



**Wake Forest Board of Commissioners
Meeting Agenda
November 15, 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 or Town Clerk Deeda Harris at 919-435-9413 or 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. 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 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.

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 Meetings held October 4, 2016 (Work Session, Special Meeting and Joint Planning Board Hearing), and October 18, 2016 (Regular Board of Commissioners Meeting)

[mins 10-4-16WSAgenda-draft.pdf](#)

[mins October 2016 Planning Board Agenda-final.pdf](#)

[mins 10-18-16 Agenda - draft.pdf](#)

3. Presentations

- 3.A. Recognition of New Employees.
- 3.B. Proclamation Recognizing November 2016 as CTEPH Awareness Month.
[CTEPH Proclamation-Nov2016.docx](#)
- 3.C. Presentation of fiscal year ended June 30, 2016 Comprehensive Annual Financial Report (CAFR)
[CAFR - fiscal yr end 6-30-2016.docx](#)
- 3.D. Presentation from the Senior Center Advisory Board.
[Sr. Center Annual Rpt Presentation.docx](#)
- 3.E. Little River Watershed Interlocal Agreement. (Tim Maloney, Wake Co.)
[Little River Watershed ILA-TMaloney-Summary.docx](#)

4. Public hearings / Public Comment

4.A. 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

(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 the 2017 Meeting Dates of the Board of Commissioners and Planning Board.

[2017 BOC and JPH Meeting dates-Summary.docx](#)

[Meeting Schedule for Planning Board and BOC 2017-Oct2016.pdf](#)

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

[On-call Contract Amendments-Summary 11.15.16.docx](#)

[HarrisRd_OI_PE_ROW scopeandfee 11.4.2016.pdf](#)

- 5.C. Approval of Budget Ordinance Amendment # 1 for fiscal year 2016 - 2017

[Budget Ordinance Amendment-Summary.docx](#)

[Budget Ordinance Amendment #1 - Summary sheets.pdf](#)

- 5.D. Approval of Amending Chapter 34- Vegetation of the Code of Ordinances for the Town of Wake Forest, North Carolina.

[Tree Ordinance Amendment Summary Sheet Nov. 15th.docx](#)

[Amended Vegetation Ordinance in Chapter 34 Nov. 15, 2016.docx](#)

6. Legislative Items

7. Planning Items

- 7.A. Consideration of Approval to Waive Fees for Stanley Martin Homes

[Stanley Martin Homes Fee Waiver - Agenda Summary.docx](#)

[Stanley Martin Town Homes.docx](#)

[Fee Waiver Resolution.doc](#)

- 7.B. CASE RZ-16-08 Shopfront Overlay District Expansion: Consideration of proposed amendment to the Wake Forest Zoning Overlay District Map to expand the Required Shopfront (SF) Overlay District to the 200 and 300 blocks of Elm Avenue, 400

block of S. White Street, and the 400 block of S. Brooks Street. Wake County Tax PINs affected are 1841-40-9130, 1841-50-3315, 1841-40-6144, 1840-59-0776, 1841-50-2111, 1840-49-8853, 1840-59-3856, and 1841-50-5123.

[CASE RZ-16-08 Shopfront Overlay District Expansion-Summary.docx](#)

8. Administration and Financial Items

9. Public Services Items

10. Parks and Recreation Items

10.A. Approval of Kimley-Horn and Associates, Inc. as the Design and Construction Consultant for the Reconstruction of the Holding Park Pool.

[Holding Park Pool Summary Sheet Nov. 15th.docx](#)

[Resolution for Design-Construction of Holding Park Pool.doc](#)

[Kimley-Horn Consultant Amendment Nov. 15, 2016.pdf](#)

[Kimley-Horn Cost Estimates Options Nov. 15, 2016.pdf](#)

[HoldingPark Pool Concept Nov. 15, 2016.pdf](#)

11. Public Safety Items

12. Other Business

12.A. October Monthly Report

[Oct 2016.pdf](#)

12.B. Wake County Tax Releases

[TAX-REPORT-WAKEFOREST.pdf](#)

12.C. Closed Session. N.C.G.S. 143-318.11 (3) Consultation with Attorney.

13. Adjournment