



Wake Forest Board of Commissioners
Meeting Agenda
May 19, 2020 at 7:00 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 mrochelle@wakeforestnc.gov or Town Clerk Deeda Harris at 919-435-9413 or dharris@wakeforestnc.gov 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 Spectrum Cable Wake Forest TV 10 (WFTV 10) beginning at 7 p.m. Meetings are also aired online on the Town of Wake Forest website at www.wakeforestnc.gov. 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 at www.wakeforestnc.gov/board-of-commissioners.aspx by noon on the Thursday 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 919-435-9413. Citizens may also receive a copy of each month's agenda via email by enrolling in the free E-Notifier subscription service. For more information visit www.wakeforestnc.gov/enotifier.aspx.

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 five 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 five minutes each to express his/her comments, ideas, concerns, expressions, and desires. No comments will be allowed on agenda items.

Public Comment

Anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item during the time of the Public Comment should contact Town Clerk Deeda Harris by 3 p.m. the day of the meeting. Mayor Jones will recognize you during the Public Comment period and give you 3-5 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 for Meetings held March 3, 2020 and April 7, 2020 (Board of Commissioners Work Sessions) and April 21, 2020, Board of Commissioner Regular Meeting)

[mins-3-3-20_agenda-draft.pdf](#)

[mins4-7-20WS_draft-final.pdf](#)

[mins4-21-20-draft-final.pdf](#)

3. Presentations

- 3.A. Proclamation Recognizing May 2020 as "Better Hearing Month"

[Proclamation-Better_Hearing_Month.pdf](#)

- 3.B. Proclamation Recognizing June 2020 as "Men's Health Month"

[Men's_Health-2020.docx](#)

- 3.C. Wake Transit Community Funding Areas Program - Rolesville-Wake Forest Bus Study Presentation of Alternatives

[Summary - Wake Transit CFAP Rolesville-Wake Forest Bus Study Alternatives.pdf](#)

[Wake Transit CFAP Rolesville-Wake Forest Bus Study Alternatives_final.pptx](#)

- 3.D. Recognizing Modestine LaVerne Harding on her Retirement

[Agenda_Item_Summary_-_Harding.docx](#)

[Resolution2020-x_APPREC__LaVerne_Harding.doc](#)

- 3.E. Recognizing Pamela L. Robinson on her Retirement

[Agenda_Item_Summary_-_Robinson.docx](#)

[Resolution2020-x_APPREC__Pamela_Robinson.doc](#)

4. Public hearings / Public Comment

- 4.A. Public hearing on a petition requesting contiguous annexation submitted by the Town of Wake Forest for property located at 0 Burlington Mills Road, being Wake County Tax PIN 1739-81-6778

[051920 BOC Agenda Summary \(AN-20-05\).pdf](#)

[Annexation Petition \(AN-20-05\)](#)

[Attachment A - Legal Description \(AN-20-05\)](#)

[Attachment B - Annexation Map \(AN-20-05\)](#)

- 4.B. Public hearing on a petition requesting contiguous annexation submitted by Jason and Stacey Morrow for property located at 5216 Jeanne Street, being Wake County Tax PIN 1851-61-8373
[051920 BOC Agenda Summary.pdf](#)
[Annexation Petition.pdf](#)
[Attachment A - Legal Description.pdf](#)
[Attachment B - Annexation Map.pdf](#)
[5216 Jeanne Street Annexation Ordinance 051920.docx](#)
- 4.C. Public Hearing to receive public comment on the financing of Fiber Infrastructure Construction
[Public Hearing Fiber Construction financing_summary.pdf](#)
[timetable.doc](#)
- 4.D. Public Hearing to receive public comment on the proposed FY 2020-2021 Budget
[2020-2021 Budget Public Hearing_summary.pdf](#)
- 4.E. Public hearing on a petition requesting contiguous annexation submitted by Capital Companies Group, LLC for property located at 19 Pine View Drive, being Franklin County Tax PIN 1842-82-3573
[051920 BOC Agenda Summary.pdf](#)
[AN-19-10 Annexation Petition.pdf](#)
[Attachment A - Legal Description.pdf](#)
[Attachment B - Annexation Map.pdf](#)
[Everly Phase 4 Annexation Ordinance 051920.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 5 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 speaker

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 Awarding the Ligon Mill Complete Street Project Construction Administration Contract to Mott MacDonald I&E, LLC
 - [U-5118BA_Summary_Mott_Mac_CEI.docx](#)
 - [U-5118BA_Scope_Fee_Mott_Mac_CEI.pdf](#)
 - [U-5118BA_Resolution_Mott_Mac_CEI.docx](#)

- 5.B. Approval of a Resolution Considering the Exchange of Property Between the Town of Wake Forest and Two M's Holdings LLC
 - [051920 BOC Summary Sheet.pdf](#)
 - [Attachment A - Resolution Authorizing Exchange - Kitchin Farm Land Swap.docx](#)
 - [Attachment B - Deed Town of Wake Forest to Two M's Holdings.docx](#)
 - [Attachment C - Deed from Two M's Holdings to Town of Wake Forest.docx](#)
 - [Attachment D - BM2016 PG2152.pdf](#)
 - [Attachment E - Proposed Land Swap Exhibit.pdf](#)
 - [Attachment F - Proposed Recombination Plat.pdf](#)

- 5.C. Consideration of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by the Town of Wake Forest for property located at 0 Old Crawford Road, being Wake County Tax PIN 1749-27-7047
 - [051920 BOC Agenda Summary \(AN-20-06\)](#)
 - [Annexation Petition \(AN-20-06\)](#)
 - [Attachment 1 - Legal Description \(AN-20-06\)](#)
 - [Attachment 2 - Annexation Map \(AN-20-06\)](#)
 - [Certificate of Sufficiency \(AN-20-06\)](#)
 - [Draft Public Hearing Resolution \(AN-20-06\)](#)

- 5.D. Approval of a resolution to accept a petition requesting contiguous annexation submitted by Town of Wake Forest for a portion of the Rogers Branch Road right-of-way
 - [051920 BOC Agenda Summary.pdf](#)
 - [AN-20-07 Annexation Petition.pdf](#)
 - [Attachment A - Legal Description.pdf](#)
 - [Attachment B - Annexation Map.pdf](#)
 - [CERTIFICATE OF SUFFICIENCY.docx](#)
 - [PUBLIC HEARING RESOLUTION.docx](#)

- 5.E. Approval of Budget Ordinance Amendment #4 for FY 2019-2020
 - [Budget Ordinance Amendment_summary.pdf](#)

[Budget Ordinance Amendment # 4 _ FY 2019-2020.pdf](#)

- 5.F. Approval of resolution authorizing an installment purchase contract with Truist Bank (Fiber infrastructure construction)
[Resolution with Truist_ 160A-20 Application \(fiber\)_summary.pdf](#)
[Truist Proposal - Wake Forest NC - Underground Fiber Construction.pdf](#)
[Resolution Approving Financing Terms_ Truist \(fiber\).docx](#)

- 5.G. Approval of a Resolution authorizing the Town Manager to execute Supplemental Agreement #5 between the Town of Wake Forest and NCDOT for a time extension to complete the Ligon Mill Operational Improvements Project (U-5118BA)
[U-5118BA_Summary_SA5_NCDOT.docx](#)
[U-5118BA_SA_5.pdf](#)
[U-5118BA_Resolution_SA5_NCDOT.docx](#)

- 5.H. Consideration of Approval of a Contract for Municipal Fire Protection
[Municipal Fire Agreement Summary.docx](#)
[Town of Wake Forest 1-year FPA.docx](#)
[MSA Wake County Resolution.doc](#)

- 5.I. Approval of resolution approving financing terms refunding 2018 installment purchase agreement with Truist (2018 Street Improvements)
[Rate modification Truist_ \(2018 note\)_summary.pdf](#)
[Truist Proposal - Wake Forest NC - Refunding of Unit 00014 - Streets.pdf](#)
[Truist Proposal - Wake Forest - building - modification.pdf](#)
[Resolution Approving Financing Terms_0014 rate modification.docx](#)

- 5.J. Approval of a Policy for Unmanned Aerial Vehicle/Systems/Aircraft in Parks
[Unmanned Aerial Vehicles-Systems-Aircrafts in Parks-summary.docx](#)
[Resolution-Guidelines for Unmanned Aerial Vehicles in Parks Updated .docx](#)

6. Legislative Items

- 6.A. Approval of the 2nd Reading of an Ordinance Amending the Code of Ordinances Chapter 20- Offenses and Miscellaneous Provisions, Article II. - In General, Sec. 20-2. - Public consumption, possession, etc., of alcohol; and Chapter 28 - Streets and Sidewalks, Article III - Obstructions, Section 28-77 - Display of Merchandise
[Chapter 20-2 and 28-77 Amendments BOC Agenda-2nd Reading Summary.pdf](#)
[Ord2020- Amending Sec. 20-2 and Sec. 28-77-May2020.docx](#)

7. Planning Items

- 7.A. Consideration of Action on LEGISLATIVE CASE RZ-20-02, 5216 Jeanne Street: Request filed by FLM Engineering, Inc to Rezone 3.58± acres located at 5216 Jeanne

Street from Wake County's Residential-80W District (R-80W) to General Residential 3 Conditional District (GR3-CD) being Wake County Tax PIN: 1851-61-8373

[051920 BOC Agenda Summary.pdf](#)

[Consistency Statement RZ-20-02.pdf](#)

[Inconsistency Statement for Disapproval RZ-20-02.pdf](#)

[Ordinance_RZ-20-02, 5216 Jeanne Street.docx](#)

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

[Planning Board Written Recommendation.pdf](#)

- 7.B. Consideration of Action on LEGISLATIVE CASE RZ-19-14, Everly, Phase 4: Request filed by Capital Companies Group, LLC to Rezone 2.72± acres located at 19 Pine View Drive from Franklin County's (R-30) Residential Zoning District to General Residential 10 Conditional District (GR10-CD) being Franklin County Tax PIN: 1842-82-3573

[051920 BOC Agenda Summary.pdf](#)

[Consistency Statement RZ-19-14.pdf](#)

[Inconsistency Statement for Disapproval RZ-19-14.pdf](#)

[Ordinance_RZ-19-14, Everly Phase 4.docx](#)

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

[Attachment B - Everly Phase 4 Subdivision Master Plan.pdf](#)

[Planning Board Written Recommendation.pdf](#)

- 7.C. Consideration of Action on LEGISLATIVE CASE RZ-20-05, Fuller Capital Blvd Property: Request filed by Moffat Properties, LLC to Rezone 28.137± acres located at 0 Capital Blvd from Rural Holding District (RD) to Light Industrial Conditional District (LI-CD) being Wake County Tax PIN: 1739-51-9596 and adjacent right-of-way

[051920 BOC Agenda Summary.pdf](#)

[Consistency Statement RZ-20-05.pdf](#)

[Inconsistency Statement for Disapproval RZ-20-05.pdf](#)

[Ordinance_RZ-20-05, Fuller Capital Boulevard Property.docx](#)

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

[Planning Board Written Recommendation.pdf](#)

- 7.D. Consideration of Action on LEGISLATIVE CASE RZ-15-09-01, Kitchin Farms, Phase 2B: Request filed by Calyx Engineers & Consultants to amend the existing General Residential 10 Conditional District (GR10-CD) zoning and associated master plan for 22.96± acres located at 0 Ligon Mill Road being Wake County Tax PIN: 1739-91-6939 (portion) and 1739-81-6778 (portion), and adjacent right-of-way

[051920 BOC Agenda Summary.pdf](#)

[Consistency Statement RZ-15-09-01.pdf](#)

[Inconsistency Statement for Disapproval RZ-15-09-01.pdf](#)

[Ordinance_RZ-15-09-01 Kitchin Farms Phase 2B.docx](#)

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

[Attachment B - Kitchin Farms Phase 2B Subdivision Master Plan.pdf](#)

[Planning Board Written Recommendation.pdf](#)

- 7.E. Consideration of Action on LEGISLATIVE CASE RZ-19-13, Radford Glen: Request filed by BNK, Inc to rezone approximately 46.97± acres located at 0 Wait Avenue, 1464 Wait Avenue, 0 Jones Dairy Road and 1423 Quail Crossing Drive from Rural Holding District (RD) to Urban Residential Conditional District (UR-CD) and Residential Mixed-Use Conditional District (RMX-CD) being Wake County Tax PINS: 1850-36-9899, 1850-37-9469, 1850-47-1404, 1850-35-5965 (portion) AND 1850-26-9906 (portion)

[051920 BOC Agenda Summary_Revised.pdf](#)

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

[Attachment B - Radford Glen Subdivision Master Plan.pdf](#)

[Planning Board Recommendation.pdf](#)

- 7.F. Resolution to approve the Comprehensive Plan Update and Future Land Use Map scope of work and fee and allow the Town Manager to enter into a contract.

8. Administration and Financial Items

- 8.A. Approval of Awarding a Contract to Stewart Engineering for the Construction Materials Testing of Ligon Mill Operational Improvements (U-5118BA) Project

[U-5118BA_Summary_Stewart_CMT.docx](#)

[U-5118BA_Scope_Fee_Stewart_CMT.pdf](#)

[U-5118BA_Resolution_CMT_Stewart.docx](#)

- 8.B. Approval of Supplemental CEI funds for Stadium Drive Complete Streets Project

[U-5515_Summary_SA2_Stewart_CEI.docx](#)

[U-5515_Scope_Fee_SA2_Stewart_CEI.pdf](#)

[U-5515_Resolution_SA2_Stewart_CEI.docx](#)

- 8.C. Resolution of Support for the Small Community Plan Update Project Contract for the Northeast Community

[Agenda Summary.pdf](#)

[Resolution of Support for Small Area Plan Update for Northeast Community Contract](#)

[Attachment A - RFQ 2020-0001](#)

9. Public Services Items

- 9.A. Consideration of Approving a Resolution Adopting the Town of Wake Forest Residential Traffic Calming Policy. Policy has been updated since the 05.05.2020 work session to reflect a statement allowing the Town to install traffic calming devices without notice.

[05192020_BOC_Agenda_Summary.docx](#)

[Resolution_2020-Residential_Traffic_Calming_Policy_Update.docx](#)
[Traffic Calming Policy Update 2020_05072020.pdf](#)

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

12.A. Wake County Tax Releases
[Wake_Co-Tax_Releases.pdf](#)

12.B. Monthly Report
[Apr 2020-monthly_rpt.docx](#)

12.C. Commissioner Reports

12.D. Closed Session. G.S. 143-318.11 (a) (3) to consult with the attorney

13. Adjournment