



**Wake Forest Board of Commissioners  
Meeting Agenda  
October 18, 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 individuals 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 ADA Coordinator Mickey Rochelle at 919-435-9455 or [mrochelle@wakeforestnc.gov](mailto:mrochelle@wakeforestnc.gov) or Town Clerk Deeda Harris at 919-435-9413 or [dharris@wakeforestnc.gov](mailto: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 Wake Forest TV 10 (WFTV 10) beginning at 7 p.m. Meetings are also aired online on the Town of Wake Forest website at [www.wakeforestnc.gov](http://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/board-of-commissioners.aspx](http://www.wakeforestnc.gov/board-of-commissioners.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 via email by enrolling in the free E-Notifier subscription service. For more information visit [www.wakeforestnc.gov/enotifier.aspx](http://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 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**

- 2.A. Approval of Minutes for Meeting held September 6, 2016 (Work Session), and September 20, 2016 (Regular Board of Commissioners Meeting)

#### **3. Presentations**

- 3.A. Presentation of Eagle Scout Project - Jacob Allred
- 3.B. Proclamation Recognizing November 17, 2016 as "Pancreatic Cancer Awareness Day".
- 3.C. Proclamation Recognizing October 23-31, 2016 as Red Ribbon Week.
- 3.D. Proclamation Designating October 2016 as "Cyber Security Awareness Month".
- 3.E. Proclamation Recognizing November 26, 2016 as Small Business Saturday in the Town of Wake Forest.
- 3.F. Presentation of Annual Reports from the Town's Advisory Boards.
- 3.G. Holding Park Pool Update - Mark C. Hatchel, Kimley-Horn, Senior Project Manager,  
[holdingpoolupdateOct2016.pdf](#)

#### **4. Public hearings / Public Comment**

- 4.A. Public Hearing on the Contiguous Annexation Petition submitted by Envision Science Academy for 6.96 acres of property located at the intersection of Traditions Grande Blvd and Oak Grove Church Road, being Wake County Tax PIN: 1851-23-5126.
- 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.

## **5. Consent Agenda**

*(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent Agenda. If a Commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)*

- 5.A. Approval of Tax Releases.
- 5.B. Approval of the Memorandum of Understanding from North Carolina Department of Justice Environmental Enhancement Grant
- 5.C. Appointment of Designees to the Wake Forest Fireman's Relief Fund.
- 5.D. Appointment of Members to the Advisory Boards (CAB, TAB, SAB).

## **6. Legislative Items**

## **7. Planning Items**

- 7.A. Consideration of Approval of CASE SD-16-05 The Woodlands at Traditions: Consideration of a request filed by JPM South for Subdivision Master Plan approve for a 99-unit Townhome development on 11.98 acres located on Royal Mill Avenue between Flaherty Avenue and Traditions Grande Boulevard, being Wake County Tax PIN 1851-14-4356.
- 7.B. Consideration of Approval of CASE SU-16-01 Pearce Avenue Bed and Breakfast: Consideration of a request filed by Aaron Daubenspeck for a Special Use Permit to allow a Bed and Breakfast at 401 and 409 Pearce Avenue, being Wake County Tax PINs 1841-61-0658 and 1841-61-1625.
- 7.C. Consideration of Approval of CASE SU-16-02 Gateway Commons Shopping Center Amendment: Consideration of a request filed by John R. McAdams for an amendment to an approved Special Use Permit to allow an increase in the number of permitted lots from 17 to 25 in the Gateway Commons Shopping Center located at the intersection of Dr. Calvin Jones Highway and Jones Dairy Road, being Wake County Tax PINs 1840-47-9449, 1840-96-6922, 1840-86-7791, and 1850-07-5303.
- 7.D. Consideration of Approval of CASE RZ-16-01 Stonegate at St. Andrews Subdivision Phase 1A: Consideration of a request filed by Jim Adams to rezone 4.49 acres from CU-NB, Conditional Use Neighborhood Business to RMX (CD), Residential Mixed Use Conditional District and the approval of the associated Stonegate at St. Andrews Phase 1A Subdivision Master Plan. Properties are located on Coach Lantern Avenue, being Wake County Tax PINs 1748-57-5079 and 1748-56-6804.

- 7.E. Consideration of Approval of CASE RZ-16-07 Stonegate at St. Andrews Subdivision Phase 1B: Consideration of a request filed by Jim Adams to rezone 4.83 acres from CU-NB, Conditional Use Neighborhood Business to GR10 (CD), General Residential-10 Conditional District and the approval of the associated Stonegate at St. Andrews Phase 1B Subdivision Master Plan. Property is located at the terminus of Fairstone Road, being Wake County Tax PIN 1748-65-3978.
- 7.F. Consideration of an amendment to the Little River Reservoir Water Supply Watershed Interlocal Agreement

**8. Administration and Financial Items**

**9. Public Services Items**

**10. Parks and Recreation Items**

- 10.A. Consideration of Approval of Revision of Vegetation Ordinance, Section 34-36.

**11. Public Safety Items**

**12. Other Business**

- 12.A. September monthly report

**13. Adjournment**