



Wake Forest Board of Commissioners
Meeting Agenda
May 21, 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. April 2, 2024 Work Session
April 16, 2024 Regular Meeting
[DraftBOCWMinutesApr202402.pdf](#)
[DraftBOCMinutesApr202416.pdf](#)

3.Presentations

- 3.A. Recognizing Rachel Gadd for earning an Honorable Mention citation in the annual C-SPAN StudentCam competition

- 3.B. Proclamation Recognizing June 2, 2024, as National Cancer Survivors Day in the Town of Wake Forest, North Carolina
[ProclamationNationalCancerSurvivorsDay_May202421.pdf](#)

- 3.C. Proclamation Recognizing National Skilled Nursing Care Week from May 12 - 18, 2024
[ProclamationRecognizingNationalSkilledNursingWeekMay202421.pdf](#)

- 3.D. Proclamation Recognizing June 12, 2024 as "Women's Veterans Day"
[ProclamationForWomenVeteransDayMay202421.pdf](#)

- 3.E. Presentation on the 2035 Wake Transit Plan Update and Engagement.
[052124 BOC Agenda Summary.pdf](#)
[Attachment A 2035 WTPU Phase 1 Public Presentation.pdf](#)

4.Public hearings / Public Comment

- 4.A. Public Hearing to receive public comment on the proposed FY 2024-2025 Budget
[2024-2025 Budget Public Hearing_summary.pdf](#)

- 4.B. Continuation of Public Hearing 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).

[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](#)

[Exhibit 1 - Legal Description.pdf](#)

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

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

- 4.C. Public Hearing on a contiguous annexation submitted by property owners Eunice M Rogers Heirs for property associated with the rezoning request RZ-22-09, located at 3133 Burlington Mills Road and 8993 Ligon Mill Road being Wake County PINs 1749-00-7207 and 1749-00-6732 being approximately 9.55 acres.

[052124 BOC Agenda Summary AN-24-01.pdf](#)

[Attachment A Legal Descriptions.pdf](#)

[Attachment B Annexation Exhibit.pdf](#)

[Attachment C Contiguous Annexation Petitions.pdf](#)

[DRAFT ORDINANCE AN-24-01.docx](#)

- 4.D. Public Hearing on LEGISLATIVE CASE RZ-23-03, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street, being Wake County Tax PIN 1841966020, from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).

[BOC Agenda Summary RZ-23-03.pdf](#)

[RZ-23-03 Staff Report.pdf](#)

[Attachment A - Neighborhood Meeting.pdf](#)

[Attachment B - Application.pdf](#)

[Attachment C - Maps.pdf](#)

[Attachment D - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)

[Attachment E - TIA Executive Summary.pdf](#)

[Exhibit 1 - Legal Description.pdf](#)

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

[Exhibit 3 - Proposed White Street Mixed Use Master Plan.pdf](#)

[Ordinance RZ-23-03.docx](#)

- 4.E. 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 Budget Ordinance Amendment # 4 for FY 2023-2024
[Budget Ordinance Amendment_summary.pdf](#)
[Budget Ordinance Amendment # 4 FY 2023-2024.pdf](#)
- 5.B. Approval of updated Purchasing Policy
[Purchasing Policy Update_summary.pdf](#)
[Resolution 2024 - Purchasing Policy update.docx](#)
[Purchasing Policy Updated May 2024.pdf](#)
- 5.C. Approval of Developer Agreement for an upgrade to a greenway bridge in Rosedale Phase 4/5.
[TOWN OF WF Reimbursement Agreement 3847401.pdf](#)
[Rosedale Phases 4&5 Greenway-Permatok BM with Approaches 2-26-24.pdf](#)
- 5.D. Approval of TOWF & CAH Holdings, LLC Encroachment Agreement
[New Exhibit 1.pdf](#)
[Exhibit 2.pdf](#)
[GATEWAY COMMONS 939 v1 1-31-24 signed.pdf](#)
[Proposed Encroachment Agreement 4.17.24 .pdf](#)
- 5.E. Approval of the Contract for the Wake Forest Pavement Evaluation and Technical Support 2025 Street Resurfacing Project
[Summary.docx.docx](#)
[Attachment A 2024-xx Resolution.docx](#)
[Attachment B scope of work.pdf](#)

[Attachment C mott mac contract.pdf](#)

- 5.F. Approval of Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, the service contract for on-demand transit services provided by River North LLC (Via Transportation, Inc).
[052124 BOC Agenda Summary.pdf](#)
[Attachment A Redacted The Town of Wake Forest TaaS Service Order and MSA.pdf](#)
[Attachment B Request for Proposal #2023-0011](#)
[052124 Resolution.docx](#)

- 5.G. Approval of the updated Capital Area Metropolitan Planning Organization (CAMPO) Memorandum of Understanding.
[052124 BOC Agenda Summary.pdf](#)
[Approved MOU](#)
[052124 CAMPO MOU Resolution.docx](#)

- 5.H. Approval of a Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, a Membership Application to join the AARP Network of Age-Friendly States and Communities.
[RESOLUTION_2024_AARP_Application_for_Age_Friendly_States_and_Communities.docx](#)
[Summary_Resolution AARP Application for Age Friendly States and Communities.docx](#)

- 5.I. Resolution Supporting NCDOTs Acceptance of Rogers Branch Road
[Summary_Rogers_Branch_Alignment.pdf](#)
[Attachment_A_Resolution_Support_NCDOT_Rogers_Branch.docx](#)

- 5.J. Resolution authorizing the Town of Wake Forest to concur with NCDOT Municipal Concurrence Package for Ligon Mill Speed Limits.
[Ligon Mill Speed Limit Change Summary.pdf](#)
[Attachment_A_Resolution to Support NCDOT.docx](#)
[Attachment_B_Ordinance 1084393 - Municipal Concurrence Package.pdf](#)
[Attachment_C_Summary Exhibit 1.pdf](#)

- 5.K. Approval of a Resolution to Authorize the Town Manager to Enter into a Professional Design and Engineering Services Contract for Smith Creek Greenway Phases 2 and 3
[Agenda Summary](#)
[Contract Scope and Fee](#)
[Smith Creek Greenway Phases 2 and 3 Request for Proposals](#)
[Resolution.docx](#)

- 5.L. Approval of Acceptance of Grant - North Carolina Department of Environmental Quality 2024 Community Waste Reduction and Recycling Grant
[SUMMARY_NDCEQ_CWRAR_Grant_5.9.2024.docx](#)
[Johnson_Jeanette_2024 CWRAR Grant_Adjusted_Delaney King](#)

[NCDEQ_Approval.docx](#)

[2024 CWRAR RFP.pdf](#)

[CWRAR Final Report Guidelines.pdf](#)

[Resolution_Approval_of_Acceptance_2024_NCDEQ_CWRAR_Grant_Award.docx](#)

6. Legislative Items

- 6.A. Ordinance Amending Chapter 10, Article V, Section 20-131 - Curfew, of the Code of Ordinances for the Town of Wake Forest, NC
[Item Summary 2024 Ordinance Amendment to Consider Curfew for Friday Night on White.docx](#)
[Attachment A Current Curfew Ordinance – Chapter 10, Article V, Section 20-131.docx](#)
[Attachment B Proposed Ordinance Amendment to add Friday Night on White Curfew .docx](#)
[Attachment C Friday Night on White Venue Map.pdf](#)
[Attachment D Proposed Boundaries for Friday Night on White Curfew.pdf](#)

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).
- 7.B. Consideration of a contiguous annexation submitted by property owners Eunice M Rogers Heirs for property associated with the rezoning request RZ-22-09, located at 3133 Burlington Mills Road and 8993 Ligon Mill Road being Wake County PINs 1749-00-7207 and 1749-00-6732 being approximately 9.55 acres.
- 7.C. Consideration of a request from WK Dickson to waive the application review fees for the Raleigh and Wake Forest water line and stormwater repair project associated with ARPA.
[CORPUD_FeeWaiver_Summary.pdf](#)
[Resolution2024-29_CORPUD_WaterMain_May202421.docx](#)
- 7.D. Consideration of LEGISLATIVE CASE RZ-23-03, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street, being Wake County Tax PIN 1841966020, from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).

8.Administration and Financial Items

- 8.A. Town of Wake Forest's Title VI Program Plan Update

[Title V Program Plan_rev. 2024.pdf](#)
[Item Summary_Title VI Program Plan Update.docx](#)

9.Public Services Items

10.Parks and Recreation Items

- 10.A. Consideration to Authorize Ten-Year Lease Agreement with NCABC, Inc (DBA FUNGO) Baseball for the use of Flaherty Park Field #2
[Summary Sheet - Consideration of Ten-Year Lease Agreement with FUNGO for Flaherty Park Field #2.pdf](#)
[Resolution - Ten-Year Lease Agreement - NCABC Inc \(DBA FUNGO\) Baseball League.pdf](#)
[Flaherty Park Field #2 Lease Agreement.pdf](#)

11.Public Safety Items

- 11.A. Consideration of a Resolution to Enter into a Contract with Fire Connections (E-One) for the Purchase of Three (3) Firetrucks.
[Resolution approving purchase of Fire Engines\[15\].docx](#)

12.Other Business

- 12.A. Wake County Tax Release
[WF-TXREP-MAY-2024-BOC-MTG.pdf](#)
- 12.B. Department Monthly Report
[April 2024 Monthly Report.pdf](#)
- 12.C. Commissioner Reports

13.Adjournment