



Board Meeting Agenda Abstract

Monday, May 4, 2026

Location:

Agenda Item

Resolution - Appointment of Review Officers - Town of Fuquay-Varina - (Davison) - Item 8.F

Item Explanation

The purpose of this agenda item is to consider a resolution requesting the appointment of map and plat review officers of the Town of Fuquay-Varina by the Wake County Board of Commissioners.

Staff Comments

North Carolina law requires that a municipality designate one or more people experienced in mapping or land records management as review officers from jurisdictions throughout Wake County to certify plats presented to the Register of Deeds. The intent is to ensure that maps or plats comply with all statutory requirements for recording. The Town of Fuquay-Varina Board of Commissioners must request an appointment by resolution to the Wake County Board of Commissioners. Currently, the only town staff member with the authority to certify maps and plats is the Town's Planning Director.

To allow continuity of this important administrative function and efficiency in managing workload, Town management is recommending more than one member of staff be certified. Having more than one staff member certified as a review officer is customary. Previously, another Planning Department staff member was a certified review officer; however, that employee no longer works with the Town. Therefore, management recommends the re-appointment of Pam Davison, Planning Director, and the appointment of Eliot Ward, Assistant Planning Director, as map and plat review officers for all lands within the municipal and extraterritorial jurisdiction of the Town of Fuquay-Varina. Additionally, management recommends the removal of previous review officer Melissa Sigmund.

Following adoption, the resolution will be shared with Wake County, requesting the appointment of plat review officers at the next possible meeting of the Wake County Board of Commissioners.

Fiscal Note

No

Recommendation

CONSENT AGENDA

MOTION TO: Adopt a resolution recommending the appointment of the Town of Fuquay-Varina map and plat review officers to the Wake County Board of Commissioners for appointment, effective immediately upon adoption, as presented and recommended by management.

ATTACHMENTS

[Resolution_Appointment_of_Review_Officers_2026](#)