Wake Forest Board of Commissioners
Meeting Agenda
February 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_Jan202507.pdf
DRAFTBOCMinutes_JAN202521.pdf

3.Presentations

3.A. Resolution Recognizing Master Officer Christopher Higgins on his Retirement
Higgins Summary appreciation of services.docx
Higgins_Resolution_of_Appreciation_for_Services.docx

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.

4.B. Public Hearing of LEGISLATIVE CASE RZ-24-01, Harris Tract, a rezoning filed by filed by Church Street Company to rezone 55.93 acres located at 0 Harris Road (portion) , being Wake County Tax PIN 1841392412 (portion) from Rural Holding District (RD) to Neighborhood Mixed Use Conditional District (NMX-CD), Open Space Conditional District (OS-CD), and Residential Mixed Use Conditional District (RMX-CD).
RZ-24-01 Staff Report v1.pdf
BOC Agenda Summary RZ-24-01.pdf
Attachment A - Neighborhood Meeting Minutes.pdf

Attachment B - Application.pdf
Attachment C - Maps.pdf
Attachment D - TIA Executive Summary and NCDOT Review Report.pdf
Attachment E - Planning Board Written Recommendation.pdf
Ordinance RZ-24-01 Harris Tract.docx
Exhibit 1 - Legal Description.pdf
Exhibit 2 - Consistency Statement.pdf

4.C. Public Hearing to receive input for the FY 2025-2026 Annual Operating Budget
First Budget Public Hearing FY 2025-2026_summary.pdf

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 Master Officer Christopher Higgins
Higgins Summary badge and weapon surplus.docx
Higgins Resolution Badge and Weapon.docx

5.B. Approval of Budget Ordinance Amendment # 1 for fiscal year 2024-2025
Budget Ordinance Amendment_summary.pdf
Budget Ordinance Amendment # 1 FY 2024-2025.pdf

5.C. Approval of resolution authorizing installment purchase agreement (FY 25 Equipment and Vehicles)
Equipment and vehicles IPA resolution_summary.pdf
Analysis of proprosals_vehicles and equip.pdf
Benchmark Community Bank.pdf
Vehicles and Equipment RFP_FY 2024-2025.pdf
Resolution 2025 -xx Benchmark Community Bank IPA.doc

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

7.A. Consideration of LEGISLATIVE CASE RZ-24-01, Harris Tract, a rezoning filed by filed by Church Street Company to rezone 55.93 acres located at 0 Harris Road (portion) , being Wake County Tax PIN 1841392412 (portion) from Rural Holding District (RD) to Neighborhood Mixed Use Conditional District (NMX-CD), Open Space Conditional District (OS-CD), and Residential Mixed Use Conditional District (RMX-CD).

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A. Departmental Monthly Report
January 2025 Monthly Report.pdf

12.B. Capital Improvement Plan Quarterly Update
CIP Project Tracker Q2_FY2024-2025.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)”

12.E. Closed Session: NCGS 143-318.11(3) – To consult with the Town Attorney regarding:

Town of Wake Forest v. LaSaundra Booth – Case No.: 23CV035758-910;
Town of Wake Forest v. Brian Mears and Amanda Mears - Case No.:

23CV035783-910;
Town of Wake Forest v. Alyssa Ruth and Joshua Casto - Case No.: 23CV035777-910;
Town of Wake Forest v. Jordan Everington and Amanda Syvertsen - Case No.: 23CV035769-910; and
Town of Wake Forest v. Miriah M Yanez & Edmundo Yanez - Case No.: 23CV035768-910

SchoolDev East, LLC v. Town of Wake Forest – Superior Court Case No.: 21CVS15683; and
SchoolDev East, LLC v. Town of Wake Forest – Court of Appeals Case No.: COA 21-359

12.F. 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