

WAKE COUNTY BOARD OF COMMISSIONERS

Regular Meeting

April 21, 2014

2:00 P.M.

Room 2700, Wake County Justice Center

Members present were: Chairman Phil Matthews, Vice-Chair Joe Bryan, and Commissioners Paul Coble, Rich Gianni, Caroline Sullivan, Betty Lou Ward, and James West.

Others attending were: Jim Hartmann; County Manager, Joe Durham; Deputy Manager, Johnna Rogers; Deputy Manager, Scott Warren; County Attorney, and Denise Hogan; Deputy Clerk.

Meeting Called to Order:Chairman Phil Matthews

Pledge of Allegiance

Invocation: Commissioner Caroline Sullivan

Items of Business

Approval of Agenda

Betty Lou Ward motioned, seconded by Paul Coble, to approve the agenda as presented. The motion passed unanimously.

Approval of the minutes of the Commissioners' Meetings of February 3, 4 and 24 (Manager Recruitment) and Regular Meeting of April 7, 2014

Paul Coble motioned, seconded by Betty Lou Ward, to approve the Minutes of the Commissioners' Meetings of February 3, 4 and 24 (Manager Recruitment) and Regular Meeting of April 7, 2014. The motion passed unanimously.

Oath of Office for Commissioner Richard Gianni To Be Administered by Senior Associate Justice Mark Martin of the NC Supreme Court

Senior Associate Justice Mark Martin of the NC Supreme Court gave the Oath of Office for Mr. Richard Gianni as District 3 Commissioner.

Election of Vice-Chairman of Wake County Board of Commissioners

Commissioner Coble nominated Commissioner Joe Bryan. Commissioner Sullivan nominated Commissioner Betty Lou Ward.

The vote was as follows:

Commissioner Bryan for Commissioner Bryan.
Commissioner West for Commissioner Ward.
Commissioner Coble for Commissioner Bryan.
Commissioner Sullivan for Commissioner Ward.
Commissioner Betty Lou Ward for Commissioner Ward.
Commissioner Gianni for Commissioner Bryan
Chairman Matthews for Commissioner Bryan.

Commissioner Bryan was elected Vice-Chair.

Presentation on the 2014 County Health Rankings - Wake County as the Number One Healthiest County in North Carolina for Fifth Consecutive Year

Dr. Ramon Rojano, Wake County Human Services Director, said that for the fifth straight year Wake County has ranked as the healthiest county in North Carolina.

- For the fifth straight year, Wake celebrates being ranked as the Healthiest County in North Carolina by the national County Health Rankings and Roadmaps (CHRR) project.
- CHRR is a collaboration between the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute.
- Since 2010, CHRR has ranked over 3000 counties across the United States on several indicators.

Counties are ranked within each state based on length and quality of life outcomes.

Data on 29 health factors are also analyzed, including:

- Behaviors (smoking, obesity, teen births, etc.)
- Clinical Care (access to providers, preventive screening, etc.)
- Social and Economic Factors (education, unemployment, poverty, etc.)
- Physical Environment (air and water quality, etc.).
- Currently, Wake is #2 in health factors, but this is not included in the official county ranking.

2014 Rankings include several new/modified indicators:

- Food Environment Index
- Access to Exercise Opportunities
- Alcohol-Impaired Driving Deaths
- Injury Deaths
- Drinking Water Violations
- Severe Housing Problems
- Driving Alone to Work
- Long Commute - Driving Alone

Dr. Rojano thanked the Wake County Board of Commissioners for adopting a new goal for 2014 to promote and protect the public health of the community.

He shared the following objectives:

- Objective 1:
 - Work with leaders in the private and public sectors
 - Organize and implement the Healthiest Capital County Initiative
 - Build opportunities for healthy lifestyles and better outcomes for all Wake County Residents

Dr. Rojano shared the following information about healthy county initiatives:

- The Initiative launched officially at a breakfast meeting on 2/7/2014.
- 70 partners representing all sectors of the community, including all 7 Commissioners, attended the Launch.
- Over two dozen leaders volunteered to join a Planning Team, whose charge is to:
 - Analyze the County Health Ranking and other data
 - Select 3-5 indicators to collaboratively address for collective impact
 - Determine a structure for the campaign over the next several years to become community-led
- The Planning Team will meet 6 times over six months.
- First Planning Team meeting: April 9, 2014
- Quarterly meeting of all partners: April 28, 2014
 - Training will be provided by Deputy Director of the County Health Rankings and Roadmaps Project.
 - The Planning Team will have a second meeting immediately after this training.

Dr. Rojano thanked all the partners who support and help to keep Wake County ranking as the healthiest in NC. He said it takes everyone working together. He praised the collective community efforts to become the healthiest capital county in the nation.

He thanked the Board of Commissioners for their support toward promoting Wake County as the healthiest county in North Carolina. Chair Matthews recognized Vice-Chair Bryan, Mr. Joe Durham, and Mr. Scott Warren for their running achievements.

Dr. Rojano recognized Ms. Ingrid Bou-Saada; Human Services Program Consultant, Ms. Regina Petteway; Human Services Division Director, and Ms. Sue Lynn Ledford; Human Services Health Director for their support. Dr. Rojano complimented Wake County staff for their support in making Wake County the Healthiest County in North Carolina.

Commissioner Sullivan said she attended the first planning meeting and was impressed with the talent and support toward healthy initiatives.

Commissioner Ward said that she is proud of the program and complimented staff for their participation.

Dr. Rojano acknowledged Mr. Kevin Kane, President and CEO, John Rex Endowment, that has helped with the campaign.

Vice-Chair Bryan reminded the board that the Wake County 5K will be Saturday, May 3, 2014, at Lake Crabtree Park. He invited staff to attend this event.

Proclamation of May 2014 as National Historic Preservation Month in Wake County

Mr. Ed Morris, Chair, Wake County Historic Preservation Commission, said that May is National Historic Preservation month. It is sponsored nationwide by the National Trust for Historic Preservation and co-sponsored in Wake County by the Wake County Historic Preservation Commission and Capital Area Preservation, Inc. He introduced Mr. Gary Roth, President and CEO of Capital Area Preservation. He said in the program, there have been 67 designated historic landmarks. The four properties that have been designated this past year are: Panther Branch/Rosenwald School, Hillcrest Cemetery/Cary, and the Pugh House and Reverend Atkins House in Morrisville. He said that Historic Preservation revitalizes the neighborhoods and business districts and fosters community pride.

In 2008, Wake County received a national award from the National Association of Counties for the public private partnership with Capital Area Preservation.

Mr. Morris said that there will be an annual Wake County Preservation celebration on Sunday, May 4, 2014, from 3:00 p.m. to 5:00 p.m. at the Page-Walker Hotel in Cary. Plaques will be given to the owners of the newly designated local historic landmarks and the National Historic Preservation month in Wake County Proclamation will be presented.

Commissioner Gianni read aloud the proclamation.

PROCLAIM THE MONTH OF MAY AS
NATIONAL PRESERVATION MONTH IN WAKE COUNTY
PROCLAMATION

WHEREAS, Wake County is proud of its rich history and heritage as reflected in its historic architecture and landscapes; and

WHEREAS, the Wake County Historic Preservation Commission serves as the County's official body to identify, preserve and protect Wake County's historic resources and to educate the public about historic preservation; and

WHEREAS, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

WHEREAS, “New Age for Preservation: Embark, Inspire, Engage” is the theme for National Historic Preservation Month 2014, cosponsored by the Wake County Historic Preservation Commission; Capital Area Preservation, Inc., and the National Trust for Historic Preservation.

NOW, THEREFORE, we, the Wake County Board of Commissioners, do hereby proclaim May 2014 as National Historic Preservation Month in Wake County, North Carolina and call upon the people of Wake County to join their fellow citizens across the United States in recognizing and participating in this special observance.

Adopted the 21st day of April 2014.

Phil Matthews, Chairman

Wake County Board of Commissioners

Vice-Chair Bryan complimented the staff of Capital Area Preservation for their dedication to Historic Preservation in Wake County.

Rich Gianni motioned, seconded by Joe Bryan, to approve May 2014 as National Historic Preservation Month in Wake County.

The motion passed unanimously.

Public Comments:

Dr. Sharon Foster, (8800 Hometown Drive Raleigh, NC), said she serves on the Wake County Human Services Board and is also a Pediatrician. She said that at each Human Services Board meeting, members performed an exercise. She asked everyone to stand and march in place. She said the health community has adopted three health behaviors to promote.

1. Oral Health
2. Reduce low birth rate and infant mortality
3. Health foods

She thanked the Board of Commissioners for their efforts in supporting Wake County as the Healthiest County in North Carolina.

Ms. Octavia Rainey (1516 E Lane Street Raleigh) said the month of May is Fair Housing month. She spoke about racial segregation and the Fair Housing Act. She said that she is the Chair of North Central Citizens Advisory Council. She informed the board about the Salute the Legacy event in honor of Fair Housing month that will be held on Saturday, April 26 from 1:00 p.m. until 3:00 p.m. at Richard B. Harrison Library. There will be a book reading. The book is called "The Other Side" written by Ms. Linda Quarles. The book is written for children to better understand racial segregation. There will be seniors (90, 91, and 102 years old) that will share

information about segregation at the event. She invited board members to attend this event.

She spoke about water cut off for residents. She said part of Fair Housing and being a healthy county is access to adequate water.

Recognition of 2014 Governor's Medallion Award Winner

Each year the North Carolina Commission on Volunteerism and Community Service recognizes outstanding volunteers statewide with the Governor's Award for volunteer service. Ms. Hannah Moyles said that she is honored to represent Wake County. She thanked the board for their support and said she is proud to receive the award. She did not realize that the founding of "From Ewe to You" would have such an impact and hopes that others will find ways to support the less fortunate in the community. Ms. Moyles said that "Wake is Great."

Chairman Matthews said that Ms. Moyles is a great example for the youth in Wake County.

Retiree Recognition

Mr. Jim Hartmann, County Manager, came forward to recognize Ms. Jenny Rice for her 32 years of service to Wake County.

He read aloud her accomplishments through the years and presented her with a plaque for her service.

Consent Agenda

Paul Coble motioned, seconded by Betty Lou Ward, to approve the Consent Agenda as presented. The motion passed unanimously.

Federal Fiscal Year 2013 Emergency Management Performance Grant (EMPG) Award from the State of North Carolina in the Amount of \$14,681.45

Paul Coble motioned, seconded by Betty Lou Ward, to accept and appropriate the North Carolina Department of Public Safety Emergency Management Performance Grant in the amount of \$14,681.45 to be placed in the county's grants and donations fund and authorizes the County Manager to sign a Memorandum of Agreement.

The motion passed unanimously.

Construction Contract Award for Landfill Cap Repairs at the Closed East Wake Landfill

Paul Coble motioned, seconded by Betty Lou Ward, to award a construction contract to T & K Construction, LLC to perform repairs to the landfill soil cap at the closed East Wake Landfill at a cost of \$864,394.70, subject to terms and conditions acceptable to the County Attorney.

The motion passed unanimously.

FY 14 Capital Project Budget Reallocations and Project Closeouts

Paul Coble motioned, seconded by Betty Lou Ward, to reallocate \$5,007,012.51 of savings in the Jordan Lake Water Reclamation project and the Planning and Permitting System to uncommitted funds in the county capital projects.

The motion passed unanimously.

Regular Agenda

Public Hearing to Consider Text Amendment OA-06-12 to the Wake County Unified Development Ordinance Regarding Home Occupations

Mr. Tim Maloney, Wake County Planning Development and Inspections Director, said the request is for the Board of Commissioners to consider a text amendment for home occupations. He said that in 2011 staff reviewed the Unified Development Ordinance (UDO). The Board of Commissioners adopted a goal in 2011, 2012, and 2013 for staff to evaluate regulations, fees, and/or practices to encourage review business investment and reinvestment in the community.

Home occupations allows for residents to conduct a home occupation in their home or dwelling. Home occupations can be identified as occupations such as tailoring, sculpturing, home crafts, computer programming, internet sales, tutoring, real estate agent, and accountant or like professions. He said that Planning Department staff has received requests from citizens interested in conducting home occupations in accessory buildings (shed or detached garage).

Mr. Maloney said that the proposal is consistent with how other local jurisdictions allow home occupations within accessory buildings.

He said the amendment is needed to address changes identified during the UDO review and to create flexibility for home-based businesses. He shared existing standards.

- Outdoor storage is prohibited
- On-premise retail sales are prohibited
- Displays of goods may not be visible from the street or abutting
- A size limit of 50% of the floor area of the dwelling or 750 square feet, whichever is less
- Home occupations may not create any objectionable noise, odors or traffic

He shared amendment summary information.

- Allow home occupations to be located in accessory buildings (i.e. detached garage, shed, etc)
- Require a site plan and floor plan for home occupations located in accessory buildings

He shared staff findings:

- Be consistent with and further the goals, policies, and objectives of the Unified Development Ordinance; and
- Allow more flexibility for home-based businesses

Mr. Maloney said that the amendment will provide more flexibility. There have been requests from customers about providing a business in a garage. He said the only complaints he has received are from businesses that are not legal such as a landscaping or construction business (mainly from parked vehicles).

Commissioner Ward asked how large trucks parked in neighborhoods are handled. Mr. Maloney said that the UDO is specific and allows for two standard SUVs or pickups to be parked at the home for the business. The ordinance typically does not allow big vehicles.

Commissioner West asked about a home-based daycare business. Mr. Maloney said daycares are addressed in a separate part of the UDO.

Vice-Chair Bryan said that the goal the Board of Commissioners adopted was without sacrificing other public policy objectives. He referred back to the previous discussion about mother-in-law suites in neighborhoods and asked how a single family neighborhood is creating a multi-family type use. He said performance standards are necessary for such changes.

Vice-Chair Bryan pointed out that the City of Raleigh does not allow accessory buildings, but the Town of Cary does. He said that 500 square feet is the normal square footage requirement for most areas. He said that Durham County only allows accessory buildings in the rural residential zoning district. He said the proposed ordinance offers more flexibility than other areas surrounding Wake County. He expressed his concern that complaints will increase. He said that performance standards and impacts of the changes should be in place.

Mr. Maloney said accessory buildings are allowed now. He said there are requirements for these type buildings.

Vice-Chair Bryan asked if Wake County's policy is more generous than other policies. Mr. Maloney said that 750 square feet dwelling requirement has existed since the UDO was established. Staff has not discussed the square footage changes. Mr. Maloney agreed that the proposed changes are more generous than other surrounding counties.

Commissioner Coble said buildings on properties are already permitted. The only change is that a business could be allowed in the accessory building, and new construction is subject to the permitting processes. Commissioner Coble said that the ordinance is for homes outside municipal boundaries. He asked if there are any towns that would be affected by the ordinance and whether there are neighborhoods that do not have a Homeowners Association that governs home occupations. Mr. Maloney said that the ordinance is only for Wake County's planning jurisdiction, and the changes are for existing accessories. Mr. Maloney said that there are neighborhoods

that do not have a Homeowners Association but would be subject to the existing ordinance.

Vice-Chair Bryan asked why the Towns of Fuquay-Varina and Holly Springs and the City of Raleigh would be against allowing accessory buildings. Mr. Maloney said that being in an urban area with smaller lots may cause the towns to have hesitation. Other areas are more rural.

Commissioner West said that he recalled at the Listening Tour in Knightdale that expanding businesses was part of the discussion. He said that the changes may allow more economic development, jobs and restore quality of life.

Commissioner Coble said the change is a matter of allowing one more use in the unincorporated area.

Commissioner Gianni said that home business are typically home owners that have an additional room in the house. The detached accessory could allow for a home/office benefit on taxes and would benefit small businesses. He asked if areas that do not allow accessories have raised an issue to now allow them. Mr. Maloney said he is not aware of any issues.

Vice-Chair Bryan asked how often requests are made by home owners and whether there is a solution when home owners find out they cannot start their home-based business. Mr. Maloney said they receive two or three requests a month to allow a business in an accessory, and he was uncertain if there is a solution.

Commissioner Sullivan said that her concern is parking in neighborhoods, but in the current economy it is important to help the small business owner. Mr. Warren said that the two vehicle allowance does not include traffic.

Vice-Chair Bryan said there are neighborhoods that have Homeowner Associations (HOAs) that end after a certain period of time. Mr. Warren said the trend is typically to renew HOAs after the 20 year time expiration.

Mr. Maloney said that most HOAs have 20 year terms that have an automatic roll over.

Chair Matthews opened the public hearing.
No one came forward.
Chair Matthews closed the public hearing.

Mr. Maloney said that staff approves of the changes to the ordinance amendment.

Ms. Michelle Muir, Vice-Chair, Wake County Planning Board said that Planning Board unanimously approved the text amendment at their November 7, 2012 meeting. Betty Lou Ward motioned, seconded by Caroline Sullivan, to approve Text Amendment OA-06-12 to the Wake County Unified Development Ordinance as presented, having held the required public hearing.

Betty Lou Ward motioned, seconded by Caroline Sullivan, to approve Text Amendment OA-06-12 to the Wake County Unified Development Ordinance as presented, having held the required public hearing.

The motion to hold a Public Hearing and approve Text Amendment OA-06-12 to the Wake County Unified Development Ordinance as presented. The item was approved with vote 6 - 1.

AYES: Phil Matthews, Paul Coble, Rich Gianni, Caroline Sullivan, Betty Lou Ward, James West
NOES: Joe Bryan

RESOLUTION

TO AMEND ARTICLE 4-72 IN THE WAKE COUNTY UNIFIED DEVELOPMENT ORDINANCE AS IT RELATES TO HOME OCCUPATIONS

WHEREAS, the proposed ordinance changes will allow for home occupations to be located in accessory buildings; and

WHEREAS, the proposed ordinance changes will require site plans for home occupations located in accessory buildings; and

WHEREAS, the proposed ordinance changes reflects an effort to balance flexibility for home-based businesses with the property rights of adjacent and surrounding property owners; and

WHEREAS, the Planning Staff recommends approval of the proposed amendment; and

WHEREAS, on November 7, 2012, the Wake County Planning Board voted 8-0 to recommend that the Board of Commissioners approve the proposed text amendment; and

WHEREAS, the Wake County Board of Commissioners held a duly-noticed public hearing on April 21, 2014 to consider amending the Unified Development Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE WAKE COUNTY BOARD OF COMMISSIONERS:

SECTION I

The proposed text amendment to the Unified Development Ordinance is hereby amended as shown in the attached OA-06-12 Ordinance Amendment Summary.

SECTION III

This ordinance to amend the Wake County UDO shall become effective upon adoption of this ordinance.

Commissioner Ward made a motion that the above ordinance be adopted.

Commissioner Sullivan seconded the motion, and upon vote, the motion carried this

21th day of April 2014.

This Instrument Approved as to Form

Wake County Attorney

Date

4-72 Home Occupations

4-72-4 Standards

Home occupations are subject to all of the following standards and limitations:

(A) No more than one person may be employed in the business who is not a permanent, fulltime resident of the subject dwelling unit.

(B)-Outdoor storage is prohibited.

(C)-On-premise retail sales are prohibited.

(D)-Displays of goods, stock-in-trade or other commodities may not be visible from the street

or from any abutting lot.

(E)-Home occupations may not exceed 50% of the floor area of the dwelling, or 750 square feet, whichever is less.

(F)-Vehicles used in conjunction with a home occupation may be no larger than a standard

pick-up truck or sports utility vehicle. No more than 2 such vehicles may be parked at the

site of a home occupation.

(G)-A maximum of one wall or ground sign is allowed. Such sign:

(1) may not exceed 4 square feet in area per side;

(2) may be no higher than 8 feet above grade if wall-mounted or 4 feet above grade if ground-mounted or freestanding;

(3) may not exceed 10 feet in width;

(4) may not be located in the right-of-way; and

(5) may not be illuminated

(H) When home occupations are conducted in accessory buildings, a floor plan and site plan showing the dimensions and location of the accessory building in relation to the main building and property lines must be submitted with the application.

21-11

Home Occupation

An occupation for gain or support that (1) is conducted within a dwelling unit or residential accessory building and (2) complies with the home occupation regulations of 4-72.

Public Hearing to Consider Text Amendment OA-05-12 to the Wake County Unified Development Ordinance Regarding Kennels

Ms. Celena Everette, Wake County Planner, said that the proposed amendment seeks to ensure that the county citizens are given clear intent to the regulation, provide greater flexibility and options to customers relative to kennel development regulations. She explained why the amendment is needed.

- Incorporate stakeholders input
- To create uniformity across zoning districts
- Provide greater flexibility and options for citizens

She shared the purpose of the amendment.

- Create a single definition that addresses both commercial and private kennels
Allow kennels in the watershed districts
- Create uniformed development standards
 - Example: 6' high security fence
- Removal of property size requirement based on the number of animals being kept
 - Example: lot size must be 5 acres or greater to have over 5 animals in R-30 district

She shared the following staff findings:

- Enhance the ease of use and understanding of the above mentioned sections;
- Clarify requirements and definitions; and
- Provide greater flexibility and options to the customers.

Chairman Matthews asked if the primary change is to allow kennels in the watershed. Ms. Everette said one of the primary objectives of the amendment is to allow kennels in the R40 and R40W areas.

Commissioner Ward asked about regulations of new litters of puppies. Ms. Everette said that five puppies are allowed under the age of four months. Typically new litters of puppies are sold before there is an issue.

Chairman Matthews opened the public hearing.

Ms. Leslie Carpenter, 369 N Falls View Lane Wake Forest, supports the changes. She said the existing ordinance does not have distinction from private and commercial kennels. The change addresses all kennels being treating the same way.

No one else came forward.

Chair Matthews closed the public hearing.

Ms. Everette said staff approves the changes for the proposed ordinance amendment OA 05-12 as presented.

Ms. Michelle Muir, Vice-Chair, Wake County Planning Board, said that the Wake County Planning Board unanimously approves the changes.

James West motioned, seconded by Paul Coble, to approve the proposed Text Amendment 0A-05-12 to the Unified Development Ordinance as presented, following the properly held public hearing.

The motion passed unanimously.

RESOLUTION
TO AMEND SEVERAL SECTIONS IN THE WAKE COUNTY UNIFIED DEVELOPMENT
ORDINANCE AS IT RELATES TO KENNELS

WHEREAS, the requested amendment seeks to provide clarity in the Unified Development Ordinance for kennels; and

WHEREAS, the proposed ordinance changes will create uniformity across zoning districts relative to kennel standards; and

WHEREAS, the proposed ordinance changes will provide greater flexibility and options to the customers; and

WHEREAS, the Planning Staff recommends approval of the proposed amendment; and

WHEREAS, on November 7, 2012, the Wake County Planning Board voted 8-0 to recommend that the Board of Commissioners approve the proposed text amendment; and

WHEREAS, the Wake County Board of Commissioners held a duly-noticed public hearing on April 21, 2014 to consider amending the Unified Development Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE WAKE COUNTY BOARD OF COMMISSIONERS:

SECTION I

The proposed text amendment to the Unified Development Ordinance is hereby amended as shown in the attached OA-05-12 Ordinance Amendment Summary.

SECTION III

This ordinance to amend the Wake County UDO shall become effective upon adoption of this ordinance.

Commissioner West made a motion that the above ordinance be adopted.

Commissioner Coble seconded the motion, and upon vote, the motion carried this 21th day of April 2014.

This Instrument Approved as to Form

Wake County Attorney

Date

Article 21

Kennel

Any building, structure, or land area used for the , boarding, breeding, training, showing or raising of more than 5 dogs or 5 cats over the age of 4 months, where such animals are kept or maintained, whether or not for compensation and whether or not the animals are owned by the operator of the kennel. Pet shops, and veterinary hospitals are exempt from the definition of kennel.

Article 4 Use Table

USE GROUP	Zoning Districts													Use Standards				
	Residential					Highway	RHC			Commercial			Indust		Sp. Purpose			
Use Category Specific Use Type	R-80W	R-40W	R-80-R-10	R-5	RMH	HD	Activity Center	Res Support Area	Outside RSA	O&I	GB	HC	I-1	I-2	AD-1	AD-2	RA	
P =Permitted use (as-of-right) S =Special use approval req'd (Error! Reference source not found.) - =Prohibited																		
COMMERCIAL USE GROUP																		
Animal Service																		
Kennel	S	S	S	S	-	S	S	S	S	S	S	P	P	P	-	-	-	§4-46
Shelter	S	S	S	S	-	S	S	S	S	S	S	P	P	P	-	-	-	§4-46

Article 15 Parking, Loading and Traffic

USE GROUP	
Use Category Specific Use Type	Minimum Off-Street Parking Requirement
COMMERCIAL USE GROUP	
Animal Service	
Kennel,	1 per 1,000 square feet of area intended for animal use plus 1 per 300 square feet of office area
Shelter	1 per 1,000 square feet of area intended for animal use plus 1 per 300 square feet of office area

4-46 Kennels

4-46-1 Kennels

Kennels must comply with the following standards:

- (A) Purpose
These provisions are intended to recognize that although kennels provide a service for owners of animals, the noise, odor, insects, and traffic associated with kennels are not in keeping with what is ordinarily desirable in developed areas. However, within the zoning jurisdiction of the county, kennels might be appropriate and conveniently located therein provided that sites are carefully selected and establishments are built and operated in compliance with all applicable standards. It is further intended that the Board of Adjustment must consider each proposed site with reference to the character of the immediate neighborhood, topography, natural vegetation (and other purposes of zoning as set forth in Section 153A-341 of the General Statutes), and determine whether a kennel would be a suitable land use thereon.
- (B) Definition
Any building, structure, or land area used for the , boarding, breeding, training, showing or raising of more than 5 dogs or 5 cats over the age of 4 months, where such animals are kept or maintained, whether or not for compensation and whether or not the dogs or cats are owned by the operator of the kennel.
- (C) Separation and Screening
- (1) All building and structures related to the care of animals must be located at least 50 feet from any property line;
 - (2) No outdoor kennel, exercise, training play area and/or run shall be located within 100 feet of any property line. Where all kennel areas are surrounded by an effective noise screen, in which case the setback requirement may be

reduced to 50 feet where a noise screen is provided, it must comply with provisions Article 16, and must consist of one of the following combinations:

- (a) An earth berm covered by a combination of dense evergreen shrubs and evergreen trees. The minimum height of the entire noise screen must be 8 feet, but the earth berm itself must be no less than 5 feet. The minimum width of the entire noise screen must be 25 feet.
- (b) A masonry, stone, or block wall, augmented on one side by a combination of dense evergreen shrubs and evergreen trees. The minimum height of the entire noise screen must be 8 feet, and the minimum width of the vegetation must be 25 feet.
- (3) A minimum of a six foot tall security fence must be installed and maintained between outdoor areas where animals are kept and any property line. . Such fence may consist of a masonry wall, metal fence of solid appearance, or a chain link fence. The wall or fence must be screened in accordance with provisions of Section16-10-3(C).
- (4) All fences must have a height of 6 or more feet, and all screens must have a height of 6 or more feet within 4 growing seasons.
- (5) Adequate parking facilities with safe and efficient pedestrian and vehicular access and egress must be provided; such parking facilities must be landscaped in accordance with provisions of Article 15.

Public Hearing to Consider Text Amendment OA-07-12 to the Wake County Unified Development Ordinance Regarding Group Care Facilities and Subdivision Standards

Ms. Celena Everette, said that the purpose of the ordinance amendment is to correct two separate items in the UDO. First, the amendment corrects a conflicting standard within the UDO as it relates to group care facilities. Second, the amendment modifies standards of exempt subdivisions to be consistent with the General Statute.

Ms. Everette shared why the amendment was needed:

- To correct conflicting standards related to group care facilities
 - Use Table allows group care facilities in the residential watershed districts
 - Text prohibits group care facilities in the residential watershed districts
 - The more restrictive governs

She shared information about the purpose of the amendment text.

- Allow group care facilities in R-40W and R-80W districts
- Modify exempt subdivision standards to be consistent with GS 153A-335 (a) (4)

She shared information about the staff findings.

- Enhance the ease of use and understanding of the above mentioned sections
- Clarify requirements and definitions.

Commissioner West asked for a definition of a group care facility. Ms. Everette said a group care facility is treated as residential but is designated for children with behavioral issues or a facility for post incarcerated individuals. This type facility must be approved by the Wake County Board of Adjustment and neighbors notified. A group care home is a resident that houses adults with disabilities with six or less residents. If there are more than six residents, the request must be approved by the Wake County Board of Adjustment. Group Homes and Group Care Facilities cannot be located within a half mile of another.

Chair Matthews opened the public hearing.
No one came forward.
Chair Matthews closed the public hearing.

Ms. Everette said staff recommended that the Board of Commissioners approve the changes.

Ms. Michelle Muir, Vice-Chair, Wake County Planning Board, said the Wake County Planning Board unanimously recommends the changes.

Betty Lou Ward motioned, seconded by Caroline Sullivan, to approve the proposed text amendment to the Wake County Unified Development Ordinance, following the properly held public hearing.

The motion passed unanimously.

RESOLUTION

TO AMEND ARTICLE 4-42 GROUP FACILITIES; 8-12 ACTIVITIES THAT DO NOT CONSTITUTE A SUBDIVISION AND 19-30 EXEMPT SUBDIVISION IN THE WAKE COUNTY UNIFIED DEVELOPMENT ORDINANCE

WHEREAS, the proposed ordinance changes will correct inconsistency in the Unified Development Ordinance as it relates to care facilities; and

WHEREAS, the County Unified Development Ordinance will be consistent with N.C. General Statutes 153A-335; and

WHEREAS, the Planning Staff recommends approval of the proposed amendment; and

WHEREAS, on January 16, 2013, the Wake County Planning Board voted 8-0 to recommend that the Board of Commissioners approve the proposed text amendment; and

WHEREAS, the Wake County Board of Commissioners held a duly-noticed public hearing on April 21, 2014 to consider amending the Unified Development Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE WAKE COUNTY BOARD OF COMMISSIONERS:

SECTION I

The proposed text amendment to the Unified Development Ordinance is hereby amended as shown in the attached OA-07-12 Ordinance Amendment Summary.

SECTION III

This ordinance to amend the Wake County UDO shall become effective upon adoption of this ordinance.

Commissioner Ward made a motion that the above ordinance be adopted. Commissioner Sullivan seconded the motion, and upon vote, the motion carried this 21th day of April 2014.

This Instrument Approved as to Form

Wake County Attorney

Date

4-42 Group Care Facilities

Group care facilities are subject to the following standards:

Articles 8-12 and 19-30-2 UDO

8-12 Activities that do not Constitute a Subdivision; Exemptions

The following activities do not constitute a subdivision and are expressly exempt from the design and improvement standards of this article, provided that the property's exempt status is confirmed in accordance with the procedures of Sec. 19-30:

8-12-1 The division of a tract of land in single ownership into no more than 3 lots if:

- (A)** the tract to be divided is no greater than 2 acres in area;
- (B)** no road right-of-way is dedicated; and
- (C)** the resulting lots meet or exceed the minimum standards of this ordinance, (such as, but not limited to minimum lot size and minimum road frontage).

19-30-2 Applicability

The exempt subdivision determination procedures of this section apply to those activities that do not constitute a subdivision, as identified below:

(A) The division of a tract of land in single ownership into no more than 3 lots if:

- (1)** the tract to be divided is no greater than 2 acres in area;
- (2)** no road right-of-way is dedicated; and
- (3)** the resulting lots meet or exceed the minimum standards of this ordinance, (such as, but not limited to minimum lot size and minimum road frontage).

Authorization to Proceed with 2013 Open Space Acquisition - HL Medlin Farms LLC Property

Mr. Chris Snow, Wake County Parks and Recreation and Open Space Director, shared information about the solicitation process. He said that land owners are being contacted and the objective is to maximize land acquisitions through competition. Land owners are being contacted about fee simple sales or easements. He shared the process.

- Maximize value through competition

- Identify properties proactively and find out if there is interest in easement or sale
- Ensure that each property owner understands:
 - Voluntary program
 - Funding is limited
 - Competitive pricing is critical

He shared information about selected properties.

- September 9, 2013 presented recommendations to Board of Commissioners
- Eighteen open space parcels owned by eleven landowners
- Thus far, staff has closed three properties: Walnut Hill Farm, VantageSouth, and Eastwinds LLC.

He shared information about remaining properties.

- Fifteen open space parcels owned by eight landowners
- Working on due diligence - surveys and appraisals
- Current Project:
 - HL Medlin Farms LLC, Marks Creek - 22.5 acres

Mr. Snow shared information about HL Medlin Farms LLC Acquisition.

- Adjacent to Dean property and Turnipseed assemblage
- 22.498 acre property for \$384,716 or \$17,100 per acre
- Appraised value of \$17,116 per acre
- Total acquisition cost estimated at \$400,000 (surveys, appraisals, etc.)

Medlin Farms LLC	\$ Per Acre
Tax Value	19,030
Seller Offer	18,500
Appraisal	17,116
Sales Price	17,100

Of the total acquisition cost, \$21,855 will be funded with Recreation Land Area Contributions Ordinance Fees and \$378,145 will be funded by Open Space General Obligation bonds.

Open Space Bond Revenue	\$378,145
Recreation Land Area Contributions Ordinance Fees	\$21,855
Total	\$400,000

Mr. Snow shared the next steps:

- Proceed with due diligence on remaining acquisitions, including additional negotiations, surveys and appraisals
- Proceed with evaluation of opening of Turnipseed, Robertson's Mill Pond and Procter Open Space
- Continue working with municipalities on greenway projects as funding allows

- Bring back to the Board of Commissioners the remaining potential acquisitions for action

Mr. Snow said that the Open Space and Parks Advisory Committee has discussed and agreed with the purchase and agreement.

Caroline Sullivan motioned, seconded by Betty Lou Ward, to

appropriate \$378,145 of Open Space General Obligation Bonds, \$21,855 of Recreation Land Area Contributions Ordinance Fees; and authorize the County Manager to execute an agreement to purchase the HL Medlin Farms LLC open space tract subject to terms and conditions acceptable to the County Attorney.

The motion passed unanimously.

Accept and Appropriate \$12,272 from Senior Community Care of North Carolina, Leveraged at 50% with State Funds from the NC Division of Medical Assistance, and Establish One FTE

Mr. Bob Sorrels, Wake County Deputy Human Services Director, said the Program of All Inclusive Care for the Elderly (PACE Organization) has requested one full-time position. The Senior Community Care of North Carolina (PACE Organization) will allow for services at WakeMed, Resources for Seniors, and Wake Health Services. The program is an all-inclusive care for elderly adults and persons over 55 with disabilities that receive or are eligible for Medicaid. This program also provides community-based care and services to individuals who otherwise need nursing home level of care.

Mr. Sorrels said the program provides coverage for prescription drugs, doctor visits, medical transportation, home care, hospital visits, and nursing home stays.

He said that Wake County Human Services has a responsibility to serve these clients. The position request is at a low cost since the PACE Organization will provide the county share of funding for this position in order to increase enrollment and reduce the time it takes to determine eligibility for prospective applicants. Wake County Human Services will provide supervision of these areas which is already in place. The expansion budget for next year will include the Wake County Human Services share.

PACE - Human Services Case Manager											Reimbursement		
April 21, 2014 BOC Meeting													
Prorated @ 2mos													
Personnel Costs:											Federal 50%	County 50%	
	1101 Salary	1201 FICA	1205 401K	1208 Retirement	1209 Dental	1210 Disability	1212 Life Ins	1223 Health	Total Benefits	Total Salary and Benefits			
Annualized	34,000	2,601	1,700	2,268	322	48	24	5,844	12,807	46,807	23,404	23,404	
Prorated (2mos)	5,667	434	283	378	54	8	4	974	2,135	7,802	3,901	3,901	
Operating Costs:													
Equipment Cost estimated @4200 per FTE (computer, monitor, printer, scanner, licenses)											4,200	2,100	2,100
Supplies @ \$200 per FTE											200	100	100
Telephone distribution @ 35 per month X 2mos X 1FTEs											70	35	35
Total Operating Costs											4,470	2,235	2,235
Total Costs											12,272	6,136	6,136

PACE - Human Services Case Manager											Reimbursement		
April 21, 2014 BOC Meeting													
Annualized Budget													
Personnel Costs:											Federal 50%	County 50%	
1101 Salary	1201 FICA	1205 401K	1208 Retirement	1209 Dental	1210 Disability	1212 Life Ins	1223 Health	Total Benefits	Total Salary and Benefits				
34,000	2,601	1,700	2,268	322	48	24	5,844	12,807	46,808	23,404	23,404		
Operating Costs:													
Equipment Cost estimated @4200 per FTE (computer, monitor, printer, scanner, licenses)											4,200	2,100	2,100
Supplies @ \$200 per FTE											200	100	100
Telephone distribution @ 35 per month X 12mos X 1FTEs											420	210	210
Total Operating Costs											4,820	2,410	2,410
Total Costs											51,628	25,814	25,814

Commissioner Ward complimented the efforts of Wake County Human Services helping in these areas.

Joe Bryan motioned, seconded by Betty Lou Ward, to accept and appropriate to the General Fund \$6,136 from Senior Community Care of North Carolina and a matching share of \$6,136 from the North Carolina Division of Medical Assistance, totaling \$12,272 in revenues and expenditures. In addition, establish one FTE Human Services Case Manager position to handle enrollment and manage ongoing cases.

The motion passed unanimously.

Land Acquisition for an Elementary School Site in the West Raleigh Area (E-38)
(Second Reading)

Mr. Joe Desormeaux, Wake County Public Schools Assistant Superintendent for Facilities, came forward and shared site maps for the elementary school site in the West Raleigh area (E-38). He shared maps of the E-38 target area, aerial view and sites evaluated. He shared the additional statutory requirements for the Bi-County location.

Statutory Out of County Land Acquisition. “Local boards of education may acquire suitable sites for schoolhouses or other school facilities either within or without the local school administrative unit” (NCGS 115C-517), and “before any county, city or town, special district, or other unit of local government which is located wholly or primarily outside another county acquires any real property located in the other county by exchange, purchase or lease, it must have the approval of the county board of commissioners of the county where the land is located” (NCGS 153A-15(b)).

•**Request for Consideration.** WCPSS staff submitted a request to the Durham County Attorney’s office requesting that an item be placed on the Durham County Board of Commissioners’ (DCBOC) agenda for its consideration of the Board of Education’s request to acquire land in Durham County. (3.553 acres of the 23.858 acre E-38 assemblage is located within Durham County)

•**Durham County Approval.** Durham Deputy County Attorney Carol Hammett developed an agenda action form and supporting information which Durham County staff presented at the DCBOC meeting on December 9, 2013, along with a recommendation of approval from the Durham County Manager. The DCBOC unanimously approved the proposed purchase.

•**Attorney Opinions.** Board of Education Counsel has provided a formal legal opinion concluding that the E-38 site may legally be purchased and that construction in line with the revised concept drawing would be in compliance with G.S. § 115C-517.

He shared the additional collaboration undertaken for Bi-County location.

Durham County Staff involvement. WCPSS staff and consultants met and reviewed preliminary concept plans with Durham County staff and Town of Cary staff to verify site conditions and identify critical milestones development of the site for the intended purpose.

•**Durham County role in site development:**

–Courtesy Review of Site Plan

–Storm water plan review and approval, as site naturally drains toward the portion of the site that lies in Durham County.

•**Town of Cary Role in site development**

–Annexation, Rezoning, Site Plan Review, Utilities Provision

•**NCDOT & Town of Cary involvement.** WCPSS staff and consultants met and reviewed the preliminary concept plans with NCDOT District Engineer and Town of Cary transportation staff to identify potential road improvement challenges related to bi-county location.

•**NCDOT Role in road improvements:**

–Driveway permits, review of traffic studies to determine necessity and scope of required off-site road improvements, MSTA review and approval of on-site circulation.

-The site spans the areas of responsibility of two different NCDOT District Engineers. NCDOT has designated that the Wake County District Engineer will take the lead on the project and will be the primary point of contact.

•Town of Cary Role in road improvements:

-Review of traffic studies to determine necessity and scope of required off-site road improvements.

-Collaboration with NCDOT, City of Raleigh and Durham County in the event road improvements are necessitated in neighboring jurisdictions.

Mr. Desormeaux shared the pros and cons.

Pros:

- Owners are willing sellers
- Site accommodates a full elementary school program
- In a target ring area in a nearly fully developed area
- Estimated on-site development costs are less than typical range
- Estimated off-site water costs are less than typical range
- Estimated off-site road improvement costs are within typical range
- Estimated total site delivery costs within typical range

Cons:

- Sewer pump station needed to access sewer system due to topography
- Requires development approvals from Town of Cary & Durham County
- Land price is 10.4% over appraised value

Mr. Desormeaux shared a chart of savings in onsite cost.

Site Acquisition Savings

	Appraised Value	Original Sales Price	Sales Price Over/(Under) Appraised Value*	Appraised Value Per Acre	Sales Price (Per Acre)	Sales Price Over/(Under) Appraised Value Per Acre
E-38A Site (22.163 acres)	\$2,510,000	\$2,770,375	\$260,375	\$113,251	\$125,000	\$11,749
E-38B Site (1.55 acres)	\$175,539	\$175,000	(\$539)	\$113,251	\$112,903	(\$348)

Acquired Sites In The Area	Date of Acquisition	Acreage	Total Sales Price	Appraised Value (Per Acre)	Sales Price (Per Acre)	Sales Price Over/(Under) Appraised Value (Per Acre)
M-8	9/2006	33.91	\$3,500,000	\$272,936	\$103,215	(\$169,271)
E-30	8/2007	18.99	\$2,523,845	\$147,183	\$132,904	(\$14,279)
M-16	7/2008	41.21	\$5,341,180	\$131,200	\$129,609	(\$1,591)
E-24	6/2013	30.03	\$2,477,558	\$107,892	\$82,502	(\$25,390)

* Sales Price Over Appraised Value amount is anticipated to be substantially offset by savings in on-site development costs estimated to be \$193,500 below typical allocations, and off-site water costs are also estimated to be below typical allocations.

He said \$125,000 per acre is reasonably priced.

Commissioner Ward asked about the lower cost of water infrastructure. Mr. Desormeaux said the water is near the road and does not have to be extended to access the site.

Vice-Chair Bryan asked if there are strategies with the core team in obtaining school sites. He asked where there had been land discussion about long-term solutions for each school type. Mr. Desormeaux said the core team has not had these discussions.

Vice-Chair Bryan asked if the real estate team looked at the alternative cost to build elementary, middle, and high schools. Mr. Desormeaux said that the real estate team has had preliminary discussions.

Commissioner Sullivan asked if the Department of Public Instruction has regulations on the amount of land required for a school. Mr. Desormeaux said that Wake County Public Schools follows their guidelines closely.

Ms. Rogers said that Wake County has worked closely with Wake County Public Schools and staff recommends moving forward with purchase of this site.

Caroline Sullivan motioned, seconded by Betty Lou Ward, to authorize the Board of Education to purchase 22.163 acres of land in West Raleigh for an elementary school (E-38) in an amount not to exceed \$2,983,812 (including closing costs), pursuant to N.C.G.S 115C-426.

The motion passed unanimously.

Wake County Public School System CIP 2006 Reallocation Request and CIP 2013 Appropriation Request (Second Reading)

Mr. Desormeaux shared a table of the reallocations and appropriations from CIP 2006 and 2013.

Reallocations and Appropriations

	Reallocation CIP 2006*	Appropriation CIP 2013	
Mobile Relocation	\$750,000		Manage overcrowding
Permits and Fees	\$500,000		Support current projects
Public Infrastructure (Offsite)	\$800,000		Abbotts Creek; Apex Friendship HS
Green ES	\$60,000		Swing Space
Green Level (H-7)	\$150,000		Determine environmental impacts
Abbotts Creek (E-20)	\$800,360	\$1,000,000	CoR work and Partial Site-work
Scotts Ridge (E-32)		\$1,500,000	Partial Site-work
Pine Hollow (M-8)		\$3,000,000	Partial Site-work
South Garner (H-8)		\$4,000,000	Partial Site-work
Public Infrastructure (Offsite)		\$1,250,000	Offsite Design: E-36, 37, 38, 43, M-13
Technology		\$10,000,000	Network, bandwidth, wireless
Total	\$3,060,360	\$20,750,000	<i>*CIP 2006 reallocations from savings due to project closeouts, changes in target growth areas and completing projects under budget</i>

He shared a schedule of projects and indicated that they are all on schedule.

Ms. Rogers said that in March, an Interlocal Agreement was approved between the Wake County Board of Commissioners and Wake County Board of Education. A joint Schools Facilities Core Team was established. The purpose of the Core Team is to establish regular, informed, and interactive communications between Wake County and School District staffs concerning research, investigations and evaluations of the site acquisition, design and construction processes of school building projects.

The Superintendent and County Manager appoint members of the Core Team with the initial Core Team consisting of:

- County Staff: Deputy County Manager, Director Facilities Design and Construction, Real Estate Project Manager, Budget Liaison
- School Staff: Assistant Superintendent for Facilities, Senior Director Facilities Design and Construction, Director Real Estate Services, Director Program Controls

Ms. Rogers said that Section 3.01 (d) of the ILA calls for the Core Team to develop a written process governing collaboration between county and school staff and that the process be provided to both Board of Education and the Board of Commissioners as an information item within 30 days following the approval of the ILA by both boards. The Core Team has jointly developed a collaboration document.

Ms. Rogers said that staff is meeting monthly. It is anticipated that the document will be modified and updated as the Core Team continues to define and refine its processes for working together.

Vice-Chair Bryan asked if there is a staff person that attends the Wake County Public School System meetings. Ms. Rogers said that Ms. Michelle Venditto, Interim Budget Director, attends most regular meetings and committee meetings. Ms. Rogers said she attended the Facilities Committee meeting last week. Mr. Mark Foresteri; Wake County Facilities Design and Construction Director, and Mr. Mark Edmondson; Facilities Project Manager, attends some meetings depending on the content.

Commissioner Coble said that all school designs should be on the table. State law calls for the most cost effective design to be presented. He said the collaboration document precludes that the Designer/CMR is the only choice that would be made. He asked for changes to be made because of state law. He complimented the work of the Core Team. He suggested Wake County collaborate with the News and Observer on renovations to their building.

Ms. Rogers said that the Facilities Committee is already reviewing the school designs.

JOINT SCHOOLS FACILITIES CORE TEAM COLLABORATION DOCUMENT

SECTION I FORMATION AND PURPOSE

- 1.01 Establishment.** Pursuant to an Interlocal Agreement (“the ILA”) between the Wake County Board of Commissioners (“BOC”) and Wake County Board of Education (“BOE”) (included as Attachment A), a Joint Schools Facilities Core Team (“Core Team”) is hereby established.
- 1.02 Purpose – Core Team and Document.** The purpose of the Core Team is to establish regular, informed, and interactive communications between Wake County (“County”) and School District (“School”) staffs concerning research, investigations and evaluations of the site acquisition, design and construction processes of school building projects. The purpose of this document is to identify the areas of collaboration and agreement upon the Core Team work to be performed. This document may be modified and updated as the process for collaboration is refined.
- 1.03 Goal of Collaboration Process.** The goal is to increase understanding of the scope, design, construction and cost estimates included in the school capital improvement plan and promote collaboration.
- 1.04 Core Team Composition.** The Superintendent and County Manager shall appoint members of the Core Team.
- A. The initial Core Team will consist of:
1. County Staff: Deputy County Manager, Director Facilities Design and Construction, Real Estate Project Manager, Budget Liaison
 2. School Staff: Assistant Superintendent for Facilities, Senior Director Facilities Design and Construction, Director Real Estate Services, Director Program Controls
- B. Other County and School staff may be identified by the Core Team for involvement as needed.

SECTION 2 PROCESS AND SCOPE

- 2.01 Scope Areas.** The scope areas represent the major work functions related to school siting, land acquisition and construction in which collaboration will occur. For each scope area, the following information is provided: Objective, Frequency and / or Timeframe, Board Actions Required, Key Tasks, Key Staff / Resources, Work Products and Deliverables. The scope areas are as follows:
- Enrollment Projections and Target Circles (Section 2.02)
 - Building Program Assumptions (Section 2.03)

- Building Program Budget Appropriations and Reallocations (Section 2.04)
- Site / Land Selection and Acquisition (Section 2.05)
- School Design and Construction (Section 2.06)
- Core Team Annual Work Plan (Section 2.07)

2.02 Enrollment Projections and Target Circles. Twenty-year student projections by grade and optimal site target areas for new schools

A. Objective

1. Enrollment Projections: Project student enrollment growth rates for annual operating and long-range capital planning; and to aid in student assignment planning.
2. Target Circles: Identify optimal target areas within the county for location of future schools to address projected seating shortfalls based on current crowding and growth in order to enable long-range capital planning and subsequently, develop student assignments plans.

B. Frequency and / or Timeframe

1. Enrollment Projections: Annually
2. Target Circles: Formal updates the year prior to a bond referendum with less comprehensive updates periodically

C. Board Actions Required

1. Enrollment Projections
 - a. BOE: Receive Information
 - b. BOC: Receive Information
2. Target Circles
 - a. BOE: Approval
 - b. BOC: Receive Information

D. Key Tasks

1. Enrollment Projections
 - a. Review and discuss 20th day membership
 - b. Discuss and evaluate historical and current economic and demographic data (unemployment, building permits, population, births, market share, charter and private school openings)
 - c. Discuss and consider modifications to methodology based on changes observed in the data
 - d. Review prior year enrollment projection compared to actual 20th day enrollment data
 - e. Develop the system-wide 20-year K-12 student projection based on agreed upon methodology
 - f. System-wide projection is evaluated and modifications made as needed
 - g. Direct Operations and Research Education Laboratory working within the Institute of Transportation Research at North Carolina University (“OREd/ITRE”) to run a Student Projection Distribution Model (“SPDM”) using system-wide projection to obtain final high resolution forecast by school level
2. Target Circles
 - a. Obtain data regarding planned growth and land uses from municipal planners and County
 - b. Update demographic and land use data in SPDM and calibrate data
 - c. Apply the 20-year membership projection based on agreed upon methodology

- d. Apply current and projected Long Range School Campus Capacities (LRSCC) that are funded
 - e. Apply acquired school sites to date
 - f. Apply OREd/ITRE site optimization algorithm to SPDM forecast
 - g. Generate optimal site target area maps based on capital needs
 - h. Generate maps and determine site prioritization based on current and future resources
- E. Key Staff / Resources
 - 1. Enrollment Projections
 - a. School: Student Assignment and Long-range Planning
 - b. County: Budget and Planning
 - c. Other: ORED/ITRE
 - 2. Target Circles
 - a. School: Long-range Planning and Real Estate Services
 - b. Other: OREd/ITRE
 - F. Work Products / Deliverables
 - 1. Enrollment Projections
 - a. Joint Staff Memo to the BOC and the BOE reporting on projection methodology, assumptions and results, including relevant supporting documentation
 - b. Presentation (if requested by Boards)
 - 2. Target Area Circles
 - a. School staff presents optimal target circles to the BOE
 - b. Presentation

2.03 Building Program Assumptions. This document will provide the long range capital building program planning assumptions which will drive the building program.

- A. Objective
 - 1. Reach agreement on desired criteria or state mandated requirements for planning new and renovated school buildings.
 - 2. Determine criteria for other requirements desirable in a building program such as improved technology, security, support facilities, etc.
- B. Frequency and / or Timeframe: Begin update of assumptions approximately 18 months prior to the anticipated public vote to allow sufficient time for staff review and BOE and BOC approval.
- C. Board Actions Required
 - 1. BOE: Approval
 - 2. BOC: Approval
- D. Key Tasks
 - 1. School staff reviews previous list of assumptions for desired or needed changes
 - a. State mandated requirements are checked
 - b. Internal school stakeholders are consulted on needed changes
 - 2. Draft is shared with County staff
 - a. County staff consider modifications in the draft
 - b. County staff identify outstanding issues with modifications
 - 3. Joint staffs meet to discuss assumptions
 - a. School staff provide context to explain modifications

- b. Both staffs work to come to consensus; any outstanding issues raised to the Management and Board level
 - 4. Presentations made to each Board or jointly presented
 - 5. Assumptions are revisited, modified, and reapproved if needed after reviewing potential building program funding scenarios
- E. Key Staff / Resources
 - 1. Core Team
 - 2. School Long Range Planning
 - 3. County Debt and Capital Financing
- F. Work Products / Deliverables
 - Approved Building Program Assumptions that cover:
 - 1. School Grade Configurations
 - 2. Education Program
 - 3. Pre-Kindergarten, Ages 3-4
 - 4. Kindergarten Program
 - 5. Technology
 - 6. School Campus Capacity
 - 7. Temporary Classrooms
 - 8. Year-Round Calendar Schools
 - 9. Student Enrollment Projections
 - 10. Energy and Environmental Guidelines
 - 11. Renovation of Existing Facilities
 - 12. New School Size & Space Standards
 - 13. School Site Size & Property Acquisition
 - 14. Support Facilities
 - 15. Security
 - 16. Program Price Bases
 - 17. Funding
 - 18. Other

2.04 Building Program Appropriations and Reallocations. Expenditures for site acquisition and costs associated with school construction and renovations require appropriation by the BOE and BOC.

- A. Objective
 - 1. Submit timely funding requests in accordance with the capital improvement plan.
 - 2. Monitor appropriations and reallocations.
 - 3. Align bond sales with proposed project timelines.
- B. Frequency and / or Timeframe
 - 1. Reallocations – When project requirements dictate need
 - 2. Appropriations – After bond sales and after cash availability in new fiscal year
- C. Board Actions Required
 - 1. BOE: Approval
 - 2. BOC: Approval
- D. Key Tasks
 - 1. Prepare funding appropriation/reallocation request for BOE
 - a. Review master schedule for funding needs
 - b. Monitor funding needs in current projects
 - 2. Prepare funding appropriation/reallocation request for BOC based on approved request of BOE

- a. Ensure funding is available
 - b. Ensure BOE requests aligns with planned building program
- E. Key Staff / Resources
 - 1. Core Team
 - 2. County Debt and Capital Financing
- F. Work Products / Deliverables
 - 1. Agenda item to BOE
 - a. Précis
 - b. BOE Resolution
 - c. Other related documents as needed
 - 2. Agenda Item to the BOC
 - a. Item Summary
 - b. BOC Resolution
 - c. Other related documents as needed

2.05 Site / Land Selection and Acquisition. Deliver school sites that allow future schools to be constructed and opened in a timely manner. Special emphasis will be paid toward achieving these goals using the latest information technology and at the lowest cost to the public.

- A. Objective
 - 1. Land Analysis and Selection
 - 2. Land Acquisition
- B. Frequency and / or Timeframe
 - 1. Weekly meetings for collaborative review and input into land acquisition activities
 - 2. Acquisition of school sites in advance of project needs
- C. Board Actions Required
 - 1. BOE: Approval of site acquisition
 - 2. BOC: Approval of site acquisition funding
- D. Key Tasks
 - 1. Preliminary Target Area Site Search
 - a. Objective search map with preliminary site analysis queries depicted
 - b. Review of unsolicited property offers
 - c. Review of publicly owned sites
 - d. Preliminary analysis to identify top sites
 - 2. Review of top sites
 - a. Consultation w/appropriate governmental entities (municipality, NCDOT, etc.)
 - b. Preparation of feasibility studies/concept plans
 - c. Selection of Top Site
 - 3. Contract for Site Acquisition
 - a. Negotiation of contract terms with land owners of top site(s)
 - b. Presentation developed for BOE approval
 - 4. In depth site analysis
 - a. Due diligence completed (Phase 1 ESA, Streams & wetlands delineation, survey, appraisal)
 - b. Development of site development cost estimates
 - 5. Site Acquisition
 - a. Presentation developed for BOC funding approval
 - b. Appointment of counsel and closing on site acquisition

- E. Key Staff / Resources
 - 1. School: Real Estate Services
 - 2. County: Facilities Design & Construction
 - 3. Other staff within each organization to provide information and technology Support: ex: Wake GIS, WCPSS Growth & Planning, etc.
- F. Work Products / Deliverables
 - 1. Objective search map with preliminary site analysis queries depicted
 - 2. Comparative site spreadsheet of top sites
 - 3. Contract for site acquisition
 - 4. Due diligence reports and maps
 - 5. Site development costs estimate
 - 6. Site acquisition power point presentation
 - 7. Site acquisition

2.06 School Design and Construction.

- A. Objective: Monitor capital improvement plan to confirm that objectives are met on behalf of the BOE and BOC. Carry out the collaborative research, investigations and evaluations of design and construction processes of school building projects.
- B. Frequency and / or Timeframe: Activities within this scope item will be ongoing according to the schedule for each project. Frequency will be as needed to fully understand and report on status of building program.
- C. Board Actions Required
 - a. BOE: Approvals at appropriate stages of development
 - b. BOC: Not applicable
- D. Key Staff / Resources
 - a. School: Facilities Design & Construction
 - b. County: Facilities Design & Construction
- E. Key Tasks
 - a. Orientation Phase: School and County to review, and discuss basic planning and design assumptions currently in place, in order for County to gain understanding of the following:
 - a. Master project schedule
 - b. General building typologies (Elementary, Middle, High)
 - School capacity models
 - Current and proposed designs
 - c. Current space standards, Design Guidelines and Educational Specifications
 - b. Research and Benchmarking: Engage outside consultant to compare and benchmark educational program and space standards with peer school systems with a view toward gaining cost efficiencies in delivering facilities which support the current educational program.
 - c. Review and Evaluation of Best Practices: Re-evaluate and update previously developed joint guidelines and best practices for school design and construction.
 - Guidelines for Energy Efficient Buildings
 - Guidelines for Basic Building Materials
 - d. Designer/CMAR Selection: County to actively participate with School in the RFQ Selection Process for design teams and Construction Managers at Risk (CMAR),

as a full voting committee member. This activity will involve review of qualifications submittals, and participation in evaluation meetings to score proposals and interviews of short listed firms for selection.

- e. Design Phase: County to actively participate in design workshops, and review of design documents for selected new schools and major renovations for the purpose of understanding scope, quality and anticipated costs as follows:
 - a. Predesign Project Analysis (PDPA)
 - b. Detailed review of Schematic Design submittals
 - c. Evaluate actual design results against design goals for each new school design
 - d. Construction Document review
- f. Cost Analysis: Participate in evaluation and refinement of construction cost model for projects in the CIP. Discuss strategies for potential increases in efficiency and cost savings in design and construction
 - a. Review and evaluate baseline cost information for each school type
 - b. Participate in cost review sessions with project team on selected elementary, middle and high school projects and evaluate cost alternatives
 - c. Participate in constructability review sessions with project team and design team on selected projects, as related to cost impacts
 - d. Review methodology for measurement and verification of costs compared to original budgets
- g. Construction Monitoring: Conduct regular site visits and monitor construction progress meetings as necessary on selected projects to provide insight into quality assurance and control measures implemented during construction.
- F. Work Products / Deliverables
 - a. Report containing concise description of master schedule, building typologies, prototypes and space standards.
 - b. Benchmarking reports
 - c. Jointly developed guidelines
 - d. Report on final selection process for designers and construction managers at risk
 - e. Monthly status reports on projects in the design phase.
 - f. Monthly status reports on cost analysis, evaluation, measurement and verification
 - g. Monthly status reports on projects under construction

2.07 Core Team Work Plan. Summary of annual timeline for key tasks.

- A. Objective: Jointly develop a work plan for Core Team activities to ensure key tasks are adequately planned and scheduled.
- B. Frequency and / or Timeframe: Annually at the beginning of each fiscal year.
- C. Board Actions Required: None
- D. Key Tasks:
 - 1. Utilizing the key tasks from section 2.02 to 2.06, develop a detailed plan including timelines and priorities for the upcoming fiscal year
 - 2. Monitor progress and update the plan as needed
 - 3. Share the plan with the Superintendent and County Manager once completed at the beginning of the fiscal year
- E. Key Staff / Resources: Core Team
- F. Work Products / Deliverables: Detailed assignments by person / function with a corresponding timeline.

**SECTION 3
RESOLUTION OF DIFFERENCES**

3.01 Resolution. If the Core Team fails to reach consensus on an issue, the Core Team shall present the differing views to the Superintendent and County Manager. The Superintendent and County Manager may provide alternate direction to County and School staff or agree to present the differing opinions to the appropriate Board(s) for consideration. If differing opinions are to be presented to the Board(s), County and School staff will present for consideration and direction.

Other Business

Vice-Chair Bryan said that he is impressed with the new County Manager Jim Hartmann. He said that Mr. Hartmann recently attended the Stars of the East event. He complimented him in his efforts to visit all parts of Wake County.

Mr. Hartmann said he will continue to work hard. He complimented the talent at this event.

Closed Session

No closed session items.

Adjourn

Paul Coble motioned, seconded by Joe Bryan, to adjourn the meeting at 4:22 p.m. The motion passed unanimously.

Respectfully submitted,

Denise Hogan, CCCC
Deputy Clerk
Wake County Board of Commissioners