



Wake Forest Board of Commissioners
Meeting Agenda
September 20, 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 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 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. August 2, 2022 Work Session
August 16, 2022 Regular Meeting
[DraftBOCMinutesAug202216.pdf](#)
[DraftBOCWSEMinutesAug202202.pdf](#)

3.Presentations

- 3.A. Proclamation Recognizing "Public Power Week" October 2- 8, 2022
[ProclamationPublicPowerWeekSept202220.pdf](#)
- 3.B. Proclamation Recognizing "National Night Out" on October 3, 2022
[ProclamationNationalNightOutSept202220.pdf](#)
- 3.C. Proclamation Recognizing the Month of October 2022 as "P.A.N.D.A.S. Month"
[ProclamationPANDASept202220.pdf](#)
- 3.D. Proclamation Recognizing October 2022 as "Community Planning Month"
[Agenda Summary.pdf](#)
[Planning_Month_Proclamation_2022_October.docx](#)
- 3.E. Proclamation Recognizing Constitution Week, September 17 - 23, 2022
[ProclamationConstitutionWeekSept202220.pdf](#)

4.Public hearings / Public Comment

- 4.A. Public Hearing on CPA-22-02, Draft Town of Wake Forest Housing Affordability Plan
[BoC Agenda Summary September 20 2022](#)
[Housing Affordability Plan Staff Report](#)
[Attachment A - Application](#)
[Attachment B/Exhibit A - Draft Housing Affordability Plan July 1 2022](#)
[Attachment C/Exhibit B - Summary of Proposed Draft Plan Changes](#)
[Attachment D - Public Comments Matrix](#)
[Attachment E - Ordinance](#)

- 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 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 Appointments to Citizen Advisory Boards
[Resolution2022-42AdvisoryBoardAppointmentsUFBSep202220.pdf](#)
- 5.B. Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, the professional services contract for the Public Transit Plan with Toole Design Group LLC
[BOC Agenda Summary.pdf](#)
[Resolution_to_Award_Public_Transit_Plan.docx](#)
[Attachment 1 - Public Transit Plan Contract.pdf](#)
[Attachment 2: Request for Qualifications 22-0001](#)

6. Legislative Items

7. Planning Items

- 7.A. Consideration of Amended Ordinance (ORD 2022-24) with Associated Consistency Statement for LEGISLATIVE CASE RZ-21-09, Hawthorne Wake Forest Phase 2, a rezoning filed by Evolve Companies to rezone 5.83± acres located at 0 Star Road, being Wake County Tax PIN 1739662623, from Highway Business (HB) to General Residential 10 Conditional District (GR10-CD).
[BOC Agenda Summary RZ-21-09 - Consistency Statement.pdf](#)
[Ordinance RZ-21-09 Hawthorne Wake Forest Phase 2.docx](#)
[Exhibit 1 - Legal Description.pdf](#)
[Exhibit 2 - Consistency Statement RZ-21-09 - Approval.pdf](#)

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

7.B. Consideration of CPA-22-02, Draft Town of Wake Forest Housing Affordability Plan

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

10.A. Joint Use Partnership Agreement with FUNGO Baseball
[TOWF - Fungo Baseball Agreement Sept. 2022.doc](#)
[Resolution for BOC - NCABC Inc \(DBA FUNGO\) Baseball League.docx](#)

11.Public Safety Items

12.Other Business

12.A. Department Monthly Report
[August 2022 Monthly Report.pdf](#)

12.B. Wake County Tax Release
[WF-TXREP-SEPT2022MTG-KIP-TERRY.pdf](#)

12.C. Commissioner Reports

13.Adjournment