



Wake Forest Board of Commissioners
Meeting Agenda
October 19, 2021 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 the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Deeda Harris](#) at 919-435-9413 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 [WFTV 10](#) beginning at 7 p.m. Meetings are also aired 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 [Board of Commissioners](#) 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 919-435-9413. 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 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

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the [Town website](#) or email Town Clerk [Deeda Harris](#) by 9 a.m. the day of the meeting. 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 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 August 26, 2021 (Board of Commissioner Strategic Retreat), September 7, 2021 (Work Session & Joint Public Hearing), meeting held September 21, 2021 (Regular Board of Commissioners Meeting) and Meetings held September 22, 2021, September 23, 2021 , October 4, 2021 and October 6, 2021 (Board of Commissioners Special Meetings)
- [mins-BOC-8-26-21_Retreat-draft.pdf](#)
[mins-9-7-21_WS-draft.pdf](#)
[Draft September 7, 2021 JPH Meeting Minutes.pdf](#)
[mins-9-21-21-BOC_Agenda-draft.pdf](#)
[Minutes-9-22-21-9-23-21-10-4-21-and 10-6-21-Special_Meeting-agenda-Town_Attorney.pdf](#)

3. Presentations

- 3.A. Proclamation Recognizing the Month of October 2021 as "P.A.N.D.A.S. Month"
[PANDAS_Proclamation_October_2021.docx](#)
- 3.B. Proclamation Recognizing October 2021 As "Dysautonomia Awareness Month"
[Dysautonomia_awareness_month-October-2021.docx](#)
- 3.C. Proclamation Recognizing October 23, 2021 as "Make a Difference Day" in the Town of Wake Forest, NC
[Make_a_Difference_Day_proclamation_2021.doc](#)
- 3.D. Proclamation Recognizing November 2021 as "National Native American Indian Heritage Month"
[Native Am. Indian Heritage Month Nov 2021.docx](#)
- 3.E. Proclamation Recognizing November as Family Court Awareness Month
[Family_Court_Awareness_Month-Nov_2021.docx](#)
- 3.F. Introduction of Candidates for the Board of Adjustment and Planning Board
[Introduction of candidates for the BOA,PB-summary.docx](#)

- 3.G. Presentation of Annual Reports from the Town's Advisory Boards
[Adv_Board_Presentations_Agenda_Item-Summary.docx](#)
[Final 2021 Annual Report.pdf](#)

4. Public hearings / Public Comment

- 4.A. Public Hearing and Consideration of a Request by Cooke's Restoration, LLC; James D. Cooke III and Alexis N. Cooke to Designate their Building, and Lot, Known as the A. Jack Medlin Store, 501 N. Main Street, Wake Forest, NC, as a Wake Forest Local Historic Landmark. HPC Case Number LL 21-01
[Summary Sheet - Public Hearing and Consideration of a Request by Cooke Restorations, LLC to Designate their Building and Lot, known as the Medlin Store, as a Local Historic Landmark](#)
[Attachment 1: Staff Report - Local Landmark Designation Medlin Store Staff Report including Application, Correspondence from the North Carolina Historic Preservation Office and recommendation from the Wake Forest Historic Preservation Commission Draft Ordinance Medlin Store Local Historic Landmark.docx](#)
- 4.B. Public Hearing and Consideration of a Request by Andrew O. Grimmitt and Angela M. Wright to Designate their Building and Lot, Known as the Mutschler House, 1320 Country Club Drive, Wake Forest, NC, as a Wake Forest Local Historic Landmark. HPC Case Number LL 21-02
[Summary Sheet - Public Hearing and Consideration of a Request by Andrew O. Grimmitt and Angela M. Wright to Designate their Building and Lot, Known as the Mutschler House, as a Local Historic Landmark](#)
[Attachment 1: Staff Report - Local Landmark Designation Mutschler House. Local Historic Landmark Application, SHPO Correspondence, and Recommendation from Historic Preservation Commission Draft Ordinance Mutschler House Local Historic Landmark](#)
- 4.C. Public hearing on and consideration of a petition requesting contiguous annexation submitted by G98 Commercial, LLC for property located at 0 Capital Boulevard, being Wake County Tax PIN 1830-87-2437 and adjacent right-of-way totaling approximately 28.5885 acres.
[101921 BOC Agenda Summary \(AN-21-07\).pdf](#)
[Grove 98 Draft Ordinance \(AN-21-07\).docx](#)
[Attachment A Legal Description AN-21-07.pdf](#)
[Attachment B Annexation Map AN-21-07.pdf](#)
[Attachment C Contiguous Annexation Petition AN-21-07.pdf](#)
- 4.D. Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2022 - 2027
[First CIP Public Hearing FY 2022-2027_summary.pdf](#)

[CIP Schedule 2022.pdf](#)

- 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 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 Budget Ordinance Amendment # 1 for FY 2021 -2022
[Budget Ordinance Amendment_summary.pdf](#)
[Budget Ordinance Amendment #1.pdf](#)
- 5.B. Approval of a Resolution Allowing the Town Manager to Accept an Offer from NCDOT to Purchase Town Property for NCDOT Right-of-Way and to Grant Easements for the Ligon Mill Bridge Replacement Project
[2021-xx Summary.docx](#)
[Ligon Mill Resolution.pdf](#)
- 5.C. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by WF-GCA Holding Village, LLC for property associated with Holding Village Subdivision located at 0 South Franklin Street, a small portion of lot 5 being Wake County PIN 1840-54-5435.
[101921 BOC Agenda Summary.pdf](#)
[Attachment A Legal Description AN-21-08.pdf](#)
[Attachment B Annexation Map AN-21-08.pdf](#)
[Attachment C Annexation Petition AN-21-08.pdf](#)
[CERTIFICATE OF SUFFICIENCY.docx](#)
[DRAFT PUBLIC HEARING RESOLUTION.docx](#)
- 5.D. Appointment of Randy Bright and Edward G. (Grif) Bond to the Wake Forest Fireman's Relief Fund Board

[Appointment_Firemans_Relief_Fund_2021-Bond_and_Bright-summary.docx](#)
[resolution2021-_Firemens_relief_fund_trustee_appointments-Bond_Bright.docx](#)

- 5.E. Approval of a Resolution to Convert Two Wake Forest Police Department Part-Time Positions to a Full-Time Position

[Agenda_Item_Summary_-_Request_to_Combine_Tow_Part-Time_Positions.docx](#)
[Resolution2021-TO COMBINE TWO PART-TIME POSITIONS.doc](#)

- 5.F. Approval of an Ordinance Amending Code - Chapter 30 - Traffic And Vehicles Article I. - In General to Prohibit Trespassing In Or On Motor Vehicles

[Ordinance_30-20_Summary.docx](#)
[Ordinance - Trespass in Motorized Vehicle\(3053228.1\).docx](#)

- 5.G. Resolution Approving An Amendment to the FY2021 Pay & Classification Plan to Add a New Renaissance Centre Position and to Re-classify a Renaissance Centre Position.

[Agenda_Item_Summary_AuthorizingNewPosition.docx](#)
[Resolution2021-Renaissance_CentreEDITS.doc](#)

6. Legislative Items

- 6.A. Ordinance Amending Multiple Sections Within Chapter 30 - Traffic & Vehicles, Article VI - Traffic Schedules Of The Code Of Ordinances Of The Town Of Wake Forest, North Carolina

[Summary_DTParking_10212021.docx](#)
[ORD2021-x_All-DayParking.docx](#)
[Downtown Parking Map.pdf](#)

- 6.B. Appointment of Candidates for the Board of Adjustment and Planning Board

[Adv_board_appointment-summary.docx](#)
[Revised 2021 Advisory Board Cover Sheet_10.14.2021.docx](#)
[BOA Apps 9 30 21.pdf](#)
[BOA_waiver_statements.docx](#)
[PB_Apps_10_14_21.pdf](#)

7. Planning Items

- 7.A. Consideration of Legislative Case RZ-21-04 filed by Jones & Cnossen Engineering, PLLC on behalf of the property owner to rezone approximately 6.955 acres located at 0 Ligon Mill Road, being Wake County Tax PIN 1830822645, from Conditional Use Neighborhood Business (CU NB) to General Residential 10 Conditional District (GR10-CD)

[101921 BOC Agenda Summary RZ-21-04](#)
[Consistency Statement RZ-21-04 0 Ligon Mill Road](#)
[Inconsistency Statement for Disapproval RZ-21-04 Ligon Mill Road](#)

[Ordinance RZ-21-04 Ligon Mill Road](#)
[Attachment A - Legal Description and Survey](#)
[Attachment B - RZ-21-04 Application & Condition](#)
[RZ-21-04 Planning Board Recommendation](#)

8. Administration and Financial Items

- 8.A. Consideration of Property Acquisition (Donation) -Front Street and E. North Avenue
[Item Summary_Property Acquisition Front Street and E North Avenue.docx](#)
[Town Tree Area_Map.pdf](#)

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

- 12.A. Wake County Tax Releases
[WF-TXREP-OCT5-2021.pdf](#)
- 12.B. Department Monthly Report
[September 2021 Monthly Report.pdf](#)
- 12.C. Quarterly Project Updates
[Strategic Plan Working Document_Q1 July_Sept 2021.pdf](#)
[CIP Project Tracker Q1_FY2021-2022.pdf](#)
- 12.D. Commissioner Reports
- 12.E. Closed Session: N.C.G.S. 143-318.11 (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Closed Session: N.C.G.S. 143-318.11 (3) Consultation with the Attorney: SchoolDev East, LLC vs. Town of Wake Forest

13. Adjournment