



**Wake Forest Board of Commissioners
Meeting Agenda
May 17, 2016 at 7:00 PM**

All items listed are for discussion and possible action.

NOTICE

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the **Town of Wake Forest** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

For people with impaired hearing: Special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of **Town of Wake Forest** should contact the office of **Mickey Rochelle, ADA Coordinator, 301 South Brooks Street, 919-435-9455, (mrochelle@wakeforestnc.gov)** or Town Clerk Deeda Harris at (919) 435-9413, (dharris@wakeforestnc.gov) as soon as possible but no later than 48 hours before the scheduled event.

**CABLE & ONLINE BROADCAST OF
BOARD OF COMMISSIONERS MEETINGS**

All Board of Commissioners meetings are broadcast live on Time Warner Cable Community Channel 10 beginning at 7 p.m. Meetings are also aired online on the official Town of Wake Forest website at www.wakeforestnc.gov. Archived meeting videos are also provided and available for one year after the original air date.

MEETING AGENDAS

The Board of Commissioners meeting agenda is available to be viewed and downloaded at www.wakeforestnc.gov/Government/BoardofCommissioners.aspx by noon on the Thursday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Town Clerk's Office at (919) 435-9413. Citizens may also receive a copy of each month's agenda by enrolling in the E-Notifier subscription service. For more information visit www.wakeforestnc.gov/enotifier.aspx.

PUBLIC HEARINGS

When an agenda item is denoted as a Public Hearing, persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given five minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed five minutes each to express his/her comments, ideas, concerns, expressions, and desires. No comments will be allowed on agenda items.

PUBLIC COMMENT

Anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item during the time of the Public Comment should contact Town Clerk Deeda Harris by 3:00 p.m. the day of the meeting. Mayor Jones will recognize you during the Public Comment period and give you 3-5 minutes to speak. Thank you for your cooperation.

Call To Order

Pledge Of Allegiance

1. Approval Of Agenda

2. Approval Of Minutes

3. Presentations

3.A. Introduction of New or Promoted Employees.

4. Public Hearings / Public Comment

4.A. Public Hearing to receive public comment on the proposed FY 2016-2017 Budget
[Public Hearing on proposed FY 16-17 Budget_summary sheet.pdf](#)

4.B. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item or an item on the agenda during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

5. Consent Agenda

5.A. Approval of Property tax adjustments, rebates and/or refunds.
[5A05 Tax Releases.pdf](#)
[taxReleases.pdf](#)

5.B. CASE TA-16-01: Consideration of approval of second reading of proposed text amendments to Chapter 2 - District Provisions, Chapter 3 - Supplemental Use Standards, Chapter 6 - Subdivision & Infrastructure Standards, Chapter 9 - Parking & Driveways, Chapter 15 - Administration, and Chapter 17 - Definitions of the Wake Forest Unified Development Ordinance.
[TA-16-01_Agenda_Summary_Sheet_Second_Reading_.pdf](#)

[CH 9-Parking & Driveways 3-7-2015 \(DRAFT AMENDMENTS #1\).docx](#)

[CH 15-Administration Amended 3-17-2015 \(DRAFT AMENDMENTS#1\).docx](#)

[CH 17-Definitions Amended 3-17-2015 \(DRAFT AMENDMENTS#1\).docx](#)

[CH 2-District Provisions Amended 3-17-2015 \(DRAFT AMENDMENTS#1\).docx](#)

[CH 3-Supp Use Standards Amended 3-17-15 \(DRAFT AMENDMENTS#1\).docx](#)

[CH 6-Subdivision & Infrastructure Standards Amended 3-17-2015 \(DRAFT AMENDMENTS#1\).docx](#)

- 5.C. Approval of Hiring CTC Technology and Energy to Develop a Broadband Business Case Analysis

[Agenda_Summary_-_CTC.pdf](#)

[CTC Proposal to Town of Wake Forest - revised - 20160420.pdf](#)

- 5.D. Approval of Smith and Sanford Creek Greenway (C-5164) and Dunn Creek Greenway-Downtown Connector (EL-5100AE) construction contract.

[02 Resolution to Award Letter \(DRAFT\).docx](#)

[01 ToWF Coverletter.pdf](#)

[03 C-5164 & EL-5100AE Bid Tabs w- Engineers Estimate.pdf](#)

[05 Letters of Intent to Subcontract.pdf](#)

- 5.E. Approval of On-Call Transportation Planning, Engineering Services and Construction Engineering Inspection Services– Contract

[On-call transportation planning engineering srvs and construction engineer.pdf](#)

- 5.F. Appointment of Members to the Human Relations Council and Urban Forestry Board.

[HRCandUFBappointmentsMay2016.pdf](#)

[AdvBoardAppointmentMEMORANDUM-May 2016.docx](#)

[resolution2016-xx AdvBoardAppointmentHRCandUFB-May 2016.pdf](#)

- 5.G. Approval of Resolution Authorizing Installment Purchase Agreement

[Installment Purchase agreement summary sheet.pdf](#)

[resolution 2016-xx authorizing installment purchase agreement May 2016.doc](#)

[analysis of proposals 050916.pdf](#)

- 5.H. Approval of Budget Amendment # 6 for FY 2015-2016

[Budget_ordinance_amendment_cover_sheet.pdf](#)

[Budget ordinance amendment # 6.pdf](#)

6. Legislative Items

7. Planning Items

- 7.A. CASE RZ-16-02: Consideration of a request filed by Matthew Winslow to rezone 25.91 acres located in the 400 block of West Oak Avenue from GR10, General Residential-10 District and RD, Rural Holding District to GR10 (CD), General Residential-10 Conditional District, being Wake County Tax PINs 1841-57-3388, 1841-46-7676, 1841-56-3698 and 1841-56-3541.

[RZ-16-02_Agenda_Summary_Sheet.pdf](#)

[Consistency Statement RZ-16-02.docx](#)

- 7.B. CASE RZ-16-05: Consideration of a request filed by Jim Adams to amend the existing Conditional Use Permit RZ-07-03 for 2.9 acres zoned C.U. – NB, Conditional Use – Neighborhood Business located in the southeastern quadrant of the intersection of Burlington Mill Road and Ligon Mill Road, Being Wake County Tax PIN 1748-19-1837.

[RZ-16-05_Agenda_Summary_Sheet \(3\).pdf](#)

[Consistency Statement RZ-16-05 \(approve\).docx](#)

[Consistency Statement RZ-16-05 \(denial\).docx](#)

- 7.C. CASE RZ-13-06: Consideration of the extension or rescission of the Conditional District approval for the Regency at Heritage Subdivision, located in the 1200 block of Forestville Road and the terminus of Marshall Farm Street; being Wake County Tax PINs 1749-66-3478, 1749-66-9929, 1746-76-5204, 1749-76-9436.

[RZ-13-06_Extension_Agenda_Summary_Sheet.pdf](#)

[RZ-13-06 Extension Agenda Summary Sheet.docx](#)

[Letter of Approval RZ-13-06.docx](#)

[Letter of Expiration RZ-13-06.docx](#)

[RZ-13-06 Extension Memo.docx](#)

[FRI Request to TWF re Permit Extension \(5-2-16\).pdf](#)

[Regency-at-Heritage.pdf](#)

8. Administration And Financial Items

- 8.A. Discussion of Fire Impact Fees
[FireImpactFeeDiscussion_cover_sheet.pdf](#)
[Wake Forest May 3 Presentation v.2.pptx](#)

9. Public Services Items

- 9.A. Consideration of Approval of Architect Firm IBI Group of NC, to Perform the Operations Center Feasibility Study.
[Agenda_Summary_IBI_Contract.pdf](#)
[IBI_Contract_for_Feasibility_Study.pdf](#)
- 9.B. Temporary Right In-Right Out Condition on Selsey Drive at the intersection with South Main St. (US 1A)
[Selsey Drive SummarySheet.pdf](#)

10. Parks And Recreation Items

11. Public Safety Items

- 11.A. Consideration for Approval of a Temporary Street Closure for a Family Reunion on August 6, 2016.
[Streetclosure-Steward-ConyersFamilyReunion-Aug6,2016.pdf](#)
[Family Reunion.pdf](#)
[resolution2016-x Steward-Conyers FamilyReunion temporarystreetclosure8-6-16.doc](#)
- 11.B. Consideration of Amendment of Street Closure for the Beach Night on White St. on August 20, 2016 to include location of a Beer Garden.
[Beach_Night_on_White-summarysheet.pdf](#)
[Beach Night on White.pdf](#)
[resolution2016-xx temporarystreetclosuresBeachNightonWhite.doc](#)

12. Other Business

- 12.A. Closed Session: N.C.G.S 143-318.11(a)(6) Personnel - Annual Evaluation of Town Manager & Town Attorney
- 12.B. Closed Session: N.C.G.S 143-318.11(a)(3) Consultation with the Town Attorney re: Cameron Park II. LTD ..
LLC; Christopher Roan; Robert G. Johnson and Elizabeth G. Johnson v. Town of Wake

Forest. file number 13 CVS 2777. Wake County Superior Court.

12.C. Department Monthly Reports
[MonthlyRpt.pdf](#)

13. Adjournment