



**Wake Forest Board of Commissioners
Meeting Agenda
March 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 BOC Work Session February 3, 2026 and BOC Regular Regular Meeting Minutes February 17, 2026
[DRAFT BOCWSMinutes_February202603.pdf](#)
[DraftBOCMinutes_February202617 .pdf](#)

3. Presentations

- 3.A Proclamation Recognizing Women Veterans Month
[PROCLAMATION Recognizing Women Veterans Month.pdf](#)
- 3.B Age Friendly Community Update
[Summary Sheet_Age Friendly Community Update.docx](#)
- 3.C Sustainability Plan Existing Conditions Presentation
[Sustainability Plan Presentation Agenda Summary](#)
- 3.D Resolution recognizing Officer Lawson on his service to the Town of Wake Forest
[Lawson Resolution of Appreciation for Services.docx](#)
- 3.E Resolution recognizing Captain Matt Perkinson on their retirement from the Town of Wake Forest Police Department.
[Perkinson Resolution of Appreciation for Services.docx](#)
[Perkinson Summary appreciation of services.docx](#)

4. Public hearings / Public Comment

- 4.A Public Hearing on LEGISLATIVE CASE RZ-25-02, 810 & 814 S. Main St. Rezoning, a rezoning filed by filed by Tyler Davis to rezone .46 acres located at 810 S. Main St. and 814 S. Main St., being Wake County Tax PIN(s) 1840381862 and 1840381744, from General Residential 3 (GR3) and Richland Creek Watershed Management Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-WMA).
[BOC Agenda Summary RZ-25-02.pdf](#)
[RZ-25-02 Staff Report v2.pdf](#)
[Attachment A_Neighborhood Meeting Information.pdf](#)
[Attachment B_Application.pdf](#)
[Attachment C_Maps.pdf](#)
[Attachment D_Proposed S-line Route.pdf](#)
[Attachment E_US-1 Council of Planning Memorandum of Conformity S Main St.pdf](#)

[Attachment F_Planning Board Recommendation and Plan Consistency Analysis.pdf](#)
[Exhibit 1- Legal Description.pdf](#)
[Exhibit 2- Consistency Statement.pdf](#)
[Ordinance RZ-25-02.docx](#)

- 4.B Public Hearing to receive public comment on the installment financing of Fire Station 6 construction
[Public Hearing Fire Station 6 financing_summary.pdf](#)
[IPA Timetable.pdf](#)
[Public Hearing-Wake Forest 2026 IFA \(Fire Station\) \(4928-8949-6209.1\).doc](#)
- 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 resolution authorizing installment purchase agreement (FY 26 Equipment and Vehicles)
[FY 26 Equipment and vehicles IPA resolution_summary.pdf](#)
[Analysis of proposals_vehicles and equip.pdf](#)
[Vehicles and Equipment RFP_FY 2025-2026.pdf](#)
[Town of Wake Forest Term Sheet 2026_02_27_Truist.pdf](#)
[Resolution_Approving_Financing_Terms_Truist_Bank.docx](#)
- 5.B Approval of Budget Ordinance Amendment # 4 - FY 2025-2026
[Budget Ordinance Amendment_summary.pdf](#)
[Budget Ordinance Amendment # 4 FY 2025-2026.pdf](#)
- 5.C Approval of On-Call Engineering Services Contracts
[Summary On Call Engineering](#)
[Attachment B Staff Report On Call Engineering Services](#)
[Attachment A Resolution to Award On-Call Engineering Services](#)
[Attachment C Engineering Services On-Call RFQ & Addendum #1](#)
- 5.D Resolution recommending the appointment of review officers for the Town of Wake Forest

[Review Officer Agenda Summary 031726.pdf](#)
[RESOLUTION for Review Officer Wake Co. 2026.docx](#)

- 5.E Approval of Appointment to Citizen Advisory Boards
[RESOLUTION2026-XXX_Adv_Board_Appts-TAB -Ex Officio.pdf](#)
- 5.F Approval of a Resolution to surplus the badge and service weapon carried by Officer Michael Lawson
[Lawson Resolution Badge and Weapon.docx](#)
- 5.G Authorization to purchase a portion of property located at 203 N. Brooks St. pursuant to N.C.G.S. 160D-1312 and 160D-1315.
[Summary 203 N Brooks.pdf](#)
[Attachment B Town of WF Recombination Survey](#)
[Attachment_A_203_N_Brooks_Resolution \(3\).docx](#)
- 5.H Approval of a Resolution to Endorse Ailey Young House and Northeast Gateway Park Vision Plan
[Summary Ailey Young House North East Gateway Park Vision Plan.pdf](#)
[Attachment A - Ailey Young House Northeast Gateway Park Vision Plan.pdf](#)
[Resolution.docx](#)
- 5.I Approval of a Resolution to surplus the badge and service weapon carried by Captain Perkinson
[Perkinson_Summary_badge_and_weapon_surplus.pdf](#)
[Perkinson_Resolution_Badge_and_Weapon.pdf](#)

6. Legislative Items

7. Planning Items

- 7.A Consideration of LEGISLATIVE CASE RZ-25-02, 810 & 814 S. Main St. Rezoning, a rezoning filed by filed by Tyler Davis to rezone .46 acres located at 810 S. Main St. and 814 S. Main St., being Wake County Tax PIN(s) 1840381862 and 1840381744, from General Residential 3 (GR3) and Richland Creek Watershed Management Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-WMA).

8. Administration and Financial Items

- 8.A Consideration of approval of Amended Grant Policy & Procedures
[3.17.26 Grant Policy & Procedures Summary.pdf](#)
[3.17.26 Grant Policy & Procedures.pdf](#)
[3.17.26 Grant Policy & Procedures Resolution.docx](#)

9. Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A Department Monthly Reports

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

[February 2026 Monthly Report.pdf](#)

12.B March Tax Report

[WAKE FOREST-TXREP-MARCH-2026-BOC-MTG.pdf](#)

12.C Commissioners Report

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

13.Adjournment



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-830-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: March 17, 2026

Subject

BOC Work Session February 3, 2026 and BOC Regular Regular Meeting Minutes February 17, 2026

Recommendation:

item Summary:

ATTACHMENTS:

- [DRAFT BOCWSMinutes_February202603.pdf](#)
- [DraftBOCMinutes_February202617 .pdf](#)



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

The Wake Forest Board of Commissioners met on **Tuesday, February 3, 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
Police Chief Julius Jefferson
Fire Chief Ron Early
Police Captain Matt Perkinson
Facilities Director-Mickey Rochelle
Police Captain Brandon High
Police Sergeant Bryan Newsome

Budget and Performance Director
Michelle Daniels
Human Resources Director Angela
McCray
Director of Organizational Development
Lisa Hayes
Planning Director Jennifer Currin
Senior Planner Michelle Michael
Development Services Manager Patrick
Reidy
Long Range Planning Manager Brad
West

Presentations

- 1.1 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.

Facilities Director- ADA Coordinator, Mickey Rochelle, presented an overview of the new fire station and training facility project, including design, costs, and next steps. Mr.

Rochelle noted the project aligns with the Town Strategic Plan Goals 1, 3, 4, and 5. Mr. Rochelle advised that neighborhood meetings related to Station 113 and Station 129 were conducted and followed up with residents to address concerns raised during the meetings. Mr. Rochelle advised the facility will be a two-story building totaling approximately 22,344 square feet that includes a training room seating for 50+ staff and the ability to divide it into two spaces. The features include underground stormwater detention in the parking area and additional training infrastructure on site. Mr. Rochelle advised there will be the demolition of two existing structures on the property. Also, Mr. Rochelle discussed the training tower design developed with input from firefighters to accommodate apparatus and operational training needs. Commissioner Cross inquired about the topography of the site. The design architect explained the discrepancy between the video shown and the actual site design, however, the tower will be close to scale of what is shown on the video. Mr. Rochelle advised a request for Board approval of the contract will be presented at a future regular meeting. The contractor pricing is currently held until March, and site work will begin March or April, if approved. Mr. Rochelle highlighted the need to secure funding and Local Government Commission approval. The groundbreaking date is to be determined.

ACTION:

Mover: Commissioner Wright moved to approve 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.

Seconder: Commissioner Fatmi

Vote: Motion carried 4-0

2. Discussion of Monthly Financial Report

2.1 Discussion of December 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 February 17, 2026

Mayor Clapsaddle reminded the Board that the Fire Station 6 needs to be added to the Consent agenda and Town Manager Kip Padgett confirmed. Town Clerk Evelyn Wright advised the item will be added. There was no objection by the Board.

4. Other Business

4.1 Consideration of the Town of Wake Forest's Special Event Policy update

Organizational Performance Director Lisa Hayes presented updates on the Special Events Policy since the discussion at the recent Board of Commissioners Retreat. Ms. Hayes advised the request during the work session is due to event applications awaiting a decision. Ms. Hayes advised there was a change to the amount of insurance to be carried by community organizers of various events; it establishes a two-tier structure for liability insurance and increases tier two coverage requirements from \$2M to \$5M. This change will allow the liability amount to be proportionate with the size of the event.

ACTION:

Mover: Commissioner Wright moved to approve the Special Events Policy update.

Second: Commissioner Shackelford

Vote: Motion carried 4-0

4.2 Consideration of Approval of a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Construction Activities

Long Range Planning Manager Brad West presented on the downtown mobility hub of the S-Line Rail Corridor. Mr. West advised of a new federal grant opportunity related to the Downtown Wake Forest Mobility Hub, which will support the future Amtrak station once the rail line between Raleigh and Richmond is double-tracked. Mr. West reminded the Board that in January 2025 the Town received a \$13.2 million RAISE grant to finalize construction plans for the mobility hub and to begin portions of construction. Mr. West advised the new grant would fund the remaining construction, including the pedestrian bridge and additional infrastructure associated with the station. Mr. West noted the time-sensitive nature of the grant and requested the board consider taking action during the meeting.

North Carolina Department of Transportation (NCDOT) representative Jason Orthner, Rail Division Director, provided an overview of state and regional passenger rail initiatives and Wake Forest's role in those efforts. Mr. Orthner described the three major initiatives Southeast Corridor, the North Carolina Passenger Rail Expansion, and the Regional Triangle Rail Vision. Mr. Orthner advised the S-Line is considered the "missing link" connecting major passenger rail systems between North Carolina and Virginia. The project will improve rail reliability and capacity, create economic development opportunities, and strengthen regional transportation connections.

Grady McCollum, NCDOT Senior Project Manager, presented the vision and design concept for the Wake Forest Mobility Hub and train station and showed renderings illustrating the proposed facility and surrounding infrastructure. Mr. McCollum gave an overview of the funding source and use to date: the 2022 grant funded the feasibility study, preliminary design, and NEPA environmental work; RAISE 2024 grant funded the final design, property acquisition, and initial construction; and the current application for the 2026 BUILD grant will fund the remaining construction on the project.

Commissioner Cross asked about Wake Transit Plan funding mentioned in the presentation and whether the Town was expected to provide the 20% grant match. Mr. Orthner clarified that Wake Transit funds are supporting a separate rail construction grant, not the mobility hub grant currently before the Board and the Board's consideration relates only to the mobility hub project and its matching contribution, consistent with how NCDOT partners with municipalities across the state.

Commissioner Cross inquired with ATM/CFO Aileen Staples that she is in agreement. Ms. Staples confirmed that everything is in proper order.

ACTION:

Mover: Commissioner Wright moved to Approve a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Construction Activities.

Seconder: Commissioner Shackelford

Vote: Motion carried 4-0

4.3 Interview and Possible Selection to Fill the Vacant BOC Seat- Below is a summary of the Board of Commissioners discussion regarding the questions, time allotment, and

voting procedure. Please see the [February 3, 2026 Board of Commissioners Work Session](#) video for additional information.

Mayor Clapsaddle introduced the agenda item for interviews and selection to fill the vacant Board of Commissioner seat. Mayor Clapsaddle explained the interview process and expectations for the meeting: five finalists were selected and are waiting downstairs in alphabetical order. The candidates will come to the podium individually for interviews and the Town Manager will ask prepared questions previously agreed upon by the board. Mayor Clapsaddle noted that candidates are sequestered to ensure fairness in the interview process. Mayor Clapsaddle asked the audience to remain quiet and respectful, stating that disruptions could result in individuals being asked to leave the chamber. Mayor Clapsaddle requested the Town Attorney, Nathan McKinney, review the proposed motions and procedures for conducting the interviews and selection process.

Mr. McKinney explained that the board must approve two items before proceeding: the final set of interview questions and the interview and voting procedures for filling the vacancy. Mr. McKinney advised each candidate will begin with a 3-minute opening statement, answer a series of core questions asked by the Town Manager, have 2 minutes to answer each core question, have up to 1 minute to respond to follow-up questions from commissioners, and end with a closing statement with a maximum time limit of 5 minutes. Mr. McKinney explained the voting process per North Carolina law and Town ordinance. After interviews and board discussion, Commissioners will vote using a ballot method listing all five finalists. A candidate must receive at least three votes (majority) to be appointed. If no candidate receives three votes, additional rounds of voting will occur (up to three rounds total). Candidates receiving zero votes in a round will be eliminated. If no candidate receives a majority, the board may schedule additional interviews with remaining candidates or move to a motion-and-vote process for selecting among remaining candidates. Under the "Motion-and-Vote" method, Commissioners may make motions to appoint a specific candidate. Votes will be conducted via roll call vote. If a tie occurs, the Mayor may break the tie. If no candidate is selected, the Board must decide whether to conduct another round of interviews, or restart the application and interview process. Commissioners discussed several procedural details before approving the process. The board approved the following structure: 3-minute opening statement, 2 minutes per question response time, 1 minute

for follow-up responses, a maximum of 25 minutes for the question portion, and 5-minute closing statement.

ACTION:

Mover: Commissioner Wright moved to allow candidate interview questions.

Second: Commissioner Cross.

Vote: Motion carried 4-0

ACTION:

Mover: Commissioner Wright moved to accept the interview procedure and voting process except for the time limit.

Second: Commissioner Cross

Vote: Motion carried 4-0

ACTION:

Mover: Commissioner Wright moved to set the timing as three minute opening statement, two minutes response time per question- not to exceed 25 minutes, five minute closing statement, and one minute per question time limit to respond to Commissioners follow-up question(s).

Second: Commissioner Fatmi

Vote: Motion carried 3-1

The interview of candidates commences.

Below is the list of questions asked of the five candidates during the interview and a summary of the candidates' responses. Please see the February 3rd Board of Commissioners Work Session video link ([February 3, 2026 Board of Commissioners Work Session](#)) on the Town's Public Meetings Portal page for additional information.

BOARD VACANCY – CORE QUESTIONS

- 1. Please take a moment to make an opening statement. Include anything you like.*
- 2. How do you view the role of a commissioner in balancing personal integrity, personal values and perspectives, the town's adopted policies, and input from constituents when*

those are in tension, and can you share an example from your prior public or community service?

3. *How do you stay informed about the needs and perspectives of different neighborhoods and demographic groups in our town, and how would you incorporate those perspectives into board deliberations and decisions?*
4. *A commissioner sometimes receives complaints about Town staff. How would you go about making a determination regarding whether or not a complaint is accurate?*
5. *How do you feel that you and your job experience relates and uniquely suits you to this role?*
6. *Describe your community involvement and how you have given back to the WF community.*
7. *What Town of Wake Forest boards and committees (standing such as planning/adjustment and advisory) and/or Wake Forest community organizations have you served on and what did that service teach you about Wake Forest?*
8. *Looking ahead five years, what are the two or three most pressing issues facing Wake Forest, and how would your 2 years of service as a commissioner help the community?*
9. *You now have five minutes for a closing statement. The timer will start when you begin speaking.*

Abigail Black

1. Please see the February 3, 2026 Board of Commissioners video at [February 3, 2026 Board of Commissioners Work Session](#) .
2. Ms. Black emphasized that commissioners must balance resident concerns with the legal authority and jurisdiction of the board. She used traffic as an example, noting that while residents may be frustrated, many roads are controlled by state and federal agencies, requiring cooperation beyond local authority. From her experience on the Urban Forestry Board, Ms. Black described balancing public

desire to preserve the tree canopy with the board's limited authority over only town-owned trees. The solution included public outreach and education, such as tree giveaways and community engagement events.

3. Ms. Black stays informed by attending town open houses, speaking with residents, consultants, and staff, and participating in discussions about proposed solutions. Ms. Black stressed the importance of meeting residents' needs while respecting the board's authority and limitations.
4. Ms. Black would gather information from both sides by speaking with the staff members involved and then facilitating a meeting between the complainant and staff member to ensure fairness and hear both perspectives before deciding on a remedy.
5. Ms. Black explained that her role as a private cloud administrator gives her experience with public communication and digital outreach. Her participation in immersive legislative sessions provided insight into how legislation impacts local governments and reinforced her understanding of the Unified Development Ordinance (UDO) as foundational to policy decisions.
6. Ms. Black advised of participation in the inaugural Citizens Academy class, completion of Planning 101, service on the Urban Forestry Advisory Board (2022–October dissolution), serving as Co-Chair for approximately 10 months, public outreach at events like tree giveaways and ForestFest and personal tree planting efforts. Ms. Black proposed creating urban orchards in partnership with Parks & Recreation to plant fruit and nut trees in public spaces.
7. Ms. Black has served on the Urban Forestry Advisory Board and learned that while the Town does not control everything, it works diligently to inform the public and pursue viable solutions. Ms. Black advised she has not served on boards outside Wake Forest, though she has attended other meetings.
8. Ms. Black identified traffic congestion and infrastructure not keeping pace with growth, the need for "smart growth" aligned with EPA principles (compact, economically sustainable development), and cooperation with entities like NCDOT to address transportation challenges.
9. Ms. Black expressed gratitude for being selected as a finalist, appreciation for the opportunity to speak, and interest in serving and working with the board in the future.

Joan Falvey

1. Please see the February 3, 2026 Board of Commissioners video at [February 3, 2026 Board of Commissioners Work Session](#) .
2. Ms. Falvey emphasized the importance of hearing all sides and avoiding political or religious divisions. Drawing from her business policy of not discussing religion or politics, Ms. Falvey advised the focus should remain on people's needs, safety, and well-being. Ms. Falvey views the commissioner role as nonpartisan and centered on serving the entire community while maintaining integrity and balance.
3. Ms. Falvey described her diverse upbringing and family background as shaping her perspective. Ms. Falvey stressed the importance of stepping outside personal "bubbles" to understand different living conditions and viewpoints. Through her work on the Historic Preservation Commission, she focuses on protecting neighborhoods from displacement or gentrification and ensuring Wake Forest remains accessible and respectful of all communities.
4. Ms. Falvey would begin by listening to ensure the complainant feels heard. She would then investigate by speaking with the staff involved and review documentation when available. Ms. Falvey emphasized remaining calm and non-confrontational and, if appropriate, seeking guidance from fellow commissioners (unless the complaint involved a commissioner directly).
5. Ms. Falvey's background includes event production, performing arts, and hospitality, giving her strong public speaking skills and extensive experience working with diverse groups of people. As a small business owner, Ms. Falvey regularly engages with the community and other downtown businesses. She believes these experiences demonstrate her ability to listen, organize, lead, and respond effectively to community needs.
6. Ms. Falvey has been the Vice Chair for the Historic Preservation Commission, a board member for Wake Forest Downtown, a volunteer for Town events, and an active participant in community events through her downtown business. Ms. Falvey emphasized her daily presence and active role in fostering a vibrant downtown community.
7. Ms. Falvey has served on the Historic Preservation Commission and the Wake Forest Downtown Board. Ms. Falvey advised that service taught her about the town's history, preservation needs, and the importance of maintaining older

buildings safely while protecting Wake Forest’s historic character. She values preserving the past while building thoughtfully for the future.

8. Ms. Falvey identified infrastructure and traffic management, affordable housing, and support for the arts (including a performing arts space). Ms. Falvey noted that her experience living in larger metropolitan areas provides perspective on infrastructure solutions. She expressed concern about housing affordability for young families, including her own children. Ms. Falvey also highlighted her passion for developing performing arts opportunities in the community.
9. Ms. Falvey advised she would focus on infrastructure improvements, affordable housing solutions, and arts development. She believes her background, community involvement, and investment in Wake Forest position her to help guide thoughtful growth and community-centered decision-making. Ms. Falvey thanked the board for considering her, reiterated her long-term commitment and financial investment in Wake Forest, and stated that regardless of the outcome, she will continue to actively serve and support the community.

Daniel Hupp

1. Please see the February 3, 2026 Board of Commissioners video at [February 3, 2026 Board of Commissioners Work Session](#) .
2. Mr. Hupp emphasized collaboration, respect, and open-mindedness. While acknowledging he may not always agree with others, Mr. Hupp stated he is willing to listen to all perspectives. In follow-up discussion, he explained that separating personal views from public responsibility requires being open-minded and considering the broader community’s perspective before making decisions.
3. Mr. Hupp highlighted the town’s growing diversity and the importance of understanding different perspectives when making decisions. As Chair of Parks & Recreation, Mr. Hupp described incorporating community feedback into board discussions.
4. Mr. Hupp advised he would remain open-minded and seek to understand the full situation. He would consult appropriate resources such as the town attorney if necessary and investigate concerns carefully. Mr. Hupp also

expressed confidence in the town's staff, noting his positive experiences with them.

5. Mr. Hupp advised he works for IBM on a federal contract and described learning complex systems (like Salesforce) over time. He emphasized continuous learning, leadership development, and collaboration. Mr. Hupp believes commissioners must work closely with fellow board members and staff, recognizing they will not have all the answers and must learn and collaborate.
6. Mr. Hupp advised he is a youth soccer referee and coach, Chair of the Parks, Recreation & Cultural Resources Advisory Board, and a previous participant in Citizens Academy (2022). Mr. Hupp described growing more involved as his children became adults and expressed pride in helping guide parks and recreation initiatives as the town grows.
7. Mr. Hupp's primary service has been on the Parks & Recreation Advisory Board. He shared an example of discussions about building a pickleball complex, emphasizing the importance of multi-purpose facilities that benefit a wide range of residents rather than serving a single interest group and, through Citizens Academy, he gained deeper understanding of public safety, planning constraints, and municipal operations.
8. Mr. Hupp identified rapid development and population growth, managing the impact of prior development decisions, and the need to thoughtfully guide future growth. Mr. Hupp acknowledged the town's rapid expansion and stressed the importance of careful development planning over the next two years.
9. Mr. Hupp thanked the board for the opportunity and acknowledged his nervousness but emphasized his passion and willingness to listen. He expressed interest in: expanding the Wake Forest Center for Active Aging and growing specialized programs for individuals with disabilities and special needs. Mr. Hupp noted it would be an honor and privilege to serve the town and that he remains committed to serving Wake Forest in any capacity.

Nicolas Sliwinski

1. Please see the February 3, 2026 Board of Commissioners video at [February 3, 2026 Board of Commissioners Work Session](#) .

2. Mr. Sliwinski stressed that integrity is foundational to public trust. When tensions arise between public input and town policy, he believes commissioners must first follow the law, then consult town plans and policies, and engage in open dialogue with both supporters and opponents. Mr. Sliwinski cited rezonings as examples of issues requiring careful consideration of legal standards, professional guidance, and community input before making decisions for the good of the entire town.
3. During his previous four-year term, Mr. Sliwinski prioritized attending open houses, town-sponsored events, and community gatherings—not just to be present, but to actively engage in conversations. Mr. Sliwinski emphasized the importance of speaking with residents outside his own neighborhood to understand diverse concerns and perspectives before making board decisions.
4. Mr. Sliwinski stated that in a council-manager form of government, evaluating staff performance is the responsibility of the town manager, not individual commissioners. If a complaint arises, he would refer it to the town manager to handle appropriately rather than independently determining its validity.
5. Drawing from his career in sales, Mr. Sliwinski emphasized listening, understanding problems, offering solutions, and—most importantly—following up. Mr. Sliwinski compared public service to client service, noting that commissioners must not only help make decisions but ensure those decisions are implemented properly and adjusted if issues arise.
6. Mr. Sliwinski expressed pride in founding the annual Mental Wellness Fair, that has been going for two years. Though modest about personal credit, Mr. Sliwinski noted it was a collaborative effort. His broader community engagement included consistent public presence and active participation during his prior term.
7. Mr. Sliwinski advised he was appointed to the Parks, Recreation & Cultural Resources Advisory Board, liaison to the Urban Forestry Board, delegate to the Central Pines Regional Council (CPRC), and has been actively involved with the Northeast Community Coalition. Mr. Sliwinski advised this service has taught him that Wake Forest is diverse in thought and perspective, especially regarding parks and cultural resources. Through regional work with CPRC, he learned that Wake Forest’s challenges are shared by neighboring communities and that collaboration provides valuable support and shared solutions.
8. Mr. Sliwinski identified the Capital Boulevard improvements (a long-anticipated infrastructure project), managing continued growth, and

completing and implementing the Unified Development Ordinance (UDO) update. Mr. Sliwinski emphasized the importance of leveraging his prior experience and relationships with state officials to advocate for infrastructure funding and guide growth responsibly using community input gathered during the UDO process.

9. Mr. Sliwinski stated that being a commissioner is not about guaranteeing outcomes, but it is about doing the work—gathering information, engaging stakeholders, and positioning the town for long-term success. He emphasized thoughtful, forward-looking decision-making that benefits Wake Forest not just today but for decades to come. Mr. Sliwinski thanked the Board and town staff for their service and expressed appreciation for the opportunity to be considered.

Jasmine Zavala

1. Please see the February 3, 2026 Board of Commissioners video at [February 3, 2026 Board of Commissioners Work Session](#) .
2. Drawing from her experience as a teacher in an underserved Title I school and as a small business owner, Ms. Zavala emphasized compassion, listening, and problem-solving. She explained that policy decisions directly impact families and that leaders must consider both practical realities and human needs. Ms. Zavala shared examples of adjusting instruction to support students' home challenges and working closely with families and community partners. She underscored the importance of understanding trade-offs and recognizing how decisions affect individuals and businesses.
3. Ms. Zavala highlighted her long-standing community involvement, from volunteering as a youth to engaging with nonprofits and small businesses as an adult. She described herself as a "bridge" between organizations, neighborhoods, and demographic groups. Through involvement with more than two dozen nonprofits and daily interaction at her family's restaurant, Ms. Zavala gathers perspectives from diverse residents. She emphasized listening first and connecting individuals and organizations to needed resources.
4. Using her business and teaching experience, Ms. Zavala emphasized listening as the first step in resolving complaints. She explained that many concerns stem from misunderstandings and that effective leadership requires asking questions, identifying root causes, and working collaboratively to find solutions. Ms. Zavala acknowledged she would rely on appropriate channels and other knowledgeable individuals if she did not have the answers herself.

5. Ms. Zavala focused on her nonprofit consulting and graduate policy research experience. She described conducting strategic analyses, evaluating trade-offs, and using decision matrices to assess policy alternatives—specifically referencing her research on state taxation of hygiene products. Ms. Zavala emphasized slowing down, gathering data, evaluating economic and equity impacts, and recommending financially responsible solutions that benefit the most people.
6. Ms. Zavala described deep involvement through her family’s restaurant, which has hosted fundraisers, scholarships, church events, and nonprofit initiatives. Personally, she has supported numerous nonprofits, conservation efforts, youth organizations, and faith-based groups. Ms. Zavala has assisted organizations with websites, bylaws, youth programming, and logistical needs. She also founded “Latinos of Wake Forest” to improve communication, expand inclusion, translate town information into Spanish, and ensure broader community representation.
7. While she has not served on formal town advisory boards, Ms. Zavala emphasized her leadership through small business involvement, conservation advocacy, nonprofit collaboration, and founding Latinos of Wake Forest. She explained that this work taught her about representation gaps, the importance of inclusion, and the value of networks that support residents during challenging times.
8. Ms. Zavala identified conservation and responsible development, education partnerships, support for small businesses, and implementation and review of development policies such as the UDO. Ms. Zavala shared a personal story about tree clearing near her neighborhood, contrasting environmental concerns with economic opportunity. She stressed balancing growth with stewardship, strengthening partnerships, and using her lived experience to connect stakeholders and ensure long-term sustainability.
9. Ms. Zavala emphasized listening as her guiding principle. She described her leadership approach as empathetic, data-informed, and long-term focused. She framed the commissioner role as stewardship—making decisions today that will shape Wake Forest 10–20 years from now. She expressed gratitude for the community that shaped her, her commitment to inclusion and dialogue, and her desire to continue building connections and serving Wake Forest with passion and practicality.

Upon completion of the interviews, Town Clerk Evelyn Wright distributes two rounds of ballots resulting in a tie. Nicolas Sliwinski received the majority vote in round three

and was immediately sworn in to fill the remaining term of the Board of Commissioners vacant seat.

5. Commissioner Reports

Commissioner Shackelford thanked all applicants who participated in the vacancy process and recognized the importance of volunteerism in the community. Commissioner Shackelford expressed appreciation for residents willing to serve and contribute time and effort to local government.

Commissioner Cross thanked all applicants who participated in the board vacancy interview process, acknowledging the difficulty of presenting publicly. Commissioner Cross provided an update on AARP Age-Friendly Community initiatives, including discussions on social engagement across age groups and efforts to support caregivers, including those caring for aging parents or individuals with disabilities. Commissioner Cross advised there will be ongoing discussion and presentations on initiatives to the Board in the future. Commissioner Cross reported hosting her first “Coffee with the Commissioner” event at the Center for Active Aging that was well attended and informal. Commissioner Cross advised residents shared ideas, questions, and suggestions related to community services and programs. Finally, Commissioner Cross advised she attended the MLK Day celebration, also.

Commissioner Fatmi thanked everyone for their patience during the board vacancy selection process and expressed appreciation for the strong group of applicants. Commissioner Fatmi advised he attended the MLK Day Celebration with the Mayor and Commissioner Cross. Commissioner Fatmi acknowledged the Walk for Peace, where Buddhist monks traveling from Texas to Washington, DC stopped in the area on January 24th, noting it was an uplifting experience. Also, Commissioner Fatmi recognized January 27th as International Holocaust Remembrance Day and encouraged the community to reflect on its significance. He shared a quote from Elie Wiesel emphasizing the importance of remembrance and action against hate. Commissioner Fatmi encouraged residents to show kindness, speak out against hate, and oppose antisemitism. Commissioner Fatmi attended his first Parks and Recreation Advisory Board meeting on January 28th and commended staff for their work. Finally, Commissioner Fatmi encouraged residents to participate in upcoming town events and thanked staff for their work during recent winter weather operations.

Commissioner Wright thanked town staff for preparing roads and maintaining services during winter weather.

Commissioner Sliwinski thanked the Board for their confidence in him to fill the vacant Board of Commissioner seat. Commissioner Sliwinski expressed commitment to meeting the expectations of the Board and serving the community. He acknowledged the other applicants, noting they were all active community members involved in boards, committees, and civic activities. Commissioner Sliwinski stated that the applicant pool demonstrated the high level of civic engagement in Wake Forest. Finally, Commissioner Sliwinski expressed enthusiasm about beginning work with the Board.

Mayor Clapsaddle highlighted that February is Black History Month and announced several upcoming community events, including Black History tours and educational programs, Freedom Songs performance on February 20th at the Alston-Massenburg Center, Ailey Young House reopening event, and the Minority and Women-Owned Business Expo at the Renaissance Centre. Mayor Clapsaddle encouraged residents to attend the State of the Town Address on February 16th and extended Valentine's Day wishes to the community.

Town Clerk advised no report.

Town Manager Padgett thanked Public Works and Electric Utility staff for their response to the recent snow and ice event, including weekend shifts. Mr. Padgett advised there was only one power outage reported, affecting approximately 1,000 Wake Forest Power customers, which was resolved within about an hour. Mr. Padgett commended the Town Attorney and Town Clerk for their work supporting the vacancy appointment process. Finally, Mr. Padgett informed Commissioners that new board photos will be taken soon, with scheduling information to follow.

6. Adjournment

The Board of Commissioners adjourned the meeting at 9:50 p.m.

Duly approved in open session this 17th day of March 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, February 17, 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, Commissioner Nick Sliwinski, 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
Deputy Town Clerk Ella Downtin
Police Chief Julius Jefferson
Engineering Director Tim Watson
Police Captain Matt Perkinson
Police Captain David Zick
Police Lieutenant Jeremy Morris
Purchasing Manager Randy Driver
Inventory Specialist Lee Perry
Finance Director Sam Sanchez
Financial Analyst Katie Riedl

Accounting Specialist Heather Mitchell
Accounting Technician Taya Thomas
Communications Resource Specialist Cathi Pope
Planning Director Jennifer Currin
Fire Chief Ron Early
Senior Planner- Historic Preservation Michelle Michael
Police Captain Brandon High
Human Resources Consultant Allison Luvisi
Purchasing Supervisor Hollie Aldridge

1. Approval of Agenda

ACTION:

Mover: Commissioner Wright moved to approve the Agenda.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

2. Approval of Minutes

2.A. Draft BOC Minutes

- January 6, 2026, Work Session
- January 20, 2026, Regular Meeting

ACTION:

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

Second: Commissioner Cross

Vote: Motion carried 5-0

3. Presentations

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

**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:

Ella Downtin
Deputy Town Clerk

Ben C. Clapsaddle
Mayor

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

**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:

*Ella Downtin
Deputy Town Clerk*

*Ben C. Clapsaddle
Mayor*

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

**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

Ella Downtin
Deputy Town Clerk

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.

Mayor Clapsaddle opened the floor for comments. None were heard. Mayor Clapsaddle declared the public hearing closed.

4.B. Public Hearing for 2026 Municipal Service District Extension.

Mayor Clapsaddle opened the floor for public hearing.

Public Comment:

Randy Paquette - 313 Yellow Poplar Ave – Wake Forest, NC 27587

Mary Doyle - 313 Yellow Poplar Ave – Wake Forest, NC 27587

John Walker - 813 S White Street – Wake Forest, NC 27587
Matthew Cooper - 820 Silver Linden Ln – Wake Fores, NC 27587
Jennifer Sweeney - 812 Silver Linden Lane – Wake Forest, NC 27587
Brenda Sterlen - 524 Wait Avenue – Wake Forest, NC 27587
Lisa Hargrove - 235 Sugar maple Ave – Wake Forest, NC 27587
Abby Black – 520 South Street – Wake Forest, NC 27587
Tripp Black – 520 South Street – Wake Forest, NC 27587
Oliver Stevenson – 800 Old Ash Court – Wake Forest, NC 27587
Brenda Briggs – 309 Sugar Maple Ave – Wake Forest, NC 27587
Hector Jaguar – 825 S. Main Street – Wake Forest, NC 27587
Margaet Watkins - 407 Belmellen Ct. – Wake Forest, NC 27587

Mayor Clapsaddle declared the public hearing closed.

- 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.

Mayor Clapsaddle opened the floor for general comments.

Public Comment:

Tripp Black – 520 South Street – Wake Forest, NC 27587
Daniel Hupp– 9305 Glamis Cir– Wake Forest, NC 27587
Jennifer Amyx – 9908 Calvados Drive – Wake Forest, NC 27587
Isabel Mattox – 3700 Glenwood Ave – Raleigh, NC 27612

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 Appointment to Citizen Advisory Board
- 5.B Approval of a Resolution to surplus the badge and service weapon carried by Lieutenant Jeremy Morris
- 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.

ACTION:

Mover: Commissioner Wright moved to approve the Consent Agenda.

Seconder: Commissioner Shackleford

Vote: Motion carried 5-0

6. Legislative Items

No Legislative Item presented

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.

ACTION:

Mover: Commissioner Wright moved to approve the 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.

Seconder: Commissioner Shackleford

Vote: Motion carried 5-0

7.B Consideration of 2026 Municipal Service District Extension

Commissioner Wright spoke about the fee as a resident of Wake Forest. Commissioner Wright expressed his understanding of both arguments for the MSD and against MSD. Commissioner Wright suggested keeping the MSD strictly to downtown.

Commissioner Cross expressed being against making any changes to the MSD as there have been enough changes, reevaluations, and increase in the community. Commissioner Cross advised there are not enough services to justify the change in the area.

Commissioner Fatmi agreed with Commissioner Cross and extended appreciation to the residents for their public comments regarding the MSD. Commissioner Fatmi acknowledged the increase is unfair to residents on a fixed income and agrees with residents wanting additional data to be gathered. Commissioner Fatmi advised he does not support the MSD expansion.

Commissioner Sliwinski echoed that pausing the expansion should be considered. Commissioner Sliwinski asked if the expansion could be delayed to FY 27. Patrick Reidy, Development Services Manager, advised that an effective date can be set at the Board's discretion if there is notice to the Wake County tax assessor's office by April of the year it becomes effective.

ACTION:

Mover: Commissioner Wright moved to deny the 2026 Municipal Service District Extension.

Secunder: Commissioner Fatmi

Vote: Motion carried 5-0 (Commissioners Shackelford and Sliwinski were counted as voting "aye" pursuant to N.C.G.S. §160-75(a))

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).

Assistant Town Manager and CFO Aileen Staples gave an overview of the application process, retainer of the bond attorney, and the maximum amount to be borrowed of \$18M. Ms. Staples advised that the Town has been planning for the debt service fund for several years leading up to this application process. Ms. Staples opened the floor for questions, and none were heard.

ACTION:

Mover: Commissioner Shackelford moved to approve the 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).

Secunder: Commissioner Wright

Vote: Motion carried 5-0

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. February Tax Report
Received.

12.C. Capital Improvement Plan Quarterly Update

12.D. Commissioners Report

Commissioner Wright advised he attended the State of the Town on February 16th and commended Mayor Clapsaddle for a job well done. Commissioner Wright advised he received positive feedback from other local officials. Commissioner Wright advised the Technology Board will meet next week and he is looking forward to that.

Commissioner Cross announced an upcoming AARP Age-Friendly Community Committee meeting, where members will review social engagement ideas discussed in the January meeting and begin discussions on transportation and outdoor spaces. Commissioner Cross Reported that committee members are planning a site visit to a large senior facility in Forsyth County to learn about expanded programming opportunities. Commissioner Cross announced her upcoming "Coffee with the Commissioner" event at the Center for Active Aging and reported that the Center for Active Aging recently gained 264 new members, indicating growing participation. Commissioner Cross participated in the Chamber of Commerce Adult Leadership Program, answering questions alongside other commissioners. Also, Commissioner Cross attended a chair exercise class at the Center for Active Aging and announced a Wake County EMS community meeting on March 9 (7:00–8:00 PM) at the Northern Regional Center to discuss changes to EMS call prioritization and encouraged community participation. Commissioner Cross advised Marie, an intern, will be working with her over the next year.

Commissioner Fatmi recognized the start of Mardi Gras, Ash Wednesday, and Ramadan, wishing residents well during the season and encouraged residents to value time with loved ones and treat one another with kindness. Commissioner Fatmi proposed creating an Environmental Advisory Board focused on environmental issues, conservation, and sustainability initiatives. Commissioner Fatmi requested staff begin drafting an ordinance to establish the board for future discussion at a work session. The Board members expressed support for continuing discussion of the proposal.

Commissioner Sliwinski announced that Wake County and Raleigh approved funding for Wake Forest park projects, including \$3.891 million from the prepared food and beverage tax for the Wake Forest Skate Park, \$750,000 for Clarity Park Phase II, and thanked town staff, state representatives, and community partners who supported the applications. Commissioner Sliwinski provided an update on Capital Boulevard transportation planning issues, noting changes proposed by NCDOT affecting the Burlington Mills and Capital Boulevard area. The changes could make the Johnson Hyundai dealership project infeasible and the Town has one week to provide comments to NCDOT regarding the proposed change. Commissioner Sliwinski noted that closing Burlington Mills Road for 6–12 months was discussed as an alternative option. Commissioner Sliwinski shared that staff and regional partners are reviewing the issue and will provide additional information to the Board.

Commissioner Shackelford recognized the passing of Civil Rights leader Rev. Jesse Jackson and acknowledged his impact on the Civil Rights movement and presidential campaigns. Commissioner Shackelford noted his connection to North Carolina A&T State University. Commissioner Shackelford highlighted an upcoming Freedom Songs performance by Bright Star Touring Theatre scheduled for February 21st at the Alston-Massenburg Center.

Deputy Town Clerk Ella Downtin reminded Commissioners to RSVP for the upcoming Film Festival scheduled for March 6–7.

Town Manager Kip Padgett expressed concern about ongoing Capital Boulevard transportation issues, noting the Town has already experienced lost development opportunities due to project uncertainty. Mr. Padgett advised the Hyundai dealership project had been working cooperatively with NCDOT on right-of-way agreements. The recent design changes could jeopardize that project and associated tax revenue and job growth. Mr. Padgett emphasized that the short response timeline from NCDOT is challenging and requires immediate review.

Mayor Clapsaddle recognized Black History Month and reflected on important historical events, including the 1960 Greensboro sit-ins by North Carolina A&T students, which played a key role in the civil rights movement. Mayor Clapsaddle highlighted the 1834 charter of the Wake Forest Manual Labor Institute, the institution that later became Wake Forest University. Mayor Clapsaddle invited the community to participate in upcoming events such as the Freedom Songs performance on February 21st, Ailey Young historic

marker unveiling on February 27th, and the Minority and Women’s Business Expo at the Renaissance Centre on February 28th.

Mayor Clapsaddle requested a motion to enter closed session.

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

ACTION:

Mover: Commissioner Shackelford moved to go into closed session at 7:43 p.m.

Seconder: Commissioner Wright

Vote: Motion carried 5-0

Reconvened at 8:38 p.m.

13. Adjournment

ACTION:

Mover: Commissioner Wright moved to adjourn the meeting.

Seconder: Commissioner Sliwinski

Vote: Motion carried 5-0

Mayor Clapsaddle adjourned the meeting at 8:39 pm.

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

(ATTEST)

Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-815-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: March 17, 2026

Subject

Proclamation Recognizing Women Veterans Month

Recommendation:

item Summary:

ATTACHMENTS:

- [PROCLAMATION Recognizing Women Veterans Month.pdf](#)



**PROCLAMATION RECOGNIZING
WOMEN VETERANS MONTH**

WHEREAS, Women have faithfully served our nation in uniform since before America’s founding, and more than three million Women have served in the Armed Forces of the United States, including more than 90,000 Women Veterans residing in North Carolina, representing nearly eleven percent of the state’s total Veteran population; and

WHEREAS, throughout our nation’s history Women have answered the call to duty in every conflict, including more than 11,000 who served in Vietnam, eight of whom made the ultimate sacrifice and whose names are inscribed on the Vietnam Veterans Memorial, and more than 300,000 who deployed in support of operations in Iraq and Afghanistan, with more than 160 Women making the ultimate sacrifice in defense of our freedoms; and

WHEREAS, on March 1, 2026, the American Legion Auxiliary Post 187 celebrated their **Salute to Servicewomen** in recognition of Women Veterans of Wake Forest and our surrounding communities to honor their service and sacrifice; and

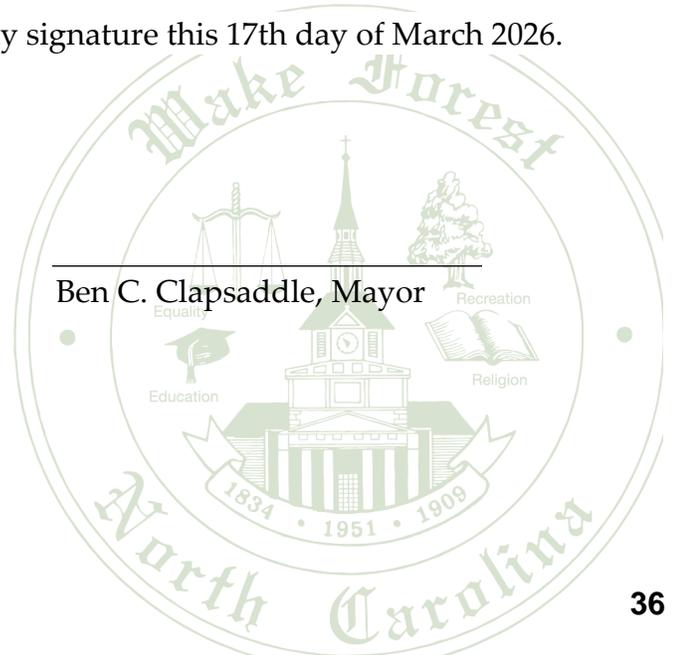
WHEREAS, the American Legion Auxiliary Post 187 has demonstrated outstanding dedication to honoring and supporting Women Veterans through meaningful programs, commemorations, and advocacy efforts that preserve their legacy and ensure their contributions are remembered and respected;

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, North Carolina, and the Board of Commissioners, do hereby proclaim March 2026 as **Women’s Veterans Month** in Wake Forest, North Carolina, and encourage all residents to observe this month as a tribute to all Women who have served or are serving in the United States Armed Forces, to honor those who gave their lives in defense of our freedoms, and to recognize the invaluable contributions of the American Legion Auxiliary Post 187 in celebrating and supporting our Women Veterans.

In official recognition whereof, I hereby affix my signature this 17th day of March 2026.

ATTEST:

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-795-

Submitted by: Lisa Hayes, Administration

Submitting Department: Administration

Meeting Date: March 17, 2026

Subject

Age Friendly Community Update

Recommendation:

no action needed

item Summary:

ATTACHMENTS:

- [Summary Sheet_Age Friendly Community Update.docx](#)

Age Friendly Community Update

Item Summary:

Presentation by Ann Welton, Independent Consultant. The Town of Wake Forest was designated as an “Age-Friendly Community” in July 2024. Ann Welton has been guiding the 5-year program process, along with an independent committee, and will report on the community outreach, steps to determine an action plan, and overall progress in the program.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-806-

Submitted by: Kari Grace, Senior Planner, Planning

Submitting Department: Planning

Meeting Date: March 17, 2026

Subject

Sustainability Plan Existing Conditions Presentation

Recommendation:

item Summary:

ATTACHMENTS:

- [Sustainability Plan Presentation Agenda Summary](#)

Agenda Item: Sustainability Plan Existing Conditions Presentation

Summary: Development of a Town-wide sustainability plan is a priority within Strategic Plan Goal 4: Investing in Transportation and Infrastructure. In July 2025, Blue Strike Environmental was engaged to lead the plan development process, which consists of an existing conditions analysis, including a greenhouse gas inventory and climate vulnerability assessment; goal development; and strategy and recommendations with engagement occurring throughout.

The project commenced in early Fall 2025. At the October 7, 2025, Board of Commissioners meeting, Blue Strike Environmental presented an overview to provide information about project components and gather initial Commissioner feedback on sustainability related priorities. Since then, policy and peer review, greenhouse gas calculations, a climate vulnerability assessment and various public engagement have been conducted.

At the March 17, 2026 meeting, Blue Strike Environmental will present key findings from the existing conditions analysis and engagement efforts to date. The presentation will be posted to the project webpage following the meeting. The purpose of the presentation is to provide an update to and gather feedback from the Board of Commissioners.

Attachments: None



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-810-
Submitted by: Brandon High, Public Safety
Submitting Department: Public Safety
Meeting Date: March 17, 2026

Subject

Resolution recognizing Officer Lawson on his service to the Town of Wake Forest

Recommendation:

item Summary:

ATTACHMENTS:

- [Lawson Resolution of Appreciation for Services.docx](#)

RESOLUTION 2026-XX

**RESOLUTION OF APPRECIATION FOR
THE SERVICES OF**

Michael Lawson

WHEREAS, Michael Lawson was hired as an Auxiliary Police Officer in January of 2003 and has served as a sworn member of the Wake Forest Police Department for over 23 years with a separation date of April 1, 2026; and

WHEREAS, Lawson has served the Department as a Chaplain during his entire tenure with the Wake Forest Police Department; and

WHEREAS, Lawson also served as a member of SWAT (Special Weapons and Tactics Team) for 22 years; and

WHEREAS, being the Director of Campus Security at Southeastern Baptist Theological Seminary, Lawson has served as a liaison between the Seminary and Town on security matters; and

WHEREAS, Lawson has built a reputation as a hardworking, respected, and dedicated professional. Lawson 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 Officer Michael Lawson 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 Michael Lawson.

This the 17th day of March 2026.

ATTEST:

Ben C. Clapsaddle
Mayor

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-817-

Submitted by: Evelyn Wright, Human Resources

Submitting Department: Human Resources

Meeting Date: March 17, 2026

Subject

Resolution recognizing Captain Matt Perkinson on their retirement from the Town of Wake Forest Police Department.

Recommendation:

item Summary:

ATTACHMENTS:

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

RESOLUTION 2026-XX

**RESOLUTION OF APPRECIATION FOR
THE SERVICES OF**

Matthew Perkinson

WHEREAS, Matthew Perkinson began his career with the Norlina Police Department in December 1994 before joining the Henderson Police Department in 1997. In January 2005 he joined the Wake Forest Police Department and has served as a sworn member of the Wake Forest Police Department for over 20 years with a retirement date of April 1, 2026; and

WHEREAS, Perkinson achieved Police Officer II in July of 2007; and

WHEREAS, Perkinson achieved Master Officer in January of 2008; and

WHEREAS, Perkinson was promoted to Police Sergeant in September of 2008; and

WHEREAS, Perkinson was promoted to Police Lieutenant in March of 2010; and

WHEREAS, Perkinson was promoted to Police Captain in January of 2025; and

WHEREAS, throughout his career Perkinson has served as a Patrol Officer, Canine Officer, Drug Investigator, Patrol Sergeant, Patrol and Impact Lieutenant and finally as a Captain overseeing the Special Operations Division. Perkinson obtained his Advanced Law Enforcement Certificate, the FBI-LEEDA Trilogy award and is an AOMP graduate, which complimented his undergraduate and graduate degree work. Perkinson was also awarded a canine award from Crime Stoppers for his work with his canine partner; and

WHEREAS, Perkinson 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 Captain Matthew Perkinson 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 Matthew Perkinson.

This the 17th day of March 2026.

ATTEST:

Ben C. Clapsaddle
Mayor

Evelyn Wright

Town Clerk

Agenda: Resolution recognizing Captain Matthew Perkinson on his retirement.

Summary: Captain Matthew Perkinson is retiring, effective April 1, 2026. Captain Perkinson started working for the town in January of 2005. He is retiring as the Captain overseeing Special Operations



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-781-
Submitted by: Rayvon Walker, Planning
Submitting Department: Planning
Meeting Date: March 17, 2026

Subject

Public Hearing on LEGISLATIVE CASE RZ-25-02, 810 & 814 S. Main St. Rezoning, a rezoning filed by Tyler Davis to rezone .46 acres located at 810 S. Main St. and 814 S. Main St., being Wake County Tax PIN(s) 1840381862 and 1840381744, from General Residential 3 (GR3) and Richland Creek Watershed Management Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-WMA).

Recommendation:

item Summary:

ATTACHMENTS:

- [BOC Agenda Summary RZ-25-02.pdf](#)
- [RZ-25-02 Staff Report v2.pdf](#)
- [Attachment A_ Neighborhood Meeting Information.pdf](#)
- [Attachment B_ Application.pdf](#)
- [Attachment C_ Maps.pdf](#)
- [Attachment D_ Proposed S-line Route.pdf](#)
- [Attachment E_ US-1 Council of Planning Memorandum of Conformity S Main St.pdf](#)
- [Attachment F_ Planning Board Recommendation and Plan Consistency Analysis.pdf](#)
- [Exhibit 1- Legal Description.pdf](#)
- [Exhibit 2- Consistency Statement.pdf](#)
- [Ordinance RZ-25-02.docx](#)

Agenda Item: Public hearing on LEGISLATIVE CASE RZ-25-02, 810 & 814 S. Main St. Rezoning, a rezoning filed by filed by Tyler Davis to rezone .46 acres located at 810 S. Main St. and 814 S. Main St., being Wake County Tax PIN(s) 1840381862 and 1840381744, from General Residential 3 (GR3) and Richland Creek Watershed Management Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-WMA).

Summary: A public comment session was held at the February 10, 2026, Planning Board meeting. The Planning Board voted 6-0 to find the request consistent with the Community Plan and in the public interest and recommended approval of the zoning map amendment (rezoning) request.

Staff presented the proposed rezoning to the Board of Commissioners at their March 3, 2026, work session meeting.

Attachments: See Staff Report.



Staff Report

Case RZ-25-02: 810 & 814 S. Main St. Rezoning

Meeting Date	March 17, 2026
Requested Actions	<p>Consideration of the following items related to the Zoning Map Amendment request for 810 & 814 South Main Street:</p> <ol style="list-style-type: none"> 1. Act on Plan Consistency Statement 2. Rezone 0.46 acres on the Town of Wake Forest Zoning Map from General Residential 3 (GR3) and Richland Creek Watershed Management Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-WMA).
Case Manager	Rayvon Walker, Planner II - Development Services
Planning Board Recommendation	<p>A public comment session was held at the February 10, 2026, Planning Board meeting.</p> <p>At their February 10, 2026 meeting, the Planning Board recommended approval of the zoning map amendment request by a vote of 6-0. See Attachment F for the Planning Board Recommendation.</p>

PUBLIC MEETINGS

Neighborhood Meeting	Public Comment Session	Public Hearing
November 20, 2025 <i>(See Attachment A)</i>	February 10, 2026	March 17, 2026

CASE INFORMATION

Applicant	Tyler Davis 812 South Main Street Wake Forest, NC 27587
Property Owners	Tyler and Irene Davis 810 South Main Street Wake Forest, NC 27587 Davis Dental Properties, LLC 814 South Main Street Wake Forest, NC 27587
Location	Southwest corner of the intersection of West Holding Avenue and South Main Street

Addresses	810 & 814 South Main Street
Wake County Tax PINs	1840381862 and 1840381744
Acreage	0.46
Zoning	Existing: General Residential 3 (GR3), Richland Creek Watershed Management Area District (RC-WMA) Proposed: Neighborhood Business (NB), Richland Creek Watershed Management Area District (RC-WMA)
Land Use	Existing: Dwelling-Duplex (810 South Main Street) Medical Clinic (814 South Main Street) Proposed: N/A
Corporate Limits	This application is currently within the Town's corporate limits.
Community Plan Designation	Neighborhood Commercial, Commercial & Industrial Areas Plan #4

See Attachment B for a copy of the application and Attachment C for Aerial, Zoning, and Land Use Maps. See Community Plan [page 40](#) for a description of Neighborhood Commercial areas and [page 55](#) for a description of Commercial & Industrial Areas Plan #4.

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Dwelling – Single-Family (non-subdivision parcel); Right of Way (West Holding Avenue)	General Residential 3 (GR3)
South	Gas/Fueling Station (Citgo)	Neighborhood Business (NB) General Residential 3 (GR3)
East	Dwelling – Single-Family (non-subdivision parcel); Right of Way (South Main St.)	General Residential 3 (GR3)
West	Dwelling – Single-Family (Tyler Run Development)	General Residential 3 (GR3)

The proposed zoning is generally **compatible** with surrounding zoning.

See Attachment C for associated maps.

COMPREHENSIVE PLAN CONSISTENCY

<p>Community Plan (2022)</p>	<p>The proposed zoning map amendment request is generally consistent with the adopted Community Plan. The three main areas of consistency are:</p> <ul style="list-style-type: none"> • Land Use Plan (page 40): The Land Use Plan designates the subject properties as Neighborhood Commercial, which supports commercial retail, service, food and drink, and office as desired primary uses. The proposed Neighborhood Business (NB) district permits a variety of retail, trade, service, and office uses. If a change of use was proposed, the new use would align with the uses outlined in the property’s land use plan classification. • Commercial and Industrial Areas Plan #4 – S Main Street (page 55): S Main Street is a gateway route into Downtown that features aging local commercial businesses, some of which are auto-oriented. Neighborhood-serving commercial uses should continue to be promoted within this area, with an emphasis on improving the corridor’s character and supporting day-to-day retail and service options. Rezoning the properties from General Residential 3 (GR3) to Neighborhood Business (NB) allows for additional commercial and retail development along the S. Main St corridor. • Commercial Development (page 66): Rezoning the subject properties to Neighborhood Business (NB) provides for commercial development opportunities because the new zoning district would permit various retail, service, and office uses by right. <p>The existing use, Dwelling-Duplex, at 810 S Main St. would become a non-conforming use if the property is rezoned to Neighborhood Business (NB). If subject properties are rezoned to Neighborhood Business (NB), any new development would have to conform to current UDO standards.</p>
<p>Comprehensive Transportation Plan (2021)</p>	<p>The proposed zoning map amendment request conflicts with the Comprehensive Transportation Plan (CTP) for the following reason:</p> <ul style="list-style-type: none"> • Roadway Recommendations (page 57): The CTP calls for the realignment of West Holding Avenue because of the planned NCDOT S-line project(See Attachment D). Any redevelopment of the subject properties may be impacted by the planned realignment of West Holding Avenue. Notably, the existing structure on the 810 South Main Street parcel will be impacted, but there is no current development plans proposed at this time for that parcel. <p>The US 1 Council of Planning determined that the proposed zoning map amendment is not in compliance with the S-Line project at its January 21, 2026, meeting. The US 1 Council of Planning commented that “the rezoning does not conform with the adopted designs from the S-Line Record of Decision (ROD), and the Council would recommend the Town of Wake Forest to engage the property owners along with NCDOT Rail Division on the impact of the funded Rail Project to their property” (See Attachment E).</p> <p>Since NCDOT would likely need to acquire the corner 810 South Main St. parcel to realign W. Holding Avenue per their latest S-Line plans, staff met with NCDOT Division of Rail staff responsible for the S-Line project on January 15,</p>

	2026, to discuss the proposed rezoning. NCDOT Division of Rail staff indicated that they have no plans for advanced acquisitions and did not object to the rezoning.
Historic Preservation Plan (2022)	The Historic Preservation Plan is not applicable to the zoning map amendment request.
Northeast Community Plan (2021)	The Northeast Community Plan is not applicable to the zoning map amendment request.
Parks, Recreation, and Cultural Resources Master Plan (2024)	The Parks, Recreation, and Cultural Resources Master Plan is not applicable to the zoning map amendment request.
Downtown Plan (2024)	The Downtown Plan is not applicable to the zoning map amendment request.

See Attachment F for detailed Plan Consistency Analysis.

STAFF RECOMMENDATION

The zoning map amendment request is generally **Consistent** with the relevant policies in the Comprehensive Plan, and **Approval** of the zoning map amendment request is reasonable and in the public interest.

ATTACHMENTS

- Attachment A: Neighborhood Meeting Information
- Attachment B: Application
- Attachment C: Maps
- Attachment D: Proposed S-Line Route
- Attachment E: US-1 Council of Planning Memorandum of Conformity S. Main St
- Attachment F: Planning Board Recommendation and Plan Consistency Analysis

EXHIBITS

- Exhibit 1: Legal Description
- Exhibit 2: Consistency Statement

Tyler M. Davis

810/812 South Main Street

Wake Forest, NC 27587

Email: tmathesond@gmail.com

Phone: 919-906-6496

Date: November 3, 2025

Dear Neighbor,

I hope this letter finds you well. I am writing to inform you that I am in the process of applying for a **rezoning** of my property located at **810/812 South Main Street, Wake Forest, NC 27587**.

The proposed change is from **Residential (GR3)** zoning to **Neighborhood Business (NB)** zoning. The purpose of this change is to **expand my current dental practice, Davis Family Dentistry, located next door, into this building. No changes to the exterior of the building are planned except as required for zoning compliance.**

As required by the **Town of Wake Forest Unified Development Ordinance**, a **Neighborhood Meeting** must be held with all property owners and residents located within **500 feet** of the property. The purpose of this meeting is to provide an open opportunity for residents to learn about the proposed rezoning, ask questions, and share feedback before the application proceeds to the Town's public hearing and review process.

Neighborhood Meeting Details

Date: Thursday, November 20th, 2025

Time: 6:00 PM

Location: 814 South Main Street, Wake Forest, NC 27587

(Davis Family Dentistry)

I have already spoken with many of the nearby property owners and residents, and several have expressed understanding and support for the proposed rezoning. This meeting will not present any new information beyond what has already been shared in those conversations, but all neighbors are welcome to attend if they would like to hear the information again, ask questions, or provide additional feedback.

In accordance with the Town's requirements, I will be recording attendance and taking

meeting notes (“minutes”) to include with the rezoning application submission.

If you have any questions prior to the meeting or cannot attend but wish to discuss the rezoning, please feel free to reach out to me directly at **tmathesond@gmail.com** or **919-906-6496**.

Thank you for your time, understanding, and participation in this process.

Sincerely,

Tyler M. Davis

Applicant / Property Owner

***Mailing List for Neighborhood Meeting Rezoning Notification
810/812 South Main and 814 South Main St
Tyler Davis - Nov 2025***

Address (53 Total)	Owner
723 S MAIN ST	THOMPSON, MARGARET L
809 S MAIN ST	BARHAM, DANNY K BARHAM, DIANE L
700 S MAIN ST	SHOWS, FELTON CECIL JR SHOWS, CLAUDIA COPELAND
701 S MAIN ST	WAKE FOREST CHRISTIAN CHURCH INC CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
101 W HOLDING AVE	NIP ASSOCIATES INC
714 S MAIN ST	SETTLES, MARY T SETTLES, SHANNON L
803 S MAIN ST	GILLINGHAM, ANDREW DAVID GILLINGHAM, SARAH OLIVIA MERRILL
126 W HOLDING AVE	GALEN PROPERTIES LLC
814 S MAIN ST	DAVIS DENTAL PROPERTIES LLC
724 S MAIN ST	WOLFE, THOMAS A JR WOLFE, LAURA ASKEW
842 JOYNER CT	SMITH, DAVID P SMITH, MARY R
159 W HOLDING AVE	STEIGLER, MARILYN A TRUSTEE
802 S MAIN ST	SOPG LLC
816 S MAIN ST	AMBIKA INC
713 S MAIN ST	BUTTS, JAMES C BUTTS, MARIA H
803 TACY PL	HAFFLY, STEPHEN L. HAFFLY, RUTH C.
0 S WINGATE ST	PINEVIEW ESTATES HOMEOWNERS
815 S WINGATE ST	COLE, HERMAN E COLE, CONNIE R
837 S MAIN ST	MOORE, SUSANNE MAYR
820 S MAIN ST	STORAGE MAX LLC
151 W HOLDING AVE	BRADDY, VICKI L
839 S MAIN ST	PACIFIC MANAGEMENT GROUP LLC
813 S MAIN ST	BARHAM, DANNY K
810 TESSIER CT	WRIGHT, PHILIP WRIGHT, KIMBERLY
(25th) 816 TESSIER CT	C GRANT LLC
819 S MAIN ST	KHANNA, CHRISTINA
136 E HOLDING AVE	NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
720 E HOLDING AVE	NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
829 S MAIN ST	NGUYEN, TAM THI THU LIM, SEA KHIEN

815 TESSIER CT	PARSONS, ERIN PARSONS, WILLIAM T
109 DUNN AVE	GILLINGHAM, ANDREW DAVID MERRILL GILLINGHAM, SARAH OLIVIA
206 KINVARA CT	PANINARO LLC
838 JOYNER CT	DEL, VALLE PATRICIA
809 TACY PL	BERTO, CLAUDIO GOMES BERTO, EDNA ASSIS GOULA
810 S MAIN ST	DAVIS, TYLER MATHESON DAVIS, IRENE ESGUERRA
826 S MAIN ST	TREE CITY LLC
810 TACY PL	LERCH, MICHAEL
132 W HOLDING AVE	BROSNAN, CHRISTOPHER HERNANDEZ, YANIRA
105 DUNN AVE	PHIFER, JAMES LARRY
706 S MAIN ST	DEANER, FRANK E JR DEANER, KIMBERLY S
138 W HOLDING AVE	MOORE, CHARLES N MOORE, BOBBIEJOE C
144 W HOLDING AVE	STAR BORROWER SFR6 LP
803 TESSIER CT	LEONE, GENE EDWARD TRUSTEE LEONE, SHELLEY JAYNE TRUSTEE
845 S MAIN ST	BERRY, VICKI S
815 TACY PL	BOHANON, DREW BOHANON, SARAH C
127 W HOLDING AVE	TOBAR, MONTSERRAT AMAGUAYO LUNA, ANDRES EDUARDO GALARZA
150 W HOLDING AVE	SMITH, GARY P SMITH, DOLORES L
823 S WINGATE ST	SNYDER, RICHARD
207 KINVARA CT	MICHAEL, PATRICK HUNTER MICHAEL, ELENA VERNIERI
203 KINVARA CT	BICKERSTAFFE, ROBERT
821 S MAIN ST	LUND, KURT ALAN LUND, SUSAN RAYNOR
844 S MAIN ST	ALFORD, DAVID B
(53rd) 809 TESSIER CT	PROGRESS RALEIGH LLC

**Meeting Minutes For Neighborhood Meeting for
810-814 South Main St Wake Forest, NC
Thursday, November 20th 2025 at 6pm
814 South Main St Wake Forest, NC**

6pm- Meeting Starts with no attendees.

6:30pm- Meeting ends with no attendees.

*Most neighbors were contacted directly and have signed Acknowledgment and Support Form attached

*Dodie and Gary Smith at 150 Holding Dr reached out via email on Fri Nov 21. Their email is below.

Fri, Nov 21,
2025,
12:00 PM

Tyler Davis
<tmathesond@gmail.com>

to Dodie

Hello Dodie,

Thank you for reaching out.

I am not adding any new entrances to the lot.

The only thing that will change on the outside is a handicap access ramp.

Let me know if you have anymore questions!

Tyler

On Fri, Nov 21, 2025 at 11:21 AM Dodie L. Smith <ragamuffinds@gmail.com> wrote:

Hi Tyler,

I apologize for missing your meeting last night. My husband and I let the time slip away from us. We only had one question.

Will you be adding an entrance to your office from W. Holding? We believe that would cause additional traffic congestion to an existing problem on our street.

That's it. Good luck with your business!

Grace & Peace,

Dodie & Gary Smith
150 W. Holding Ave



Map Amendment (Rezoning) Application

(Map Amendment (Rezoning) Workflow)

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

TEL (919) 435-9510 | FAX (919) 435-9539

Project Overview

#1818469

Project Title: 810, 812, & 814 South Main St Rezoning

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Map Amendment (Rezoning)

State: NC

Workflow: Map Amendment (Rezoning)

County: Wake

Checklist - Map Amendment (Rezoning)

Please review the checklist below, which identifies what must be submitted with this application. You will be asked to upload the required documents after you have finished entering your application information. A complete application must be submitted in order for the application to be deemed complete and routed for review. Missing items will result in the application being declined and returned to you for revision.

[VIEW MAP AMENDMENT \(REZONING\) SUBMITTAL CHECKLIST](#)

Please confirm that you have reviewed the associated submittal checklist for this application and that you will submit all documents required on the submittal checklist: Yes

Pre-Application Meeting

Has a pre-application conference been held?: Yes

*Note: This type of project requires a pre-application conference be completed prior to official submittal. If this has not been completed, please return to the home screen and select **Pre-Application Conference** from the application type drop down list in order to schedule your required meeting.*

Pre-Application Conference Date: 09/03/2024

Staff Member Met With: Patrick Reidy

Pre-application Conference Project Number: Unsure: no project number assigned. Property was set to be rezoned with new Town of Wake Forest UDO so no action taken until the delay of the UDO.

Address & Basic Site Information

Please Note:

In some cases, a parcel address may not verify. In the event that our system is unable to verify the address you enter, please submit the project as an *Unverified Parcel* and provide zoning and land use information as requested below. For verified addresses, the zoning and land use information will be added to the application automatically (you do not need to provide it below).

Project Address or PIN:

- 810 S Main St (1840381862)
- 814 S Main St (1840381744)

Tax PIN:

- 1840381862
- 1840381744

Acreage: 0.24

Name of Existing Development/Subdivision (if applicable-- for reference only):

For unverified addresses/parcels only, please provide below 1) the current use of the parcel, 2) the zoning district(s) it is in, and 3) any overlay districts that apply. Reference the [zoning map](#) and the [overlay districts map](#) on the town's website.

Current Use & Zoning (required only if address/parcel is unverified):

1. Residential Rental with no current tenants.
2. GR3

*Note: Projects falling outside the limits of the Town or ETJ will be required to submit an annexation petition in conjunction with their project submittal. In this case, please return to the home screen and select **Annexation Petition** from the application type drop down.*

GIS Site Information (Automatically Generated - Not Available for Unverified Addresses)

Parcel Area: GIS Acreage

- 810 S Main St: 0.21
- 814 S Main St: 0.25

Current Use: Land Use Development

- 810 S Main St: Commercial
- 814 S Main St: Commercial

Wake Forest (WF): Town Limits

- 810 S Main St: WF
- 814 S Main St: WF

Planning and Zoning: Jurisdiction

- 810 S Main St: WAKE FOREST
- 814 S Main St: WAKE FOREST

Base District: Zoning

- 810 S Main St: GR3
- 814 S Main St: GR3

In SH1-O Overlay:

In SH2-O Overlay:

In Water Supply Watershed Protection Overlay: Watershed Protection Overlay

- 810 S Main St: yes (RC-WMA)
- 814 S Main St: yes (RC-WMA)

In TND Overlay:

In SF Overlay:

In HL-O Overlay:

In MVCP-O Overlay:

In National Register of Historic Places:

In Flood Hazard Area:

Additional Zoning Information

Currently a Conditional District?: No

Currently a Conditional Use?: No

Is there an existing Special Use Permit for the Property?: No

Case Number of related site plan (if applicable):

Case Numbers of other related approvals (if applicable):

Project Contacts

Please enter all project contacts related to your application.

This is an important step to ensure all members of the applicant team receive email notifications associated with the project which may include comments, requested revisions, scheduled meetings or hearings, and final decisions. This also informs Town staff of the team members assigned role with the project.

Project Contact - Applicant

TYLER DAVIS
NC Dental Sleep
812 South Main St.

Project Contact - Property Owner

TYLER DAVIS
NC Dental Sleep
812 South Main St.

Map Amendment: Rezoning

Proposed Zoning: NB, Neighborhood Business

Description of Request:

I am a dentist. I own Davis Family Dentistry which is located next door at 814 South Main St. I purchased the duplex at 810/812 South Main St to expand my dental practice/ dental sleep apnea practice.

I would be doing modifications to the existing building to conform to NB standards and ADA compliance.

Justification of Consistency with Comprehensive Plan:

This property was set to be rezoned to Neighborhood Business with the upcoming UDO that the Town of Wake Forest is hoping to implement. I originally came to the Town last summer to request rezoning I was told to wait as it would be automatically done by July 2025. My tenants have all moved out in anticipation of this rezoning as well.

I would like to begin the process as I am ready to move forward and am unsure as to when the new UDO will take effect.



Agent Authortization Form

The Wake Forest Unified Development Ordinance (UDO) states that applications for development approvals may only be made by the landowner, a lessee or person holding an option or contract to purchase or lease the land, or an authorized agent of the landowner (see [Sec. 15.2.5.C](#)). This agent authorization form must be signed by the landowner and included with any application not submitted by the landowner or lessee as specified above. If more than one landowner is involved, a separate agent authorization form must be submitted by each landowner.

Address(es) and Tax PIN(s) for which authorization is granted: 810/812 South Main St., Wake Forest, NC 27587

Landowner's name*: Tyler Davis

Application(s) for which authorization is granted (e.g., Rezoning, Special Use Permit): 1840381862

Person authorized to submit application(s) as landowner's agent (must be the same person listed as the applicant on the application form): Tyler Davis

Landowner's Signature: 

Date: 10/28/25

Please provide below the name, address, and other information of the person signing this form.

Name: Tyler Davis

Address: 7532 Tynewind Dr., Wake Forest, NC 27587

Telephone number: 919-906-6496

Email address: tylerdavisdds@pm.me

If signing for a corporation or other entity, please specify title and/or relationship to the corporation or other entity (e.g., Member, Executive Officer): _____

**Owner of record as shown on the latest equalized assessment rolls of Wake County, or, if ownership has recently been transferred, the grantee shown on the recorded deed (a copy of the deed must accompany this form).*

Agent Authorization Form



TOWN of
WAKE FOREST

The Wake Forest Unified Development Ordinance (UDO) states that applications for development approvals may only be made by the landowner, a lessee or person holding an option or contract to purchase or lease the land, or an authorized agent of the landowner (see [Sec. 15.2.5.C](#)). This agent authorization form must be signed by the landowner and included with any application not submitted by the landowner or lessee as specified above. If more than one landowner is involved, a separate agent authorization form must be submitted by each landowner.

Address(es) and Tax PIN(s) for which authorization is granted: 810/812 South Main St., Wake Forest, NC 27587

Landowner's name*: Irene Davis

Application(s) for which authorization is granted (e.g., Rezoning, Special Use Permit): 1840381862

Person authorized to submit application(s) as landowner's agent (must be the same person listed as the applicant on the application form): Irene Davis

Landowner's Signature: 

Date: 10/28/25

Please provide below the name, address, and other information of the person signing this form.

Name: Irene Davis

Address: 7532 Tynewind Dr., Wake Forest, NC 27587

Telephone number: 919-906-6496

Email address: tylerdavisdds@pm.me

If signing for a corporation or other entity, please specify title and/or relationship to the corporation or other entity (e.g., Member, Executive Officer): _____

*Owner of record as shown on the latest equalized assessment rolls of Wake County, or, if ownership has recently been transferred, the grantee shown on the recorded deed (a copy of the deed must accompany this form).



Agent Authorization Form

The Wake Forest Unified Development Ordinance (UDO) states that applications for development approvals may only be made by the landowner, a lessee or person holding an option or contract to purchase or lease the land, or an authorized agent of the landowner (see Sec. 15.2.5.C). This agent authorization form must be signed by the landowner and included with any application not submitted by the landowner or lessee as specified above. If more than one landowner is involved, a separate agent authorization form must be submitted by each landowner.

Address(es) and Tax PIN(s) for which authorization is granted:

814 South Main St Wake Forest, NC 22587

Landowner's name*:

~~NC Dent~~ Davis Dental Properties

SOSID 1294239

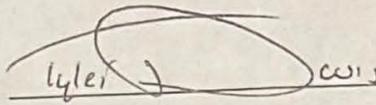
Application(s) for which authorization is granted (e.g., Rezoning, Special Use Permit):

#1818469

Person authorized to submit application(s) as landowner's agent (must be the same person listed as the applicant on the application form):

Tyler Davis

Landowner's Signature:



Date:

1/18/2026

Please provide below the name, address, and other information of the person signing this form.

Name:

Tyler Davis

Address:

2532 Tynecreek Dr

Telephone number:

(919) 906-6496

Email address:

tylerdavisdds@gmail.com

If signing for a corporation or other entity, please specify title and/or relationship to the corporation or other entity (e.g., Member, Executive Officer):

President

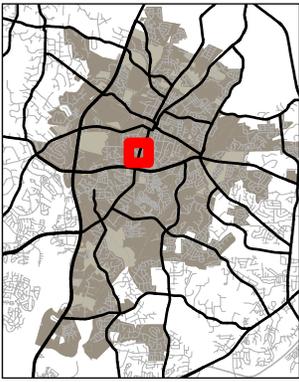
*Owner of record as shown on the latest equalized assessment rolls of Wake County, or, if ownership has recently been transferred, the grantee shown on the recorded deed (a copy of the deed must accompany this form).

Current Zoning

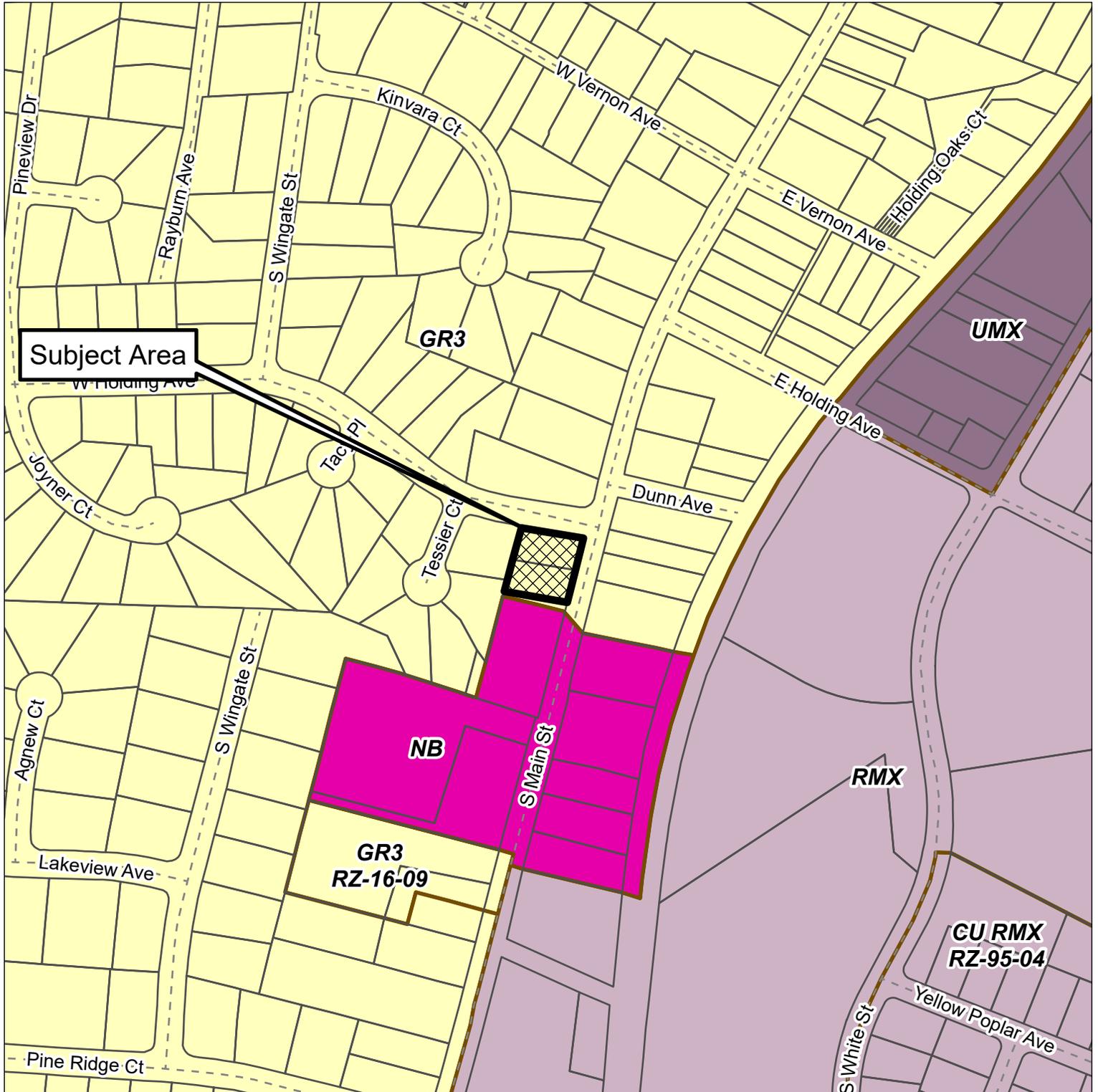
810/814 South Main St. Rezoning

RZ-25-02

PIN: 1840381862 & 1840381744



2/5/2026



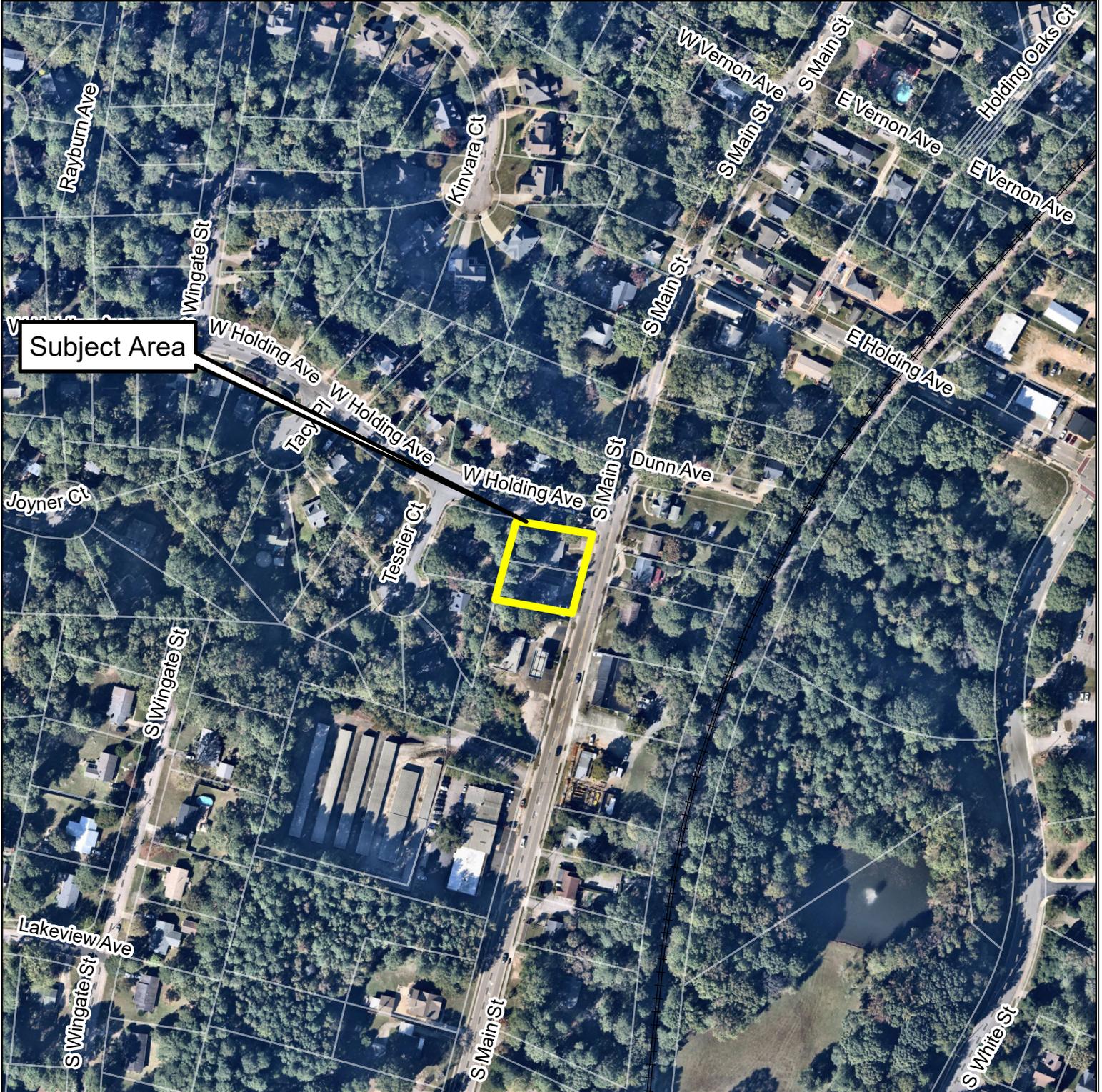
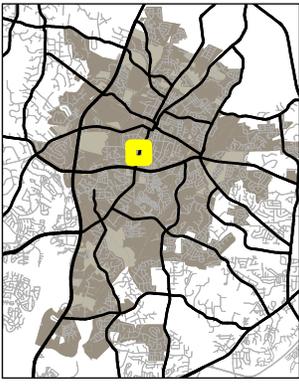
Please note that this map is intended for illustrative purposes only.
For specific inquiries regarding zoning boundaries, contact the
Town Wake Forest Planning Department at 919-435-9510.



Aerials

810/814 South Main St. Rezoning RZ-25-02 PIN: 1840381862 & 1840381744

2/5/2026



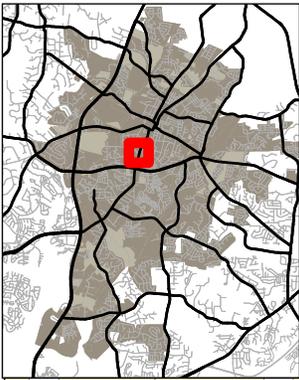
Please note that this map is intended for illustrative purposes only. For specific inquiries regarding zoning boundaries, contact the Town Wake Forest Planning Department at 919-435-9510.



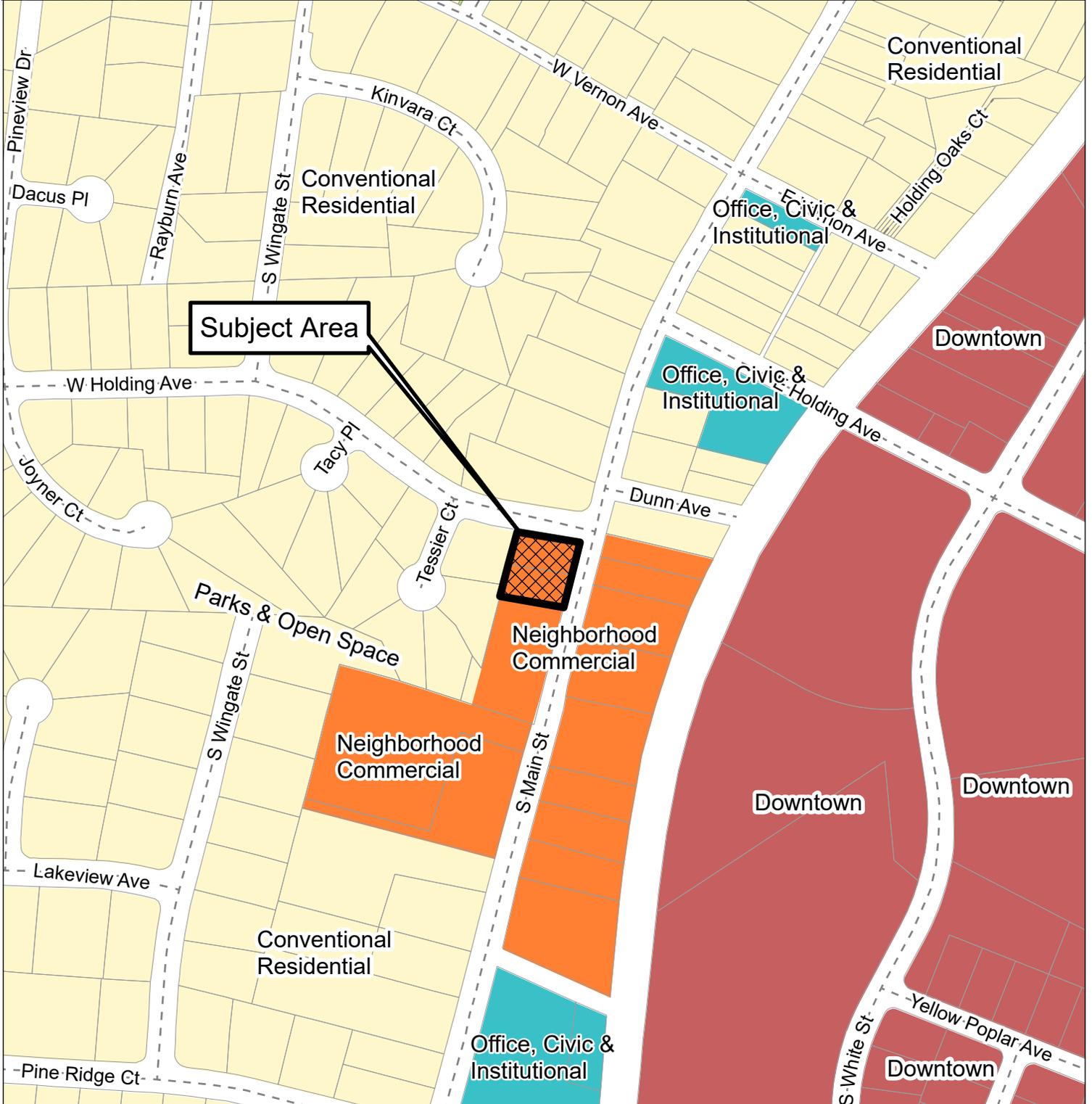
Land Use Plan

810/814 South Main St. Rezoning RZ-25-02

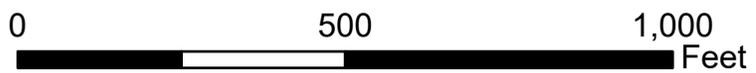
PIN: 1840381862 & 1840381744



2/5/2026



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





810 S. Main St. (Corner Lot) &
814 S. Main St.





To: Town of Wake Forest

From: US 1 Council of Planning

Date: 01/21/2026

Re: S. Main Street Rezoning Project in the Town of Wake Forest, NC

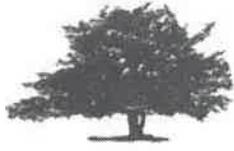
The US 1 Council of Planning met on Wednesday January 21, 2026, and as an advisory group to its member governments, offers the following comments to the Town of Wake Forest regarding the proposed Rezoning from Residential to Neighborhood Commercial on S. Main Street along the US 1 and S-Line Corridor:

The US 1 Council of Planning notes the rezoning does not conform with the adopted designs from the S-Line Record of Decision (ROD) and the Council would recommend the Town of Wake Forest to engage the property owners along with NCDOT Rail Division on the impact of the funded Rail Project to their property.

Motion by Lucy Garcia of Town of Youngsville
Seconded by Shelby Powell of the Capital Area MPO

The US 1 Council of Planning members present at this meeting were:

Tim Gardiner, Wake County, US 1 Council of Planning Chair
Lucy Garcia, Town of Youngsville, US 1 Council of Planning Vice-Chair
Shelby Powell, CAMPO
Daniel Boulware, NCDOT Div 5
Jason Rogers, Franklin County
Ron Lucus NCDOT Rail Division
Chris George, Town of Franklinton
Emma Lin, Town of Wake Forest
Paul Black, GoTriangle



TOWN of WAKE FOREST

Report Requirements:

Per NCGS 160D-604, all proposed amendments to the zoning ordinance or zoning map shall have a written report provided from the Planning Board to the Board of Commissioners within 30 days of referral of the amendment to the Planning Board, or the Board of Commissioners may proceed in its consideration of the amendment without the Planning Board report. Furthermore, in no case is the Board of Commissioners bound by the recommendations, if any, of the Planning Board.

Per NCGS 160D-604, the Planning Board shall advise and comment on whether the proposed zoning amendment is consistent with all applicable officially adopted plans, and provide a written recommendation to the Board of Commissioners that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the officially adopted plans shall not preclude consideration or approval of the proposed amendment by the Board of Commissioners.

GENERAL INFORMATION

Applicant: Tyler Davis

Owner(s): Tyler and Irene Davis; Davis Dental Properties, LLC

Requested Action: Rezone .46 acres on the Town of Wake Forest Zoning Map from General Residential 3 (GR3) and Richland Creek Watershed Management Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-WMA)

Existing Zoning: General Residential 3 (GR3)

Location: 810 & 814 S. Main Street

Size: .46 acres

Tax PINs: 1840381862 and 1840381744

Existing Land Use: Residential Dwelling-Duplex; Medical Clinic (Dentist Office)

Applicable Officially Adopted Plans:

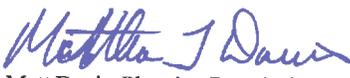
The request is generally consistent with the relevant policies in the Comprehensive Plan, and approval of the zoning map request is reasonable and in the public interest.

This report reflects the recommendation of the Planning Board, this the 10th day of February 2026.

Introduced by Planning Board member: Richard Adams

Seconded by Planning Board member: Heather Bradley

Attest:


Matt Davis, Planning Board Chair


Jennifer Currin, Planning Director

Community Plan Consistency Grid: RZ-25-02				
POLICIES FOR AFFORDABLE HOUSING		YES	NO	NA
AH-1	Implement Affordable Housing Plan			
POLICIES FOR RESIDENTIAL CHARACTER		YES	NO	NA
RC-1	Encourage single-family attached and multifamily development to incorporate varied building frontages and rooflines, front porches, front yards, and balconies to provide visual interest and complement the scale and character of surrounding single-family neighborhoods			
RC-2	Setbacks of infill development should match the existing context as much as possible as uniform setbacks can help foster a pedestrian-friendly environment			
RC-3	Promote higher density infill and redevelopment within older established neighborhoods to provide greater housing choices while matching the scale and character of existing properties			
RC-4	Promote higher density housing along key corridors and surrounding activity centers. This includes near areas designated in the Land Use Plan as Commercial Corridor; Neighborhood Commercial; Light Industrial; and Office, Civic, and Institutional			
RC-5	For larger scale planned subdivisions that provide a mix of housing types, work with private developers to locate lower density housing near existing single-family detached neighborhoods to create appropriate transitions and preserve the character of established neighborhoods			
RC-6	Consider requiring a minimum percentage of housing types in new neighborhood developments to increase housing diversity and affordability (e.g. at least 20% duplexes/townhomes)			
RC-7	Review and update the UDO to align with residential character recommendations within this Community Plan			
POLICIES FOR SENIOR HOUSING		YES	NO	NA
SH-1	Promote senior housing within a quarter mile of transit stops, Downtown, shopping areas, parks, and recreational facilities			
SH-2	Encourage smaller lot, single-story housing types for seniors that are ADA accessible			
SH-3	Encourage age-targeted cooperative housing types for community-oriented senior living, such as co-housing and cottage home courts			
SH-4	Promote the development of continuing care retirement communities (CCRC), or life plan communities, which offer distinct types of housing and care levels based on a senior's needs			
SH-5	Encourage developers of age-targeted housing to include amenities attractive to seniors, such as front porches, back patios, walking paths, and outdoor sports facilities, and activated gathering spaces			
POLICIES FOR COMMERCIAL DEVELOPMENT		YES	NO	NA
CD-1	Enhance established commercial areas by incentivizing redevelopment and/or renovation of existing businesses.			
CD-2	Support small, local businesses within commercial centers to support unique shopping options within Wake Forest			
CD-3	Establish architectural design standards for commercial building facades that promote quality design while allowing for flexibility that encourages creative design			
CD-4	Promote multi-story structures within Commercial Corridor and Neighborhood Commercial areas at appropriate scales that offer residential or office above ground-floor commercial			
CD-5	Encourage pedestrian-oriented shopping environments with sidewalks, attractive storefronts, and buildings facing each other to create a sense of enclosure			
CD-6	Encourage the incorporation of pedestrian/bicyclist/transit-oriented areas in large-scale shopping centers that provide outdoor seating and gathering areas, bicycle parking stations, and access to transit services			

Community Plan Consistency Grid: RZ-25-02				
CD-7	Promote cross-access and pedestrian pathways between adjacent parking lots and leading to buildings to promote well-connected, cohesive shopping areas			
CD-8	Encourage the consolidation of commercial driveways onto major streets to reduce traffic conflicts			
CD-9	Require “360 degree architecture” (high quality architecture on all sides of the building as opposed to just the front-facing façade), including well-designed or screened service areas			
CD-10	Encourage businesses to replace existing, non-conforming signage with attractive signage that meets Town standards			
CD-11	Promote outparcel development to improve the character along primary roadways and break up views of large parking lots			
CD-12	Review and update the UDO, including the US 1 Special Highway Overlay (SH1-O) and Dr Calvin Jones Highway Overlay (SH2-O) districts, to align with commercial development recommendations within this Community Plan			
CD-13	Support accessory commercial units (ACUs) that allow the ground floor of residential properties or an accessory structure facing the street to contain a commercial use beneficial to the surrounding neighborhood			
CD-14	Establish block standards for commercial areas to break up large tracts into more human scale pieces with streets or street-like features within the development			
POLICIES FOR MINORITY & WOMEN-OWNED BUSINESSES		YES	NO	NA
MWOB-1	Work with organizations, such as the Chamber and the Black Business Alliance, to expand diversity, equity, and inclusion programs that are supported with grassroots community engagement			
MWOB-2	Explore successful programs for supporting minority and women-owned businesses in surrounding communities to implement in Wake Forest			
MWOB-3	Explore regional, state, and federal grants available for minority and women businesses, such as grants from the National Institute of Economic Development and Carolina Community Impact			
MWOB-4	Support informational sessions and/or provide educational resources to employers on how they can establish equitable work environments and policies within their businesses			
POLICIES FOR SETBACKS		YES	NO	NA
SB-1	Incentivize businesses to situate new buildings at or near the property line to improve walkability, such as by requiring more landscaping if parking lots are located in front of buildings rather than to the rear/side			
SB-2	Promote consistency in setbacks within commercial and residential areas to form desirable continuity in the streetwall, or the facades of buildings facing the street			
SB-3	Encourage outparcel development with 360 architecture to “hold the corner” of commercial corridor development			
SB-4	Ensure adequate setbacks of industrial or other high intensity uses to reduce potential sound or visual impacts on adjacent lower intensity uses			
SB-5	Allow for flexibility in setbacks in Downtown where existing conditions prevent a consistent streetwall, while maintaining a close interface with the street (e.g., utility, landscaping, and/or topography challenges)			
POLICIES FOR PARKING LOTS		YES	NO	NA
PL-1	For existing front-loaded surface parking lots, encourage property owners to improve their character with perimeter and interior landscaping, and/or decorative walls and fencing			
PL-2	Require off-street parking to be located to the side or rear of the primary building			
PL-3	Encourage shared parking agreements where neighboring uses with different peak parking demand times can use the same parking lot, reducing the need for additional parking lots			
PL-4	Reevaluate minimum parking standards and consider implementing maximum parking standards to reduce excessive requirements			

Community Plan Consistency Grid: RZ-25-02				
PL-5	Monitor parking supply and strategically encourage structured or underground parking in higher density areas if needed, such as in Downtown, TOD, and activity center areas, to reduce the amount of land dedicated to surface parking			
PL-6	Consider offering incentives for structured parking, such as density bonuses, allowable lot coverage increases, and height limit increases.			
PL-7	Encourage the integration of structured parking into multifamily buildings to minimize surface parking lots			
PL-8	Encourage North Carolina Department of Environmental Quality's (NCDEQ) Stormwater Nitrogen and Phosphorus (SNAP) nutrient-reducing practices, such as permeable surfaces, that allow water infiltration in parking lots to improve stormwater drainage and water quality			
PL-9	Encourage the provision of pedestrian walkways in parking lots to enhance connectivity and safety to businesses			
POLICIES FOR SCREENING & BUFFERING		YES	NO	NA
SB-1	Ensure sufficient screening and buffering of industrial and commercial uses next to residential uses to minimize potential adverse impacts, such as in the Unicon Drive area			
SB-2	Encourage new development to preserve existing wooded areas along the perimeter of sites to provide natural buffering			
SB-3	Encourage screening of utility, loading, outdoor storage, and trash disposal areas that are visible from the right-of-way and adjacent development			
SB-4	Promote the use of setbacks for walls and fences that allow for plantings between the property line and the right-of-way and adjacent development			
POLICIES FOR COMMUNITY CHARACTER		YES	NO	NA
CC-1	Preserve vistas and view corridors that contribute to the economic and aesthetic value of Wake Forest, such as the church steeple at Southeastern Baptist Theological Seminary, S White Street in Downtown, and N Main Street in the Wake Forest Local Historic District			
CC-2	Curate public outdoor spaces for important monuments and artworks to showcase them as anchors and entry points to neighborhoods			
CC-3	Leverage historic structures, events, and people to create a sense of place through placemaking and branding			
CC-4	Ensure new development is contextual to the existing character of the area in terms of scale, massing, setback, fenestration, and design features (porches, storefronts, etc.)			
CC-5	Encourage developers to incorporate landscaping to beautify neighborhoods and commercial areas, such as landscaped medians and roundabouts.			
CC-6	Incorporate landscaping and gateway features into public rights-of-way, such as landscaped streetscapes, green infrastructure, and public promenades			
CC-7	Emphasize quality development along highly visible thoroughfares in the Town to reinforce its positive image			
CC-8	In accordance with the Land Use Plan, ensure incompatible, high intensity uses are directed away from low intensity residential areas			
CC-9	Continue to provide quality municipal services for the maintenance and upkeep of neighborhoods, such as street cleaning, snow removal, and trash disposal services			
CC-10	Work with NCDOT to identify areas for roadway enhancements			
CC-11	Refer to the Public Art Vision Plan for guidance when public art is being proposed in private development			
CC-12	Work with developers to improve the character of retaining walls, such as by incorporating public art or tiering the walls to reduce their visual impact			

Community Plan Consistency Grid: RZ-25-02				
POLICIES FOR UTILITY LINES		YES	NO	NA
UL-1	Create a master plan for burying utility lines with community involvement to identify priority areas for conversion			
UL-2	Ensure major Town entrances and gateway corridors and highly visible, pedestrian-oriented areas are prioritized for conversion			
UL-3	Consider trenching utilities as capital improvements are made in the right-of-way for all areas of the Town			
UL-4	Investigate partnering with private developers to install conduit for fiber and/or burying utility lines in priority conversion areas			
UL-5	Explore partnerships with private developers for boring and burying additional conduit along main roadways			
UL-6	Consider and install conduit with greenway project construction.			
POLICIES FOR HISTORIC PRESERVATION		YES	NO	NA
HP-1	Work with the Historic Preservation Commission (HPC) and the Planning Department to continue to implement the 2019 Historic Property Handbook and Design Standards and continue to preserve existing and new historic landmarks			
HP-2	Continue to enforce the Historic Preservation Ordinance for the Wake Forest Local Historic District and local historic landmarks			
HP-3	Promote State and Federal Tax Incentives for qualified rehabilitation projects for properties listed individually or as contributing historic properties in the National Register of Historic Places			
HP-4	Ensure development surrounding and within historic districts is sensitive to the historic context of the neighborhood			
HP-5	Encourage adaptive reuse, restoration, and repurposing of historic structures to preserve Wake Forest's history			
HP-6	Continue to enforce the Demolition of Historic Structures Ordinance for the protection of all historic properties in Wake Forest			
HP-7	Investigate the adoption of new local historic districts or character historic overlay districts to preserve Wake Forest's historic character			
POLICIES FOR COMMUNITY FACILITIES		YES	NO	NA
CF-1	Expand Town facilities concurrently with new growth			
CF-2	Annually review the Town's Work Management Plan, Staffing, and Budget section to reflect current needs and priorities			
CF-3	Work with the Wake Forest Parks, Recreation, and Cultural Resources Department to identify strategies to close gaps in park service areas, such as west of Capital Boulevard and the southern and eastern portion of Town			
CF-4	Work with the Wake Forest Parks, Recreation, and Cultural Resources Department to expand equity in the quality of public park facilities and programming			
CF-5	Explore green infrastructure options that also beautify spaces, like bioswales and planters			
CF-6	Continue to work with regional educational entities to provide support as they seek new facility locations or expansion with growth			
CF-7	Coordinate with regional educational entities to ensure increased equity in educational facilities across the community			

Community Plan Consistency Grid: RZ-25-02				
CF-8	Coordinate with the Police and Fire Departments to ensure response times are sufficient for all areas of town with growth			
CF-9	Consider emerging best practices for community safety, such as mental health crisis response teams			
CF-10	Promote and incorporate sustainable building practices into community facilities, setting a precedent for private developers to implement			
CF-11	Coordinate with regional healthcare providers to explore opportunities to locate a full service hospital or regional medical facilities in the Town			
CF-12	Evaluate existing streets and explore UDO updates to address traffic congestion, traffic speed, reduce collisions, and improve safety conditions for all modes of transportation			
CF-13	Regularly update the Town Pavement Management System program			
POLICIES FOR PUBLIC TRANSIT		YES	NO	NA
PT-1	Continue to work with transit partners to consider more frequent service and route network expansions to key locations to improve rider experience and attract more usage of mass transit			
PT-2	Coordinate with property owners, private developers, and transit partners to set aside land for transit stops at appropriate locations. The Town should obtain a transit easement for these locations and construct and maintain quality bus shelter infrastructure			
PT-3	Work with GoRaleigh and GoTriangle to construct smart bus shelters, or sustainable shelters that incorporate elements like interactive screens with live timetables, smart lighting, solar panels, and bike lock stations			
PT-4	Explore incorporating public art into bus shelters			
PT-5	Continue to evaluate and coordinate Park and Ride locations with transit partners			
PT-6	Explore best long term transit options such as fixed or microtransit			
POLICIES FOR CAPITAL BOULEVARD		YES	NO	NA
CB-1	Continue to work closely with NCDOT to implement the project and promote commercial growth in accordance with the Land Use Plan			
CB-2	Continue advocating for improvements along the corridor to assist in improving the quality of life for Wake Forest residents, businesses, and property owners			
POLICIES FOR STREET CONNECTIVITY		YES	NO	NA
SC-1	Promote short blocks of less than 600 linear feet between intersections of local roads to improve walkability			
SC-2	Avoid dead-ends, cul-de-sacs, and T-intersections in places where four-way intersections can be aligned			
SC-3	Study the appropriateness of traffic circles at four-way intersections to ease congestion and improve safety			
POLICIES FOR SIDEWALKS & MULTI-USE PATHS		YES	NO	NA
SP-1	Update the CTP to include an inventory of sidewalks in addition to multi-use paths and establish project priorities, private-public funding, and time frames for closing gaps in the network			
SP-2	Update the CTP to identify priority areas for high visibility crosswalks, bulb outs, refuge islands, rectangular rapid flashing beacons, and other pedestrian improvements			

Community Plan Consistency Grid: RZ-25-02				
SP-3	Work with Public Works to identify crosswalk ramps that are not ADA compliant and prioritize upgrades			
SP-4	In coordination with roadway improvements, upgrade aging sidewalks or install new sidewalks if none exist			
SP-5	Promote sidewalk, multi-use path, or trail connectivity between residential subdivisions and nonresidential development to improve pedestrian and bicycle connectivity			
SP-6	Continue to ensure all new residential development provides sidewalks on both sides of the street			
SP-7	Encourage multi-use paths to be provided along the main road in developments			
SP-8	Ensure multifamily and commercial developments include strong pedestrian networks within and between their sites			
POLICIES FOR BIKEWAYS, GREENWAYS & TRAILS		YES	NO	NA
BGT-1	Identify trail head locations as the greenway and trail network continues to expand			
BGT-2	Explore opportunities along greenways to add amenities (i.e. water fountains, seating /rest areas, pocket parks, public art, and fix it stations) and programming with the Parks, Recreation, and Cultural Resources Department or other organizations like StoryWalks			
BGT-3	Encourage development along greenways to incorporate greenway access into the site, particularly for uses attractive to trail users (i.e. restaurant, cafes, and bars)			
POLICIES FOR LOCAL FOOD SYSTEMS		YES	NO	NA
LFS-1	Continue to support the Northern Community Food Security Team and together explore other locations for community food hubs within the Town			
LFS-2	Partner with local food cooperatives and regional food networks, such as the Capital Area Food Network, to address food insecurity in the community			
LFS-3	Encourage regenerative practices, such as use of organic fertilizers, crop rotation, and crop variation for healthy soil			
LFS-4	Conduct a meal gap survey to better assess the immediate and long term needs in the community			
LFS-5	Evaluate the economic impact of local food systems in the community to encourage localized marketplaces for food producers			
LFS-6	Explore updates to the UDO that would promote urban agriculture and repurposing of vacant or underutilized lots for such uses			
POLICIES FOR CONSERVATION DESIGN		YES	NO	NA
CD-1	Encourage conservation design in the UDO's subdivision development regulations, particularly for areas within watershed protection areas			
CD-2	Explore incentives for promoting conservation design, such as density bonuses to allow for comparable number of housing units but greater preserved green space within the site			
CD-3	Encourage developers to enhance preserved green spaces as accessible amenities for residents, such as trails and outdoor seating			
POLICIES FOR GREEN SPACE PRESERVATION		YES	NO	NA

Community Plan Consistency Grid: RZ-25-02				
GSP-1	Prioritize higher density redevelopment and infill development within already developed areas to avoid premature development in long term growth areas and reduce greenfield development			
GSP-2	Work with private developers to preserve significant natural assets within sites, such as streams, steep slopes, unique geological formations, wetlands, and mature stands of trees, which can be incorporated as development amenities			
GSP-3	Continue to identify and strategically acquire environmentally sensitive land to preserve as dedicated conservation areas and publicly accessible open space			
GSP-4	Explore incentives to promote conservation design in future development, such as density bonuses, to promote clusters of taller structures that preserve natural areas of the site			
GSP-5	Explore strategies to further promote green space preservation within the updated UDO, such as increasing set aside requirements, and evaluate what is credited as open space			
GSP-6	Explore strategies to further protect wildlife and environmentally sensitive areas in the UDO			
POLICIES FOR TREE CANOPY		YES	NO	NA
TC-1	Continue to support the Town in administering the Urban Forestry Program and planting, preserving, and maintaining trees on public properties and rights-of-way			
TC-2	Explore updates to the UDO that could further promote tree preservation and replacement in new developments			
TC-3	Review existing incentives and consider additional incentives for private developers to promote tree preservation above what is required by the UDO			
TC-4	Explore ways to increase the number of trees required in parking lots during the update to the UDO, such as requiring an island every 20 parking spaces or decreasing the minimum distance a parking space can be from a tree			
TC-5	Ensure public and private tree plantings and xeriscaping are made up of native plant species that are adapted to local environmental conditions and require less irrigation			
TC-6	Coordinate efforts to influence State regulations related to the expansion of tree preservation standards			
POLICIES FOR SUSTAINABLE DEVELOPMENT		YES	NO	NA
SD-1	Encourage private developers to incorporate green building, LID, and green infrastructure practices in future developments			
SD-2	Incorporate green infrastructure into public streetscapes, prioritizing pedestrian-oriented areas like Downtown, TOD, and Neighborhood Commercial areas			
SD-3	Continue to incorporate sustainable design best practices into Town-owned infrastructure and community facilities, striving to incorporate LEED practices into future facilities			
SD-4	Use the Environmental Protection Agency's (EPA) "Revising Local Codes to Facilitate Low Impact Development" guide to help identify regulations within the UDO that discourage LID practices			
SD-5	Evaluate potential rainwater collection programs and composting programs			
SD-6	Explore an incentive program to encourage development to provide stormwater when lots are exempt from stormwater requirements			
SD-7	Update the Manual of Specifications, Standards and Design to reference green infrastructure design			
SD-8	Explore decommissioned rights-of-way as potential stormwater routes			

Community Plan Consistency Grid: RZ-25-02				
SD-9	Support the use of attractive, safe, and sustainable street furniture and infrastructure, such as solar streetlights, and LED traffic lights			
SD-10	Expand the electric vehicle (EV) charging network by requiring the installation of charging stations, or the infrastructure needed to accommodate future charging stations, in all new parking lots, especially parking lots of multifamily and large scale developments, and increasing supply of public charging stations			
SD-11	Promote adaptive reuse over redevelopment for structures that are structurally sound, feature desirable built form, and/or are historically significant. This includes creating an online inventory of buildings available for adaptive reuse			
SD-12	Investigate developing a solar energy ordinance and enrolling in the SolSmart program, a national designation program funded by the US Department of Energy charged with making solar power faster, easier, and more affordable			
SD-13	Explore ways to incentivize renewable energy and passive solar design in the Town's development standards. SolSmart's Solar Energy Toolkit can be used as resource for better promoting solar panels within the code			
SD-14	Continue partnership with Raleigh to encourage homeowners to incorporate practices for water conservation			
POLICIES FOR TOURISM		YES	NO	NA
T-1	Grow the Town's art community and reputation as a regional arts destination with a Downtown focus			
T-2	Explore the potential of constructing a recreational destination facility with a regional draw			
T-3	Develop annual Tourism Economic Impact Reports to help quantify progress made in Wake Forest's tourism sector and identify trends, issues, and opportunities that can help Town staff prioritize future investments			
T-4	Support the Wake Forest Area Chamber to create and market a local visitor's center as a public resource hub for the Town's attractions, events, and businesses for visitors			
T-5	Leverage Wake County's Room Occupancy Tax to build, finance, and create new establishments or run events related to tourism, allowing the Town to capitalize on its success in drawing hotel occupants			
T-6	Create a community-wide wayfinding plan to improve sense of place and signage that directs visitors and residents to Town destinations			
T-7	Continue to support Wake Forest Downtown Inc. (a Main Street America accredited program) in meeting the National Accreditation Standards of Performance as outlined by the National Main Street Center			
T-8	Continue to participate in the NC Main to Main Trail program, a network that connects the State's Main Street America communities, and leverage this designation in the Town's marketing strategy			
T-9	Investigate hiring consultants to provide a comprehensive evaluation of Town events and provide recommendations for improved programs			
T-10	Explore the creation of a social district, where customers can carry and consume food and drinks purchased from businesses outside in a designated zone			
POLICIES FOR GATEWAYS		YES	NO	NA
GW-1	Create a Gateway Plan to identify and prioritize sites for gateway features and establish design standards. Ensure the Plan works in synergy with the Town's Wayfinding Plan.			
GW-2	Improve roadway infrastructure along key gateway routes to enhance their character and multimodal connectivity.			

Community Plan Consistency Grid: RZ-25-02				
POLICIES FOR DOWNTOWN WAKE FOREST		YES	NO	NA
DWF-1	Evaluate existing zoning regulations around density in appropriate locations to balance Downtown's development potential with preserving its historic character			
DWF-2	Identify strategies to fill vacant buildings Downtown that promote an entrepreneurial and small-business culture			
DWF-3	Identify strategies to attract families and younger populations to Downtown with inviting public spaces, entertainment, and destinations for all ages			
DWF-4	Provide guidelines for how buildings should be orientated to support pedestrian-friendly environments			
DWF-5	Reassess parking demand and supply with consideration for a new parking garage(s) to minimize surface parking lots			
DWF-6	Identify strategies to create an "experience-based" Downtown retail environment with unique local businesses and a pedestrian-oriented environment			
DWF-7	Reassess strategies to improve gateways and wayfinding to and within Downtown to better direct people and create a distinct sense of place			
DWF-8	Identify opportunities for Downtown events and public gathering spaces to bring the community together, such as live outdoor events and festivals			

LOT 1, S. MAIN ST. DUPLEX (810 & 812 S. MAIN ST.)

BEGINNING AT A NEW IRON PIPE ON THE SOUTHERN RIGHT OF WAY OF WEST HOLDING AVENUE , SAID POINT HAVING NAD 83'(2011) NC GRID COORDINATES OF N(y):808874.58', E(x):2143110.38'; THENCE, FOLLOWING SAID RIGHT OF WAY, S 80°25'33" E A DISTANCE OF 134.97' TO A BENT IRON PIPE, SAID PIPE BEING ON THE CORNER OF THE RIGHT OF WAY OF WEST HOLDING AVENUE AND SOUTH MAIN STREET (U.S. HIGHWAY 1A); THENCE FOLLOWING THE RIGHT OF WAY OF SOUTH MAIN STREET S 14°06'20" W A DISTANCE OF 70.50' TO A NEW IRON PIPE; THENCE, LEAVING SAID RIGHT OF WAY, N 80°36'54" W A DISTANCE OF 135.48' TO A BENT IRON PIPE; THENCE N 14°28'52" E A DISTANCE OF 70.99' TO A NEW IRON PIPE, WHICH IS THE POINT OF BEGINNING, CONTAINING AN AREA OF 9,532 SQUARE FEET, 0.219 ACRES, ACCORDING TO THE SURVEY CONDUCTED BY CAWTHORNE, MOSS & PANCIERA, P.C. PROFESSIONAL LAND SURVEYORS, DATED JULY 2, 2019.

LOT 1, S. MAIN ST. (814 S. MAIN ST.)

BEGINNING AT A POINT IN THE RIGHT-OF-WAY OF SOUTH MAIN STREET (U.S. HIGHWAY 1-A); THENCE N 80°14'01" W A DISTANCE OF 14.52' TO A NEW PK NAIL ON THE RIGHT-OF-WAY OF SAID ROAD; THENCE N 80°14'01" W A DISTANCE OF 135.87' TO A NEW IRON PIPE WITH GRID COORDINATES OF N(y): 808,737.95' E(x): 2,143,075.95'; THENCE N 14°28'52" E A DISTANCE OF 25.40' TO A NEW IRON PIPE; THENCE N 14°28'52" E A DISTANCE OF 44.73' TO A BENT EXISTING IRON PIPE; THENCE S 80°36'54" E A DISTANCE OF 135.48' TO A NEW IRON PIPE ON THE RIGHT-OF-WAY OF SOUTH MAIN STREET (U.S. HIGHWAY 1-A); THENCE S 80°36'54" E A DISTANCE OF 14.52' TO A POINT IN SAID RIGHT-OF-WAY; THENCE S 14°06'20" W A DISTANCE OF 71.10' TO A POINT, WHICH IS THE POINT OF BEGINNING, CONTAINING A TOTAL AREA OF 10,570 SQUARE FEET, 0.243 ACRES (AREA LESS RIGHT-OF-WAY = 9,541 SQUARE FEET, 0.219 ACRES).

I, MICHAEL A. MOSS, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION; THAT THE SOURCE OF INFORMATION FOR THE SURVEY IS SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED; THAT THE RATIO OF PRECISION IS GREATER THAN 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600). WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL.

THIS 19 DAY OF AUGUST, 2019.

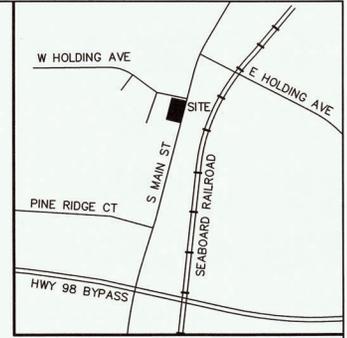
Michael A. Moss
PROFESSIONAL LAND SURVEYOR (L-3794)



LAND SURVEYOR/CONTACT

CAWTHORNE, MOSS & PANCIERA, PC
MICHAEL A. MOSS, PLS
333 S. WHITE STREET
WAKE FOREST, NC 27587
(919) 556-3148
MIKE@CMPPLS.COM

LINE	BEARING	DISTANCE
L-1	S 51°08'58" W	52.73'
L-2	S 14°06'20" W	70.50'
L-3	S 14°06'20" W	71.00'



VICINITY MAP

LEGEND:

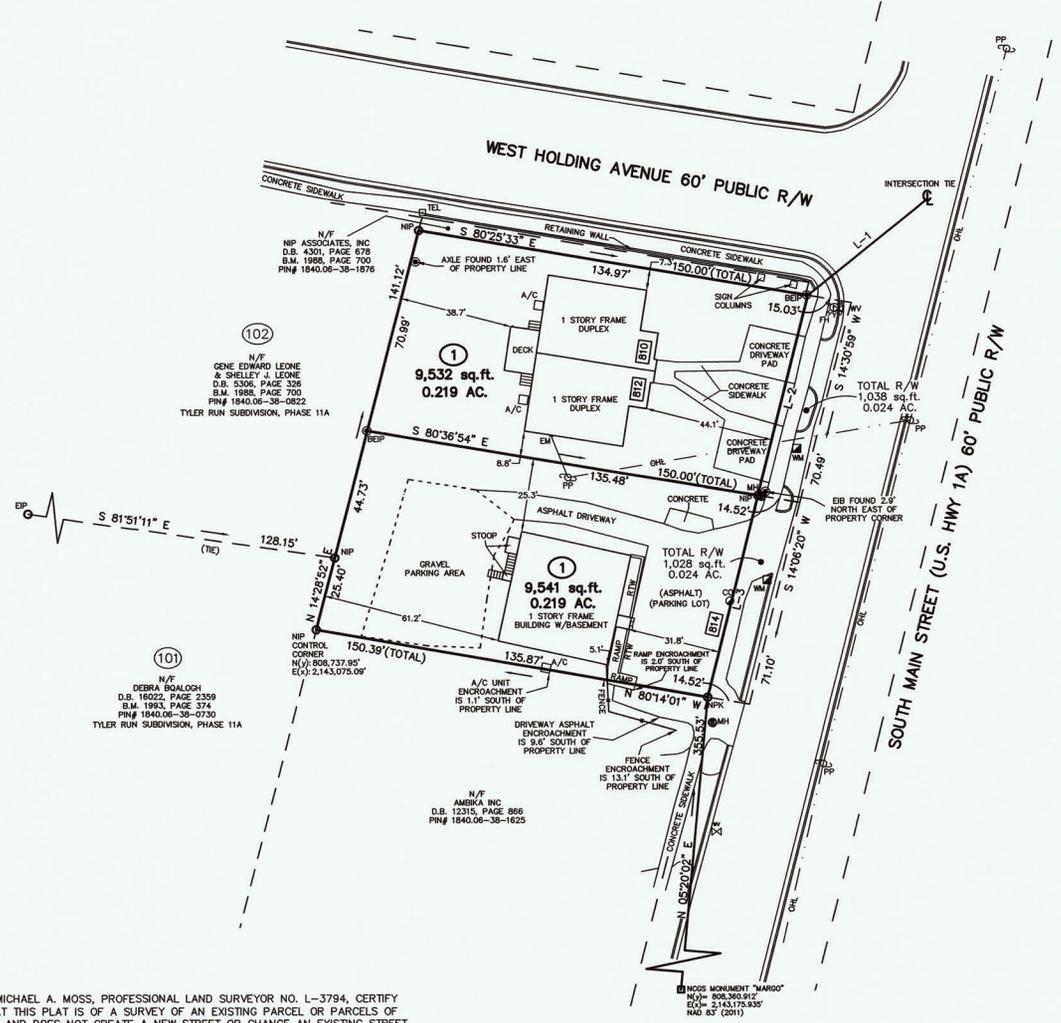
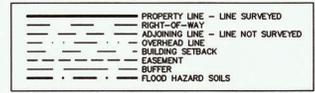
- EIP - EXISTING IRON PIPE
- EIB - EXISTING IRON BAR
- BEP - BENT IRON PIPE
- BEIB - BENT IRON BAR
- CM - CONCRETE MONUMENT
- NPK - NEW PK NAIL
- FH - FIRE HYDRANT
- NIP - NEW IRON PIPE SET
- R/W - RIGHT OF WAY
- CATV - CABLE TV BOX
- EB - ELECTRIC BOX
- TEL - TELEPHONE PEDESTAL
- PP - POWER POLE
- OHL - OVERHEAD LINE
- LP - LIGHT POLE
- WM - WATER METER
- WV - WATER VALVE
- CO - SEWER CLEAN-OUT
- 6000 - ADDRESS

TOTAL AREA TO BE REZONED
21,140 S.F./0.485 AC.

NOTES:

1. THIS PLAT SUBJECT TO ALL EASEMENTS, AGREEMENTS AND RIGHTS OF WAY OF RECORD PRIOR TO THE DATE OF THIS PLAT.
2. ALL BEARINGS AND DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS

LINE TYPE LEGEND



REZONING MAP FOR
**LOT 1, S. MAIN ST. DUPLEX
AND
LOT 1, S. MAIN ST. OFFICE & IMP**

LOT 1 - 810 & 812 SOUTH MAIN STREET
LOT 1 - 814 SOUTH MAIN STREET
OWNER: DAVIS DENTAL PROPERTIES, LLC
REF: D.B. 17021, PAGE 634
REF: D.B. 15121, PAGE 1272
TOWN OF WAKE FOREST
WAKE COUNTY, NORTH CAROLINA



SCALE 1"=30'

JULY 2, 2019

ZONED GR3

PIN #1840.06-38-1862

PIN #1840.06-38-1744



I, MICHAEL A. MOSS, PROFESSIONAL LAND SURVEYOR NO. L-3794, CERTIFY THAT THIS PLAT IS OF A SURVEY OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.

Michael A. Moss
MICHAEL A. MOSS, PROFESSIONAL LAND SURVEYOR NO. L-3794



CAWTHORNE, MOSS & PANCIERA, P.C. PROFESSIONAL LAND SURVEYORS, C-1525, 333 S. WHITE STREET, P.O. BOX 1253, WAKE FOREST N.C., 27588, (919) 556-3148

Consistency Statement of the Wake Forest Board of Commissioners Pursuant to G.S. 160D-605 Addressing Action on Zoning Map Amendment RZ-25-02: 810 & 814 South Main St. Rezoning

The Wake Forest Board of Commissioners finds that RZ-25-02 is generally consistent with the Wake Forest Comprehensive Plan. The Wake Forest Board of Commissioners finds that approval of the rezoning request is reasonable and in the public interest for the following reasons:

1. The proposed zoning district allows a range of commercial and supporting uses that is generally consistent with Community Plan direction for Neighborhood Commercial areas.
2. The proposed zoning district allows a range of commercial and supporting uses that are appropriate to the existing development in the area.

ORDINANCE 2026-XXX

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST AMENDING THE OFFICIAL ZONING DISTRICT MAP OF THE TOWN OF WAKE FOREST TO CHANGE THE ZONING OF APPROXIMATELY .46 ACRES LOCATED AT 810 AND 814 SOUTH MAIN STREET, BEING WAKE COUNTY TAX PINS 1840381862 AND 1840381744, FROM GENERAL RESIDENTIAL 3 (GR3), RICHLAND CREEK WATERSHED MANAGEMENT AREA DISTRICT (RC-WMA) TO NEIGHBORHOOD BUSINESS (NB), RICHLAND CREEK WATERSHED MANAGEMENT AREA DISTRICT (RC-WMA)

WHEREAS, the application submitted by the Town of Wake Forest for the rezoning of land hereinafter described was duly filed with the Planning Department; and

WHEREAS, the Planning Board held a public comment session on February 10, 2026, and the Board of Commissioners held a public hearing on March 17, 2026; and

WHEREAS, mailed notices, property sign postings, and a newspaper notice publication were carried out for the public comment session and public hearing in accordance with G.S. § 160D-602 and the Unified Development Ordinance; and

WHEREAS, the Planning Board submitted its recommendation to the Board of Commissioners recommending approval of said application that was generally consistent with the Comprehensive Plan and is in the best public interest for the lands hereinafter described, all in accordance with the requirements of the Town of Wake Forest Unified Development Ordinance and the provisions of Chapter 160D, Article 6, of the North Carolina General Statutes;

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

Section 1: The lands that are the subject of the Ordinance are those certain lands described in Exhibit 1 – Legal Description, which is incorporated herein by reference, and said lands are hereafter referred to as the “Rezoned Lands.”

Section 2: The parcels identified by the Wake County Tax Parcel Identification Numbers 1840381862 and 1840381744, and described in Exhibit 1, are located within the Town’s Corporate Limits.

Section 3: The Town of Wake Forest Unified Development Ordinance, including the Town of Wake Forest North Carolina Official Zoning District Map, which is a part of said Ordinance, is hereby amended by changing the zoning classification of the “Rezoned Lands” from General Residential 3 (GR3) and Richland Creek Watershed Management

Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-WMA)

Section 4: The Administrator is hereby authorized and directed to cause the said Official Zoning District Map for the Town of Wake Forest, North Carolina, to be physically revised and amended to reflect the zoning changes ordained by this Ordinance.

Section 5: After reviewing all the information presented at the public hearing and the Town’s plans, policies, and ordinances, the Wake Forest Board of Commissioners finds the zoning map amendment request reasonable and consistent with the Comprehensive Plan and in the interest of the public and adopted a written consistency statement, which is on file with the Wake Forest Planning Department and attached as Exhibit 2.

Adopted and effective this 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.: 2025-789-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: March 17, 2026

Subject

Public Hearing to receive public comment on the installment financing of Fire Station 6 construction

Recommendation:

item Summary:

ATTACHMENTS:

- [Public Hearing Fire Station 6 financing_summary.pdf](#)
- [IPA Timetable.pdf](#)
- [Public Hearing-Wake Forest 2026 IFA \(Fire Station\) \(4928-8949-6209.1\).doc](#)

Agenda Item: Public Hearing to receive public comment on the financing of Fire Station 6 construction

Summary: An installment purchase agreement as authorized by N.C. General Statute 160A-20 will be obtained to finance the construction of Fire Station 6 located on Wait Avenue. Formal approval from the Local Government Commission is required and we are on their schedule for consideration at the May 5, 2026, meeting.

**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)
Publish Notice of Public Hearing (Ten days prior)	March 6, 2026 (Friday)
Public Hearing on Financing	March 17, 2026 (Tuesday)
File notification with Joint Legislative Committee	March 20, 2026 (Friday)
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.”

The Board of Commissioners of the Town of Wake Forest, North Carolina, met in a regular meeting in the Board Chambers of the Town Hall located at 301 S. Brooks Street in Wake Forest, North Carolina, the regular place of meeting, at 6:00 p.m. on March 17, 2026.

Present: Mayor Ben Clapsaddle, presiding, and Commissioners

Absent: Commissioners

Also Present: _____

* * * * *

The Mayor announced that this was the hour and day of the public hearing on a proposed installment financing agreement (the “Agreement”) to be entered into by the Town of Wake Forest, North Carolina (the “Town”) pursuant to Section 160A-20 of the General Statutes of North Carolina, as amended (the “Act”), in a principal amount not to exceed \$18,000,000 for the purpose of providing funds, together with any other available funds, to pay the costs of acquiring, constructing and equipping a new fire station (the “Project”). To secure its obligations under the Agreement, the Town will grant a lien on the site of the Project, together with any improvements or fixtures located or to be located thereon.

Section 160A-20(g) of the General Statutes of North Carolina requires that the Town hold a public hearing prior to entering into the Agreement.

The Mayor acknowledged due publication of the notice of public hearing in a newspaper with a general circulation in the Town and directed the Town Clerk to attach the affidavit showing publication in said paper on a date at least ten (10) days prior to the date hereof as Exhibit A hereto.

The Mayor then announced that the Board of Commissioners would immediately hear anyone who might wish to be heard on the proposed Agreement.

A list of any persons making comments and a summary of such comments are attached as Exhibit B hereto.

The public hearing was closed.

All statements and comments by participants of the public hearing were duly considered by the Board of Commissioners.

* * * * *

I, Evelyn Wright, Town Clerk of the Town of Wake Forest, North Carolina, DO HEREBY CERTIFY that the foregoing is a true copy of so much of the proceedings of the Board of Commissioners of said Town at a regular meeting held on March 17, 2026, as it relates in any way to the holding of a public hearing on a proposed installment financing agreement and that said proceedings are to be recorded in the minutes of said Board of Commissioners.

I DO HEREBY FURTHER CERTIFY that proper notice of such regular meeting was given as required by North Carolina law.

WITNESS my hand and official seal of said Town this 17th day of March, 2026.

Town Clerk

[SEAL]

EXHIBIT A

[Attach publisher's affidavit evidencing publication of Notice of Public Hearing]

EXHIBIT B

[A list of any persons making comments and a summary of such comments to be attached. If no comments are made, please insert “None”.]



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-718-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: March 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.: 2025-787-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: March 17, 2026

Subject

Approval of resolution authorizing installment purchase agreement (FY 26 Equipment and Vehicles)

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [FY 26 Equipment and vehicles IPA resolution_summary.pdf](#)
- [Analysis of proposals_vehicles and equip.pdf](#)
- [Vehicles and Equipment RFP_FY 2025-2026.pdf](#)
- [Town of Wake Forest Term Sheet 2026_02_27_Truist.pdf](#)
- [Resolution_Approving_Financing_Terms_Truist_Bank.docx](#)

Approval of resolution authorizing installment purchase agreement (FY26 Equipment and Vehicles)

Installment purchase agreements are used to enable the town to spread the costs of major purchases over multiple years. The amount borrowed will not exceed \$1,432,950 to fund the purchase of equipment and vehicles included in the FY 2025-2026 Budget.

The town received four (4) proposals with rates ranging from 3.73% - 5.50%. Staff awarded the bid to Truist Bank, who submitted a proposal with a rate of **3.73% for four (4) years**. The attached resolution authorizes staff to proceed with closing the loan and obtaining funds.

Attachments: Analysis of proposals; Proposal from Truist Bank; Request for Proposals (RFP); Resolution

**Town of Wake Forest
Vehicles and Equipment - \$1,432,500
Financing Proposals**

2-Mar-26

BANK	TERM	INTEREST RATE	(PER AMTZN SCHED) MAXIMUM INTEREST COST	(PER AMTZN SCHED) ANNUAL PAYMENTS
Truist No fees	4	3.730%	\$122,813.35	\$194,414.17 No pre-payment penalty - Two (2) business days notice
JP Morgan \$1,500 Set up fee	4	3.850%	\$126,849.60	\$194,918.70 No pre-payment penalty - 30 day notice
Benchmark Community Bank No fees	4	4.790%	\$158,109.97	\$198,826.25 No pre-payment penalty
Fidelity Bank Cap on bank legal fees - \$5,000	4	5.500%	\$182,878.09	\$201,922.26 No pre-payment penalty

Town of Wake Forest

REQUEST FOR PROPOSAL

INSTALLMENT PURCHASE FINANCING UNDER G. S. 160A-20

February 12, 2026

The Town of Wake Forest, North Carolina (hereinafter referred to as the "Town") desires to enter into an installment financing agreement pursuant to N. C. G. S. 160A-20 in the principal amount not to exceed \$ 1,432,500. This is the financing of the vehicles and equipment described below. The Town is soliciting your proposal to provide the necessary financing, subject to the terms and conditions set forth in this Request for Proposal.

The Town of Wake Forest will be obligated to make the payments to fall due under the installment financing agreement.

VEHICLES/EQUIPMENT TO BE FINANCED:

Police	2026 Chevrolet Silverado (3)	\$ 151,575
Police	2026 Chevrolet Tahoe (9)	507,000
Police	Other Vehicles (3)	131,800
Fire	Rescue Unit Replacement	355,800
Streets	Service Truck Replacement	87,125
Streets	Concrete Mixer	<u>199,200</u>
	Total	<u>\$ 1,432,500</u>

The current general obligation ratings for the Town are:

AAA	Fitch Ratings
Aaa	Moody's Investors Services
AAA	Standard & Poor's Rating Services

The financing *will not* be bank eligible under Section 265 of the Internal Revenue Code of 1986 as the town expects to issue more than \$10,000,000 during 2026.

Town staff expect to award the bid to the financial institution by Friday, March 6, 2026, and the respective resolution will be considered by the Board of Commissioners at their meeting on Tuesday, March 17, 2026. The Town anticipates closing this transaction on or prior to Tuesday, March 31, 2026.

CONTRACT SPECIFICATIONS

1. The desired amount of the financing is not to exceed \$ 1,432,500.
2. The desired term of the financing is for a **four (4) year** period with a fixed interest rate and semi-annual payments made **in arrears**.
3. All proposals must specify the rate of interest to be charged and provide a schedule of amortization. Proposals without an amortization schedule will not be considered.
4. List all additional costs expected to be associated with this financing in your bid, including but not limited to all origination, prepayment, legal and escrow fees/penalties that the Town of Wake Forest may be required to pay. If a fee/cost is not shown in your bid, the Town will not be obligated to pay it.
5. **Funding Options:** 1) Total funding can be placed into escrow. Interest on which will accrue to the Town of Wake Forest and be credited to the escrow account. Bids should be based on gross funding of the equipment (without consideration of investment earnings). 2) Town can receive total proceeds upon closing.
6. The installment financing agreement must not contain a non-substitution clause and there must be a non-appropriation clause in the agreement.
7. Both parties must agree that the State of North Carolina shall govern the installment financing agreement. Proposer will obey all state and federal statutes, rules and regulations that are applicable to the financing.

SUBMISSION OF PROPOSAL

Submit proposal to my attention by Friday, February 27, 2025 (by 5:00 pm), via e-mail.

If you have any questions or need additional information, please call me at 435-9461 or e-mail: astaples@wakeforestnc.gov.

Thank you in advance for your consideration of this proposal.

Best regards,

Aileen J. Staples
Assistant Town Manager/CFO



Town of Wake Forest, NC

Term Sheet

February 27, 2026

Truist Bank (“Bank”) is pleased to submit the following summary of terms and conditions for discussion purposes only. The term sheet is non-binding and does not represent a commitment to lend. The term sheet is intended only as an outline of certain material terms of the requested financing and does not purport to summarize all of the conditions, covenants, representations, warranties and other provisions that would be contained in any definitive documentation for the requested financing.

Borrower:	Town of Wake Forest, NC
Lender:	Truist Bank
Facility/Purpose/Description:	Tax-Exempt, Non-Bank Qualified direct bank loan evidenced by an Installment Financing Agreement (the “Agreement”) pursuant to N. C. G. S. 160A-20. The proceeds of the Agreement will be used to finance the purchase of vehicles and equipment.
Amount:	Up to \$1,432,500
Funding:	Proceeds will be deposited into an account held at Lender pending disbursement unless vehicles and equipment are delivered prior to closing. The closing date is anticipated to be March 31, 2026.
Repayments:	Installment (interest and principal) payments are to be made semi-annually. Required that ACH payments be set up for payments. Please see attached debt service schedule.
Term:	4 years from the closing date.
Fees:	None
Interest Rate:	3.73% Tax-Exempt The tax-exempt fixed interest rate for the Loan will be subject to increase in the event of a Determination of Taxability. Rate Lock Period: This rate is locked, and available, through March 30, 2026. Accrual basis: 30/360 The Borrower understands that the market interest rates are subject to change. The Borrower also understands that in the event the Facility is funded during the Rate Lock

	Period, the Rate will become the effective interest rate for the Facility even if market interest rates are lower than the Rate at the time the Facility is funded.
Prepayment:	The Lender will allow prepayment in whole at par plus accrued interest and without penalty at any time upon two Business Days' notice to the Lender.
Security:	The Town's obligation to make installment payments will be subject to annual appropriation. Security interest in all or a portion of the project being financed.
Documentation:	<p>Truist will provide documentation for the Loan.</p> <p>The financing documents shall include provisions that will outline appropriate changes to be implemented in the event that this transaction is determined to be taxable or non-bank qualified in accordance with the Internal Revenue Service Code. All documentation must be deemed appropriate by Lender before closing.</p>
Covenants:	<p>Usual and customary covenants, reporting requirements, representations and warranties and events of default, for transactions of this type, including, without limitation, the following financial covenants and reporting requirements:</p> <ul style="list-style-type: none"> • Annual Financial Statements within 270 days of fiscal year end
Conditions Precedent and Other Terms:	<ol style="list-style-type: none"> 1. <u>Borrower's Counsel Opinion</u>: An opinion of Borrower's counsel covering matters customary to transactions such as this and in all respects acceptable to the Bank, the Lender and its counsel. 2. <u>Other Items</u>: The Bank and the Lender shall have received such other documents, instruments, approvals or opinions as may be reasonably requested.
Lender's Legal Counsel	N/A – internal documents shall be utilized for this transaction.
Governing Law & Jurisdiction:	State of North Carolina
Municipal Advisor Disclosure:	The Bank is a regulated bank and makes direct purchase loans to Municipal Entities and Obligated Persons as defined under the Municipal Advisor Rule, and in this term sheet is solely providing information regarding the terms under which it would make such a purchase for its own account. The Bank is not recommending an action or providing any advice to the Borrower and is not acting as a municipal advisor or financial advisor. The Bank is not serving in a fiduciary capacity pursuant to Section 15B of the Securities Exchange Act of 1934 with respect to the information and material contained in this communication. The Bank is acting in its own interest. Before acting on the information or material contained herein, the Borrower should seek the advice of an IRMA and any other professional advisors which it deems appropriate for the Loan described herein, especially with respect to any legal, regulatory, tax or accounting treatment.

Patriot Act:	Pursuant to the requirements of the Patriot Act, the Bank and its affiliates are required to obtain, verify and record information that identifies loan obligors, which information includes the name, address, tax identification number and other information regarding obligors that will allow Lender to identify obligors in accordance with the Patriot Act, and Lender is hereby so authorized. This notice is given in accordance with the requirements of the Patriot Act and is effective for the Bank and its affiliates.
Expiration Date:	This Term Sheet shall expire on March 6, 2026 unless indication of award has been issued on or prior to such date.

Resolution Approving Financing Terms

WHEREAS: The TOWN OF WAKE FOREST (“Borrower”) has previously determined to undertake a project for the financing of vehicles and equipment (the “Facility”), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank (“Lender”) in accordance with the proposal dated February 12, 2026. The amount financed shall not exceed \$1,432,500, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.73% and the financing term shall not exceed four (4) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer’s release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document’s final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower’s official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower’s general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 20__

By: _____

By: _____

Title: _____

Title: _____

[-Private-]

RESOLUTION 2026 -

Resolution Approving Financing Terms with Truist Bank

WHEREAS: The Town of Wake Forest (the “Town”) has previously determined to undertake a project for the financing of vehicles and equipment (the “Project”), and the Chief Financial Officer (CFO) has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Town hereby determines to finance the Project through Truist Bank (“Lender”), in accordance with the proposal dated February 12, 2026. The amount financed shall not exceed \$1,432,950 the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.73%, and the financing term shall not exceed four (4) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The CFO is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The CFO is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the CFO shall approve, with the CFO's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make

principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. 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 of the Lender financing described above. The Town intends that funds 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.

6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Adopted this 17th day of March 2026.

MAYOR:

ATTEST:

Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-788-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: March 17, 2026

Subject

Approval of Budget Ordinance Amendment # 4 - FY 2025-2026

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [Budget Ordinance Amendment_summary.pdf](#)
- [Budget Ordinance Amendment # 4 FY 2025-2026.pdf](#)

Agenda Item: Budget Ordinance Amendment # 4 – FY 2025-2026

Summary: North Carolina General Statutes 159-15 authorizes the governing board to amend the budget ordinance at any time after the ordinance is adopted. Amendments generally include additional revenues, appropriations from contingency for unforeseen events, transfers to/from capital reserve funds and/or fund balance and periodic modifications to capital projects funds.

Attachments: Summary worksheets

Budget Amendment # 4

**General Fund
Budget Amendment Worksheet
For the fiscal year ending June 30, 2026**

	Dept.	Budget Adopted	Prior Budget Amendments	Current Budget Amendments	Amended Budget
Estimated Revenues:					
General Fund revenues		\$ 87,246,150	260,810	1,233,700	88,740,660
Total Revenues		87,246,150	260,810	1,233,700	88,740,660
Appropriations:					
Board of Commissioners	410	409,250			409,250
Legal Services	412	489,630	4,500	-	494,130
Town Manager's Office	420	1,059,335			1,059,335
Town Clerk	421	299,600			299,600
Organizational Performance	422	745,350			745,350
Budget Management	423	491,600	16,000		507,600
Communications	425	1,450,765			1,450,765
Human Resources	430	1,290,105			1,290,105
Risk Management	431	1,205,650	45,000	-	1,250,650
Downtown Development	435	588,200			588,200
Financial Services	440	1,674,505			1,674,505
Information Technology	445	2,381,430			2,381,430
Inspections	480	2,367,660	37,850	-	2,405,510
Planning	490	5,544,775			5,544,775
Public Facilities	500	3,157,980	432,470	292,700	3,883,150
Public Safety: Police	510	19,363,325			19,363,325
Public Safety: Fire	520	13,950,725	14,000	251,200	14,215,925
Public Works:					
PW Administration	530	329,535			329,535
Urban Forestry	535	742,995	2,500		745,495
Fleet Maintenance	550	727,290			727,290
Streets	560	4,692,595			4,692,595
Solid Waste	580	6,875,705			6,875,705
Engineering	540	2,066,010		150,375	2,216,385
Parks, Recreation & Cultural Resources	620	6,940,425			6,940,425
Center for Active Aging	630	652,755	137,650		790,405
Transfers	999	14,478,305			14,478,305
Total Appropriations		93,975,500	689,970	694,275	95,359,745
Estimated revenues over total appropriations		\$ (6,729,350)	\$ (429,160)	\$ 539,425	\$ (6,619,085)
Other financing sources (uses):					
Sale of assets		720,000			720,000
Installment note proceeds		2,329,000		(896,500)	1,432,500
Lease Financing					-
Operating transfers from other funds:					
Special Revenue Fund - DMSD		156,700			156,700
Special Revenue Fund - Police		68,500			68,500
Special Revenue Fund - Futures Fund					-
Housing Initiatives Fund		65,000			65,000
Rec Capital Reserve Fund - Rec Impact Fees		492,650			492,650
Gen Capital Reserve Fund - Fire Impact Fees		-			-
Proceeds from NCCHIP Reserve		375,000			375,000
Appropriated Fund Balance		2,522,500	429,160	357,075	3,308,735
Total other financing sources		6,729,350	429,160	(539,425)	6,619,085
Estimated revenues and other sources over appropriations and other uses		\$ -	\$ -	\$ -	\$ -



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-790-

Submitted by: Timothy Watson, Engineering

Submitting Department: Engineering

Meeting Date: March 17, 2026

Subject

Approval of On-Call Engineering Services Contracts

Recommendation:

Approval of recommended consultants for On-Call Engineering Services for the Town of Wake Forest.

item Summary:

ATTACHMENTS:

- [Summary On Call Engineering](#)
- [Attachment B Staff Report On Call Engineering Services](#)
- [Attachment A Resolution to Award On-Call Engineering Services](#)
- [Attachment C Engineering Services On-Call RFQ & Addendum #1](#)

Agenda Item: Consideration of Approval of On-Call Engineering Services Contract

Summary: List of the recommended consultants for Engineering On-Call Services for the Town of Wake Forest. The following 8 firms are recommended by the selection committee:

- AECOM Technical Services of North Carolina, Inc.
- Ardurra Group North Carolina
- Bolton & Menk, Inc.
- Dewberry Engineers Inc.
- Exult Engineering, PC
- KCI Associates of North Carolina, P.A.
- Mott McDonald I&E, LLC
- WSP USA Inc.

Attachments: Attachment A – Resolution to Award – On-Call Engineering Services

Attachment B – Staff Report – On-Call Engineering Services

Attachment C – Engineering Services On-Call RFQ & Addendum #1

Action Requested: Recommend approval

STAFF REPORT

To: Board of Commissioners
Date: March 17, 2026
Case: On-Call Engineering Services
Prepared By: Timothy Watson, PE, Engineering Director

PURPOSE:

To authorize the Town Manager to negotiate an On-Call Engineering Services contract with the following firms: AECOM Technical Services of North Carolina, Inc.; Ardurra Group North Carolina; Bolton & Menk, Inc.; Dewberry Engineers Inc.; Exult Engineering, PC; KCI Associates of North Carolina, P.A.; Mott McDonald I&E, LLC; and WSP USA Inc.

BACKGROUND INFORMATION:

The Engineering Department seeks on-call engineering services to assist staff with professional support for expected and unexpected projects, including CIP work, pavement management, and new development review.

The Engineering Department will use on-call services for tasks like TIAs, plan reviews, project management, design, inspection, surveying, and other municipal engineering needs. The Master Service Agreement does not require a cost commitment; costs depend on contracts for individual assignments. Staff issued an RFQ for these services on August 27, 2025, with proposals due by October 22, 2025, at 5pm.

STAFF ANALYSIS:

The proposals were evaluated based on:

1. Letter of Interest (10%)
2. Project Manager(s) and Project Team(s) Experience and Qualifications (20%)
3. Understanding, Approach, and Ability to Meet On-Call Project Requirements (30%)
4. Firm's Project Examples & Project Contact References Provided (40%)

Forty-four proposals met all technical requirements and were evaluated by the selection committee using the criteria listed above. Staff from Engineering and Planning conducted internal reviews. Eight firms were chosen for on-call services.

STAFF COMMENTS:

Staff recommends the approval of the resolution to authorize the Town Manager to execute an On-Call Engineering Services Master Services Agreement contract with AECOM Technical Services of North Carolina, Inc.; Ardurra Group North Carolina; Bolton & Menk, Inc.; Dewberry Engineers Inc.; Exult Engineering, PC; KCI Associates of North Carolina, P.A.; Mott McDonald I&E, LLC; and WSP USA Inc. Upon approval, the consultants will sign the Master Agreement with the Town.

RESOLUTION 2026-XX

RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE ON BEHALF OF THE TOWN OF WAKE FOREST, THE PROFESSIONAL SERVICES MASTER SERVICE AGREEMENT CONTRACT FOR ON-CALL ENGINEERING SERVICES FOR A THREE-YEAR BASE TERM

WHEREAS on-call engineering services agreements are an effective way to retain professional engineering consultants to ensure that the Town’s projects are designed and constructed in a timely and cost-effective manner that meets Town’s standards; and

WHEREAS, consistent with the Town’s purchasing policy, on August 27, 2025, the Town published a Request for Qualifications (RFQ) inviting interested firms to submit; and

WHEREAS, on October 22, 2025 the Town received a total of 44 submissions; and

WHEREAS, a selection committee consisting of staff from Wake Forest Engineering and Wake Forest Planning reviewed the 44 submitted RFQs; and

WHEREAS, Eight (8) of the firms were selected as qualified firms to provide on-call engineering services; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Town of Wake Forest hereby authorizes the Town Manager to execute Professional Services On-Call Master Agreement contracts with A. Morton Thomas and Associates, Inc., Exult Engineering, Kimley-Horn, McAdams, Mott McDonald I&E, LLC, and WSP USA Inc. for on-call Engineering services for the three year base term with the option to extend two additional years, with the understanding that services will be provided on an as-needed bases, with no guarantee of any level of effort from an individual firm.

Adopted and effective this is the 17th day of March 2026.

Ben Clapsaddle, Mayor

ATTEST:

Evelyn Wright, Town Clerk



**REQUEST FOR QUALIFICATIONS
FOR
ON-CALL PROFESSIONAL ENGINEERING SERVICES
RFQ # 25-0001**

CONTACT: TIMOTHY WATSON, PE
ENGINEERING DIRECTOR
TOWN OF WAKE FOREST
TWATSON@WAKEFORESTNC.GOV
919.435.9438

DATE ISSUED
Wednesday, August 27th, 2025

QUESTIONS AND CLARIFICATIONS DUE DATE
Friday, September 12th, 2025
5:00 PM EST

SUBMITTAL DUE DATE
Wednesday, October 22nd, 2025
5:00 PM EST

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SECTION 1 – Request for Qualifications

Introduction

The Town of Wake Forest’s Engineering Department is soliciting Statements of Qualifications (SOQs) from qualified and competent engineering firms to provide On-Call Professional Engineering Services for assistance with various transportation, environmental, and general municipal engineering projects. The Town of Wake Forest (Town) is seeking several firms whose combination of experience and expertise will provide timely, professional services for a duration of three (3) years from Master Service Agreement (MSA) Completion. During this period, the Town reserves the right to bypass the selected on-call firms and advertise engineering services when it is in the best interests of the Town.

SECTION 2 – Scope of Services

The Town intends on selecting one or more firms that provide services outlined below. Please see the scope of services requested, **but firms are not required to provide all services listed below to submit a Statement of Qualifications (SOQ); however, the SOQ should clearly identify the areas of interest. The Town does support the use of subcontractors, but they must be included in the SOQ submittal.**

Transportation Design	Property/ROW Acquisition
Transportation Planning	Construction Permitting Design Review
Transportation Data Management/Analysis	Land Development Design (light industrial, recreation, emergency service sites)
Stormwater Program Management	Construction Administration
Water Quality Enhancement Projects	Construction Engineering & Inspections
Major & Minor Stormwater Projects	SUE/ Utility Relocation
Floodplain Management Program Support	Geotechnical Engineering Services
Surveying	Grant Writing Services
GIS Support Services	

The Town may use the selected firm(s) for any on-call projects related to Public Works, Engineering, Parks and Recreation, and Planning at its discretion.

Each firm selected for an on-call contract will be required to enter an MSA with the Town of Wake Forest. **Any questions or concerns about the MSA, Supplemental Services Agreement (SSA), General Contract Terms and Conditions, and General Terms and Conditions must be addressed during the time allotted for questions of this Request for Qualifications. No changes will be made to Appendices A, B, C, and D after this period (refer to Section 6 – Anticipated Schedule).** If the Town and selected firm are unable to fully execute an MSA, the Town reserves the right to select a new firm in place. Selection by the Town for the MSA is not a guarantee that any firm will receive a project. The Town makes no guarantee of specific volume of work or a total contracted amount arising from this solicitation. This master agreement will:

- Fulfill the consultant solicitation and selection process for the work to be performed under the on-call contract; and
- Establish current hourly rates for each employee that may perform work on the contract by position class and establish a method of calculation and payment for all other direct/indirect project expenses.
- Work performed under the MSA will be conducted through Supplemental Services Agreements

MSAs shall be for a three-year period. The scope and fee will be determined separately for each assignment prior to Notice to Proceed, with the parties entering into a supplemental agreement as needed.

SECTION 3 – Submittal Package Requirements

The qualifications package shall consist of the following information, tabbed as identified and in the order indicated. A firm who submits a package that does not follow the order or address each of the sections specified below may be deemed non-responsive.

Letter of Interest (LOI)

The Letter of Interest (LOI) must be addressed to Timothy Watson, PE, Engineering Director. The letter should contain the following elements of information:

- Provide firm name, year established, address, telephone number, email address, and contact person. Briefly describe your firm’s operating history.
- Indicate what services you are submitting for. A minimum of one service list is required, but multiple services can be listed.
- Describe your interest in this RFQ and the unique advantage your firm and team bring.
- Acknowledgement of any RFQ Addenda (if any) posted on the Town’s website.
- Identify if the firm is classified as a Disadvantaged Business Enterprise.
- State any conflicts of interest your firm or any key individuals may have with this program or with the Town.

Organization of Consultant Team

- Provide an organizational chart which clearly identifies the key members of the firm, relevant disciplines, and names of specific staff, including their titles and relevant certifications. This should also include any subconsultants that may be involved in a project.
 - Clearly identify the project manager for each discipline and describe how services and project(s) will be successfully managed. Also, describe how quality will be controlled and ensured across all disciplines.
- Firms shall provide resumes only for key personnel proposed to work on the Town’s projects. Key personnel include project managers, lead engineers, and other senior staff with primary responsibility for project oversight and delivery. Resumes for entry-level or support staff are not required.

Understanding and Approach

- Provide a comprehensive yet concise narrative, outline, and information demonstrating the firm’s understanding, approach to, and qualifications for accomplishing municipal on-call projects/tasks.
- Show familiarity with local government workflows, regulatory constraints, and approval processes while also acknowledging the need for flexibility, responsiveness, and working within municipal budgeting and project management systems.
- Demonstrate understanding of the Town of Wake Forest’s infrastructure, transportation network, stormwater systems, and overall Town strategic goals.
- Describe how coordination will be handled with Town staff and other outside agencies during projects (I.e. City of Raleigh Water, NCDOT, NCDEQ, USACE, etc.)

Qualifications and Experience

- Provide three (3) municipal project examples that encompass a variety of the listed services your firm is submitting for, either currently in progress or having been completed in the past five (5) years. Each of the project summaries must include the following:
 - Descriptions of municipal projects including size and scope
 - Project schedule: initial schedule and final schedule, including explanations of delays if any
 - Initial project budget and final project cost, including any funding support that may have been awarded from grants
 - Date and times project services were performed
 - Owner's representative having knowledge of the firm's work, including contact information
 - Description of services rendered by the firm and degree of involvement
 - Key principle and associate staff involved including their assigned responsibilities
 - Experience should demonstrate the ability to perform similar work with municipalities of similar size and complexity

Submittal of Qualification Package

Submissions must follow the format as defined in Section 3 Submittal Package Requirements and are limited to a maximum of fifteen (15) pages (8-1/2" x 11", font size 11 or larger) and in Portable Document File (PDF) format. Required forms, resumes, dividers and coversheet will not count toward the page limit, however, please attach these at the end of your RFQ submittal. Packages which exceed the page limit may be rejected as non-compliant. Packages must be submitted via the form linked below. An electronic version must be submitted as a high quality viewable and printable Portable Document File (PDF).

SOQ document file name should be in the following format: **Firm Name SOQ – On-Call Engineering RFQ # 25-0001**. *Firm name can be abbreviated.*

Submit one (1) electronic version of the qualifications using the Laserfiche form accessed by using the URL <https://online.wakeforestnc.gov/Forms/2025WFEngOncall> **no later than 5:00 PM EST, Wednesday, October 22nd, 2025.**

If the Laserfiche form does not work, please email Timothy Watson at twatson@wakeforestnc.gov immediately.

SECTION 4 – Evaluation Process

The firm(s) will be selected through a qualifications-based selections process. The Town expects to award the best qualified firm(s) based on the requirements in this solicitation. As part of the evaluation process, the Town reserves the right to request additional information and/or interview any or all the firms. A selection committee comprised of Town staff will review the submittal packages. All submittals will be evaluated based on the following criteria:

Scoring Criteria	Weight (%)	Score (0-5)	Weighted Score (Weight x Score)
Letter of Interest	10	-	-
Project Manager(s) and Project Team(s) Experience and Qualifications	20	-	-
Understanding, Approach, and Ability to Meet On-Call Project Requirements	30	-	-
Firm’s Project Examples & Project Contact References Provided	40	-	-
Final Score			

The evaluation criteria are intended to be used to make a recommendation to the Town Manager or the Board of Commissioners who will award the contract, but who are not bound to use these criteria or to award based on the recommendation.

Firms will not be considered unless the following minimum qualifications are met:

- Firm(s) must be properly registered with the North Carolina Secretary of State’s Office
- Firm(s) must be properly registered with the North Carolina Board of Examiners for Engineers and Surveyors
- Firm(s) must employ at least one (1) North Carolina Registered Professional Engineer in responsible charge of the work anticipated. The Professional Engineer must have good ethical and professional standing.

Firms that submit RFQs will be notified of the selection results. The Town anticipates the initial approval of the selected firm(s) following the schedule listed in Section 6.

SECTION 5 – Questions and Clarifications

All questions shall be submitted using the Laserfiche form accessed by using the URL <https://online.wakeforestnc.gov/Forms/2025WFEngOncallQuestions>, no later than 5:00 p.m. EST on Friday, September 12th, 2025. Questions submitted later than this deadline will not be considered. An addendum with the received questions and their subsequent answers, if any, will be published on the Town website by 5:00 pm EST on Friday, October 3rd, 2025. *Any questions related to Master Service Agreement, Supplemental Services Agreement, General Contract Terms and Conditions, and General Terms and Conditions shall be presented as required by this Section. These, as listed in Appendices A, B, C, & D, will otherwise be considered accepted as written.*

If the Laserfiche form does not work, please email Timothy Watson at twatson@wakeforestnc.gov immediately.

SECTION 6 – Anticipated Schedule

Provided below is the anticipated schedule of events. The Town reserves the right to adjust the schedule.

Action	Date	Time
Request for Qualifications Issued	Wednesday, August 27 th , 2025	-
Due Date for RFQ Questions	Friday, September 12 th , 2025	5:00 PM
Town Reply to Questions/Addenda	Friday, October 3 rd , 2025	5:00 PM
Submittal of Qualifications Due Date	Wednesday, October 22 nd , 2025	5:00 PM
Evaluation Committee Completion Date	Friday, November 14 th , 2025	-
The Town does not anticipate interviews being required prior to selection, however, if deemed necessary to aid in the selection process, the Town will target these interviews to be scheduled following the Evaluation Committee Completion Date.		

APPENDIX A

**TOWN OF WAKE FOREST, NORTH CAROLINA
 MASTER SERVICE AGREEMENT FOR
 ON-CALL PROFESSIONAL GENERAL ENGINEERING SERVICES**

THIS AGREEMENT (“Master Service Agreement” or “MSA”) is made and entered into as of the _____ day of _____, 20_____, by the Town of Wake Forest (“Town”) and [INSERT NAME HERE] (“Consultant”), organized and existing under the laws of the State of North Carolina.

PROFESSIONAL GENERAL ENGINEERING SERVICES

WHEREAS, the Town desires to engage the Consultant to provide On-Call Environmental, Transportation, and General Engineering Professional Services related to municipal general engineering, construction, and inspection as set forth in and in accordance with Supplemental Services Agreements (“SSA”); and

WHEREAS, the Town issued a “Request for Qualifications for On-Call General Engineering Services RFQ # 25-0001 dated 27th day of August 2025; and

WHEREAS, Consultant provides professional consulting services and has experience, staff, and resources to perform such Services;

NOW THEREFORE, Town and Consultant, in consideration of their mutual covenants, herein agree as follows:

SECTION I. BACKGROUND and PURPOSE

The purpose of the Town’s on-call process is to secure more than one general engineering professional to provide professional on-call engineering services. The purpose of this Agreement is to provide the basic terms and conditions by which Consultant will provide its services to the Town, as the need for Services may arise, and in accordance with the standards and requirements as described herein, and in each SSA.

SECTION II: SERVICES and SCOPE to be PERFORMED

The Consultant shall perform on-call Services as set forth in this MSA and SSA. The SSA is made a part of this Agreement as if fully set forth herein. The Town shall pay Consultant for the performance of Services in the manner set forth herein and in the SSA.

Requests for services made by the Town to Consultant are contingent upon execution of an SSA and the sufficiency of funding. No services shall commence on a particular project until an SSA has been executed by both parties, and the Town has issued a Notice to Proceed to Consultant. Any amendments, corrections, or change orders by either party must be made in writing signed in the same manner as the original. (This form may be used for amendments and change orders.) The Town reserves the right to refuse payment for any work outside that authorized herein or pursuant to a duly approved amendment or change order.

Services to be provided shall be set forth in an SSA and amendments to that agreement. The SSA may also include additional terms and conditions regarding payment and other matters necessary for the

execution of projects. SSAs shall not vary the terms of this Agreement, except where this Agreement authorizes such variance, and shall be interpreted consistently with this Agreement. If there is a conflict between this Agreement and SSAs, this Agreement shall control.

The Town has no obligation to provide Services with any work hereunder and does not guarantee the issuance of any minimum number of SSAs under this Agreement.

Consultant represents and agrees that now and continuing for the term of this Agreement, Consultant:

- is experienced, qualified, skilled, and fully capable of performing Services in a competent and professional manner; and
- shall exercise reasonable care and diligence, and shall act in the best interest of Town; and
- shall act in accordance with generally accepted standards of Consultant's practice applicable to the locality; and shall comply with this Agreement, applicable SSAs, and with all applicable federal, state, and local laws, ordinances, codes, rules, and regulations (collectively "Laws and Regulations"); and
- possesses all necessary qualifications, licenses, and certifications; and
- shall perform in a timely manner and in accordance with schedules required under this Agreement or an applicable SSA, time being of the essence; and
- shall work in good faith with Town to meet requirements imposed by the federal or state government or other funding entity if grants are used to fund any portion of projects; and
- the individual(s) signing Agreement have the right and power to do so and bind Consultant to the obligations set forth herein and such individuals do so personally warrant that they have such authority.

SECTION III: AGREEMENT DURATION

This Agreement shall authorize SSAs to be executed for a three (3) year period from the date of execution of this Agreement. Any SSA executed within period of execution of this Agreement shall be binding for the period set forth therein, and this Agreement and such SSA, and amendments to such Agreements, shall be binding for the time period set forth in the SSA. Any SSA executed within this three-year period may be amended for additional scope, fee, or time. The Agreement may not be extended beyond the three (3) year period.

Services shall commence upon execution of SSAs describing the specific project and Services to be performed. A written Notice to Proceed following execution of such SSA(s) will be issued to the Consultant. Consultant will not commence Services until such notice is received.

SECTION IV: COMPLETE WORK without EXTRA COST

Unless otherwise provided, the Consultant shall obtain and provide, without additional cost to the Town, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Services.

SECTION V: COMPENSATION

The terms of payment for Services provided by Consultant shall be set forth in each SSA. Such agreement may provide for compensation in accordance with an hourly rate schedule, or a set fee for Services, paid one time or in periodic payments, or a combination of these methods of compensation.

Unless otherwise provided in the SSA, Consultant shall obtain, and provide, without additional cost to the Town, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform Services under this Agreement. In addition to hourly rates or the set fee payment set forth in the SSA, Town shall pay Consultant for expenses and costs only when reimbursement for such items is specifically provided for in an SSA. The Town shall not be obligated to pay any expenses and costs not specifically identified in an SSA.

SECTION VI: CONSULTANT’S BILLINGS to TOWN

The Consultant shall submit an invoice once Service is completed or at designated times during the course of completing a Service. Once the invoice is submitted and approved by the appropriate department the terms will be Net 30 days. The terms may only be changed by written consent of the Finance Director.

SECTION VII: INSURANCE

Consultant shall maintain insurance policies at all times with minimum limits as follows:

<u>Coverage</u>	<u>Minimum Limits</u>
Workers’ Compensation	Statutory Limits
Employers’ Liability	\$ 1,000,000 each accident
General Liability	\$ 2,000,000 each occurrence
Automobile Liability	\$ 1,000,000 combined single limit – any auto
Professional Liability (E & O)	\$ 2,000,000 each occurrence

Contractor shall provide the Town with a Certificate of Insurance for review prior to the issuance of any contract or Purchase Order. All Certificates of Insurance will require thirty (30) days written notice by the insurer or contractor’s agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice requirement above, Contractor shall provide the Town with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the Contractor to provide such notice, Contractor assumes sole responsibility for all losses incurred by the Town for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the contractor for each subsequent renewal period of the contract. The Town of Wake Forest shall be listed as certificate holder and named as an additional insured under General Liability Policy. It is required that coverage be placed with “A” rated insurance companies acceptable to the Town. Contractor’s insurance shall be primary of any self-funding and/or insurance otherwise carried by the Town for all loss or damages arising from the Contractor’s operations under this agreement. The Contractor and each of its subcontractors shall and does waive all rights of subrogation against the Town and each of the Indemnitees. Failure to maintain the required insurance in force may be cause for contract termination. In the event that the contractor fails to maintain and keep in force the insurance herein required, the Town has the right to cancel and terminate the contract without notice.

SECTION VIII: PERFORMANCE of WORK by TOWN

If the Consultant fails to perform the Services in accordance to Section II above, the Town may, in its discretion, in order to bring the project closer to schedule, perform or cause to be performed some or all of the Services, and doing so shall not waive any of the Town’s rights and remedies. Before doing so, the Town shall give the Consultant reasonable notice of its intention. The Consultant shall reimburse the Town for all costs incurred by the Town in exercising its right to perform or cause to be performed some or all of the Services pursuant to this section.

SECTION IX: ATTACHMENTS

The following attachments are made a part of this Agreement and incorporated herein by reference:

- Attachment A: Scope of Work
- Attachment B: Hourly Rate
- Attachment C: Title VI Appendment

SECTION X: NOTICE

All notices and other communications required or permitted by this contract shall be in writing and shall be given either by personal delivery, email, or certified United States mail, return receipt requested, addressed as follows:

To the Town:
 Town of Wake Forest
 Attn: Timothy Watson, PE
 Engineering Director
 301 S Brooks Street
 Wake Forest, NC 27587
 (919) 435-9438
twatson@wakeforestnc.gov

To the Consultant:

Change of Address, Date Notice Deemed Given:

A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this contract shall be deemed given at the time of actual delivery, if it is personally delivered or sent by fax. If the notice or other communication is sent by US Mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the US Postal Service or upon actual delivery, whichever occurs first.

SECTION XI: INDEMNIFICATION

To the extent permitted by law, the Consultant agrees to pay on behalf of, indemnify, and hold-harmless the Town of Wake Forest, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, fault, actual liabilities, assertions of liability, expenses, suits, or losses, including all costs connected therewith, which may be asserted, claimed, or recovered against or from the Town of Wake Forest, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the Consultant.

SECTION XII: ADDITIONAL PROVISIONS

- (a) Choice of Law and Forum. This contract shall be deemed made in Wake County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the appropriate division of the North Carolina General Court of Justice, in Wake County. Such actions shall neither be commenced in nor removed to federal court. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.
- (b) Waiver. No action or failure to act by the Town shall constitute a waiver of any of its rights or remedies that arise out this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

- (c) Performance of Government Functions: Nothing contained in this contract shall be deemed or construed so as to in any way stop, limit, or impair the Town from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.
- (d) Severability. If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.
- (e) Assignment, Successors and Assigns. Without the Town’s written consent, the Consultant shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out this contract. Unless the Town otherwise agrees in writing, the Consultant and all assigns shall be subject to all of the Town’s defenses and shall be liable for all of the Consultant’s duties that arise out of this contract and all of the Town’s claims that arise out of this contract. Without granting the Consultant the right to assign, it is agreed that the duties of the Consultant that arise out of this contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.
- (f) Compliance with Law. In performing all of the Work, the Consultant shall comply with all applicable law.
- (g) Town Policy. THE TOWN OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS CONSULTANTS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONSULTANTS AND VENDORS UNDER CITY CONTRACTS.
- (h) EEO Provisions. During the performance of this Contract the Consultant agrees as follows: (1)The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Consultant shall post in conspicuous places available to employees and applicants for employment, notices setting forth these EEO provisions. (2) The Consultant in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
- (i) No Third Party Right Created. This contract is intended for the benefit of the Town and the Consultant and not any other person.
- (j) Principles of Interpretation. In this contract, unless the context requires otherwise: (1) The singular includes the plural and the plural the singular. The pronouns “it” and “its” include the masculine and feminine. Reference to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The word “person” includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and any other legal entities.

- (k) Modifications, Entire Agreement. A modification of this contract is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the Town unless the Town Manager or other duly authorized official signs it for the Town. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this contract.
- (l) E-Verify. Consultant shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes. Further, if Consultant utilizes a subconsultant, Consultant shall require the Subconsultant to comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.
- (m) Iran Divestment Act. Consultant certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any action causing it to appear on any such list during the term of this Contract, and (iii) it will not utilize any subcontractor to provide goods or services hereunder that is identified on any list.
- (n) Divestment from Companies that Boycott Israel. Consultant represents, covenants, and certifies that it is not listed on the list of restricted companies developed and published by the North Carolina State Treasurer as required by N.C.G.S. 147-86.81.
- (o) Quality and Workmanship. All work performed and/or services rendered shall be performed to the satisfaction of the Town of Wake Forest. The work performed and/or services rendered shall not be considered complete, nor applicable payments rendered, until the Town is satisfied with the work performed and/or services rendered.
- (p) Standard Terms and Conditions. The Town of Wake Forest's Standard Terms and Conditions will govern all matters related to the goods and/or services provided by you or your company (the "Vendor") to the Town of Wake Forest (the "Town"). Additional Terms and Conditions stated on the face of a Town purchase order shall take precedence over any conflicting Standard Terms and Conditions stated. Any Terms and Conditions not stated, but incorporated by reference therein, shall be binding only if provided or signed by the Town and attached hereto. In the event that a binding written contract signed by both the Vendor and the Town exists, the Terms and Conditions of that contract shall supersede any conflicting Standard Terms and Conditions.
- (q) Non-appropriation clause. Contractor acknowledges that the Town of Wake Forest is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are unavailable and not appropriated for the performance of the Town of Wake Forest's obligations under this contract, then this contract shall automatically expire without penalty to the Town of Wake Forest thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that the Town of Wake Forest shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations. In the event of a change in the Town of Wake Forest's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which

adversely affects the Town of Wake Forest's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the Town of Wake Forest upon written notice to Contractor of such limitation or change in the Town of Wake Forest's legal authority.

- (r) No pledge of taxing authority. The taxing power of the Town of Wake Forest is not pledged directly or indirectly to secure any monies due under this contract.
- (s) No waiver of governmental immunity; Violation of law. Except for waiver of governmental immunity resulting from the execution of a valid contract, the Town of Wake Forest makes no other waiver of governmental immunity. If any provision of the Contract or Agreement is in violation of any legal, statutory or state constitutional prohibition, then such provision(s) shall be unenforceable against the Town of Wake Forest.
- (t) Conflict of Interest. If this is a contract for design, engineering, contract administration or similar services, the Contractor will not enter into contracts or agreements with third parties that may present a potential for conflict of interest between the Town of Wake Forest and the third parties regarding the subject matter of this Contract or Agreement.
- (u) Public Record. This Contract or Agreement is subject to disclosure under the public records laws of the State of North Carolina.
- (v) Contractor shall provide proof that a Drug-Free Workplace Program is in place and that drivers meet DOT/CDL licensing requirements, if requested.

SECTION XIII: TERMINATION

Either party may terminate this Agreement upon sixty (60) day written notice; provided, however, no such termination shall discharge Consultant's obligations to complete and furnish services as previously agreed to by the parties pursuant to this Agreement or any Supplemental Service Agreement, nor shall termination discharge the Town's obligations to pay for such services as provided for in this Agreement or any Supplemental Service Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Town of Wake Forest and the Consultant have caused this contract to be executed under seal by their respective duly authorized agents or officers.

TOWN OF WAKE FOREST:

CONSULTANT:

By: _____

By: _____

Printed

Printed

Witnessed by:

Witnessed by:

Name

Name

Printed

Printed

(SEAL)

(SEAL)

APPENDIX B**TOWN OF WAKE FOREST, NORTH CAROLINA
SUPPLEMENTAL SERVICES AGREEMENT NO. [#]
ON-CALL PROFESSIONAL ENGINEERING SERVICES****SECTION I: PURPOSE**

The purpose of this Supplemental Services Agreement (hereinafter “SSA”) is for, [INSERT NAME HERE], the Consultant, to provide On-Call General Engineering Professional Services, as assigned, in accordance with the Agreement titled, “TOWN OF WAKE FOREST, NORTH CAROLINA MASTER SERVICES AGREEMENT FOR ON-CALL PROFESSIONAL ENGINEERING SERVICES” between the Town and [CONSULTANT], dated [date] (hereinafter “Master Services Agreement” or “MSA”).

SECTION II: SCOPE

Consultant will perform On-Call General engineering Professional Services on an as-needed basis upon receipt of request and assignment from the Town representative. The Consultant shall comply with all terms of the MSA, which agreement is incorporated into this SSA as if fully set forth verbatim herein. Duties will involve [general scope of services].

Services to be provided include, but are not limited to [specific scope of services]. Consultant and the Town will mutually determine at time of assignment of individual tasks the Consultant personnel to be assigned, schedule, and deliverables.

SECTION III: SCHEDULE

Consultant shall perform tasks as expeditiously as practical and in conformance with schedules developed at the time of assignment of individual tasks and agreed upon by the Town and Consultant.

SECTION IV: PERIOD OF SERVICE

This SSA shall be for a period of from [date] to [date].

SECTION V: COMPENSATION

Consultant shall perform the services detailed in the scope described in Section II above on the basis of the hourly rate schedule contained in the MSA or set fee for services and attached hereto.

Billing shall be on a monthly basis in conformance with Section VI of the MSA, and invoices for all compensation owed in accordance with this SSA shall be submitted to the Town with sufficient detail to process the invoice for payment and for a proper pre-audit and post-audit thereof in accordance with Town standards. The total amount billed to the Town under this Supplemental Service Agreement shall not exceed [amount] nor shall the Consultant incur costs above [amount] without the written permission of the Town.

SECTION VI: INSURANCE COVERAGE

Consultant shall provide insurance coverage as provided for in Section VII of the MSA.

SECTION VII: OTHER SPECIAL TERMS

The Town will provide the Consultant all pertinent information and data available to the Town and deemed necessary to perform assigned tasks.

SECTION VIII: PRE-AUDIT, if applicable

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

(Signature of Finance Officer)
Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587

SECTION IX: CONTRACT MONITORING

Staff member responsible for monitoring the contract performance requirements is:

Name and Title: _____

Department Head Initials: _____

SECTION X: PRE-AUDIT

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

(Signature of Finance Officer)
Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Town of Wake Forest and the Consultant have caused this contract to be executed under seal by their respective duly authorized agents or officers.

TOWN OF WAKE FOREST:

CONSULTANT:

By: _____

By: _____

Printed

Printed

Witnessed by:

Witnessed by:

Name

Name

Printed

Printed

(SEAL)

(SEAL)

APPENDIX C

I. General Contract Terms and Conditions

- The selected firm will report directly to the Town of Wake Forest. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements. The selected firm will be responsible for providing engineers, technicians, and subconsultants with the appropriate skills and qualifications to ensure contract compliance. The firm will be directly responsible for oversight of the project for the Town.
- The firm selected will be notified by the Town and will enter contract negotiations to receive this work. A master services agreement will be signed with the selected firm based on the submittal of qualification selection. The master services agreement will include the applicable Terms and Conditions contained in this Request for Qualifications, this Appendix A, and Appendix B. *Any questions related to Terms and Conditions shall be presented as required by Section 5 of the Request for Qualifications. The Terms and Conditions will otherwise be considered accepted as written by the prospective firm.*

II. Communication:

All communication of any nature with respect to this RFQ shall be addressed to Timothy Watson, Engineering Director, identified as the project manager of RFQ 2025-0001. The prospective firms and their staff are otherwise prohibited from communicating with elected Town officials, Town staff, and any selection committee member regarding this RFQ or submittals from the time the RFQ was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the firm's submittal for consideration.

III. Conflict of Interest Statement:

By submission of a response, the firm agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of firm's services, and (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Town. Firms shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the Town, in consultation with legal counsel, may reject their submittal.

IV. Changes in Personnel:

Changes to personnel on project team(s), particularly a project manager, are to be avoided whenever possible. The selected firm must request in writing to the Town for all changes to project team members. The Town will consider requests and may accept the new personnel changes, or may deny the request and consequently, the selected firm may no longer be considered for Planning and Design Services with the Town. A change of project manager without prior written request to the Town shall be considered a material breach and cause for termination.

V. Trade Secrets and Public Records:

Records received by the Town in response to the Request for Qualifications are public records and subject to public inspection and copying. The Public Records law (N.C.G.S. 132-1 et seq.) authorizes the Town to withhold from public inspection and copying legitimate and properly marked “trade secrets.” Note that to protect a “trade secret” detail requirements must be met, such as:

- It is a "trade secret" as defined in G.S. 66-152(3); and
- It is the property of a private "person" as defined in G.S. 66-152(2); and
- It is disclosed or furnished to the Town in connection with a bid or submittal; and
- It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to the Town and, if requested, written reason is provided why such exclusion from public disclosure is necessary and legal.
- An attempt to designate an entire submittal as confidential or a “trade secret” in a manner that does not fit the statutory definitions may result in the disqualification of a submittal.

VI. Submittal Ownership/Costs:

All responses, inquiries or correspondence relating to this Request for Qualifications will become property of the Town of Wake Forest when received. Drawings, tracings, specifications, reports, models, computer discs, renderings, copyrights, and all other documents to be prepared and furnished by the firm pursuant to specific projects undertaken by the successful submitter, are the sole property of the Town of Wake Forest, whether the project for which they are made is executed or not, and may be used by the Town of Wake Forest as they see fit. If such documents are used on another project or for another purpose by the Town of Wake Forest, the firm shall not be responsible for such use and shall not receive additional compensation. All costs for development of the written submittal and the oral presentation are entirely the obligation of the firm and shall not be remunerated in any manner by the Town of Wake Forest.

VII. Non-Warranty of Request for Qualifications:

Due care and diligence have been used in preparing this RFQ. However, the Town shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Firms to ensure that they have all information necessary to affect their submittals.

VIII. Acceptance/Rejection of Submittals:

The Town of Wake Forest reserves the right to accept or reject any or all submittals in whole or in part, with or without cause; to waive technicalities; or to accept submittals or portions thereof which, in the Town’s judgment, best serve the interest of the Town.

IX. Equal Opportunity:

The selected firm will ensure that employees and applicants for employment are not unfairly discriminated against because of their race, color, religion, sex, national origin, disability or veteran status.

X. Americans with Disabilities Act (ADA) Compliance:

The Town of Wake Forest will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town of Wake Forest will make reasonable accommodation in all programs to enable participation by an individual with a disability who meets

essential eligibility requirements. Town of Wake Forest programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify Town staff.

XI. Minority/Women/Small Business Enterprise:

It shall be the practice of the Town of Wake Forest Government to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE") as well as other responsible vendors with fair and reasonable opportunity to participate in Town of Wake Forest's business opportunities including but not limited to employment, construction development projects, and material/services, consistent with the laws of the State of North Carolina. The policy of the Town of Wake Forest prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the Town of Wake Forest to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

XII. Title VI:

The selected firm, during the performance of a contract for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) Compliance with Regulations: The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Town of Wake Forest (hereinafter, "Town") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when a contract covers a program set forth in Appendix B of the Regulations.

(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under a contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Town to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Town as appropriate and shall set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the non-

discrimination provisions of a contract, the Town shall impose such contract sanctions as it or the Town may determine to be appropriate, including, but not limited to:

- (a) withholding of payments to the contractor under a contract until the contractor complies, and/or
- (b) cancellation, termination, or suspension of a contract, in whole or in part.

(6) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Town may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Town to enter into such litigation to protect the interests of the Town, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

XIII. Financial Capacity:

The selected firm must have financial capacity to undertake the work and assume associated liability.

XIV. Familiarity and Compliance with Laws, Regulations, and Ordinances:

The selected firm shall make itself aware of and comply with and shall cause each of its subcontractors to comply with all applicable federal, state, and local laws and regulations.

XV. Insurance and Indemnity Requirements:

To the extent permitted by law, the selected firm agrees to defend, pay on behalf of, indemnify, and hold-harmless the Town of Wake Forest, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, fault, actual liabilities, assertions of liability, expenses, suits, or losses, including all costs connected therewith, which may be asserted, claimed, or recovered against or from the Town of Wake Forest, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the firm.

The selected firm further agrees to purchase and maintain during the life of any contracts entered into with the Town the following insurance with an insurance company acceptable to the Town of Wake Forest and authorized to do business in the State of North Carolina. The vendor's insurance policies shall be primary and non-contributory with respect to other available sources of insurance. The insurance requirements mandated herein are minimum requirements for contractors and in no way limit the indemnity covenants contained in the contract. The Town in no way warrants that the minimum limits contained herein are sufficient to protect the contractor from liabilities that might arise out of the performance of their work and are free to purchase additional insurance as necessary.

- Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 combined single limit.
- Comprehensive General Liability: Bodily injury and property damage liability insurance shall protect the firm from claim of bodily injury or property damage which arises from operations of a contract. The amounts of such insurance shall not be less than \$2,000,000 each occurrence and

\$4,000,000 general aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of a contract. The Town of Wake Forest shall be endorsed as an “Additional Insured”.

- Firm’s Professional Liability: In a limit of not less than \$2,000,000 per occurrence. If policy is on a claims-made basis, contractor shall provide evidence of Professional Liability Insurance for the duration of the contract and for a period of five (5) years following termination of the Contract.
- Workers’ Compensation Insurance:
 1. Coverage A – Worker’s Compensation: in accordance with North Carolina General Statute Chapter 97.
 2. Coverage B – Employer’s Liability: \$1,000,000 each accident / \$1,000,000 disease – each employee / \$1,000,000 disease – policy limits.

Certificates of such insurance with the Town of Wake Forest, 301 S. Brooks Street, listed as Certificate Holder will be furnished to the Town of Wake Forest Purchasing Manager and shall contain the provision that the Town of Wake Forest be given thirty (30) days written notice of any intent to amend or terminate by either the firm or the insuring company. The Town’s failure to review a certificate of insurance sent by or on behalf of the Contractor shall not relieve the Contractor of its obligation to meet the insurance requirements set forth in this Agreement.

Randy Driver, Purchasing Manager
 rdriver@wakeforestnc.gov
 919.435.9474
 Town of Wake Forest
 234 Friendship Chapel Road
 Wake Forest, NC 27587

XVI. Vendor Registration:

The selected firm must be registered with the Town to receive payment for services and/or supplies provided under any Town contract.

XVII. E-Verify:

The selected firm shall comply with the requirements of Article 2 of Chapter 64 of North Carolina General Statutes and shall require each of its subcontractors to do so as well.

XVIII. Iran Divestment Act:

The selected firm shall certify that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any action causing it to appear on any such list during the term of a contract, and (iii) it will not utilize any subcontractor to provide goods or services hereunder that is identified on any list.

XIX. Divestment from Companies that Boycott Israel:

The selected firm shall certify that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any action causing it to appear on any such list during the term of a contract, and (iii) it will

not utilize any subcontractor to provide goods or services hereunder that is identified on any list.

XX. Notifications

Addenda Notice:

It is the respondent's responsibility to ensure that all addenda have been received. Please visit <https://www.wakeforestnc.gov/finance/purchasing-warehouse/bids-announcements> for the most current information.

APPENDIX D

The Terms and Conditions described in this Appendix are standard to Town contracts. The Town reserves the right to negotiate additional or alternative terms and conditions as may be necessary to a particular project or contract.

To the degree the Terms and Conditions in this Appendix are contrary to the Request for Qualifications or Appendix A, the order of authority shall be: 1) The Request for Qualifications, 2) the Master and Supplemental Service Agreements, 3) Appendix C, 4) Appendix D.

1. **Applicability.** These Consolidated Terms and Conditions govern purchases and contracts with the Town of Wake Forest. Any attached Contractor/Vendor quotes or proposals are incorporated as a binding description of goods and services to be provided but are otherwise for scope only if they contradict these Terms and Conditions. These Terms and Conditions govern agreements for goods, services, participation in Town events (food trucks and other vendors), or any combination thereof as may be required in the Contract.
2. **Definitions.** In this document, unless the context requires otherwise:
 - a. "Town" means the Town of Wake Forest.
 - b. "Vendor" or "Contractor" means the entity providing goods or services to the Town.
 - c. "Contract" or "Agreement" or "Order" means the binding agreement between the Town and Contractor, including these Terms and Conditions and any proposal, quote, or scope of work submitted by the Contractor. If there is any discrepancy between these Terms and Conditions and a proposal, quote, scope, or other terms, these terms shall prevail.
 - d. "Purchase Order" means the Town's official document authorizing a purchase.
3. **Invoicing and Payment.**
 - a. All invoices must be sent by email to: accounts.payable@wakeforestnc.gov or mailed to the Town of Wake Forest, Accounts Payable, 301 S. Brooks Street, Wake Forest, NC 27587.
 - b. All invoices must include a unique invoice number and the applicable Purchase Order number.
 - c. Invoices for partial deliveries must be indicated as such.
 - d. The Vendor must provide separate invoices for each Purchase Order number.
 - e. The Town of Wake Forest is not exempt from State or Town Sales Tax. Sales Tax will be paid from Vendor's invoice when submitted.
 - f. The Town of Wake Forest is exempt from Federal Excise Tax. If any form of such tax is billed on the invoice, it must be shown as a separate item. Tax Exemption Certificates will be furnished upon request.
 - g. Payment term discounts will be deducted as provided for in the Purchase Order or in accordance with the terms of the official quotation or bid. Net purchases will be paid 30 days from the date of the invoice, or upon acceptance of goods or services.

4. Shipping and Delivery.

- a. All packages must bear the correct Purchase Order number on the outside of each package or shipping container.
- b. The Town of Wake Forest will not be responsible for any goods delivered without a Purchase Order, if applicable, having been issued.
- c. All prices must be F.O.B. Destination and delivered to the destination indicated on the Purchase Order. Where specific purchase is quoted or negotiated F.O.B. Shipping Point, the vendor is to prepay the shipping charges and add them to the invoice.
- d. The risk of loss and damage to the goods which are the subject of this order shall be the Vendor's until the goods are delivered to the destination set out in the order and accepted by the purchaser or its representative.

5. Principles of Interpretation. In this contract, unless the context requires otherwise, the singular includes the plural and the plural the singular. The pronouns "it" and "its" include the masculine and feminine. Reference to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The word "person" includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and any other legal entities.

6. Licensing and Certification. Contractor must possess and maintain proof of current and valid professional certifications, licenses, or other credentials necessary to perform the services mandated by the Contract. Said certification, licenses, or credentials shall be provided to the Town within five (5) days of written request by the Town. The Town reserves the right to verify all certifications or licenses and to deny or terminate this agreement if such credentials are found to be invalid or expired.

7. Contract Modification.

- a. The conditions of this order cannot be modified except by written Amendment containing the authorized signature from both parties. A modification of this contract is not valid and enforceable unless signed by both parties and is otherwise in accordance with requirements of law.
- b. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this contract.

8. Default and Remedies.

- a. Any rejected materials will be returned to the Vendor at the Vendor's risk and expense.
- b. In the event of a vendor's failure to deliver or perform as specified, the Town reserves the right to cancel the order or any part thereof, without prejudice to its other rights. The Vendor agrees that the Town may return part or all of any shipment and may charge the vendor with all reasonable losses or expenses sustained as a result of such failure to deliver or perform.
- c. In case of default of the contractor, the Town may procure the articles or services from other sources and charge the Vendor damages for any excess costs or other damages caused by the default.

9. Compliance with Laws. Hold Harmless.

- a. It is agreed that the goods, materials, equipment, or services provided shall comply with all Federal, State or local laws, and that the Vendor shall defend actions or claims brought, and save harmless the Town, and/or its officials or employees, from loss, cost or damage by reason of actual or alleged failure to comply with such laws.
- b. In performing all the Work, the Contractor shall comply with all applicable law and Town policy.

10. Acceptance of Terms. The Town may, at any time, insist upon strict compliance with these terms and conditions, notwithstanding any previous custom, practice, or course of dealing to the contrary. Acceptance of the order includes acceptance of all terms, conditions, prices, delivery instructions and specifications as shown on this order or attached to and made a part of this order.

11. Choice of Law and Forum. This contract shall be deemed made in Wake Town, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the appropriate division of the North Carolina General Court of Justice, in Wake Town. Such actions shall neither be commenced in nor removed to federal court. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.

12. Waiver and Severability. No action or failure to act by the Town shall constitute a waiver of any of its rights or remedies that arise out of this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing. If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.

13. Performance of Government Functions. Nothing contained in this contract shall be deemed or construed in any way to stop, limit, or impair the Town from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.

14. Assignment, Successors and Assigns. Without the Town's written consent, the Contractor shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out of this contract. Unless the Town otherwise agrees in writing, the Contractor and all assigns shall be subject to all the Town's defenses and shall be liable for all the Contractor's duties that arise out of this contract and all of the Town's claims that arise out of this contract. Without granting the Contractor the right to assign, it is agreed that the duties of the Contractor that arise out of this contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.

15. No Third Party Right Created: This contract is intended for the benefit of the Town and the Contractor and not any other person.

16. Public Record.

- a. Notwithstanding any other provisions of this Contract, this Contract and all materials submitted to the Town by the Contractor are subject to the public records laws of the State of North Carolina.
- b. It is the responsibility of the Contractor to properly designate materials that may be protected from disclosure as trade secrets under North Carolina law as such and in the form required by law prior to the submission of such materials to the Town.
- c. Contractor understands and agrees that the Town may take any and all actions necessary to comply with federal, state, and local laws and/or judicial orders and such actions will not constitute a breach of the terms of this Contract, nor shall Town be liable to any party for disclosing the Agreement, or any documents or communications made or received in relation thereto, to any third party or the

public at large, if such disclosure is made by Town in a good faith effort within its discretion, to comply with any public records request or other applicable laws.

- a. To the extent that any other provisions of this Contract conflict with this paragraph, the provisions of this section shall control.
17. **No pledge of taxing authority.** The taxing power of the Town of Wake Forest is not pledged directly or indirectly to secure any monies due under this contract.
 18. **No waiver of governmental immunity.** Except for waiver of governmental immunity resulting from the execution of a valid contract, the Town of Wake Forest makes no other waiver of governmental immunity, or any other defense or remedy available in law or equity.
 19. **Violation of law.** If any provision of the Contract or Agreement is in violation of any legal, statutory, or state constitutional prohibition, then such provision(s) shall be unenforceable against the Town of Wake Forest.
 20. **Conflict of Interest.** If this is a contract for design, engineering, contract administration or similar services, the Contractor will not enter into contracts or agreements with third parties that may present a potential for conflict of interest between the Town of Wake Forest and the third parties regarding the subject matter of this Contract or Agreement.
 21. **Pre-Audit.** This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.
 22. **Non-appropriation clause.**
 - a. Contractor acknowledges that the Town of Wake Forest is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.
 - b. In the event that public funds are unavailable and not appropriated for the performance of the Town of Wake Forest's obligations under this contract, then this contract shall automatically expire without penalty to the Town of Wake Forest thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds.
 - c. It is expressly agreed that the Town of Wake Forest shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.
 - d. In the event of a change in the Town of Wake Forest's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects the Town of Wake Forest's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the Town of Wake Forest upon written notice to Contractor of such limitation or change in the Town of Wake Forest's legal authority.
 23. **NON-DISCRIMINATION AND EQUAL OPPORTUNITY**
 - a. **Town Policy.** THE TOWN OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS CONTRACTORS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONTRACTORS AND VENDORS UNDER TOWN CONTRACTS.
 - b. **Non-discrimination.** The Town and Contractor, for themselves, their agents, officials, employees, and servants agree not to discriminate in any manner on the basis of race, color, creed, national

origin, sex, age, handicap, sexual orientation, characteristic protected by applicable federal, state, or local laws and ordinances with reference to the subject matter of this Contract, no matter how remote.

c. **EEO Provisions.**

1. During the performance of this Contract the Contractor agrees as follows:
2. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Contractor shall post in conspicuous places available to employees and applicants for employment, notices setting forth these EEO provisions.
3. The Contractor in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.

d. **TITLE VI:** During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

1. **Compliance with Regulations:** The Contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Town of Wake Forest Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Town to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the Town as appropriate and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the Town shall impose such contract sanctions as it or the Town may determine to be appropriate, including, but not limited to: a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or b. cancellation, termination, or suspension of the contract, in whole or in part.
 6. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Town may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that, in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Town to enter into such litigation to protect the interests of the Town, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- 24. E-Verify.**
- a. Contractor understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25 et seq.
 - b. Contractor is aware of and in compliance with the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statutes.
 - c. To the best of the Contractor's knowledge, any subcontractors employed by them as a part of this contract are in compliance with the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statutes.
- 25. Iran Divestment Act Certification.** Contractor certifies that:
- a. It is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 147-86.58, and
 - b. It will not take any action causing it to appear on any such list during the term of this Contract, and
 - c. It will not utilize any subcontractor to provide goods or services hereunder that is identified on any list.
- 26. Divestment from Companies that Boycott Israel.** Contractor represents, covenants, and certifies that it is not listed on the list of restricted companies developed and published by the North Carolina State Treasurer as required by N.C.G.S. 147-86.81.
- 27. Quality and Workmanship.** All work performed and/or services rendered shall be performed to the satisfaction of the Town of Wake Forest. The work performed and/or services rendered shall not be considered complete, nor applicable payments rendered, until the Town is satisfied with the work performed and/or services rendered.
- 28. Insurance.**
- a. If the provisions of this Section are not consistent with other insurance provisions in this contract, the provisions with the highest coverages and most protections for Town shall govern. If

performing services under this Contract the Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract the following coverages and limits. The requirements contained herein, as well as Town's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract. The insurance requirements mandated herein are minimum requirements for contractors/vendors and in no way limit the indemnity covenants contained in the contract. The Town in no way warrants that the minimum limits contained herein are sufficient to protect the contractor/vendor from liabilities that might arise out of the performance of their work and are free to purchase additional insurance as necessary.

1. **Workers' Compensation Insurance** - Contractor agrees to maintain Worker's Compensation Insurance in accordance with North Carolina General Statute Chapter 97.
 - **Employer's Liability Insurance.** Contractor agrees to maintain the minimum recommended limit is \$1,000,000 per each accident /\$1,000,000 per each occupational disease and \$1,000,000 policy limit.
2. **Commercial General Liability** - Contractor agrees to maintain commercial general liability insurance with limits of no less than \$2,000,000 each occurrence and \$4,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability, Cross Liability, or Personal and Advertising Injury Liability. Town shall be named as additional insured as described below.
3. **Commercial Automobile Liability** - Contractor agrees to maintain commercial automobile liability insurance with limits of no less than \$1,000,000 combined single limit – any auto. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy.

If – in the performance of this contract - a vehicle that can carry more than 12 persons (including driver) is being used by Contractor, the limits shall be increased to \$2,000,000. This \$2,000,000 limit may be achieved by utilizing an Umbrella or Excess policy with a per occurrence limit of \$1,000,000.
4. **Umbrella or Excess Liability** - Contractor may satisfy the minimum liability limits required above under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability, however, the Annual Aggregate limits shall not be less than the highest 'Each Occurrence' limit for required policies. ***Contractor agrees to endorse the Town as an 'Additional Insured' on the Umbrella or Excess Liability unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a 'Follow-Form' basis.***
5. **Professional Liability** - Contractor agrees to maintain Professional Liability insurance with limits of no less than \$2,000,000 per occurrence or claim, \$4,000,000 aggregate. If the policy is on a claims-made basis, contractor shall provide evidence of Professional Liability Insurance for the duration of the contract and for a period of five (5) years following termination of the Contract.

6. **Additional Insured.** The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

“TOWN OF WAKE FOREST, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY INSURANCE POLICY.”

The Contractor shall disclose any self-insured retention and this is only allowed in lieu of coverage if pre-approved by Wake Forest's Safety and Risk Manager.

7. **Primary Coverage.** For any claims related to this Agreement, the Contractor's insurance coverage shall be primary insurance as respects the Town, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the Town, its officers, officials, employees, agents or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
8. **Waiver of Subrogation Rights.** Contractor hereby grants to Town a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Town by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Town has received a waiver of subrogation endorsement from the insurer.
- b. **Certificate of Insurance.** Contractor shall provide proof of the required insurance coverage(s) in the form of an original current certificate of insurance presented by the Insured's agency before the Contractor is allowed to perform any work for the Town. The Certificate Holder is the Town of Wake Forest, Attn.: Safety and Risk Manager, 301 S. Brooks Street, Wake Forest, North Carolina, 27587.
- c. **Failure to Procure Coverage.** In the event that any policy of insurance required under this Agreement does not comply with the requirements, is not procured, or is canceled and not replaced, the Town has the right but not the obligation or duty to terminate the Agreement. Maintenance of required insurance coverage is a material element of the Agreement and failure to maintain or renew such coverage or to provide evidence of renewal may be treated by Town as a material breach of contract.
- d. **Claims Made Policies.** If any of the required policies provide coverage on a claims made basis:
1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
 3. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- e. **Notice of Cancellation/Changes.** Either the Contractor or its insurance agency shall provide thirty (30) days prior written notice to the Town in the event of cancellation or material changes, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Notice shall be sent directly to:

**Attn: Safety and Risk Manager
Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587**

- f. **Town's Right to Terminate; Drug-Free Workplace Program; Driver's Licenses.** In the event that the contractor fails to maintain and keep in force the insurance herein required, the Town has the right to cancel and terminate the contract without notice. Contractor shall provide proof that a **Drug-Free Workplace Program** is in place and that drivers meet **DOT/CDL licensing** requirements, if requested.
- g. **Non-Renewal or Cancellation.** If Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Contractor agrees to notify the Town within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance.

The Certificate Holder address should read:
**Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587**

- h. **Carrier Authorization.** All insurance companies must be authorized to do business in North Carolina and be acceptable to the Town of Wake Forest's Risk Manager. The Town may increase, decrease or waive insurance limits at its sole discretion.
- i. **Subcontractors.** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that Town is an additional insured on insurance required from subcontractors.
- j. **Special Risks or Circumstances.** Town reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. TOWN shall give notice to CONTRACTOR of any such requirements prior to the execution of this contract, or within such reasonable time as TOWN becomes aware of the need for such additional or increased coverages.
- k. **Miscellaneous.** The failure of the Town at any time to enforce the insurance provisions, to demand such certificates of insurance, or to identify a deficiency shall not constitute a waiver of those provisions, nor reduce obligations of the Contractor to maintain such insurance or to meet its obligations under the indemnification provisions. Notwithstanding the foregoing, nothing contained herein shall be deemed to constitute a waiver of the governmental immunity of the Town, which immunity is hereby reserved to the Town.
- 29. Indemnity.** To the extent permitted by law, the Contractor agrees to defend, pay on behalf of, indemnify, and hold-harmless the Town of Wake Forest, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, fault, actual liabilities, assertions of liability, expenses, suits, or losses, including all costs connected therewith, which may be asserted, claimed, or recovered against or from the Town of Wake Forest, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the Contractor. Regardless of any terms

to the contrary on other paperwork, the Contractor agrees that the Town will not indemnify the Contractor for any damage or injury suffered by the Contractor due to activities performed pursuant to this contract nor will the Town indemnify the Contractor for any claims that arise in relation to the Contractor's activities performed pursuant to this contract.

30. Force Majeure.

- a. Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this Contract, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.
- b. Either party to the Contract must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this Contract by this provision.

31. Intellectual Property. Unless otherwise agreed to in writing:

- a. All intellectual property, including, but not limited to, patentable inventions, patentable plans, copyrightable works, mask works, trademarks, service marks and trade secrets invented, developed, created or discovered in performance of services under this Contract shall be the property of the Town.
- b. Copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Contractor's performance of services under this Contract shall vest in the Town.
- c. Works of authorship and contributions to works of authorship created by the Contractor's performance of services under this Contract are hereby agreed to be 'works made for hire' within the meaning of 17 U.S.C. 201.

32. Cancellation.

- a. The Town may terminate this Contract at any time by providing written notice to the Contractor.
- b. Contractor shall cease performance immediately upon receipt of such notice.
- c. In the event of early termination, Contractor shall be entitled to receive just and equitable compensation for costs incurred prior to receipt of notice of termination and for the satisfactory work completed as of the date of termination and delivered to the Town.
- d. Notwithstanding the foregoing, in no event will the total amount due to Contractor under this section exceed the total amount due Contractor under this Contract.

33. Notices. All notices and other communications required or permitted by the Agreement shall be in writing and shall be given either by personal delivery, fax or certified United States mail, return receipt requested, addressed as follows:

To the Town:
Attn: Town Manager
301 S. Brooks St.
Wake Forest, NC 28715

To Contracting Party(ies):
Attn: (full name)
(address_1_and_2)
(city), (state) (zip)

- 34. Public Communication. Advertising.** Except as permitted or required by this Agreement, and except as required by the North Carolina Public Records Act or any other applicable law or policy, both Parties agree that any public statements, social media posts, or other public communications regarding this contract or its cancellation shall not be made. To the extent any such public communications or posts are necessary, said public communications or posts shall be made in a professional and diplomatic manner. The Town values open communication, professionalism, and mutual respect in its relationships with its service-providers. Organizations contracting or otherwise associating with Town operations are encouraged to address concerns or feedback about Town operations through appropriate channels, including direct communication with the relevant Town department or representative. While the Town respects the constitutional rights of individuals and organizations to publicly express their views regarding matters of public concern, including through social media, service-providers are expected to conduct themselves in a manner that supports a productive and respectful working relationship. Public statements that are not of public concern, or are knowingly false or defamatory, or that disclose confidential or proprietary information may be considered a breach of contract and subject to appropriate remedies as outlined in the agreement and in accordance with applicable law. This Section shall not be interpreted in a manner that unlawfully prohibits permissible speech. The Agreement and/or relationship among the parties shall not be used for any advertising purposes, including referrals or testimonials, by either party without the express written consent of the other party.
- 35. Signature Warranty.** Any party executing the Agreement as a corporate or other legal entity represents to the other parties hereto that such entity is duly organized, validly existing and in good standing under the laws of the State of North Carolina or otherwise under the laws of the state of its formation, and is qualified to transact the business contemplated herein within the State of North Carolina, and further that any such party executing the Agreement on behalf thereof, has the full power and authority to do so without any further authorization being required from any party, and thereby legally binds said entity to the terms and conditions of this Agreement.
- 36. Other.**
- a. The Contractor shall be responsible for the proper custody and care of any property furnished or purchased by the Town for use in connection with the performance of this Contract and will reimburse the Town for the replacement value of its loss or damage.
 - b. The Contractor shall be considered an Independent Contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees.
 - c. Nothing herein is intended or will be construed to establish any agency, partnership, or joint venture.
 - d. Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such employees shall not be employees of or have any individual contractual relationship with the Town.
 - e. Conflict in Terms or Other Documents. In the event of any inconsistency, conflict, or ambiguity between this agreement, including these terms and conditions, and other associated contract documents, the parties agree that this contract and the terms and conditions in this document shall prevail.



WAKE FOREST

Where Innovation Meets Opportunity

Town of Wake Forest
301 S. Brooks St.
Wake Forest, NC 27587
919.435.9400

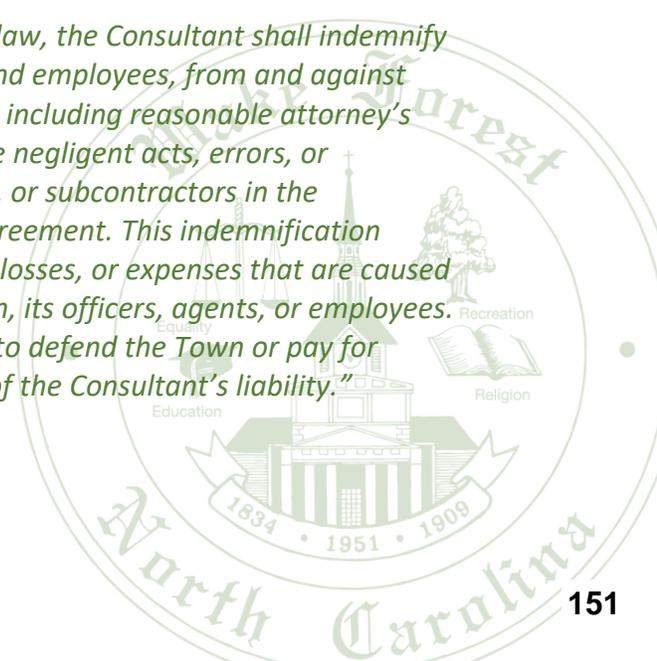
wakeforestnc.gov

RFQ # 25-0001 Addendum #1

October 1, 2025

NO. Question | [Town Response](#)

1.	<p>Regarding Appendix A, Page 9, 5th bullet. Would the Town consider modifying "time is of the essence" language as follows: "shall perform in a timely manner considering the standard of care established [in bullet point 2] above and in accordance with schedules required under this Agreement or an applicable SSA; and"</p> <p>The Town agrees to modify Appendix A, Page 9, 5th bullet to read:</p> <p><i>"shall perform in a timely manner considering the standard of care established [in bullet point 2] above and in accordance with schedules required under this Agreement or an applicable SSA; and"</i></p>
2.	<p>Duty to Defend Reference: Appendix A, Section XI – Indemnification (p. 11) and Appendix D, Section 29 – Indemnity (p. 33) The indemnification language in the RFQ requires the consultant to "defend, pay on behalf of, indemnify, and hold harmless" the Town. Under North Carolina law, particularly for professional services agreements, a contractual duty to defend is not permitted; indemnification is limited to damages caused by the consultant's negligence. Question: Will the Town revise the indemnification provisions to remove the contractual duty to defend, limiting the consultant's obligation to indemnification to the extent permitted under North Carolina law for professional services contracts?</p> <p>The Town agrees to modify Appendix A, Section XI & Appendix D, Section 29 to read:</p> <p><i>"To the fullest extent permitted by North Carolina law, the Consultant shall indemnify and hold harmless the Town, its officers, agents, and employees, from and against any and all claims, damages, losses, and expenses, including reasonable attorney's fees and costs, but only to the extent caused by the negligent acts, errors, or omissions of the Consultant, its employees, agents, or subcontractors in the performance of professional services under this Agreement. This indemnification obligation shall not apply to any claims, damages, losses, or expenses that are caused by the negligence or willful misconduct of the Town, its officers, agents, or employees. Nothing in this clause shall require the Consultant to defend the Town or pay for defense costs in advance of a final determination of the Consultant's liability."</i></p>



NO.	Question Town Response
3.	<p>Would Wake Forest be amendable to removing the phase “to defend” from Appendix C, term XV; Appendix D, term 9; and Appendix D, term 29?</p> <p>The Town agrees to modify the first paragraph of Appendix C, Section XV to read:</p> <p><i>“To the extent permitted by law, the selected firm agrees to pay on behalf of, indemnify, and hold-harmless the Town of Wake Forest, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, fault, actual liabilities, assertions of liability, expenses, suits, or losses, including all costs connected therewith, which may be asserted, claimed, or recovered against or from the Town of Wake Forest, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the firm.”</i></p> <p>The Town agrees to modify Appendix D, Section 9a to read:</p> <p><i>“It is agreed that the goods, materials, equipment, or services provided shall comply with all Federal, State or local laws, and that the Vendor shall save harmless the Town, and/or its officials or employees, from loss, cost or damage by reason of actual or alleged failure to comply with such laws.”</i></p> <p>The Town agrees to modify Appendix D, Section 29 as noted in question 2.</p>
4.	<p>Professional Liability Basis of Coverage Reference: Appendix A, Section VII – Insurance (p. 10) and Appendix C, Section XV – Insurance and Indemnity Requirements (pp. 22–23) The RFQ currently specifies “Professional Liability (E&O) \$2,000,000 each occurrence.” Professional liability policies are almost universally written on a claims-made basis rather than occurrence. Will the Town confirm that Professional Liability coverage may be provided on a claims-made basis, consistent with industry standards for professional services contracts?</p> <p>Appendix C, Section XV applies as currently written:</p> <p><i>Firm’s Professional Liability: In a limit of not less than \$2,000,000 per occurrence. If policy is on a claims-made basis, contractor shall provide evidence of Professional Liability Insurance for the duration of the contract and for a period of five (5) years following termination of the Contract.</i></p>
5.	<p>Would Wake Forest be amenable to adding the following: “In recognition of the relative risks and benefits of the project to both the Town and the Contractor, the</p>

NO.	Question Town Response
	<p>risks have been allocated. The Town agrees to limit the liability of Contractor for all claims related to the project at the total value of the project.”</p> <p>The Town is not amenable to adding this language.</p>
6.	<p>Regarding Appendix C, Page 19. Article IV. Changes in Personnel – consider modifying this paragraph to account for changes (such as terminations, resignations, etc.) which may be unrelated to this contract or beyond the Consultant’s control.</p> <p>The Town agrees to add the following at the end of Appendix C, Section IV:</p> <p><i>“Except as this Section relates to project managers and project team managers, this Section does not apply to changes which may be unrelated to this contract or beyond the Consultant’s control.”</i></p>
7.	<p>Would Wake Forest be amendable to adding the following: “Notwithstanding anything in this Agreement to the Contrary, it is agreed that neither party shall be liable in any event for any special or consequential damages suffered by the client arising out of the services hereunder. Special or consequential damages as used herein shall include, but not be limited to, loss of capital, loss of product, loss of use on any system, or other property, or any other indirect, special or consequential damage, whether arising in contract, tort (including negligence), warranty or strict liability.”</p> <p>The Town is not amenable to adding this language.</p>
8.	<p>If firms have modifications to any of the contracts terms specified in the RFQ, should we list them in our submission or can they be negotiated upon selection?</p> <p>Any contract modifications not raised during the questions and clarifications period must be included in your submission for consideration. If the firm is selected, contract modifications will be reviewed but are not guaranteed to be incorporated.</p>
9.	<p>In reference to apparent conflicts, Order of Precedence – Between the documents there are several paragraphs that provide for the order of precedence for resolving conflicts between the documents. Some of these appears to be conflicting. Appendix A, Page 9, first paragraph; Appendix A, Page 13, subparagraph (p); Appendix D, Page 25, second paragraph*; Appendix D, Page 27-28, paragraph 16; Appendix D, Page 35, subparagraph 35.e. Can you clarify the order of precedence of the various documents?</p>

NO.	Question Town Response
	<p>Appendix A, Page 9, first paragraph referenced below:</p> <p><i>“The Town has no obligation to provide Services with any work hereunder and does not guarantee the issuance of any minimum number of SSAs under this Agreement.”</i></p> <p>This provision is included if selection does not result in request(s) for work under this agreement.</p> <p>Appendix A, Page 13, subparagraph (p) is replaced in its entirety with Appendix D, Page 27-28, paragraph 16 and referenced below:</p> <p><i>“Public Record.</i></p> <p><i>a. Notwithstanding any other provisions of this Contract, this Contract and all materials submitted to the Town by the Contractor are subject to the public records laws of the State of North Carolina.</i></p> <p><i>b. It is the responsibility of the Contractor to properly designate materials that may be protected from disclosure as trade secrets under North Carolina law as such and in the form required by law prior to the submission of such materials to the Town.</i></p> <p><i>c. Contractor understands and agrees that the Town may take any and all actions necessary to comply with federal, state, and local laws and/or judicial orders and such actions will not constitute a breach of the terms of this Contract, nor shall Town be liable to any party for disclosing the Agreement, or any documents or communications made or received in relation thereto, to any third party or the public at large, if such disclosure is made by Town in a good faith effort within its discretion, to comply with any public records request or other applicable laws.</i></p> <p><i>d. To the extent that any other provisions of this Contract conflict with this paragraph, the provisions of this section shall control.”</i></p> <p>Appendix D, Page 25, second paragraph provides for the hierarchy of these documents and is referenced below:</p> <p><i>“To the degree the Terms and Conditions in this Appendix are contrary to the Request for Qualifications or Appendix A, the order of authority shall be: 1) The Request for Qualifications, 2) the Master and Supplemental Service Agreements, 3) Appendix C, 4) Appendix D.”</i></p> <p>Appendix D, Page 27-28, paragraph 16 is moved to Appendix A, Page 13, subparagraph (p) as noted above.</p> <p>Appendix D, Page 35, subparagraph 36.e is deleted in its entirety and referenced below:</p>

NO.	Question Town Response
	<p><i>“e. Conflict in Terms or Other Documents. In the event of any inconsistency, conflict, or ambiguity between this agreement, including these terms and conditions, and other associated contract documents, the parties agree that this contract and the terms and conditions in this document shall prevail.”</i></p>
10.	<p>The contract is made up of 4 parts - Appendix A, B, C, and D. Please clarify the terms that take precedence.</p> <p>See Appendix D, Page 25, second paragraph:</p> <p><i>“To the degree the Terms and Conditions in this Appendix are contrary to the Request for Qualifications or Appendix A, the order of authority shall be: 1) The Request for Qualifications, 2) the Master and Supplemental Service Agreements, 3) Appendix C, 4) Appendix D.”</i></p>
11.	<p>Is there an advantage to including a M/W/SBE firm?</p> <p>The Town is not able to provide an advantage or preference in the selection process based on the inclusion of a Minority/Women/Small Business Enterprise (M/W/SBE) firm. All proposals are evaluated solely on the published criteria and requirements outlined in the solicitation documents.</p>
12.	<p>Please clarify what forms need to be attached in an Appendix at the end of the SOQ, along with the resumes</p> <p>There are no required forms that need to be submitted with the SOQ. The only materials to be included in the Appendix are the resumes. Any required forms will be handled with the selected firm following the selection process.</p>
13.	<p>Are there any forms required to be submitted with this submittal? (RS2, conflict of interest, etc.)</p> <p>See response to question 12.</p>
14.	<p>Are there any forms to be submitted/returned with submission of this proposal?</p> <p>See response to question 12.</p>

NO.	Question Town Response
15.	<p>Regarding Appendix A, Page 10, Insurance requirements. Can you confirm if the Consultant may satisfy the Comprehensive General Liability limits of \$2M per occurrence and \$4M aggregate under an Umbrella or Excess Liability policy?</p> <p>Yes, so long as the combination meets the requirement, and so long as the umbrella/excess coverage "follows form" of the underlying coverage, as described in Appendix D, Section 28(a)(4).</p>
16.	<p>Could Wake Forest please clarify the insurance requirements? There are contradictory requirements for general liability and professional liability in Appendix A, Section VII; Appendix C, Section XV; and Appendix D, Section 28.</p> <p>The insurance sections are intended to work in conjunction rather than in conflict. Appendix A, Section VII establishes the baseline requirements; Appendix C, Section XV expands and clarifies those requirements (including higher limits for certain coverages), and Appendix D, Section 28 provides that if there are any inconsistencies, the provisions offering the highest limits and greatest protection to the Town will govern.</p>
17.	<p>In section 3, regarding "qualifications and experience", the RFQ requests that three municipal project examples be included. Would more than three be allowable? It might be difficult to effectively highlight experience with all of the services listed in Section 2 with only three projects.</p> <p>The Town is limiting the submission to three (3) municipal project examples. This approach helps ensure that all firms have a fair and consistent opportunity to present their qualifications, while also allowing staff adequate time to review and evaluate all applications thoroughly. We recognize that many firms have a wide range of relevant experience, but ask that you select the three examples you feel best demonstrate your capabilities.</p>
18.	<p>In the "Qualifications and Experience" section on page 5, the RFQ requests three (3) municipal project examples. Would the Town consider allowing firms to include additional project examples if they are particularly relevant to demonstrating our range of capabilities?</p> <p>See response to question 17.</p>

NO.	Question Town Response
19.	<p>May firms submit more than three project examples (while adhering to the 15-page limit) if they are submitting for several categories, in order to give a better representation of the firm's experience?</p> <p>See response to question 17.</p>
20.	<p>Are firms able to show more than three projects?</p> <p>See response to question 17.</p>
21.	<p>Does the Town want firms to include a standard hourly rate sheet as part of the submission? If so, would the rate sheet count in the 15-page limit?</p> <p>Firms should not include a standard hourly rate sheet in the submission, as this information is not used in RFQ scoring. Rates will be required after firm selection, as part of the final MSA execution. At that time, rates may be submitted as ranges by position classification or for each individual listed in the submittal, either of which will be acceptable.</p>
22.	<p>Can rates be provided as ranges for each position class, or should we submit rates for each individual listed in our submittal?</p> <p>See response to question 21.</p>
23.	<p>In the Scoring Criteria, for 40% of the score, Contact References are required - do they need to be listed within our project examples? If they are to be listed separately, how many references do you prefer?</p> <p>References should be included with each of the three project examples provided. This ensures that, if any follow-up is needed, the Town can directly connect the reference to the specific project being presented. A separate list of references is not required.</p>
24.	<p>How many firms were selected for the previous on-call agreement?</p> <p>There were six (6) firms selected for the previous general on-call.</p>
25.	<p>Who were the incumbent firms for the previous on-call agreement?</p>

NO.	Question Town Response
	<p>The following firms were awarded the previous on-call agreement:</p> <p>AMT, Exult Engineering, Kimley-Horn, McAdams, Mott MacDonald, and WSP</p>
26.	<p>How many firms does the Town anticipate selecting?</p> <p>The Town anticipates selecting up to 6 firms for this on-call contract.</p>
27.	<p>Could you provide additional clarification regarding the scope of work expected under “Transportation Data Management/Analysis” as listed in Section 2 - Scope of Services on page 3?</p> <p>This item is included to provide flexibility should the Town need supplemental support in managing or analyzing transportation-related data. Potential tasks may include compiling and evaluating traffic count data, turning movement counts, speed studies, or crash data; assisting with data organization for use in planning efforts; and providing technical analysis to support transportation studies or project development. At this time, the Town does not anticipate a significant workload in this area, but may request assistance as needs arise.</p>
28.	<p>Please provide clarification of what “Construction Permitting Design Review” entails.</p> <p>“Construction Permitting Design Review” refers to potential support with the review of construction plans and related permitting documents for private development projects. This may include evaluating plans for compliance with Town standards and specifications, assisting with technical reviews, and, if needed, providing training or mentoring for staff in best practices for plan review. At this time, due to current staffing levels, the Town most likely will not require consultant assistance in this area, but may request it if the need arises.</p>
29.	<p>What type of projects do you anticipate to be performed out of the Water Quality Enhancement Projects category</p> <p>Projects under the Water Quality Enhancement category are anticipated to include stormwater quality improvements such as bioretention facilities, stream restoration or stabilization, wetland enhancements, and other best management practices that improve water quality and meet regulatory requirements. These projects are generally identified through the Town’s stormwater program and may be implemented as standalone projects or in coordination with other capital improvements.</p>

NO.	Question Town Response
30.	<p>Can you expand on the type or services to be covered under utility relocation?</p> <p>The utility relocation items noted in the RFQ are largely incidental to other planned projects and generally involve coordination or minor adjustments necessary to support those efforts. At this time, we do not anticipate standalone utility relocation work outside of these associated projects.</p>
31.	<p>Could you please elaborate on the specific services the Town anticipates needing under “Construction Permitting Design Review” as listed in Section 2 - Scope of Services on page 3?</p> <p>Due to current staffing levels, the Town most likely will not require consultant support in this area. However, if the need arises, we may seek assistance and/or training related to construction plan review, permitting, and design review. This could include tasks such as providing supplemental technical review of private development plans, assisting with compliance checks against Town standards and specifications, and supporting staff through training or mentoring on best practices in plan review.</p>
32.	<p>The RFQ states font size must be 11 or larger, is smaller font allowed for captions and footnotes/tables?</p> <p>Yes, smaller font sizes may be used for captions, footnotes, and tables as long as the main body text throughout the submittal remains 11-point font or larger.</p>
33.	<p>Regarding the submittal package requirements on page 5, could you confirm that dividers and the coversheet do not need to be attached at the end of our RFQ submittal?</p> <p>To clarify, dividers and the coversheet do not count toward the 15-page limit and do not need to be placed at the end of the submittal. Only the required forms and resumes should be attached at the end, as outlined in the RFQ.</p>
34.	<p>In the “Organization of Consultant Team” section on page 4, could you please clarify what is meant by “relevant disciplines” in the context of the organizational chart requirement?</p> <p>“Relevant disciplines” refers to the disciplines and staff roles that are applicable to the services outlined in the RFQ. Some firms may have other business sectors that</p>

NO.	Question Town Response
	are not related to the requested services, and those do not need to be included in the organizational chart.
35.	Is a firm allowed to submit a proposal as a prime contractor while also serving as a subcontractor on another team's proposal? Yes, a firm may submit a proposal as a prime contractor while also serving as a subcontractor on another team's proposal.
36.	Under Section 2, on page 3, for the list of services outlined, can the firm submit an SOQ for each service they want to provide for the Town, with each SOQ meeting the 15-page limit? Firms may only submit one Statement of Qualifications (SOQ). However, firms are welcome to team with others and serve as a subconsultant to broaden the range of services provided.
37.	Will there be a link provided if Laserfiche is not accessible? The RFQ includes instructions for accessing the Laserfiche link. It is recommended that firms test the link well in advance of the deadline to ensure it is working. A separate link will not be provided. If you experience any issues accessing Laserfiche, please notify the Town as soon as possible so that we can address it prior to the submittal deadline.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-804-
Submitted by: Patrick Reidy, Planning
Submitting Department: Planning
Meeting Date: March 17, 2026

Subject

Resolution recommending the appointment of review officers for the Town of Wake Forest

Recommendation:

item Summary:

ATTACHMENTS:

- [Review Officer Agenda Summary 031726.pdf](#)
- [RESOLUTION for Review Officer Wake Co. 2026.docx](#)

Agenda Item: Resolution recommending the appointment of review officers for the Town of Wake Forest

Summary: Three new staff members in the Planning Department will be reviewing plats for compliance with Town's development regulations and will also verify that they meet all statutory requirements for recording at the Register of Deeds.

After the Town of Wake Forest recommends the appointment of Ari Schwartz, Planner I, Katie Livingston, Planner II, and Rayvon Walker, Planner II, as a Wake County review officer, the Wake County Board of Commissioners will adopt a resolution appointing them to serve in this role.

Currently there are four other review officers for Wake Forest. Those review officers are Jennifer Currin, Planning Director; Patrick Reidy, Development Services Manager; Kari Grace, Projects and Programs Manager; and Tim Richards, Senior Planner.

Attachment: Resolution

RESOLUTION 2026-

**RESOLUTION RECOMMENDING THE APPOINTMENT OF REVIEW OFFICERS
FOR THE TOWN OF WAKE FOREST**

WHEREAS, Article 2 of Chapter 47 (§47-30.2 Review Officer) of the North Carolina General Statutes requires the Board of Commissioners of each county, by resolution, designate by name one or more persons experienced in mapping or land records management to be appointed as a Review Officer to certify the maps or plats presented to the Register of Deeds as complying with all statutory requirements for recording; and

WHEREAS, the review of statutory requirements is of a technical nature; and

WHEREAS, one of the services of the Town of Wake Forest staff provides to the community is a similar technical process for subdivision plat review to verify compliance with the Town’s development regulations; and

WHEREAS, it appears most efficient for the Town of Wake Forest to designate Town staff to be appointed or reaffirmed by the Wake County Board of Commissioners to serve as Review Officers, to certify each map and plat presented to the Wake County Register of Deeds for recording satisfies the statutory requirements for recording.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that this resolution shall take effect immediately upon its adoption. That the following person is recommended to be appointed or reaffirmed by the Wake County Board of Commissioners to serve as Review Officer for all lands within the municipal and extraterritorial jurisdiction of the Town of Wake Forest to certify each map and plat presented to the Wake County Register of Deeds for recording satisfies the statutory requirements for recording:

<u>NAME</u>	<u>POSITION/TITLE</u>
Ari Schwartz	Planner I
Katie Livingston	Planner II
Rayvon Walker	Planner II
Tim Richards	Senior Planner
Kari Grace	Projects and Programs Manager
Patrick Reidy	Development Services Manager
Jennifer Currin	Planning Director

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

Ben C. Clapsaddle
Mayor

ATTEST:

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-809-

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: March 17, 2026

Subject

Approval of Appointment to Citizen Advisory Boards

Recommendation:

item Summary:

ATTACHMENTS:

- [RESOLUTION2026-XXX_Adv_Board_Appts-TAB -Ex Officio.pdf](#)

RESOLUTION 2026-16

**ADVISORY BOARD/COUNCIL 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 and committees, boards, and/or Councils:

Technology Advisory Board

Caroline Lynch

(March 18, 2026 – December 31, 2028)

Advisory Boards (Commissioner appointed to each Board as ex-officio)
Human Resources Commission – Nick Sliwinski

Duly resolved this 17th day of March 2026.

ATTEST:

Evelyn Wright
Town Clerk

Ben Clapsaddle
Mayor



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-811-
Submitted by: Brandon High, Public Safety
Submitting Department: Public Safety
Meeting Date: March 17, 2026

Subject

Approval of a Resolution to surplus the badge and service weapon carried by Officer Michael Lawson

Recommendation:

item Summary:

ATTACHMENTS:

- [Lawson Resolution Badge and Weapon.docx](#)

RESOLUTION 2026-XX

RESOLUTION AUTHORIZING AWARD OF BADGE AND SALE OF SERVICE SIDEARM TO LAW ENFORCEMENT OFFICER: Dr. Michael Lawson

WHEREAS, Dr. Michael Lawson began serving the Wake Forest Police Department in January of 2003 and has honorably served as a reserve officer since that time. He has served as both a Department Chaplain and as a member of SWAT; and

WHEREAS, Lawson has contributed significantly to the safety and welfare of the Wake Forest public through his law enforcement duties, his spiritual support to the Department as chaplain, and his participation in specialized SWAT operations; and

WHEREAS, the Town of Wake Forest has made it a practice to adopt resolutions awarding badges and service firearms in recognition of law enforcement service; and

WHEREAS, although Lawson does not meet the statutory definition of a "retiring member" for purposes of North Carolina General Statute §17F-20, the Board finds that recognizing his extraordinary and lengthy service by awarding his badge and permitting him to purchase his service sidearm is a proper exercise of the Town's authority and serves a valid public purpose, including fostering morale within the Police Department, honoring public safety service, and supporting recruitment and retention of qualified officers; and

WHEREAS, the badge worn by Lawson is of nominal monetary value and is primarily and importantly symbolic in nature, and the service sidearm carried by Lawson is surplus to the Town's operational needs and may be disposed of in accordance with applicable law;

WHEREAS, the Board finds that Lawson is not prohibited under State or federal law from owning or possessing a firearm such that any transfer of his service sidearm shall comply with all applicable firearm permitting and transfer requirements;

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

1. The Board hereby expresses its appreciation to Michael Lawson for his 23 years of distinguished service to the Wake Forest Police Department and the citizens of Wake Forest.
2. The Board hereby awards and authorizes the transfer and presentation to Lawson, at no cost, of the badge worn by him during his service with the Wake Forest Police Department, as a token of appreciation and recognition of his service.
3. The Board hereby declares the service sidearm currently assigned to Lawson and described below to be surplus to the needs of the Town and of the Wake Forest Police Department and authorizes its sale and transfer to Lawson for the purchase price of one dollar (\$1.00). The Board determines that this nominal price is reasonable in light of the firearm's age and condition,

the public purposes served by this recognition, and in consideration of this officer's loyal service to the citizens of Wake Forest.

Make: Glock

Model: 45

Caliber: 9mm

Serial #: CAES107

The Town Manager, Police Chief, or their designee is authorized and directed to take all actions necessary to accomplish the transfer while ensuring that all applicable State and federal firearm transfer procedures are followed.

AND BE IT FURTHER RESOLVED that property described in this resolution is surplus as of March 31, 2026.

Adopted this the _____ day of _____ 2026.

Ben C. Clapsaddle, Mayor

ATTEST:

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-821-
Submitted by: Allison Snyder, Administration
Submitting Department: Administration
Meeting Date: March 17, 2026

Subject

Authorization to purchase a portion of property located at 203 N. Brooks St. pursuant to N.C.G.S. 160D-1312 and 160D-1315.

Recommendation:

Approve

item Summary:

ATTACHMENTS:

- [Summary 203 N Brooks.pdf](#)
- [Attachment B Town of WF Recombination Survey](#)
- [Attachment_A_203_N_Brooks_Resolution \(3\).docx](#)

**AUTHORIZATION TO PURCHASE A PORTION OF PROPERTY LOCATED AT 203 N
BROOKS ST PURSUANT TO N.C.G.S. 160D-1312 AND 160D-1315**

Approval to purchase a portion of property owned by Hidden Jewel Ventures LLC located at 203 N Brooks Street. Acquisition of approximately 0.16 acres of land for \$116,000. Includes authorizing the Town Manager and Town Attorney to execute the instruments necessary to acquire the property in accordance with the terms and conditions of the purchase agreement and fulfill this transaction.

Attachments:

Attachment A 203 N Brooks Resolution

Attachment B Town of WF Recombination Survey

REVIEW OFFICER CERTIFICATE
STATE OF NORTH CAROLINA COUNTY OF WAKE

I, _____ REVIEW OFFICER OF WAKE COUNTY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____ DATE _____
ADMINISTRATOR _____ DATE _____
PLAT MUST BE RECORDED WITHIN 30 DAYS OF APPROVAL.

N/F
OWNER:
CCC RENTALS LLC
PIN: 1841513033
REID: 0029158
DB 17513 PG 1630
BM 2019 PG 2265
ZONING: RA HC
LAND USE: RESIDENTIAL

N/F
OWNER:
W GRAHAM CAYTHORNE JR
PIN: 1841502990
REID: 0044170
DB 4362 PG 380
BM 1998 PG 1332
ZONING: RA HC
LAND USE: DUPLEX

LEGEND
* EXISTING BOUNDARY MONUMENT
▲ CALCULATED POINT
■ EXISTING CONCRETE MONUMENT
○ SET IRON PIPE

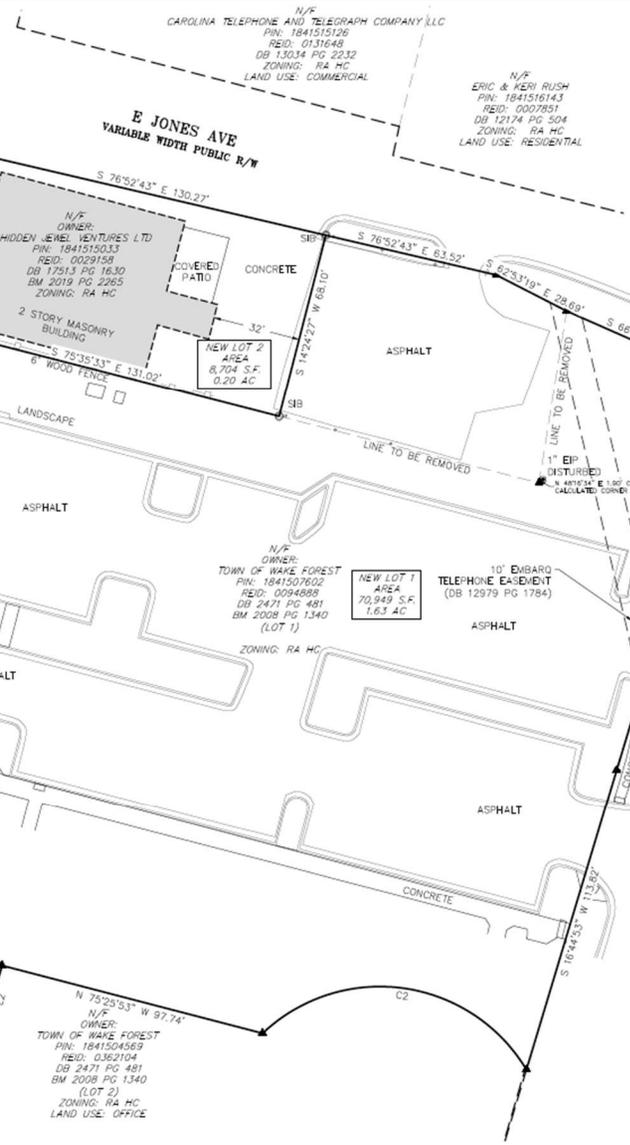
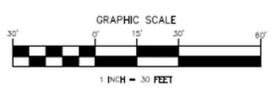
SURVEYOR'S NOTES

- THE PURPOSE OF THIS PLAT IS A RECOMBINATION OF 2 LOTS.
- AREA SHOWN HEREON COMPUTED BY COORDINATE METHOD.
- THE BASIS OF THE MERIDIANS AND COORDINATES FOR THIS PLAT IS THE NORTH CAROLINA STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM 1983 (2011), BASED ON GPS METHOD USING REAL-TIME KINEMATIC SOLUTIONS.
- SUBJECT PROPERTIES KNOWN AS PARCEL NUMBERS: AS SHOWN
- OWNER INFORMATION:
TOWN OF WAKE FOREST 6437 PRESSCOTT CHASE DRIVE WAKE FOREST, NC 27587
HIDDEN JEWEL VENTURES LTD WAKE FOREST, NC 27587
- THIS SURVEY DOES NOT VERIFY THE EXISTENCE OF, NOR CERTIFY THE LOCATION OF, ANY JURISDICTIONAL WETLANDS THAT MAY EXIST ON THIS PROPERTY.
- SUBJECT PROPERTY IS LOCATED IN ZONE X PER FIRM 3720184100K EFFECTIVE JULY 19, 2022.
- SUBJECT PARCELS ARE ZONED RA HC (RENAISSANCE AREA HISTORIC CORE)
- REFERENCES: DB 2471, PG 481; BM 2008, PG 1340; BM 2014, PG 136; DB 17513, PG 1630; BM 2019, PG 2265
- NO NCGS MONUMENT FOUND WITHIN 2000 FEET OF SITE
- RECOMBINATION DEED RECORDED IN DB _____ PG _____

RECOMBINATION DATA		
OLD AREA	SF.	AC.
ORIGINAL AREA: REID: 0094888	64,534	1.48
ORIGINAL AREA: REID: 0029158	15,119	0.35
TOTAL OLD AREA	79,653	1.83
NEW AREA	SF.	AC.
NEW LOT 1	70,949	1.63
NEW LOT 2	8,704	0.20
TOTAL NEW AREA	79,653	1.83

LINE TABLE		
LINE #	BEARING	DISTANCE
L1	N 14°34'07" E	16.08'
L2	S 15°40'33" W	23.80'

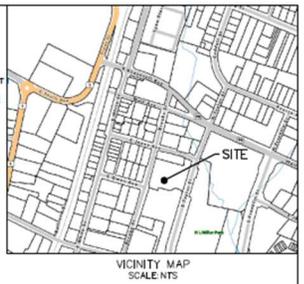
CURVE TABLE				
CURVE #	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	25.00'	22.28'	21.53'	N11°05'33"W
C2	62.00'	110.91'	96.70'	N82°10'12"W



CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF WAKE FOREST, AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT. ESTABLISH MINIMUM BUILDING SETBACK LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER SITES AND EASEMENTS TO PUBLIC OR PRIVATE USE AS NOTED. FURTHERMORE, I HEREBY DEDICATE ALL SANITARY SEWER, STORM SEWER AND WATER LINES TO THE TOWN OF WAKE FOREST OR OTHER PUBLIC AGENCY AS NOTED ON THIS PLAT.

TOWN OF WAKE FOREST
PROPERTY OWNER _____
SIGNATURE OF OWNER-AUTHORIZED SIGNATORY _____
PRINTED NAME OF SIGNATORY _____



CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF WAKE FOREST, AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT. ESTABLISH MINIMUM BUILDING SETBACK LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER SITES AND EASEMENTS TO PUBLIC OR PRIVATE USE AS NOTED. FURTHERMORE, I HEREBY DEDICATE ALL SANITARY SEWER, STORM SEWER AND WATER LINES TO THE TOWN OF WAKE FOREST OR OTHER PUBLIC AGENCY AS NOTED ON THIS PLAT.

HIDDEN JEWEL VENTURES LTD
PROPERTY OWNER _____
SIGNATURE OF OWNER-AUTHORIZED SIGNATORY _____
PRINTED NAME OF SIGNATORY _____

SITE DATA TABLE		
TABLE C ITEM	RBD# 0094888	RBD# 0029158
1. ZONING	RA HC	RA HC
1. OVERLAY DISTRICT	SF	SF
2. EXISTING AREA	70,949 SF / 1.63 AC.	8,704 SF / 0.20 AC.
3. NUMBER OF LOTS / DENSITY	N/A	N/A
4. IMPERVIOUS SURFACE AREA	N/A	N/A
5. SETBACKS	FRONT: 5' MAX; REAR: 0' MIN; SIDE STREET: 12' MAX ADJACENT LOTS: 0' MIN	FRONT: 5' MAX; REAR: 0' MIN; SIDE STREET: 12' MAX ADJACENT LOTS: 0' MIN
6. LOT WIDTH / FRONTAGE	N/A	N/A
7. SPECIAL HWY OVERLAY	N/A	N/A
7.1. WATERSHED DISTRICT	N/A	N/A
7.1.1. SPECIAL FLOOD HAZARD	ZONE "X"	ZONE "X"
7.1.2. NATIONAL REGISTER	N/A	N/A
8. TYPE OF PLAT	RECOMBINATION	RECOMBINATION
9. AREA IN R/W	N/A	N/A
10. AREA IN OPEN SPACE	N/A	N/A

I, JAMES M. GELLEINTH, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM DEED DESCRIPTION RECORDED IN BOOK AND PAGE _____ THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AND DRAWN FROM INFORMATION FOUND IN BOOK AND PAGE _____ THAT THE RATIO OF PRECISION AS CALCULATED IS 1:_____, AND THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NO. _____ AND SEAL THIS 15TH DAY OF AUGUST, A.D. 2025.

JAMES M. GELLEINTH PLS. L-3860



SURVEYOR CERTIFICATION

I, JAMES M. GELLEINTH, CERTIFY THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION;

JAMES M. GELLEINTH
PROFESSIONAL LAND SURVEYOR NO. L-3860



REV: 07/10/25
REV2: 08/11/25



KCI ASSOCIATES OF N.C.
ENGINEERS, SURVEYORS AND PLANNERS
4800 FALLS OF NEUSE ROAD, SUITE 200
RALEIGH, NC 27609
PHONE (919) 783-9214 • FAX (919) 783-9266

TOWN OF WAKE FOREST
RECOMBINATION PLAT
LOCATED AT
221 BROOKS STREET
TOWN OF WAKE FOREST, WAKE COUNTY, NC
DATE: MAY 30, 2025 SCALE: 1" = 30' SHEET: 1 OF 1

RESOLUTION 2026-

**AUTHORIZATION TO PURCHASE A PORTION OF PROPERTY LOCATED AT
203 N. BROOKS ST. PURSUANT TO N.C.G.S. 160D-1312 AND 160D-1315**

WHEREAS, the Town of Wake Forest is committed to continuing positive impact and significant effect on the revitalization of downtown Wake Forest; and

WHEREAS, a portion of a parcel owned by Hidden Jewel Ventures located at 203 N Brooks as surveyed by KCI Associates of NC entitles Town of Wake Forest Recombination Plat dated May 30, 2025, provides opportunities for downtown; and

WHEREAS, the particular description is as follows:

Beginning at a ½" iron rod located at the intersection of the southern right-of-way line of East Jones Avenue and the westerly right-of-way line of Taylor Street, said point also being the northeast corner of Parcel 1841507602 (REID0094888), having NAD 83 (2011) State Plane Coordinates of Northing = 811006.31 and Easting = 2145704.05; thence running from said point along the southern right-of-way line of East Jones Avenue North 66° 15' 09" West, a distance of 66.01 feet to a point, said point being the true point of beginning, having NAD 83 (2011) State Plane Coordinates of Northing = 811032.89 and Easting = 2145643.64.

From the true point of beginning, thence:

- South 09° 03' 04" West, a distance of 63.49 feet to a point;
- North 75° 35' 33" West, a distance of 97.42 feet to a point;
- North 14° 24' 27" East, a distance of 68.10 feet to a set iron bar located on the southern right-of-way line of East Jones Avenue;
- Thence along said southern right-of-way line of East Jones Avenue South 76° 52' 43" East, a distance of 63.052 feet to a point;
- Thence continuing along said right-of-way line South 62° 53' 19" East, a distance of 28.69 feet to the true point of beginning.

Containing 6,415 square feet (0.15 acres), more or less; and

WHEREAS, N.C.G.S. §§ 160D-1312 and 160D-1315 authorize the Town, at the discretion of its board of commissioners (the “Board”), to acquire real property for, among other reasons, the economic development and revitalization of the Wake Forest community.

WHEREAS, the Board deems it to be in the best interests of the citizens of the Town to authorize the purchase of the Property for the purposes stated herein.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest hereby authorizes the Town Manager and Town Attorney to proceed with the purchase of the above-described property located at 203 N Brooks for \$116,000. The Town Manager is hereby authorized to execute the instruments necessary to acquire the Property in accordance with the terms and conditions of the Purchase Agreement and fulfill this transaction.

Adopted and effective this the 17th day of March, 2026.

Ben C. Clapsaddle
Mayor

ATTEST:

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-772-

Submitted by: Michelle Michael, Planning

Submitting Department: Planning

Meeting Date: March 17, 2026

Subject

Approval of a Resolution to Endorse Ailey Young House and Northeast Gateway Park Vision Plan

Recommendation:

Approval

item Summary:

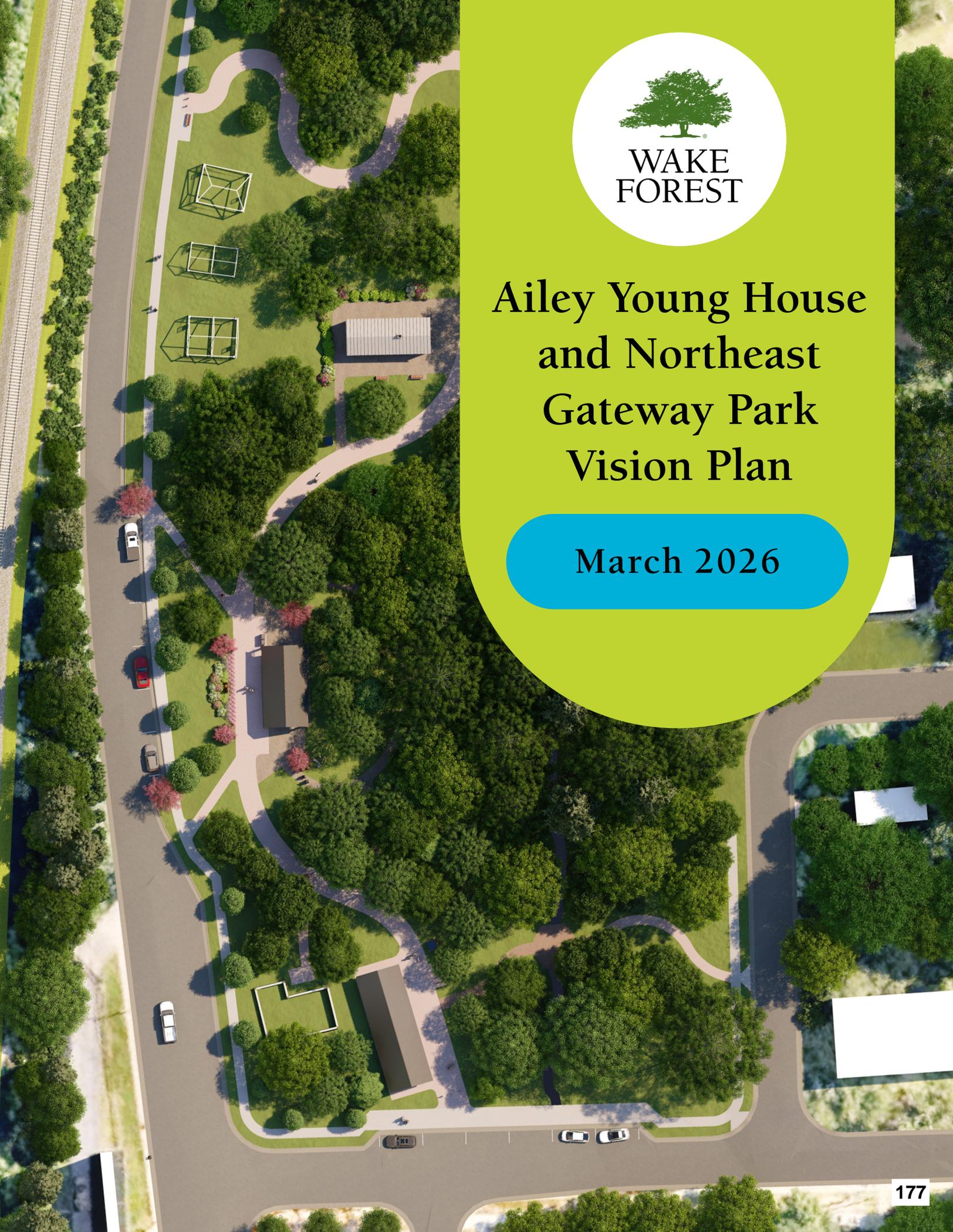
ATTACHMENTS:

- [Summary Ailey Young House North East Gateway Park Vision Plan.pdf](#)
- [Attachment A - Ailey Young House Northeast Gateway Park Vision Plan.pdf](#)
- [Resolution.docx](#)

Agenda Item: Approval of a Resolution to Endorse the Ailey Young House and Northeast Gateway Park Vision Plan

Summary: At the March 3, 2026, Work Session, the Board of Commissioners received a presentation from staff prepared by McAdams, the project consultant. Staff presented the vision plan for the Ailey Young House and NE Gateway Park Project. The Historic Preservation Commission received a presentation of two concepts at the July 22, 2025, meeting. Parks, Recreation, and Cultural Resources Advisory Board received the presentation of two concepts at their July 28th meeting. A public open house was held on June 26, and a public survey was open to receive public feedback. The two concepts were refined into the final design based on community feedback for the project. Staff recommend approval of the park concept plan.

Attachments: Ailey Young House and Northeast Gateway Park Vision Plan



Ailey Young House and Northeast Gateway Park Vision Plan

March 2026



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EXIT

ALLEY FOREST

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Introduction

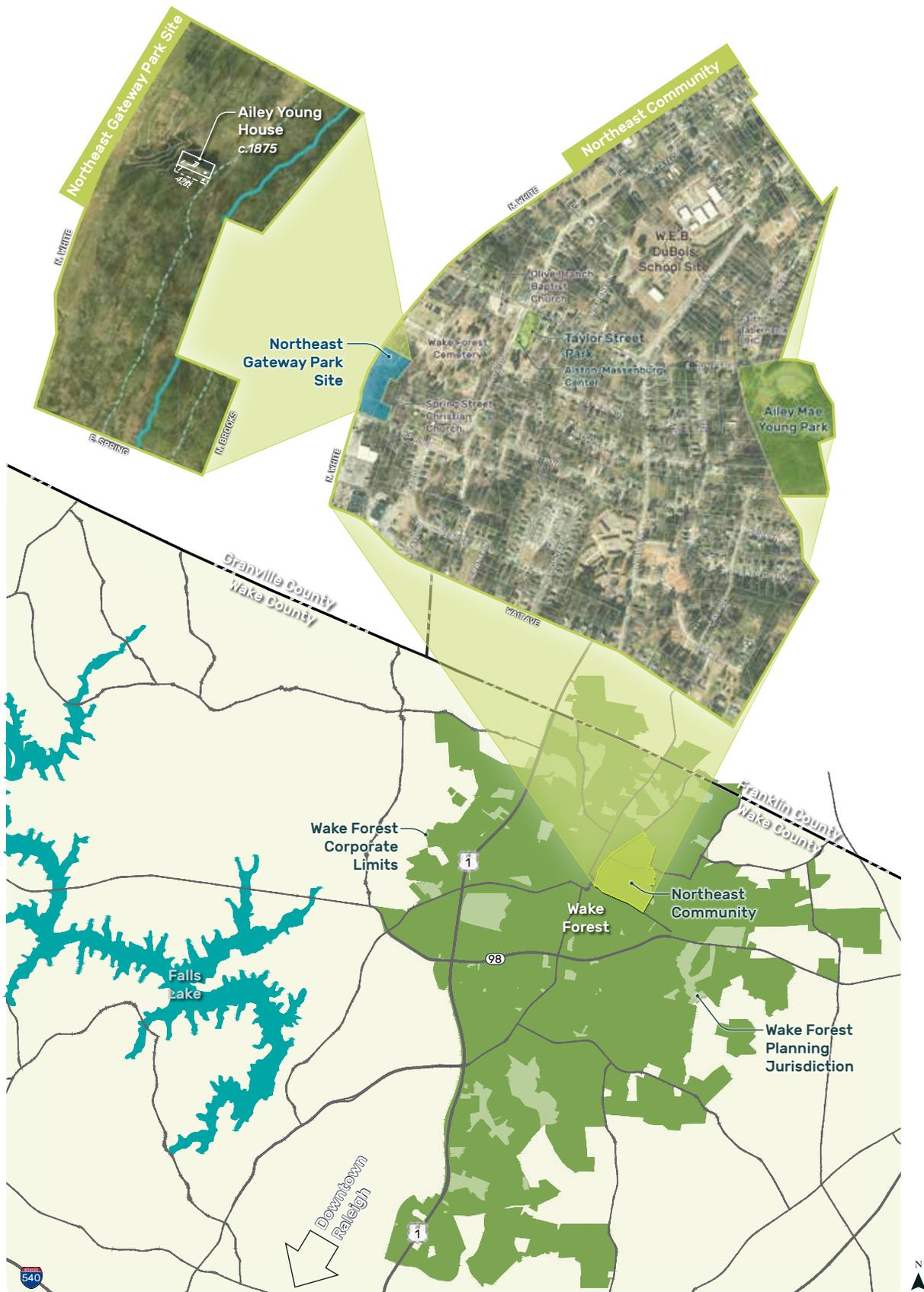
Introduction

The Ailey Young House, located at 320 North White Street in Wake Forest, North Carolina, is a historic house known for its historical and cultural significance as potentially being the oldest African American historic building in Wake Forest.¹ The house was constructed as rental housing by Wake Forest College Professor William G. Simmons in the late 1800s and was later the childhood home of Allen Young, a significant African American citizen and educator in Wake Forest. Since 2012, the Town has completed a variety of projects to rehabilitate the house and highlight its historical and cultural relevance to the Town. The 2021 Northeast Community Plan and Wake Forest Historic Preservation Plan (2022) recommended that the Town use the Ailey Young House as a heritage site to celebrate the history of the community and be part of a larger gateway park for the Northeast Community. The purpose of this Plan is to fulfill the recommendations from the Northeast Community Plan and Historic Preservation Plan to guide the Town in developing a distinctive gateway park that celebrates its legacy.

¹ "Ailey Young House," Town of Wake Forest, NC, February 1, 2024, www.wakeforestnc.gov/planning/long-range-planning/historic-preservation/



Wake Forest Historical Museum



Map 1.1: Northeast Community Map and Context (the green portion of the map indicates the Town of Wake Forest Corporate Limits - Town Limits GIS data from Dec. 2025)

Town Context

The Town of Wake Forest is located in the northeastern portion of Wake County, the most populous county in the state. As of 2024, the population of Wake Forest is estimated to be 56,764, about five percent of the county's population.²

Wake Forest is a town where history and progress meet, shaped by a rich and diverse heritage. Originally home to Wake Forest College, the town has preserved its historic character while embracing growth and innovation. The Black community has played a vital role in all aspects of Wake Forest's history. Beginning in the earliest days of the community to laying the foundation of Olive Branch Baptist Church to the legacy of the W.E.B. DuBois High School. The contributions of the local Black-owned businesses, churches, and leaders are significant to Wake Forest's history.

The Young family, in particular, has left a lasting impact on the town's political and social landscape. While Ailey and Henry Young's son Allen Young (1875-1957) was a well-known educator credited with starting the Spring Street Presbyterian Church and Mission School and founding the Wake Forest Normal and Industrial School, his daughter Ailey Mae Young (1903-1992) became Wake Forest's first Black commissioner in 1971, paving the way for greater representation and advocacy within the community. Her leadership, along with the continued contributions of other families in the Northeast Community, has helped shape policies and initiatives that foster inclusivity and progress.

Today, Wake Forest continues to honor its history while welcoming new residents, fostering a thriving arts scene, expanding parks and greenways, and promoting inclusive growth.

² <https://www.census.gov/data/tables/time-series/demo/popest/2020s-total-cities-and-towns.html>



Wake Forest Historical Museum



Ailey Mae Young with Town Seal
(Ailey Young's Granddaughter)

Northeast Community

Located along the western edge of the Northeast Community north of the intersection of East Spring Street and North White Street, the Ailey Young House is the only extant building that stands as a reminder of a row of worker's housing dating from the late 1800s. The area was founded after the close of the Civil War and today is inhabited by many descendants of those early citizens. A map of the Northeast Community and context is seen in Map 1.1. The neighborhood was founded by formerly enslaved African Americans after the Civil War.

The Northeast Community, today, remains a center of African American culture. Olive Branch Baptist Church still stands as the cornerstone of the community. Two other churches, Spring Street Christian Church and Faith Tabernacle United Holy Church provide services to the community. Existing Parks, Recreation, and Cultural Resources facilities include the Alston Massenburg Recreation Center, Taylor Street Park and Spray Ground, and Ailey Mae Young Park. The neighborhood today is largely residential with properties owned and inhabited by descendants of the original families.



NCpedia.org



Allen Lawrence Young



Wake Forest Historical Museum



Olive Branch Baptist Church Sunday School children pose with teachers such as Ellen Powell (Right) and Lucy Harris (Left) (circa 1945)



Wake Forest Historical Museum



Students of the W.E.B. Dubois School (circa 1964-65)



Map 1.2: Northeast Community portrait

Planning Context

Town of Wake Forest Community Plan / 2022

In 2022, the Town of Wake Forest adopted the Community Plan, which established nine goals to guide decision-making and planning for the Town's future:

1. Balance the Mix of Uses
2. Encourage Growth & Activity in Downtown
3. Expand & Maintain Wake Forest's Green Spaces
4. Establish Safe & Connected Public Transit Options
5. Maintain the Historic, Small-Town Charm
6. Provide Diverse Housing Opportunities
7. Support Strategic Growth
8. Support a Pedestrian- / Bicycle-Friendly Community
9. Support Unique, Thriving Businesses

The two goals most applicable to a future Ailey Young House Park are to Expand & Maintain Wake Forest's Green Spaces and Maintain the Historic, Small-Town Charm.

The aim of expanding Wake Forest's green spaces is to provide ample open space within the Town and to maintain the tree canopy and other natural resources. Strategies at the Ailey Young House to align with this goal include the preservation of natural resources adjacent to the identified stream corridor, increasing planting areas around the site to increase biodiversity, and adding park amenities like seating, shelter, and restrooms to fully incorporate the Ailey Young House site into the Town's Parks system.

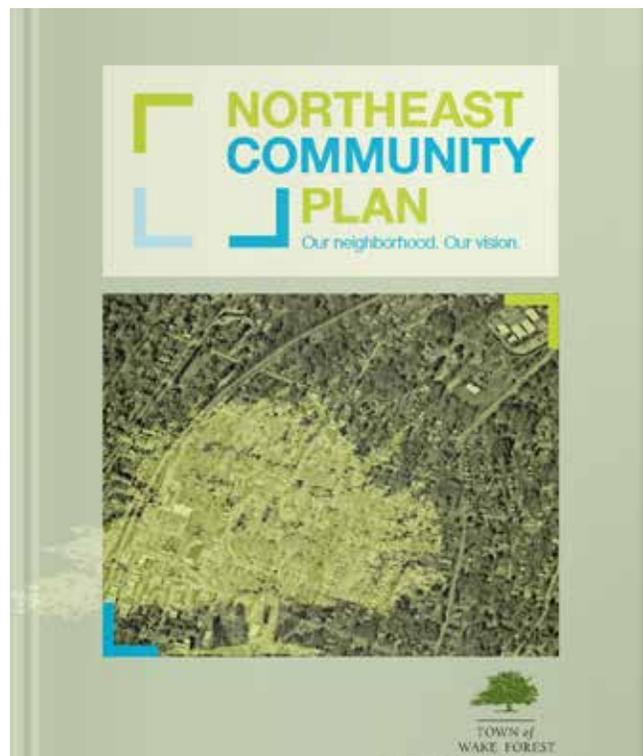
Maintaining Wake Forest's historic, small-town character means reinvesting in neighborhoods and preserving historic assets within the Town. By continuing the preservation of the Ailey Young House and building a park around it, the Town is both preserving the house and making it more visible within the Town and the neighborhood.

Northeast Community Plan / 2021

The Northeast Community Plan is a neighborhood plan that resulted from an intensive planning engagement process in 2021. Unlike the Community Plan, this neighborhood plan is focused exclusively on the Northeast Community and how the neighborhood can grow and evolve to continue being a high-quality neighborhood for the residents. This plan established four themes:

1. Preserve and Protect
2. Flourish
3. Connect
4. Partner

Creating a park around the Ailey Young House meets many goals within each theme area of the Plan such as expanding parks and green spaces, preserving and sharing the history of the Northeast Community, providing ongoing investment in the Northeast Community, and providing space to continue and enhance existing community celebrations and events.

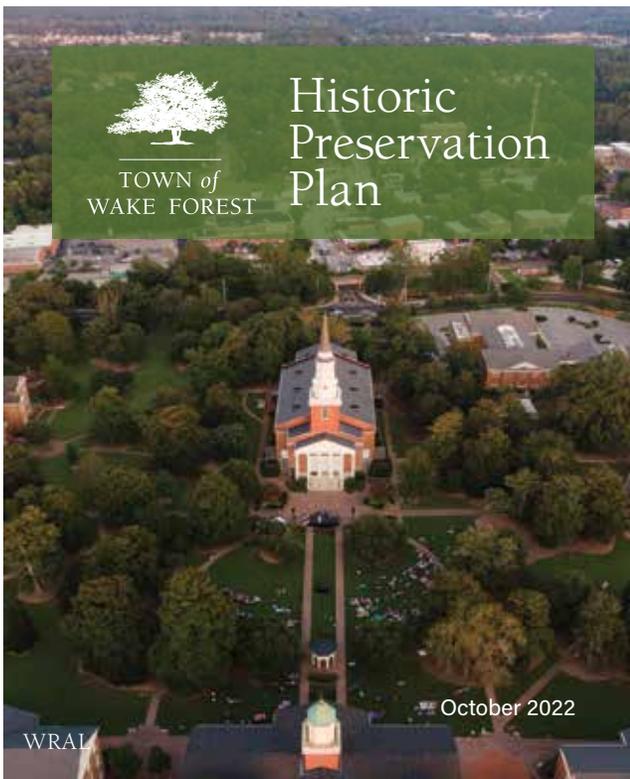


Historic Preservation Plan / 2022

In 2022, the Town adopted a Historic Preservation Plan that is intended to highlight preservation efforts and guide future efforts. As part of the planning process, an evaluation of the existing preservation program and comprehensive public engagement process was undertaken to understand the Town's goals for future Historic Preservation efforts. This plan established four goals for historic preservation in Wake Forest:

1. Strengthen Historic Preservation Program
2. Maintain Historic Character
3. Increase Diversity, Equity, and Inclusion
4. Encourage Community Learning Opportunities

Investing in a park around the Ailey Young House aligns with goals two through four. This plan will protect the existing assets on-site while also developing a compatible concept for a park that enhances the existing site and assets. This project will also highlight the history of a significant community and lift the story of families that have contributed to its history. Finally, once developed this park will provide passive and active educational opportunities for the community and the region.



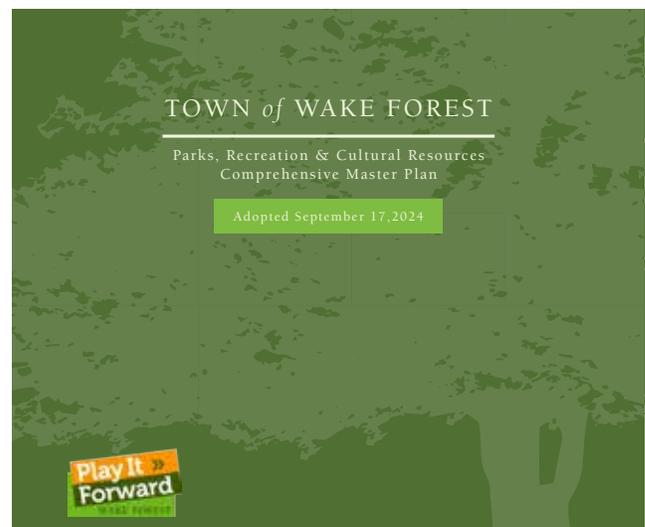
Historic Preservation Plan cover

Parks, Recreation, and Cultural Resources Comprehensive Master Plan / 2024

In 2024, the Town adopted its Parks, Recreation, and Cultural Resources Comprehensive Master Plan (PRCR Master Plan). The PRCR Master Plan is a visionary plan that is intended to guide the growth and operations of the Parks, Recreation, and Cultural Resources Department. This planning process included extensive community engagement, thorough analysis of the Parks and Recreation system, and development of Guiding Principles and action items to achieve the community's vision for parks and recreation in Wake Forest. The PRCR Master Plan established seven guiding principles:

1. Health and Wellness
2. Equitable Growth and Fair Access
3. Resiliency and Adaptability
4. Conservation and Natural Resource Protection
5. Historical Legacy and Traditions
6. Greenway Connectivity and Mobility
7. Innovation and Forward-Looking System

Creating a park around the Ailey Young House is a perfect example of the community's vision for honoring and celebrating Wake Forest's heritage and legacy by integrating it into park facilities. Leveraging history in the development of a new park has the dual benefit of building on historical significance to create a unique space and bringing new people to a place and showcasing its history to them.



Parks, Recreation, and Cultural Resources Comprehensive Master Plan cover

Park Context

Located 0.25 miles north of Downtown Wake Forest, the Ailey Young House is a Town-owned historic property located just south and contiguous with the Wake Forest Cemetery at 400 North White Street. The Town acquired two parcels south of the Ailey Young House for the future park. The Ailey Young House is accessible directly via North White Street. The site is approximately 2 miles east of US 1, and 1.5 miles north of NC-98. The future park's proximity to Downtown and the Northeast Community makes it a central destination in the Town and elevates the opportunity for a gateway park.

There is a continuous sidewalk on the east side of North White Street that connects the park site to the Downtown area to the south and Flaherty Park to the north. However, there is not a sidewalk on Spring Street, which is a main access point to the park site and Northeast Community.

The sidewalk along North White Street connects to the Northeast Community at East Juniper Avenue leading to Olive Branch Baptist Church, Taylor Street Park, and the Alston-Massenburg Center. A sidewalk on Spring Street would be ideal to connect the park more conveniently to the neighborhood. Park accessibility and connectivity are both critical priorities of the concept plan.

Access from the west is a challenge due to the presence of the railroad. The closest crossing is Roosevelt Avenue to the south and Brick Street to the north. Wake Forest High School is nearby, to the west, but is cut off from direct access along Pine Avenue by the railroad. The Southeastern Baptist Theological Seminary is approximately half a mile to the southwest.

The Ailey Young House is adjacent to or near four Historic Districts:

- Local Historic District, created in 1979;
- Glen Royall Cotton Mill Village National Register Historic District, created in 1999;
- Downtown Wake Forest National Register Historic District, created in 2002, and;
- Wake Forest National Register Historic District, created in 2003.

The Ailey Young House is close to several other parks in Wake Forest's parks system. Within the Northeast Community neighborhood, is Taylor Street Park at the Alston-Massenburg Center at the southeast corner of East Juniper Avenue and North Taylor Street. At the easternmost edge of the Northeast Community on East Juniper Avenue is Ailey Mae Young Park, which is a separate park and program from the Ailey Young House and Northeast Gateway Park.

A mile and a half to the north is Flaherty Park (100 acres), which has numerous amenities including athletic fields, a community center, a dog park, and more. Looking south, Kiwanis Park (one acre) is just a mile to the south of Ailey Young House. Kiwanis Park includes a playground, picnic shelter, and paved greenway trail. Finally, Miller Park (two acres), which is currently under construction, will be a 10-minute walk south of the Ailey Young House once it reopens. This park will include numerous amenities including a play lawn, restrooms, shelters, and a stream restoration project.

Despite the proximity of a diverse array of parks and park types, the Northeast Gateway Park will be a unique addition to the Wake Forest parks system because it will focus on the history of the Ailey Young House and neighborhood history. This park will serve the Northeast Community by enhancing the connectivity to the Downtown area and providing a passive space for community gatherings.

Master Plan Framework

Introduction

This plan includes a comprehensive timeline of the Ailey Young House and park site. This provides important data to the planning and design team and informs the historical narrative as both a part of this plan and as an educational component for the Town and community.

Inventory & Analysis

This plan includes a thorough inventory and analysis of existing conditions to ensure the constraints and opportunities are accurately incorporated into the park's design. This process allows for the documentation of physical characteristics and design implications for future implementation.

Community Engagement

As part of the planning process, several engagement opportunities for community members, staff, and stakeholders were provided. A summary of all engagement events is included to contextualize the concept of the Northeast Gateway Park with the community's wants and needs.

Envisioning the Future

Finally, this plan includes a concept plan for the future park as well as detailed recommendations related to the implementation of the concept plan. This concept serves to capture all of the findings of the plan and translate that information into a physical design that can guide the successful development of a park project.



Figure 1.1: Project Process



Community Engagement

Introduction

The Town of Wake Forest has exhibited a continuous commitment to community engagement throughout the Ailey Young House and Northeast Gateway Park process. When drafting this site plan, the Town ensured that the engagement efforts were robust, inclusive, and varied. As a part of the planning process, multiple methods were employed to ensure adequate feedback was received from the community including focus groups, a community open house, and an online survey.

Focus Groups

- **Date:** October 1, 2024
- **Location:** Alston-Massenburg Center
- **Attendees:** 28 Community Members
- **Input Type:** Three Focus Groups

Overview

On Tuesday, October 1st, three focus groups were held at the Alston-Massenburg Center. Focus groups provide a way to receive input from groups with interests that complement the community. There were three sessions: one for Seniors, one for the Northeast Community Coalition (NECC), and a Youth session, though this session ended up being a mix of ages. These discussions created an opportunity for the Town, the community, and the project team to work toward a well-rounded vision for the site that embraces a set of community-established principles and values. Attendees of the sessions represented various age groups, all of which have unique and specific recreational needs. They responded from their distinctive positions, expressing their needs, wants, and concerns, as well as the needs of the people they represent. Each group added value to the overall community engagement effort and the mission to improve quality of life throughout the Northeast Community.

**“We want the site to tell the story.
OUR Story.”**

- Senior Listening Session Participant



 **Seniors Focus Group**



 **NECC Focus Group**



 **Youth Focus Group**

Results/Key Takeaways

The Seniors focus group took place from 1:00 – 2:30 PM and was attended by 8 people. Staff invited senior members of the community who are familiar with and have a relationship with the Ailey Young House and Wake Forest.

The NECC focus group took place from 3:00 – 4:30 PM and was attended by 10 people. The Community Coalition includes community residents, Town personnel, the police department, and church and civic organizations.

The Youth focus group took place from 5:00 – 6:00 PM and was attended by 10 people. Staff initially intended for this group to be a mixture of representatives from elementary, middle, and high schools, as well as colleges. In the spirit of community, the actual session attendees were both senior adults and children aged 7 to about 15 years old, making this session intergenerational. Questions were revised to accommodate everyone and ensure that even the youngest of voices were heard.

From the focus groups, the project team learned the following:

- To the community, this project should not just be about sharing history but also **“sharing OUR story”**.
- The house is not only a testament to Black home ownership but also to **hope**.
- There was support from the attendees to **name the overall site something different** while the name of the house stays the same.
- This opportunity can also be used to highlight the history of **Black businesses** in Wake Forest **from the past and present**.
- The churches in the community and in Wake Forest have been gathering places for residents for generations and **many feel at peace and at home within the church grounds**.
- The community does not seem to want the space to be an “active” park but instead a **“passive”** area where they can gather and socialize.
- Benches, pathways, and seating areas were identified as important site elements for the park. There are few places **to just sit and enjoy** nature in the Northeast Community.
- The **lighting design** of the site is incredibly important.

Themes from the Seniors

Listening Session

- Sharing the memory of the strength in neighborhood unity.
- Loss of community intimacy as Wake Forest grows.
- Loss of intergenerational connection and a desire to connect and support younger generations.
- A desire to feature the long history of success and joy in the neighborhood.

Themes from the NECC Session

- Shared memories of Ms. Ailey Mae Young as a champion for the community.
- Joyner Park as an example of a historic place with many different amenities.
- A desire to instill community pride through an understanding of history.

Themes from the Youth Session

- Discussing what makes a park welcoming, one participant said that knowing the people there made them feel more comfortable. Other participants added that how they are greeted and the attitudes of other people there set the atmosphere.
- History should be shared from the beginning to the end so that everyone can understand it.
- The park should be somewhere to hang out and have fun, while also allowing spaces for people to sit down and relax.

- The preservation of the mature trees was deemed very important while the clearing of understory trees was supported **as it increases visibility**.
- Through education, there is a hope to instill the youth **with a sense of pride** in how far the community has come and the work that has been done.

Open House

- **Date:** October 24, 2024
- **Location:** Alston-Massenburg Center
- **Attendees:** 34 Community Members
- **Input Type:** Open House Format

Overview

At the open house, community members were asked to participate in nine different engaging stations to gather more information about how they interact with parks and recreation, learn more about the history of the Northeast Community and Ailey Young, share their personal stories, and reflect on fond memories throughout the Northeast Community. The meeting format was open and casual, allowing attendees to move between input stations.



 Recording Station activity



 Spin the Wheel activity



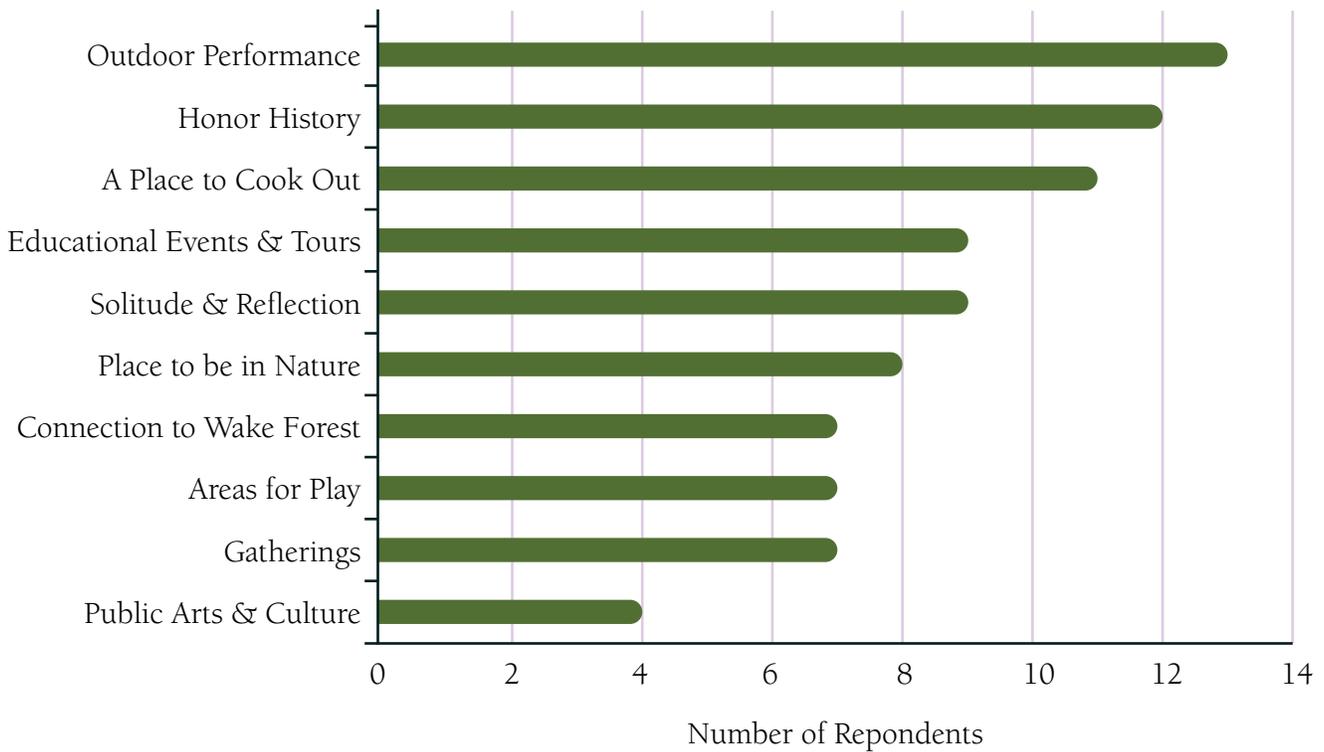
 Legacy Tree activity



 Community Engagement boards



 Interactive mapping activity



 **Figure 2.1: What experiences would you like to see at the Ailey Young House and Northeast Gateway Park?**

Open House Results

Key results from the Open House focused on the community's specific desire for how the space should be programmed and therefore designed. Some of those key stations and questions were:

Which of these places is most welcoming to you?

One station asked residents what image felt the most welcoming to them. Of the six images shown, the most favored images showed casual spaces with varied seating types under trees. This was consistent with what the feedback heard at the focus groups: a desire for more passive recreational spaces over an active recreational space.

What do you like to do when you're outside?

Unfortunately, there was minimal youth attendance at the open house event. However, the project team was able to speak with several parents about how their kids would engage in the outdoors if given the opportunity to pick or curate their own experience. From this exercise with parents in the community, the project team learned that the most popular ways that kids interact with the outdoors are by **meeting new friends, exploring nature, and playing**.

One of the most popular stations was the **Community Legacy** station. This station highlighted the rich history of not just the Young family but also of the Northeast Community. Many community members found this station informational and confirming of all of the great things that had been accomplished by Black Wake Forest residents, especially during times of discrimination and racism. Driven by the feedback from the community, the project team identified guiding design principles to keep in mind as the design phase for the site began. During the open house, the project team consulted the community to ensure that these principles were representative of their thoughts and feelings about the Ailey Young House and its legacy. The team asked **Did we get it right?**

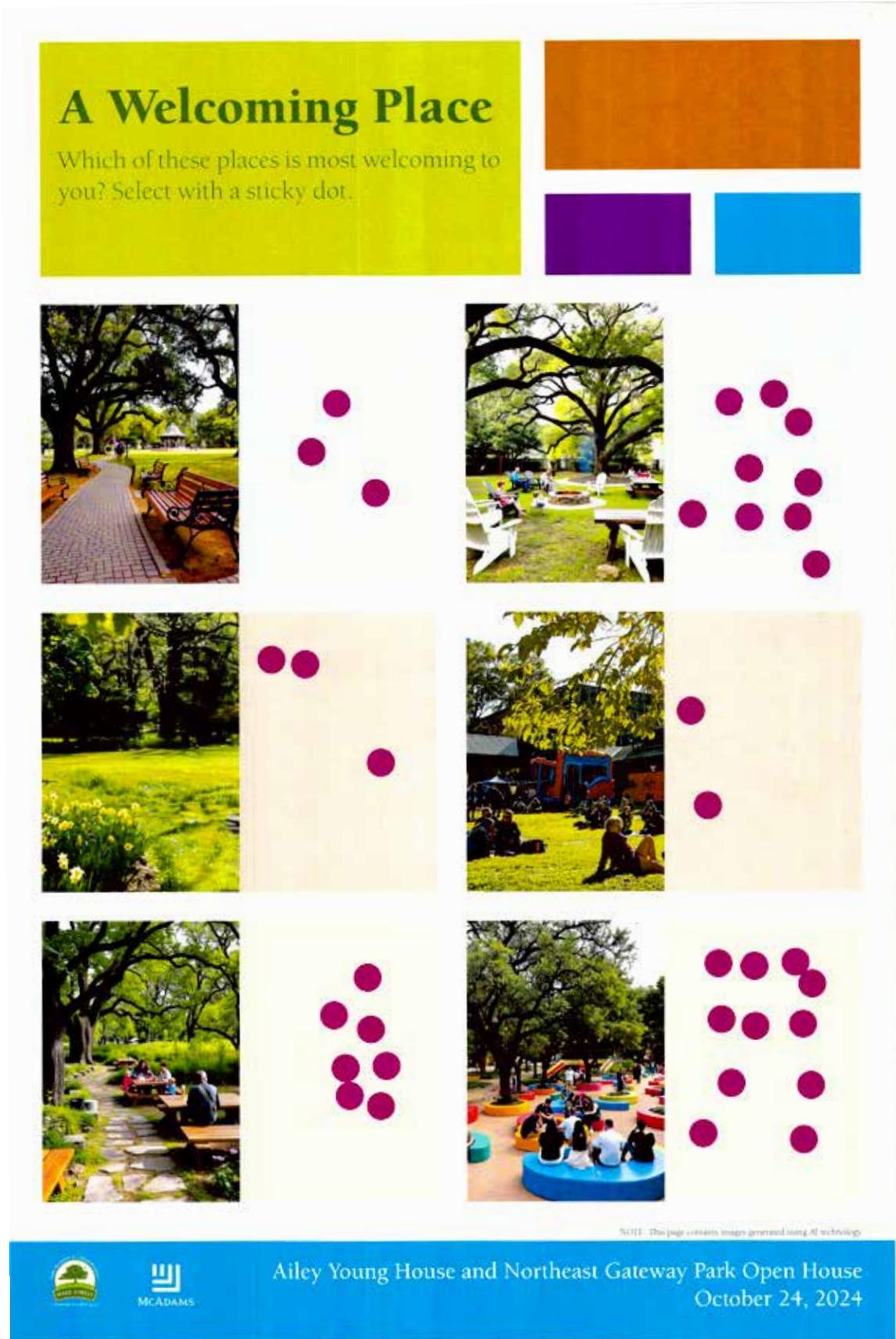


Figure 2.2: Scan of A Welcoming Place Engagement board responses





The final station of the evening was a legacy tree activity where residents shared their biggest hope for the park. After writing down their hope, residents were asked to hang their hopes and dreams onto the “Legacy Tree”. From this station, the project team aimed to fill in any further gaps of what residents thought were the most important design features of the site for their families, community, and future generations to come.



 **Figure 2.4: What is Your Biggest Hope for this Park responses**

Three common themes that arose during the open house included:



Passive recreational spaces are most supported by residents for the park project.



There is a strong interest in **learning and sharing the history** of the Northeast Community and the Ailey Young Family.



Participants desire the park to be a place of **community pride**.

Online Survey

- **Date:** Open October 28 – November 18, 2024
- **Responses:** 103 Online Responses, Three Manually Inputted
- **Demographics:** 22% of respondents are currently or were previously a resident of the Northeast Community
- **Input Type:** Online Survey (Survey Monkey) with a paper option available at local places of worship and the Community Center

Overview

A digital survey was made available for people to give detailed, virtual input on what they would like to see at Northeast Gateway Park in the future. The questions within the survey were comprised of the stations that were available at the Open House event. In addition to the survey being available online, physical copies were also available at the Alston-Massenburg Center, as well as at various places of worship throughout the Northeast Community.

The survey was open to all, but the outreach efforts were focused on ensuring that members of the Northeast Community were able to provide their insight. Current and previous residents of the Northeast Community and many shared memories, stories, and valuable insight into the rich history of the community. The survey also served to continue to understand the design desires of the community as the park is developed.

Online Survey Results

Question #1

Referencing the map [on the following page], please use the comment box to share a memory of being outdoors in the Northeast Community.

“My kids like to walk across the train tracks and explore in the cemetery.”

“I remember trees, friendly people on front porches, kids crossing the railroad tracks.”

“I enjoy walking from Ailey young house through the cemetery to the Taylor Street Park. I wish there was a safe route to walk to Flaherty Park from there.”

“My husband and I regularly walk through the area, and we have enjoyed the Juneteenth celebrations.”

“I visit friends and loved ones buried in the WF cemetery.”

“My family history is along this area, and I have been living here for over 30 years watching the community transition hoping to preserve known and unknown historical sites as well as continue growth.”

“I remember playing, swimming, school and going to church.”



Map 2.1: Northeast Community portrait

Question #2

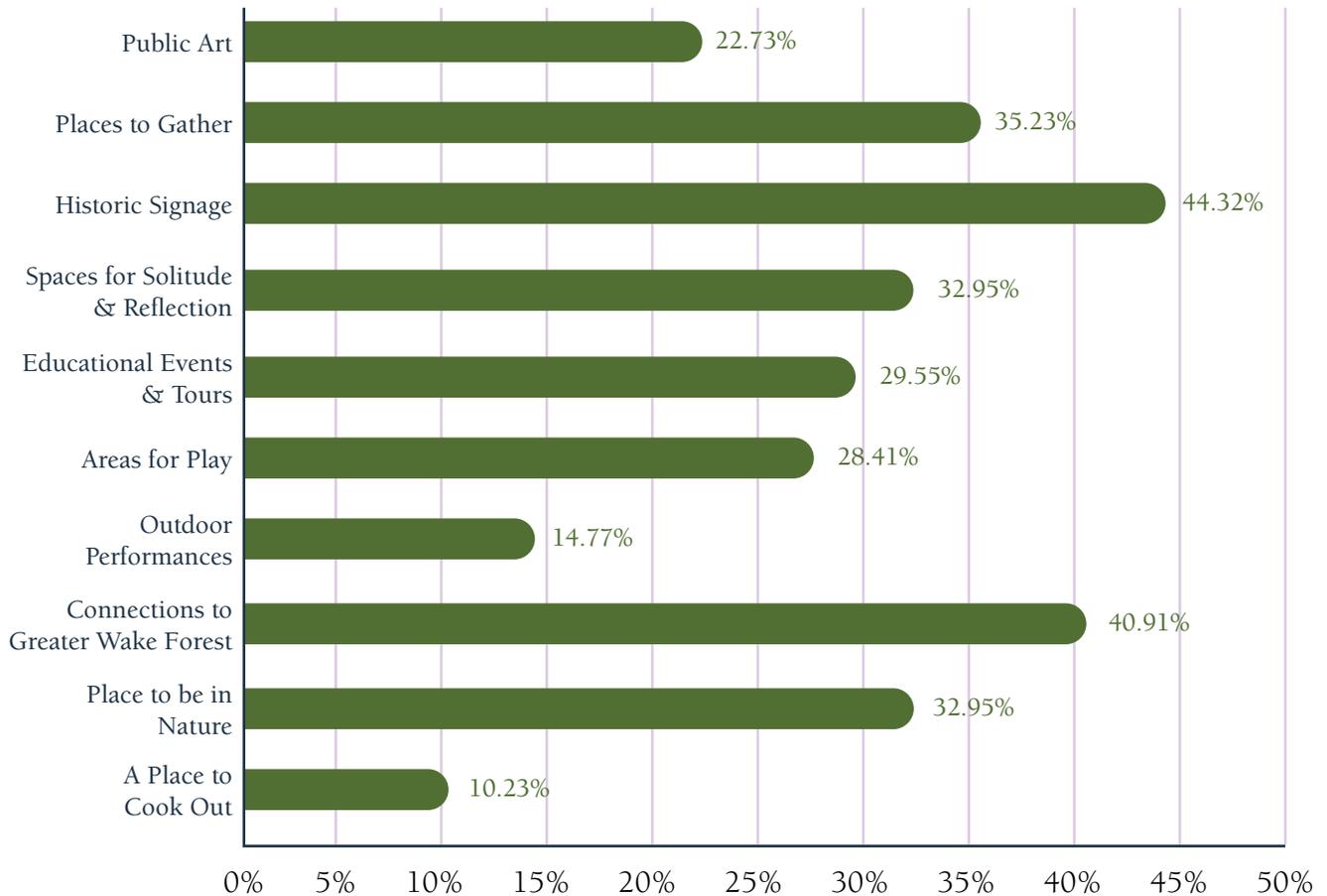
Which of these places feels most welcoming to you?*



*Only top 3 Choices are shown. There were a total of 6 options presented on the survey. All images were generated using AI.

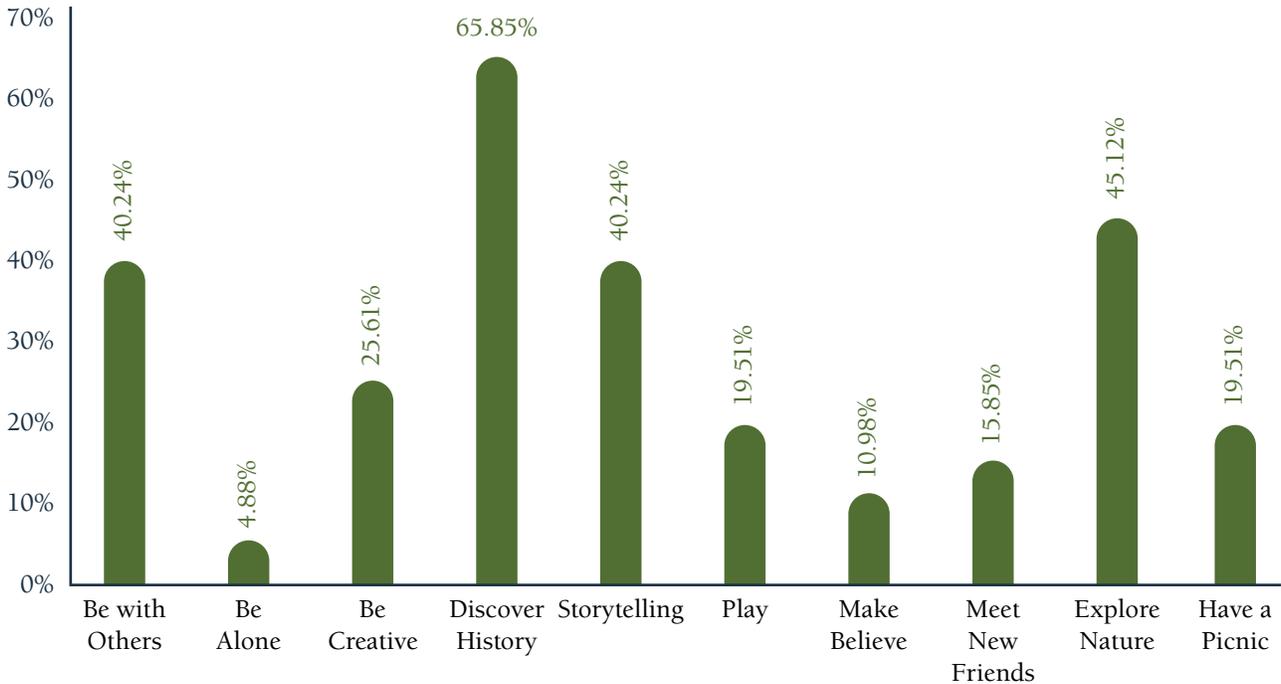
Question #3

Select up to three (3) images which resonate with you as possible elements to be included at Ailey Young House and Northeast Gateway Park.



Question #4

do you want to see for kids? Select up to three (3) images which resonate with you as possible elements to be included at Ailey Young House and Northeast Gateway Park especially for children.



Question #5

What did you do outdoors as a child with your loved ones?

“Rode bikes and explored the neighborhood and wooded trails.”

“We had a creek to play in.”

“Explored, learned plants & animals, and was taught to appreciate nature, knowing we must take care of it.”

“Climbed trees, played kick the can, baseball, soccer, basketball, street hockey, rode bikes, walked all around town. Rode ATV’s, had a bonfire, cookouts, played in creeks. Swimming, fishing, danced, listened to live bands play around town, trespassed to pet the cows & horses around town.”

“Ride horses, fish, adventure walks, play on playground, swim at local swimming pool.”

“Growing up we spent most of our days and free time outside playing with neighbor kids. We did things like playing hide and seek, riding our bikes, playing jump rope and hopscotch, and playing with the water hose.”

“I played alone in the yard, played make believe, played with nature, and enjoyed being at playgrounds with my mom. I also enjoyed kicking a soccer ball with my dad, and playing tennis. I also enjoyed gardening.”

“Fly kites.”

“Play and use my imagination.”

“We played outside in the yard or in the street with our neighbors. The east side was mostly dirt roads when I grew up.”

Question #6

What does the Ailey Young House mean to you?

"It means community and families having a place to go that is safe and clean for all people to enjoy."

"History Reconstruction Era post-Civil War housing for the African American working class."

"It means potential! We could have some great trails through the woods there and further connect the downtown corridor."

"Significant historic structure that needs to be recognized as part of the town's history to educate all of us on what the NE community brings to WFNC."

"Preserving, sharing and educating the historical experiences of the Black Wake Forest ancestral residence."

"An important part of our town's history that must be maintained and taught about."

"The Young family were significant members of the town and positively influenced generations of African Americans in Wake Forest. Having the house preserved and open to the public would be amazing, as it will ensure that their legacy will be remembered. The house is and will continue to be a landmark in the community."

"Reminds me of the love and cohesion of family that was promoted in the NE community before all the changes started. Everyone knew and supported each other."

"It's amazing that it has been preserved & is a real treasure for our town."

Question #7

What other families or events do you think are significant to the history of the Northeast Community?

"Gill. Massenburg. Alston. Pope. Haywood."

"I believe Olive Branch Baptist Church provides a historical marker in the community."

"Allen Family, McCullers Family, 4 church founders, founders/leaders who brought the WEB DuBois school to the area."

"Dubois Campus and Alumni. Esther Shackelford had a small business in the community. Cole store was another small business in the community."

"The Alston and Massenburg families as well as the members of the black fire brigade. Al Merritt, member of the planning board for years and a town commissioner."

"The Alstons, Massenburs, possibly Roysters (now Feggins Funeral Home)."

"There were so many families who all contributed to the sense of community. Given the historical circumstances, the contributions of these families are easily overlooked or downplayed because their impact was so direct and personal to the black community in Wake Forest. The Educators at DuBois should be recognized along with the connection so many of them had to Shaw University. Education. The importance and value of education was handed down."

"History of Olive Branch, Annie Elizabeth Cooke Weeks, Massenburg family, Jones family."

"Evelyn Alston Jones has contributed so much to the town of WF"

Question #8

How would you describe the legacy of the Ailey Young House to someone who has never seen or heard of it?

“I had to look it up, the information is limited.”

“This is one of the few houses still here that might provide insight into what living as free black people was all about in this area of the south.”

“An example of hard work, saving, and trying to maintain a home in racially difficult times.”

“An unconventional beginning of female home ownership. A place that represents opportunity, perseverance, upward mobility, and stability.”

“It tells a story, and is representative of, our history during the 1800 and 1900's that is often underserved. It is also a testament to the resilience and hope that the Young family had and how that ultimately had such a great impact on the community.”

“Oldest black residence in WF with historical significance to the NE community and the whole town.”

“I would say that an African American woman was able to purchase property in a small community and birthed a pioneer who traveled the country raising funds to fulfill the family's dream of educational institutions for colored children. Her son raised a family that continued the legacy of educations and public service to achieve goals that Mrs. Young would not see in her lifetime.”

“Some of us know nothing about it. Need to hear the history of it.”

“It's the only house/building in WF that was originally/ always owned by black people.”

Question #9

What is your biggest hope for this park?

“That it will remain a respected and inclusive place to the history of the NE Community.”

“That it is peaceful, brings up nature and water, brings history, and brings connection to the other parks.”

“That it will be a colorful, peaceful, retreat for adults and children to explore, to just be outside for free play and imagination.”

“That it will bring people outside of their homes into a community park where citizens can be in nature, get to know one another, and learn more about our shared history.”

“To increase knowledge and memorialize the significance of the Northeast Community and its families as a part of the history of Wake Forest as a whole.”

“A tree shaded park with plenty of seating and tables that people can use year-round to enjoy getting outside to do multiple activities.”

“Celebrates and uplifts a part of town that is overlooked. A place where family and friends can get together under shelters and in events as community. Make the place beautiful and with practical facilities. Have historic craft events reflective of the area. Have a facility where food is cooked and shared from the historic time period to present.”

“My biggest hope is for the park to be utilized by all residents; for all residents to feel a sense of belonging the space.”

“Due to the fact that the Young family were educators, I think it is fitting that the house and surrounding areas be used to gather younger generations and teach them of the significance of this historic place.”

Question #10

What other feelings or emotions should the new park evoke for visitors that reflects the spirit of the Northeast Community?

**Question #11**

Any final thoughts to share?



Summary

The robust community engagement process yielded several key findings:

- The community hopes this park will be a passive recreation opportunity, with a focus on providing facilities that encourage relaxation and fellowship.
- Sharing the community's rich history should be a driving design principle.
 - » The story of the Northeast Community spans many generations, families, businesses, and churches, and they each deserve an opportunity to be memorialized.
- Participants showed a strong desire that the park design should reflect community pride.
- The following changes were suggested to be made to the site in the planning process:
 - » The addition of seating areas for people to just enjoy an afternoon in the park.
 - » Appropriate lighting and landscaping can breathe activity into the park by increasing its visibility.
- Additional educational opportunities, for both the youth and visitors.
- An enhanced site entrance.
- Sidewalk and paths to connect the community to the site and the site to the greater Wake Forest.



Passive recreational spaces are most supported by residents.



There is a strong interest in **learning and sharing the history** of the Northeast Community and the Ailey Young Family.



Participants desire the park to be a place of **community pride**.

Internal Stakeholders Design Charrette

- Date: January 10, 2025
- Location: Town Hall
- Departments represented: Communications, Downtown Development, Engineering, Facilities, Inspections, Parks, Recreation & Cultural Resources, Planning, Public Works, Renaissance Centre, and Strategic Performance.
- Input Type: Interactive Design Charrette

Overview

McAdams' team conducted a two-hour interactive design charrette with staff from the Town departments mentioned above. The project team divided participants into multiple groups and provided a large site map along with a menu of programming activities. After a brief project overview, the groups discussed site opportunities and constraints, Town regulations, and ordinance requirements to develop multiple site diagrams or sketches. At the end, each group presented its design sketch, and participants collectively provided feedback on each.

Results

- Programming elements: Greenway or multi-use trail through the site; parking; restroom; picnic shelter; boardwalk to cross the stream and connect to North Brooks Street; gathering area.
- Staff view this park as both a connector and a critical destination linking Downtown Wake Forest to the Northeast Community.
- There was consensus on using public art for storytelling and interpretive elements to celebrate the park's history. Park names were also briefly discussed.
- Staff provided feedback on ordinance requirements, including stormwater management and coordination with the City of Raleigh regarding sewer adjacency for the multi-use path.
- The need for low-maintenance design and special attention to site safety was emphasized by the park's maintenance staff.



Internal stakeholders design charrette



Internal stakeholders design charrette

Concept Design Open House

- Date: June 26, 2025
- Location: Alston-Massenburg Center
- Attendees: 36 Community Members
- Input Type: Open House Format

Overview

The Ailey Young House and Northeast Gateway Park Concept Design Open House was held at the Alston-Massenburg Center. Community members participated in two engaging stations to gather more information about which conceptual design they prefer, as well as to poll the community about any specific names they would suggest for the park. The design team provided several boards showcasing precedent images that inspired the design of the park. At the end of the station, community members were asked to vote on which concept they preferred more and provide some insight into their decision.

Results

Key results from the Concept Design Open House helped the design team to determine which features of the site should be proposed in the final design concept. Feedback from the community included:

- Concept A was chosen by 38.2% of community members, 32.4% of community members noted that they liked both designs, and Concept B was chosen by 29.4% of community members.
- Concept A is further away from North White Street, allowing for a buffer between the busy road and a feeling of being more engrossed in nature.
- Many liked the fact that the public art was visible from North White Street in Concept B, offering a landmark for people to know where the park is located.
- Regardless of design, many requested that the Story Cubes be included in the park.
- Several expressed concerns with the location of the gathering space in Concept B as it appears closer to the road and North White Street is a busy road.
- Concept A offered a larger gathering space and was noted by many community members to “feel more natural”.

Concept Design Online Survey

- Date: June 26 – July 29, 2025
- Responses: 75 Responses
- Input Type: Online Survey (Survey Monkey) with a Paper Option Available at local places of worship and the Community Center

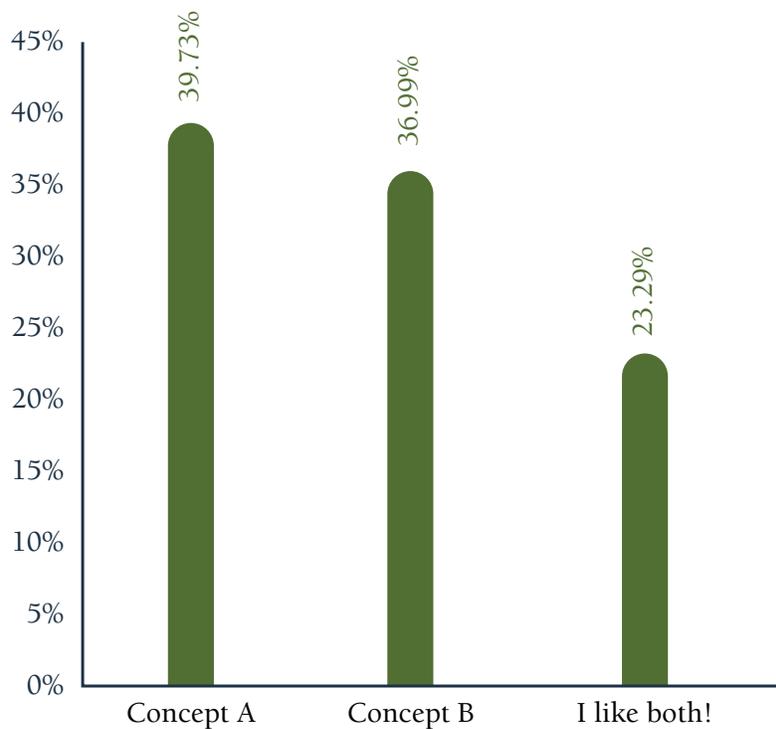
Overview

A digital survey was made available for people to give detailed, virtual input on which design they preferred for the Northeast Gateway Park. The questions within the survey were comprised of the same stations that were available at the Concept Design Open House event. In addition to the survey being available online, physical copies were also available at the Alston-Massenburg Center, as well as at various places of worship throughout the Northeast Community.

Results

Question #1

Which of the design concepts do you like?





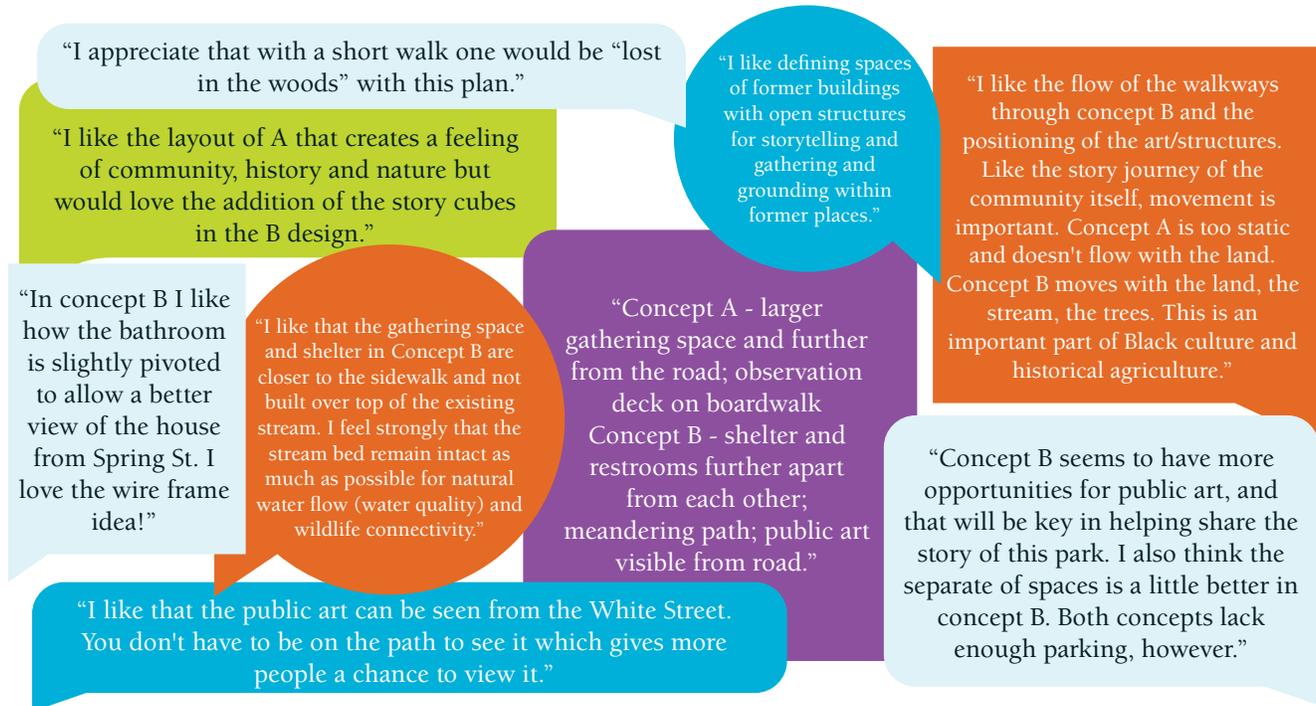
Concept A



Concept B

Question #2

In your own words, why did you choose that design? And if you selected “I like both!”, what elements from Concept A and Concept B do you like?



Naming Suggestions

At the Concept Design Open House as well as in the online survey, the community was asked if they had any naming suggestions for the park. Some of those suggestions are noted below:

- Northeast Gateway Park
- Celebration Park - A Sharing of Our Story
- Gateway Park
- Jubilee Park
- The Park for All People
- White Street Park
- Legacy Park
- Freedom Park
- Unity Park
- Storyteller's Park
- Legacy Grove: “Legacy” honors the deep-rooted history, and “Grove” gives it a natural, welcoming, forward-looking tone. It's both peaceful and powerful.
- “Rising Oak Park”: The oak tree is a symbol of strength, resilience, and roots — “Rising” points to growth, hope, and new life.
- East End Park
- Forest Cove Park
- Liberty Park
- Keystone Park
- Northeast Community Park



Inventory & Analysis

Introduction

The Ailey Young House is located approximately 0.25 miles north of Downtown Wake Forest, North Carolina. The project site is bordered by North White Street to the west, East Spring Street to the south, and partially bound by North Brooks Street to the east, and the Wake Forest Cemetery to the north. The project site is located in the Northeast Community, a historically African American neighborhood in Wake Forest.

The project team, composed of specialized professionals ranging from landscape architects to architects, archaeologists and historians, biologists, and park planners, inventoried a variety

of physical and cultural components of the project site to ensure that the proposed concept plan was rooted in the realities of the site and its context. The inventories are divided into the following sections:

- Site Assessment
- Historical Assessment
- Architectural Assessment



Map 3.1: Existing Conditions Map

Site Assessment

Topography

The property generally slopes downward from its western edge away from North White Street toward the stream feature near the eastern edge of the site. The highest point in the project site is the northwest corner. Generally, slopes range from two percent to ten percent, with the steepest slopes located in the northwest portion of the site towards the Ailey Young House. The wooded areas to the south and southwest are more gently sloped. The portions of the site most suitable for additional park development is the area to the south and east of the house.

Hydrology

Drainage to the site flows towards the east and into the stream. A previous vegetation clearing effort resulted in fast-moving stormwater, causing topsoil erosion. This caused mounting concern for the foundation piers of the house. In response, the Town implemented mitigation measures, including an addition of topsoil to replenish lost soil in the lawn area surrounding the house. A berm about 24" above the surrounding grade was also installed to divert stormwater north and around the house. These measures, along with well-established turf, have visibly reduced erosion around the house.

Along the eastern edge of the site, there is an unnamed USGS Blue Line Stream. The stream, historically known as Brickyard Branch, joins Spring Branch in H.L. Miller Park, continues to Smith Creek, and ultimately flows into the Neuse River. At the northern edge of the project site, the stream is buried as it flows under the cemetery. A 50-foot buffer offset from the stream has been established per regulation limiting disturbance. The stream's quality appears to be degraded with a sand and silt bottom and undercut banks. Along the stream corridor, some areas appear to have stable banks with a clear density of roots and plant material. Other portions appear to have little stabilization and are generally devoid of rooting plants that could provide stabilization. A lack of natural sinuosity indicates that the stream was likely straightened artificially in the past. The northern extent of the stream lacks an appropriate vegetated buffer, with turf from the Wake Forest Cemetery extending to the edge of the stream bank. The bank seems to have been stabilized by riprap stone. Within the cemetery, extensive algae observed in the stream bounds suggests excess nitrogen from lawn fertilizer is entering the stream.



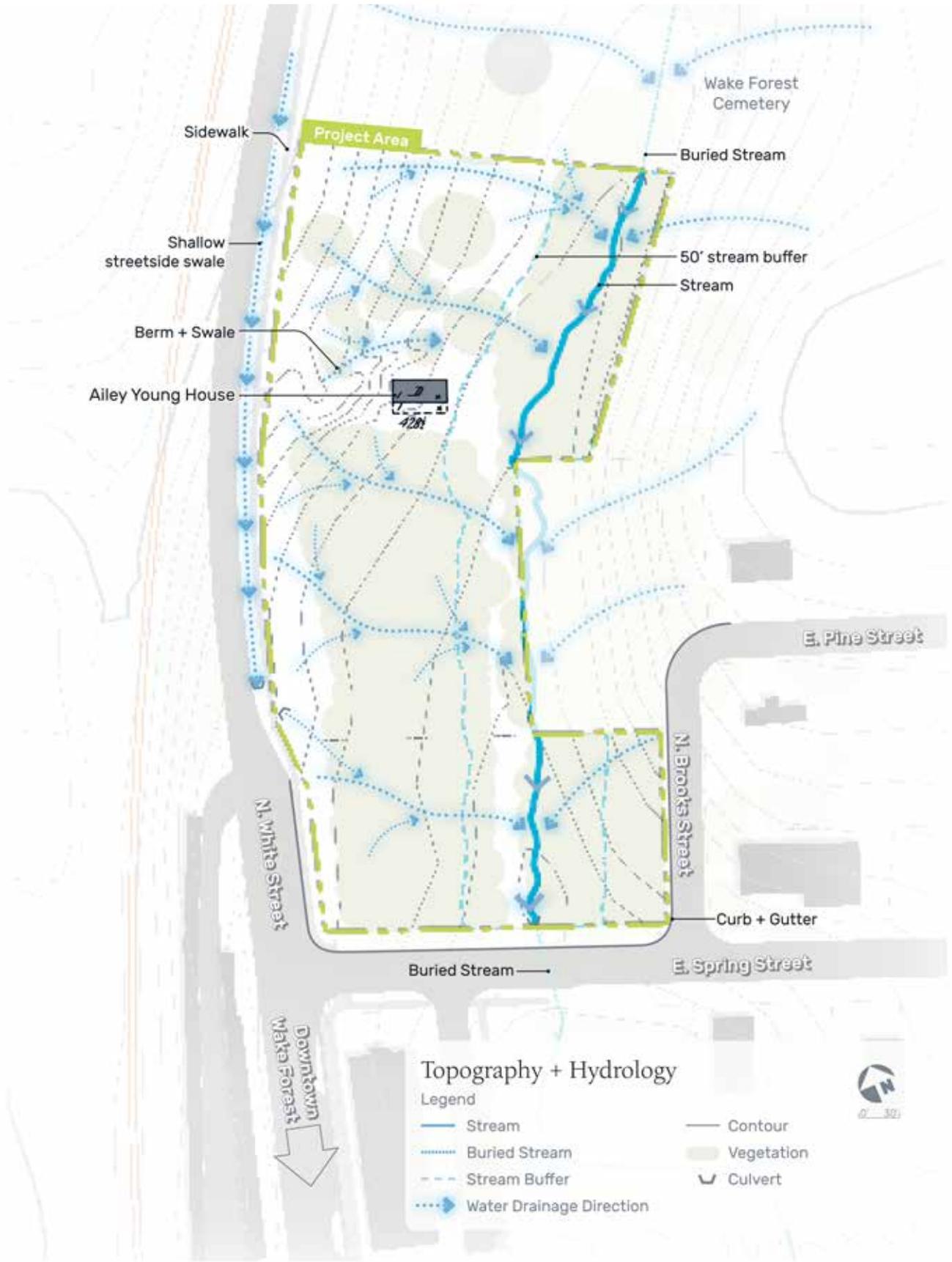
 Tree grove



 Slope of the site



 Stream feature near the site



Map 3.2: Site Hydrology

Soils

The primary soil type is Cecil-Urban land complex (CfC). This soil type is well-drained with deep soils accessible to roots. The top 7-8" is typically sandy loam with clay below, allowing rainwater to quickly permeate the top sandy soils and then slowly infiltrate the clay layer. During heavy rain events, water likely vertically infiltrates the sandy soil layer and, stopped by the dense clay, turns to flow downhill. This drainage pattern encourages erosion of the sandy loam topsoil. At approximately 4' of depth, clay transitions into loam. Bedrock is not expected to be encountered during normal construction activity. The shrink-swell action of this soil profile is low and contributes to a relatively stable structural foundation.

Vegetation

Generally, the northwestern portion of the site and a portion of the site immediately adjacent to North White Street are covered by lawn. A small pecan grove is located to the north of the house, and a historic Canna Lily planting bed is located just to the west of the house.

A majority of the site is covered by a mixture of deciduous and evergreen canopies, radiating outward from the stream. Throughout the wooded area, invasive species were observed, a common occurrence in unmanaged stream corridors. A map showing a general vegetation inventory can be found on the following page, and a table of observed species can be found afterward.

The Canna Lilies are historic plantings near the Simmons Row houses just west of the house. They were planted by the residents and are, therefore, significant to the historic landscape of the site. It is the Town's preference to keep, maintain, and interpret them in their current (original) location.



Evidence of site erosion



Vegetation on site



Existing sewer easement



Map 3.3: Vegetative Communities Map

Mature Tree Species Observed on the Property	
Common Name	Scientific Name
Red Maple	<i>Acer rubrum</i>
Pignut Hickory	<i>Carya glabra</i>
Pecan	<i>Carya illinoensis</i>
Common Fig	<i>Ficus carica</i>
Green Ash	<i>Fraxinus pennsylvanica</i>
Black Walnut	<i>Juglans nigra</i>
Sweetgum	<i>Liquidambar styraciflua</i>
Tulip Poplar	<i>Liriodendron tulipifera</i>
Southern Magnolia	<i>Magnolia grandiflora</i>
Willow Oak	<i>Quercus phellos</i>
Water Oak	<i>Quercus nigra</i>
American Elm	<i>Ulmus americana</i>

Invasive Species Observed on the Property	
Common Name	Scientific Name
Chinese Privet	<i>Ligustrum sinense</i>
Japanese Privet	<i>Ligustrum japonicum</i>
Kudzu	<i>Pueraria montana</i>
Chinese Wisteria	Chinese wisteria
Japanese Stillgrass	<i>Microstegium vimineum</i>
Mimosa	<i>Albizia julbrissin</i>

Wildlife

The property was assessed for the presence of threatened and endangered wildlife and was determined to provide suitable habitat for an endangered bat species, the tricolored bat (*Perimyotis sublavus*). The tricolored bat's fur is dark at the base, lighter in the middle and dark at the tip and is among the smallest native bat species. In the spring, summer, and fall, these bats primarily roost in deciduous hardwood trees in forested areas. A once common and widespread species, tricolored bat colonies have been severely impacted by the fungal pathogen, white-nose syndrome. The US Fish and Wildlife Service guidance recommends tree removal be limited to winter months when bats are most likely hibernating in more protected locations.

The natural resources present on the site benefit the larger ecological community by providing a habitat for a variety of insects, birds, mammals, fish, and reptiles. The stream and established forest present on the property are valuable links in an interconnected network of plants and animals that extend well beyond the property boundaries.



Historic Context

As part of the inventory and analysis process, the planning team reviewed available historical documentation and resources to construct a high-level timeline of both the house and Young family as well as the Northeast Community. The timeline spans from 1865 until the present day and can be seen in Figure 3.1.

The house, built c. 1875, is the only remaining house from the row of rental houses built by Wake Forest College professor William G. Simmons for African Americans. All of the houses fronted North White Street except for the Ailey Young House which faced south and was located east and downhill from the others. The house was originally constructed as a duplex to house two families. The other houses on “Simmons Row” are thought to be both single family and duplex houses.

Following the death of William G. Simmons, ownership of the house passed to his widow, Mary Elizabeth Simmons, who sold the property to Ailey Young in 1895. It is believed that Ailey converted the house from a duplex to a single-family home at this time. Ailey and Henry had twelve children, the oldest Allen (1875-1957) was a prominent local educator in the Northeast Community. His daughter Ailey Mae Young (1903-1992) became the first Black commissioner for the Town of Wake Forest. Ailey Mae Young Park is named for her and is located on the eastern boundary of the Northeast Community.

The house and property remained in the Young family until the late 20th century as the Northeast Community continued to grow and flourish. Today, the house is recognized as a Wake Forest Local Historic Landmark and is eligible for listing in the National Register of Historic Places. It stands as a symbol of the resilience and contributions of the African American community in Wake Forest, with a legacy that continues to shape the Town’s history.

Historic aerial photographs provide insight into the site’s evolution over time. In a 1938 aerial photograph, the Ailey Young House, three Simmons Row houses, and the single-family Willis Johnson home are visible, surrounded by a mix of cleared areas and canopy trees. The open space at the center of the property was likely cultivated, given the topography and the effort involved in maintaining it as lawn. By 1959, one of the Simmons Row houses had been removed, and by 1971, the Ailey Young House was the only remaining structure. Gradually, the cleared areas were filled with woody vegetation, and by the early 2000s, the site had become largely wooded.

“This is one of the few houses still here that might provide insight into what living as free black people was all about in this area of the South.”

- Public Survey Response



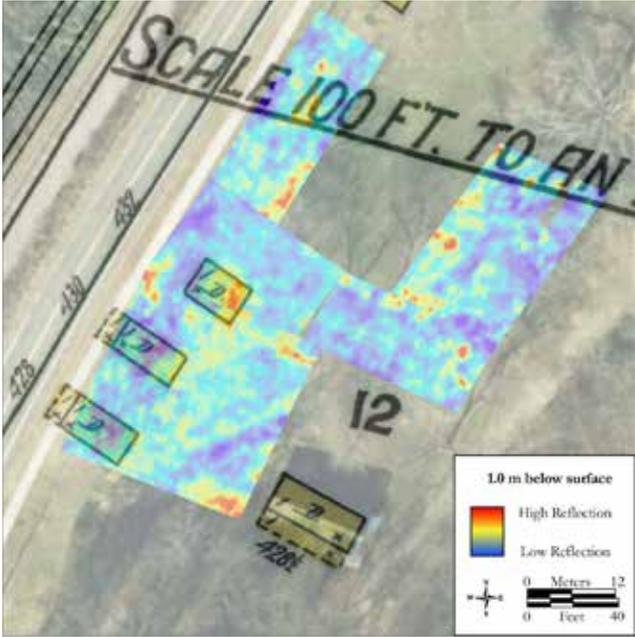
 **Ailey Mae Young (left) and Maude Young (right)**



 **Map 3.4: House Property Map - 1938**

A ground penetrating radar (GPR) survey conducted as part of this project confirmed previous studies and identified locations for additional archeological investigation. Supplementing findings from previous studies, this radar image shows likely accumulation of materials downhill of the locations of three non-extant houses.

Based on the artifacts recovered from the site, the GPR report recommends that any ground disturbance in the GPR area or around the house (for porch reconstruction or additional entrance to the house) should be closely monitored.



Map 3.6: Ground Penetrating Radar Survey (RGA)



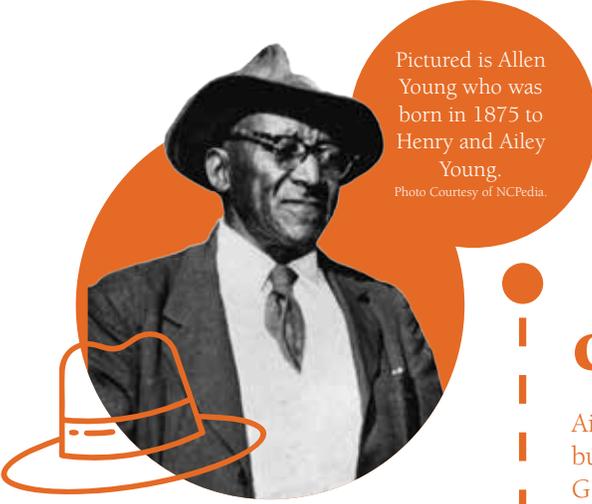
Map 3.5: Sanborn Fire Insurance Map, 1915 (Current Town property with Ailey Young House identified in pink)



Members of the Young Family standing with the Ailey Young House

TIMELINE

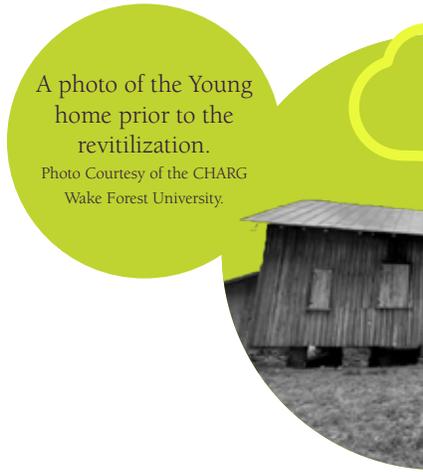
1865-1939



Pictured is Allen Young who was born in 1875 to Henry and Ailey Young.
Photo Courtesy of NCPedia.

c. 1875

Ailey Young home was built by Professor William G. Simmons as a part of a group of rental properties for African Americans known as "Simmons Row."



A photo of the Young home prior to the revitalization.
Photo Courtesy of the CHARG Wake Forest University.

1890

Ailey Fow... purchased... Mary Eliza... Young was... Black wom... own hous...

1865

Olive Branch Baptist Church is established and remains the cornerstone of the Northeast Community today.

1869

The Trustees of Olive Branch Baptist Church purchase land for a school at the site of their church building. This is the first public school in the Northeast Community.



A group of Sunday School students of the Olive Branch Baptist Church.
Photo Courtesy of the Wake Forest Historical Museum.



Olive Branch Baptist Church
Photo Courtesy of the Olive Branch Baptist Church.

Figure 3.1: Timeline



Ailey Mae Young pictured with the Town of Wake Forest Seal. Photo Courtesy of the Wake Forest Historical Museum.

1905

Ailey Mae Young bought the house from Elizabeth Simmons. She was amongst the first Black women to own their own home.

1903

Ailey Mae Young is born to Allen and Louzania Young.

1939

A high school building was constructed and named the W.E.B. DuBois High School.

1905

Allen Young, Nathaniel Mitchell and others form the Spring Street Presbyterian Church and Mission School for Black children. The school became the Wake Forest Normal and Industrial Institute, the first private school for Black children in Wake Forest.

1920

Allen Young was a delegate-at-large to the Republican National Convention in Chicago (he later changed his political affiliation to Democrat).

The Republican National Convention in Chicago. Photo Courtesy of the Library of Congress.

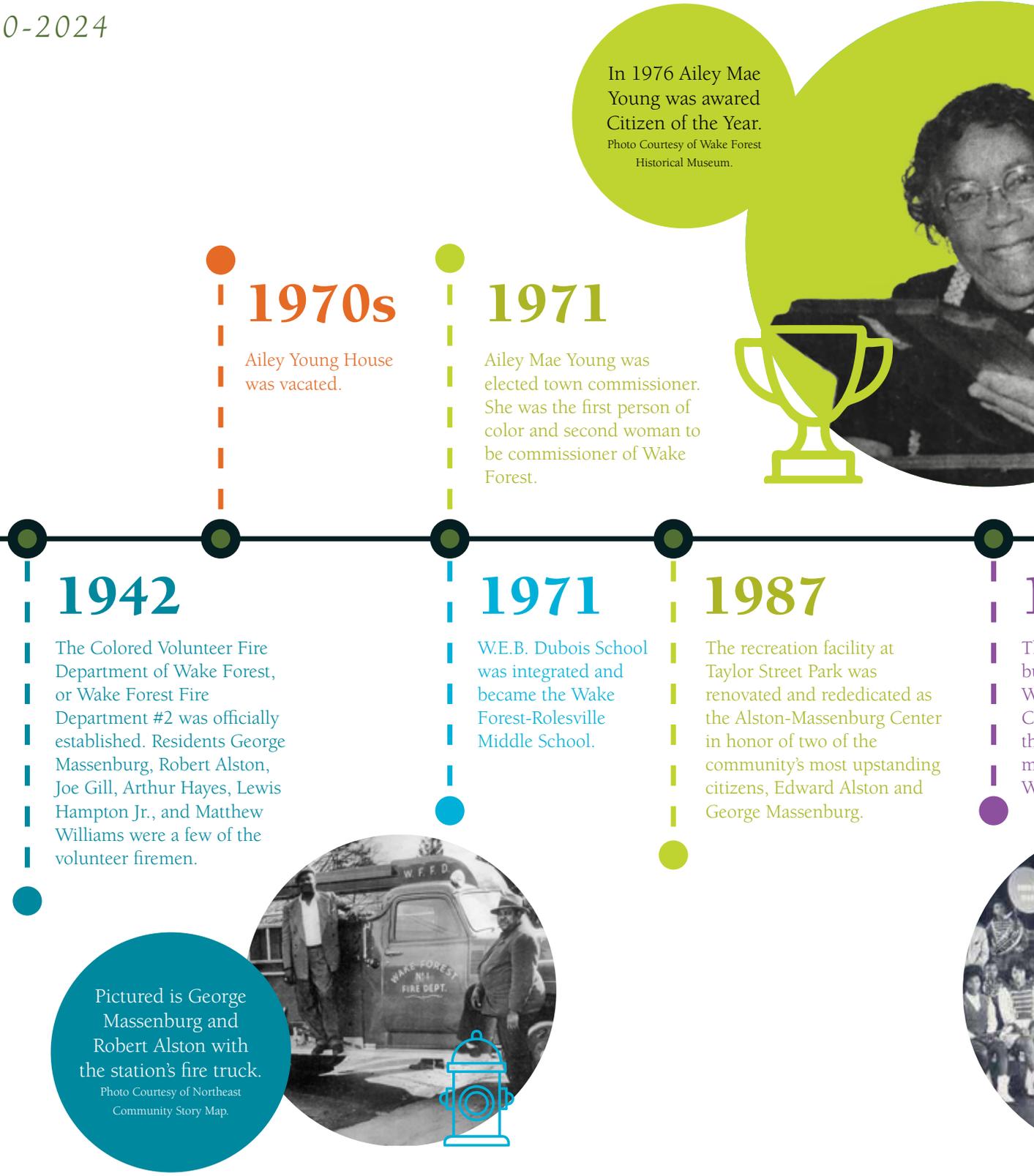


1926

Olive Branch Baptist Church partnered with the community and the Rosenwald Foundation to build a new public graded school for Black children on N. Franklin Street.

TIMELINE

1970-2024



Pictured is George Massenburg and Robert Alston with the station's fire truck.
Photo Courtesy of Northeast Community Story Map.



Figure 3.1: Timeline



The Young Family standing with the Historical Landmark sign on the property.
Photo Courtesy of the Town of Wake Forest.

2008

The Ailey Young House is identified as historically significant during a study of the Town's historic resources.

2012

The Ailey Young House was designated a Local Historic Landmark, and a restoration campaign began on the house.

2022

The Ailey Young House is painted, marking the completion of the house's restoration.

1989

Last school building on the W.E. DuBois campus closed after opening of a new middle school in Wake Forest.



The W.E.B. DuBois High School Band.
Photo Courtesy of National Alumni Foundation DuBois School.

2019

The Northeast Community Coalition held a Freedom Walk that ended at the Ailey Young House in celebration of Juneteenth.

2021

The Wake Forest Northeast Community Plan is adopted.

2024

Kickoff for Ailey Young House and Northeast Gateway Park vision plan.

An Open House was held after the Project Kickoff to engage the community.
Photo Courtesy of McAdams.



Architectural Context

The house is a rare example of Reconstruction-era housing for African Americans. It is especially notable for its saddle-bag form, where two separate units share a central chimney. Originally unpainted, the house likely received its first coat of paint in 1895 when Ailey Young purchased the property. Other modifications made by Ailey Young and her family included converting it from a duplex to a single-family house, adding an interior passage between the two sides, installing beadboard and flush sheathing on the interior, and adding an interior kitchen.

Circulation patterns at the site, visible in historic photographs from 1959, show a driveway from North White Street forming a circular turnaround in front of the house. A second cleared path extended north to the cemetery and south to East Spring Street, roughly aligning with the current sewer easement. The cleared yard north of the house likely served as a shared space for outdoor chores and food preparation, while the three non-extant Simmons Row houses appeared to lack individual driveway access, likely due to their proximity to North White Street.

To the south of the house, the single-family home of Willis Johnson once stood at the corner of North White Street and East Spring Street. Johnson, recognized as an accomplished mason, was a respected figure within the community. His house, removed in the 1960s, was among the significant structures that defined the neighborhood's character during the early 20th century.

The architectural significance of the Ailey Young House lies in its unique architectural form and its connection to the African American community's history. As a rare example of 19th-century rental housing adapted into a single-family residence, it serves as a valuable cultural asset and a tangible link to the legacy of the Northeast Community.



Map 3.7: House Property Map - 1938



 **Map 3.8: House Property Map - 1959**



 **Map 3.9: House Property Map - 1971**



 **Map 3.10: House Property Map - 2002**



 **Map 3.11: House Property Map - 2021**

Design Considerations

Key challenges mentioned in the Ailey Young House Preservation Manual (2023-2029) and the relevant design considerations to this vision plan are included below:

Damp, Low Site and Soil Erosion

The house was built on lowland adjacent to a creek, making the site damp most of the time. Maintaining the site and any lawn is challenging, especially when heavy equipment damages the ground during wet conditions. Long-term mitigation measures are needed to protect the house, site, and collection.

Design Considerations – Consider implementing green infrastructure solutions, like rain gardens or bioswales, to help manage stormwater while preserving the historic character. Native, deep-rooted plants could also help stabilize the soil without requiring heavy equipment.

Historic Plantings

Historic plantings, including the canna lilies and daffodils, are character-defining features of the historic landscape and should be preserved as part of the site. Exploring the landscape features of African American communities offers opportunities for education and interpretation.

Design considerations - Preserving the canna lilies and daffodils is a great opportunity to connect the landscape to its cultural heritage. Interpretive signage or guided tours could highlight the significance of these plantings in the context of African American history.

Archaeology

The archaeology of the house site and Simmons Row properties presents both challenges and opportunities. Because the site is archaeologically rich, care must be taken during any ground-disturbing activities to ensure proper monitoring and protection.

Design considerations – Design elements should encourage cultural and historical education and programming to raise awareness. A management plan should be considered to protect artifacts in place during construction.

Safe Site Access

Site development plans must take a gentle approach to protect the house's fragile and significant setting, allowing for future interpretation and study. Public outreach is essential to understand traditional access points and the community's needs.

Design considerations - Balancing public access with site preservation will be crucial. Creating boardwalks or permeable paths that minimize soil disturbance could offer controlled access without damaging the landscape.

“As plans for the house and site are developed, it is imperative to remember that this is a fragile resource that must be treated with a light touch.”

- Ailey Young House Preservation Manual





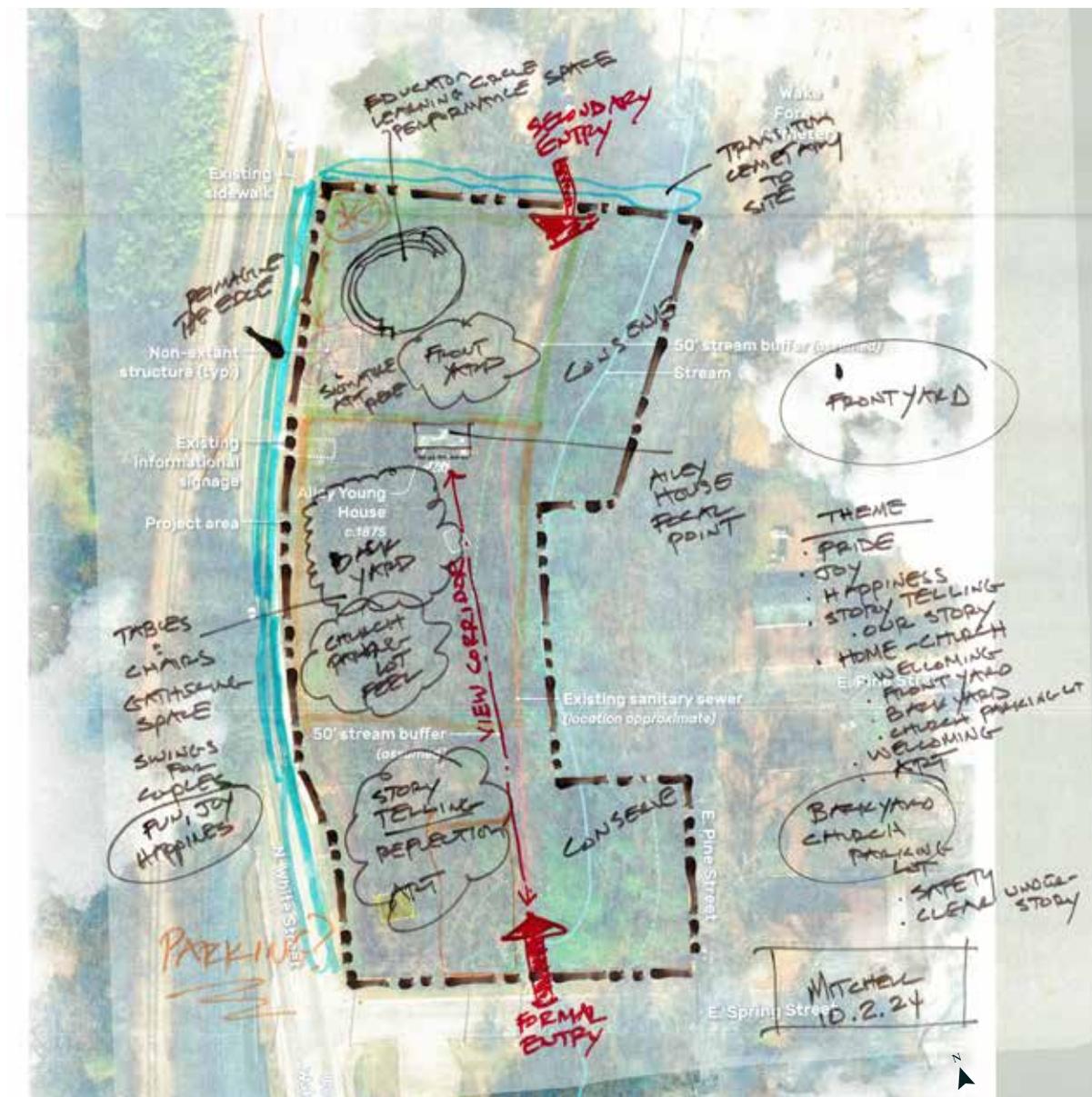
Envisioning the Future

Introduction

The design of the park is rooted in a thoughtful and inclusive process that began with robust public engagement. The project team analyzed the community feedback and integrated it with the site's historic context and current site conditions. This approach ensured that the resulting site design honors both the legacy of the park and the aspirations of its future users.

Design Framework

In response to the community's heartfelt aspirations, this design framework envisions a space that connects visitors to the past, immerses them in the present, and creates an excitement for the future. Rooted in community pride and shaped by collective memory, the park will serve as a tranquil space for reflection, a living classroom of legacy, and a vibrant symbol of unity. These guiding principles aim to translate those values into a meaningful place for all visitors.





Guiding Principles

1. Foster Passive Recreation & Contemplation

- » Design spaces that invite quiet enjoyment, reflection, and relaxation.
- » Incorporate natural elements such as shaded seating, walking paths, gardens, and public art to encourage low-impact use.
- » Ensure accessibility and comfort for all ages and abilities, promoting ease of use.

2. Celebrate History & Legacy

- » Integrate interpretive elements and public art that tell the story of the Northeast Community's past generations and their contributions to the success of Wake Forest.
- » Use these installations to educate visitors about local heritage in engaging ways.
- » Collaborate with local historians, cultural groups, and schools to ensure the community ownership of historical narratives.

3. Cultivate Community Pride & Identity

- » Create a space that reflects the Town's unique character, values, and aspirations.
- » Use materials, symbols, and design motifs to reinforce a sense of place.
- » Encourage community involvement in the design, stewardship, and programming of the space to build lasting pride and connection.

These guiding principles have informed the design elements and project goals as summarized below:

Project Goals

- » Ensure low impact on the ground to protect the archaeological assets buried on site.
- » Preserve as much of the mature tree canopy as possible.
- » Provide a greenway through the site and continue it across East Spring Street.
- » Provide sidewalks around the site boundary to improve connectivity from the surrounding residential area.
- » Preserve and celebrate the history of the Ailey Young House and the other houses of Simmons Row.
- » Pay homage to the historic Willis Johnson House.
- » Suggest public art locations and interpretive signage to tell the site story in an engaging way.
- » Provide a gathering area suitable for educational tours, community events, and casual picnicking.
- » Maintain universal access for individuals with disabilities as the site topography permits.

Archaeological Area

The Ailey Young House property serves as a vital cultural landscape, offering tangible connections to the history of Wake Forest. Archaeological investigations have identified significant historic resources on site, including artifacts from the Ailey Young House and remnants of brick foundations associated with the original Simmons Row dwellings. These elements represent an important chapter in the Town’s legacy and warrant both protection and interpretation.

To preserve the integrity of these cultural assets, the site design emphasizes passive programming and low-impact interventions. More intensive construction, such as the proposed shelter and restroom facilities, has been carefully sited in areas with lower archaeological sensitivity, minimizing disturbance while enhancing public access and appreciation. This approach ensures that the site remains a respectful and educational space, honoring its historical significance while serving contemporary community needs.



 Archaeology Workshop at the Ailey Young House



Site Organization & Circulation

The park's primary organizing feature is a multi-use path that meanders through the site, beginning at East Spring Street and extending through the Ailey Young House property. This asphalt multi-use path, ultimately connects to the Wake Forest Cemetery, North White Street, and East Spring Street, establishing a continuous and accessible corridor. The alignment of the multi-use path is intentionally curvilinear, offering views of the Ailey Young House from the park entry, accommodating the site's complex topography, and preserving as many mature trees as possible.



 **Proposed Multi-Use path**

Park Access

The main entrance is located on East Spring Street, where an improved street section provides parallel parking spaces, including two accessible spaces. The entrance is designed to be wide and welcoming, with bollards installed to restrict vehicular access and prioritize pedestrians and cyclists. The restroom facility is strategically placed at the East Spring Street entrance, angled to guide sightlines into the park and toward the Ailey Young House, enhancing both wayfinding and the visitor experience.

Two secondary access points are located in the center of the site from North White Street. These entrances provide access from proposed parallel parking and lead directly into the central gathering space, offering convenient entry for visitors attending events or educational tours. Another secondary access point connects the park to the cemetery.

A secondary access point is also provided at North Brooks Street, featuring additional parallel parking. This entrance is intentionally more informal, with a naturalized trail that transitions to a boardwalk as it crosses the stream. Look-out points along this route offer opportunities for visitors to pause and enjoy views of the stream and the surrounding landscape.



 Proposed Park Access from East Spring Street



Gathering Spaces

The gathering spaces are strategically located along the axis from the primary East Spring Street entrance to the Ailey Young House. This area features a picnic shelter and interpretive signage that tells the story of the property. The picnic shelter overlooks a wooded area, where existing trees will be preserved, and selective removal of understory and invasive plants will provide clear sightlines to both the stream below and the Ailey Young House. Informal, naturalized pathways wind through the wooded area, beginning at the picnic shelter and encouraging exploration. Adjacent to the picnic shelter is an opportunity for public art. The public art piece is intended to be visible from the road, drawing attention to the park and complementing the historic narrative being shared throughout the site.

The proposed restroom building is strategically located near East Spring Street, establishing a prominent anchor point for site access from Downtown Wake Forest. This entrance is designed to function as the primary gateway to the site, offering a convenient and organized arrival area for school groups and other visitors. The layout accommodates group gathering and circulation, supporting safe and efficient drop-off and pick-up activities while reinforcing the site's connection to the broader community.



Primary gathering space with picnic shelter

New Architecture

The pavilion and restroom designs draw inspiration from the historic Ailey Young House, one of the oldest remaining African American structures in Wake Forest. As the home of Ailey and Henry Young, and the childhood home of educator Allen Young, it stands as a testament to resilience, education, and community-building during a transformative period in local history. The new structures honor this legacy through a shared architectural language rooted in craftsmanship and material honesty. Both feature traditional pitched roofs reminiscent of the era’s “Simmons Row” and stone bases that echo the home’s original hand-laid foundations, creating continuity across the site. Artificial wood slats serve as a unifying design element, integrated vertically to introduce texture, rhythm, and gentle illumination at night. The pavilion’s double post stone columns and raised wood detailing recall the masonry and siding techniques of the Ailey Young House, while the restroom incorporates storytelling panels and built-in seating to encourage reflection and engagement. Together, these spaces create a welcoming environment where school groups, historians, and community members can gather, learn, and connect through the layered stories of the site. The architecture celebrates the spirit of Ailey and Allen Young, honoring the past while cultivating a space for collective memory, education, and belonging.



 **Proposed restroom building**



 **Proposed picnic shelter**



Park Elements

Multi-Use Path

The multi-use path serves as the park's spine, connecting key destinations and providing a universally accessible route through varied terrain. It is designed as an asphalt multi-use path to accommodate diverse users.

Ailey Young House

The historic Ailey Young House is preserved and celebrated as a focal point, with interpretive signage and viewsheds maintained from the main entrance. The house surroundings will be a gravel surface to allow ease in circulation for larger groups as well as maintain a solid surface during rain events. A new planting bed is added between the house and the berm that will showcase a few selected plants from the historic era.

Mature Trees

The preservation of mature trees is prioritized, providing shade, habitat, and a sense of continuity with the site's past. The southern part of the site is impacted by invasives and non-native underbrush. The project team suggests that these areas be cleared and supplemented with native woodland plants of North Carolina.

Gathering Area

A flexible space is provided for educational tours, community gatherings, and interpretive programming. This area, while new construction, will reflect the site character through materiality, landscape, and hardscape. The elements include restroom building, bike racks, seating areas, picnic shelter, interpretive signage, wooded open space, and naturalized trails.

Story Cubes

Throughout the site, story cubes are incorporated as landscape features that provide opportunities for learning, interaction, and storytelling, enriching the visitor experience and deepening connections to the site's history. These installations will be part of the public art program and may include elements such as swings, sand play, or an audio recording booth.

Legacy Tree

The legacy tree concept allows community members to honor those from the past who have contributed to the growth of the community. Leaves bearing the names of community members can be added over time, symbolizing the ongoing growth and collective memory of the community.



Story Cubes

Wire Frame Houses

To honor the history of the Simmons Row homes, which are no longer standing, wire frames can be erected around the old foundations. These artful structures give physical form to the houses, allowing visitors to feel their presence. At night, low-voltage lighting can light up these structures to become part of the streetscape and nighttime experience from downtown Wake Forest.

Historic Willis Johnson House

The historic Willis Johnson House is commemorated through the construction of symbolic low brick walls that outline the historic house footprint. The use of masonry is intentional, paying tribute to the Johnson family’s legacy and the craft of masonry, which was central to their contribution to the community.

Furnishings

Benches are strategically placed at regular intervals along the multi-use path to provide convenient rest spots for visitors. These benches, including ADA-compliant seating, are designed to offer comfort and enhance the user experience. Additionally, bike racks are located near the main East Spring Street entrance to encourage cycling and provide secure storage for bicycles while visiting the park.



 Legacy Tree



 Wire Frame Houses



 Masonry work at Willis Johnson House



Wayfinding Signs

Wayfinding signs will be incorporated throughout the park, designed to align with Town standards. This integration ensures consistency with other multi-use path signs across the broader multi-use path system, facilitating seamless navigation for visitors and reinforcing a cohesive identity for the park within the community's recreational network.

Next Steps

As the master plan advances toward implementation and construction, several important next steps will ensure the park's design intent is fully realized. The precise alignment of the multi-use path, as well as the placement of structures and site furnishings, may require adjustment following the completion of a topographic and tree survey. This survey will provide essential data to inform final design refinement and help maximize the preservation of mature trees throughout the site.

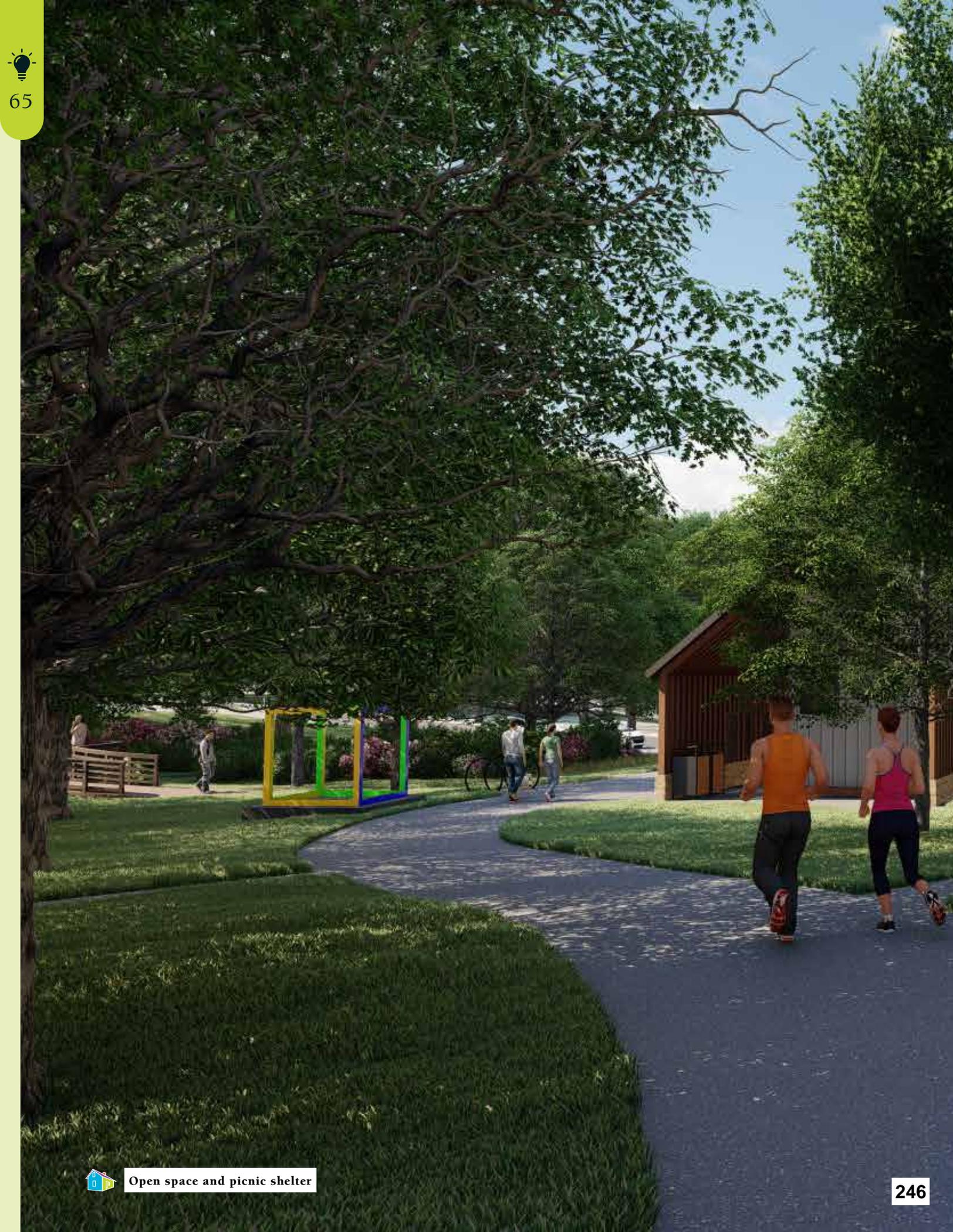
To further support the preservation of the park's natural character, detailed grading plans and tree protection measures will be developed and incorporated into the construction drawings. These measures will be critical in safeguarding existing trees and ensuring that new improvements are integrated sensitively within the landscape.

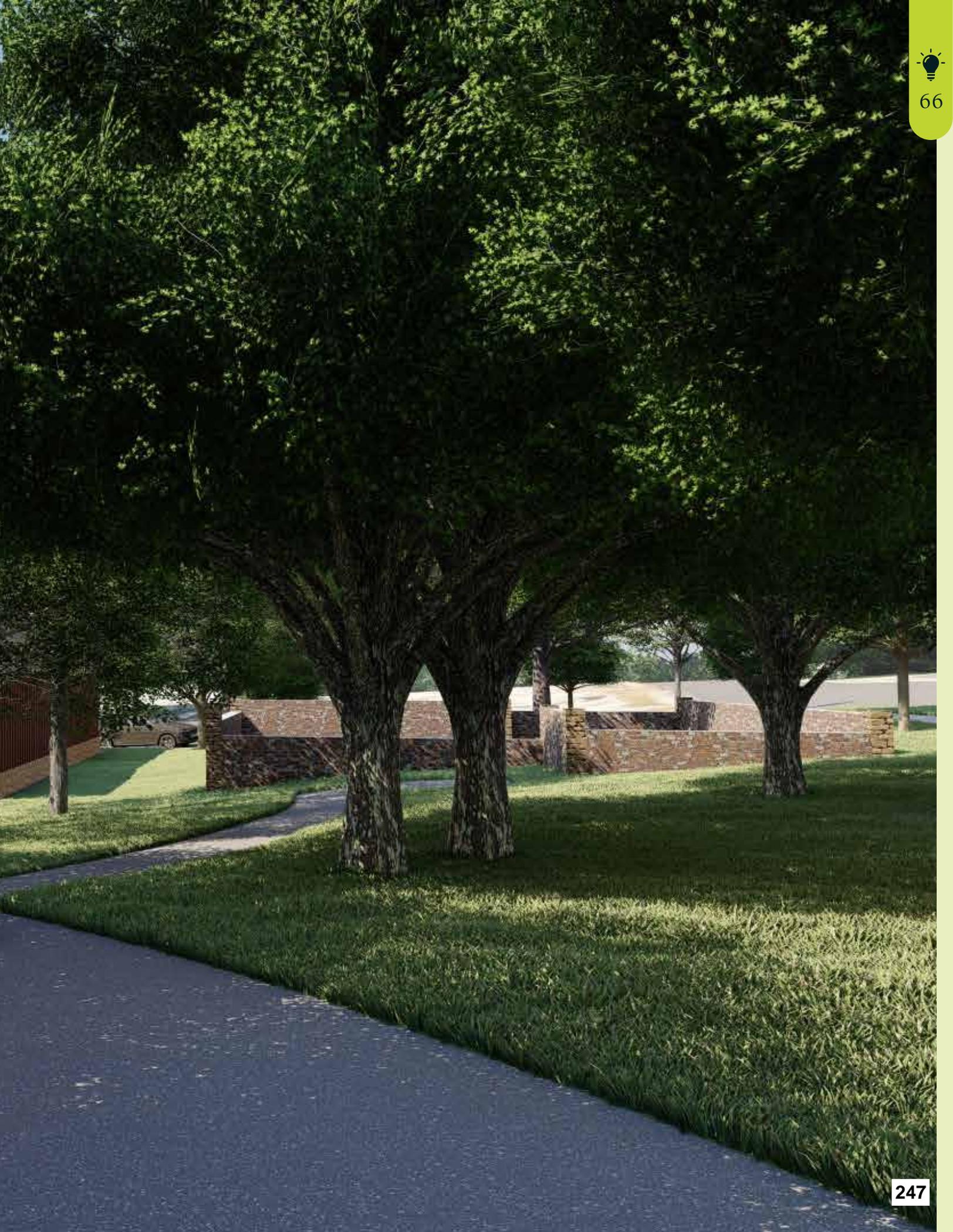
Additionally, consultation with archaeologists during the construction process will ensure that all historic elements are properly respected and protected.





Aerial of project site











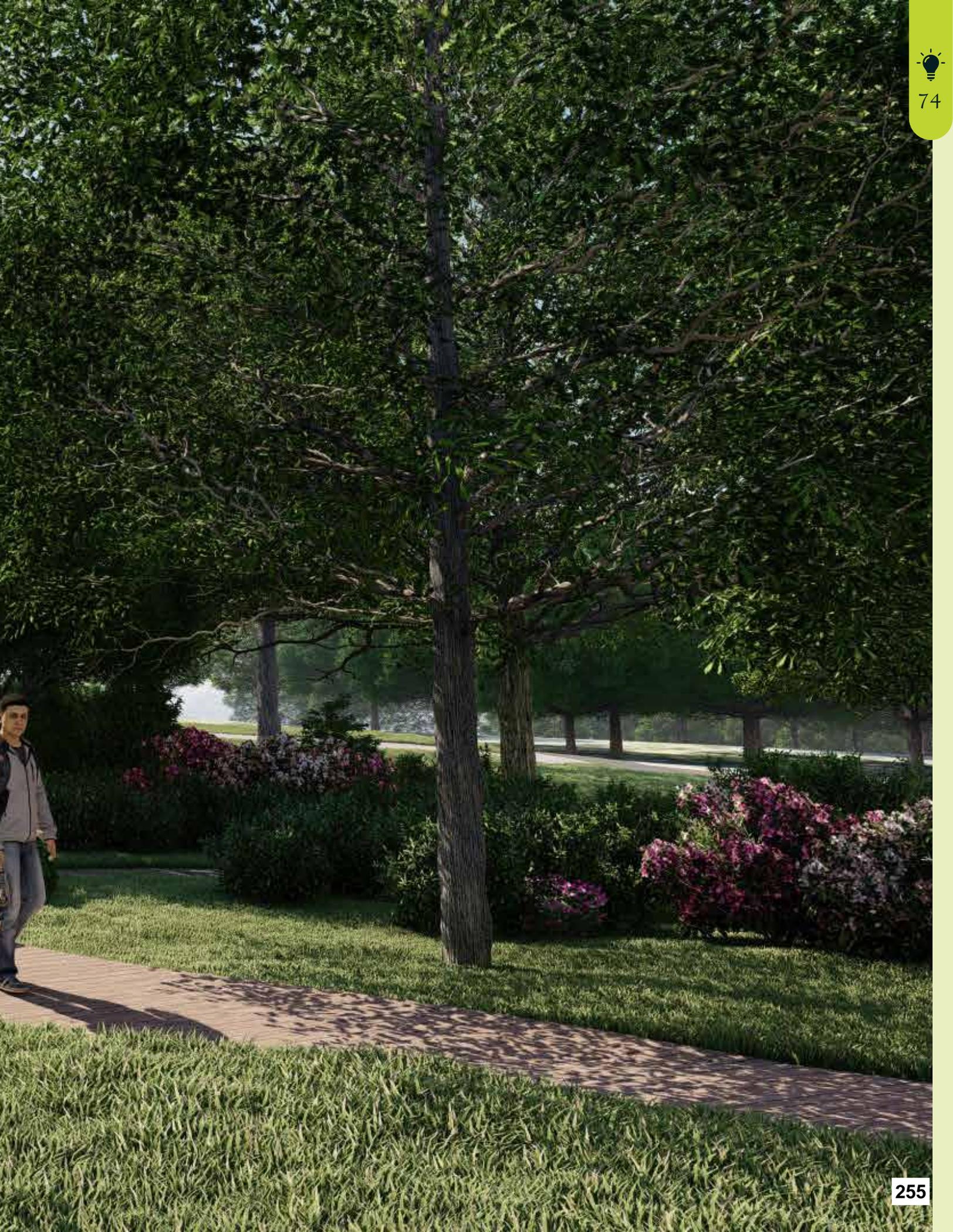
Multi-Use Path through the park

















RESOLUTION 2026-XX

RESOLUTION ENDORSING THE VISION PLAN FOR THE AILEY YOUNG HOUSE AND NORTHEAST GATEWAY PARK VISION PLAN

WHEREAS, The Town of Wake Forest’s 2021 Northeast Community Plan Update calls to preserve the Ailey Young House as an African American heritage site to act as a gateway into the community as well as a place to celebrate African American; and

WHEREAS, the Town of Wake Forest’s 2022 Historic Preservation Plan recommends creating a formalized gateway park to enhance the experience at the Ailey Young House; and

WHEREAS, the Ailey Young House and NE Gateway Park Vision Plan analyzed existing conditions of the 3.06-acre parcel and engaged local stakeholders and Northeast Community residents; and

WHEREAS, community engagement identified three goals for the park development; to foster passive recreation, celebrate history and legacy, and cultivate community pride and identity; and

WHEREAS, two concepts were presented to the public for additional feedback integrating the existing landscape, stream, multi-use path, public art, a gathering place, shelter, and a restroom facility; and

WHEREAS, the final concept incorporates preferred aspects from both concepts and provide the desired amenities while maintaining natural surroundings and preserving the Ailey Young House site to meet the goals of the project; and

BE IT RESOLVED that the governing body of the Town of Wake Forest hereby endorses and approves the Ailey Young House and Northeast Gateway Park Vision Plan (Attachment A).

Adopted and effective this the ____ day of _____ 2026.

Ben C. Clapsaddle
Mayor

ATTEST:

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-829-

Submitted by: Brandon High, Public Safety

Submitting Department: Public Safety

Meeting Date: March 17, 2026

Subject

Approval of a Resolution to surplus the badge and service weapon carried by Captain Perkinson

Recommendation:

item Summary:

ATTACHMENTS:

- [Perkinson_Summary_badge_and_weapon_surplus.pdf](#)
- [Perkinson_Resolution_Badge_and_Weapon.pdf](#)

Agenda: Approval of a Resolution to surplus the badge and service weapon carried by Captain Matthew Perkinson.

Summary: Captain Matthew Perkinson is retiring, effective April 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 Captain Matthew Perkinson, 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 Captain Matthew Perkinson 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 #: CAES080

AND BE IT FURTHER RESOLVED that property described in this resolution is surplus as of March 31, 2026.

Adopted this the 17th day of March 2026.

ATTEST:

Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-781-

Submitted by: Rayvon Walker, Planning

Submitting Department: Planning

Meeting Date: March 17, 2026

Subject

Consideration of LEGISLATIVE CASE RZ-25-02, 810 & 814 S. Main St. Rezoning, a rezoning filed by filed by Tyler Davis to rezone .46 acres located at 810 S. Main St. and 814 S. Main St., being Wake County Tax PIN(s) 1840381862 and 1840381744, from General Residential 3 (GR3) and Richland Creek Watershed Management Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-WMA).

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-792-

Submitted by: Michelle Daniels, Administration

Submitting Department: Administration

Meeting Date: March 17, 2026

Subject

Consideration of approval of Amended Grant Policy & Procedures

Recommendation:

Approve Grant Policy & Procedures as Amended

item Summary:

ATTACHMENTS:

- [3.17.26 Grant Policy & Procedures Summary.pdf](#)
- [3.17.26 Grant Policy & Procedures.pdf](#)
- [3.17.26 Grant Policy & Procedures Resolution.docx](#)

Agenda Item: Presentation on Grant Policy & Procedures Update Considerations, and Approval of Grant Policy & Procedures

Summary: The Budget and Performance Department will give a presentation to the Board of Commissioners outlining considerations for potential updates to the Town's Grant Policy and Procedures. The purpose is to provide additional information and context to support the approval of the updated policy.

The previous policy was approved October 2011.

The following items have been addressed in the policy update:

- The full policy has been updated to account for the creation of the Grants Program Manager position.
- This policy requires departments to designate a Project Manager for each grant applied for. This project manager will work alongside the Grants Program Manager on all steps of the grants process.
- Grant administration will be overseen by designated representatives from multiple departments – the Departmental Project Manager, the Budget Management Department, the Finance Department, and the Town Manager's Office – and this updated policy clearly lists the responsibilities of each party.
- The new procedures include the addition of a quarterly update to the Board of Commissioners from the Budget and Management Department. This update will include a status report on all pending and submitted grant applications, grants awarded and not awarded, and all presently active grants.
- The full grants process is detailed step-by-step.

This policy is presented before the Board for review and consideration for approval on March 17, 2026, effective March 18, 2026.

Attachments: Resolution
Grant Policy & Procedures
Policy Update Presentation

<p style="text-align: center;">TOWN OF WAKE FOREST</p> 	<p>Fiscal Policy</p>			
<p style="text-align: center;">GRANT POLICY & PROCEDURES</p>	<p style="text-align: center;">NUMBER</p>	<p style="text-align: center;"><i>Updated (Draft 03/06/2026)</i></p>	<p style="text-align: center;">EFFECTIVE DATE <i>TBD</i></p>	<p style="text-align: center;">SUPERSEDES</p> <p style="text-align: center;">Grant Policy and Procedures, approved Oct. 2011</p>
	<p style="text-align: center;">PREPARED BY:</p> <p>Jack Cassidy, Grants Program Manager</p>	<p style="text-align: center;">REVIEWED BY:</p> <p>Executive leadership, Town of Wake Forest</p>	<p style="text-align: center;">APPROVED BY:</p>	

A. Purpose

To establish the Town of Wake Forest’s position regarding research, selection, application, acceptance, budgeting, administration and management of grants.

A *grant* is an award of financial assistance with no repayment obligations, including cooperative agreements, in the form of money, or in-kind contributions, by a grantor, to an eligible grantee. Grants are defined as public (local, State or Federal government) or private (foundations, trusts, etc.) funding obtained through a competitive process for a specific population, service or problem. Grants can be a significant source of revenue for the Town and can be used to support a variety of purposes including culture and recreation, infrastructure, public safety, sustainability and community development.

The Town is committed to adhere to the grant guidelines required by all Federal, State and local granting agencies. The Town could be subject to penalty and forfeiture of grant funds if said guidelines are not followed.

B. Policy

It is the objective of the Town to aggressively seek grant funding opportunities that add to the Town’s financial resources and provide capital improvements and quality services to citizens, businesses and visitors.

In so doing, consideration should be given to the following:

1. Grants should be pursued only when sufficient staff resources are available to effectively administer the program in compliance with grant requirements and successfully perform the grant work scope. In instances where consultants might be utilized to pursue certain grants or third-party administrative monitoring fees are assessed, any respective fees shall be included in the grant itself, if permitted by the terms of the grant.
2. The criteria to pursue a grant should include an informal cost-benefit analysis, which determines whether the proceeds of the grant exceed total costs to the Town, including costs to solicit and administer the grant. Consideration should also be given to granting agencies that may require the Town to provide matching funds or to assume funding or continued operating costs after the grant expiration. In these cases, an informal cost-benefit analysis can help to determine the short and long-term financial impact on the funds providing the match. This policy does not apply to donations provided to the Town from retail vendors (i.e. Wal-Mart, Target, etc.).
3. All grants require Town Manager or designee approval. The Board will be informed on a quarterly basis of all grant applications \$50,000 or more. Board approval to apply will be sought when required by the terms of the grant.
4. Programs and projects proposed for grant funding should be those that are consistent with the Town's service goals, objectives and priorities.
5. The program expenditures associated with the grant should not exceed the terms of the grant, nor extend beyond the grant expiration date (unless extension is received by grantor) requiring the Town to assume responsibility for subsequent costs, unless a new funding source has been secured and accepted by the Town Manager and/or Board of Commissioners.
6. Grant programs must be maintained according to the rules and grant conditions established by the granting agency. If the requirements by the granting agency exceed those of the Town, the granting agency requirements prevail.
7. Responsibility for the proper application and administration of grants is to be shared among the Grants Program Manager, the departmental project manager, and the Finance Department. Assigned duties are detailed below in **Section D: Coordination of Grant Responsibilities**.
8. All grants pursued by the Town of Wake Forest should be done so according to the process detailed in **Section E: Grant Award Cycle**.
9. The Town is subject to the financial and compliance requirements of the Single Audit Act of 1984 and 1996, which is applicable to all local and state governments expending more than \$750,000 in federal assistance during a fiscal year. Under this Act, federal grants are included under an inclusive single audit program that is incorporated in the Town's annual audit and financial report preparation process.
10. Compliance with all Town of Wake Forest Ordinances, Policies and Administrative Regulations, to the extent that they are not in conflict with North Carolina Statutes and Regulations and/or grant regulations and requirements shall be required. More specifically:
 - a. Personnel policies and regulations
 - b. Finance, budgetary, accounting and grant management procedures and regulations
 - c. Procurement policies and regulations
 - d. Other Town rules and regulations as they may exist at the time the grant is active

C. Authority to Apply for Grant Funding

The Town Manager or an authorized designee may sign and submit grant applications on behalf of the Town of Wake Forest.

D. Coordination of Grant Responsibilities

The responsibility for properly targeting, applying, administering and closing out grants will be shared by the Grants Program Manager, the Departmental Project Manager, and the Finance Department. In cases where multiple departments are connected to a grant opportunity, a lead department will be selected.

Those responsibilities are outlined below:

Grants Program Manager Responsibilities

- Develop, revise and distribute the official grants policies and procedures of the Town of Wake Forest
- Coordinate the tracking of the following: grant applications, awards, and major project management decisions associated with awarded grants
- Assist departments with the interpretation and application of town, county, state, federal or other grants policies
- Assist with the resolution of disputes between the Town of Wake Forest and funding sources
- Submit Grants Setup Sheet to Finance Department upon grant award
- Ensure that requests for grant funds are promptly submitted to the Finance Department with appropriate documentation

Departmental Responsibilities

- Designate a project manager for each grant applied to by the department
- Serve as the technical expert on departmental grant projects and closely collaborate with Grants Program Manager and Finance Department
- Present to Board when approval is needed for grant application
- Implement awarded grant funds according to the terms and conditions of each grant award
- Maintain records and documentation as required by the grant (length of time keeping records, documenting in-kind match, etc.), and provide to Finance Department

Joint Responsibilities – Shared between Grants Program Manager and Departmental Project Manager

- Collaboratively research, target and select grants to apply for; Develop informal cost-benefit analysis for selected grants; Both parties to be aware and involved before an application is prepared.
- Create grant schedule and collaborate with Finance Department to ensure that grant reporting requirements and deadlines for submission are observed
- Track expiration dates of grants and take appropriate steps well in advance of the expiring revenue source to protect the Town's interest
- Collaboratively determine grant writing and reporting responsibilities

Finance Department Responsibilities

- Deposit all grant funding received by the Town into appropriate accounts designated by finance departmental personnel
- Designate project G/L account and project codes, monitor project funding using prescribed procedures, and prepare grant drawdown requests, whether on an advance or reimbursement basis
- Record revenues and expenditures associated with approved grants
- Maintain the accounting system of the Town. The general ledger is the official financial record for the Town
- Issue regular reports on the revenue and expenditure of grant-funded projects to operating departments and issue special reports as required or requested

E. Grant Award Cycle

Each grant opportunity, regardless of size or scope, should follow the below procedure to ensure cross-departmental communication, proper handling by Budget and Finance, and efficient use of available researching, writing and reporting resources.

Summary: Once a grant opportunity is targeted, the grant process will be led by two project managers – one selected by the submitting department, and the Grants Program Manager, within the Budget and Management Department. The relationship between the two project managers is flexible and will be jointly determined according to departmental capacity, need and experience. The two project managers will work to balance the requirements of the grant. Broadly, the departmental project manager will serve as the technical expert and liaison to their department, and the Grants Program Manager will serve as the liaison to the Budget and Management and Finance Departments and will oversee the schedule of requirements.

This list of steps, in order, is below:

- 1. Research and Select Funding Opportunity to Pursue**
 - a. Can originate from department, Grants Program Manager or Executive Leadership Team (ELT)
- 2. Designate Departmental Project Manager to Coordinate with Budget**
 - a. Department selects its project manager for the grant. They will work with Grants Program Manager on all subsequent steps of the grant process. Balance of work will vary depending on grant and department.
 - i. For example, with departments experienced in grants, the Departmental Project Manager may fully take on all writing and reporting requirements while the Grants Program Manager only serves as a liaison for finance and budgeting purposes. For departments less experienced in grants, Grants Program Manager may take on majority of writing and reporting responsibilities, while departmental project manager serves as liaison to the larger department and source of technical information.
- 3. Prepare Proposal**
 - a. Obtain Town Manager approval for all grants.
 - i. Responsibility: Grants Program Manager

- ii. Process: Directly email Town Manager with key details of grant and specific request for approval, depending on the approval methods allowed by grant (i.e., wet signature, digital signature, authorized designee, etc.)
- b. Obtain Board approval, if required by the grant or if requested grant amount is \$50,000 or more
 - i. Responsibility: Shared between Departmental Project Manager and Grants Program Manager
 - ii. Process: Departmental Project Manager to submit agenda item to upcoming Board meeting and to present to Board on the grant application, with support from Grants Program Manager
- c. Write proposal
 - i. Responsibility: Shared between Departmental Project Manager and Grants Program Manager
 - ii. Process: Depending on capacity, experience and technical complexity, determine the writing responsibilities, as well as who will establish communication with grantor

4. Submit Application

- a. Review final grant application
 - i. Responsibility: Shared between Departmental Project Manager and Grants Program Manager
 - ii. Process: Both to independently approve final document
- b. Submit proposal before application deadline
 - i. Responsibility: Grants Program Manager
 - ii. Process: Coordinate with Town Manager, who has authority to submit grant applications, to properly submit the application according to grant requirements

5. Award and Project Setup

- a. Complete and submit Grant Setup Sheet to Finance
 - i. Responsibility: Grants Program Manager, with technical support from Departmental Project Manager
 - ii. Process: Complete form in Laserfiche
- b. Finalize funding accounts
 - i. Responsibility: Finance Department
- c. Prepare budget amendments on a quarterly basis for all awarded grants
 - i. Responsibility: Grants Program Manager
- d. Determine payment methods (reimbursement, drawdowns) and frequency of those payments
 - i. Responsibility: Finance Department
- e. Finalize official Grant Schedule, a summary and schedule of key reporting requirements and deadlines
 - i. Responsibility: Shared between Departmental Project Manager and Grants Program Manager

- ii. Process: Complete schedule template and provide to Finance Department

6. Period of Performance

- a. Expend grant funds according to grant requirements
 - i. Responsibility: Departmental Project Manager
 - ii. Process: Ensure that funds are spent on the applied-for project according to the terms and conditions of each grant award; Ensure that vendors and subcontractors also follow the terms and conditions of each grant award
- b. Create recurring meeting schedule between project managers to keep up to date on progress of project
 - i. Responsibility: Grants Program Manager
 - ii. Process: Create meeting schedule
- c. Complete reporting requirements and drawdowns/reimbursement requests
 - i. Responsibility: Finance Department
 - ii. Process: Meet key reporting deadlines on expenditures and oversee drawdowns, reimbursement requests and other funding details according to the terms of the grant as outlined in the official grant schedule

7. Grant Closeout

- a. Submit final funding requests, if needed
 - i. Responsibility: Finance Department
- b. Submit final reporting requirements
 - i. Responsibility: Finance Department, with assistance from Departmental Project Manager and Grants Program Manager as needed
- c. Confirm asset retention requirements
 - i. Responsibility: Shared between Finance Department, Departmental Project Manager and Grants Program Manager
- d. Confirm contractual obligations have been satisfied
 - i. Responsibility: Departmental Project Manager

F. Funding Policy

All drawdowns of grant funding must conform to funding source and Town policy pertaining to the receipt of grant funds. Whenever possible the Town will request advances before actual expenditure of grant funds.

G. External Audits

Granting agencies may require compliance reviews and/or financial audits to show that funds were properly used. If an audit is requested, both project managers will collaborate with the Finance Department to provide required reporting.

H. Internal Audit of Approved Grants

Approved grants will be executed by the Town Manager and pre-audited by the finance officer prior to the start of grant-funded activities and the acceptance of the grant funds.

All grants awarded to the Town of Wake Forest are subject to a compliance audit by the Town's external auditors. The Town Manager or Finance Director may request a special internal audit of any grant awarded to the Town.

RESOLUTION 2026 -

RESOLUTION AMENDING THE GRANT POLICY AND PROCEDURES

WHEREAS, the Board of Commissioners approved a grant policy in October 2011. This policy outlines the responsibilities and procedures governing the application and administration of grants for the Town of Wake Forest; and

WHEREAS, the Board of Commissioners desires a comprehensive set of general guidelines and policies governing all fiscal policy matters ; and

WHEREAS, the policies and procedures provided ensure the fair and equitable treatment for all parties involved in grant management is demonstrated while following all applicable statutory requirements; and

WHEREAS, this policy serves as a resource that outlines the procedures to follow when applying for and administering grants; and

WHEREAS, the policy needs to be reviewed and amended occasionally to address changes in practice and procedure; to include the appropriate parties and requirements as it pertains to the administration of grants; and

BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that the revised amendments to the attached Grant Policy and Procedures are approved.

Duly adopted this 17th day of March, 2026.

Ben C. Clapsaddle
Mayor

(ATTEST)

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-759-

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: March 17, 2026

Subject

Department Monthly Reports

Recommendation:

item Summary:

ATTACHMENTS:

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

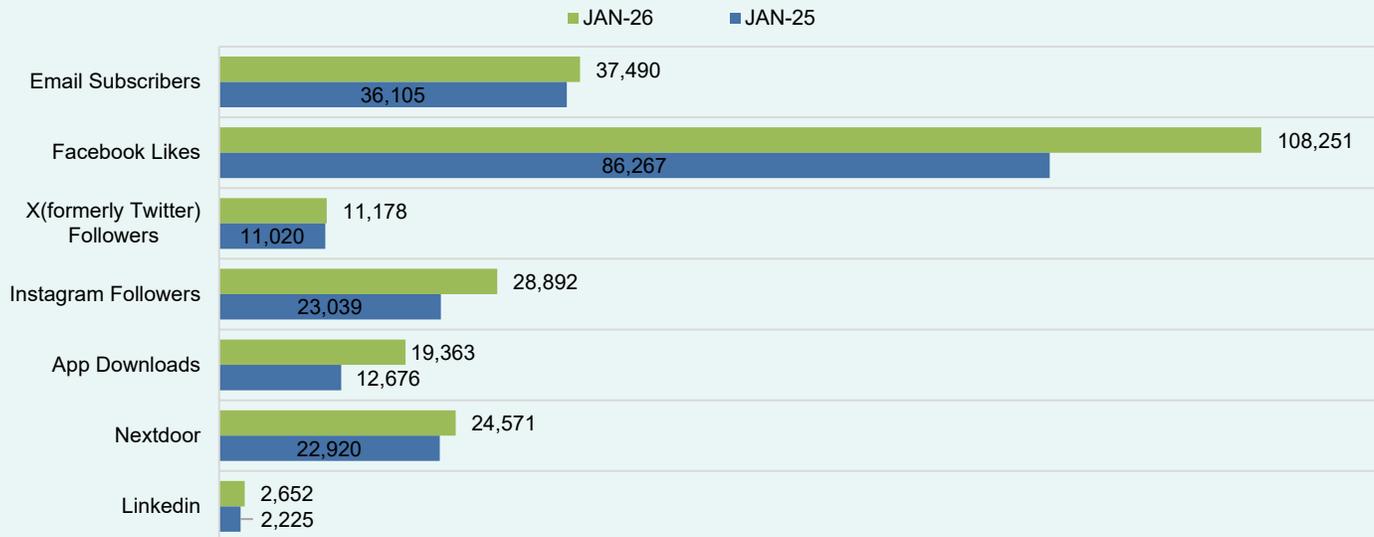
ANNOUNCEMENTS

Media Releases	35
Email Announcements	30
Town-to-Resident Phone Calls	29

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Customer Service Forms & Applications	11,646
2	Home	11,636
3	Severe Weather Updates	3,607
4	Planning	2,151
5	Jobs	4,470

SUBSCRIBERS



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

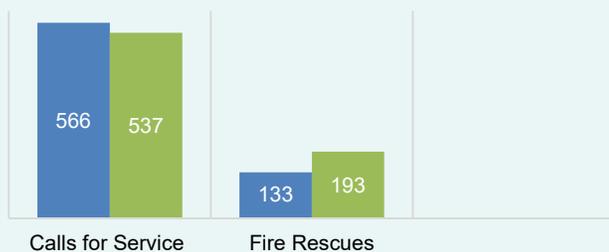
Fire

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

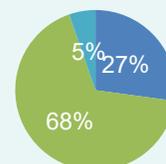


TYPES OF CALLS

	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

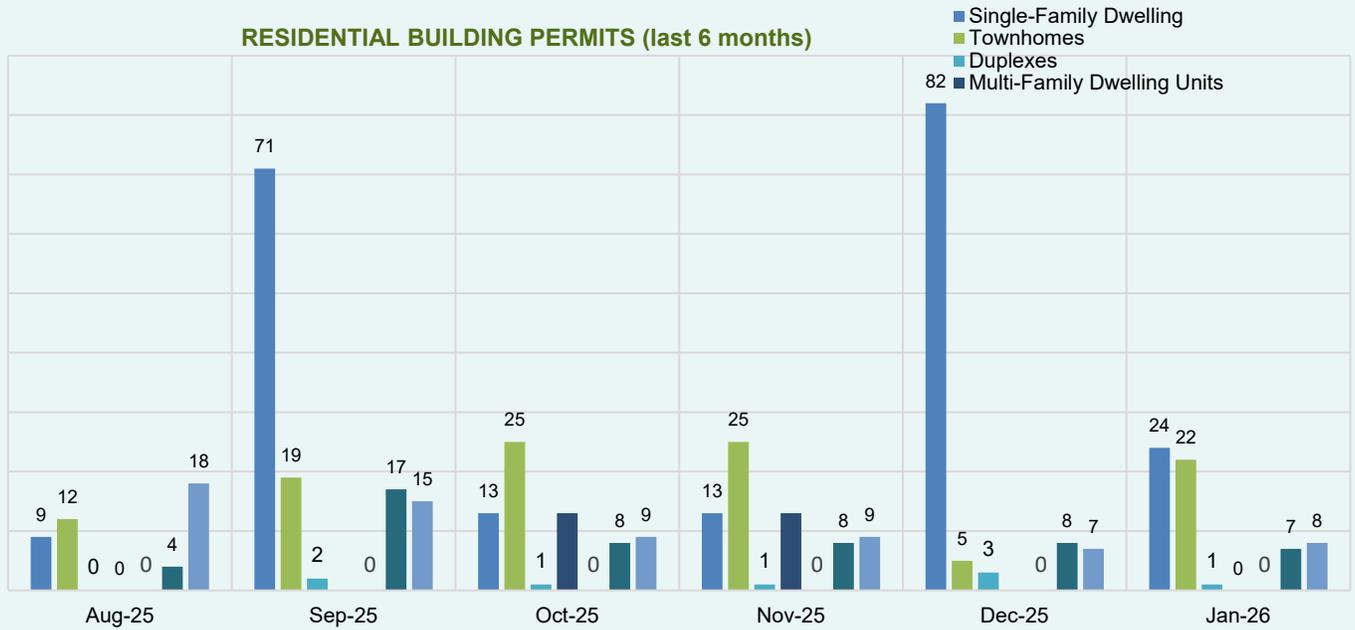
	JANUARY 2026	JANUARY 2025
Single-Family Dwelling	24	13
Townhomes	22	13
Duplexes	1	0
Multi-Family Dwelling Units	0	13
Other	98	132
Total	146	171

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)



PUBLIC FACILITIES

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

DEPARTMENTAL PRODUCTIVITY



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

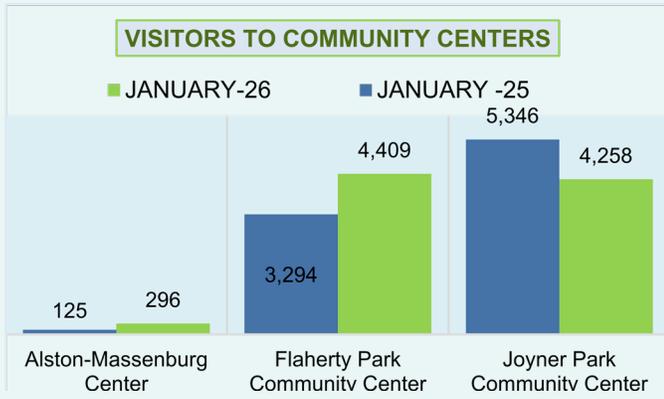
Parks, Recreation & Cultural Resources

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.



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

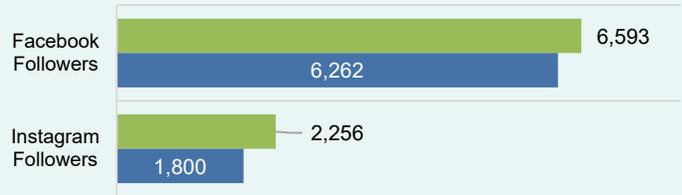
[VIEW](#)

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

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

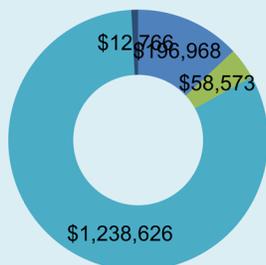
PAYMENTS RECEIVED

	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)	\$16,056	\$84,919

NUMBER OF TRANSACTIONS

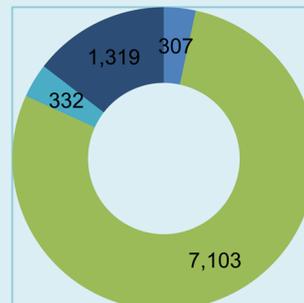
	JANUARY 2026	JANUARY 2025
eSuite Credit Card Payments	307	343
Paymentus CC Payments	7,103	7,026
Paymentus CC Payments (Pre-pay)	329	2,086
Authorized.net (Pre-Pay)	1,319	0

PAYMENTS RECEIVED JANUARY 2026



- eSuite Credit Card Payment
- Authorize.net (PrePay)
- Paymentus Credit Card Payment
- Paymentus Credit Card Payment (PrePay)

PAYMENTS RECEIVED JANUARY 2026



- eSuite Credit Card Payment
- Paymentus Credit Card Payment
- Paymentus Credit Card Payment (PrePay)
- Authorized.net

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.

FEBRUARY 2026 | Department Monthly Report



Center for Active Aging

ACTIVITY		REVENUE COLLECTED	
New members this month	177	February Collections	Amount
Number of Events Hosted	0	Classes	\$5,838
Number of Programs Hosted	407	Donations	\$385
Total Events Attendance	0	Miscellaneous	\$750
Total Programs Attendance	4,750		

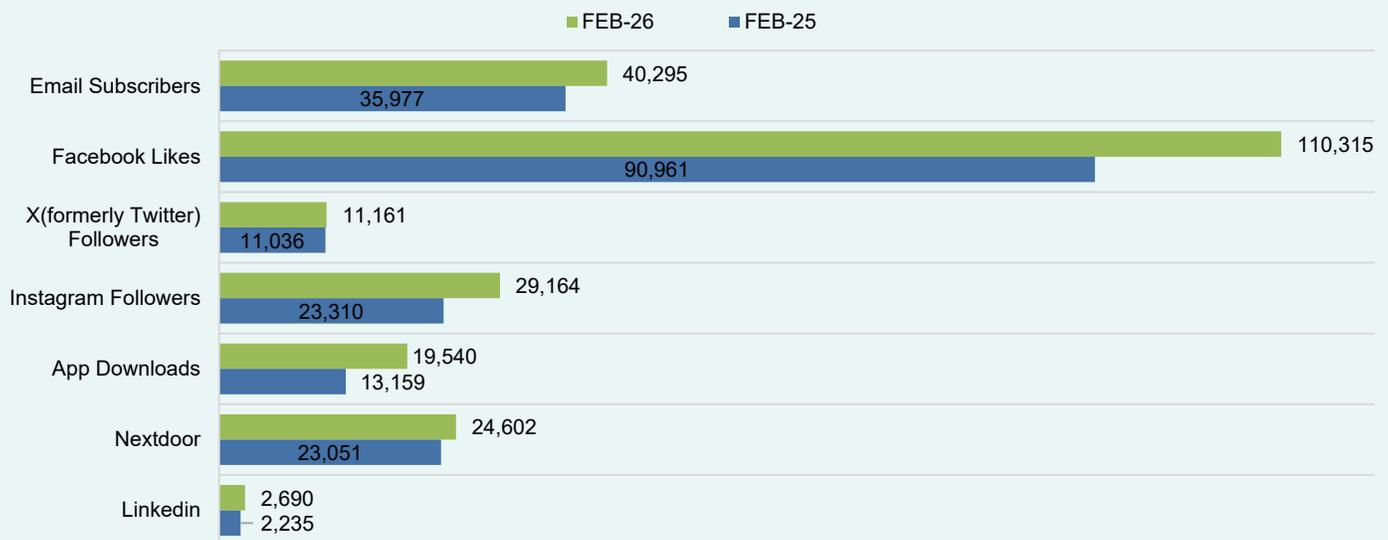
Updates: N/A

Communications

ANNOUNCEMENTS	
Media Releases	41
Email Announcements	22
Town-to-Resident Phone Calls	16

TOP 5 VIEWED PAGES ON WEBSITE		
RANK	PAGE	IEWS
1	Forms & Applications	9,392
2	Home	5,067
3	Jobs	2,078
4	WF Center for Active Aging	825
5	Planning	781

SUBSCRIBERS



Downtown Development

OCCUPANCY

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

NEW BUSINESSES

	FEBRUARY 2026	FISCAL YEAR-TO-DATE
Number of New Businesses	0	5
Number of Businesses Closed	1	2

UPDATES PROVIDED QUARTERLY

EVENTS

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

Wake Forest Downtown, Inc. has \$35,500 in annual sponsorships for 2026, with two platinum sponsors, seven gold sponsors, and eight silver sponsors.

Downtown Development Director attended the Municipal Special Events Summit in Virginia Beach with colleagues from across the United States to learn best practices in special event safety and logistics planning, as well as to share and learn new ideas. Downtown Program Coordinator attended Showfest through the NC Association of Festival & Events in Charlotte.

Planning is underway for Friday Night on White and Forest Fest, with vendor applications for both events closing this past month, and applicants being notified of selections.

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.

REQUESTS FOR INFORMATION (RFIs)

	FEBRUARY 2026	FEBRUARY 2025
Number of Responses to RFIs	1	2

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH

Sweathouz

Engineering

PROJECT UPDATES

Street Resurfacing	Concrete work is underway ahead of asphalt paving, which is estimated to begin in April. Approximately 14 miles of roadways will be resurfaced.
S. Franklin Street	Paving to begin in February, along with anticipated lane shifts for constructing the center median. Project completion anticipated in Spring.
HL Miller Park Stream Restoration & Greenway Improvements	The project is nearing substantial completion, with final completion anticipated in the Spring.
Dunn Creek Culvert Replacement – Juniper Avenue	The project is complete and awaiting final payment.
Dunn Creek Greenway Phase III	Awaiting asphalt repairs that can proceed with the warmer weather—anticipated completion in Spring.
Dunn Creek Greenway Phase IV	Awaiting asphalt repairs that can proceed with the warmer weather—anticipated completion in Spring.
Crenshaw Stream Restoration Site 5	The project is approximately 90% complete—anticipated completion in Spring.
Crenshaw Stream Restoration Site 6	The project is approximately 90% complete—anticipated completion in Spring.
Traffic Signal- Forestville Rd at Coach Lantern	Pre-construction meeting scheduled for March, with anticipated project completion in the Fall/Winter.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS	COMPLETION DATE
BLS Department of Labor Report	2-24-2026
Gross Receipts Tax Report	2-20-2026
ORBIT/LGERS Report – NC State Treasurer	2-6-2026
Utility Sales Tax Return – E500 E	2-18-2026
Food & Beverage Tax Report	2-5-2026
NCESC Report	2-6-2026
ACCOUNTING/FINANCE	AMOUNT
Number of Invoices Paid by Check	266
Number of Invoices Paid Electronically	83
Number of Invoices Paid with P-Card	935
Number of Active Grants	12

PURCHASING / WAREHOUSE

Purchase Orders Processed	30
New Vendors Set Up	14
Informal Quotes	10
\$ Received Surplus Items Sold	\$32,000
Number of Bids Placed	0
HUBSCO Reports	0

Fire

KEY STATS

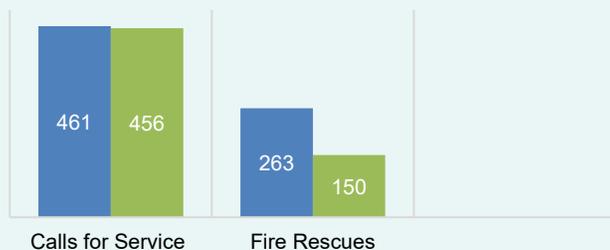
	FEBRUARY 2026	FEBRUARY 2025
Calls for Service	461	456
Average Response Time	3:23	4:38

TYPES OF CALLS

	FEBRUARY 2026	FEBRUARY 2025
Fire	263	150
Medical	165	285
Motor Vehicle Accidents (MV24A)	33	22

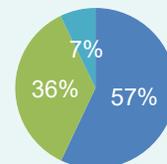
FIRE-KEY STATS

■ FEB-26 ■ FEB-25



TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

EMPLOYMENT

	FEBRUARY 2026	FEBRUARY 2025
Positions filled	451	430
Vacancies	21	24
Total Authorized Positions FY 2025–2026	472	454

PROMOTIONS/TRANSFERS

NAME	DEPARTMENT	POSITION	DATE
Alexander Urdaneta	Police Department	Lieutenant	2-01-2026
Ryan Montgomery	Police Department	Sergeant	2-01-2026
Daniel Lutz	Police Department	Sergeant	2-01-2026

Information Technology

SERVICE STATS

	FEBRUARY 2026	FEBRUARY 2025
Service Requests Completed	815	711
Network Uptime Percentage	100%	100%

Inspections & Public Facilities

RESIDENTIAL PERMITS

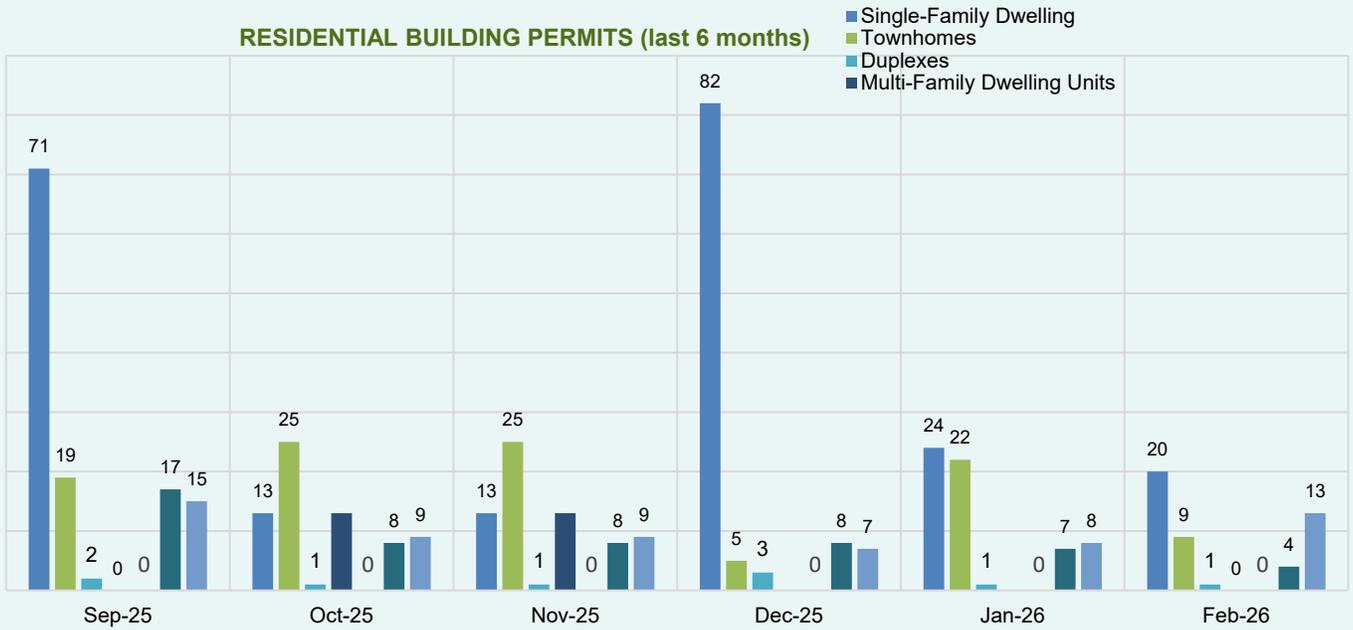
	FEBRUARY 2026	FEBRUARY 2025
Single-Family Dwelling	20	11
Townhomes	9	13
Duplexes	1	0
Multi-Family Dwelling Units	0	23
Other	93	99
Total	140	146

NON-RESIDENTIAL PERMITS

	FEBRUARY 2026	FEBRUARY 2025
New Commercial	0	3
Fit-Ups	0	1
Other	27	54
Total	27	58

Inspections & Public Facilities

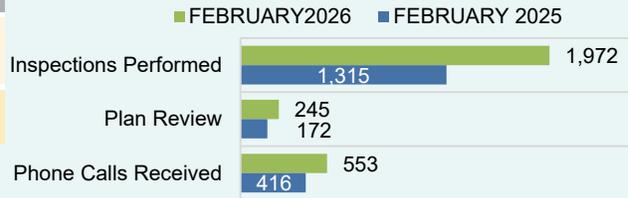
RESIDENTIAL BUILDING PERMITS (last 6 months)



PUBLIC FACILITIES

	FEBRUARY 2026	FEBRUARY 2025
Preventative Maintenance Completed	676	650
Reactive Work Orders	130	148

DEPARTMENTAL PRODUCTIVITY



BUSINESSES

NEW COMMERCIAL BUSINESSES

NONE

FIT-UPS

NONE

PRE-OCCUPANCIES

PRIZM PEST CONTROL OF NC LLC	745 MERRITT CAPITAL DR 119
VITAMIN SHOPPE (NEW OWNER)	12616 CAPITAL BLVD 200
CONCRETE SUPPLY COMPANY (NEW OWNER)	5025 UNICON DR
HAMPTON WAY LLC (OWNER PWR CHANGE)	12324 HAMPTON DR 103
REVELATION INK	934 DURHAM RD F

Organizational Performance

NORTHERN COMMUNITY FOOD SECURITY TEAM (NCFST)	
Staff Hours	25 hrs./week
Updates	Mobile Market - 2x CROP Walk partnership WF Community Garden speaker WF Comm. Table - 4x Mini Pantries - 8x TAM Donations - 2x
Lunch & Learn	2-27-2026

GUEST SERVICES VOLUNTEER (GSV) PROGRAM	
Active	21
Inactive	1 (Health Issues)
Onboarding	1
Hours (February)	147

Parks, Recreation & Cultural Resources

ATHLETICS		
	FEBRUARY 2026	FEBRUARY 2025
Registrations Received – Youth	809	825
Registrations Received – Adult	21	20
Games Held	70	121
Revenue	\$66,547	\$67,375

[VIEW](#)

RECONNECT PROGRAM GUIDE

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



PROGRAMS		
	FEBRUARY 2026	FEBRUARY 2025
Registrations Received – Youth	82	97
Registrations Received – Adult	145	150
Classes/Programs Held	26	26
Revenue	\$5,876	\$6,098

PARK MAINTENANCE	
TYPE OF MAINTENANCE	QUANTITY
Vandalism	0
Reactive Maintenance	3
PM Inspections & Services	72
Evening & Weekend Park Services	4

FACILITY RENTALS		
	FEBRUARY 2026	FEBRUARY 2025
Athletic Fields	0	0
Joyner Park Outdoor / Open Space	1	0
General Outdoor / Open Space	0	0
Picnic Shelters	0	0
Wake Forest Community House	12	6
Joyner Park Community Center	4	0
Flaherty Park Community Center	0	1
Alston-Massenburg Center	3	0

VISITORS TO AQUATIC CENTER & SPRAYGROUND		
	FEBRUARY 2026	FEBRUARY 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		
	FEBRUARY 2026	FEBRUARY 2025
COAs Received	1	1
COAs Approved	1	1

Police

KEY STATS

	FEBRUARY 2026	FEBRUARY 2025
Calls for Service	4,709	4,136
Vehicle Crashes	169	167

Public Works

Streets: Replaced 285 feet of sidewalk trip hazards, patched 27 tons of asphalt, Snow Event, swept 75 miles, collected 15 loads of debris, installed 185 linear feet of pavement markings, marked three graves, one headstone, Taylor St Park Project for Parks and Rec., and installed two historic markers

Fleet: Fleet completed 211 work orders in February for a combined shop productivity average of 67% of billable hours. The three mechanics completed one combined hour of training. Fleet hired a part-time mechanic, Toby Chamblee, to provide vehicle repair support in the absence of Wesley Hight, who is fulfilling his military obligations. Please keep Wesley in your prayers. Fleet staff cleaned and prepared the shop to host 110 guests for Randy Driver's retirement party on the 27th. Randy served the Town for over 36 years, great job Randy!

Solid Waste: 98 Bypass cleanup was successful, with much trash removed on February 18th; loose leaf collection is winding down but still on schedule; Litter kits are starting to pick back up with warmer weather; and three compost bins around town for food waste have been gaining momentum in February.

Urban Forestry: Planted 54 trees, ground 51 stumps, signed contract & started Urban Forestry Plan.

Admin: Team appreciation event for Public Works for winter precipitation challenges. Assisted Finance with Purchasing Managers' retirement lunch at Public Works Fleet shop.

RECYCLING

	FEBRUARY 2026	FEBRUARY 2025
Volunteer Collected Litter	50	0
Volunteer Collected Recycling	0	0
Volunteer Hours	6	0
Volunteer Miles of Streets	0	0
Sections of Roads Cleaned (not miles)	0	0
Number of Creeks Cleaned	1	0
Number of Litter Kits Issued / Returned	4	0

SOLID WASTE

	FEBRUARY 2026	FEBRUARY 2025
New Construction Homes Added	29	49
New Cart Sets	29	49

CEMETERY

	FEBRUARY 2026	FEBRUARY 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

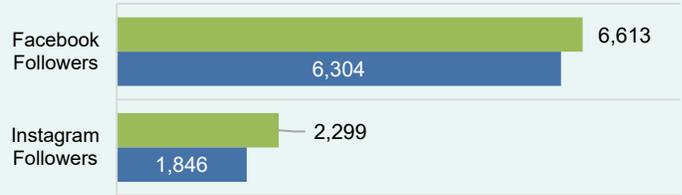
[VIEW](#)

EVENT & PROGRAM ATTENDANCE

	FEBRUARY 2026	FEBRUARY 2025
Monthly In-Person Attendance	2,412	1,808
Virtual Views	10,999	2,882
Ticketed Events Held	10	2
Free Events Held	3	2

SOCIAL ENGAGEMENT

■ FEBRUARY-26 ■ FEBRUARY-25



Highlights for February 2026 for the Renaissance Centre

In February 2026, the Wake Forest Renaissance Centre for the Arts presented a vibrant lineup of cultural programming for the community. On February 9, the Centre hosted screenings of the romantic comedy *The Philadelphia Story*, offering a free 2 p.m. showing and a \$5 7 p.m. screening; the beloved classic starred Katharine Hepburn, Cary Grant, and James Stewart, providing audiences with a timeless, feel-good cinematic experience. On February 15, the WFRC held its inaugural Arts Open House from 2–4 p.m., showcasing a wide array of spring and summer classes and programs, with instructors available to answer questions and share information about cultural arts opportunities for both children and adults. The month culminated on February 20 with *Sirens of Song* featuring Shana Tucker and Christian Tamburr, drawing a nearly sold-out audience who enjoyed tributes to jazz legends including Billie Holiday, Ella Fitzgerald, and Sarah Vaughan.

Wake Forest Power

CUSTOMER SUMMARY

	FEBRUARY 2026	FEBRUARY 2025
Electric Meters/Customers	8,145	7,907
Pre-Pay Power Customers	367	417
H.O.P.E. Participants	42	41

POWER OUTAGES

	FEBRUARY 2026	FEBRUARY 2025
Total Number of Customers Affected by Outages this Month	1,000	29
Average Number of Customers Affected per Outage	1,000	10

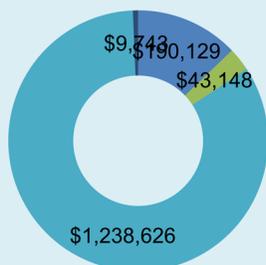
PAYMENTS RECEIVED

	FEBRUARY 2026	FEBRUARY 2025
eSuite Credit Card Payments	\$190,129	\$146,584
Authorize.net (Pre-Pay)	\$43,148	\$0
Paymentus CC Payments	\$1,238,626	\$1,382,423
Paymentus CC Payments (Pre-Pay)	\$9,743	\$58,065

NUMBER OF TRANSACTIONS

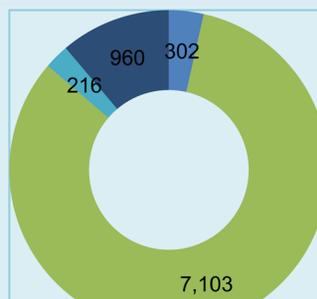
	FEBRUARY 2026	FEBRUARY 2025
eSuite Credit Card Payments	302	224
Paymentus CC Payments	7,103	6,654
Paymentus CC Payments (Pre-pay)	216	1,405
Authorized.net (Pre-Pay)	960	0

PAYMENTS RECEIVED FEBRUARY 2026



- eSuite Credit Card Payment
- Authorize.net (PrePay)
- Paymentus Credit Card Payment
- Paymentus Credit Card Payment (PrePay)

PAYMENTS RECEIVED FEBRUARY 2026



- eSuite Credit Card Payment
- Paymentus Credit Card Payment
- Paymentus Credit Card Payment (PrePay)
- Authorized.net

Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 02/24/2026

Number of members in attendance: 8 out of 9

The Historic Preservation Commission (HPC) approved COA 25-06: A request from Bridget E. (Liz) Gauthier, owner of 507 N. Main Street, to replace siding materials and porch columns. The HPC elected Elizabeth Miller to serve a second term as Chairperson and Joni Falvey to serve a second term as Vice-Chairperson.

Human Relations Council

MEETINGS

Most recent meeting held 02/26/2026

Number of members in attendance: 9 out of 10

HRC Members finalized details for the upcoming Minority & Women Owned Business Expo to be held on Saturday, February 28, 2026. The members were introduced the Board Liaison Nick Sliwinski. In March the Council will begin preparing for Juneteenth and the Good Neighbor Day.

Public Art Commission

MEETINGS

Most recent meeting held 02/26/2026

Number of members in attendance: 5 out of 11

Will be working this year on community engagement art projects.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 02/23/2026

Number of members in attendance: 10 out of 12

Upcoming PRCR Events:

The Advisory Board will be voting for who will sing the National Anthem at the July 3rd Celebration

Work Groups Updates: National Day of Trails, June 6th, Unplugged, September 6th, Easter Eggstravaganza, March 28th, 10 am - 1 pm @ Joyner Park, Six Sundays in Spring, April 26th – May 31st @ Joyner Park 5:30 pm-7:30 pm, Movie Nights start on May 16th @ Joyner Park, 8:15-9:30 pm, and on June 5th, Decades Dance.

Next meeting March 23, 2026.

Technology Advisory

MEETINGS

Most recent meeting held 02/23/2026

Number of members in attendance: 10 out of 13

The meeting focused on planning and organizing the upcoming STEM Saturday event, discussing the 311-system update, and addressing the request for Jones Dairy Science Fair judging.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-814-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: March 17, 2026

Subject

March Tax Report

Recommendation:

item Summary:

ATTACHMENTS:

- [WAKE FOREST-TXREP-MARCH-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

March 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 March 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 black ink that reads "Yvonne Gilyard".

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

WAKE COUNTY TAX ADMINISTRATION

01/01/2026 - 01/31/2026

Rebate Detail Report

WAKE FOREST

DATE

02/12/2026

TIME

3:36:09 PM

REBATE NUM	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
INDIVIDUAL PROPERTY ACCOUNTS												
949071	364.15	0	90.00	36.41	0.00	490.56	1/15/2026	0006893635	2024	2024	000000	UGENE AND ME TRANSPORT LLC
949072	313.78	0	90.00	31.38	0.00	435.16	1/15/2026	0006893635	2025	2025	000000	UGENE AND ME TRANSPORT LLC
949612	8.72	0	0.00	0.87	0.00	9.59	1/16/2026	0006864889	2024	2024	000000	MECHANICAL HVAC SERVICES INC
949610	15.41	0	0.00	1.54	0.00	16.95	1/16/2026	0006864889	2022	2022	000000	MECHANICAL HVAC SERVICES INC
949609	17.98	0	0.00	1.80	0.00	19.78	1/16/2026	0006864889	2021	2021	000000	MECHANICAL HVAC SERVICES INC
949608	20.55	0	0.00	2.06	0.00	22.61	1/16/2026	0006864889	2020	2020	000000	MECHANICAL HVAC SERVICES INC
950305	205.03	0	30.00	0.00	0.00	235.03	1/20/2026	0007049483	2025	2024	000000	CORREA, EDGAR XAVIER
949611	13.10	0	0.00	1.31	0.00	14.41	1/16/2026	0006864889	2023	2023	000000	MECHANICAL HVAC SERVICES INC
949613	6.54	0	0.00	0.65	0.00	7.19	1/16/2026	0006864889	2025	2025	000000	MECHANICAL HVAC SERVICES INC
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	965.26	0.00	210.00	76.02	0.00	1,251.28			9	Properties Rebated		
WILDLIFE BOAT ACCOUNTS												
949419	21.76	0	0.00	2.18	0.00	23.94	1/15/2026	0004224045	2025	2025	000000	MILLER, JOHANNA ELYSEE
949069	342.60	0	0.00	0.00	0.00	342.60	1/15/2026	0004210925	2025	2025	000000	PREDDICE, MATTHEW JAMES
SUBTOTALS FOR WILDLIFE BOAT ACCOUNTS	364.36	0.00	0.00	2.18	0.00	366.54			2	Properties Rebated		
TOTAL FOR WAKE FOREST												
	1,329.62	0.00	210.00	78.20	0.00	1,617.82			11	Properties Rebated for the District City		
	1,329.62	0.00	210.00	78.20	0.00	1,617.82			11	Properties Rebated for all Cities		
GRAND TOTAL	11,232.02	0.00	420.00	465.46	0.00	12,117.48			28	Properties Rebated for all Cities		



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-720-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: March 17, 2026

Subject

Commissioners Report

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-822-
Submitted by: Kip Padgett, Administration
Submitting Department: Administration
Meeting Date: March 17, 2026

Subject

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

Recommendation:

item Summary:

ATTACHMENTS: