



**Wake Forest Board of Commissioners**  
**Meeting Agenda**  
**November 21, 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. October 3, 2023 Work Session  
October 17, 2023 Regular Meeting

[DraftBOCWSEMinutesOct202303.pdf](#)

[DraftBOCMinutesOct202317.pdf](#)

## **3.Presentations**

- 3.A. Presentation of fiscal year ended June 30, 2023 Annual Comprehensive Financial Report

[Presentation of Annual Financial Report for June 30, 2023 \\_summary.pdf](#)

- 3.B. Resolution Recognizing Sergeant David Doherty on his Retirement

[Doherty Summary appreciation of services.docx](#)

[Doherty Resolution of Appreciation for Services.docx](#)

- 3.C. Introduction of Candidates for Board of Adjustment

[Summary Sheet \\_Candidates Board of Adjustment.pdf](#)

## **4.Public Hearings / Public Comment**

- 4.A. Public Hearing on LEGISLATIVE CASE RZ-23-02, Stadium Drive Mixed Use, a rezoning filed by Williams Mullen to rezone 19.30 acres located at 0 Stadium Dr, being Wake County Tax PIN 1831957846 from Rural Holding District (RD), Richland Creek Watershed Management Area District (RC-WMA), and Special Highway Overlay (SH1-O) to Neighborhood Mixed-Use Conditional District (NMX-CD), Richland Creek Watershed Management Area District (RC-WMA), and Special Highway Overlay (SH1-O).

[BOC Agenda Summary RZ-23-02.pdf](#)

[RZ-23-02 Staff Report.pdf](#)

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

[Attachment B - Application.pdf](#)

[Attachment C - Maps.pdf](#)

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

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

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

[Ordinance RZ-23-02 Stadium Drive Mixed-Use.docx](#)

[Exhibit 2 - Consistency Statement RZ-23-02.pdf](#)

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

4.B. Public Hearing on Stormwater Utility Fee

[Agenda Summary\\_112123.pdf](#)

[Attachment A\\_Ordinance.docx](#)

[Attachement B\\_SUAG Recommendations Presentation.pdf](#)

[Exhibit 1\\_Chapter 14\\_Article IV\\_V.pdf](#)

4.C. Public Hearing on Community Plan Amendment related to the Wake Forest/Raleigh Utility Merger Agreement (CPA-23-03)

[Agenda Summary](#)

[2023-260 Staff Report.pdf](#)

[Attachment A - Application.pdf](#)

[Attachment B - Maps.pdf](#)

[Attachment C - Proposed Community Plan Amendments.pdf](#)

[Ordinance.docx](#)

[Exhibit 1 - Amended Wake Forest Community Plan.pdf](#)

[Exhibit 2 - Plan Revisions.pdf](#)

- 4.D. 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 Sergeant David Doherty  
[Doherty Summary badge and weapon surplus.docx](#)  
[Doherty Resolution Badge and Weapon.docx](#)
- 5.B. Approval of Appointment to Citizen Advisory Boards  
[RESOLUTION2023-XXX\\_Adv\\_Board\\_Appts-HRC.pdf](#)  
[RESOLUTION2023-XXX\\_Adv\\_Board\\_Appts-PAC.pdf](#)  
[RESOLUTION2023-XXX\\_Adv\\_Board\\_Appts-PRCR.pdf](#)  
[RESOLUTION2023-XXX\\_Adv\\_Board\\_Appts-TAB.pdf](#)  
[RESOLUTION2023-XXX\\_Adv\\_Board\\_Appts-UFB.pdf](#)
- 5.C. Approval of Smith Creek Reservoir Design  
[Smith Creek Reservoir Design Summary.docx](#)  
[Attachment\\_A\\_2023-xx\\_Resolution.docx](#)  
[Attachment B\\_SmithCreekReservoir\\_Scope\\_WSP\\_Final Design.pdf](#)
- 5.D. Approval of Supplemental Service Agreement with Mott MacDonald on Resurfacing Project FY 23-24  
[Summary.docx.docx](#)  
[Attachment A 2023-xx Resolution.docx](#)  
[Attachment B scope of work.pdf](#)  
[Attachment C mott mac contract.pdf](#)
- 5.E. Approval of reimbursement agreement between the Town of Wake Forest and Taylor Morrison of Carolinas, Inc.  
[MiddlegameSignalReimbursement\\_Summary.docx](#)  
[AttachmentA\\_TownofWakeForestHWY98RadfordGlenReimbursementAgreementandResolution.docx](#)  
[Attachment B\\_Budget.pdf](#)  
[AttachmentC\\_CIP Item.pdf](#)
- 5.F. Approval of resolution authorizing the execution and delivery of an installment financing agreement with JP Morgan Chase Bank to finance the resurfacing and rehabilitation of certain town streets  
[IPA resolution JP Morgan\\_summary.pdf](#)  
[JPM - Wake Forest IFA - Approval Resolution\(181512356.1\).docx](#)  
[Street Improvements - Financing Proposals.pdf](#)  
[Timetable\\_Streets IPA.pdf](#)

## 6.Legislative Items

- 6.A. Consideration of Stormwater Utility Fee

- 6.B. Appointment of Candidates for the Board of Adjustment  
[Board of Adjustments Candidates Cover letter.pdf](#)  
[BOA Application Packet.pdf](#)

## **7.Planning Items**

- 7.A. Consideration of LEGISLATIVE CASE RZ-23-02, Stadium Drive Mixed Use, a rezoning filed by Williams Mullen to rezone 19.30 acres located at 0 Stadium Dr, being Wake County Tax PIN 1831957846 from Rural Holding District (RD), Richland Creek Watershed Management Area District (RC-WMA), and Special Highway Overlay (SH1-O) to Neighborhood Mixed-Use Conditional District (NMX-CD), Richland Creek Watershed Management Area District (RC-WMA), and Special Highway Overlay (SH1-O).
- 7.B. Consideration of Community Plan Amendment related to the Wake Forest/Raleigh Utility Merger Agreement (CPA-23-03)

## **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  
[October 2023 Monthly Report.pdf](#)
- 12.B. Wake County Tax Release  
[WF-TXREP-NOV-2023-BOC-MTG.pdf](#)
- 12.C. Commissioner Reports
- 12.D. Consultation with the Town Attorney, N.C.G.S. § 143.318.11(a)(3)”.

## **13.Adjournment**