



# TOWN *of* WAKE FOREST

## **Board of Adjustment Meeting Agenda March 20, 2025 at 6:00 PM**

### **Notice**

In accordance with the requirements of Title II of the Americans with Disability 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 the Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Deputy Town Clerk [Ella Dowtin](#) at 919-435-9436 as soon as possible, but no later than 48 hours before the scheduled event.

### **Public Hearing**

Those wishing to speak must first register to speak no later than 3pm the day of the meeting at <https://www.wakeforestnc.gov/public-meetings-portal>.

At the appropriate time, the Board of Adjustment Chair will acknowledge those persons who have registered to speak. They will be called upon in the order registered. Speakers will address the Board as a whole, from the podium at the front of the room, and begin their remarks by stating their name and address. While not required, the Chair may ask staff or the applicant to respond. Speakers needing additional information or questions answered will be contacted by the Deputy Town Clerk and provided contact information for the appropriate staff person.

Unless otherwise indicated by the Chair, individual comments shall be limited to three minutes. Groups are encouraged to designate a lead speaker on their behalf, and when addressing the Board, the speaker must first identify the group they are representing and will be given no more than ten minutes to give comments. Once comments have been made, speakers cannot speak again, unless specifically called upon by the Chair. The Chair may, at his/her discretion, interrupt public comment and elect to continue it to another meeting due to, among other reasons, the lateness of the hour or to allow consideration of other items on the agenda.

When public hearings are continued from previous meetings, previous individuals that have spoken, either representing themselves or a group, cannot speak at a continued public hearing, unless specifically called upon by the Chair. Additionally, speakers cannot both represent themselves individually and speak on behalf of a group throughout public hearings, even if held over multiple sessions.

## **1.Call to Order**

## **2.Adoption of Agenda**

## **3.Approval of Minutes**

- 3.A. Approval of Minutes  
[BOA minutes 1-16-2025.pdf](#)

## **4.Old Business**

## **5.New Business**

- 5.A. Public Hearing and Consideration of QUASI-JUDICIAL ITEM BOA-24-03 Variance Request for Traditions Townhomes  
[BOA-24-03 STAFF REPORT V1.pdf](#)  
[Exhibit A - Applicant's Variance Justifications and Exhibits.pdf](#)  
[Exhibit B - Application and Agent Authorizations.pdf](#)  
[Exhibit C - Aerial and Zoning Maps.pdf](#)  
[Exhibit D - Recored Plat \(BM2023 PG1679\).pdf](#)  
[Exhibit E - Recored Plat \(BM2024 PG651\).pdf](#)  
[Exhibit F - UDO Variance Reference.pdf](#)  
[Exhibit G - 2013 and 2023 Street View.pdf](#)
- 5.B. Public Hearing and Consideration of QUASI-JUDICIAL ITEM BOA-24-04 Variance Requests for Chick-fil-A  
[BOA-24-04 STAFF REPORT.pdf](#)  
[Exhibit A - Applicant's Variance Justifications and Exhibits.pdf](#)  
[Exhibit B - Application and Agent Authorizations.pdf](#)  
[Exhibit C - Aerial and Zoning Maps.pdf](#)  
[Exhibit D - Recored Plat \(BM2016 PG1928\).pdf](#)  
[Exhibit E - RZ-14-05 Approval Letter.pdf](#)  
[Exhibit F - UDO Variance Reference.pdf](#)  
[Exhibit G - 2023 Street View.pdf](#)  
[Exhibit H - Approved Construction Plans.pdf](#)  
[Exhibit I - Staff's Enhanced Site Plan.pdf](#)

## **6.Staff Comments**

## **7.Board of Adjustment Comments**

## **8.Adjournment**