



Wake Forest Board of Commissioners
Meeting Agenda
December 15, 2020 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 Spectrum 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. Approval of Minutes for Meetings held September 25, 2020 (Special Meeting), November 3, 2020 (Work Session and Joint Public Hearing) and November 17, 2020, (Board of Commissioner Regular Meeting)
[mins9-25-BOC_Special_meeting-draft.pdf](#)
[Draft November 3 2020 JPH Meeting Minutes.pdf](#)
[mins11-3-20_Work_Session-draft.pdf](#)
[mins11-17-20-agenda-rev11-18-draft.pdf](#)

3. Presentations

- 3.A. Resolution Recognizing James L. Brantley on his Retirement
[Agenda Item Summary - Brantley.docx](#)
[Resolution2020-xx_APPREC__James L. Brantley.doc](#)

4. Public hearings / Public Comment

- 4.A. Public hearing on petition requesting contiguous annexation submitted by Calvin Ray Jr & Mary Ann Hughes and Site Investments, LLC for property located at 27 Spring Lane, 1167 N. Main Street, 0 Stephen Taylor Road, 1248 N. Main Street, and 0 Youngsville Boulevard being Wake County Tax PINs 1842-80-3120, 1842-70-5407, 1842-71-9092, 1842-81-0062, 1851-09-4149, and Franklin County PIN 1852-10-3498, and adjacent right-of-way containing 203.08 acres
[Agenda Summary.pdf](#)
[AN-19-03 Annexation Petitions.pdf](#)
[Attachment A - Legal Description.pdf](#)
[Attachment B - Annexation Map.pdf](#)
[Kinsley Annexation Ordinance 011921.docx](#)
- 4.B. 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 speaker.

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 # 2 for FY 2020 - 2021
[Budget Ordinance Amendment_summary.pdf](#)
[Budget Ordinance Amendment # 2_FY 2020-2021.pdf](#)
- 5.B. Resolution for the Approval and Adoption of the Town of Wake Forest Emergency Paid Sick Leave Policy
[Summary - Resolution to Approve and Adopt the Town of Wake Forest Emergency Paid Sick Leave Policy.docx](#)
[Resolution - To Adopt The Town of Wake Forest Emergency Paid Sick Leave Policy.docx](#)
[Town of Wake Forest Emergency Paid Sick Leave Policy \(Eff. 1-1-2021\).docx](#)

6. Legislative Items

- 6.A. Consideration of an Ordinance Amending the Code of Ordinances Chapter 30 - Traffic And Vehicles; Article VI. - Traffic Schedules; Sec. 30-263. - Schedule XVII, Speed Limits (sections along Averette Road)
[Summary_AveretteRd_Speedlimit_Reduction_12152020.docx](#)
[Res2020-x_AveretteRd_SpeedLimit_Reduction_12152020.doc](#)
[Ord2020-x_AveretteRd_SpeedLimit_Reduction_12152020.doc](#)
[Tryon Map.pdf](#)
[Rosedale Map.pdf](#)
- 6.B. Consideration of an Ordinance Amending the Code of Ordinances Chapter 30 - Traffic And Vehicles; Article VI. - Traffic Schedules; Sec. 30-253. - Schedule VIII, One-Way Streets (East Wait Avenue from S. Brooks Street to E. Roosevelt Avenue)
[Wait_Parking_Summary_12152020.docx](#)
[ORD2020-x_Wait_Ave_OneWay_12152020.docx](#)
[East Wait Conceptual Map.pdf](#)

6.C. Consideration of Appointment of Members to the Town's Advisory Boards and Commissions

[Adv_board_appointment-summary.docx](#)
[BOA_PB_Applicant_coversheet.pdf](#)
[BOA_Application_Packet.pdf](#)
[Planning_Board_Application_Packet.pdf](#)
[HPC_coversheet.pdf](#)
[Final HPC application packet.pdf](#)
[HRC_coversheet.pdf](#)
[Final HRC Application Packet.pdf](#)
[PRCR_coversheet.pdf](#)
[PAC_coversheet.pdf](#)
[Final PAC Application Packet.pdf](#)
[TAB_coversheet.pdf](#)
[Final TAB application packet.pdf](#)
[UFB_Coversheet.pdf](#)
[UFB Packet.pdf](#)

6.D. Consideration of Municipal Election Fees for 2021.

[WakeCoBoardofElections2021_fee-summary.docx](#)
[Municipal Election Information Request for Towns.pdf](#)

7. Planning Items

7.A. Consideration of LEGISLATIVE ITEM TA-20-06 Text Amendment to the Unified Development Ordinance for the purpose of amending Chapters 2, 9 and 17 to create a character preservation overlay district and standards.

[121520 TA-20-06 Agenda Summary](#)
[Attachment A-Public Comment Received After Public Hearing.pdf](#)
[Planning Board Recommendation TA-20-06](#)
[Consistency Statement TA-20-06 Mill Village](#)
[Inconsistency Statement for Disapproval TA-20-06 Mill Village](#)
[Draft Ordinance TA-20-06](#)

7.B. Consideration of LEGISLATIVE ITEM RZ-20-08 filed by the Town of Wake Forest to rezone property located within the Glen Royall Mill Village Historic District, generally north of E. Cedar Street, west of the railroad, south of Hill Street, and east of N. Main Street to Glen Royall Mill Village Character Preservation Overlay District (MVCP-O) and from Urban Residential (UR) to General Residential 5 (GR5)

[121520 BOC Agenda Summary RZ-20-08](#)
[Consistency Statement RZ-20-08 Mill Village](#)
[Inconsistency Statement for Disapproval RZ-20-08 Mill Village](#)
[Ordinance RZ-20-08 Mill Village](#)
[Attachment A - Map RZ-20-08](#)

[Attachment B-Public Comment Received After Public Hearing.pdf](#)
[Planning Board Recommendation RZ-20-08](#)

- 7.C. Consideration of Action on LEGISLATIVE CASE RZ-15-09-02, Kitchin Farms, Phase 2B: Request filed by Calyx Engineers & Consultants to amend the existing General Residential 10 Conditional District (GR10-CD) zoning and associated master plan for 22.95± acres located at 0 Ligon Mill Road being Wake County Tax PIN: 1739-91-6939 (portion) and adjacent right-of-way.

[121520 BOC Agenda Summary RZ-15-09-02.pdf](#)

[Consistency Statement RZ-15-09-02.pdf](#)

[Inconsistency Statement for Disapproval RZ-15-09-02.pdf](#)

[Ordinance_RZ-15-09-02 Kitchin Farms Phase 2B.docx](#)

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

[Attachment B - Kitchin Farms Phase 2B Subdivision Master Plan.pdf](#)

[Planning Board Written Recommendation.pdf](#)

- 7.D. Consideration of LEGISLATIVE ITEM TA-20-09 Text Amendment to the Unified Development Ordinance for the purpose of amending Chapters 2, 3, 5, 10, 14 and 15 to incorporate NCGS 160D Legislative Changes pertaining to Historic Preservation.

[121520 TA-20-09 Agenda Summary](#)

[Planning Board Recommendation TA-20-09](#)

[Consistency Statement TA-20-09 Historic Preservation 160D](#)

[Inconsistency Statement for Disapproval TA-20-09 Historic Preservation 160D](#)

[Draft Ordinance TA-20-09 Historic Preservation 160D](#)

8. Administration and Financial Items

9. Public Services Items

10. Parks and Recreation Items

- 10.A. Consideration of Termination of Joint-use Agreement at WF Middle School with Wake County Public School System

[Summary Sheet - PRCR Dept. WF Middle Joint Use.docx](#)

[PRCR - Resolution to Terminate WF Middle Joint Use Agreement_.doc](#)

[2020-11-24 WFMS MOA.pdf](#)

11. Public Safety Items

12. Other Business

- 12.A. Monthly Report

[Nov_monthly_2020.pdf](#)

12.B. Wake County Tax Releases
[Wake_Co_Tax_Releases.pdf](#)

12.C. Commissioner Reports

13. Adjournment