



**Wake Forest Board of Commissioners**  
**Meeting Agenda**  
**August 15, 2023 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. July 6, 2023 Work Session  
July 18, 2023 Regular Meeting  
[DraftBOCWSEMinutesJul202306.pdf](#)  
[DraftBOCMinutesJul202318.pdf](#)

## **3.Presentations**

- 3.A. Proclamation Recognizing September 18-22, 2023 as National "Falls Prevention Awareness Week" and September 19, 2023 as "Falls Prevention Awareness Day" in the Town of Wake Forest  
[ProclamationNationalFallsAwarenessWeekAug202315.pdf](#)

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

- 4.A. LEGISLATIVE CASE RZ-22-08, ROGERS ROAD TOWNHOMES - THE REZONING REQUEST AND CONTIGUOUS ANNEXATION CASE FOR PROPERTY ASSOCIATED WITH ROGERS ROAD TOWNHOMES (DARCH PROPERTY) LOCATED AT 0 ROGERS ROAD HAS BEEN WITHDRAWN BY THE APPLICANT
- 4.B. 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 the Amended Policies & Procedures

[Personnel Policy Amendments Resolution 081523.docx](#)

5.B. Approval of a resolution to schedule the public

hearing and certify the sufficiency for a petition requesting annexation submitted by Morris Wake Forest LLC property associated with Morris Subdivision located at 0 N Main St, 1159 N Main St, 1161 N Main St, and 1163 N Main St being Wake County PINs 1841-98-8364 , 1841-88-6835, 1841-88-3996, and 1841-89-0142 being approximately 22.949 acres.

[081523 BOC Agenda Summary.pdf](#)

[Attachment A Legal Description East Parcel AN-22-07.pdf](#)

[Attachment B Legal Description West Parcel AN-22-07.pdf](#)

[Attachment C East Parcel Annexation Map AN-22-07.pdf](#)

[Attachment D West Parcel Annexation Map AN-22-07.pdf](#)

[Attachment E Annexation Petition AN-22-07.pdf](#)

[CERTIFICATE OF SUFFICIENCY.docx](#)

[DRAFT RESOLUTION.docx](#)

5.C. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by High Bar Creek LLC, Huggy Bear LLC, and Nancy H. Dameron Trust for property associated with the Reserve at Dunn Creek Subdivision rezoning request RZ-22-05, located at 0 Friendship Chapel Road and 0 NC 98 Bypass being Wake County PINs 1840-66-0542, 1840-67-6254, 1840-76-1824, and 1840-65-7710 being approximately 67.4249 acres.

[081523 BOC Agenda Summary AN-23-02.pdf](#)

[Attachment A - Legal Description AN-23-02.pdf](#)

[Attachment B - Annexation Map AN-23-02.pdf](#)

[Attachment C - Annexation Petition AN-23-02.pdf](#)

[CERTIFICATE OF SUFFICIENCY .docx](#)

[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

5.D. Approval of Appointments to Citizen Advisory Board

[Summary Sheet - PRCR Advisory Board New Member Appointment .pdf](#)

[Resolution2023-39AdvisoryBoardCommissionAppointmentsTOWF\(PRCR\)Aug202315.pdf](#)

## **6.Legislative Items**

## **7.Planning Items**

- 7.A. LEGISLATIVE CASE RZ-22-08, ROGERS ROAD TOWNHOMES - THE REZONING REQUEST AND CONTIGUOUS ANNEXATION CASE FOR PROPERTY ASSOCIATED WITH ROGERS ROAD TOWNHOMES (DARCH PROPERTY) LOCATED AT 0 ROGERS ROAD HAS BEEN WITHDRAWN BY THE APPLICANT

## **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  
[July 2023 Monthly Report.pdf](#)
- 12.B. Commissioner Reports

## **13.Adjournment**