Wake Forest Board of Commissioners
Meeting Agenda
March 18, 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 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. Approval of Minutes
DRAFTBOCWSMinutes_Feb20254.pdf
DRAFTBOCMinutes_FEB202518 (002) 1.pdf
2025Feb24Minutes-SpMtg.pdf
2025Feb25Minutes-SpMtg.pdf
2025Feb27Minutes-SpMtg.pdf
2025Feb28Minutes-SpMtg.pdf

3.Presentations

3.A. Proclamation
Prolamation Recognizing National Vietnam War Veterans Day 2025.pdf

3.B. Go Wake Forest Progress Update
Agenda Summary

4.Public hearings / Public Comment

4.A. 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. Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance
Attachment_A_summary_03.2025_Accept_Streets.docx
Attachment_B_Resolution__Accept_Streets.docx

5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting 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.
031825 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
CERTIFICATE OF SUFFICIENCY .docx
DRAFT PUBLIC HEARING RESOLUTION.docx

5.C. Approval of a resolution to schedule the public hearing and certify the sufficiency for 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.
031825 BOC Agenda Summary AN-24-04.pdf
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
CERTIFICATE OF SUFFICIENCY.docx
DRAFT PUBLIC HEARING RESOLUTION CONTIGUOUS.docx
DRAFT PUBLIC HEARING RESOLUTION NON-CONTIGUOUS.docx

5.D. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by the property owners Naught 1 LLC and 2517 BMC LLC, for properties located at 2517, 2601, and 2605 Burlington Mills Road, being Wake County PINs 1738-49-9517, 1738-59-3572, and 1738-59-2719 being approximately 3.875 acres.
031825 Agenda Summary.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

CERTIFICATE OF SUFFICIENCY .docx
DRAFT PUBLIC HEARING RESOLUTION.docx

5.E. Approval of Resolution Authorizing Change Request to Joint Development Agreement with AGG Development for the South Franklin Street Widening Project
S Franklin St Change Order_Summary.pdf
JointDevelopmentAgreement_SouthFranklinSt.RoadImprovementsRecorded.pdf
LTR - TOWF - CR #1 - 03-07-25.pdf
Change Request No. 1 - 03-07-25.pdf
Resolution2025-XX_S.FranklinStChangeRequest.docx

5.F. Consideration of Amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-241. - Schedule I, parking prohibited at all times.

Attachment_A_Summary_Amend_No_Parking_Ordinance.docx
Attachment_B_Ordinance_Amend_No_Parking_Richland_Hills.docx
Attachment_C_No Parking Exhibit-RHA.pdf

5.G. Approval of Appointment to Citizen Advisory Boards
RESOLUTION2025-XXX_Adv_Board_Appts-PAC.pdf

6.Legislative Items

6.A. Consideration of an Ordinance amending Chapter 20. Article I In General Sec. 20-2. - Public consumption, possession, etc. of alcohol
Item Summary - Creation of Social District .docx
ATTACHMENT A Ordinance 2025-XX Section 11 Chapter 20 Article I In General Sec. 20-2. - Public consumption possession etc.docx
Attachment B Map of Wake Forest Social District.png

7.Planning Items

8.Administration and Financial Items

8.A. Consideration of purchase and sale agreement for property located at 325 S White Street
Summary 325 S White.pdf
Attachment A 325 S White PSA
Attachment B 325 S White Resolution
Attachment C Survey

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A. Department Monthly Reports
February 2025 Monthly Report Draft (1).pdf

12.B. Commissioner Reports

12.C. 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)"

12.D. Closed Session: NCGS 143-318.11(6) - To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

13.Adjournment