



**Wake Forest Board of Commissioners
Meeting Agenda
September 20, 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. Consideration of Approval of Minutes for Meetings held August 2, 2016 (Work Session and Planning Board Meetings) and August 16, 2016 (Regular Board of Commissioners Meeting).

[minutes.pdf](#)

[mins 8-2-16 WS Agenda.pdf](#)

[mins 8-2-16 Joint Public Hearing.pdf](#)

[mins 8-16-16 Agenda.pdf](#)

3. Presentations

- 3.A. Recognition of New Employee(s).

- 3.B. Proclamation Recognizing Public Power Week Oct. 2-8, 2016

[NC Public Power proclamation 2016.doc](#)

- 3.C. Proclamation Recognizing the Month of October as P.A.N.D.A.S. Month.

[pandas.pdf](#)

[PANDAS Proclamation october 2016.docx](#)

- 3.D. Proclamation Recognizing National Night Out – October 3, 2016.

[Nat'lNightOut.pdf](#)

[nightout2016 10-3-16.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

- 5.A. Approval of Tax Releases.

[tax_releases.pdf](#)

[tax_releases.pdf](#)

- 5.B. Approval of a petition requesting contiguous annexation submitted by Envision Science Academy for 6.96 acres of property located at the intersection of Traditions Grande Boulevard and Oak Grove Church Road, being Wake County Tax PIN 1851-23-5126.

[EnvisionAcademy.pdf](#)

[Envision Science Survey.pdf](#)

[Envision Science Application.pdf](#)

[RESOLUTION 2016-xx affixing date for annexation Envision Science Academy for 6.96 acre..docx](#)

- 5.C. Approval of the second reading of CASE TA-16-02: Text Amendments to Chapter 5 - Building Design Standards, Chapter 9 - Parking and Driveways, and Chapter 15 - Administration to the Wake Forest Unified Development Ordinance.

- 5.D. Approval of Wayfinding for Parks & Greenways, Phase 1 construction contract

[wayfindingPhase1.pdf](#)

- 5.E. Rescind Resolution 2009-62

[Resolution.docx](#)

- 5.F. Approval of Customer Care Policy Update

[customerCare.pdf](#)

[Customer Care Policy 9.9.2016.pdf](#)

- 5.G. Approval of the Cooperative Purchasing Agreement with Wake County for Disaster Debris Clearance and Removal Service.

[DisasterDebrisClearance-Coop.pdf](#)

[WAKE FOREST-CG DDRemoval CPA FULL.pdf](#)

[WAKE FOREST-P&J DDRemoval CPA FULL.pdf](#)

- 5.H. Approval of Temporary Street Closure of Rock Springs Rd on Oct. 8, 2016.

[StreetClosure-RockSpring.pdf](#)

[JROTC special_event_application.pdf](#)

[Streets to be blocked off.pdf](#)

[Resolution2016-xx streetclosure-WF JROTC FishFry- 10-8-16.docx](#)

- 5.I. Approval of Waiver of Parking Ordinance from the intersection of Holding Ave and Franklin St. up to the 350 Holden Ave (near the Northern Regional Center) for Curbside Voting Oct. 27 – Nov. 5, 2016 (Early Voting Dates).

[ParkingWaiver-earlyvoting.pdf](#)

[WF Parking Ordinance Suspension Request 2016.pdf](#)

[WF Amended Parking Ordinance Suspension Request 09-09-2016.pdf](#)

[2016-x waiver of parking ordinance to allow curbside early voting Holding Ave Oct. 20 - Nov 5,2016.docx](#)

[Early Voting Schedule NRC Oct-Nov 2016.docx](#)

- 5.J. Approval of Special Events Policy

[specialEventsPolicy.pdf](#)

[Special Events Policy rev. 9.13.16.pdf](#)

- 5.K. Ordinance to Amend the Fee Schedule of the Town of Wake Forest

[AmendFeeSchedule-SpecialEvents.pdf](#)

[2016-x amendment to fee schedule September 2016- Special Events Application.doc](#)

- 5.L. Authorizing the abandonment of an unused “20’ Drainage & Utility Easement” originally situated along the western boundary of the property located at 605 W. Holding Ave., parcel ID No. 1840-09-3451 currently owned by Robin L. Watkins and Nickolas S. Mitchell.

[EasementAbandonment-605WHolding.pdf](#)

[Memo-easement termination.pdf](#)

[Waiver and Termination of Easement.pdf](#)

[Resolution-easement termination-.pdf](#)

- 5.M. Approval of Sole-source Exception pursuant to NC General Statute 143-129 (e) (6)

[SoleSource-LoadControlSwitches.pdf](#)

[Load Control Switch and Thermostat Pricing.pdf](#)

6. Legislative Items

- 6.A. Consideration of Appointment of a Voting Delegate for the NC League of Municipality Annual Conference.

[votingDelegate-NCLMConf.pdf](#)

[resolution 2016-x voting delegate appointment for NCLM 2016 annual conference.doc](#)

- 6.B. Approval of documentation to establish the Wake Forest Business and Industry Partnership

[WFBIP.pdf](#)

[DOCS-#925870-v1-Conflict of Interest Policy - Wake Forest BIP.pdf](#)

[DOCS-#926603-v3-
Bylaws of Wake Forest Business and Industry Partnership.pdf](#)

[DOCS-#926691-v3-Initial Board Consent - Wake Forest BIP.pdf](#)

[DOCS-#926695-v3-Attachment to Form 1023.pdf](#)

[DOCS-#926715-v1-
Articles of Wake Forest Business and Industry Partnership.pdf](#)

[20160908165949416.pdf](#)

[Wake Forest-BIP Services Agreement.docx](#)

7. Planning Items

- 7.A. Consideration of Approval of Special Event/ General Liability insurance for the Christmas Tour of Historic Homes

[HPC-HomeTourLiability.pdf](#)

[Staff Report Home Tour Insurance.pdf](#)

8. Administration and Financial Items

- 8.A. Consideration of Purchase and Sale Agreement for property located at 610 Brooks Street.

[610BrooksStPurchase.pdf](#)

[P-S Agreement Warren and Wright.pdf](#)

[610 Brooks Street Resolution.docx](#)

[Plat.pdf](#)

- 8.B. Consideration of Approval of Settlement Agreement with Cameron Park II, LLC.

[CameronParkSettlement.pdf](#)

9. Public Services Items

- 9.A. Consideration of Approval of the Addition of a Parking Space on Wait Ave.

[WaitAveParkingSpace.pdf](#)

[Parking on Wait Ave.jpg](#)

- 9.B. Consideration of a Resolution to Adopt Monitored Natural Attenuation as the Remedy for Groundwater Impacts at the Closed N. White Street Landfill in the Town of Wake Forest.

[WhiteSt.Landfill-monitoring.pdf](#)

[CAP Application.pdf](#)

[2016-xx N.White St. Landfill Remedy Resolution.doc](#)

10. Parks and Recreation Items

11. Public Safety Items

- 11.A. Consideration of Temporary Street Closure on Fanning Drive on Sat., Oct. 15, 2016.

[StreetClosure-FanningDr.pdf](#)

[FANNING DRIVE.pdf](#)

[Resolution2016-xx streetclosure-FanningDr - 10-15-16.docx](#)

12. Other Business

- 12.A. Monthly Report

[MonthlyReport-Aug.pdf](#)

- 12.B. Closed Session. N.C.G.S. 143-318.11 (5) Consultation with Attorney re: right-of-way easements needed to complete the Stadium Drive - Complete Streets Project and Ligon Mill Operational Improvements project.

[ClosedSession-StadiumDrRightofWay.pdf](#)

13. Adjournment