



Wake Forest Special Called Board of Commissioners Meeting
Meeting Agenda
May 23, 2023 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 the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Terry Savary](#) at 919-435-9432 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 [WFTV 10](#) beginning at 7 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

The [Board of Commissioners](#) 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 Deputy 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 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

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the [Town website](#) or email Town Clerk [Terry Savary](#) by 9 a.m. the day of the meeting. 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 3-5 minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1.Approval of Agenda

2.Approval of Minutes

3.Presentations

4.Public hearings / Public Comment

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.)

6.Legislative Items

7.Planning Items

- 7.A. Unified Development Ordinance Comprehensive Update Work Session #3 with Consultants

[UDO Comprehensive Update Work Session #3 Agenda Summary](#)

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

13.Adjournment



Special Called Board of Commissioners Meeting Agenda Item Report

Agenda Item No.: 2023-138-
Submitted by: Kari Grace
Submitting Department: Planning
Meeting Date: May 23, 2023

SUBJECT

Unified Development Ordinance Comprehensive Update Work Session #3 with Consultants

Recommendation:

Item Summary:

ATTACHMENTS

- [UDO Comprehensive Update Work Session #3 Agenda Summary](#)

Agenda Item: Unified Development Ordinance (UDO) Comprehensive Update – Work Session #3 with Consultants

Summary: The Town hired Houseal Lavigne Associates as consultants for the comprehensive update of the UDO. The project kickoff, initial public engagement, and UDO analysis and preliminary recommendations phases have been completed. UDO and MSSD sections are now in development. Houseal Lavigne staff will present proposed zoning district and use regulation standards.

The purpose of the work session is to gather feedback from the Board of Commissioners; no voting items are part of the work session. As the project continues, there will be additional work sessions on specific topic areas as well as ongoing public engagement opportunities.

Attachments: None