



**Wake Forest Board of Commissioners**  
**Meeting Agenda**  
**January 16, 2024 at 6:00 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 ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Terry Savary](#) at 919-435-9432 as soon as possible, but no less than 48 hours before the scheduled event.

**Cable & Online Broadcast of Board of Commissioners Meetings**

All [Board of Commissioners](#) (BOC) meetings are broadcast live on [WFTV 10](#) beginning at 6 p.m. Meetings are also streamed online on the [Public Meetings Portal](#) on the [Town of Wake Forest website](#). Archived meeting videos are also provided and available for one year after the original air date.

**Meeting Agendas**

The BOC meeting agenda is available to be viewed and downloaded by noon on the Friday 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 919-435-9432. Citizens may also receive a copy of each month's agenda via email by enrolling in the free [E-Notifier](#) subscription service.

**Public Hearings**

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the BOC regarding the item under consideration. Anyone wishing to address the BOC concerning a public hearing item should complete and submit the BOC Public Comment Form on the [Town website](#). Proponents and opponents shall each be given three 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 three minutes each to express his/her comments, ideas, concerns, expressions, and desires. A designated speaker for a group will be allowed 10 minutes to speak. Only comments on a Public Hearing will be allowed during this time.

**Public Comment**

During the Public Comment period, anyone wishing to address the BOC concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the BOC Public Comment Form on the [Town website](#). Then, during the Public Comment portion of the meeting, Mayor Jones will recognize you and invite you to the podium at which time you will have three minutes to speak. Thank you for your cooperation.

## **Call to Order**

## **Pledge of Allegiance**

## **1.Approval of Agenda**

## **2.Approval of Minutes**

- 2.A. December 5, 2023 Work Session  
December 19, 2023 Regular Meeting  
[DraftBOCWSMminutesDec202305.pdf](#)  
[DraftBOCMminutesDec202319.pdf](#)

## **3.Presentations**

- 3.A. Resolution of Appreciation for the Service of the Wake Forest Garden Club  
[Summary\\_Wake Forest Garden Club 100 Year recognition.docx](#)  
[Resolution\\_2024\\_Wake\\_Forest\\_Garden\\_Club\\_100\\_years\\_of\\_service\\_\\_1\\_\(2\).docx](#)
- 3.B. Resolution Recognizing Lieutenant Trent Gamber on his Retirement  
[Gamber Summary appreciation of services.docx](#)  
[Gamber Resolution of Appreciation for Services.docx](#)

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

- 4.A. Public Hearing to receive public comment on the five (5) year Capital Improvement Plan (CIP) for FY 2024-2029  
[Public Hearing on Proposed CIP Update\\_Summary.pdf](#)  
[CIP Schedule 2024.pdf](#)
- 4.B. Public Hearing on LEGISLATIVE CASE RZ-23-07, 200 Stephen Taylor Road, a rezoning filed by Marion Jordan to rezone 1.008 acres located at 200 Stephen Taylor Dr, being Franklin County Tax PIN 1842826404 from Franklin County's Residential 30 (R-30) to Wake Forest's General Residential 3 (GR3).  
[BOC Agenda Summary RZ-23-07.pdf](#)  
[RZ-23-07 Staff Report.pdf](#)  
[Attachment A - Neighborhood Meeting Information.pdf](#)  
[Attachment B - Application.pdf](#)  
[Attachment C - Maps.pdf](#)  
[Attachment D - Planning Board Written Recommendation.pdf](#)

[Exhibit 1 - Legal Description.pdf](#)

[Exhibit 2 - Consistency Statement.pdf](#)

[Ordinance RZ-23-07 200 Stephen Taylor Road.docx](#)

- 4.C. Public hearing on LEGISLATIVE CASE RZ-23-08, Farm Road Townhomes, a conditional rezoning filed by Kevin Neshat on behalf of Lofts at South Main, LLC, to rezone 3.06 acres located at 1701 Farm Ridge Road, 1702 Farm Ridge Road, 1709 Farm Ridge Road, 1710 Farm Ridge Road, 1715 Farm Ridge Road, and 128 Farm Road, being Wake County Tax PIN(s) 1840029915, 1840037051, 1840028856, 1840027902, 1840026891, and 1840120841, from General Residential 3 (GR3) to General Residential 10 Conditional District (GR10-CD) and Neighborhood Business Conditional District (NB-CD).

[BOC Agenda Summary RZ-23-08.pdf](#)

[RZ-23-08 Staff Report.pdf](#)

[Attachment A - Neighborhood Meeting Meeting Information.pdf](#)

[Attachment B - Application.pdf](#)

[Attachment C - Maps.pdf](#)

[Attachment D - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)

[Exhibit 1 - Legal Description.pdf](#)

[Exhibit 2 - Consistency Statement.pdf](#)

[Exhibit 3 - Proposed Farm Road Townhomes Master Plan.pdf](#)

[Ordinance RZ-23-08.docx](#)

- 4.D. Public hearing on a petition requesting contiguous annexation submitted by Marion Jordan C/O Edward and Louise Smith for property associated with the rezoning request RZ-23-07, located at 200 Stephen Taylor Road, being Franklin County PINs 1842-82-6404 (parent PIN) and 1842-82-7362 (secondary PIN) being approximately 1.008 acres

[011624 BOC Agenda Summary AN-23-04.pdf](#)

[Attachment A Legal Description AN-23-04.pdf](#)

[Attachment B Annexation Map AN-23-04.pdf](#)

[Attachment C Contiguous Annexation Petition AN-23-04.pdf](#)

[Attachment D Agent Authorization Form AN-23-04.pdf](#)

[DRAFT ORDINANCE AN-23-04.docx](#)

- 4.E. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item 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 3 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 a Resolution to surplus the badge and service weapon carried by Lieutenant Trent Gamber

[Gamber Summary badge and weapon surplus.docx](#)

[Gamber Resolution Badge and Weapon.docx](#)

- 5.B. Approval of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2024 Series dates from 5 PM to 9 PM. The FNOW 2024 series dates are April 12, May 10, June 14, July 12, August 9, and September 13.

[Item\\_Summary\\_2024\\_Friday\\_Night\\_On\\_White\\_Alcohol\\_Ordinance\\_Waiver.docx](#)

[Attachment A Friday Night on White Venue Map 2024.jpeg](#)

[ATTACHMENT\\_B\\_2024\\_Series\\_Friday\\_Night\\_on\\_White\\_Alcohol\\_Ordinance\\_Waiver\\_Request.docx](#)

[Resolution\\_for\\_Open\\_Container\\_Waiver\\_FNOW\\_Series\\_2024.docx](#)

- 5.C. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by WithersRavenel C/O the property owner AWB-DP JDS OWNER LLC for property associated with the rezoning request RZ-23-01, located at 1950 Friendship Chapel Road being Wake County PIN 1850-06-6925 being approximately 3.008 acres.

[011624 BOC Agenda Summary AN-23-05.pdf](#)

[Attachment A Legal Description AN-23-05.pdf](#)

[Attachment B Annexation Map AN-23-05.pdf](#)

[Attachment C Contiguous Annexation Petition AN-23-05.pdf](#)

[CERTIFICATE OF SUFFICIENCY .docx](#)

[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

- 5.D. Approval of a resolution supporting NCDOT's right-of-way abandonment for a portion of Averette Road.

[011624\\_BOC Agenda Summary.pdf](#)

[Attachment\\_A\\_Resolution\\_Abndn\\_ROW\\_Averette Rd.docx](#)

[Attachment\\_B\\_Averette Rd\\_ROW\\_Abndn\\_1.pdf](#)

[Attachment\\_C\\_Averette Rd\\_ROW\\_Abndn\\_2.pdf](#)

- 5.E. Approval of Appointment to Citizen Advisory Board  
[Resolution2024-XX\\_Adv\\_Board\\_Appts-HPC\\_Jan202316.docx](#)
- 5.F. Consideration of Appointment of Commissioners and Individuals to Various Committees for 2024 - 2025  
[Resolution2024-XX\\_2024-2025CommitteeAppointments\\_Jan202316.doc](#)
- 5.G. Approval of 2023 State and Local Cybersecurity Grant Program  
[Summary Sheet FY2023 SLCGP Proposal.pdf](#)

## **6.Legislative Items**

## **7.Planning Items**

- 7.A. Consideration of a petition requesting contiguous annexation submitted by Marion Jordan C/O Edward and Louise Smith for property associated with the rezoning request RZ-23-07, located at 200 Stephen Taylor Road, being Franklin County PINs 1842-82-6404 (parent PIN) and 1842-82-7362 (secondary PIN) being approximately 1.008 acres
- 7.B. Consideration of LEGISLATIVE CASE RZ-23-07, 200 Stephen Taylor Road, a rezoning filed by Marion Jordan to rezone 1.008 acres located at 200 Stephen Taylor Dr, being Franklin County Tax PIN 1842826404 from Franklin County's Residential 30 (R-30) to Wake Forest's General Residential 3 (GR3).
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## **8.Administration and Financial Items**

## **9.Public Services Items**

## **10.Parks and Recreation Items**

## **11.Public Safety Items**

## **12.Other Business**

- 12.A. Department Monthly Report  
[December 2023 Monthly Report.pdf](#)
- 12.B. Wake County Tax Release  
[WF-TXREP-JAN-2024-BOC-MTG.pdf](#)
- 12.C. Commissioner Reports

## **13.Adjournment**