Wake Forest Board of Commissioners
Meeting Agenda
July 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 Draft June 3, 2025 BOC Work Session Minutes Draft June 17, 2025 BOC Regular Meeting Minutes
DRAFTBOCWSMinutes_June32025 Final.pdf
DRAFTBOCMinutes_JUNE202517 Final.pdf

3. Presentations

3.A Resolution to Endorse the Blueprint for Safety Plan.
071525 BOC Agenda Summary.pdf
Blueprint for Safety Plan Resolution.docx
Attachment A Local Commitment to Safety Prompt List.pdf
Attachment B Executive Summary.pdf

3.B PROCLAMATION RECOGNIZING JULY AS PARK AND RECREATION MONTH
Proclamation Recognizing July as Park and Recreation Month 2025.pdf

4. Public hearings / Public Comment

4.A Public Hearing on a contiguous annexation submitted by the property owners Wait Ave 98 LLC, located at 0 Wait Avenue, being Wake County PIN 1850-08-1417 being approximately 2.58 acres.
07152025 BOC Agenda Summary AN-25-03.pdf
Attachment A Legal Description AN-25-03.pdf
Attachment B Annexation Map AN-25-03.pdf
Attachment C Annexation Petition AN-25-03.pdf
DRAFT ORDINANCE AN-25-03.docx

4.B 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 Appointment to Citizen Advisory Board
RESOLUTION2025-XXX_Adv_Board_Appts-HPC ETJ .pdf

5.B Approval of Wake Forest code of ordinance. Final step in recodification.
Summary Recodifcation.pdf
Attachment A Recodification Adopting Ordinance 2025.docx

5.C Approval of the Amended Personnel Policies & Procedures
TOWF Personnel Policy 07012025 - FINAL FINAL 062625.pdf
Item Summary - HR 071525 - FINAL.docx
Resolution - Policies 071525.docx

6. Legislative Items

7. Planning Items

7.A Consideration of a contiguous annexation submitted by the property owners Wait Ave 98 LLC, located at 0 Wait Avenue, being Wake County PIN 1850-08-1417 being approximately 2.58 acres.

8. Administration and Financial Items

8.A Approval to exchange Town owned 0.8 acres (PIN 1841318743) valued at $670,000 for 1.0081 acres (portion of PINs 184111585 and 1841319403, PINs 1841318377 and 1841318341) valued at $790,000 currently owned by Southeastern Baptist Theological Seminary as outlined in 160A-271.
Summary Land Exchange 0715
Attachment A Final Property Exchange Agreement.pdf
Attachment B Survey PIN 1841318743.pdf
Attachment C Survey Multiple PINs.pdf

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

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

12.B Town of Wake Forest July Tax Report
July 2025 Tax Report.pdf

12.C Commissioner Reports

13.Adjournment