Wake Forest Board of Commissioners
Meeting Agenda
November 19, 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. October 1, 2024 Work Session
October 15, 2024 Regular Meeting
DraftBOCWSMinutesOct202401.pdf
DraftBOCMinutes_Oct202415.pdf

3.Presentations

3.A. Presentation of fiscal year ended June 30, 2024 Annual Comprehensive Financial Report

Presentation of Annual Financial Report for June 30, 2024_summary.pdf

4.Public hearings / Public Comment

4.A. Public Hearing on Multi-Modal Transportation Impact Fee Update
BOC_Agenda Item Summary_Public Hearing
MMTransportationImpactFee_2024_11.19.2024.docx
Wake Forest TIF Presentation 11-5-24 v3 (1).pptx
Wake Forest MMTIF_DRAFT Rpt 10-28-24.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 - Wake Forest UDO Draft For Adoption Consideration
Exhibit 2 Proposed Edits

4.C. Public Hearing on LEGISLATIVE CASE CPA-24-02, Revised Draft Downtown Plan

(November 5, 2024 version)
Agenda Summary_111924.pdf
CPA-24-02 BoC PH Staff Report.pdf
Attachment A - Application.pdf
Attachment C - Summary of Changes 110524.pdf
Attachment D - September Draft Plan Comment Responses Revised.pdf
Ordinance CPA-24-02.docx

4.D. 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 Prohibiting Viewing of Pornography on Town Networks and Devices
Resolution2024-XX_Pornography on Govt Devices policy_Nov202419.docx

5.B. Approval of the 2025 Board of Commissioners Meeting Schedule
Resolution2024-58,
2025TOWFBoardOfCommissionersMeetingSchedule_Nov202419.pdf

5.C. Approval of Appointment to Citizen Advisory Boards
RESOLUTION2025-XXX_Adv_Board_Appts-HPC.pdf
RESOLUTION2025-XXX_Adv_Board_Appts-TAB.pdf
RESOLUTION2025-XXX_Adv_Board_Appts-HRC.pdf
RESOLUTION2025-XXX_Adv_Board_Appts-PRCR.pdf

5.D. Approval of Contract for the Construction of HL Miller Park Improvements
Agenda Summary_11192024.pdf
Attachment_A_Resolution_HL Miller Park Greenway Construction.docx

Attachment_B_Greenway_Construction_Bid_0006-2024.pdf
Attacment_C_Bid_Tab_HL_Miller_Park.pdf
Attachment_D_HL Miller Park Bid Tabulation Certification.pdf

5.E. Approval of Contract for Dunn Creek Culvert Replacement
Agenda Summary_11192024.pdf
Attachment_A_Resolution_Dunn Creek Culvert Construction Services.docx
Attachment_B_Bid #0005-2024 Dunn Creek Culv Bid_Fred Smith.pdf
Attachment_C_Bid Certification Letter and Tabulations.pdf
Attachment_D_ Project Award Letter.pdf

5.F. Approval of the 2025 Street Resurfacing Project
Summary_Street Resurfacing Contract 2025.docx
Attachment_A_2024-xx_Resolution_.docx
Attachement_B_Street_Resurfacing_Bid_0004-2024.pdf
Attachment_C_Bid Tab.pdf

5.G. Approval of a Resolution for the Joint Use Agreement with the Boys & Girls Club Serving Wake County
Resolution - Boys & Girls Club Joint Use Agreement.docx
Summary Sheet for Resolution - Boys & Girls Club Use Agreement.pdf
Town of Wake Forest - Boys & Girls Club Joint Use Agreement 2024-2034.pdf

6.Legislative Items

7.Planning Items

7.A. Consideration of LEGISLATIVE CASE CPA-24-02, Revised Draft Downtown Plan (November 5, 2024 version)

7.B. Consideration of approval of a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Design and Construction Activities
Agenda Summary
Resolution.docx

8.Administration and Financial Items

8.A. Consideration of approval of updated Special Events Policy and adoption of Motorized Parade Policy
Item Summary_Special Event and Motorized Parade Policies.pdf
Special Events Policy_Final Draft_11_19_2024.pdf

Motorized Parade Policy_Final Draft_11_19_2024.pdf

8.B. Consideration of approval of a Resolution amending Parks & Recreation Impact Fees
BOC_Agenda Item Summary_ConsiderationofAprpoval
ParksRecImpactFeeResolution_2024.docx
Resolution 2024-xx_PRCR_Impact_Fees_11.19.2024.docx

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A. Wake County Tax Release
WAKE FOREST-TXREP-NOV-2024-BOC-MTG.pdf

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

12.C. Commissioner Reports

13.Adjournment