchen/dining facilities, recreational space, meeting rooms, health clinic, and administrative

**Proposed Conditional District Conditions:**

The applicant is proposing 11 conditions for the proposed CD, as follows:

1. No Special Use Permit is required for multi-family development including quadraplex/duplex units, apartment buildings, and assisted living/housing services for the elderly.

Staff Comment: The applicant has submitted an accompanying zoning text amendment to allow for the Board of Commissioners to waive the SUP requirement and allow for multi-family construction to be allowed by right. The town would still have to give their support if the applicant wanted to create tax-credit subsidized housing.

Staff finds that the request is reasonable since additional design standards have been proposed by Condition #8. The Town Board will have the opportunity to add any additional standards they find justified. By having these additional standards in place, the SUP would not review anything new that could not be handled through the Conditional District review. The SUP requirement would be burdensome on the applicant since all review and concerns of the use can be handled through the Conditional District.

This condition was previously approved by the Town Board and agreed upon by the applicant.

Planning Board Recommendation: The Planning Board accepted the applicant's proposed condition.

2. *Core samples of the existing drive aisle will be tested to determine construction of drive aisle and any necessary public road standards prior to the approval of the first Final Development Plan.*  
*Staff Comment: The applicant is proposing to provide core samples of the existing drive aisle in to the site that will be converted to a 70 foot wide public right-of-way. The applicant will make the improvements to the base layer of the road prior to the approval of the First Development Plan.*  
*Staff finds that the request is acceptable.*  
*This condition was previously approved by the Town Board and agreed upon by the applicant.*  
*Planning Board Recommendation: The Planning Board accepted the applicant's proposed condition.*
3. *This community shall be developed as an age restricted (55 years and older) community. Restrictive Covenants shall be submitted and reviewed for approval prior to the approval of the Tract C Final Development Plan to ensure that it is developed as such.*  
*Staff Comment: Providing the restrictive covenants for staff review will help ensure that appropriate protections are in place for making sure that the future of the community will be harmonious to the desires of Wendell. Also, since Tract C is being developed for senior living and some standards are requested to be reduced for senior living, the restrictive covenants would verify that residents meet a minimum age threshold.*  
*Staff finds that the request is acceptable.*  
*This condition was previously approved by the Town Board and agreed upon by the applicant.*  
*Planning Board Recommendation: The Planning Board accepted the applicant's proposed condition.*
4. *The Water Allocation Policy worksheet must be approved independently with each phase's Final Development Plan.*  
*Staff Comment: The Water Allocation Policy is a point based allocation policy using base points (varies depending on the use) and bonus points if necessary to meet the minimum of 50 points required. It is difficult to determine the correct base and bonus points for each of the tracts with the Master Development Plan. For example, the use for Tract B has not been determined yet, so it would be impossible to determine the appropriate base points.*  
*Staff finds that the request is acceptable.*  
*This condition was previously approved by the Town Board and agreed upon by the applicant.*  
*Planning Board Recommendation: The Planning Board accepted the applicant's proposed condition.*
5. *Speed humps and tables shall not be used for traffic calming.*  
*Staff Comment: The Town of Wendell generally does not allow for speed humps and speed tables to be used for traffic calming. If a vehicle is low to the ground, damage could occur to the vehicle and it is possible that the town would be liable for the damage.*  
*Staff finds that the request is acceptable.*  
*This condition was previously approved by the Town Board and agreed upon by the applicant.*  
*Planning Board Recommendation: The Planning Board accepted the applicant's proposed condition.*

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6. *Greenway paths to be 8' minimum asphalt with the exception of environmentally sensitive areas where boardwalk or other permeable material will be used.*

*Staff Comment: The applicant has proposed to provide a greenway through the site as part of the amenities. The UDO does not have a requirement for the type of surface required. The applicant proposed to provide asphalt unless it crosses an environmentally sensitive area where a permeable surface would be more appropriate.*

*Staff finds that the request is acceptable.*

*This condition was previously approved by the Town Board and agreed upon by the applicant.*

*Planning Board Recommendation: The Planning Board accepted the applicant's proposed condition.*

7. *Stormwater Management maintenance parties will be identified at the time of each tract's Final Development Plan.*

*Staff Comment: Section 6.5.O.7.b of the UDO requires that maintenance of structural BMPs must be accepted by a property owner's association (HOA) or lot owner. If the stormwater is handled in a manner other than a structural BMP, other options are available for maintenance. In general, the Town of Wendell will not accept maintenance of stormwater devices.*

*Staff finds that the request is acceptable.*

*This condition was previously approved by the Town Board and agreed upon by the applicant.*

*Planning Board Recommendation: The Planning Board accepted the applicant's proposed condition.*

8. *Residential Development Standards:*

- *Where garages are present on ~~townhouse~~ quadraplex (or duplex) units, they shall be setback a minimum of one foot from the front façade.*
- *Vinyl siding shall not be used on multi-family or attached units.*
- *~~Townhome~~ Quadraplex/Duplex lots:*
  - *Minimum lot size: N/A*
  - *Minimum lot width: N/A*
  - *Minimum unit square footage: 1,200 square feet*
  - *Front setback minimum: 0'*
  - *Front setback maximum: N/A*
  - *Rear setback 0'*
  - *Side setback 10' between buildings*
- *~~Single Family~~ lots:*
  - ~~*Minimum lot size 6,000 SF.*~~
  - ~~*Minimum lot width (at front setback) 25'*~~
  - ~~*Front setback 25'*~~
  - ~~*Rear setback 20'*~~
  - ~~*5' minimum, 10% combined lot width*~~
- *Apartments and Assisted Living/Housing Services for the Elderly*
  - *Garage Doors: Garage doors are not permitted on the front elevation of any apartment building or assisted living building.*
  - *Rooftop Equipment: All rooftop equipment shall be screened from view.*

- *Design Details: All apartment buildings and assisted living buildings shall provide detailed design along all primary elevations and elevations facing a public street or open space. Detailed design shall be provided by using at least three of the following architectural features as appropriate for the proposed building type and style (may vary features on rear/side/front elevations):*
  - *Dormers*
  - *Gables*
  - *Recessed entries*
  - *Covered porch or stoop entries*
  - *Cupolas or towers*
  - *Pillars or posts*
  - *Eaves (minimum 10 inch projection which may include gutter)*
  - *Off-sets in building face or roof (minimum 16 inches)*
  - *Window trim (minimum 4 inches wide)*
  - *Bay windows*
  - *Balconies*
  - *Decorative patterns or exterior finish (e.g. scales/shingles, wainscoting, ornamentation, and similar features)*
  - *Decorative cornices and roof lines (for flat roofs)*
  - *Other architectural features appropriate to the architectural style of the unit.*

*Staff Comment: The applicant has proposed to enhance and increase multiple design standards for the Conditional District beyond what is currently required by the Town.*

*The garage setback of a minimum of one foot from the front façade and the exclusion of the use of vinyl siding from all multi-family units are standards above and beyond the UDO. The applicant has proposed these standards in hopes that it would alleviate any concerns over the look of the product and make the Town Board more comfortable waiving the requirement for an SUP for the multifamily development.*

*The applicant has removed the standards requiring porches, stoops, and raised entrances since the apartments and assisted living facility are being developed for seniors who may not be able to walk up to a raised elevation or would not be appropriate to have a unit that has a porch or balcony for safety reasons. This condition shall supersede and replace all of the design standards found in Section 5.11.D of the UDO.*

*Staff finds that the proposed standards are acceptable. Staff recommends including the design standard found in Section 5.11.C.4 which requires that building elevations visible from streets to a minimum of 60% of the façade contain doors, porches, balconies, and/or windows. The UDO also requires 30% of the side and rear elevations to provide the same options stated above. Staff finds that this provision ensures that long spans of blank walls are not visible from the street.*

*This condition was previously approved by the Town Board and agreed upon by the applicant and has only been modified to remove the single family standards and updates the unit types listed.*

*Planning Board Recommendation: The Planning Board accepted the staff's proposed change to the condition.*

9. *Precluded uses in Commercial Tract "B" shall be: manufacturing, wholesale/storage, civic/institutional.*

*Staff Comment: The applicant has proposed to preclude the above uses as they would not be*

*attractive uses along Wendell Boulevard.*

*Staff finds that the request is acceptable.*

*This condition was previously approved by the Town Board and agreed upon by the applicant.*

*Planning Board Recommendation: The Planning Board accepted the applicant's proposed condition.*

10. *Shared parking for ~~meeting~~ clubhouse facility (church parking lot) with the provision that the use is accessory to the Church. Pedestrian crossing to be provided and reviewed for adequate safety at the time of the Final Development Plan for Tract C.*

*Staff Comment: Section 10.4.G of the UDO allows for satellite parking so long as continued availability of off-site parking spaces necessary are ensured by an appropriate condition be made for continued validity of zoning compliance. This condition and the site plan would require the satellite parking be provided on Tract A and that if parking was not made available, the site would be in violation. Pedestrian safety has been made a priority be providing that the applicant show an acceptable crossing at the time of the Final Development Plan*

*Staff finds that the request is acceptable.*

*This condition was previously approved by the Town Board and agreed upon by the applicant and has only been modified to change the meeting facility to the clubhouse use.*

*Planning Board Recommendation: The Planning Board accepted the applicant's proposed condition.*

11. *Section 15.14.C.2 and 15.13.G: Vested Rights period shall be for 3 years and applicant shall have 2 years from the approval of the Master Development Plan to secure a valid building or construction permit before the conditional district is rescinded.*

*Staff Comment: The applicant is requesting one additional year to allow for more time to enter in to contracts with developers of all tracts. This project is complex with a diversity of uses provided and could warrant multiple developers for the full implementation of the Conditional District.*

*Staff finds that the request is acceptable, but recommends altering the condition to state "Section 15.14.C.2 and 15.13.G: Vested Rights period shall be for 3 years and applicant shall have 2 years from the approval of the Master Development Plan to secure a valid building or construction permit before the conditional district rescission process may be initiated". The rescission process is not automatic and does take time to go through the process, so the change recognizes that the rescission would not happen immediately at the conclusion of the 2 years.*

*This condition was previously approved by the Town Board and agreed upon by the applicant.*

*Planning Board Recommendation: The Planning Board accepted the staff's proposed change to the condition.*

12. *Fencing within a bufferyard shall not be made of wood. It must be comprised of rot-resistant materials such as composite wood, brick, or stucco.*

*Staff Comment: The applicant has proposed to provide fencing within the bufferyards in a material that will not as much maintenance.*

*Staff finds that the request is acceptable.*

*This condition was previously approved by the Town Board and agreed upon by the applicant.*



Planning Board Recommendation: The Planning Board accepted the staff's proposed change to the condition.

**Staff recommended conditions with revised plan:**

13. All cluster mailbox units shall be incorporated in to the interior of the buildings or provide overhead shelter to protect residents from rain, snow, wind, etc.

Staff Comment: The applicant has proposed to develop residential housing for aging adults and staff finds that standard cluster mailbox units that are out in the elements could provide safety risks.

Planning Board Recommendation: The Planning Board accepted staff's proposed condition.

14. No funding mechanism shall be used which would reduce the amount of property taxes collected by the Town of Wendell, specifically affordable housing tax credits.

Staff Comment: At the October 9, 2017 Public Hearing, the applicant was asked about tax-credit funding for the project. The applicant was non-committal at the hearing regarding funding for the project. At the October 25, 2017 meeting with the applicant, the Mayor, Commission Joyner, and staff, the applicant proffered this condition to alleviate any concerns about their desire not to use low-income housing tax credits for this project.

Planning Board Recommendation: This condition was added after the Planning Board made their recommendation.

15. If the land uses exceed either 3,000 total daily; and/or AM peak or PM peak trips by ten percent (10%) or greater; the Traffic Impact Analysis shall be revised.

Staff Comment: Trips for the outparcel land uses were generated using general retail (i.e. shopping center / land use code 820). The study states that this is a higher generator than the other uses that have been considered for the site. However, the study does not state what other uses are considered for the site. If the eventual land uses exceed either 3,000 total daily and/or AM peak or PM peak trips by ten percent (10%) or greater; the TIA shall be revised to verify that additional improvements are not required.

Planning Board Recommendation: This condition was added after the Planning Board made their recommendation.

16. Any landscaping removed by the developer along Wendell Boulevard for turn lanes shall be replaced along a public right-of-way within the Corporate Limits or ETJ of Wendell. The plan for replacing the landscaping shall be approved by the Zoning Administrator and NCDOT, if required.

Staff Comment: In 2002, the Town of Wendell installed plantings in the Wendell Boulevard median from Rolesville Road to Highway 97. The town has been maintaining the landscaping since 2004. The proposed left turn lane in to the proposed site, as well as the proposed U-turn lane west of this site, will require most of the landscaping to be removed. This condition ensures that the significant investment made by the Town will be replaced elsewhere within the community. Until the roadway improvement plans are created, it is not possible to determine if landscaping can be incorporated in the same location or if it will need to be located elsewhere in Wendell.

Planning Board Recommendation: This condition was added after the Planning Board made their recommendation.

As previously stated one purpose of the conditional district is to establish a more complete living and working environment through the application of enlightened and imaginative approaches to community planning and property design. A CD should provide a variety of natural features and scenic areas, efficient and economical land use, improved amenities, orderly and economical

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*development, and the protection of existing and future adjacent development.*

*While conditional districts do allow an applicant to ask for exemptions from certain types of standards as part of their application, those exemptions are intended to be offset by other improvements which go above and beyond what is required. This process allows for creative trade-offs that can result in a better overall product.*

*As currently proposed, the Master Development Plan has a mixture of improvements and exemptions being sought.*

*Proposed Improvements:*

- *Adding open space beyond the minimum acreage required (0.63 extra acres)*
- *Providing a paved greenway trail through the site that connects to another proposed greenway trail at Edgemont Landing*
- *A pedestrian bridge across the stream*
- *The exclusion of undesirable uses along Wendell Boulevard*
- *Recessed garage requirements for quadraplex/duplex development*
- *No vinyl material allowed on any multi-family products*
- *Wider streets through the commercial and senior housing tracts*
- *Safer pedestrian crossings*
- *Reduced height of the apartment buildings to 4 stories as opposed to the 5 stories allowed by the UDO in the CMX zone.*

*Proposed Exemptions:*

- *No SUP approval required*
- *A longer timeframe to obtain construction permits (1 extra year)*
- *Reducing some multi-family design standards (no raised elevation, roof pitch, required porches and stoops due to elderly residents)*

**Additional site plan conditions/changes recommended by staff:**

1. *Add the total open space area required/proposed for dedication in square feet to the Site Data.*
2. *Revised the Tract C Site Data to included:*
  1. *Change “Lots Created” to “Proposed number of units”.*
  2. *Add the maximum height of each type of facility.*
  3. *Add a parking calculation for the Clubhouse use. 45 spaces shall be required. List 15 provided on site; 40 provided as shared parking for a total of 55 spaces provided.*
  4. *Change the Parking Required for the Assisted Living from “30” to “56”. (UDO allows the Town Board to approved a 25% reduction for housing for the elderly use)*
3. *Show one way traffic patterns on the private roads.*
4. *Provide a Type B bufferyard along the eastern property line of Tract C.*
5. *Provide expected dumpster locations to ensure that adequate space is provided to accommodate trash service and screening for all buildings.*
6. *Add Site Data For Tract B as shown on the original approved Master Development Plan*
7. *Update the open space calculations to match the changes to Open Space Dedication recently approved by the Board of Commissioners.*
8. *Revise the TIA as proposed by AMT comments dated 10/26/17.*

*Staff Comment: All of the proposed changes are technical in nature and are items that are required on any site plan.*

*Planning Board Recommendation: The Planning Board accepted the staff’s proposed change to the condition.*

**Off-Street Parking:**

*Parking shall meet the requirements as set forth in the UDO at the time of development. As stated in Condition 10, the applicant has proposed to allow satellite parking for the clubhouse facility on Tract B with the existing parking lot on Tract A.*

**Lighting:**

*Lighting shall meet the requirements as set forth in the UDO at the time of development.*

**Public Utilities:**

*Public water and sewer will be extended at the time of development.*

**Streets:**

*At the time of construction of all new roads, the standards are to be met as specified by Chapter 12 of the UDO. The applicant has proposed one main street right-of-way (70 foot wide), one residential main street right-of-way (72 foot wide); two local street right-of-ways (52 foot wide), and privately maintained streets and parking lots. The applicant is also providing a traffic calming device with a refuge island for pedestrian crossing for the residents on Tract B to cross to the commercial component on Tract C. Staff recommends that this proposed crossing and a pedestrian crossing between the Clubhouse and the shared parking on Tract A be reviewed at the time of the Final Development Plan for adequate safety.*

*The applicant is also required to upgrade the paving of the existing private street to a public street standard. The exact upgrades required shall be determined with the first Final Development Plan. This is reflected in Condition 2.*

*All drives shall meet the requirements as set forth in the UDO at the time of development.*

*As recommended in Condition 2, the improvements for the frontage of Tract A along Wendell Boulevard shall be constructed at the time of the first Final Development Plan. Condition 16 requires the developer to replace any plantings in the Wendell Boulevard median that are removed due to turn lane improvements.*

*NCDOT has stated that a left turn lane on Wendell Boulevard may be allowed. They have also indicated that deceleration and acceleration lanes may be requested on the west bound lanes. The exact timing and design any those improvements will be determined by NCDOT at the time of the Final Development Plans.*

*A traffic impact analysis (TIA) is required for this project based on the number of multifamily units being provided. The draft TIA was provided on October 2, 2017 to staff; however staff, the Town's Engineer, and NCDOT did not have an opportunity to properly review the report prior to the October 9<sup>th</sup> public hearing.*

*On October 18<sup>th</sup>, a final TIA was submitted to staff, the Town's Engineer, and NCDOT. On October 26<sup>th</sup>, AMT provided review comments (Attachment C). Most of the comments were related to the methodology of the TIA, but none of the recommended changes by AMT are expected to change the recommendations found on page 33 of the TIA. The full TIA can be read online at: <http://www.townofwendell.com/files/cogic-tia>.*

**Recommended Improvements by Developer**

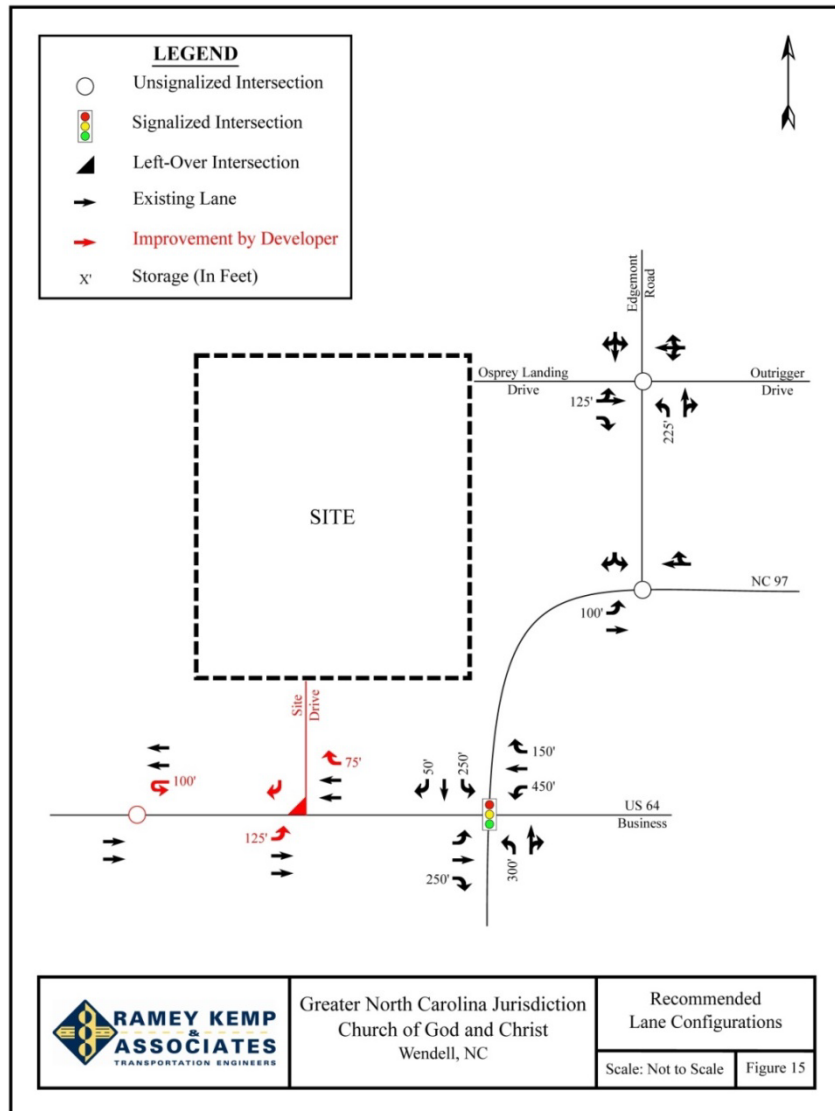
**US 64 Business and Site Drive**

- *Provide site access via a left-over intersection. The site drive currently exists with one ingress lane and one egress lane.*
- *Provide stop control for Site Drive.*
- *Provide an exclusive westbound right-turn lane on US 64 Business with 75 feet of storage and appropriate taper.*

- Provide an exclusive eastbound left-turn lane on US 64 Business with 125 feet of storage and appropriate taper.

**US 64 Business and U-Turn for Site Drive**

- Provide U-turn access for westbound vehicles on US 64 Business.
- Provide stop control for U-turn movement.
- Provide an exclusive westbound U-turn lane with 100 feet of storage and appropriate taper.



**Landscaping:**

All landscaping shall meet the requirements as set forth in the UDO at the time of the Final Development Plan.

**Stormwater Management:**

Development of this site will be required to meet the stormwater standards contained in the UDO.

**Phasing:**

The proposed conditional district proposes to divide the development in to three tracts. The

*applicant has requested vested rights for a term of three years and the conditional district to be valid for an additional year (from one year to two years) to allow for additional time to work with developers to get the project started.*

**Comprehensive Plan:**

*The Wendell Comprehensive Plan defines the subject properties as being completely within the S-5 “Intended Growth Sector”; partially within the Wendell Boulevard Gateway Zone; and partially within a Neighborhood Center.*

*The Comprehensive Plan states that “S-5 lands are typically within ½ mile of high-capacity regional thoroughfares, such as Wendell Boulevard and the US64 Bypass. Appropriate development types are higher density missed-use centers of employment, commerce, and residential uses.”*

*The Comprehensive Plan lists the following uses as appropriate land uses/development types within this sector: traditional neighborhood development, neighborhood centers, village/town centers, single-family and multifamily residential, neighborhood-serving commercial uses (retail and office), civic uses, and industrial uses. The proposed development on the site meets the appropriate uses. The applicant has proposed in Condition 9 to preclude some uses that are not considered retail or office.*

*The Comprehensive Plan also states that “Neighborhood Centers, shown on the framework plan in the smaller circles, are based on a 1/4 mile radius (a typical 5-minute walk) from a major intersection. They are intended to be mixed-use activity centers serving surrounding neighborhoods with retail, services, civic uses, and higher density housing. A neighborhood center should not contain more than 80,000 to 120,000 square feet of retail uses. A grocery-anchored mixed-use development is a typical use for a neighborhood center”.*

*With the removal of the single family dwellings from the proposed Master Plan, the revised plan better fits the type of development called for in a neighborhood center.*

*The Gateway Overlay zone extends 300 feet in either direction of Wendell Boulevard. The Comprehensive Plan recommends that the Wendell Boulevard Gateway Overlay zone “be an area for professional office and service uses and some higher density residential uses. Retail uses along this corridor should be limited to the identified centers or nodes in the Framework Plan.”*

*Approximately half of the site is within the Wendell Boulevard Gateway Zone. Of the area within the Gateway Zone, half of it already developed with a church use. The undeveloped portion is proposed for commercial, but as previously stated, no more detail for the type of commercial has been identified.*



**Statement of Plan Consistency and Reasonableness**

- *Any recommended change to the zoning map should be accompanied by a statement explaining how the change is consistent with the comprehensive plan, and is reasonable in nature.*
  - *At their September 18<sup>th</sup> meeting, the Planning Board recommended the following statement of plan consistency and reasonableness:*
    - *The proposed conditional district is found to be consistent with the recommended uses and development types outlined in the Wendell Comprehensive Land Use Plan for the S-5 sector.*

**Staff Recommendation:**

*Staff recommends approval of the amended Conditional District for Greater NC Jurisdiction Church of God in Christ with the 16 conditions with two minor modifications as recommended by staff for Conditions 8 and 10 to reflect the new housing types.*

Planner Patrick Reidy provided an overview of the application by Greater NC Jurisdiction Church of God in Christ Inc to amend a CMX Conditional District located at 1609 Wendell Boulevard; staff report above in italics.

Commissioner Joyner stated staff did a good job summarizing the meeting between the applicant and Edgemont Landing HOA attendees. The subsidy concern expressed by Edgemont Landing HOA is a condition within the zoning amendment. This is the fourth developer as the first three developers brought back suggestions that were not in keeping with the COGIC vision.

Mayor Gray stated the COGIC will remain on site.

Town Attorney Jim McCauley stated the applicant will need to acknowledge for the record that those conditions are all acceptable and agreeable. Steve Janowski of Rivers and Associates stated the conditions are acceptable.

Mayor Gray closed the public hearing at 7:24 p.m.

Mayor Pro Tem Lutz stated as a citizen he did not like this project when it came before him. He did his homework and learned what the alternatives can be for this project. He stated this is a good project.

**ACTION**

Mover: Mayor Pro Tem Lutz moved to approve the amended application for the CMX Conditional District located at 1609 Wendell Boulevard with the conditions presented by Town staff this evening; ordinance incorporated below the motion.

Vote: Unanimous.

**O-36-2017  
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 create the Corridor Mixed Use Conditional District (CMX-CD17-02) for the property described below, said property formerly being

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zoned Corridor Mixed Use Conditional District (CMX-CD16-03); and

WHEREAS said property is owned by Greater NC Jurisdiction Church of God in Christ, Inc; 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 Eastern Wake News, 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 160A-384 of the General Statutes; and

WHEREAS the said public hearing was actually conducted at 7:00 p.m. on October 9, 2017, November 13, 2017, and November 27, 2017 at the 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 CMX-Conditional District (CD17-02) 43.57 acres of property identified by parcel identification number 1774781425.

SECTION 2. The requested zoning map amendment for the parcels within the rezoning area identified as CD17-02 from CMX-CD16-03 to CMX-CD17-02, due to the nature of the surrounding land uses, is found to be reasonable and consistent with the recommendation of the Wendell Comprehensive Land Use Plan.

SECTION 3. That the application is approved with the following zoning conditions:

1. No Special Use Permit is required for multi-family development including townhouse/duplex units, apartment buildings, and assisted living/housing services for the elderly.
2. Core samples of the existing drive aisle will be tested to determine construction of drive aisle and any necessary public road standards prior to the approval of the first Final Development Plan.
3. This community shall be developed as an age restricted (55 years and older) community. Restrictive Covenants shall be submitted and reviewed for approval prior to the approval of the Tract C Final Development Plan to ensure that it is developed as such.
4. The Water Allocation Policy worksheet must be approved independently with each phase's Final Development Plan.
5. Speed humps and tables shall not be used for traffic calming.
6. Greenway paths to be 8' minimum asphalt with the exception of environmentally sensitive areas where boardwalk or other permeable material will be used.
7. Stormwater Management maintenance parties will be identified at the time of each tract's Final Development Plan.
8. Residential Development Standards:
  - o Where garages are present on townhouse (or duplex) units, they shall be setback a minimum of one foot from the front façade.
  - o Vinyl siding shall not be used on multi-family or attached units.
  - o Townhome/Duplex lots:
    - Minimum lot size 3,500 SF.
    - Minimum lot width (at front setback) 25'
    - Front setback 0-10'
    - Rear setback 25'
    - Side setback 10' aggregate (between buildings)

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- Single Family lots:
    - Minimum lot size 6,000 SF.
    - Minimum lot width (at front setback) 25'
    - Front setback 25'
    - Rear setback 20'
    - 5' minimum, 10% combined lot width
  - Apartments and Assisted Living/Housing Services for the Elderly
    - Garage Doors: Garage doors are not permitted on the front elevation of any apartment building or assisted living building.
    - Building Elevations: All building elevations visible from the street shall provide doors, porches, balconies, and/or windows. A minimum of 60% of the front elevations, and a minimum of 30% of the side and rear building elevations, as applicable, shall meet this standard. Percent of elevation” is measured as the horizontal plane (lineal feet) containing doors, porches, balconies, terraces, and/or windows. This standard applies to each full and partial building story.
    - Rooftop Equipment: All rooftop equipment shall be screened from view.
    - Design Details: All apartment buildings and assisted living buildings shall provide detailed design along all primary elevations and elevations facing a public street or open space. Detailed design shall be provided by using at least three of the following architectural features as appropriate for the proposed building type and style (may vary features on rear/side/front elevations):
      - Dormers
      - Gables
      - Recessed entries
      - Covered porch or stoop entries
      - Cupolas or towers
      - Pillars or posts
      - Eaves (minimum 10 inch projection which may include gutter)
      - Off-sets in building face or roof (minimum 16 inches)
      - Window trim (minimum 4 inches wide)
      - Bay windows
      - Balconies
      - Decorative patterns or exterior finish (e.g. scales/shingles, wainscoting, ornamentation, and similar features)
      - Decorative cornices and roof lines (for flat roofs)
      - Other architectural features appropriate to the architectural style of the unit.
9. Precluded uses in Commercial Tract “B” shall be: manufacturing, wholesale/storage, civic/institutional.
10. Shared parking for meeting facility (church parking lot) with the provision that the use is accessory to the Church. Pedestrian crossing with crossing island to be provided.
11. Section 15.14.C.2 and 15.13.G: Vested Rights period shall be for 3 years and applicant shall have 2 years from the approval of the Master Development Plan to secure a valid building or construction permit before the conditional district rescission process may be initiated.
12. 8' tall fencing shall be provided within the Type A, Option B bufferyard. It shall also be provided within Type A, Option A buffer that is within the direct view shed of an adjacent single family dwelling. Verification of the view shed protection shall be made at the time of the Final Development Plan. The fencing provided shall not be made of wood. It must be



comprised of rot-resistant materials such as composite wood, brick, or stucco. The bufferyard shall consist of fast growing evergreen trees in place of the required understory trees.

13. All cluster mailbox units shall be incorporated in to the interior of the buildings or provide overhead shelter to protect residents from rain, snow, wind, etc.
14. No funding mechanism shall be used which would reduce the amount of property taxes collected by the Town of Wendell, specifically affordable housing tax credits.
15. If the land uses exceed either 3,000 total daily; and/or AM peak or PM peak trips by ten percent (10%) or greater; the Traffic Impact Analysis shall be revised.
16. Any landscaping removed by the developer along Wendell Boulevard for turn lanes shall be replaced along a public right-of-way within the Corporate Limits or ETJ of Wendell. The plan for replacing the landscaping shall be approved by the Zoning Administrator and NCDOT, if required.

SECTION 4. That the application is approved with the following site plan conditions:

1. Add the total open space area required/proposed for dedication in square feet to the Site Data.
2. Revised the Tract C Site Data to included:
  - a. Change "Lots Created" to "Proposed number of units".
  - b. Add the maximum height of each type of facility.
  - c. Add a parking calculation for the Clubhouse use. 45 spaces shall be required. List 15 provided on site; 40 provided as shared parking for a total of 55 spaces provided.
  - d. Change the Parking Required for the Assisted Living from "30" to "56". (UDO allows the Town Board to approved a 25% reduction for housing for the elderly use)
3. Show one way traffic patterns on the private roads.
4. Provide a Type B bufferyard along the eastern property line of Tract C.
5. Provide expected dumpster locations to ensure that adequate space is provided to accommodate trash service and screening for all buildings.
6. Add Site Data For Tract B as shown on the original approved Master Development Plan
7. Update the open space calculations to match the changes to Open Space Dedication recently approved by the Board of Commissioners.
8. Revise the TIA as proposed by AMT comments dated 10/26/17.

SECTION 5. 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 6. That this ordinance shall become effective immediately upon its adoption.

DULY ADOPTED the 27<sup>th</sup> Day of November, 2017

7. **VACANCY ON PARKS AND RECREATION COMMISSION.**  
**SPEAKER: Special Assistant to the Manager Sherry Scoggins**  
**ACTION: Direction from Town Board.**

*[Staff Report]*

**Item Summary:**

*On October 18, 2017, Mr. Will Hardison submitted a letter of resignation from the Parks and Recreation Commission due to new work commitments.*

*On November 7, 2017, Mayor Gray sent a letter accepting Mr. Hardison's resignation.*

*The Parks and Recreation Commission consists of three in-town members and two ETJ members.*

*The vacated position is for an in-town applicant.*

*The attachment is draft notice to solicit for applications to the Parks and Recreation*

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*Commission. If it is the pleasure of the Board, the notice can be posted within the week to the following sites: Town's webpage; Town's Social Media Sites: Facebook, Twitter and Instagram; and Town kiosk. Applications would be accepted through Friday, December 22, 2017, for placement on the January 8, 2018, agenda. In turn the Board could take action at its January 8, 2018, Board meeting.*

Special Assistant to the Manager Scoggins provided an overview of the vacancy on Parks and Recreation Commission; staff report included above.

It was the consensus of the Town Board to proceed with the notice of vacancy.

**8. DISCUSSION OF TOPICS FOR THE UPCOMING JANUARY 27, 2018, TOWN BOARD RETREAT.**












**SPEAKER: Town Manager Teresa Piner**

**ACTION: Board may take action.**

*[Staff Report]*

**Item Summary:**

*At its August 10, 2017 mid-year retreat meeting, the Board of Commissioners provided the following list as topics for discussion at its Saturday, January 27, 2018 Board Retreat:*

-  *Comprehensive review of contract with Raleigh for water and sewer [on-going with staff]*
-  *Future land needs*
-  *Connectivity to Wendell Falls – transportation and land use – Small Area Plan*
-  *Future siting of municipal complex*
-  *Staffing*
-  *Municipal elections – districts*
-  *Review of Town Charter*
-  *Staff Study*
-  *Regulatory Reform Committee [Board-initiated]*
-  *Rules of Procedure – Town Board*
-  *Other: \_\_\_\_\_*

*If since the mid-year retreat there is a preferred topic for discussion, the Town Board is welcome to write in topic.*

Town Manager Teresa Piner provided an overview of the proposed topics for the upcoming January 27, 2018, Town Board Retreat; staff report above in italics.

Mayor Gray stated eventually all things can be covered. This is to assist with narrowing topics for the Retreat. Topics not covered at the Retreat can be future work session items during the winter.

Town Manager Piner stated the request is to return the sheet by the end of the meeting.

**9. UPDATE ON BOARD COMMITTEE(S) BY TOWN BOARD MEMBERS:**  
 **Capital Area Metropolitan Planning Organization (CAMPO) [Mayor Gray]**  
 **Triangle J Council of Government board of Delegates Meeting (J-COG)**  
**[Mayor Pro Tem Lutz]**

Mayor Gray stated she attended the CAMPO meeting and the following were discussed:

- Fiscal year 2018 Unified Planning Work Program, Amendment #1
- Fiscal year 2018 NCDOT Bicycle and Pedestrian Plan and Grant Application
- Wake Transit Implementation Update
- 2045 Metropolitan Transportation Plan Update

Mayor Pro Tem Lutz stated the Triangle J COG recognized outgoing members leaving due to elections and a presentation on the Triangle Area Water Supply Monitoring Project that received an award and the Triangle J discussed hosting SMART Cities Series 101 for elected officials to make municipalities more technology friendly and smarter.

**10. COMMISSIONERS' REPORTS.**

Commissioner Carroll stated no report.

Mayor Pro Tem Lutz stated the Total Connection and Wendell Rotary Club are holding a canned food drive. Volunteers are needed to help sort foods on December 5, 7, and 14. December 15 is delivery day to the families. The Rotary Club can also use empty paper ream boxes.

Commissioner Myrick stated no report.

Commissioner Boyette stated Wendell Wonderland is this Friday in Downtown Wendell. His two-year old daughter is looking forward to the Mayor's surprise.

Commissioner Joyner stated lighting of the Square will be fun. Last meeting he encouraged the public to become involved in the budget process. He would like to hear from citizens who have ideas for the Town. He stated in July, Mr. Blevins from the East Wake Regional Center presented to the Board and shared information about foster care and that the number of families available is woefully short of the number of children in need. For this budget, he will request an initiative that will promote the foster parents and families by a variety of incentives.

Mayor Gray knows of two families that became foster parents based on that meeting.

**11. MAYOR'S REPORT.**

Mayor Gray stated the Wendell Woman's Club hosted a luncheon for the Town employees and first responders. She thanked them for the home cooked meal.

Mayor Gray and Dr. Gray went to Franklinton for the Super Bowl where the Wendell Mighty Mites played the Durham Firebirds – Wendell won!! She congratulated Coach Tookie Gulley for his first Super Bowl win.

Mayor Gray stated Wendell Wonderland is this Friday. The Town tree is lit and Santa Claus arrives at 6 p.m. There will be food trucks, several churches and school choirs throughout downtown, vendor market and two trollies. The Wendell United Methodist Cookie Walk and live nativity are also occurring. The Lake Myra Light Show in Downtown Wendell will be on and many of the businesses will stay open late. There is a special surprise for the Friday night activities at the Town Square.

**12. CLOSED SESSION.**

**ACTION: Will be called if necessary.**

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to go into closed session pursuant to 143-318.11 (a) (6) at 7:44 p.m.

Vote: Unanimous.

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to return to open session at 9:12 p.m.

Vote: Unanimous.

**13. ADJOURN.**

**ACTION:**

Mover: Commissioner Boyette moved to adjourn at 9:12 p.m.

Vote: Unanimous.

Duly adopted this 11th day of December 2017, while in regular session.

**ATTEST:**

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

\_\_\_\_\_  
Sherry L. Scoggins, MMC; Town Clerk