



**Wake Forest Board of Commissioners**  
**Meeting Agenda**  
**November 19, 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. October 1, 2024 Work Session  
October 15, 2024 Regular Meeting  
[DraftBOCWMinutesOct202401.pdf](#)  
[DraftBOCMinutes\\_Oct202415.pdf](#)

### **3.Presentations**

- 3.A. Presentation of fiscal year ended June 30, 2024 Annual Comprehensive Financial Report  
  
[Presentation of Annual Financial Report for June 30, 2024\\_summary.pdf](#)

### **4.Public hearings / Public Comment**

- 4.A. Public Hearing on Multi-Modal Transportation Impact Fee Update  
[BOC\\_Agenda Item Summary\\_Public Hearing](#)  
[MMTransportationImpactFee\\_2024\\_11.19.2024.docx](#)  
[Wake Forest TIF Presentation 11-5-24 v3 \(1\).pptx](#)  
[Wake Forest MMTIF\\_DRAFT Rpt 10-28-24.pdf](#)
- 4.B. Public Hearing on LEGISLATIVE CASE TA-24-01, Unified Development Ordinance (UDO) Comprehensive Update  
[TA-24-01 Agenda Summary](#)  
[Staff Report TA-24-01 Comprehensive UDO Update](#)  
[Attachment A - Application](#)  
[Attachment B - Proposed Changes](#)  
[Attachment C - TA-24-01 Planning Board Recommendation and Plan Consistency Analysis](#)  
[Attachment D - Public Comments Received on Draft UDO](#)  
[Exhibit 1 - Wake Forest UDO Draft For Adoption Consideration](#)  
[Exhibit 2 Proposed Edits](#)
- 4.C. Public Hearing on LEGISLATIVE CASE CPA-24-02, Revised Draft Downtown Plan

(November 5, 2024 version)

[Agenda Summary\\_111924.pdf](#)

[CPA-24-02 BoC PH Staff Report.pdf](#)

[Attachment A - Application.pdf](#)

[Attachment C - Summary of Changes 110524.pdf](#)

[Attachment D - September Draft Plan Comment Responses Revised.pdf](#)

[Ordinance CPA-24-02.docx](#)

- 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 Prohibiting Viewing of Pornography on Town Networks and Devices  
[Resolution2024-XX\\_Pornography on Govt Devices policy\\_Nov202419.docx](#)
- 5.B. Approval of the 2025 Board of Commissioners Meeting Schedule  
[Resolution2024-58,](#)  
[2025TOWFBoardOfCommissionersMeetingSchedule\\_Nov202419.pdf](#)
- 5.C. Approval of Appointment to Citizen Advisory Boards  
[RESOLUTION2025-XXX\\_Adv\\_Board\\_Appts-HPC.pdf](#)  
[RESOLUTION2025-XXX\\_Adv\\_Board\\_Appts-TAB.pdf](#)  
[RESOLUTION2025-XXX\\_Adv\\_Board\\_Appts-HRC.pdf](#)  
[RESOLUTION2025-XXX\\_Adv\\_Board\\_Appts-PRCR.pdf](#)
- 5.D. Approval of Contract for the Construction of HL Miller Park Improvements  
[Agenda Summary\\_11192024.pdf](#)  
[Attachment\\_A\\_Resolution\\_HL Miller Park Greenway Construction.docx](#)

[Attachment\\_B\\_Greenway\\_Construction\\_Bid\\_0006-2024.pdf](#)  
[Attachment\\_C\\_Bid\\_Tab\\_HL\\_Miller\\_Park.pdf](#)  
[Attachment\\_D\\_HL\\_Miller\\_Park\\_Bid\\_Tabulation\\_Certification.pdf](#)

- 5.E. Approval of Contract for Dunn Creek Culvert Replacement  
[Agenda Summary\\_11192024.pdf](#)  
[Attachment\\_A\\_Resolution\\_Dunn\\_Creek\\_Culvert\\_Construction\\_Services.docx](#)  
[Attachment\\_B\\_Bid\\_#0005-2024\\_Dunn\\_Creek\\_Culv\\_Bid\\_Fred\\_Smith.pdf](#)  
[Attachment\\_C\\_Bid\\_Certification\\_Letter\\_and\\_Tabulations.pdf](#)  
[Attachment\\_D\\_Project\\_Award\\_Letter.pdf](#)
- 5.F. Approval of the 2025 Street Resurfacing Project  
[Summary\\_Street\\_Resurfacing\\_Contract\\_2025.docx](#)  
[Attachment\\_A\\_2024-xx\\_Resolution\\_.docx](#)  
[Attachement\\_B\\_Street\\_Resurfacing\\_Bid\\_0004-2024.pdf](#)  
[Attachment\\_C\\_Bid\\_Tab.pdf](#)
- 5.G. Approval of a Resolution for the Joint Use Agreement with the Boys & Girls Club Serving Wake County  
[Resolution - Boys & Girls Club Joint Use Agreement.docx](#)  
[Summary Sheet for Resolution - Boys & Girls Club Use Agreement.pdf](#)  
[Town of Wake Forest - Boys & Girls Club Joint Use Agreement 2024-2034.pdf](#)

## **6.Legislative Items**

## **7.Planning Items**

- 7.A. Consideration of LEGISLATIVE CASE CPA-24-02, Revised Draft Downtown Plan (November 5, 2024 version)
- 7.B. Approval of a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Design and Construction Activities  
[Agenda Summary](#)  
[Resolution.docx](#)

## **8.Administration and Financial Items**

- 8.A. Consideration of approval of updated Special Events Policy and adoption of Motorized Parade Policy  
[Item Summary\\_Special Event and Motorized Parade Policies.pdf](#)  
[Special Events Policy\\_Final Draft\\_11\\_19\\_2024.pdf](#)

[Motorized Parade Policy\\_Final Draft\\_11\\_19\\_2024.pdf](#)

8.B. Approval of a Resolution amending Parks & Recreation Impact Fees

[BOC\\_Agenda Item Summary\\_ConsiderationofAprpoval](#)

[ParksRecImpactFeeResolution\\_2024.docx](#)

[Resolution 2024-xx\\_PRCR\\_Impact\\_Fees\\_11.19.2024.docx](#)

## **9.Public Services Items**

## **10.Parks and Recreation Items**

## **11.Public Safety Items**

## **12.Other Business**

12.A. Wake County Tax Release

[WAKE FOREST-TXREP-NOV-2024-BOC-MTG.pdf](#)

12.B. Department Monthly Report

[October 2024 Monthly Report.pdf](#)

12.C. Commissioner Reports

## **13.Adjournment**