



**Wake Forest Board of Commissioners**  
**Meeting Agenda**  
**December 21, 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:  
-November 4, 2021, work session minutes  
-November 16, 2021, regular meeting minutes  
[2021Nov04WSMinutes-DRAFT.docx](#)  
[BOC 2021Nov16Minutes-DRAFT.pdf](#)

#### **3. Presentations**

- 3.A. Presentation of Proclamation Recognizing School Choice Week  
[Proclamation-SchoolChoiceWeek2022.docx](#)
- 3.B. Presentation of fiscal year ended June 30, 2021 Comprehensive Annual Finance Report  
[Presentation of Annual Financial Report for June 30, 2021\\_summary.pdf](#)

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

- 4.A. Public hearing on and consideration of a petition requesting contiguous annexation submitted by Hawthorne at Traditions Apartments, LLC for property located at 601 Gilcrest Farm Rd, being Wake County Tax PIN 1851-24-2248 and adjacent right-of-way totaling approximately 13.197.  
[122121 BOC Agenda Summary \(AN-21-09\).pdf](#)  
[Attachment A Legal Description AN-21-09.pdf](#)  
[Attachment B Annexation Map AN-21-09.pdf](#)  
[Attachment C Contiguous Annexation Petition AN-21-09.pdf](#)  
[Hawthorne at Traditions Draft Ordinance \(AN-21-09\).docx](#)

#### **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 Ordinance Update Amending Chapter 26, Solid Waste, of the Town of Wake Forest Code of Ordinances  
[Chapter 26\\_Ordinance Update\\_December 2021 \(003\).docx](#)
- 5.B. Resolution Recognizing the Retirement of Christopher M. Bass  
[Agenda Item Summary - Bass.docx](#)  
[Resolution2021-141APPREC \\_\\_Chistopher\\_M.\\_Bass.doc](#)
- 5.C. Updates to the Town of Wake Forest Record Retention Policy.  
[Summary\\_Consideration of updates to the Town of Wake Forest Record Retention Policy.docx](#)  
[Attachment 1 2021 Records Retention Schedule.pdf](#)  
[Attachment 2 Digital Records Procedure](#)  
[Attachment 3 Resolution adopting the 2021 Municipal Retention and Disposition Schedule](#)
- 5.D. Updates to the Town of Wake Forest Board of Commissioners Rules of Procedure.  
[Summary - Resolution to update Rules of Procedure 2021.docx](#)  
[Attachment 1 Rules of Procedure 2021 Update.pdf](#)
- 5.E. Updates to the Code of Ethics  
  
[Summary - Resolution to Approve and Adopt a Code of Ethics for Advisory Boards.docx](#)  
[Attachment 1 Code of Ethics for Advisory Board Members 2021 Update.pdf](#)
- 5.F. Approval of Appointments to Citizen Advisory Boards.  
[RESOLUTION2021-148\\_Adv\\_Board\\_Appts-HPC.docx](#)  
[RESOLUTION2021-149\\_Adv\\_Board\\_Appts-HRC.docx](#)  
[RESOLUTION2021-150\\_Adv\\_Board\\_Appts-PAC.docx](#)  
[RESOLUTION2021-151\\_Adv\\_Board\\_Appts-PRCR.docx](#)  
[RESOLUTION2021-152\\_Adv\\_Board\\_Appts-TAB.docx](#)  
[RESOLUTION2021-153\\_Adv\\_Board\\_Appts-UFB.docx](#)

## **6. Legislative Items**

- 6.A. Consideration of an Ordinance Encouraging Minority Business Participation in Projects Involving Reimbursement Agreements

## **7. Planning Items**

- 7.A. Consideration of Action on LEGISLATIVE CASE RZ-19-10, Star Road PUD: Request filed by Site Property Development, LLC to rezone from the existing Highway

Business (HB) to Planned Unit Development District (PUD) for 33.9± acres located at 0 Star Road being Wake County Tax PINs: 1739653709, 1739750868, and 1739558441 and adjacent right-of-way to centerline.

[122121 BOC Agenda Summary RZ-19-10.pdf](#)

[RZ-19-10 Staff Report - BOC Action.pdf](#)

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

[Attachment B – Application.pdf](#)

[Attachment C – Maps.pdf](#)

[Attachment D- Plan Consistency Matrix.pdf](#)

[Attachment E - S-Line Rail Map.pdf](#)

[Attachment F - Traffic Impact Analysis Executive Summary, NCDOT Review Report, and Town of Wake Forest Approval Letter.pdf](#)

[Attachment G – Star Road PUD Concept Plan.pdf](#)

[Attachment H – Star Road PUD Intent and Compatibility Statement.pdf](#)

[Attachment I - Resolution for Denial RZ-19-10 Star Road PUD.docx](#)

[Attachment J - Star Road PUD Request for New Hearing.pdf](#)

[Exhibit 1 - Planning Board Written Recommendation.pdf](#)

[Exhibit 2 - Inconsistency Statement for Disapproval RZ-19-10 Star Road PUD.pdf](#)

7.B. Wellington Park Discussion

**8. Administration and Financial Items**

8.A. Wireless Research Center Digital Hub Update

[Draft Item Summary\\_Wireless Research Center Digital Workforce Hub Contract Modifications.docx](#)

[Community Development Agreement - Wireless Research Center\(2958611.6\)CleanCopy.pdf](#)

[Community Development Agreement - Wireless Research Center\(2958611.6\)Amendments.pdf](#)

[WF Digital Workforce Hub 1-Year Milestones and Deliverables 102621.pdf](#)

[Resolution2021-x\\_Wireless\\_Research\\_Center\\_Digital\\_Workforce\\_Hub\(3002976.2\).docx](#)

**9. Public Services Items**

**10. Parks and Recreation Items**

**11. Public Safety Items**

**12. Other Business**

- 12.A. Department Monthly Report  
[November 2021 Monthly Report.pdf](#)
- 12.B. Wake County Tax Releases  
[TaxReportForWakeForest.pdf](#)
- 12.C. Resolutions of Appreciation to the Outgoing Commissioners  
[Resolution2021-154ResolutionOfAppreciation-Simpers.docx](#)  
[Resolution2021-155ResolutionOfAppreciation- Wall-Lennon.docx](#)
- 12.D. Oaths of Office for Candidates-Elect  
[OathOfOffice-MayorJones,2021.docx](#)  
[OathOfOffice-CommissionerShackleford,2021.docx](#)  
[OathOfOffice-CommissionerSliwinski,2021.docx](#)
- 12.E. Election of Mayor Pro Tem

### **13. Adjournment**