



Wake Forest Board of Commissioners
Meeting Agenda
October 17, 2023 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. September 5, 2023 Work Session
September 19, 2023 Regular Meeting
[DraftBOCWSEMinutesSept202305.pdf](#)
[DraftBOCMinutesSept202319.pdf](#)

3.Presentations

- 3.A. Proclamation Recognizing November 2023 as "Native American Heritage Month"
[NativeAmericanHeritageMonth_Oct202317.pdf](#)
- 3.B. Update regarding Increase in Funds for Enhancements at Flaherty Park Field #2.

[Exhibit A - Flaherty Park Field #2 Cost Estimate.xlsx](#)
[Summary Sheet - Update regarding Increase in Funds for Enhancements at Flaherty Park Field #2.docx](#)

- 3.C. Introduction of Candidates for the Board of Adjustments and Planning Board
[Summary Sheet_Candidates Oct202317.pdf](#)
- 3.D. Presentation of Annual Reports from the Town's Advisory Boards
[2023 Advisory Boards Annual Report.pdf](#)

4.Public hearings / Public Comment

- 4.A. Public Hearing on LEGISLATIVE CASE RZ-20-05-01, Fuller Capital Boulevard Property, a rezoning map amendment filed by Red Line Engineering to rezone 29.367 acres located at 4925 Unicon Drive, 4975 Unicon Drive, and 10200 Capital Blvd (portion), being Wake County Tax PINs 1739-51-8319, 1739-61-2717, 1739-51-4482 (portion) from Rural Holding District (RD) and Light Industrial Conditional District (LI-CD) to Light Industrial Conditional District (LI-CD).

[BOC Agenda Summary RZ-20-05-01.pdf](#)
[RZ-20-05-01 Staff Report.pdf](#)
[Attachment A - Neighborhood Meeting Information.pdf](#)
[Attachment B - Application.pdf](#)
[Attachment C - Maps.pdf](#)
[Attachment D - RZ-20-05 Ordinance](#)
[Attachment E - Planning Board Recommendation.pdf](#)
[Exhibit 1 - Legal Description.pdf](#)
[Exhibit 2 - Consistency Statement.pdf](#)
[Ordinance RZ-20-05-01 Fuller Capital Blvd Property_v2.docx](#)

- 4.B. Public Hearing on LEGISLATIVE CASE RZ-23-05, 2117 Averette Road, a rezoning map amendment filed by Douglas and Sarah Machado to rezone 2.822 acres located at 2117 Averette Road, being Wake County Tax PIN 1851-90-8235, from Wake County's Residential-30 (R-30) to General Residential 5 (GR5).

[BOC Agenda Summary RZ-23-05.pdf](#)
[RZ-23-05 Staff Report.pdf](#)
[Attachment A - Neighborhood Meeting Information.pdf](#)
[Attachment B - Application.pdf](#)
[Attachment C - Maps.pdf](#)
[Attachment D - Planning Board Recommendation.pdf](#)
[Exhibit 1 - Legal Description.pdf](#)
[Exhibit 2 - Consistency Statement.pdf](#)
[Ordinance RZ-23-05 2117 Averette Road.docx](#)

- 4.C. Public Hearing on LEGISLATIVE CASE RZ-21-08, Joyner Property, a rezoning filed by McAdams Company to rezone 124.68 acres located at 1180 and 1200 (portion) Club Villas Dr, being Wake County Tax PINs 1841091336 and 1831895139 (portion) from General Residential 3 Planned Unit Development* (GR3 PUD*); Falls Lake Watershed Protection Overlay (FL-WMA); and Special Highway Overlay (SH1-O) to General Residential 10 Conditional District (GR10-CD); Falls Lake Watershed Protection Overlay (FL-WMA); and Special Highway Overlay (SH1-O). (*While these parcels are labeled as GR3 (PUD), the parcels are not subject to any PUD regulations as the PUD regulations were removed when SU-99-02-01 was approved. Due to the zoning map label, staff will refer to the current zoning as GR3 PUD until such time the official zoning map is amended to remove the PUD text.)

[BOC Agenda Summary RZ-21-08.pdf](#)
[RZ-21-08 Staff Report.pdf](#)
[Attachment A - Neighborhood Meeting Information.pdf](#)
[Attachment B - Application.pdf](#)
[Attachment C - Maps.pdf](#)
[Attachment D - Special Use Permit SU-99-02 Approvals.pdf](#)
[Attachment E - Special Use Permit SU-99-02-01 Approval.pdf](#)
[Attachment F - Plan Consistency Analysis.pdf](#)

[Attachment G - TIA Executive Summary and NCDOT Review Report.pdf](#)

[Ordinance RZ-21-08 Joyner Property.docx](#)

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

[Exhibit 2 - Consistency Statement RZ-21-08.pdf](#)

[Exhibit 3 - Proposed Conditional District Plan.pdf](#)

- 4.D. Public Hearing to receive public comment on the Installment Financing (160A-20) of Street Resurfacing project

[Public Hearing Street Rehab financing_summary.pdf](#)

[Draft Timetable_Streets IPA.pdf](#)

- 4.E. Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2024-2029

[First CIP Public Hearing FY 2024-2029_summary.pdf](#)

[CIP Schedule 2024 \(Tentative\).docx](#)

- 4.F. Public Hearing on Fire Impact Fee Update

[Agenda Item Summary_Fire Impact Fee Update 2023_PublicHearing.docx](#)

[Resolution 2023-xx_Fire_Impact_Fees.docx](#)

[Wake Forest Fire SDF 2023 Update Report 20230825.pdf](#)

[Wake Forest 9-5-23 Presentation FINAL.pdf](#)

- 4.G. Public hearing on a petition requesting annexation submitted by Douglas and Sarah Machado for property associated with the rezoning request RZ-23-03, located at 2117 Averette Road being Wake County PIN 1851-90-8235 being approximately 2.822 acres.

[101723 BOC Agenda Summary AN-23-03.pdf](#)

[Attachment A Legal Description AN-23-03.pdf](#)

[Attachment B Annexation Map AN-23-03.pdf](#)

[Attachment C Contiguous Annexation Petition AN-23-03.pdf](#)

[DRAFT ORDINANCE AN-23-03.docx](#)

- 4.H. 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. Town Approval of the UNRBA Consensus Principles

[Summary.docx](#)

[Attachment A_CP II Resolution.docx](#)

[Attachment B_ConsensusPrinciples II_20230920_Board approved.pdf](#)

[Attachment C_2023_09_20 Final UNRBA Concepts and Principles for Reexamination.pdf](#)

5.B. Approval of Resolution Authorizing Primary and Secondary Agents for NC Department of Public Safety (FEMA) relative to Smith Creek Reservoir Dam Mitigation Project (LPDM-PF-04-NC-2022-001)

[Designated Agents_Summary.pdf](#)

[Resolution 2023-xx_Designation of Authorized Agents.docx](#)

[NCDPS.DAform.pdf](#)

5.C.

Approval of municipal infrastructure improvements at the u-turns on Hwy 98 near south franklin intersection

[Attachment_A_summary_Signalized Uturns 98.docx](#)

[Attachment_B_Resolution Uturns 98.docx](#)

[Attachment_C_Reimbursement Agreement - Holding Village \(Traffic Control Improvements\).pdf](#)

[Attachment D_Exhibit A_Construction Plans.pdf](#)

[Attachment_E_Exhibit_B_Reimbursement Estimate.pdf](#)

[Attachment_F_Exhibit C - NCDOT Traffic Agreement.pdf](#)

5.D. Approval of municipal infrastructure improvements along South Franklin

[Summary_S_Franklin_Exp_3_.docx](#)

[Attachment_A_Resolution Franklin Exp.docx](#)

[Attachment_B_DA S. Franklin Exp.pdf](#)

[Attachment_C_CIP Franklin Exp.pdf](#)

5.E. Approval of a resolution for the Town Manager to enter into an agreement for the FY24 Streets Resurfacing Project.

[Summary.docx](#)

[Attachment_A_2023-xx_Resolution_5_.docx](#)

[Attachment B_Street Resurfacing_Bid_0002-2023.pdf](#)

[Attachment C_Bid Tab_FY24.pdf](#)

- 5.F. Approval of a Resolution Accepting a Downtown Revitalization Grant from Electricities of North Carolina
[SUMMARY - BOC Acceptance of Electricities Downtown Revitalization Grant 9.27.23.docx](#)
[BOC Resolution Accepting Electricities Downtown Revitalization Grant 9.27.23.docx](#)
- 5.G. Approval of a Resolution to Enact an Ordinance Prohibiting Smoking and the Use of Tobacco Products and Vapor Products in Town Buildings, in Town Vehicles, and on Town Grounds
[Agenda Item Summary_Tobacco Resolution_10.10.2023.docx](#)
[TWF Tobacco Ordinance \(003\)_DRAFT.docx](#)
- 5.H. Approval to authorizing execution on the behalf of the Town of Wake Forest, a contract with A. Morton Thomas and Associates, Inc. for the warrant analysis, future planning options, design, and survey for the future signal, listed as a CIP project, at the intersection of Forestville Road (State Road 2049) and Coach Lantern Ave/Green Drake Drive.
[Summary_Forestville Coach Lantern Signal Intersection.docx](#)
[Attachment_A_Resolution_Forestville_Coach_Lantern_Signal\(3\).docx](#)
[Attachment_B_Agreement - 540 - A. Morton Thomas and Associates, Inc..pdf](#)

6.Legislative Items

- 6.A. Appointment of Candidates for the Board of Adjustment and Planning Board
[Board of Adjustment and Planning Board Candidates Cover letter_2.pdf](#)
[Board of Adjustment Candidate 10-17-2023.pdf](#)
[Planning Board Candidates 10-17-2023.pdf](#)

7.Planning Items

- 7.A. Consideration of a petition requesting annexation submitted by Douglas and Sarah Machado for property associated with the rezoning request RZ-23-03, located at 2117 Averette Road being Wake County PIN 1851-90-8235 being approximately 2.822 acres.
- 7.B. Consideration of LEGISLATIVE CASE RZ-20-05-01, Fuller Capital Boulevard Property, a rezoning map amendment filed by Red Line Engineering to rezone 29.367 acres located at 4925 Unicon Drive, 4975 Unicon Drive, and 10200 Capital Blvd (portion), being Wake County Tax PINs 1739-51-8319, 1739-61-2717, 1739-51-4482 (portion) from Rural Holding District (RD) and Light Industrial Conditional District (LI-CD) to Light Industrial Conditional District (LI-CD).

- 7.C. Consideration of LEGISLATIVE CASE RZ-23-05, 2117 Averette Road, a rezoning map amendment filed by Douglas and Sarah Machado to rezone 2.822 acres located at 2117 Averette Road, being Wake County Tax PIN 1851-90-8235, from Wake County's Residential-30 (R-30) to General Residential 5 (GR5).
- 7.D. Consideration of LEGISLATIVE CASE RZ-21-08, Joyner Property, a rezoning filed by McAdams Company to rezone 124.68 acres located at 1180 and 1200 (portion) Club Villas Dr, being Wake County Tax PINs 1841091336 and 1831895139 (portion) from General Residential 3 Planned Unit Development* (GR3 PUD*); Falls Lake Watershed Protection Overlay (FL-WMA); and Special Highway Overlay (SH1-O) to General Residential 10 Conditional District (GR10-CD); Falls Lake Watershed Protection Overlay (FL-WMA); and Special Highway Overlay (SH1-O). (*While these parcels are labeled as GR3 (PUD), the parcels are not subject to any PUD regulations as the PUD regulations were removed when SU-99-02-01 was approved. Due to the zoning map label, staff will refer to the current zoning as GR3 PUD until such time the official zoning map is amended to remove the PUD text.)

8.Administration and Financial Items

- 8.A. Consideration of a Resolution amending Fire Impact Fee Update
[Agenda Item Summary_Fire Impact Fee Update 2023_Resolution.docx](#)
[Wake Forest 9-5-23 Presentation FINAL.pdf](#)
[Wake Forest Fire SDF 2023 Update Report 20230825.pdf](#)
[Resolution 2023-xx_Fire_Impact_Fees.docx](#)
- 8.B. Consideration of an Ordinance to approve and authorize the execution and delivery of the Amended and Restated Full Requirements Power Sales Agreement (FRPSA)
[Summary.pdf](#)
[AmendedandRestatedFRPSA.pdf](#)
[TenthAmendedand RestatedFRPPA.pdf](#)
[Ordinance2023-XX_FRPSA_Oct202317.pdf](#)

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A. Department Monthly Report

[September 2023 Monthly Report.pdf](#)

12.B. Wake County Tax Release

[WF-TXREP-OCT-2023-BOC-MTG.pdf](#)

12.C. Commissioner Reports

12.D. Consultation with the Town Attorney, N.C.G.S. § 143.318.11(a)(3)”.

To prevent the disclosure of information that is privileged or confidential or is not of public record, N.C.G.S. § 143-318.11(a)(1).

13.Adjournment