



**Wake Forest Board of Commissioners
Meeting Agenda
February 17, 2026 – 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 [Evelyn Wright](#) 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 6 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 three 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 three minutes each to express his/her comments, ideas, concerns, expressions, and desires. Only comments on a Public Hearing will be allowed during this time.

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](#). Then, during the Public Comment portion of the meeting, The Mayor will recognize you and invite you to the podium at which time you will have three minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

- 2.A Draft Minutes for January 6, 2026 Work Session and January 20, 2026 Regular Meeting
[DRAFT BOCWSMinutes_January202606 FINAL.pdf](#)
[DraftBOCMinutes_January202620 FINAL.pdf](#)

3. Presentations

- 3.A Resolution recognizing Donny Ray Carroll on their retirement from the Town of Wake Forest
[Resolution - D Carroll - FINAL.doc](#)
- 3.B Resolution recognizing Randy G. Driver on their retirement from the Town of Wake Forest.
[Randy_Driver_Retirement_Resolution_-_FINAL \(1\).doc](#)
- 3.C Resolution recognizing Jeremy R. Morris on their retirement from the Town of Wake Forest.
[Morris Summary appreciation of services.docx](#)
[Morris Resolution of Appreciation for Services.docx](#)

4. Public hearings / Public Comment

- 4.A Public hearing on a contiguous annexation submitted by property owners, The Villas at Wake Forest Crossing LLC, located at 12751 Wake Union Church Road and 12739 Wake Union Church Road being Wake County PINs 1831869237 and 1831868329 being approximately 2.36 acres.
[02172026 BOC Agenda Summary AN-25-05.pdf](#)
[Attachment A Legal Description AN-25-05.pdf](#)
[Attachment B Annexation Map AN-25-05.pdf](#)
[Attachment C Annexation Petition AN-25-05.pdf](#)
[DRAFT_ORDINANCE_AN-25-05.docx](#)
- 4.B Public Hearing for 2026 Municipal Service District Extension
[Agenda Summary - 2026 Municipal Service District Extension Public Hearing.pdf](#)
[2026 Municipal Service District Expansion PH Report.pdf](#)
[Attachment A - Existing and Proposed Municipal Service District Map.pdf](#)
[Attachment B - MSD Expansion Property List.pdf](#)
[Attachment C - NCGS Chapter 160A “Article 23.pdf](#)
[Attachment D - Town of WF MSD Analysis & Case Studies.pdf](#)
[Attachment E - Certificate of Mailing.pdf](#)
[Attachment F - Draft Ordinance for 2026 MSD Expansion.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 3 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 Appointment to Citizen Advisory Board
[RESOLUTION2025-XXX_Adv_Board_Appts-BOA_1-2026.pdf](#)
- 5.B Approval of a Resolution to surplus the badge and service weapon carried by Lieutenant Jeremy Morris
[Morris Summary badge and weapon surplus.docx](#)
[Morris Resolution Badge and Weapon.docx](#)
- 5.C Approval of a Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, the construction portion of the contract for Fire Station 6.
[Agenda_Summary_Fire_Station_Six_GMP.pdf](#)
[Attachment_A_Fire_Station_Six_Image.pdf](#)
[Attachment_B_Fire_Station_Six_Admendment_001_Burn_Tower.pdf](#)
[Attachment_C_Fire_Station_Six_Admendment_002_Construction_Services_GMP.](#)
[Attachment_D_Resolution.docx](#)

6. Legislative Items

7. Planning Items

- 7.A Consideration of a contiguous annexation submitted by property owners, The Villas at Wake Forest Crossing LLC, located at 12751 Wake Union Church Road and 12739 Wake Union Church Road being Wake County PINs 1831869237 and 1831868329 being approximately 2.36 acres.
- 7.B Consideration of 2026 Municipal Service District Extension

8. Administration and Financial Items

- 8.A Consideration of Approval of Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North

Carolina General Statute 160A-20 (Construction of Fire Station 6)
[160A-20 Application _Fire Station 6_summary.pdf](#)
[IPA Timetable.pdf](#)
[LGC Preapplication Meeting_9.23.2025.pdf](#)
[Resolution 2026-xx_Authorizing Application_Fire Station 6.docx](#)

9. Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A Department Monthly Reports

[January 2026 Monthly Report.pdf](#)

12.B February Tax Report

[WF-TAX-REP-FEB-2026-BOC-MTG.pdf](#)

12.C Capital Improvement Plan Quarterly Update

[Q2_CIP_Project_Tracker_Dec_25.pdf](#)

12.D Commissioners Report

12.E Closed Session: N.C.G.S 143-318.11(5)

13.Adjournment



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-794-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: February 17, 2026

Subject

Draft Minutes for January 6, 2026 Work Session and January 20, 2026 Regular Meeting

Recommendation:

item Summary:

ATTACHMENTS:

- [DRAFT BOCWSMinutes_January202606 FINAL.pdf](#)
- [DraftBOCMinutes_January202620 FINAL.pdf](#)



**DRAFT Wake Forest Board of Commissioners
Work Session Meeting Minutes**

The Wake Forest Board of Commissioners met on **Tuesday, January 6, 2026**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Clapsaddle called the meeting to order at 6:00 p.m.

Commissioners Present: Mayor Ben C. Clapsaddle, Commissioner Haseeb Fatmi, Commissioner Faith Cross, Commissioner Keith Shackelford, and Commissioner Adam Wright.

Commissioners Absent: None

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Allison Snyder
Assistant Town Manager Candace Davis
Assistant Town Manager Aileen Staples
Town Attorney Nathan McKinney
Fire Chief Ron Early
Police Captain David Zick
Police Captain Matt Perkinson
Engineering Director Timothy Watson
Public Works Director Timothy Bailey
Chief Information Officer Adam Oates
PRCR Director Ruben Wall
Facilities Director-Mickey Rochelle

Budget and Performance Director
Michelle Daniels
Budget and Performance Analyst
Benjamin Blevins
Planning Director Jennifer Currin
Senior Planner Michelle Michael
Senior Planner Timothy Richards
Development Services Manager Patrick
Reidy
Paralegal Danyelle Ritter
Police Lt. Alejandro Lezama

Presentations

1.1 Discussion of Pate Property Conservation Easement.

Town Manager Kip Padgett reviewed background on the conservation easement tied to the Pate/Harris track rezoning approval. Kip advised there are two options: Option 1: Town ownership of the easement with Triangle Land Conservancy (TLC) oversight and

enforcement; Option 2: Easement maintained by the developer, property owner, or HOA. Town Manager Padgett and Town Attorney Nathan McKinney explained pros and cons of both options, including liability, insurance, and long-term maintenance responsibilities. Town Attorney McKinney noted that Town ownership would involve liability similar to other Town-owned properties. Town Manager Padgett recommended consideration of a 30-foot buffer zone to reduce risks such as falling trees affecting adjacent residential properties. Town Manager Padgett stated that additional coordination would be required with legal counsel, TLC, and developers if Option 1 were selected. Town Manager Padgett confirmed TLC prefers to partner with the Town if the Town owns the easement but would need to reassess involvement otherwise.

Mayor Clapsaddle said that the agreement would be great for the Town.

The Board of Commissioners expressed general support for preservation of natural resources and the opportunity to protect land through Town ownership. Commissioner Fatmi inquired about liability and excess insurance issues and Commissioner Cross raised questions regarding tree management responsibilities and monitoring of the easement area. Town Manager Padgett confirmed the Town's insurance status and explained the responsibility of fallen trees will be determined by cause and location. Also, Town Manager Padgett explained TLC's maintenance undertaking of the property. Commissioner Cross confirmed that the Town will ensure the trees along the perimeter are healthy trees. Town Manager Padgett confirmed the Town Urban Forester will do an inventory of the trees. Town Attorney inserted that Urban Forestry will be able to make some determinations by looking at the map and borders. Commissioner Cross inquired about the purpose and risk-reduction benefits of the buffer zone and Town Manager Padgett confirmed it is to reduce risk from fallen trees. Town Attorney McKinney explained potential insurance premium increases and maintenance costs. Town Attorney McKinney noted that conservation values would remain the same regardless of ownership.

ACTION:

Mover: Commissioner Wright moved to go with Option 1 – Town ownership with TLC management and coordination.

Seconder: Commissioner Fatmi

Vote: Motion carried 4-0

1.2 Municipal Fee Comparison Ordinance amending Chapter 30, Article III Section 30-1, and 30-90 thru 30-92 focused on motorized scooter, electric bicycles and electric assisted bicycles, pedestrian right-of-way and requirements for helmets.

Captain David Zick presented the proposed amendments regulating motorized scooters, electric bicycles, and electric-assisted bicycles and explained that the previous 2019 ordinance restricted scooters due to safety concerns and lack of regulation. Captain Zick advised there have been reported increased use of scooters and electric bikes and the need for updated regulations and public education. Captain Zick provided definitions and distinctions among scooters, electric bicycles, electric-assisted bicycles, mopeds, and motorcycles based on speed and power limits. The proposed guidelines include speed restrictions for scooters and electric bikes, usage limitations on sidewalks, roads, greenways, parks, and multi-use paths, and helmet requirements for riders under age 16.

Captain Zick explained enforcement, which entails the presence of officers in parks and greenways for the first few months, would focus primarily on education, with citations likely only in cases of crashes or repeated violations. The proposed amendment addresses complaints about high-speed electric bike usage on greenways.

Commissioner Cross asked clarifying questions regarding speed and roadway limitations for scooters versus electric bicycles. Captain Zick confirmed the scooters and motorized bikes in question are allowed on the roadways similarly to bicycles. Captain Zick explained enforcement strategies and whether violations would be misdemeanors or ordinance violations. Commissioner Cross inquired about applicability of the ordinance to natural or informal trail systems. Town Manager Padgett advised, if it's not a part of the right-of-way, it would not be subjected to the ordinance but fall under Parks & Recreation's rules. Commissioner Fatmi inquired about the absence of "electric bicycle" in subsection 4. Town Attorney McKinney advised he will look into compliance with State law and clarify enforcement penalties before final ordinance approval at the next meeting and ordinance vote. Commissioner Cross asked if speed limit signs would be posted and Captain Zick confirmed that signs are currently posted.

Item moved to the January 20, 2026 Board of Commissioners regular meeting.

1.3 Discussion of Updated Capital Improvements Plan for FY 2026-2031

Michelle Daniels, Budget and Performance Director, provided an overview of the updated CIP, noting that the CIP is a five-year planning document outlining the Town's

capital improvement needs and long-range development policies. Ms. Daniels explained that the CIP reflects scheduling for present and future public projects and is updated annually.

Ms. Daniels reported that the Town has implemented a new CIP software system, *PlanIt!*, which provides improved organization, reporting, and tracking of capital improvement projects. Ms. Daniels thanked department directors for assisting with the system implementation. The new system reorganizes projects by department rather than previous category roll-ups while maintaining project detail tracking.

Ms. Daniels explained that the Board focuses on prioritizing first-year expenditures during the Board retreat and work sessions. Once approved, the CIP serves as the Town's official commitment to funding identified projects, subject to available resources. Ms. Daniels reviewed the priority matrix used to rank capital projects, noting that projects are evaluated based on urgency, importance, and strategic alignment. Projects ranked at higher priority levels are typically considered for operating budget inclusion.

Ms. Daniels outlined funding sources used for capital projects, noting that Bonds and installment loans are the primary funding sources followed by general fund revenues, grants, and fund balance allocations. Ms. Daniels advised that staff actively pursue alternative funding sources to minimize impacts on Town financial resources.

Ms. Daniels presented a snapshot of projects categorized by department and funding sources. Ms. Daniels noted that current capital project requests for FY 2026 have increased significantly compared to prior years, partly due to rising project costs.

Ms. Daniels reviewed the Town's current debt status, noting, however, the Town remains well within statutory and policy debt thresholds. The initial bond issuance occurred in October 2024 with favorable interest rates due to the Town's AAA bond rating and Ms. Daniels advised that the Town has seven years, potentially extendable to ten years, to issue the remaining authorized bonds.

Ms. Daniels highlighted several long-range planning priorities, including the S-line mobility hub development, the property acquisition for future infrastructure needs, transportation improvements, the Renaissance Centre expansion/Performing Arts Centre initiatives, and the potential borrowing opportunities of \$175M beginning in 2028. Ms. Daniels also noted that cost estimates for some projects have increased significantly and may require reprioritization.

Commissioner Cross requested clarification regarding funding for the skate park project. Town Manager Padgett indicated that hospitality tax funding is anticipated but not yet finalized and, if not through the hospitality tax fund, it will be paid using the impact fees. Commissioner Cross confirmed that a grant was received for the project. Town Manager Padgett confirmed a grant has been received.

Commissioner Cross recommended moving Wright Park improvements higher in priority, citing potential economic benefits through tournament events, as requested by the community, and increased downtown activity.

Commissioner Cross asked why reservoir improvements were listed under Engineering rather than Parks and Recreation. Town Manager Padgett explained the project remains under Engineering until dam stabilization is complete, after which responsibility will transition to Parks and Recreation. Commissioner Cross requested a status update. Engineering Director Tim Watson reported that the reservoir project is awaiting final approval from the U.S. Fish and Wildlife Bureau. The delays have occurred due to the federal government shutdown, but staff anticipates bidding and construction may begin later this year pending permit approval.

Commissioner Cross expressed support for the inclusion of restroom installations in parks and the downtown area, noting the improvements would benefit residents and visitors.

The Mayor thanked staff for their work on the CIP and the presentation. No further questions or comments were raised.

1.4 Ordinance amending Chapter 30, Article IV Section 30-131 focused on handicapped parking spaces.

Captain Zick presented an update regarding the handicap ordinance that was submitted earlier this year. It was noted that portions of the ordinance had previously been removed, specifically language granting authority to civilian employees of the Police Department, such as the Parking Enforcement Officer, to issue civil citations for certain violations within the Town. Captain Zick advised that the removed language has now been added back to the ordinance. Mayor Clapsaddle advised the revisions will be ready for consideration on at the January 20th Board of Commissioners regular meeting.

1.5 Ordinance Amending Chapter 30; Article VI. Schedules; SEC. 30-216 Schedule XVII Of the Code of Ordinances for the Town of Wake Forest

Engineering Director Tim Watson presented a request to the Board from the North Carolina Department of Transportation (NCDOT). NCDOT requested that the Town amend its ordinance to designate a 55-mile-per-hour speed limit along specified roadways to ensure consistency with NCDOT's established speed limits.

Mr. Watson explained that the Town had not previously adopted this speed limit within its municipal ordinance. Without concurrence between the Town and NCDOT, the statutory default speed limit would revert to 35 miles per hour, despite posted signage indicating a 55-mile-per-hour zone.

The amendment would add language designating the 55-mile-per-hour speed limit along portions of NC 98, extending beyond the area near Durham Road and Jones Dairy Road. Mr. Watson clarified that the amendment aligns the Town's ordinance with NCDOT's roadway designations.

ACTION:

Mover: Commissioner Shackelford moved to pass the Ordinance Amending Chapter 30; Article VI. Traffic Schedules; SEC. 30-216 Schedule XVII Of the Code of Ordinances for the Town of Wake Forest.

Seconder: Commissioner Cross

Vote: Motion carried 4-0

1.6 Introduction of 2026 Municipal Service District Extension

Development Services Manager Patrick Reidy explained that Municipal Service Districts (MSDs) are geographically designated areas in which property owners pay an additional tax to fund enhanced services within the district. These districts are governed by North Carolina state law and are commonly used to support downtown revitalization and economic development efforts. Eligible MSD expenditures include public space improvements, safety enhancements, economic development initiatives, utility and right-of-way improvements, pedestrian and bicycle infrastructure, parking facilities and public restrooms, tourism and visitor facilities, traffic congestion mitigation, additional municipal services beyond standard levels, and downtown festivals, markets, and promoting business investments.

Mr. Reidy provided an overview of downtown revitalization and MSD development from 1985 when the Downtown Revitalization Corporation (DRC) was established to 2024 when the Wake Forest Downtown Plan was adopted. Mr. Reidy noted that since the last MSD update in 2008, several planning and development initiatives have occurred, prompting review of the district boundaries.

Mr. Reidy explained that the current MSD, which was expanded in 2008, reflects the Town's growth, from approximately 4,000 residents in 1988 to approximately 62,000 residents today. The proposed 2026 expansion fills development gaps, includes new residential developments such as condominiums and townhomes, adds the Heath Ridge area and certain Town-owned properties.

Mr. Reidy gave an overview of MSD tax history from the 1988: \$0.10 per \$100 valuation to the current and proposed rate of \$0.14 per \$100 valuation and indicated anticipated uses of current and expanded MSD funding. Mr. Reidy presented the current fiscal year MSD funding breakdown with \$29,000 used for improvement grants and decorative lighting, \$65,000 for debt service for streetscape improvements, \$92,000 for downtown parking study, and \$36,000 for banner replacements, decorations, and lighting. This includes 151 properties consisting of 38 condominiums, and identifies 32 tax-exempt properties, including Town-owned properties and religious institutions.

Mr. Reidy stated that MSD expansion requires public hearing and notice in accordance with state law. The proposed public hearing is scheduled for February 17th, the second reading and potential adoption on March 17th, and implementation aligned with July 1st tax year, pending approval and submission to Wake County in April.

Commissioners Fatmi asked about the classification of condominium properties. Mr. Reidy clarified that each condominium unit would be assessed individually, even if located within a single development. Commissioners Fatmi asked how MSD expansion would contribute to revenue and activity. Mr. Reidy explained that the MSD supports the downtown district collectively, benefiting residents, employees, and visitors. The downtown MSD studies indicated that surrounding residential properties contribute to downtown vitality through walkability and local engagement.

Commissioners Cross confirmed that Homeowners Association common property would remain tax-exempt, while individual residential properties would be assessed and Mr. Reidy confirmed. Commissioner Cross inquired about the cost to residents. Mr. Reidy reported that the estimated annual cost for single-family residential properties in

the expansion area would typically range from approximately \$450 to \$600 annually, depending on assessed property value.

Commissioners Cross asked whether affected property owners had been notified. Mr. Reidy stated that notification would occur in accordance with state law, including a minimum one-month notice prior to the public hearing, with detailed reports available through the Town Clerk's office and direct contact information to provide individual tax estimates.

Commissioners Cross asked about the residential and commercial composition of the proposed expansion area fee. Mr. Reidy indicated that approximately 70% of the expansion area is residential, with higher revenue generation expected from apartment developments, undeveloped properties, and limited commercial areas based on assessed property values.

2. Discussion of Monthly Financial Report

2.1 Discussion of November Financial Summaries

Monthly Financial Report Received.

Mayor Clapsaddle asked if there were any questions or comments. None were heard.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda for BOC Regular Meeting January 20, 2026

Town Manager Kip Padgett advised a resolution needs to be added to the consent agenda to appoint an HRC member. Also, in addition to the work session items being moved forward to the January 20th Board meeting, Town Manager Padgett advised a resolution to approve a contract for a traffic signal will be added.

4. Other Business

4.1 Resolution to Adopt Board Vacancy Appointment Process

Town Attorney McKinney advised a correction was identified regarding Exhibit A of the resolution. The application window closing date listed as 4:00 PM on January 16

was noted as incorrect. The correct closing date was confirmed as 4:00 PM on January 14, consistent with the information published on the Town website.

ACTION:

Mover: Commissioner Fatmi moved to amend the date on the Resolution.

Second: Commissioner Wright

Vote: Motion carried 4-0

Town Manager Padgett clarified that the resolution further refined the vacancy appointment process previously approved during the December 15th meeting. Town Attorney McKinney noted key updates including Commissioners would be allowed to review applications independently outside of a public meeting, Commissioners would rank applicants they wished to interview in person, and, after the application period closes on January 14, the Board would determine the number of applicants to interview based on the total number of applications received.

Town Attorney McKinney provided additional clarification that decisions regarding the number of finalists, interview scheduling, and special called meetings would require separate motions from the resolution approval.

ACTION:

Mover: Commissioner Cross moved to adopt the Resolution.

Second: Commissioner Shackleford

Vote: Motion carried 4-0

Commissioner Cross made a motion to discuss and approve the number of finalists to be interviewed during the Board retreat scheduled for January 16th, after the application period closes on January 14th. Discussion focused on establishing the number of interviews (e.g., five, seven, or nine) after reviewing the total number of applicants.

ACTION:

Mover: Commissioner Cross moved to select the number of applicants at the Board Retreat on January 16th.

Second: Commissioner Shackleford

Vote: Motion carried 4-0

Commissioner Cross proposed a motion to schedule a special called meeting on January 22nd for applicant interviews. After discussion, concerns were raised regarding

scheduling conflicts, holiday closures, and adequate notification to applicants. The motion was withdrawn. The Board agreed to determine the interview schedule during the January 16 retreat, allowing staff time to review applicant totals and available scheduling options.

5. Commissioner Reports

Commissioner Shackleford no report. Commissioner Shackleford commended Commissioner Cross and the report given on the Wake Forest Center for Active Aging in light of the challenges encountered at the end of 2025.

Commissioner Cross advised of an update regarding participation in the AARP Network of Age-Friendly Communities, noting the Town of Wake Forest has been accepted into the program, which includes approximately 940 participating cities, counties, and states nationwide. Commissioner Cross reported that North Carolina's population aged 65 and older is projected to increase from 1.9 million to 2.8 million by 2042, emphasizing the importance of the initiative. Commissioner Cross advised that she attended the first meeting, led by Ann Welton, and gave an overview of what has been covered in the meeting. Commissioner Cross advised that the completion of a community needs assessment survey received approximately 1,200 responses, one of the highest response rates for a town survey. Commissioner Cross advised the key needs identified included youth services for teens and tweens, expanded senior services, and caregiver support. Commissioner Cross advised the committee priorities are communication and information, health services and community support, transportation, outdoor spaces, and housing. Commissioner Cross advised that the committee will continue meeting regularly and will present future recommendations to the Board for consideration. Commissioner Cross announced plans to host "Coffee with the Commissioner" sessions at the Center for Active Aging. Her plans include visiting classes, interacting with participants, and gathering community feedback. Finally, Commissioner Cross reported that she attended a New Year's chili cook-off community event that was delicious.

Commissioner Fatmi no report.

Commissioner Wright no report.

Mayor Clapsaddle announced Allison Luvisi as the Town of Wake Forest's 2025 Employee of the Year. Mayor Clapsaddle noted that Ms. Luvisi serves as a Human Resources Consultant. Mayor Clapsaddle encouraged residents to provide feedback on the Town's Sustainability Plan and emphasized the importance of community participation. Mayor Clapsaddle advised he is issuing a proclamation scheduled on January 20th for the Walk for Peace. Mayor Clapsaddle reported attending a meeting with the WFPSS Superintendent and Board Chair alongside municipal leaders. The meeting marked the first collaborative discussion with municipal leadership since 2006. Mayor Clapsaddle shared that the Board of Education plans to make these meetings a regular occurrence. Mayor Clapsaddle indicated there will be future opportunities for Board members to attend and discussed inviting Board of Education representatives to meet with northeastern Wake County municipalities. Mayor Clapsaddle reminded everyone of the Town Hall closure on January 19 in observance of Martin Luther King Jr. Day and invited the public to attend the annual Martin Luther King Jr. celebration at Friendship Chapel on January 22nd, highlighting youth performances, essays, and poetry readings.

Town Clerk advised no report.

Town Manager Padgett reminded the Board of the upcoming Board Retreat scheduled for January 16 at 9:00 a.m. at the Renaissance Centre, noting the retreat will be recorded and uploaded to the Town website, and the last agenda item will be discussion of the vacant Board seat.

5.1 Closed Session: N.C.G.S 143-318.11(5)

ACTION:

Mover: Commissioner Wright moved to go into closed session.

Seconder: Commissioner Cross

Vote: Motion carried 4-0 at 7:30 p.m.

Reconvened at 8:13 p.m.

6. Adjournment

The Board of Commissioners adjourned the meeting at 8:15 p.m.

Duly approved in open session this 17th day of February 2026.

(ATTEST)

Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk



**DRAFT Wake Forest Board of Commissioners
Meeting Minutes**

The Wake Forest Board of Commissioners met on **Tuesday, January 20, 2026**, at 6:00 p.m. in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Clapsaddle called the meeting to order at 6:00 p.m.

Mayor Clapsaddle led everyone in the Pledge of Allegiance.

Commissioner Members Present: Mayor Ben C. Clapsaddle, Commissioner Haseeb Fatmi, Commissioner Faith Cross, Commissioner Keith Shackelford, and Commissioner Adam Wright.

Commissioner Members Absent: None.

Staff Members Present

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Town Manager Aileen Staples
Town Attorney Nathan McKinney
Town Clerk Evelyn Wright
Engineering Director Tim Watson
Police Captain David Zick

Planning Director Jennifer Currin
Fire Chief Ron Early
Budget and Performance Director
Michelle Daniels
Police Captain Brandon High

1. Approval of Agenda

ACTION:

Mover:

Second:

Vote: Motion

2. Approval of Minutes

2.A. Draft BOC Minutes

- December 2, 2025, Work Session
- December 16, 2025, Regular Meeting

ACTION:

Mover: Commissioner Cross moved to approve the minutes as presented.

Second: Commissioner Shackelford

Vote: Motion carried 4-0

3. Presentations

3.A. JustServe Town Award

3.B. Introduction of Candidates for the Board of Adjustment

4. Public hearings / Public Comment

4.A. 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 3 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.

Mayor Clapsaddle opened the floor for general comments.

Public Comment:

John Finch – 4030 Wake Forest Rd, Suite 300 – Raleigh, NC 27609

Nicki Black – 520 South Street – Wake Forest, NC 27587

Karen Rogers– 512 N Franklin Street – Wake Forest, NC 27587
Jennifer Amyx – 9908 Calvados Drive – Wake Forest, NC 27587
Angela Milton – 1209 Stonemill Falls Drive – Wake Forest, NC 27587
Jim Dyer – 535 N Main Street – Wake Forest, NC 27587

Mayor Clapsaddle declared the public comments closed.

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 a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners, The Villas at Wake Forest Crossing LLC, located at 12731 Wake Union Church Road and 12739 Wake Union Church Road being Wake County PINs 1831869237 and 1831868329 being approximately 2.36 acres.
- 5.B. Approval of the Forestville Road/Coach Lantern Traffic Signal Contract
- 5.C. Ordinance Amending Chapter 30, Article III Section 30-1, and 30-90 thru 30-92 focused on motorized scooters, electric bicycles and electric assisted bicycles, pedestrian right-of-way and requirements for helmets.
- 5.D. Ordinance Amending the Code of Ordinances Chapter 30, Article I, Section 30-16 Restrictions on The Operation of All-Terrain Vehicles; Exemption for Governmental Agencies.
- 5.E. Amended Approval of Appointment to Citizen Advisory Board - Human Relations Council (HRC)
- 5.F. Ordinance amending Chapter 30, Article IV Section 30-131 focused on handicapped parking spaces.

ACTION:

Mover: Commissioner Cross moved to approve the Consent Agenda.

Seconder: Commissioner Fatmi

Vote: Motion carried 4-0

6. Legislative Items

- 6.A. Consideration of Appointment of Candidates for the Board of Adjustment.

Town Clerk Evelyn Wright passed out ballots to Commissioners to cast their vote. Brad Walker was voted as member of the Board of Adjustments and Howard Katowitz was voted as the alternate member.

7. Planning Items

No Planning Items presented.

8. Administration and Financial Items

8.A. Consideration of Approval of 2026-2031 Capital Improvement Plan (CIP) Update.

Commissioner Cross commended staff for prioritizing town infrastructure and services through the CIP evaluation process for the residents.

ACTION:

Mover: Commissioner Shackleford moved to approve the 2026-2031 Capital Improvement Plan Update.

Seconder: Commissioner Fatmi

Vote: Motion carried 4-0

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Reports
Received.

12.B. January Tax Report
Received.

12.C. Election of a Mayor Pro-tem

ACTION:

Commissioner Cross nominated Commissioner Shackelford as Mayor Pro Tem

Seconded: Commissioner Fatmi

Vote: Motion carried 4-0

12.D. BOC Appointments 2026-2027

ACTION:

Mover: Commissioner Cross moved to replace Commissioner Fatmi as the alternate member for the Central Pines Regional Council

Seconded: Commissioner Fatmi

Vote: Motion carried 4-0

ACTION:

Mover: Commissioner Shackelford moved to approve the BOC Appointments 2026-2027 with the amendment

Seconded: Commissioner Cross

Vote: Motion carried 4-0

12.E. Commissioner Reports

Commissioner Fatmi commended the Town staff on a great BOC Retreat and thanked staff for their support and all that they do. Commissioner Fatmi encouraged everyone to attend the MLK Jr. Celebration on January 22nd. Commissioner Fatmi reflected on unity in Wake Forest and is proud of the Town for encompassing the message of MLK Jr. that *"No individual can live alone. No nation can live alone. Anyone that feels they can live alone is sleeping through a revolution."* Commissioner Fatmi acknowledged the Walk for Peace will be passing through the Triangle on January 24th. Commissioner Fatmi advised of the Parks and Recreation Quarterly Super Smash on the morning of January 21st. Commissioner Fatmi invited everyone to attend the Wake Forest Film Festival. Finally, Commissioner Fatmi expressed being pleased with the BOC vacancy application process.

Commissioner Cross extended appreciation to all applicants of the BOC vacancy and advised that she was thrilled with the varied applications and range of experiences. Commissioner Cross advised she will be attending AARP Age-Friendly Community Committee meeting tomorrow. They will review health services and community support from the December meeting and move into the next phase of addressing social engagement, which includes civic participation, social participation, respect, and social inclusion. Commissioner Cross announced the first "Coffee with a Commissioner" on Thursday 9:30 a.m. to 10:30 a.m. where she plans to visit classes, interact with participants, and gather community feedback.

Commissioner Wright had no report.

Commissioner Shackelford had no report.

Town Clerk Evelyn Wright advised of no report.

Town Manager Kip Padgett thanked everyone for their hard work and participation at the Board of Commissioners Retreat on Friday, January 16th.

Mayor Clapsaddle asked citizens to be safe during the winter weather and announced the BOC work session on February 3rd. Finally, Mayor Clapsaddle encouraged all those that can, to attend the MLK Jr. Celebration on January 22nd.

13. Adjournment

Mayor Clapsaddle adjourned the meeting at 6:50 pm.

Duly approved in open session this 17th day of February 2026.

(ATTEST)

Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-773-

Submitted by: Angela McCray, Human Resources

Submitting Department: Human Resources

Meeting Date: February 17, 2026

Subject

Resolution recognizing Donny Ray Carroll on their retirement from the Town of Wake Forest

Recommendation:

item Summary:

ATTACHMENTS:

- [Resolution - D Carroll - FINAL.doc](#)

RESOLUTION xxxx-xx

**RESOLUTION OF APPRECIATION FOR
THE SERVICES OF**

Donny Carroll

WHEREAS Donny Carroll was initially hired as a Maintenance Worker with the Town of Wake Forest, effective December 29, 2009, and

WHEREAS, Donny was promoted to Construction Worker I with the Streets Division as of December 29, 2013 and

WHEREAS, Donny was again promoted to Right of Way Supervisor with the Streets Division as of July 29, 2014 and

WHEREAS, Donny's work can be described as profound, service-oriented and impactful – exemplifying the Town's core values and what the values stand for; and

WHEREAS, Donny has served an instrumental part in the growth and service to the department as Donny's work ethic and dedication set him apart from his peers – serving as a mentor and role model for many, and

WHEREAS, with just over 16 years of service with the Town, Donny Carroll served unselfishly in this capacity for the good of Wake Forest, Public Works Department, and

MEANWHILE, Donny worked diligently to bring attention to the community always with strong determination and professionalism; a familiar face to many in the Wake Forest cemetery; rich in history knowledge and background for many families.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Donny Carroll is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest in this official capacity as the Right of Way Supervisor.

BE IT FURTHER RESOLVED that this resolution be made as part of the permanent records of the Town of Wake Forest and that a copy of this resolution be presented to Donny Carroll.

17 February 2026.

ATTEST:

Evelyn Wright
Town Clerk

Ben C. Clapsaddle
Mayor



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-774-

Submitted by: Angela McCray, Human Resources

Submitting Department: Human Resources

Meeting Date: February 17, 2026

Subject

Resolution recognizing Randy G. Driver on their retirement from the Town of Wake Forest.

Recommendation:

item Summary:

ATTACHMENTS:

- [Randy_Driver_Retirement_Resolution_-_FINAL \(1\).doc](#)

RESOLUTION 2026-xx
RESOLUTION OF APPRECIATION FOR
THE SERVICES OF

Randy Driver

WHEREAS Randy Driver first served as Inventory Clerk in the Finance Department when he was hired on February 22, 1990, and promoted to Purchasing Agent in August 1998 until his title changed to Purchasing Manager on June 23, 2009; and

WHEREAS Randy has directed the purchasing process, ensuring the timely and cost-effective acquisition of inventory, materials, vehicles and equipment. He has processed requisitions, purchase orders and completed all aspects of managing the Town's warehouse; and

WHEREAS Randy has served this community tirelessly in making himself available in the event of water main breaks, power outages, ice storms, hurricanes and other situations that required his assistance to provide materials and supplies or other Town staff; and

WHEREAS Randy Driver has kept a watchful eye on spending public funds by always following said laws, statutes and assuring the most cost-effective solution; and

WHEREAS, with over 36 years of service with the Town, Randy has served unselfishly in this capacity for the good of the Town of Wake Forest, making sacrifices in personal and family ties; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Randy Driver is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest in this official capacity as the Purchasing Manager.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution be presented to Randy Driver.

This is the 17th day of February 2026.

ATTEST:

Evelyn Wright
Town Clerk

Ben C. Clapsaddle
Mayor



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-775-

Submitted by: Angela McCray, Human Resources

Submitting Department: Human Resources

Meeting Date: February 17, 2026

Subject

Resolution recognizing Jeremy R. Morris on their retirement from the Town of Wake Forest.

Recommendation:

item Summary:

ATTACHMENTS:

- [Morris Summary appreciation of services.docx](#)
- [Morris Resolution of Appreciation for Services.docx](#)

Agenda: Resolution recognizing Lieutenant Jeremy Morris on his retirement.

Summary: Lieutenant Jeremy Morris is retiring, effective March 1, 2026. Lieutenant Morris started working for the town on June 26, 1997. He is retiring as the Criminal Investigations Division Commander.

RESOLUTION 2026-XX

RESOLUTION OF APPRECIATION FOR THE SERVICES OF

Jeremy Morris

WHEREAS, Jeremy Morris was hired as a Police Officer I in June of 1997 and has served as a sworn member of the Wake Forest Police Department for nearly 29 years with a retirement date of March 1, 2026; and

WHEREAS, Morris achieved Police Officer II in February of 2001; and

WHEREAS, Morris achieved Master Officer in June of 2001; and

WHEREAS, Morris was promoted to Police Sergeant in August of 2003; and

WHEREAS, Morris was promoted to Police Lieutenant in December of 2011; and

WHEREAS, Morris joined the agency after earning an associate degree in criminal justice from Wake Tech. Throughout his career, he served the agency in many capacities including patrol officer, criminal investigations detective, field training officer, evidence custodian, and tactical service member. While working full time, he earned a Bachelor of Arts degree from UNC Pembroke. Morris spent nearly half of his career supervising the criminal investigations division; and

WHEREAS, Morris served unselfishly as a law enforcement officer for the good of the Town of Wake Forest, making sacrifices in personal and family ties;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Lieutenant Jeremy Morris is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest Police Department in his official capacity.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution is presented to Jeremy Morris.

This the 17th day of February 2026.

ATTEST:

Ben C. Clapsaddle
Mayor

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-699-
Submitted by: Ari Schwartz, Planning
Submitting Department: Planning
Meeting Date: February 17, 2026

Subject

Public hearing on a contiguous annexation submitted by property owners, The Villas at Wake Forest Crossing LLC, located at 12751 Wake Union Church Road and 12739 Wake Union Church Road being Wake County PINs 1831869237 and 1831868329 being approximately 2.36 acres.

Recommendation:

item Summary:

ATTACHMENTS:

- [02172026 BOC Agenda Summary AN-25-05.pdf](#)
- [Attachment A Legal Description AN-25-05.pdf](#)
- [Attachment B Annexation Map AN-25-05.pdf](#)
- [Attachment C Annexation Petition AN-25-05.pdf](#)
- [DRAFT_ORDINANCE_AN-25-05.docx](#)

Agenda Item: Public Hearing on a contiguous annexation submitted by property owners, The Villas at Wake Forest Crossing LLC, located at 12751 Wake Union Church Road and 12739 Wake Union Church Road being Wake County PINs 1831869237 and 1831868329 being approximately 2.36 acres.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest and is located in the Town of Wake Forest extra-territorial jurisdiction. The proposed annexation is associated with SP-25-05, Wake Union Villas.

On January 20th, 2026 the Board accepted the petition, certified the sufficiency of the annexation petition, and adopted the resolution to investigate the annexation petition thus, setting the public hearing date for the annexation petition.

Attachments: Attachment A - Legal Description AN-25-05
Attachment B - Annexation Map AN-25-05
Attachment C - Contiguous Annexation Petition AN-25-05
Draft Ordinance

PARCEL 1 (PIN 1831869237)

BEGINNING AT A ¾" IRON PIPE FOUND ON THE NORTHERLY RIGHT-OF-WAY OF CAPITAL BLVD - US-1 (VARIABLE WIDTH R/W), BEING THE EASTERLY CORNER OF N/F STATE EMPLOYEES CREDIT UNION (DEED BOOK 9850, PAGE 2268), AND HAVING NORTH CAROLINA STATE PLANE COORDINATES OF N: 816,073.51 ; E: 2,139,067.62; THENCE WITH THE LINE OF N/F STATE EMPLOYEES CREDIT UNION (DEED BOOK 9850 PAGE 2268) A BEARING OF NORTH 52 DEG. 47 MIN. 23 SEC. WEST FOR 313.80 FEET TO A ¾" IRON PIPE, SAID IRON PIPE BEING THE SOUTHERLY CORNER OF N/F THE VILLAS AT WAKE FOREST CROSSING LLC (DEED BOOK 20043 PAGE 2755); THENCE WITH THE LINE OF N/F THE VILLAS AT WAKE FOREST CROSSING LLC (DEED BOOK 20043 PAGE 2755) A BEARING OF SOUTH 43 DEG. 51 MIN. 15 SEC. WEST FOR 230.03 FEET TO A ¾" IRON PIPE, BEING A COMMON CORNER WITH N/F THE VILLAS AT WAKE FOREST CROSSING LLC (DEED BOOK 20043 PAGE 2765). THENCE WITH THE LINE OF N/F THE VILLAS AT WAKE FOREST CROSSING LLC (DEED BOOK 20043 PAGE 2765) A BEARING OF SOUTH 51 DEG. 45 MIN. 28 SEC. EAST FOR 290.63 FEET TO A ¾" IRON PIPE FOUND, SAID POINT BEING ON THE NORTHERLY RIGHT-OF-WAY OF US-1 (VARIABLE WIDTH); THENCE WITH THE RIGHT-OF-WAY LINE A BEARING OF SOUTH 38 DEG. 04 MIN. 58 SEC. WEST FOR 223.28 FEET TO THE POINT AND PLACE OF BEGINNING. CONTAINING 68,294 SQUARE FEET OR 1.57 ACRES OF LAND, MORE OR LESS.

PARCEL 2 (PIN 1831868329)

COMMENCING AT A ¾" IRON PIPE FOUND ON THE NORTHERLY RIGHT-OF-WAY OF CAPITAL BLVD (US-1) (VARIABLE WIDTH R/W), BEING THE SOUTHEASTERLY CORNER OF N/F THE VILLAS AT WAKE FOREST CROSSING LLC (DEED BOOK 20043 PAGE 2755) & THE EASTERLY CORNER OF N/F STATE EMPLOYEES CREDIT UNION (DEED BOOK 9850, PAGE 2268), AND HAVING NORTH CAROLINA STATE PLANE COORDINATES OF N: 816,073.51; E: 2,139,067.62; THENCE WITH THE LINE OF N/F THE VILLAS AT WAKE FOREST CROSSING LLC (DEED BOOK 20043 PAGE 2755) & N/F STATE EMPLOYEES CREDIT UNION (DEED BOOK 9850 PAGE 2268) A BEARING OF NORTH 52 DEG. 47 MIN. 23 SEC. WEST FOR 313.80 FEET TO A ¾" IRON PIPE, BEING THE POINT OF BEGINNING; THENCE CONTINUING WITH THE LINE OF N/F STATE EMPLOYEES CREDIT UNION (DEED BOOK 9850 PAGE 2268) A BEARING OF NORTH 52 DEG. 46 MIN. 47 SEC. WEST FOR 150.11 FEET TO A ½" IRON ROD FOUND, SAID POINT BEING A COMMON CORNER WITH N/F ERIC T. WARD & JONI RAE PORTER (DEED BOOK 18776 PAGE 2304); THENCE WITH THE LINE OF N/F ERIC T. WARD &

JONI RAE PORTER (DEED BOOK 18776 PAGE 2304) FOR A BEARING OF NORTH 43 DEG. 48 MIN. 39 SEC. EAST FOR 232.51 FEET TO A ½" IRON PIPE, SAID POINT BEING A COMMON CORNER OF N/F THE VILLAS AT WAKE FOREST CROSSING LLC (DEED BOOK 20043 PAGE 2765) & N/F ASHLEY T. PHAM-NGUYEN & TUAN NGUYEN (DEED BOOK 19195 PAGE 3); THENCE WITH THE LINE OF N/F THE VILLAS AT WAKE FOREST CROSSING LLC (DEED BOOK 20043 PAGE 2765) FOR A BEARING OF SOUTH 51 DEG. 49 MIN. 54 SEC. EAST FOR 150.02 FEET TO A ¾" IRON PIPE FOUND, SAID POINT BEING A COMMON CORNER OF N/F THE VILLAS AT WAKE FOREST CROSSING LLC (DEED BOOK 20043 PAGE 2765) & N/F THE VILLAS AT WAKE FOREST CROSSING LLC (DEED BOOK 20043 PAGE 2755); THENCE WITH THE LINE OF N/F THE VILLAS AT WAKE FOREST CROSSING LLC (DEED BOOK 20043 PAGE 2755) A BEARING OF SOUTH 43 DEG. 51 MIN. 15 SEC. WEST FOR 230.03' TO THE POINT AND PLACE OF BEGINNING. CONTAINING 34,506 SQUARE FEET OR 0.79 ACRES OF LAND, MORE OR LESS.

GENERAL NOTES

1. THIS DOCUMENT WAS DRAWN FROM A SURVEY TITLED "ALTA/NSPS SURVEY OF PROPERTY OWNED BY THE VILLAS AT WAKE FOREST CROSSING, LLC BY THIS FIRM DATED 10-09-2025."
2. NO TITLE SEARCH WAS PROVIDED AS PART OF THIS SURVEY, ALL UNDERLYING EASEMENTS MAY NOT BE SHOWN.
3. NO CERTIFICATION IS MADE TO THE EXISTENCE OF UNDERGROUND UTILITIES THAT MAY OR MAY NOT BE PRESENT ON THIS SITE.
4. THIS PLAT WAS CREATED FOR ANNEXATION PURPOSES ONLY AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE.
5. THE PROPERTY SHOWN APPEARS TO LIE IN ZONE X PER FEMA FLOOD MAP NO. 3720183100K, EFFECTIVE DATE 7/19/2022.

N/F
JONI RAE PORTER
& ERIC T. WARD
BM 1991 PG 01171
DB 018776 PG 02304
PIN# 1831865623

N/F
ASHLEY T. PHAM-NGUYEN
AND TUAN NGUYEN
DB 019195 PG 00003
PIN# 1831960893

ANNEXATION MAP
CASE NUMBER "AN-25-05"
2.36 ACRES +/-
TOWN OF WAKE FOREST
FULFILLS REQUIREMENTS OF N.C.G.S. 160A-29
ORDINANCE #
ADOPTED:
EFFECTIVE DATE OF ANNEXATION:

I, EVELYN WRIGHT, TOWN CLERK, TOWN OF WAKE FOREST, NORTH CAROLINA CERTIFY THAT THIS IS A TRUE AND ACCURATE MAP OF ANNEXATION ADOPTED THE ____ DAY OF ____, 20__ BY THE WAKE FOREST BOARD OF COMMISSIONERS. I SET MY HAND AND SEAL OF THE TOWN OF WAKE FOREST, ____, 20__.

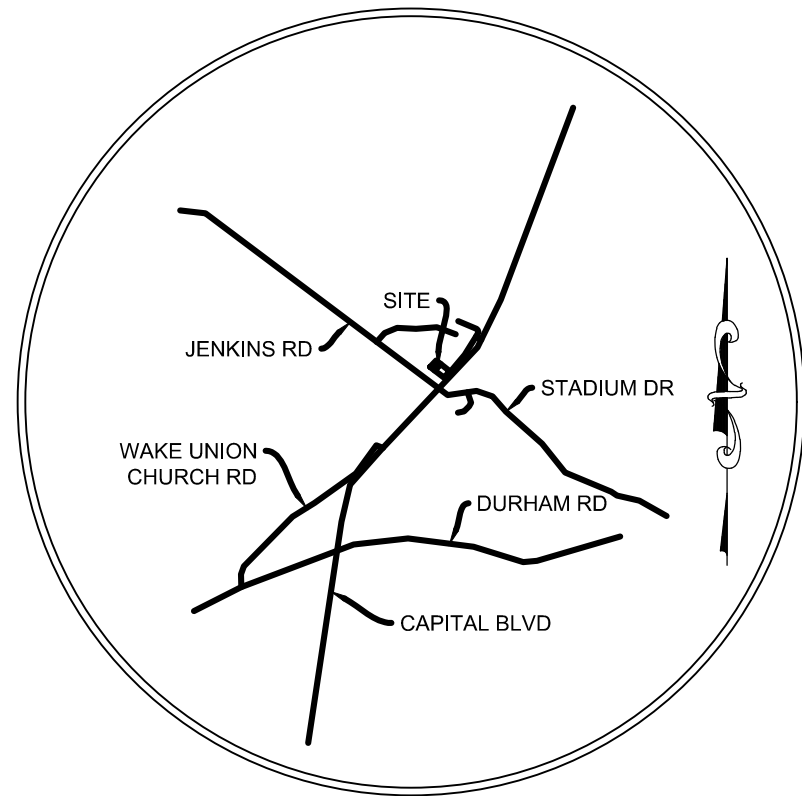
EVELYN WRIGHT

N/F
THE VILLAS AT WAKE
FOREST CROSSING LLC
DB 020043 PG 02765
PIN# 1831961456

N/F
STATE EMPLOYEES
CREDIT UNION
BM 2005 PG 00550
DB 009850 PG 02268
PIN# 1831867140

N/F
THE VILLAS AT WAKE FOREST
CROSSING LLC
PARCEL #1
DB 020043 PG 02755
PIN# 1831869237
68,294 SQ.FT. / 1.57 ACRES
12751 WAKE UNION CHURCH RD
WAKE FOREST, NC 27587

N/F
THE VILLAS AT WAKE FOREST
CROSSING LLC
PARCEL #2
DB 020043 PG 02755
PIN# 1831868329
34,506 SQ.FT. / 0.79 ACRES
12739 WAKE UNION CHURCH RD
WAKE FOREST, NC 27587



VICINITY MAP
SCALE: 1" = 5000'

LEGEND

- PROPERTY LINE
- ADJOINER PROPERTY LINE (NOT SURVEYED)
- EASEMENT
- TOWN OF WAKE FOREST CORPORATE LIMITS
- IRON REBAR FOUND (SIZE NOTED)
- IRON PIPE FOUND (SIZE NOTED)
- AREA TO BE ANNEXED INTO THE TOWN OF WAKE FOREST

ANNEXATION AREA SUMMARY	
12739 AND 12751 WAKE UNION CHURCH ROAD	
PARCEL #1 AREA: 68,294 SQ.FT. / 1.57 ACRES	
PARCEL #2 AREA: 34,506 SQ.FT. / 0.79 ACRES	
TOTAL AREA TO BE ANNEXED: 102,800 SQ.FT. / 2.36 ACRES	

OWNER: THE VILLAS AT WAKE FOREST CROSSING LLC
2615 ANDERSON HWY STE B
POWHATAN, VA 23139-7400

ANNEXATION MAP FOR THE TOWN OF WAKE FOREST
CASE NUMBER AN-25-05 WAKE UNION VILLAS

± 2.36 AC
PROPERTY OWNED BY
**THE VILLAS AT WAKE
FOREST CROSSING LLC**
PIN # 1831869237 & 1831868329
TOWN OF WAKE FOREST,
WAKE COUNTY, NORTH CAROLINA

DATE: 01/05/2026

SCALE: 1" = 40'

REVISION	
01/05/2026	ADDRESS COMMENTS
© 2021 Bowman Consulting Group Ltd	
Bowman North Carolina LTD. 10130 Perimeter Pkwy, Suite 100 Charlotte, NC 28216	
Phone: (704) 412-7474 F-1445 www.bowman.com	
DWG: V:\220238 - The Villas at Wake Forest Crossing LLC\20238-01-001 (SUR) - Villas at Wake Forest Crossing\Survey\Plats\Annexation\220238-01-001 ANNEXATION PLAT	BY: MH
BCG PROJECT NO: 220238-01-001	TASK: SX003
SURVEY DATE: 12-4-2025	SHEET 1 OF 1

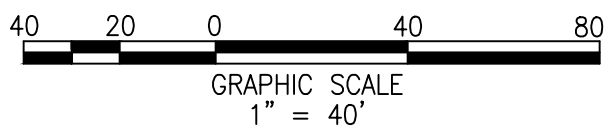
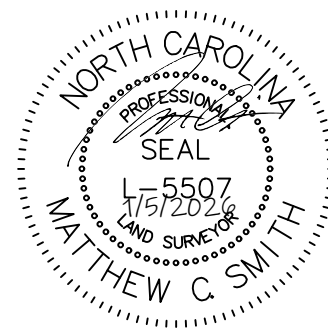
SURVEYOR'S CERTIFICATION

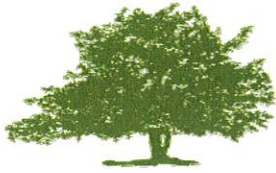
I, MATTHEW C. SMITH, CERTIFY THAT THIS MAP OR PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 20043-2755, OR AS SHOWN ON PLAT), THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED BY BROKEN LINES AND WERE PLOTTED FROM INFORMATION AS REFERENCED HEREON, THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 1: 10,000 +/-; THAT THIS MAP OR PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

I FURTHER CERTIFY THAT THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXEMPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION LICENSE NUMBER AND SEAL THIS 5TH DAY OF JANUARY, 2026.

MATTHEW C. SMITH
NORTH CAROLINA PROFESSIONAL LAND SURVEYOR
LICENSE NO. L-5507





TOWN of WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9510
f 919.435.9539
www.wakeforestnc.gov

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: 12/11/2025

To the Board of Commissioners of the Town of Wake Forest:

I/we the undersigned owner(s) of real property respectfully request that the area described in the paragraph below and as shown in the attached survey map of the property be annexed into the Town of Wake Forest.

The area to be annexed is contiguous to the Town of Wake Forest corporate limits and the boundaries of such territory are as follows *(attach or insert below a metes & bounds description with a matching survey map)*:

See Legal Description.

Note: If ownership is a corporation or partnership, please provide such name and the name and signature of the person authorized to sign on behalf of the corporation or partnership. If in joint ownership, please provide names and signatures of ALL owners.

The Villas at Wake Forest Crossing, LLC 2615 Anderson HWY, Suite B
Traci Tate Powhatan, VA 23139

Name	Address	Signature	Date
		<i>Traci Tate</i>	<i>12-10-25</i>
Name	Address	Signature	Date
Name	Address	Signature	Date
Name	Address	Signature	Date

For additional information or assistance, please call the Planning Department at (919) 435-9510.

ORDINANCE 2026-XXX

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST, NORTH CAROLINA

(Contiguous annexation submitted by property owners, The Villas at Wake Forest Crossing LLC, located at 12751 Wake Union Church Road and 12739 Wake Union Church Road being Wake County PINs 1831869237 and 1831868329 being approximately 2.36 acres.)

WHEREAS, the Board of Commissioners has adopted a resolution under N.C.G.S. 160A-31, as amended, stating its intent to annex the area described below; and

WHEREAS, the Board of Commissioners has by said resolution directed the Town Clerk to investigate the sufficiency of said petition; and

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at the Town of Wake Forest Town Hall at 6:00 p.m. on February 17, 2026, after due notice by publication on February 4, 2026; and

WHEREAS, the Board of Commissioners does hereby find as a fact that said petition meets the requirements of N.C.G.S. 160A-31, as amended; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest, North Carolina:

Section 1. By virtue of the authority granted by N.C.G.S. 160A-31, as amended, the following described territory is hereby annexed and made part of the Town of Wake Forest as of the 17th day of February 2026.

(See Attachment A – Legal Description and Attachment B - Annexation Map)

Section 2. Upon and after the 17th day of February, 2026, the territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Wake Forest and shall be entitled to the same privileges and benefits as other parts of the Town of Wake Forest. Said territory shall be subject to municipal taxes according to N.C.G.S. 160A-58.10.

Section 3. The Mayor and the Town of Wake Forest shall cause to be recorded in the office of the Register of Deeds of Wake County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this ordinance.

Adopted and effective this 17th day of February 2026.

Ben C. Clapsaddle
Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn Wright
Town Clerk

Nathan McKinney
Town Attorney



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-702-
Submitted by: Patrick Reidy, Planning
Submitting Department: Planning
Meeting Date: February 17, 2026

Subject

Public Hearing for 2026 Municipal Service District Extension

Recommendation:

item Summary:

ATTACHMENTS:

- [Agenda Summary - 2026 Municipal Service District Extension Public Hearing.pdf](#)
- [2026 Municipal Service District Expansion PH Report.pdf](#)
- [Attachment A - Existing and Proposed Municipal Service District Map.pdf](#)
- [Attachment B - MSD Expansion Property List.pdf](#)
- [Attachment C - NCGS Chapter 160A "Article 23.pdf](#)
- [Attachment D - Town of WF MSD Analysis & Case Studies.pdf](#)
- [Attachment E - Certificate of Mailing.pdf](#)
- [Attachment F - Draft Ordinance for 2026 MSD Expansion.docx](#)

Agenda Item: Public Hearing for 2026 Municipal Service District (MSD) Extension

Summary: On November 19, 2024, the Board of Commissioners adopted the Wake Forest Downtown Plan to create a vision for downtown and help guide growth for the next 20 years. As part of the plan, Action Item 3-16 states to expand town municipal facilities and services concurrently with new Downtown growth. In conjunction with the Downtown Plan, our subconsultant Noel Consulting Group performed a Municipal Service District analysis, including the potential MSD expansion area.

At the January 6, 2026 Board of Commissioners Work Session, staff presented the draft MSD extension report, answered questions and was directed to schedule a Public Hearing for the February 17, 2026 Board of Commissioners meeting.

Attachments: See Staff Report



2026 Municipal Service District Extension Report

Meeting Date	February 17, 2026
Requested Actions	Public Hearing for the requested Municipal Service District (MSD) Extension.
Case Manager	Patrick Reidy, Development Services Manager

INTRODUCTION

A Municipal Service District (MSD) is a geographically designated area where property owners pay an additional property tax to fund enhanced services beyond what a town or county generally provides. These districts are often established in downtown areas to support revitalization efforts like those used in the NC Main Street Program. The additional tax revenue is used to fund projects like improved public spaces, enhanced safety, economic development initiatives, and other services that benefit the specific district.

During the 1980's, an effort began to revitalize the downtown area of Wake Forest. The Town Board of Commissioners and the Wake Forest Chamber of Commerce spearheaded the effort by creating the Downtown Revitalization Corporation (DRC). Both organizations appointed members to the DRC. The Town provided funding and the Chamber provided administrative support. An Executive Director was employed for a three-year period to lead the revitalization effort.

In 1986, the Wake Forest Downtown Redevelopment Plan was created. The Town prepared a report to meet the requirements of Article 23, §160A-537 and subsequently adopted Resolution #88-48 establishing a Municipal Service District (MSD) on June 2, 1988. The resolution established the MSD levy at \$.10 per \$100 in valuation, established a maximum levy of up to \$.25 per \$100 in valuation and set the allocation ratio to ensure that a minimum of 50 percent of the funds would be used to create off-street parking.

General obligation bonds approved by the voters and sold in 1989 were used to construct a parking lot on the block bounded by South White and Brooks Streets and Wait and Jones Avenues. The revenue from the district retired the debt on those bonds. The revenue over and beyond the debt service requirements is in the fund balance with portions used for improvements in the Downtown area.

In 2004, the Town of Wake Forest Board of Commissioners adopted the Renaissance Plan for the Heart of Wake Forest (Renaissance Plan). The plan sought to provide policy and programmatic recommendations for the revitalization of and the encouragement of reinvestment into the historic downtown. The plan also proposed several development opportunities specifically targeted throughout the downtown Wake Forest which were aimed at creating a more vibrant community to engage all who visit, work, and live in the downtown.

In 2006, the Town of Wake Forest became a North Carolina Main Street Community and the DRC served as the Main Street Partner for the Town of Wake Forest.

June 19, 2007, the Board of Commissioners of the Town of Wake Forest adopted resolution #2007-38 extending the Municipal Service District encompassing a mix of developed and undeveloped downtown properties of Wake Forest that were outside of the existing Municipal Service District, which serves as the current MSD boundary.

During FY 2007-2008, the tax rate was set at \$.17 per \$100 of assessed value and the 50% off-street parking stipulation was eliminated.

In 2012, at the recommendation of the DRC and the Town Board of Commissioners, the existing DRC staff transitioned from the nonprofit to become permanent town employees. This change ensured continuity in staff dedicated to both downtown Wake Forest and the DRC to help meet and maintain national accreditation requirements for Main Street America.

In September 2013, the DRC changed its official name to Wake Forest Downtown, Inc. (WFD) to better reflect their mission and match the town branding. The Board of Directors, non-profit organization and plan of work remains the same, with the just the name change to reflect an update to the program. While the name of the board was changed, the organizational structure remained the same.

In 2017, The Renaissance Plan for Downtown Wake Forest was adopted, which updated the Renaissance Plan for the Heart of Wake Forest. Since that time, the Town adopted the 2022 Community Plan and the 2021 Northeast Community Plan. These plans along with development occurring in and around the downtown spurred the need for a new downtown plan.

In 2023, the Town solicited services for the Downtown Plan, immersive 3D model, parking study, and Municipal Service District (MSD) evaluation. Noell Consulting Group was the subconsultant selected for the MSD evaluation and market study. The MSD evaluation found that while Downtown Wake Forest is already appealing, the type of development and revitalization that could be brought to the area with a properly executed and operated MSD could be catalytic and an MSD expansion would help remove current barriers that would help maximize the downtown's potential success. The evaluation was presented to the Board of Commissioners in 2023.

On November 19, 2024, the Board of Commissioners adopted the Wake Forest Downtown Plan to create a vision for downtown and help guide growth for the next 20 years. As part of the plan, Action Item 3-16 states to expand town municipal facilities and services concurrently with new Downtown growth.

The tax rate for FY 2025-2026 is \$.14 per \$100 of assessed value and the tax rate for FY 2026-2027 is expected to be the same for both existing and new properties in the district. Funds are allocated as follows: \$29,000 towards continued façade improvements downtown (includes decorative lighting), \$65,000 to offset the debt service for Downtown Streetscape improvements; \$91,800 towards Downtown Parking Study; \$35,900 for banner replacements, additional benches, and light-up pole decorations.

WFD continues to play a role in the economic development and marketing of the municipal service district. Façade improvements, wayfinding signs, special projects, festivals and events, seminars and collaboration with downtown stakeholders all serve to make the Downtown district a viable destination to live, work and play. In addition, WFD has been a nationally accredited Main Street America community since 2011.

This report has been prepared for public inspection by the Planning Department, in conjunction with the Downtown Development Department and Wake Forest Downtown Incorporated (WFD) as part of a request presented to the Town of Wake Forest Board of Commissioners to expand the existing MSD in Downtown Wake Forest. This request comes from the Board of Commissioners, as allowed in North Carolina General Statutes section 160A-538.

EXTENSION PROCEDURES

North Carolina General Statute (NCGS) 160A-538 (Extension of service district) provides that the Board of Commissioners may by ordinance annex territory to any MSD upon meeting the following requirements and findings:

- a) That the area to be annexed is contiguous to the district, with at least one-eighth of the area's aggregate external boundary coincident with the existing boundary of the district and that the area to be annexed requires the services of the district.
- b) Annexation by Petition. The Board of Commissioners may also by ordinance extend by annexation the boundaries of any service district when one hundred percent (100%) of the real property owners of the area to be annexed have petitioned the Board for annexation into the service district.
- c) Report. Before the public hearing required by subsection (d), the board shall cause to be prepared a report containing:
 1. A map of the service district and the adjacent territory, showing the present and proposed boundaries of the district;
 2. A statement showing that the area to be annexed meets the standards and requirements of subsections (a) or (b) and;
 3. A plan for extending services to the area to be annexed.

The report shall be available for public inspection in the office of the City Clerk for at least two (2) weeks before the date of the public hearing.

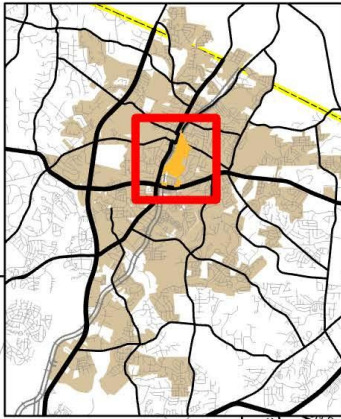
- d) Hearing and Notice. The board shall hold a public hearing before adopting any ordinance extending the boundaries of a service district. Notice of the hearing shall state the date, hour and place of the hearing and its subject, and shall include a statement that the report required by subsection (c) is available for inspection in the office of the Town Clerk. The notice shall be published at least once not less than one (1) week before the date of the hearing. In addition, the notice shall be mailed at least four (4) weeks before the date of the hearing to the owners as shown by the county tax records as of the preceding January 1 of all property located within the area to be annexed. The notice may be mailed by any class of U.S. Mail which is prepaid. The person designated by the Board to mail the notice shall certify to the Board that the mailing has been completed and his certificate shall be conclusive in the absence of fraud.
- e) Effective Date. The ordinance extending the boundaries of the district shall take effect at the beginning of the fiscal year commencing after its passage, as determined by the Board. Property subject to taxation in an area annexed to an existing district shall be subject to taxation by the Town as of January 1, 2026.

DOWNTOWN WAKE FOREST MSD BOUNDARIES AND MAP

The map below shows the current and proposed boundaries of the Downtown Wake Forest MSD. The area is generally bounded by E. Roosevelt Avenue/Wait Avenue to Dr. Calvin Jones Highway and S. White Street to S. Franklin Street.

The existing MSD boundary is shown in gold, and the requested MSD expansion is shown in red. and will increase the boundary to include the Heath Ridge neighborhood, the Adams property, town owned property, Forest on Franklin townhomes, Forest Ridge and Creekside apartments, Grace Baptist Church, Magnolia Square condos, and additional properties along Wait Avenue. In total, 150 properties, including 38 condos, (see Attachment A), totaling 59.73 acres, are proposed to be added to the MSD.

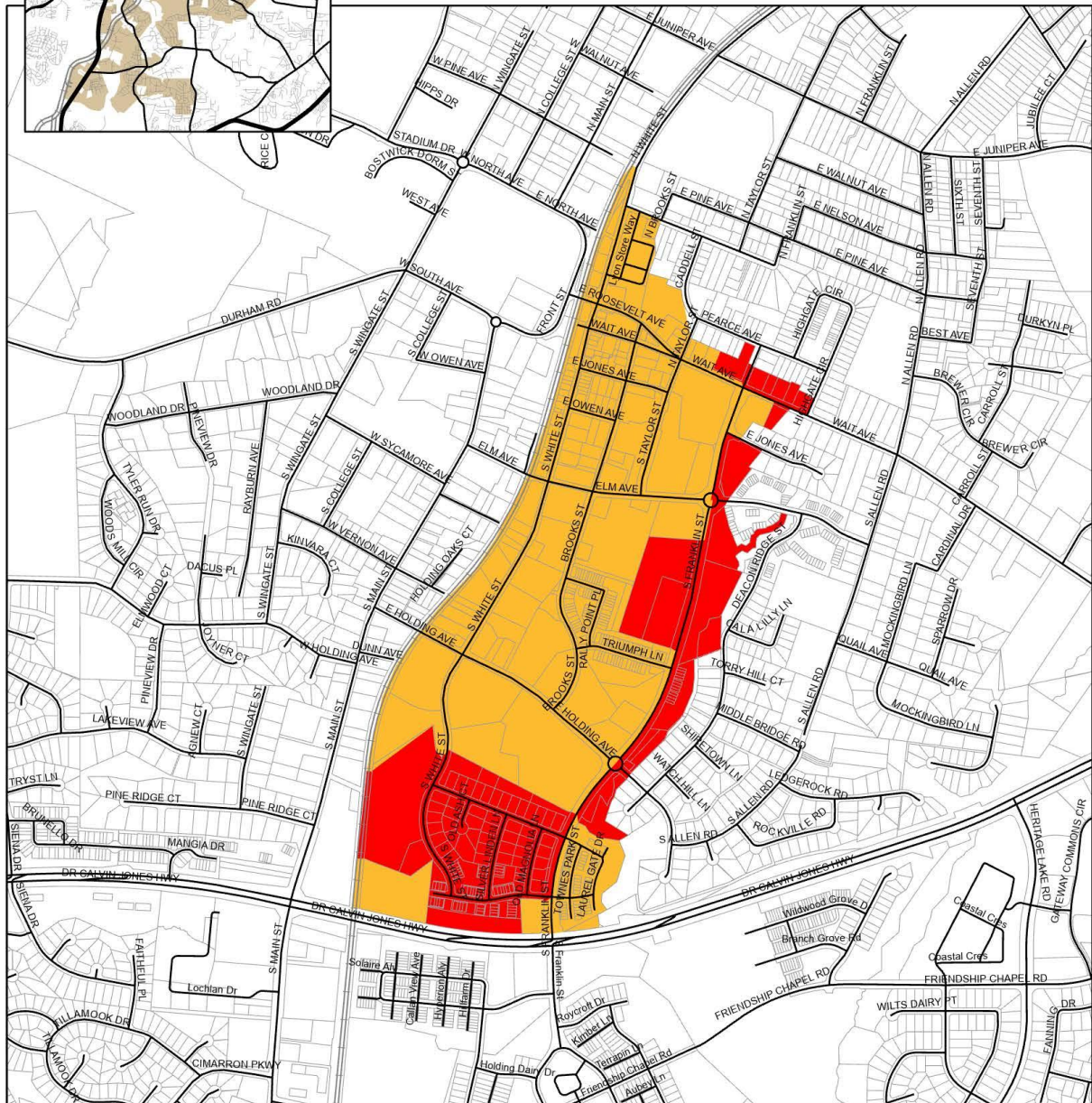
As is indicated on the map, the area of expansion is contiguous to the District and meets the requirement that at least one eighth of the area's aggregate external boundary is coincident to the existing district boundary, as stated in NCGS 160A-538(a)(1).



TOWN of
WAKE FOREST

Municipal Service District Special Tax District with proposed extension area

01/29/2026



Please note that this map is intended for illustrative purposes only. For specific inquiries regarding data displayed here, contact the Wake Forest Planning Department at 919-435-9510.

Legend

- Municipal Service District
- Proposed Extension Area



not to scale

SERVICES EXTENDED AS PART OF MSD

While all services that are currently provided to benefit the existing MSD could also be provided in the annexed area, some services may not be appropriate in specific areas. Services will be decided each year as part of the annual budget process. As defined in NCGS 160A-536(b) "downtown revitalization projects

are improvements, services, functions, promotions, and developmental activities intended to further the public health, safety, welfare, convenience, and economic well-being of the central city or downtown area. Exercise of the authority granted by this Article to undertake downtown revitalization projects financed by a service district do not prejudice a city's authority to undertake urban renewal projects in the same area. Examples of downtown revitalization projects include by way of illustration but not limitation to the following:

1. Improvements to water mains, sanitary sewer mains, storm sewer mains, electric power distribution lines, gas mains, street lighting, streets and sidewalks, including rights-of-way and easements.
2. Construction of pedestrian malls, bicycle paths, overhead pedestrian walkways, sidewalk canopies, and parking facilities both on-street and off-street.
3. Construction of public buildings, restrooms, docks, visitor centers, and tourism facilities.
4. Improvements to relieve traffic congestion in the central city and improve pedestrian and vehicular access to it.
5. Improvements to reduce the incidence of crime in the central city.
6. Providing city services or functions in addition to or to a greater extent than those provided or maintained for the entire city.
7. Sponsoring festivals and markets in the downtown area, promoting business investment in the downtown area, helping to coordinate public and private actions in the downtown area, and developing and issuing publications on the downtown area.”

PLAN TO EXTEND SERVICES TO EXPANDED MSD

The proposed extension of the MSD will enable the Town of Wake Forest and Wake Forest Downtown, Inc. (WFD) to be able to extend downtown revitalization efforts to the district through the following services:

Downtown Revitalization

- Beautification
 - Downtown Planters
 - Landscaping
 - Trash receptacles and clean cube units on the street that are serviced regularly
- Benches
- Façade Improvement Grants
- Holiday Décor and Lighting
- Public Parking including the downtown parking deck
- Miller Park restrooms
- Downtown Traffic Study and potential infrastructure projects associated with the study
- Street and sidewalk maintenance and cleaning as needed
- Streetscape improvements
 - Includes debt services for streetscape improvements

Marketing

- Advertising of Wake Forest Downtown to include categorized business offerings.
 - Examples include linked maps on Town of Wake Forest website, Social Media highlights and promotions, rack cards, QR codes on clean cubes, magazine advertising, etc.
- Branding campaigns for Wake Forest Downtown
- Street pole banners
- Wayfinding signage

Special Events

- Funding for Quality-of-Life events that bring our community together and provide exposure to downtown
- Additional services during and after special events (provision of additional trash containers, street sweeping, staffing, etc.)

SUMMARY

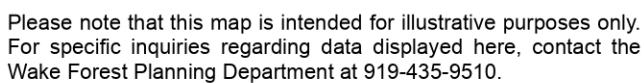
The expansion of the Downtown MSD to the 150 properties, including 38 condos, located in Downtown Wake Forest meets all criteria stated in NCGS 160A-538 for the extension of service districts. As detailed in this report, the property included in the expansion request is contiguous with the existing MSD, the request comes from the Board of Commissioners, and the area will benefit from services provided by both Downtown Wake Forest Downtown, Inc. and the Town of Wake Forest. The general area in the downtown and Town will benefit from the expansion of the Downtown MSD to include the stated properties, providing increased downtown revitalization efforts in the Town of Wake Forest.

ATTACHMENTS

- Attachment A: Existing and Proposed Municipal Service District Map
- Attachment B: MSD Expansion Property List
- Attachment C: NCGS Chapter 160A – Article 23
- Attachment D: Town of Wake Forest MSD Analysis & Case Studies
- Attachment E: Certificate of Mailing
- Attachment F: Draft Ordinance for 2026 MSD Expansion



01/29/2026



 Municipal Service District
 Proposed Extension Area



OWNER
ADAMS, JAMES M ADAMS, GAYLE W
ALEXANDER, ANN TRUSTEE TRUSTEE OF THE ANN ALEXANDER REVOCABLE TRUST
ALLEN, MARILYN
ALSTON, TAKERA
AMEND, DANIEL J AMEND, ELIZABETH A
AMERICAN IRA LLC FBO VICKI ITTEL TRAD IRA AMERICAN IRA LLC FBO ELIZABETH STANTON TRAD IRA
AMH NC PROPERTIES, LP PROPERTY TAX DEPT
AMON, DONNA
AMOS, CAROLINE ORR & JOSHUA DANIEL
ANDERSON, CARL ANDERSON, EMOKE
ATLANTIC DEVELOPMENT PARTNERS LLC
BANN, ELAINE
BANN, ELAINE YOUNG KUK
BARTHOLOMEW, GREGORY J
BERMAN, LOUIS EDWARD BERMAN, TONI M
BLEVINS, LLOYD H JR BLEVINS, SUSAN A
BOONE, JONNE ALLYSON
BRIGGS, BRENDA CORBETT
BRIONES, JACKSON ALAN
BROWN, SHAWN EUGENE GALO, MERCY CASTRO
BURTON, CRYSTAL DAWN
CAMERON, TRICIA N
CAMP, TESS E CAMP, JAMES E
CAMPBELL, TIMOTHY NEILL & LORI ANN
CHARCHAR, JOHN CHARCHAR, ALISON G
CHENEY, LORIN D CHENEY, KAREN L
COAD, STEPHEN COAD, JULIANE
COOPER, MATTHEW JAMES
CORTORREAL, ARELIS ALEXANDRA CORTORREAL, ROBERTO
CRESCENZO, RACHEL ELISABETH
CRYAN, LISA
DALLIN, JASON R DALLIN, KERRY A
DANIEL, LESLEE
DAVIDSON, MARETA KATHLEEN
DAVIS, OWEN DAVIS, JANA
DAWSON, MARYLYNN
DELANEY, MICHAEL B DELANEY, COURTNEY H
DENICOLA, STEPHANIE CARTER, JEFFERY LEE
DEPUMPO, DOMINIC J DEPUMPO, SAMANTHA P
DEWALD, MARGARET A
DLUHY, DIANE HELEN
DOUGLAS, EDWARD SCOTT DOUGLAS, JOANN MARIE
DOWNTOWN DIGS ON WAIT LLC

DOZIER, JEAN CORBETT TRUSTEE DOZIER, CLIFF TRUSTEE
DUCATTE, STEPHANIE MAURAKIS MAURAKIS, MICHAEL J
DUFFY, LISA
DUNCAN, LISA
ELDRETH, JOHNNY DANIEL
EYROLLES, DALE E EYROLLES, LISA K
EYSTER, HERBERT EUGENE
FARBER, BENJAMIN
FELTON, RANDALL
FIORINDO, GREGORY C TRUSTEE FIORINDO, LYNNE M TRUSTEE
FKH SFR PROPCO A LP RYAN LLC
FLEMMING, ROSEMARY & JAMES
FOGG, JESSE B & CASEY PRICE
FOREST ON FRANKLIN LLC
FOREST RIDGE ASSOCIATES C/O FELLERS SCHEWE SCOTT & ROBERTS INC
FOREST RIDGE II ASSOCIATES C/O FELLERS SCHEWE SCOTT & ROBERTS INC
FUHRMAN, DANIEL R FUHRMAN, KATHLEEN DEFINO
GAFFER, BETH MICHAELS & SETH ADAM
GAGLIONE, JOSEPH N JR
GILBERT, CLAIRE & RICHARD
GLACE, PATRICK REA, BRITTANEY VAN HOUTEN
GOMES, VICTOR VIANNA QUITAR, LIGEANY DIAS
GRACE BAPTIST CHURCH OF WAKE FOREST INC
HAILEY, MARK A HAILEY, PATRICIA A
HANAY, JAMES A HANAY, MARIANNE
HARGROVE, CHARLENE
HARGROVE, LISA LYN
HASKETT, STEPHANIE N
HEATH RIDGE VILLAGE HOMEOWNERS ASSN INC
HEATH RIDGE VILLAGE TOWN HOMES C/O ELITE MGMT PROFESSIONALS, INC
HECKMAN, ROBERT HECKMAN, MARY E
HEED, CATHERINE R HEED, EDWARD J
HIGGINS, JAMES R
HIRSCHHORN, HEATHER H
HITE, HERBERT E HITE, CASSONDRA
HOLT, TIMOTHY STEPHEN HOLT, MARY JENNIFER
HOWARD, JENNIFER L
HUMMEL, CHRISTOPHER W & CHELSEA L
IH6 PROPERTY NORTH CAROLINA LP C/O RYAN LLC
JENKS, TAYLOR
JEYAKARAN, HECTOR M JEYAKARAN, LEE ANN R
JOHNSON, MIA M
JOINT VENTURES ENTERPRISES LLC
JOLLEY, VIRGINIA

JONES, TIMOTHY
JONES, VIVIAN ANDERSON ANDERSON, HARRIETTE SUE
KEELER, LOUISE
KERSTETTER, KATHARINE ANN
KING, BARBARA
KLUESENER, SONJA M KLUESENER, JAMES W
KNAKAL, LUCINDA
LADD, AARON & ALLISON
LAMBERT, PETER LAMBERT, CHORPETCH
LAWRENCE, BROOKANNE
LILES, STEPHANIE LEVON
LINEBERRY, STEVEN MARK LINEBERRY, STEPHANIE J
LIU, LIANGHONG KANG, ZHENG FANG
LOEBACK, JASON I
LWW LLC INC
MAGNOLIA CLUB LLC
MCCARSON, LELA G
MCKINNEY, A'LISHA J
MCLAUGHLIN, BRYCE ALAN
MERDIAN, ERIC ALAN
MICHAEL, STEVEN SCOTT MICHAEL, JUDY CARLTON
MITCHELL, MARK MITCHELL, PAULA
MOXLEY, WILLIAM MOXLEY, LUCILLE
OBERG, KRISTEN ELIZABETH
OTTEN, WILLIAM A OTTEN, KATHERINE M
PAGE, KERRINA & ARTHUR
PALMER, REBA GAYNELL PALMER, ZACHARY R
PAQUETTE, RANDALL TRUSTEE DOYLE, MARY TRUSTEE
PEREZ, CARLOS WILLIAM
PHIPPS, KATHLEEN ELIZABETH
POANDL, JULIA
PRATHER, MICHAEL D TRUSTEE PRATHER, LISA A TRUSTEE
QUINONES, DEBORAH A MARINO, DANIEL
RALEIGH FRANKLIN LLC
RANDOLPH, CINDY A
RODRIGUEZ, JUAN CARLOS RODRIGUEZ, SONIA SUSANNA
RORICK, TYRUS LOGAN JR RORICK, CHERYL ANN
ROSEN, PAMELA J TRUSTEE TRUSTEE OF THE 1992 PAMELA J ROSEN LIVING TRUST
RUMERS LLC
RUTLEDGE, ALEXA CATHERINE BUTLER, ALEXANDER JAMESON
SHEFFIELD, JOSHUA M SHEFFIELD, AMANDA R
SHILLINGSBURG, STEVEN J
SMITH, KAREN CHASE
SMITH, PAUL

SPM RENTALS LLC
STANLEY MARTIN HOMES LLC
STEELE, NIKOL REBECCA
STERLEN, BRENDA GAIL
STERLING LEGACY CREEKSIDE LLC
STEVENSON, OLIVER JARVIS STEVENSON, BETTY R
STONE, ABIGAIL JOY
SUGAR MAPLE 21 LLC
SULTZBACH, MARIE C
SWEENEY, HOWARD J SWEENEY, JENNIFER LEE
TOWN OF WAKE FOREST
TRAVIS, MICHAEL J TRAVIS, LISA M
TULLY, SUSAN PAULETTE
TURCO, ELLEN SCHELL, MARSHALL PATRICK
TYNDALL, MURPHY WAYNE TYNDALL, SHELBY LEANNA
VALERIO, JOSE CARLOS VALERIO, JENNIFER LYNN
VUCELICH, THOMAS SR
WADE, ROY WADE, DEDDIE
WAKE FOREST TOWN OF
WALKER, JOHN F WALKER, BEVERLY G
WALLIN, MICHAEL A.
WEBER, KATHERINE E
WEHNER, KEN R & CARA D
WEINSTOCK, HARRIETT F
WHEELER, BARRY H WHEELER, LAUREN M
YACURA, CAROLYN B.
ZUPANCIC, JAMES & CHRISTOPHER

MAILING ADDRESS 1

909 S MAIN ST
616 NELSON PL
804 OLD MAGNOLIA LN
210 SUGAR MAPLE AVE
517 WALTERS DR
137 BROAD ST
23975 PARK SORRENTO FL 3
215 SUGAR MAPLE AVE
9605 CHALLEDON WAY
812 OLD ASH CT
1617 OBERLIN RD
423 200 WAIT AVE
4204 CLEARY AVE
7412 MITCHELL MILL RD
301 YELLOW POPLAR AVE
PO BOX 877
523 WAIT AVE
309 SUGAR MAPLE AVE
111 N FRANKLIN ST # 200
805 OLD MAGNOLIA LN
301 SUGAR MAPLE AVE
240 SUGAR MAPLE AVE
805 OLD ASH CT
121 N FRANKLIN ST # 100
308 YELLOW POPLAR AVE
200 YELLOW POPLAR AVE
1632 DENTON CT
820 SILVER LINDEN LN
238 SUGAR MAPLE AVE
433 WAIT AVE # 100
601 S FRANKLIN ST
217 YELLOW POPLAR AVE
833 S WHITE ST
817 SILVER LINDEN LN
813 SILVER LINDEN LN
824 SILVER LINDEN LN
809 S WHITE ST
819 SILVER LINDEN LN
831 S WHITE ST
228 YELLOW POPLAR AVE
617 S FRANKLIN ST
809 OLD MAGNOLIA LN
4030 WAKE FOREST RD STE 349

MAILING ADDRESS 2

WAKE FOREST NC 27587-9277
WESTBURY NY 11590-1417
WAKE FOREST NC 27587-2956
WAKE FOREST NC 27587-2281
WAKE FOREST NC 27587-6178
ASHEVILLE NC 28801-1901
CALABASAS CA 91302-4015
WAKE FOREST NC 27587-2280
WAKE FOREST NC 27587-9836
WAKE FOREST NC 27587-2957
RALEIGH NC 27608-2039
WAKE FOREST NC 27587-2725
METAIRIE LA 70002-3106
ZEBULON NC 27597-8429
WAKE FOREST NC 27587-2955
WAKE FOREST NC 27588-0877
WAKE FOREST NC 27587-2727
WAKE FOREST NC 27587-2297
WAKE FOREST NC 27587-2705
WAKE FOREST NC 27587-2956
WAKE FOREST NC 27587-2297
WAKE FOREST NC 27587-2281
WAKE FOREST NC 27587-2957
WAKE FOREST NC 27587-2705
WAKE FOREST NC 27587-2954
WAKE FOREST NC 27587-2973
FOLSOM CA 95630-7322
WAKE FOREST NC 27587-2958
WAKE FOREST NC 27587-2281
WAKE FOREST NC 27587-2725
WAKE FOREST NC 27587-2277
WAKE FOREST NC 27587-2953
WAKE FOREST NC 27587-2975
WAKE FOREST NC 27587-2958
WAKE FOREST NC 27587-2958
WAKE FOREST NC 27587-2958
WAKE FOREST NC 27587-2962
WAKE FOREST NC 27587-2958
WAKE FOREST NC 27587-2962
WAKE FOREST NC 27587-2952
WAKE FOREST NC 27587-2277
WAKE FOREST NC 27587-2956
RALEIGH NC 27609-0010

613 S FRANKLIN ST	WAKE FOREST NC 27587-2277
211 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2280
130 MAPLE AVE	OLD SAYBROOK CT 06475-2451
569 BROOKS ST	WAKE FOREST NC 27587-2977
429 200 WAIT AVE	WAKE FOREST NC 27587-2725
3678 CREEKBEND DR	WAKE FOREST NC 27587-6022
213 YELLOW POPLAR AVE	WAKE FOREST NC 27587-2953
435 WAIT AVE # 200	WAKE FOREST NC 27587-2725
1501 BEAVER TAN CT	WAKE FOREST NC 27587-9248
1112 SANDERS DR	MORAGA CA 94556-1919
600 GALLERIA PKWY SE STE 300	ATLANTA GA 30339-8146
109 N FRANKLIN ST # 200	WAKE FOREST NC 27587-2705
121 200 N FRANKLIN ST	WAKE FOREST NC 27587
307 S SALEM ST STE 200	APEX NC 27502-1845
PO BOX 450233	ATLANTA GA 31145-0233
PO BOX 450233	ATLANTA GA 31145-0233
2644 RIDGEWELL CT	RALEIGH NC 27613-1660
421 100 WAIT AVE	WAKE FOREST NC 27587
818 OLD MAGNOLIA LN	WAKE FOREST NC 27587-2956
46 OXER DR	YOUNGSVILLE NC 27596-7890
623 S FRANKLIN ST	WAKE FOREST NC 27587-2277
1508 CAVALCADE DR	CARY NC 27519-6737
500 E JONES AVE	WAKE FOREST NC 27587-2714
822 SILVER LINDEN LN	WAKE FOREST NC 27587-2958
813 OLD MAGNOLIA LN	WAKE FOREST NC 27587-2956
805 SILVER LINDEN LN	WAKE FOREST NC 27587-2958
235 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2280
221 YELLOW POPLAR AVE	WAKE FOREST NC 27587-2953
PO BOX 20969	RALEIGH NC 27619-0969
4112 BLUE RIDGE RD STE 100	RALEIGH NC 27612-4652
233 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2280
239 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2280
220 YELLOW POPLAR AVE	WAKE FOREST NC 27587-2952
421 WAIT AVE # 200	WAKE FOREST NC 27587-2725
216 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2281
605 S FRANKLIN ST	WAKE FOREST NC 27587-2277
817 S WHITE ST	WAKE FOREST NC 27587-2962
1129 COPPER BEECH LN	WAKE FOREST NC 27587-3365
PO BOX 4900	SCOTTSDALE AZ 85261-4900
115 N FRANKLIN ST UNIT 100	WAKE FOREST NC 27587-2705
825 S WHITE ST	WAKE FOREST NC 27587-2962
237 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2280
7436 HEARTLAND DR	WAKE FOREST NC 27587-9734
324 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2296

212 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2281
224 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2281
921 FLASH DR	ROLESVILLE NC 27571-8205
229 YELLOW POPLAR AVE	WAKE FOREST NC 27587-2953
821 S WHITE ST	WAKE FOREST NC 27587-2962
4109 ROSS RD	BETHLEHEM PA 18020-7685
241 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2280
417 200 WAIT AVE	WAKE FOREST NC 27587
205 YELLOW POPLAR AVE	WAKE FOREST NC 27587-2953
213 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2280
317 YELLOW POPLAR AVE	WAKE FOREST NC 27587-2955
812 OLD MAGNOLIA LN	WAKE FOREST NC 27587-2956
2105 WILD WATERS DR	RALEIGH NC 27614-7654
304 YELLOW POPLAR AVE	WAKE FOREST NC 27587-2954
30 N GOULD ST STE R	SHERIDAN WY 82801-6317
1135 KILDAIRE FARM RD STE 321	CARY NC 27511-4587
816 OLD MAGNOLIA LN	WAKE FOREST NC 27587-2956
417 100 WAIT AVE	WAKE FOREST NC 27587-2725
111 N FRANKLIN ST # 100	WAKE FOREST NC 27587-2705
117 200 N FRANKLIN ST	WAKE FOREST NC 27587-2705
625 S FRANKLIN ST	WAKE FOREST NC 27587-2277
816 SILVER LINDEN LN	WAKE FOREST NC 27587-2958
804 OLD ASH CT	WAKE FOREST NC 27587-2957
425 200 WAIT AVE	WAKE FOREST NC 27587-2725
603 S FRANKLIN ST	WAKE FOREST NC 27587-2277
119 200 N FRANKLIN ST	WAKE FOREST NC 27587-2705
809 SILVER LINDEN LN	WAKE FOREST NC 27587-2958
313 YELLOW POPLAR AVE	WAKE FOREST NC 27587-2955
429 WAIT AVE # 100	WAKE FOREST NC 27587-2725
230 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2281
820 OLD MAGNOLIA LN	WAKE FOREST NC 27587-2956
1213 BROADWING BEND LN	WAKE FOREST NC 27587-1744
320 YELLOW POPLAR AVE	WAKE FOREST NC 27587-2974
1720 REDI RD	CUMMING GA 30040-9740
607 S FRANKLIN ST	WAKE FOREST NC 27587-2277
217 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2280
615 S FRANKLIN ST	WAKE FOREST NC 27587-2277
611 S FRANKLIN ST	WAKE FOREST NC 27587-2277
1135 KILDAIRE FARM RD STE 321	CARY NC 27511-4587
214 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2281
305 YELLOW POPLAR AVE	WAKE FOREST NC 27587-2955
419 200 WAIT AVE	WAKE FOREST NC 27587-2725
835 S WHITE ST	WAKE FOREST NC 27587-2975
808 OLD MAGNOLIA LN	WAKE FOREST NC 27587-2956

11316 CENTAUR RD	WAKE FOREST NC 27587-9146
11710 PLAZA AMERICA DR STE 1100	RESTON VA 20190-4771
431 WAIT AVE # 200	WAKE FOREST NC 27587-2725
524 WAIT AVE	WAKE FOREST NC 27587-2728
PO BOX 1423	STOWE VT 05672-1423
800 OLD ASH CT	WAKE FOREST NC 27587-2957
117 100 N FRANKLIN ST	WAKE FOREST NC 27587-2705
3525 KEMBLE RIDGE DR	WAKE FOREST NC 27587-4852
321 YELLOW POPLAR AVE	WAKE FOREST NC 27587-2955
812 SILVER LINDEN LN	WAKE FOREST NC 27587-2958
401 ELM AVE	WAKE FOREST NC 27587-2932
616 WALTERS DR	WAKE FOREST NC 27587-6179
231 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2280
224 MOCKINGBIRD LN	WAKE FOREST NC 27587-7623
813 OLD ASH CT	WAKE FOREST NC 27587-2957
437 WAIT AVE # 200	WAKE FOREST NC 27587-2725
107 JOANNE CT	EVANS CITY PA 16033-7959
829 S WHITE ST	WAKE FOREST NC 27587-2962
301 BROOKS ST	WAKE FOREST NC 27587-2901
813 S WHITE ST	WAKE FOREST NC 27587-2962
8008 DEBENHAM DR	WAKE FOREST NC 27587-5389
311 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2297
439 WAIT AVE # 200	WAKE FOREST NC 27587-2725
314 SUGAR MAPLE AVE	WAKE FOREST NC 27587-2296
12205 THE GATES DR	RALEIGH NC 27614-7321
431 100 WAIT AVE	WAKE FOREST NC 27587-2725
415 200 WAIT AVE	WAKE FOREST NC 27587

PIN_NUM

1840377343
1840474058
1840475496
1840368978
1840465809
1840465903
1840471591
1840379143
1841.19 61 2236 018
1840470531
1841.19 61 2236 028
1841.19 61 2236 010
1841.19 61 2236 001
1841614152
1840475716
1840474108
1841617022
1840474078
1841.19 61 2236 027
1840477368
1840473076
1840462952
1840471692
1841.19 61 2236 038
1840476524
1840379831
1840476750
1840472255
1840462859
1841.19 61 2236 017
1840588852
1840472837
1840470294
1840474205
1840474333
1840472149
1840378685
1840474203
1840470285
1840473645
1840587696
1840477330
1841.19 61 2236 019

1840588710
1840378194
1841.19 61 2236 030
1840473871
1841.19 61 2236 014
1840474038
1840471869
1841.19 61 2236 020
1840465906
1840460985
1840470600
1841.19 61 2236 026
1841.19 61 2236 037
1840588518
1840596659
1840597239
1840473517
1841.19 61 2236 007
1840475250
1841.19 61 2236 025
1840587671
1841.19 61 2236 009
1841602593
1840472242
1840477211
1840474580
1840471086
1840473804
1840477112
1840379119
1840471067
1840472036
1840472730
1841.19 61 2236 008
1840369947
1840588738
1840379418
1841.19 61 2236 021
1840473409
1841.19 61 2236 032
1840470314
1840472006
1841.19 61 2236 024
1840465918

1840369909
1840460955
1840473291
1840474749
1840379451
1840378793
1840472065
1841.19 61 2236 004
1840470924
1840379123
1840477695
1840475350
1840463963
1840475508
1840587557
1841.19 61 2236 012
1840475273
1841.19 61 2236 003
1841.19 61 2236 029
1841.19 61 2236 033
1840587569
1840472352
1840470628
1841.19 61 2236 011
1840588840
1841.19 61 2236 035
1840474461
1840477627
1841.19 61 2236 013
1840461934
1840475166
1841.19 61 2236 005
1840477497
1840587683
1840588736
1840379162
1840588608
1840588723
1841.19 61 2236 036
1840369928
1840475783
1841.19 61 2236 006
1840471201
1840475378

1840470992
1841612236
1841.19 61 2236 016
1841605882
1840690394
1840470755
1841.19 61 2236 034
1840461904
1840478662
1840472471
1840477171
1840465901
1840471037
1841608905
1840471433
1841.19 61 2236 022
1840463868
1840470278
1840478312
1840378597
1841.19 61 2236 031
1840475009
1841.19 61 2236 023
1840465807
1840463961
1841.19 61 2236 015
1841.19 61 2236 002

Article 23.

Municipal Service Districts.

§ 160A-535. Title; effective date.

This Article may be cited as "The Municipal Service District Act of 1973," and is enacted pursuant to Article V, Sec. 2(4) of the Constitution of North Carolina, effective July 1, 1973. (1973, c. 655, s. 1.)

§ 160A-536. Purposes for which districts may be established.

(a) Purposes. - The city council of any city may define any number of service districts in order to finance, provide, or maintain for the districts one or more of the following services, facilities, or functions in addition to or to a greater extent than those financed, provided or maintained for the entire city:

- (1) Beach erosion control and flood and hurricane protection works.
- (1a) **(For applicability see note)** Any service, facility, or function which the municipality may by law provide in the city, and including but not limited to placement of utility wiring underground, placement of period street lighting, placement of specially designed street signs and street furniture, landscaping, specialized street and sidewalk paving, and other appropriate improvements to the rights-of-way that generally preserve the character of an historic district; provided that this subdivision only applies to a service district which, at the time of its creation, had the same boundaries as an historic district created under Part 3A of Article 19 of this Chapter.
- (2) Downtown revitalization projects.
- (2a) Urban area revitalization projects.
- (2b) Transit-oriented development projects.
- (3) Drainage projects.
- (3a) Sewage collection and disposal systems of all types, including septic tank systems or other on-site collection or disposal facilities or systems.
- (3b) **(For applicability see note)** Lighting at interstate highway interchange ramps.
- (4) Off-street parking facilities.
- (5) Watershed improvement projects, including but not limited to watershed improvement projects as defined in General Statutes Chapter 139; drainage projects, including but not limited to the drainage projects provided for by General Statutes Chapter 156; and water resources development projects, including but not limited to the federal water resources development projects provided for by General Statutes Chapter 143, Article 21.
- (6) Conversion of private residential streets to public streets as provided in subsection (e) of this section.

(b) Downtown Revitalization Defined. - As used in this section "downtown revitalization projects" are improvements, services, functions, promotions, and developmental activities intended to further the public health, safety, welfare, convenience, and economic well-being of the central city or downtown area. Exercise of the authority granted by this Article to undertake downtown revitalization projects financed by a service district do not prejudice a city's authority to undertake urban renewal projects in the same area. Examples of downtown revitalization projects include by way of illustration but not limitation all of the following:

- (1) Improvements to water mains, sanitary sewer mains, storm sewer mains, electric power distribution lines, gas mains, street lighting, streets and sidewalks, including rights-of-way and easements.
- (2) Construction of pedestrian malls, bicycle paths, overhead pedestrian walkways, sidewalk canopies, and parking facilities both on-street and off-street.
- (3) Construction of public buildings, restrooms, docks, visitor centers, and tourism facilities.
- (4) Improvements to relieve traffic congestion in the central city and improve pedestrian and vehicular access to it.
- (5) Improvements to reduce the incidence of crime in the central city.
- (6) Providing city services or functions in addition to or to a greater extent than those provided or maintained for the entire city.
- (7) Sponsoring festivals and markets in the downtown area, promoting business investment in the downtown area, helping to coordinate public and private actions in the downtown area, and developing and issuing publications on the downtown area.

(c) Urban Area Revitalization Defined. - As used in this section, the term "urban area revitalization projects" includes the provision within an urban area of any service or facility that may be provided in a downtown area as a downtown revitalization project under subdivision (a)(2) and subsection (b) of this section. As used in this section, the term "urban area" means an area that (i) is located within a city and (ii) meets one or more of the following conditions:

- (1) It is the central business district of the city.
- (2) It consists primarily of existing or redeveloping concentrations of industrial, retail, wholesale, office, or significant employment-generating uses, or any combination of these uses.
- (3) It is located in or along a major transportation corridor and does not include any residential parcels that are not, at their closest point, within 150 feet of the major transportation corridor right-of-way or any nonresidentially zoned parcels that are not, at their closest point, within 1,500 feet of the major transportation corridor right-of-way.
- (4) It has as its center and focus a major concentration of public or institutional uses, such as airports, seaports, colleges or universities, hospitals and health care facilities, or governmental facilities.

(c1) Transit-Oriented Development Defined. - As used in this section, the term "transit-oriented development" includes the provision within a public transit area of any service or facility listed in this subsection. A public transit area is an area within a one-fourth mile radius of any passenger stop or station located on a mass transit line. A mass transit line is a rail line along which a public transportation service operates or a busway or guideway dedicated to public transportation service. A busway is not a mass transit line if a majority of its length is also generally open to passenger cars and other private vehicles more than two days a week.

The following services and facilities are included in the definition of "transit-oriented development" if they are provided within a transit area:

- (1) Any service or facility that may be provided in a downtown area as a downtown revitalization project under subdivision (a)(2) and subsection (b) of this section.
- (2) Passenger stops and stations on a mass transit line.
- (3) Parking facilities and structures associated with passenger stops and stations on a mass transit line.
- (4) Any other service or facility, whether public or public-private, that the city may by law provide or participate in within the city, including retail, residential, and commercial facilities.

(d) Contracts. - A city may provide services, facilities, functions, or promotional and developmental activities in a service district with its own forces, through a contract with another governmental agency, through a contract with a private agency, or by any combination thereof. Any contracts entered into pursuant to this subsection shall comply with all of the following criteria:

- (1) The contract shall specify the purposes for which city moneys are to be used for that service district.
- (2) The contract shall require an appropriate accounting for those moneys at the end of each fiscal year or other appropriate period. For contracts entered into on or after June 1, 2016, the appropriate accounting shall include the name, location, purpose, and amount paid to any person or persons with whom the private agency contracted to perform or complete any purpose for which the city moneys were used for that service district.

(d1) Additional Requirements for Certain Contracts. - In addition to the requirements of subsection (d) of this section, if the city enters into a contract with a private agency for a service district under subdivision (a)(1a), (2), or (2a) of this section, the city shall comply with all of the following:

- (1) The city shall solicit input from the residents and property owners as to the needs of the service district prior to entering into the contract.
- (2) Prior to entering into, or the renewal of, any contract under this section, the city shall use a bid process to determine which private agency is best suited to achieve the needs of the service district. The city shall determine criteria for selection of the private agency and shall select a private agency in accordance with those criteria. If the city determines that a multiyear contract with a private

agency is in the best interest of the city and the service district, the city may enter into a multiyear contract not to exceed five years in length.

- (3) The city shall hold a public hearing prior to entering into the contract, which shall be noticed by publication in a newspaper of general circulation, for at least two successive weeks prior to the public hearing, in the service district.
- (4) The city shall require the private agency to report annually to the city, by presentation in a city council meeting and in written report, regarding the needs of the service district, completed projects, and pending projects. Prior to the annual report, the private agency shall seek input of the property owners and residents of the service district regarding needs for the upcoming year.
- (5) The contract shall specify the scope of services to be provided by the private agency. Any changes to the scope of services shall be approved by the city council.

(e) Converting Private Residential Streets to Public Streets. - A city may establish a municipal service district for the purpose of converting private residential streets to public streets if the conditions of this subsection are met. The property tax levied in a municipal service district created for this purpose may be used only to pay the costs related to the transfer of ownership of the streets, evaluation of the condition of the private streets, and the design and construction costs related to improving the private streets to meet public street standards as approved by the governing board. Notwithstanding G.S. 160A-542, the property tax rate in a district created for this purpose may not be in excess of thirty percent (30%) of the ad valorem tax rate in effect in the city in the fiscal year prior to the establishment of the district. After the private streets have been upgraded to meet public street standards and all costs have been recovered from the tax in the district, no further tax may be levied in the district, and the city council must abolish the municipal service district as provided by G.S. 160A-541.

Notwithstanding G.S. 160A-299, if a city abandons the streets and associated rights-of-way acquired pursuant to this subsection, the street-related common elements must be returned to the owners' association from which the city acquired them in a manner that makes the owners' association's holdings in common elements as they were prior to the establishment of the municipal service district.

For a city to create a municipal service district for the purpose of converting private residential streets to public streets, all of the following conditions must be met:

- (1) The private residential road must be nongated.
- (2) The city must receive a petition signed by at least sixty percent (60%) of the lot owners of the owners' association requesting the city to establish a municipal service district for the purpose of paying the costs related to converting private residential streets to public streets. The executive board of an owners' association for which the city has received a petition under this subsection may transfer street-related common elements to the city, notwithstanding the provisions of either the North Carolina Planned Community Act in Chapter 47F of the General Statutes or the North Carolina Condominium Act in Chapter 47C of the General Statutes, or related articles of declaration, deed covenants, or any other similar document recorded with the Register of Deeds.
- (3) The city must agree to accept the converted streets for perpetual public maintenance.
- (4) The city must meet one of the following requirements:
 - a. Located primarily in a county that has a population of 750,000 or more according to the most recent decennial federal census, and also located in an adjacent county with a population of 250,000 or more according to the most recent decennial federal census.
 - b. Located primarily in a county with a population of 250,000 or more according to the most recent decennial federal census, and also located in an adjacent county with a population of 750,000 or more according to the most recent decennial federal census. (1973, c. 655, s. 1; 1977, c. 775, ss. 1, 2; 1979, c. 595, s. 2; 1985, c. 580; 1987, c. 621, s. 1; 1999-224, s. 1; 1999-388, s. 1; 2004-151, s. 1; 2004-203, s. 5(m); 2009-385, s. 1; 2011-72, ss. 1, 2; 2011-322, s. 1; 2012-79, s. 1.11; 2015-241, s. 15.16B(a); 2016-8, s. 1; 2017-102, s. 31.1.)

§ 160A-537. Definition of service districts.

(a) Standards. - The city council of any city may by ordinance define a service district upon finding that a proposed district is in need of one or more of the services, facilities, or functions listed in G.S. 160A-536 to a demonstrably greater extent than the remainder of the city.

(a1) Petition to Define District. - The city council may also by ordinance define a service district if a petition submitted by a majority of the owners of real property in a defined area of the city establishes that the area is in need of one or more of the services, facilities, or functions listed in G.S. 160A-536 to a demonstrably greater extent than the remainder of the city. The petition shall contain the names, addresses, and signatures of the real property owners within the proposed district, describe the proposed district boundaries, and state in detail the services, facilities, or functions listed in G.S. 160A-536 which would serve as the basis for establishing the proposed district. The city council may establish a policy to hear all petitions submitted under this subsection at regular intervals, but no less than once per year.

(b) Report. - Before the public hearing required by subsection (c), the city council shall cause to be prepared a report containing:

- (1) A map of the proposed district, showing its proposed boundaries;
- (2) A statement showing that the proposed district meets the standards set out in subsection (a); and
- (3) A plan for providing in the district one or more of the services listed in G.S. 160A-536.

The report shall be available for public inspection in the office of the city clerk for at least four weeks before the date of the public hearing.

(c) Hearing and Notice. - The city council shall hold a public hearing before adopting any ordinance defining a new service district under this section. Notice of the hearing shall state the date, hour, and place of the hearing and its subject, and shall include a map of the proposed district and a statement that the report required by subsection (b) is available for public inspection in the office of the city clerk. The notice shall be published at least once not less than one week before the date of the hearing. In addition, it shall be mailed at least four weeks before the date of the hearing by any class of U.S. mail which is fully prepaid to the owners as shown by the county tax records as of the preceding January 1 (and at the address shown thereon) of all property located within the proposed district. The person designated by the council to mail the notice shall certify to the council that the mailing has been completed and his certificate is conclusive in the absence of fraud.

(c1) Exclusion From District. - An owner of a tract or parcel of land located within the proposed district may, at the public hearing or no later than five days after the date of the public hearing required by subsection (c) of this section, submit a written request to the city council for the exclusion of the tract or parcel from the proposed district. The owner shall specify the tract or parcel, state with particularity the reasons why the tract or parcel is not in need of the services, facilities, or functions of the proposed district to a demonstrably greater extent than the remainder of the city, and provide any other additional information the owner deems relevant. If the city council finds that the tract or parcel is not in need of the services, facilities, or functions of the proposed district to a demonstrably greater extent than the remainder of the city, the city council may exclude the tract or parcel from the proposed district.

(d) Effective Date. - Except as otherwise provided in this subsection, the ordinance defining a service district shall take effect at the beginning of a fiscal year commencing after its passage, as determined by the city council. If the governing body in the ordinance states that general obligation bonds or special obligation bonds are anticipated to be authorized for the project, it may make the ordinance effective immediately upon its adoption or as otherwise provided in the ordinance. However, no ad valorem tax may be levied for a partial fiscal year.

(e) Repealed by Session Laws 2016-8, s. 2, effective June 1, 2016.

(f) Passage of Ordinance. - No ordinance defining a service district as provided for in this section shall be finally adopted until it has been passed at two meetings of the city council by majority vote of the voting members present, and no service district shall be defined except by ordinance. (1973, c. 655, s. 1; 1981, c. 53, s. 1; c. 733, s. 1; 2006-162, s. 25; 2012-156, s. 4; 2016-8, s. 2.)

§ 160A-538. Extension of service districts.

(a) Standards. - The city council may by ordinance annex territory to any service district upon finding that:

- (1) The area to be annexed is contiguous to the district, with at least one eighth of the area's aggregate external boundary coincident with the existing boundary of the district;
- (2) That the area to be annexed requires the services of the district.

(b) Annexation by Petition. - The city council may also by ordinance extend by annexation the boundaries of any service district when one hundred percent (100%) of the real property owners of the area to be annexed have petitioned the council for annexation to the service district.

(c) Report. - Before the public hearing required by subsection (d), the council shall cause to be prepared a report containing:

- (1) A map of the service district and the adjacent territory, showing the present and proposed boundaries of the district;

- (2) A statement showing that the area to be annexed meets the standards and requirements of subsections (a) or (b); and
- (3) A plan for extending services to the area to be annexed.

The report shall be available for public inspection in the office of the city clerk for at least two weeks before the date of the public hearing.

(d) Hearing and Notice. - The council shall hold a public hearing before adopting any ordinance extending the boundaries of a service district. Notice of the hearing shall state the date, hour and place of the hearing and its subject, and shall include a statement that the report required by subsection (c) is available for inspection in the office of the city clerk. The notice shall be published at least once not less than one week before the date of the hearing. In addition, the notice shall be mailed at least four weeks before the date of the hearing to the owners as shown by the county tax records as of the preceding January 1 of all property located within the area to be annexed. The notice may be mailed by any class of U.S. mail which is fully prepaid. The person designated by the council to mail the notice shall certify to the council that the mailing has been completed, and his certificate shall be conclusive in the absence of fraud.

(e) Effective Date. - The ordinance extending the boundaries of the district shall take effect at the beginning of a fiscal year commencing after its passage, as determined by the council.

(e1) Passage of Ordinance. - No ordinance annexing territory to a service district as provided for in this section shall be finally adopted until it has been passed at two meetings of the city council by majority vote of the voting members present, and no territory shall be annexed to a service district except by ordinance.

(f) Historic District Boundaries Extension. - A service district which at the time of its creation had the same boundaries as an historic district created under Part 3A of Article 19 of this Chapter may only have its boundaries extended to include territory which has been added to the historic district. (1973, c. 655, s. 1; 1981, c. 53, s. 2; 1987, c. 621, s. 2; 2016-8, s. 3.)

§ 160A-538.1. Reduction of service districts.

(a) Reduction by City Council. - Upon finding that there is no longer a need to include within a particular service district any certain tract or parcel of land, the city council may by ordinance redefine a service district by removing therefrom any tract or parcel of land which it has determined need no longer be included in said district. The city council shall hold a public hearing before adopting an ordinance removing any tract or parcel of land from a district. Notice of the hearing shall state the date, hour and place of the hearing, and its subject, and shall be published at least once not less than one week before the date of the hearing.

(a1) Request for Reduction by Owner. - A property owner may submit a written request to the city council to remove the owner's tract or parcel of land from a service district. The owner shall specify the tract or parcel, state with particularity the reasons why the tract or parcel is not in need of the services, facilities, or functions of the proposed district to a demonstrably greater extent than the remainder of the city, and provide any other additional information the owner deems relevant. Upon receipt of the request, the city council shall hold a public hearing as required by subsection (a) of this section. If the city council finds that the tract or parcel is not in need of the services, facilities, or functions of the district to a demonstrably greater extent than the remainder of the city, the city council may, by ordinance, redefine the service district by removing therefrom the tract or parcel.

(b) Effective Date. - The removal of any tract or parcel of land from any service district shall take effect at the end of a fiscal year following passage of the ordinance, as determined by the city council.

(b1) Passage of Ordinance. - No ordinance reducing a service district as provided for in this section shall be finally adopted until it has been passed at two meetings of the city council by majority vote of the voting members present, and no service district shall be reduced except by ordinance.

(c) Historic District Boundaries Reduction. - A service district which at the time of its creation had the same boundaries as an historic district created under Part 3A of Article 19 of this Chapter may only have its boundaries reduced to exclude territory which has been removed from the historic district. (1977, c. 775, s. 3; 1987, c. 621, s. 3; 2016-8, s. 4.)

§ 160A-539. Consolidation of service districts.

(a) The city council may by ordinance consolidate two or more service districts upon finding that:

- (1) The districts are contiguous or are in a continuous boundary; and
- (2) The services provided in each of the districts are substantially the same; or
- (3) If the services provided are lower for one of the districts, there is a need to increase those services for that district to the level of that enjoyed by the other districts.

(b) Report. - Before the public hearing required by subsection (c), the city council shall cause to be prepared a report containing:

- (1) A map of the districts to be consolidated;
- (2) A statement showing the proposed consolidation meets the standards of subsection (a); and
- (3) If necessary, a plan for increasing the services for one or more of the districts so that they are substantially the same throughout the consolidated district.

The report shall be available in the office of the city clerk for at least two weeks before the public hearing.

(c) Hearing and Notice. - The city council shall hold a public hearing before adopting any ordinance consolidating service districts. Notice of the hearing shall state the date, hour, and place of the hearing and its subject, and shall include a statement that the report required by subsection (b) is available for inspection in the office of the city clerk. The notice shall be published at least once not less than one week before the date of the hearing. In addition, the notice shall be mailed at least four weeks before the hearing to the owners as shown by the county tax records as of the preceding January 1 of all property located within the consolidated district. The notice may be mailed by any class of U.S. mail which is fully prepaid. The person designated by the council to mail the notice shall certify to the council that the mailing has been completed, and his certificate shall be conclusive in the absence of fraud.

(d) Effective Date. - The consolidation of service districts shall take effect at the beginning of a fiscal year commencing after passage of the ordinance of consolidation, as determined by the council.

(e) Passage of Ordinance. - No ordinance consolidating two or more service districts as provided for in subsection (a) of this section shall be finally adopted until it has been passed at two meetings of the city council by majority vote of the voting members present, and no service districts shall be consolidated except by ordinance. (1973, c. 655, s. 1; 1981, c. 53, s. 2; 2016-8, s. 5.)

§ 160A-540. Required provision or maintenance of services.

(a) New District. - When a city defines a new service district, it shall provide, maintain, or let contracts for the services for which the residents of the district are being taxed within a reasonable time, not to exceed one year, after the effective date of the definition of the district.

(b) Extended District. - When a city annexes territory for a service district, it shall provide, maintain, or let contracts for the services provided or maintained throughout the district to the residents of the area annexed to the district within a reasonable time, not to exceed one year, after the effective date of the annexation.

(c) Consolidated District. - When a city consolidates two or more service districts, one of which has had provided or maintained a lower level of services, it shall increase the services within that district (or let contracts therefor) to a level comparable to those provided or maintained elsewhere in the consolidated district within a reasonable time, not to exceed one year, after the effective date of the consolidation. (1973, c. 655, s. 1.)

§ 160A-541. Abolition of service districts.

Upon finding that there is no longer a need for a particular service district, the city council may by ordinance abolish that district. The council shall hold a public hearing before adopting an ordinance abolishing a district. Notice of the hearing shall state the date, hour and place of the hearing, and its subject, and shall be published at least once not less than one week before the date of the hearing. The abolition of any service district shall take effect at the end of a fiscal year following passage of the ordinance, as determined by the council. (1973, c. 655, s. 1; 2016-8, s. 6.)

§ 160A-542. Taxes authorized; rate limitation.

(a) A city may levy property taxes within defined service districts in addition to those levied throughout the city, in order to finance, provide or maintain for the district services provided therein in addition to or to a greater extent than those financed, provided or maintained for the entire city. In addition, a city may allocate to a service district any other revenues whose use is not otherwise restricted by law.

- (b) Property subject to taxation in a newly established district or in an area annexed to an existing district is that subject to taxation by the city as of the preceding January 1.
- (c) Property taxes may not be levied within any district established pursuant to this Article in excess of a rate on each one hundred dollar (\$100.00) value of property subject to taxation which, when added to the rate levied city wide for purposes subject to the rate limitation, would exceed the rate limitation established in G.S. 160A-209(d), unless that portion of the rate in excess of this limitation is submitted to and approved by a majority of the qualified voters residing within the district. Any referendum held pursuant to this subsection shall be held and conducted as provided in G.S. 160A-209.
- (d) In setting the tax rate, the city council shall consider the current needs, as well as the long-range plans and goals for the service district. The city council shall set the tax rate so that there is no accumulation of excess funds beyond that necessary to meet current needs, fund long-range plans and goals, and maintain a reasonable fund balance. Moneys collected shall be used only for meeting the needs of the service district, as those needs are determined by the city council.
- (e) This Article does not impair the authority of a city to levy special assessments pursuant to Article 10 of this Chapter for works authorized by G.S. 160A-491, and may be used in addition to that authority. (1973, c. 655, s. 1; 2015-241, s. 15.16B(b).)

§ 160A-543. Bonds authorized.

A city may incur debt under general law to finance services, facilities or functions provided within a service district. If a proposed general obligation bond issue is required by law to be submitted to and approved by the voters of the city, and if the proceeds of the proposed bond issue are to be used in connection with a service that is or, if the bond issue is approved, will be provided only for one or more service districts or at a higher level in service districts than city wide, the proposed bond issue must be approved concurrently by a majority of those voting throughout the entire city and by a majority of the total of those voting in all of the affected or to be affected service districts. (1973, c. 655, s. 1; 2004-151, s. 4.)

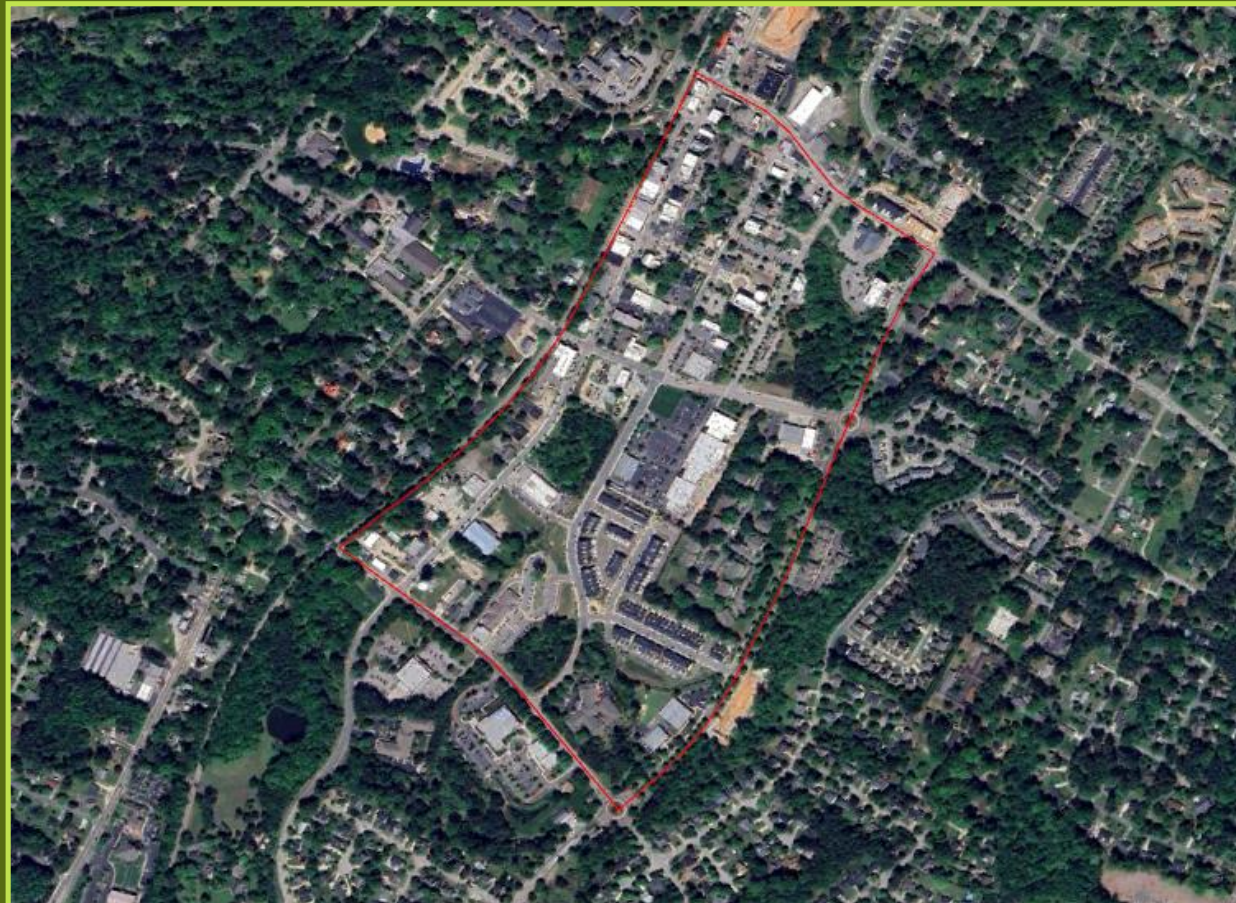
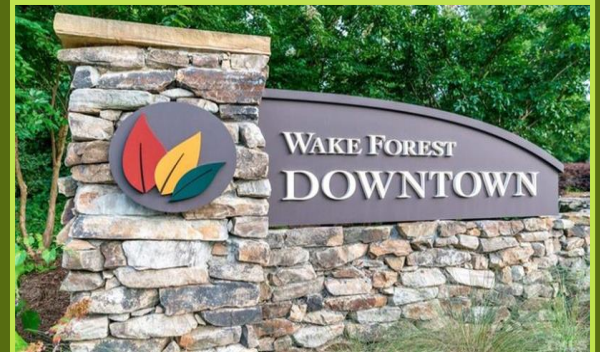
§ 160A-544. Exclusion of personal property of public service corporations.

There shall be excluded from any service district and the provisions of this Article shall not apply to the personal property of any public service corporation as defined in G.S. 160A-243(c); provided that this section shall not apply to any service district in existence on January 1, 1977. (1977, c. 775, s. 4.)

§§ 160A-545 through 160A-549. Reserved for future codification purposes.



TOWN of
WAKE FOREST



WAKE FOREST, NC MSD PROJECTIONS AND CASE STUDIES

TOWN OF WAKE FOREST
SEPTEMBER 2023

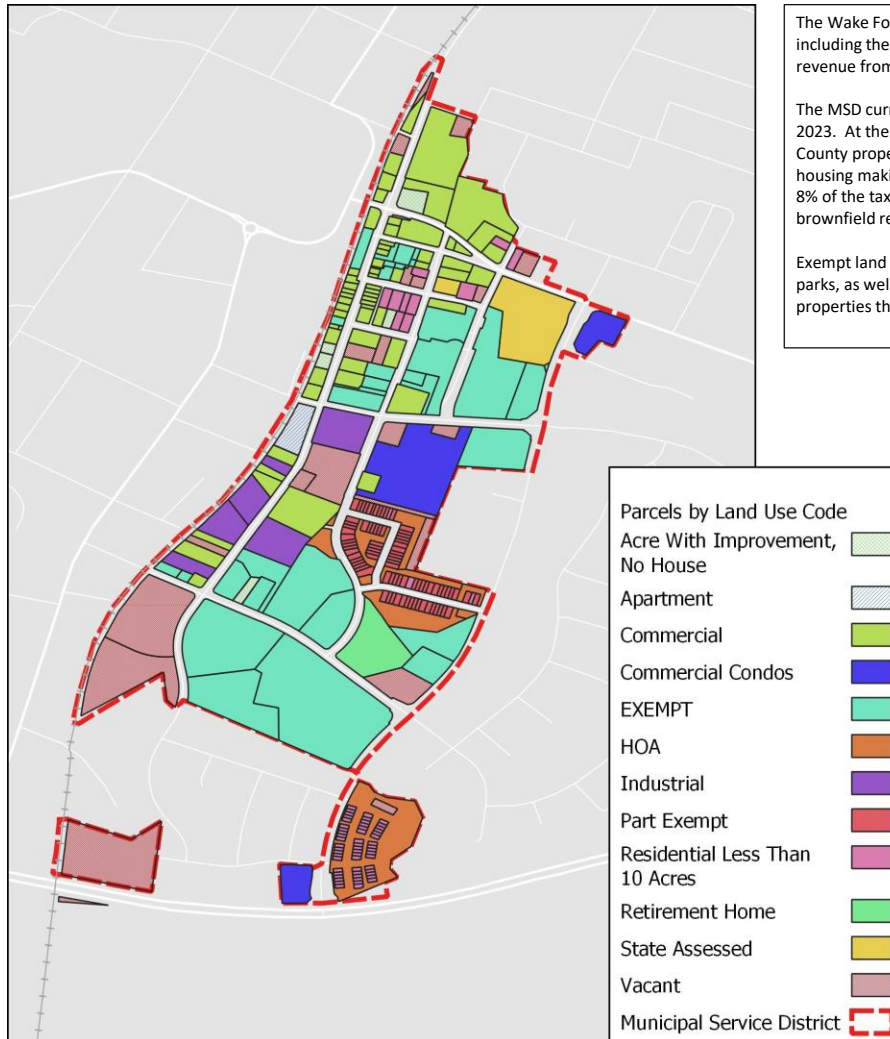
www.NoellConsulting.com

CONTACT | 404.681.0006

TOWN OF WAKE FOREST - DOWNTOWN MASTER PLAN

MSD PROJECTIONS AND CASE STUDIES

Exhibit 1
Municipal Service District Snapshot



The Wake Forest Municipal Service District (MSD) is a special taxation district covering Downtown Wake Forest, including the Study Area. Real and personal property within the MSD is assessed additional property taxes, with the revenue from this additional tax funding additional municipal spending within the MSD.

The MSD currently covers 329 real properties within the MSD with a combined Assessed Value of \$147 million as of 2023. At the current 0.14% tax rate, these properties generate \$124,254 in MSD taxes according to the 2023 Wake County property tax digest. Commercial property types make up half of the property tax base, with owner occupied housing making up 37%. At present, there are only two rental housing properties within the MSD, contributing only 8% of the tax base. (Note: "Part Exempt" land uses represent a recent townhome development utilizing a brownfield remediation tax incentive by the original developer.)

Exempt land use categories make up almost 40% of the MSD acreage. These properties include Town Hall and public parks, as well as town-owned properties slated for redevelopment (e.g. the Suntrust bank site). It also includes properties that fit other exempt categories, such as Masonic property, educational facilities, and religious property.

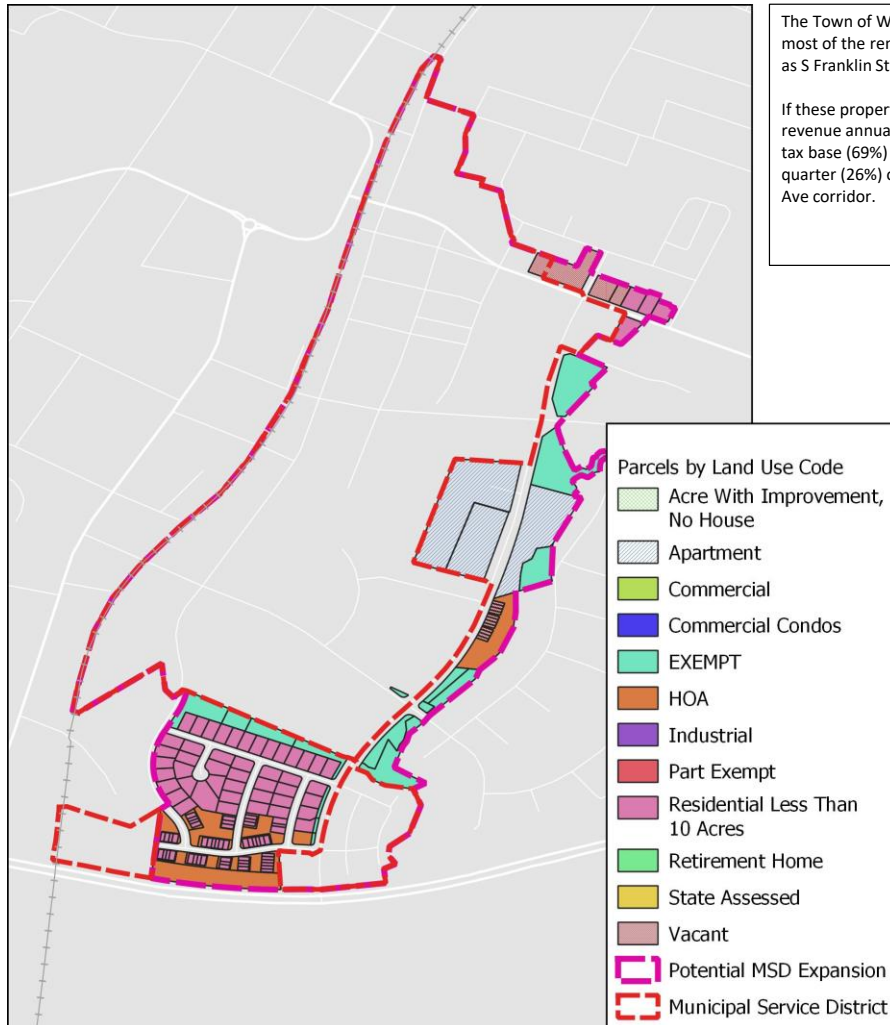
Land Use Type/County Land Use Category	Parcels	Assessed Value	Acres	MSD Tax Revenue (2023)	MSD Tax (Share)
Commercial	110	\$44,794,075	37.55	\$62,570	50%
Acre With Improvement, No House	5	\$563,984	1.33	\$790	1%
Commercial	63	\$34,285,318	21.15	\$47,860	39%
Condo Complex	36	\$6,894,571	8.29	\$9,652	8%
Industrial	6	\$3,050,202	6.78	\$4,269	3%
Rental Housing	2	\$7,058,920	3.98	\$9,882	8%
Apartment	1	\$4,160,521	1.09	\$5,825	5%
Retirement Home	1	\$2,898,399	2.89	\$4,058	3%
For Sale Housing	161	\$39,842,091	16.82	\$46,097	37%
HOA	11	\$0	9.04	\$0	0%
Residential Less Than 10 Acres	68	\$16,024,697	3.70	\$20,963	17%
Part Exempt	82	\$23,817,394	4.08	\$25,135	20%
Land	21	\$3,690,130	21.22	\$5,166	4%
Vacant	21	\$3,690,130	21.22	\$5,166	4%
Exempt	35	\$51,396,769	49.96	\$538	0%
Exempt	33	\$44,895,947	44.86	\$538	0%
State Assessed	2	\$6,500,822	5.10	\$0	0%
Grand Total	329	\$146,781,985	129.53	\$124,254	100%

*Includes real property only, taxable personal property unavailable.

SOURCE: Noell Consulting Group

TOWN OF WAKE FOREST - DOWNTOWN MASTER PLAN MSD PROJECTIONS AND CASE STUDIES

Exhibit 2 Municipal Service - Potential Expansion Profile



The Town of Wake Forest has considered expanding the MSD to include the parcels shown at left, which make up most of the remaining commercial and historical Downtown core as far south as Dr. Calvin Jones Hwy and as far east as S Franklin Street. These 147 parcels have a combined Assessed Value as of 2023 of \$31 million.

If these properties were taxed at the current MSD tax rate (0.14%), they would generate an additional \$41,519 in revenue annually. This amount would represent a 33% increase in the current MSD tax base. The majority of this tax base (69%) consists of the owner-occupied residential district south of Kiwanis Park Greenway. Roughly a quarter (26%) of this potential tax base is along the S. Franklin St. Corridor, and the remaining 5% is along the Wait Ave corridor.

Land Use Type/County Land Use Category	Parcels	Assessed Value	Acres	Potential MSD Tax Revenue (2023)	MSD Tax (Share)
Rental Housing	3	\$7,032,751	11.41	\$9,846	24%
Apartment	3	\$7,032,751	11.41	\$9,846	24%
For Sale Housing	115	\$21,114,132	23.85	\$29,560	71%
HOA	16	\$1	9.08	\$0	0%
Residential Less Than 10 Acres	99	\$21,114,131	14.77	\$29,560	71%
Land	15	\$1,509,800	2.68	\$2,114	5%
Vacant	15	\$1,509,800	2.68	\$2,114	5%
Exempt	14	\$1,072,130	11	\$0	0%
Exempt	14	\$1,072,130	11.00	\$0	0%
Total	147	\$30,728,813	48.94	\$41,519	100%

Geography	Parcels	Assessed Value	Acres	(2023)	(Share)
South Residential Core	110	\$20,444,600	20.77	\$28,622	69%
S. Franklin Corridor	16	\$7,716,750	13.55	\$10,803	26%
Wait Ave Corridor	7	\$1,495,330	3.62	\$2,093	5%
Exempt	14	\$1,072,133	11	\$0	0%

SOURCE: Noell Consulting Group

TOWN OF WAKE FOREST - DOWNTOWN MASTER PLAN MSD PROJECTIONS AND CASE STUDIES

Exhibit 3 Municipal Service District Base Case Projections

Wake County assesses real property every four years, with the last reassessment occurring in 2020. Noell Consulting Group (NCG) has estimated a base-case for MSD taxable value and tax revenue assuming the current MSD tax rate (0.14%) for the upcoming 2024 and 2028 county appraisals.

We have projected 2024 and 2028 assessed values based on the projected growth rates in the Raleigh metro area utilizing Costar's projected price/SF and price/unit for commercial and rental housing types, and a House Price Index published by the Federal Housing Finance Agency for the Wake Forest ZIP code and the Raleigh metro.

This base case does not assume any change in MSD boundaries, land use, or new development, only price appreciation of existing real properties.

Raleigh Metro Property Values	2020 Value	2024 Proj. Value	2028 Proj. Value	2020-2024 Annual Rate	2024-2028 Annual Rate
Office Price/SF (Costar)	\$218	\$191	\$197	-3.3%	0.8%
Retail Price/SF (Costar)	\$202	\$221	\$260	2.2%	4.2%
Industrial Price/SF (Costar)	\$97	\$127	\$165	6.8%	6.8%
Multifamily Rental Price/Unit (Costar)	\$197,642	\$223,876	\$302,086	3.2%	7.8%
For Sale Housing Price Index (FHFA)	226.45	308.08	374.48	8.0%	5.0%

* NCG has utilized Costar's historical 2020-2023 metro Raleigh sale values for office, retail, industrial, and multifamily properties, and the Federal Home Finance Agency's Housing Price Index for For Sale property values. We have utilized Costar's projected 2024 and 2028 values and NCG's projections of for sale price appreciation.

Land Use Type/County Land Use Category	Assessed Value (2020)	2020 to 2024			2024 to 2028		
		MSD Tax Revenue (2023)	Ann. Growth Rate	Projected Assessed Value (2024)	Projected MSD Tax Revenue (2024)	Ann. Growth Rate	Projected Assessed Value (2028)
Commercial	\$44,794,075	\$62,570		\$47,823,912	\$66,953		\$55,977,082
Acre With Improvement, No House	\$563,984	\$790	2.0%	\$610,474	\$855	4.0%	\$714,169
Commercial	\$34,285,318	\$47,860	2.0%	\$37,111,531	\$51,956	4.0%	\$43,415,242
Condo Complex	\$6,894,571	\$9,652	-3.0%	\$6,103,714	\$8,545	2.0%	\$6,606,856
Industrial	\$3,050,202	\$4,269	7.0%	\$3,998,193	\$5,597	7.0%	\$5,240,815
Rental Housing	\$7,058,920	\$9,882		\$7,944,877	\$11,123		\$10,808,917
Apartment	\$4,160,521	\$5,825	3.0%	\$4,682,703	\$6,556	8.0%	\$6,370,766
Retirement Home	\$2,898,399	\$4,058	3.0%	\$3,262,174	\$4,567	8.0%	\$4,438,151
For Sale Housing	\$39,842,091	\$46,097		\$54,204,725	\$62,715		\$65,886,182
HOA	\$0	\$0		\$0	\$0		\$0
Residential Less Than 10 Acres	\$16,024,697	\$20,963	8.0%	\$21,801,423	\$28,519	5.0%	\$26,499,766
Part Exempt	\$23,817,394	\$25,135	8.0%	\$32,403,302	\$34,195	5.0%	\$39,386,416
Land	\$3,690,130	\$5,166		\$3,994,315	\$5,592		\$4,672,784
Vacant	\$3,690,130	\$5,166	2.0%	\$3,994,315	\$5,592	4.0%	\$4,672,784
Exempt	\$51,396,769	\$538		\$55,633,516	\$0		\$65,083,345
Exempt	\$44,895,947	\$538	2.0%	\$48,596,817	\$0	4.0%	\$56,851,402
State Assessed	\$6,500,822	\$0	2.0%	\$7,036,699	\$0	4.0%	\$8,231,942
Grand Total	\$146,781,985	\$124,254	3.7%	\$169,601,345	\$146,383	4.5%	\$202,428,310

SOURCE: Noell Consulting Group

TOWN OF WAKE FOREST - DOWNTOWN MASTER PLAN

MSD PROJECTIONS AND CASE STUDIES

Exhibit 4 Municipal Service District Expansion and Millage Rate

NCG evaluated the potential current MSD revenue and projected revenues in 2024 and 2028 for the proposed expansion area using the same methodology and price appreciation rates as for our analysis of the existing MSD. The proposed expansion area could generate \$41,519 at current assessed values and up to \$66,635 in 2028. The majority of this revenue would come from residential owners, especially given the strong home value appreciation from 2020 to 2024. We project strong growth from 2024 to 2028 for rental housing, as well.

Land Use Type/County Land Use Category	Assessed Value (2020)	MSD Tax Revenue (2023)	2020 to 2024 Ann. Growth Rate	Projected Assessed Value (2024)	Projected MSD Tax Revenue (2024)	2024 to 2028 Ann. Growth Rate	Projected Assessed Value (2028)	Projected MSD Tax Revenue (2028)
Rental Housing	\$7,032,751	\$9,846		\$7,915,423	\$11,082		\$10,768,846	\$15,076
Apartment	\$7,032,751	\$9,846	3.0%	\$7,915,423	\$11,082	8.0%	\$10,768,846	\$15,076
For Sale Housing	\$21,114,132	\$29,560		\$28,725,543	\$40,216		\$34,916,077	\$48,883
HOA	\$1	\$0		\$1	\$0		\$1	\$0
Residential Less Than 10 Acres	\$21,114,131	\$29,560	8.0%	\$28,725,542	\$40,216	5.0%	\$34,916,076	\$48,883
Land	\$1,509,800	\$2,114		\$1,634,256	\$2,288		\$1,911,848	\$2,677
Vacant	\$1,509,800	\$2,114	2.0%	\$1,634,256	\$2,288	4.0%	\$1,911,848	\$2,677
Exempt	\$1,072,130	\$0		\$1,160,508	\$0		\$1,357,630	\$0
Exempt	\$1,072,130	\$0	2.0%	\$1,160,508	\$0	4.0%	\$1,357,630	\$0
Grand Total	\$30,728,813	\$41,519	6.4%	\$39,435,730	\$53,585	5.6%	\$48,954,402	\$66,635

Current MSD Taxable Value \$95,385,216 \$113,967,829 \$137,344,965

Tax Rate	MSD Revenue (2023)	MSD Revenue (2024)	MSD Revenue (2028)
Revenue-neutral Rate		0.12%	0.10%
0.14%	\$124,254	\$146,383	\$176,273
0.15%	\$133,793	\$157,780	\$190,007
0.16%	\$143,331	\$169,177	\$203,742
Revenue per .01%	\$9,539	\$11,397	\$13,734

Incremental Revenue with Expansion			
0.14%	\$41,519	\$53,585	\$66,635
0.15%	\$44,485	\$57,413	\$71,395
0.16%	\$47,451	\$61,240	\$76,155
Revenue per .01%	\$2,966	\$3,828	\$4,760

Combined MSD Revenue

Tax Rate	MSD Revenue (2023)	MSD Revenue (2024)	MSD Revenue (2028)
0.14%	\$165,774	\$199,969	\$242,908
0.15%	\$178,278	\$215,193	\$261,402
0.16%	\$190,782	\$230,417	\$279,897
Revenue per .01%	\$12,504	\$15,224	\$18,494

At left NCG has evaluated the potential MSD revenue for both the existing MSD and the proposed expansion area for the current millage rate (0.14%), a revenue-neutral rate for our projected 2024 and 2028 values, and for incremental increases in the millage rate for 2024 and 2028 valuations.

The MSD could increase its tax revenues by slightly almost 8% for each year by increasing its millage rate 0.01%. This translates into \$9,539 additional revenue today and up to \$13,734 by 2028. This \$13,734 amount is the value of a 0.01% tax increase based on to our estimation of the 2028 property value, not the current value or MSD revenue.

The expansion area is much smaller, and a 0.01% increase in for that geography would raise between a little under \$2,966 in 2023 and and \$4,760 in 2028. The revenue-neutral rate from the current MSD would drop to 12% in 2024 and 10% in 2028.

If the town increased the MSD millage rate and also expanded, it could increase MSD revenue by 10%, or between \$12,500 and \$18,500 between now and 2028.

The value of the a 0.01% millage rate increase is roughly half of what NCG projects the MSD revenue to increase each re-evaluation period. Given that the millage rate is already among the higher MSD rates we have examined, we do not recommend an increase in the millage rate today. However, if future appraised value comes in lower than anticipated then a future millage rate increase could be a helpful way to supplement revenue to make debt service payments or meet other obligations.

SOURCE: Noell Consulting Group

TOWN OF WAKE FOREST - DOWNTOWN MASTER PLAN MSD PROJECTIONS AND CASE STUDIES

Exhibit 5

Summary of MSD Case Studies and Best Practices

NCG examined three Municipal Service Districts in North Carolina to identify successful strategies MSDs have used to improve small downtown commercial cores. We examined New Bern, where officials have focused on physical improvements; Cary, where the MSD focuses on development incentives; and Wilmington, which focuses on providing services. None of these MSDs have a tax rate as high as Wake Forest's \$0.14 per \$100 (although New Bern is close). New Bern and Cary have comparably sized MSDs, while Wilmington's MSD is considerably larger.

City	Size	Tax Rate	Revenue	Summary of MSD Activities
New Bern	243 parcels 83 acres	\$0.1375 per \$100	\$195,000	Primarily focused on physical improvements to the MSD area, such as streetscaping, lighting, parking lots, and public parks.
Key Lessons: New Bern is a good example of how an MSD can be used to help create a strong sense of place and activate retail uses. The city's funding of Bear Plaza created additional retail frontage for commercial use. Summary of MSD Strategy: Use MSD funds on <u>physical infrastructure</u> to improve the district and increase demand for Downtown use (e.g. increase rents, make development more feasible).				

City	Size	Tax Rate	Revenue	Summary of MSD Activities
Cary	224 parcels 121 acres	None	None	Payment of private 3rd party development fees to incentivize development, and financing of physical infrastructure (e.g. parking garages) to help reduce cost of private development.
Key Lessons: Cary has explored ways to use the MSD structure to finance private development. This use has been somewhat controversial as it seemingly runs counter to the intent of NC MSD law, but Cary believes they have found a mechanism that is legal. Summary of MSD Strategy: Use MSD structure to <u>incentivize private development</u>, either by reducing costs/fees paid by developers or by helping to finance parking garages/physical costs of development. This is more of a supply-side approach to Downtown economic development.				

City	Size	Tax Rate	Revenue	Summary of MSD Activities
Wilmington	70 blocks	\$0.07 per \$100	\$445,000	Provision of Ambassador program and other services like street cleaning, graffiti clean up, and social service referrals. Some façade improvements.
Key Lessons: Wilmington has focused on services rather than physical infrastructure or development finance. The city attributes these services with an increase in leased commercial space and higher rent levels. Summary of MSD Strategy: Use MSD structure to improve the <u>downtown experience</u> by creating a safer, cleaner, and more attractive district. Similar to the physical infrastructure example above, this strategy should increase demand for downtown real estate use.				

SOURCE: Noell Consulting Group

TOWN OF WAKE FOREST - DOWNTOWN MASTER PLAN

MSD PROJECTIONS AND CASE STUDIES

Exhibit 6

Case Study - New Bern, NC



Bear Plaza (Current)



Bear Plaza Location (Past)



The MSD successfully funded the development of Bear Plaza, a formerly vacant middle street lot that had burned in the 1970s. The location of the parcel opened up convenient access to retail and MSD projects off of the main street. Additional vacant land behind business was purchased using MSD funds to be used as a common parking area.

New Bern, North Carolina

Population (2022): 31,539

Current MSD Tax Rate: \$0.1375 per \$100 in value

Annual Revenue: Average of \$195,000 annually, with \$1.6 Million in reserves available for project use.

MSD Funding Base: Approximately 30% residential and 70% commercial property.

MSD Funded Projects:

- 12 blocks of major streetscape improvements
- New streetlights
- Landscaping
- Street furniture
- Multiple parking lots
- Two mid-block pedestrian parks
- Creation of New Bern Masterplan and district design guidelines

Key Lessons Learned

- New Bern has successfully **funded Downtown revitalization projects** like streetscaping, lighting, and facade grants through its MSD which has allowed for infrastructure to support new development in response to Downtown improvements.
- In 2007, New Bern discussed including all properties, residential, commercial, and vacant land since the **value of all property within the MSD had increased substantially, many by 700%-900%**, since its creation in 1986.

SOURCE: Noell Consulting Group

TOWN OF WAKE FOREST - DOWNTOWN MASTER PLAN

MSD PROJECTIONS AND CASE STUDIES

Exhibit 7

Case Study - Cary, NC



SOURCE: Noell Consulting Group, Commute times based on typical 8am departure, Chatham Street Commercial, Town of Cary

TOWN OF WAKE FOREST - DOWNTOWN MASTER PLAN MSD PROJECTIONS AND CASE STUDIES

Exhibit 8

MSD Case Study: Wilmington

Wilmington, NC voted to adopt a Municipal Services District in 2016. This ordinance went into effect as of July 1, 2017. The Wilmington MSD consists of an approximately 70 block area fronting the Cape Fear River, pictured below. Property owners within the MSD boundaries pay an **additional tax of 7 cents for every \$100 of property valuation, annually** (millage rate of .7), leading to estimated additional revenue of over \$375,000 per year, reaching as high as \$445,000 in 2021.



These additional funds provide services in the MSD, including:

- Ambassadors for additional safety and security
- Supplemental cleaning
- Amenities for enhanced beautification
- Enhanced economic development
- Targeted marketing and branding

These services have manifested in several ways such as the Ambassador Program, where multiple downtown ambassadors handle myriad tasks from graffiti removal, safety escorts, light outage reporting, and connecting the unhoused population to relevant services. Facade improvement grants, where applicants could receive up to a \$2,500 match for repair and beautification of their building facades, or a similar landscaping grant, providing up to a matched \$1,500.



While some MSDs focus on placemaking, Downtown Wilmington has focused on providing services. For example, in the 2019-2020 fiscal year alone, the MSD helped more than 100 people through the vehicle escort safety program, pressure washed over 3 linear miles of downtown walkways, picked up more than 7 tons of trash, removed more than 310 incidents of graffiti and nearly 600 stickers from city property, generated more than 170 referrals to social service agencies, and worked with the Wilmington Police Department to resolve 19 emergencies. Additionally, the ambassadors program dedicated about 13,000 hours to downtown in the fiscal year. While it can be hard to measure the quantitative impact of beautification or other community enhancement programs, in the five year period (2018-2022) following the adoption of the Wilmington MSD it experienced:

A 1.8% annualized increase in total retail SF relative to -0.02% in the previous 5 year period. Average retail vacancy of 1.3% relative to 4.2% previously. NNN direct retail rent growth of 12.9% relative to 10.2% over the previous 5 year period.

Additionally, office vacancy dropped to an annualized 3.8% relative to the previous 8.4%, though office direct rents increased relatively slower than previously (1.3% vs. 4.6%) driven largely by the COVID 19 pandemic and related office market effects.

Rent growth increased at a rate of 3.1% in the 5 year period following the MSD adoption versus 1.8% prior, while rental unit inventory increased significantly with an additional 638 units, while only 392 units had been added in the years prior. Annualized 5-year absorption additionally increased to 85 units per year from a much lower 26.

SOURCE: Noell Consulting Group, Google Earth

TOWN OF WAKE FOREST - DOWNTOWN MASTER PLAN

MSD PROJECTIONS AND CASE STUDIES

Exhibit 9

Barriers and Potential Solutions to Development At Scale

While Downtown Wake Forest is already appealing, the type of development and revitalization that could be brought to the area with a properly executed and operated MSD could be catalytic. However, the Downtown area faces some key barriers to realizing these opportunities. Presented below are some possible barriers and methods for their elimination in order to maximize the MSD's potential for success.

Legacy Land Owners: Many of the properties located in Downtown are historic, and have been privately owned by the same family, or even individual, for generations. These owners likely have an emotional attachment to their properties, or inflated expectations as to what the property is worth. At the same time, they likely have less financial and organizational capacity for the changes required to truly revitalize these underutilized buildings.

Solution: Consider exploring JV or ground-lease ownership agreements with property owners seeking to maintain longer-term upside, while still freeing up land for redevelopment. Alternately, consider exploring taxes or fees on underdeveloped property (e.g. vacant lots or surface parking) to increase holding costs and push more property into development. The town could also work with existing legacy businesses/owners on relocation - there may be property elsewhere in Wake Forest well-suited for lower-intensity uses while freeing up Downtown property for higher-intensity use. This may require incentives but simply helping identify space may be enough.



Fractured Parcel Ownership: Much of the Downtown area consists of small parcels with various owners. This may make it difficult, or expensive, to combine enough parcels to create truly catalytic change. Additionally, a large-scale regional or national developer will want enough land to achieve economies of scale in order to make new development (or redevelopment) economically feasible.

Solution: In addition to the Town's history assembling and acquiring land for redevelopment, the town could consider forming a public/private partnership with a Social Impact type real estate fund to assemble then sell land using private funds with below-market return expectations.

Parking Amount: In order to support increasingly dense development, a significant amount of parking is required. The amount of surface parking currently existing Downtown is likely not enough to support new or redeveloped land uses at a truly catalytic density. Parking construction cost, particularly for structured parking, is expensive, and often enough to preclude deals that would otherwise be feasible

Solution: In order to "unlock" certain sites Downtown for redevelopment and/or revitalization, the town should consider sharing the cost of decked parking, or even creating parking structures itself. Alternately, the town could explore how to more efficiently utilize existing parking, perhaps by requiring all parking be publicly accessible and paid. This would encourage businesses to share lots or to make lots available during their non-peak use times.



Lack of Regional Interconnectivity: Raleigh is overwhelmingly the employment and entertainment hub of the semi-local area, while Wake Forest is viewed as less of a destination. Because of this, new offices, apartments and retail in the area tend to be clustered around US-1/Capital Blvd. and Hwy 98.

Solution: While the planned S-line regional rail stop in Downtown could have a dramatic impact on local land use, parking needs, and the connectedness of Downtown Wake Forest, the most near-term challenge is the lack of direct vehicular access to Downtown from US-1/Capital Blvd. and S. Main Street.

SOURCE: Noell Consulting Group, Google Earth

Certificate of Mailing

The undersigned hereby certifies that on this day, he or she personally mailed the written notice on behalf of the Town of Wake Forest for the proposed Municipal Service District Expansion for the following PINs:

1840377343	1840474203	1840472036
1840474058	1840470285	1840472730
1840475496	1840473645	1841.19 61 2236 008
1840368978	1840587696	1840369947
1840465809	1840477330	1840588738
1840465903	1841.19 61 2236 019	1840379418
1840471591	1840588710	1841.19 61 2236 021
1840379143	1840378194	1840473409
1841.19 61 2236 018	1841.19 61 2236 030	1841.19 61 2236 032
1840470531	1840473871	1840470314
1841.19 61 2236 028	1841.19 61 2236 014	1840472006
1841.19 61 2236 010	1840474038	1841.19 61 2236 024
1841.19 61 2236 001	1840471869	1840465918
1841614152	1841.19 61 2236 020	1840369909
1840475716	1840465906	1840460955
1840474108	1840460985	1840473291
1841617022	1840470600	1840474749
1840474078	1841.19 61 2236 026	1840379451
1841.19 61 2236 027	1841.19 61 2236 037	1840378793
1840477368	1840588518	1840472065
1840473076	1840596659	1841.19 61 2236 004
1840462952	1840597239	1840470924
1840471692	1840473517	1840379123
1841.19 61 2236 038	1841.19 61 2236 007	1840477695
1840476524	1840475250	1840475350
1840379831	1841.19 61 2236 025	1840463963
1840476750	1840587671	1840475508
1840472255	1841.19 61 2236 009	1840587557
1840462859	1841602593	1841.19 61 2236 012
1841.19 61 2236 017	1840472242	1840475273
1840588852	1840477211	1841.19 61 2236 003
1840472837	1840474580	1841.19 61 2236 029
1840470294	1840471086	1841.19 61 2236 033
1840474205	1840473804	1840587569
1840474333	1840477112	1840472352
1840472149	1840379119	1840470628
1840378685	1840471067	1841.19 61 2236 011

1840588840	1840475783	1840471037
1841.19 61 2236 035	1841.19 61 2236 006	1841608905
1840474461	1840471201	1840471433
1840477627	1840475378	1841.19 61 2236 022
1841.19 61 2236 013	1840470992	1840463868
1840461934	1841612236	1840470278
1840475166	1841.19 61 2236 016	1840478312
1841.19 61 2236 005	1841605882	1840378597
1840477497	1840690394	1841.19 61 2236 031
1840587683	1840470755	1840475009
1840588736	1841.19 61 2236 034	1841.19 61 2236 023
1840379162	1840461904	1840465807
1840588608	1840478662	1840463961
1840588723	1840472471	1841.19 61 2236 015
1841.19 61 2236 036	1840477171	1841.19 61 2236 002
1840369928	1840465901	

This the 16th day of January, 2026.



(Signature)

Patrick Reidy, Development Services Manager
(name and title)

ORDINANCE 2026-XXX

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST EXTENDING THE MUNICIPAL SERVICE DISTRICT BOUNDARY

WHEREAS Article 23, Chapter 160A of the North Carolina General Statutes authorizes the Town Council of any town within the State of North Carolina to define a service district upon finding that a proposed district is in need of one or more of the services, facilities, or functions listed in G.S. 160A-536 to a demonstrably greater extent than the remainder of the town;

AND WHEREAS on June 2, 1988 the Board of Commissioners of the Town of Wake Forest adopted resolution #88-48 creating a Municipal Service District encompassing downtown commercial properties of Wake Forest;

AND WHEREAS on June 19, 2007, the Board of Commissioners of the Town of Wake Forest adopted resolution #2007-38 extending the Municipal Service District encompassing a mix of developed and undeveloped downtown properties of Wake Forest that were outside of the existing Municipal Service District;

AND WHEREAS in 2023 as part of the Downtown Plan, Noell Consulting Group prepared an MSD Projections and Case Studies report;

AND WHEREAS the MSD report found that while Downtown Wake Forest is already appealing, the type of development and revitalization that could be brought to the area with a properly executed and operated MSD could be catalytic and an MSD expansion would help remove current barriers that would help maximize the downtown's potential success;

AND WHEREAS the Board of Commissioners of the Town of Wake Forest deems the downtown Municipal Service District serves as a major hub of activity and identity of the town, and is in need of services, facilities, and functions greater than the remainder of the town as it;

AND WHEREAS the Board of Commissioners of the Town of Wake Forest deems it desirable and in the best interests of all of the citizens of the Town of Wake Forest and the downtown area to extend the boundaries of the Municipal Service District;

AND WHEREAS the Board of Commissioners of the Town of Wake Forest has received a report prepared containing a map of the proposed extensions to the Municipal Service District with the boundaries of said extensions outline thereon and a statement showing that the proposed extensions meet standards and requirements of North Carolina General Statutes 160A-538 and has proposed a plan for extending services to such areas to be annexed;

AND WHEREAS the report, as prepared, was filed in the office of was the Clerk and available for public inspection for at least two weeks before February 17, 2026, the date established for public hearing thereon;

AND WHEREAS, notice of the public hearing was published once, not less than one week before the date of the public hearing, in a newspaper having general circulation in

Wake Forest, and the notice required by North Carolina General Statutes 160A-538(d) was mailed by first class mail, fully prepaid, to the owners of all of the property located within the proposed Municipal Service District extensions as shown by the County tax records as of January 1, 2026;

AND WHEREAS, on February 17, 2026, a public hearing was conducted at Wake Forest Town Hall on the extension of the Municipal Service Municipal District at which time the proposal for extending the Municipal Service District was reviewed and all public comments duly noted;

AND WHEREAS, each of the areas proposed to be annexed is contiguous to the existing Municipal Service District and at least one-eight (12.5%) of the aggregate external boundary of each of the areas is coincident with the existing boundary of the district.

AND WHEREAS, the Board of Commissioners of the Town of Wake Forest determined that the Municipal Service District should be extended to include the extensions as hereinafter described;

NOW THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest that:

Section 1. By virtue of the authority granted by North Carolina General Statute 160A-538, the Municipal Service District of the Town of Wake Forest is hereby extended annexing the following properties:

Address	PIN
0 DEACON RIDGE ST	1840586201
0 DEACON RIDGE ST	1840571692
0 SILVER LINDEN LN	1840474108
0 SILVER LINDEN LN	1840461892
0 SILVER LINDEN LN	1840472257
0 SUGAR MAPLE AVE	1840477112
0 SUGAR MAPLE AVE	1840462943
0 SUGAR MAPLE AVE	1840464901
0 SUGAR MAPLE AVE	1840460977
0 SUGAR MAPLE AVE	1840474131
0 SUGAR MAPLE AVE	1840462993
0 SUGAR MAPLE AVE	1840379088
0 SUGAR MAPLE AVE	1840472187
0 SUGAR MAPLE AVE	1840368984
0 SUGAR MAPLE AVE	1840472110
0 SUGAR MAPLE AVE	1840477171
0 YELLOW POPLAR AVE	1840474888
0 YELLOW POPLAR AVE	1840473916

0 S FRANKLIN ST	1840690077
0 S FRANKLIN ST	1840477746
0 S FRANKLIN ST	1840478312
0 S FRANKLIN ST	1840477280
0 S FRANKLIN ST	1840585255
0 S FRANKLIN ST	1840693767
0 S FRANKLIN ST	1840572847
0 S FRANKLIN ST	1841601276
0 S WHITE ST	1840379119
0 S WHITE ST	1840470224
0 S WHITE ST	1840481014
200 YELLOW POPLAR AVE	1840379831
205 YELLOW POPLAR AVE	1840470924
209 YELLOW POPLAR AVE	1840470992
210 SUGAR MAPLE AVE	1840368978
211 SUGAR MAPLE AVE	1840378194
212 SUGAR MAPLE AVE	1840369909
213 SUGAR MAPLE AVE	1840379123
213 YELLOW POPLAR AVE	1840471869
214 SUGAR MAPLE AVE	1840369928
215 SUGAR MAPLE AVE	1840379143
216 SUGAR MAPLE AVE	1840369947
217 SUGAR MAPLE AVE	1840379162
217 YELLOW POPLAR AVE	1840472837
220 YELLOW POPLAR AVE	1840472730
221 YELLOW POPLAR AVE	1840473804
224 SUGAR MAPLE AVE	1840460955
225 YELLOW POPLAR AVE	1840473871
226 SUGAR MAPLE AVE	1840460985
228 SUGAR MAPLE AVE	1840461904
228 YELLOW POPLAR AVE	1840473645
229 YELLOW POPLAR AVE	1840474749
230 SUGAR MAPLE AVE	1840461934
231 SUGAR MAPLE AVE	1840471037
233 SUGAR MAPLE AVE	1840471067
235 SUGAR MAPLE AVE	1840471086

237 SUGAR MAPLE AVE	1840472006
238 SUGAR MAPLE AVE	1840462859
239 SUGAR MAPLE AVE	1840472036
240 SUGAR MAPLE AVE	1840462952
241 SUGAR MAPLE AVE	1840472065
242 SUGAR MAPLE AVE	1840462964
300 SUGAR MAPLE AVE	1840463965
301 SUGAR MAPLE AVE	1840473076
301 YELLOW POPLAR AVE	1840475716
302 SUGAR MAPLE AVE	1840463963
303 SUGAR MAPLE AVE	1840474007
304 SUGAR MAPLE AVE	1840463961
304 YELLOW POPLAR AVE	1840475508
305 SUGAR MAPLE AVE	1840474038
305 YELLOW POPLAR AVE	1840475783
306 SUGAR MAPLE AVE	1840463868
307 SUGAR MAPLE AVE	1840474058
308 YELLOW POPLAR AVE	1840476524
309 SUGAR MAPLE AVE	1840474078
309 YELLOW POPLAR AVE	1840476750
311 SUGAR MAPLE AVE	1840475009
313 YELLOW POPLAR AVE	1840477627
314 SUGAR MAPLE AVE	1840465807
316 SUGAR MAPLE AVE	1840465809
317 YELLOW POPLAR AVE	1840477695
318 SUGAR MAPLE AVE	1840465901
320 SUGAR MAPLE AVE	1840465903
320 YELLOW POPLAR AVE	1840477497
320 S FRANKLIN ST	1840596659
321 YELLOW POPLAR AVE	1840478662
322 SUGAR MAPLE AVE	1840465906
324 SUGAR MAPLE AVE	1840465918
331 S FRANKLIN ST	1840690394
352 S FRANKLIN ST	1840597239
425 WAIT AVE	1841612236
500 E JONES AVE	1841602593

501 WAIT AVE	1841614152
503 WAIT AVE	1841615047
521 WAIT AVE	1841616034
523 WAIT AVE	1841617022
524 WAIT AVE	1841605882
525 WAIT AVE	1841608905
601 S FRANKLIN ST	1840588852
603 S FRANKLIN ST	1840588840
605 S FRANKLIN ST	1840588738
607 S FRANKLIN ST	1840588736
611 S FRANKLIN ST	1840588723
613 S FRANKLIN ST	1840588710
615 S FRANKLIN ST	1840588608
617 S FRANKLIN ST	1840587696
621 S FRANKLIN ST	1840587683
623 S FRANKLIN ST	1840587671
625 S FRANKLIN ST	1840587569
627 S FRANKLIN ST	1840587557
631 S FRANKLIN ST	1840588518
800 OLD ASH CT	1840470755
804 OLD ASH CT	1840470628
804 OLD MAGNOLIA LN	1840475496
804 SILVER LINDEN LN	1840473517
805 OLD ASH CT	1840471692
805 OLD MAGNOLIA LN	1840477368
805 SILVER LINDEN LN	1840474580
805 S WHITE ST	1840378793
808 OLD ASH CT	1840470600
808 OLD MAGNOLIA LN	1840475378
808 SILVER LINDEN LN	1840473409
809 OLD ASH CT	1840471591
809 OLD MAGNOLIA LN	1840477330
809 SILVER LINDEN LN	1840474461
809 S WHITE ST	1840378685
812 OLD ASH CT	1840470531
812 OLD MAGNOLIA LN	1840475350

812 SILVER LINDEN LN	1840472471
813 OLD ASH CT	1840471433
813 OLD MAGNOLIA LN	1840477211
813 SILVER LINDEN LN	1840474333
813 S WHITE ST	1840378597
816 OLD MAGNOLIA LN	1840475273
816 SILVER LINDEN LN	1840472352
817 SILVER LINDEN LN	1840474205
817 S WHITE ST	1840379418
818 OLD MAGNOLIA LN	1840475250
819 SILVER LINDEN LN	1840474203
820 OLD MAGNOLIA LN	1840475166
820 SILVER LINDEN LN	1840472255
821 SILVER LINDEN LN	1840473291
821 S WHITE ST	1840379451
822 SILVER LINDEN LN	1840472242
822 S WHITE ST	1840377343
824 SILVER LINDEN LN	1840472149
825 S WHITE ST	1840470314
829 S WHITE ST	1840470278
831 S WHITE ST	1840470285
833 S WHITE ST	1840470294
835 S WHITE ST	1840471201
909 S MAIN ST	1840376719

Section 2. This Ordinance shall take effect on July 1, 2026.

Approved and adopted this the 17th day of March, 2026.

Ben C. Clapsaddle
Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn Wright
Town Clerk

Nathan McKinney
Town Attorney



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-717-

Submitted by: Evelyn Wright

Submitting Department:

Meeting Date: February 17, 2026

Subject

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 3 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.

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-757-
Submitted by: Ella Dowtin, Planning
Submitting Department: Planning
Meeting Date: February 17, 2026

Subject

Approval of Appointment to Citizen Advisory Board

Recommendation:

item Summary:

ATTACHMENTS:

- [RESOLUTION2025-XXX_Adv_Board_Appts-BOA_1-2026.pdf](#)

RESOLUTION 2026 - 07
ADVISORY BOARD/COMMISSION APPOINTMENTS
FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the following persons be appointed to the following citizen advisory boards:

Board of Adjustment

Howard Katowitz (Alternate)

(January 2026 – December 2027)

Brad Walker

(January 2026 – December 2027)

Duly resolved this 17th day of February 2026

ATTEST:

Ben C. Clapsaddle
Mayor

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-777-

Submitted by: Brandon High, Public Safety

Submitting Department: Public Safety

Meeting Date: February 17, 2026

Subject

Approval of a Resolution to surplus the badge and service weapon carried by Lieutenant Jeremy Morris

Recommendation:

item Summary:

ATTACHMENTS:

- [Morris Summary badge and weapon surplus.docx](#)
- [Morris Resolution Badge and Weapon.docx](#)

Agenda: Approval of a Resolution to surplus the badge and service weapon carried by Lieutenant Jeremy Morris.

Summary: Lieutenant Jeremy Morris is retiring, effective March 1, 2026. North Carolina General Statute 17F-20 authorizes governing boards of law enforcement agencies to award a retiring officer the badge worn by him, as well as his service sidearm. Also, pursuant to North Carolina General Statute 160A-266, municipalities are authorized to dispose of personal property.

RESOLUTION 2026-XX

A RESOLUTION OF THE WAKE FOREST TOWN BOARD OF COMMISSIONERS AUTHORIZING AWARD OF BADGE AND SALE OF SERVICE SIDEARM TO A RETIRING LAW ENFORCEMENT OFFICER

WHEREAS, the Board of Commissioners of the Town of Wake Forest, North Carolina, has determined that the Town owns certain personal property which has become surplus for the current needs of the Town, to wit: the service sidearm of Lieutenant Jeremy Morris, who is a retiring law enforcement officer with the Town; and

WHEREAS, North Carolina General Statute § 17F-20 permits the Town, upon request, to donate the badge worn by a law enforcement officer to said officer upon retirement; and

WHEREAS, North Carolina General Statute § 17F-20 permits the Town, upon request, to sell the service sidearm to the retiring law enforcement officer;

NOW, THEREFORE, BE IT RESOLVED by the Town of Wake Forest Board of Commissioners as follows:

To honor the service of Lieutenant Jeremy Morris as a law enforcement officer, the Town Board of Wake Forest authorizes the donation of the badge worn by said officer, and further authorizes the sale of the following service side arm which has been declared surplus to said officer for the price of \$1.00, with the payment of said purchase price to be waived in consideration of this officer's loyal service to the citizens of Wake Forest.

Make: Glock

Model: 45

Caliber: 9mm

Serial #: CAES136

AND BE IT FURTHER RESOLVED that property described in this resolution is surplus as of February 27, 2026.

Adopted this the 17th day of February 2026.

ATTEST:

Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-782-

Submitted by: Allison Snyder, Public Facilities

Submitting Department: Public Facilities

Meeting Date: February 17, 2026

Subject

Approval of a Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, the construction portion of the contract for Fire Station 6.

Recommendation:

Item Summary:

ATTACHMENTS:

- [Agenda_Summary_Fire_Station_Six_GMP.pdf](#)
- [Attachment_A_Fire_Station_Six_Image.pdf](#)
- [Attachment_B_Fire_Station_Six_Admdendment_001_Burn_Tower.pdf](#)
- [Attachment_C_Fire_Station_Six_Admdendment_002_Construction_Services_GMP.pdf](#)
- [Attachment_D_Resolution.docx](#)

Agenda Item: Consideration of a resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, the construction portion of the contract for Fire Station 6.

Summary: A Request for Proposals, RFP #2023-0001, was issued on January 22, 2024, and the Town received six responses by the published deadline of February 28, 2024. Based on the review of the RFP responses, and interviews of three final firms, the Town selected the highest ranked firm, Edifice LLC. The Board of Commissioners approved the design build contract with Edifice LLC on August 20, 2024.

Following completed designs, bids were requested and due on December 29, 2025. Upon bid review, Edifice LLC provided a guaranteed maximum price based on the design of fire station six, associated training room, and burn tower for training. The station and training room fee totals \$17,230,686.00; the training tower totals \$1,323,221.00 for a combined total of \$18,553,907.

Contracts are attached and staff will present an overview. Staff are requesting authority to place the contract on consent at the next regular meeting.

Attachments:

Attachment A Fire Station Six Image

Attachment B Fire Station Six Amendment 001 Burn Tower

Attachment C Amendment 002 Construction Services GMP

Attachment D Resolution



WAKE FOREST FIRE STATION No. 6

Town of Wake Forest

Fire Station No. 06

Wake Forest, North Carolina

Amendment 001

Burn Tower

October 3, 2025



4111 South Blvd

Charlotte, NC 28209

www.edificeinc.com

Town of Wake Forest
Fire Station No. 06 – Burn Tower
Amendment 001 – Table of Contents

- Exhibit A – AIA 141 Design-Build Amendment
- Exhibit B – GMP Worksheet
- Exhibit C – Clarifications
- Exhibit D – Contract Documents Log



AIA® Document A141® – 2014 Exhibit A

Design-Build Amendment

This Amendment is incorporated into the accompanying AIA Document A141™–2014, Standard Form of Agreement Between Owner and Design-Builder dated the **20th** day of **August** in the year **2024** (the "Agreement")
(In words, indicate day, month and year.)

for the following PROJECT:
(Name and location or address)

New Wake Forest Fire Station No. 6
1621 and 1701 Wait Avenue (near the intersection of Wait Avenue and Old Murray Drive in eastern Wake Forest. The Wake County PIN numbers are 1850578617 and 1850670578)

THE OWNER:
(Name, legal status and address)

The Town of Wake Forest, North Carolina
301 South Brooks St.
Wake Forest, NC 27587-2901
Telephone: 919-435-9400

THE DESIGN-BUILDER:
(Name, legal status and address)

Edifice, LLC
4111 South Boulevard (28209)
Post Office Box 36349
Charlotte, North Carolina 28236
North Carolina General Contracting License #10514

The Owner and Design-Builder hereby amend the Agreement as follows.

TABLE OF ARTICLES

- A.1 CONTRACT SUM**
- A.2 CONTRACT TIME**
- A.3 INFORMATION UPON WHICH AMENDMENT IS BASED**
- A.4 DESIGN-BUILDER'S PERSONNEL, CONTRACTORS AND SUPPLIERS**
- A.5 COST OF THE WORK**

ARTICLE A.1 CONTRACT SUM

§ A.1.1 The Owner shall pay the Design-Builder the Contract Sum in current funds for the Design-Builder's performance of the Contract after the execution of this Amendment. The Contract Sum shall be one of the following and shall not include compensation the Owner paid the Design-Builder for Work performed prior to execution of this Amendment:
(Check the appropriate box.)

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Consultation with an attorney is also encouraged with respect to professional licensing requirements in the jurisdiction where the Project is located.

- [] Stipulated Sum, in accordance with Section A.1.2 below
- [] Cost of the Work plus the Design-Builder's Fee, in accordance with Section A.1.3 below
- [X] Cost of the Work plus the Design-Builder's Fee with a Guaranteed Maximum Price, in accordance with Section A.1.4 below

(Based on the selection above, complete Section A.1.2, A.1.3 or A.1.4 below.)

(Paragraphs deleted)

(Table deleted)

(Paragraphs deleted)

§ A.1.4 Cost of the Work Plus Design-Builder's Fee With a Guaranteed Maximum Price

§ A.1.4.1 The Cost of the Work is as defined in Article A.5, Cost of the Work.

§ A.1.4.2 The Design-Builder's Fee:

(State a lump sum, percentage of Cost of the Work or other provision for determining the Design-Builder's Fee and the method for adjustment to the Fee for changes in the Work.)

Five percent (5%) of the Cost of Work

§ A.1.4.3 Guaranteed Maximum Price

§ A.1.4.3.1 The sum of the Cost of the Work and the Design-Builder's Fee is guaranteed by the Design-Builder not to exceed **Two Million Seven Hundred and Seventy-Nine Thousand Five Hundred and Twenty-Six Dollars (\$ 2,779,526.00)**, subject to additions and deductions for changes in the Work as provided in the Design-Build Documents. Costs that would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Design-Builder without reimbursement by the Owner.

Original Contract Value for Preconstruction Services	\$1,456,305.00
Amendment 001 – Burn Tower	\$1,323,221.00
New Contract Value	\$2,779,526.00

(Insert specific provisions if the Design-Builder is to participate in any savings.)

If the "Total Cost of the Work", which equals the Cost of the Work as defined in Article 5 plus the Contractor's Fee, is less than the value of the Guaranteed Maximum Price (GMP), then the difference between the Total Cost of the Work and the GMP shall be split as follows: 60 % shall be distributed to the Owner 40 % shall be distributed to the Design Builder. This savings includes any savings from the Construction contingency and the project but does not include any savings from the Owner's Contingency. Separate Contingencies will be set up within the guaranteed maximum price, including a Construction Contingency for use by the Design-Builder and an Owner's Contingency for use by the Owner.

§ A.1.4.3.2 Itemized Statement of the Guaranteed Maximum Price

Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, allowances, contingencies, alternates, the Design-Builder's Fee, and other items that comprise the Guaranteed Maximum Price.
(Provide information below or reference an attachment.)

See Exhibit B – GMP Worksheet

§ A.1.4.3.3 The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Design-Build Documents and are hereby accepted by the Owner:

(State the numbers or other identification of accepted alternates. If the Owner is permitted to accept other alternates subsequent to the execution of this Amendment, attach a schedule of such other alternates showing the change in the Cost of the Work and Guaranteed Maximum Price for each and the deadline by which the alternate must be accepted.)

Not Applicable.

§ A.1.4.3.4 Unit Prices, if any:
(Identify item, state the unit price, and state any applicable quantity limitations.)

Item	Units and Limitations	Price per Unit (\$0.00)
To be determined.		

§ A.1.4.3.5 Assumptions, if any, on which the Guaranteed Maximum Price is based:

See Exhibit C - Clarifications

§ A.1.5 Payments

§ A.1.5.1 Progress Payments

§ A.1.5.1.1 Based upon Applications for Payment submitted to the Owner by the Design-Builder, the Owner shall make progress payments on account of the Contract Sum to the Design-Builder as provided below and elsewhere in the Design-Build Documents.

§ A.1.5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ A.1.5.1.3 Provided that an Application for Payment is received not later than the **twenty-fifth (25th)** day of the month, the Owner shall make payment of the certified amount to the Design-Builder not later than the **twenty-five (25th)** day of the **following** month. If an Application for Payment is received by the Owner after the application date fixed above, payment shall be made by the Owner not later than **thirty (30)** days after the Owner receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ A.1.5.1.4 With each Application for Payment where the Contract Sum is based upon the Cost of the Work, or the Cost of the Work with a Guaranteed Maximum Price, the Design-Builder shall submit **payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other** evidence required by the Owner to demonstrate that cash disbursements already made by the Design-Builder on account of the Cost of the Work equal or exceed (1) progress payments already received by the Design-Builder, less (2) that portion of those payments attributable to the Design-Builder's Fee; plus (3) payrolls for the period covered by the present Application for Payment.

§ A.1.5.1.5 With each Application for Payment where the Contract Sum is based upon a Stipulated Sum or Cost of the Work with a Guaranteed Maximum Price, the Design-Builder shall submit the most recent schedule of values in accordance with the Design-Build Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. Compensation for design services, if any, shall be shown separately. Where the Contract Sum is based on the Cost of the Work with a Guaranteed Maximum Price, the Design-Builder's Fee shall be shown separately. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Owner may require. This schedule of values, unless objected to by the Owner, shall be used as a basis for reviewing the Design-Builder's Applications for Payment.

§ A.1.5.1.6 In taking action on the Design-Builder's Applications for Payment, the Owner shall be entitled to rely on the accuracy and completeness of the information furnished by the Design-Builder and shall not be deemed to have made a detailed examination, audit or arithmetic verification of the documentation submitted in accordance with Sections A.1.5.1.4 or A.1.5.1.5, or other supporting data; to have made exhaustive or continuous on-site inspections; or to have made examinations to ascertain how or for what purposes the Design-Builder has used amounts previously paid. Such examinations, audits and verifications, if required by the Owner, will be performed by the Owner's auditors acting in the sole interest of the Owner.

§ A.1.5.1.7 Except with the Owner's prior approval, the Design-Builder shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

(Paragraphs deleted)

§ A.1.5.4 Progress Payments—Cost of the Work Plus a Fee with a Guaranteed Maximum Price

§ A.1.5.4.1 Applications for Payment where the Contract Sum is based upon the Cost of the Work Plus a Fee with a Guaranteed Maximum Price shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage of completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed; or (2) the percentage obtained by dividing (a) the expense that has actually been incurred by the Design-Builder on account of that portion of the Work for which the Design-Builder has made or intends to make actual payment prior to the next Application for Payment by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.

§ A.1.5.4.2 Subject to other provisions of the Design-Build Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage of completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values. Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 6.3.9 of the Agreement.
- .2 Add that portion of the Guaranteed Maximum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work, or if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing;
- .3 Subtract the aggregate of previous payments made by the Owner;
- .4 Subtract the shortfall, if any, indicated by the Design-Builder in the documentation required by Section A.1.5.1.4 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and
- .5 Subtract amounts, if any, for which the Owner has withheld or nullified a payment as provided in Section 9.5 of the Agreement.

§ A.1.5.4.3 The Owner and Design-Builder shall agree upon (1) a mutually acceptable procedure for review and approval of payments to the Architect, Consultants, and Contractors and (2) the percentage of retainage held on agreements with the Architect, Consultants, and Contractors; and the Design-Builder shall execute agreements in accordance with those terms.

§ A.1.5.5 Final Payment

§ A.1.5.5.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Design-Builder not later than 30 days after the Design-Builder has fully performed the Contract and the requirements of Section 9.10 of the Agreement have been satisfied, except for the Design-Builder's responsibility to correct non-conforming Work discovered after final payment or to satisfy other requirements, if any, which extend beyond final payment.

§ A.1.5.5.2 If the Contract Sum is based on the Cost of the Work, the Owner's auditors will review and report in writing on the Design-Builder's final accounting within 30 days after the Design-Builder delivers the final accounting to the Owner. Based upon the Cost of the Work the Owner's auditors report to be substantiated by the Design-Builder's final accounting, and provided the other conditions of Section 9.10 of the Agreement have been met, the Owner will, within seven days after receipt of the written report of the Owner's auditors, either issue a final Certificate for Payment, or notify the Design-Builder in writing of the reasons for withholding a certificate as provided in Section 9.5.1 of the Agreement.

ARTICLE A.2 CONTRACT TIME

§ A.2.1 Contract Time, as defined in the Agreement at Section 1.4.13, is the period of time, including authorized adjustments, for Substantial Completion of the Work.

§ A.2.2 The Design-Builder shall achieve Substantial Completion of the Work not later than **Four Hundred and Eighty-Nine (489)** days from the date this Amendment is **executed**, or as follows:

(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)

Portion of Work

Substantial Completion Date

, subject to adjustments of the Contract Time as provided in the Design-Build Documents.

(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)

This is amendment for the design, procurement fabrication and installation of the burn tower.

The Design-Builder shall pay to the Town one thousand dollars and no/100 (\$1,000.00) in liquidated damages relating to the failure to achieve Substantial Completion by the agreed upon deadlines in the Design-Build Amendment. This payment will occur daily until substantial completion is met.

ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ A.3.1 The Contract Sum and Contract Time set forth in this Amendment are based on the following:

§ A.3.1.1 The Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
Not Applicable			

§ A.3.1.2 The Specifications:

(Either list the specifications here or refer to an exhibit attached to this Amendment.)

See Exhibit D – Contract Document Log

Section	Title	Date	Pages
---------	-------	------	-------

§ A.3.1.3 The Drawings:

(Either list the drawings here or refer to an exhibit attached to this Amendment.)

See Exhibit D – Contract Document Log

Number	Title	Date
--------	-------	------

§ A.3.1.4 The Sustainability Plan, if any:

(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective; the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner's and Design-Builder's roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)

Title	Date	Pages
Not Applicable. This is not a LEED, Green Globes, or other sustainability type project		

Other identifying information:

Init.

§ A.3.1.5 Allowances and Contingencies:

(Identify any agreed upon allowances and contingencies, including a statement of their basis.)

.1 Allowances

Not Applicable

.2 Contingencies

Separate project Contingencies will be set up within the GMP. A Construction Contingency (max 4%) for use by the Construction Manager and an Owner's Contingency for use by the Owner (max 4% but can be revised at the request of the owner). Any unused Owners contingency will be returned to the owner in full. Any unused Construction Contingency will be split 60 percent (owner) /40 percent (Design Builder) between the owner and Design Builder. Construction Contingency will be used for various uses during the construction phase of the project which includes but not limited to scope gaps in the bidding of the project, correction of unknown deficient work, defaulting subcontractors, unforeseen items, acceleration, and other items that the project team deems appropriate for the project. Construction contingency requests will be submitted accordingly for approval by the owner prior to commitment.

§ A.3.1.6 Design-Builder's assumptions and clarifications:

See Exhibit C - Clarification

§ A.3.1.7 Deviations from the Owner's Criteria as adjusted by a Modification:

See Exhibit C – Clarification

§ A.3.1.8 To the extent the Design-Builder shall be required to submit any additional Submittals to the Owner for review, indicate any such submissions below:

Burn Towner Submittal will be provided to Wake Forest for final approval prior to release for fabrication.

ARTICLE A.4 DESIGN-BUILDER'S PERSONNEL, SUB-CONTRACTORS AND SUPPLIERS

§ A.4.1 The Design-Builder's key personnel are identified below:

(Identify name, title and contact information.)

.1 Superintendent

TBD

.2 Project Manager

TBD

.3 Others

TBD

§ A.4.2 The Design-Builder shall retain the following Consultants, **Sub-Contractors** and suppliers, identified below:

(List name, discipline, address and other information.)

Architecture:

ADW Architects, p.a.

2815 Coliseum Drive, Suite 500, Charlotte, NC 28217 704-379-1919

Structural Engineering:

Init.

/

Stewart Engineering
223 S West St Suite 1100
Raleigh, NC 27603
919-380-8750
Charley Lewis, P.E., Clewis@stewartinc.com

Mechanical, Electrical, Plumbing, Fire Sprinkler, & IT Engineering
Optima Engineering
150 Fayetteville Street
Raleigh, NC 27601
919-929-2200
John Mathews, P.E., JMathews@optimapa.com

Site/Civil Engineering & Landscape Design
TIMMONS Group
5410 Trinity Rd Unit 102
Raleigh NC, 27307
919-866-4951
Blake Hall, blake.hall@timmons.com

Burn Tower Design/Engineering
Forge Fire & Company
930 N Sandusky Ave
Bucyrus, OH 44820
561-613-2927
Chad Smith, csmith@forgefireandco.com
Others may be added if necessary

ARTICLE A.5 COST OF THE WORK

§ A.5.1 Cost To Be Reimbursed as Part of the Contract

§ A.5.1.1 Labor Costs

§ A.5.1.1.1 Wages of construction workers directly employed by the Design-Builder to perform the construction of the Work at the site or, with the Owner's prior approval, at off-site workshops.

§ A.5.1.1.2 With the Owner's prior approval, wages or salaries of the Design-Builder's supervisory and administrative personnel when stationed at the site.

(If it is intended that the wages or salaries of certain personnel stationed at the Design-Builder's principal or other offices shall be included in the Cost of the Work, identify below the personnel to be included, whether for all or only part of their time, and the rates at which their time will be charged to the Work.)

(Table deleted)

The following personnel's cost shall be included in the Cost of the Work at the following rates:

Project Executive	\$ 1,500/week
Construction Manager	\$ 1,200/week
Project Manager	\$ 4,584/week
Assistant Project Manager	\$ 2,865/week
Superintendent	\$ 4,584/week
Area Superintendent	\$ 4,012/week
Assistant Superintendent	\$ 2,865/week
Quality Control Manager	\$ 2,865/week
Project Assistant	\$ 662/week

Cost shall commence approximately two (2) weeks prior to the start of construction and conclude upon Final Completion. The above stated rates include each person's base salary and burdens described in Article 5.1.1.4.

§ A.5.1.1.3 Wages and salaries of the Design-Builder's supervisory or administrative personnel engaged at factories, workshops or on the road, in expediting the production or transportation of materials or equipment required for the Work, but only for that portion of their time required for the Work.

§ A.5.1.1.4 Costs paid or incurred by the Design-Builder for taxes, insurance, contributions, assessments and benefits required by law or collective bargaining agreements and, for personnel not covered by such agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, provided such costs are based on wages and salaries included in the Cost of the Work under Section A.5.1.1. **Costs of this Article 5.1.1.4 for those personnel identified in Article 5.1.1.2 are included in the stated rates. Costs as noted in this Article 5.1.1.4 for those personnel associated with Article 5.1.1.1 are to be considered actual Cost of the Work at the reimbursable rate of 49%.**

§ A.5.1.1.5 Bonuses, profit sharing, incentive compensation and any other discretionary payments paid to anyone hired by the Design-Builder or paid to the Architect or any Consultant, Contractor or supplier, with the Owner's prior approval.

§ A.5.1.2 **Contract Costs.** Payments made by the Design-Builder to the Architect, Consultants, Sub-Contractors and suppliers in accordance with the requirements of their subcontracts.

§ A.5.1.3 **Costs of Materials and Equipment Incorporated in the Completed Construction**

§ A.5.1.3.1 Costs, including transportation and storage, of materials and equipment incorporated or to be incorporated in the completed construction.

§ A.5.1.3.2 Costs of materials described in the preceding Section A.5.1.3.1 in excess of those actually installed to allow for reasonable waste and spoilage. Unused excess materials, if any, shall become the Owner's property at the completion of the Work or, at the Owner's option, shall be sold by the Design-Builder. Any amounts realized from such sales shall be credited to the Owner as a deduction from the Cost of the Work.

§ A.5.1.4 **Costs of Other Materials and Equipment, Temporary Facilities and Related Items**

§ A.5.1.4.1 Costs of transportation, storage, installation, maintenance, dismantling and removal of materials, supplies, temporary facilities, **temporary utilities**, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Design-Builder at the site and fully consumed in the performance of the Work. Costs of materials, supplies, temporary facilities, machinery, equipment and tools that are not fully consumed shall be based on the cost or value of the item at the time it is first used on the Project site less the value of the item when it is no longer used at the Project site. Costs for items not fully consumed by the Design-Builder shall mean fair market value.

§ A.5.1.4.2 Rental charges for temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Design-Builder at the site and costs of transportation, installation, minor repairs, dismantling and removal. The total rental cost of any Design-Builder-owned item may not exceed the purchase price of any comparable item. Rates of Design-Builder-owned equipment and quantities of equipment shall be subject to the Owner's prior approval.

§ A.5.1.4.3 Costs of removal of debris from the site of the Work and its proper and legal disposal.

§ A.5.1.4.4 Costs of document reproductions, electronic communications, postage and parcel delivery charges, dedicated data and communications services, teleconferences, Project websites, **telephones, internet, cell phones for those personnel identified in Article 5.1.12**, extranets and reasonable petty cash expenses of the site office.

§ A.5.1.4.5 Costs of materials and equipment suitably stored off the site at a mutually acceptable location, with the Owner's prior approval.

§ A.5.1.4.6 **That portion of the reasonable expenses of the Construction Manager's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work, including but not limited to: vehicles and fuel for Superintendents and Project Managers and the meals and living expenses of those personnel identified in Article 5.1.1.2.**

§ A.5.1.5 Miscellaneous Costs

§ A.5.1.5.1 Premiums for that portion of insurance and bonds required by the Design-Build Documents that can be directly attributed to the Contract. With the Owner's prior approval self-insurance for either full or partial amounts of the coverages required by the Design-Build Documents.

General Liability Insurance	0.90% of the Cost of Work
Builder's Risk Insurance	0.35% of the Cost of Work
Design-Builder Payment and Performance Bonds	1.25% of the Cost of Work
Professional Liability & Pollution Insurance	0.10% of the Cost of Work
Subcontractor's Default Insurance	1.25% of the Cost of Work

§ A.5.1.5.2 Sales, use or similar taxes imposed by a governmental authority that are related to the Work and for which the Design-Builder is liable.

§ A.5.1.5.3 Fees and assessments for the building permit and for other permits, licenses and inspections for which the Design-Builder is required by the Design-Build Documents to pay.

§ A.5.1.5.4 Fees of laboratories for tests required by the Design-Build Documents, except those related to defective or nonconforming Work for which reimbursement is excluded by Section 15.5.3 of the Agreement or by other provisions of the Design-Build Documents, and which do not fall within the scope of Section A.5.1.6.3.

§ A.5.1.5.5 Royalties and license fees paid for the use of a particular design, process or product required by the Design-Build Documents; the cost of defending suits or claims for infringement of patent rights arising from such requirement of the Design-Build Documents; and payments made in accordance with legal judgments against the Design-Builder resulting from such suits or claims and payments of settlements made with the Owner's consent. However, such costs of legal defenses, judgments and settlements shall not be included in the calculation of the Design-Builder's Fee or subject to the Guaranteed Maximum Price. If such royalties, fees and costs are excluded by the second to last sentence of Section 3.1.13.2 of the Agreement or other provisions of the Design-Build Documents, then they shall not be included in the Cost of the Work.

§ A.5.1.5.6 With the Owner's prior approval, costs for electronic equipment and software directly related to the Work. **To be considered cost at the reimbursable rate of 0.25% of Cost of Work.**

§ A.5.1.5.7 Deposits lost for causes other than the Design-Builder's negligence or failure to fulfill a specific responsibility in the Design-Build Documents.

§ A.5.1.5.8 With the Owner's prior approval, which shall not be unreasonably withheld, legal, mediation and arbitration costs, including attorneys' fees, other than those arising from disputes between the Owner and Design-Builder, reasonably incurred by the Design-Builder after the execution of the Agreement and in the performance of the Work.

§ A.5.1.5.9 With the Owner's prior approval, expenses incurred in accordance with the Design-Builder's standard written personnel policy for relocation, and temporary living allowances of, the Design-Builder's personnel required for the Work.

§ A.5.1.5.10 That portion of the reasonable expenses of the Design-Builder's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work.

§ A.5.1.6 Other Costs and Emergencies

§ A.5.1.6.1 Other costs incurred in the performance of the Work if, and to the extent, approved in advance in writing by the Owner.

§ A.5.1.6.2 Costs incurred in taking action to prevent threatened damage, injury or loss in case of an emergency affecting the safety of persons and property.

§ A.5.1.6.3 Costs of repairing or correcting damaged or nonconforming Work executed by the Design-Builder, Contractors or suppliers, provided that such damaged or nonconforming Work was not caused by negligence or failure

to fulfill a specific responsibility of the Design-Builder and only to the extent that the cost of repair or correction is not recovered by the Design-Builder from insurance, sureties, Contractors, suppliers, or others.

§ A.5.1.7 Related Party Transactions

§ A.5.1.7.1 For purposes of Section A.5.1.7, the term "related party" shall mean a parent, subsidiary, affiliate or other entity having common ownership or management with the Design-Builder; any entity in which any stockholder in, or management employee of, the Design-Builder owns any interest in excess of ten percent in the aggregate; or any person or entity which has the right to control the business or affairs of the Design-Builder. The term "related party" includes any member of the immediate family of any person identified above.

§ A.5.1.7.2 If any of the costs to be reimbursed arise from a transaction between the Design-Builder and a related party, the Design-Builder shall notify the Owner of the specific nature of the contemplated transaction, including the identity of the related party and the anticipated cost to be incurred, before any such transaction is consummated or cost incurred. If the Owner, after such notification, authorizes the proposed transaction, then the cost incurred shall be included as a cost to be reimbursed, and the Design-Builder shall procure the Work, equipment, goods or service from the related party, as a Contractor, according to the terms of Section A.5.4. If the Owner fails to authorize the transaction, the Design-Builder shall procure the Work, equipment, goods or service from some person or entity other than a related party according to the terms of Section A.5.4.

§ A.5.2 Costs Not to Be Reimbursed as Part of this Contract

The Cost of the Work shall not include the items listed below:

- .1 Salaries and other compensation of the Design-Builder's personnel stationed at the Design-Builder's principal office or offices other than the site office, except as specifically provided in Section A.5.1.1;
- .2 Expenses of the Design-Builder's principal office and offices other than the site office;
- .3 Overhead and general expenses, except as may be expressly included in Section A.5.1;
- .4 The Design-Builder's capital expenses, including interest on the Design-Builder's capital employed for the Work; **and**
- .5 Except as provided in Section A.5.1.6.3 of this Agreement, costs due to the negligence or failure of the Design-Builder, Contractors and suppliers or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable to fulfill a specific responsibility of the Contract; **and**
- .6 Any cost not specifically and expressly described in Section A.5.1; and
- .7 Costs, other than costs included in Change Orders approved by the Owner, that would cause the Guaranteed Maximum Price to be exceeded.

§ A.5.3 Discounts, Rebates, and Refunds

§ A.5.3.1 Cash discounts obtained on payments made by the Design-Builder shall accrue to the Owner if (1) before making the payment, the Design-Builder included them in an Application for Payment and received payment from the Owner, or (2) the Owner has deposited funds with the Design-Builder with which to make payments; otherwise, cash discounts shall accrue to the Design-Builder. Trade discounts, rebates, refunds and amounts received from sales of surplus materials and equipment shall accrue to the Owner, and the Design-Builder shall make provisions so that they can be obtained.

§ A.5.3.2 Amounts that accrue to the Owner in accordance with Section A.5.3.1 shall be credited to the Owner as a deduction from the Cost of the Work.

§ A.5.4 Other Agreements

§ A.5.4.1 When the Design-Builder has provided a Guaranteed Maximum Price, and a specific bidder (1) is recommended to the Owner by the Design-Builder; (2) is qualified to perform that portion of the Work; and (3) has submitted a bid that conforms to the requirements of the Design-Build Documents without reservations or exceptions, but the Owner requires that another bid be accepted, then the Design-Builder may require that a Change Order be issued to adjust the Guaranteed Maximum Price by the difference between the bid of the person or entity recommended to the Owner by the Design-Builder and the amount of the subcontract or other agreement actually signed with the person or entity designated by the Owner.

§ A.5.4.2 Agreements between the Design-Builder and Contractors shall conform to the applicable payment provisions of the Design-Build Documents, and shall not be awarded on the basis of cost plus a fee without the prior consent of

the Owner. If an agreement between the Design Builder and a Contractor is awarded on a cost plus a fee basis, the Design-Builder shall provide in the agreement for the Owner to receive the same audit rights with regard to the Cost of the Work performed by the Contractor as the Owner receives with regard to the Design-Builder in Section A.5.5, below.

§ A.5.4.3 The agreements between the Design-Builder and Architect and other Consultants identified in the Agreement shall be in writing. These agreements shall be promptly provided to the Owner upon the Owner's written request.

§ A.5.5 Accounting Records

The Design-Builder shall keep full and detailed records and accounts related to the cost of the Work and exercise such controls as may be necessary for proper financial management under the Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the Owner. The Owner and the Owner's auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and copy, the Design-Builder's records and accounts, including complete documentation supporting accounting entries, books, correspondence, instructions, drawings, receipts, subcontracts, Contractor's proposals, purchase orders, vouchers, memoranda and other data relating to the Contract. The Design-Builder shall preserve these records for a period of three years after final payment, or for such longer period as may be required by law.

§ A.5.6 Relationship of the Parties

The Design-Builder accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to exercise the Design-Builder's skill and judgment in furthering the interests of the Owner; to furnish efficient construction administration, management services and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests.

This Amendment to the Agreement entered into as of the day and year first written above.

THE TOWN OF WAKE FOREST, NORTH CAROLINA

EDIFICE, LLC



OWNER (Signature)

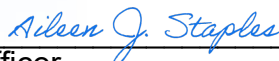
Kip Padgett, Town Manager
(Printed name and title)



DESIGN-BUILDER (Signature)

Michael A. Carlisto, Executive Vice President
(Printed name and title)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.


Finance Officer



Wake Forest Fire Station No.6

Amendment 001 - Burn Tower

Wake Forest, NC



09/26/25

Description	Subcontractor	Value
Burn Tower	Forge Fire & Company	1,140,400
Trade Package Cost of Work Subtotal		1,140,400
Contractors Contingency (3%)		34,212
Owners Contingency (3%)		34,212
Technology Fee		3,151
Subcontractor Default Insurance		14,683
General Liability Insurance		11,342
Builders Risk Insurance		4,411
Pollution Insurance		1,260
Payment and Performance Bond		16,540
Construction Cost of Work		1,260,210
Design-Build Fee		63,011
Construction Total		1,323,221



EXHIBIT C – Clarifications

Wake Forest Fire Station No. 06 – Amendment 001

1. Pricing is only for the design-build of the Wake Forest Fire Station No. 06 Burn Tower training facility. All other aspects related to this project will be addressed in a future Amendment.
2. Pricing includes design, fabrication and installation of the burn tower training facility.
3. Pricing does not include stone and concrete foundation for the burn tower. This will be addressed in future Amendment.
4. Payment Terms for Burn Tower Subcontractor: 50% down payment is required for hire. 25% will be due at mid-point with the remaining 25% due at completion of the project.
5. Retainage will not be held on Burn Tower Subcontractor.
6. Pricing is per the contract documents shown and described in Exhibit D – Contract Documents Log.
7. Pricing includes all sales taxes applicable to the project.
8. Pricing includes all insurance necessary to perform the above scope of work.
9. Pricing does not include permits, special inspections, onsite testing or material testing.
10. No Business Licenses or fees have been included.
11. Subcontractor Default Insurance at a rate of 1.25% of the value of the subcontracts.



Exhibit D – Contract Documents Log

Wake Forest Fire Station No. 06 – GMP Amendment 001

09/26/26

TYPE	DRAWING NUMBER	TITLE	ISSUE DATE
Estimate 1290	N/A	Burn Tower Estimate	09/11/25
Wake Forest Master ASS'Y AB	N/A	Elevation - Rendering	09/17/25
Wake Forest Master ASS'Y AD	N/A	Elevation - Rendering	09/17/25
Wake Forest Master ASS'Y BC	N/A	Elevation - Rendering	09/17/25
Wake Forest Master ASS'Y CD	N/A	Elevation - Rendering	09/17/25
Wake Forest Master ASS'Y L1	N/A	Level 1 - Rendering	09/17/25
Wake Forest Master ASS'Y L2	N/A	Level 2 - Rendering	09/17/25
Wake Forest Master ASS'Y L3	N/A	Level 3 - Rendering	09/17/25
Wake Forest Master ASS'Y L4	N/A	Level 4 - Rendering	09/17/25
Wake Forest Master ASS'Y	N/A	Overall Rendering	09/17/25

Town of Wake Forest

Fire Station No. 06

Wake Forest, North Carolina

Amendment 002

Construction Services GMP

December 29, 2025



4111 South Blvd

Charlotte, NC 28209

www.edificeinc.com

Town of Wake Forest
Fire Station No. 06 – Construction Services GMP
Amendment 002 – Table of Contents

- Exhibit A – AIA 141 Design-Build Amendment
- Exhibit B – GMP Worksheet
- Exhibit C – Clarifications
- Exhibit D – Drawing Log
- Exhibit E – Specification Log
- Exhibit F – Forge Fire & Company’s “Release of Liability and Voluntary Assumption of Risk” form



AIA® Document A141® – 2014 Exhibit A

Design-Build Amendment

This Amendment is incorporated into the accompanying AIA Document A141™–2014, Standard Form of Agreement Between Owner and Design-Builder dated the **29th** day of **December** in the year **2025** (the "Agreement")
(In words, indicate day, month and year.)

for the following PROJECT:

(Name and location or address)

New Wake Forest Fire Station No. 6

1621 and 1701 Wait Avenue (near the intersection of Wait Avenue and Old Murray Drive in eastern Wake Forest. The Wake County PIN numbers are 1850578617 and 1850670578

THE OWNER:

(Name, legal status and address)

The Town of Wake Forest, North Carolina

301 South Brooks St.

Wake Forest, NC 27587-2901

Telephone: 919-435-9400

THE DESIGN-BUILDER:

(Name, legal status and address)

Edifice, LLC

4111 South Boulevard (28209)

Post Office Box 36349

Charlotte, North Carolina 28236

North Carolina General Contracting License #10514

The Owner and Design-Builder hereby amend the Agreement as follows.

TABLE OF ARTICLES

A.1 CONTRACT SUM

A.2 CONTRACT TIME

A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

A.4 DESIGN-BUILDER'S PERSONNEL, CONTRACTORS AND SUPPLIERS

A.5 COST OF THE WORK

ARTICLE A.1 CONTRACT SUM

§ A.1.1 The Owner shall pay the Design-Builder the Contract Sum in current funds for the Design-Builder's performance of the Contract after the execution of this Amendment. The Contract Sum shall be one of the following and shall not include compensation the Owner paid the Design-Builder for Work performed prior to execution of this Amendment:

(Check the appropriate box.)

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Consultation with an attorney is also encouraged with respect to professional licensing requirements in the jurisdiction where the Project is located.

- [] Stipulated Sum, in accordance with Section A.1.2 below
- [] Cost of the Work plus the Design-Builder's Fee, in accordance with Section A.1.3 below
- [X] Cost of the Work plus the Design-Builder's Fee with a Guaranteed Maximum Price, in accordance with Section A.1.4 below

(Based on the selection above, complete Section A.1.2, A.1.3 or A.1.4 below.)

(Paragraphs deleted)

(Table deleted)

(Paragraphs deleted)

§ A.1.4 Cost of the Work Plus Design-Builder's Fee With a Guaranteed Maximum Price

§ A.1.4.1 The Cost of the Work is as defined in Article A.5, Cost of the Work.

§ A.1.4.2 The Design-Builder's Fee:

(State a lump sum, percentage of Cost of the Work or other provision for determining the Design-Builder's Fee and the method for adjustment to the Fee for changes in the Work.)

Five percent (5%) of the Cost of Work

§ A.1.4.3 Guaranteed Maximum Price

§ A.1.4.3.1 The sum of the Cost of the Work and the Design-Builder's Fee is guaranteed by the Design-Builder not to exceed **Twenty Million Ten Thousand Two Hundred and Twelve Dollars (\$ 20,010,212.00)**, subject to additions and deductions for changes in the Work as provided in the Design-Build Documents. Costs that would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Design-Builder without reimbursement by the Owner.

Original Contract Value for Preconstruction Services	\$1,456,305.00
Amendment 001 – Burn Tower	\$1,323,221.00
Amendment 002 – Construction Services GMP	\$17,230,686.00
New Contract Value	\$20,010,212.00

(Insert specific provisions if the Design-Builder is to participate in any savings.)

If the "Total Cost of the Work", which equals the Cost of the Work as defined in Article 5 plus the Contractor's Fee, is less than the value of the Guaranteed Maximum Price (GMP), then the difference between the Total Cost of the Work and the GMP shall be split as follows: 60 % shall be distributed to the Owner 40 % shall be distributed to the Design Builder. This savings includes any savings from the Construction contingency and the project but does not include any savings from the Owner's Contingency. Separate Contingencies will be set up within the guaranteed maximum price, including a Construction Contingency for use by the Design-Builder and an Owner's Contingency for use by the Owner.

§ A.1.4.3.2 Itemized Statement of the Guaranteed Maximum Price

Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, allowances, contingencies, alternates, the Design-Builder's Fee, and other items that comprise the Guaranteed Maximum Price.
(Provide information below or reference an attachment.)

See Exhibit B – GMP Worksheet

§ A.1.4.3.3 The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Design-Build Documents and are hereby accepted by the Owner:

AIA Document A141 – 2014 Exhibit A. Copyright © 2004 and 2014. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 09:04:21 on 01/16/2026 under Order No.20250103629 which expires on 03/13/2026, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1665546099)

Init.

/

(State the numbers or other identification of accepted alternates. If the Owner is permitted to accept other alternates subsequent to the execution of this Amendment, attach a schedule of such other alternates showing the change in the Cost of the Work and Guaranteed Maximum Price for each and the deadline by which the alternate must be accepted.)

See Exhibit B – GMP Worksheet.

§ A.1.4.3.4 Unit Prices, if any:

(Identify item, state the unit price, and state any applicable quantity limitations.)

Item	Units and Limitations	Price per Unit (\$0.00)
1. Mass Rock Removal & Dispose Off-Site	Cubic Yards	\$155.00/CY
2. Trench Rock Removal & Dispose Off-Site	Cubic Yards	\$375.00/CY
3. Unsuitable Soil Removal & Dispose Off-Site	Cubic Yard	\$30.00
4. Replacement of Removed Rock or Unsuitable Soils with Off-Site Suitable Soils in-place.	Cubic Yards	\$18.00/CY
5. Replacement of Removed Rock of Unsuitable Soils with on-site Suitable Soil in-place	Cubic Yards	\$11.00/CY

§ A.1.4.3.5 Assumptions, if any, on which the Guaranteed Maximum Price is based:

See Exhibit C - Clarifications

§ A.1.5 Payments

§ A.1.5.1 Progress Payments

§ A.1.5.1.1 Based upon Applications for Payment submitted to the Owner by the Design-Builder, the Owner shall make progress payments on account of the Contract Sum to the Design-Builder as provided below and elsewhere in the Design-Build Documents.

§ A.1.5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ A.1.5.1.3 Provided that an Application for Payment is received not later than the **twenty-fifth (25th)** day of the month, the Owner shall make payment of the certified amount to the Design-Builder not later than the **twenty-five (25th)** day of the **following** month. If an Application for Payment is received by the Owner after the application date fixed above, payment shall be made by the Owner not later than **thirty (30)** days after the Owner receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ A.1.5.1.4 With each Application for Payment where the Contract Sum is based upon the Cost of the Work, or the Cost of the Work with a Guaranteed Maximum Price, the Design-Builder shall submit **payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other** evidence required by the Owner to demonstrate that cash disbursements already made by the Design-Builder on account of the Cost of the Work equal or exceed (1) progress payments already received by the Design-Builder, less (2) that portion of those payments attributable to the Design-Builder's Fee; plus (3) payrolls for the period covered by the present Application for Payment.

§ A.1.5.1.5 With each Application for Payment where the Contract Sum is based upon a Stipulated Sum or Cost of the Work with a Guaranteed Maximum Price, the Design-Builder shall submit the most recent schedule of values in accordance with the Design-Build Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. Compensation for design services, if any, shall be shown separately. Where the Contract

Sum is based on the Cost of the Work with a Guaranteed Maximum Price, the Design-Builder's Fee shall be shown separately. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Owner may require. This schedule of values, unless objected to by the Owner, shall be used as a basis for reviewing the Design-Builder's Applications for Payment.

§ A.1.5.1.6 In taking action on the Design-Builder's Applications for Payment, the Owner shall be entitled to rely on the accuracy and completeness of the information furnished by the Design-Builder and shall not be deemed to have made a detailed examination, audit or arithmetic verification of the documentation submitted in accordance with Sections A.1.5.1.4 or A.1.5.1.5, or other supporting data; to have made exhaustive or continuous on-site inspections; or to have made examinations to ascertain how or for what purposes the Design-Builder has used amounts previously paid. Such examinations, audits and verifications, if required by the Owner, will be performed by the Owner's auditors acting in the sole interest of the Owner.

§ A.1.5.1.7 Except with the Owner's prior approval, the Design-Builder shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

(Paragraphs deleted)

§ A.1.5.4 Progress Payments—Cost of the Work Plus a Fee with a Guaranteed Maximum Price

§ A.1.5.4.1 Applications for Payment where the Contract Sum is based upon the Cost of the Work Plus a Fee with a Guaranteed Maximum Price shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage of completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed; or (2) the percentage obtained by dividing (a) the expense that has actually been incurred by the Design-Builder on account of that portion of the Work for which the Design-Builder has made or intends to make actual payment prior to the next Application for Payment by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.

§ A.1.5.4.2 Subject to other provisions of the Design-Build Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage of completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values. Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 6.3.9 of the Agreement.
- .2 Add that portion of the Guaranteed Maximum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work, or if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing;
- .3 **During Construction**, the Design-Builder's Fee, less retainage of five percent (5%). The Design-Builder's Fee shall be computed upon the Cost of the Work at the rate stated in Section A.1.4.2 or, if the Design-Builder's Fee is stated as a fixed sum in that Section, shall be an amount that bears the same ratio to that fixed-sum fee as the Cost of the Work bears to a reasonable estimate of the probable Cost of the Work upon its completion. **When the project is fifty percent (50%) complete the retainage percentage withheld on the Contractor by the Owner will be reduced to two and one-half percent (2.5%) and remain at two and one-half percent (2.5%) until Substantial Completion. Upon achieving Substantial Completion, the Owner will withhold one hundred fifty percent (150%) of the cost of outstanding punch list items and release the balance of retainage to the Contractor;**
- .4 Subtract retainage of percent (%) from that portion of the Work that the Design-Builder self-performs; **retainage will not be figured on any Design, Preconstruction Services, or Burn Tower scope per Amendment 001.**
- .5 Subtract the aggregate of previous payments made by the Owner;
- .6 Subtract the shortfall, if any, indicated by the Design-Builder in the documentation required by Section A.1.5.1.4 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and
- .7 Subtract amounts, if any, for which the Owner has withheld or nullified a payment as provided in Section 9.5 of the Agreement.

§ A.1.5.4.3 The Owner and Design-Builder shall agree upon (1) a mutually acceptable procedure for review and approval of payments to the Architect, Consultants, and Contractors and (2) the percentage of retainage held on agreements with the Architect, Consultants, and Contractors; and the Design-Builder shall execute agreements in accordance with those terms.

§ A.1.5.5 Final Payment

§ A.1.5.5.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Design-Builder not later than 30 days after the Design-Builder has fully performed the Contract and the requirements of Section 9.10 of the Agreement have been satisfied, except for the Design-Builder's responsibility to correct non-conforming Work discovered after final payment or to satisfy other requirements, if any, which extend beyond final payment.

§ A.1.5.5.2 If the Contract Sum is based on the Cost of the Work, the Owner's auditors will review and report in writing on the Design-Builder's final accounting within 30 days after the Design-Builder delivers the final accounting to the Owner. Based upon the Cost of the Work the Owner's auditors report to be substantiated by the Design-Builder's final accounting, and provided the other conditions of Section 9.10 of the Agreement have been met, the Owner will, within seven days after receipt of the written report of the Owner's auditors, either issue a final Certificate for Payment, or notify the Design-Builder in writing of the reasons for withholding a certificate as provided in Section 9.5.1 of the Agreement.

ARTICLE A.2 CONTRACT TIME

§ A.2.1 Contract Time, as defined in the Agreement at Section 1.4.13, is the period of time, including authorized adjustments, for Substantial Completion of the Work.

§ A.2.2 The Design-Builder shall achieve Substantial Completion of the Work not later than **Four Hundred and Seventy-Two (472)** days from the latter of (1) Date of the Fully Executed GMP Amendment or (2) Receipt of all applicable permits , or as follows:

(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)

Portion of Work

Substantial Completion Date

, subject to adjustments of the Contract Time as provided in the Design-Build Documents.

(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)

The contract time in this Amendment supersedes the contract time per Amendment 001.

The Design-Builder shall pay to the Town one thousand dollars and no/100 (\$1,000.00) in liquidated damages relating to the failure to achieve Substantial Completion by the agreed upon deadlines in the Design-Build Amendment. This payment will occur daily until substantial completion is met.

ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ A.3.1 The Contract Sum and Contract Time set forth in this Amendment are based on the following:

§ A.3.1.1 The Supplementary and other Conditions of the Contract:

Document

Title

Date

Pages

Not Applicable

§ A.3.1.2 The Specifications:

(Either list the specifications here or refer to an exhibit attached to this Amendment.)

See Exhibit E – Specification Log

Section	Title	Date	Pages
---------	-------	------	-------

§ A.3.1.3 The Drawings:

(Either list the drawings here or refer to an exhibit attached to this Amendment.)

See Exhibit D – Drawing Log

Number	Title	Date
--------	-------	------

§ A.3.1.4 The Sustainability Plan, if any:

(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective; the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner's and Design-Builder's roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)

Title	Date	Pages
Not Applicable. This is not a LEED, Green Globes, or other sustainability type project		

Other identifying information:

§ A.3.1.5 Allowances and Contingencies:

(Identify any agreed upon allowances and contingencies, including a statement of their basis.)

.1 Allowances (included in this Amendment)

1.	Unsuitable Soil:	\$72,575.00
2.	Traffic Signaling Infrastructure:	\$40,000.00
3.	BDA:	\$50,000.00
4.	Electronic LED Reader Board for Monument Sign:	\$50,000.00
5.	Window Film:	\$2,500.00

.2 Contingencies

Separate project Contingencies will be set up within the GMP. A Construction Contingency (max 4%) for use by the Construction Manager and an Owner's Contingency for use by the Owner (max 4% but can be revised at the request of the owner). Any unused Owners contingency will be returned to the owner in full. Any unused Construction Contingency will be split 60 percent (owner) /40 percent (Design Builder) between the owner and Design Builder. Construction Contingency will be used for various uses during the construction phase of the project which includes but not limited to scope gaps in the bidding of the project, correction of unknown deficient work, defaulting subcontractors, unforeseen items, acceleration, and other items that the project team deems appropriate for the project. Construction contingency requests will be submitted accordingly for approval by the owner prior to commitment.

§ A.3.1.6 Design-Builder's assumptions and clarifications:

See Exhibit C - Clarification

§ A.3.1.7 Deviations from the Owner's Criteria as adjusted by a Modification:

See Exhibit C – Clarification

Init.

§ A.3.1.8 To the extent the Design-Builder shall be required to submit any additional Submittals to the Owner for review, indicate any such submissions below:

Burn Towner Submittal will be provided to Wake Forest for final approval prior to release for fabrication.

ARTICLE A.4 DESIGN-BUILDER'S PERSONNEL, SUB-CONTRACTORS AND SUPPLIERS

§ A.4.1 The Design-Builder's key personnel are identified below:

(Identify name, title and contact information.)

.1 Superintendent

TBD

.2 Project Manager

TBD

.3 Others

TBD

§ A.4.2 The Design-Builder shall retain the following Consultants, Sub-Contractors and suppliers, identified below:
(List name, discipline, address and other information.)

Architecture:

ADW Architects, p.a.
2815 Coliseum Drive, Suite 500, Charlotte, NC 28217 704-379-1919

Structural Engineering:

Stewart Engineering
223 S West St Suite 1100
Raleigh, NC 27603
919-380-8750
Charley Lewis, P.E., Clewis@stewartinc.com

Mechanical, Electrical, Plumbing, Fire Sprinkler, & IT Engineering

Optima Engineering
150 Fayetteville Street
Raleigh, NC 27601
919-929-2200
John Mathews, P.E., JMathews@optimaeng.com

Site/Civil Engineering & Landscape Design

TIMMONS Group
5410 Trinity Rd Unit 102
Raleigh NC, 27307
919-866-4951
Blake Hall, blake.hall@timmons.com

Burn Tower Design/Engineering

Forge Fire & Company
930 N Sandusky Ave
Bucyrus, OH 44820
561-613-2927
Chad Smith, csmith@forgefireandco.com
Others may be added if necessary

ARTICLE A.5 COST OF THE WORK

§ A.5.1 Cost To Be Reimbursed as Part of the Contract

§ A.5.1.1 Labor Costs

§ A.5.1.1.1 Wages of construction workers directly employed by the Design-Builder to perform the construction of the Work at the site or, with the Owner's prior approval, at off-site workshops.

§ A.5.1.1.2 With the Owner's prior approval, wages or salaries of the Design-Builder's supervisory and administrative personnel when stationed at the site.

(If it is intended that the wages or salaries of certain personnel stationed at the Design-Builder's principal or other offices shall be included in the Cost of the Work, identify below the personnel to be included, whether for all or only part of their time, and the rates at which their time will be charged to the Work.)

(Table deleted)

The following personnel's cost shall be included in the Cost of the Work at the following rates:

Project Executive	\$ 1,500/week
Construction Manager	\$ 1,200/week
Project Manager	\$ 4,584/week
Assistant Project Manager	\$ 2,865/week
Superintendent	\$ 4,584/week
Area Superintendent	\$ 4,012/week
Assistant Superintendent	\$ 2,865/week
Quality Control Manager	\$ 2,865/week
Project Assistant	\$ 662/week

Cost shall commence approximately two (2) weeks prior to the start of construction and conclude upon Final Completion. The above stated rates include each person's base salary and burdens described in Article 5.1.1.4.

§ A.5.1.1.3 Wages and salaries of the Design-Builder's supervisory or administrative personnel engaged at factories, workshops or on the road, in expediting the production or transportation of materials or equipment required for the Work, but only for that portion of their time required for the Work.

§ A.5.1.1.4 Costs paid or incurred by the Design-Builder for taxes, insurance, contributions, assessments and benefits required by law or collective bargaining agreements and, for personnel not covered by such agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, provided such costs are based on wages and salaries included in the Cost of the Work under Section A.5.1.1. **Costs of this Article 5.1.1.4 for those personnel identified in Article 5.1.1.2 are included in the stated rates. Costs as noted in this Article 5.1.1.4 for those personnel associated with Article 5.1.1.1 are to be considered actual Cost of the Work at the reimbursable rate of 49%.**

§ A.5.1.1.5 Bonuses, profit sharing, incentive compensation and any other discretionary payments paid to anyone hired by the Design-Builder or paid to the Architect or any Consultant, Contractor or supplier, with the Owner's prior approval.

§ A.5.1.2 **Contract Costs.** Payments made by the Design-Builder to the Architect, Consultants, Sub-Contractors and suppliers in accordance with the requirements of their subcontracts.

§ A.5.1.3 Costs of Materials and Equipment Incorporated in the Completed Construction

§ A.5.1.3.1 Costs, including transportation and storage, of materials and equipment incorporated or to be incorporated in the completed construction.

§ A.5.1.3.2 Costs of materials described in the preceding Section A.5.1.3.1 in excess of those actually installed to allow for reasonable waste and spoilage. Unused excess materials, if any, shall become the Owner's property at the completion of the Work or, at the Owner's option, shall be sold by the Design-Builder. Any amounts realized from such sales shall be credited to the Owner as a deduction from the Cost of the Work.

§ A.5.1.4 Costs of Other Materials and Equipment, Temporary Facilities and Related Items

§ A.5.1.4.1 Costs of transportation, storage, installation, maintenance, dismantling and removal of materials, supplies, temporary facilities, **temporary utilities**, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Design-Builder at the site and fully consumed in the performance of the Work. Costs of materials, supplies, temporary facilities, machinery, equipment and tools that are not fully consumed shall be based on the cost or value of the item at the time it is first used on the Project site less the value of the item when it is no longer used at the Project site. Costs for items not fully consumed by the Design-Builder shall mean fair market value.

§ A.5.1.4.2 Rental charges for temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Design-Builder at the site and costs of transportation, installation, minor repairs, dismantling and removal. The total rental cost of any Design-Builder-owned item may not exceed the purchase price of any comparable item. Rates of Design-Builder-owned equipment and quantities of equipment shall be subject to the Owner's prior approval.

§ A.5.1.4.3 Costs of removal of debris from the site of the Work and its proper and legal disposal.

§ A.5.1.4.4 Costs of document reproductions, electronic communications, postage and parcel delivery charges, dedicated data and communications services, teleconferences, Project websites, **telephones, internet, cell phones for those personnel identified in Article 5.1.12**, extranets and reasonable petty cash expenses of the site office.

§ A.5.1.4.5 Costs of materials and equipment suitably stored off the site at a mutually acceptable location, with the Owner's prior approval.

§ A.5.1.4.6 That portion of the reasonable expenses of the Construction Manager's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work, including but not limited to: vehicles and fuel for Superintendents and Project Managers and the meals and living expenses of those personnel identified in Article 5.1.1.2.

§ A.5.1.5 Miscellaneous Costs

§ A.5.1.5.1 Premiums for that portion of insurance and bonds required by the Design-Build Documents that can be directly attributed to the Contract. With the Owner's prior approval self-insurance for either full or partial amounts of the coverages required by the Design-Build Documents.

General Liability Insurance	0.90% of the Cost of Work
Builder's Risk Insurance	0.35% of the Cost of Work
Design-Builder Payment and Performance Bonds	1.25% of the Cost of Work
Professional Liability & Pollution Insurance	0.10% of the Cost of Work
Subcontractor's Default Insurance	1.25% of the Cost of Work

§ A.5.1.5.2 Sales, use or similar taxes imposed by a governmental authority that are related to the Work and for which the Design-Builder is liable.

§ A.5.1.5.3 Fees and assessments for the building permit and for other permits, licenses and inspections for which the Design-Builder is required by the Design-Build Documents to pay.

§ A.5.1.5.4 Fees of laboratories for tests required by the Design-Build Documents, except those related to defective or nonconforming Work for which reimbursement is excluded by Section 15.5.3 of the Agreement or by other provisions of the Design-Build Documents, and which do not fall within the scope of Section A.5.1.6.3.

§ A.5.1.5.5 Royalties and license fees paid for the use of a particular design, process or product required by the Design-Build Documents; the cost of defending suits or claims for infringement of patent rights arising from such requirement of the Design-Build Documents; and payments made in accordance with legal judgments against the Design-Builder resulting from such suits or claims and payments of settlements made with the Owner's consent. However, such costs of legal defenses, judgments and settlements shall not be included in the calculation of the Design-Builder's Fee or subject to the Guaranteed Maximum Price. If such royalties, fees and costs are excluded by the second to last sentence of Section 3.1.13.2 of the Agreement or other provisions of the Design-Build Documents, then they shall not be included in the Cost of the Work.

§ A.5.1.5.6 With the Owner's prior approval, costs for electronic equipment and software directly related to the Work.
To be considered cost at the reimbursable rate of 0.25% of Cost of Work.

§ A.5.1.5.7 Deposits lost for causes other than the Design-Builder's negligence or failure to fulfill a specific responsibility in the Design-Build Documents.

§ A.5.1.5.8 Not Used

§ A.5.1.5.9 With the Owner's prior approval, expenses incurred in accordance with the Design-Builder's standard written personnel policy for relocation, and temporary living allowances of, the Design-Builder's personnel required for the Work.

§ A.5.1.5.10 That portion of the reasonable expenses of the Design-Builder's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work.

§ A.5.1.6 Other Costs and Emergencies

§ A.5.1.6.1 Other costs incurred in the performance of the Work if, and to the extent, approved in advance in writing by the Owner.

§ A.5.1.6.2 Costs incurred in taking action to prevent threatened damage, injury or loss in case of an emergency affecting the safety of persons and property.

§ A.5.1.6.3 Costs of repairing or correcting damaged or nonconforming Work executed by the Design-Builder, Contractors or suppliers, provided that such damaged or nonconforming Work was not caused by negligence or failure to fulfill a specific responsibility of the Design-Builder and only to the extent that the cost of repair or correction is not recovered by the Design-Builder from insurance, sureties, Contractors, suppliers, or others.

§ A.5.1.7 Related Party Transactions

§ A.5.1.7.1 For purposes of Section A.5.1.7, the term "related party" shall mean a parent, subsidiary, affiliate or other entity having common ownership or management with the Design-Builder; any entity in which any stockholder in, or management employee of, the Design-Builder owns any interest in excess of ten percent in the aggregate; or any person or entity which has the right to control the business or affairs of the Design-Builder. The term "related party" includes any member of the immediate family of any person identified above.

§ A.5.1.7.2 If any of the costs to be reimbursed arise from a transaction between the Design-Builder and a related party, the Design-Builder shall notify the Owner of the specific nature of the contemplated transaction, including the identity of the related party and the anticipated cost to be incurred, before any such transaction is consummated or cost incurred. If the Owner, after such notification, authorizes the proposed transaction, then the cost incurred shall be included as a cost to be reimbursed, and the Design-Builder shall procure the Work, equipment, goods or service from the related party, as a Contractor, according to the terms of Section A.5.4. If the Owner fails to authorize the transaction, the Design-Builder shall procure the Work, equipment, goods or service from some person or entity other than a related party according to the terms of Section A.5.4.

§ A.5.2 Costs Not to Be Reimbursed as Part of this Contract

The Cost of the Work shall not include the items listed below:

- .1 Salaries and other compensation of the Design-Builder's personnel stationed at the Design-Builder's principal office or offices other than the site office, except as specifically provided in Section A.5.1.1;
- .2 Expenses of the Design-Builder's principal office and offices other than the site office;
- .3 Overhead and general expenses, except as may be expressly included in Section A.5.1;
- .4 The Design-Builder's capital expenses, including interest on the Design-Builder's capital employed for the Work; **and**
- .5 Except as provided in Section A.5.1.6.3 of this Agreement, costs due to the negligence or failure of the Design-Builder, Contractors and suppliers or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable to fulfill a specific responsibility of the Contract; **and**
- .6 Any cost not specifically and expressly described in Section A.5.1; and

- .7 Costs, other than costs included in Change Orders approved by the Owner, that would cause the Guaranteed Maximum Price to be exceeded.

§ A.5.3 Discounts, Rebates, and Refunds

§ A.5.3.1 Cash discounts obtained on payments made by the Design-Builder shall accrue to the Owner if (1) before making the payment, the Design-Builder included them in an Application for Payment and received payment from the Owner, or (2) the Owner has deposited funds with the Design-Builder with which to make payments; otherwise, cash discounts shall accrue to the Design-Builder. Trade discounts, rebates, refunds and amounts received from sales of surplus materials and equipment shall accrue to the Owner, and the Design-Builder shall make provisions so that they can be obtained.

§ A.5.3.2 Amounts that accrue to the Owner in accordance with Section A.5.3.1 shall be credited to the Owner as a deduction from the Cost of the Work.

§ A.5.4 Other Agreements

§ A.5.4.1 When the Design-Builder has provided a Guaranteed Maximum Price, and a specific bidder (1) is recommended to the Owner by the Design-Builder; (2) is qualified to perform that portion of the Work; and (3) has submitted a bid that conforms to the requirements of the Design-Build Documents without reservations or exceptions, but the Owner requires that another bid be accepted, then the Design-Builder may require that a Change Order be issued to adjust the Guaranteed Maximum Price by the difference between the bid of the person or entity recommended to the Owner by the Design-Builder and the amount of the subcontract or other agreement actually signed with the person or entity designated by the Owner.

§ A.5.4.2 Agreements between the Design-Builder and Contractors shall conform to the applicable payment provisions of the Design-Build Documents, and shall not be awarded on the basis of cost plus a fee without the prior consent of the Owner. If an agreement between the Design Builder and a Contractor is awarded on a cost plus a fee basis, the Design-Builder shall provide in the agreement for the Owner to receive the same audit rights with regard to the Cost of the Work performed by the Contractor as the Owner receives with regard to the Design-Builder in Section A.5.5, below.

§ A.5.4.3 The agreements between the Design-Builder and Architect and other Consultants identified in the Agreement shall be in writing. These agreements shall be promptly provided to the Owner upon the Owner's written request.

§ A.5.5 Accounting Records

The Design-Builder shall keep full and detailed records and accounts related to the cost of the Work and exercise such controls as may be necessary for proper financial management under the Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the Owner. The Owner and the Owner's auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and copy, the Design-Builder's records and accounts, including complete documentation supporting accounting entries, books, correspondence, instructions, drawings, receipts, subcontracts, Contractor's proposals, purchase orders, vouchers, memoranda and other data relating to the Contract. The Design-Builder shall preserve these records for a period of three years after final payment, or for such longer period as may be required by law.

§ A.5.6 Relationship of the Parties

The Design-Builder accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to exercise the Design-Builder's skill and judgment in furthering the interests of the Owner; to furnish efficient construction administration, management services and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests.

This Amendment to the Agreement entered into as of the day and year first written above.

THE TOWN OF WAKE FOREST, NORTH CAROLINA

EDIFICE, LLC

OWNER (Signature)

(Printed name and title)



DESIGN-BUILDER (Signature)

Michael A. Carlisto, Executive Vice President

(Printed name and title)

Init

AIA Document A141 – 2014 Exhibit A. Copyright © 2004 and 2014. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 13:52:25 on 01/12/2026 under Order No.20250103629 which expires on 03/13/2026, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1852139586)

12

122

Exhibit B - GMP Worksheet

Wake Forest Fire Station No. 6

GMP Amendment 002 - Remaining Scopes - Final GMP



Trade Package Descriptions	Subcontractor	Direct Costs
Final Clean	Boiler Logistics	\$19,360
General Requirements	Edifice	\$100,000
Concrete	Raleigh East Concrete	\$689,700
Masonry	Old North State Masonry	\$1,450,500
Steel	Steel Specialties	\$848,500
Millwork	MasterKraft	\$200,000
Waterproofing	Taylor Interiors	\$168,000
Roofing	Bardi-Davis Construction	\$299,000
Spray Insulation	Warco	\$14,100
Siding and Trim	The CHE Companies	\$21,584
Doors, Frames and Hardware	Martin Architectural Products	\$207,383
Glass and Glazing	Gregory Glazing Company	\$359,962
Bi-Parting & Overhead Doors	The Overhead Door Co of Greensboro	\$251,469
Smoke Curtain	The Overhead Door Co of Greensboro	\$24,103
Drywall	NJR Construction	\$452,000
Acoustical Ceilings	NJR Construction	\$75,000
Flooring	Garmon and Company	\$176,290
Tile	Concordia Building Company	\$94,216
Painting	E. Caligari & Sons	\$104,000
Specialties	Martin Architectural Products	\$157,870
Canopies and Awnings	Southeastern Architectural Systems	\$293,500
Operable Partitions	M. Michael Elks Co	\$40,115
Lockers	Martin Architectural Products	\$44,410
Signage	Duncan-Parnell	\$34,777
Window Treatments	CWT Group	\$16,495
Elevator	OTIS	\$119,500
Fire Protection	Regional Fire Services	\$116,400
Plumbing	Flow-Rite Plumbing	\$723,277
HVAC	East Bound Mechancial	\$1,071,000
Electrical	Pitt Electric	\$1,430,000
Sitework	Fred Smith Company	\$3,439,249
Landscaping	Southern Garden	\$129,921

Allowances (included)		
Unsuitable Soil	Fred Smith Company	\$72,575
Traffic Signaling Infrastructure	TBD	\$40,000
No. 6: BDA - CLARIFICATION	TBD	\$50,000
No. 7 Electronic LED Reader Board for Monument Sign	TBD	\$50,000
Window Film Allowance	TBD	\$2,500

Accepted Alternates (included)		
Alternate #2: Add K-13 sprayed insulation (ASF-2 LT Gray) at Apparatus Bay Roof Deck.	Warco	\$39,000
Alternate #3: 60 Mil PVC Roofing in lieu of 60 Mil TPO Roofing.	Bardi-Davis Construction	\$28,000
Alternate #6: Door Engineering and Manufacturing preferred alternate.	The Overhead Door Co of Greensboro	\$0
Alternate #7: Preferred Manufacturer for Safe-Air and Plymovent Apparatus Bay Vehicle Exhaust System.	East Bound Mechancial	\$0
Alternate #8: Preferred Manufacturer for Pelican HVAC Controls and Thermostats	East Bound Mechancial	\$0

Subtotal **\$13,453,756**

General Conditions	\$977,950
Designer CA	\$322,264
Design-Build Contingency - 3%	\$442,619
Information Technology - 0.25%	\$39,972
General Liability Insurance - 0.90%	\$143,898
Builder's Risk Insurance - 0.35%	\$55,960
Pollution Insurance - 0.1%	\$15,989
Subcontractor Default Insurance - SDI - 1.25%	\$179,237
Utility Tap/Connection Fee Allowance	\$105,122
Permit Allowance	\$36,485
Design-Build Performance & Payment Bonds - 1.25%	\$215,384

Total Cost of Work **\$15,988,635**

Design-Build Fee - 5% **\$799,432**

Owner Contingency - 3% **\$442,619**

GMP Amendment 02 Value **\$17,230,686**

Preconstruction Value	\$1,456,305
GMP Amendment 01 Value - Burn Tower	\$1,323,221

Total GMP Value **\$20,010,212**



EXHIBIT C – Clarifications

Wake Forest Fire Station No. 6 – GMP Amendment 002

1. Building permits and, tap and capacity fees allowance values are included.
2. Unless specifically shown, no costs for utility relocation(s), in the ground or overhead, have been included.
3. Pricing includes all sales taxes applicable to the project.
4. Pricing does not include special inspections, onsite geotechnical or construction materials testing. This scope will be provided by Wake Forest.
5. Pricing does not include an unclassified site. Please see unit rates and allowances.
6. New utilities such as water, sewer, gas, power, cable or other utility services being brought to the site have not been included. Edifice will connect to these utilities, per the locations noted on the contract documents.
7. We do not have any removal of hazardous soils or materials or any other contaminated materials or any unforeseen underground obstructions. These items will be handled by Owner changer orders and not with the use of design builder contingency.
8. We have not included provisions for the removal or relocation of any historic cemeteries, burial grounds, artifacts, or ancient components. If items like this are encountered, Edifice will stop work and contact the Owner for further direction. These items will be handled by Owner changer orders and not with the use of design builder contingency.
9. Any NCDOT and required encroachment permits are not included. These are to be provided by the Town of Wake Forest and needed prior to the start of construction.
10. Fees required by any authority having jurisdiction for road closures are not provided by Edifice or the trade contractors. Traffic control measures are included to the limits required by NCDOT code and typical practices.
11. No security personnel or surveillance systems have been included.
12. Pricing provided in this proposal is valid until 120 days after the bid. If acceptance is provided after this duration, we reserve to re-evaluate the proposal given the market volatility of certain materials and commodities
13. We have not included any third-party photographic documentation for preconstruction, periodic construction, or final completion. Edifice will take progress photos throughout the project and share as requested.
14. There is no provision for an existing conditions analysis of structures or surfaces beyond the property lines of the project. Nor is there provision for vibration monitoring during construction activities.
15. Closeout procedures, demonstration and training format and turnover will be mutually agreed between Edifice and the Town of Wake Forest.
16. We have not included camera inspections of existing utilities.
17. Edifice has included a design build contingency for Edifice's exclusive use for construction related items not anticipated or fully scoped, scope gaps, design issues, etc. Edifice will report any contingency usage to the project team before it is used.
18. Edifice has included an Owner's Contingency for the Owner's use for additions, changes, or modifications to the project scope of work.
19. If an Allowance is used up, Edifice reserves the right, with approval from the Town of Wake Forest, to utilize unused funds from other allowances. If all Allowances are exceeded, Edifice reserves the right to negotiate in good faith with the Town of Wake Forest on additional funds to satisfy the work associated with those allowances.
20. We have included a concrete pad for the transformer and (2) 6" conduits from the property line to the transformer pad per the contract documents. With exception to the conduit and transformer pad listed above, any costs to provide & install a new primary building transformer, power feeds to the transformer from main supply lines near the site, & other associated work to bring power into the site is by the utility company. All work associated with the primary underground electrical feed to the

transformers (by others) is the responsibility of the utility company.

21. Third party UL labeling of any specified item or owner supplied item that does not come labeled is not included.
22. Asphalt prices are subject to escalation based on the November 2025 NCDOT pricing index price for AC binder at the time of this executed GMP package.
23. We have not included any remedial work to be done to the subgrade to achieve the proper bearing capacity. This includes mechanically drying, lime or cement stabilization. Existing soil capacity is assumed to meet design requirements for both drives and building pads.
24. No provisions have been included for concrete admixtures if required for schedule acceleration.
25. No provisions have been included for climate control to install concrete in inclement weather or during lower temperatures.
26. Drywall costs are based on a level 4 finish for walls and ceilings exposed to view. Level 5 finish will be provided if clearly defined locations are shown on the contract documents.
27. A sprinkler system per plan has been included which is based on an adequate water supply and pressure being available to the site. No provisions for a fire pump, storage tank or enclosure have been included. No additional off-site utility work to get to an adequate source has been included.
28. We have not included temporary or permanent equipment to condition air for drywall installation or any other products or systems prior to the running of permanent HVAC equipment. Job site conditions will be evaluated as needed during construction. If additional equipment or measures are needed for certain work to take place the owner, architect and Edifice will review all options on how this can be achieved. Drywall will be installed prior to having conditioned air in the building. Edifice will make sure areas are dry and protected from weather elements and will remove and replace any damaged or wet drywall affected by weather.
29. GMP is based on the following items provided and installed by the owner: Security, voice and data, cameras, Audio-video systems, radio alerting system, projectors mounts, speakers, CATV, Structured cabling (Data cabling), TV's, furniture, and fixtures. Conduit for low voltage is included per the plans. Conduit raceways will be provided at all inwall locations, hard ceiling and open ceiling areas to the closest accessible ceiling location. Pathways and J hooks above accessible ceilings are by the data subcontract which is outside this scope of work.
30. Edifice includes rough-in of all boxes, raceway conduit (provided with pull stings), etc. as shown in the contract documents for audio visual, security, telecom/data, and telephone only. Edifice has excluded all low voltage wiring, front-end equipment and finish devices including but not limited to; CAT6, fiber, network/security and AV cabling, cameras, projector screens, speakers, network/data/av/phone/coaxial cable outlets, racks, TV's, patch panels, card readers, wireless access points, etc.
31. An allowance of \$50,000 has been included in the GMP for a BDA system. Note if the native radio signal prior to starting construction of the fire station doesn't meet NFPA, a BDA system will be unable to boost the radio signal to meet NFPA. A BDA system can't boost a signal inside a building higher than the native signal outside the building.
32. Edifice has included five (5) pole mounted site lights per the contract documents. All other pole mounted site lighting (Parking lot, Driveway and Street) is excluded and shall be furnished and installed by the utility provider. Edifice has included conduit for the utility provider pole mounted site lights per the contract documents.
33. Fire Alarm has been included per the construction bid documents, any additional fixtures required by the AHJ or Fire Marshal that are not currently shown are not included.
34. This GMP does not include replacement or repair of existing roads, curbs, sidewalks, plantings of existing areas of work not shown in the contract documents.
35. Awning tube steel framing shall be 2"x 2". Awning standing seam roofing and brackets shall be powder coated.

36. The Training Tower and Connex Box Storage foundation designs will be finalized after receipt of manufacturer's shop drawings and loading information. Edifice has included providing a total of 4,500 sqft x 8" thick 4,500 PSI concrete foundations with a single mat of #5 rebar at 12" OC each way for the Training Tower and Connex Box Storage.
37. Watering of plants and grasses has been included until substantial completion is achieved.
38. Landscaping irrigation is not included.
39. Edifice will be using Procore for Project Software Management. To include document storage, sharing, and reporting.
40. Edifice has not included regular pest control services. If pests become an issue, we will address using contingency.
41. Utility locates will be performed on existing utilities shown on the drawings. If utilities are encountered that are not shown or known by the Town of Wake Forest, Edifice will not be responsible for damages to or relocation of these utilities.
42. The burn tower subcontractor, Forge Fire & Company, requires Wake Forest sign their "Release of Liability and Voluntary Assumption of Risk" form at the completion of the burn tower. A copy of this form, revised to include Wake Forest edits, can be found in Exhibit F.



Exhibit D

Printed on Fri Dec 5, 2025 at 02:43 pm EST
Job #: NC4446 Wake Forest Fire Station No. 6
1621 and 1701 Wait Avenue
Wake Forest, North Carolina 27587

Current Drawings Log

Drawing No.	Drawing Title	Revision	Drawing Date	Set
Architectural				
A000	COVER SHEET	8	10/29/2025	Addendum #3 (10/29/25)
A001	CODE SUMMARY - APPENDIX B	0	09/19/2025	Bid Set (09/19/25)
A002	LIFE SAFETY PLAN -FIRST FLOOR	0	09/19/2025	Bid Set (09/19/25)
A003	LIFE SAFETY PLAN - SECOND FLOOR	0	09/19/2025	Bid Set (09/19/25)
A004	WALL TYPES & UL DESIGN DETAILS	0	09/19/2025	Bid Set (09/19/25)
A005	UL DESIGN DETAILS	0	09/19/2025	Bid Set (09/19/25)
A006	AIR BARRIER DIAGRAMS	5	10/06/2025	Addendum #1 (10/13/25)
A100	OVERALL FIRST FLOOR PLAN	6	10/13/2025	Addendum #1 (10/13/25)
A101	OVERALL SECOND FLOOR PLAN	6	10/13/2025	Addendum #1 (10/13/25)
A102	OVERALL ROOF PLAN & ROOF DETAILS	6	10/13/2025	Addendum #1 (10/13/25)
A103	ENLARGED FIRST FLOOR PLAN	6	10/13/2025	Addendum #1 (10/13/25)
A104	ENLARGED FIRST FLOOR PLAN	7	10/22/2025	Addendum #2 (10/22/25)
A105	ENLARGED SECOND FLOOR PLAN	6	10/13/2025	Addendum #1 (10/13/25)
A106	ENLARGED FIRST FLOOR SLAB PLAN	0	09/19/2025	Bid Set (09/19/25)
A107	ENLARGED FIRST FLOOR SLAB PLAN	0	09/19/2025	Bid Set (09/19/25)
A108	ENLARGED SECOND FLOOR SLAB PLAN	0	09/19/2025	Bid Set (09/19/25)
A109	ENLARGED TOWER PLANS	5	10/06/2025	Addendum #1 (10/13/25)
A200	OVERALL BUILDING EXTERIOR ELEVATIONS	6	10/13/2025	Addendum #1 (10/13/25)
A201	PARTIAL ELEVATIONS & PRECAST DETAILS	0	09/19/2025	Bid Set (09/19/25)
A202	ENLARGED ELEVATIONS	0	09/19/2025	Bid Set (09/19/25)
A203	ENLARGED ELEVATIONS	0	09/19/2025	Bid Set (09/19/25)
A204	ENLARGED ELEVATIONS	0	09/19/2025	Bid Set (09/19/25)
A300	OVERALL BUILDING SECTIONS	6	10/13/2025	Addendum #1 (10/13/25)
A400	WALL SECTIONS & DETAILS	0	09/19/2025	Bid Set (09/19/25)
A401	WALL SECTIONS	0	09/19/2025	Bid Set (09/19/25)
A402	WALL SECTIONS	0	09/19/2025	Bid Set (09/19/25)
A403	WALL SECTIONS	6	10/13/2025	Addendum #1 (10/13/25)
A404	WALL SECTIONS	7	10/22/2025	Addendum #2 (10/22/25)
A405	WALL SECTIONS	0	09/19/2025	Bid Set (09/19/25)
A406	WALL SECTIONS	5	10/06/2025	Addendum #1 (10/13/25)
A407	WALL SECTIONS	0	09/19/2025	Bid Set (09/19/25)
.....	SECTION DETAILS	6	10/13/2025	Addendum #1 (10/13/25)
127	SECTION DETAILS	7	10/22/2025	Addendum #2 (10/22/25)

Drawing No.	Drawing Title	Revision	Drawing Date	Set
A410	DETAILS	6	10/13/2025	Addendum #1 (10/13/25)
A500	ENLARGED STAIR & ELEVATOR PLANS, SHIPS LADDER DTLS	6	10/13/2025	Addendum #1 (10/13/25)
A501	STAIR & ELEVATOR SECTIONS & DETAILS	0	09/19/2025	Bid Set (09/19/25)
A502	ENLARGED FLOOR PLANS	0	09/19/2025	Bid Set (09/19/25)
A503	TOILET ENLARGED PLANS AND DETAILS	5	10/06/2025	Addendum #1 (10/13/25)
A504	TOILET ELEVATIONS & DETAILS	5	10/06/2025	Addendum #1 (10/13/25)
A600	DOOR SCHEDULE	6	10/13/2025	Addendum #1 (10/13/25)
A601	DOOR HEAD/JAMB DETAILS	6	10/13/2025	Addendum #1 (10/13/25)
A602	STOREFRONT & WINDOW ELEVATIONS	6	10/13/2025	Addendum #1 (10/13/25)
A700	FINISH LEGEND, SCHEDULE, NOTES & CODES	8	10/29/2025	Addendum #3 (10/29/25)
A701	OVERALL FIRST FLOOR FINISH PLAN & ENLARGED PLANS	6	10/13/2025	Addendum #1 (10/13/25)
A702	OVERALL SECOND FLOOR FINISH PLAN & ENLARGED PLANS	0	09/19/2025	Bid Set (09/19/25)
A703	INTERIOR ELEVATIONS	0	09/19/2025	Bid Set (09/19/25)
A704	INTERIOR ELEVATIONS	0	09/19/2025	Bid Set (09/19/25)
A705	INTERIOR ELEVATIONS	0	09/19/2025	Bid Set (09/19/25)
A706	THRESHOLD, TRANSITIONS & OTHER DETAILS	0	09/19/2025	Bid Set (09/19/25)
A800	OVERALL REFLECTED CEILING PLAN - FIRST FLOOR	6	10/13/2025	Addendum #1 (10/13/25)
A801	OVERALL REFLECTED CEILING PLAN - SECOND FLOOR	6	10/13/2025	Addendum #1 (10/13/25)
A802	ENLARGED REFLECTED CEILING PLAN - FIRST FLOOR	5	10/06/2025	Addendum #1 (10/13/25)
A803	ENLARGED REFLECTED CEILING PLAN - FIRST FLOOR	0	09/19/2025	Bid Set (09/19/25)
A804	ENLARGED REFLECTED CEILING PLAN - SECOND FLOOR	6	10/13/2025	Addendum #1 (10/13/25)
A900	CASEWORK ELEVATIONS	0	09/19/2025	Bid Set (09/19/25)
A901	TYPICAL CASEWORK SECTIONS	0	09/19/2025	Bid Set (09/19/25)
Civil				
C0-0	COVER SHEET	0	09/19/2025	Bid Set (09/19/25)
C0-1	EXISTING CONDITIONS PLAN	0	09/19/2025	Bid Set (09/19/25)
C0-2	KEY PLAN	0	09/19/2025	Bid Set (09/19/25)
C1-0	DEMOLITION PLAN	0	09/19/2025	Bid Set (09/19/25)
C2-0	SITE PLAN	6	10/21/2025	Addendum #2 (10/22/25)
C2-1	STRIPING PLAN	0	09/19/2025	Bid Set (09/19/25)
C3-0	GRADING & DRAINAGE PLAN	5	10/13/2025	Addendum #1 (10/13/25)
C3-1	STORM SEWER PROFILES	0	09/19/2025	Bid Set (09/19/25)
C3-2	STORMWATER COMPLIANCE PLAN	0	09/19/2025	Bid Set (09/19/25)
C3-3	DRAINAGE AREA MAP	0	09/19/2025	Bid Set (09/19/25)
C4-0	UTILITY PLAN	6	10/21/2025	Addendum #2 (10/22/25)
C4-1	WATERLINE PROFILES	0	09/19/2025	Bid Set (09/19/25)
	SANITARY SEWER PROFILES	5	10/13/2025	Addendum #1 (10/13/25)
	SANITARY SEWER PROFILES	5	10/13/2025	Addendum #1 (10/13/25)

Drawing No.		Drawing Title	Revision	Drawing Date	Set
C4.4		FIRE APPARATUS PLAN	0	09/19/2025	Bid Set (09/19/25)
C5.0		EROSION & SEDIMENTATION CONTROL PLAN PHASE I	5	10/13/2025	Addendum #1 (10/13/25)
C5.1		EROSION & SEDIMENTATION CONTROL PLAN PHASE II	5	10/13/2025	Addendum #1 (10/13/25)
C5.2		EROSION & SEDIMENTATION CONTROL PLAN PHASE III	0	09/19/2025	Bid Set (09/19/25)
C5.3		EROSION & SEDIMENTATION CONTROL PLAN	0	09/19/2025	Bid Set (09/19/25)
C5.4		EROSION & SEDIMENTATION CONTROL PLAN	0	09/19/2025	Bid Set (09/19/25)
C6.0		NOTES & DETAILS	0	09/19/2025	Bid Set (09/19/25)
C6.1		NOTES & DETAILS	0	09/19/2025	Bid Set (09/19/25)
C6.2		NOTES & DETAILS	0	09/19/2025	Bid Set (09/19/25)
C6.3		NOTES & DETAILS	0	09/19/2025	Bid Set (09/19/25)
C6.4		NOTES & DETAILS	0	09/19/2025	Bid Set (09/19/25)
C6.5		NOTES & DETAILS	0	09/19/2025	Bid Set (09/19/25)
C6.6		NOTES & DETAILS	0	09/19/2025	Bid Set (09/19/25)
C6.7		NOTES & DETAILS	0	09/19/2025	Bid Set (09/19/25)
C6.8		NOTES & DETAILS	0	09/19/2025	Bid Set (09/19/25)
C6.9		NOTES & DETAILS	5	10/13/2025	Addendum #1 (10/13/25)
C6.10		NOTES & DETAILS	0	09/19/2025	Bid Set (09/19/25)
C6.11		NOTES & DETAILS	0	09/19/2025	Bid Set (09/19/25)
Electrical					
E001		ELECTRICAL LEGEND AND NOTES	6	10/13/2025	Addendum #1 (10/13/25)
E002		ELECTRICAL SPECIFICATIONS	6	10/13/2025	Addendum #1 (10/13/25)
E010		ELECTRICAL SITE PLAN	6	10/13/2025	Addendum #1 (10/13/25)
E011		ELECTRICAL SITE PLAN - PHOTOMETRICS	6	10/13/2025	Addendum #1 (10/13/25)
E101		FIRST FLOOR LIGHTING PLAN	6	10/13/2025	Addendum #1 (10/13/25)
E102		SECOND FLOOR LIGHTING PLAN	6	10/13/2025	Addendum #1 (10/13/25)
E201		FIRST FLOOR POWER PLAN	6	10/13/2025	Addendum #1 (10/13/25)
E202		SECOND FLOOR POWER PLAN	8	10/29/2025	Addendum #3 (10/29/25)
E301		FIRST FLOOR EQUIPMENT CONNECTIONS PLAN	6	10/13/2025	Addendum #1 (10/13/25)
E302		SECOND FLOOR EQUIPMENT CONNECTIONS PLAN	6	10/13/2025	Addendum #1 (10/13/25)
E303		ROOF EQUIPMENT CONNECTIONS PLAN	0	09/19/2025	Bid Set (09/19/25)
E401		FIRST FLOOR SPECIAL SYSTEMS PLAN	6	10/13/2025	Addendum #1 (10/13/25)
E402		SECOND FLOOR SPECIAL SYSTEMS PLAN	6	10/13/2025	Addendum #1 (10/13/25)
E501		ENLARGED ELECTRICAL PLANS	6	10/13/2025	Addendum #1 (10/13/25)
E601		ELECTRICAL DETAILS	6	10/13/2025	Addendum #1 (10/13/25)
E602		ELECTRICAL DETAILS	0	09/19/2025	Bid Set (09/19/25)
E603		ELECTRICAL DETAILS	0	09/19/2025	Bid Set (09/19/25)
		ELECTRICAL DIAGRAMS AND SCHEDULES	6	10/13/2025	Addendum #1 (10/13/25)
		PANEL SCHEDULES	8	10/29/2025	Addendum #3 (10/29/25)

Drawing No.	Drawing Title	Revision	Drawing Date	Set
E801	LIGHTING FIXTURE SCHEDULE	6	10/13/2025	Addendum #1 (10/13/25)
Fire Protection				
FA001	FIRE ALARM LEGEND AND NOTES	6	10/13/2025	Addendum #1 (10/13/25)
FA101	FIRST FLOOR FIRE ALARM PLAN	6	10/13/2025	Addendum #1 (10/13/25)
FA102	SECOND FLOOR FIRE ALARM PLAN	6	10/13/2025	Addendum #1 (10/13/25)
FA601	FIRE ALARM DETAILS	6	10/13/2025	Addendum #1 (10/13/25)
FP001	FIRE PROTECTION LEGEND, NOTES AND DETAILS	0	09/19/2025	Bid Set (09/19/25)
FP101	FIRST FLOOR FIRE PROTECTION PLAN	0	09/19/2025	Bid Set (09/19/25)
FP102	SECOND FLOOR FIRE PROTECTION PLAN	0	09/19/2025	Bid Set (09/19/25)
Landscape				
L 1.0	PLANTING PLAN	5	10/13/2025	Addendum #1 (10/13/25)
L 1.1	PLANTING NOTES & DETAILS	0	08/18/2025	Bid Set (09/19/25)
L2.0	TREE MITIGATION PLAN	0	08/18/2025	Bid Set (09/19/25)
L2.1	TREE MITIGATION TABLES & NOTES	0	08/18/2025	Bid Set (09/19/25)
Mechanical				
M001	MECHANICAL LEGEND AND NOTES	0	09/19/2025	Bid Set (09/19/25)
M002	MECHANICAL SCHEDULES	6	10/13/2025	Addendum #1 (10/13/25)
M003	MECHANICAL DETAILS	0	09/19/2025	Bid Set (09/19/25)
M004	MECHANICAL DETAILS	0	09/19/2025	Bid Set (09/19/25)
M100	HVAC ZONING PLAN AND VENTILATION SCHEDULES	0	09/19/2025	Bid Set (09/19/25)
M101	FIRST FLOOR MECHANICAL PLAN	6	10/13/2025	Addendum #1 (10/13/25)
M102	SECOND FLOOR MECHANICAL PLAN	6	10/13/2025	Addendum #1 (10/13/25)
M103	ROOF MECHANICAL PLAN	0	09/19/2025	Bid Set (09/19/25)
M104	VEHICLE EXHAUST FLOOR PLAN - MECHANICAL	6	10/13/2025	Addendum #1 (10/13/25)
M105	ENLARGED MECHANICAL PLANS	6	10/13/2025	Addendum #1 (10/13/25)
M201	FIRST FLOOR MECHANICAL PIPING PLAN	0	09/19/2025	Bid Set (09/19/25)
M202	SECOND FLOOR MECHANICAL PIPING PLAN	0	09/19/2025	Bid Set (09/19/25)
M300	MECHANICAL KITCHEN EQUIPMENT DETAIL	0	09/19/2025	Bid Set (09/19/25)
M301	MECHANICAL KITCHEN EQUIPMENT DETAIL	0	09/19/2025	Bid Set (09/19/25)
M302	MECHANICAL KITCHEN EQUIPMENT DETAIL	0	09/19/2025	Bid Set (09/19/25)
Plumbing				
P001	PLUMBING LEGEND, INDEX, AND NOTES	0	09/19/2025	Bid Set (09/19/25)
P002	PLUMBING SCHEDULES	0	09/19/2025	Bid Set (09/19/25)
P101	FIRST FLOOR PLUMBING DRAINAGE PLAN	6	10/13/2025	Addendum #1 (10/13/25)
P102	SECOND FLOOR PLUMBING DRAINAGE PLAN	6	10/13/2025	Addendum #1 (10/13/25)
P103	ROOF PLUMBING DRAINAGE PLAN	0	09/19/2025	Bid Set (09/19/25)
P103	FIRST FLOOR PLUMBING SUPPLY PLAN	0	09/19/2025	Bid Set (09/19/25)
P103	SECOND FLOOR PLUMBING SUPPLY PLAN	0	09/19/2025	Bid Set (09/19/25)

Drawing No.	Drawing Title	Revision	Drawing Date	Set
P301	FIRST FLOOR PLUMBING GAS PLAN	5	10/06/2025	Addendum #1 (10/13/25)
P302	SECOND FLOOR PLUMBING GAS PLAN	0	09/19/2025	Bid Set (09/19/25)
P501	PLUMBING DETAILS	0	09/19/2025	Bid Set (09/19/25)
P503	WASTE & VENT RISER DIAGRAMS	6	10/13/2025	Addendum #1 (10/13/25)
P504	DOMESTIC RISER DIAGRAM	0	09/19/2025	Bid Set (09/19/25)
P505	GAS RISER DIAGRAM	5	10/06/2025	Addendum #1 (10/13/25)
Resource				
R1.00	COVER SHEET	0	09/19/2025	Bid Set (09/19/25)
R2.00	GENERAL NOTES	0	09/19/2025	Bid Set (09/19/25)
R2.01	TYPICAL SECTION	0	09/19/2025	Bid Set (09/19/25)
R2.02	STANDARD DETAILS	0	09/19/2025	Bid Set (09/19/25)
R2.03	STANDARD DETAILS	0	09/19/2025	Bid Set (09/19/25)
R3.01	EXISTING CONDITIONS, PLAN, & STRIPING	0	09/19/2025	Bid Set (09/19/25)
R3.02	GRADING & PROFILE	0	09/19/2025	Bid Set (09/19/25)
R5.01	EROSION CONTROL SHEET	0	09/19/2025	Bid Set (09/19/25)
R7.01	ENTRANCE PROFILES	0	09/19/2025	Bid Set (09/19/25)
R8.01	CROSS SECTIONS - WAIT AVE	0	09/19/2025	Bid Set (09/19/25)
R8.02	CROSS SECTIONS - WAIT AVE	0	09/19/2025	Bid Set (09/19/25)
R8.03	CROSS SECTIONS - WAIT AVE	0	09/19/2025	Bid Set (09/19/25)
R8.04	CROSS SECTIONS - WAIT AVE	0	09/19/2025	Bid Set (09/19/25)
R8.05	CROSS SECTIONS - WAIT AVE	0	09/19/2025	Bid Set (09/19/25)
Signal Upgrade & Electrical Plan				
Sig 1.0	Signal Upgrade	0	10/29/2025	Addendum #3 (10/29/25)
Sig. 1.1	Electrical Detail 1 of 3	0	10/29/2025	Addendum #3 (10/29/25)
Sig. 1.2	Electrical Detail 3 of 3	0	10/29/2025	Addendum #3 (10/29/25)
Sig. 1.2 (2)	Electrical Detail 2 of 3	0	10/29/2025	Addendum #3 (10/29/25)
Structural				
S001	GENERAL NOTES	0	09/19/2025	Bid Set (09/19/25)
S002	GENERAL NOTES, ABBREVIATIONS, AND SYMBOLS	0	09/19/2025	Bid Set (09/19/25)
S011	STATEMENT OF SPECIAL INSPECTIONS	0	09/19/2025	Bid Set (09/19/25)
S012	STATEMENT OF SPECIAL INSPECTIONS	0	09/19/2025	Bid Set (09/19/25)
S100	ENLARGED FOUNDATION PLAN - CONEX TRAINING	0	09/19/2025	Bid Set (09/19/25)
S101	OVERALL FOUNDATION PLAN	0	09/19/2025	Bid Set (09/19/25)
S102	ENLARGED FOUNDATION PLAN	7	10/22/2025	Addendum #2 (10/22/25)
S103	ENLARGED FOUNDATION PLAN	7	10/22/2025	Addendum #2 (10/22/25)
S104	OVERALL SECOND FLOOR AND LOW ROOF FRAMING PLAN	0	09/19/2025	Bid Set (09/19/25)
	ENLARGED SECOND FLOOR / LOW ROOF FRAMING PLAN	0	09/19/2025	Bid Set (09/19/25)
	ENLARGED LOW ROOF FRAMING PLAN	0	09/19/2025	Bid Set (09/19/25)

Drawing No.	Drawing Title	Revision	Drawing Date	Set
S107	OVERALL HIGH ROOF FRAMING PLAN	0	09/19/2025	Bid Set (09/19/25)
S108	ENLARGED HIGH ROOF FRAMING PLAN	0	09/19/2025	Bid Set (09/19/25)
S109	ENLARGED HIGH ROOF FRAMING PLAN	0	09/19/2025	Bid Set (09/19/25)
S201	WALL SECTIONS	0	09/19/2025	Bid Set (09/19/25)
S301	SLAB ON GRADE DETAILS	0	09/19/2025	Bid Set (09/19/25)
S302	FOUNDATION DETAILS	0	09/19/2025	Bid Set (09/19/25)
S303	FOUNDATION DETAILS	0	09/19/2025	Bid Set (09/19/25)
S305	FOUNDATION SECTIONS	7	10/22/2025	Addendum #2 (10/22/25)
S306	DRAFTING PIT DETAILS	7	10/22/2025	Addendum #2 (10/22/25)
S401	CMU DETAILS	0	09/19/2025	Bid Set (09/19/25)
S402	CMU DETAILS	0	09/19/2025	Bid Set (09/19/25)
S501	STEEL COLUMN DETAILS AND SCHEDULES	0	09/19/2025	Bid Set (09/19/25)
S502	STEEL FRAMING DETAILS	0	09/19/2025	Bid Set (09/19/25)
S503	STEEL FRAMING DETAILS	0	09/19/2025	Bid Set (09/19/25)
S504	WALL AND FLOOR FRAMING DETAILS	0	09/19/2025	Bid Set (09/19/25)
S511	STEEL ROOF DETAILS	0	09/19/2025	Bid Set (09/19/25)
S521	ROOF FRAMING DETAILS	0	09/19/2025	Bid Set (09/19/25)

Exhibit E

Current Specifications Log

Number	Description	Revision	Issued Date	Set
00 - Procurement and Contracting Requirements				
00 01 10	Table of Contents	2	10/27/25	Addendum #2
00 01 11	Professional Seals Page	0	July 2025	Bid Set
00 01 15	List of Drawings	0	July 2025	Bid Set
00 31 32	Geotechnical Data	0	July 2025	Bid Set
01 - General Requirements				
01 10 00	Summary of Work	0	July 2025	Bid Set
01 12 00	General Sitework Requirements	0	July 2025	Bid Set
01 21 00	Allowances	1	10/17/25	Addendum #1
01 22 00	Unit Prices	1	10/17/25	Addendum #1
01 23 00	Alternates	1	10/30/25	Addendum #3
01 25 00	Product Substitutions-Prior to Bid	0	July 2025	Bid Set
01 25 13	Product Substitutions-Post Bid	0	July 2025	Bid Set
01 26 00	Contract Modification Procedures	0	July 2025	Bid Set
01 31 00	Project Management And Coordination	0	July 2025	Bid Set
01 33 00	Submittal Procedures	0	July 2025	Bid Set
01 40 00	Quality Requirements	0	July 2025	Bid Set
01 41 00	Special Inspections	0	July 2025	Bid Set
01 42 00	References	0	July 2025	Bid Set
01 45 29	Testing Laboratory Services	0	July 2025	Bid Set
01 50 00	Temporary Facilities and Controls	0	July 2025	Bid Set
01 58 00	Project Identification	0	July 2025	Bid Set
01 60 00	Product Requirements	0	July 2025	Bid Set
01 73 00	Execution Requirements	0	July 2025	Bid Set
01 73 29	Cutting and Patching	0	July 2025	Bid Set
01 77 00	Closeout Procedures	0	July 2025	Bid Set
02 - Existing Conditions				
02 41 13	Selective Site Demolition	0	July 2025	Bid Set
03 - Concrete				
03 10 00	Concrete Forming and Accessories	0	July 2025	Bid Set
03 15 00	Hydrophilic Waterstop	0	July 2025	Bid Set
03 20 00	Concrete Reinforcing	0	July 2025	Bid Set
03 20 00	Cast-In-Place Concrete	1	10/17/25	Addendum #1

Number	Description	Revision	Issued Date	Set
03 35 43	Polished Concrete Finishing	0	10/17/25	Addendum #1
03 45 00	Precast Architectural Concrete	0	July 2025	Bid Set
04 - Masonry				
04 20 00	Unit Masonry	0	July 2025	Bid Set
04 73 13	Calcium Silicate Manufactured Stone	0	July 2025	Bid Set
05 - Metals				
05 12 00	Structural Steel Framing	0	July 2025	Bid Set
05 21 00	Steel Joist Framing	0	July 2025	Bid Set
05 31 00	Steel Decking	0	July 2025	Bid Set
05 40 00	Cold-Formed Metal Framing	0	July 2025	Bid Set
05 44 00	Cold-Formed Metal Trusses	0	July 2025	Bid Set
05 50 00	Metal Fabrications	0	July 2025	Bid Set
05 51 00	Metal Stairs	0	July 2025	Bid Set
05 51 50	Fixed Aluminum Access Ladder	0	July 2025	Bid Set
05 52 13	Pipe and Tube Railing	0	July 2025	Bid Set
06 - Wood, Plastics, And Composites				
06 20 00	General Carpentry	0	July 2025	Bid Set
06 22 00	Millwork	0	July 2025	Bid Set
06 61 00	Solid Surface Shower Surrounds	0	July 2025	Bid Set
06 61 01	Solid Surface Trench Shower Pan	0	July 2025	Bid Set
06 82 00	Glass Fiber Reinforced Plastic (Exterior FRP)	0	July 2025	Bid Set
07 - Thermal and Moisture Protection				
07 14 13	Hot Fluid Applied Rubberized Asphalt Waterproofing	0	July 2025	Bid Set
07 14 16	Fluid - Applied Waterproofing	0	July 2025	Bid Set
07 21 13	Board Insulation	0	July 2025	Bid Set
07 21 16	Blanket Insulation	0	July 2025	Bid Set
07 27 26	Fluid-Applied Membrane Air Barriers	0	July 2025	Bid Set
07 46 46	Mineral Fiber Cement Soffit Panels and Trim	0	July 2025	Bid Set
07 54 19	Polyvinyl-Chloride (PVC) Roofing-Fully Adhered (Alternate)	0	July 2025	Bid Set
07 54 23	Thermoplastic Membrane Roofing - TPO	0	July 2025	Bid Set
07 61 13	Standing Seam Metal Roofing	0	July 2025	Bid Set
07 62 00	Sheet Metal Flashing and Trim	0	July 2025	Bid Set
07 72 33	Roof Hatch	0	July 2025	Bid Set
07 84 00	Through-Penetration Firestop Systems	0	July 2025	Bid Set
07 90 00	Sealants	0	July 2025	Bid Set
08 - Openings				
13	Hollow Metal Doors and Frames	0	July 2025	Bid Set

Number	Description	Revision	Issued Date	Set
08 14 16	Flush Wood Doors	0	July 2025	Bid Set
08 35 10	Electrically Operated Steel & Glass Bi-Parting Doors	0	July 2025	Bid Set
08 36 13	Sectional Overhead Door	0	July 2025	Bid Set
08 36 15	Sectional Aluminum and Glass Overhead Door	0	July 2025	Bid Set
08 41 13	Aluminum-Framed Entrances and Storefronts	0	July 2025	Bid Set
08 44 16	Integral Sunshades	0	July 2025	Bid Set
08 71 00	Door Hardware	0	July 2025	Bid Set
08 71 01	Door Hardware Schedule	1	10/17/25	Addendum #1
08 81 00	Glass Glazing	0	July 2025	Bid Set
08 83 00	Mirrors	1	10/17/25	Addendum #1
09 - Finishes				
09 21 16	Gypsum Board Assemblies	0	July 2025	Bid Set
09 30 00	Tiling	0	July 2025	Bid Set
09 51 00	Acoustical Ceilings	0	July 2025	Bid Set
09 65 00	Resilient Athletic Flooring	1	10/30/25	Addendum #3
09 65 13	Resilient Base and Accessories	0	July 2025	Bid Set
09 67 11	Resinous Flooring	0	July 2025	Bid Set
09 68 13	Tile Carpeting	0	July 2025	Bid Set
09 81 29	Sprayed Acoustic Insulation	0	July 2025	Bid Set
09 84 34	Acoustical Wallcovering & Panels	0	July 2025	Bid Set
09 91 00	Painting	0	July 2025	Bid Set
09 98 60	Sanitary Wall Finish	0	July 2025	Bid Set
10 - Specialties				
10 11 00	Visual Display Surfaces	0	July 2025	Bid Set
10 14 00	Signage	0	July 2025	Bid Set
10 18 05	Shower Curtains	0	July 2025	Bid Set
10 22 27	Operable Panel Partitions	0	July 2025	Bid Set
10 26 00	Wall Protection	0	July 2025	Bid Set
10 26 13	Corner Guards - Surface Mounted	0	July 2025	Bid Set
10 28 13	Toilet Accessories	0	July 2025	Bid Set
10 44 00	Fire Extinguishers and Cabinets	0	July 2025	Bid Set
10 51 13	Shelving	0	July 2025	Bid Set
10 51 43	Turn-Out Gear Lockers (Gear Grid Type)	0	July 2025	Bid Set
10 73 23	Pre-Engineered Metal Canopy	0	July 2025	Bid Set
10 75 00	Flagpoles	0	July 2025	Bid Set
12 - Furnishings				
00	Solar Roller Shades - Manual	0	July 2025	Bid Set

Number	Description	Revision	Issued Date	Set
12 36 61	Quartz Countertops & Windowsills	0	July 2025	Bid Set
13 - Special Construction				
13 60 00	Emergency Vehicle Exhaust Capture System	0	July 2025	Bid Set
14 - Conveying Devices				
14 21 00	Electric Traction Elevators	1	10/17/25	Addendum #1
21 - Fire Suppression				
21 01 00	Fire Protection General Requirements	0	July 2025	Bid Set
21 01 05	Fire Protection Submittal Requirements	0	July 2025	Bid Set
21 05 32	Firesupping For Fire Protection Systems	0	July 2025	Bid Set
21 13 00	Automatic Sprinkler Systems	0	July 2025	Bid Set
22 - Plumbing				
22 01 00	Plumbing General Requirements	0	July 2025	Bid Set
22 01 05	Plumbing Submittal Requirements	0	July 2025	Bid Set
22 05 29	Hangers and Supports For Plumbing Systems	0	July 2025	Bid Set
22 05 32	Firesupping For Plumbing Systems	0	July 2025	Bid Set
22 05 53	Identification For Plumbing Systems	0	July 2025	Bid Set
22 07 00	Insulation For Plumbing Systems	0	July 2025	Bid Set
22 11 00	Domestic Water Systems	0	July 2025	Bid Set
22 13 00	Sanitary Waste and Vent Systems	0	July 2025	Bid Set
22 16 00	Natural Gas Systems	0	July 2025	Bid Set
22 34 00	Fuel-Fired Domestic Water Heaters	0	July 2025	Bid Set
22 40 00	Plumbing Fixtures	0	July 2025	Bid Set
23 - Heating Ventilating and Air Conditioning				
23 05 00	Common Work Results For HVAC	0	July 2025	Bid Set
23 05 13	Common Motor Requirements for HVAC Equipment	0	July 2025	Bid Set
23 05 29	Hangers and Supports for HVAC Piping and Equipment	0	July 2025	Bid Set
23 05 48	Vibration and Seismic Controls for HVAC Piping and Equipment	0	July 2025	Bid Set
23 05 53	Identification for HVAC Piping and Equipment	0	July 2025	Bid Set
23 05 93	Testing, Adjusting, and Balancing for HVAC	0	July 2025	Bid Set
23 07 00	HVAC Insulation	0	July 2025	Bid Set
23 23 00	Refrigerant Piping	0	July 2025	Bid Set
23 31 13	Metal Ducts	0	July 2025	Bid Set
23 33 00	Air Duct Accessories	0	July 2025	Bid Set
23 34 23	HVAC Power Ventilators	0	July 2025	Bid Set
23 37 13	Diffusers, Registers, and Grilles	0	July 2025	Bid Set
23 37 23	HVAC Gravity Ventilators	0	July 2025	Bid Set
136 00	Energy Recovery Units	0	July 2025	Bid Set

Number	Description	Revision	Issued Date	Set
23 74 13	Packaged, Outdoor, Central-Station, Air-Handling Units	0	July 2025	Bid Set
23 74 33	Dedicated Outdoor-Air Units	0	July 2025	Bid Set
23 81 26	Split-System Air-Conditioners	0	July 2025	Bid Set
26 - Electrical				
26 05 26	Grounding and Bonding for Electrical Systems	0	July 2025	Bid Set
26 05 29	Hangers and Supports for Electrical Systems	0	July 2025	Bid Set
26 05 33	Raceway and Boxes for Electrical Systems	0	July 2025	Bid Set
26 05 43	Underground Ducts and Raceways for Electrical Systems	0	July 2025	Bid Set
26 05 44	Sleeves and Sleeve Seals for Electrical Raceways and Cabling	0	July 2025	Bid Set
26 05 48.16	Seismic Controls for Electrical Systems	0	July 2025	Bid Set
26 05 53	Identification for Electrical Systems	0	July 2025	Bid Set
26 09 23	Lighting Control Devices	0	July 2025	Bid Set
26 24 16	Panelboards	0	July 2025	Bid Set
26 27 26	Wiring Devices	0	July 2025	Bid Set
26 28 16	Enclosed Switches and Circuit Breakers	0	July 2025	Bid Set
26 32 13.13	Diesel Engine-Driven Generator Sets	0	July 2025	Bid Set
26 32 13.16	Natural Gas-Engine-Driven Generator Sets	0	10/17/25	Addendum #1
26 36 00	Transfer Switches	0	July 2025	Bid Set
26 51 19	LED Interior Lighting	0	July 2025	Bid Set
26 56 19	LED Exterior Lighting	0	July 2025	Bid Set
27 - Communications				
27 53 19	Emergency Responder Radio Antenna/Repeater System (FOI)	1	10/17/25	Addendum #1
28 - Electronic Safety and Security				
28 31 11	Digital, Addressable Fire-Alarm System	0	July 2025	Bid Set
31 - Earthwork				
31 10 00	Site Clearing	0	July 2025	Bid Set
31 20 00	Earthwork	0	July 2025	Bid Set
31 25 00	Erosion Control	0	July 2025	Bid Set
31 31 16	Termite Control	0	July 2025	Bid Set
32 - Exterior Improvements				
32 12 16	Asphalt Pavement	0	July 2025	Bid Set
32 13 13	Site Concrete	0	July 2025	Bid Set
32 17 00	Pavement Markings, Signs and Specialties	0	July 2025	Bid Set
32 31 13.19	Chain-Link Fences and Gates (PVC CLAD)	0	July 2025	Bid Set
32 92 00	Lawns & Grasses	0	July 2025	Bid Set
32 93 00	Exterior Plants	0	July 2025	Bid Set
Utilities				

Number	Description	Revision	Issued Date	Set
33 10 00	Exterior Water System	0	July 2025	Bid Set
33 30 00	Sanitary Sewerage	0	July 2025	Bid Set
33 41 00	Storm Drainage	0	July 2025	Bid Set



RELEASE OF LIABILITY AND VOLUNTARY ASSUMPTION OF RISK

This Release of Liability and Voluntary Assumption of the Risk ("Agreement") is entered into by and between Forge Fire & Company, LLC (the "Company"), Edifice, LLC (the "Contractor"), and _____ (the "Customer") effective as of the ____ day of _____, 202__.

The parties agree and acknowledge as follows:

1. DESIGN, ENGINEERING, AND CONSTRUCTION

The Company has provided the design features, fabrication, and construction of a live-fire Class A Training Building (the "Building") in accordance with NFPA 1401–1403 Guidelines. A third-party engineering firm, MJ Engineering and/or VMP Engineering, will provide the NFPA Certification. The Company and its affiliates completed the build-out and assembly of the Building in accordance with the instructions and guidelines of the Company and MJ Engineering and/or VMP Engineering.

2. ORIENTATION PROVIDED

The Company provided the Customer with an in-person, train-the-trainer orientation on the ____ day of _____, 202__.

3. RELEASE OF CLAIMS

For good and valuable consideration, including 1.) the proper design, fabrication, construction, build-out, and assembly described above in Section 1, and 2.) the in-person train-the-trainer orientation acknowledged above in Section 2, the Customer agrees to waive, release, and forever discharge any right to assert a claim or bring a lawsuit against the Company, the Contractor, and each of their respective affiliates, successors, assigns, members, owners, officers, directors, agents, insurers, employees, and any person or entity in privity with them, for any injuries, losses, damages, or claims of any kind, whether known or unknown, arising out of or related to:

- the in-person train-the-trainer orientation;

- the use, operation, maintenance, or condition of the Building; and
- any training activities conducted in or around the Building, including live-fire and non-live-fire training.

This release applies to any claims brought by the Customer itself or by any individual who uses the Building under the Customer's control, supervision, authorization, or direction, including employees, trainees, contractors, guests, or invitees.

4. VOLUNTARY ASSUMPTION OF RISK

The Customer acknowledges, understands, and voluntarily assumes the risks of injury, loss, or damage inherent in the use of the Building, including but not limited to non-live-fire training and live-fire training conducted by the Customer in exchange for the consideration described above in Sections 1 and 2.

The undersigned confirm that they have read, understand, and agree to the terms of this Release of Liability and Voluntary Assumption of the Risk.

TODD SHEPHERD, OWNER/CEO, FORGE FIRE & COMPANY LLC

SIGNATURE: _____

DATE: ____ / ____ / ____

AUTHORIZED REPRESENTATIVE, CLIENT DEPARTMENT

PRINTED NAME: _____

TITLE/RANK: _____

DEPARTMENT NAME: _____

SIGNATURE: _____

DATE: ____ / ____ / ____

RESOLUTION 2025-XX

RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE ON BEHALF OF THE TOWN OF WAKE FOREST, THE CONTRACT FOR FIRE STATION #6

WHEREAS, the Town identified the need to build an additional Fire Station to provide the same level of service;

WHEREAS, the Public Facilities Department posted a call for bids for the Design Build of Fire Station 6, approved by the Board of Commissioners on August 20, 2024- Resolution # 2024-49, to be awarded to Edifice LLC;

WHEREAS, Edifice/ ADW Architects designed Fire Station 6 to fulfil the requirement of ISO and provide service to the Northern and Eastern sections of Town;

WHEREAS, Fire Station Six also includes a training room to be available for Fire Station personnel and other Town departments;

WHEREAS, Fire Station Six also includes a Burn Town for ongoing training needs for all firefighters throughout the area;

WHEREAS, On December 29, 2025, Edifice provided a Guaranteed Maximum Price based on the design provided;

BE IT RESOLVED by the governing body of the Town of Wake Forest hereby authorizes the Town Manager to execute a contract with Edifice in the amount of \$17,230,686.00 for the Fire Station and \$1,323,221.00 For Training Burn Tower, totaling \$18,553,907

Adopted and effective this the 17th day of February 2026.

Ben Clapsaddle, Mayor

ATTEST:

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-699-

Submitted by: Ari Schwartz, Planning

Submitting Department: Planning

Meeting Date: February 17, 2026

Subject

Consideration of a contiguous annexation submitted by property owners, The Villas at Wake Forest Crossing LLC, located at 12751 Wake Union Church Road and 12739 Wake Union Church Road being Wake County PINs 1831869237 and 1831868329 being approximately 2.36 acres.

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-702-
Submitted by: Patrick Reidy, Planning
Submitting Department: Planning
Meeting Date: February 17, 2026

Subject

Consideration of 2026 Municipal Service District Extension

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-676-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: February 17, 2026

Subject

Consideration of Approval of Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North Carolina General Statute 160A-20 (Construction of Fire Station 6)

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [160A-20 Application _Fire Station 6_summary.pdf](#)
- [IPA Timetable.pdf](#)
- [LGC Preapplication Meeting_9.23.2025.pdf](#)
- [Resolution 2026-xx_Authorizing Application_Fire Station 6.docx](#)

Consideration of approval of resolution authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North Carolina General Statute 160A-20 (Construction of Fire Station 6)

Summary: Bids and the final guaranteed maximum price (GMP) have been received (and approved) for the construction of Fire Station 6. The Town will borrow up to \$18,000,000 to fund the construction of the station utilizing an installment purchase agreement as authorized by NC General Statute 160A-20. Fire impact fees will be used to fund the training tower portion of project. The attached resolution authorizes staff to proceed with formal application to the Local Government Commission (LGC) to proceed with the financing. Funds have been set aside in the debt service fund for repayment of the debt.

Attachments: Timetable and Steps; LGC Preliminary Application Meeting Presentation; Resolution

TOWN OF WAKE FOREST FIRE STATION 6 FINANCING (160A-20) TIMETABLE

Preliminary Conference with LGC	September 23, 2025 (Tuesday)
*Adoption of Resolution Authorizing Application	February 17, 2026 (Tuesday) (Prior to filing application)
File notification with Joint Legislative Committee	February 27, 2026 (Friday)
Publish Notice of Public Hearing (Ten days prior)	March 5, 2026 (Thursday)
Public Hearing on Financing	March 17, 2026 (Tuesday)
Proposals due from Financial Institutions	March 27, 2026 (Friday)
File formal application with LGC	April 2, 2026 (Thursday)
Approval of Resolution Authorizing 160A Installment Purchase Contract with Financial Institution (if needed)	April 21, 2026 (Tuesday)
Application considered by the LGC	May 5, 2026 (Tuesday)
Close loan/receive installment proceeds (Between May 15 and May 29)	May 2026

*This resolution also authorizes staff to “take other such actions as may be advisable in connection with the proposed financing agreement.”



Preliminary Application Meeting - LGC

TOWN OF WAKE FOREST

SEPTEMBER 23, 2025

AGENDA

- Introductions
- Purpose
- Background/Timeline
- Debt Issuance
- Other Items



Purpose – 160A-20 Financing – Fire Station 6



Background

- Wake Forest Fire Department – transitioned to town department - July 1, 2020
- Obtained ISO Rating 1 – April 2022
- Project included in five-year Capital Improvements Plan - updated annually
- Property acquired – March 2024



Background - continued

- Selection process – Design Build Firm – March 2024
- Edifice LLC – Contract for design build – August 2024
- Project team – Admin/Fire/Facilities
 - September 2024 – design/planning/engineering
 - Ongoing and continues
 - Estimated GMP (September - \$18.2 million)
- Funds on hand – fire impact fees



Construction (GMP) Timeline

- October 2025 – Advertise for Bids
- November 2025 – Receive Bids
- December 2025 – Review GMP
- January 2026 – Board of Commissioner Approval
- February 2026 – Notice to Proceed – Construction



Debt Issuance

- 160A- 20 – installment financing
 - Not to exceed - \$18,000,000
- Maximum term – 15 years – level principal
 - Will consider 10 or 12 year
- \$2.1 million in Debt Service Fund
- February or March 2026 LGC Approval



Other Items

- Financing Team
 - Bond Attorney – Womble Bond Dickinson – Paul Billow
 - Davenport – Ted Cole/Mitch Brigulio
- Spring 2025 – Interactive Debt Model Tool
- FY 25 Audit Underway - submission by October 31
- FY 25 Performance – exceeded budgeted expectations



Future Debt

- Rolling Stock – Spring 2026
 - Short-term IPA: 3 to 5 years
- Second issuance – 2022 Bond Referendum (\$75 million)
 - Fall 2026 - \$ 27 million
- Bond Referendum – early stages of planning
 - November 2028





Questions/Discussion

Aileen J. Staples – Assistant Town Manager/CFO

919-435-9461 – astaples@wakeforestnc.gov

RESOLUTION 2026-

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

WHEREAS, the Town of Wake Forest (the "Town") proposes constructing Fire Station 6 to be located on Wait Avenue to maintain and improve level of service to the citizens of the Town of Wake Forest; and

WHEREAS, the Town desires to finance a significant portion of this project by the use of an installment contract under N. C. General Statute 160A, Article 3, Section 20; and

WHEREAS, finding of facts by this governing body must be presented to enable the N. C. Local Government Commission to make its findings of fact set forth in N. C. General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Town of Wake Forest, North Carolina as follows:

1. The proposed improvements to be financed consist of construction of Fire Station 6.
2. Due in large measure to the Town's significant growth, to keep the current ISO 1 rating, response times at acceptable levels, and to maintain overall health, safety and welfare of the Town recognizes that it is expected by the citizens of Wake Forest. This project has been identified in the Town's annual Capital Improvements Plan as a high priority.
3. The proposed installment contract will fund the construction costs of this project The installment contract is preferable to issuing G.O. Bonds as follows:
 - a. Current appropriations in the Town's operating budget are inadequate to fund these improvements.
 - b. Currently, fund balance available for appropriation and capital reserve amounts are not sufficient to fund this project.
 - c. The Town does not retire enough debt annually to fund the project using the "two-thirds limitations" at this time.
 - d. The Town desires to have a shorter repayment period than 20 years.

RESOLUTION 2026-

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

4. The proposed financing is an amount not to exceed **\$18,000,000**. This amount is adequate and is not excessive. The construction bids have been received and are expected to be approved by the Board of Commissioners by February 17, 2026.
5. Examination of the audit reports for the past three (3) fiscal years of the Town of Wake Forest will reflect that the Town's debt management policies are in strict compliance with North Carolina law.
6. The Town has earmarked a portion of the tax rate, and it is set aside in a debt service fund along with designated tax revenues for the repayment of debt service associated with this financing. It is anticipated that a tax rate increase will not be needed for this financing.
9. The Town is not in default in any of its debt service obligations.
10. The Town Attorney will render an opinion that the proposed project is authorized by law and is a purpose for which public funds may be expended pursuant to the construction and laws of North Carolina.
11. The Assistant Town Manager/Chief Financial Officer (CFO) is hereby designated and authorized to obtain financing proposals for the project and award bid to respective financial institution.
12. The Assistant Town Manager/Chief Financial Officer (CFO) is authorized to retain Womble Bond Dickinson as bond counsel for this installment financing.
13. The Town Manager and Assistant Town Manager/CFO are hereby authorized to execute and approved financing documents with respective financial institution.
14. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds. The Town intends that funds have that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Assistant Town Manager/CFO of the Town is hereby authorized to act on behalf of the Town as said representative to file an application for approval with the Local Government Commission of North Carolina and are authorized to take other such actions as may be advisable in connection with the proposed financing agreement.

Adopted and effective this the 17th day of February 2026.

Ben Clapsaddle, Mayor
Mayor

(ATTEST)

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-758-

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: February 17, 2026

Subject

Department Monthly Reports

Recommendation:

item Summary:

ATTACHMENTS:

- [January 2026 Monthly Report.pdf](#)

January 2026| Department Monthly Report



Center for Active Aging

ACTIVITY		REVENUE COLLECTED	
New members this month	264	Classes	\$5,249
Number of Events Hosted	0	Donations	\$276
Number of Programs Hosted	393	Miscellaneous	\$500
Total Events Attendance	0		
Total Programs Attendance	4,917		

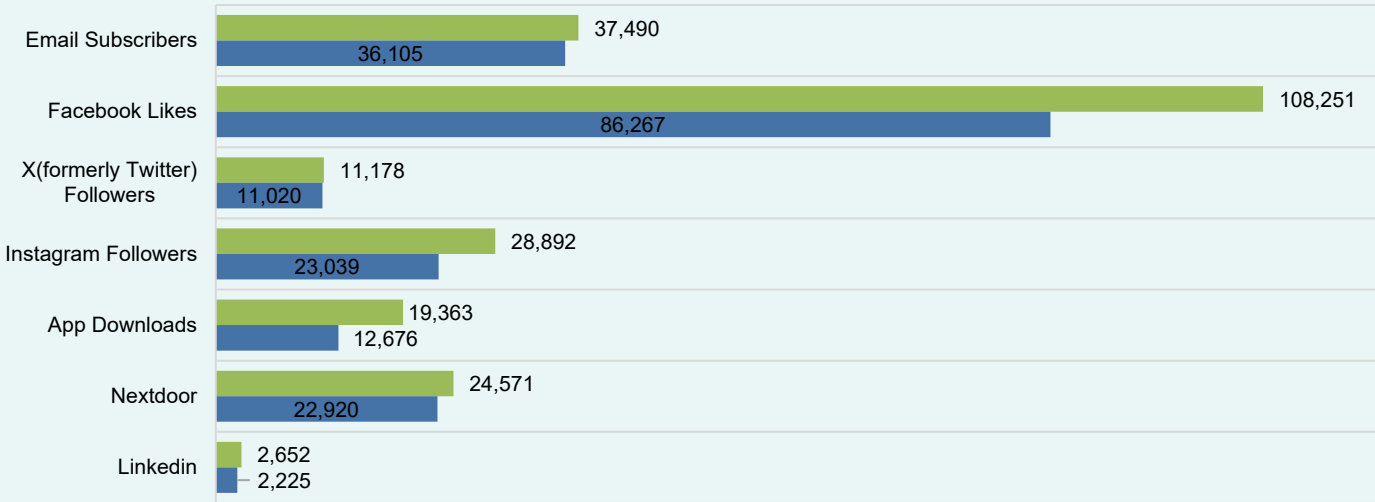
Updates: December 2025 and January 2026 marked the transition from Schedules Plus registration software to the RecDesk platform used by the Town.

Communications

ANNOUNCEMENTS		TOP 5 VIEWED PAGES ON WEBSITE		
Media Releases	35	RANK	PAGE	VIEWS
Email Announcements	30	1	Customer Service Forms & Applications	11,646
Town-to-Resident Phone Calls	29	2	Home	11,636
		3	Severe Weather Updates	3,607
		4	Planning	2,151
		5	Jobs	4,470

SUBSCRIBERS

JAN-26 JAN-25



Downtown Development

OCCUPANCY

	JAN –MAR 2026	JAN- MAR 2025
Occupancy Rate in Percentage	92%	90%

NEW BUSINESSES

	JANUARY 2026	FISCAL YEAR-TO-DATE
Number of New Businesses	1	5
Number of Businesses Closed	1	1

UPDATES PROVIDED QUARTERLY

EVENTS

THIRD QUARTER EVENTS (JAN - MAR)	ATTENDANCE IN 2026	ATTENDANCE IN 2025
	N/A	N/A

Wake Forest Downtown, Inc. (WFD) hosted its annual Property Owners' Luncheon on 1.22.26, with approximately 51 people in attendance, including 19 property owners. Attendance was approximately 1/3 lower than expected based on RSVPs, which may be partly due to the threat of bad weather forecast for that weekend. Board Chair and Committee Chairs provided their own updates during the event, and the Downtown Development Director provided an overall overview, highlighting successes from the past fiscal year and progress already underway or on track for this fiscal year.

WFD was awarded the inaugural President's Grant of \$500 from Wake Forest Community Partners to continue the wheel stop art project.

WFD held its annual plan-of-work planning session on January 7, 2026, and is in the process of updating its 5-year vision, mission statement, goals, and objectives.

Economic Development

WFBIP MONTHLY NEWSLETTER [VIEW](#)

The Wake Forest Business & Industry Partnership Quarterly Report is updated at the end of each quarter.

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH

N/A

REQUESTS FOR INFORMATION (RFIs)

	JANUARY 2026	JANUARY 2025
Number of Responses to RFIs	0	2

Engineering

PROJECT UPDATES

Street Resurfacing	The 2026 contract has been awarded to Sunrock. Concrete work is anticipated to start in February, and asphalt paving in April. An estimated 14 miles of roadways will be resurfaced.
S. Franklin Street	Substantial completion is anticipated in late winter with final completion in early spring. Lane closures are expected to continue throughout the project's duration.
HL Miller Park Stream Restoration & Greenway Improvements	The work on the boardwalk is nearing completion. Paving trails are complete. Substantial completion is anticipated in late winter.
Dunn Creek Greenway Phase III	The project is ongoing. The project remains on schedule for completion in the Spring.
Dunn Creek Greenway Phase IV	The project is ongoing. The project remains on schedule for completion in the Spring.
Crenshaw Stream Restoration Site 5	The project is ongoing. The weather is having an impact on the schedule. Substantial completion is anticipated in late winter/early spring.
Crenshaw Stream Restoration Site 6	The project is ongoing. The weather is having an impact on the schedule. Substantial completion is anticipated in late winter/early spring.
Traffic Signal- Forestville Rd at Coach Lantern	The project has been awarded to Cardinal Civil Construction. Notice to proceed to be issued in February. Anticipated project completion in the Fall.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500 and Payment	1-19-2026
ORBIT/LGERS Report – NC State Treasurer	1-02-2026
Utility Sales Tax Return – E500 E	1-16-2026
Food & Beverage Tax Report	1-16-2026
941/NC-5Q Quarterly Payroll Tax Returns	1-08-2026
ACCOUNTING/FINANCE	AMOUNT
Number of Invoices Paid by Check	249
Number of Invoices Paid Electronically	62
Number of Invoices Paid with P-Card	777
Number of Active Grants	9

PURCHASING / WAREHOUSE

Purchase Orders Processed	51
New Vendors Set Up	17
Informal Quotes	19
\$ Received Surplus Items Sold	\$5,250
Number of Bids Placed	0
HUBSCO Reports	0

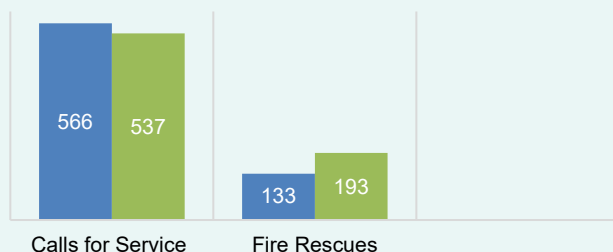
Fire

KEY STATS

	JANUARY 2026	JANUARY 2025
Calls for Service	566	537
Average Response Time	3:43	4:34

FIRE-KEY STATS

■ JAN-26 ■ JAN-25

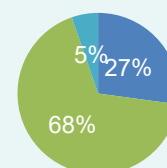


TYPES OF CALLS

	JANUARY 2026	JANUARY 2025
Fire	133	193
Medical	331	320
Motor Vehicle Accidents (MV24A)	26	24

TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

EMPLOYMENT

	JANUARY 2026	JANUARY 2025
Positions filled	452	423
Vacancies	20	31
Total Authorized Positions FY 2024–2025	472	454

PROMOTIONS/TRANSFERS

NAME	DEPARTMENT	POSITION	DATE
John Hartley	Public Works – Streets	Construction Worker II	1-20-2026

Information Technology

SERVICE STATS

	JANUARY 2026	JANUARY 2025
Service Requests Completed	752	598
Network Uptime Percentage	100%	100%

Inspections & Public Facilities

RESIDENTIAL PERMITS

	JANUARY 2026	JANUARY 2025
Single-Family Dwelling	24	13
Townhomes	22	13
Duplexes	1	0
Multi-Family Dwelling Units	0	13
Other	98	132
Total	146	171

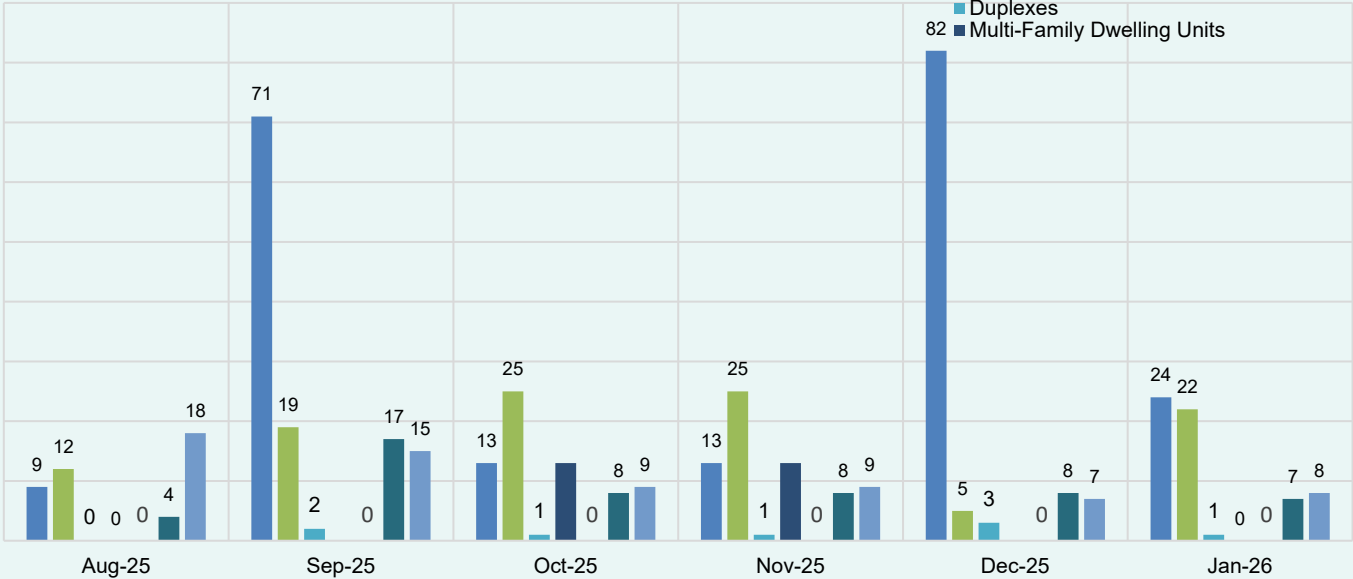
NON-RESIDENTIAL PERMITS

	JANUARY 2026	JANUARY 2025
New Commercial	1	0
Fit-Ups	2	4
Other	32	30
Total	35	34

Inspections & Public Facilities

RESIDENTIAL BUILDING PERMITS (last 6 months)

- Single-Family Dwelling
- Townhomes
- Duplexes
- Multi-Family Dwelling Units

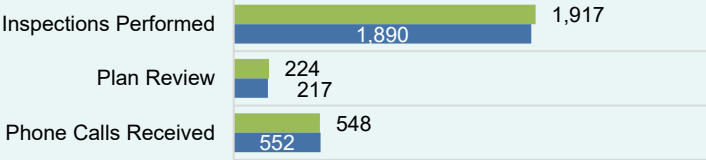


PUBLIC FACILITIES

	JANUARY 2026	JANUARY 2025
Preventative Maintenance Completed	671	644
Reactive Work Orders	102	209

DEPARTMENTAL PRODUCTIVITY

- JANUARY 2026
- JANUARY 2025



BUSINESSES

NEW COMMERCIAL BUSINESSES

TOWF FIRE STATION #6	1621 WAIT AVE
FIT-UPS	
CHOPT CREATIVE SALAD (RESTAURANT)	11108 LIGON MILL RD 11
JMA PEDIATRICS	3150 ROGERS RD 102
PRE-OCCUPANCIES	
RIVERAS RESTAURANT	927 DURHAM RD 107
MINISTERIO PROFITICO CRISTO LA ROCA	927 DURHAM RD 105
RON SCHWARTZ COMMERCIAL LLC	1752 HERITAGE CENTER DR 201
DIV CLEANING SERVICE LLC	5103 UNICON DR L
RALEIGH CAKES	5107 UNICON DR M/L
SWEET TRADITIONS (NEW OWNER)	12516 CAPITAL BLVD 106
TRIBUNE PROPERTIES LLC	1764 HERITAGE CENTER DR 204
ST JOHNS PROPERTIES	1756 HERITAGE CENTER DR 202
THE PLANTED BEAN	149 S WHITE ST
AIMZ EATERY LLC	714 N WHITE ST
CARLSON FINANCIAL SERVICES	1776 HERITAGE CENTER DR 101
MOONSUN WAKE FOREST (NEW OWNER)	12316 HAMPTON WAY DR
CARING CONNECTIONS PEDIATRIC THERAPY	1760 HERITAGE CENTER DR 103

Organizational Performance

NORTHERN COMMUNITY FOOD SECURITY TEAM (NCFST)

Staff Hours	26 hrs./week
Updates	4x WFCT P/U - 2x TAM P/U - 12x Mini Pantry stock - 2x Mobile Market - 2x WFFM visit
Lunch & Learn	No events held this month

GUEST SERVICES VOLUNTEER (GSV) PROGRAM

Active	21
Inactive	1 (Health Issues)
Onboarding	1 (interviewed 1/29/2026)
Hours (JANUARY)	141

Parks, Recreation & Cultural Resources

ATHLETICS

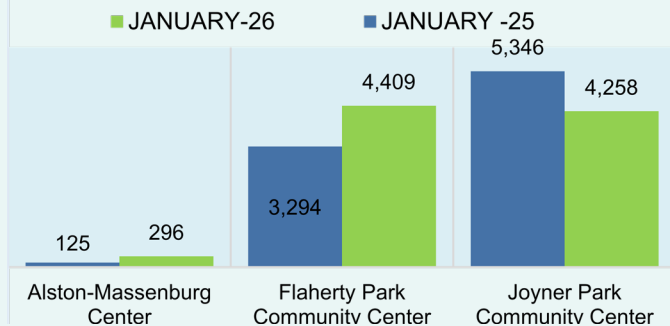
	JANUARY 2026	JANUARY 2025
Registrations Received – Youth	0	0
Registrations Received – Adult	0	0
Games Held	183	157
Revenue	\$0	\$0

[VIEW](#)

RECONNECT PROGRAM GUIDE

The program guide is updated twice per year in March and August.

VISITORS TO COMMUNITY CENTERS



PROGRAMS

	JANUARY 2026	JANUARY 2025
Registrations Received – Youth	138	123
Registrations Received – Adult	144	156
Classes/Programs Held	32	28
Revenue	\$7,730	\$3,998

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	1
Reactive Maintenance	1
PM Inspections & Services	72
Evening & Weekend Park Services	4

FACILITY RENTALS

	JANUARY 2026	JANUARY 2025
Athletic Fields	3	2
Joyner Park Outdoor / Open Space	0	0
General Outdoor / Open Space	0	0
Picnic Shelters	0	0
Wake Forest Community House	10	5
Joyner Park Community Center	0	2
Flaherty Park Community Center	0	0
Alston-Massenburg Center	3	2

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	JANUARY 2026	JANUARY 2025
Aquatic Center	0	0
Taylor Street Sprayground	0	0

Planning

DEVELOPMENT SERVICES MONTHLY REPORT [VIEW](#)

ZONING VIOLATIONS DASHBOARD [VIEW](#)

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

CERTIFICATES OF APPROPRIATENESS

	JANUARY 2026	JANUARY 2025
COAs Received	1	1
COAs Approved	0	1

Police

KEY STATS

	JANUARY 2026	JANUARY 2025
Calls for Service	4,548	5,000
Vehicle Crashes	167	166

Public Works

Streets: • Repaired 230' of sidewalk, 16 yards of concrete • Repaired 48 tons of asphalt • Dog Park Project (stormwater) • 2 Snow events (10 day)

Fleet: Fleet worked through two winter storm events.

Solid Waste: Commercial dumpsters for Town-supported areas were successfully switched from GFL to Republic Services. The compactor had not been wired by the end of January because a new wire needs to be run from the electrical source. Winter storms caused havoc during the last couple of weeks of January, throwing solid waste routes off schedule and leaving recycling not serviced for two days. Litter kits were distributed on a limited basis this month, but they still went out. Leaves have been winding down, but many loads have gone to farms and for mulch requests rather than the landfill.

Urban Forestry: Planted 66 trees, assisted with snow removal, and chose a contractor for the Urban Forestry Management Plan.

Admin: Answered numerous calls from residents about "missed" trash and recycling services due to the storm. Residents expressed a priority on service over safety despite hazardous road conditions. Residents are very passionate about trash & recycling being collected. We have been working diligently to collect all trash and recycling.

RECYCLING

	JANUARY 2026	JANUARY 2025
Volunteer Collected Litter	100	0
Volunteer Collected Recycling	0	0
Volunteer Hours	3	0
Volunteer Miles of Streets	1	0
Sections of Roads Cleaned (not miles)	0	0
Number of Creeks Cleaned	0	0
Number of Litter Kits Issued / Returned	3	0

SOLID WASTE

	JANUARY 2026	JANUARY 2025
New Construction Homes Added	14	50
New Cart Sets	14	50

CEMETERY

	JANUARY 2026	JANUARY 2025
Number of Plots Sold	0	0
Number of Niches Sold	0	0
Total Plots Available	0	0

Renaissance Centre for the Arts

RENAISSANCE CENTRE BROCHURE

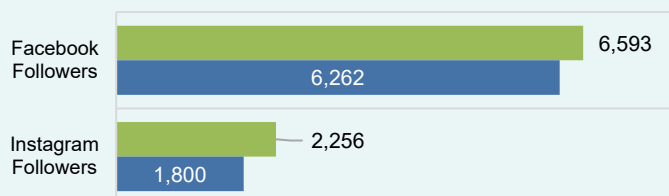
[VIEW](#)

EVENT & PROGRAM ATTENDANCE

	JANUARY 2026	JANUARY 2025
Monthly In-Person Attendance	938	1,096
Virtual Views	8,198	948
Ticketed Events Held	22	1
Free Events Held	2	1

SOCIAL ENGAGEMENT

■ JANUARY-26 ■ JANUARY-25



Highlights for January 2026 for the Renaissance Centre

The Renaissance Centre welcomed the new year with the Winter Invitational exhibition, which featured 63 works of art by more than 20 local artists and will be on display in the Renaissance Centre Arts Annex from Tuesday, January 6, 2026, through Tuesday, March 3, 2026, highlighting the talent and the creativity of the region's arts community.

An opening reception was held on Friday, January 9, from 5–7 p.m., drawing more than 70 attendees and resulting in the sale of three artworks. Continuing the momentum of January programming, the Wake Forest Renaissance Centre presented The Magic of Jeki Yoo on January 10 at 2:00 p.m. and 7:30 p.m., delighting audiences with his award-winning, close-up magic and playful style that has captivated more than 13 million fans worldwide and earned praise from America's Got Talent and Simon Cowell.

Wake Forest Power

CUSTOMER SUMMARY

	JANUARY 2026	JANUARY 2025
Electric Meters/Customers	8,135	7,890
Pre-Pay Power Customers	372	424
H.O.P.E. Participants	42	41
N.C. GreenPower Participants	16	16

PAYMENTS RECEIVED

	JANUARY 2026	JANUARY 2025
eSuite Credit Card Payments	\$196,968	\$214,881
Authorize.net (Pre-Pay)	\$58,573	\$0
Paymentus CC Payments	\$1,238,626	\$1,256,125
Paymentus CC Payments (Pre-Pay)	\$12,766	\$84,919

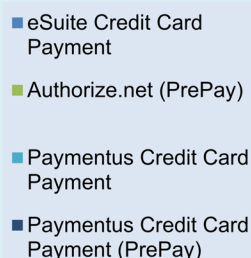
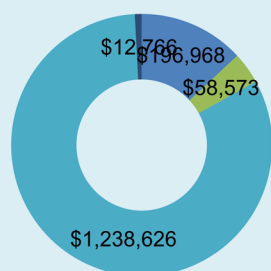
POWER OUTAGES

	JANUARY 2026	JANUARY 2025
Total Number of Customers Affected by Outages this Month	66	26
Average Number of Customers Affected per Outage	66	13

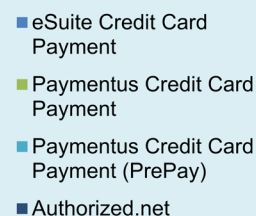
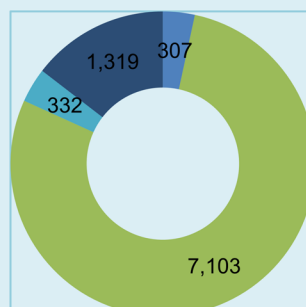
NUMBER OF TRANSACTIONS

	JANUARY 2026	JANUARY 2025
eSuite Credit Card Payments	307	343
Paymentus CC Payments	7,103	7,026
Paymentus CC Payments (Pre-pay)	332	2,086
Authorized.net (Pre-Pay)	1,319	0

PAYMENTS RECEIVED JANUARY 2026



PAYMENTS RECEIVED JANUARY 2026



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 01/27/2026

Number of members in attendance: 0 out of 9

Meeting canceled due to inclement weather. Public hearing for COA 25-06 will be held at the February 24, 2026, meeting at 6:30 pm.

Human Relations Council

MEETINGS

Most recent meeting held 01/22/2026

Number of members in attendance: 9 out of 10

Minority Owned/Women's Business Expo set for Saturday, February 28, 2026 - 1:00 pm. The HRC will plan to support the Gospel Festival during Black History Month in February.

Public Art Commission

MEETINGS

Most recent meeting held 01/22/2026

Number of members in attendance: 5 out of 11

Project planning for 2026. Scheduled annual planning retreat for February 14, 2026.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 01/28/2026

Number of members in attendance: 10 out of 12

Work Groups 2026 Events: National Day of Trails, June 6th; Unplugged, September 6th. Review 2026 meeting dates.

July 3rd: National Anthem Voting: The board will vote to determine who will sing the National Anthem at this year's event.

Board Planning Session – Feb. 7th

Vote for Chair & Vice Chair: Sandy moved to nominate Danny for chair and Felicia for vice chair. Jim seconded the motion; carried 8-0.

Technology Advisory

MEETINGS

Most recent meeting held 01/26/2026

Number of members in attendance: 0 out of 13

Meeting canceled because of inclement weather.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-783-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: February 17, 2026

Subject

February Tax Report

Recommendation:

item Summary:

ATTACHMENTS:

- [WF-TAX-REP-FEB-2026-BOC-MTG.pdf](#)



Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

DON MIAL, CHAIR
SAFIYAH JACKSON, VICE-CHAIR
VICKIE ADAMSON
SUSAN P. EVANS
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

February 3, 2026

Mr. Kip Padgett
Town Manager
Town of Wake Forest
301 S. Brooks Street
Wake Forest, North Carolina 27587

Dear Mr. Padgett:

The Wake County Board of Commissioners, in regular session on February 2, 2026, approved and accepted the enclosed tax report for the Town of Wake Forest.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

A handwritten signature in cursive script, appearing to read "Yvonne Gilyard".

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

Wake County Board of Commissioners Report

Date: 02/02/2026

Approved by:

DocuSigned by:

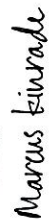
 48E66C62C250A4B9...

Consideration of Requests for Taxes, Interest and Penalties BETWEEN \$100 AND \$500 FOR WAKE FOREST

No. Payee	Account Number	Tax & Penalty Rebated	Total Rebated	Total Refunded
1 CORELOGIC 3001 HACKBERRY DR IRVING TX 75063 0156	0000496699-2025-2025-0000000	City 189.00 County 232.70	421.70	421.70
2 CORELOGIC 3001 HACKBERRY DR IRVING TX 75063 0156	0000329543-2025-2025-0000000	City 117.60 County 144.79	262.39	262.39
		City 306.60 County 377.49	684.09	684.09

*Total refunded may differ from total rebated due to to payee's remittance of interest or application of payment to other balances owed by the taxpayer.

Marcus D. Kinrade
 Wake County Tax Administrator

Signed by:

 03C5063B04D7486...

WAKE COUNTY TAX ADMINISTRATION

12/01/2025 - 12/31/2025

Rebate Detail Report

WAKE FOREST

DATE

01/15/2026

TIME

9:10:54 AM

REBATE NUM	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	INTEREST	BILLED	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS ACCOUNTS													
945346	504.74	0	0.00	50.47	0.00	0.00	555.21	12/21/2025	0007044783	2025	2025	000050	QUINTET ACQUISITIONS LLC
945724	2.18	0	0.00	0.22	0.00	0.00	2.40	12/5/2025	0006803372	2025	2025	000000	INNOVATIVE SOLUTIONS GROUP INC
945723	155.79	0	0.00	15.58	0.00	0.00	171.37	12/5/2025	0007003623	2025	2025	000000	HIBACHI JAPAN
SUBTOTALS FOR BUSINESS ACCOUNTS	662.71	0.00	0.00	66.27	0.00	0.00	728.98	728.98		3	Properties Rebated		
BUSINESS REAL ESTATE ACCOUNTS													
947497	1,532.59	0	0.00	0.00	0.00	0.00	1,532.59	12/19/2025	0000357410	2025	2025	000000	SAM'S REAL ESTATE BUSINESS TRUST
947862	11,951.45	0	0.00	0.00	0.00	0.00	11,951.45	12/23/2025	0000323558	2025	2025	000000	WALMART REAL ESTATE BUSINESS TRUST
946609	27,908.38	0	0.00	0.00	0.00	0.00	27,908.38	12/12/2025	0000418032	2025	2025	000000	GREENWAY VILLAGE APARTMENTS LLC
SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS	41,392.42	0.00	0.00	0.00	0.00	0.00	41,392.42	41,392.42		3	Properties Rebated		
INDIVIDUAL PROPERTY ACCOUNTS													
946241	4.20	0	0.00	0.42	0.00	0.00	4.62	12/16/2025	0007014053	2025	2025	000000	NOLAN, JOHN PATRICK
946979	69.31	0	0.00	0.00	0.00	0.00	69.31	12/16/2025	0007014570	2025	2025	000000	WEBER, JEFFREY CRAIG
948060	363.33	0	30.00	36.33	0.00	0.00	429.66	12/29/2025	0006991786	2025	2025	000000	TOTAL EFFECTS INC
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	436.84	0.00	30.00	36.75	0.00	0.00	503.59	503.59		3	Properties Rebated		
WILDLIFE BOAT ACCOUNTS													
946612	74.31	0	0.00	7.43	0.00	0.00	81.74	12/18/2025	0004218491	2025	2025	000000	PEARCE, KENNETH NORRIS
945351	91.73	0	0.00	9.17	0.00	0.00	100.90	12/2/2025	0004213209	2025	2025	000000	FERGUSON, DAVID VAUGHN
946079	179.34	0	0.00	17.93	0.00	0.00	197.27	12/16/2025	0004220787	2025	2025	000000	SEYMOUR, MATTHEW J
SUBTOTALS FOR WILDLIFE BOAT ACCOUNTS	345.38	0.00	0.00	34.53	0.00	0.00	379.91	379.91		3	Properties Rebated		
42,837.35 0.00 30.00 137.55 0.00 43,004.90 43,004.90 12 Properties Rebated for the District City													

TOTAL FOR WAKE FOREST	42,837.35	0.00	30.00	137.55	0.00	43,004.90	43,004.90	12 Properties Rebated for all Cities
GRAND TOTAL	487,340.57	145.41	420.00	1,754.70	0.00	489,660.68	489,660.68	145 Properties Rebated for all Cities



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-785-

Submitted by: Michelle Daniels, Administration

Submitting Department: Administration

Meeting Date: February 17, 2026

Subject

Capital Improvement Plan Quarterly Update

Recommendation:

None - For Information

item Summary:

ATTACHMENTS:

- [Q2_CIP_Project_Tracker_Dec_25.pdf](#)

CIP Project Tracker

Q2: October - December 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Ailey Young House Heritage Site			
DESCRIPTION Northeast Community gateway park showcasing the restored Ailey Young House and associated history of the site.			
PROJECT UPDATE Final draft master plan anticipated to go before the Board of Commissioners in 2026.			
Planning - Michelle Michael	• Design	\$ 5,561,565.00	6/30/29
Bus Shelter Installation			
DESCRIPTION Installation of three bus shelters and amenities at stops along the Wake Forest Loop.			
PROJECT UPDATE			
Planning - Emma Linn	• Construction	\$ 300,000.00	
Crenshaw Lots			
DESCRIPTION Stormwater improvements and stream restoration project.			
PROJECT UPDATE			
Engineering - Steve Meyer	• Design	\$ 1,000,000.00	6/30/26
Dunn Creek Greenway, Phase 3			
DESCRIPTION Construction of greenway (Town property to NC 98 Business to Oak Grove Church Road) 1.9 mile trail connection to Ailey Young Park			
PROJECT UPDATE			
Stormwater - Nick Nolte	• Construction	\$ 5,773,000.00	
Dunn Creek Greenway, Phase 4			
DESCRIPTION 0.55 miles of greenway trail within Flaherty Park. The section provides connection to the existing Del Webb section of Dunn Creek, the existing Orchards at Traditions section of Dunn Creek, and Flaherty Farms apartments for the seminary.			
PROJECT UPDATE			
Stormwater - Nick Nolte	• Construction	\$ 2,285,000.00	

Department - Project Lead	Phase	Total Project Cost	Completion
Fire Logistics Facility			
DESCRIPTION Warehouse space needed to store reserve equipment and supplies.			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Construction	\$ 4,500,000.00	5/31/26
HVAC Replacement			
DESCRIPTION			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle		\$ 42,000.00	
HVAC Replacement - Holding Park			
DESCRIPTION Units are 15 years old and rather than continue repairs we will replace. Will use a conventional system rather than hydronic. This will save cost, maintenance, and utilities.			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Initiated	\$ 160,000.00	6/30/26
License Plate Reader System			
DESCRIPTION Installation of fixed automatic license plate reader systems throughout the town.			
PROJECT UPDATE			
Police - Julius Jefferson		\$ 75,000.00	
LED Conversion			
DESCRIPTION Convert every light to LED over next 3-5 years			
PROJECT UPDATE			
Wake Forest Power - Chris Terrell		\$ 125,000.00	

CIP Project Tracker

Q2: October - December 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Line Construction/ System Improvements			
DESCRIPTION Extend and upgrade the Electrical Distribution System			
PROJECT UPDATE			
Wake Forest Power - Chris Terrell		\$ 1,200,000.00	
Meter Testing Room			
DESCRIPTION Construct a meter testing room and offices to be used by meter staff. Needs directed by Electric Department			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Design	\$ 40,000.00	
Neighborhood Drainage Improvements - Cardinal Hills			
DESCRIPTION This project should investigate the capacity of the existing stormwater system to avoid stormwater inundation of the properties and the street. Providing funds for this specific location, in addition to the annual program that addresses various deficiencies throughout Wake Forest within the municipal drainage system, assists in the safe and efficient management of stormwater.			
PROJECT UPDATE			
Engineering - Steve Meyer	• Study	\$ 525,000.00	2/28/26
Neighborhood Drainage Improvements - Home Gardens			
DESCRIPTION This project should address the existing drainage issue between Wake Drive and Forest Drive by rerouting storm drainage to avoid stormwater inundation of the properties and the street. Providing funds for this specific location, in addition to the annual program that addresses various deficiencies throughout Wake Forest within the municipal drainage system, assists in the safe and efficient management of stormwater.			
PROJECT UPDATE			
Engineering - Steve Meyer	• Study	\$ 50,000.00	2/28/26
NCDOT S-Line Project			
DESCRIPTION Local grant matching for design and contruction of the S-Line Mobility Hub. Includes matching funds for awarded RAISE grant and future grant opportunities.			
PROJECT UPDATE			
Planning - Brad West		\$ 9,500,000.00	6/30/31

Department - Project Lead	Phase	Total Project Cost	Completion
Physical Security Upfit			
DESCRIPTION Security Upgrades			
PROJECT UPDATE			
Information Technology - Adam Oates		\$ 100,000.00	
Sidewalk Replacement			
DESCRIPTION Replace deteriorated, broken and/or uneven sidewalks.			
PROJECT UPDATE			
Public Works - Streets - Tim Bailey	• Construction	\$ 50,000.00	6/30/26
Smith Creek Greenway, Phase 2			
DESCRIPTION 1.1 miles of greenway trail and trailhead with parking providing connection between existing trails. This segment will provide a connection from Ligon Mill Road to Burlington Mills Road and ultimately to Raleigh's Neuse River Greenway via the Wake Forest Connector bridge			
PROJECT UPDATE			
Planning - Brad West	• Design	\$ 14,241,106.00	6/30/28
Smith Creek Greenway, Phase 3			
DESCRIPTION 0.8 miles of greenway trail, Provides connection between existing trails. The section will provide a connection from the Smith/Sanford Creek Greenway junction to Ligon Mill Road.			
PROJECT UPDATE			
Planning - Brad West	• Design	\$ 4,161,240.00	6/30/28

Department - Project Lead	Phase	Total Project Cost	Completion
S. Franklin Street Expansion			
DESCRIPTION Joint Development Agreement for road widening of S. Franklin Street to increase LOS to accommodate increased traffic. The project includes widening the road from two lanes to 4 lanes with a median, sidewalk on both sides, and landscaping.			
PROJECT UPDATE Delayed due to utility conflicts. Construction continues. Updated completion date.			
Engineering - Steven Meyer	• Construction	\$ 2,700,000.00	4/30/26
Spectator Accessibility, ADA Bleachers, Replace Dugouts			
DESCRIPTION Upgrades include: New dugouts, ADA ramp, new bleachers, entrance enhancement, backstop, signage, staircase, bullpens, some fencing and landscaping.			
PROJECT UPDATE			
PRCR - Ruben Wall		\$ 492,650.00	12/31/26
Storage Shelter Warehouse			
DESCRIPTION Construct shelter to store electrical wire out of the elements.			
PROJECT UPDATE On permanent hold			
Public Facilities - Mickey Rochelle		\$ 125,000.00	
Stormwater Infrastructure Maintenance and Funding			
DESCRIPTION Stormwater Infrastructure Assessment for the continual maintenance of Town owned and maintained stormwater infrastructure by the Town of Wake Forest. Work to be conducted by both Town staff and outside contractor. Specific areas will be identified as operating budget is prepared.			
PROJECT UPDATE			
Stormwater - Nick Nolte		\$ 150,000.00	
Street Maintenance and Resurfacing			
DESCRIPTION Staff is recommending to allocate a portion of 2022 Bond referendum for additional street resurfacing and maintenance. Contracting of planning and rehabilitation is scheduled for FY19/20, completion in FY20/21 and then work to begin in FY21/22. (Includes Procurement, installation, and data management of pedestrian and bicycle counters along Town Greenways as well as pavement markings for seven street bicycle lanes and sharrow segments in Downtown.) Phase 1 started with a 5.5 million dollar purchase agreement in FY 23-24.			
PROJECT UPDATE			
Engineering - Tim Watson	• Construction	\$ 16,000,000.00	

CIP Project Tracker

Q2: October - December 2025

Department - Project Lead		Phase	Total Project Cost	Completion
Streets Building Office/Meeting Space Expansion				
DESCRIPTION				
Close in a portion of the storage shelter for employee meeting space. THis will gice streets and enviromental services departments a place to gather and have meetings.				
PROJECT UPDATE				
Public Facilities - Mickey Rochelle			\$ 215,000.00	6/1/26
Town Hall Improvements (3rd Floor, Annex, CID)				
DESCRIPTION				
Spaces are being renovated to accomodate staff growth. These projects give extra seats for current staff as well as expected growth.				
PROJECT UPDATE				
Public Facilities - Mickey Rochelle		• Construction	\$ 913,000.00	1/31/26
Traffic Pedestrian Signals				
DESCRIPTION				
Traffic signals design and installation at several intersections: Heritage Lake Road and Friendship Chapel Road Forestville Road and Song Sparrow Road Wait Avenue and Middlegame				
PROJECT UPDATE				
Engineering - Tim Watson		• Study	\$ 1,135,000.00	
Transportation New Sidewalk Projects				
DESCRIPTION				
Streets to install missing sidewalk as identified by Town staff or through the CTP.				
PROJECT UPDATE				
Public Works - Streets - Joe Medlin		• Construction	\$ 50,000.00	
Transportation Roadway Lighting				
DESCRIPTION				
Lighting Town roadways according to NCDOT and Association of State Highways and Transportation (ASHTO) standards				
PROJECT UPDATE				
Public Works - Streets - Joe Medlin			\$ 50,000.00	

Department - Project Lead		Phase	Total Project Cost	Completion
Wait Avenue Underground				
DESCRIPTION				
PROJECT UPDATE				
Wake Forest Power - Chris Terrell			\$ 250,000.00	
Wake Forest Reservoir Improvements				
DESCRIPTION				
Dam upfits, Dam inspections, Spillway upfits, Lagoon Decommissioning, Park Improvements: Parking lot, boat ramp, and dock.				
PROJECT UPDATE				
Engineering - Steven Meyer		• Design	\$ 450,000.00	6/30/27

CIP Project Tracker - Completed Projects

Q2: October - December 2025

Department - Project Lead		Phase	Total Project Cost	Completion
Ailey Young Dam Removal & Stream Repair				
DESCRIPTION Remove pond dam Repair stream				
PROJECT UPDATE				
Engineering - Joe Guckavan	• Closed	\$ 817,105.00	12/31/21	
Ailey Young House Rehabilitation				
DESCRIPTION Preservation of the building Will provide an African American historical resource				
PROJECT UPDATE No update. See Ailey Young House/Gateway Park CIP item.				
Planning - Michelle Michael	• Closed	\$ 303,500.00	12/30/22	
Athletic Court Reconstruction				
DESCRIPTION Reconstruction of Tyler Run and Ailey Young basketball courts				
PROJECT UPDATE				
Parks, Recreation & Cultural Resources - Ruben Wall/Josh Glover	• Closed	\$ 62,500.00	9/4/18	
+ Road Connections 2				
DESCRIPTION Roadway connections: Forest Road, Royal Mill connection in Traditions, Heritage Branch and Rogers Road				
PROJECT UPDATE				
Public Works - Engineering - Jonathan Jacobs	• Closed	\$ 8,286,000.00	1/31/19	

CIP Project Tracker - Completed Projects

Q2: October - December 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Athletic Fields Lighting System Replacement/ Installation			
DESCRIPTION Replacement plan for lighting at athletic fields			
PROJECT UPDATE			
Parks, Recreation & Cultural Resources - Ed Austin	• Closed	\$ 1,279,000.00	1/31/17
Board Chambers A/V Camera System			
DESCRIPTION Update existing audio visual, camera and sound system in the Board Chambers for televising meetings			
PROJECT UPDATE			
Administration - Aileen Staples	• Closed		3/1/20
Communication Center Hardware Upgrade/ Vista 911			
DESCRIPTION Upgrade current hardware to receive 911 transfers and landline/cellular information, provide analytics			
PROJECT UPDATE			
IT - Jeff Leonard	• Closed	\$ 180,000.00	6/30/18
Community Plan			
DESCRIPTION Update to the 2009 Community Plan			
PROJECT UPDATE			
Planning - Jennifer Currin	• Closed	\$ 206,760.00	5/30/22
Comprehensive Transportation Plan			
DESCRIPTION *Multimodal Transportation Plan			
PROJECT UPDATE			
Planning	• Closed	\$ 199,363.00	11/30/19

CIP Project Tracker - Completed Projects

Q2: October - December 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Dog Park Upgrades			
DESCRIPTION New configuration, shade structures, fencing, water fountains, and ADA access			
PROJECT UPDATE			
Parks, Recreation, & Cultural Resources - Josh Glover	• Closed	\$ 155,000.00	3/20/20
Downtown Improvements Phase 3			
DESCRIPTION Continue implementing the Renaissance Plan for the Downtown section of Wake Forest; improvements to streets and landscaping within the downtown area. Phase 3 of the project consists of street and landscape improvements along South White Street: East Holding Avenue to Elm Avenue and East Owen Avenue: South White Street to Brooks Street. There are five sections included in the overall effort: 1) S. White Street, 2a) East Owen Avenue, 2b) East Jones Avenue, 2c) Wait Avenue, 3) Brooks Street, 4) North White Street, and 5) Front Street intersection.			
PROJECT UPDATE			
Administration - Candace Davis	• Closed	\$ 5,600,000.00	12/6/19
Downtown Stormwater Study			
DESCRIPTION Study to Support a Downtown Stormwater Plan considering the future growth expected in the Downtown WF area and areas directly surrounding it. Downtown is exempt from Stormwater Management, therefore this plan is to develop a strategy, integrating the Planning Department's Downtown Plan, ensuring the Town is protecting our downstream natural environments through green infrastructure and the potential of regional DT SCMs.			
PROJECT UPDATE			
Stormwater - Nick Nolte		\$ 200,000.00	12/31/25
Downtown Underground Conversion - Wait Ave			
DESCRIPTION Convert overhead lines to underground to keep with aesthetics and help with outages caused by wind, trees or animals.			
PROJECT UPDATE In progress waiting on Jones ave			
Wake Forest Power - Chris Terrell	• Closed	\$ 250,000.00	1/1/99
Dunn Creek Greenway - Downtown Connector			
DESCRIPTION Construction of a 10' wide greenway (approximately .36 miles) from the NC 98 (Dr. Calvin Jones Highway) pedestrian culvert (approximately 9 feet wide, 8 feet high) north to town property and spurs to the west, connecting to existing sidewalks within Cardinal Park and Deacons Ridge subdivisions.			
PROJECT UPDATE			
Administration - Candace Davis	• Closed	\$ 1,491,500.00	10/31/18

CIP Project Tracker - Completed Projects

Q2: October - December 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Electric Building Improvements - 5301 Unicon Dr.			
DESCRIPTION Electric Department Building including building remodel and construction retrofitting			
PROJECT UPDATE			
Public Facilities- Mickey Rochelle	• Closed	\$ 149,500.00	
Endeavor Charter School			
DESCRIPTION Offsite infrastructure Improvements related to the Traffic Impact Analysis submitted in June 2020 and providing safe ingress and egress to the newly expanded school. (Intersection of Burlington Mills Road and One World Way)			
PROJECT UPDATE			
Engineering - Joe Guckavan	• Closed	\$ 750,000.00	11/30/21
Equipment/Materials Storage Building			
DESCRIPTION Add Storage Building at Heritage Park / Reduce Time Transporting Equipment from Maintenance Shop			
PROJECT UPDATE			
Parks, Recreation & Cultural Resources - Ruben Wall	• Closed		6/30/18
Fiber Infrastructure Project			
DESCRIPTION Interconnect Town sites with a fiber network infrastructure			
PROJECT UPDATE			
IT - Adam Oates	• Closed	\$ 2,496,157.73	9/1/21
Fire Training Deck Rebuild			
DESCRIPTION Remove and rebuild deck on training conex units			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle		\$ 48,000.00	6/30/23

CIP Project Tracker - Completed Projects

Q2: October - December 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Flaherty Field #2			
DESCRIPTION Upgrades include: New dugouts, ADA ramp, new bleachers, entrance enhancement, backstop, signage, staircase, bullpens, some fencing and landscaping.			
PROJECT UPDATE Complete			
PRCR - Ruben Wall		\$ 944,000.00	7/30/24
Flaherty Park Dam Maintenance and Repair			
DESCRIPTION Remove pond dam and repair stream. (ARPA funds)			
PROJECT UPDATE			
Engineering - Steven Meyer	• Finalizing	\$ 1,010,200.00	4/1/25
Forbes Property Improvements			
DESCRIPTION Reimbursement Agreement (3 year) for traffic signal and roadwork improvements associated with Blue Bird Ln			
PROJECT UPDATE Final payment has been made.			
Engineering - Allison Snyder	• Finalizing	\$ 74,700.00	6/30/25
Forestville Road Pedestrian Underpass			
DESCRIPTION Pedestrian underpass to connect Sanford Creek Greenway and sidewalk on Forestville Road *Bridge Replacement			
PROJECT UPDATE			
Administration - Candace Davis	• Closed	\$ 349,000.00	6/30/21
Greenway and Park Signage, Phase 1			
DESCRIPTION Wayfinding, phase 1- Sign implementation across greenways and parks			
PROJECT UPDATE			
Public Works	• Closed	\$ 1,082,500.00	9/30/22

CIP Project Tracker - Completed Projects

Q2: October - December 2025

Department - Project Lead	Phase	Total Project Cost	Completion
HVAC Replacement - PRCR Maintenance			
DESCRIPTION Units are 15 years old and not performing.			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Closed	\$ 25,000.00	7/30/25
Hedrick Property Purchase			
DESCRIPTION			
PROJECT UPDATE			
Public Works	• Closed	\$ 595,515.00	9/5/17
HWY 98 Substation Wildlife Protection			
DESCRIPTION Extend and upgrade the Electrical Distribution System			
PROJECT UPDATE Complete			
Wake Forest Power - Chris Terrell	• Finalizing	\$ 55,000.00	
Holding Park Pool and Playground Renovation			
DESCRIPTION Renovation of Holding Park pool - Improved /more accessible playground with improved drainage system			
PROJECT UPDATE			
Parks, Recreation & Cultural Resources - Ruben Wall	• Closed	\$ 2,929,000.00	9/15/18
Installation of Irrigation and Sod at Flaherty Park Baseball/ Softball Fields			
DESCRIPTION Building sand-based grass infield - Grading of entire field - Installation of hybrid sod on Field 2			
PROJECT UPDATE			
Parks, Recreation & Cultural Resources - Ruben Wall	• Closed	\$ 138,000.00	11/30/17

CIP Project Tracker - Completed Projects

Q2: October - December 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Installation of Irrigation and Sod Flaherty Park Field #3			
DESCRIPTION Grading and sod installation in the outfield portion.			
PROJECT UPDATE			
Parks, Recreation, & Cultural Resources - Josh Glover	• Closed	\$ 60,000.00	7/30/20
Joyner Park Phase 2			
DESCRIPTION Master Plan for Joyner Park Community Center and other improvements to the park			
PROJECT UPDATE			
Parks, Recreation & Cultural Resources - Ruben Wall	• Closed	\$ 11,880,930.00	8/31/19
Ligon Mill Road Operational Improvements			
DESCRIPTION Construction of Complete Streets and Operational Improvements along Ligon Mill Road from S. Main Street to the Walmart Driveway. This project consists of widening to a 4-lane, median-divided roadway with bike lanes, extra-large sidewalks, curb and gutter and intersection improvements at S. Main Street.			
PROJECT UPDATE No Update			
Engineering		\$ 3,781,500.00	12/31/24
Ligon Mill Road Underpass			
DESCRIPTION Project B-5318 replaces the bridge over smith creek and realigns and widens part of Ligon Mill road. The project constructs the Smith Creek Greenway underpass.			
PROJECT UPDATE			
Engineering - Steven Meyer		\$ 325,000.00	6/15/25
Northeast Community Plan			
DESCRIPTION Update to the 2007 Northeast Neighborhood Plan			
PROJECT UPDATE			
Planning - Michelle Michael	• Closed	\$ 93,715.00	12/7/21

CIP Project Tracker - Completed Projects

Q2: October - December 2025

Department - Project Lead	Phase	Total Project Cost	Completion
North Main Stormwater Repair and Roadway Rehabilitation			
DESCRIPTION Relocate and replace failing stormwater pipe and box between North Main St., N. College St. and N. Wingate St. Upgrade existing boxes on North Main Street (US1A) to current standards with hood and grade, re-granite curb as needed, and resurface street to minimize flooding.			
PROJECT UPDATE			
Public Works - Engineering - Jonathan Jacobs	• Closed		4/30/19
North White Street Landfill - Cap Construction			
DESCRIPTION In July 2017, the town received a notice of violation (from NCDEQ - Solid Waste Section) of minimal levels of contaminants and was directed to put together a corrective action plan (CAP).			
PROJECT UPDATE			
Public Works - Magda Holloway/Jeanette Johnson	• Closed	\$ 565,000.00	7/30/20
Phone System Refresh			
DESCRIPTION Upgrade existing VoIP hardware and related networking gear.			
PROJECT UPDATE			
Information Technology - Adam Oates		\$ 200,000.00	10/17/25
Priority Pedestrian Corridors: Wait & West Oak Avenue			
DESCRIPTION Construction of pedestrian connections along Wait Avenue and West Oak Avenue. This project consists of sidewalk on Wait Avenue from S. Allen Drive to east of Dunn Creek connecting to existing sidewalk, upgrading the intersection of S. Allen and Wait Ave with Pedestrian Signals, installation of sidewalk and multi-use path on West Oak Avenue, with a new connection to Joyner Park.			
PROJECT UPDATE			
Public Works - Engineering - Jonathan Jacobs	• Closed	\$ 3,800,000.00	12/31/20
Public Safety OSSl System Refresh			
DESCRIPTION Upgrade existing OSSl hardware and operating systems			
PROJECT UPDATE			
IT - Tom LaBarge	• Closed	\$ 40,000.00	2/15/17

CIP Project Tracker - Completed Projects

Q2: October - December 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Public Works Operations Center (Renovation/Upgrade)			
DESCRIPTION Expansion of the Operations Center			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Closed	\$ 16,110,000.00	
Renaissance Centre Renovations Phase 1			
DESCRIPTION Upgrade and renovate areas to improve ability to satisfy the needs of different users			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Closed	\$ 1,237,000.00	3/10/17
Renaissance Centre Renovations Phase 2			
DESCRIPTION Upgrade and renovate areas to improve ability to satisfy the needs of different users			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Closed	\$ 995,800.00	4/21/18
Richland Creek Stream Repair 2017			
DESCRIPTION Repair of approximately 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved \$16,000 for reimbursement			
PROJECT UPDATE			
Public Works - Engineering - Joe Guckavan	• Closed	\$ 116,950.00	1/31/20
Richland Creek Stream Restoration, phase 2 (The Cottage)			
DESCRIPTION Repair of approx. 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved \$16,000 for reimbursement			
PROJECT UPDATE			
Public Works - Engineering Joe Guckavan	• Closed	\$ 100,000.00	7/31/19

CIP Project Tracker - Completed Projects

Q2: October - December 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Road Connections			
DESCRIPTION Street Connections Project includes: Forest Rd, Royal Mill, Police Parking Lot, Curb and Gutter in SFBP, striping on Retail Dr.			
PROJECT UPDATE			
Community Development	• Closed	\$ 8,286,000.00	1/31/19
Rogers Branch Installment			
DESCRIPTION Extension of Rogers Branch Road from its current dead end to the intersection of Foundation Drive and Forestville Road			
PROJECT UPDATE			
Engineering - Joe Guckavan	• Closed	\$ 759,900.00	
Rogers Road Widening & Pedestrian Underpass			
DESCRIPTION Pedestrian underpass to connect Smith Creek Greenway and sidewalk on Rogers Rd. - Bridge replacement			
PROJECT UPDATE			
Administration - Candace Davis	• Closed	\$ 1,755,500.00	11/8/16
Security systems for Flaherty Community Center, Holding Community House, and Parks and Recreation			
DESCRIPTION Security alarms and cameras - Install card access at remaining buildings			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Closed	\$ 137,500.00	6/30/18
Senior Center Expansion			
DESCRIPTION Exercise room addition Roof replacement for existing facility Multipurpose room addition HVAC Replacement			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Closed	\$ 4,861,300.00	2/3/20

CIP Project Tracker - Completed Projects

Q2: October - December 2025

Department - Project Lead		Phase	Total Project Cost	Completion
Server Refresh				
DESCRIPTION Facilitate the complete lifecycle of the six hyperconverged servers located within our data centers.				
PROJECT UPDATE				
Information Technology - Adam Oates			\$ 400,000.00	9/25/24
Smith Creek Stream Bank Repair				
DESCRIPTION Repair of approximately 200 LF of stream bank due to damage from Hurricane Matthew. Working with FEMA on 404/406 funding				
PROJECT UPDATE				
Public Works - Engineering - Carrie Mitchell		• Closed	\$ 200,000.00	7/18/18
Smith and Sanford Creek Greenway				
DESCRIPTION Construction of a continuous pedestrian facility consisting of approximately 2.4 miles of greenway trail and 1.25 miles of sidewalk and multi-use path in the vicinity of Heritage Elementary, Middle, and High Schools. This project connects major activity centers in Wake Forest.				
PROJECT UPDATE				
Administration - Candace Davis		• Closed	\$ 6,054,935.00	10/31/18
Spray grounds/ Water Features				
DESCRIPTION New spray ground water features at Smith Creek, Flaherty Park, and Future Center				
PROJECT UPDATE				
Parks, Recreation & Cultural Resources - Ruben Wall		• Closed	\$ 411,268.00	9/8/17
Stadium Drive Complete Street				
DESCRIPTION Construction of Complete Streets and widening along Stadium Drive from Capital Blvd to Wingate Street. This project consists of turn lanes, curbs/gutters, wider shoulders, improved pedestrian access, new transit stops, benches, and a bus shelter.				
PROJECT UPDATE				
Public Works - Engineering - Jonathan Jacobs		• Closed	\$ 10,643,800.00	12/31/20

CIP Project Tracker - Completed Projects

Q2: October - December 2025

Department - Project Lead	Phase	Total Project Cost	Completion
SCM Remediations (Various)			
DESCRIPTION			
PROJECT UPDATE			
Stormwater - Nick Nolte		\$ 200,000.00	5/30/25
Town Hall - Carpet Replacement/Renovations/Office Upfits			
DESCRIPTION			
Carpet Replacement and office upfits for Town Hall to be completed in FY 21-22			
PROJECT UPDATE			
Public Facilities – Mickey Rochelle	• Closed	\$ 277,300.00	6/30/22
Town Hall - Lighting & Leak Repair			
DESCRIPTION			
Replace Eaton Controls with Enlightened Lighting Controls: Two Floors (FY 22-23); Repair leak above north exit and Taylor Street Entrance (FY 22-23)			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle		\$ 321,000.00	6/30/23
Town Hall Wayfinding Designs/Signage			
DESCRIPTION			
Design and create wayfinding signs consistent with branding image of the town to facilitate direction to town-operated parks, recreation, athletic or cultural destinations			
PROJECT UPDATE			
Public Works - Streets - Tim Bailey/Joe Medlin		\$ 455,000.00	12/31/25
W. Oak Avenue Pedestrian Underpass			
DESCRIPTION			
Pedestrian connections along W. Oak Ave: N. Wingate to N. Main Street			
PROJECT UPDATE			
Administration - Candace Davis	• Closed	\$ 168,000.00	6/30/16

CIP Project Tracker - Completed Projects

Q2: October - December 2025

Department - Project Lead		Phase	Total Project Cost	Completion
Work Order and Asset Management Software				
DESCRIPTION Software Upgrades				
PROJECT UPDATE We will continue onboarding some departments and maintaining current users, but the initial scope is completed.				
Information Technology - Adam Oates	• Finalizing		\$ 220,000.00	6/30/25



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-719-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: February 17, 2026

Subject

Commissioners Report

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-791-

Submitted by: Kip Padgett, Administration

Submitting Department: Administration

Meeting Date: February 17, 2026

Subject

Closed Session: N.C.G.S 143-318.11(5)

Recommendation:

item Summary:

ATTACHMENTS:

GENERAL NOTES

1. THIS DOCUMENT WAS DRAWN FROM A SURVEY TITLED "ALTA/NSPS SURVEY OF PROPERTY OWNED BY THE VILLAS AT WAKE FOREST CROSSING, LLC BY THIS FIRM DATED 10-09-2025."
2. NO TITLE SEARCH WAS PROVIDED AS PART OF THIS SURVEY, ALL UNDERLYING EASEMENTS MAY NOT BE SHOWN.
3. NO CERTIFICATION IS MADE TO THE EXISTENCE OF UNDERGROUND UTILITIES THAT MAY OR MAY NOT BE PRESENT ON THIS SITE.
4. THIS PLAT WAS CREATED FOR ANNEXATION PURPOSES ONLY AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE.
5. THE PROPERTY SHOWN APPEARS TO LIE IN ZONE X PER FEMA FLOOD MAP NO. 3720183100K, EFFECTIVE DATE 7/19/2022.

N/F
JONI RAE PORTER
& ERIC T. WARD
BM 1991 PG 01171
DB 018776 PG 02304
PIN# 1831865623

N/F
ASHLEY T. PHAM-NGUYEN
AND TUAN NGUYEN
DB 019195 PG 00003
PIN# 1831960893

ANNEXATION MAP
CASE NUMBER "AN-25-05"
2.36 ACRES +/-
TOWN OF WAKE FOREST
FULFILLS REQUIREMENTS OF N.C.G.S. 160A-29
ORDINANCE #
ADOPTED:
EFFECTIVE DATE OF ANNEXATION:

I, EVELYN WRIGHT, TOWN CLERK, TOWN OF WAKE FOREST, NORTH CAROLINA CERTIFY THAT THIS IS A TRUE AND ACCURATE MAP OF ANNEXATION ADOPTED THE ____ DAY OF ____, 20__ BY THE WAKE FOREST BOARD OF COMMISSIONERS. I SET MY HAND AND SEAL OF THE TOWN OF WAKE FOREST, ____, 20__.

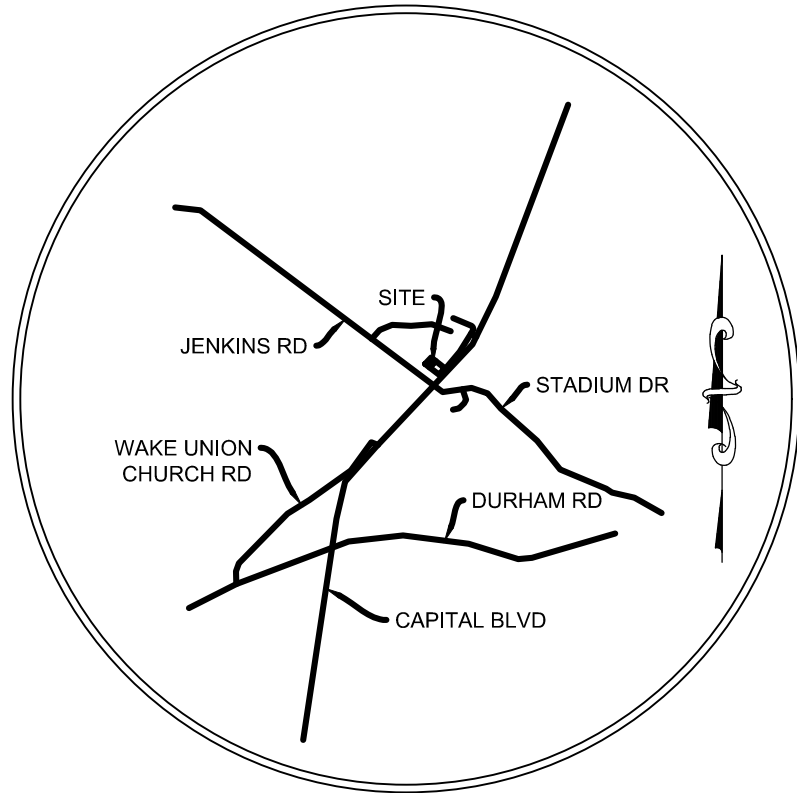
EVELYN WRIGHT

N/F
THE VILLAS AT WAKE
FOREST CROSSING LLC
DB 020043 PG 02765
PIN# 1831961456

N/F
STATE EMPLOYEES
CREDIT UNION
BM 2005 PG 00550
DB 009850 PG 02268
PIN# 1831867140

N/F
THE VILLAS AT WAKE FOREST
CROSSING LLC
PARCEL #1
DB 020043 PG 02755
PIN# 1831869237
68,294 SQ.FT. / 1.57 ACRES
12751 WAKE UNION CHURCH RD
WAKE FOREST, NC 27587

N/F
THE VILLAS AT WAKE FOREST
CROSSING LLC
PARCEL #2
DB 020043 PG 02755
PIN# 1831868329
34,506 SQ.FT. / 0.79 ACRES
12739 WAKE UNION CHURCH RD
WAKE FOREST, NC 27587



VICINITY MAP
SCALE: 1" = 5000'

LEGEND

- PROPERTY LINE
ADJOINER PROPERTY LINE (NOT SURVEYED)
EASEMENT
TOWN OF WAKE FOREST CORPORATE LIMITS
IRON REBAR FOUND (SIZE NOTED)
IRON PIPE FOUND (SIZE NOTED)
AREA TO BE ANNEXED INTO THE TOWN OF WAKE FOREST

ANNEXATION AREA SUMMARY

12739 AND 12751 WAKE UNION CHURCH ROAD
PARCEL #1 AREA: 68,294 SQ.FT. / 1.57 ACRES
PARCEL #2 AREA: 34,506 SQ.FT. / 0.79 ACRES
TOTAL AREA TO BE ANNEXED: 102,800 SQ.FT. / 2.36 ACRES

OWNER: THE VILLAS AT WAKE FOREST CROSSING LLC
2615 ANDERSON HWY STE B
POWHATAN, VA 23139-7400

ANNEXATION MAP FOR THE TOWN OF WAKE FOREST
CASE NUMBER AN-25-05 WAKE UNION VILLAS

± 2.36 AC
PROPERTY OWNED BY
**THE VILLAS AT WAKE
FOREST CROSSING LLC**
PIN # 1831869237 & 1831868329
TOWN OF WAKE FOREST,
WAKE COUNTY, NORTH CAROLINA

DATE: 01/05/2026

SCALE: 1" = 40'

REVISION	
01/05/2026	ADDRESS COMMENTS
© 2021 Bowman Consulting Group Ltd	
Bowman North Carolina LTD. 10130 Perimeter Pkwy, Suite 100 Charlotte, NC 28216	
Phone: (704) 412-7474 F-1445 www.bowman.com	
DWG: V:\220238 - The Villas at Wake Forest Crossing LLC\220238-01-001 (SUR) - Villas at Wake Forest Crossing\Survey\Plats\Annexation\220238-01-001 ANNEXATION PLAT	BY: MH
CHK: MS	QC:
BCG PROJECT NO: 220238-01-001	TASK: SX003
SURVEY DATE: 12-4-2025	SHEET 1 OF 1

SURVEYOR'S CERTIFICATION

I, MATTHEW C. SMITH, CERTIFY THAT THIS MAP OR PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 20043-2755, OR AS SHOWN ON PLAT), THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED BY BROKEN LINES AND WERE PLOTTED FROM INFORMATION AS REFERENCED HEREON, THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 1: 10,000 +; THAT THIS MAP OR PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

I FURTHER CERTIFY THAT THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXEMPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION LICENSE NUMBER AND SEAL THIS 5TH DAY OF JANUARY, 2026.

MATTHEW C. SMITH
NORTH CAROLINA PROFESSIONAL LAND SURVEYOR
LICENSE NO. L-5507

