



## **Wake Forest Board of Commissioners**

### **Meeting Agenda**

**August 20, 2019 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](mailto:mrochelle@wakeforestnc.gov) or Town Clerk Deeda Harris at 919-435-9413 or [dharris@wakeforestnc.gov](mailto: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](http://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](http://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](http://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 Meeting held July 16, 2019 (Regular Board of Commissioners Meeting).

[mins7-16-19agenda-draft.pdf](#)

### **3. Presentations**

- 3.A. Resolution Recognizing Bryan Smith on his Retirement

[Agenda Item Summary - Smith.docx](#)

[Resolution2019-xx APPREC \(Bryan Smith\).doc](#)

- 3.B. Proclamation Recognizing September 22-28 as "Diaper Need Awareness Week" in the Town of Wake Forest"

[2019 Wake Forest Proclamation Request.docx](#)

[diaper\\_donation\\_awareness\\_2019.docx](#)

- 3.C. Proclamation Recognizing Constitution Week - September 17-23, 2019

[constitution\\_week\\_Sept.\\_2019\\_-\\_summary.docx](#)

[CONSTIWK Sept 17-23,19.docx](#)

- 3.D. Proclamation Recognizing Good Neighbor Day - Sept. 21, 2019

[Good\\_Neighbor\\_Day\\_Proclamation\\_-Summary.docx](#)

[good\\_neighbor\\_day 2019-9-21-19.docx](#)

- 3.E. Presentation of authorized annual budget of eligible capital projects for public art for fiscal year 2019-2020

[Public Art Annual Budget\\_summary.pdf](#)

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

- 4.A. Public hearing on a petition requesting contiguous annexation submitted by Wegmans Food Markets Inc for property located near the 500 block of Dr. Calvin Jones Highway, being Wake County Tax PIN 1830-86-5681 and adjacent rights-of-way

[082019 BOC Agenda Summary.pdf](#)

[Map.pdf](#)

[2019-06-03 14176 LEGAL DESCRIPTION - AREA TO BE ANNEXED.pdf](#)  
[Wegmans Annexation Ordinance 082019.docx](#)

- 4.B. Public hearing on a petition requesting contiguous annexation submitted by Richard Fecteau and Edward Schwerin Jr for property located at 0, 3700, 3712, and 3716 Rogers Branch Road, being Wake County Tax PINs 1749-68-8558, 1749-78-1509, 1749-78-4712, and 1749-78-2560, and adjacent rights-of-way  
[082019 BOC Agenda Summary.pdf](#)  
[2019-04-09 18187 ANNEXATION PLAT.pdf](#)  
[2019-04-09 18187 LEGAL DESCRIPTION-TO BE ANNEXED.pdf](#)  
[Rogers Branch Road Annexation Ordinance 082019.docx](#)
- 4.C. 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 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 Resolution of Intent to permanently close a portion of unimproved Brewer Circle  
[Brewer\\_Circle\\_abandonment\\_plat.pdf](#)  
[Metes and Bounds.docx](#)  
[Brewer\\_Circle-PH\\_INTENT\\_RESOLUTION\\_08202019 REV.docx](#)  
[08202019\\_BOC\\_Agenda\\_Summary.docx](#)
- 5.B. Approval of Supplemental CEI Contract with AECOM for Priority Pedestrian Corridors Project  
[BOC\\_Summary\\_Priority\\_Ped\\_CEI.docx](#)  
[BOC\\_Resolution\\_with\\_AECOM\\_CEI\\_08-20-19.docx](#)  
[Priority Pedestrian Corridors\\_Wake Forest\\_CEI\\_Amendment.pdf](#)

- 5.C. Approval of a resolution to accept a petition requesting contiguous annexation submitted by: Tryon Investment Partners II, LLC; Pearce Heirs Farm, LLC; Farm, LLC; Herman Pearce Jr.; Eva Lillie Pearce Clontz; Floyd Joseph Clontz Jr.; Marthan Neville and Ronnie Harris; and Pensco Trust Company Custodian FBO for property near the 1700 block of Averette Rd., being Wake Co. Tax PINs 1860-38-0871, 1860-18-5168, 1860-19-9349 (portion), 1850-89-9787, 1860-47-1343, 1860-48-0783, 1860-09-3411, 1860-09-2629, 1861-40-7052 and adjacent rights-of-way  
[082019 BOC Agenda Summary.pdf](#)  
[Averette Annexation Petitions.pdf](#)  
[Averette Boundary Map.pdf](#)  
[Averette Legal Description.pdf](#)  
[CERTIFICATE OF SUFFICIENCY.pdf](#)  
[PUBLIC HEARING RESOLUTION.docx](#)
- 5.D. Approval of Resolution in Appreciation of Services of Outgoing Youth In Government Advisory Board Members  
[YIG\\_appreciation-summary.docx](#)  
[YIG-apprec\\_2019.docx](#)
- 5.E. Approval of a contract to Stewart for the Community Plan Update  
[Community Plan Update Contract BOC Summary 082019.pdf](#)  
[Resolution to Award Community Plan Update-Stewart.docx](#)  
[Stewart Community Plan Scope.pdf](#)  
[Community Plan Update RFQ 19-0002.pdf](#)
- 5.F. Approval of a resolution to accept a petition requesting contiguous annexation submitted by Forestville Partners LLC for property located at 535, 537, and 545 Forestville Road, being Wake County Tax PINs 1840-32-6408, 1840-32-9304, 1840-42-1157, and adjacent right-of-way.  
[082019 BOC Agenda Summary Rev.docx](#)  
[AN-19-06 Anenxation Petition.pdf](#)  
[Forestville Road Annexation Map.pdf](#)  
[190807 Forestville Rd Property Annexation Legal Description.pdf](#)  
[CERTIFICATE OF SUFFICIENCY.docx](#)  
[PUBLIC\\_HEARING\\_RESOLUTION Rev.docx](#)

## **6. Legislative Items**

## **7. Planning Items**

- 7.A. Consideration of Approval of On-Call Construction, Engineering & Inspection Services Shortlist for Community Development & Public Works  
[BOC\\_Summary\\_Sheet\\_-\\_Construction Engineering and Inspection On-Call Services.docx](#)

[Resolution to Award - Construction Engineering & Inspection On-Call Services.docx](#)

[Staff Report - Construction Engineering & Inspection On-Call Services.docx](#)

[RFLOI - Construction Engineering & Inspection On-Call Services.docx](#)

- 7.B. Consideration of Approval of On-Call Right-of-Way Services Shortlist for Community Development & Public Works

[BOC\\_Summary\\_Sheet\\_-\\_Right-of-Way On-Call Services.docx](#)

[Resolution to Award- ROW On-Call Services.docx](#)

[Staff Report - ROW On-Call Services.docx](#)

[RFLOI - On Call Right of Way Services.docx](#)

- 7.C. Consideration of Approval of On-Call Planning, Design & Engineering Services Shortlist for Community Development & Public Works

[BOC\\_Summary\\_Sheet\\_-\\_Planning Design and Engineering On-Call Services.docx](#)

[Resolution to Award- Planning Design and Engineering On-Call Services.docx](#)

[Staff Report - Planning Design and Engineering On-Call Services.docx](#)

[RFLOI - On Call Planning Design Engineering.docx](#)

- 7.D. Consideration of Approval of a Resolution to Accept a Certified Local Government Grant Award from the State Historic Preservation Office for the Wake Forest Architectural Survey Update (1958-1975)

[BOC\\_8-20-19\\_Summary\\_Street\\_2019-XXX CLG SHPO Grant.docx](#)

[2019 Application - Complete.pdf](#)

[Resolution2019-XXX\\_CLG\\_SHPO\\_Award REV.docx](#)

[Wake Forest Award Letter.pdf](#)

- 7.E. CASES RZ-16-01 and RZ-16-07: Consideration of the extension or rescission of the Conditional District approvals for the Stonegate at St. Andrews Subdivision Ph. 1A and 1B, located off Everstone Rd. and the intersection of Rainy Lake St. and Coach Lantern Ave., being Wake County Tax PINs 1748-65-3978, 1748-56-6804 and 1748-57-5079.

[RZ16-01\\_RZ-16-07-stonegate\\_extension-Summary.pdf](#)

[Stonegate at St. Andrews Extension Request Letter.pdf](#)

[Letter of Approval RZ-16-01.pdf](#)

[Letter of Approval RZ-16-07.pdf](#)

[Extension\\_Request\\_Resolution\\_082019.docx](#)

- 7.F. Consideration of Action on LEGISLATIVE CASE RZ-19-06, Groves Edge: Request filed by Alliance Group of NC to rezone approximately 29.28 acres located near the 500 block of Dr. Calvin Jones Hwy from Rural Holding District (RD) to Neighborhood Mixed Use Conditional District (NMX CD), being Wake County Tax PINs 1830-76-3187 and 1830-87-2437

[082019 BOC Agenda Summary.pdf](#)

[Draft Consistency Statement\\_RZ-19-06 Grove Edge.pdf](#)

[Ordinance\\_RZ-19-06 Grove Edge.docx](#)  
[Attachment A-Legal Description.pdf](#)  
[Attachment B-Conditions.pdf](#)  
[PB Written Recommendation.pdf](#)  
[Draft Inconsistency Statement\\_RZ-19-06 Grove Edge.pdf](#)  
[RZ-19-06 Consistency Statement Chart.pdf](#)

- 7.G. Consideration of Action of LEGISLATIVE ITEM TA-19-02 Text Amendment to the Unified Development Ordinance for the purpose of amending Chapter 11 Signs and Section 15.15 Conditional Districts

[TA-19-02\\_BOC\\_Agenda\\_Summary REV.docx](#)  
[PB Report to BOC.pdf](#)  
[UDO\\_Ordinance\\_TA-19-02 REV.docx](#)  
[TA-19-02 Consistency Statement.docx](#)  
[TA-19-02 Inconsistency Statement.pdf](#)

- 7.H. Consideration of Action on LEGISLATIVE CASE RZ-19-01, Meridian at Rogers Branch: Request filed by NorthView Partners to Rezone 12.31± Acres located at 0, 3700, 3712, and 3716 Rogers Branch Road from Residential-30 (R-30) to Residential Mixed-Use Conditional District (RMX-CD) being Wake County Tax Pins: 1749-68-8558, 1749-78-1509, 1749-78-4712, and 1749-78-2560

[082019 BOC Agenda Summary.pdf](#)  
[Consistency Statement RZ-19-01.pdf](#)  
[Inconsistency Statement for Disapproval RZ-19-01.pdf](#)  
[RZ-19-01 Consistency Statement Chart.pdf](#)  
[Ordinance\\_RZ-19-01 Meridian at Rogers Branch.docx](#)  
[Attachment A - RZ-19-01 Legal Description.pdf](#)  
[Attachment B - RZ-19-01 Master Plan.pdf](#)  
[Planning Board Written Recommendation RZ-19-01.pdf](#)

- 7.I. Consideration of Action on LEGISLATIVE CASE RZ-19-05, Brewer Circle Subdivision: Request filed by Town of Wake Forest to Rezone 2.39± Acres located at Brewer Circle, N. Allen Road, and Best Avenue from General Residential 3 (GR3) to General Residential 5 Conditional District (GR5-CD) being Wake County Tax Pins: 1841-81-0172, 1841-81-0204, and 1841-71-8334

[082019 BOC Agenda Summary.pdf](#)  
[Consistency Statement RZ-19-05.pdf](#)  
[Inconsistency Statement for Disapproval RZ-19-05.pdf](#)  
[RZ-19-05 Consistency Statement Chart.pdf](#)  
[Ordinance\\_RZ-19-05 Brewer Circle.docx](#)  
[Attachment A - RZ-19-05 Legal Description.pdf](#)  
[Attachment B - RZ-19-05 Brewer Circle Subdivision Masterplan.pdf](#)  
[Planning Board Written Recommendation RZ-19-05.pdf](#)

- 7.J. Consideration and approval of the Brewer Circle Development Agreement  
[Brewer Circle development agreement-summary sheet.BOC Meeting.docx](#)  
[Brewer Circle - Wake Forest Development Agreement\(1083275.6\).docx](#)  
[Resolution\(2225742.2\).docx](#)

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

- 8.A. Consideration of approval of updated Purchasing Policy  
[Purchasing Policy Update \\_summary.pdf](#)  
[Resolution 2019-Purchasing Policy update.docx](#)  
[Purchase Policy\\_ 2019 Update.pdf](#)
- 8.B. Consideration of resolution approving an offer from Mr. Chris Jorgensen to purchase a portion of property from the Town of Wake Forest located at 225 S Taylor Street, Wake Forest, North Carolina. The property to be conveyed is approximately 0.020 acres in size and is a portion of Wake County PIN# 1841507604 currently shown as approximately 5.91 acres  
[Jorgensen-summary.docx](#)  
[LA FORESTA - RECOMBINATION.pdf](#)  
[Jorgensen Transaction - Resolution Authorizing Upset Bid Process\(2189660.3\).docx](#)

## **9. Public Services Items**

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

## **11. Public Safety Items**

## **12. Other Business**

- 12.A. Wake Co. Tax Releases - not available until after Wake Co. Meeting 8/19/19.
- 12.B. Monthly Report  
[July2010-monthly-rpt.pdf](#)
- 12.C. Commissioner Reports

## **13. Adjournment**