

Administrative Agencies

14.1 THE ADMINISTRATOR

The various provisions of this ordinance shall be administered under the general direction of the Town Manager and under the specific direction of the Town of Wake Forest Planning Department, the Town of Wake Forest Public Works Department, the Town of Wake Forest Engineering Department, and the City of Raleigh Public Utilities Department. For the purposes of this ordinance, the Planning Director, the Director of Public Works and Utilities, the Director of Engineering, and their subordinate staffs are collectively referred to as the Administrator. The Planning Department will serve as the “gatekeeper” for all development applications and will advise applicants on appropriate personnel to contact.

14.1.1 POWERS AND DUTIES

The Administrator shall have the following powers and duties, to be carried out in accordance with the terms of this ordinance:

- A. To maintain a record of all permits and approvals on file and to make copies available to interested parties.
- B. To review all applications for land development for compliance with the terms of this ordinance.
- C. To provide the Wake Forest Board of Commissioners, the Planning Board, Board of Adjustment, the Historic Preservation Commission and the Design Review Board with reports and recommendations regarding matters before these bodies, either as required by this ordinance, other laws or regulations or at the request of the body.
- D. To enforce compliance with the terms of this ordinance, unless otherwise specified.
- E. To review all development plans for compliance with street and utility requirements of the Town of Wake Forest.
- F. To administer the sedimentation and erosion control program for the town.
- G. To administer the floodplain management program for the town as follows:
 1. Review all floodplain development applications and issue permits for all proposed development within Special Flood Hazard Areas and Future Conditions Flood Hazard Areas to assure that the requirements of this ordinance have been satisfied.
 2. Advise permittee that additional Federal or State permits (Wetlands, Endangered Species, Erosion and Sedimentation Control, Riparian Buffers, Mining, etc.) may be required, and require that copies of such permits be provided and maintained on file with the floodplain development permit.
 3. Notify adjacent communities and the North Carolina Department of Crime Control and Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).
 4. Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is not diminished.
 5. Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is not diminished.

6. Obtain actual elevation (in relation to mean sea level) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with Section 15.7.3.E.2.
7. Obtain actual elevation (in relation to mean sea level) of all public utilities in accordance with Section 15.7.3.E.2.
8. When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with Section 15.7.3.E.2 and Section 12.4.2.B.2.
9. Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas or Future Conditions Flood Hazard Areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this ordinance.
10. When Base Flood Elevation (BFE) data has not been provided, obtain, review, and reasonably utilize any Base Flood Elevation (BFE) data, along with floodway data or non-encroachment area data available from a Federal, State, or other source, in order to administer the provisions of this ordinance.
11. When Base Flood Elevation (BFE) data is provided but no floodway nor non-encroachment area data has been provided, obtain, review, and reasonably utilize any floodway data or non-encroachment area data available from a Federal, State, or other source in order to administer the provisions of this ordinance.
12. When the lowest ground elevation of a parcel or structure located within Zone AE is above the Base Flood Elevation (BFE), advise the property owner of the option to apply for a Letter of Map Amendment (LOMA) from FEMA. Maintain a copy of the Letter of Map Amendment (LOMA) issued by FEMA in the floodplain development permit file.
13. Permanently maintain all records that pertain to the administration of this ordinance and make these records available for public inspection.
14. Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the floodplain administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the floodplain administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.
15. Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this ordinance, the floodplain administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.
16. Revoke floodplain development permits as required. The floodplain administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the

revocation. Permits shall be revoked for any substantial departure from the approved application, plans, or specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.

17. Make periodic inspections throughout all special flood hazard areas within the jurisdiction of the community. The floodplain administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.
 18. Follow through with corrective procedures of Chapter 16.
 19. Review, provide input, and make recommendations for variance requests.
 20. Maintain a current map repository to include, but not limited to, the FIS Report, FIRM and other official flood maps and studies adopted in accordance with Section 12.4 of this ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA, and to notify the State and FEMA of mapping needs.
 21. Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-F) and Letters of Map Revision (LOMR).
- H.** To administer the stormwater management program for the town as follows:
1. To review and approve, approve with conditions, or disapprove applications for approval of plans pursuant to this ordinance.
 2. To make determinations and render interpretations of this ordinance.
 3. To establish application requirements and schedules for submittal and review of applications and appeals, to review and make recommendations to the Town of Wake Forest on applications for development or redevelopment approvals.
 4. To enforce the provisions of this ordinance in accordance with its enforcement provisions.
 5. To maintain records, maps, and official materials as relate to the adoption, amendment, enforcement, or administration of this ordinance.
 6. To provide expertise and technical assistance to the Town of Wake Forest Board of Commissioners and Planning Board, upon request.
 7. To designate appropriate other person(s) who shall carry out the powers and duties of the Stormwater Administrator.
 8. To take any other action necessary to administer the provisions of this ordinance.
- I.** Such additional powers and duties as may be set forth for the Administrator elsewhere in this ordinance and other laws and regulations of the town.

14.2 BOARD OF COMMISSIONERS

14.2.1 POWERS AND DUTIES

The Town of Wake Forest's Board of Commissioners shall have the following powers and duties to be carried out in accordance with the terms of this ordinance.

- A. To conduct any and all business in accordance with their Charter and North Carolina General Statutes.
- B. To amend the Community Plan and other plans as necessary.
- C. **UDO Decisions:** The Board of Commissioners shall render final decisions regarding the following permits types (see also Chapter 15):
 - 1. Major Site Master Plans (15.8.2)
 - 2. Subdivision Master Plans/TND (15.9.2)
 - 3. Special Use Permits (15.10)
 - 4. Designation of Historic Landmarks/Districts (15.11.1)
 - 5. Text Amendments (15.14)
 - 6. Map Amendments/Rezoning (15.14)
 - 7. Conditional District (15.15)
 - 8. Vested Right (15.16)

14.3 TECHNICAL REVIEW COMMITTEE

14.3.1 POWERS AND DUTIES

The Town of Wake Forest's Technical Review Committee shall have the following powers and duties to be carried out in accordance with the terms of this ordinance.

- A. To assist in the establishment of technical requirements for all applications, including: submission schedules, size and number of drawings, type of media, etc.
- B. To interpret the most appropriate construction details and standards consistent with the intent of the UDO.
- C. **UDO Review:** The Technical Review Committee shall serve as the reviewing entity only for the following permit types (see also Chapter 15):
 - 1. Minor Site Master Plan (15.8.1)
 - 2. Major Site Master Plan (15.8.2)
 - 3. Minor Subdivision (15.9.1)
 - 4. Subdivision Master Plan/TND (15.9.2)
 - 5. Final Plat (15.9.4)
- D. **UDO Decisions:** The Technical Review Committee shall render final decisions regarding the following permits types (see also Chapter 15):
 - 1. Site Construction Plans (15.8.3)
 - 2. Subdivision Construction Plans (15.9.3)

14.3.2 MEMBERSHIP

- A. The Technical Review Committee shall be chaired by the Planning Director (or their designee) and shall consist of members of technical staff and representatives of various town departments as selected by the Committee Chair on a project-by-project basis.
- B. The necessary number of members needed to conduct business will be established by the Committee Chair on a project-by-project basis according to the needs of the application(s) being considered. In general, at least 3 members of the Technical Review Committee will need to be present to conduct sufficient review;
 - 1. One planner to assess compatibility with the comprehensive plan and compliance with the UDO,
 - 2. One engineer to assess the provision of roads and adequate stormwater infrastructure.
 - 3. One engineer to assess the provision of adequate utilities and fire protection, and
 - 4. If applicable, 1 representative from the City of Raleigh Public Utilities Department should also be present to assess the provision of water and sewer service.
- C. Representatives from the following Departments may also serve as members of the Technical Review Committee upon request of the Committee Chair:
 - 1. Planning and Development
 - 2. Engineering
 - 3. Inspections
 - 4. Parks and Recreation
 - 5. Public Works
 - 6. City of Raleigh Public Utilities Department
 - 7. Fire Department or other fire prevention representative
 - 8. Police Department
- D. In addition, the Committee Chair, or other Technical Review Committee members, may request at their discretion one staff representative and/or elected official from the following to assist in an ex-officio capacity only:
 - 1. The Board of Commissioners
 - 2. The Planning Board
 - 3. The Town Attorney
 - 4. Other Town of Wake Forest Departments
 - 5. Wake County Board of Commissioners
 - 6. NCDOT
 - 7. Other NC State and/or Federal Agencies
- E. In addition, at the request of the Committee Chair, applicant(s) shall attend a meeting.

14.4 PLANNING BOARD

14.4.1 POWERS AND DUTIES

The Town of Wake Forest's Planning Board shall have the following powers and duties to be carried out in accordance with the terms of this ordinance.

- A. To perform studies and surveys of the present conditions and probable future development of the town and its environs, including but not limited to, studies and surveys of land uses, population, traffic, parking, annexation, expansions of extraterritorial jurisdiction, etc.
- B. To formulate and recommend to the Board of Commissioners the adoption and amendment of a comprehensive plan and other plans as necessary.
- C. To initiate proposals for amendments to the Unified Development Ordinance based upon the findings and recommendations delivered in such studies and adopted plans.
- D. To determine whether specific proposed developments conform to the principles and requirements of the adopted comprehensive plan for growth and improvement of the town.
- E. To interpret the zoning district boundaries when the street or property layout existing on the ground is at variance with that shown on the Official Zoning Map.
- F. **UDO Review:** The Planning Board shall review and make recommendations regarding the following permit types (see also Chapter 15):
 1. Major Site Master Plans (15.8.2)
 2. Subdivision Master Plans/TND (15.9.2)
 3. Special Use Permits (15.10)
 4. Text Amendments (15.14)
 5. Map Amendments/Rezoning (15.14)
 6. Conditional District (15.15)
 7. Vested Right (15.16)
- G. The Planning Board shall also have any additional powers and duties as may be set forth in NCGS 160A-361 as amended, or at the direction of the Board of Commissioners.

14.4.2 MEMBERSHIP AND QUORUM

- A. The Planning Board shall consist of 9 members. A quorum of 5 members shall be necessary to transact business.
- B. The Wake Forest Board of Commissioners shall appoint members from a list of qualified applicants who have submitted an advisory board application. A minimum of 5 members shall reside in the corporate limits and a minimum of 1 member shall reside in the extra-territorial planning jurisdiction (ETJ). The town resident members shall be appointed by the Wake Forest Board of Commissioners and the ETJ resident members shall be appointed by the Wake County Board of Commissioners after a recommendation of the Wake Forest Board of Commissioners. The representatives of the extraterritorial area shall have equal rights, privileges, and duties with the other members of the Planning Board.

- C. Vacancies shall be filled by the Wake Forest Board of Commissioners or the Wake County Board of Commissioners, as applicable, as they occur.
- D. Town members shall serve 3-year terms and ETJ members shall serve 2-year terms. No member shall serve more than 2 full consecutive terms. Once a member has served 2 full consecutive terms, the member must be off the planning board for a minimum of one year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners according to the provisions of Section 14.11. The Board of Commissioners may also remove members of appointed boards/commissions who are in violation of the attendance policy set out in Section 14.10.
- E. Officers shall be elected in accordance with the adopted rules of procedure.

14.5 BOARD OF ADJUSTMENT

14.5.1 POWERS AND DUTIES

The Town of Wake Forest's Board of Adjustment shall have the following powers and duties to be carried out in accordance with the terms of this ordinance.

- A. To hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, permit, decision, determination, or refusal made by the Administrator in the carrying out or enforcement of any provision of this ordinance. A concurring vote of 4 members of the Board shall be necessary to reverse, wholly or partly any order, requirement, decision, permit, determination or refusal.
- B. To authorize upon appeal, in specific cases, such variances from the terms of this ordinance as will not be contrary to the public interest where, owing to the special conditions, the following written findings are made:
 - 1. Carrying out the strict letter of the ordinance would result in an unnecessary hardship. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.
 - 2. The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance.
 - 3. The hardship did not result from actions taken by the applicant of the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.
 - 4. The requested variance is consistent with the spirit, purpose, and intent of this ordinance, such that the public safety is secured, and substantial justice is achieved.
- C. **UDO Decisions:** The Board of Adjustment shall render final decisions regarding the following permit types (see also Chapter 15):
 - 1. Appeal of Administrative Decisions (15.12)
 - 2. Variances (15.13)
- D. The Board of Adjustment shall also have any additional powers and duties as may be set forth in other laws and regulations or at the direction of the Board of Commissioners.

14.5.2 MEMBERSHIP AND QUORUM

- A. The Board of Adjustment shall consist of 5 members. A quorum of 4 members shall be necessary to transact business. The Wake Forest Board of Commissioners shall appoint members from a list of qualified applicants who have submitted an advisory board application. A minimum of 3 members shall reside in the corporate limits and a minimum of 1 member shall reside in the extra-territorial planning jurisdiction (ETJ). The town resident members shall be appointed by the Wake Forest Board of Commissioners and the ETJ resident members shall be appointed by the Wake County Board of Commissioners after a recommendation of the Wake Forest Board of Commissioners. The representatives of the extraterritorial area shall have equal rights, privileges, and duties with the other members of the Planning Board.
- B. Vacancies shall be filled by the Wake Forest Board of Commissioners or the Wake County Board of Commissioners, as applicable, as they occur.
- C. Town members shall serve 3-year terms and ETJ members shall serve 2-year terms. No member shall serve more than 2 full consecutive terms. Once a member has served 2 full consecutive terms, the member must be off the planning board for a minimum of one year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners according to the provisions of Section 14.11. The Board of Commissioners may also remove members of appointed boards/commissions who are in violation of the attendance policy set out in Section 14.10.
- D. Officers shall be elected in accordance with the adopted rules of procedure.

14.6 HISTORIC PRESERVATION COMMISSION**14.6.1 POWERS AND DUTIES**

The Historic Preservation Commission of Wake Forest shall have the following powers and duties to be carried out in accordance with the terms of this ordinance and NCGS:

- A. Undertake an inventory of properties of historical, pre-historical, architectural, archaeological, and/or cultural significance.
- B. Recommend to the Board of Commissioners, individual buildings, structures, sites, areas, or objects within its zoning jurisdiction to be designated by ordinance as "historic landmarks", and areas within its zoning jurisdiction to be designated by ordinance as "historic districts".
- C. Recommend to the Board of Commissioners that designation of any area as a historic district or part thereof, or of any building, structure, site, area, or object as a historic landmark, be revoked or removed for cause.
- D. Review and act upon proposals for alteration or demolition of designated landmarks; for alteration, demolition, or new construction within historic districts; and for demolition of any historic structure within the corporate limits and extraterritorial jurisdiction of the Town of Wake Forest as described in Section 15.11.4.
- E. Report violations of this ordinance or other ordinances affecting historic landmarks and properties within historic districts to the local official responsible for enforcing the ordinance.
- F. Act as, establish, or designate, a group, body, or committee to give advice to owners of historic landmarks or property within a historic district concerning the treatment of the historical and visual characteristics of their property, such as gardens and

landscape features, minor decorative elements, and for the informal review of major additions and new construction.

- G.** Conduct an educational program on historic landmarks and districts within the town and/or other topics related to historic preservation.
- H.** Publish information, or otherwise inform the public about any matters pertinent to its purview, duties, organization, procedures, responsibilities, functions, or requirements.
- I.** Cooperate with state, federal and other local governments in pursuing the purposes of this ordinance. The Board of Commissioners, or the Historic Preservation Commission when authorized by the appropriate local governing body, may contract with the State, or the United States of America, or any agency of either, or with any other organization, provided the terms are not inconsistent with state or federal law.
- J.** Communicate with other boards or commissions in Wake County, agencies of the County, other governmental units, or other resources to offer or request assistance, aid, guidance, or advice concerning matters under its purview or of mutual interest.
- K.** Prepare and recommend the official adoption of a historic preservation element as part of the town's comprehensive plan at the request of the Board of Commissioners.
- L.** Accept funds to be used for preservation purposes that are granted to the Historic Preservation Commission by private individuals, organizations, and governing bodies or their agencies.
- M.** Acquire by any lawful means the fee or any lesser included interest, including options to purchase, to any historic buildings or structures, land to which historic buildings or structures may be moved, or properties located within historic districts; hold, manage, preserve, restore and improve the interest; and exchange or dispose of the interest by public or private sale, lease, or otherwise, subject to covenants or other legally binding restrictions which will secure appropriate rights of public access and promote the preservation of the property. All lands, buildings, structures, sites, areas, or objects acquired by funds appropriated by the Board of Commissioners shall be acquired in the name of the Town of Wake Forest unless otherwise provided by the Board of Commissioners.
- N.** Restore, preserve and operate such historic properties.
- O.** Negotiate at any time with the owner of a building, structure, site, area or object for its acquisition or its preservation when such action is reasonably necessary and appropriate.
- P.** Take steps during the period of postponement of demolition or alteration of any historic landmark or property to ascertain what the local governing body can or may do to preserve such property including consultation with private civic groups, interested private citizens, and other public boards or agencies, and including investigation of potential acquisition by the Board of Commissioners when the preservation of a given historic property is clearly in the interest of the general welfare of the community and such property is of certain historic and architectural significance.
- Q.** Propose to the Board of Commissioners changes to this or any other ordinance and propose new ordinances or laws relating to historic landmarks and districts or relating to a total program for the protection and/or development of the historic resources of the Town of Wake Forest and its environs.

- R. UDO Review:** The Historic Preservation Commission shall review and make recommendations regarding the following permits types (see also Chapter 15):
 - 1. Designation of Historic Landmarks/Districts (15.11.1)
- S. UDO Decisions:** The Historic Preservation Commission shall render final decisions regarding the following permits types (see also Chapter 15):
 - 1. Certificates of Appropriateness Major Works (15.11.3)
 - 2. Certificates of Appropriateness Demolition of Historic Structures (15.11.4)
- T.** The Historic Preservation Commission shall also have any additional powers and duties as may be set forth for in other laws and regulations or at the direction of the Board of Commissioners.

14.6.2 MEMBERSHIP AND QUORUM

- A.** The Wake Forest Historic Preservation Commission shall consist of 9 members. A quorum of five (5) members shall be necessary to transact business.
- B.** The Wake Forest Board of Commissioners shall appoint all members. A majority of the members of the Commission shall have a demonstrated special interest, experience, or education in history, architecture, archaeology or related fields.
- C.** All members shall reside within the jurisdiction of the Town of Wake Forest, except as allowed by NCGS. At least one (1) member shall reside in a Locally Designated Historic Landmark or Local Historic District. At least one (1) member shall reside in the Extraterritorial Jurisdiction (ETJ) of the Town of Wake Forest. Vacancies shall be filled as they occur. The town resident members shall be appointed by the Wake Forest Board of Commissioners. The required ETJ resident member shall be appointed by the Wake County Board of Commissioners after a recommendation by the Wake Forest Board of Commissioners. If despite good faith efforts, a resident of the ETJ cannot be found to fill the seat reserved for the ETJ member, then the Wake County Board of Commissioners may appoint another resident of the county (including a resident of the Town) to fill the ETJ seat. If the Wake County Board of Commissioners fails to make the appointment within 90 days after receiving a resolution from the Town of Wake Forest Board of Commissioners requesting that the appointment be made, the Town of Wake Forest Board of Commissioners may make the appointment. Representatives of the extraterritorial area shall have equal rights, privileges, and duties with the other members of the Historic Preservation Commission.
- D.** The Commission may appoint one (1), but no more than two (2) additional ex officio (non-voting) members to provide special expertise as they deem appropriate. Such members are not required to live within the jurisdiction of the town. The Commission will determine the length of term at the time of appointment, not to exceed two (2) years.
- E.** All members shall serve 3-year terms. No member shall serve more than two (2) full consecutive terms. Once a member has served two (2) full consecutive terms, the member must be off the commission for a minimum of one (1) year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners according to the provisions of Section 14.11.
- F.** Officers shall be elected in accordance with the adopted rules of procedure. The Board of Commissioners may also remove members of appointed boards/commissions who are in violation of the attendance policy set out in Section 14.10.

- F. The Board of Commissioners may appoint at least one (1) and no more than two (2) youth as ex-officio (non-voting) members as they deem appropriate. Such members are not required to live within the jurisdiction of the Town of Wake Forest but are required to attend a high school located within the Town Limits. Youth ex-officio members shall serve two-to-four-year terms or until graduating from high school, whichever comes first.

14.7 DESIGN REVIEW BOARD

14.7.1 POWERS AND DUTIES

The Town of Wake Forest's Design Review Board shall have the following powers and duties to be carried out in accordance with the terms of this ordinance.

- A. To review plans that require additional discretionary review according to the terms of the ordinance.
- B. **UDO Decisions:** The Design Review Board shall render final decisions regarding the following (see also Chapter 15):
 1. Major Architectural Design Review (15.8.5)
 2. Appeals from staff for Minor Architectural Design Review (15.8.4.G)
- C. The Design Review Board shall also have any additional powers and duties as may be set forth for in other laws and regulations or at the direction of the Board of Commissioners.

14.7.2 MEMBERSHIP AND QUORUM

- A. The Wake Forest Design Review Board shall consist of 5 members. A quorum of 3 members shall be necessary to transact business.
- B. The Wake Forest Board of Commissioners shall appoint all members. At least 2 members shall be from the planning or design professions, having specific training in architecture, landscape architecture, urban design, or a similar design field. To the extent practical, the board shall represent a cross section of community interests, with all members having experience, training, or a demonstrated interest in design, construction, preservation, or planning for buildings, site design, or landscaping.
- C. Vacancies shall be filled by the Wake Forest Board of Commissioners as they occur.
- D. All members shall serve 3-year staggered terms. No member shall serve more than 2 full consecutive terms. Once a member has served 2 full consecutive terms, the member must be off the Design Review Board for a minimum of one year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners according to the provisions of Section 14.11. The Board of Commissioners may also remove members of appointed boards/commissions who are in violation of the attendance policy set out in Section 14.10.
- E. Officers shall be elected in accordance with the adopted rules of procedure.

14.8 MEETINGS AND GENERAL PROCEDURES

14.8.1 ALL MEETINGS TO BE OPEN

All meetings of elected or appointed bodies under this ordinance shall be open to the public in accordance with G.S. 143-318 (Meetings of Public Bodies) and shall be conducted in accordance with the procedures set forth in these regulations and rules of

procedure adopted by the respective bodies and approved by the Board of Commissioners.

14.8.2 RULES OF PROCEDURE

All boards/commissions shall adopt formal rules of procedure consistent with the level of decision-making vested with that board/commission (e.g., advisory review, quasi-judicial). Any adopted rules of procedure shall be kept on file at the Planning Department and shall be made available to the public.

14.8.3 MINUTES

Accurate minutes of each meeting and any collected audio/visual recordings shall be maintained by each elected or appointed board/commission set out in this chapter, showing the vote of each member on each question, or if absent or failing to vote, indicating such fact. Each elected or appointed board/commission set out in this chapter shall keep records of its examinations and official actions. All of these minutes and records shall be filed in the office of the Town Clerk for the public record. At the discretion of the Administrator, audio/video records of each meeting will be made available through the Town of Wake Forest web site.

14.8.4 MEETINGS

- A. All bodies authorized under this ordinance shall meet at regularly scheduled times and at such other times as determined by the chairman as provided for in the rules of procedure.
- B. Special meetings may be called at any time by the chairperson or by request of a majority of members of the board.

14.9 STAFF

The Administrator or their designee shall serve as staff to the various boards and commissions as outlined in this chapter. In addition, the Town Attorney may provide legal and procedural assistance when requested.

14.10 ATTENDANCE POLICY

All members shall attend board/commission meetings on a regular basis. If any member does not attend at least 75% of the meetings in one calendar year, he/she may be replaced at the discretion of the Board of Commissioners. Any member of the individual boards and commissions set out in this chapter shall notify the other members of his/her respective board/commission in the event that he/she will be unable to attend.

14.11 WAIVER OF TERM LIMIT REQUIREMENTS

The Board of Commissioners may, by a majority vote, waive any of the term limit requirements for the individual boards and commissions set out in this chapter, for reasonable cause including but not limited to a lack of sufficiently qualified and willing candidates to replace outgoing term-limited members.