



Wake Forest Board of Commissioners
Meeting Agenda
April 19, 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. March 1, 2022 Work Session
March 15, 2022 Regular Meeting
[DraftBOCWSMminutesMar202201.pdf](#)
[DraftBOCMinutesMar202215.pdf](#)

3. Presentations

- 3.A. Resolution Recognizing Virginia H. Jones on her Retirement
[Resolution2022-22AppreciationForTheServicesofVirginiaH.JonesApril202219.pdf](#)
- 3.B. Proclamation Recognizing May as "Building Safety Month"
[Proclamation_BuildingSafetyMonthApril202219.pdf](#)
- 3.C. Proclamation Recognizing May 1, 2022 as "Global Love Day" in the Town of Wake Forest, NC
[Proclamation_GlobalLoveDayApril202219.pdf](#)
- 3.D. Proclamation Recognizing May 5, 2022 as "National Day of Prayer"
[Proclamation_NationalDayOfPrayerApril202219.pdf](#)
- 3.E. Proclamation Recognizing May 2022 as "Mental Health Month"
[Proclamation_MentalHealthMonthApril202219.pdf](#)
- 3.F. Proclamation Recognizing May 14, 2022 as "St. Baldrick's Day"
[Proclamation_StBaldrickFoundationApril202219.pdf](#)
- 3.G. Proclamation Recognizing May 1 through 7, 2022 as the "53rd Annual Professional Municipal Clerks Week"
[Proclamation_MunicipalClerksWeekApril202219.pdf](#)
- 3.H. Proclamation Recognizing "National Public Works Week" May 15-21, 2022
[Proclamation_NationalPublicWorksWeekApril202219_21.pdf](#)

- 3.I. Proclamation Recognizing Mother Rebecca Stallworth Inge
[Proclamation_RecognizingMotherRebeccaStallworthIngeApril202219.pdf](#)
- 3.J. Proclamation Recognizing April 22, 2022 as "Earth Day" in the Town of Wake Forest
[Proclamation_EarthDayApril202219.pdf](#)

4. Public Hearings / Public Comment

- 4.A. Public Hearing on CPA-22-01, Revised Draft Town of Wake Forest Community Plan and Land Use Map (March 2, 2022 version)
[BoC Agenda Summary 041922.pdf](#)
[CPA-22-01 Staff Report 041922.pdf](#)
[Attachment A: CPA-22-01 Application.pdf](#)
[Attachment B: Summary of Revised Draft Changes.pdf](#)
[Attachment C: Advisory Committee Comment Responses.pdf](#)
[Attachment D: Planning Board Comment Responses.pdf](#)
[Attachment E: Open House Comment Responses.pdf](#)
[Attachment F: Engage Wake Forest Comment Responses.pdf](#)
[Attachment G: Comments Received Since Planning Board Meeting.pdf](#)
[Attachment I: Ordinance \(CPA-22-01\).docx](#)
[Exhibit 1: DRAFT-Wake Forest Community Plan LQ \(2022-03-02\).pdf](#)
[Exhibit 2: Proposed Draft Community Plan and Land Use Map Revisions.pdf](#)
- 4.B. Public hearing on an annexation petition 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.
[041922 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](#)
[1423 Deerfield Xing Draft Ordinance \(AN-22-02\).docx](#)
- 4.C. Public Hearing on 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.
[041922 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](#)
[0 Traditions Grande Blvd Draft Ordinance \(AN-22-01\).docx](#)

- 4.D. 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. Updates to the Town of Wake Forest Record Retention Policy to incorporate Program Records.
[Summary_Updates to Records Retention_Incorporate Program Records.docx](#)
[Attachment 1 Program Records Schedule Local Government.pdf](#)
[Resolution2022-20AdoptingThe2021ProgramRecordsScheduleApril202219.pdf](#)
- 5.B. Approval of Appointments to Citizen Advisory Boards
[Resolution2022-18_AdvisoryBoardAppointment-HPCApril202219.pdf](#)
[Resolution2022-19_AdvisoryBoardAppointmentTABApril202219.pdf](#)
- 5.C. Approval of Acceptance of Grant - North Carolina Department of Environmental Quality 2022 Community Waste Reduction and Recycling Grant
[SUMMARY_NDCEQ_CWRAR_Grant_4.19.2022.docx](#)
[Johnson_Jeanette_2022_CWRAR_Grant_Adjusted_Sandy_Skolochenko_NCDEQ_A pproval.docx](#)
[2022 CWRAR RFP.pdf](#)
[NCDEQ CWRAR 2022_Grant Award and Guidelines for Acceptance of Grant.pdf](#)
[Resolution Approval of Acceptance_2022 NCDEQ CWRAR Grant Award.docx](#)
- 5.D. Approval to Amend the FY22 Pay Plan to Add a Full-Time Paralegal
[Resolution2022-21ParalegalRequestApril202219.pdf](#)

6. Legislative Items

7. Planning Items

- 7.A. Consideration of CPA-22-01, Revised Draft Town of Wake Forest Community Plan and Land Use Map (March 2, 2022 version)

- 7.B. Consideration of 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.

- 7.C. Consideration of 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.

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
[March 2022 Monthly Report.pdf](#)

- 12.B. CIP Project Tracker
[CIP Project Tracker Q3_FY2021-2022.pdf](#)

- 12.C. Strategic Plan
[Strategic Plan Working Document_Q3 Jan-Mar 2022.pdf](#)

- 12.D. Wake County Tax Release
[TXREP-WF-APRIL2022.pdf](#)

- 12.E. Commissioner Reports

13. Adjournment