



Wake Forest Board of Commissioners
Meeting Agenda
September 17, 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. August 6, 2024 Work Session
August 20, 2024 Regular Meeting
[DraftBOCWMinutesAug202406.pdf](#)
[DraftBOCMinutes_Aug202420.pdf](#)

3.Presentations

- 3.A. Presentation by Emily Ziegler about UNC Rex Hospital
- 3.B. Proclamation Recognizing the Month of October 2024 as "P.A.N.D.A.S. Month"
[ProclamationRecognizingPANDASawarenessMonth_Sept202417.pdf](#)
- 3.C. Proclamation Recognizing September 23-27, 2024 as National Falls Prevention Awareness Week and September 24, 2024, as Falls Prevention Awareness Day in the Town of Wake Forest, North Carolina
[ProclamationNationalFallsAwarenessWeek_Sept202417.pdf](#)
- 3.D. AARP Age Friendly Community Presentation
[Item Summary_Age Friendly Community Presentation Sept 17 2024.docx](#)
[Age-Friendly Community presentation for BOC 9.17.24.pptx](#)
- 3.E. Wake Forest Downtown Plan: Houseal Lavigne (Consultant) Presentation
[Agenda Summary_091724.pdf](#)

4.Public hearings / Public Comment

- 4.A. Public Hearing on Parks and Recreation Impact Fee Update
[BOC_Agenda Item Summary_Public Hearing ParksRecImpactFee_2024_9.17.2024.docx](#)
- 4.B. Public Hearing on LEGISLATIVE CASE RZ-22-05-01, Reserve at Dunn Creek, a rezoning amendment by filed by Timmons Group to amend rezoning conditions to align

the installation of the right turn lane from Heritage Lake Drive onto westbound Friendship Chapel Road with the opening of Friendship Chapel Road to Holding Village

[BOC Agenda Summary RZ-22-05-01.pdf](#)

[RZ-22-05-01 Staff Report.pdf](#)

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

[Attachment B - Application.pdf](#)

[Attachment C - Maps.pdf](#)

[Attachment D - RZ-22-05 Ordinance and Master Plan.pdf](#)

[Attachment E - Planning Board Recommendation.pdf](#)

[Ordinance RZ-22-05-01 Reserve at Dunn Creek.docx](#)

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

[Exhibit 2 - Consistency Statement RZ-22-05-01.pdf](#)

[Exhibit 3 - Proposed Conditional District Plan Revised.pdf](#)

- 4.C. Evidentiary Hearing on QUASI-JUDICIAL CASE SUP-24-01, Whataburger, a Special Use Permit application filed by Alan Moseley on behalf of G98 COMMERCIAL PH I LLC, for the establishment of a drive-thru on 1.29± acres located at 489 Dr Calvin Jones Hwy, being Wake County Tax PIN 1830767787.

[Staff Report SUP-24-01.pdf](#)

[Exhibit 1 - Neighborhood Meeting Information.pdf](#)

[Exhibit 2 - Application.pdf](#)

[Exhibit 3 - Maps.pdf](#)

[Exhibit 4 - Annotated Oblique Aerial Photograph.pdf](#)

[Exhibit 5 - Proposed Drive-Thru Design.pdf](#)

[Exhibit 6 - Technical Memorandum.pdf](#)

[Exhibit 7 - UDO Section 15.10.pdf](#)

[Exhibit 8 - UDO Section 3.8.1.pdf](#)

[Exhibit 9 - UDO Section 9.8.1.E.pdf](#)

[Exhibit 10 - Grove 98 PUD Document.pdf](#)

[Exhibit 11 - Recorded Plat.pdf](#)

[Exhibit 12 - 2018 Traffic Impact Analysis.PDF](#)

- 4.D. Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2025-2030

[First CIP Public Hearing FY 2025-2030_summary.pdf](#)

[CIP Schedule 2025.pdf](#)

- 4.E. Public Hearing of the Parks, Recreation and Cultural Resources Department Master Plan

[Summary Sheet - Public Hearing PRCR Master Plan Update.pdf](#)

[PRCR Master Plan 9-6-24.pdf](#)

[Resolution - Approval of the PRCR Master Plan Update 2024.docx](#)

- 4.F. 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 Accept Streets into the Town of Wake Forest Street System for Maintenance.

[Attachment_A_summary_09.2024_Accept_Streets.docx.pdf](#)

[Attachment_B_Resolution__Accept_Streets.docx](#)

- 5.B. Approval of the Contract for the Construction of the Dunn Creek Greenway Phases 3 and 4

[Agenda Summary_09172024.pdf](#)

[Attachment_A_Resolution_Dunn_Creek_Greenway_Construction_Services \(1\).docx](#)

[Attachment_B_Bid # 0001-2024 – Crowder Construction Company Phase III.pdf](#)

[Attachment_C_Bid # 0001-2024 – Crowder Construction Company Phase IV.pdf](#)

[Attachment_D_Bid Certification Letter and Tabulations.pdf](#)

[Attachment_E_Bid Opening Attendees.pdf](#)

- 5.C. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners 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.

[091724 BOC Agenda Summary AN-24-03.docx](#)

[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](#)

[CERTIFICATE OF SUFFICIENCY .docx](#)

[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

6.Legislative Items

7.Planning Items

- 7.A. Consideration of LEGISLATIVE CASE RZ-22-05-01, Reserve at Dunn Creek, a rezoning amendment by filed by Timmons Group to amend rezoning conditions to align the installation of the right turn lane from Heritage Lake Drive onto westbound Friendship Chapel Road with the opening of Friendship Chapel Road to Holding Village

- 7.B. Consideration of QUASI-JUDICIAL CASE SUP-24-01, Whataburger, a Special Use Permit application filed by Alan Moseley on behalf of G98 COMMERCIAL PH I LLC, for the establishment of a drive-thru on 1.29± acres located at 489 Dr Calvin Jones Hwy, being Wake County Tax PIN 1830767787.

8.Administration and Financial Items

- 8.A. Consideration of approval of resolution providing for sale and issuance of General Obligation Public Improvement Bonds, Series 2024A (Two-thirds bonds - \$1,460,000) and Series 2024B (\$22,050,000)
[GO Bond Sale and Issuance Resolutions_Summary.pdf](#)
[Issuance Resolution-Wake Forest 2024 G.O. \(Two-Thirds Voted\) \(4859-7789-1800.1\).doc](#)

9.Public Services Items

10.Parks and Recreation Items

- 10.A. Consideration of the Parks, Recreation and Cultural Resources Department Master Plan
[Summary Sheet - Consideration of the PRCR Master Plan Update.pdf](#)
[Resolution - Approval of the PRCR Master Plan Update 2024.docx](#)
[PRCR Master Plan 9-6-24.pdf](#)

11.Public Safety Items

12.Other Business

- 12.A. Wake County Tax Release
[WAKE FOREST-TXREP-AUGUST-2024-BOC-MTG.pdf](#)
[WF-TXREP-SEPT-2024-BOC-MTG.pdf](#)

- 12.B. Department Monthly Reports
[August 2024 Monthly Report.pdf](#)

12.C. Commissioner Reports

13. Adjournment