



TOWN *of* WAKE FOREST

Planning Board Meeting Agenda November 14, 2023 at 6:00 PM

Notice

In accordance with the requirements of Title II of the Americans with Disability 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 the Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Deputy Town Clerk [Ella Dowtin](#) at 919-435-9436 as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Planning Board Meetings

All Planning Board meetings are broadcast live on [WFTV 10](#) beginning at 6:00 p.m. Meetings are also aired 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

[Planning Board](#) meeting agendas are typically available to be viewed and downloaded by noon on the Friday prior to the second Tuesday of each month. Citizens may also receive a copy of each month's agenda via email by enrolling in the Town's free [E-Notifier](#) subscription service.

Public Comment

Those wishing to speak must first register to speak no later than 3:00 p.m. the day of the meeting. The forms to register to speak and provide written comments are available at <https://www.wakeforestnc.gov/ph>.

At the appropriate time, the Planning Board Chair will acknowledge those persons who have registered to speak. They will be called upon in the order registered. Speakers will address the Board as a whole, from the podium at the front of the room, and begin their remarks by stating their name and address. At the end of public comment, the Chair may summarize the discussion from the public comment. While not required, the Chair may ask staff or the applicant to respond. Speakers

needing additional information or questions answered will be contacted by the Deputy Town Clerk and provided contact information for the appropriate staff person.

Unless otherwise indicated by the Chair, individual comments shall be limited to three minutes. Groups are encouraged to designate a lead speaker on their behalf, and when addressing the Board, the speaker must first identify the group they are representing and will be given no more than ten minutes to give comments. Once comments have been made, speakers cannot speak again, unless specifically called upon by the Chair. The Chair may, at his/her discretion, interrupt public comment and elect to continue it to another meeting due to, among other reasons, the lateness of the hour or to allow consideration of other items on the agenda.

When public comment sessions are continued from previous meetings, previous individuals that have spoken, either representing themselves or a group, cannot speak at a continued public comment session, unless specifically called upon by the Chair. Additionally, speakers cannot both represent themselves individually and speak on behalf of a group throughout public comment periods, even if held over multiple sessions.

1.Call to Order

2.Adoption of Agenda

3.Approval of Minutes

4.Presentations

5.Old Business with Public Comment

6.Old Business

- 6.A. Consideration of 2024 Planning Board Meeting Schedule
[Agenda Summary](#)
[Potential Meeting Schedules for 2024.pdf](#)

7.New Business with Public Comment

8.New Business

9.Staff Comments

10.Planning Board Comments

11.Adjournment



Planning Board Agenda Item Report

Agenda Item No.: 2023-261-
Submitted by: Courtney Tanner
Submitting Department: Planning
Meeting Date: November 14, 2023

SUBJECT

Consideration of 2024 Planning Board Meeting Schedule

Recommendation:

Item Summary:

ATTACHMENTS

- [Agenda Summary](#)
- [Potential Meeting Schedules for 2024.pdf](#)

Agenda Item: Consideration of 2024 Planning Board Meeting Schedule

Summary: Due to concerns brought forward by board member(s) related to the number of special called meetings for work sessions held each year, staff has prepared potential new meeting date options that would reduce the number or potentially eliminate the need to hold special called work sessions. Potential meeting dates were provided at the October Planning Board meeting for discussion and vote at the November Planning Board meeting.

Attachments: Potential Meeting Schedules for 2024

2024 Meeting Date Options

2 nd Tuesday of the Month	1 st Thursday of the Month	1 st Wednesday of the Month
January – 9	January – 4	January – 3
February – 13	February – 1	February – 7
March – 12	March – 7	March – 6
April – 9	April – 4	April – 3
May – 14	May – 2	May – 1
June – 11	June – 6	June – 5
July – 9	July – 11 <i>*moved due to July 4th holiday</i>	July – 3
August – 13	August – 1	August – 7
September – 10	September – 5	September – 4
October – 8	October – 3	October – 2
November – 12	November – 6 <i>*moved due to BOC WS</i>	November – 6
December – 10	December – 5	December – 4