



Wake Forest Board of Commissioners
Meeting Agenda
October 15, 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. September 3, 2024 Work Session
September 17, 2024 Regular Meeting
[DraftBOCWMinutesSept202403.pdf](#)
[DraftBOCMinutes_Sept202417.pdf](#)

3.Presentations

- 3.A. Presentation of Annual Reports from the Town's Advisory Boards
[2024 Advisory Boards Annual Report.pdf](#)
- 3.B. Proclamation Recognizing November 2024 as "Native American Heritage Month"
[Proclamation_NativeAmericanHeritageMonthOct202415.pdf](#)
- 3.C. Introduction of Candidates for the Board of Adjustment and Planning Board
[Summary Sheet_Candidates_Oct202415.pdf](#)

4.Public hearings / Public Comment

- 4.A. Public Hearing on LEGISLATIVE CASE RZ-23-11, 418 Jones Dairy Road, a rezoning filed by TMTLA Associates to rezone 5.61 acres located at 418 Jones Dairy Road, being Wake County Tax PIN 1850155522 from Light Industrial (LI) and Rural Holding District (RD) to Neighborhood Business Conditional District (NB-CD).
[BOC Agenda Summary RZ-23-11.pdf](#)
[RZ-23-11_Staff_Report.pdf](#)
[Attachment A - Neighborhood Meeting Information.pdf](#)
[Attachment B - Application.pdf](#)
[Attachment C - Maps.pdf](#)
[Attachment D - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)
[Attachment E - TIA Executive Summary and NCDOT Review Report.pdf](#)
[Exhibit 1 - Legal Description.pdf](#)
[Exhibit 2 - Consistency Statement RZ-23-11.pdf](#)
[Exhibit 3 - Proposed Conditional District Plan.pdf](#)

[Ordinance RZ-23-11 418 Jones Dairy Road.docx](#)

- 4.B. Public Hearing on a contiguous annexation submitted by property owner Star Landing LLC for property associated with the rezoning request RZ-23-06, located at 10600 Star Road being Wake County PIN 1739652624 being approximately 26.86 acres.

[101524 BOC Agenda Summary AN-24-03.pdf](#)

[Attachment A - Legal Description AN-24-03.pdf](#)

[Attachment B - Annexation Exhibit AN-24-03.pdf](#)

[Attachment C - Contiguous Annexation Petition AN-24-03.pdf](#)

[DRAFT ORDINANCE AN-24-03.docx](#)

- 4.C. Public Hearing on LEGISLATIVE CASE RZ-23-12, Hyundai Automotive Dealership, a conditional district rezoning filed by Drew Wilkinson on behalf of 10012 CBM LLC, 2517 BMC LLC, and Naught 1 LLC, to rezone 11.16 acres located at 10012 Capital Boulevard and 2517, 2601, and 2605 Burlington Mills Road, being Wake County Tax PIN(s) 1738497725, 1738499517, 1738592719, and 1738593572, from Highway Business (HB) and General Residential (GR3) to Highway Business Conditional District (HB-CD).

[BOC Agenda Summary RZ-23-12.pdf](#)

[Staff Report RZ-23-12.pdf](#)

[Attachment A - Neighborhood Meeting Information.pdf](#)

[Attachment B - Application.pdf](#)

[Attachment C - Maps.pdf](#)

[Attachment D - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)

[Attachment E - TIA Executive Summary and NCDOT Report.pdf](#)

[Exhibit 1 - Legal Description.pdf](#)

[Exhibit 2 - Consistency Statement.pdf](#)

[Exhibit 3 - Proposed Master Plan.pdf](#)

[Exhibit 4 - Proposed Building Elevations.pdf](#)

[Ordinance RZ-23-12.docx](#)

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 Accept the 2024 North Carolina Parks and Recreation Trust Funds (PARTF) Grant Award

[Summary Sheet - PARTF Grant Acceptance .pdf](#)

[Resolution - PARTF Grant for Skate Park.docx](#)

6. Legislative Items

- 6.A. Consideration of Appointment of Candidates for the Board of Adjustment and Planning Board
[Board of Adjustment and Planning Board Candidates Cover letter 2024.pdf](#)
[2024 Applicants BOA.pdf](#)
[2024 PB Applicants.pdf](#)
[PB Waiver Statement_Oct202417.pdf](#)
[BOA WaiverStatement_Oct202417.pdf](#)
[BOA Waiver Statement_Oct202417.pdf](#)

7. Planning Items

- 7.A. Consideration of LEGISLATIVE CASE RZ-23-11, 418 Jones Dairy Road, a rezoning filed by TMTLA Associates to rezone 5.61 acres located at 418 Jones Dairy Road, being Wake County Tax PIN 1850155522 from Light Industrial (LI) and Rural Holding District (RD) to Neighborhood Business Conditional District (NB-CD).
- 7.B. Consideration of a contiguous annexation submitted by property owner Star Landing LLC for property associated with the rezoning request RZ-23-06, located at 10600 Star Road being Wake County PIN 1739652624 being approximately 26.86 acres.
- 7.C. Consideration of LEGISLATIVE CASE RZ-23-12, Hyundai Automotive Dealership, a conditional district rezoning filed by Drew Wilkinson on behalf of 10012 CBM LLC, 2517 BMC LLC, and Naught 1 LLC, to rezone 11.16 acres located at 10012 Capital Boulevard and 2517, 2601, and 2605 Burlington Mills Road, being Wake County Tax PIN(s) 1738497725, 1738499517, 1738592719, and 1738593572, from Highway Business (HB) and General Residential (GR3) to Highway Business Conditional District (HB-CD).

8. Administration and Financial Items

- 8.A. Consideration of Approval Amending the Parks & Recreation Impact Fees
[Wake Forest Parks and Rec. IF Update_DRAFT Rpt 6-16-24.pdf](#)
[BOC_Agenda_Item_Summary_PRCR_Impact_Fee_Update_2024_Request_Approval_10.15.2024.docx](#)

9. Public Services Items

10.Parks and Recreation Items

- 10.A. Consideration of Ordinance to Adopt the Parks, Recreation and Cultural Resources Department 2024 Master Plan CPA-24-01
 - [Exhibit #1 - PRCR Master Plan.pdf](#)
 - [PRCR Master Plan Ordinance Oct. 15, 2024.docx](#)
 - [Summary Sheet - Ordinance to Adopt the PRCR Master Plan.pdf](#)

11.Public Safety Items

12.Other Business

- 12.A. Wake County Tax Release
 - [WF-TXREP-OCT-2024-BOC-MTG.pdf](#)
- 12.B. Department Monthly Report
 - [September 2024 Monthly Report.pdf](#)
- 12.C. Commissioner Reports

13.Adjournment