Wake Forest Board of Commissioners
Meeting Agenda
April 15, 2025 – 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 Evelyn Wright 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 6 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 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. Only comments on a Public Hearing will be allowed during this time.

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.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 Approval of Minutes
DRAFTBOCWSMinutes_Mar20254 FINAL.pdf
DRAFTBOCMinutes_MAR202518 FINAL.pdf

3. Presentations

3.A Proclamation Recognizing April 25, 2025 as Arbor Day in the Town of Wake Forest
Arbor Day Proclamation_4.25.2025.pdf

3.B Proclamation Recognizing April 22, 2025 as Earth Day in the Town of Wake Forest
Earth Day Proclamation_4.22.2025.pdf

3.C Proclamation Recognizing May 2025 as "National Bike Month"
ProclamationRecognizingMayAsBikeMonthApr041525.docx

3.D Proclamation Recognizing July 4 2025 as America 250! Day
Proclamation Recognizing America 250.pdf

3.E Resolution Recognizing Sergeant Charles Burchett on his Retirement
Burchett Summary appreciation of services.docx
Burchett Resolution of Appreciation for Services.docx

3.F Proclamation Recognizing May 1 2025 as "Global Love Day"
Proclamation Global Love Day 2025.pdf

3.G Resolution recognizing Clarence Medlin, III on his retirement

3.H Introduction of Wake Forest Chamber of Commerce President Jim Thompson
Presentation by WF Chamber_summary.pdf

3.I Proclamation Recognizing National Day of Prayer
Proclamation2025NationalDayOfPrayerMay20251.pdf

3.J Proclamation Recognizing the 56th Annual Professional Municipal Clerks Week
2025 National Clerks Week.pdf

4. Public hearings / Public Comment

4.A Public Hearing on a petition requesting contiguous and non-contiguous annexation submitted by property owners Town of Wake Forest for property associated with the rezoning request RZ-24-06, located at 1621 and 1701 Wait

Avenue being Wake County PINs 1850578617 and 1850670578 being approximately 4.48 acres.
041525 BOC Agenda Summary AN-24-04.pdf
DRAFT ORDINANCE AN-24-04 (CONTIGUOUS).docx
DRAFT ORDINANCE AN-24-04 (NON-CONTIGUOUS).docx
Attachment A - Legal Description AN-24-04.pdf
Attachment B - Annexation Exhibit AN-24-03.pdf
Attachment C - Contiguous and Non-contiguous Annexation Petitions AN-24-04.pdf

4.B Public Hearing of LEGISLATIVE CASE RZ-24-06, 1621 & 1701 Wait Avenue, a rezoning filed by filed by Town of Wake Forest to rezone 4.48 acres located at 1621 & 1701 Wait Avenue, being Wake County Tax PINs 1850578617 and 1850670578 from Wake County's Highway District (HD) to Wake Forest's Rural Holding District (RD).
BOC Agenda Summary RZ-24-06.pdf
RZ-24-06 Staff Report.pdf
Attachment A - Neighborhood Meeting Minutes.pdf
Attachment B - Application.pdf
Attachment C - Maps.pdf
Attachment D - Planning Board Recommendation.pdf
Exhibit 1 - Legal Description.pdf
Exhibit 2 - Consistency Statement.pdf
Ordinance RZ-24-06.docx

4.C Public Hearing on LEGISLATIVE CASE RZ-24-04, 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-24-04.pdf
RZ-24-04 Staff Report.pdf
Attachment A - Neighborhood Meeting Information.pdf
Attachment B - Application.pdf
Attachment C - Maps.pdf
Attachment D - Transportation Impact Analysis (TIA).pdf
Attachment E - Planning Board Recommendation and Plan Consistency Analysis.pdf
Exhibit 1 - Legal Description.pdf
Exhibit 2 - Consistency Statement.pdf
Exhibit 3 - Proposed White Street Mixed Use Master Plan.pdf
Ordinance RZ-24-04.docx

4.D Public Hearing on a contiguous annexation submitted by the property owner Sassom LLC, located at 0 Forestville Road being Wake County PIN 1749681910 (portion of) being approximately 0.175 acres.
041525 BOC Agenda Summary AN-25-01.pdf
Attachment A Legal Description AN-25-01.pdf
Attachment B Annexation Map AN-25-01.pdf
Attachment C Contiguous Annexation Petition AN-25-01.pdf

DRAFT ORDINANCE AN-25-01.docx

4.E Public Hearing on a contiguous annexation submitted by the property owners Naught 1 LLC and 2517 BMC LLC, located at 2517, 2601, and 2605 Burlington Mills Road, being Wake County PINs 1738499517, 1738593572, and 1738592719 being approximately 3.875 acres.
041525 BOC Agenda Summary AN-25-02.pdf
Attachment A Legal Description AN-25-02.pdf
Attachment B Annexation Map AN-25-02.pdf
Attachment C Annexation Petition AN-25-02.pdf
DRAFT ORDINANCE AN-25-02.docx

4.F 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 contract related to road improvements associated with the Reserve at Dunn Creek.
Summary Dunn Creek Western Crossing.pdf
Attachment A Resolution and Contract
Exihibit A Friendship Chapel Western Crossing.pdf
Exhibit B-1 The Cost Estimate Friendship Chapel Western Crossing.pdf
Exhibit B-2 Prior Design Costs Friendship Chapel Western Crossing.pdf

5.B Approval of resolution authorizing the Town Manager to execute on behalf of the Town of Wake Forest a contract with Berry Building Group to construct a public safety warehouse at 1412 Forestville Road for $2,681,000.00
Summary Public Safety Warehouse.pdf
Attachment A Public Safety Warehouse Resolution
Attachment B Berry Building Group Submittal
Attachment C Full Bid Tab

5.C Approval of a Resolution to surplus the badge and service weapon carried by Sergeant Charles Burchett
Burchett Resolution Badge and Weapon.docx
Burchett Summary badge and weapon surplus.docx

5.D Resolution Authorizing Property Conveyance of 0.639 acres; Portion of 414 Wait Avenue, Wake Forest, NC For H.L. Miller Park Improvements
Agenda_Summary_04152025.docx
Attachment A WEMC Parcel and Greenway Easement Resolution.docx
Attachment B Contract.pdf
Exhibit_A_Fee Property.pdf
Exhibit_B_Easement Property.pdf
Exhibit_C_Town Easement.pdf

6. Legislative Items

7. Planning Items

7.A Consideration of a petition requesting contiguous and non-contiguous annexation submitted by property owners Town of Wake Forest for property associated with the rezoning request RZ-24-06, located at 1621 and 1701 Wait Avenue being Wake County PINs 1850578617 and 1850670578 being approximately 4.48 acres.

7.B Consideration of LEGISLATIVE CASE RZ-24-06, 1621 & 1701 Wait Avenue, a rezoning filed by filed by Town of Wake Forest to rezone 4.48 acres located at 1621 & 1701 Wait Avenue, being Wake County Tax PINs 1850578617 and 1850670578 from Wake Countyâ€™s Highway District (HD) to Wake Forestâ€™s Rural Holding District (RD).

7.C Consideration of LEGISLATIVE CASE RZ-24-04, 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).

7.D Consideration of approval on a contiguous annexation submitted by the property owner Sassom LLC, located at 0 Forestville Road being Wake County PIN 1749681910 (portion of) being approximately 0.175 acres.

7.E Consideration of approval on a contiguous annexation submitted by the property owners Naught 1 LLC and 2517 BMC LLC, located at 2517, 2601, and 2605 Burlington Mills Road, being Wake County PINs 1738499517, 1738593572, and 1738592719 being approximately 3.875 acres.

8. Administration and Financial Items

8.A Consideration of purchase and sale agreement for three parcels totaling 47.3 acres located at 0 Forestville Road.
0 Forestville Rd Summary
Attachment A 0 Forestville PSA
Attachment B 0 Forestville Resolution
Attachment C 0 Forestville Survey

9. Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A Department Monthly Reports
March 2025 Monthly Report Draft.pdf

12.B Consideration of Approval Guidelines for Public Comment at BOC Meetings
Consideration of Approval Guidelines for Public Comment at BOC Meetings.pdf

12.C Commissioner Reports

13.Adjournment