



Wake Forest Board of Commissioners
Meeting Agenda
December 20, 2022 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 [Terry Savary](#) at 919-435-9432 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 Deputy 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 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 [Terry Savary](#) 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. November 1, 2022 Work Session
November 15, 2022 Regular Meeting
[DraftBOCWSMminutesNov202201.pdf](#)
[DraftBOCMinutesNov202215.pdf](#)

3.Presentations

- 3.A. Introduction and Appointment of Candidates for the Board of Adjustment
[BOASummaryNov202215.pdf](#)
[Dec 2022 BOA Cover Sheet.docx](#)
[BOA Application Packet Dec 2022.pdf](#)
- 3.B. Presentation of fiscal year ended June 30, 2022 Annual Comprehensive Financial Report

[Presentation of Annual Financial Report for June 30, 2022_summary.pdf](#)

4.Public hearings / Public Comment

- 4.A. 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 Appointments to Citizen Advisory Boards
 - [Resolution2022-52AdvBoardApptsParksRecreationCulturalResourcesDec202220.docx](#)
 - [Resolution2022-53AdvBoardApptsPlanningBoardDec202220.docx](#)
 - [Resolution2022-54AdvBoardApptsPublicArtCommissionDec202220.docx](#)
 - [Resolution2022-55AdvBoardApptsBoardofAdjustmentDec202220.docx](#)
 - [Resolution2022-56AdvBoardApptsTechnologyAdvisoryBoardDec202220.docx](#)
 - [Resolution2022-57AdvBoardApptsUrbanForestryBoardDec202220.docx](#)
 - [Resolution2022-58AdvBoardApptsHumanRelationsCouncilDec202220.docx](#)

- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting non-contiguous annexation submitted by PNB Homes, LLC and Gail B Moody for properties located on Averette Road, being Wake County Tax PINs 1851-93-9056, 1861-02-0421, 1861-02-6148, 1851-91-9904, 1861-02-2044, 1861-02-6046, 1861-01-0709, 1861-01-4836. 1861-01-0635, and 1861-01-4639.
 - [122022 BOC Agenda Summary AN-21-11.pdf](#)
 - [Attachment A Legal Description AN-21-11 .pdf](#)
 - [Attachment B Annexation Map AN-21-11.pdf](#)
 - [Attachment C Non-Contiguous Annexation Petitions AN-21-11.pdf](#)
 - [CERTIFICATE OF SUFFICIENCY .docx](#)
 - [DRAFT PUBLIC HEARING RESOLUTION.docx](#)
 - [David Larry Moody Obituary.pdf](#)
 - [PNB Deed Book 18357, Page 2391.pdf](#)

- 5.C. Upper Neuse River Basin Association (UNRBA) Representative Approval Letter
 - [Attachment_A_summary_2022_UNRBA Letter.docx](#)
 - [Resolution-UNRBA Representative.docx](#)
 - [UNRBA_IAIA-EMC Approval Public Release - 2022.10.06.docx](#)

- 5.D. Approval of Budget Ordinance Amendment # 1 - FY 2022-2023
 - [Budget Ordinance Amendment_summary.pdf](#)
 - [Budget Ordinance Amendment #1_FY 2022-2023.pdf](#)

- 5.E. Approval of the 2023 Board of Commissioners Meeting Schedule
 - [Resolution2022-51,2023TOWFBoardOfCommissionersMeetingScheduleDec2022.pdf](#)

- 5.F. Approval of an Amendment to the FY2023 Pay & Classification Plan
 - [Approval of amendment to pay and class_summary.docx](#)
 - [MidYear Update_Assignment of Classes.pdf](#)

6. Legislative Items

7.Planning Items

- 7.A. Consideration of QUASIJUDICIAL CASE SD-21-06 for a Major Subdivision and Site Master Plan for South White Street Townhomes filed by The Nau Company on behalf of the property owner, to subdivide ±7.98 acres located at 136 E. Holding Avenue and 720 E. Holding Avenue, being Wake County Tax PINs 1840388718 and 1840386367
[Case Summary SD-21-06 - South White Street Townhomes Major Subdivision and Site Plan.pdf](#)
[Attachment A - Application and Statement of Justification.pdf](#)
[Attachment B - Subdivision and Site Master Plan.pdf](#)
[Attachment C - Maps.pdf](#)
[Attachment D - Neighborhood Meeting Information.pdf](#)
[Attachment E - Traffic Impact Analysis Executive Summary and NCDOT Review Report.pdf](#)
[Staff Report 10-4-2022.pdf](#)
[Staff Presentation 10-4-2022.pdf](#)
[Documents provided by Applicant at Joint Public Hearing.pdf](#)
[Presentation by Ben Kuhn at Joint Public Hearing.pdf](#)
[Photos submitted by Andrew Gillingham at Joint Public Hearing.pdf](#)
[1st Request by Applicant to Delay Action.pdf](#)
[2nd Request by Applicant to Delay Action.pdf](#)
[3rd Request by Applicant to Delay Action.pdf](#)

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
[Monthly Report Nov 2022.pdf](#)
- 12.B. Wake County Tax Release
[WF-TAXREPORT-DEC-2022MTG.pdf](#)
- 12.C. Commissioner Reports
- 12.D. Closed Session - NCGS 142-318.11(a)(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.

13. Adjournment