



TOWN *of* WAKE FOREST

Board of Adjustment Meeting Agenda January 18, 2024 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 Town Clerk [Terry Savary](#) at 919-435-9432 as soon as possible, but no later than 48 hours before the scheduled event.

Public Hearing

Those wishing to speak must first register to speak no later than 3pm the day of the meeting at <https://www.wakeforestnc.gov/public-meetings-portal>.

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

1.Call to Order

2.Adoption of Agenda

3.Approval of Minutes

- 3.A. Approval of Minutes
[BOA minutes 11-16-2023 DRAFT.docx](#)

4.Old Business

5.New Business

- 5.A. Board of Adjustment Training

6.Staff Comments

7.Board of Adjustment Comments

8.Adjournment



Board of Adjustment Agenda Item Report

Agenda Item No.: 2023-338-

Submitted by: Ella Dowtin

Submitting Department: Economic Development

Meeting Date: January 18, 2024

SUBJECT

Approval of Minutes

Recommendation:

Item Summary:

ATTACHMENTS

- [BOA minutes 11-16-2023 DRAFT.docx](#)



Wake Forest Board of Adjustment Minutes

The Wake Forest Board of Adjustment met on Thursday, November 16, 2023, at 6:00 p.m. in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Board of Adjustment Members present: Jonathan Bivens, William Hedrick, Ken Christie, and Mark Williams

Board of Adjustment Members absent: Rick Porter

Staff Members present: Senior Planner Patrick Reidy, Assistant Planning Director Jennifer Currin, and Deputy Town Clerk Ella Downtin

1. Call to Order

Chair Hedrick called the meeting to order at 6:00 p.m.
A quorum was established.

2. Adoption of Agenda

ACTION:

Mover: Mark Williams moved to adopt the agenda as presented.

Seconder: Ken Christie.

Vote: Motion carried 4-0.

3. Approval of Minutes

ACTION:

Mover: Mark Williams moved to approve the September 21, 2023; minutes as presented.

Seconder: Jonathan Bivens.

Vote: Motion carried 4-0.

4. Old Business

No Old Business was presented.

5. New Business

5.A. 2024 Board of Adjustment Meeting Schedule

ACTION:

Mover: Ken Christie moved to approve the proposed 2024 Board of Adjustment Meeting Schedule.

Second: Jonathan Bivens.

Vote: Motion carried 4-0.

5.B. Vote on Chair and Vice-Chair

ACTION:

Mover: Jonathan Bivens moved to re-elect William Hedrick as Chair.

Second: Mark Williams.

Vote: Motion carried 4-0.

ACTION:

Mover: Mark Williams moved to elect Jonathan Bivens as Vice-Chair.

Second: Ken Christie.

Vote: Motion carried 4-0.

6. Staff Comments

Assistant Planning Director Jennifer Currin asked Board members to review the handbook before the new year. There will be various speakers to present training in the new year; dates and times will be announced.

Senior Planner Patrick Reidy informed the Board that there would not be a December 2023 meeting. The Board of Commissioners will be voting on a new alternate and once the information is received, he will email the Board of Adjustment who the new

alternate is. Patrick informed the Board that if there is a January 2024 meeting an email will be sent.

7. Board of Adjustment Comments

Ken Christie shared that he attended the September 28 Renaissance Centre Fostering engagement and the Downtown Plan Visioning Workshop. Ken Christie asked if he could entertain a motion on an item for discussion by the Board of Adjustment. Chair Hedrick agreed. Ken Christie moved that the Board of Adjustment members discuss the availability of any meeting for which the Board of Adjustment meeting minutes are recorded, and the audio-visual be sent only to the Board of Adjustment members for their utilization. Mr. Reidy explained that the video was not shared because this meeting is quasi-judicial. Assistant Planning Director Jennifer Currin explained that there are audio recordings but not visual recordings and that this can be discussed offline. The Chair suggested that the motion is not within the purview of the Board of Adjustment.

8. Adjournment

ACTION:

Chair Hedrick moved to adjourn at 6:18 p.m.

Duly approved in open session this 18th day of January 2024.

Ella F. Dowtin
Deputy Town Clerk

William Hedrick
Board of Adjustment Chair



Board of Adjustment Agenda Item Report

Agenda Item No.: 2024-15-
Submitted by: Courtney Tanner
Submitting Department: Planning
Meeting Date: January 18, 2024

SUBJECT

Board of Adjustment Training

Recommendation:

Item Summary:

ATTACHMENTS

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