



Wake Forest Board of Commissioners
Meeting Agenda
March 15, 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 Deputy 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 Deputy 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. January 21, 2022, Board Retreat
February 1, 2022, Work Session
February 15, 2022, Regular Meeting
[DraftBoardRetreatMinutes2022Jan21.pdf.pdf](#)
[DraftBOCWSEMinutesFeb202201.pdf](#)
[BOCMinutesDraft2022Feb15.pdf](#)

3. Presentations

- 3.A. Consideration of a Resolution of Appreciation for the Service of Beverly "Bev" Whisnant on the Historic Preservation Commission
[Agenda Summary](#)
[Resolution2022-XX_Resolution_for_Beverly Whisnant_adv_board_appreciation-HPC - Copy.doc](#)
- 3.B. Presentation of Proclamation Proclaiming Mayor's Monarch Pledge Month
[Proclamation Mayors'Monarch Pledge Month.pdf](#)
- 3.C. Presentation regarding Litter Reduction efforts from February 2021 - February 2022
[Agenda Summary](#)
[LitterPresentation_March2022_Jeanette_Johnson.pptx](#)

4. Public Hearings / Public Comment

- 4.A. Public Hearing to receive input for the FY 2022-2023 Budget
[First Budget Public Hearing FY 2022-2023_summary.pdf](#)
[FY 22-23 Budget Preparation Schedule.pdf](#)
- 4.B. Public Hearing on LEGISLATIVE ITEM TA-22-01 Text Amendment to the Unified Development Ordinance
[TA-22-01 Summary](#)
[TA-22-01 Resolution_V3.docx](#)
[TA-22-01 Ordinance](#)
[TA-22-01 Staff Report](#)

- [Attachment A: Application](#)
- [Attachment B: Proposed Changes](#)
- [Attachment C: Plan Consistency Analysis](#)
- [Attachment D: Planning Board Recommendation](#)
- [Exhibit 1: UDO Chapter 2](#)
- [Exhibit 2: UDO Chapter 7](#)
- [Exhibit 3: UDO Chapter 9](#)
- [Exhibit 4: UDO Chapter 15](#)
- [Exhibit 5: UDO Appendix B \(MSSD\)](#)
- [Exhibit 6: Consistency Statement](#)

- 4.C. 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 # 3 for FY 2021-2022
[Budget Ordinance Amendment_summary.pdf](#)
[Budget Ordinance Amendment #3.pdf](#)
- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by Ammons Property Two LLC for property associated with Traditions Townhomes located at 0 Traditions Grande Boulevard being Wake County PIN 1851-12-8142 and adjacent rights-of-way being approximately 7.5617 acres.
[031521 BOC Agenda Summary AN-22-01.pdf](#)
[Attachment A Legal Description AN-22-01.pdf](#)
[Attachment B Annexation Map AN-22-01.pdf](#)
[Attachment C Annexation Petition AN-22-01.pdf](#)
[CERTIFICATE OF SUFFICIENCY.docx](#)

[DRAFT RESOLUTION.docx](#)

- 5.C. Approval of resolution authorizing installment purchase agreement (FY 22 Police vehicles)

[Police vehicles IPA resolution_summary.pdf](#)

[analysis of proposals_police vehicles.pdf](#)

[Benchmark Community Bank Commitment Letter.pdf](#)

[Amortization Schedule \\$964,750.00 @ 1.250 percent.1645647796 \(1\).pdf](#)

[Police Vehicles RFP_FY 2021-2022.pdf](#)

[Resolution Approving Financing Terms_Benchmark.docx](#)

- 5.D. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by George C. Mackie Jr. and Martha Mackie for property associated with Hamlet at Quail Crossing located at 1423 Deerfield Crossing Drive, being Wake County Tax PIN 1850-26-8976 (portion) and adjacent rights-of-way.

[031521 BOC Agenda Summary AN-22-02.pdf](#)

[Attachment A Legal Description AN-22-02.pdf](#)

[Attachment B Annexation Map AN-22-02.pdf](#)

[Attachment C Annexation Petition and Power of Attorney AN-22-02.pdf](#)

[CERTIFICATE OF SUFFICIENCY.docx](#)

[DRAFT RESOLUTION.docx](#)

6. Legislative Items

7. Planning Items

- 7.A. Consideration of LEGISLATIVE ITEM TA-22-01 Text Amendment to the Unified Development Ordinance

- 7.B. Consideration of Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, the professional services contract of the comprehensive UDO (Unified Development Ordinance) and MSSD (Manual of Specifications, Standards & Design) update

[Agenda Summary.pdf](#)

[Resolution to Award UDO Update](#)

[UDO Update Contract Scope and Fee](#)

[Request for Qualifications 21-0005](#)

8. Administration and Financial Items

- 8.A. Consideration of approval of amendment to Purchasing Policy
[Amendment to Purchasing Policy_summary.pdf](#)

[Resolution_2022-Purchasing_Policy_amendment \(1\).docx](#)

8.B. Consideration of approval of Town of Wake Forest Strategic Plan Update 2022

[Summary_Consideration of Approval of Strategic Plan Update 2022.docx](#)

[Strategic Plan 2022.docx](#)

[Resolution2022-Strategic_Plan_Update_July_2022.docx](#)

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

12.A. Department Monthly Report

[Feb 2022 Monthly Report.pdf](#)

12.B. Wake County Tax Release

[WF-TXREP-BOC-MTG-MAR2022.pdf](#)

12.C. Commissioner Reports

12.D. “Closed Session: N.C.G.S. 143.318.11(a)(3) Consultation with the Town Attorney

Closed Session: N.C.G.S. 143.318.11(a)(3) Consultation with the Town Attorney:
Town of Wake Forest v. Pullen (20-CVS-12922)”

13. Adjournment