



**TOWN OF FUQUAY-VARINA
BOARD OF COMMISSIONERS REGULAR MEETING
MARCH 6, 2017**

CALL TO ORDER

Mayor John W. Byrne called the regular meeting of the Fuquay-Varina Board of Commissioners to order on March 6, 2017 at 7:00 p.m.

Commissioners Present: Blake Massengill (Mayor Pro-Tem)
 Charlie Adcock
 Bill Harris
 Jason Wunsch
 Marilyn Gardner

Commissioners Absent: None

Others Present: Town Manager Adam Mitchell
 Assistant Town Manager Mark Matthews
 Town Clerk Rose Rich
 Attorney James Adcock *(Town Attorney Cumalander was absent.)*

INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Don Curry gave the invocation and Planning Director Emeritus Mike Sorensen led the Pledge of Allegiance.

APPROVAL OF THE MINUTES

The January 30, 2017 Joint Form-Based Code Training and March 6, 2017, minutes of the regularly scheduled Town Board of Commissioners meeting, was presented for approval.

MOTION: Commissioner Wunsch
SECOND: Mayor Pro-Tem Massengill
MOTION RESULT: Passed Unanimously (5-0)

PRESENTATIONS

There were no presentations for the March 6, 2017 meeting.

PUBLIC COMMENT

No one chose to address the Town Board during the public comments period.

PUBLIC HEARINGS

Agenda Item No. 7.A: Zoning Map Amendment - Reliabuilt, LLC - 5375 and 5311 Old Powell Road - PIN 0657336137 and a portion of 0657446163 - REZ-2016-31

Purpose – To consider a requested zoning map amendment for 84.475 acres located at 5375 and 5311 Old Powell Road from the Residential Agricultural (RA) Zoning District to the Residential Medium Density Conditional Zoning District (RMD-CZD). The subject properties are more particularly known as Wake County PIN 0657336137 and a portion of PIN 0657446163.

Staff Comments – Town Manager Mitchell provided the following information related to the requested zoning map amendment:

PROPERTY DESCRIPTION: The subject properties are currently within the Town's extraterritorial jurisdiction (ETJ) and are within the Residential Agricultural (RA) Zoning District. Flood hazard soils are prevalent on the subject property. The residual property located at 5311 Old Powell Road, not included in the request, remains in the Residential Agricultural (RA) Zoning District.

ZONING: The zoning map amendment petition requests approval of the Residential Medium Density Conditional Zoning District (RMD-CZD) for the subject properties. A residential density of six (6) dwelling units per acre is permitted within the RMD Zoning District, which includes permitted uses customarily allowed within residential areas. The petitioner is requesting conditional zoning applicable to use of the subject property as follows: "open space development". This zoning condition would also have the effect of restricting future development of the property to single-family residential.

SURROUNDING USE: Adjacent properties to the north are part of a single-family residential subdivision and are located within the Residential Agricultural (RA) Zoning District. To the east are single-family homes located within Sandy Springs and are in the Planned Unit Development (PUD) Zoning District. To the south and west of the subject property, the primary uses of land are agricultural and single-family residential and are also within the RA Zoning District. Additionally, the entrance to Gray's Creek, a single-

family residential subdivision in the Residential Medium Density (RMD) Zoning District is located to the south.

LAND USE PLAN: The 2005 Community Land Use Plan calls for the Medium Density Residential (MDR) Land Use Classification on the southern subject property. The northern subject property is split between the MDR Classification to the west and the Low Density Residential (LDR) Classification to the east with the majority of the property included in the petition being in the MDR Classification. The requested zoning district, RMD provides for a density compatible with the predominate land use classification of the subject properties.

UTILITIES: Public water is available along Wilbon Road via a 12 inch line. Public sewer is also available.

TRANSPORTATION: The subject properties have access onto Wilbon Road and Old Powell Road. Currently Wilbon Road has a design capacity of 10,000 average daily trips (ADT). The Town's 2006 Community Transportation Plan (CTP) designates Wilbon Road as a major thoroughfare with three travel lanes within a 70 foot right-of-way. This increases the design capacity to 12,000 ADT. Old Powell Road is a thoroughfare collector with two travel lanes within a 60 foot right-of-way. The CTP does not designate any additional travel lanes, thus the current and future design capacity are both 10,000 ADT. The 2015 NCDOT traffic counts indicate current conditions of 4,600 ADT along Wilbon Road, near the Piney Grove Wilbon Road intersection, 520 ADT on Old Powell Road, near the intersection with Wilbon Road, and 990 ADT on Coley Farm Road near the intersection with Wilbon Road.

RECOMMENDATION: Staff recommends approval of the proposed zoning map amendment, as it is reasonable and in the best interest of the public for the following reasons: 1) The proposed zoning map amendment with the condition that open space development be the only permitted use of the subject properties will ensure future development of the property is consistent with existing development to the east and south, as well as the future land use for properties to the west, and a reasonable transition from the future land use of HDR to the southeast to lower densities to the north and west.

Public Hearing – Mayor Byrne opened the public hearing and he asked if anyone wished to speak in favor of the zoning map amendment. Mr. Bruce Herbert, 227 Strathburgh Lane, Cary, spoke in favor of the proposed zoning map amendment on behalf of the petitioner. Mayor Byrne asked if anyone wished to speak in opposition to the proposed zoning map amendment. No one chose to speak in opposition to the zoning map amendment. Mayor Byrne declared the public hearing closed.

Board Member Discussion – There were no comments from the members of the Town Board regarding this matter.

Recommendation - Approve REZ-2016-31, a zoning map amendment petition for 84.475 acres located at Wake County PINs 0657336137 and a portion of 0657446163 from the Residential Agricultural (RA) Zoning District to the Residential Medium Density Conditional Zoning District (RMD - CZD). The zoning is consistent with land use plan and reasonable and in the best interest of the public for the reasons identified by staff.

MOTION: Commissioner Wunsch
SECOND: Commissioner Adcock
MOTION RESULTS: Passed Unanimously (5-0)

**Agenda Item No. 7.B: Zoning Map Amendment - Mauldin Watkins Surveying,
PA - 6648 Old Mills Road - PIN 0678123185 - REZ-2016-
35**

Purpose – To consider a requested zoning map amendment for a total of 0.789 acres, located at 6648 Old Mills Road from the Wake County R30 Zoning District to the Residential Medium Density Conditional Zoning District (RMD-CZD). The subject property is also known as Wake County PIN 0678123185.

Staff Comments – Town Manager Mitchell provided the following information related to the requested zoning map amendment:

PROPERTY DESCRIPTION: The subject property is within the corporate limits of the Town and was the subject of a recent voluntary annexation. It is located currently within the Wake County R30 Zoning District, contains a single-family residential home, and requires Town zoning.

ZONING: The zoning map amendment petition requests approval of the Residential Medium Density Conditional Zoning District (RMD-CZD). A residential density of six (6) dwelling units per acre is permitted within the RMD Zoning District, which includes permitted uses customarily allowed within residential areas. The petitioner is requesting conditional zoning applicable to conditions as follows: "all lots to have one single-family detached dwelling".

SURROUNDING USE: All adjacent properties to the west, north and south are within the Bentwinds Bluffs single-family residential subdivision currently under development within the Town's Residential Medium Density (RMD) Zoning District. Adjacent properties to the east of Old Mills Road include agricultural and single-family residential uses within the Wake County R30 Zoning District.

LAND USE PLAN: The 2005 Community Land Use Plan calls for the Low Density Residential (LDR) Land Use Classification at the subject property. The same classification applies to adjacent properties across Old Mills Road to the east. Adjacent properties to the north, south, and west are within the Medium Density Residential (MDR) Classification. The density of the zoning district requested is consistent with the land use classifications of the surrounding properties to the north, south and west.

UTILITIES: Public water is available to serve the subject property via eight (8) inch water lines in both Old Mills Road and Bentwinds Bluffs Lane, to the rear within the Bentwinds Bluffs subdivision. Public sewer is available to serve the subject property via an eight (8) inch sewer line in Bentwinds Bluffs Lane.

TRANSPORTATION: Access to the subject property is provided via Old Mills Road, which is classified as a local street by the 2006 Community Transportation Plan (CTP). The CTP recommends no improvements to the existing right-of-way with future

development. The current and ultimate design capacity is 10,000 average daily trips (ADT). The 2015 NCDOT traffic counts along Old Mills Road provide for 800 ADT near the intersection with Johnson Pond Road and 540 ADT near the intersection with Hilltop Needmore Road.

RECOMMENDATION: Staff recommends approval of the proposed zoning map amendment, as it is reasonable and in the best interest of the public, for the following reasons:

- 1) An annexation petition, ANX-2016-13, was recently adopted by the Town Board for the subject property, and includes provisions for connection to public water and sewer, warranting a density compatible with these type of services.
- 2) The subject property is adjacent on the north, south, and west to a single-family residential subdivision in the Town's corporate limits and within the Residential Medium Density (RMD) Zoning District. The zoning district requested is also RMD and will provide for consistency in the zoning along the west side of Old Mills Rd where property is within the Town's corporate limits.
- 3) The subject property is similarly adjacent to land identified in the Land Use Plan as within the Town's Medium Density Residential (MDR) Land Use Classification. The Low Density Residential (LDR) Classification of the subject property is the result of the property not being within the town's jurisdiction at the time the surrounding subdivision was annexed and zoned, is not reflective of the availability of public utilities, and does not provide for consistency with surrounding land use classification. The requested zoning district is consistent with the surrounding residential subdivision and reasonable based on the availability of utilities along Old Mills Road. On February 20, 2017 the Planning Board unanimously recommended approval of the request, finding the request inconsistent with the current classification of the property in the land use plan but reasonable and in the best interest of the public for the reasons identified by staff. For the same reasons, management and staff are recommending approval.

Public Hearing – Mayor Byrne opened the public hearing and he asked if anyone wished to speak in favor of the zoning map amendment. Mr. Wayne Mauldin of Mauldin-Watkins Surveying spoke in favor of the zoning map amendment on behalf of the property owner David G. Moore. Mayor Byrne asked if anyone wished to speak in opposition to the zoning map amendment. No one chose to speak in opposition to the zoning map amendment. Mayor Byrne declared the public hearing closed.

Board Member Discussion – Mayor Pro-Tem Massengill disclosed that he is working on a subdivision adjacent to the property in question and he asked to Town Board to recuse him from discussion and action on this request.

Motion to recuse Mayor Pro-Tem Massengill from discussion and action on REZ-2016-35 as requested.

MOTION: Commissioner Wunsch
SECOND: Commissioner Gardner
MOTION RESULTS: Passed Unanimously (4-0)

Recommendation - Approve REZ-2016-35, a zoning map amendment petition for 0.789 acres located at 6648 Old Mills Road (Wake County PIN 0678123185) from the Wake County R30 Zoning District to the Residential Medium Density Conditional Zoning

District (RMD-CZD). The requested zoning is inconsistent with the adopted Land Use Plan but reasonable and in the best interest of the public for the reasons identified by staff.

MOTION: Commissioner Gardner
SECOND: Commissioner Harris
MOTION RESULTS: Passed Unanimously (4-0)

CONSENT AGENDA

Agenda Item No. 8.A: Budget Amendment - Bishop Photo - Parks, Recreation, and Cultural Resources Department - BA-2017-30 - \$425.00

Purpose – To recognize funds from Bishop Photo in the amount of \$425.00 for non-resident scholarships within the Parks, Recreation, and Cultural Resources Department.

Recommendation – Adopt budget amendment BA-2017-30 as presented and recommended.

Agenda Item No. 8B: School Speed Zone Limit - Herbert Akins Road - Herbert Akins Elementary School

Purpose – To consider concurrence with the establishment of a school speed limit zone on Herbert Akins Road for Herbert Akins Elementary School as proposed by the Wake County Public School System Transportation Department and NCDOT.

Recommendation – Concur with the establishment of a school speed limit zone on Herbert Akins Road for Herbert Akins Elementary School as proposed by the Wake County Public School System Transportation Department and NCDOT and recommended by staff.

Agenda Item No. 8.C: Contract Award - Recycle America - Recycled Materials

Purpose – To consider awarding a contract to Recycle America for the handling of Town recycled materials.

Recommendation – Award a contract to Recycle America for the handling of Town recycled materials subject to Attorney approval of the contract as presented and recommended.

Agenda Item No. 8.D: Use of Property Request - National Day of Prayer - Town Hall - May 4, 2017 at 12:00 pm

Purpose – To consider a request from Ms. Regina Kinton to use the Town Hall front courtyard and lawn for a National Day of Prayer event to be held on Thursday, May 4, 2017 at 12:00pm.

Recommendation – Approve the use of the Town Hall front courtyard for the National Day of Prayer event on May 4, 2017 at 12:00pm as recommended.

A motion was made to approve all items A-D on the Consent Agenda as recommended.

MOTION: Mayor Pro-Tempore Massengill
SECOND: Commissioner Adcock
MOTION RESULTS: Passed Unanimously (5-0)

ADMINISTRATIVE REPORTS

Agenda Item No. 10.A: Preliminary Subdivision Plat - The Spring Townhomes - SUB-PR-2016-13

Purpose – To consider approval of a preliminary subdivision plat submitted by Curry Engineering called The Spring Townhomes, located at 206 and 208 Spring Avenue and 204 W. Vance Street.

Staff Comments – Town Manager Mitchell stated that it is exciting to bring Townhome residential properties in close proximity to our downtown area. He further advised that the submitted preliminary subdivision plat, The Spring Townhomes, is located at 206 and 208 Spring Avenue and 204 W Vance Street on 0.80 acres in the Downtown Center-2 (DC-2) Zoning District. The plans were submitted on October 27, 2016 under the Town's previous standards (Code of Ordinances, Part 9 Planning & Regulation of Development). Town Manager Mitchell then provided the following information related to the submitted preliminary subdivision plat:

SUBDIVISION INFORMATION: The preliminary subdivision plat proposes 15 residential lots meeting the standards for townhouse developments. The Town does not have a minimum lot size for townhouse lots. The plan includes an average lot size of 1,653 feet. Open space is provided central to the proposed townhouse buildings for common use, as well as at the northwestern corner of the property.

TRANSPORTATION: Vehicular access to the site is provided via an 18 foot wide, one-way private drive, provided along West Vance Street. A stub-out driveway connection and cross-access easement will be provided to the north for connectivity with future development of that property. The development includes a seven (7) foot wide sidewalk along West Vance Street, connecting to existing sidewalk along Spring Avenue. Further,

direct sidewalk access will be provided from each of the townhouse lots along Spring Avenue to the existing sidewalk.

UTILITIES: The subdivision is within the Town limits and will have available public water and sewer services installed by the developer.

This preliminary plat meets all Town requirements. As such, management and staff recommend approval. On February 20, 2017 the Planning Board unanimously recommended approval.

Board Discussion – The Town Board in general expressed their pleasure to have new residential investment in the form of townhomes in the downtown district.

Recommendation – Approve the The Spring Townhomes preliminary subdivision plat (SUB-PR-2016-13) located at 206 and 208 Spring Avenue and 204 W Vance Street as presented.

MOTION: Commissioner Harris
SECOND: Commissioner Wunsch
MOTION RESULTS: Passed Unanimously (5-0)

Agenda Item No. 10.B: Preliminary Subdivision Plat - Meyers Place - SUB-PR-2016-11

Purpose – To consider approval of a preliminary subdivision plat submitted by Hugh J. Gileece and Associates called Meyers Place, located at 6308 Mims Road.

Staff Comments – Town Manager Mitchell stated that Meyers Place is located on the western part of our service area where we have begun to see more interest. He advised the submitted preliminary subdivision plat, Meyers Place, is located at 6308 Mims Road on 56.39 acres in the Residential Agricultural (RA) Zoning District. The plans were submitted on October 11, 2016 under the Town's former standards (Code of Ordinances, Part 9 Planning & Regulation of Development). He further advised that because this project was submitted prior to the effective date of the Land Development Ordinance (LDO), the preliminary subdivision plan reflects the R20 Zoning District. Town Manager Mitchell then provided the following information related to the submitted preliminary subdivision plat:

SUBDIVISION INFORMATION: The preliminary subdivision plat proposes 39 residential lots meeting the standards for conventional subdivision developments. The minimum lot size required is 20,000 square feet. The minimum lot size provided is 27,253 square feet, with the average being 35,412 square feet. Open space is not required in conventional subdivision development; however temporary open space is being proposed. This open space is offered as temporary subject to single-family development, which may occur should public sewer become available in the future. The total project area is divided into two (2) phases, split by wetlands creating a natural barrier.

TRANSPORTATION: Vehicular access to the site is provided via a single public street entrance to each phase from Mims Road. No improvements are required along Mim Road as a result of this development. No sidewalks are required or proposed.

UTILITIES: The subdivision is within the Town limits and will have available public water service installed by the developer. An easement through the development is provided for future public sewer extension. The proposed preliminary subdivision plat meets all Town requirements, and as such staff and management recommend approval. At the February 20, 2017 meeting, the Planning Board unanimously recommended approval.

Board Discussion – Commissioner Adcock stated that he appreciates staff working with the developer to move this project along.

Recommendation – Approve the Meyers Place preliminary subdivision plat, SUB-PR-2016-11, located at 6308 Mims Road.

MOTION: Commissioner Adcock
SECOND: Commissioner Harris
MOTION RESULTS: Passed Unanimously (5-0)

Agenda Item No. 10.C: Budget Amendment and Contract Award - Council Gymnasium Restroom Project - Stewart Group, LLC - BA-2017-31

Purpose – To consider a budget amendment for the construction/renovation of new restrooms at Council Gymnasium in the amount of \$132,915 and award the Council Gymnasium Restroom Project to Stewart Group LLC, in the amount of \$115,360.

Staff Comments – Town Manager Mitchell advised that Council Gymnasium is located at 106 North Ennis Street and was built in 1950. The Town of Fuquay-Varina was deeded Council Gymnasium on March 1, 1981 from Wake County Public School System. Council Gymnasium is currently being programmed by the Town's Parks, Recreation, and Cultural Resources Department as a host site for youth athletics and is also available for outside rentals. Council Gymnasium is heavily utilized during the youth basketball season hosting upwards of 250 attendees per night during the week and 700 attendees on Saturdays. Council Gymnasium currently has a single stall restroom for both men and women. During these peak times of operation, this is not sufficient to meet the demand of the user group in the facility. The provision of adequately sized restrooms was identified in the Facility Master Plan and design and construction have been programmed into the Town's Five Year Plan. The Town of Fuquay-Varina contracted Phillips Architecture to design and provide construction drawings for improved restroom facilities at Council Gymnasium in early FY 2016-2017. Phillips Architecture recommended the old shower rooms to be renovated and serve as the future space for new restrooms, which have been fully designed. The new restrooms will house four stalls in the women's restroom, with three stalls and three urinals in the men's restroom. These improvements will allow the Town to better serve the users at Council Gymnasium during youth athletic events, rentals and special events. With design completed, and with the intent of completing restroom renovations following the conclusion of basketball season, the Town of Fuquay-Varina solicited bids for the Council Gymnasium Restroom project and Stewart Group, LLC was the low bidder on the project. Stewart Group LLC has previously worked with the Town completing the splash pad restroom/kiosk in the Spring of 2016.

The total budget for the Council Gym Restroom Project is as follows:

\$115,360	Construction Cost
\$5,225	Asbestos Abatement
\$6,000	Window Replacement

\$126,585	Total
\$6,330	Contingency (5%)

\$132,915	Total Project Cost

Town Manager Mitchell reported that \$100,000 was programmed in FY 2017-2018 in the Five Year Plan, but he recommends advancing the project in the current fiscal year. The original project estimate did not include the cost of asbestos abatement, which was uncovered during design. He also recommended that window replacements previously identified as an upcoming small project be performed in conjunction with this project. The Town staff has identified a surplus of revenue in Recreation Unit Fees in the current fiscal year and recommends appropriating this overage to support the cost of construction. Currently, the Town Fuquay-Varina has received \$437,000 in FY 2017 in Recreation Unit Fees through February 24, 2017. This is 203% higher than budgeted projections.

Board Discussion – Commissioner Adcock asked if the Fuquay-Varina Middle School students used the gym facility during school hours. Town Manager Mitchell stated that the school does not use the gym during school hours.

Mayor Byrne gave some history on the W.O. Council Gymnasium, and he stated that it was nice to see the historic property modernized and maintained.

Recommendation – Approve a budget amendment (BA-2017-31) in the amount of \$132,915 for the Council Gym Restroom Project and award the Council Gym Restroom Project to Stewart Group, LLC in the amount of \$115,360.

MOTION: Commissioner Gardner
SECOND: Mayor Pro-Tempore Massengill
MOTION RESULTS: Passed Unanimously (5-0)

Agenda Item No. 10.D: Contract Award - Academy Street Sidewalk Extension - Hollins Construction - \$254,980

Purpose – To consider award of a contract to Hollins Construction in the amount of \$254,980 for the construction of the Academy Street Sidewalk Project.

Staff Comments – Town Manager Mitchell advised that the Town Board budgeted funds in FY 2016-2017 for pedestrian master plan projects. The initial plan for the current fiscal year was to expand sidewalk along SE Judd Parkway. However, a high demand for pedestrian connectivity between Downtown Fuquay and Fleming Loop Park in light of a long term Host City Agreement with the Freedom Balloon Festival led staff to recommend and the Town Board to concur with deferring the SE Judd Parkway sidewalk in favor of advancing the Academy Street sidewalk into the current fiscal year. A vicinity

map showing the sidewalk project area was shown. Town Manager Mitchell stated that this expansion connects previous Town and developer-constructed facilities along Academy Street and in Downtown with ongoing investments along Bridge Street. This particular section of sidewalk connects existing sidewalk at the Summerdale residential subdivision with sidewalk at SW Judd Parkway. The end result will be pedestrian access between Downtown Fuquay, Lincoln Heights Elementary, and Fleming Loop Recreational Park which is soon to undergo major improvements as well. This sidewalk will provide safe pedestrian access between all of these areas and the Freedom Balloon Fest. Town Manager Mitchell shared that Town Staff advertised the project and solicited bids from contractors in the area. The low bidder was Hollins Construction with a bid of \$254,980. The Town has completed several similar projects with Hollins Construction and has been pleased with their work. A certified bid tab is was provided to the Board. Town Staff is working with the contractor to ensure that the sidewalk will be completed in time for the Freedom Balloon Festival. Staff and management recommend award of the Academy Street Sidewalk contract to Hollins Construction, to allow the project to be completed on schedule by the 2017 Freedom Balloon Festival, taking place over Memorial Day Weekend in May. \$272,000 is included in the FY 2016-2017 budget, which is sufficient to cover the project cost.

Board Discussion – Mayor Byrne stated that he would like to see crosswalks place in the appropriate locations on Judd Parkway and Bridge Street as it relates to this project. Town Manager Mitchell stated that staff will be working on crosswalk connectivity on future projects, but as it relates to the Balloon Fest, staff will make sure to have Police presence to oversee crossings and if crosswalks are able to be installed in advance of the Festival that staff will do their best to implement the work into the project.

Recommendation – Award the construction contract to Hollins Construction in the amount of \$254,980, subject to approval by the Town Attorney as to form.

MOTION: Mayor Pro-Tempore Massengill
SECOND: Commissioner Wunsch
MOTION RESULTS: Passed Unanimously (5-0)

Agenda Item No. 10.E: Contract Award - JDavis Architects - Downtown Pre-Development Architectural and Planning Services - \$30,000

Purpose – To consider award of a contract to JDavis Architecture and Planning, PLLC, a licensed North Carolina architecture firm based in Raleigh, to provide design services to the Town for mixed-use development projects in Downtown Fuquay-Varina.

Staff Comments – Town Manager Mitchell advised that during the past 12 months, the Town and their downtown development consultant, the Development Finance Initiative (DFI), have been analyzing downtown properties and negotiating with property owners to assemble a downtown site suitable to create new infill mixed-use development opportunities that will stimulate a vibrant walkable and livable downtown Fuquay-Varina. In 2016 the Town engaged DFI to provide high-level area development advice and pre-development services as the Town pursued new mixed-use development opportunities in the area of the two Downtowns. In order to identify prime sites suited for development that fit with the Town’s vision and comprehensive development plans, the Town and DFI

began the process of public engagement and conversations with downtown stakeholders and property owners. In 2015, DFI conducted an in-depth market analysis to better understand the demand for new retail, residential and office space in downtown Fuquay-Varina. The results of this market analysis guided the Town and DFI to identify specific key sites in its downtown well-poised to accommodate and leverage new private sector mixed-use development. One such project site is a 3.5 acre assemblage of parcels located in downtown Fuquay, along Main and E Academy Streets. Now that the Town has negotiated site control of this potential project area, the Town is prepared to move forward with site analysis to develop a specific site plan. With this site plan, the Town and DFI will be able to structure a potential public-private partnership and take the project to the market to identify a development partner. At the request of the Town, DFI interviewed potential design partners to gauge their interest and capacity for working with the Town and taking on this project. The firms expressed interest and responded to an informal Request for Qualifications (RFQ) created by DFI. This solicitation document also detailed the criteria that the Town and DFI would use in evaluating the proposals, the firm's experience in similar projects, and qualifications of key individuals who would be involved in the project. DFI, in consultation with the Town, selected JDavis Architects based their qualifications and successful experience with mixed-use, urban infill development projects throughout North Carolina. Town Manager Mitchell stated that after reviewing proposals, JDavis Architects emerged as the best candidate to partner with the Town and DFI on this pre-development process. JDavis meets all of DFI's requirements for a design partner and the Town and DFI negotiated with JDavis to provide these services at a competitive cost. JDavis has previously worked in Fuquay-Varina on very relevant projects such as the Blue Heron Asset Management investment (developer of Marquee Station) and for the Town Center Plan. He advised that overall, the Town and DFI believe JDavis produced a proposal well-tailored to accomplish the pre-development services of this project with a demonstrated understanding of the requirements and processes of contracting with a municipal client. DFI recommends the Town execute the contract with JDavis Architects to provide the necessary design services for the Town's identification of mixed-use development opportunities. Under this contract, JDavis will provide conceptual development scenarios that take into consideration the surrounding project area (adjacent streets, proximate buildings, and downtown context), resulting in a schematic design that preserves and enhances Fuquay-Varina's downtown character. With these schematic designs, DFI will assist the Town in soliciting an appropriate development partner(s) to execute the final program. Town Manager Mitchell stated that he and staff recommend the Town award a contract to JDavis for pre-development services including:

- Meet with the Town and DFI as well as project stakeholders to discuss design concepts and coordinate work.
- Partner with the Town and DFI to conduct a public meeting to gather community and citizen input.
- Collaborate with the Town and DFI to refine program parameters for various mixed-use development scenarios, including parking program options.
- Advise on the suitability of the site for new construction per program parameters and existing site conditions.
- Provide a range of alternative design concepts (three scenarios are anticipated). Design concepts should incorporate the area surrounding the site, including adjacent streets and buildings.
- Ensure concept conformance with applicable zoning ordinances, district designations, community, and/or or special interest concerns.

- Present conceptual plans to the Town and DFI, as well as at community meetings, including 3D Sketch-Up model of design schemes.
- Prepare and present the final conceptual design scheme to Town Commissioners for the project site, including preliminary building plans, elevations, sections, site plans and site sections indicating streetscape and construction materials.

The cost for JDavis to perform the pre-development architectural and planning services is \$30,000. Funds for this work have been identified in the Town's Economic Development Department, Downtown Development pre-development services. The estimated timeline for delivering these services will be approximately three months, March 2017 through June 2017. The feasibility and design process should take approximately four weeks to complete with remaining timeline to present design options and refine, as needed, based on feedback.

Board Discussion – Members of the Board expressed excitement that the Town's plans to advance another objective from the Economic Development Strategy.

Recommendation – Award a contract to JDavis Architect and Planning, PLLC in the amount of \$30,000 as presented and recommended subject to the Town Attorney's review as to form.

MOTION: Commissioner Gardner
 SECOND: Commissioner Adcock
 MOTION RESULTS: Passed Unanimously (5-0)

OTHER BUSINESS

A. Manager's Report – *(Mitchell)*

- Reported that staff is far along in the budget process and will vet requests in individual meetings with department heads in the coming weeks and months.
- Reported on new hires in the Planning, Sewer and Inspections Departments.
- Reported that he and members of the staff met with Brian Hoyle to discuss logistics and set up for the 2017 Balloon Festival.
- Mentioned recent Triangle Business Journal article on NW Judd Parkway
- Reported that he attended the Technical Coordinating Committee meeting for CAMPO where Fuquay-Varina was mentioned and used as an example for receiving grant funding awards.
- Reported that he attended the Triangle J Regional Managers meeting where the subject was broadband/fiber connectivity – Town will invest in backbone for broadband in our public facilities.
- Reported that participation and feedback at the Community Transportation public meeting last week was excellent.

- Reported that he and members of the staff participated in the Chamber of Commerce Leadership Institute session last week, on how local government operates and works.
- Reported that the Town is in the process of negotiating a contract with Daniels & Daniels for the Arts Center renovations.
- Reported on the development of the upgrades to the Terrible Creek Wastewater Treatment Plant.

B. Project Status Report – March 2017

C. Financial Quarterly Report – 2nd Quarter 2017

D. 2016 Fuquay-Varina Economic Development Annual Report

E. Downtown Streetscape Maintenance – Equipment Purchase

Town Manager Mitchell proposed to purchase equipment for downtown streetscape maintenance. He stated that frequent watering, fertilization, use of pesticides, blowing and removal of trash is required to ensure the numerous municipal lots, trees, planters and beds in both downtowns are well maintained. The proposal included the purchase of a Pro Gator 2020A at a cost of \$21,535.14, a Riddick 200 Gallon water tank/pump, at a cost of \$6,953, and a Buffalo Turbine CKB4 tow behind blower at a cost of \$7,290. The total cost of the equipment is \$35,778.14. The Town included sufficient funds in the project approved in 2016 for first year contract maintenance and/or start up equipment, and the current project balance of \$39,009 is sufficient to cover the cost of the proposed equipment. Being that sufficient funds were already allocated, the Town Board concurred with the purchase of the equipment by general consent.

F. 2035 Community Vision Land Use Plan (LUP) Public Drop-in Session – Town Hall Board Room – March 9, 2017 – 5:30 – 7:30 pm

G. Wake Transit FY 2018 Draft Work Plan Public Meeting – Wake County Southern Regional Center – March 30, 2017 – 4:30 – 7:00 pm

H. Zoning Map Amendment - Stencil & Associates, PLS, PA - 1829 and 1955 Eddie Howard Road - Wake County PINs 0686079384 and 0686076032 - REZ-2017-04 - (FIRST READING) - (Mitchell/Matthews/Smith)

TOWN BOARD MEMBER COMMENTS

Mayor Pro-Tem Massengill – stated that the video that was part of the State of the Town Address was excellent and done extremely professional.

Commissioner Adcock – thanked the N&O for picking up the quote “The sun is shining bright on Fuquay-Varina”. He stated that lots of good things are happening in Fuquay-Varina and he appreciates the hard work of staff.

Commissioner Harris – stated that he thoroughly enjoyed the video presentation, and it was powerful to see all the major accomplishments capsulized in a short video.

Commissioner Wunsch – stated that it was a challenge to put all the accomplishments in a 6 minutes video. He shared that he had the opportunity to read to the kindergarten class Herbert Akins Elementary School last week. He also stated that former Fuquay-Varina High School student DeJuan Burt was called up to the major leagues to play for the Kansas City Royals. He concluded by stating that he will be visiting his grandmother on the occasion of her 90th birthday soon.

Commissioner Gardner – echoed the expressions of other Board members regarding the video, and she thanked Susan Weis and Scott Clark for their hard work. She also stated that it was nice to see two projects coming to the downtown area for residential and commercial developments.

Mayor Byrne – stated that he partly measures success and improvements by the number of phone calls he receives from concerned citizens. He commended staff for handling a majority of the complaints and he also commended Susan Weis and Scott Clark for the tremendous job that they perform on a daily basis. He also stated that he came away from the Strategic Planning Retreat very excited about the future opportunities for Fuquay-Varina.

CLOSED SESSION

The Town Board did not call for a closed session meeting.

ADJOURN

A motion was made to adjourn the meeting at 8:37 p.m.

MOTION: Mayor Pro-Tempore Massengill
SECOND: Commissioner Wunsch
MOTION RESULTS: Passed Unanimously (5-0)

Adopted this the 21st day of March 2017 in Fuquay-Varina, North Carolina.

FUQUAY-VARINA, NORTH CAROLINA

John W. Byrne, Mayor

ATTEST:

(TOWN SEAL)

Rose H. Rich, Town Clerk

