Wake Forest Board of Commissioners
Meeting Agenda
September 16, 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 August 5, 2025 Board of Commissioner Work Session Minutes August 19, 2025 Board of Commissioner Regular Meeting Minutes
DRAFT BOCWSMinutes_August52025 Final.pdf
DraftBOCMinutes_AUGUST192025 Final.pdf

3. Presentations

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

3.B Arts Are Education Resolution
September AIE Resolution 2025 (1).docx

3.C Proclamation for P.A.N.D.A.S/P.A.N.S Awareness
ProclamationRecognizingOctoberAsPANDASAwarenessMonth2025 .pdf

4. Public hearings / Public Comment

4.A Request to Continue the Public Hearing of LEGISLATIVE CASE RZ-24-07, Star Road Condos, a rezoning filed by filed by SJP Raleigh-Durham LLC to rezone 14.12 acres located at 0 Star Road, being Wake County Tax PIN 1739659784 from Highway Business (HB) to General Residential 10-Conditional District (GR10-CD).
BOC Agenda Summary RZ-24-07.pdf
RZ-24-07 Request for Continuance for Rezoning.pdf

4.B Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2026-2031
First CIP Public Hearing FY 2026-2031_summary.pdf
2026-2027 Budget Schedule.pdf

4.C Request to Schedule a Public Hearing for the Towns of Wake Forest and Youngsville Annexation Agreement Update
Wake Forest_Youngsville_Annexation Agreement_BOC 091625.pdf
Draft Youngsville-WF Annexation Ordinance_Agreement_May 2025.docx
2025 WF_Youngsville Agreement_Line.pdf

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 to surplus the badge and service weapon carried by Sergeant Charles Babson
Babson Summary badge and weapon surplus.docx
Babson Resolution Badge and Weapon.docx

5.B Approval of Wake County Emergency Operations Plan and Mutual Aid Agreement
Wake County EOP 2025.pdf
Mutual Aid Agreement Town of Wake Forest -_TWF_07.31.2025.pdf

5.C Approval of a Resolution of Execution of Settlement Documents Related to the National Opioid Litigation.
Resolution_Purdue_Sackler_SecondaryManufacturers_Sept2025.docx

5.D Approval of Closed Session Minutes (9/2/2025) related to National Opioid Litigation
Minutes_Closed_Session_09.02.2025.docx

5.E Request to remove Jordan Banks from the Planning Board
Planning Board Member Removal Request_091625.pdf

6. Legislative Items

6.A Ordinance 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_Shearon Farms.docx
Attachment_C_Shearon Farms Map.pptx

7. Planning Items

7.A Informational presentation of the Wake Union Villas Site Master Plan (12737, 12739, and 12753 Wake Union Church Road)
BOC Agenda Summary SP-25-05.pdf
SP-25-05 Staff Report.pdf

Attachment A - Application.pdf
Attachment B - Adopted Ordinance 2018-14.pdf
Attachment C - Maps.pdf
Attachment D - UDO Section 15-8-1.pdf
Exhibit 1 - Proposed Wake Union Villas Site Master Plan.pdf

8. Administration and Financial Items

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

12.A August Tax Report
WF-TXREP-AUGUST-2025-BOC-MTG.pdf

12.B September Tax Report
WF-TXREP-SEPT-2025-BOC-MTG.pdf

12.C Department Monthly Report
August 2025 Monthly Report DraftÂ .pdf

12.D Commissioner Reports

13. Adjournment