



Wake Forest Board of Commissioners
Meeting Agenda
March 19, 2024 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. February 6, 2024 Work Session
February 20, 2024 Regular Meeting
[DraftBOCWSEMinutesFeb202406.pdf](#)
[DraftBOCMinutesFeb202420.pdf](#)

3.Presentations

- 3.A. Proclamation Recognizing April 11, 2024, as "PARKINSON'S DAY" in the Town of Wake Forest, NC
[ProclamationRaiseAwarenessParkinson'sDisease_Mar202419.pdf](#)
- 3.B. Proclamation Recognizing March 29, 2024, as "Vietnam War Veterans Day"
[ProclamationVietnamVeteransDayMar202419.pdf](#)
- 3.C. Resolution Recognizing Senior Police Officer Richard B. May on his retirement
[R May Summary appreciation of services.docx](#)
[R May Resolution of Appreciation for Services.docx](#)
- 3.D. Wake Forest Downtown Plan: Houseal Lavigne (Consultant) Presentation.
[Agenda Summary_031924.pdf](#)

4.Public hearings / Public Comment

- 4.A. Public Hearing on LEGISLATIVE CASE RZ-23-06, Star Road Tech Center, a rezoning filed by St. John Properties to rezone 30.35 acres located at 0 Star Road, being Wake County Tax PINs 1739-65-3709, 1739-55-8441, and 1739-65-4232 from Highway Business (HB) and Special Highway Overlay (SH1-O) to Highway Business Conditional District (HB-CD) and Special Highway Overlay (SH1-O).
[BOC Agenda Summary RZ-23-06.pdf](#)
[RZ-23-06 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 and U-5307 email.pdf](#)

[Attachment F - RZ-21-09 Ordinance and Staff Report.pdf](#)

[Attachment G - Applicant's request for a continuation.pdf](#)

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

[Exhibit 2 - Consistency Statement RZ-23-06.pdf](#)

- 4.B. Public Hearing to receive public input for the FY 2024-2025 Annual Operating Budget
[First Budget Public Hearing FY 2024-2025_summary.pdf](#)
[FY 24-25 Budget Preparation Schedule.pdf](#)
- 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 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 Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.
[Attachment_A_Summary_Accept_Streets.docx](#)
[Attachment_B_Resolution_Accept_Streets.docx](#)
[Attachment_C_NCDOT S. Franklin deletion.pdf](#)
- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners Elizabeth Hunt Holding and SW Capital LLC for property associated with the rezoning request RZ-22-07, located at 12621 and 12631 Capital Blvd being Wake County PINs 1831-85-3681 and 1831-85-5861 being approximately 5.54 acres.
[031924 BOC Agenda Summary AN-22-05.pdf](#)

[Attachment A Legal Descriptions.pdf](#)
[Attachment B Annexation Exhibit.pdf](#)
[Attachment C Contiguous Annexation Petitions.pdf](#)
[CERTIFICATE OF SUFFICIENCY .docx](#)
[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

- 5.C. Approval of a Resolution to surplus the badge and service weapon carried by Senior Police Officer Richard May

[R May Summary badge and weapon surplus.docx](#)

[R May Resolution Badge and Weapon.docx](#)

- 5.D. Approval of Housing Initiatives Special Revenue Fund

[Housing Initiatives Fund Ordinance_summary.pdf](#)

[2024 - xx HOUSING INITIATIVES FUND.docx](#)

- 5.E. Approval of Ordinance Codification for the Town's Code of Ordinances, Supplement 17

[Summary_Ordinance Codification_Supplement 17_Mar202419.pdf](#)

[Ordinance2024-06CodificationOfSupplement17_Mar202419.pdf](#)

[Supplement 17 Ordinances.pdf](#)

6.Legislative Items

7.Planning Items

- 7.A. Consideration of LEGISLATIVE CASE RZ-23-06, Star Road Tech Center, a rezoning filed by St. John Properties to rezone 30.35 acres located at 0 Star Road, being Wake County Tax PINs 1739-65-3709, 1739-55-8441, and 1739-65-4232 from Highway Business (HB) and Special Highway Overlay (SH1-O) to Highway Business Conditional District (HB-CD) and Special Highway Overlay (SH1-O).

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

- 10.A. Update on the Renovation of Flaherty Park Field Park Field #2

[Summary Sheet - Update on Flaherty Park Field #2.docx](#)

[WFFUNGO Lease Justification Contribution.docx](#)

11.Public Safety Items

12.Other Business

12.A. Department Monthly Report

[February 2024 Monthly Report.pdf](#)

12.B. Wake County Tax Release

[WF-TXREP-MAR-2024-BOC-MTG.pdf](#)

12.C. Commissioner Reports

12.D. Closed Session: To prevent the disclosure of information that is privileged or confidential or is not of public record, N.C.G.S. § 143-318.11(a)(1)

13.Adjournment