Wake Forest Board of Commissioners
Meeting Agenda
December 17, 2024 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. November 5, 2024 Work Session
November 19, 2024 Regular Meeting
DraftBOCWSMinutesNov202405.pdf
DraftBOCMinutes_Nov202419.pdf

3.Presentations

3.A. Resolution Recognizing Theresa Savary on her Retirement
Resolution T. Savary.doc

3.B. Resolution Recognizing Rory Jason Shambley on his Retirement
Resolution R J Shambley.doc

3.C. Social District Presentation:
Provide additional information to the Board of Commissioners regarding a Social District to determine if this is something that they are interested in pursuing for downtown Wake Forest.
Item Summary Social District Presentation December 17, 2024.docx

4.Public hearings / Public Comment

4.A. Public Hearing to receive public comment on the five (5) year Capital Improvements Plan (CIP) for FY 2025-2030
Public Hearing on Proposed CIP Update_Summary.pdf

4.B. Public Hearing on LEGISLATIVE CASE TA-24-01, Unified Development Ordinance (UDO) Comprehensive Update
TA-24-01 Agenda Summary
Staff Report TA-24-01 Comprehensive UDO Update
Attachment A - Application
Attachment B - Proposed Changes
Attachment C - TA-24-01 Planning Board Recommendation and Plan Consistency

Analysis
Attachment D - Public Comments Received on Draft UDO
Exhibit 1 Revised Wake Forest Draft UDO

4.C. Public Hearing for a request by Kelsey A. Kemp and Matthew J. Bruehl to designate their property, the Dr. Charles Brewer House at 327 N. Main Street, as a Wake Forest Local Historic Landmark. HPC Case Number LL 24-01.
Agenda Summary.pdf
Staff Report.pdf
Attachment A Map and Application.pdf
Attachment B SHPO Correspondence.pdf
Attachment C -LL 24-01 Ordinance 2024-XXX Designating Local Landmark.docx

4.D. Public Hearing on LEGISLATIVE CASE CPA-24-03, Draft Wake County Multi-Jurisdictional
Hazard Mitigation Plan
Agenda Summary
Staff Report
Attachment A - Application
Ordinance_CPA-24-03.docx

4.E. 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 a Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance
Attachment_A_summary_12.2024_Accept_Streets.pdf

Attachment_B_Resolution__Accept_Streets.docx

5.B. Approval of Appointment to Citizen Advisory Board
Resolution2024-XX_Adv_Board_Appts-HPC_Jan202316 (1).docx
HPC_WaiverStatement_D.Bennett_Nov2024.pdf
HPC_WaiverStatement__A.Radford_Nov2024.pdf

5.C. Approval of amending number of authorized positions for Fire Department
Amending_Authorized_Positions_Firefighter.pdf
Additional Firefighter_Resolution.docx

5.D. Approval of acceptance of State and Local Cybersecurity Grant Program (SLCGP) from NC Department of Public Safety
SLCGP Grant_Summary.pdf
SLCGP 2023 MOA Wake Forest, Town of.pdf

5.E. Approval of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2024 Series dates from 5 PM to 9 PM. The FNOW 2025 series dates are April 11, May 9, June 13, July 11, August 8, and September 12.
Item Summary 2025 Friday Night On White Alcohol Ordinance Waiver .docx
Attachment A 2025 FNOW VENUE MAP.png
Attachment B 2025 Series Friday Night on White Alcohol Ordinance Waiver Request .docx
Resolution_for_Open_Container_Waiver_FNOW_Series_2025.docx

6.Legislative Items

7.Planning Items

7.A. Consideration of LEGISLATIVE CASE TA-24-01, Unified Development Ordinance (UDO) Comprehensive Update

7.B. Consideration of a Request by Kelsey A. Kemp and Matthew J. Bruehl to Designate their Building and Lot, known as the Dr. Charles Brewer House, 327 N. Main Street, Wake Forest, NC, as a Wake Forest Local Historic Landmark, HPC Case Number LL 24-01

7.C. Approval of a Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, a revised Go Wake Forest Contract
Agenda Summary
Resolution

7.D. Consideration of LEGISLATIVE CASE CPA-24-03, Draft Wake County Multi-Jurisdictional Hazard Mitigation Plan

8.Administration and Financial Items

8.A. Consideration of Approval of a Resolution for the Multi-Modal Transportation Impact Fee
BOC_Agenda Item Summary_ConsiderationofAprpoval
ImpactFeeResolution_2024.docx
Resolution 2024-xx_MMTIF_Impact_Fees6_12.17.2024.docx
Resolution 2024-xx_MMTIF_Impact_Fees10_12.17.2024.docx

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A. Wake County Tax Release
WF-TXREP-DEC-2024-BOC-MTG.pdf

12.B. Department Monthly Report
November 2024 Monthly Report.pdf

12.C. Commissioner Reports

12.D. Closed Session: NCGS 143-318.11(5) -To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

"To prevent the disclosure of information that is privileged or confidential or is not of public record, N.C.G.S. § 143-318.11(a)(1)"

13.Adjournment