Wake Forest Board of Commissioners
Meeting Agenda
September 15, 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 August 4, 2026 BOC Work Session Minutes and August 18, 2026 BOC Regular Meeting Minutes
DRAFT BOCWSMinutes_August202604.pdf
DraftBOCMinutes_August202618.pdf

3. Presentations

3.A P.A.N.D.A.S./P.A.N.S. Awareness Proclamation
Proclamation Recognizing October as PANS-PANDAS Awareness Month.pdf

3.B Proclamation Recognizing Constitution Week
PROCLAMATION Recognizing Constitution Week 2026.pdf

3.C Proclamation Recognizing National Hispanic Heritage Month
PROCLAMATION Recognizing National Hispanic Heritage Month.pdf
PROCLAMATION Recognizing National Hispanic Heritage Month (Spanish).pdf

3.D National Senior Center Month
PROCLAMATION Recognizing September as Senior Center Month.pdf

3.E Resolution to Support Arts Are Education
ProclamationRecognizingArtsEducationMonthSeptember2026.pdf

3.F Resolution recognizing Rosemary Pimentel on their retirement from the Town of Wake Forest.
Rosemary Pimentel Resolution.doc

3.G Proclamation recognizing October 2026 as "Community Planning Month"
Planning_Month_Proclamation_2026_October.docx
ProclamationRecognizingPlanningMonth2026.pdf

4. Public hearings / Public Comment

4.A Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvement Plan (CIP) update for FY 2027-2032
Public Hearing - 2027-2032 CIP Needs - Agenda Summary.pdf
FY 2027-2028 Budget Calendar.pdf

4.B Public Hearing on a contiguous annexation submitted by the property owner, Town of Wake Forest, located at 0 Devon Square Boulevard being Wake County PIN 1841281942 being approximately 8.25 acres.
BOC Agenda Summary.pdf
Attachment A - Legal Description AN-26-02.pdf

Attachment B - Annexation Map AN-26-02.pdf
Attachment C - Annexation Petition AN-26-02.pdf
Draft Ordinance.docx

4.C Public Hearing on the Wake Forest Comprehensive Transportation Plan 2026 Amendments
BOC Agenda Summary 2026 934
Staff Report - CPA 26-01
Attachment A - Application CPA 26-01
Attachment B - Draft Comprehensive Transportation Plan Draft
Attachment C - Planning Board Recommendation CPA 26-01
Ordinance CPA 26-01

4.D 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 a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739-51-7399 being approximately 16.38 acres.
BOC Agenda Summary.pdf
Attachment A - Legal Description.pdf
Attachment B - Annexation Map.pdf
Attachment C - Contiguous Annexation Petition.pdf
CERTIFICATE OF SUFFICIENCY .docx
DRAFT PUBLIC HEARING RESOLUTION.docx

5.B Approval of a Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.
Summary_Accept_Streets.docx
Attachment_A_Resolution__Accept_Streets.docx

5.C Approval of a Resolution for CEI Services for the Wake Forest Reservoir Construction
Summary_Reservoir_Dam_Improvements_CEI_Contract_2026.docx

Attachment_A_Resolution_CEI_Services_Wake_Forest_Reservoir.docx
Attachment_B_Proposed_CEI_Scope_and_Fee.pdf

5.D Approval of a Resolution Authorizing the Town Manager to Implement Go Wake Forest Sunday Service and Establish a Performance Benchmark
Agenda Summary_BoC 2026-952 V3.pdf
Attachment A - Go Wake Forest Sunday Service Expansion Proposal
2026-952 Resolution

5.E Approval of a Resolution authorizing a Municipal Agreement with North Carolina Department of Transportation (NCDOT) for Smith Creek Greenway Phases 2 and 3 (TIP# BL-0188) construction funding through the Locally Administered Projects Program (LAPP).
Agenda Summary
Attachment A - NCDOT BL-0188 Municipal Agreement
Resolution

6. Legislative Items

7. Planning Items

7.A Consideration of a contiguous annexation submitted by the property owner, Town of Wake Forest, located at 0 Devon Square Boulevard being Wake County PIN 1841-28-1942 being approximately 8.25 acres.

7.B Consideration of Wake Forest Comprehensive Transportation Plan 2026 Amendments

8. Administration and Financial Items

8.A Update on S. Franklin Street through Holding Village
Summary_S_Franklin_Street_through_Holding_Village.docx

8.B Consideration of Resolution Approving Age-Friendly Community Strategic Action Plan
Agenda Summary_Consideration of Resolution Approving Age-Friendly Community Strategic Action Plan.pdf
Age-Friendly Community Strategic Action Plan.pdf
Resolution 2026-XX _Age Friendly Action Plan.docx

8.C Event Recommendations for 2027 and Beyond
Agenda Summary BOC

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

12.A August Tax Report
WF-TAX-REP-AUG-2026-BOC-MTG.pdf

12.B Commissioners Report

12.C Monthly Report
August 2026 Monthly Report .pdf

13.Adjournment

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-968
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 15, 2026

Subject
August 4, 2026 BOC Work Session Minutes and August 18, 2026 BOC Regular Meeting Minutes

Recommendation:

item Summary:

ATTACHMENTS:

- DRAFT BOCWSMinutes_August202604.pdf
- DraftBOCMinutes_August202618.pdf

DRAFT Wake Forest Board of Commissioners
Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, August 4, 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 Keith Shackleford, Commissioner Sliwinski, Commissioner Faith Cross, Commissioner Danny Hupp, and Commissioner Adam Wright.

Commissioners Absent: None

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Aileen Staples
Assistant Town Manager Allison Snyder
Town Attorney Nathan McKinney
Town Deputy Clerk Ella Dowtin
Police Chief Julius Jefferson
Fire Chief Ron Early
Public Facilities Director Mickey Rochelle
Engineering Director Tim Watson
Organizational Performance Director Lisa Hayes
WFCAA Director Brian Harrell
WFCAA Community Engagement Manager Zoe Taylor
Fire Captain Daniel Gregory
Budget and Performance Director Michelle Daniels
Grants Program Manager Jack Cassidy
Planning Director Jennifer Currin
Planner II Rayvon Walker
Deputy Police Chief Brandon High
Police Captain Chris Minor
Projects and Programs Manager Kari Grace

	Presentations
1.1	Commissioner Daniel Hupp's Swearing In
1.2	Proposed ADA Transition Plan Presentation

Facilities Director and ADA Coordinator Mickey Rochelle introduced the Town's ADA transition plan and the work completed with Precision Infrastructure Management. Mr. Rochelle reported that the Town has been actively addressing ADA barriers since 2023,

with many barriers already remediated. He explained that GIS dashboards are being developed to track ADA barriers and remediation across rights-of-way, facilities, parks, and greenways. Mr. Rochelle advised that staff will provide quarterly progress reports and an annual report each December detailing barriers removed and ADA expenditures. Mr. Rochelle introduced Charlie Szold of Precision Infrastructure Management and invited the Board to ask questions.

Mr. Szold presented the Town's ADA Transition Plan and explained the requirements of the Americans with Disabilities Act (ADA), particularly Title II, which requires equal access to municipal programs, services, activities, facilities, and rights-of-way. He described the transition plan as a long-term framework for identifying barriers, assigning responsibility, prioritizing improvements, and achieving greater accessibility over time. Mr. Szold recognized the Town's existing progress, including having an ADA Coordinator, and noted that Wake Forest is currently between the "defined" and "repeatable" stages of ADA maturity. He reviewed findings related to programs, policies, communications, and digital accessibility, including inconsistent nondiscrimination language, lack of standardized reasonable-modification and effective-communication policies, inconsistent staff training, inaccessible PDFs, missing alt text/captions, and unclear accommodation procedures. Mr. Szold recommended standardized ADA policies and notices, consistent staff training, accessible-content practices, ADA requirements in procurement and contracts, and continued evaluation of the Town's website. Mr. Szold reported that the rights-of-way assessment identified approximately 30,000 barriers, including about 22,000 vertical height displacements and approximately 4,300 curb ramps assessed, most of which were noncompliant. He also identified 192 locations missing required curb ramps. Mr. Szold advised an estimated total rights-of-way remediation costs at approximately $23.1 million, while emphasizing that this should be viewed as a long-term investment rather than an immediate new expenditure. Many improvements can be incorporated into already-planned capital projects and maintenance activities.

Mr. Szold identified potential funding sources, including grants, Powell Bill funds, NCDOT funding, and the federal Safe Streets and Roads for All program. He also reported findings from facility, park, and greenway assessments, including 356 ADA barriers at 15 prioritized facilities, 285 barriers across parks and approximately 16.8 miles of greenways, and other accessibility issues involving parking, routes, entrances, playgrounds, sports facilities, and amenities. Mr. Szold summarized community engagement results, noting that sidewalks and accessible parking were the respondents'

primary concerns, while acknowledging the survey's small sample size and recommending additional outreach.

Mr. Szold recommended prioritizing barriers based on risk, pedestrian activity, traffic, disability prevalence, and other community priorities. He emphasized the importance of establishing governance, maintaining accessibility dashboards, incorporating ADA requirements into procurement and contracts, and regularly updating the transition plan as laws, regulations, and best practices evolve.

Mr. Szold requested that the Board adopt the ADA Transition Plan as the Town's official Title II compliance plan, authorize staff to implement identified priorities, and direct that the plan and grievance procedure be made publicly available.

Mr. Szold concluded that adoption of the plan would establish a documented, measurable, and defensible commitment to accessibility and provide the Town with a structured long-term approach to ADA compliance.

Commissioner Hupp expressed strong support for the ADA Transition Plan and appreciation for the Town's commitment to accessibility, drawing on personal experience with ADA since its enactment in 1990. He asked whether the proposed outreach to the disability community would include state-level organizations and schools. Mr. Szold advised he supported using community outreach as a fact-finding tool to better understand the specific needs of residents with disabilities and help inform budget and implementation priorities. Commissioner Sliwinski asked whether information gathered during prior inclusive playground outreach, including discussions related to Joey Wiggins Park, could supplement the relatively small 30-response community survey. Mr. Szold advised he supports incorporating existing community feedback into the transition plan where appropriate.

1.3 Age Friendly Community and Action Plan Update

Consultant Ann Welton provided an update on the Town's Age-Friendly Community initiative, and the work completed over approximately the previous two years. She advised that the Age-Friendly Initiative is intended to improve Wake Forest for all ages and stages of life, not solely older adults. Ms. Welton noted that the initiative also encompasses individuals with disabilities, parents with strollers, and other residents with varying mobility and accessibility needs. Ms. Welton reviewed the initiative's history and accomplishments and explained that the first year of the initiative focused on community needs assessment. The committee customized an AARP survey for Wake Forest and collected more than 1,200

responses over a three-month period. Efforts were made to obtain input from residents of different ages and backgrounds through digital and paper surveys, community events, focus groups, and listening sessions, including outreach to teenagers. Ms. Welton advised the resulting needs assessment was presented to the Board in May 2025 and became the foundation for the initiative's strategic plan. Ms. Welton explained that AARP's eight domains of livability were consolidated into six areas for the Town's purposes. Beginning in September, the committee reviewed one domain each month, examining community needs, existing Town efforts, challenges, and opportunities for improvement.

Ms. Welton presented the resulting Age Friendly Strategic Plan, explaining that each section identifies strategies, action items, and priorities. She emphasized that implementation would occur incrementally, with the goal of achieving several measurable accomplishments each year rather than attempting to implement every recommendation simultaneously. Ms. Welton noted that the plan had been distributed to Town staff for review and that staff provided feedback identifying areas where recommendations were already addressed through existing Town plans, policies, or programs. Ms. Welton emphasized that the proposed actions were intended to complement and operate under the Town's existing strategic plan rather than create a separate or conflicting planning structure.

Ms. Welton stated that successful implementation would require continued involvement from community volunteers because Town staff did not have sufficient capacity to independently implement every recommendation. She expressed her intention to remain involved and maintain community participation throughout implementation.

For fiscal year 2026–27, Ms. Welton identified development of a Senior Resource Guide as the committee's top priority. She explained that a previous resource guide maintained by Resources for Seniors Inc. had not been updated since 2022, creating a need for current, centralized information regarding health care, caregivers, and other services. Ms. Welton reported that work on the guide was already underway, including information gathering, volunteer assistance, proofreading, and coordination with the Town's Communications staff. The goal was to have the guide printed and distributed to the community before the end of 2026.

Ms. Welton stated that the initiative had now entered the implementation phase covering Years 3–5 and that numerous additional recommendations remained to be

addressed. She expressed a desire to work closely with Town staff and the Board to determine priorities and continue making incremental progress.

Regarding the future of the Age-Friendly Community Committee, Ms. Welton stated that the committee had been instrumental in accomplishing the work to date but that the Board should determine how the committee should be structured going forward. She offered to answer questions and provide additional information.

Commissioner Cross thanked Ms. Welton and praised the committee's work, describing it as highly focused and productive. Based on approximately six months of participation, Commissioner Cross stated that the committee brought substantial expertise and knowledge to the process and successfully incorporated perspectives representing different stages of life. Commissioner Cross expressed support for continuing the Age-Friendly Community Committee and suggested that it could operate similarly to the Northern Wake Food Security Team by bringing together subject-matter experts and community members to help address identified needs.

Commissioner Cross specifically expressed enthusiasm for the Senior Resource Guide and a proposed intergenerational event. Mayor Clapsaddle invited Organizational Performance Director Lisa Hayes to provide guidance regarding how the committee should be structured and whether it should operate similarly to other Town boards or commissions, including parameters concerning membership and operation.

Ms. Hayes explained that staff is seeking directions from the Board regarding whether the Age-Friendly initiative should continue through the existing committee structure or transition to a formal advisory board. She advised that once the Board determines the desired structure, staff could develop the appropriate expectations, procedures, and framework for the group.

Commissioner Sliwinski inquired about the end date of the committee. Ms. Hayes clarified that the existing committee had no specified end date. The Town's contractual relationship is with Ann Welton, who recruited community members to assist with the work. Ms. Hayes characterized the committee as a working group that had compiled information and developed the Age-Friendly plan, which was now being presented to the Board for directions on how to proceed.

Ms. Hayes explained that continuation of the committee would not control Town funding. The funding associated with implementation would remain under the control

of Town staff and would be governed by the Age-Friendly Plan and decisions of the Board. Ms. Hayes confirmed that the initiative is currently in year 3.

Ms. Hayes also explained that the Board could establish different forms of community involvement if desired, including task forces focused on particular age groups or priorities. Commissioner Sliwinski asked for clarity on the setup of the committee and groups. Ms. Hayes described the Northern Wake Food Security Team as a more informal model as it does not maintain a formal membership roster, meets periodically, and brings together community partners and organizations based on the work being addressed.

Ms. Hayes noted that the Board could establish parameters for a continuing Age-Friendly committee concerning membership, meeting procedures, minutes, and terms if the Board chose to do so.

Regarding the consultant, Ms. Hayes clarified that the $1,000-per-month cost was associated with the consultant rather than the committee itself. The consultant contract began in September 2024 and expired in July 2026. Any continuation of the consultant relationship would require further Board consideration and would not automatically resume.

The Commissioners generally expressed support for continuing the Age Friendly Community Committee and recognized the value of the work completed to date. The discussion focused primarily on determining the appropriate governance structure rather than whether the initiative should continue.

Town Manager Kip Padgett advised that a formal Advisory Board would need to be established by ordinance, while a committee could be established directly by the Board with parameters determined by the Board. Also, Mr. Padgett advised that, regardless of the structure selected, the Board should establish basic parameters for the committee, including membership, terms, and how it operates.

A motion to extend the committee was made and seconded but subsequently withdrawn after discussion established that a formal motion was not necessary at that stage. The Board reached consensus to direct Town staff to develop and return with options and recommendations for the future structure, membership, and operation of the Age Friendly Community Committee. Staff was asked to return with recommendations at the September Board work session, with consideration of incorporating the committee's implementation role into the Age Friendly strategic plan.

The Board also noted that the Age Friendly strategic plan was expected to return for consideration in mid-September.

1.4 Presentation on Traffic Calming Policy Update Considerations

Engineering Director Tim Watson presented policy updates to the Town's traffic calming policy, originally adopted in May 2020. He reviewed the current three-level approach, which emphasizes neighborhood involvement and progresses from low-cost measures to higher-cost infrastructure. The current policy does not permit vertical deflection devices such as speed bumps, speed humps, or speed tables, which were allowed under the former 2009 policy. Mr. Watson explained the advantages and disadvantages of vertical deflections. Speed bumps can reduce 85th-percentile speeds by approximately 5–8 mph but may increase emergency response times by roughly 10 seconds per device. The policy therefore balances traffic safety with emergency response considerations.

Mr. Watson reviewed current eligibility criteria for residential traffic calming, including a speed limit of 25 mph or less, average annual daily traffic (AADT) of 4,000 vehicles or fewer, and roadways generally no wider than 40 feet and no more than two travel lanes. The primary speed metric is the 85th-percentile speed, representing the speed at or below which approximately 85% of vehicles travel.

Mr. Watson reviewed existing traffic-calming measures:

- **Level 1:** Police enforcement, neighborhood awareness campaigns, and temporary radar speed signs. These measures can reduce speeds but generally have limited long-term effectiveness once enforcement or devices are removed.
- **Level 2:** Signage, pavement markings, advance warning devices, and formalized on-street parking. These measures can influence driver behavior but generally provide limited speed reduction.
- **Level 3:** Physical measures such as center medians, chicanes, chokers/bump-outs, mini-roundabouts, and intersection diversions. Mr. Watson noted that some are difficult or costly to retrofit, can affect parking or emergency access, or may have limited effectiveness under certain traffic conditions.

Mr. Watson discussed speed cushions as a potential alternative to traditional speed bumps. Unlike a full-width speed bump, speed cushions contain gaps that allow wider emergency vehicles to straddle the devices. Mr. Watson stated that other municipalities

have generally reported little to no emergency response delay, although some delay may occur. He recommended adding speed cushions as a Level 3 option for further evaluation.

Mr. Watson proposed Marshall Farm Street as a pilot project, noting that historical speed data provides a strong basis for comparison. Resurfacing had resulted in the removal of the roadway's speed bumps, and subsequent data showed substantial increases in speeds on several segments. Mr. Watson proposed installing speed cushions where the final speed bump had been removed, along with center medians and a choker at other locations. The combination would allow the Town to evaluate the relative effectiveness of multiple traffic-calming treatments.

The proposed pilot would collect approximately three months of speed data. Mr. Watson anticipated using the results to inform an updated traffic calming policy, potentially incorporating speed cushions as an approved measure, with policy recommendations expected in early 2027. He indicated that installation could potentially occur in September.

Commissioner Wright expressed strong support for the proposed pilot and for reconsidering the Town's current prohibition on speed humps. Commissioner Wright acknowledged having supported the current policy but stated that, based on subsequent experience and available information, the policy may have been too restrictive. Commissioner Wright emphasized prioritizing roadway safety and made a motion to proceed with the Marshall Farm Street pilot project.

ACTION:
Mover: Commissioner Wright moved to proceed with the Marshall Farm Street pilot project.
Seconder: Commissioner Cross
Vote: Motion carried 4-0

Fire Chief Ron Early stated that emergency response impacts had historically been a significant concern with traditional speed humps. He noted that he had been involved in discussions with Mr. Watson regarding the proposed project and viewed the new speed-cushion approach as practical because it could improve community safety without creating the same level of emergency-response delay associated with traditional speed bumps.

Chief Early expressed support for conducting the pilot and evaluating the various measures before determining which should become part of a permanent policy. He

emphasized the need to balance residents' desire for lower speeds with the Fire Department's need to maintain timely emergency response and avoid future infrastructure needs caused by increased response times.

Police Chief Julius Jefferson stated that vertical deflection devices would have a greater operational impact on fire and EMS vehicles than on police vehicles. Police vehicles can slow for and recover from speed humps more readily, so the devices would have relatively little effect on police response. Chief Jefferson supported evaluating the measures, particularly from the perspective of fire and EMS operations.

The Board discussed using the pilot to directly measure emergency-response impacts. Commissioners suggested timing fire apparatus on Marshall Farm Street before and after installation of the traffic-calming measures and, if practical, documenting the comparison with video. This would provide the Board and public with a clear visual and quantitative assessment of any response-time impacts.

1.5 Presentation of LEGISLATIVE CASE RZ-25-03, 3832 Rogers Rd Rezoning, a rezoning request filed by Michael Birch, to rezone 2.98 acres located at 3832 Rogers Rd, being Wake County Tax PIN(s) 1749884789, from Wake County's Residential-30 (R-30) to Neighborhood Mixed-Use Conditional District (NMX-CD).

Planner II Rayvon Walker presented rezoning case RZ-25-03 for approximately 2.98 acres at 3832 Rogers Road, located between Rogers Branch Road and Marshall Farm Road. The property is currently zoned Wake County Residential-30 (R-30), contains a single-family dwelling, and is outside the Town's corporate limits and ETJ. An annexation petition for the property is scheduled for Board consideration at a future meeting. The applicant, Michael Birch, with Worth Mills representing the case, requested rezoning to Neighborhood Mixed-Use Conditional District. The property is surrounded primarily by residential zoning and single-family development, including the Heritage subdivision.

Mr. Walker reviewed the proposed permitted and conditional uses, which consist primarily of office and service uses, with several commercial uses and one educational and one residential use. He explained that the applicant declined to provide a site master plan, despite staff's recommendation that one be included as part of the conditional rezoning. Under the UDO, a conditional rezoning without a site master plan may proceed only through specified use conditions and limitations. The applicant may, however, present additional conditions for the Board's consideration during the public

hearing. Mr. Walker noted that the applicant had submitted additional conditions for consideration and that they were included in the agenda materials.

Mr. Walker reported that staff determined the rezoning request was generally inconsistent with the adopted Community Plan for two primary reasons:

- **Land Use Plan:** The property is designated Mixed Residential, which calls for a broad range of housing types, from single-family to multifamily development. The proposed conditional zoning would permit only live-work units as a residential use and therefore does not provide the variety of residential options contemplated by the plan.
- **Activity Center:** The property is located at the edge of a designated activity center. The Community Plan envisions activity centers as focal points where residents can gather, socialize, live, work, and shop, with uses such as restaurants, cafés, breweries, and art galleries that create a distinct sense of place. Mr. Walker stated that the proposed use conditions do not include several of these uses and instead include uses such as banks, credit unions, financial services, and religious institutions that would not necessarily generate the public gathering spaces and pedestrian activity envisioned for an activity center.

Mr. Walker noted that a site master plan could have allowed staff to work with the applicant to incorporate appropriate amenities, gathering areas, and other activity-center characteristics into a potential development.

Mr. Walker reported that the Planning Board considered the request and the applicant's additional conditions at its July 14 meeting. The Planning Board voted 7–0 to recommend denial, finding the request inconsistent with the comprehensive plan and not in the best public interest. Mr. Walker advised the staff also recommended denial of the rezoning request, concluding that the proposal was inconsistent with the comprehensive plan and not in the public interest.

1.6 Sustainability Plan Draft Recommendations Presentation

Projects and Program Manager Kari Grace presented an update on the Sustainability Plan, including the project background, completed work, draft recommendations, and anticipated next steps. Ms. Grace explained that the plan is a 10-year framework intended to balance Wake Forest's social, economic, and environmental needs. Ms. Grace advised the recommendations address both sustainable Town operations and sustainable practices within the broader community.

Ms. Grace described four draft strategy areas:

- **Built Environment and Energy:** Improve energy performance and expand renewable energy, including efficiency measures, electrification, renewable-energy feasibility studies, and improved public information about solar resources.
- **Resilient and Healthy Community:** Protect natural systems and biodiversity and strengthen social and physical resilience. Potential actions include continued urban forestry, drought-tolerant/native landscaping, expanded flood monitoring, resilience hubs, a heat action plan, and public education.
- **Resource Conservation:** Reduce waste and food waste, improve recycling, and increase water efficiency. Potential actions include standardized recycling at Town facilities, efficient water fixtures, expanded e-waste/shredding events, food-waste collection, Repair Cafés, and improved awareness of existing food-waste drop-off sites.
- **Transportation and Mobility:** Strengthen multimodal and clean transportation options through regional transit partnerships, expanded EV charging, microtransit evaluation, a bike-lending library, staff EV education, and Safe Routes to School partnerships.

Ms. Grace clarified that the examples presented represent only a sample of the draft actions; the complete draft recommendations will be presented to the public at open houses on August 27, with free GO Wake Forest microtransit rides available to attendees who have an account. Also, Ms. Grace noted that additional public feedback will inform refinement of the plan and subsequent implementation recommendations.

Commissioner Hupp praised the sustainability discussion and encouraged the Town to expand engagement and partnerships with local colleges, high schools, and agricultural programs/departments. Also, Commissioner Hupp advised of supports using GO Wake Forest microtransit to facilitate participation in the upcoming public engagement events.

Mayor Clapsaddle asked whether Wake Forest public schools have a composting policy or program that the Town could learn from or potentially participate in, given the volume of food served by schools. Ms. Grace responded that the school system recently created a sustainability position, and the Town is beginning to establish relationships with that staff member. She indicated that collaboration could involve sharing successful practices and identifying joint initiatives. Mayor Clapsaddle emphasized that the outreach should also include charter and private schools, which operate separately

from the public school system and encouraged consideration of school partnerships as the Town develops any composting-related policies or initiatives. Finally, Mayor Clapsaddle expressed interest in the proposed bike-lending library, particularly whether it could include e-bikes and e-scooters and suggested the concept could also benefit Town staff traveling around the community. Safety, including helmet use, was notes.

2. Discussion of Monthly Financial Report

2.1 Discussion of Financial Summaries

CFO and Assistant Town Manager Aileen Staples explained that August is the only month without a monthly financial summary because the Town is closing out the fiscal year and completing the annual audit. Ms. Staples reported that year-end accruals were completed the prior week, with additional revenues still being received and the books being finalized. Also, Ms. Staples advised that interim financial information is expected to be provided to the Board within the next couple of weeks. Finally, Ms. Staples advised the final audited financial report is anticipated for presentation at the November Board meeting.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda for BOC Regular Meeting August 18, 2026

4. Other Business

5. Commissioner Reports

Commissioner Cross advised she attended a maternal and child health town hall hosted by the Wake Forest Rotary Club and the event reviewed the 2025 maternal and fetal mortality report, including presentations from public health representatives regarding countywide maternal and child health initiatives. Commissioner Cross highlighted resources and support available throughout pregnancy and the postpartum period, noting the information was relevant to the Town's broader age-friendly/all-ages, all-stages efforts. Commissioner Cross advised the event was informative and identified the public health department as a valuable community resource.

Commissioner Shackleford had no report.

Commissioner Sliwinski advised Announced that the Human Resources Council is accepting nominations for Good Neighbor of the Year through August 16th and announced the Mental Wellness Fair, scheduled for September 26 from 1:00–4:00 p.m. at the Wake Forest Renaissance Center. Commissioner Sliwinski reported on state budget funding benefiting local projects, including approximately:

- $500,000 for the Wireless Research Center.
- $250,000 for the DuBois campus.
- $350,000 for the Boys & Girls Club in Wake Forest.
- $1.2 million designated for a driver's license office in either Wake Forest or Rolesville; he expressed support for locating it in Wake Forest.

Commissioner Sliwinski reported attending a listening session concerning the proposed WakeMed/Atrium Health merger and raised concerns about how the merger could affect plans to bring a hospital/healthcare facility to Wake Forest. He emphasized that a hospital in Wake Forest would provide not only healthcare services but also economic and transportation benefits and expressed concern that current proposed investments may not adequately address Wake Forest's needs. Commissioner Sliwinski encouraged Board members to review the merger, communicate with Wake County commissioners, and consider the implications under the state Certificate of Need process. Commissioner Sliwinski stated that he intends to continue advocating for healthcare capacity in Wake Forest and for facilities serving the broader northern Wake County region. Commissioner Cross agreed that the WakeMed/Atrium merger could provide significant benefits to Wake County but emphasized the need for hospital beds and healthcare services within Wake Forest, rather than requiring residents to travel 30–45 minutes through traffic. Commissioner Cross also supported evaluating the merger's direct impact on Wake Forest versus Wake County as a whole. Mayor Clapsaddle agreed that the healthcare issue is a regional concern, noting potential impacts on Wake Forest, Youngsville, Franklin County, and Granville County. Also, Mayor Clapsaddle indicated that the Board may consider preparing a written response regarding the merger and its implications for the region. Mayor Clapsaddle advised he would circulate a draft to the Board for review and seek consensus in time to meet the applicable county timeline.

Commissioner Hupp expressed appreciation to the Mayor, fellow Commissioners, and Town staff for their support and guidance during his first six weeks of service as a Commissioner.

Commissioner Wright had no report.

Mayor Clapsaddle commended Town staff for their work during a busy June/July period, particularly the successful July 4 fireworks event and Friday Night on White despite challenging weather. Mayor Clapsaddle thanked Commissioner Hupp for representing the Town at a memorial flag-raising ceremony in his stead and commended the Fire Department Honor Guard for its participation. Finally, Mayor Clapsaddle thanked the Wake Forest Police Department for inviting him to attend its recent **a**wards and promotion ceremony and praised the department for its service to the community.

Town Deputy Clerk Ella Dowtin had no updates.

Town Manager Kip Padgett provided an update concerning Section 106 of the National Historic Preservation Act, which governs federal consideration of impacts to historic resources from federally involved projects. He reported that federal requirements are under review and may be tightened or changed, potentially including elimination of certain public-comment requirements and changes to the role of the State Historic Preservation Office. Mr. Padgett noted that such changes could affect the Town's ability to participate in the review process for projects affecting historic resources and reported that the matter has been brought before the Historic Preservation Commission, which is preparing a response during the current public-comment period. Finally, Mr. Padgett advised that the Board will receive a response in the coming weeks and may determine whether to provide additional Town comments.

6. Adjournment

The Board of Commissioners adjourned the meeting at 8:21 p.m.

Duly approved in open session this 15th day of September 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, August 18, 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.

Miss Claire Deyo led everyone in the Pledge of Allegiance.

Commissioner Members Present: Mayor Ben C. Clapsaddle, Commissioner Nick Sliwinski, Commissioner Adam Wright, Commissioner Keith Shackleford, and Commissioner Daniel Hupp.

Commissioner Members Absent: Commissioner Faith Cross

Staff Members Present

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Attorney Nathan McKinney
Town Clerk Evelyn Wright
Police Chief Julius Jefferson
Police Captain David Zick
Police Lieutenant Patrick Misko
Fire Chief Ron Early
Battalion Chief Jeremey Blake
Engineering Director Tim Watson
Planning Director Jennifer Currin
Grants Program Manager Jack Cassidy
Development Services Manager Patrick Reidy
Planner II Rayvon Walker

1. Approval of Agenda

ACTION:
Mover: Commissioner Shackleford moved to approve the Agenda as amended.
Seconder: Commissioner Wright
Vote: Motion carried 4-0
*Commissioner Shackleford added Age Friendly Contract to the agenda.

2. Approval of Minutes

2.A. Draft BOC Minutes

- June 2, 2026, BOC Work Session, June 16, 2026, BOC Regular Meeting, and June 23, 2026 Special Called Meeting

ACTION:
Mover: Commissioner Wright moved to approve the minutes as presented.
Seconder: Commissioner Sliwinski
Vote: Motion carried 4-0

3. Presentations

3.A. Resolution Recognizing Bess Martinson on her Retirement

RESOLUTION 2026-45

RESOLUTION OF APPRECIATION FOR THE SERVICES OF BESS MARTINSON

WHEREAS, Bess Martinson was initially hired as a Communications Specialist with the Town of Wake Forest on April 13, 2010, was named Graphics Coordinator in 2016, and was later promoted to Graphics Manager effective July 1, 2022; and

WHEREAS, With over 16 years of service to our community and a retirement date of August 31, 2026, Bess has served unselfishly in her capacity for the good of the Town of Wake Forest, making numerous sacrifices in personal and family ties; and

WHEREAS, Bess has led the Communications Department's Graphics Team with unsurpassed professionalism, fostering a goal-oriented and collaborative culture aligned with the Town's strategic priorities and core values; and

WHEREAS, Bess has earned tremendous respect from her team and co-workers, is recognized across Wake Forest and beyond for her exceptional talents and is known for her willingness to collaborate, consistently promoting a spirit of mutual respect and teamwork throughout our organization; and

WHEREAS, Bess has served with distinction as a champion for Wake Forest, significantly enhancing the Town's status by designing and producing exceptional digital and printed graphics; and

WHEREAS, She worked diligently to bring positive attention to our community by developing, protecting, and promoting Wake Forest's brand.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Bess Martinson 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 Graphics Manager.

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 Bess Martinson.

This the 18th day of August 2026.

ATTEST:

Evelyn Wright	*Ben C. Clapsaddle*
Town Clerk	Mayor

3.B. Proclamation Recognizing September as National Service Dog Month

PROCLAMATION RECOGNIZING
SEPTEMBER AS NATIONAL SERVICE DOG MONTH

WHEREAS, *the Town of Wake Forest recognizes the transformative power of the human-canine bond and is committed to fostering an inclusive community where all residents are valued, supported, and empowered to participate fully in community life; and*

WHEREAS, *service dogs are expertly trained to perform specific tasks that assist people with disabilities, promoting greater independence, confidence, mobility, and safety while enhancing their quality of life; and*

WHEREAS, *for more than five decades, service dogs have helped people with disabilities overcome*

barriers and live more independent, productive, and fulfilling lives; and

WHEREAS, *National Service Dog Month provides an opportunity to educate the public about the vital role service dogs play, as well as the federal and state laws that protect the rights of individuals who rely on them; and*

WHEREAS, *the Town of Wake Forest celebrates the contributions of service dogs and their handlers and encourages greater awareness, understanding, respect, and inclusion for all members of our community.*

NOW, THEREFORE, *I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest on behalf of the Board of Commissioners, hereby proclaim September 2026 as NATIONAL SERVICE DOG MONTH in the Town of Wake Forest and encourage all residents to recognize the invaluable contributions of service dogs and to support a community where individuals with disabilities are welcomed with dignity, respect, and equal opportunity.*

In official recognition whereof, I hereby affix my signature this 18th day of August 2026.

ATTEST:

Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk

4. Public hearings / Public Comment

***Commissioner Shackleford recused himself from discussion/deliberation on 4A and 4B.**

4.A. Public Hearing on LEGISLATIVE CASE RZ-25-03, 3832 Rogers Rd Rezoning, a rezoning request filed by Worth Mills, to rezone 2.98 acres located at 3832 Rogers Rd, being Wake County Tax PIN(s) 1749884789, from Wake County's Residential-30 (R-30) to Neighborhood Mixed-Use Conditional District (NMX-CD).

Planner II, Rayvon Walker, introduced the rezoning case and provided the Board with an update regarding revisions submitted by the applicant shortly before the meeting. Mr. Walker advised the applicant revised the proposed list of permitted uses by adding five commercial/entertainment-type uses and removing one specific use. The revisions were intended to make the proposed zoning more consistent with the Activity Center Community Plan designation applicable to the property. Mr. Walker advised, despite the applicant's revisions, staff maintained its recommendation for denial. Also, Mr. Walker explained that the revisions to the

permitted uses did not resolve the primary concerns supporting the recommendation. Mr. Walker indicated that the proposed final site plan and the permitted uses, considered together, were still insufficient for staff to support the rezoning request.

The applicant's attorney, Worth Mills, introduced himself as representing PRMS Investments, LLC, the contract purchaser and rezoning applicant. He identified members of the LLC as being present, along with the applicant's traffic engineer and civil engineer.

Mr. Mills stated that the applicant was open to continuance or deferral if the Board or members of the public identified issues that would benefit from additional discussion or revisions at a later meeting.

He explained that the property is currently owned by three siblings and is involved in a judicial partition sale process. PRMS Investments, LLC, has the property under contract and intends primarily to develop it as a daycare center, along with additional neighborhood-serving commercial uses.

The applicant is requesting rezoning of the 2.98-acre property from R-30 Wake County zoning to Neighborhood Mixed-Use Conditional District.

Mr. Mills acknowledged that the applicable Community Plan contains competing recommendations concerning the property but argued that the plan does contemplate limited, low-scale commercial uses in the area.

Mr. Mills proposed developing the property primarily as a daycare center, with additional neighborhood-serving commercial uses. The applicant cited rapid population growth, childcare capacity limitations, and lengthy daycare waiting lists as evidence of community need.

Engineer I, Morgan Cook, explained the Traffic Impact Analysis. Mr. Mills reiterated proposed numerous conditions intended to mitigate impacts on surrounding neighborhoods, including limits on development intensity and building height, enhanced screening, setbacks, a Golden Poppy extension, pedestrian connectivity, a prohibition on vehicular access to Golden Poppy, lighting restrictions, Rogers Road frontage requirements, and implementation of traffic-impact-analysis improvements.

Mr. Mills characterized the proposal as a balance between providing needed commercial and childcare services and protecting nearby residential neighborhoods. Commissioner Sliwinski inquired about the specifics of deferral and Town Attorney explained the options. The board subsequently raised concerns regarding traffic and the suitability of the location for additional development.

Mayor Clapsaddle opened the floor for public hearing.

Public Hearing Comments:
Jim Hill – 3825 Wild Meadow Lane – Wake Forest, NC 27587
Doug Woods – 1112 Golden Poppy Court – Wake Forest, NC 27587
Jennifer Wyatt – 3807 Heritage Spring Circle – Wake Forest, NC 27587
Kenneth Christie – 1111 Golden Poppy Court – Wake Forest, NC 27587
Mary Woods – 1112 Golden Poppy Court – Wake Forest, NC 27587

Mayor Clapsaddle declared the public hearing closed.

4.B. Public hearing on a contiguous annexation submitted by property owners, Donald Lee Eddins, John Barry Eddins, and Brenda Gail Eddins Denton, located at 3832 Rogers Road being Wake County PIN 1749-88-4789 being approximately 2.97 acres.

Mayor Clapsaddle opened the floor for public hearing comments.

Public Hearing Comment:
Kenneth Christie – 1111 Golden Poppy Court – 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:
Bailey DeBarmore – 501 Friendship Chapel Road – Wake Forest, NC 27587
David Jerose – 617 Young Forest Dr – Wake Forest, NC 27587
Jennifer Amyx – 9908 Calvados Dr – Wake Forest, NC 27587

Mayor Clapsaddle declared the public comments closed.

5. Consent Agenda

(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent Agenda. If a commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)

5.A Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners, Town of Wake Forest, located at 0 Devon Square Boulevard being Wake County PIN 1841-28-1942 being approximately 8.25 acres.

5.B Approval of a Resolution to adopt the ADA Transition Plan

5.C Approval of a Resolution for 2026-2027 BOC Appointment

ACTION:
Mover: Commissioner Wright moved to approve the Consent Agenda.
Seconder: Commissioner Sliwinski
Vote: Motion carried 4-0

6. Legislative Items

No Legislative Item presented.

7. Planning Items

***Commissioner Shackleford recused himself from discussion/deliberation.**

7.A Consideration of a contiguous annexation submitted by property owners, Donald Lee Eddins, John Barry Eddins, and Brenda Gail Eddins Denton, located at 3832 Rogers Road being Wake County PIN 1749-88-4789 being approximately 2.97 acres.

ACTION:
Mover: Commissioner Wright moved to deny a contiguous annexation submitted by property owners, Donald Lee Eddins, John Barry Eddins, and Brenda Gail Eddins

Denton, located at 3832 Rogers Road being Wake County PIN 1749-88-4789 being approximately 2.97 acres with the inconsistency statement.
Seconder: Commissioner Shackleford
Vote: Motion carried 3-0

7.B Consideration of LEGISLATIVE CASE RZ-25-03, 3832 Rogers Rd Rezoning, a rezoning request filed by Worth Mills, to rezone 2.98 acres located at 3832 Rogers Rd, being Wake County Tax PIN(s) 1749884789, from Wake County's Residential-30 (R-30) to Neighborhood Mixed-Use Conditional District (NMX-CD).
***Item 7B automatically failed due to the unanimous vote to deny Item 7A.**

8. Administration and Financial Items

8.A Consideration of a resolution authorizing submission of an application for North Carolina Division of Parks and Recreation Recreational Trails Program

Jack Cassidy, Grant Program Manager for the Town of Wake Forest Budget Management Department, presented on the North Carolina Division of Parks and Recreation Recreational Trails Program application. Mr. Cassidy requested Board approval to submit an application for a $100,000 Recreational Parks Program grant through the North Carolina Division of Parks and Recreation.
The grant would support the construction and completion of Smith Creek Greenway Phases II and III, a priority project for the Town that would extend the existing greenway and improve connectivity to the Neuse River Greenway.
Mr. Cassidy explained that the grant application requires Board approval of two commitments:

- Local matching funds: The Town must provide a 25% match, or $25,000. Mr. Cassidy stated that the required match has already been identified through bond funding included in the Town's 2022 bond referendum for the project. Additional funding has also been provided through the Locally Administered Projects Program (LAPP) of the North Carolina Capital Area Metropolitan Planning Organization.
- Project completion timeframe: The Town must commit to completing the project within three years. Mr. Cassidy stated that this requirement is consistent with the Planning Department's existing project schedule. Construction is anticipated to begin during the current fiscal year, with completion projected in 2028.

Mr. Cassidy requested approval to proceed with the grant application

ACTION:
Mover: Commissioner Sliwinski moved to approve submission of an application for North Carolina Division of Parks and Recreation Recreational Trails Program
Seconder: Commissioner Shackleford
Vote: Motion carried 4-0

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. June and July Tax Report
Received.

12.B. Department Monthly Reports
Received.

Commissioner Hupp requested clarity on the numbers presented for WFCAA. Assistant Town Manager Candace Davis advised that the numbers reflected the clean-up of duplicate entries while WFCAA transitioned to a new registration system.

12.D Commissioners Report

Commissioner Shackleford introduced a motion following the Board's prior discussion of the Age-Friendly Action Plan. He stated that there appeared to be broad consensus among the Commissioners regarding the value of the plan and proposed continuing the engagement of Ann Welton as a consultant at the current rate of $1,000 per month through 2029.

Commissioner Shackleford clarified that the intent was to retain the consultant to assist with implementation of the Age-Friendly Action Plan. He subsequently made a second motion concerning continuation and formalization of the Age-Friendly Action

Plan Committee, proposing several structural changes:

- The committee would continue in its existing form, with revisions to its leadership structure.
- The committee would be authorized to elect a chair and vice chair, both of whom must be Town residents.
- The Mayor would have authority to appoint **two additional members** to the committee.
- A Commissioner would continue to serve as a liaison/ex officio member.

Commissioner Shackleford explained that the committee had previously played an important role in developing the Age-Friendly Action Plan and expressed support for continuing the committee as part of the implementation process. He emphasized that the committee's role would be to assist staff in implementing the existing plan rather than create a new plan or make independent decisions regarding Town policy, funding, or directives.

Commissioner Shackleford also noted that the Board had previously provided staff with guidance regarding the committee and implementation of the plan and suggested that the revised structure would provide the committee with sufficient flexibility to respond to changing needs while remaining under staff and Board direction.

Mayor Clapsaddle requested clarity whether the proposed action constituted an extension of the existing consultant contract or required execution of a new contract. Town Attorney Nathan McKinney explained that the existing contract had expired and therefore a new contract would be required. The Board was advised that the motion should authorize the appropriate contractual process and paperwork rather than attempt to extend an expired agreement. Mayor Clapsaddle clarified that the proposed $1,000-per-month consultant arrangement through 2029 was intended for Ann Welton to serve as a consultant to Town staff, assisting with implementation of the Age-Friendly Action Plan. It was specifically distinguished from the separate question of the Age-Friendly Action Plan Committee.

ACTION:
Mover: Commissioner Shackleford moved to renew the contract with Ann Welton for the Age-Friendly Action Plan at the current rate through 2029.
Seconder: Commissioner Sliwinski
Vote: Motion carried 3-1 (Commissioner Hupp opposed)

Commissioners discussed the proposed committee structure, including whether the Mayor should have authority to appoint additional members and whether committee members should be required to be Town residents. Mayor Clapsaddle questioned whether individuals from outside Wake Forest could serve if they possessed expertise that would benefit the Town. The discussion recognized that outside expertise could potentially be valuable, while also emphasizing the need for a clearly established process governing committee membership.

Commissioner Sliwinski expressed support for continuing the committee because of the quality of work that had previously gone into developing the Age-Friendly Action Plan. Commissioner Sliwinski noted that the committee had produced a substantive document and that its members appeared committed to the work. The proposed structure was viewed as a way to formalize the committee and provide it with appropriate leadership while allowing it to remain flexible.

Commissioner Hupp raised the need to ensure that younger residents and younger perspectives were represented on the committee. Also, Commissioner Hupp observed that the existing committee did not appear to include sufficient representation from younger age groups and noted that "youth" could include individuals in their 20s and 30s, rather than only high school students.

Mayor Clapsaddle requested that the Town establish a clear and consistent process for the committee, similar to the procedures used for other Town commissions and advisory boards to include:

- Establishing appropriate membership requirements and procedures.
- Clarifying terms of appointment and how members would be replaced.
- Determining whether and how residents from outside Wake Forest could serve.
- Identifying which Town staff or department would be responsible for working with the consultant and committee.
- Establishing appropriate documentation, meeting, voting, and transparency procedures.
- Ensuring that any future recommendations involving Town resources, staffing, budgeting, capital improvements, housing, transportation, parks, or other expenditures follow established Town procedures and ultimately remain subject to Board authority.

Mayor Clapsaddle emphasized that the issue was not opposition to the Age-Friendly Action Plan, but rather the importance of establishing a sound process that could remain effective over the next several years.

Commissioner Sliwinski asked whether the proposed committee structure complied with existing Town ordinances. Town Manager Kip Padgett advised that the committee was not a traditional advisory board governed by ordinance, but rather a hybrid structure, and confirmed that the Board could proceed with the proposed arrangement.

ACTION:
Mover: Commissioner Shackleford moved to continue the Age-Friendly Action Plan Committee, with the proposed revisions concerning a Chair, Vice Chair, Mayor-appointed members, and Commissioner serving ex-officio.
Seconder: Commissioner Sliwinski
Vote: Motion carried 3-1 (Commissioner Hupp opposed)

Commissioner Wright advised he attended FNOW on Friday and it was a peaceful event. Also, Commissioner Wright attended the Austin T. Smith Core Values Awards ceremony and attended an event at the Governor's Mansion.

Commissioner Sliwinski advised he attended the Northeast Community Coalition meeting and acknowledged Michelle Michael for her efforts with the East End Historic District process. Also, Commissioner Sliwinski highlighted the proposed workforce development hub in Wake Forest, supported through state/local project funding. The initiative is expected to provide career training opportunities in areas such as skilled trades, technology, and entrepreneurship. Commissioner Sliwinski stated that discussions had begun with the Town Manager regarding whether the Town could provide space or otherwise assist with the program. Commissioner Sliwinski reported attending the Purple Heart Dinner and a Chamber of Commerce roundtable with Congressman Brad Knott, where transportation, economic development, infrastructure, and health care issues were discussed. Finally, Commissioner Sliwinski reminded residents of the upcoming Mental Wellness Fair on September 26th.

Commissioner Hupp advised he attended FNOW and had a good experience. He also attended the Austin T. Smith Core Values Awards ceremony and had discussion with Congressman Brad Knott advocating for expanded health-care services as an ongoing concern that he intends to continue supporting. Commissioner Hupp also attended Kiwanis Club's Bingo night. Commissioner Hupp intends to attend the Affordable Housing Conference in Raleigh to learn more about housing issues and how they affect Wake Forest. Finally, Commissioner Hupp invited everyone to "Coffee with Commissioners" along with Commissioner Cross at the WFCAA. Commissioner Hupp acknowledged Juan Garcia in IT for his great work.

Commissioner Shackleford offered general remarks about the importance of constructive disagreement among elected officials. He expressed appreciation for serving on a Board where Commissioners can disagree on substantive issues without making discussions personal. Commissioner Shackleford emphasized that disagreements can be healthy when they remain focused on issues and are handled respectfully.

Town Clerk Evelyn Wright had no updates.

Town Manager Kip Padgett reminded the Board that the 2027 Board Retreat is scheduled for January 15th at the Renaissance Centre.

Mayor Clapsaddle echoed Commissioner Shackleford's comments regarding the Board's working relationship, stating that the Commissioners care deeply about Wake Forest and want to make sound decisions for the community. Mayor Clapsaddle extended appreciation to the Wake Forest Purple Heart Banquet committee for the opportunity to honor veterans, and he thanked the Boys Scouts of America's local scout troop, Wake Forest High School, and Richland Community Church for their participation and support. Mayor Clapsaddle also acknowledged the Flower Cart Committee for their volunteers and beautiful repurposed flowers.

Mayor Clapsaddle thanked Town staff for receiving the National Main Street Preservation Recognition for the 16th consecutive year, praising staff and volunteers for their contributions. Finally, Mayor Clapsaddle thanked the Police and Fire Departments for their service and acknowledged new Technical Operations staff member Derek Parkins.

13. Adjournment

Mayor Clapsaddle adjourned the meeting at 7:52 pm.

Duly approved in open session this 15th day of September 2026.

(ATTEST) Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-923-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 15, 2026

Subject
P.A.N.D.A.S./P.A.N.S. Awareness Proclamation

Recommendation:

item Summary:

ATTACHMENTS:

- Proclamation Recognizing October as PANS-PANDAS Awareness Month.pdf

WAKE FOREST
Where Innovation Meets Opportunity

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

PROCLAMATION RECOGNIZING OCTOBER 2026 AS "P.A.N.D.A.S. AWARENESS MONTH" IN THE TOWN OF WAKE FOREST, NORTH CAROLINA

WHEREAS, Pediatric Autoimmune Neuropsychiatric Disorders Associated with Streptococcal Infections, better known as PANDAS, is often assumed to be rare when, in truth, it is simply rarely diagnosed; and

WHEREAS, PANDAS describes a subset of children who experience Obsessive-Compulsive Disorder and/or tic disorders, such as Tourette Syndrome, with symptoms that worsen following a streptococcal infection such as strep throat or scarlet fever; and

WHEREAS, awareness of PANDAS within the medical community remains limited, affected children are often misdiagnosed and treatment is delayed, and the treatments that are available are frequently costly and not covered by insurance; and

WHEREAS, Jay Jay Wilson lives with this debilitating condition, and his courage in facing its daily challenges continues to inspire the Wake Forest community; and

WHEREAS, Jay Jay's parents work tirelessly to give him the care, support, and opportunities he needs to live a full and joyful life; and

WHEREAS, the Town of Wake Forest is committed to raising awareness of PANDAS so that children affected by this condition are diagnosed earlier, treated more effectively, and supported by their community;

NOW THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, and the Board of Commissioners, do hereby proclaim October 2026 as

"P.A.N.D.A.S. MONTH IN THE TOWN OF WAKE FOREST"

and urge all citizens to become aware of this debilitating condition for children and work to make it more readily recognized by the medical profession and insurance providers.

This the 15th day of September 2026.

ATTEST:

Evelyn Wright, Town Clerk

Ben C. Clapsaddle, Mayor

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-941-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 15, 2026

Subject
Proclamation Recognizing Constitution Week

Recommendation:

item Summary:

ATTACHMENTS:

- PROCLAMATION Recognizing Constitution Week 2026.pdf

WAKE FOREST

Where Innovation Meets Opportunity

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

PROCLAMATION
CONSTITUTION WEEK

WHEREAS, September 17, 2026, marks the two hundred and thirty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, the Constitution of the United States established the framework of our government and guarantees the rights and liberties of all Americans, and it is fitting and proper to officially recognize this document, its anniversary, and the patriotic celebrations that commemorate the occasion; and

WHEREAS, Public Law 84-915, as amended, designates September 17 through 23 as Constitution Week and calls upon the President to issue a proclamation each year to that effect;

NOW, THEREFORE, I, Ben C. Clapsaddle, by virtue of the authority vested in me as Mayor of the Town of Wake Forest, North Carolina, do hereby proclaim the week of

"SEPTEMBER 17 THROUGH SEPTEMBER 23, CONSTITUTION WEEK"

in the Town of Wake Forest and call upon our citizens to reaffirm the ideals the Framers of the Constitution set forth in 1787, and to observe this week with appropriate programs, ceremonies, and activities.

This the 15th day of September 2026.

ATTEST:

Evelyn Wright, Town Clerk

Ben C. Clapsaddle, Mayor

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-943-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 15, 2026

Subject
Proclamation Recognizing National Hispanic Heritage Month

Recommendation:

item Summary:

ATTACHMENTS:

- PROCLAMATION Recognizing National Hispanic Heritage Month.pdf
- PROCLAMATION Recognizing National Hispanic Heritage Month (Spanish).pdf

WAKE FOREST

Where Innovation Meets Opportunity

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

PROCLAMATION RECOGNIZING
SEPTEMBER AS HISPANIC HERITAGE MONTH

WHEREAS, National Hispanic Heritage Month is observed annually from September 15 through October 15 to recognize and celebrate the history, culture, achievements, and lasting contributions of Hispanic and Latino Americans whose heritage traces to Spain, Mexico, the Caribbean, and Central and South America; and

WHEREAS, Hispanic and Latino residents, business owners, educators, first responders, healthcare professionals, veterans, entrepreneurs, artists, and community leaders enrich the Town of Wake Forest through their service, innovation, cultural traditions, entrepreneurial spirit, and civic engagement; and

WHEREAS, the Town of Wake Forest is strengthened by its diverse community, where people from many backgrounds come together to build a welcoming, inclusive, and vibrant place to live, work, and raise a family; and

WHEREAS, National Hispanic Heritage Month provides an opportunity for all residents to celebrate the traditions, languages, music, cuisine, and values that continue to enrich our community while fostering greater understanding, appreciation, and unity among all who call Wake Forest home; and

WHEREAS, the Town of Wake Forest proudly recognizes the many contributions of Hispanic and Latino Americans and reaffirms its commitment to fostering a community where diversity is celebrated, every resident is valued, and all have the opportunity to thrive.

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest on behalf of the Board of Commissioners, hereby proclaim September 15, 2026 through October 15, 2026 as NATIONAL HISPANIC HERITAGE MONTH in the Town of Wake Forest and encourage all residents to join in recognizing and celebrating the many contributions and enduring legacy of Hispanic and Latino Americans.

In official recognition whereof, I hereby affix my signature this 15th day of September 2026.

ATTEST:

Evelyn Wright, Town Clerk

Ben C. Clapsaddle, Mayor

WAKE FOREST

Where Innovation Meets Opportunity

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

PROCLAMACIÓN QUE RECONOCE SEPTIEMBRE COMO EL MES DE LA HERENCIA HISPANA

CONSIDERANDO que el Mes Nacional de la Herencia Hispana se conmemora anualmente del 15 de septiembre al 15 de octubre para reconocer y celebrar la historia, la cultura, los logros y las contribuciones duraderas de los estadounidenses de origen hispano y latino, cuya herencia se remonta a España, México, el Caribe y América Central y del Sur; y

CONSIDERANDO que los residentes, propietarios de negocios, educadores, personal de primera respuesta, profesionales de la salud, veteranos, emprendedores, artistas y líderes comunitarios hispanos y latinos enriquecen el municipio de Wake Forest mediante su servicio, innovación, tradiciones culturales, espíritu emprendedor y participación cívica; y

CONSIDERANDO que el municipio de Wake Forest se fortalece gracias a su comunidad diversa, donde personas de diversos orígenes se unen para construir un lugar acogedor, inclusivo y dinámico para vivir, trabajar y criar a una familia; y

CONSIDERANDO que el Mes Nacional de la Herencia Hispana brinda una oportunidad para que todos los residentes celebren las tradiciones, los idiomas, la música, la gastronomía y los valores que continúan enriqueciendo nuestra comunidad, al tiempo que fomentan una mayor comprensión, aprecio y unidad entre todos aquellos que consideran a Wake Forest su hogar; y

CONSIDERANDO que el municipio de Wake Forest reconoce con orgullo las numerosas contribuciones de los estadounidenses de origen hispano y latino y reafirma su compromiso de fomentar una comunidad donde se celebre la diversidad, se valore a cada residente y todos tengan la oportunidad de prosperar.

POR LO TANTO, yo, Ben C. Clapsaddle, alcalde del municipio de Wake Forest, en nombre de la Junta de Comisionados, proclamo por la presente el periodo comprendido entre el 15 de septiembre de 2026 y el 15 de octubre de 2026 como el MES NACIONAL DE LA HERENCIA HISPANA en el municipio de Wake Forest, e invito a todos los residentes a unirse para reconocer y celebrar las numerosas contribuciones y el legado perdurable de los estadounidenses de origen hispano y latino.

En testimonio oficial de lo cual, estampo mi firma este día 15 de septiembre de 2026.

CERTIFICA:

Evelyn Wright, Town Clerk

Ben C. Clapsaddle, Mayor

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-940-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 15, 2026

Subject
National Senior Center Month

Recommendation:

item Summary:

ATTACHMENTS:

- PROCLAMATION Recognizing September as Senior Center Month.pdf

WAKE FOREST

Where Innovation Meets Opportunity

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

PROCLAMATION RECOGNIZING
SEPTEMBER AS NATIONAL SENIOR CENTER MONTH

WHEREAS, Senior Centers serve as vibrant community hubs that empower older adults to remain healthy, active, independent, and socially connected while enhancing their quality of life through lifelong learning, wellness opportunities, volunteerism, recreation, and meaningful engagement; and

WHEREAS, this year's National Senior Center month recognizes the invaluable role Senior Centers play in fostering purpose, dignity, inclusion, and community for older adults of all backgrounds, while supporting healthy aging and reducing isolation; and

WHEREAS, Senior Centers provide essential services including health and wellness programs, fitness and nutrition education, arts and cultural experiences, educational workshops, technology assistance, transportation resources, volunteer opportunities, and social connections that strengthen both individuals and the community as a whole; and

WHEREAS, older adults continue to enrich our community through wisdom, leadership, volunteer service, civic engagement, and lifelong contributions to families, neighborhoods, businesses, and organizations; and

WHEREAS, the Town of Wake Forest recognizes that investing in programs and services for older adults create stronger, healthier, and more connected communities for residents of all ages, while honoring the lifelong contributions of older adults and promoting opportunities for continued growth and engagement; and

WHEREAS, during National Senior Center Month, residents are encouraged to visit the Wake Forest Center for Active Aging, participate in activities and events, volunteer their time, and celebrate the positive impact the Center for Active Aging has on the lives of older adults and the community.

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest on behalf of the Wake Forest Center for Active Aging Department, hereby proclaim September 2026 as NATIONAL SENIOR CENTER MONTH in the Town of Wake Forest.

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919.435.9400
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In official recognition whereof, I hereby affix my signature this 15th day of September 2026.

ATTEST:

Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-964-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 15, 2026

Subject
Resolution to Support Arts Are Education

Recommendation:

item Summary:

ATTACHMENTS:

- ProclamationRecognizingArtsEducationMonthSeptember2026.pdf

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301 S. Brooks St.
Wake Forest, NC 27587
919.435.9400
wakeforestnc.gov

PROCLAMATION ARTS ARE EDUCATION MONTH SEPTEMBER 2026

WHEREAS, all students have the right to an arts education that includes dance, media arts, music, theatre, and visual arts taught by certified arts educators, in partnership with community providers; and

WHEREAS, arts education has the power to change students' lives; and

WHEREAS, arts education is a key to re-igniting students' learning in a post-COVID-19 world; and

WHEREAS, arts education helps nurture healthy, inclusive communities where all points of view are respected; and

WHEREAS, arts education experiences help students understand their own cultural roots and appreciate others' cultural roots and traditions; and

WHEREAS, on February 25, 2026, a proclamation was signed by Governor Josh Stein for Arts in Our Schools; and

WHEREAS, arts education supports the social and emotional well-being of students and fosters a more positive, safer school environment; and

WHEREAS, arts education is part of the well-rounded education for every student as outlined in the Every Student Succeeds Act and in state law; and

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, North Carolina, and the Board of Commissioners, do hereby proclaim September 2026, as Arts Are Education Month in Wake Forst and pledges to maintain and grow our arts education programs in the 2026-27 school year and beyond.

This the 15th day of September 2026.

ATTEST:

Evelyn Wright, Town Clerk

Ben C. Clapsaddle, Mayor

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-965-
Submitted by: Angela McCray,Human Resources
Submitting Department: Human Resources
Meeting Date:September 15, 2026

Subject
Resolution recognizing Rosemary Pimentel on their retirement from the Town of Wake Forest.

Recommendation:

item Summary:

ATTACHMENTS:
- Rosemary Pimentel Resolution.doc

RESOLUTION xxxx-xx

RESOLUTION OF APPRECIATION FOR THE SERVICES OF ROSEMARY PIMENTEL

WHEREAS, Rosemary Pimentel was initially hired as a Part-time Office Assistant with the Town of Wake Forest – Building Inspections Department on December 19, 2006, was recommended for promotion to Full-time Office Assistant in Parks & Recreation as of January 30, 2007, it was in January 2020 when the title changed to Customer Service Specialist; and

WHEREAS, The title would once again change to Administrative Assistant as of July 1, 2023.

WHEREAS, Rosemary was so much more; with over twenty years' experience, Rosemary has served unselfishly in her capacity for the good of the Town of Wake Forest.

WHEREAS, Rosemary has served with professionalism, fostering a culture of service and collaboration aligned with Town's strategic priorities and core values; and

WHEREAS, Rosemary has served with distinction and grace for Wake Forest, significantly enhancing the Department's level and expectation of service by always putting the customer first; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Rosemary Pimentel 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 Administrative Assistant to the Parks, Recreation & Cultural Resources Department.

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 Rosemary Pimentel.

This the 15th day of September 2026.

ATTEST:

Evelyn Wright
Town Clerk

Ben C. Clapsaddle
Mayor

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-970
Submitted by: Jennifer Currin,Planning
Submitting Department: Planning
Meeting Date:September 15, 2026

Subject
Proclamation recognizing October 2026 as "Community Planning Month"

Recommendation:

item Summary:

ATTACHMENTS:
- Planning_Month_Proclamation_2026_October.docx
- ProclamationRecognizingPlanningMonth2026.pdf

NATIONAL COMMUNITY PLANNING MONTH
PROCLAMATION

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and planners can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in discussions regarding the future of their community; and

WHEREAS, the full benefits of planning require public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our neighborhoods and environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning boards and other citizen planners who have contributed their time and expertise to the improvement of the Town of Wake Forest; and

WHEREAS, we recognize the many valuable contributions made by the professional community of the Town of Wake Forest and extend our heartfelt thanks for the continued commitment to public service by these professionals;

BE IT RESOLVED THAT, the month of October 2026 is hereby designated as "**Community Planning Month"** in the Town of Wake Forest in conjunction with the celebration of National Community Planning Month.

Adopted this 15th day of September 2026.

Ben C. Clapsaddle
Mayor

Attest:

Evelyn Wright
Town Clerk

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301 S. Brooks St.
Wake Forest, NC 27587
919.435.9400
wakeforestnc.gov

NATIONAL COMMUNITY PLANNING MONTH PROCLAMATION

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and planners can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in discussions regarding the future of their community; and

WHEREAS, the full benefits of planning require public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our neighborhoods and environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning boards and other citizen planners who have contributed their time and expertise to the improvement of the Town of Wake Forest; and

WHEREAS, we recognize the many valuable contributions made by the professional community of the Town of Wake Forest and extend our heartfelt thanks for the continued commitment to public service by these professionals;

BE IT RESOLVED THAT, the month of October 2026 is hereby designated as "**Community Planning Month"** in the Town of Wake Forest in conjunction with the celebration of National Community Planning Month.

Adopted this 15th day of September 2026.

ATTEST:

Evelyn Wright, Town Clerk

Ben C. Clapsaddle, Mayor

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-973
Submitted by: Michelle Daniels,Administration
Submitting Department: Administration
Meeting Date:September 15, 2026

Subject
Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvement Plan (CIP) update for FY 2027-2032

Recommendation:

item Summary:

ATTACHMENTS:

- Public Hearing - 2027-2032 CIP Needs - Agenda Summary.pdf
- FY 2027-2028 Budget Calendar.pdf

Agenda Item: Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvement Plan (CIP) update for FY 2027-2032

Summary: Preparations are underway to update the annual Capital Improvement Plan. The hearing is to receive comments about capital needs over the next five years beginning with FY 2027 and ending with FY 2032. This is the first of two public hearings. The second public hearing to receive comments on the proposed update will be held in December 2026 before adoption. The CIP is the first step in the Town's annual budgeting process.

Attachments:
FY 2027-2028 Budget Calendar

FY 2027-2028 Budget Calendar

		Capital Improvement Plan (CIP)	Annual Operating Budget	Performance & Benchmarking
2026				
SEP	**8**	CIP materials and instructions distributed to department directors		
	14		Annual Budget Document submitted to GFOA for Distinguished Budget Award	
	15	Public Hearing on capital needs		UNC School of Government Benchmarking Project – Annual Data Collection Deadline
OCT	**5**	Completed CIP requests submitted to Budget Management		
	12	CIP Q1 Reporting (July 1–Sept 30)		Performance & Benchmarking Q1 Reporting (July 1–Sept 30)
	15			Final data validation and submission corrections
	19–23	Review CIP requests		
OCT–NOV		Compile CIP Update		
DEC	**1**	Provide CIP Update to Board of Commissioners		
	15	Public Hearing on CIP Update	Public Hearing on budget needs	
2027				
JAN	**5**	BOC Work Session on CIP Update		
	11	CIP Q2 Reporting (Oct 1–Dec 31)		Performance & Benchmarking Q2 Reporting (Oct 1–Dec 31)
	15		Board Retreat	
	19	Adoption of CIP Update		
	26		Budget Kickoff Meeting	Begin to review/revise goals, objectives and performance data
			Budget materials and instructions distributed to department directors	
MAR	**1**		Completed budget requests submitted to Budget Management	Finalize modifications to goals, objectives and performance data
	22–26		Review budget requests	
APR			Compile proposed budget	
	12	CIP Q3 Reporting (Jan 1–Mar 31)		Performance & Benchmarking Q3 Reporting (Jan 1–Mar 31)
MAY	**4**		Present proposed budget to BOC	
	18		Public Hearing on proposed budget	
JUN	**1**		BOC Work Session on proposed budget	
	15		Adoption of Annual Budget	
JUL	**12**	CIP Q4 Reporting (April 1–Jun 30)		Performance & Benchmarking Q4 Reporting (April 1–Jun 30)

All dates are subject to change as we progress through the development process.

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-926-
Submitted by: Tim Richards,Planning
Submitting Department: Planning
Meeting Date:September 15, 2026

Subject
Public Hearing on a contiguous annexation submitted by the property owner, Town of Wake Forest, located at 0 Devon Square Boulevard being Wake County PIN 1841281942 being approximately 8.25 acres.

Recommendation:

item Summary:

ATTACHMENTS:

- BOC Agenda Summary.pdf
- Attachment A - Legal Description AN-26-02.pdf
- Attachment B - Annexation Map AN-26-02.pdf
- Attachment C - Annexation Petition AN-26-02.pdf
- Draft Ordinance.docx

Agenda Item: Public Hearing on a contiguous annexation petition submitted by the property owner, Town of Wake Forest, located at 0 Devon Square Boulevard being Wake County PIN 1841-28-1942 being approximately 8.25 acres.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest. The proposed annexation is associated with Site Master Plan SP-26-02, which was approved July 2026.

On August 18th, the Board received the Town Clerk's certification of the annexation petition's sufficiency and adopted a resolution fixing the public hearing date for the annexation petition and directing publication of the required notice of the hearing. Notice of the public hearing has been provided in accordance with statutory requirements.

Attachments:
Attachment A - Legal Description AN-26-02
Attachment B - Annexation Map AN-26-02
Attachment C - Contiguous Annexation Petition AN-26-02
Draft Ordinance

KCI

ENGINEERS • SURVEYORS• SCIENTISTS • CONSTRUCTION MANAGERS
4800 Falls of Neuse Rd, Floor 2 Raleigh, NC 27609 (919) 783-9214 (919) 783-9266 Fax

WAKE FOREST SKATE PARK ANNEXATION

CASE AN-26-02

A PARCEL OF LAND LOCATED IN WAKE FOREST TOWNSHIP, WAKE COUNTY, NC AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LANDS NOW OR FORMERLY OWNED BY THE TOWN OF WAKE FOREST (DB 19500 PG 2782; BM 2021 PG 1981); SAID POINT BEING ON THE SOUTHERLY LINE OF HARRIS RD (VARIABLE WIDTH R/W) AND HAVING NORTH CAROLINA STATE PLANE COORDINATES OF N:819299.64, E:2142535.01 (NAD83);

THENCE S 18° 04' 50" W A DISTANCE OF 192.61 FEET TO A FOUND CONCRETE MONUMENT;

THENCE S 17° 00' 00" W FOR A DISTANCE OF 763.99 FEET TO A FOUND IRON PIPE;

THENCE ALONG A REFERENCE LINE TO A CREEK (BM 2021 PG 1981) THE FOLLOWING 34 CALLS:

1) N 73° 00' 00" W FOR A DISTANCE OF 63.17 FEET;
2) N 28° 37' 42" W FOR A DISTANCE OF 41.49 FEET;
3) N 17° 42' 25" E FOR A DISTANCE OF 26.71 FEET;
4) N 12° 32' 50" W FOR A DISTANCE OF 25.40 FEET;
5) N 14° 59' 30" W FOR A DISTANCE OF 21.77 FEET;
6) S 86° 10' 08" W FOR A DISTANCE OF 25.04 FEET;
7) N 43° 22' 57" W FOR A DISTANCE OF 16.68 FEET;
8) N 59° 45' 10" W FOR A DISTANCE OF 17.27 FEET;
9) N 04° 14' 25" W FOR A DISTANCE OF 44.58 FEET;
10) N 06° 37' 05" W FOR A DISTANCE OF 34.55 FEET;
11) N 29° 56' 38" W FOR A DISTANCE OF 35.32 FEET;
12) N 38° 37' 53" W FOR A DISTANCE OF 31.54 FEET;
13) N 23° 39' 35" W FOR A DISTANCE OF 27.82 FEET;
14) N 44° 13' 10" W FOR A DISTANCE OF 19.18 FEET;
15) N 80° 01' 43" W FOR A DISTANCE OF 30.27 FEET;
16) S 13° 58' 27" W FOR A DISTANCE OF 17.45 FEET;
17) S 22° 04' 44" E FOR A DISTANCE OF 21.84 FEET;
18) S 66° 13' 16" W FOR A DISTANCE OF 15.21 FEET;
19) N 21° 03' 43" W FOR A DISTANCE OF 66.26 FEET;
20) N 59° 20' 33" W FOR A DISTANCE OF 11.87 FEET;
21) N 48° 58' 40" W FOR A DISTANCE OF 39.69 FEET;
22) N 43° 39' 45" W FOR A DISTANCE OF 55.37 FEET;
23) N 52° 12' 53" W FOR A DISTANCE OF 24.88 FEET;
24) N 54° 11' 08" W FOR A DISTANCE OF 30.08 FEET;
25) N 14° 12' 11" W FOR A DISTANCE OF 44.59 FEET;
26) S 82° 42' 32" W FOR A DISTANCE OF 66.53 FEET;
27) N 80° 45' 13" W FOR A DISTANCE OF 17.15 FEET;
28) N 11° 09' 12" W FOR A DISTANCE OF 47.50 FEET;

29) N 57° 33' 17" W FOR A DISTANCE OF 61.13 FEET;
30) N 03° 08' 52" W FOR A DISTANCE OF 27.84 FEET;
31) N 56° 56' 51" W FOR A DISTANCE OF 52.65 FEET;
32) N 79° 59' 06" W FOR A DISTANCE OF 16.33 FEET;
33) N 04° 51' 56" W FOR A DISTANCE OF 47.06 FEET;
34) N 27° 32' 41" W FOR A DISTANCE OF 24.21 FEET;

THENCE N 30° 42' 56" E FOR A DISTANCE OF 23.26 FEET TO A POINT;

THENCE N 87° 59' 36" E FOR A DISTANCE OF 337.30 FEET TO THE BEGINNING OF A CURVE;

THENCE ON A CURVE TO THE LEFT AN ARC DISTANCE OF 415.78 FEET TO A POINT; SAID CURVE HAVING A RADIUS OF 557.00 FEET, AND WHOSE CHORD BEARS N 66° 36' 32" E FOR A DISTANCE OF 406.19 FEET;

THENCE N 45° 13' 28" E FOR A DISTANCE OF 139.13 FEET TO A POINT ON THE SAID SOUTH LINE HARRIS RD;

THENCE S 50° 26' 20" E FOR A DISTANCE OF 103.03 FEET TO A POINT;

THENCE S 50° 41' 00" E FOR A DISTANCE OF 5.86 FEET TO THE POINT OF BEGINNING;

TOTAL AREA BEING ANNEXED CONTAINING 359,529 SQUARE FEET, OR 8.25 ACRES OF LAND MORE OR LESS.

LINE TABLE		
LINE #	BEARING	DISTANCE
L1	N 73°00'00" W	63.17'
L2	N 28°37'42" W	41.49'
L3	N 17°42'25" E	26.71'
L4	N 12°32'50" W	25.40'
L5	N 14°59'30" W	21.77'
L6	S 86°10'08" W	25.04'
L7	N 43°22'57" W	16.68'
L8	N 59°45'10" W	17.27'
L9	N 4°14'25" W	44.58'
L10	N 6°37'05" W	34.55'
L11	N 29°56'38" W	35.32'
L12	N 38°37'53" W	31.54'
L13	N 23°39'35" W	27.82'
L14	N 44°13'10" W	19.18'
L15	N 80°01'43" W	30.27'
L16	S 13°58'27" W	17.45'
L17	S 22°04'44" E	21.84'
L18	S 66°13'16" W	15.21'
L19	N 21°03'43" W	66.26'
L20	N 59°20'33" W	11.87'

LINE TABLE		
LINE #	BEARING	DISTANCE
L21	N 48°58'40" W	39.69'
L22	N 43°39'45" W	55.37'
L23	N 52°12'53" W	24.88'
L24	N 54°11'08" W	30.08'
L25	N 14°12'11" W	44.59'
L26	S 82°42'32" W	66.53'
L27	N 80°45'13" W	17.15'
L28	N 11°09'12" W	47.50'
L29	N 57°33'17" W	61.13'
L30	N 3°08'52" W	27.84'
L31	N 56°56'51" W	52.65'
L32	N 79°59'06" W	16.33'
L33	N 4°51'56" W	47.06'
L34	N 27°32'41" W	24.21'
L35	N 30°42'56" E	23.26'
L36	N 2°00'24" W	8.77'
L37	S 46°08'23" E	8.78'
L38	S 50°41'00" E	5.86'

CURVE TABLE				
CURVE #	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	548.00'	409.06'	399.63'	N66°36'32"E
C2	557.00'	415.78'	406.19'	N66°36'32"E

GENERAL SURVEY NOTES:

1. THIS PLAT IS PART OF AN ANNEXATION PETITION OF A PARCEL OF LAND AND RIGHT OF WAY INTO THE TOWN OF WAKE FOREST.

2. THE BASIS OF BEARINGS FOR THIS SURVEY IS NORTH CAROLINA STATE PLANE GRID (NAD83/2011). VERTICAL DATUM BASED ON NAVD'88.

3. THIS SURVEY WAS MADE IN ACCORDANCE WITH LAWS AND/OR MINIMUM STANDARDS OF THE STATE OF NORTH CAROLINA.

4. THIS SURVEY WAS MADE WITHOUT THE BENEFIT OF A REPORT OF TITLE. EASEMENTS AND RESTRICTIONS MAY EXIST THAT ARE NOT SHOWN HEREON.

5. SAID DESCRIBED PROPERTY IS LOCATED WITHIN AN AREA HAVING A ZONE DESIGNATION X BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), ON FLOOD INSURANCE RATE MAP NO. 3720184100K, WITH AN EFFECTIVE DATE OF JULY 17, 2022.

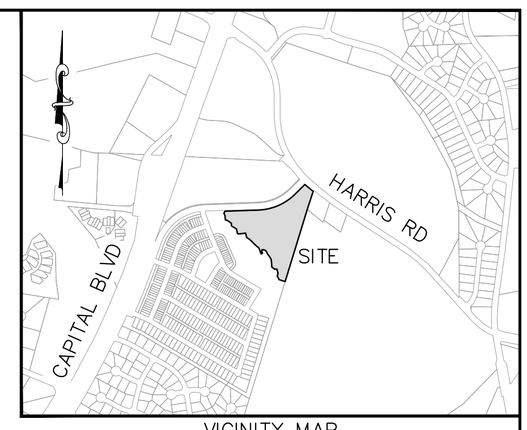
6. AREA COMPUTER BY COORDINATE METHOD.

7. ZONING: HB CD RZ-18-17

THIS MAP IS FOR ANNEXATION PURPOSES ONLY AND IS NOT TO BE USED TO TRANSFER ANY PROPERTY SHOWN HEREON. NO FIELD SURVEY WAS CONDUCTED; INFORMATION SHOWN HEREON BASED UPON RECORD INFORMATION. NO INTERNAL STRUCTURES, PHYSICAL FEATURES, ENCROACHMENTS, OR FLOOD PRONE AREAS ARE DELINEATED, DEFINED OR ELIMINATED BY THIS PLAT. NOT ALL EASEMENTS ARE SHOWN.

LEGEND

- CALCULATED POINT
- BOUNDARY MONUMENT
- RIGHT OF WAY
- ADJOINER LINES
- BOUNDARY LINES
- TOWN LIMITS
- ANNEXED AREA



VICINITY MAP
(NOT TO SCALE)

HARRIS RD (NCSR 1931)
VARIABLE WIDTH R/W

N/F
OWNER:
COURT 6 LLC
PIN: 1841392412
DB 20001 PG 2

TOWN OF WAKE FOREST CORPORATE LIMITS OUT
TOWN OF WAKE FOREST CORPORATE LIMITS IN

L37
SIB
S 50°26'20" E
103.03'
L38
SIB
POINT OF BEGINNING
N: 819299.64
E: 2142535.01

5'x10' CITY OF RALEIGH WATERLINE EASEMENT BM 2021 PG 1980

N 45°13'28" E
138.90'
139.13'

S 18°04'50" W
192.61'

N/F
OWNER:
WILLIE EDWARD WALTERS & JANICE MARIE WALTERS WADEN
PIN: 1841296105
DB 19356 PG 959

TOWN OF WAKE FOREST CORPORATE LIMITS OUT
CMF
FIP
TOWN OF WAKE FOREST CORPORATE LIMITS IN

S 17°00'00" W
763.99'

N/F
OWNER:
TOWN OF WAKE FOREST
PIN: 1841381114
DB 9964 PG 2748

NAD'83

N/F
OWNER:
DRESSER COURT PROPERTIES LLC
PIN: 1841196379
DB 18826 PG 171
PB 2021 DB 1981

C1
C2

CLEARING, GRADING, UTILITY AND ROAD CONSTRUCTION EASEMENT BM 2019 PG 1647
AREA APPEARS TO HAVE SEPARATE GIS PIN (1841198140)

DEVON SQUARE BOULEVARD
62' PUBLIC R/W

TOWN OF WAKE FOREST CORPORATE LIMITS OUT
TOWN OF WAKE FOREST CORPORATE LIMITS IN

N 87°59'36" E
337.15'
337.30'

5'x10' CITY OF RALEIGH WATERLINE EASEMENT BM 2021 PG 1980

20' PRIVATE DRAINAGE EASEMENT BM 2021 PG 1980

TOTAL ANNEXED AREA
359,529 SF
8.25 AC

N/F
OWNER:
TOWN OF WAKE FOREST
PIN: 1841281942
PIN: 1841198140
DB 19500 PG 2782
BM 2021 PG 1981

367,526 SF
8.44 AC

WALL

L36
L35
L34
L33
L32
L31
L30
L29
L28
L27
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L6
L5
L4
L3
L2
L1
FIP

30' CITY OF RALEIGH SANITARY SEWER EASEMENT BM 2021 PG 1980

10' NEUSE RIVER BUFFER SETBACK

100' RICHLAND CREEK WATERSHED PROTECTION DISTRICT BUFFER

CREEK REFERENCE LINE AS PER BM 2021 PG 1981

N/F
OWNER:
DEVON SQUARE OWNERS ASSOCIATION INC
PIN: 1841189401
DB 19233 PG 2171
BM 2021 PG 1977

SURVEYOR CERTIFICATE

I, ROBERT C BAUMGARTNER, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION USING THE DEED DESCRIPTIONS SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK AND PAGE AS SHOWN; THAT THE RATIO OF PRECISION AS CALCULATED IS GREATER THAN 1:10,000; THAT THIS MAP DOES REPRESENT AN OFFICIAL BOUNDARY SURVEY AND HAS BEEN PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 13TH DAY OF APRIL, 2026.

I, ROBERT C BAUMGARTNER, PROFESSIONAL LAND SURVEYOR, NO. L-4531 CERTIFY TO THE FOLLOWING AS REQUIRED IN G.S. 47-30 (F)-(11):

(D) 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.

NORTH CAROLINA REGISTRATION NUMBER L-3860
ROBERT C BAUMGARTNER

NORTH CAROLINA PROFESSIONAL SEAL L-4531 LAND SURVEYOR ROBERT C. BAUMGARTNER

ANNEXATION MAP: AN-26-02
WAKE FOREST SKATE PARK ANNEXATION
8.25± ACRES
TOWN OF WAKE FOREST
FULFILLS REQUIREMENTS OF N.C.G.S. 160A-29
ORDINANCE #
ADOPTED:
EFFECTIVE DATE OF ANNEXATION:

I, EVELYN WRIGHT, TOWN CLERK, TOWN OF WAKE FOREST, NORTH CAROLINA CERTIFY THAT THIS IS A TRUE AND ACCURATE MAP OF ANNEXATION ADOPTED THE _____ DAY OF _____, 2026, BY THE WAKE FOREST BOARD OF COMMISSIONERS. I SET MY HAND AND SEAL OF THE TOWN OF WAKE FOREST.

_____, 2026

_____
EVELYN WRIGHT

GRAPHIC SCALE
40' 0' 20' 40' 80'
1 INCH = 40 FEET

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

ANNEXATION MAP FOR THE TOWN OF WAKE FOREST

WAKE FOREST SKATE PARK
DEVON SQUARE BLVD (PIN 1841281942)
WAKE FOREST TOWNSHIP, WAKE COUNTY, NC

DATE:	SCALE:	SHEET:
APR 13, 2026	1" =40'	1 OF 1

TOWN *of*
WAKE FOREST

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

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: 4/8/2026

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

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

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

Please see attached metes and bounds description and annexation plat

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

Name	Address	Signature	Date
Kip Padgett	301 S. Brooks St. Wake Forest, NC		5/1/26

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

ORDINANCE 2026-XXX

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

(contiguous annexation submitted by the property owner, Town of Wake Forest, located at 0 Devon Square Boulevard being Wake County PIN 1841-28-1942 being approximately 8.25 acres).

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

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

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at the Town of Wake Forest Town Hall at 6:00 p.m. on September 15th, 2026, after due notice by publication on September 1st, 2026; and

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

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

Section 1. By virtue of the authority granted by N.C.G.S. 160A-31, as amended, the following described territory is hereby annexed and made part of the Town of Wake Forest as of the 15th day of September 2026.

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

Section 2. Upon and after the 15th day of September, 2026, the territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Wake Forest and shall be entitled to the same privileges and benefits as other parts of the Town of Wake Forest. Said territory shall be subject to municipal taxes according to N.C.G.S. 160A-58.10.

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

Adopted and effective this 15th day of September 2026.

_____
Ben C. Clapsaddle
Mayor

ATTEST:

_____
Evelyn Wright
Town Clerk

APPROVED AS TO FORM:

_____
Nathan McKinney
Town Attorney

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-934-
Submitted by: Brad West,Planning
Submitting Department: Planning
Meeting Date:September 15, 2026

Subject
Public Hearing on the Wake Forest Comprehensive Transportation Plan 2026 Amendments

Recommendation:
Approve

item Summary:

ATTACHMENTS:

- BOC Agenda Summary 2026 934
- Staff Report - CPA 26-01
- Attachment A - Application CPA 26-01
- Attachment B - Draft Comprehensive Transportation Plan Draft
- Attachment C - Planning Board Recommendation CPA 26-01
- Ordinance CPA 26-01

Agenda Item: Public Hearing on the Wake Forest Comprehensive Transportation Plan 2026 Amendments.

Summary: The last update to the 2019 Comprehensive Transportation Plan occurred in December 2021. These amendments intend to account for a number of existing conditions updates, recommendations from recent studies and plans, and respond to changing realties on the ground that have impacted the feasibility or timing of some infrastructure projects.

A public comment session was held at the August 11, 2026, Planning Board meeting. At their August 11, 2026 meeting, the Planning Board voted 5-0 to approve the request.

A presentation was given to the Board of Commissioners on September 1 , 2026, with a public hearing set for September 15, 2026.

Attachments: See Staff Report.

TOWN of WAKE FOREST

Staff Report
Case CPA-26-01: Wake Forest Comprehensive Transportation Plan 2026 Amendments

Meeting Date	September 15, 2026
Requested Action	Public Hearing and Consideration of the Wake Forest Comprehensive Transportation Plan 2026 Amendments
Case Manager	Brad West, Long Range Planning Manager
Planning Board Recommendation	A public comment session was held at the August 11, 2026, Planning Board Meeting. At their August 11, 2026 meeting, the Planning Board recommended approval of the Comprehensive Transportation Plan amendments request by a vote of 5-0.

PUBLIC MEETINGS

Public Comment Session	Public Hearing
August 11, 2026	September 15, 2026

CASE INFORMATION

Applicant	Brad West 301 S Brooks St, Wake Forest, NC 27587
Justification	Update Chapters 4,5,6, and 7 of the Comprehensive Transportation Plan, as the last update occurred in 2021.
See Attachment A for a copy of the application.	

CASE SUMMARY

The last update to the 2019 Comprehensive Transportation Plan occurred in December 2021. These amendments intend to account for a number of existing conditions updates, recommendations from recent studies and plans, and respond to changing realties on the ground that have impacted the feasibility or timing of some infrastructure projects.

Comprehensive Transportation Plan Amendments

CHAPTER 4

- Remove Chapter 4: Existing Bicycle Lane Map per Town shift to multi-use paths (page 43)
- Update Chapter 4: Existing Multi-Use Path Map (page 44)
- Update Chapter 4: Existing Greenway Map (page 45)
- Remove Chapter 4: Future Bicycle Lane Map per Town shift to multi-use paths (page 46)

- Update Chapter 4: Future Pedestrian/Multi-Use Path Map (page 47)
    - Realigned proposed multi-use paths on either side of realigned Ligon Mill Road
    - Removed multi-use path east-west crossings around Ligon Mill Road, which do not have an associated CTP thoroughfare
    - Added proposed multi-use paths to S Main Street per S Main Street Corridor Study
    - Added proposed multi-use path to new Holding Avenue S-Line grade separation via Siena Drive, connecting Grove 98, western neighborhoods, and future development to Downtown and regional greenway system
    - Extended proposed Holding Avenue multi-use path to likely intersection point with Ligon Mill Road
    - Added proposed Elm Ave multi-use paths to new Elm Ave bike/ped S-Line bridge, connecting Wake Forest Elementary and S Main Street neighborhood to Downtown and regional greenway system
    - Added multi-use path segment to connect Orange Cosmos Avenue neighborhood trailhead to Sanford Creek Greenway
    - Added multi-use path on S Main St from NC 98 Bypass to new Holding Ave grade separation
    - Added proposed multi-use path associated with future service road bridge across Neuse River
    - Added proposed multi-use path segment on north Side of Stadium Dr from US 1 future interchange to Glencoe Dr to link up with proposed service road multi-use path
    - Extended Durham Road multi-use path, on north side of road, to SEBTS campus
    - Consolidated multi-use path categories to Completed or Proposed
    - Added greenway path to future Northeast Gateway Park

- Update Chapter 4: Future Greenway Map (page 48)
    - Removed proposed greenways along NC 98 Bypass per NCDOT instruction
    - Shifted proposed greenway along SE quadrant of NC 98 Bypass and S Franklin Street from north side of vacant parcel to south side of vacant parcel adjacent to stream

CHAPTER 5

- Update Chapter 5: Page 52 image to Go Wake Forest
- Update Chapter 5: Existing Network summary (page 53)
- Update Chapter 5: Regional Existing and Future Transit Network Map (pages 54/55)
- Update Chapter 5: Wake Forest Transit Map (page 56)
- Update Chapter 5: S-Line Realignment Map to show future Downtown train station (page 57)
- Update Chapter 5: Update language regarding communities of concern to reflect microtransit and 2023 Transit Plan. (page 58)

CHAPTER 6

- Update Chapter 6: Update the names of the roads to reflect all being thoroughfares. Updated names will require changes to the UDO terms as well. (page 65)
- Update Chapter 6: Roadway Crossections to remove bike lane dimensions (multi-use paths are now preferred) (within crossection pages, beginning on page 67)
- Update Chapter 6: Roadway Crossections with a new "4-C Four Lane Divided" diagram that corresponds with recommendations found within the South Main Street Corridor Study (within crossection pages, beginning on page 67)
- Update Chapter 6: Roadway Crosssections with a new "2-E Two Lane Divided" diagram that corresponds with recommendations found within the South Main Street Corridor Study (within crossection pages, beginning on page 67)
- Update Chapter 6: Roadway Crossection 2A.1 with parallel parking standards (within crossection pages, beginning on page 67)

- Update Chapter 6: Future Roadway Network Map, including NCDOT Project U-5307 (US 1) updates (page 73)
    - Realigned proposed Burlington Mill Rd interchange and service roads at US 1 per latest NCDOT design
    - Realigned proposed Ligon Mill Rd extension from NC 98 Bypass to Durham Stadium Dr per latest design
    - Removed Future Road 4/Backage Road parallel to Star Rd per recent transportation study
    - Removed Future Road 5 per recent transportation study
    - Removed Future Road 10 per NCDOT
    - Removed Forest Road, converted to Tier 1 thoroughfare/local road
    - Lowes Ave removed, converted to Tier 1 thoroughfare/local road
    - Falcate Dr removed, converted to Tier 1 thoroughfare/local road
    - SE quadrant of NC 98 Bypass and US 1 intersection service roads removed per NCDOT design and limited feasibility

- Update Chapter 6: Roadway recommendations:
    - Falcate converted to local roads, removed from recommendations. (page 75)
    - Change name of "Future Road 3" to "Future Road (Bradford Ridge Drive)" (Page 75)
    - Removed Future Road 4/Backage Road per recent transportation study (page 75)
    - Removed Future Road 5 per recent transportation study (page 75)
    - Removed Future Road 10 per NCDOT (page 75)
    - Removed Forest Road, converted to Tier 1 throughfare/local road (page 75)
    - NC 98 from Stone Park Drive to NC 96 reclassified as Boulevard Thoroughfare with 4B crossection per CAMPO & NCDOT NC 98 Corridor Study (page 76)
    - Lowes Ave converted to local roads, removed from recommendations (page 76)
    - Backage Road parallel to Star Road, removed from recommendations per recent transportation study (page 76)
    - S. Main Street from Rogers Road to NC 98 reclassify from 3A to 2E (page 77)

    - S. Main Street from US 1 to Rogers Road reclassify from 5A to 4C (page 78)

- Update Chapter 6: Recommended Grade Separations Map (page 80) and associated table (page 81).
    - Removed grade separation for Height Lane over US 1. (page 80)

- Update Chapter 6: US 1 Freeway Conversion Project Sheet summary with latest data/cost figures/timeline from NCDOT (pages 82/83)
- Update Chapter 6: Conceptual US 1 & Service Road Alignment Map with latest data from NCDOT (page 84)
    - Removed service roads on SE quadrant of US 1 and NC 98 Bypass to align with NCDOT concept design and low feasibility of construction in the future
    - Added additional line work around proposed interchange at Stadium Drive/Jenkins Road and US 1 to better illustrate recommendations from 2021 Northeast Area Study
    - Realigned service roads at Burlington Mill Road and US 1 proposed interchange to align with latest NCDOT concept design
    - Removed future Ligon Mill Road extension as a service road per NCDOT
    - Include connection at Stadium Dr that was part of CAMPO Northeast Area Study

- Update Chapter 6: Intersection Hotspot – S. Main Street & Rogers Road summary with recommendations from the South Main Street Corridor Study (page 88-89)
- Update Chapter 6: Add CAMPO Blueprint for Safety (page 99)
- Chapter 7: Update as appropriate and fold other adopted plan implementation items related to transportation/transit into the list.
    - List as Complete, “Explore real time technology options to enhance user experience” (page 100)
    - List as Complete, “Develop TOD small area plans for the station areas (page 101)
    - Remove “Develop an interactive website for the Wake Forest Loop showing stop location and bus station infrastructure.” (page 101)
    - Add “Develop an interactive website for all transit in Wake Forest, including fixed route and microtransit.” (page 101)
      bus station infrastructure.
    - Remove “Implement Loop B of the Wake Forest Loop bus service. Complete: September 2019C” (page 101)
    - Change “Bus Recommendations” to “Transit Recommendations” (page 101)
    - Add “Implement a town-wide microtransit system” (page 101)
    - Remove “Implement Loop B of the Wake Forest Loop bus service.”
    - Add “Develop an interactive website for the Town’s transit/microtransit system” and list as complete (page 100)
    - Remove “Develop a plan to introduce public art into bus shelter design.” (page 101)
    - Remove “Explore wayfinding opportunities at bus shelter locations.” (page 101)
    - Remove “Continue to support fare-free bus transit in Wake Forest.” (page 102)
    - Remove “Evaluate the Unified Development Ordinance (UDO) for bus stop design standards during site plan review.” (page 102)

- Remove “Implement the CIP bus shelter program to add additional bus shelters annually along the Wake Forest Loop.” (page 102)
- List as Complete, “Evaluate micro-transit technology as an option for public transportation.” (Page 102)
- List as Complete, “Develop an interactive website for the greenway network (page 103)
- List as Complete, “Develop a standard operating procedure for greenway sign locations that as part of the development review process.” (page 103)
- Add “Explore bike and pedestrian protective barriers for overpasses and grade separation bridges that do not have multi-use paths installed. (page 104)
- List as Complete “Fund the South Main Street study for access management along South Main Street between US 1 and South Avenue” (page 104)
- Add “Implement recommendations from S Main Street Study”

CHAPTER 7

- Update Chapter 7: Greenway Prioritization Chart based on feasibility, community feedback, cost, and network enhancement (page 105)

1. [High] Smith Creek Phase 2
2. [High] Smith Creek Phase 3
3. [High] Smith Creek Phase 5
4. [High] Smith Creek Phase 6

5. [Medium] Smith Creek Greenway Connector - Dansforth Subdivision
6. [Medium] Smith Creek Greenway Connector - Moss Creek Subdivision
7. [Medium] Hwy 98 Greenway
8. [Medium] Austin Creek Greenway
9. [Medium] Richland Creek Greenway - Stadium Drive to Harris Drive
10. [Medium] Downtown Greenway
11. [Medium] Smith Creek Greenway Connector - Heritage Middle School
12. [Medium] Flaherty Park

13. [Low] Wake Forest Reservoir
14. [Low] Horse Creek Greenway
15. [Low] Joyner Park
16. [Low] Richland Creek Greenway - Olde Mill Stream to Greenway Terminus
17. [Low] Richland Creek Greenway - South of Hwy 98 to Town Limits
18. [Low] Sanford Creek Greenway
19. [Low] Smith Creek Greenway - North of Oak Grove Church Road to Greenway Terminus
20. [Low] Tom’s Creek Greenway
21. [Low] Plummer Park Greenway
22. [Low] Franklin Street Connector

- Removed completed Dunn Creek Greenway Ph 3 & 4 from Prioritization Chart
- Update Chapter 7: Greenway Prioritization Map to reflect revised prioritization list (page 106)

- Update Chapter 7: Roadway Prioritization Chart based on feasibility, community feedback, cost, and network enhancement (page 107)

  1. [High] Ligon Mill Road Extension - Stadium Drive to Hwy 98 – Roadway Extension
  2. [High] Rogers Road – S Main Street to Heritage Branch Road – Roadway Widening & Grade Separation
  3. [High] Ligon Mill Road - Pompeii Place to Steeple Run Drive Streetscape Enhancement - Roadway Widening & Grade Separation
  4. [High] Holding Avenue - S White Street to Tessier Court -Grade Separation
  5. [High] S Main Street - Capital Boulevard to Hwy 987 - Access Management & Intersection Improvements

  6. [Medium] Burlington Mills Road - US 1 to Town Limits - Roadway Widening
  7. [Medium] Harris Road - US 1 to N Main Street - Roadway Widening
  8. [Medium] Harris Road Extension - N Main Street to Royal Mill Avenue - Roadway Extension & Grade Separation
  9. [Medium] Hwy 98 - Stone Park Drive to Town Limits - Roadway Extension & Grade Separation
  10. [Medium] Ligon Mill Road - Stone Monument Drive to Brimfield Springs Lane - Roadway Widening
  11. [Medium] Rogers Road - Rogers Branch Road to Town Limits - Roadway Widening

  11. [Low] Averette Road - Oak Grove Church Road to Hwy 98 – Roadway Widening
  12. [Low] Chalk Road - Jones Dairy Road to Town Limits - Roadway Widening
  13. [Low] Durham Road - US 1 to S Wingate Street - Roadway Widening
  14. [Low] Forestville Road - Rogers Road to Town Limits - Roadway Widening
  15. [Low] Heritage Lake Road - Heritage Heights Lane to Rogers Road - Roadway Widening
  16. [Low] Hwy 96 - Oak Grove Church Road to Hwy 98 - Roadway Widening
  17. [Low] Jones Dairy Road - Hwy 98 to Town Limits - Roadway Widening
  18. [Low] Ligon Mill Road - S Main Street to Pompeii Place - Roadway Widening
  19. [Low] Ligon Mill Road - Steeple Run Drive to Town Limits - Roadway Widening
  20. [Low] N Main Street - Harris Road to Town Limits - Roadway Widening
  21. [Low] N White Street - E Roosevelt Avenue to Town Limits - Roadway Widening
  22. [Low] Oak Grove Church Road - Traditions Grande Boulevard to Town Limits - Roadway Widening
  23. [Low] Wait Avenue - S Allen Street to Dunn Creek Greenway - Roadway Widening
  24. [Low] Rogers Branch Road - Rogers Road to Forestville Road - Roadway Widening

- Update Chapter 7: Roadway Prioritization Map to reflect prioritization list. (page 109)
- Add list of updates to appendix *[Pending]*

STAFF RECOMMENDATION

Staff recommends approval of the proposed Plan amendments as drafted.

ATTACHMENTS AND EXHIBITS

Attachment A: Application
Attachment B: Draft Comprehensive Transportation Plan
Attachment C: Planning Board Recommendation

Comprehensive Plan Amendment Application

(Comprehensive Plan Amendment - Planning Board 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 #2256092

Project Title: Wake Forest Comprehensive Transportation Plan 2026 Amendments

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Comprehensive Plan Amendment

State: NC

Workflow: Comprehensive Plan Amendment - Planning Board

County: Wake

Confirmation Checklist Items Submitted

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 COMPREHENSIVE PLAN AMENDMENT 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: 07/09/2026

Staff Member Met With: Jennifer Currin

Pre-application Conference Project Number: Not required per UDO 15.17.1

Project Contact - Applicant/Owner

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
Brad West
Town of Wake Forest
401 Elm Avenue
Wake Forest, NC 27587
P:(919) 5546100
bwest@wakeforestnc.gov

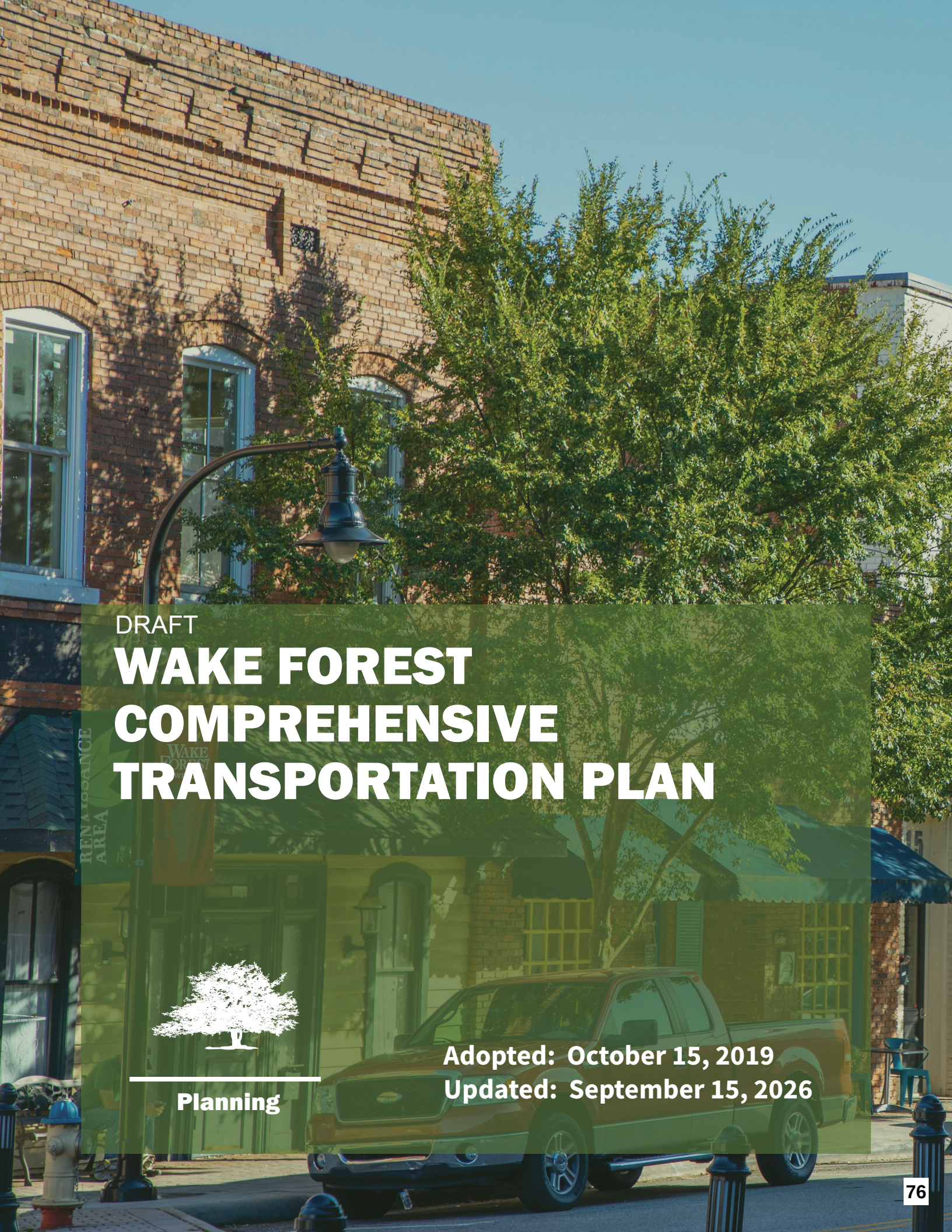
Amendment Type

Please provide answers to the questions below. Other application materials specified in the submittal checklist must be uploaded as separate documents. You will have the opportunity to upload documents prior to finalizing and submitting this application.

Plan Being Amended: Comprehensive Transportation Plan

Type of Amendment: Text,Map or Cross-Section

Description of Request:
Amend Comprehensive Transportation Plan existing conditions and recommendations for Chapters 4, 5, 6, and 7.



DRAFT

WAKE FOREST COMPREHENSIVE TRANSPORTATION PLAN

Planning

Adopted: October 15, 2019
Updated: September 15, 2026

FORWARD

Thank you for taking time to view the Wake Forest Comprehensive Transportation Plan. Offering a clear vision of the future of transportation in Wake Forest for the next 25 years, our plan is the result of an extensive public engagement process. Centered around safety, efficiency, flexibility, innovation and inclusion, it includes recommendations that focus on moving vehicles, while also incorporating significant pedestrian, bicycle, and transit opportunities. We want our residents and visitors to move within the Town and connect with the Triangle region as safely and efficiently as possible.

I invite you to take time to explore the plan and the important information it contains. We are excited to offer the plan in a new, interactive format which we believe makes it easier to understand. As a result of this plan, it is our hope that our transportation system can contribute to preserving our character, fostering economic development, strengthening our neighborhoods, delivering superior services, and providing an exceptional quality of life for our residents.

Vivian A. Jones

Vivian A. Jones
Town of Wake Forest Mayor

ACKNOWLEDGMENTS

Policy Committee Members

Vivian A. Jones
Mayor
Anne M. Reeve
Wake Forest Commissioner
Ray Boylston
Heritage
Alan Gibson
Heritage HOA
Ellen Turco
Historic District Commission
Brad Walker
Holding Village
Deanna Welker
Greenway Advisory Board
Mark Marley
Traditions
Scott Poole
Downtown, Inc.
Colleen Sharpe
Planning Board Member
Subir Mukherjee
West Wake Forest
Al Merritt
East End
Zee Khan,
Technology Advisory Board
Karen Mallo
St. Ives

Town of Wake Forest Staff

2019 Adoption
Allison Snyder
Bess Martinson
Bill Crabtree
Brendie Vega
Chip Russell
Jennifer Currin
Jonathan Jacobs
Michelle Michael
Patrick Reidy
Suzette Morales

2026 Update
Allison Snyder
Antione Jordan
Ari Schwartz
Bill Crabtree
Brad West
Emma Linn
Eric John
Jennifer Currin
John Stauffer
Kari Grace
Kathryn Salisbury
Katie Livingston
Martin McDonald
Michelle Michael
Morgan Moorman
Paige Regna
Patrick House
Patrick Reidy
Tim Richards
Rayvon Walker

Town of Wake Forest Board of Commissioners

2019 Adoption
Mayor Vivian A. Jones
Greg Harrington
Brian Pate
Anne M. Reeve
Liz Simpers
Bridget Wall-Lennon

2026 Update
Mayor Ben C. Clapsaddle
Faith Cross
Daniel Hupp
Keith Shackleford
Nick Sliwinski
Adam Wright

WSP Staff

Will Letchworth
Shivang Shelat
Katherine Mather
Sarah Perkins
Shane Corileone
Leta Huntsinger
Amanda Johnson
Morven Maclean
Ellen McAlexander
Thomas Peel
Sarah Schmid
Hennessey Stuart
Sravya Suryadevara

AMENDMENT HISTORY

1.	Resolution 2021-64	March 16, 2021
2.	Resolution 2021-65	March 16, 2021
3.	Resolution 2021-74	April, 20 2021
4.	Resolution 2021-104	July 20, 2021
5.	Ordinace 2021-62	December 7, 2021
6.	Ordinance 2025-XX	_____

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WAKE FOREST COMPREHENSIVE TRANSPORTATION PLAN

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CHAPTER 1 INTRODUCTION

What is a Comprehensive Transportation Plan?

A Comprehensive Transportation Plan (CTP) is a long-range multi-modal plan that identifies transportation need and proposes solutions for the next 20 to 25 years.

What is it?

A vision for the future of multi-modal transportation; a guide for future roadway, transit, bicycle and pedestrian network.

What is it not?

The plan is not fiscally constrained, not a commitment of funds, nor a land use or utility plan.

The CTP provides a vision for the future of transportation in Wake Forest. The document will also act as a guide for other municipal plans and upcoming developments.

The Town of Wake Forest intends to provide a safe, efficient, flexible, innovative, and inclusive multi-modal transportation system that gives residents of and visitors to the Town a multitude of transportation options for local and regional travel while promoting a welcoming small-town charm and vibrant business environment.

What will these recommendations include?

Recommendations will include improvements to roadways, bicycle routes, pedestrian infrastructure, and transit systems. These recommendations will be based off of various aspects of geography, demographics, upcoming projects, and future travel patterns.

What about other studies conducted in the past?

The goal of the CTP is to create a multi-modal plan that includes recommendations from previous plans and reports. To develop the CTP, existing town plans and ordinances were evaluated and current and projected population and employment growth, land use and future development potential were reviewed.

What are the limitations of this CTP?

This plan is not fiscally constrained and does not include a commitment of funds. This means the cost of projects have not been calculated and is not a factor in developing recommendations. Recommendations in the CTP do not mean to show the exact location or roadway alignments, but rather a connection between two points.

How do Plans Become Projects?

The path from plan to project will vary primarily depending on whether the facility is maintained by the Town of Wake Forest or the State of North Carolina. Paths for implementation for each are described below.

Town of Wake Forest Transportation Implementation

Projects funded by the Town of Wake Forest are programmed through the Town's Capital Improvement Plan (CIP). The CIP covers a five year time span; however it is updated annually to accurately reflect the needs of the Town. Committed funding for transportation projects, including greenway projects, between 2019 and 2024 is approximately $44,000,000.

In addition to municipal revenue, the Town receives federal funding from the Capital Area Metropolitan Planning Organization (CAMPO) through its Locally Administered Projects Program (LAPP). Regular maintenance projects, such as resurfacing, are included in the CIP as asset maintenance projects rather than transportation projects. Projects are selected for funding using a prioritization system that is based on criteria categories and priority levels. This is approved by the Board of Commissioners.

NCDOT Implementation

CTPs act as the initial planning step by evaluating future multi-modal regional needs and identifying projects that will address these needs. These projects are not "fiscally-constrained" - meaning the cost of projects is not a constraint in developing recommendations. While not an exhaustive list, these projects are further refined in future planning efforts. CTPs are often prepared by the North Carolina Department of Transportation (NCDOT), though in some circumstances CTPs can be produced by a Metropolitan Planning Organization (MPO) or municipality.

Wake Forest is part of the Capital Area Metropolitan Planning Organization (CAMPO), which is responsible for long-range transportation planning for the greater Raleigh regional area. As per federal guidelines, CAMPO produces a Metropolitan Transportation Plan (MTP), a fiscally constrained long-range planning document. Often projects that are included in MTPs originate from CTPs.

In 2013, NCDOT introduced a performance-based scoring system, referred to as 'Prioritization' or 'SPOT', to allocate funding for projects. Projects are submitted and scored on a variety of metrics. These scores are normalized so projects, regardless of mode, can compete for available funding. Projects with high enough scores are included in the State Transportation Improvement Program (STIP), that 'programs' transportation projects over a ten-year period. Projects listed in the first five years of the STIP have dedicated funding, while projects in the second five years do not have dedicated funding. Those projects must re-compete in the next round of Prioritization/SPOT to gain funding. Though not required, projects submitted to Prioritization/SPOT often originate from MTPs.

Once projects have dedicated funding, they enter project development. At this stage, environmental review and mitigation are conducted and project design is finalized before construction begins.

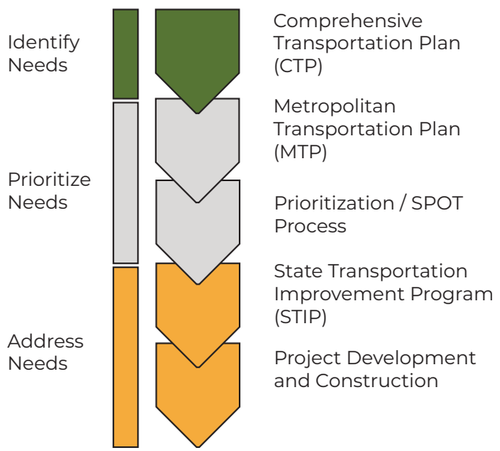


Figure 1-1 | NCDOT Implementation

Vision and Objectives

A brainstorming workshop was conducted with the Technical Steering Committee to formulate a Vision for this plan and to establish a list of objectives that the plan will strive to achieve.

The Town of Wake Forest will have a safe, efficient, flexible, innovative, and inclusive multi-modal transportation system that provides residents of and visitors to the Town with a multitude of transportation options for local and regional travel while promoting a welcoming small-town charm and vibrant business environment.

Safety
- Work towards the Vision Zero goal.
- Focus on safe bicycle and pedestrian crossings on major roadways.
- Provide uniform signage initiatives to address accident prevention.

Efficiency
- Coordinate with other jurisdictions.
- Utilize technology to move vehicles efficiently.
- Promote increased density and commercial development.
- Ensure that policies in the Unified Development Ordinance (UDO) and other documents support the CTP.
- Obtain appropriate transportation improvements from new developments.

Inclusivity
- Ensure that low-income communities are served.
- Provide educational support on various modes.
- Respect previous planning and community involvement efforts.
- Consider the Town as a whole.
- Respect and reinforce the history, scenic character, and small-town charm of Wake Forest.

Flexibility
- Ensure multiple travel options for local and regional travel.
- Promote interconnectivity between existing and future developments.
- Focus on providing Complete Streets.
- Prepare for future commuter rail service.
- Plan for multiple time horizons with flexibility.
- Focus on the best use of limited funds.

Innovation
- Embrace technology, innovation, new modes of travel, and mobility as a service.
- Explore alternative approaches for funding and operations in case outside agencies are not meeting the Town's needs and desires.
- Take advantage of "land banking" opportunities for future transportation projects.

Developing the CTP

The last CTP was completed in 2010. Development of the current CTP included evaluating existing Town plans and ordinances, current and projected population and employment growth, land use, future development potential, and planned improvements.

A comprehensive public participation strategy was implemented to receive feedback from the public. The first public meeting, held in May of 2018, focused on concerns, experiences, and goals for the Town's future of transportation. Recommendations developed from that feedback were presented at a second public meeting in May 2019. The comments received following the second meeting were incorporated into the final recommendations.

For more information about public engagement efforts, view Chapter 3 Public Engagement.

Technical Committee Meetings

03.19.2018
05.01.2018
05.23.2018
07.18.2018
08.15.2018
06.26.2019

Policy Committee Meeting

03.22.2018
06.27.2018
01.23.2019
03.06.2019
05.08.2019
08.28.2019

Public Meetings

05.23.2018
05.16.2019

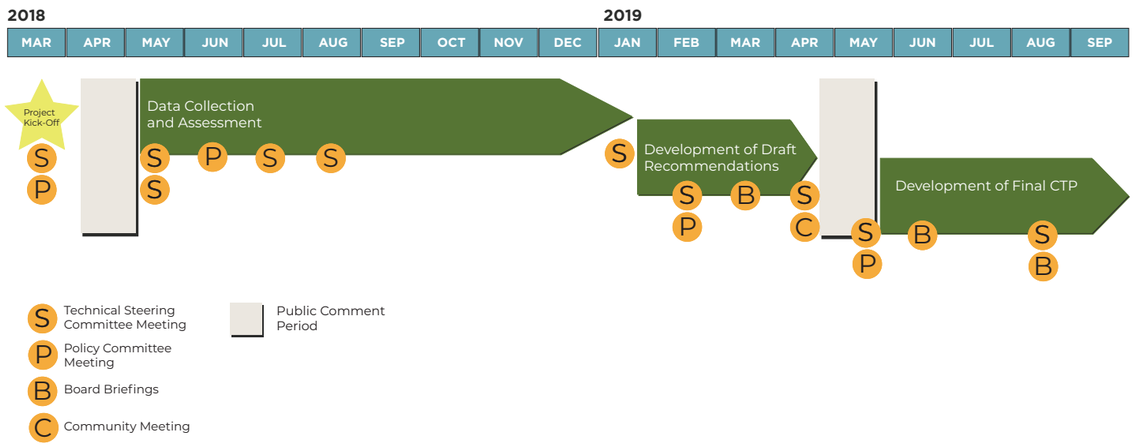


Figure 1-2 | Wake Forest CTP Timeline

Previous Plans

2010 Comprehensive Transportation Plan (CTP)

The 2010 CTP provided a long-term vision for multi-modal transportation for the Town. The 2019 CTP will supersede that report.

2009 Open Space and Greenway Plan

The 2002 (updated 2009) Open Space & Greenway Plan starts with goals adapted from prior planning initiatives and its sections are structured like the CTP. Sections on benefits, history, and existing conditions are followed by recommendations framed around scenic corridors. Specific constraints and opportunities are noted and some information may need to be reevaluated and updated accordingly. Implementation actions, costs, project status, and priority will also need to be updated.

2009 Community Plan

The Community Plan (2009) is referenced in the 2010 Transportation Plan, specifically the 15 vision statements emphasized throughout both plans. The Transportation section (page 123) is the most directly relevant section, but other sections contain important considerations such as street trees and lighting in the Appearance section. The interconnectivity of trails to schools, parks, and residences is noted as a priority. Street spacing (one mile for major streets), access control measures, preservation, and favoring character over wider streets are notable recommendations. Design recommendations for active modes, and support for compact development for transit, should also be reviewed prior to making recommendations in the CTP.

Unified Development Ordinance 2013

The 2013 Unified Development Ordinance (UDO) is not a plan, but represents the Town's primary tool for implementing its plans and policies. The UDO for Wake Forest is relatively robust, with development regulations and standards addressing connectivity and bicycle parking not always seen in municipalities of its size. Other sections that are pertinent to, and should be reviewed for the CTP include: streetscaping, traffic impact analyses, sidewalk/bicycle designs, and signage standards.

2006 Pedestrian Plan & 2008 Bicycle Plan

The 2006 Pedestrian Plan provides a vision and framework for a comprehensive pedestrian network within the Town. The plan analyzes existing conditions, plans and policies. Recommendations are developed with accompanying design guidelines and program and policy recommendations. Implementation strategies are also prepared.

The 2008 Bicycle Plan was the first comprehensive bicycle plan for the Town. The Plan analyzes existing conditions, policies, plans, and programs. Short-term, medium-term, and long-term recommendations are developed for projects and programs. Most project recommendations are concentrated on major roadways, with limited recommendations on local roadways. Proposed facility types include bicycle lanes, wide striped shoulders, sharrows, multi-use paths, and greenways.

Wake Forest Parks, Recreation, Cultural Resources Master Plan 2015

This Plan provides a ten-year vision for park, recreational, and cultural resources through 2025. It provides an assessment of existing facilities, community needs, and recommendations to meet the needs of the Town. The creation of greenway and trail networks is a key recommendation.

2018-2027 North Carolina State Transportation Improvement Program (STIP)

The 2018 - 2027 STIP programs transportation projects that are implemented by the North Carolina Department of Transportation for the whole state over a ten-year period. It includes highway, rail, public transportation, bicycle and pedestrian, aviation, and ferry projects. Within Wake Forest, the STIP includes transportation projects for state-maintained roads. The CTP will help guide what projects are included in future STIPs. Projects programmed for the first five years of the STIP (2018-2022) have dedicated funding, whereas projects in the second five years of the STIP do not.

Capital Area Metropolitan Planning Organization (CAMPO) 2045 Metropolitan Transportation Plan (MTP)

CAMPO is the Metropolitan Planning Organization (MPO) for Wake County and parts of surrounding Granville, Franklin, Johnston, and Harnett Counties. MPOs are responsible for long-range transportation plans for metropolitan area. MTPs act as fiscally-constrained plans that refine the planning recommendations made in CTPs and help guide the projects that are proposed for the STIP.

CAMPO North East Area Study (NEAS) - 2014

The study looks at how to adapt transportation planning for the Northeast CAMPO jurisdiction, an area that has historically been characterized by small towns and rural land use. Regional growth has seen these areas urbanize, resulting in changes to transportation needs. The plan has a series of end products that address changing transportation needs including best practices, analysis of existing and market conditions, and recommended projects.

US 1 Corridor Study - 2006 & 2012

The study analyzes transportation solutions to convert US 1 to a freeway from I-540 in Wake County to the Vance County line. Phase I and II of the plan were completed in 2006 and 2012 respectively. The plans are currently being reviewed to revise recommendations in light of changes in surrounding land use and transportation conditions and traffic pattern changes.

NC 98 Corridor Study - 2018

This study analyzes transportation improvements on NC 98 from Durham County to US 401 in Franklin County. It includes sections on highway, public transportation, bicycle, and pedestrian transportation based on traffic projections, land use, and public input. Recommendations for Wake Forest include widening NC 98 to a four-lane, median divided roadway, a continuous flow intersection (CFI) at NC 98 and Old Falls of Neuse Road, and a quadrant intersection at NC 98 and South Main Street.

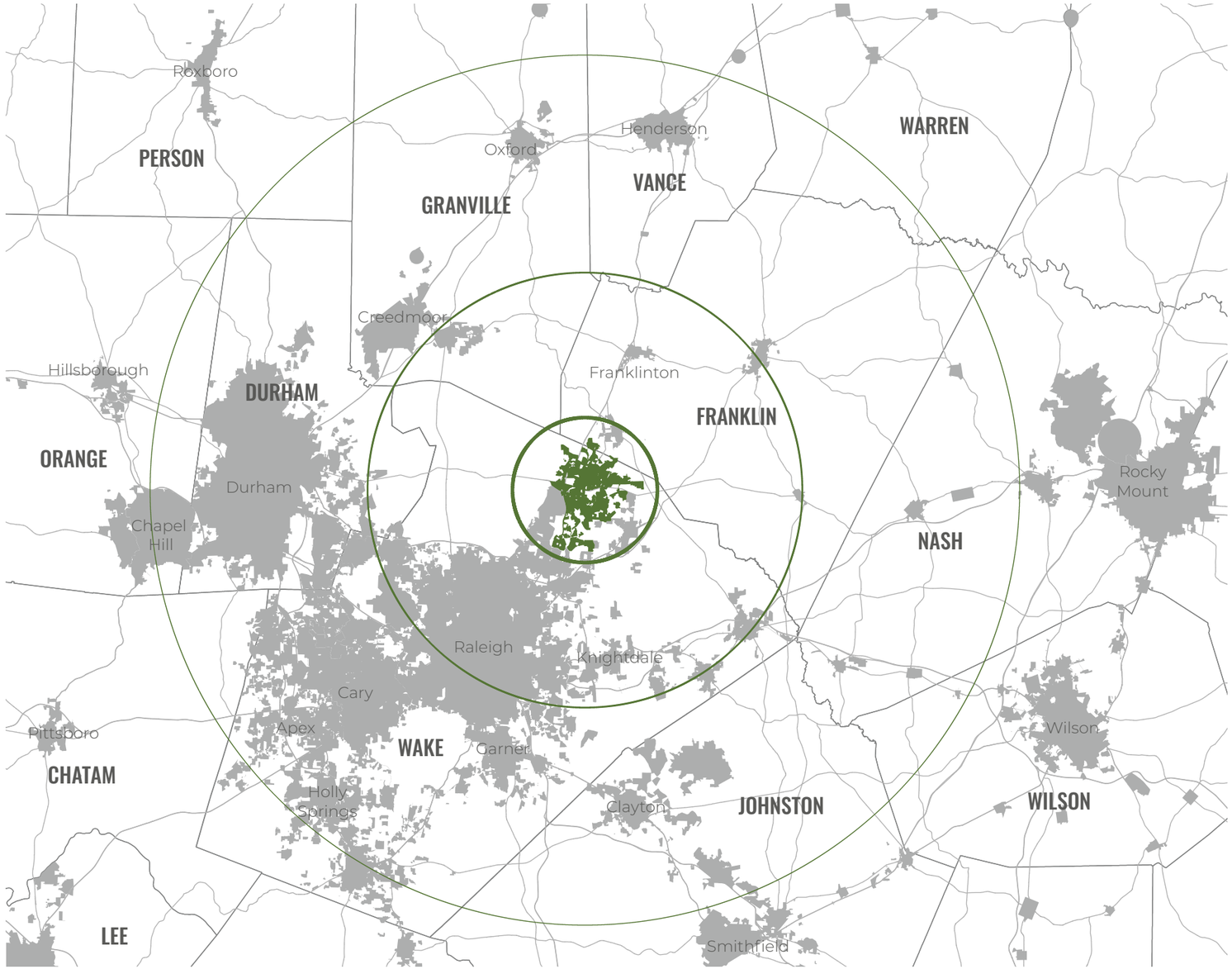
Wake County Transit Plan - 2016

To guide investment from the Wake County transit sales tax, the Wake County Transit Plan outlines planning goals and objectives within Wake County in the ten years since the plan's adoption. These objectives are organized into four "Big Moves":

1. Connect Regionally
2. Connect All Wake County Communities
3. Frequent, Reliable Urban Mobility
4. Enhanced Access to Transit

The Town of Wake Forest will see new and more frequent bus routes as part of the Plan. A commuter rail line from Downtown Wake Forest to Downtown Raleigh is also a long-term goal identified in the Plan.

CHAPTER 2
EXISTING CONDITIONS



Map 2-1 | Surrounding Region

- *5 miles*
- *15 miles*
- *30 miles*

Wake Forest Municipal Boundary

Wake Forest Town limits as defined in its charter, enlarged or diminished by subsequent annexations.

Town of Wake Forest Urban Service Area

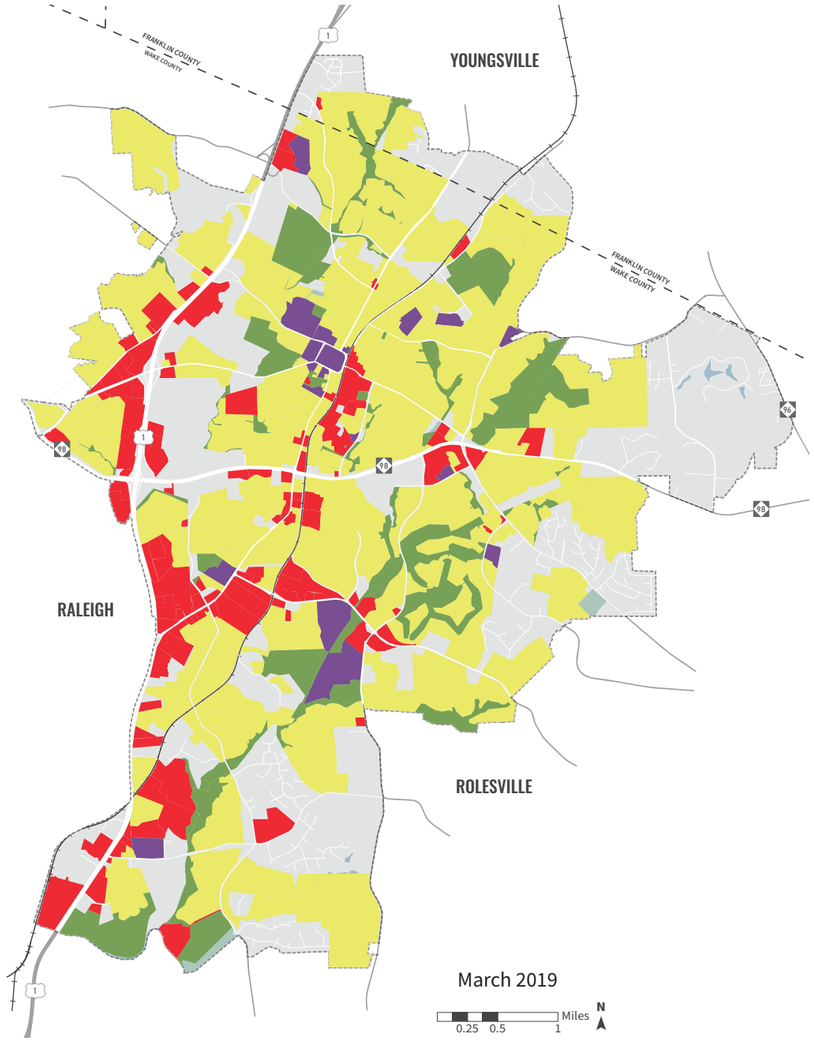
Areas within the county's jurisdiction expected and intended to be urbanized in the foreseeable future, served by public utilities and eventually becoming part of an adjacent municipality

Traffic Analysis Zone (TAZ) Extents

TAZs are the smallest geographical area used by Triangle Regional Model (TRM) to forecast future travel demand in the region. TAZs contain Socio-economic data such as number of households, median household income, number of jobs etc. within each zone.

WAKE FOREST COMPREHENSIVE TRANSPORTATION PLAN

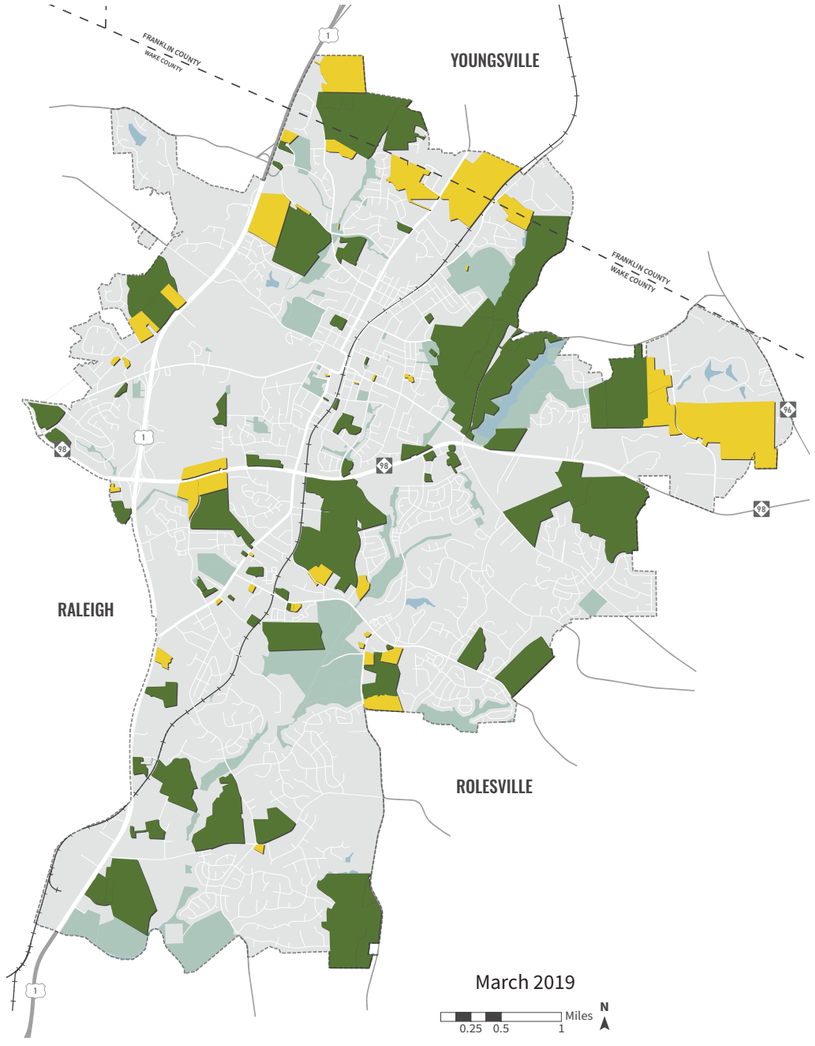
Existing Land Use & Future Development



Map 2-2 | Existing Land Use

Analyzing existing land use and planned development helps anticipate future growth and methods to potentially address traffic concerns before they occur.

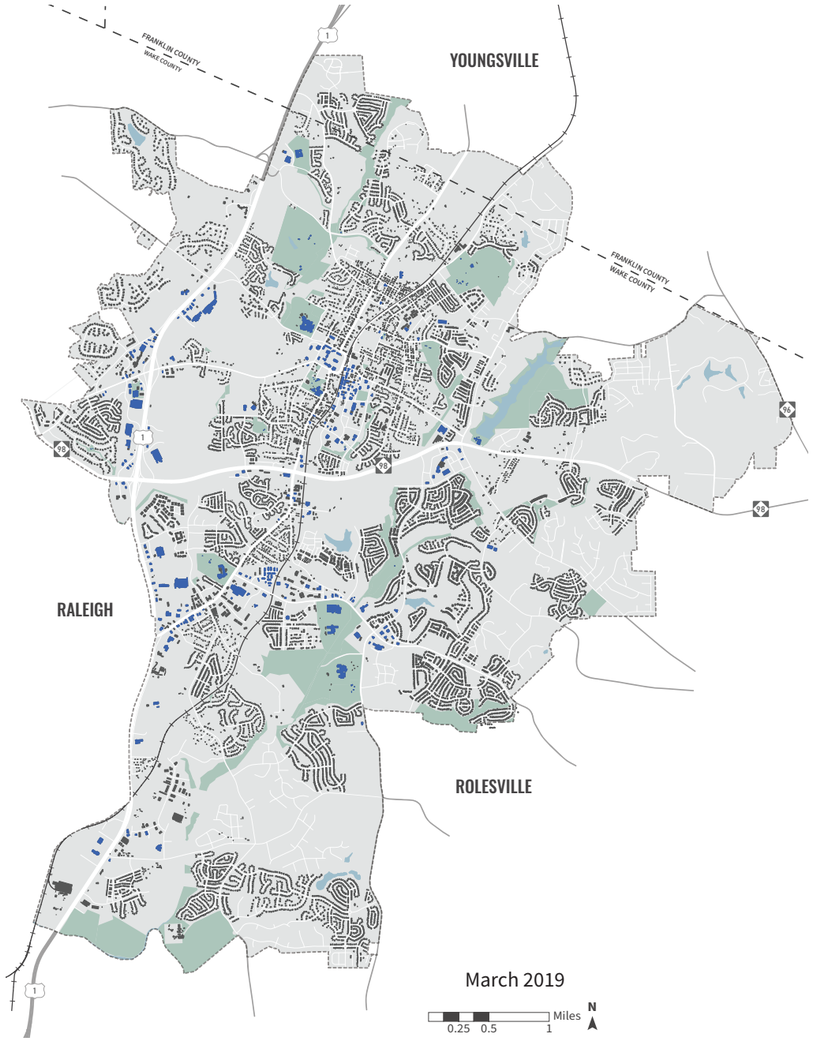
- Residential
- Commercial
- Recreation
- School



Map 2-3 | Active & Proposed Development

Active Development shows all developments that are currently under construction. Proposed Development shows all developments that have been proposed by developers and are being reviewed by the town as of March 2019.

- Active Development
- Proposed Development

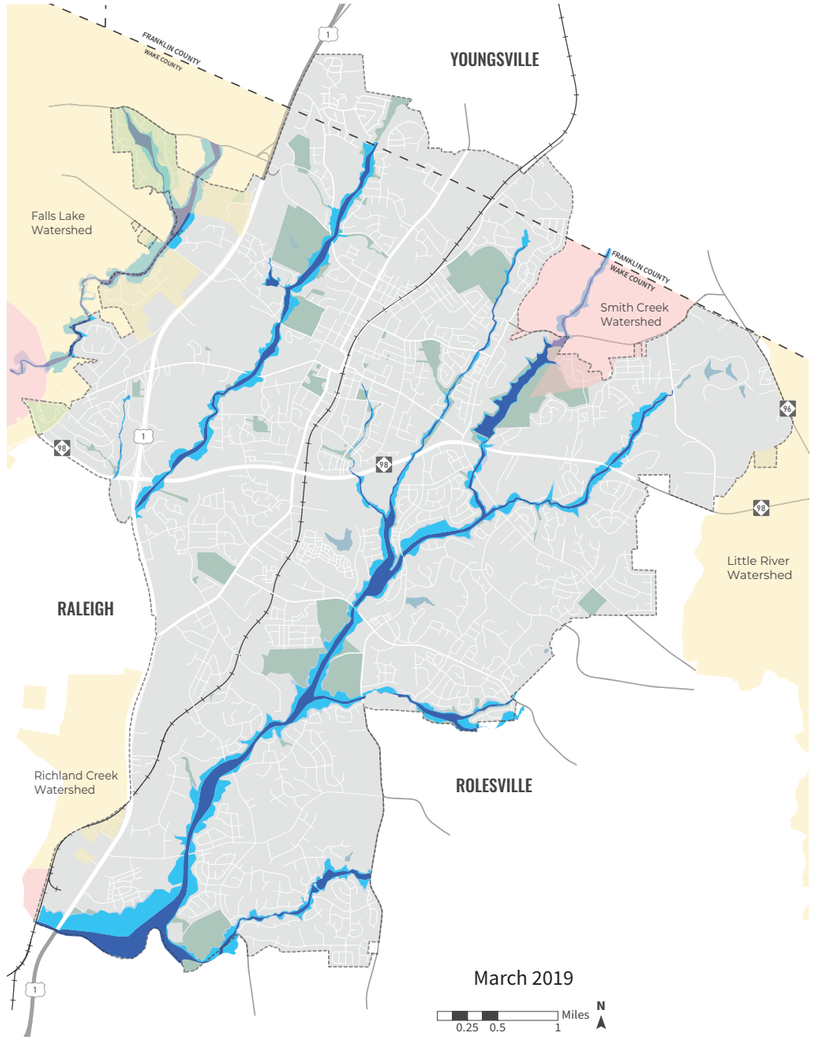


Map 2-4 | Building Footprints

- Non-Residential Building
- Residential Building

WAKE FOREST COMPREHENSIVE TRANSPORTATION PLAN

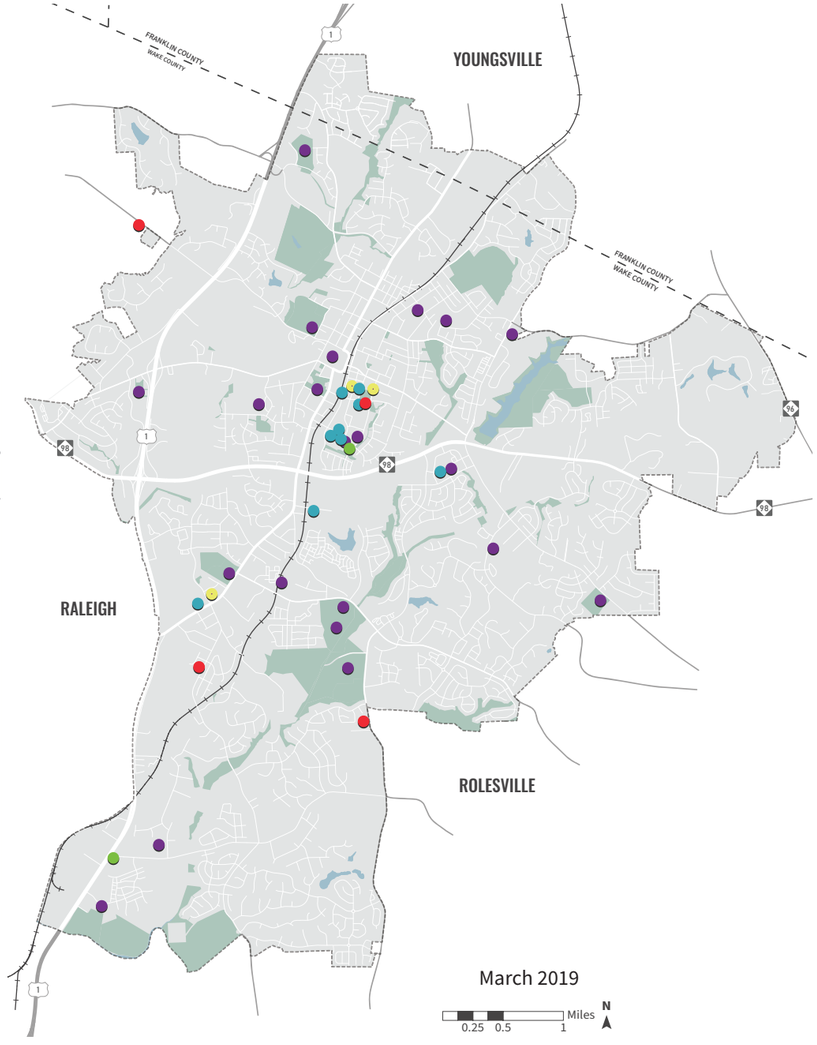
Existing Development Constraints & Community Resources



Map 2-5 | Environmental Constraints

Due to the risk of flooding, development is usually minimized in floodplains.

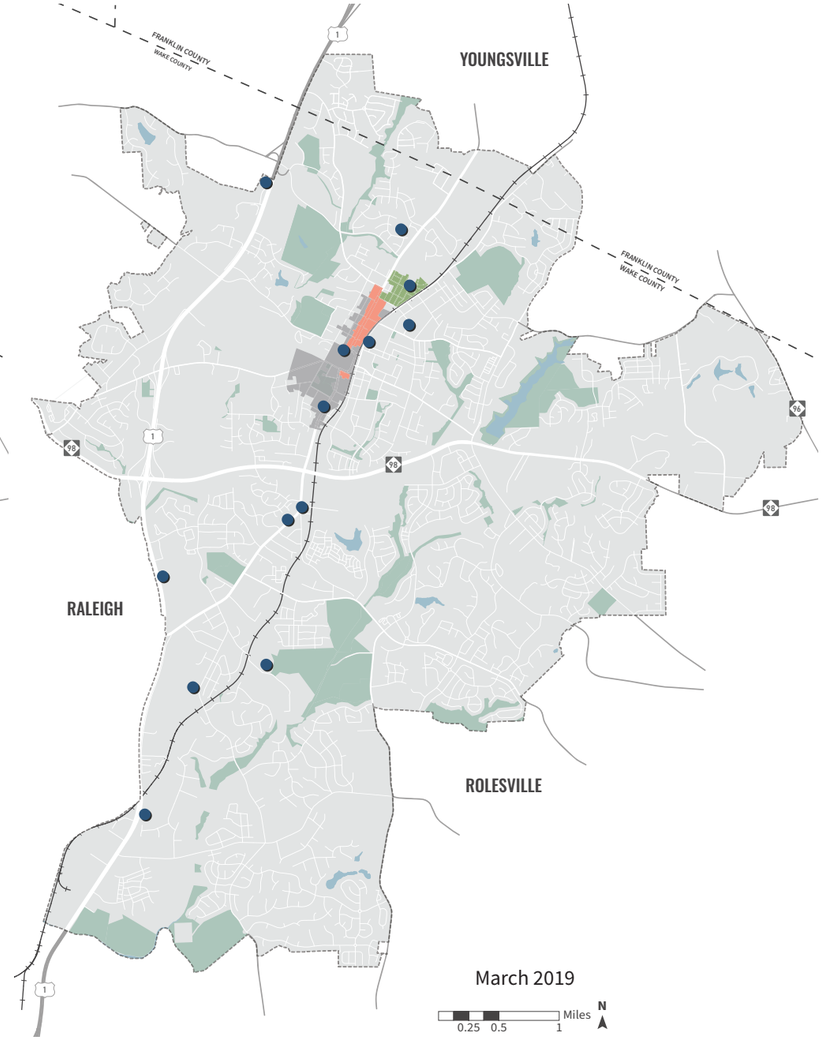
- Floodway
  no encroachment
- 100 Year Floodway
  1% annual chance of flood
- 500 Year Floodway
  0.2% annual chance of flood
- Critical Watershed
- Non Critical Watershed and Other Watersheds



Map 2-6 | Community Resources

The location of community resources inform where notable destinations are located and will influence future transportation planning decisions.

- Police Station
- Government Center
- Fire Station
- EMS Location
- School



Map 2-7 | Historic Districts & Local Landmarks

Historic district and landmark protections regulate changes that can be made to and around these properties.

- Local Landmark
- Wake Forest Historic District
- Wake Forest Local Historic District
- Glen Royall Mill Village Historic District

Wake Forest Historic District

The Wake Forest Historic District was listed in the National Register of Historic Places on December 18, 2003 and has a period of significance from c. 1820 to 1953. It contains the historic core of the Town of Wake Forest, consisting of the original Wake Forest College campus, surrounding residences of college faculty, staff, and other community citizens, and other buildings. The district is focused on the historic campus of the college, established in 1834 on the plantation of Dr. Calvin Jones. The Lea Laboratory (now Broyhill Hall) (1888) is the oldest remaining building on the college campus. Other notable buildings in the district include: Wake Forest Baptist Church (1913-1915) and Binkley Chapel (1944).

Wake Forest Local Historic District

Wake Forest officially designated its first historic district on May 10, 1979. The district runs along North Main Street, once called “Faculty Avenue” because of all the professors who lived there, extending from North Avenue to Oak Avenue, and along North Avenue and East South Avenue. The Wake Forest Local Historic District includes homes and other buildings in architectural styles from Greek Revival to Queen Anne to Bungalow ranging from the early 19th to early 20th centuries. Notable buildings include: Calvin Jones House a.k.a. Wake Forest College Birthplace (1820) and the Jack Medlin Store (c. 1905) which was the subject of a NC Supreme Court case, Town of Wake Forest vs. Medlin (1930), a landmarks case that legalized land use zoning in North Carolina.

Glen Royall Mill Village Historic District

The Glen Royall Mill Village Historic District was listed on the National Register of Historic Places on August 27, 1999 and has a period of significance from 1900 to 1949. The Royall Cotton Mill was incorporated in 1899, during a period of major expansion in North Carolina’s textile industry, to spin and weave cotton, producing cotton sheeting skein yarn, becoming one of North Carolina’s premiere textile concerns. Construction on the mill and village began in 1900 as the Royall Cotton Mill management began to build housing for its mill operatives and their families.

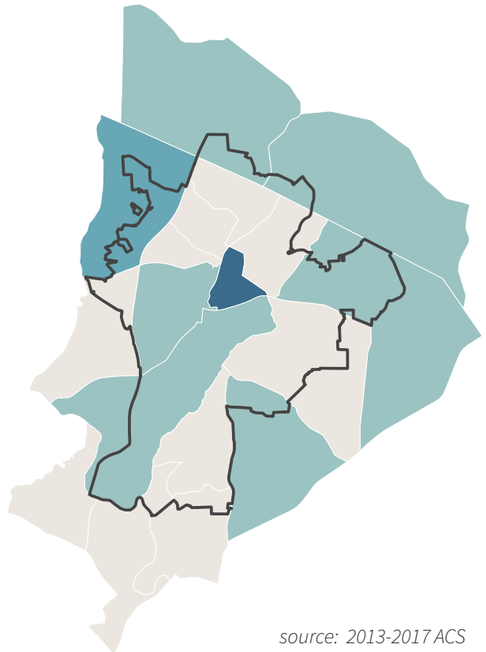
Local Landmarks

- A. Jack Medlin Store
- Ailey Young House
- Battle-Purnell House
- Heartsfield House
- Dr. Charles Brewer House
- Heartsfield House
- I. O. Jones House
- Mutschler House
- Oak Forest
- Purefoy-Dunn Plantation
- South Brick House
- The South Brick House
- Tommy & Sue Byrne House
- William Royall Powell House

Demographics

Demographic characteristics help provide an understanding of the transportation needs of a community, particularly for bicycle, pedestrian, and public transportation modes. For example, Wake Forest has approximately the same percentage of population 65 years and older as Wake County, but the Town has lower percentages of minority and low-income populations.

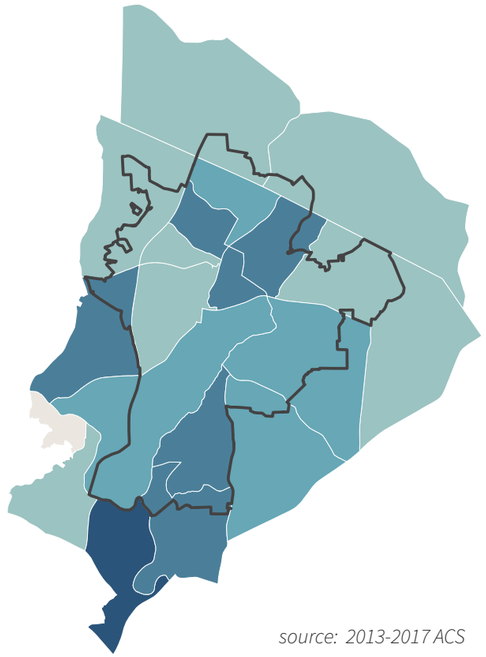
Map 2-8 | Percentage of Population 65 Years of Age & Older



source: 2013-2017 ACS

- 20% +
- >15% - 20%
- 10 - 15%
- <10%

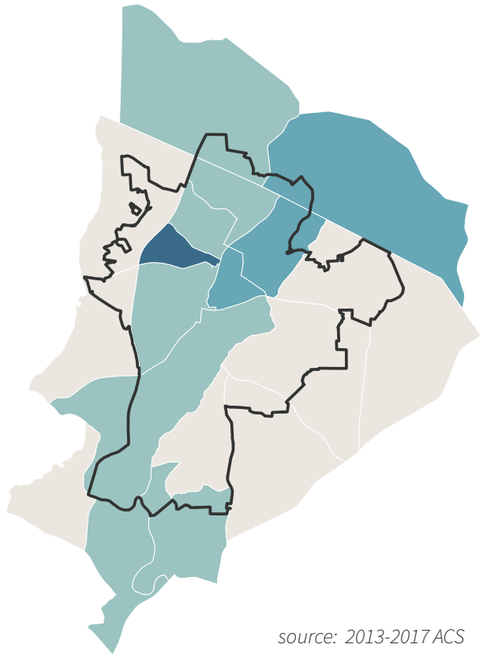
Map 2-9 | Percentage of Population That is a Minority



source: 2013-2017 ACS

- 50% +
- >25% - 50%
- >20% - 25%
- >10% - 20%
- 0 - 10%

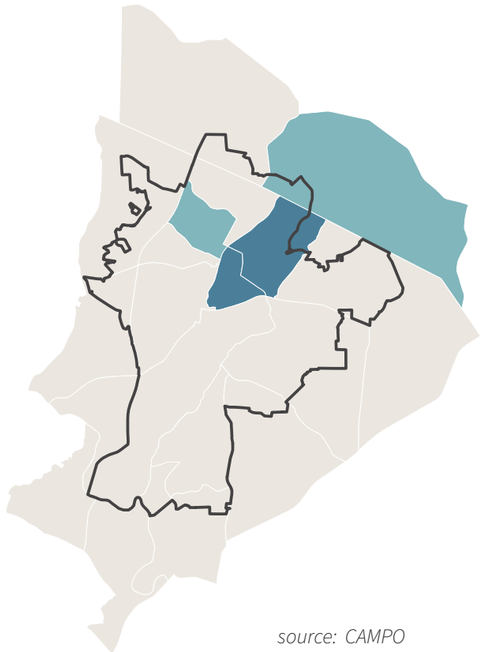
Map 2-10 | Percentage of the Population Below 150% of the Poverty Level



source: 2013-2017 ACS

- 40% +
- >25% - 40%
- >10% - 25%
- 0 - 10%

Map 2-11 | Community of Concern Indicators

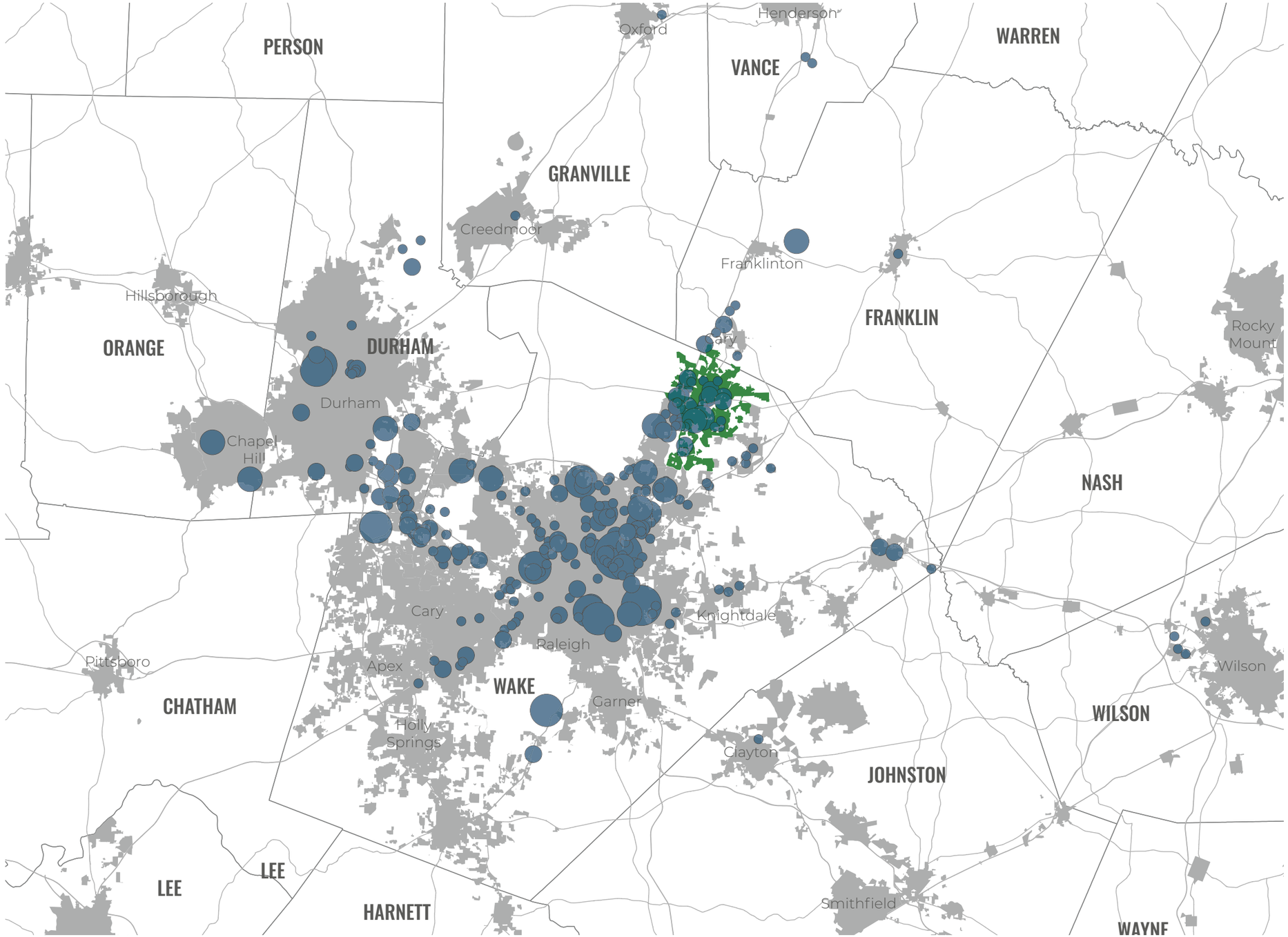


source: CAMPO

- 2
- 1
- 0

The Capital Area Metropolitan Planning Organization (MPO) uses Block Group-level data from the US Census American Community Survey to look for concentrations of classes protected under Title VI. These "communities of concern" (CofC's) represent where potential concentrations of protected populations exist.

WAKE FOREST COMPREHENSIVE TRANSPORTATION PLAN



This is a map showing where Wake Forest residents work, organized by Census Block.

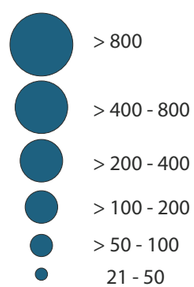
The size of the dot represents the number of Wake Forest residents working in that Census Block. Census Blocks with less than five workers are not shown.

More than 60% of people drive more than 10 miles each way to work.

92% of Residents work outside of Wake Forest.

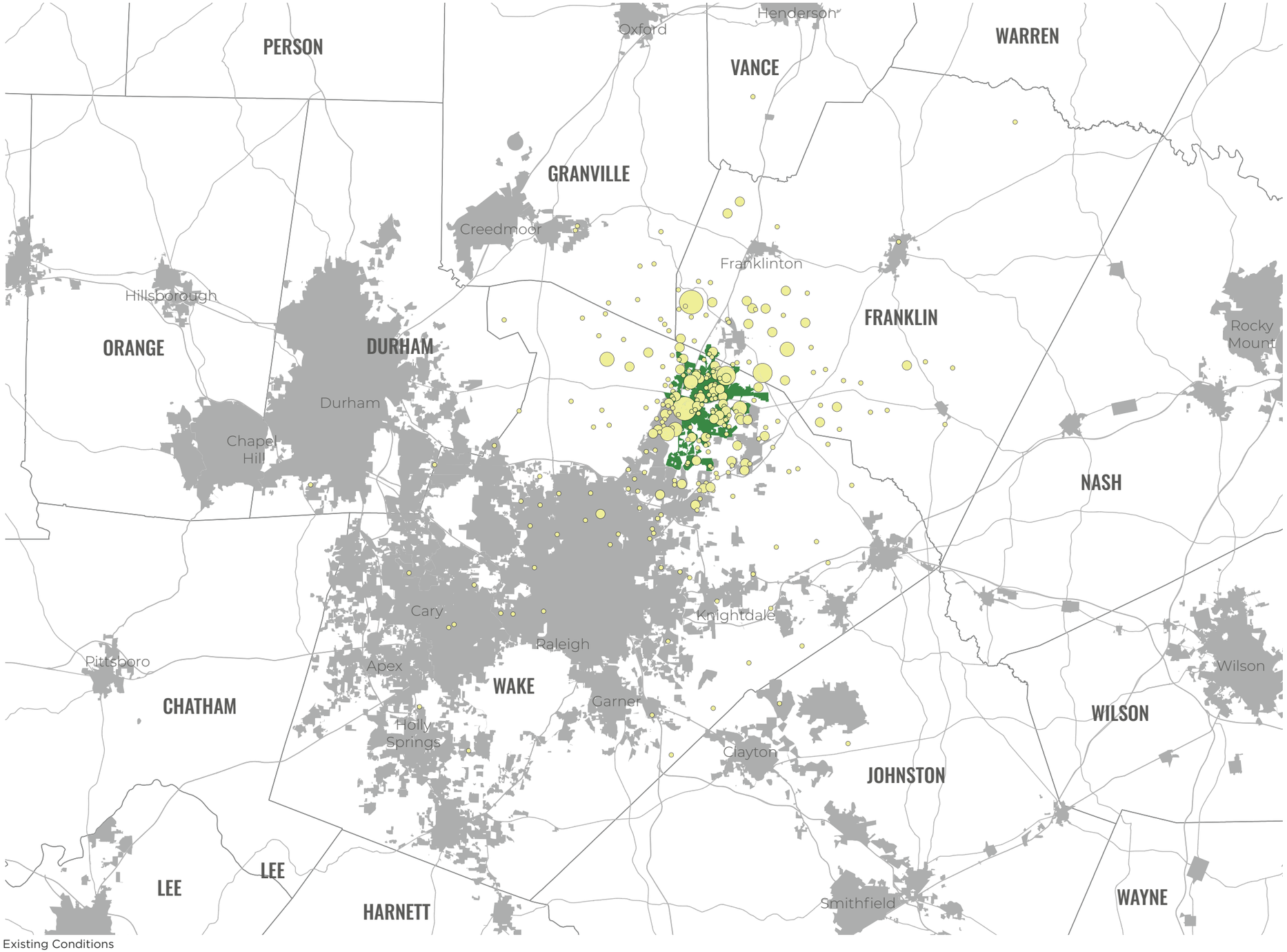
Most work places are concentrated around: Western part of Wake Forest, Capital Boulevard (between 440 and 540), Downtown Raleigh, North Raleigh, Research Triangle Park (RTP), and Morrisville

Map 2-12 | Where Wake Forest Residents Work



source: US Census OnTheMap

WAKE FOREST COMPREHENSIVE TRANSPORTATION PLAN



This is a map showing where people who work in Wake Forest live, organized by Census Block.

The size of the dot represents the number of people living in that Census Block, that work in Wake Forest.

Map 2-13 | Where Wake Forest Workers Live

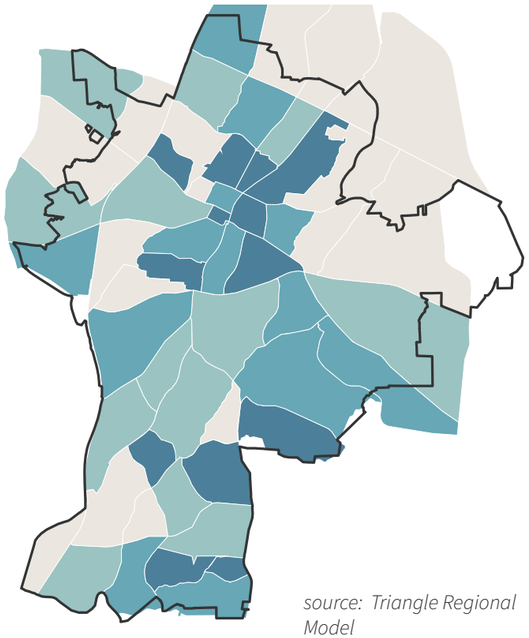
- > 36 - 45
- > 27 - 36
- > 18 - 27
- > 9 - 18
- 5 - 9

source: US Census OnTheMap

Triangle Regional Model

The Triangle Regional Model (TRM) is a tool that forecasts travel demand based on projected population and employment growth. The TRM uses proposed transportation projects and future land use conditions to help forecast increases in traffic. Growth is projected at the Traffic Analysis Zone (TAZ) level. The Town of Wake Forest has grown at a faster pace than predicted by local and regional planners. At the request of the Town, the official population and employment projections were revised for 2045. These edits were made based on new developments and land availability for potential developments. 2013 is the base year for the TRM and 2045 is the projected or 'horizon' year.

Map 2-14 | 2013 Population Density

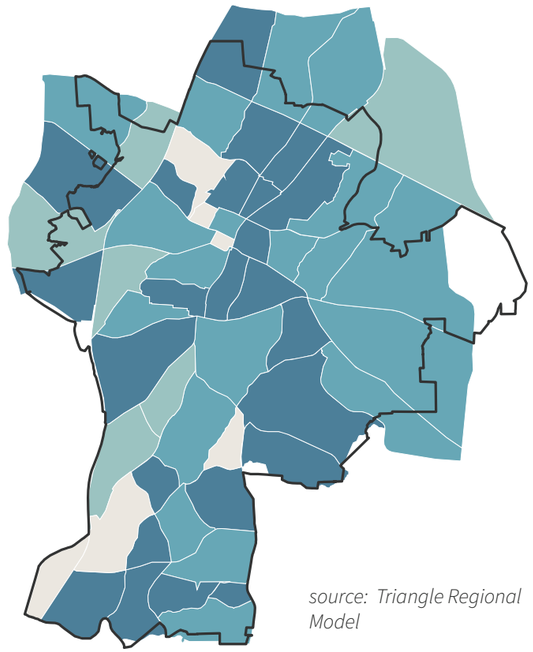


source: Triangle Regional Model

People Per Acre

- 4+
- >2 - 4
- >1 - 2
- 0 - 1

Map 2-15 | 2045 Population Density



source: Triangle Regional Model

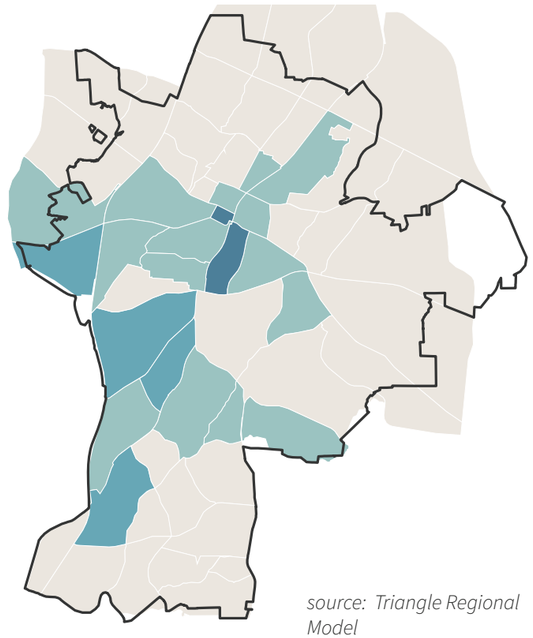
This map shows the projected change in Population Density between 2013 and 2045.

Population is expected to increase by 75% from 42,534 residents in 2013 to 74,663 residents in 2045 - based on revised TRM data.

Population and Employment Projections

Revised socio-economic data was entered into the TRM to accurately assess future roadway congestion. The TRM uses Traffic Analysis Zones (TAZs) to summarize residents, employees and trips to and from that area. TAZs are groups of Census Blocks. Click on a TAZ on the map to see what socio-economic data was changed.

Map 2-16 | 2013 Employment Density

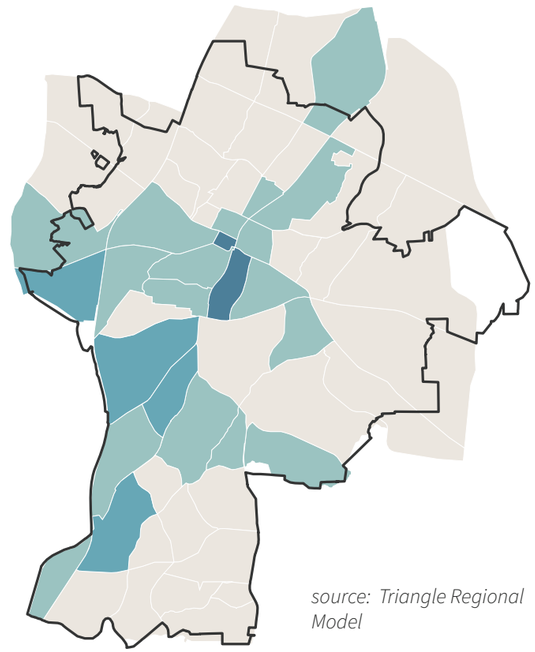


source: Triangle Regional Model

People Per Acre

- 4+
- >2 - 4
- >1 - 2
- 0 - 1

Map 2-17 | 2045 Employment Density



source: Triangle Regional Model

This map shows the projected change in Employment Density between 2013 and 2045.

Employment is expected to increase by 53% from 12,936 workers in 2013 to 19,778 workers in 2045 - based on revised TRM data.

CHAPTER 3
PUBLIC ENGAGEMENT

Two public meetings were held over the course of the project. The first meeting asked citizens to identify their transportation priorities and concerns. These were used in developing the CTP's recommendations. The second public meeting presented the project's draft recommendations to the public and citizens were able comment on these proposals. Comments were taken into consideration as the recommendations were finalized. Details of each meeting are discussed below.

Public Survey

A public survey was conducted prior to the first public meeting. The intention of the survey was to engage with as many people as possible and convey the importance of the CTP. As part of the survey, a pop-up event was held at 'Meet in the Street' - one of the largest public events in Wake Forest. The survey was also available online, among other methods.

The survey concluded with 683 responses.

Public Meeting #1

The first public meeting was held on May 23, 2018 at the Wake Forest History Museum. Approximately 35 people attended the meeting.

Common themes heard at the meeting include.

- Improving connectivity and reducing congestion.
- Improving bicycle and pedestrian facilities connectivity and providing safer conditions.
- Providing more public transportation options.

Public Meeting #2

The second public meeting was held on May 16, 2019 at the Wake Forest Renaissance Center between 4pm and 7pm. Mailers to all Wake Forest residents and social media blasts were used to advertise the public meeting to encourage attendance.

Information about the CTP was provided through boards and discussion stations. Interactive maps were provided for roadway, bicycle, and pedestrian recommendations to view details of the proposed projects.

Over 200 attendees were present and 137 comments were received through paper comment forms, online comment forms, email comments, and comments posted on the Mind Mixer website.

These were the most frequently mentioned concerns from the public comments.

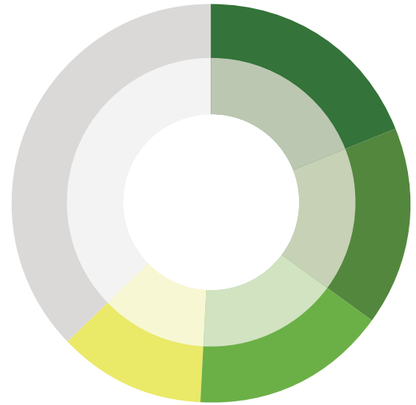
- 27 comments requesting intersection improvements along Rogers Road.
- 23 comments opposing and 11 comments supporting the one-way loop proposal around the Seminary.
- 20 comments opposing the Foundation Drive Extension proposal.
- 17 comments requesting intersection improvements along NC 98.
- 10 comments opposing installing bicycle lanes along North Main Street.
- 7 comments requesting increased service for the Loop Bus.
- 5 comments requesting intersection improvements along Ligon Mill Road.

Public Survey Results

Please select the top three (3) things that prevent you from bicycling, or from bicycling more, in Wake Forest:

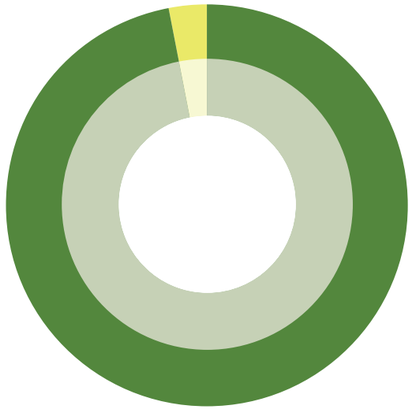
- 17% - Not enough greenways or sidepaths
- 16% - Cars and drivers do not respect bicyclists
- 14% - Not enough bicycle lanes
- 14% - Need intersection improvements

Please select the top three (3) things that prevent you from walking, or from walking more often, in Wake Forest:



- 19% - Missing Sidewalks
- 16% - Need to connect existing sidewalk "gaps"
- 16% - Need intersection improvements
- 12% - Not enough safe crosswalk locations

Do you use Wake Forest's bus services (Wake Forest Loop & Wake Forest Raleigh Express)?

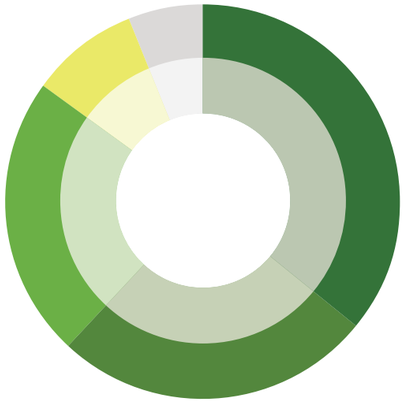


- 97% - No
- 3% - Yes

Please select all the factors that prevent you from using Wake Forest's bus services.

- 33% - Not convenient or practical
- 17% - Lack of bus routes/stops
- 17% - I do not want to or am unable to take transit
- 14% - Too far to travel without a car

Require every street improvement to be a "complete street" that accommodates people of all ages, physical abilities, and modes of travel.



- 36% - Strongly Agree
- 26% - Agree
- 23% - Neutral
- 9% - Disagree

Align development with transportation needs and capacity - ex. require private property developers to add intersection improvements and road widening as part of projects.

- 19% - Missing Sidewalks
- 16% - Need to connect existing sidewalk "gaps"
- 16% - Need intersection improvements
- 12% - Not enough safe crosswalk locations

Improve street, sidewalk, and greenway connectivity, and improve access to streets.

- 17% - Not enough greenways or sidepaths
- 16% - Cars and drivers do not respect bicyclists
- 14% - Not enough bicycle lanes
- 14% - Need intersection improvements

CHAPTER 4
BICYCLE & PEDESTRIAN

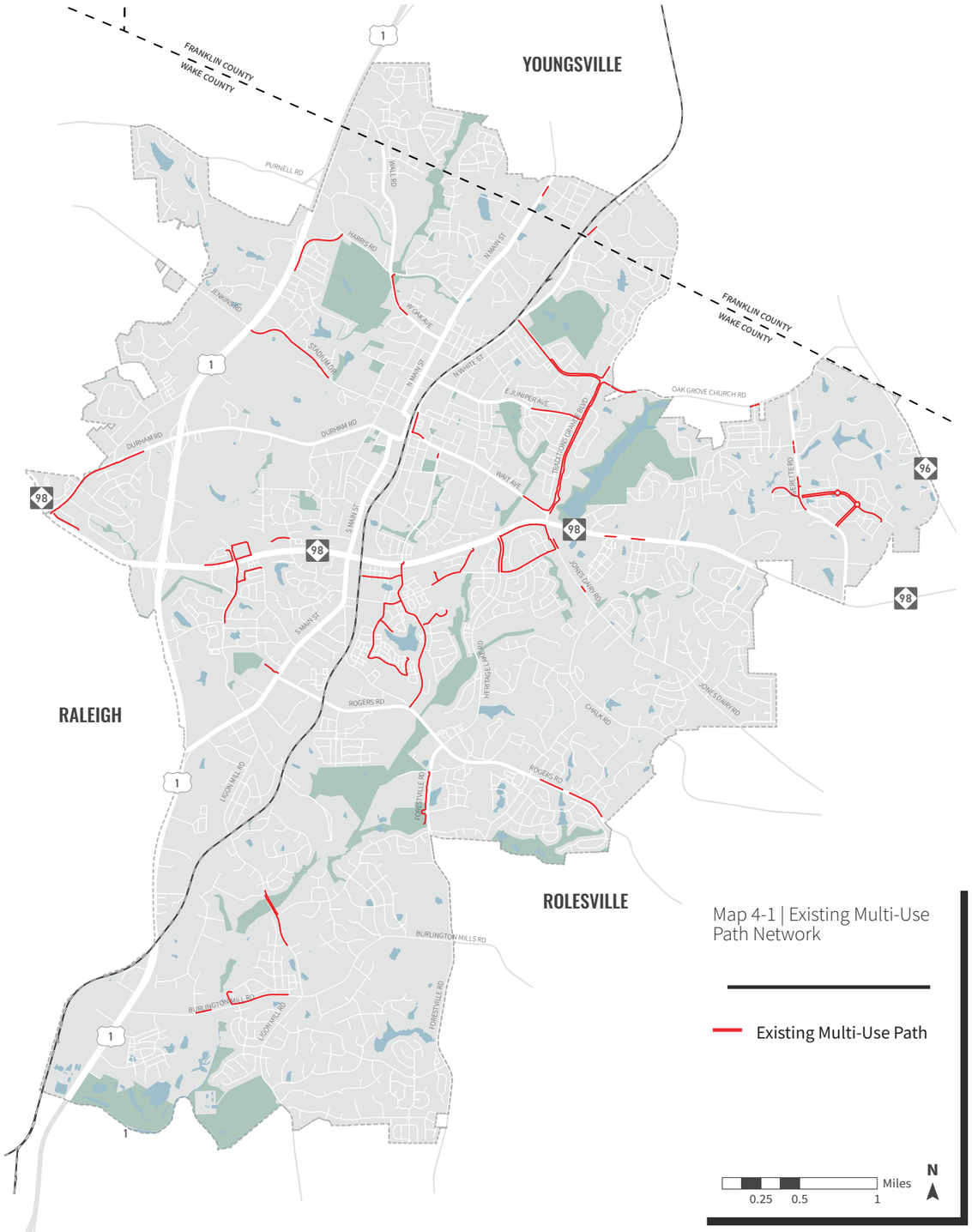
Bicycle & Pedestrian Network

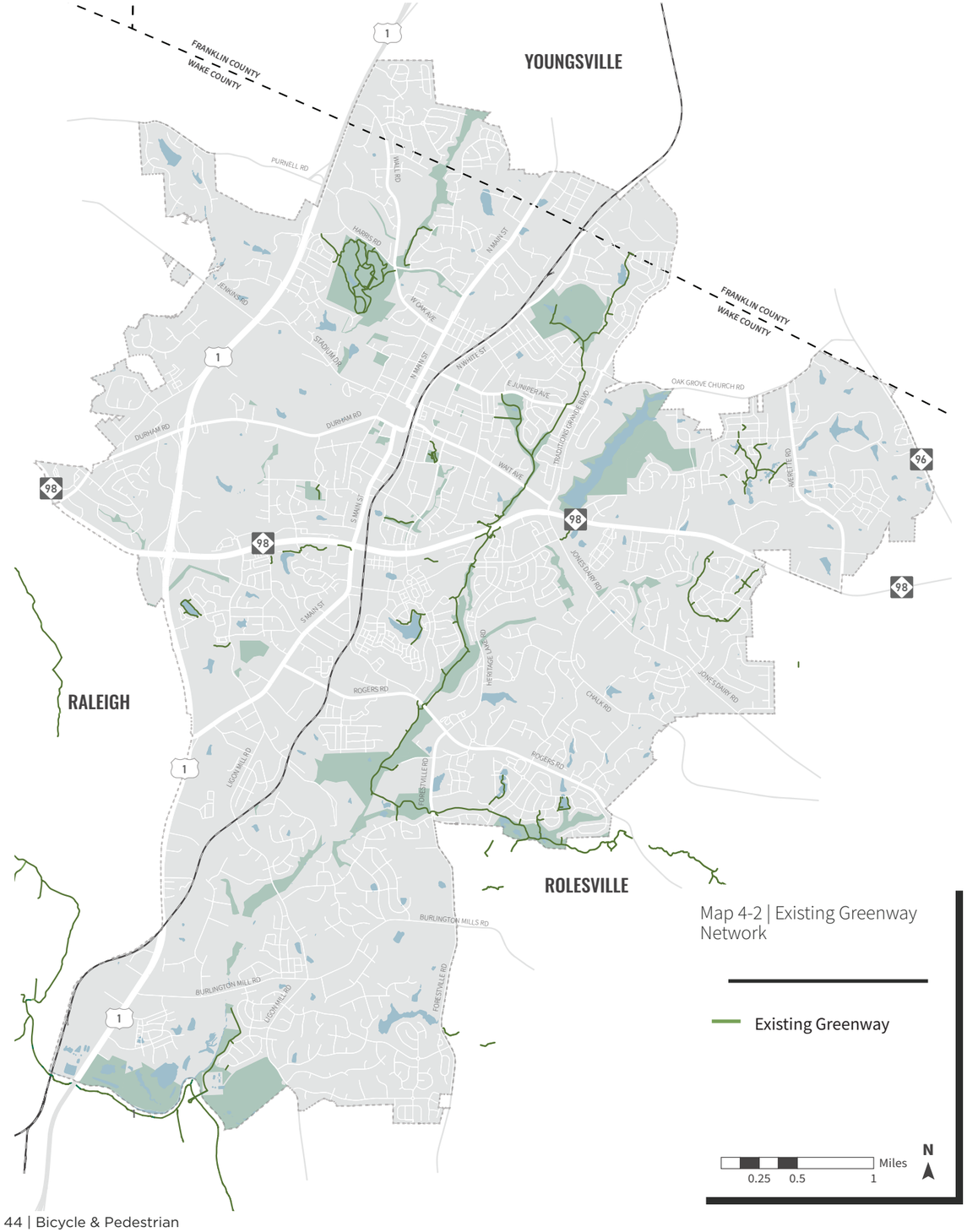
The recommended off-street pedestrian network includes greenway and multi-use paths. Both are typically 10-foot or wider hard surface paths that support both bikes and pedestrians but are in different locations. Multi-use paths run parallel to the roadways and generally in the public right-of-way. Multi-use paths are typically found on roadways classified as a Tier 2 Thoroughfare or higher.

Greenways are typically found along existing stream corridors or in the Town park system. Town maintained public greenways are located in public greenway easements or on Town owned property.

Bicycle and Pedestrian Future Network Recommendations

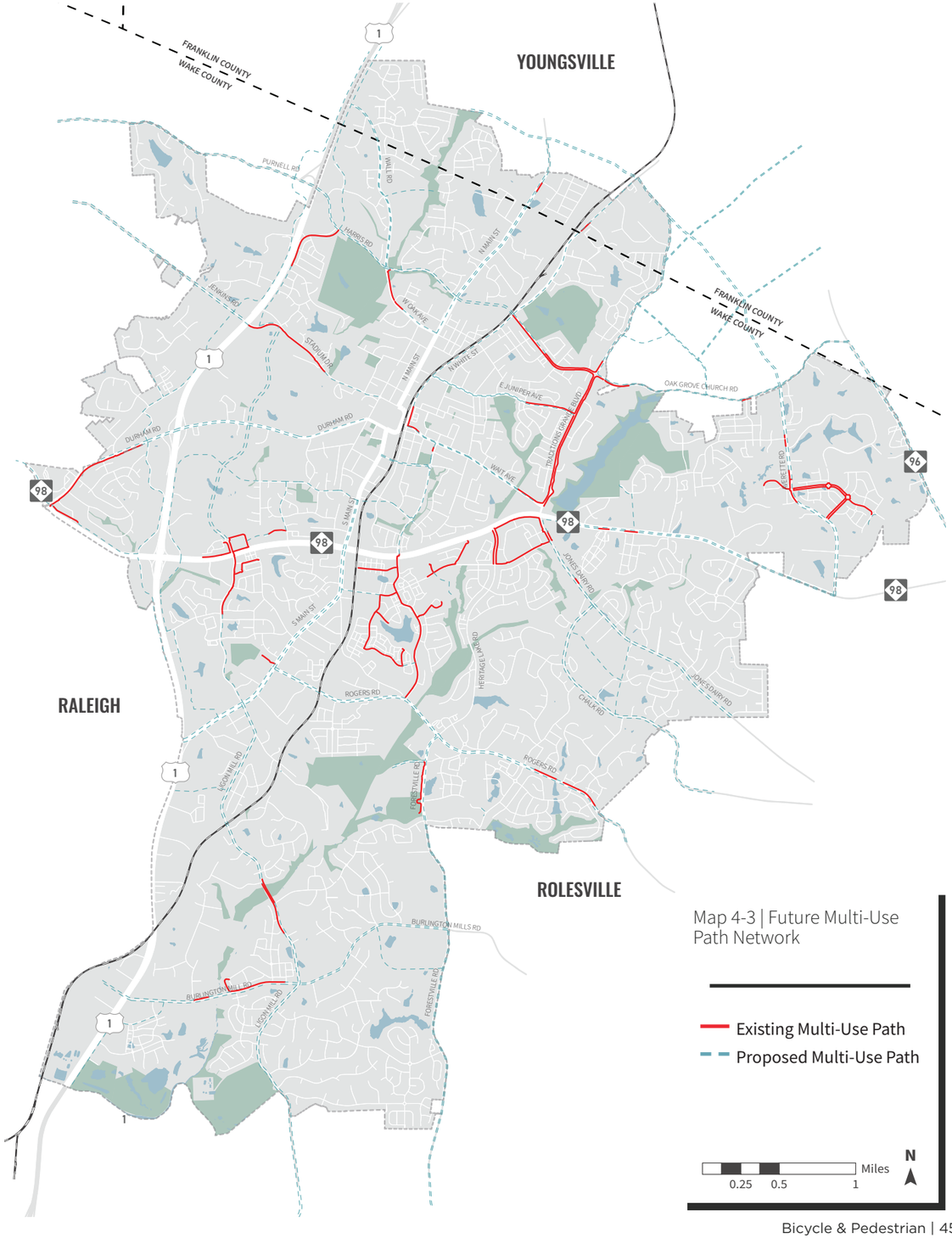
Bicycle and pedestrian recommendations were made with the priority of filling in gaps in the existing network, adding facilities within the existing roadway network, and ensuring bicycle and pedestrian facilities are included for new roadway connections.





Map 4-2 | Existing Greenway Network

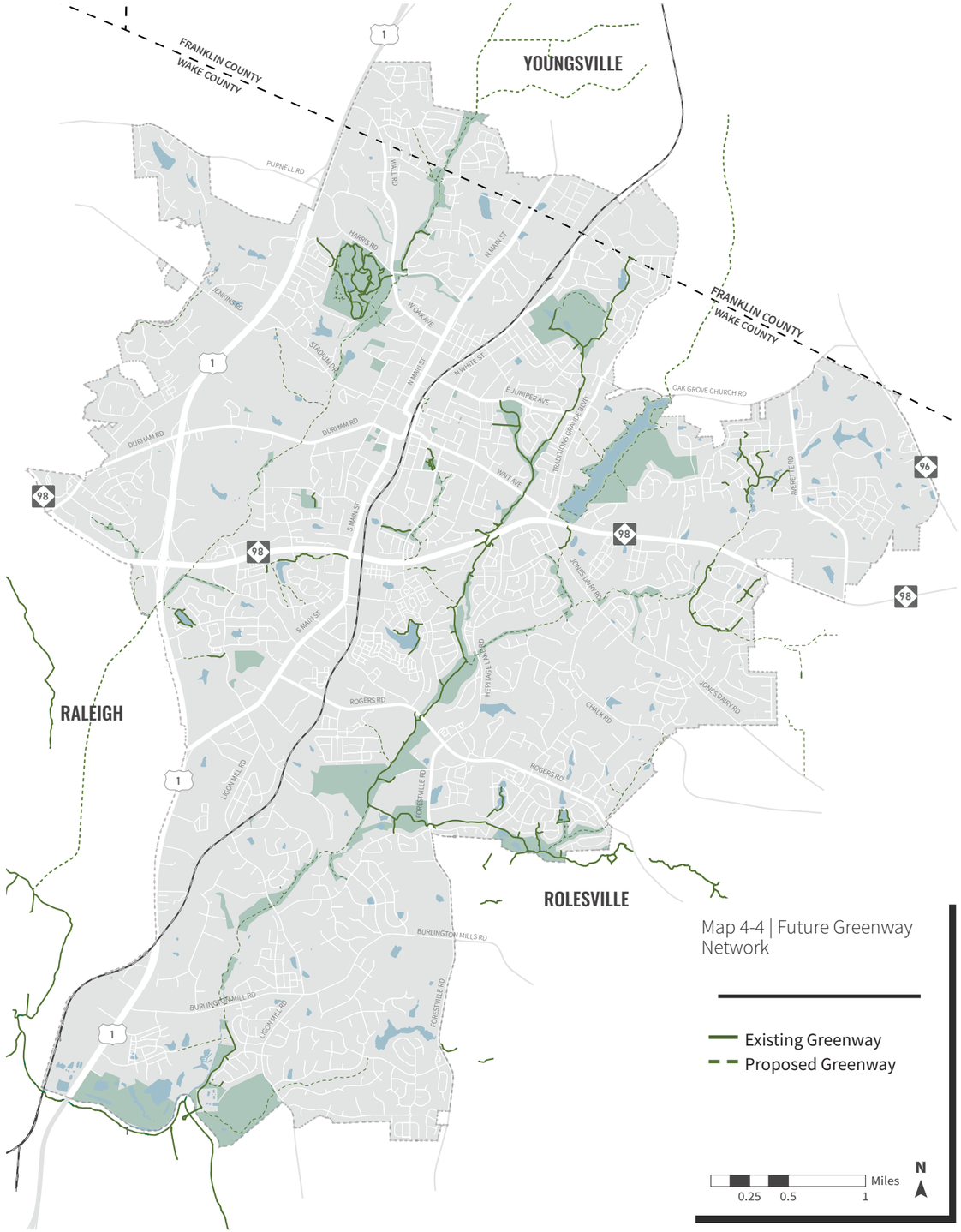
Existing Greenway



Map 4-3 | Future Multi-Use Path Network

Existing Multi-Use Path

Proposed Multi-Use Path

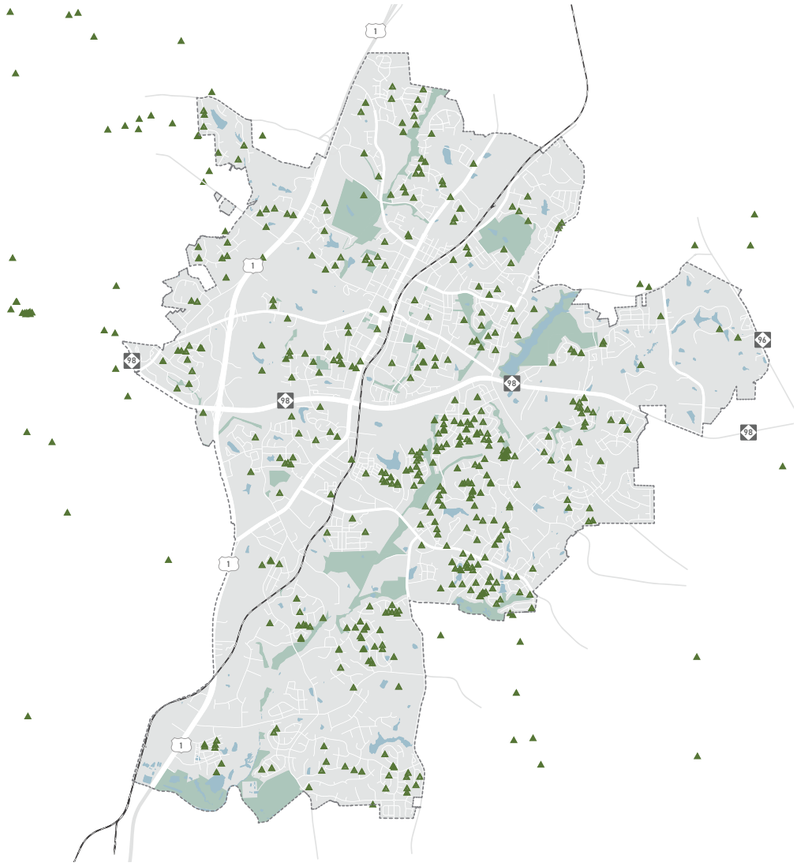


Map 4-4 | Future Greenway Network

Existing Greenway
Proposed Greenway

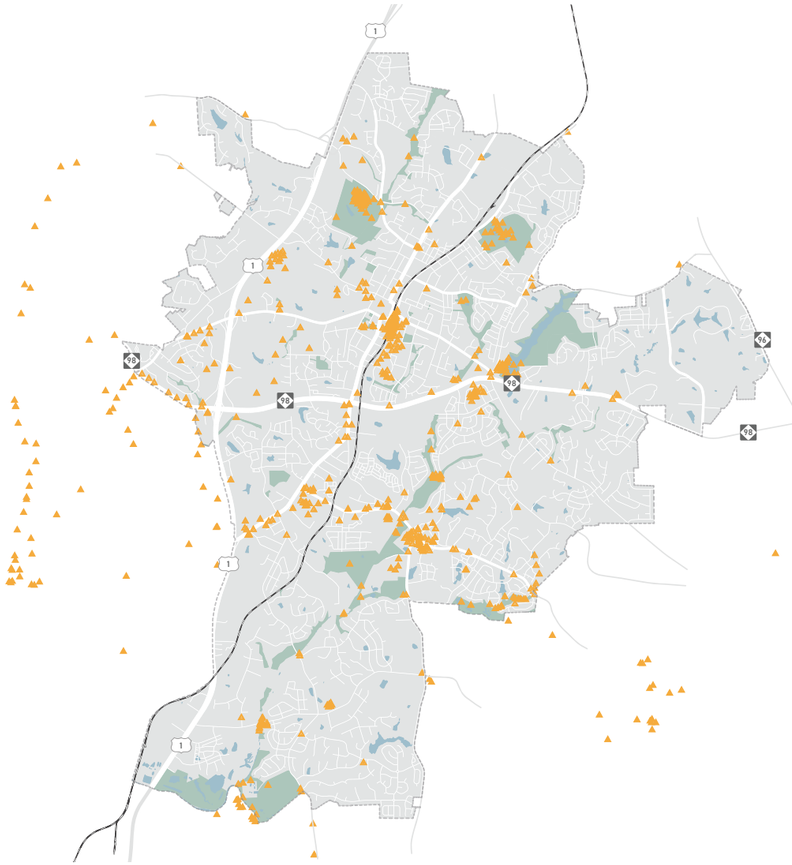
Bicycle and Pedestrian Origins & Destinations

The following maps show origins and destinations for bicycle and pedestrian trips. The data was gathered during the initial comment period in May 2018.



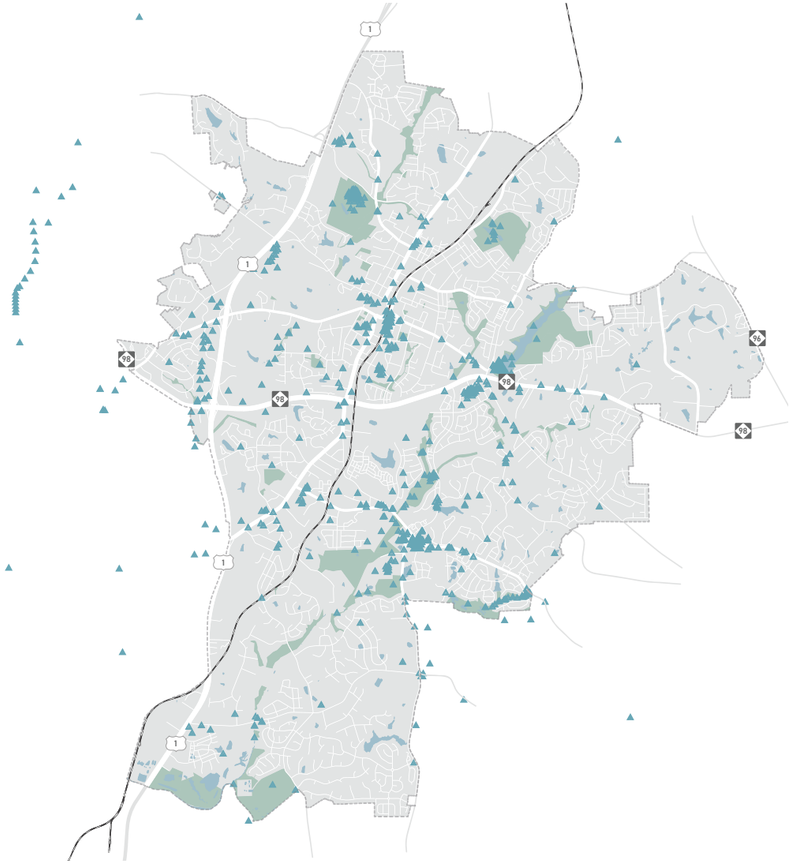
Map 4-5 | Bicycle and Pedestrian Trip Origins

These points indicate where bicycle and pedestrian trips usually generate, as noted in comments from the initial survey.



Map 4-6 | Bicycle Destinations

These points indicate common destinations for bicycle trips, as noted in comments from the initial survey.



Map 4-7 | Pedestrian Destinations

These points indicate common destinations for pedestrian trips, as noted in comments from the initial survey.

CHAPTER 5
TRANSIT

Transit will serve a key role in providing connectivity and mobility within Wake Forest by providing an alternative for private automobile transport.

In 2016, Wake County voters approved a half-cent sales tax for improved transit services in Wake County. Subsequently, the Wake County Transit Plan was published in 2016 and lays out a framework for transit projects to be funded by the new tax revenues.

Existing Bus Network

Wake Forest Raleigh Express (WRX)

The Wake Forest-Raleigh Express is a commuter bus service running hourly service to Triangle Town Center and Downtown Raleigh during peak hours.

Future Bus Network

Route 2L

GoRaleigh has planned to operate new hourly service from downtown Wake Forest to WakeMed North Hospital. From there, passengers can transfer to the existing, half-hourly Route 2 for Downtown Raleigh via Falls of Neuse Road and Five Points. This route will be funded in part by the Wake County Transit Tax.

Microtransit Service

Go Wake Forest

Go Wake Forest is an on-demand, door-to-door microtransit service provided to all residents and visitors within Wake Forest's jurisdiction and a portion of Raleigh's Wakefield neighborhood.

GoRaleigh MicroLink

GoRaleigh MicroLink is an on-demand, curb-to-curb microtransit system service provided to all residents and visitors within the vicinity of Rolesville and a portion of Wake Forest.

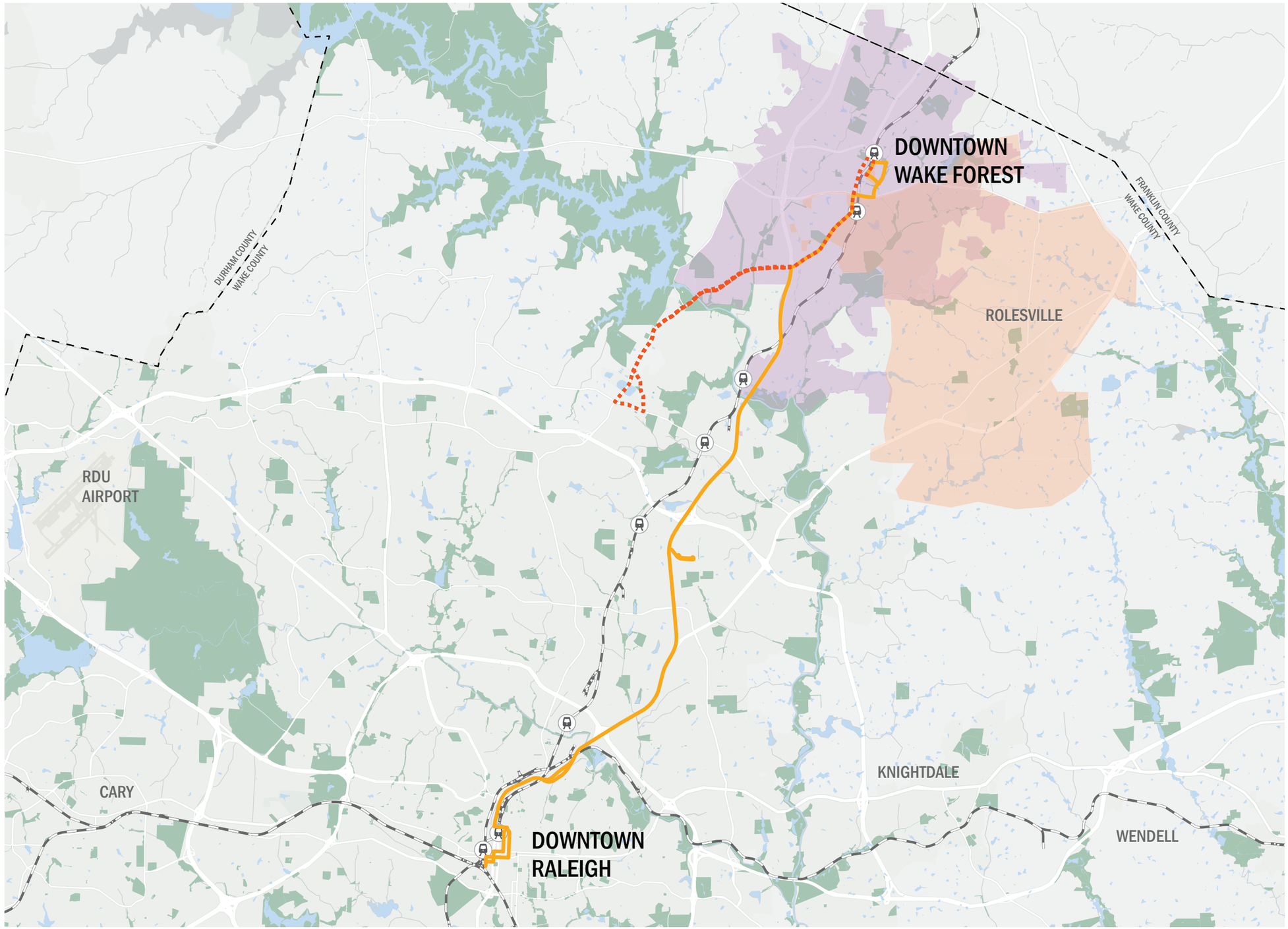
Future Rail Network

Raleigh - Wake Forest Commuter Rail or S-Line

A conceptual plan prepared by NCDOT and GoTriangle in 2017 analyzed commuter rail service between Raleigh and Wake Forest. The 2016 Wake County Transit Plan lists the potential line as an "Option for Future Expansion." At the time of this writing (2026), there are pending federal funds dedicated to funding a portion of the rail project from Raleigh to Wake Forest. Wake County Transit Tax may also make funds available in future years. There are up to three stations planned within Wake Forest, with the Downtown Station recieving preliminary federal funding. The areas surrounding these stations should be planned for Transit Oriented Development (TOD).

- Downtown Mobility Hub (Train Station) - Will initially serve as the primary Amtrak station for Wake Forest, Rolesville, and portions of North Raleigh, with commuter rail service to Downtown Raleigh added in subsequent years.
- NC 98 Station - A park and ride commuter rail station to serve the communities surrounding Wake Forest.
- Capital Boulevard Station - A commuter rail station within driving and transit distance to southern Wake Forest.

WAKE FOREST COMPREHENSIVE TRANSPORTATION PLAN



Map 5-1 | Regional Existing & Future Transit Network

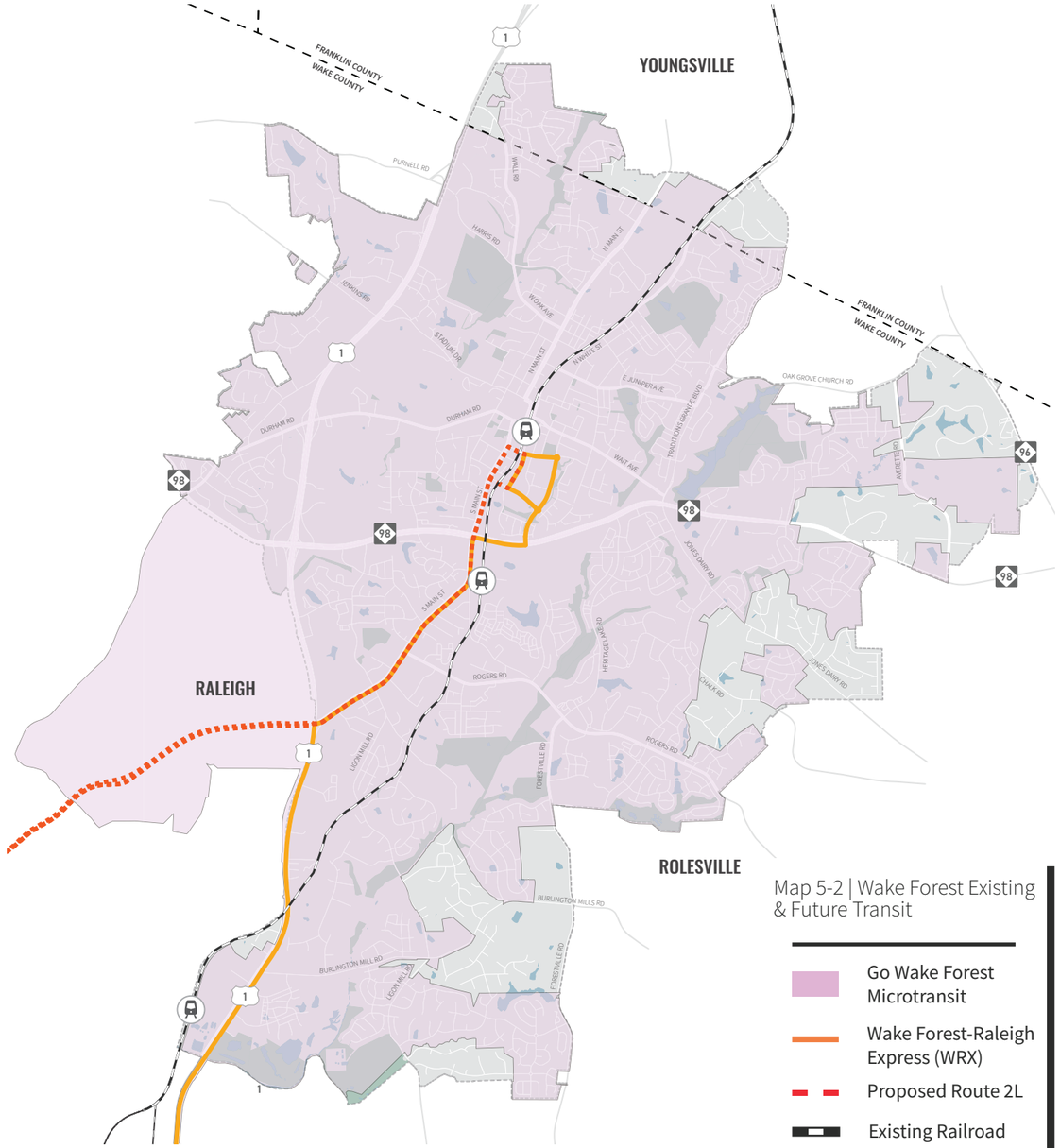
(In relation to Wake Forest)

- MicroLink Microtransit
- Go Wake Forest Microtransit
- Wake Forest-Raleigh Express (WRX)
- Proposed Route 2L
- Existing Railroad
- Proposed Commuter Rail Station

Miles

0 1.5 3

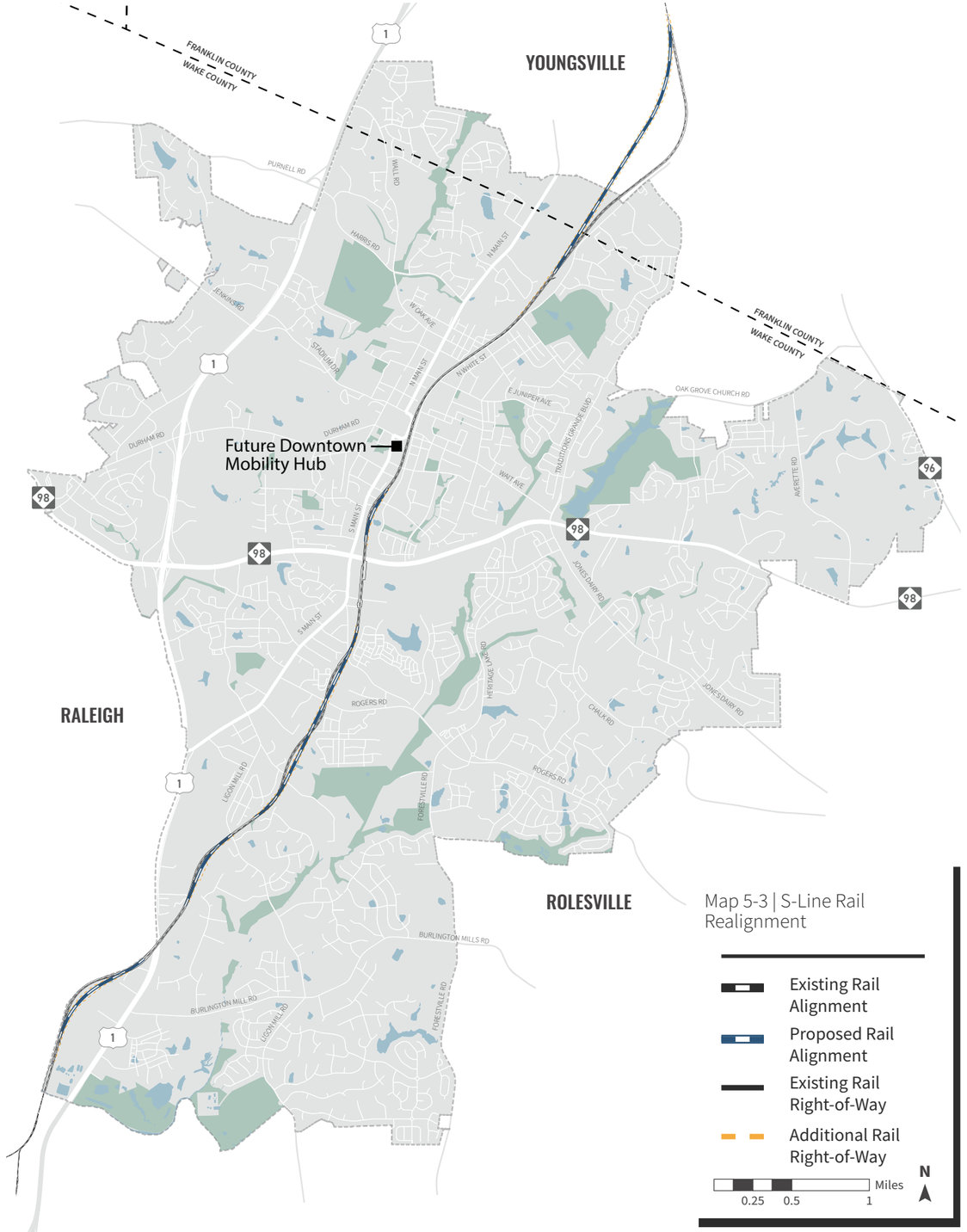
N



Map 5-2 | Wake Forest Existing & Future Transit

- Go Wake Forest Microtransit
- Wake Forest-Raleigh Express (WRX)
- Proposed Route 2L
- Existing Railroad
- Proposed Commuter Rail Station

Miles 0.25 0.5 1 N



Map 5-3 | S-Line Rail Realignment

- Existing Rail Alignment
- Proposed Rail Alignment
- Existing Rail Right-of-Way
- Additional Rail Right-of-Way

Miles 0.25 0.5 1 N

Communities of Concern

The Capital Area Metropolitan Planning Organization (MPO) uses Block Group-level data from the US Census American Community Survey to look for concentrations of classes protected under Title VI. These “communities of concern” (CofC’s) represent where potential concentrations of protected populations exist.

These information is used to target special outreach and evaluate the relative benefit/burden of transportation investments from the Metropolitan Transportation Plan (MTP) or State Transportation Improvement Program (STIP).

This map shows the overlap between transit service (existing and future) and areas with one or more Communities of Concern indicators. These communities have a potentially higher propensity to use transit for their daily needs.

The areas north and east of Downtown Wake Forest have a larger concentration of Communities of Concern indicators.

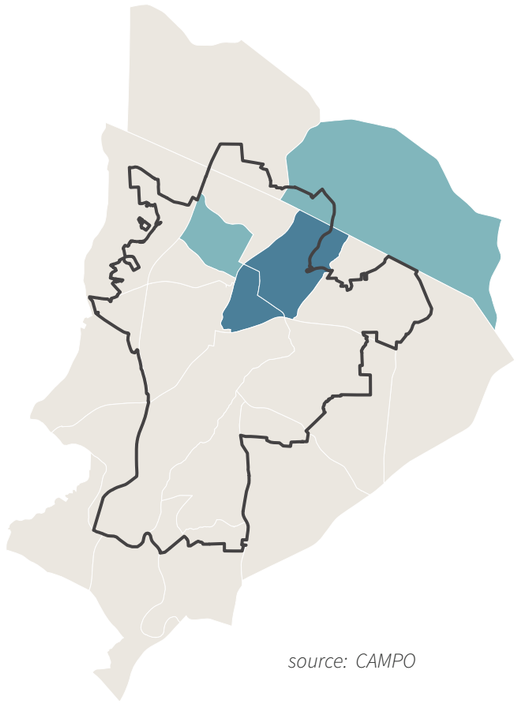
Historically, these areas have not been adequately served by fixed route transit services. Even the future fixed route transit services, as planned, will not reach these communities.

In 2023, the Town adopted the Public Transit Plan, which outlines several alternatives on how to improve transit service within Wake Forest. One of these alternatives is a town-wide, on-demand microtransit service that would replace the Wake Forest Loop fixed route bus service. Following community outreach, this alternative was deemed the most favorable.

Launching in October 2024, the Go Wake Forest on-demand microtansit service has significantly increased the reach of transit and overall ridership. Preliminary data suggests these Communities of Concern exhibit the highest level of ridership in town.

Further studies are likely needed to assess different ways to provide transit service to these neighborhoods.

Map 5-4 | Communities of Concern Indicators



source: CAMPO

Communities of Concern Indicators

- 2
- 1
- 0

The Capital Area Metropolitan Planning Organization (MPO) uses Block Group-level data from the US Census American Community Survey to look for concentrations of classes protected under Title VI. These “communities of concern” (CofC’s) represent where potential concentrations of protected populations exist.

CHAPTER 6 ROADWAYS

Existing Roadway Conditions

Functional Classification

Functional classification divides the roadway network based on the relationship a roadway has to the surrounding roadways.

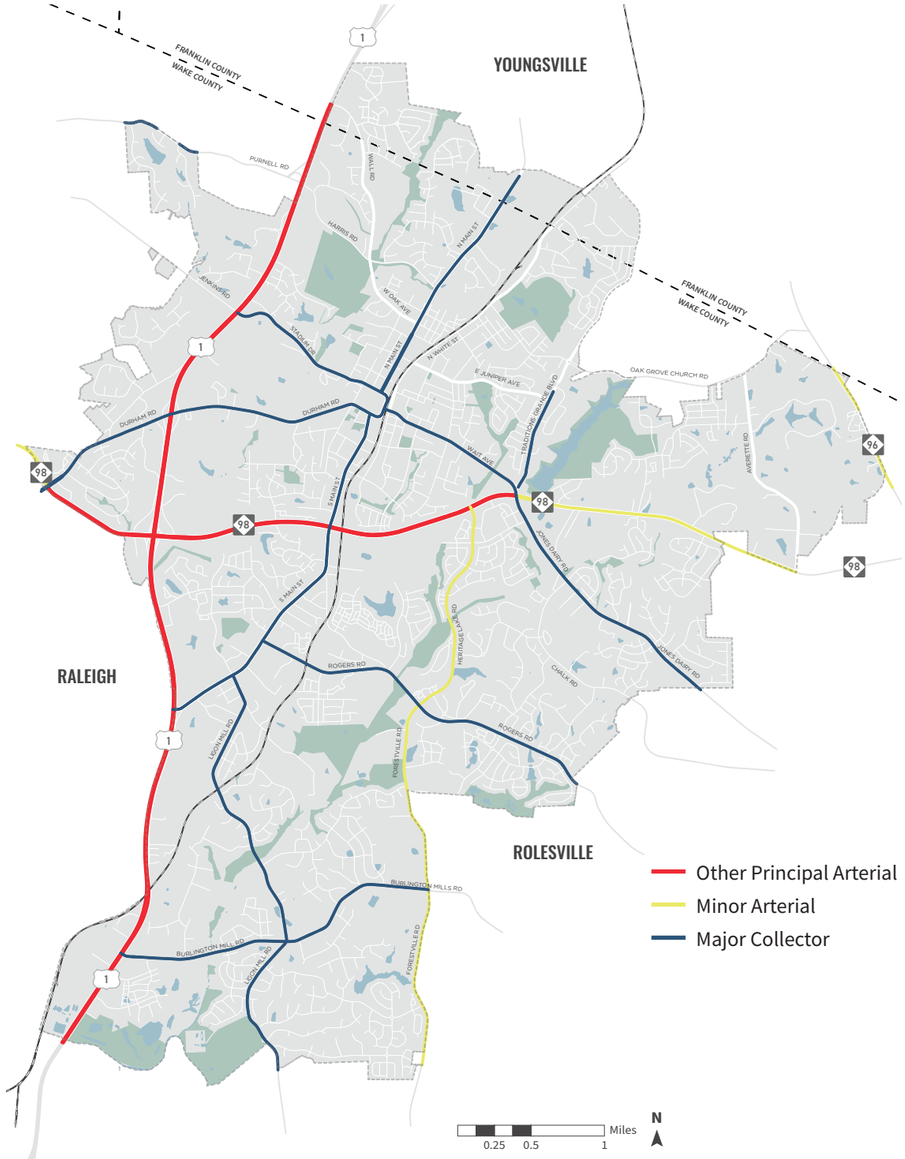
NCDOT Classification

This map should be used to determine official NCDOT functional classification.

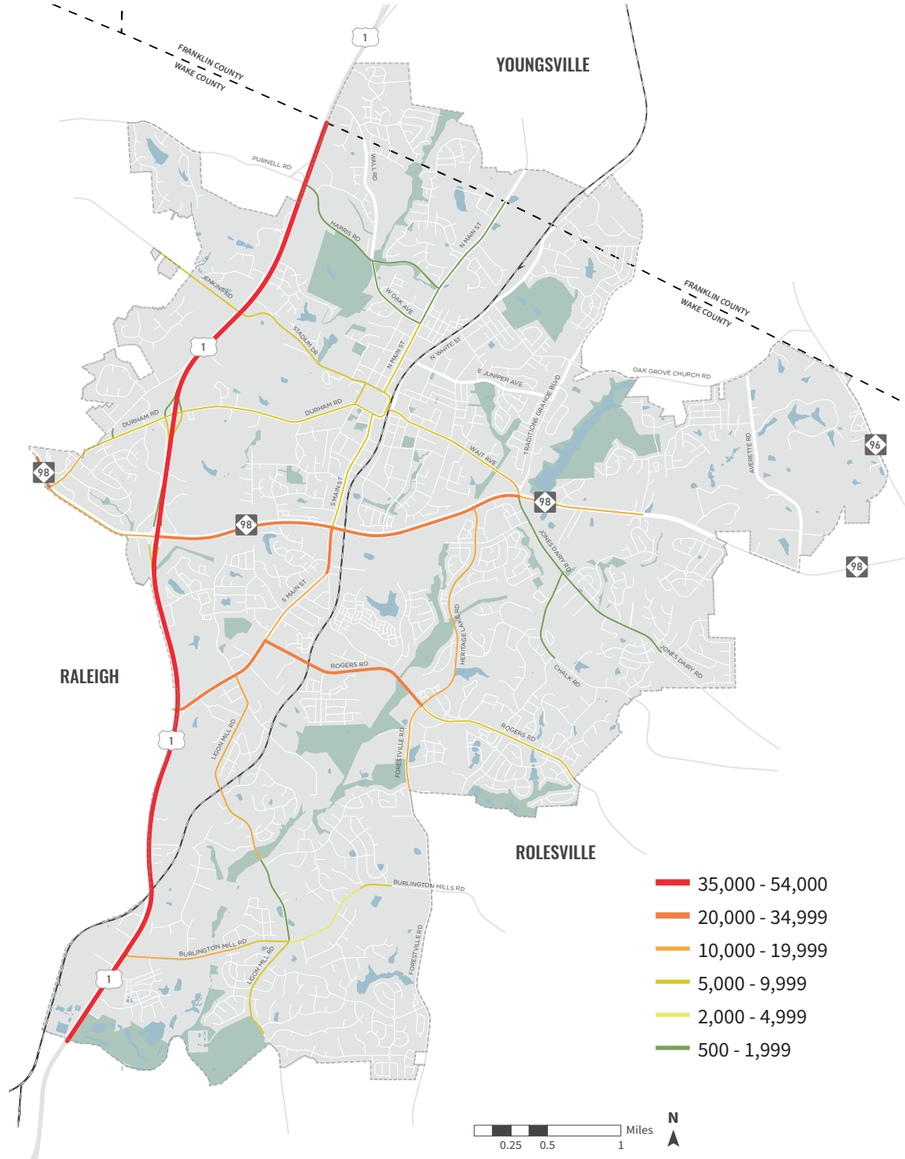
Average Annual Daily Traffic (AADT)

Annual Average Daily Traffic (AADT) shows the average traffic counts taken over 2017 on normal traffic days. These counts are provided by the North Carolina Department of Transportation (NCDOT) and collected for state maintained roads.

Map 6-1 | NCDOT Classification



Map 6-2 | 2017 Average Annual Daily Traffic



Volume to Capacity Ratios

The volume to capacity (VOC) ratio represents the travel demand on the road compared to the number of vehicles a roadway facility can accommodate. A higher ratio indicates a higher percentage of the roadway's capacity being utilized. Roadway capacity and travel demand were derived from the Triangle Regional Model (TRM), including the edits made to the socio-economic data for Wake Forest.

VOC ratios greater than 1 indicates that projected traffic demand exceeds roadway capacity. However, in reality, traffic only reaches roadway capacity for brief periods of time, because as traffic gets worse, drivers choose alternative routes, modes of transportation, times, or choose not to make the trip.

2013 is the base year for the TRM and 2045 is the projected or 'horizon' year.

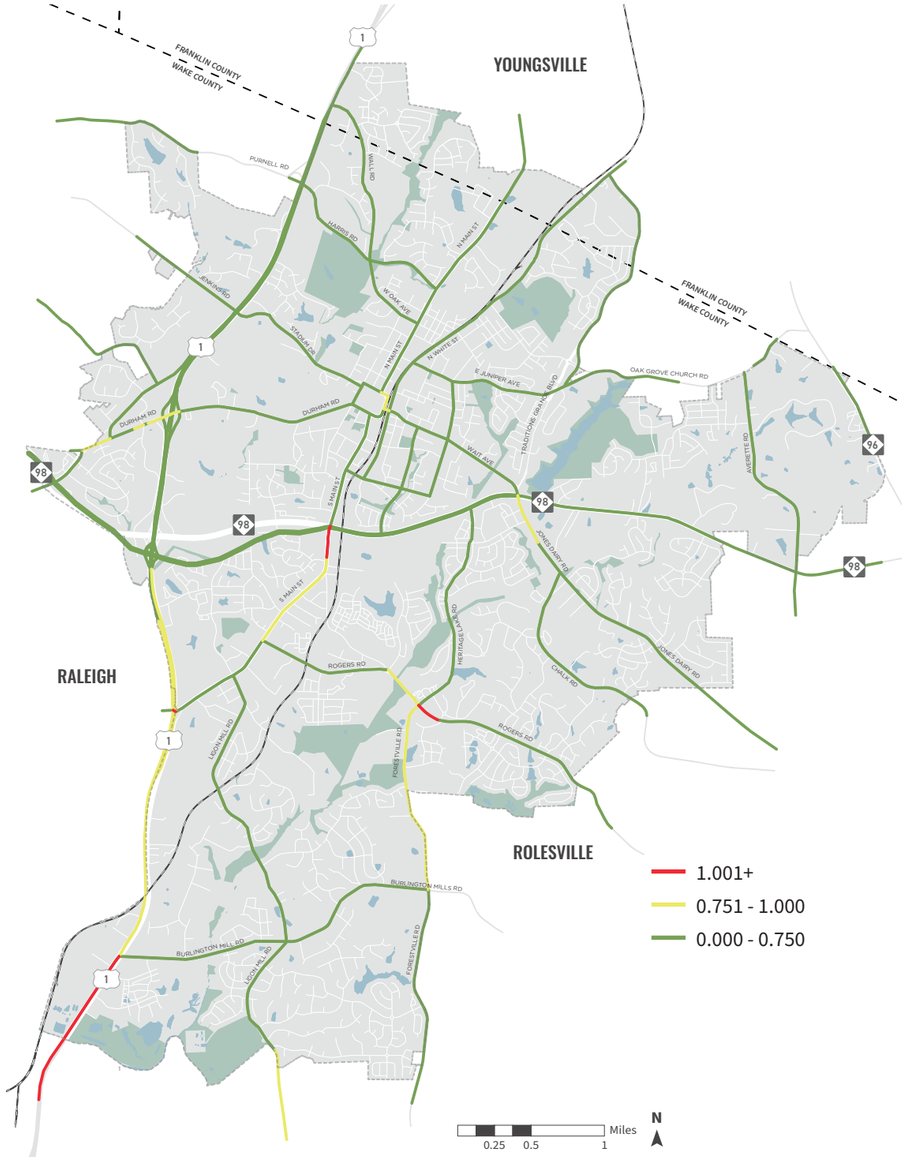
Crash Data

High Frequency Crash Location (HFCL) scores are based on combined scores of crash density, crash severity, and critical crash rate. These scores range from 0-100. Higher scores indicate the road has higher safety concerns than similar roads across the state.

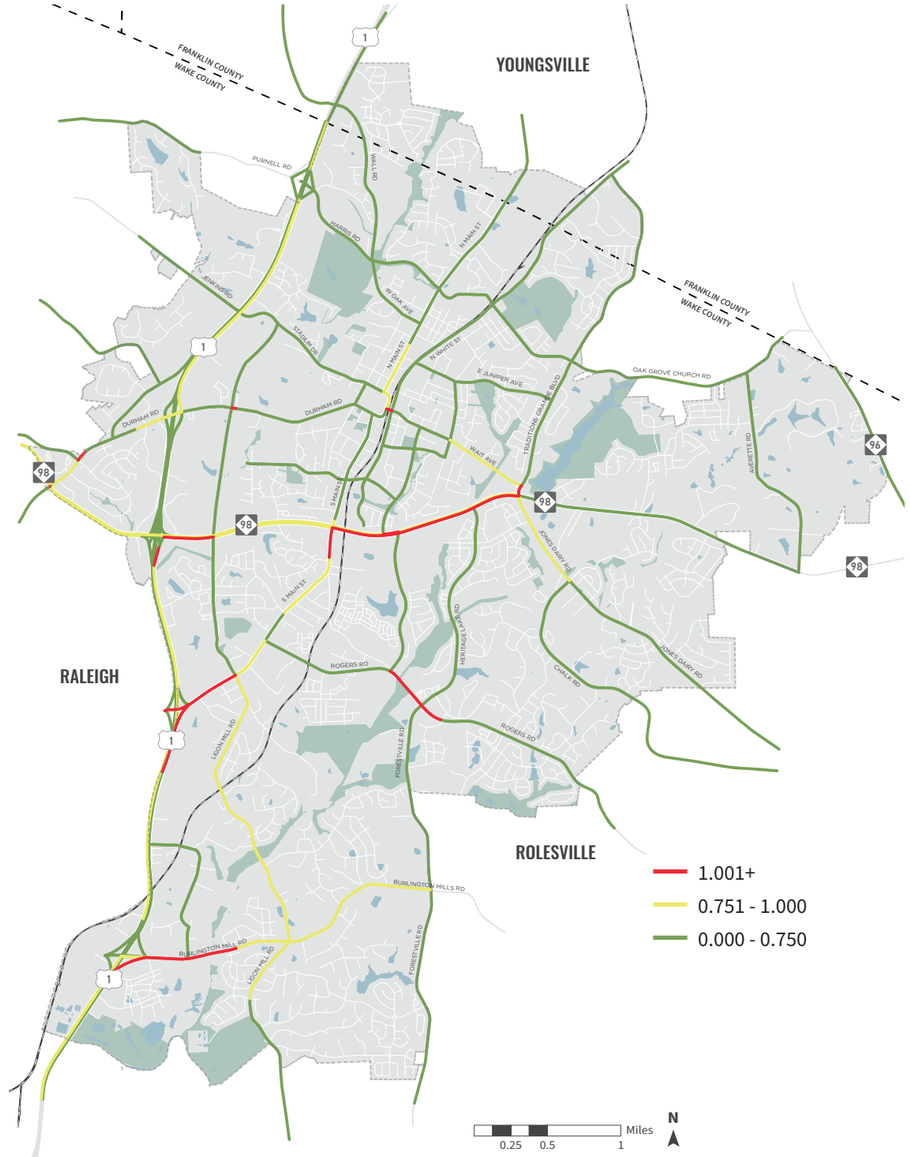
Intersection crash data was provided by NCDOT and was collected between 2013 and 2017.

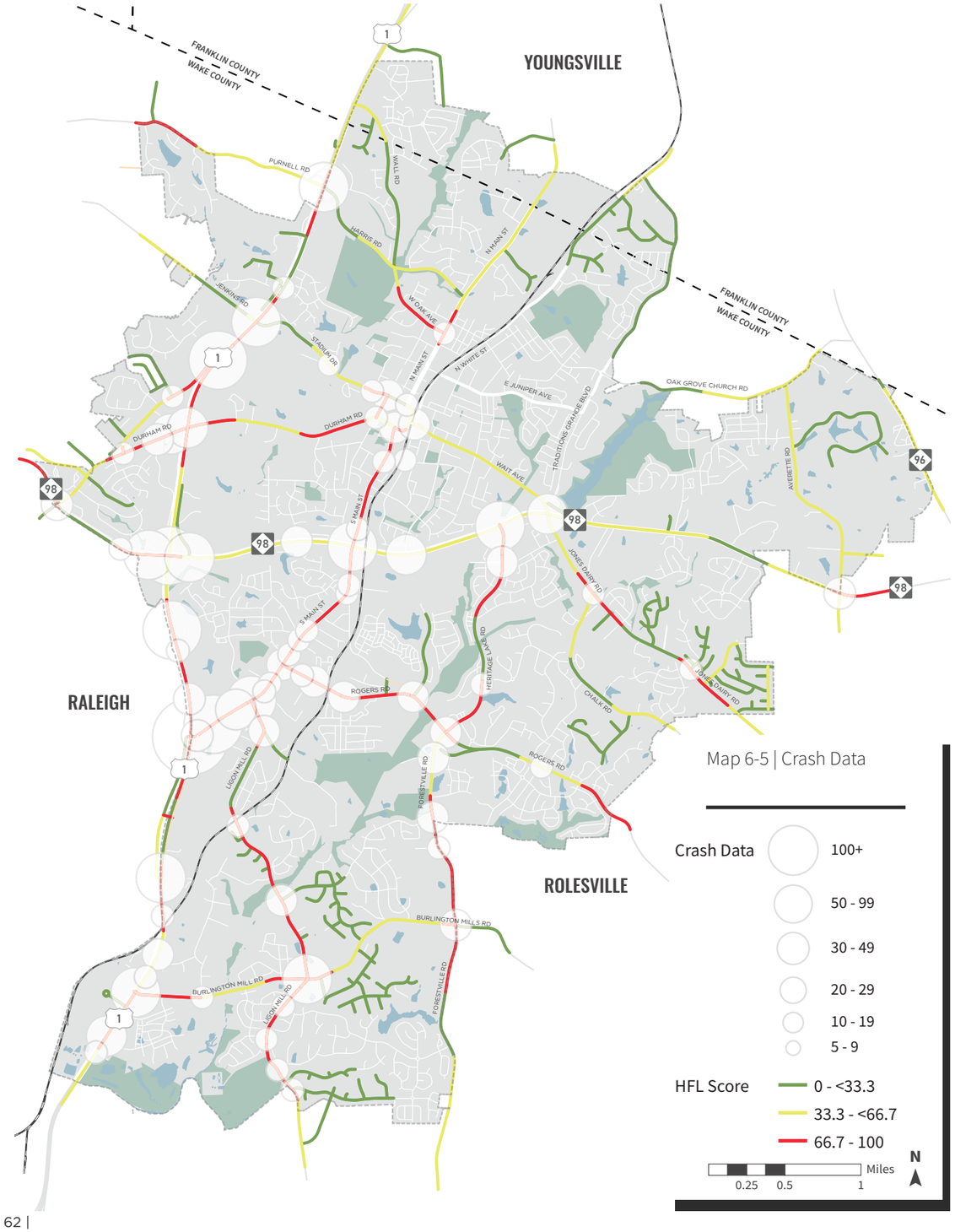
South Main Street, Ligon Mill Road, Rogers Road, and Durham Road have higher HFCL scores than other roads within Wake Forest. Most intersections with higher crashes are along US 1, and the conversion of US 1 to a freeway may address some of these safety concerns. Within Wake Forest, high crash intersections include NC 98 / Forestville Road and Burlington Mills Road / Ligon Mill Road. The roads around the Seminary also exhibit safety concerns. These roads and intersections may require safety improvements, most of which have been addressed in the CTP recommendations.

Map 6-3 | 2013 Volume to Capacity Ratios



Map 6-4 | 2045 Volume to Capacity Ratios





Roadway Hierarchy

Roadway networks are organized for safe and efficient collection and distribution of traffic. This organization is often referred to as “functional classification.” Wake Forest’s functional classifications are describe below.

Tier 1 Thoroughfares

Tier 1 thoroughfares are local roads that serve to provide direct access to property and connections to higher classified roadways. Tier 1 thoroughfares are typically characterized by low speeds and no more than two travel lanes.

Tier 2 Thoroughfares

Tier 2 thoroughfares generally serve several different neighborhoods and provide a linkage from Tier 1 thoroughfares to larger throughfares. Tier 2 thoroughfares are characterized by medium speeds, and limited driveway access. Tier 2 thoroughfares can serve both residential and commercial areas.

Tier 3 Thoroughfares

Tier 3 thoroughfares have lower travel speeds and traffic volumes than thoroughfares Tier 4 and above. Tier 3 thoroughfares often have limited property access and feed into larger thoroughfares. These roadways are often characterized by three to four travel lanes.

Tier 4 Thoroughfares

Tier 4 thoroughfares have higher speeds and traffic volumes than Tier 3 thoroughfares. The roadways are often characterized by three to four travel lanes with a planted median. Property access is limited, and the roadways accommodate through traffic.

Boulevard Thoroughfares

Boulevard thoroughfares serve high traffic volumes and handle higher speeds. Direct access is heavily limited and often full movements are prevented with a planted median. These roadways accommodate traffic moving through the Town.

Freeway Thoroughfares

Freeway thoroughfares serve high volumes of traffic at high speeds, though access to the surrounding road network can be provided through either interchanges or signalized intersections.

Interstate Thoroughfares

Interstate thoroughfares serve high volumes of traffic at high speeds and are only connected to the surrounding road network through interchanges. Interstate thoroughfares often serve long-distance trips, though in urban areas, interstate thoroughfares also tend to serve trips of low to moderate length. Freeway thoroughfares are similar to interstate thoroughfares by serving high volumes of traffic at high speeds, though access to the surrounding road network can be provided through either interchanges or signalized intersections.

Roadway Cross-Sections

The following pages display the standardized roadway cross-sections that have been developed for the Wake Forest Comprehensive Transportation Plan. Dimensions provided with the cross-sections are based on element dimensions in the NCDOT Typical Cross Sections.

For guidance for determining roadway requirements, refer to the list of roadways by classifications (Table 6-1).

Existing roadways not listed should at a minimum follow the 2A Two Undivided Cross-Section. New roadways not identified in the Future Roadway Network as part of the new development shall be determined by Town staff and the developer. The preferred details for each corridor should maximize the existing and proposed street network and bike and pedestrian networks.

Using the Cross-Sections

Each cross-section has standard and alternate dimensions. This allows Town staff the right to modify cross-sections as needed based on existing conditions or needs to the transportation network.

Right of Way

The proposed minimum right-of-way in the cross-sections in this document is the listed right-of-way if a roadway were to follow the standard dimensions for cross-section elements. The Town reserves the right to increase or decrease the minimum right-of-way required at the time of development from the listed right-of-way based on existing conditions or to accommodate alternate dimensions–the suggested right-of-way does not account for any required bike or pedestrian infrastructure beyond the standard sidewalk, or any alternate cross-section elements.

Travel Lanes

Standard dimensions for travel lanes are preferred by the Town. Narrower dimensions are only allowed if approved by Town staff. Existing wider lanes are allowed to remain.

Bike and Pedestrian Infrastructure

If Future Multi-Use Path Network Map or Future Bike Network Map indicate required improvements, roadways must use the alternate dimensions to meet the requirement. Town Staff reserves the right to require additional bike and pedestrian improvements on roadways not identified on the Future Multi-Use Path Network Map.

Sidewalks are standard for any new roadway and when improving existing roadways. Existing roadways in historically sensitive areas such as the Mill Village Overlay and Wake Forest Historic Districts may be evaluated at the time of development to determine if new sidewalks are appropriate.

Curb and Gutter

Curb and gutter is standard for any new roadway and when improving existing roadways. Existing roadways in historically sensitive areas such as the Mill Village and Wake Forest Historic Districts may be evaluated at the time of development to determine if curb and gutter is appropriate.

Verge

The grass or planted area between the back of a curb and sidewalk, multi-use path, or property line.

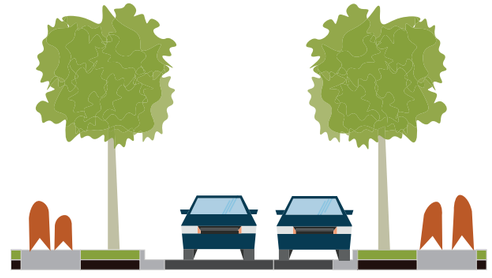
NCDOT Approval

Roads located along state-maintained roadways are subject to approval of NCDOT. NCDOT may require additional cross-section elements or right-of-way beyond the Town's minimum standards.

Alley
Minimum Easement: 22'

	Standard Dimensions	Alternate Dimensions
Travel Lane	20 feet	12-20 feet
Back of Pavement	1 foot	1 foot

1A - One Lane Undivided with One Sided Parking
Minimum R/W: 49'



	Standard Dimensions	Alternate Dimensions
Travel Lane	12 feet	10-14 feet
Parking	6 feet - parallel parking	16 feet - 45 degree parking
Curb and Gutter	2.5 feet	2.5 feet
Verge	6 feet	0-10 feet
Sidewalk	6 feet	0-10 feet
Back of Sidewalk	1 foot	1 foot

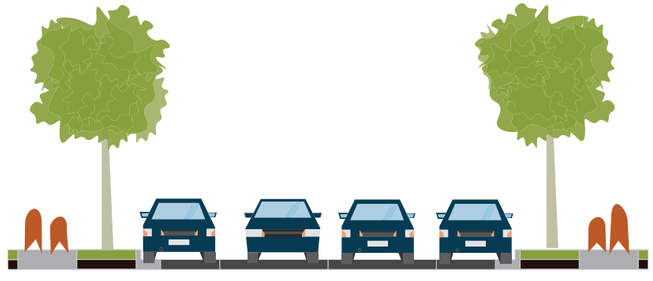
2A - Two Lane Undivided
Minimum R/W: 55'

	Standard Dimensions	Alternate Dimensions
Travel Lane	12 feet	10-14 feet
Parking	N/A	N/A
Curb and Gutter	2.5 feet	N/A
Verge	6 feet	0-10 feet
Sidewalk	6 feet	0-10 feet
Back of Sidewalk	1 foot	1 foot

2A.1 - Modified Two Lane Undivided
Minimum R/W: 52'

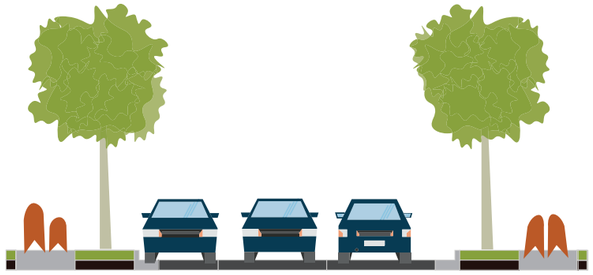
	Standard Dimensions	Alternate Dimensions
Travel Lane	12 feet	10-14 feet
Parking	8 feet - parallel parking	7-8 feet - parallel parking
Curb and Gutter	2.5 feet	N/A
Verge	6 feet	0-10 feet
Sidewalk	10 feet	0-10 feet
Back of Sidewalk	1 foot	1 foot

2B - Two Lane Undivided with Two Sided Parking
Minimum R/W: 67'



	Standard Dimensions	Alternate Dimensions
Travel Lane	12 feet	10-14 feet
Parking	6 feet - parallel parking	16 feet - angled parking
Curb and Gutter	2.5 feet	2.5 feet
Verge	6 feet	0-10 feet
Sidewalk	6 feet	0-10 feet
Back of Sidewalk	1 foot	1 foot

2C - Two Lane Undivided with One Sided Parking
Minimum R/W: 61'



	Standard Dimensions	Alternate Dimensions
Travel Lane	12 feet	10-14 feet
Parking	6 feet - parallel parking	16 feet - angled parking
Curb and Gutter	2.5 feet	2.5 feet
Verge	6 feet	0-10 feet
Sidewalk	6 feet	0-10 feet
Back of Sidewalk	1 foot	1 foot

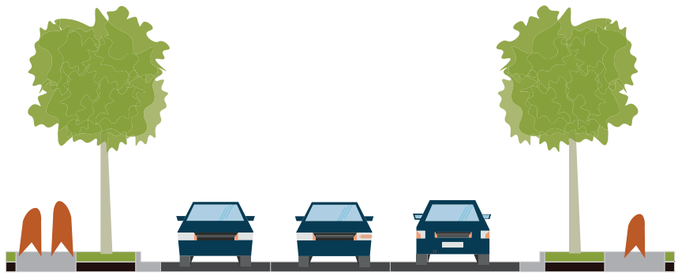
2D - Two Lane Divided
Minimum R/W: 92’

	Standard Dimensions	Alternate Dimensions
Travel Lane	20 feet	10-14 feet
Planted Median	18 feet + 3 feet median curbing	18-23 feet
Parking	N/A	6 feet - parallel parking
Curb and Gutter	2.5 feet	2.5 feet
Verge	6 feet	0-10 feet
Sidewalk	6 feet	0-10 feet
Back of Sidewalk	1 foot	1 foot

2E - Two Lane Divided
Minimum R/W: 92’

	Standard Dimensions	Alternate Dimensions
Travel Lane	11 feet	10-14 feet
Planted Median	11 feet + 3 feet median curbing	N/A
Bike Lane (Off-street)	5 feet	N/A
Parking	8 feet parallel parking - includes gutter	N/A
Curb and Gutter	2.5 feet	N/A
Tree Planter	4 feet	N/A
Verge	2 feet	N/A
Sidewalk - Excluding Planter	5 feet westside, 10 feet eastside	N/A
Back of Sidewalk	1 foot	N/A

3A - Three Lane Undivided
Minimum R/W: 67’



	Standard Dimensions	Alternate Dimensions
Travel Lane	12 feet	10-14 feet
Center Turning Lane	12 feet	13-14 feet
Parking	N/A	N/A
Curb and Gutter	2.5 feet	2.5 feet
Verge	6 feet	0-10 feet
Sidewalk	6 feet	0-10 feet
Back of Sidewalk	1 foot	1 foot

4A - Four Lane Divided
Minimum R/W: 100’

	Standard Dimensions	Alternate Dimensions
Travel Lane	12 feet	10-14 feet
Planted Median	18 feet + 3 feet median curbing	18-23 feet + 3 feet median curbing
Parking	N/A	N/A
Curb and Gutter	2.5 feet	2.5 feet
Verge	6 feet	0-10 feet
Sidewalk	6 feet	0-10 feet
Back of Sidewalk	1 foot	1 foot

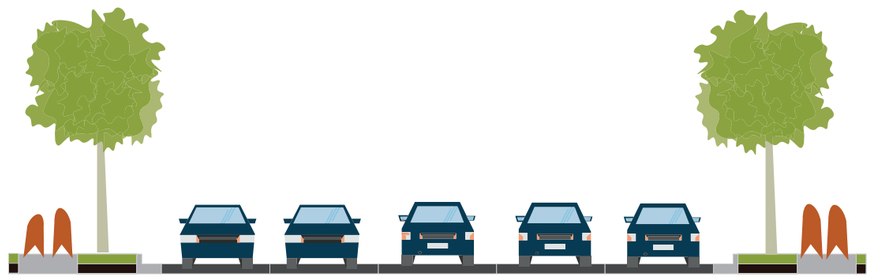
4B - Four Lane Divided with Paved Shoulder
Minimum R/W: 77’

	Standard Dimensions	Alternate Dimensions
Travel Lane	12 feet	10-14 feet
Planted Median	18 feet + 3 feet median curbing	18-23 feet + 3 feet median curbing
Parking	N/A	N/A
Paved Shoulder	4 feet	4 feet

4C - Four Lane Divided
Minimum R/W: 114’

	Standard Dimensions	Alternate Dimensions
Travel Lane	11 feet	10-14 feet
Planted Median	11 feet + 3 feet median curbing	N/A
Bike Lane (Off-street)	5 feet	N/A
Parking	8 feet parallel parking - includes gutter	N/A
Curb and Gutter	2.5 feet	N/A
Verge	2 feet	N/A
Tree Planter	4 feet	N/A
Sidewalk - Excluding Planter	5 feet west side, 10 feet east side	N/A
Back of Sidewalk	1 foot	N/A

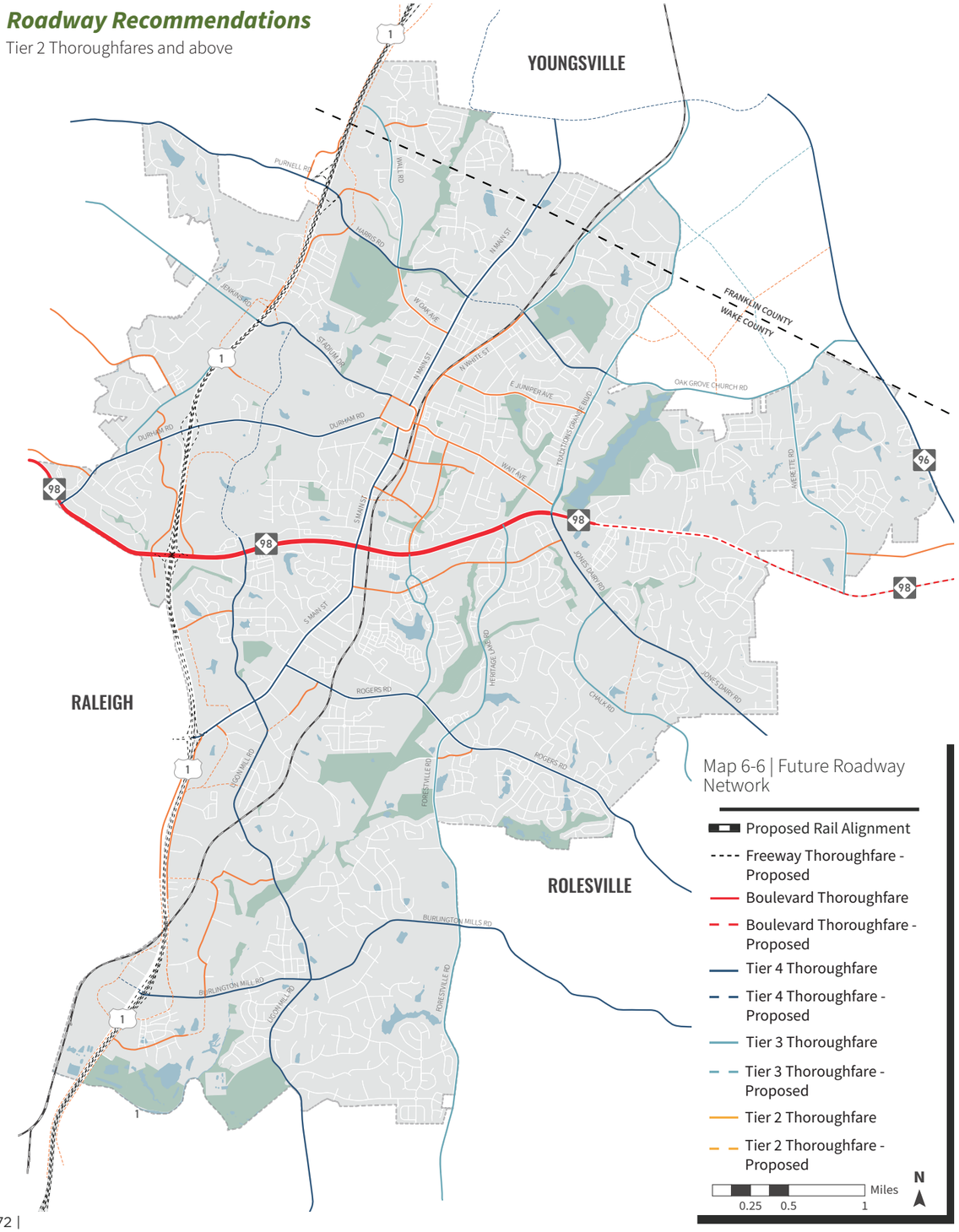
5A - Five Lane Undivided
Minimum R/W: 91’



	Standard Dimensions	Alternate Dimensions
Travel Lane	12 feet	10-14 feet
Center Turning Lane	12 feet	13-14 feet
Parking	N/A	N/A
Curb and Gutter	2.5 feet	2.5 feet
Verge	6 feet	0-10 feet
Sidewalk	6 feet	0-10 feet
Back of Sidewalk	1 foot	1 foot

Roadway Recommendations

Tier 2 Thoroughfares and above



Map 6-6 | Future Roadway Network

- Proposed Rail Alignment
- Freeway Thoroughfare - Proposed
- Boulevard Thoroughfare
- Boulevard Thoroughfare - Proposed
- Tier 4 Thoroughfare
- Tier 4 Thoroughfare - Proposed
- Tier 3 Thoroughfare
- Tier 3 Thoroughfare - Proposed
- Tier 2 Thoroughfare
- Tier 2 Thoroughfare - Proposed

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Table 6-1 | Roadway Recommendations

Name	Section	Classification	Start	End
Agora Drive	3A	Tier 2 Thoroughfare	US 1	Agora Drive Extension
Agora Drive Extension	3A	Tier 2 Thoroughfare - Proposed	Agora Drive	Ligon Mill Road Extension
Averette Road	3A	Tier 3 Thoroughfare	Oak Grove Church Road	Hwy 98
Averette Road Extension	3A	Tier 3 Thoroughfare - Proposed	N White Street	Oak Grove Church Road
Burlington Mills Road	4A	Tier 4 Thoroughfare	US 1	US 401
Caveness Farms Avenue	2A	Tier 2 Thoroughfare	US 1	Ligon Mill Road
Chalk Road	2A	Tier 3 Thoroughfare	Rogers Road	Averette Road
Clear Springs Drive Extension	2A	Tier 2 Thoroughfare - Proposed	Chalk Road	Jones Dairy Road
Debarmore Street	2A	Tier 2 Thoroughfare	Thompson Mill Road	Durham Road
Deer Path	US 1 Service Road	Tier 2 Thoroughfare	Dolce Drive Extension	Purnell Road
Del Webb Manor Avenue Extension	2A	Tier 2 Thoroughfare - Proposed	Gilcrest Farm Road	Oak Church Road
Devon Square Boulevard	US 1 Service Road	Tier 2 Thoroughfare - Proposed	Stadium Drive	Holden Drive
Dolce Drive	US 1 Service Road	Tier 2 Thoroughfare	Sonata Street	Dolce Drive Extension
Dolce Drive Extension	US 1 Service Road	Tier 2 Thoroughfare - Proposed	Deer Path	Dolce Drive
Dolce Drive Extension	US 1 Service Road	Tier 2 Thoroughfare - Proposed	Dolce Drive	Holden Road
Durham Road	3A	Tier 4 Thoroughfare Thoroughfare	US 1	N Wingate Street
Durham Road	4B	Boulevard Thoroughfare	Thompson Mill Road	Durham Road
Durham Road	3A	Tier 4 Thoroughfare	Hwy 98	US 1
E Holding Avenue	2C	Tier 2 Thoroughfare	S White Street	S Franklin Street
E Holding Avenue	2A	Tier 2 Thoroughfare	S Main Street	S White Street
E Holding Avenue	2A	Tier 2 Thoroughfare - Proposed	W Holding Avenue	E Holding Avenue
E Juniper Avenue	2A	Tier 2 Thoroughfare	N White Street	N Allen Street
E Roosevelt Avenue	3A	Tier 2 Thoroughfare	Front Street	Wait Avenue

Name	Section	Classification	Start	End
E South Avenue	2A	Tier 2 Thoroughfare	S Main Street	E Roosevelt Avenue
Elm Avenue	2B	Tier 2 Thoroughfare	S White Street	S Franklin Street
Elm Avenue	2A	Tier 2 Thoroughfare	S Main Street	S White Street
Elm Avenue	2A	Tier 2 Thoroughfare	S Franklin Street	S Allen Street
Forestville Road	4A	Tier 3 Thoroughfare	Rogers Road	US 401
Friendship Chapel Road	2A	Tier 2 Thoroughfare - Proposed	Friendship Chapel Road	Friendship Chapel Road
Friendship Chapel Road	3A	Tier 2 Thoroughfare	Jones Dairy Road	Friendship Chapel Road Extension
Friendship Chapel Road	2A	Tier 2 Thoroughfare	S Main Street	Friendship Chapel Extension
Front Street	2A	Tier 2 Thoroughfare	N Main Street	E Roosevelt Avenue
Future Road (Bradford Ridge Drive)	2A	Tier 2 Thoroughfare - Proposed	Del Webb Manor Avenue Exetension	Hwy 96
Galaxy Drive	US 1 Service Road	Tier 2 Thoroughfare	Hwy 98	Galaxy Drive Extension
Galaxy Drive Extension	US 1 Service Road	Tier 2 Thoroughfare - Proposed	Galaxy Drive	Ligon Mill Road Extension
Galaxy Drive Extension	US 1 Service Road	Tier 2 Thoroughfare - Proposed	Caveness Farm Road	Hwy 98
Gilcrest Farm Road	3A	Tier 3 Thoroughfare	N White Street	Oak Grove Church Road
Gilcrest Farm Road Extension	2A	Tier 3 Thoroughfare - Proposed	Gilcrest Farm Road	street terminus
Grandmark Street	2A	Tier 2 Thoroughfare	Rogers Road	Grandmark Street Extension
Grandmark Street Extension	2A	Tier 2 Thoroughfare - Proposed	Ligon Mill Road	Grandmark Street
Hampton Way	US 1 Service Road	Tier 2 Thoroughfare	Wake Union Church Road	Durham Road
Harris Road	3A	Tier 4 Thoroughfare	US 1	N Main Street
Harris Road Extension	3A	Tier 4 Thoroughfare - Proposed	N Main Street	N White Street
Height Lane	2A	Tier 2 Thoroughfare	Star Road	Unicon Drive Extension
Heritage Lake Road	3A	Tier 3 Thoroughfare	Hwy 98	Rogers Road
Heritage Lake Road	3A	Tier 3 Thoroughfare	Hwy 98	Rogers Road
Hwy 96	4A	Tier 4 Thoroughfare	Oak Grove Church Road	Hwy 98
Hwy 98	4B	Boulevard Thoroughfare	Stone Park Drive	Hwy 96
Hwy 98	4B	Boulevard Thoroughfare	Durham Road	Stone Park Drive

Name	Section	Classification	Start	End
Industry Oaks Lane	2A	Tier 2 Thoroughfare	Merritt Capital Drive	Unicon Drive
Jack Jones Road	2A	Tier 2 Thoroughfare	Averette Road	Hwy 96
Jenkins Road	2A	Tier 3 Thoroughfare	Thompson Mill Road	US 1
Jones Dairy Road	4A	Tier 4 Thoroughfare	Hwy 98	Averette Road
Juniper Avenue	2A	Tier 2 Thoroughfare	N Allen Street	Traditions Grande Boulevard
Kearney Road	2A	Tier 2 Thoroughfare	Thompson Mill Road	Wake Union Church Road
Ligon Mill Road	3A	Tier 4 Thoroughfare	S Main Street	US 401
Ligon Mill Road	4A	Tier 4 Thoroughfare	S Main Street	Hwy 98
Ligon Mill Road Extension	4A	Tier 4 Thoroughfare - Proposed	Hwy 98	Stadium Drive
Merritt Capital Drive	2A	Tier 2 Thoroughfare	Industry Oaks Lane	Ligon Mill Road
Monterey Bay Drive Extension	2A	Tier 2 Thoroughfare - Proposed	Gilcrest Farm Road	Del Manor Avenue Extension
N Allen Road	2C	Tier 1 Thoroughfare	E Juniper Avenue	E Perry Avenue
N Main Street	4A	Tier 4 Thoroughfare	Harris Road	Youngsville Bypass
N Main Street	2D	Tier 4 Thoroughfare	North Avenue	W Oak Avenue
N Main Street	2A	Tier 4 Thoroughfare	W Oak Avenue	Harris Road
N White Street	3A	Tier 3 Thoroughfare	Royal Mill Avenue	Youngsville Bypass
N White Street	2C/3A	Tier 2 Thoroughfare	E Roosevelt Avenue	E Spring Street
N White Street	2A.1	Tier 2 Thoroughfare	E Spring Street	Royal Mill Avenue
N Wingate Street	2B	Tier 2 Thoroughfare	North Avenue	South Avenue
North Avenue	2C	Tier 2 Thoroughfare	N Wingate Street	N Main Street
North Park Drive Extension	US 1 Service Road	Tier 2 Thoroughfare - Proposed	North Park Drive	Common Oaks Drive
Northpark Drive	US 1 Service Road	Tier 2 Thoroughfare	Hwy 98	Northpark Drive Extension
Oak Grove Church Road	3A	Tier 3 Thoroughfare Thoroughfare	Gilcrest Farm Road	Hwy 96
One World Way	2A	Tier 2 Thoroughfare	Unicon Drive	Burlington Mills Road
Pompeii Place	2A	Tier 2 Thoroughfare - Proposed	Star Road Extension	Ligon Mill Road
Ponderosa Service Road	US 1 Service Road	Tier 2 Thoroughfare	Common Oaks Drive	Ponderosa Service Road Extension
Ponderosa Service Road Extension	US 1 Service Road	Tier 2 Thoroughfare - Proposed	Ponderosa Service Road	Durant Road
Purnell Road	2A	Tier 4 Thoroughfare Thoroughfare	Thompson Mill Road	US 1

Name	Section	Classification	Start	End
Retail Drive	3A	Tier 2 Thoroughfare	Durham Road	Hwy 98
Richland Hills Avenue	2A	Tier 2 Thoroughfare	Wall Road	Marbank Street
Rogers Branch Road	2A	Tier 2 Thoroughfare	Forestville Road	Rogers Road
Rogers Road	4A	Tier 4 Thoroughfare	Forestville Road	US 401
Rogers Road	5A	Tier 4 Thoroughfare	Heritage Branch Road	Forestville Road
Rogers Road	5A	Tier 4 Thoroughfare	S Main Street	Heritage Branch Road
Royal Mill Avenue	3A	Tier 4 Thoroughfare	N White Street	Traditions Grande Boulevard
Royall Cotton Road	US 1 Service Road	Tier 2 Thoroughfare - Proposed	Caveness Farm Road	S Main Street
S Franklin Street	4A	Tier 3 Thoroughfare Thoroughfare	S Franklin Street Extension	Rogers Road
S Franklin Street	2D	Tier 2 Thoroughfare	Wait Avenue	Hwy 98
S Franklin Street Extension	4A	Tier 3 Thoroughfare - Proposed	Hwy 98	Rogers Road
S Main Street	2E	Tier 4 Thoroughfare	Rogers Road	Hwy 98
S Main Street	4C	Tier 4 Thoroughfare	US 1	Rogers Road
S Main Street	3A	Tier 4 Thoroughfare	Hwy 98	W Holding Avenue
S Main Street	2A	Tier 4 Thoroughfare	W Holding Avenue	South Avenue
S White Street	2B	Tier 2 Thoroughfare	E Jones Avenue	E Holding Avenue
S White Street	2C	Tier 2 Thoroughfare	Wait Avenue	E Jones Street
S White Street	2A	Tier 2 Thoroughfare	Wait Avenue	E Roosevelt Avenue
Shearon Farms Avenue	2A	Tier 2 Thoroughfare	Wadford Drive Extension	Shearon Farms Avenue Extension
Shearon Farms Avenue Extension	2A	Tier 2 Thoroughfare - Proposed	Shearon Farms Avenue	Burlington Mills Road
South Avenue	2B	Tier 2 Thoroughfare	S Wingate Street	S Main Street
Stadium Drive	3A	Tier 4 Thoroughfare	US 1	N Wingate Street
Star Road	US 1 Service Road	Tier 2 Thoroughfare	S Main Street	Star Road Extension
Star Road Extension	US 1 Service Road	Tier 2 Thoroughfare - Proposed	Star Road	Burlington Mills Road
Star Road Extension	US 1 Service Road	Tier 2 Thoroughfare - Proposed	Star Road	Wake Drive
Traditions Grande Boulevard	3A	Tier 3 Thoroughfare	Hwy 98	Oak Grove Church Road
Unicon Drive	2A	Tier 2 Thoroughfare	Unicon Drive Extension	Industry Oaks Lane
Unicon Drive Extension	2A	Tier 2 Thoroughfare - Proposed	Heigh Lane	Unicon Drive

Name	Section	Classification	Start	End
US 1	-	Freeway Thoroughfare-Proposed	-	-
W Oak Avenue	2A	Tier 2 Thoroughfare	Harris Road	N Main Street
Wadford Drive Extension	US 1 Service Road	Tier 2 Thoroughfare - Proposed	Wadford Drive	Burlington Mills Road
Wait Avenue	3A	Tier 2 Thoroughfare	E Roosevelt Avenue	S Allen Road
Wait Avenue	3A	Tier 2 Thoroughfare	E Roosevelt Avenue	Traditions Grande Boulevard
Wait Avenue	3A	Tier 2 Thoroughfare	S Allen Road	Near Dunn Creek Greenway
Wake Drive	US 1 Service Road	Tier 2 Thoroughfare	S Main Street	Forest Road
Wake Union Church Road	3A	Tier 3 Thoroughfare	Durham Road	Wake Union Church Road Extension
Wake Union Church Road	US 1 Service Road	Tier 2 Thoroughfare	Wake Union Church Road Extension	Wake Union Church Road Extension
Wake Union Church Road Extension	US 1 Service Road	Tier 2 Thoroughfare - Proposed	Wake Union Church Road	Wake Union Church Road
Wake Union Church Road Extension	US 1 Service Road	Tier 2 Thoroughfare - Proposed	Wake Union Church Road	Purnell Road
Wall Road	2A	Tier 3 Thoroughfare	Fish Stalling Service Road	Harris Road
Wallridge Drive	2A	Tier 2 Thoroughfare	Harris Road	Wall Road
Youngsville Bypass	3A	Tier 4 Thoroughfare - Proposed	Holden Road	Hwy 96

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Grade Separations

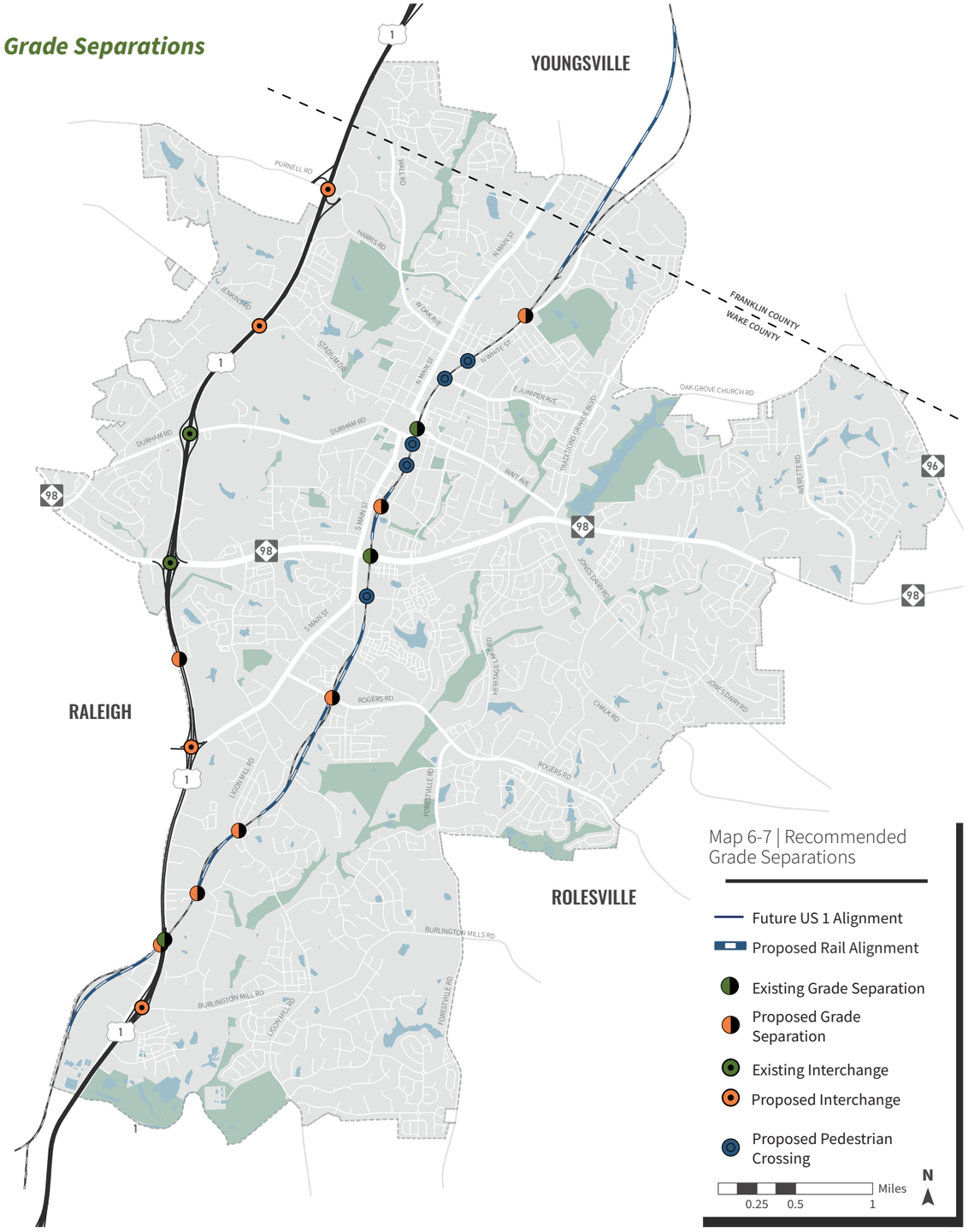


Table 6-2 | Roadway Grade Separations Along US 1

Intersection	Status	Type
Burlington Mills Road	Proposed	Interchange
Caveness Shoppes Drive	Proposed	Grade Separation
Durham Road	Existing	Interchange
Harris Road / Purnell Road	Proposed	Interchange
Hwy 98	Existing	Interchange
S Main Street / Falls of Neuse Road	Proposed	Interchange
Stadium Drive / Jenkins Road	Proposed	Interchange

Table 6-3 | Railroad Grade Separations & Pedestrian Crossings

Intersection	Status	Type of Separation
E Cedar Avenue	Proposed	Pedestrian Crossing
E Holding Avenue	Proposed	Roadway Grade Separation
E Juniper Avenue	Proposed	Pedestrian Crossing
E Roosevelt Avenue	Existing	Roadway Grade Separation
Future Rail Station	Proposed	Pedestrian Crossing
Elm Avenue	Proposed	Pedestrian Crossing
Friendship Chapel Road	Proposed	Pedestrian Crossing
Harris Road Extension / Royal Mill Avenue	Proposed	Roadway Grade Separation
Height Lane	Proposed	Roadway Grade Seperation
Hwy 98	Existing	Roadway Grade Separation
Ligon Mill Road	Proposed	Roadway Grade Separation
Rogers Road	Proposed	Roadway Grade Separation
US 1	Existing	Roadway Grade Separation

US 1 Freeway Conversion Project Sheet

US 1 Freeway Conversion Project | U-5307

U-5307 is a NCDOT project to widen Capital Boulevard (US 1) and convert the roadway to a freeway from I-540 to Harris Road/Purnell Road in Wake Forest. The project will remove all direct access to US-1 and convert all at-grade and signalized intersections to interchanges or grade-separations. All direct access will be provided via a series of service roads which will run parallel to US 1 on both the eastern and western side of the roadway.

The Town of Wake Forest collaborated with NCDOT to create typical cross-sections for the service roads for additional improvements beyond the NCDOT typical cross-section. These improvements include curb and gutter, sidewalks, and multi-use paths.

- Current Status: In Development*
- Estimated Cost: $1.3 billion*
- Anticipated Start Date: 2031*

* information up-to-date as of June 2026

Project Cross-Sections

US 1 - Six Lane Median Divided
R/W: 200’

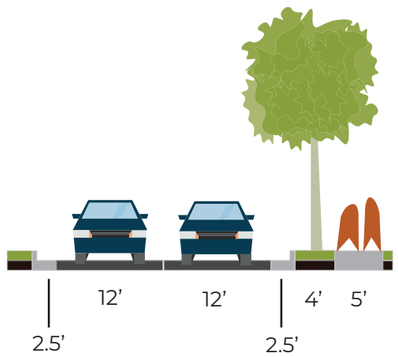
Planned Interchanges

- US 1 & Burlington Mill Road
- US 1 & Falls of Neuse Road/ S Main Street
- US 1 & Durham Road
- US 1 & Stadium Drive/ Jenkins Road (Originally planned as seperate project from U-5307, currently being evaluated for inclusion in U-5307)
- US 1 & Harris Road/Purnell Road

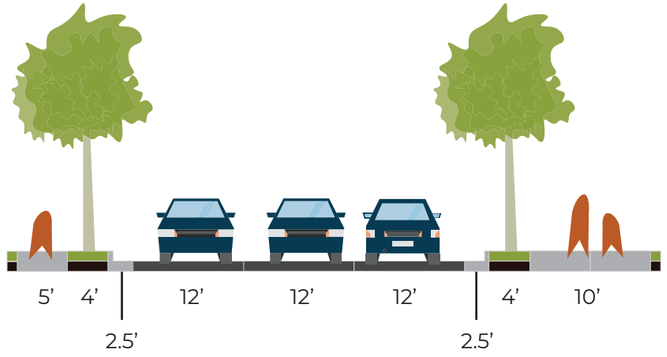
Planned Grade Separations

- US 1 & Caveness Shoppes Avenue (Planned as seperate project from U-5307)

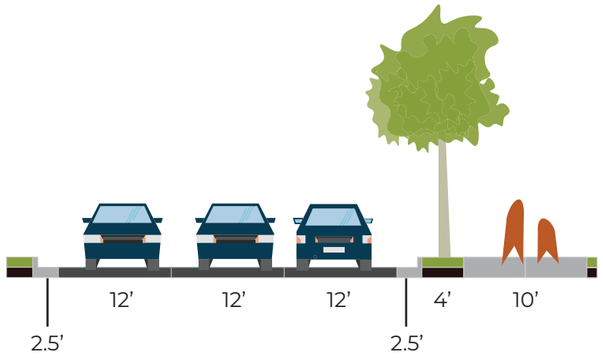
US 1 Service Road
South of S Main Street (US 1A)
Minimum R/W: 50’



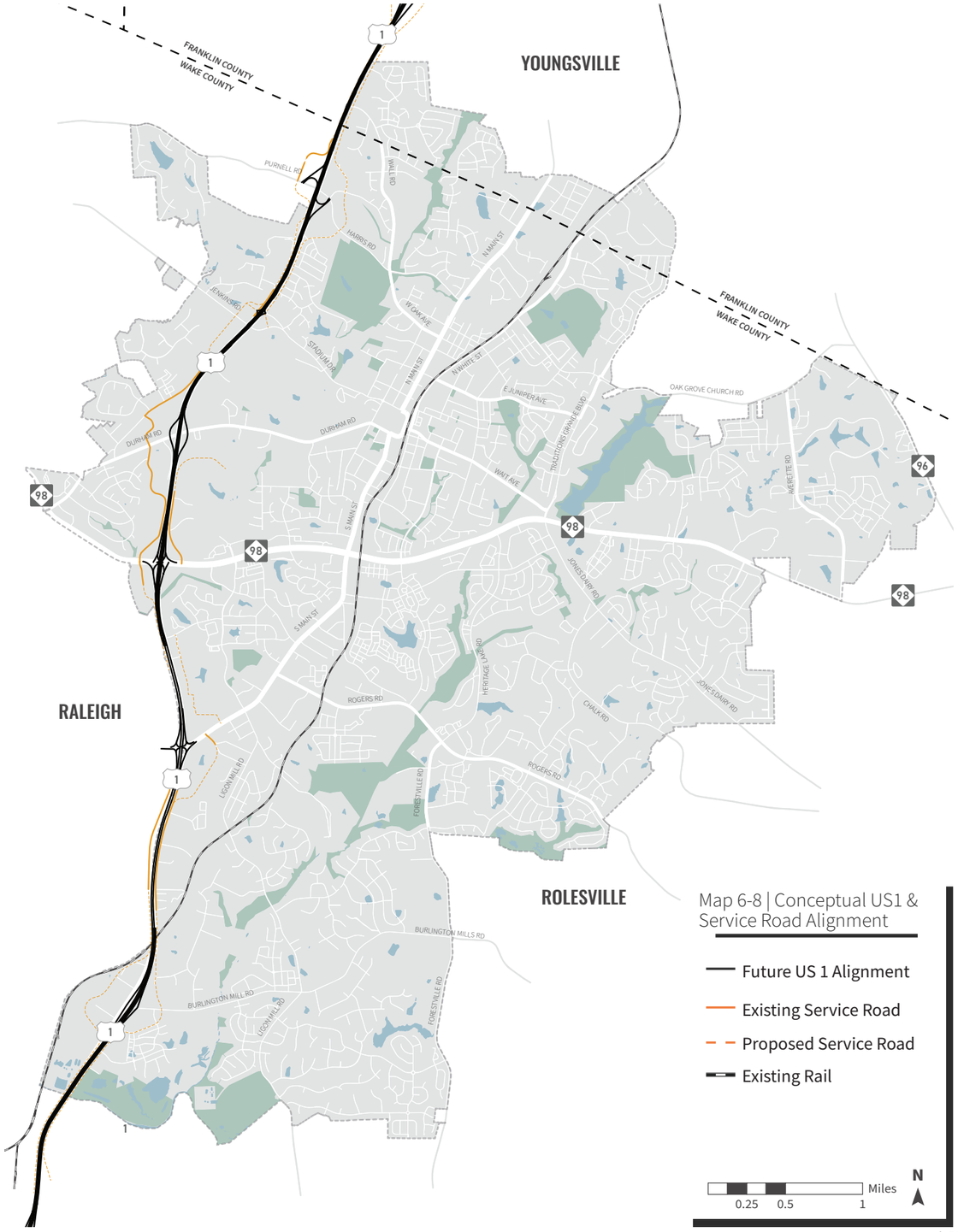
US 1 Service Road
North of S Main Street (US 1A)
Minimum R/W: 70’



For service roads with property on both sides.



For service roads adjacent to US 1.



Map 6-8 | Conceptual US1 & Service Road Alignment

- Future US 1 Alignment
- Existing Service Road
- Proposed Service Road
- Existing Rail

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Intersection Hot Spots

Intersections with high traffic and safety concerns were identified from the comments received during the initial public engagement period. From this list of intersections, six were selected by the Technical Steering Committee for an in-depth study, which were termed as 'Hotspot Intersections'.

Traffic flow and turn counts were conducted at these intersections to understand the existing traffic pattern. Short term and long term recommendations were developed to improve the LOS at these intersections based on existing counts and modeled future traffic flows.

Level of Service (LOS) is a measure of congestion derived from traffic volumes and roadway capacity. LOS has ratings of A, B, C, D, E, and F. Ratings of E and F indicate the roadway is congested with existing volume and capacity. Ratings of C and D indicate congestion is present, but there is no adverse effect on traffic flow.

The preliminary study for hotspot improvements was done for six intersections, and it does not encompass all locations where high traffic is a concern. It is strongly recommended to include smart signals for all corridors with high traffic and multiple, close-spaced intersections.

Map 6-9 | Intersection Hot Spots

Durham Drive & Hampton Way Drive

Intersection Issue

- Problem intersection that may become worse when construction on US 1 begins nearby.

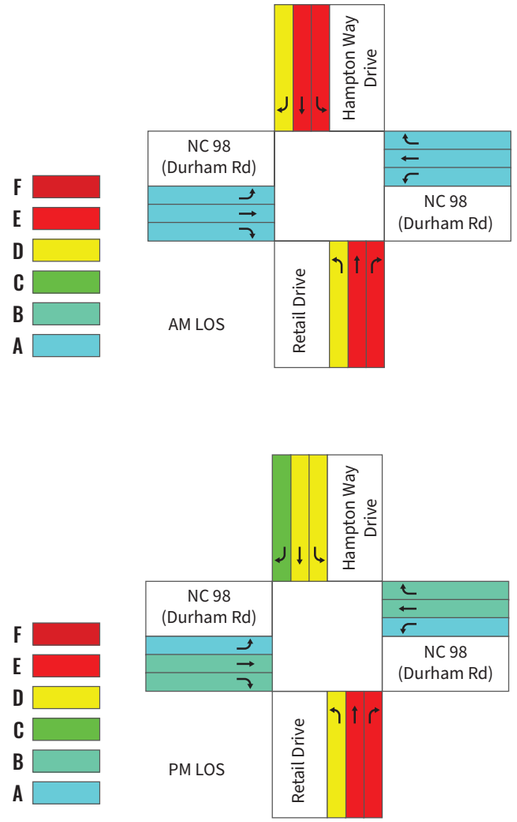


Figure 6-1 | Durham Drive & Hampton Way Drive LOS

Short-Term Improvements

Since the eastbound left-turn peak hour traffic volumes are low, the signal phasing can be revised to remove protected + permissive phase. This would help provide additional green time to other movements.

Medium-Term Improvements

Widen the northbound Retail Drive with an exclusive right-turn lane. Provide the right-turn lane with at least 100 feet of storage and appropriate taper.

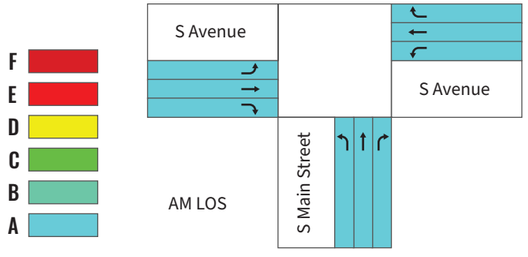
Widen the southbound Hampton Way Drive approach with an exclusive left-turn lane. Provide the left-turn lane with at least 100 feet of storage and appropriate taper.

South Avenue & S Main Street

Intersection Issue

Citizen-identified problem intersection.

- Not pedestrian friendly.
- Major freight route connecting to Youngsville, trucks have difficulty with turning movements.



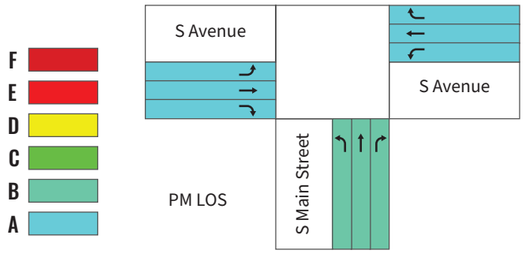


Figure 6-2 | South Avenue & S Main Street LOS

Short-Term Improvements

Create high visibility crosswalks with flashing pedestrian detection system to warn the oncoming traffic and improve safety.

Based on traffic studies, no improvements are required for this intersection in the short-term.

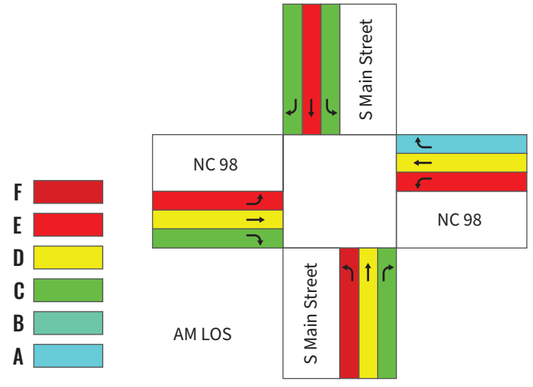
Medium-Term Improvements

A special study should be conducted to analyze the conversion of the existing network around the Southeastern Baptist Theological Seminary to a one-way loop. This proposal in further explained in the "Roadway Recommendations" section of this report.

NC 98 & S Main Street

Intersection Issue

- High accident location.



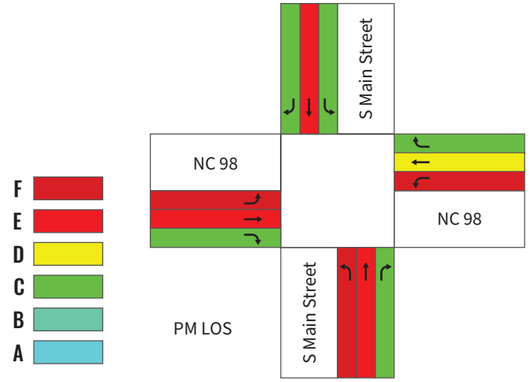


Figure 6-3 | NC 98 & S Main Street LOS

Short-Term Improvements

Widen the southbound S Main Street approach with an additional through lane. Provide the existing right-turn lane with 200 feet of additional storage and an appropriate taper.

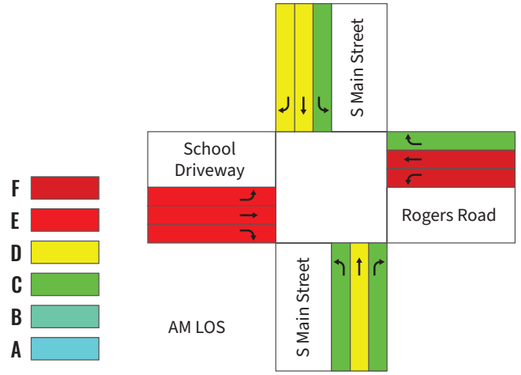
Medium-Term Improvements

The S Main Street Corridor Study recommended enhanced crosswalks along NC 98 with pedesdtrian refuge islands.

S Main Street & Rogers Road

Intersection Issue

- Citizen-identified problem intersection.



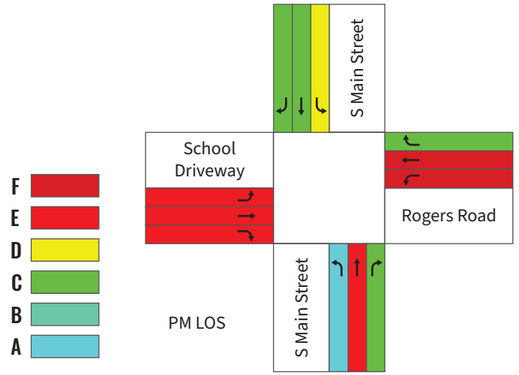


Figure 6-4 | S Main Street & Rogers Road LOS

Medium-Term Improvements

Per S Main Street Corridor Study, convert existing intersection at S Main Street and Rogers Road into a modified, two-lane, landscaped turbo roundabout as depicted in the Study.

Retrofit S Main Street, from US 1 to Rogers Road, to four-lane, median-divided crossection with pedestrian refuges and left turn lanes as depicted in the Study. Northbound S Main Street right lane shall be a right turn slip lane and left lane shall allow right turns, U-turns, and through traffic.

Retrofit existing S Main Street, from Rogers Road to NC 98 Bypass, to two-lane, median-divided crossection with pedestrian refuges and roundabouts as depicted in the Study. Southbound S Main Street right lane shall allow right turns and through traffic and left lane shall allow through traffic and U-turns.

Retrofit existing Wake Forest - Rolesville Middle School eastbound driveway approach to a combined left turn and through lane.

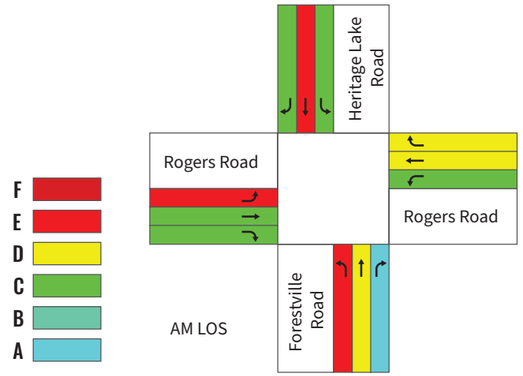
Retrofit existing westbound Rogers Road approach to two lanes with right lane for right turns, U-turns, and through traffic and left lane for U-turns.

Rogers Road & Heritage Lake Road / Forestville

Road

Intersection Issue

- Unsafe intersection, drivers often go straight from right turn lane when going southwest from Heritage Lake to Forestville.



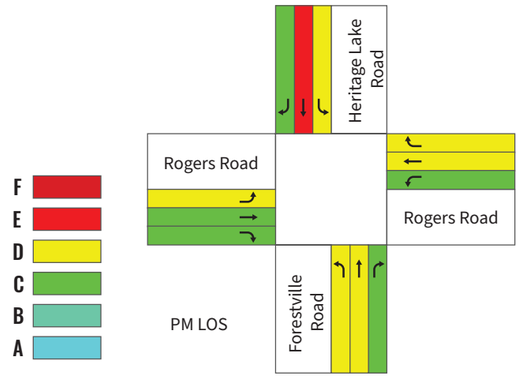


Figure 6-5 | Rogers Road & Heritage Lake Road/Forestville Road LOS

Medium-Term Improvements

Widen the eastbound Rogers Road approach to provide an additional exclusive left-turn lane and extend the existing right-turn lane.

Provide the eastbound left-turn lanes with at least 450 feet of storage (existing storage) and an appropriate taper.

Extend existing right-turn lane to provide at least 500 feet of storage. Consider a free right-turn lane for this movement if queuing issues continue to exist.

Widen the westbound Rogers Road approach to provide an exclusive right-turn with at least 200 feet of storage and an appropriate taper.

Widen the northbound Forestville Road approach to provide an additional exclusive left-turn lane and an additional through lane.

Provide the dual left-lane turn lanes with at least 900 feet of storage each and appropriate taper. Based on microsimulation analysis, the queues on this movement are anticipated to be very heavy.

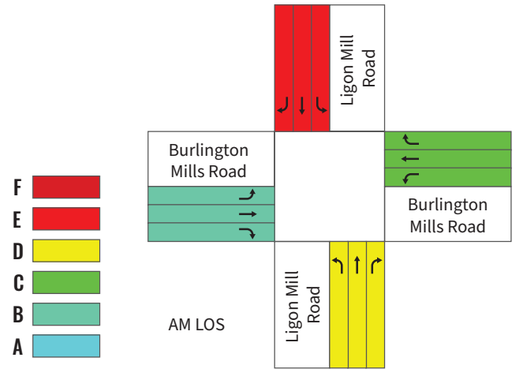
Widen the southbound Heritage Lake Road approach to provide an additional through lane.

Consider alternative intersection configuration for this intersection if the operational issues continue.

Burlington Mills Road & Ligon Mill Road

Intersection Issue

- Major sight line issues, may need realignment.



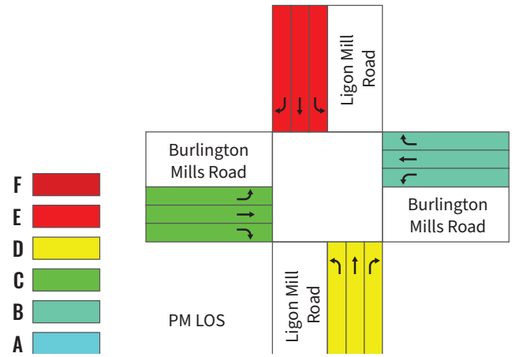


Figure 6-6 | Burlington Mills Road & Ligon Mill Road LOS

Short-Term Improvements

Widen the southbound Ligon Mill Road approach with an exclusive left-turn lane and provide the left-turn lane with at least 125 feet of storage and an appropriate taper.

Medium-Term Improvements

Realign intersection to the west of existing location to eliminate the approach angle of the northbound Ligon Mill Road.

Construct the eastbound Burlington Mills Road approach with an exclusive left-turn lane, an additional through lane, and an exclusive right-turn lane. Provide the left-turn lane with at least 400 feet of storage and an appropriate taper. Provide the right-turn lane with at least 250 feet of storage and an appropriate taper.

Construct the westbound Burlington Mills Road approach with dual exclusive left-turn lanes, an additional through lane, and an exclusive right-turn lane. Provide the dual left-turn lanes with at least 350 feet of storage and an appropriate taper. Provide the right-turn lane with at least 200 feet of storage and an appropriate taper.

Construct the northbound Ligon Mill Road approach with an exclusive left-turn lane and an exclusive right-turn lane. Provide the left-turn lane with at least 250 feet of storage and an appropriate taper. Provide the right-turn lane with at least 350 feet of storage and an appropriate taper.

Construct the southbound Ligon Mill Road approach with an extended left-turn lane and an exclusive right-turn lane. Provide the left-turn lane with at least 300 feet of storage and an appropriate taper. Provide the right-turn lane with at least 100 feet of storage and an appropriate taper.

WAKE FOREST COMPREHENSIVE TRANSPORTATION PLAN

Special Recommendation - One Way Loop

The Southeastern Baptist Theological Seminary (referred to henceforth as 'Seminary') is where the Town of Wake Forest was founded. A two lane road (one road in each direction) currently surrounds the Seminary. Some street segments feature parking and sidewalks, while others do not.

This section includes existing traffic and safety conditions, geographic constraints, and future congestion on the roads surrounding the Seminary and provides preliminary recommendation for those roads.

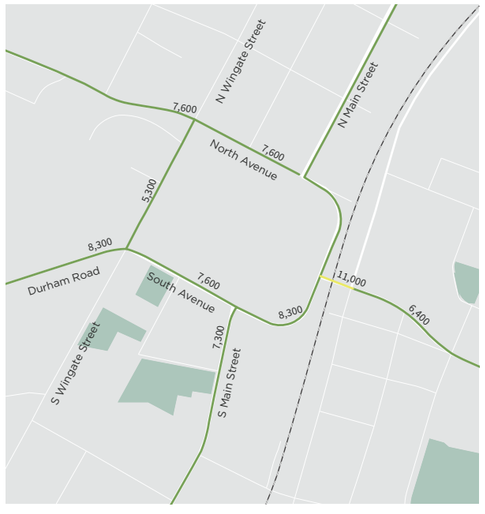
Figure 6-7 | Existing Loop Conditions

Historic Districts

This block was where the Town of Wake Forest was founded. This neighborhood is listed in the National and Local Historic Register. This limits widening of roads to accommodate additional vehicular or pedestrian traffic and substantially altering the character of the neighborhood.

- Wake Forest Historic District
- Wake Forest Local Historic District
- Downtown Wake Forest Historic District

2017 Average Annual Daily Traffic (AADT)



The NC-98 Bypass constructed in 2006 was expected to relieve traffic crossing the downtown core of Wake Forest.

The traffic has steadily increased in this area since the initial decrease observed immediately after the construction of NC-98 Bypass.

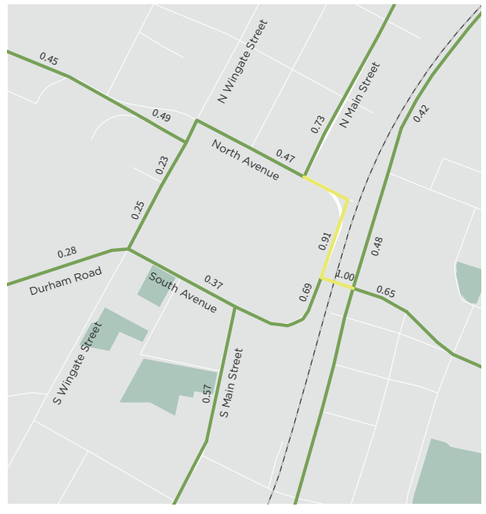
High Frequency Crash Locations (HFCL) Scores

With a score of 77.8, S Wingate St and E South Ave are significantly more unsafe streets than comparable streets in the state.

Front St and E Roosevelt Ave are in the median range of safety according to HFCL scores.

In the five year period between 2013 and 2017, 56 crashes have occurred on the streets surrounding the seminary, that is approximately one crash every month. This is a significantly high concentration of crashes in an area compared to the rest of the Town.

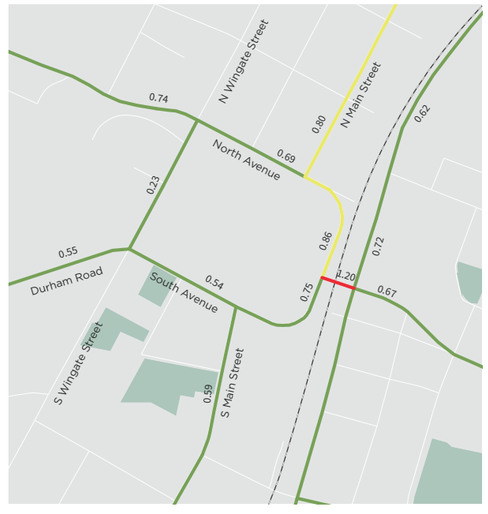
2013 VOC Ratios



This map shows the maximum Volume to Capacity ratio on the roads based on the official 2013 Triangle Regional Model (TRM) Network.

While most roads around the Seminary seem to function optimally, Front St and part of E Roosevelt Ave reach critical capacity during peak hours.

2045 VOC Ratios



This map shows the maximum Volume to Capacity ratio on the roads based on the official 2045 Triangle Regional Model (TRM) Network. This network does not include many improvements recommended in the CTP.

While traffic is expected to increase on all the streets, E South Ave, Front St and E Roosevelt Ave may witness substantial increase in delays because of the traffic light at the intersection.

Existing Road Layout

- S Main St, E South Ave and N Main St are a part of US-1 Alt. South Ave and E Roosevelt Ave are a part of NC-98.
- Tractor trailers, trucks and other large vehicles cross this area in the North-South and East-West directions.
- Widening of Durham Rd and Stadium Dr is expected to increase traffic crossing this area.
- Trucks experience difficulties making turns along the narrow intersections which causes frequent backups on E South Ave and E Roosevelt Ave.
- Many of these streets have on-street parking which needs to be retained based on the concerns raised by people during the second public meeting.

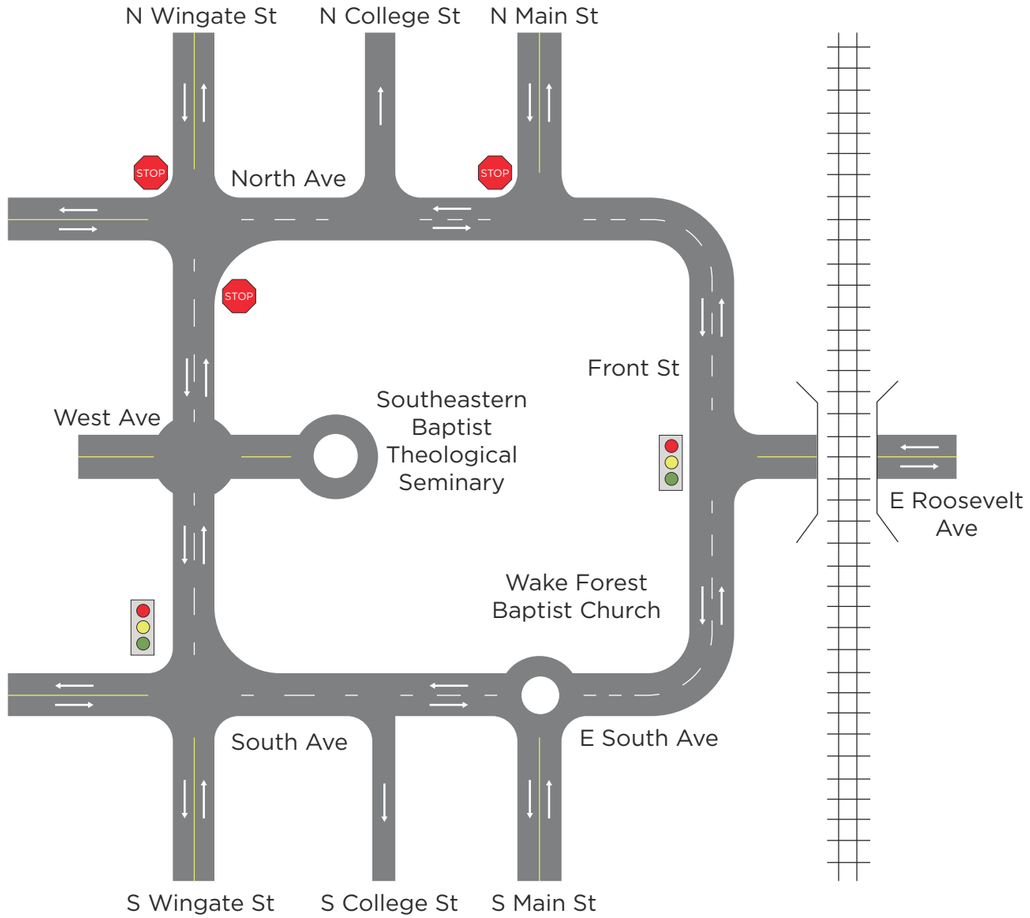


Figure 6-8 | Existing Loop Alignment

Recommended Road Layout

Please note that this is a preliminary recommendation.

The main idea is to convert the roads around the block to a one-way loop in the counter-clockwise direction.

Consultation with the Seminary and further in-depth studies of traffic flow and redistribution are required before implementation.

The figure below is conceptual and not to scale.

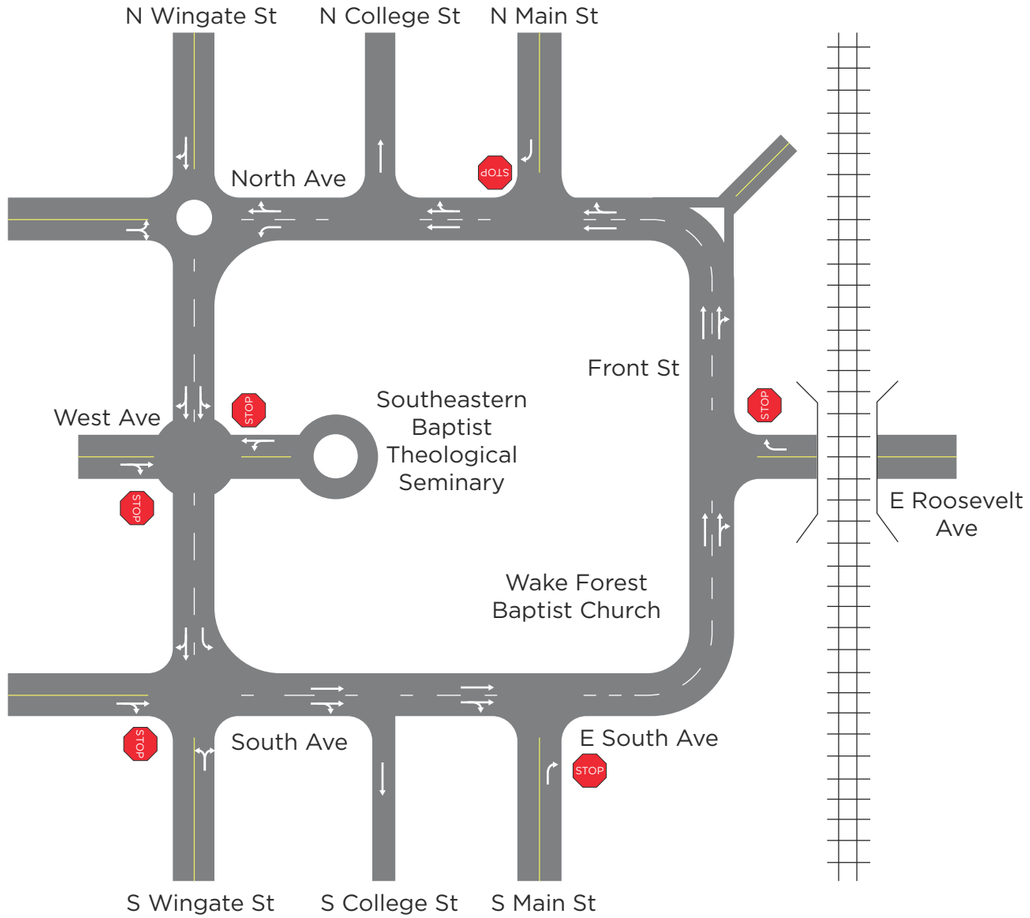


Figure 6-9 | Proposed Loop Alignment

- The main challenge is to improve the traffic flow keeping in mind the set of geographic constraints around the Seminary.
- One of the methods to reduce traffic backups in this area is by converting North Ave, South Ave, Front St, and Wingate St to two-lane one-ways such that together they form a counter-clockwise loop around the seminary.

Changes

- Stop Lights to be removed at the intersection of E. Roosevelt Ave and Front St, and roundabout to be removed at E South Ave and S Main St and making them free-through intersections.
- Stop signs will be added at compulsory right turns at E Roosevelt Ave, N and S Main St.
- Stop Lights to be removed at the intersection of Durham Rd and S Wingate St, and adding stop signs at those locations. Providing free left turn from West Ave to South Ave
- The intersection of North Ave and West Ave will be designed based on the configuration of the roundabout (design was underway at the time of writing this report).

Benefits

- Additional Right-of-Way not required. Historic nature of the neighborhood maintained.
- On-street Parking maintained.
- Improve bicycle and pedestrian safety by minimizing number of crashes.
- No backups caused due to traffic lights or turning vehicles.
- Create marginal deterrence to through traffic.
- Wider turning radius possible for large vehicles.
- Improve safety scores for roads by minimizing number of potential crash points.
- Pop-up demonstrations using traffic cones and signage can be used to test the concept before making infrastructural changes.

Drawbacks

- Slight increase in travel distances and times during off-peak hours. This increase will not exceed more than 0.8 miles (1.5 minutes). This will be balanced by reduction in wait times at intersections.
- This change will force more traffic on Wingate St. High student pedestrian traffic across Wingate St might be affected by this change. This can be mitigated by traffic calming and pedestrian prioritization methods.

Public Feedback

- This recommendation was presented during the Second Public Meeting held on May 16, 2019. Comments were received for this recommendation during and after the meeting.
- We received 23 comments opposing the recommendation and 11 comments supporting it.
- The comments opposing the recommendation were mostly from the people living or working in that neighborhood who were concerned about access to and from their homes and workplaces.
- The comments supporting the recommendation were mostly from people who travel through that area and are aware of the safety and traffic concerns.

CAMPO Blueprint for Safety

The Blueprint for Safety document was developed to provide strategies and actions to improve roadway transportation safety in the Capital Area Metropolitain Organization (CAMPO) region. Deaths and serious injuries on CAMPO's roadways have increased signifanctly in recent years, justifying a need for increased regional coordination to reverse this trend.

To better address this issue, CAMPO partnered with the North Carolina Department of Transportation's (NCDOT's) Traffic Safety Unit (TSU) to develop a comprehensive Blueprint for Safety. The Blueprint provides the building blocks for achieving CAMPO's goal of a 50% reduction of fatal and serious injury crashes by 2055 and, ultimately, moving towards zero fatal and serious injury crashes.

This document was endorsed by the Wake Forest Board of Commissioners in July 2025. The Blueprint will serve as a resource for Town staff to investigate and address transportation safety concerns. Below is a summary of the document.

Blueprint for Safety Summary

The Blueprint is built upon a set of Pillars, overall strategies, and key actions. Each Pillar represents a category of work to improve Safety Policy, Safety Culture, and Safety Projects to intentionally address safety needs. High-level strategies support each Pillar and describe a vision for how the Pillar will support reaching the overarching goal to reduce fatal and serious injury crashes by 50% by 2055, ultimately moving towards zero fatal and serious injury crashes.

Safety Policy

- The action items in this Pillar focus on advancing transportation safety by integrating multimodal considerations into planning, design, and policy.
- This can be realized through incorporating safety into zoning, land development, transit access, and local street traffic calming efforts, such as Complete Streets implementation.
- This Pillar also calls for stronger organizational practices that encourage safe driving and fleet management within local agencies.

Safety Culture

- The action items in this Pillar emphasize strengthening regional transportation safety through evaluation of safety projects, collaboration with various agencies specializing in tangential fields, developing educational campaigns, and temporary open street events that close all or portions of a roadway to automobiles.
- This Pillar also recommends establising a Regional Safety Committee of local governments to share implementation progress and resources.

Safety Projects

- The action items in this Pillar entail conducting studies to identiy specific areas within the community that show a high safety risk for issues like crashes and speeding.
- This Pillar also proposes prioritizing transportation projects and traffic enforcement that improve safety at these higher risk locations.

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CHAPTER 7 PRIORITIZATION

Action Items

Action items are policy recommendations that serve as the steps to the implementation of the vision and goals of the Comprehensive Transportation Plan. When developing the recommendations, staff reviewed existing Wake Forest Comprehensive Plans and Town-wide strategic initiatives to create the recommended list in Table 7-1 Recommended Action Items.

The table lists each recommendation based by topic. Each action item is tied back into the vision and goals of the Plan through the guiding principles: Innovation, Efficiency, Inclusivity, Safety, and Flexibility.

Figure 7-1 | Guiding Principles

Table 7-1 | Action Items

General Recommendations	Guiding Principle
Update the CTP annually to capture changes in existing conditions, development, Capital Improvement Plan (CIP), and transportation regulations.	
Continue coordination with CAMPO, Wake County, NCDOT, and other local and regional partners, as appropriate, on infrastructure improvements.	
Study the Town Historic Districts and Northeast Community to determine if alternative curb/gutter and sidewalk cross-sections are needed.	

Update the CTP to capture any transportation recommendations from the CAMPO Northeast Area Study.	
Update the CTP to capture any transportation recommendations from the Northeast Community Plan.	
Update the CTP to capture any transportation recommendations from the Wake Forest Community Plan Update and Wake Forest Downtown Plan.	
Continue to support public private partnerships for infrastructure projects.	

Rail Recommendations	Guiding Principle
Continue coordination with CAMPO, NCDOT, and other local and regional partners, as appropriate, for the advancement of the Southeastern High-Speed Rail or S-Line.	
Develop TOD small area plans for the station areas. *Complete: July 2023*	

Transit Recommendations	Guiding Principle
Implement a town-wide microtransit system. *Complete: October 2024*	
Develop an interactive website for the Town's microtransit system. *Complete: October 2024*	
Develop an interactive website for all transit in Wake Forest, including fixed route and microtransit. *Complete: February 2026*	
Develop standardized street furniture and shelter for bus stop locations that are either purchased by the Town or donated by private citizens or groups.	
Explore real time technology options to enhance user experience. *Complete: October 2024*	
Continue coordination with CAMPO, Wake County, Wake Transit, and other local and regional partners, as appropriate, for the advancement of transit in the region.	

Emerging Technology	Guiding Principle
Develop a plan to optimize the Town's investment in electric vehicle charging infrastructure and identify opportunities to install charging infrastructure.	
Update the UDO to reflect electric vehicle charging technology and analyze options for incorporating electric vehicle readiness into development regulations.	
Explore Intelligent Transportation Systems (ITS) and emerging technologies and evaluate their integration into the transportation system.	
Explore signal integration with regional partners.	
Consider future impacts of autonomous vehicles on development regulations.	
Evaluate micro-transit technology as an option for public transportation. *Complete: October 2024*	

Bicycle and Pedestrian Recommendations	Guiding Principle
Support Safe Routes to School events at local Wake Forest schools and explore additional opportunities for safety events.	
Update the UDO to reflect greenway design and multi-use path design.	
Develop an inventory of ADA accessible crosswalks and pedestrian ramps and develop an action plan to bring substandard infrastructure into compliance.	
Develop an updated interactive website for the greenway network. *Complete: March 2026*	
Develop a standard operating procedure for greenway sign locations that as part of the development review process. *Complete: October 2022*	
Expand existing GIS data along greenways to ensure signage, emergency locations, benches, and other amenities have been captured.	

Roadway Recommendations	Guiding Principle
Expand pedestrian connectivity standards in the UDO for block length and at the ends of cul-de-sacs.	
Continue to support the funding of sidewalk gaps with Town funding.	
Evaluate the proposed bicycle network and update proposals after investigating need and if roadways can accommodate proposals.	
Evaluate all unsignalized greenway trail crossing to determine whether crossing enhancements would be appropriate.	
Explore grant opportunities such as CDBG funding for improvements in marginalized neighborhoods.	
Continue coordination with CAMPO, Wake County, NCDOT, and other local and regional partners, as appropriate, on infrastructure improvements and funding sources, such as LAPP.	
Update pedestrian signage to be interpretive to meet ADA requirements.	
Support Wake Forest bicycle safety events and explore additional opportunities.	
Evaluate the use of soft trails and paved surfaces in the development of the Wake Forest Reservoir master plan while ensuring residents with varying ability level access to the reservoir.	
Evaluate the Town-owned 80 acres behind Heritage High School for any deed restrictions that limit development of the Smith Creek Greenway and neighborhood connections thereto.	
Evaluate off-street bikeway cross-sections where bicycle infrastructure is out of the roadway and running parallel to the curb.	
Explore reintroducing bike share as a mode of transportation for the Town.	
Explore bike and pedestrian protective barriers for overpasses and grade separation bridges that do not have multi-use paths installed.	

Roadway Recommendations	Guiding Principle
Fund the South Main Street study for Access Management along S Main Street between US 1 and South Avenue. *Complete: July 2024*	
Implement recommendations from South Main Street Study	
Update the UDO access management standards.	
Evaluate the UDO language to examine street connectivity standards during development review.	
Evaluate the UDO language to examine street connectivity standards to promote an organic local street network.	
Update UDO based on the roadway classifications and remove roadway cross-sections in the UDO.	
Work with regional partners to advocate for accelerating the US 1 Project.	
Update the UDO to add regulations to match Wake County on how to handle cemeteries in development and roadway projects.	

Project Prioritization

A list of greenway and roadway project prioritization can be found in Table 7-2 Greenway Prioritization and Table 7-3 Roadway Prioritization. Prioritization helps guide the Capital Improvement Plan (CIP) and budgeting of Town funds towards infrastructure projects. In addition to Town-funded greenways, some greenway segments are planned to be constructed as part of private development, using private funds.

Table 7-2 | Greenway Prioritization

Prioritization Level - High	
1	Smith Creek Greenway Phase 2
2	Smith Creek Greenway Phase 3
3	Smith Creek Greenway Phase 5
4	Smith Creek Greenway Phase 6
Prioritization Level - Medium	
5	Smith Creek Greenway Connector - Dansforth Subdivision
6	Smith Creek Greenway Connector - Moss Creek Subdivision
7	Hwy 98 Greenway
8	Austin Creek Greenway
9	Richland Creek Greenway *Stadium Drive to Harris Drive*
10	Downtown Greenway
11	Smith Creek Greenway Connector - Heritage Middle School
12	Flaherty Park
Prioritization Level - Low	
13	Wake Forest Reservoir
14	Horse Creek Greenway
15	Joyner Park
16	Richland Creek Greenway *Olde Mill Stream to Greenway Terminus*
17	Richland Creek Greenway South of Hwy 98 to Town Limits
18	Sanford Creek Greenway
19	Smith Creek Greenway *North of Oak Grove Church Road to Greenway Terminus*
20	Tom's Creek Greenway
21	Plummer Park Greenway
22	Franklin Street Connector

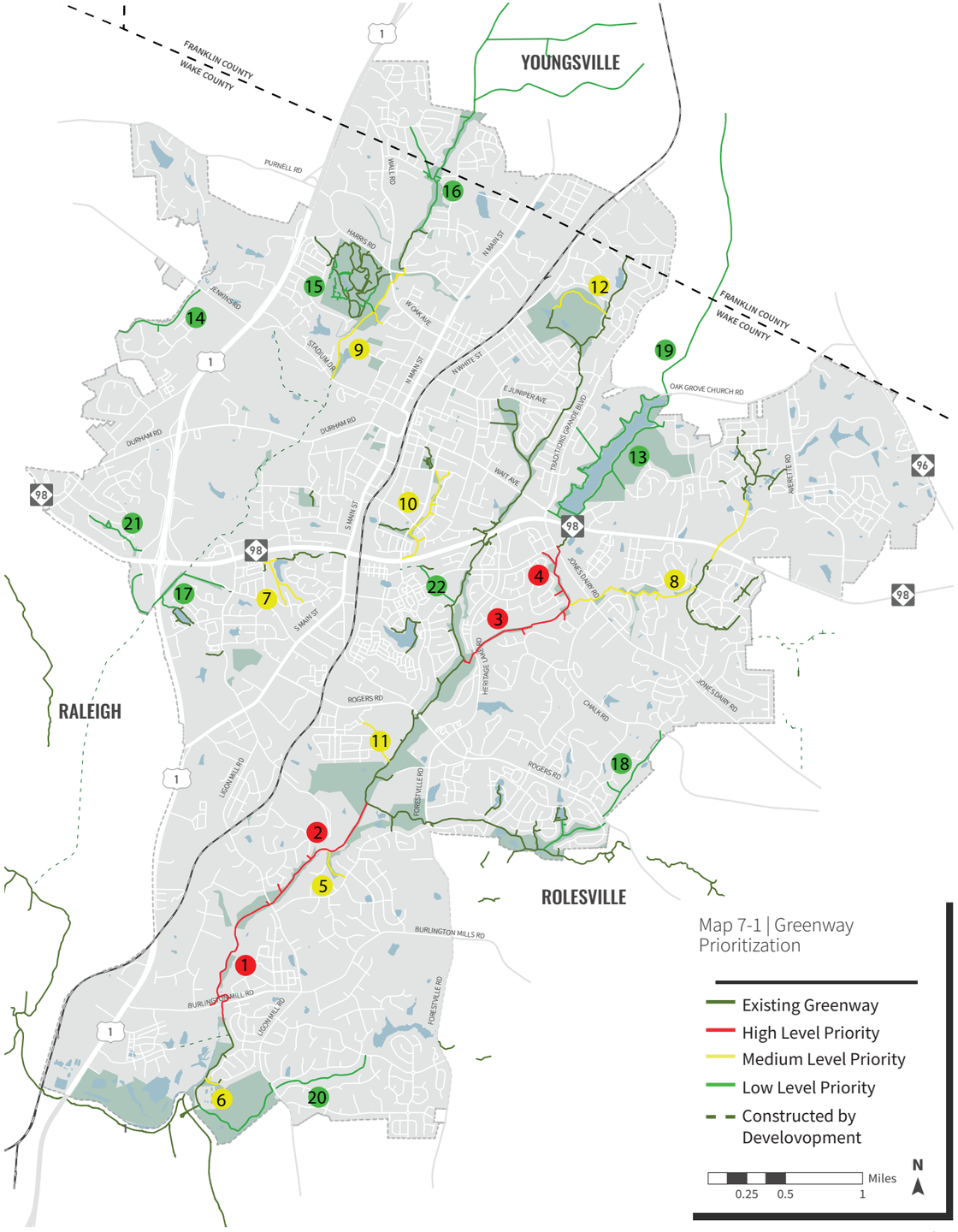
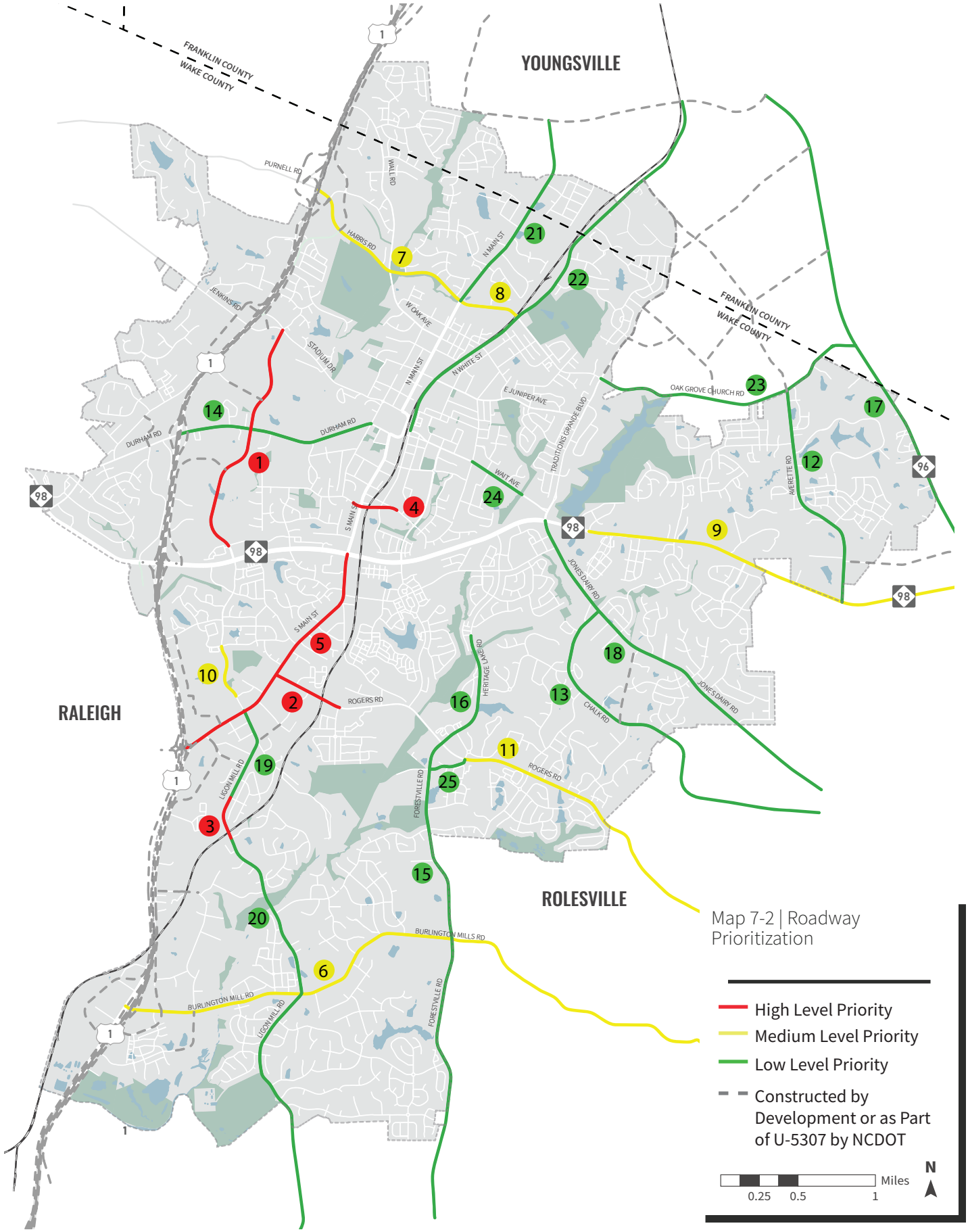


Table 7-3 | Roadway Prioritization

Prioritization Level - High		
1	Ligon Mill Road Extension *Stadium Drive to Hwy 98*	Roadway Extension
2	Rogers Road *S Main Street to Heritage Branch Road*	Roadway Widening & Grade Separation
3	Ligon Mill Road *Pompeii Place to Steeple Run Drive*	Roadway Widening & Grade Separation
4	Holding Avenue *S White Street to Tessier Court*	Grade Separation
5	S Main Street *Capital Boulevard to Hwy 98*	Access Management & Intersection Improvements
Prioritization Level - Medium		
6	Burlington Mills Road *US 1 to Town Limits*	Roadway Widening
7	Harris Road *US 1 to N Main Street*	Roadway Widening
8	Harris Road Extension *N Main Street to Royal Mill Avenue*	Roadway Extension & Grade Separation
9	Hwy 98 *Stone Park Drive to Town Limits*	Roadway Widening
10	Ligon Mill Road *Stone Monument Drive to Brimfield Springs Lane*	Roadway Widening
11	Rogers Road *Rogers Branch Road to Town Limits*	Roadway Widening
Prioritization Level - Low		
12	Averette Road *Oak Grove Church Road to Hwy 98*	Roadway Widening
13	Chalk Road *Jones Dairy Road to Town Limits*	Roadway Widening
14	Durham Road *US 1 to S Wingate Street*	Roadway Widening
15	Forestville Road *Rogers Road to Town Limits*	Roadway Widening
16	Heritage Lake Road *Hertiage Heights Lane to Rogers Road*	Roadway Widening
17	Hwy 96 *Oak Grove Church Road to Hwy 98*	Roadway Widening
18	Jones Dairy Road *Hwy 98 to Town Limits*	Roadway Widening
Prioritization Level - Low		
19	Ligon Mill Road *S Main Street to Pompeii Place*	Roadway Widening
20	Ligon Mill Road *Steeple Run Drive to Town Limits*	Roadway Widening
21	N Main Street *Harris Road to Town Limits*	Roadway Widening
22	N White Street *E Roosevelt Avenue to Town Limits*	Roadway Widening
23	Oak Grove Church Road *Traditions Grande Boulevard to Town Limits*	Roadway Widening
24	Wait Avenue *S Allen Street to Dunn Creek Greenway*	Roadway Widening
25	Rogers Branch Road *Rogers Road to Forestville Road*	Roadway Widening

WAKE FOREST COMPREHENSIVE TRANSPORTATION PLAN



Map 7-2 | Roadway Prioritization

- High Level Priority
- Medium Level Priority
- Low Level Priority
- Constructed by Development or as Part of U-5307 by NCDOT

Miles
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WAKE FOREST

Report Requirements:
Per NCGS 160D-501, all Plans shall be adopted by the Board of Commissioners with a recommendation from the Planning Board. In no case is the Board of Commissioners bound by the recommendations, if any, of the Planning Board.

GENERAL INFORMATION
Applicant: Town of Wake Forest

Owner: N/A

Requested Action: Approve Wake Forest Comprehensive Transportation Plan 2026 Amendments

Recommendation:

The Planning Board recommended approval of the Wake Forest Comprehensive Transportation Plan 2026 Amendments.

This report reflects the recommendation of the Planning Board, this the 11th day of August 2026.

Introduced by Planning Board member: Richard Adams

Seconded by Planning Board member: Elaine Sheppard

Attest:

Matt Davis
Planning Board Chair

Jennifer Currin
Planning Director

ORDINANCE 2026-XXX

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST TO ADOPT THE 2026 WAKE FOREST COMPREHENSIVE TRANSPORTATION PLAN AMENDMENTS

WHEREAS, the Town of Wake Forest adopted the Wake Forest Comprehensive Transportation Plan to guide the development of a safe, efficient, and multimodal transportation system and to identify future transportation needs and improvements; and

WHEREAS, the Comprehensive Transportation Plan is intended to be periodically reviewed and updated to reflect changing conditions, new information, completed studies, and evolving transportation needs within the Town; and

WHEREAS, the Town has identified amendments to the Wake Forest Comprehensive Transportation Plan that reflect current conditions and recent transportation planning efforts and provide updates to certain recommended transportation projects and improvements; and

WHEREAS, the application submitted by the Town of Wake Forest to update the Wake Forest Comprehensive Transportation Plan was duly filed with the Planning Department; and

WHEREAS, the Planning Board held a public comment session on August 11, 2026 and the Board of Commissioners held a public hearing on September 15, 2026; and

WHEREAS, a print ad was published in a paper of general circulation for the public hearing pursuant with G.S. § 160D-602 and the Unified Development Ordinance; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest adopt the 2026 Wake Forest Comprehensive Transportation Plan Amendments.

Adopted and effective this 15 day of September 2026.

_____

Ben C. Clapsaddle
Mayor

ATTEST:

APPROVED AS TO FORM:

_____	_____
Evelyn Wright	Nathan McKinney
Town Clerk	Town Attorney

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-869-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 15, 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.: 2026-936-
Submitted by: Katie Livingston,Planning
Submitting Department: Planning
Meeting Date:September 15, 2026

Subject
Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739-51-7399 being approximately 16.38 acres.

Recommendation:

item Summary:

ATTACHMENTS:

- BOC Agenda Summary.pdf
- Attachment A - Legal Description.pdf
- Attachment B - Annexation Map.pdf
- Attachment C - Contiguous Annexation Petition.pdf
- CERTIFICATE OF SUFFICIENCY .docx
- DRAFT PUBLIC HEARING RESOLUTION.docx

Agenda Item: Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739-51-7399 being approximately 16.38 acres.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest and is located within the Town of Wake Forest Extra-Territorial Jurisdiction (ETJ). The proposed annexation is associated with rezoning RZ-20-05-01, that was approved on October 17, 2023.

Staff is requesting that the Board accept the petition, adopt the resolution to investigate the annexation petition, certify the sufficiency of the annexation petition, and adopt the resolution setting the public hearing date for the annexation petition.

Attachments:
Attachment A - Legal Description
Attachment B - Annexation Map
Attachment C - Contiguous Annexation Petition
Certificate of Sufficiency
Draft Public Hearing Resolution

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

Annexation
Legal Description for
4925 Unicon Drive

BEGINNING at an existing iron pipe in the eastern r/w of (U.S. Highway 1) Capital Boulevard, said existing iron pipe being located N 29°13'01" E a distance of 202.78' from NCGS "SEABOARD" with NAD 83 (2011) coordinates N(y): 791,977.48' E(x): 2,135,335.98'; Thence N 37°49'12"E a distance of 123.33'; Thence S 58°09'39"E a distance of 77.85'; Thence S 34°38'37"E a distance of 133.81'; Thence S 24°38'48"E a distance of 39.77'; Thence S 04°31'03"W a distance of 34.25'; Thence S 06°27'07"E a distance of 143.05'; Thence S 77°33'51"E a distance of 55.99'; Thence S 48°42'16"E a distance of 230.42'; Thence S 47°38'31"E a distance of 86.45'; Thence S 46°49'14"E a distance of 198.26'; Thence S 48°26'30"E a distance of 314.28'; Thence N 89°03'13"E a distance of 177.20'; Thence S 51°42'09"E a distance of 76.60'; Thence S 21°47'20"W a distance of 47.47'; Thence with a curve turning to the left with an arc length of 52.62', with a radius of 400.00', with a chord bearing of S 18°01'11" W , with a chord length of 52.58', Thence S 77°25'14"W a distance of 765.33'; Thence S 49°18'46"W a distance of 257.34'; Thence N 85°34'27"W a distance of 350.00'; Thence N 04°25'33"E a distance of 110.89';Thence N 02°52'04"E a distance of 175.38'; Thence N 02°45'21"E a distance of 82.68';Thence N 18°08'46"E a distance of 8.89'; Thence S 88°25'36"E a distance of 278.07';Thence N 50°38'58"E a distance of 82.59'; Thence N 04°14'44"E a distance of 278.83';Thence N 33°44'59"W a distance of 178.49';Thence N 82°23'53"W a distance of 155.52';Thence N 07°36'07"E a distance of 38.62'; Thence N 07°36'07"E a distance of 207.92'; Thence N 00°53'23"E a distance of 165.87'; which is the point of beginning, containing an area of 713,318 square feet, 16.376 acres

I, L. JORDAN PARKER, JR. CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY PERFORMED UNDER MY SUPERVISION FROM REFERENCES AS NOTED HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION SHOWN IN THE REFERENCES; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS GREATER THAN 1:10000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL

THIS _____ DAY OF _____ A.D. 2026.

PRELIMINARY
FOR REVIEW PURPOSES ONLY

_____ L-4685
PROFESSIONAL LAND SURVEYOR LICENSE NUMBER

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

PRELIMINARY
FOR REVIEW PURPOSES ONLY

_____ L-4685
PROFESSIONAL LAND SURVEYOR LICENSE NUMBER

ANNEXATION MAP: AN- 26 - 03 , SOUTH FOREST, LLC
16.376± ACRES
TOWN OF WAKE FOREST
FULFILLS REQUIREMENTS OF N.C.G.S. 160A-29
ORDINANCE #
ADOPTED: N.C. NAD 83 (2011)
EFFECTIVE DATE OF ANNEXATION: _____

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

_____, 20_____

_____
EVELYN WRIGHT

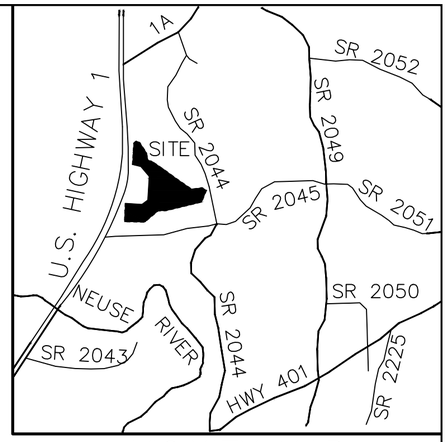
CURVE TABLE				
CURVE	ARC LENGTH	RADIUS	CHORD LENGTH	CHORD BEARING
C-1	52.62'	400.00'	52.58'	S 18°01'11" W

LINE TABLE		
LINE	BEARING	DISTANCE
L-1	S 21°47'20" W	47.47'

LEGEND:

EIP – EXISTING IRON PIPE
EIB – EXISTING IRON BAR
BEIP – BENT IRON PIPE
BEIB – BENT IRON BAR
CM – CONCRETE MONUMENT
EPK – EXISTING PK NAIL
SPK – SET PK NAIL
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
ECM – EXISTING CONCRETE MONUMENT
[#####] – ADDRESS

NC GRID NAD 83/2011



VICINITY MAP

SEABOARD COAST LINE RAILROAD 90' R/W

NCGS MON. "SEABOARD"
N(Y)=791,977.48'
E(X)=2,135,335.98'
NAD 83'
(PER B.M. 2005, PAGE 1383)

EIP CONTROL CORNER
N(y): 792,154.38'
E(x): 2,135,436.08'

N 37°49'12" E 123.33'
S 58°09'39" E 77.85'
S 34°38'37" E 133.81'
S 24°38'48" E 39.77'
S 04°31'03" E 34.25'
S 06°27'07" E 143.05'
S 77°33'51" E 55.99'
S 48°42'16" E 230.42'
S 47°38'31" E 86.45'
S 46°49'14" E 198.26'
S 49°26'30" E 314.28'
N 89°03'13" E 177.20'
S 51°42'09" E 76.60'
N 00°53'23" E 165.87'
N 29°13'01" E 202.78'
N 07°36'07" E 207.93'
N 07°36'07" E 38.62'
N 82°23'53" W 155.52'
N 07°36'07" E 270.14'
N 33°44'59" W 178.49'
N 04°14'44" E 278.83'
N 50°38'58" E 82.59'
S 88°25'36" E 278.07'
N 18°08'46" E 18.89'
N 02°45'21" E 82.68'
N 02°52'04" E 175.38'
N 04°25'33" E 110.89'
S 49°18'46" W 765.33'
N 85°34'27" W 257.33'
N 04°14'44" E 235.75'
N 07°36'07" E 244.64'
S 77°25'14" W

(3) N/F
YOUNG GROUP HOLDINGS, LLC
D.B. 18181, PAGE 1127
B.M. 2020, PAGE 871
PIN# 1739.04-61-2717
OUT OF TOWN OF WAKE FOREST
CORPORATE LIMITS

SITE DATA:

TOTAL AREA TO BE ANNEXED – ALL OF LOT 2, 713,318 S.F/ 16.376 AC.

(1) N/F
PATRICIA WILLIAMS BROTHERS
D.B. 18227, PAGE 926
B.M. 2023, PAGE 891
PIN# 1739.04-51-4496
OUT OF WAKE FOREST
CORPORATE LIMITS

(2) 713,318 S.F.
16.376 AC.

CAPITAL BOULEVARD (U.S. HIGHWAY# 1) VARIABLE WIDTH R/W

(SH1-O) SPECIAL HIGHWAY OVERLAY DISTRICT 1

FENCE, CEMETERY, STABLE, EB, LP, PP, EIP, NIP, TEL, GRAVEL DRIVE, ACCESS EASEMENT B.M. 2023 PG. 891, SHED, ECM

100' NEUSE RIVER RIPARIAN BUFFER MEASURED 50' FROM TOP OF BANK

CREEK, 50.0'

UNICON DRIVE 60' PUBLIC R/W

4925

STROLLER RIDGE DRIVE 60' PUBLIC R/W

N/F
HANDDOCK PROPERTIES III, LLC
D.B. 10730, PAGE 2714
B.M. 1985, PAGE 153
PIN#1739.04-50-1577
ZONED HB

N/F
HANDDOCK PROPERTIES III, LLC
B.M. 2007, PAGE 2204
ZONED HB
PIN#1739.04-50-3609
IN TOWN OF WAKE FOREST
CORPORATE LIMITS

N/F
LOT 6
CAPCITCUR PROPERTIES, LLC
B.M. 2007, PAGE 2867
ZONED CU LI RZ-06-07
PIN#1739.04-50-5715
IN TOWN OF WAKE FOREST
CORPORATE LIMITS

N/F
LOT 5
CAPCITCUR PROPERTIES, LLC
B.M. 2007, PAGE 2867
ZONED CU LI RZ-06-07
PIN#1739.04-50-7718
IN TOWN OF WAKE FOREST
CORPORATE LIMITS

N/F
LOT 4
NEUSE INDUSTRIAL PARK
B.M. 2008, PAGE 23
ZONED CU LI RZ-06-07
PIN#1739.04-50-8885
IN TOWN OF WAKE FOREST
CORPORATE LIMITS

N/F
LOT 3
TURNER REAL ESTATE HOLDINGS, LLC
B.M. 2008, PAGE 23
ZONED CU LI RZ-06-07
PIN#1739.04-60-1933
IN TOWN OF WAKE FOREST
CORPORATE LIMITS

N/F
LOT 2
WILLIAM ROBERT LEFNFESTEY
& NANCY FAN LENFESTEY
B.M. 2008, PAGE 23
ZONED CU LI RZ-06-07
PIN#1739.04-61-4023
IN TOWN OF WAKE FOREST
CORPORATE LIMITS

LINE TYPE LEGEND
PROPERTY LINE – LINE SURVEYED
RIGHT-OF-WAY
ADJOINING LINE – LINE NOT SURVEYED
OVERHEAD LINE
BUILDING SETBACK
EASEMENT
BUFFER
FLOOD HAZARD SOILS

ANNEXATION MAP FOR

SOUTH FOREST, LLC

4925 UNICON DRIVE
OWNER(S): SOUTH FOREST, LLC
REF: D.B. 19547 PAGE 421
REF: B.M. 2023, PAGE 891

WAKE FOREST TOWNSHIP
WAKE COUNTY, NORTH CAROLINA

100 50 0 100 200

SCALE 1"=100'

APRIL 20, 2026
ZONED LI CD RZ-20-05-01
PIN# 1739.04-51-7399

(X:\Projects\CAPITAL BLVD 10200 - JC)

CMP

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

TOWN of WAKE FOREST

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

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: 4-29-26

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

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

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

See Attached Legal Description

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

Name	Address	Signature	Date
South Forest LLC Belfort LLC, its Manager Chadwick D Brinley, Co-Manager	3611 Cessna Drive, Garner, NC 27529-8588		4/23/2024

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

CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Wake Forest, North Carolina:

I, Evelyn Wright, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying the area described therein, in accordance with N.C.G.S 160A-31.

In witness whereof, I have hereto set my hand and affixed the seal of the Town of Wake Forest, this the 15th day of September, 2026.

_____

Evelyn Wright

Town Clerk

(SEAL)

RESOLUTION 2026-

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO N.C.G.S. 160A-31, AS AMENDED
(by property owners, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739-51-7399 being approximately 16.38 acres.)

WHEREAS, a petition requesting the annexation of the area described herein has been received; and

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

WHEREAS, certification by the Town Clerk as to the sufficiency of said petition has been made;

BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest:

Section 1. That a public hearing on the question of annexation of the contiguous area described herein will be held at the Wake Forest Town Hall at 6:00 p.m. on the 20th day of October 2026:

Section 2. The area proposed for annexation is described as follows:

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

Section 3. Notice of said public hearing shall be published once in the News and Observer having general circulation in the Town of Wake Forest, at least ten (10) days prior to the day of said public hearing.

Adopted and effective this the 15th day of September 2026.

_____

Ben C. Clapsaddle

Mayor

ATTEST:

_____

Evelyn Wright

Town Clerk

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-978
Submitted by: Timothy Watson,Engineering
Submitting Department: Engineering
Meeting Date:September 15, 2026

Subject
Approval of a Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.

Recommendation:
Recommend Approval

item Summary:

ATTACHMENTS:
- Summary_Accept_Streets.docx
- Attachment_A_Resolution__Accept_Streets.docx

Agenda Item: Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.

Summary: New streets are required to be designed and built to Town of Wake Forest standards and specifications. The Board accepts streets into the Town of Wake Forest Street System quarterly. The street(s) on this resolution will be added to the Powell Bill submission for additional maintenance funds annually.

Attachments:
Attachment_A_Resolution__Accept_Streets

RESOLUTION 2026-XX

RESOLUTION TO ACCEPT STREETS INTO THE TOWN OF WAKE FOREST STREET SYSTEM FOR MAINTENANCE

WHEREAS, streets are required to be designed and built according to our Manual of Standards, Specifications and Design; and

WHEREAS, Engineering approved the street segment(s) for acceptance accordingly as described in the table below; and

WHEREAS, approval by the Town of Wake Forest Board of Commissioners is necessary for eligibility for receiving funding from the NCDOT's Powell Bill Program

SUBDIVISION	STREET NAME	BEG	END	LENGTH
HOLDING VILLAGE -	ARTISAN PARK	ARTISAN PARK	S. FRANKLIN ST.	0.34
HOLDING VILLAGE -	HERITAGE	HERITAGE	ARTISAN PARK	0.01
			TOTAL	**0.35**

BE IT RESOLVED that the governing body of the Town of Wake Forest accept this list of streets into the Town of Wake Forest Street System

Adopted and effective this the 15th day of September 2026.

_____

Ben C. Clapsaddle

Mayor

ATTEST:

_____

Evelyn Wright

Town Clerk

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-979
Submitted by: Timothy Watson,Engineering
Submitting Department: Engineering
Meeting Date:September 15, 2026

Subject
Approval of a Resolution for CEI Services for the Wake Forest Reservoir Construction

Recommendation:
Recommend Approval

item Summary:

ATTACHMENTS:

- Summary_Reservoir_Dam_Improvements_CEI_Contract_2026.docx
- Attachment_A_Resolution_CEI_Services_Wake_Forest_Reservoir.docx
- Attachment_B_Proposed_CEI_Scope_and_Fee.pdf

Agenda Item: Approval of CEI Scope for the Construction Engineering and Inspection for Wake Forest Reservoir (Wake-176) Dam improvements.

Summary: The Engineering Department is requesting authorization for the Town Manager, on behalf of the Town of Wake Forest, to execute a contract with WSP USA in the amount of $699,625 to provide Construction Engineering and Inspection (CEI) services for improvements to the Wake Forest Reservoir (Wake-176) Dam.

The proposed scope and fee include project administration; dam breach modeling and Emergency Action Plan (EAP) updates; construction engineering and inspection; as-built submittals and permit closeout; construction inspection; and materials testing, with materials testing and construction inspection services to be performed by Falcon Engineering and project administration and other CEI services to be performed by WSP USA.

The Engineering Department has reviewed the proposed scope and fee and recommends Board approval.

Attachments:
Attachment_A_Resolution_CEI_Services_Wake_Forest_Reservoir
Attachment_B_Proposed_CEI_Scope_and_Fee

RESOLUTION 2026-XX

RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE ON BEHALF OF THE TOWN OF WAKE FOREST A CONTRACT WITH WSP USA FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE WAKE FOREST RESERVOIR (WAKE-176) DAM IMPROVEMENTS

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 consistent with Town standards; and

WHEREAS, WSP USA will provide dam breach modeling, Emergency Action Plan (EAP) updates, and Construction Engineering and Inspection (CEI) services, including project administration, engineering, inspection, and oversight, for the Wake Forest Reservoir (Wake-176) Dam Improvements project; and

WHEREAS, Falcon Engineering will serve as a subcontractor to WSP USA and will provide materials testing and construction inspection services; and

WHEREAS, thorough materials testing and inspection are necessary to ensure the Wake Forest Reservoir (Wake-176) Dam Improvements are constructed in accordance with the project plans, specifications, and applicable standards; and

WHEREAS, Attachment B outlines the specific services and associated costs for the project;

BE IT RESOLVED that the governing body of the Town of Wake Forest hereby authorizes the Town Manager to execute, on behalf of the Town of Wake Forest, the attached contract with WSP USA, including the use of Falcon Engineering as a subcontractor, in the amount of $699,625.

Adopted and effective this the 15th day of September 2026.

_____

Ben C. Clapsaddle

Mayor

ATTEST:

_____

Evelyn Wright

Town Clerk

August 3, 2026

Steve Meyer
CIP Manager
301 S. Brooks Street, Wake Forest, NC 27587

SUBJECT: PROPOSAL FOR PROFESSIONAL SERVICES FOR SMITH CREEK RESERVOIR DAM IMPROVEMENT PROJECT - Supplement for Dam Breach Modeling, EAP Update, and CEI (including oversight, engineering, inspection, and testing)

WSP USA Inc., hereafter referred to as "WSP" or "the Engineer", appreciates the opportunity to provide our Professional Services to the Town of Wake Forest (hereafter the "Town") in support of the aforementioned project.

OVERVIEW

The Town has requested that WSP provide a proposed solution for repair and improvement of an existing, medium-sized, high hazard (Class C), earthen embankment dam along Smith Creek, which creates the Wake Forest Reservoir. The reservoir was previously used as a water source, prior to the Town's agreement with the City of Raleigh for potable water distribution. To date, WSP has executed six different purchase orders with the Town to cover survey and design of a proposed modification to the dam. The six purchase orders to-date are enumerated as follows:

- 2023-00000447: Existing Conditions Assessment
- 2023-00000574: Concept Design
- 2024-00000443: Final Design
- 2025-00000126: Civil/Parking Design
- 2026-00000105: Final Design, FEMA Coordination, and Bid Prep
- 2026-00000604: Bid Support, EAP Extension, Permit Extension

WSP assumes this will be the first purchase order associated with this project funded under the contract executed May 13, 2025 associated with RFQ #25-0001.

In May, 2026 the NCDEQ Dam Safety Program issued an extension for submittal of an updated Emergency Action Plan (EAP) for WAKE-176. The extended deadline is December 1, 2026. The critical component required during this update is a dam breach analysis and corresponding downstream inundation mapping. As discussed with the Town, the effort required for this modeling and submittal of the revised EAP has been included in this scope of services to support the project during construction.

Construction support services will be performed by WSP and Falcon Engineering (subcontractor). Services may include general oversight, coordination with the Town, administrative support, engineering review, inspections, and testing. The actual level of effort is difficult to determine, but has been estimated below based on informed assumptions. All labor and expenses will be billed according to contract rates.

Note: For the services summarized below, the intent is to have Jon Becker serve as a consistent point of contact and lead for oversight, with a consistent presence onsite. As such, WSP is able to provide his hours at a reduced rate for this contract which may vary from other contracts and task orders with the Town. This approach will promote efficient communication between the construction and engineering teams as well as the Town as project owner.

WSP USA
Suite 1500
434 Fayetteville Street
Raleigh, NC 27601

Tel.: +1 919 836-4040
Fax: +1 919 836-4099
wsp.com

SCOPE OF SERVICES: PERMITTING, FINAL DESIGN, AND BID ASSISTANCE

TASK 1.- PROJECT ADMINISTRATION

1.1 PROJECT MANAGEMENT SERVICES

This task covers routine review of hours expended and communication with the client relating to WSP's contract and Engineering support. Coordination relating to construction and the Contractor's performance is included below in Task 3.

The project manager will utilize the Trimble Unity Construct system to submit invoices.

1.2 MONTHLY STATUS REPORTS

WSP shall prepare monthly status reports following the City's standard template and upload to Trimble Unity Construct with the monthly invoice in PDF format. The status report shall summarize work/milestones completed, percent of work complete to date, and identify any outstanding issues or decisions that must be resolved by WSP or the Town.

1.3 PROJECT MEETINGS

WSP will attend meetings with the Town on a monthly basis to discuss engineering support, EAP updates, and general construction progress. General meetings relating to construction items and coordination with the Contractor are covered below in Task 3.

TASK 2.– DAM BREACH MODEL AND EAP UPDATE

2.1 DAM BREACH MODEL

WSP will develop a dam breach model for the post-construction condition, utilizing models developed during the final design process as a baseline. The breach wave hydrograph (boundary condition) will be developed in HEC-HMS for both the sunny-day and rainy-day condition and the inundation limits for each condition will be modeled in HEC-RAS 1D (unsteady) for use in mapping for this current year. A HEC-RAS 2D model (version 6.6) will be developed for future mapping (2027 and beyond). The rainy-day condition will be for the spillway design flood (SDF) which is the ½ PMP for WAKE-176. For the purposes of this scope, we assume the same SDF can be used from the approved dam safety permit for construction (HMR-52), the newly released state PMP tool may be considered in future years but not in this current scope. The sunny-day condition will utilize a piping failure mode. H&H modeling will be performed in accordance with the recent NCDEQ "Guidance for Inundation Mapping" memorandum dated March 30, 2026. The assumed extent of modeling and mapping will cover the breach wave until inundation depths are within 1 foot of the 100-year base flood elevation.

2.2 INUNDATION MAPPING

WSP will update the inundation maps developed in 2024/2025 to reflect the newly modeled inundation boundaries for both the sunny-day and rainy-day breach scenarios. Maps will also depict two-foot topographic contours, as well as all impacted structures, roads, and other infrastructure utilizing available LIDAR and orthoimagery from NearMap or other online sources. The effective FEMA 100-year floodplain and floodway boundary will be displayed on the inundation maps for reference.

The mapping will be continued downstream until the vertical difference between the flood elevations with and without a dam failure is 1 foot or less; or where the breach flood flow is contained in a large downstream reservoir; or the downstream limit of study has a large watershed ratio compared to the area upstream of the dam; or where the breach flood wave travel time exceeds 24 hours. Maps will highlight maximum inundation depths, velocities, and wave arrival times. It is assumed that no more than 5 individual 11x17 maps will be generated.

An updated list of impacted parcels will be generated for inclusion in the EAP and use during emergency response. Contact information (beyond address) for individual parcels will not be included on the list.

2.3 EAP UPDATE AND SUBMITTAL

WSP will incorporate the revised inundation maps into the EAP and submit to NCDEQ Dam Safety for approval. WSP will respond to one round of comments (if any) and compile all mapping, modeling, and report files to facilitate future updates.

TASK 3. – CONSTRUCTION ENGINEERING AND INSPECTION (CEI)

3.1 CONSTRUCTION ENGINEERING SUPPORT

WSP will provide appropriate review of product material submittals through the Trimble Unity Construct (TUC) platform. Based on the current construction documents, it is anticipated that approximately 75 submittals will be processed for this project. These range from simple product submittals such as stone or geotextile, to more complex submittals for electrical connections, or water management. That status of all submittals will be tracked in a summary spreadsheet. An average of 3 hours is assumed for review of each submittal.

WSP will also review and respond to requests for information (RFI) submitted by the Contractor through TUC. RFIs may include clarification of plans or project specifications or proposed adjustments, alterations, or value engineering (cost savings) by the Contractor. WSP will route these to the appropriate staff for review, and provide a formal response per the contract documents. It is anticipated that approximately 30 RFIs will be processed for this project. An average of 4 hours is assumed for review of each submittal.

Note that assistance initiating the e-NOI with NCDEQ for the erosion control permit will also be covered under this task. WSP assumes that he Town will pay the $127 annual fee directly, and that expense has not been included herein.

3.2 CONSTRUCTION OVERSIGHT

WSP plans to staff the project with an inspector at least 24 hours per week for the entire duration of project construction. This is the basis for this estimate and may vary throughout project construction. During this time, the inspector will be responsible for monitoring construction activities, documenting the contractor's work, tracking pay quantities and completing any other documentation required to certify the project. The inspector will also be responsible for coordinating sampling and testing of construction materials as described in Task 3.3.

Services provided as part of this task include:

- Schedule, prepare an agenda, conduct, and distribute minutes for a pre-construction conference and bi-weekly progress meetings.
- Review and approve the contractor's progress schedule for compliance with the project milestones of the contract.
- Review and distribute any necessary submittals for approval based on the requirements of the project specifications and contract provisions.
- Review and recommend approval of payment applications to ensure all quantities are consistent with the project pay record books.
- Prepare any necessary correspondence to the Town including recommendation of field orders, work change directives and change orders. Review all change order requests from the Contractor and make written recommendations to the Town.
- Evaluate and coordinate with the Town and provide necessary documentation and correspondence for claims submitted by the contractor. This does not include final claims.
- Document and track all work performed by Disadvantage Business Enterprise's to ensure that they meet the commitments required by the contract.
- Verify contractor is self-monitoring erosion and sedimentation control and NPDES inspections, preparing reports and monitoring of erosion control devices per the contract and plans.
- Compile and submit all necessary documents to the Town for grant reimbursement.

In the event the Contractor submits a claim for additional compensation and/or time after WSP has completed its scope of work, WSP will analyze the claim, engage in negotiations leading to settlement of the claim, and prepare and process the required documentation to close out the claim in accordance with NCDOT specifications. Compensation for such services will be negotiated through a Supplemental Amendment to this Agreement as authorized by the Town.

3.3 CONSTRUCTION MATERIALS TESTING

WSP's onsite inspector will coordinate with Falcon Engineering to schedule sampling and material testing as required during the duration of construction. Typical tests may include soil compaction, concrete sampling (air, slump, cylinders), or asphalt coring. Sampling and testing will be performed in accordance with the frequency specified in the contract documents and/or the NCDOT construction manual. For the purposes of this estimate, a predicted frequency and quantity of tests has been assumed and is attached as a baseline. However, services will be billed as required according to the effective rates (also attached). Each monthly progress report will include a summary of testing and status of the allotted budget. More advanced testing such as GPR scanning, rock coring/strength tests, or triaxial soil tests will be additional and billed according to established rates or as negotiated at the time services are required.

Sampling and testing will be administered to inspect the construction operations and materials such that the project is constructed in reasonably close conformity with the plans, specifications, and special provisions. Falcon and/or WSP will report any failing tests immediately to the Town with recommended course of action/resolution to ensure compliance with the project specifications. However, testing does not relieve the contractor of any liability and neither WSP or Falcon can be held responsible to required re-work or other implications of test results.

TASK 4.– AS-BUILT SUBMITTALS AND PERMIT CLOSE-OUT

4.1 REVIEW OF CONTRACTOR PROVIDED DOCUMENTS AND PLANSET MARKUP

WSP will review the record drawings and as-built survey information submitted by the Contractor. It is assumed that an as-built survey sealed by a PLS licensed in North Carolina will satisfy all requirements listed in the Town of Wake Forest As-Built Certification Checklist as well as sufficient information on the dam components to submit plans in accordance with 15A NCAC 02K .0215 and .0216. WSP will compare the provided survey/record drawings to observations collected during construction and incorporate in a set of as-built plans. It is assumed that these plans will be composed of approximately 20 plan sheets (compared to the IFB planset of 59 sheets).

4.2 PERMIT COMPLIANCE, AS-BUILT SUBMITTALS, AND CLOSEOUT

As noted below, the following actions are included to facilitate permit close-out and documentation of as-built conditions:

Town of Wake Forest

As noted above, WSP will utilize the survey information provided by the contractor to prepare and submit an as-built package in accordance with the "As-Built Certification & Close Out Submittal Checklist" and section 15.4.5 of the UDO. These will be submitted through the Town of Wake Forest Electronic Plan Review and Permit Portal. The O&M manual will be that updated for the facility and NC Dam Safety compliance rather than a separate document.

NCDEQ Erosion Control

WSP assumes that the Contractor will be diligent with record-keeping and self inspections. Assuming no issues or outstanding violations exist, WSP will assist the Town in submitting an e-NOT to complete coverage under the NCG01 permit.

USACE 404 and NCDEQ 401

WSP assumes compliance with relevant permit conditions and construction in jurisdictional areas will be consistent with existing permit approvals. Upon project completion, WSP will submit the "Compliance Certification Form" to USACE and NCDEQ.

NCDEQ Dam Safety

As required by the Certificate of Approval for Construction (Modification) as-built survey and record drawings will be submitted by the Contractor to WSP in a timely manner. The Certificate requires as-built documentation be submitted within 30 days of project completion. 15A NCAC 02K .0215 requires two complete set of as-built drawings be submitted to the Director, accompanies by a Engineer's certification from Greg Hebeler, PE (Engineer of Record for this project).

NCDEQ Dam Safety (EAP Update)

Due to the currently approved extension for modeling/mapping updates and construction, it is difficult to predict exactly what will be required for the 2027 EAP update at this time. Task 2 (above) covers the current updates, but no additional time has been included for 2027 at this time, and any updates will need to be included in a future supplement or scope of services.

TASK 5.– ADDITIONAL SERVICES

Due to the likelihood of unforeseen circumstances and potential extension of the construction schedule, WSP recommends inclusion of a contingency in this scope. These funds will only be used with approval by the Town after providing proper documentation.

EXCLUSIONS:

In addition to the foregoing services being performed the following items may be provided upon request, or may be provided with proper authorization by the Town, but are excluded from this scope and the associated cost estimate provided herein:

- Public engagement or relations, such as press releases or meetings;
- Coordination with FEMA for any reimbursement, grant document updates, or review of grant agreements;
- As-built survey;
- An encroachment permit or any coordination with NCDOT;
- 2027 EAP update;
- O&M Documentation beyond what was developed for the Dam facility as part of the Dam Safety Permit Application;
- Permit modifications or any coordination required as a result of violations of permit conditions;
- Bat surveys of culverts and spillways, or forested areas;
- Utility relocation coordination;
- Temporary shoring design;
- Any other service that is not specifically described herein.

SCHEDULE:

The schedule for construction support will be aligned with the Contractor's schedule for construction, but WSP assumes this will be communicated at least two (2) weeks in advance to provide sufficient time to align staff availability. The assumed construction duration is between 10-12 months. Construction duration and the scope of services herein are subject to external factors such as weather, material availability, unforeseen site conditions, etc.

FEES:

The budgeted hours and cost herein serve as an estimate only. WSP will communicate with the Town as services are provided and how these compare to the available remaining budget.

- An estimated itemization of the fee by task can be found below. A complete breakdown of the fee estimate and all parts that make up the estimate can be found in attachment A.

Task ID	Task Description	Fee Estimate
1.0	Project Administration	$37,365
2.0	Dam Breach Model and EAP Update	$42,120
3.0	Construction Engineering and Inspection (CEI)	$500,790
4.0	As-Built Submittals	$51,350
5.0	Additional Services	$50,000
6.0	Reimbursable Expenses & Other	$18,000
	Total	**$699,625**

- Labor and testing fees will be invoiced monthly for actual hours expended in accordance with the effective Billing Rates for this contract. The 2026 effective rates are included with this proposal (Attachment B). Updated rates will be provided annually per the contract terms. WSP will notify the Town if the total amount invoiced for each task approaches or exceeds the dollar amount shown in the fee estimate attached (Attachment A).
- All costs for travel, supplies, and prints will be considered a reimbursable expense. A Reimbursable Expenses Budget is included in the fee estimate. Reimbursable expenses shall not exceed this budget without prior written authorization from the City of Raleigh.

We appreciate the opportunity to submit to you our proposal for professional services and look forward to your review. If you have any questions, do not hesitate to contact us.

Sincerely,

Everett Gupton, PE, PMP

SE Water Business Lead

Project Manager

Attachment A

Construction Support Services

Town of Wake Forest - Smith Creek Reservoir Dam Improvement Project

Task No.	Task Description																								
	Title	PM	DPM / CEI Manager	Engineer of Record	Civil Designer	Hydraulics Design Support	Electrical Designer	Structural Designer	Hydraulics Designer	Breach Mapping Lead	Breach Mapping Support	Breach Modeling Lead	Breach Modeler	Breach Modeling Support	Hazardous Materials Lead	Hydraulics Design Support	Geotech Design Support	Surveyor	Survey Crew	Env Resource Specialist	Project Accountant					
	Employee	Everett Gupton	Jon Becker	Greg Hebeler	Ryan Spiker	Vashish Taukoor	Eric Perry	Ali Wahidi	Cam Baker	Andrew Bousquet	Chris Harmon	Ekene Okorie	Surbhi Thakur	Joshua Spencer	David Young	Kobi Talma	Farnaz Seraj	Travis Howell	Field Crew	Caleb Sullivan	Susan Escobar	Total WSP Hours by Task	Precent in 2027	Total WSP Labor by Task	Total Falcon Budget by Task	Total Budget by Task
	2026 Billing Rate	285.00	185.00	285.00	185.00	185.00	185.00	285.00	185.00	175.00	140.00	200.00	175.00	130.00	175.00	130.00	160.00	225.00	95.00	175.00	160.00					
	(Estimated) 2027 Billing Rate	295.00	195.00	295.00	195.00	195.00	195.00	295.00	195.00	185.00	145.00	210.00	180.00	135.00	180.00	135.00	165.00	235.00	100.00	185.00	165.00					
1.0	**Project Administration**	**28**	**76**	**24**	**4**	**4**	**4**	**4**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**20**	**168**		**37,365**		**37,365**
1.1	Project Management Services	8	24																				*75%*	*6,960*		
1.2	Monthly Status Reports	8	20																		20		*75%*	*9,465*		
1.3	Project Meetings	12	32	24	4	4	4	4	4														*75%*	*20,940*		
2.0	**Dam Breach Model and EAP Update**	**0**	**32**	**4**	**0**	**0**	**0**	**0**	**16**	**12**	**48**	**12**	**48**	**72**	**0**	**24**	**0**	**0**	**0**	**0**	**0**	**268**		**42,120**		**42,120**
2.1	Dam Breach Model		16									12	48	60									*0%*	*21,560*		
2.2	Inundation Mapping		8						8	12	48												*0%*	*11,780*		
2.3	2026 EAP Update and Submittal		8	4					8					12		24							*0%*	*8,780*		
3.0	**Construction Engineering and Inspection (CEI)**	**8**	**1,210**	**120**	**16**	**40**	**24**	**24**	**80**	**0**	**0**	**0**	**0**	**0**	**8**	**140**	**24**	**8**	**40**	**0**	**0**	**1,742**		**336,890**	**163,900**	**500,790**
3.1	Construction Engineering Support	8	160	80	16	40	24	24	40						8	80	24	8	40				*50%*	*107,340*		
3.2	Construction Oversight		1,050	40					40							60							*75%*	*229,550*		
3.3	Construction Materials Testing																						*50%*	*0*	**163,900**	
4.0	**As-Built Submittals**	**2**	**56**	**32**	**8**	**0**	**4**	**4**	**32**	**0**	**0**	**0**	**0**	**40**	**0**	**80**	**0**	**0**	**0**	**24**	**0**	**282**		**51,350**		**51,350**
4.1	Review of As-Built Information	2	16	16			4	4	16					40		40							*100%*	*24,310*		
4.2	Permit Compliance and Updates		40	16	8				16							40				24			*100%*	*27,040*		
5.0	**Additional Services**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	*50,000*	*50,000*		*50,000*
5.1	Additional Services																						*0*	*0*		
	Labor																									
	Hours	**38**	**1,374**	**180**	**28**	**44**	**32**	**32**	**132**	**12**	**48**	**12**	**48**	**112**	**8**	**244**	**24**	**8**	**40**	**24**	**20**	**2,460**				
	Total Burdened Labor (w/out add'l services)																						**$0**	**$467,725**	**$163,900**	**$631,625**
4.0	**Reimbursable Expenses & Other**																									
	Reimbursable Expenses					Lump Sum																				
	Mileage			4690	miles @	$ 0.725	$ 3,400																			
	Airfare			6	each @	$ 600	$ 3,600																			
	Local Per Diem			100	each @	$ 20	$ 2,000																			
	Lodging / Per Diem			12	each @	$ 250	$ 3,000																			
	Misc. Equipment			15	each @	$ 400	$ 6,000																			
	Total						**$ 18,000**																			
	Total Expenses																							**$ 18,000.00**	**$ 18,000**	
	Total (Labor and Expenses)																								**$ 649,625**	
	Recommend Additional Services / Contingency																								**$ 50,000**	
	Total (w/ add'l services)																								**$ 699,625**	

2026 FALCON STANDARD RATE SCHEDULE
INTERNAL PROJECT COST ESTIMATE

Date:	**6/25/2026**	**Prepared By:**	
Proposal #:	**TP-26-064**	**Reviewed by:**	
Project:	**Wake Forest Dam Improvements**	**Est. Start Date:**	
Location:	**WF, NC**	**Est. Comp. Date:**	

Short Scope Description: **SAMPLE FOR PRICING ONLY - SERVICES TO BE PRICED AND BILLED AS REQUIRED**

FIELD SERVICES - MANHOURS	**EST. UNITS**		**UNIT RATE**	**EXTENDED**
Engineering Technician	964	hours x	$ 85.00	$ 81,940.00
Engineering Technician (OT)	0	hours x	$ 127.50	$ -
Construction Inspector	168	hours x	$ 95.00	$ 15,960.00
Construction Inspector (OT)	24	hours x	$ 142.50	$ 3,420.00
Structural Steel Inspector / Tech		hours x	$ 125.00	$ -
Structural Steel Inspector / Tech (OT)		hours x	$ 187.50	$ -
Field Staff Professional		hours x	$ 105.00	$ -
Field Staff Professional (OT)		hours x	$ 157.50	$ -
Field Senior Professional	12	hours x	$ 165.00	$ 1,980.00
Field Senior Professional (OT)		hours x	$ 247.50	$ -
***Subcontracted Field Services**	***Cost + 15% (See Table I for Details)***			$ -
			SUBTOTAL	**$ 103,300.00**
FIELD SERVICES - EXPENSES				
Vehicle & Standard Equipment	169	days x	$ 85.00	$ 14,365.00
Utility Terrain Vehicle (UTV)		weeks x	$ 750.00	$ -
Kessler DCP		days x	$ 150.00	$ -
GPS Unit (Handheld)		days x	$ 150.00	$ -
GPR Unit, per day		days x	$ 300.00	$ -
PID Unit, per day		days x	$ 150.00	$ -
Equipment for Coring Asphalt & Concrete	1	days x	$ 500.00	$ 500.00
On-Site Concrete Curing Box		weeks x	$ 100.00	$ -
Nuclear Density Gauge	62	days x	$ 85.00	$ 5,270.00
NDT Steel Testing Equipment (UT/MT/PT)		days x	$ 150.00	$ -
Floor Flatness Profiler		days x	$ 250.00	$ -
Per Diem (per person, per day)		days x	$ 195.00	$ -
***Direct Field Expenses & Equipment Rentals**	***Cost + 15% (See Table II for Details)***			$ -
			SUBTOTAL	**$ 20,135.00**
PROFESSIONAL SERVICES				
Project Administrator		hours x	$ 85.00	$ -
CADD Technician		hours x	$ 95.00	$ -
Staff Professional		hours x	$ 105.00	$ -
Senior Professional		hours x	$ 165.00	$ -
Project Manager		hours x	$ 175.00	$ -
Registered Engineer/Geologist		hours x	$ 185.00	$ -
Project Executive		hours x	$ 195.00	$ -
			SUBTOTAL	**$ 21,375.75**
LABORATORY SERVICES				
Moisture Content	12	each test x	$ 25.00	$ 300.00
Sieve Analysis w/ Wash 200	12	each test x	$ 125.00	$ 1,500.00
Atterberg Limits	12	each test x	$ 125.00	$ 1,500.00
Organic Content of Soil (LOI)		each test x	$ 55.00	$ -
Standard Proctor Compaction	12	each test x	$ 250.00	$ 3,000.00
Modified Proctor Compaction		each test x	$ 280.00	$ -
Soaked CBR (per point)		each test x	$ 250.00	$ -
Swell Test		each test x	$ 200.00	$ -
Comp. Str. of 4"x8" Conc. Cylinders	400	each test x	$ 20.00	$ 8,000.00
Comp. Str. of 6"x12" Conc. Cylinders		each test x	$ 50.00	$ -
Comp. Str. of Concrete Core Samples (</=6" dia)		each test x	$ 225.00	$ -
Comp. Str. Of 2"x2" Cubes	108	each test x	$ 40.00	$ 4,320.00
Comp. Str. Of 3"x3"x6" Masonry Grout Prisms		each test x	$ 75.00	$ -
Comp. Str. Of 2" Rock Cores		each test x	$ 225.00	$ -
Asphalt Bulk Specific Gravity of Core	6	each test x	$ 75.00	$ 450.00
SFRM Density		each test x	$ 75.00	$ -
***Subcontracted Laboratory Services**	***Cost + 15% (See Table III for Details)***			$ -
			SUBTOTAL	**$ 19,070.00**
			ESTIMATED TOTAL COST	**$ 163,880.75**
			CONTINGENCY or ADJUSTMENT % (+, -, or 0)	
			RECOMMENDED PROJECT FEE	**$ 163,900.00**

Rate Categories **ATTACHMENT B** August 3, 2026

POSITIONS	2026 HOURLY RATE
Principal / Quality Manager	285
Senior Project Manager / Subject Matter Expert	250
Project Manager / Senior Engineer	200
Project Engineer	185
Technical Lead	175
Staff Engineer	160
Senior Designer	145
Designer	130
Junior Designer	110
Planning Lead	220
Senior Planner	175
Planner	140
Junior Planner	110
Senior Clerical	160
Clerical	125
Principal Professional Land Surveyor	225
Project Survey Lead	175
Senior Survey CADD Tech	160
Survey CADD Tech	135
Junior Survey CADD Tech	110
Field Crew Leader	125
Field Crew Member	95

UNIT RATE SCHEDULE
FALCON ENGINEERING, INC.

PROFESSIONAL SERVICES

Project Administrator, per hour	$85.00
Assistant Project Manager, per hour	$125.00
Project Manager, per hour	$185.00
Project Executive, per hour	$195.00
CADD Technician, per hour	$95.00
Staff Professional, per hour	$105.00
Senior Professional, per hour	$165.00
Registered Engineer/Geologist, per hour	$185.00
Senior Registered Engineer/Geologist, per hour	$195.00
Subcontracted Professional Services, Travel Living Expenses & Commercial Travel	Cost +15%

FIELD SERVICES

Engineering Technician, per hour	$95.00
Construction Inspector, per hour	$95.00
Steel Inspector / NDT Technician, per hour	$125.00
Field Staff Professional, per hour	$105.00
Field Senior Professional, per hour	$165.00
Overtime (OT); field services >8 hours/day, >40 hours/week, nights (6pm-6am), weekends & national holidays	Regular Rate x 1.5

Notes: There is a 4-hour minimum charge for all hourly field services.
Hourly field services are provided portal to portal from our Cary office, including report preparation time.

Vehicle & Standard Equipment, per day (for sites within 30-mile radius of Falcon office)	$85.00
Utility Terrain Vehicle (UTV), per week	$750.00
Kessler DCP, per day	$150.00
GPS Unit (Handheld), per day	$150.00
GPR Unit (Concrete Scanner), per day	$300.00
PID Unit, per day	$150.00
Equipment for Coring Asphalt and Concrete, per day	$500.00
On-Site Concrete Curing Box, per week	$100.00
Nuclear Density Gauge, per day	$85.00
NDT Steel Testing Equipment (UT/MT/PT), per day	$150.00
Floor Flatness Profiler, per day	$250.00
Per Diem, per person, per day (for out-of-town work that requires overnight stay)	$195.00
Subcontracted Field Services, Direct Expenses & Equipment Rentals	Cost + 15%

Note: Other field services can be provided. Availability of those services and applicable unit rates can be provided upon request.

LABORATORY SERVICES

Moisture Content, each	$25.00
Sieve Analysis with Wash 200, each	$125.00
Atterberg Limits Test, each	$125.00
Organic Content of Soil (LOI), each	$55.00
Standard Proctor Compaction, each	$250.00
Modified Proctor Compaction, each	$280.00
Soaked CBR, per point	$250.00
Swell Test, each	$200.00
Compressive Strength Testing of 4"x8" Concrete Cylinders, each	$20.00
Compressive Strength Testing of 6"x12" Concrete Cylinders, each	$50.00
Compressive Strength Testing of Concrete Core Samples, each (6" diameter or less)	$225.00
Compressive Strength Testing of 2"x2" Cubes, each	$40.00
Compressive Strength Testing of 3"x3"x6" Masonry Grout Samples, each	$75.00
Compressive Strength Testing of 2" Rock Core, each	$225.00
Asphalt Bulk Specific Gravity of Core Samples, each	$75.00
SFRM Density, each	$75.00
Subcontracted Laboratory Services	Cost +15%

Note: Other laboratory services can be provided. Availability of those services and applicable unit rates can be provided upon request.

EFFECTIVE THROUGH DECEMBER 31, 2026

Unit rates are subject to change after the effective date expires and annually thereafter.

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-952-
Submitted by: Brad West,Planning
Submitting Department: Planning
Meeting Date:September 15, 2026

Subject
Approval of a Resolution Authorizing the Town Manager to Implement Go Wake Forest Sunday Service and Establish a Performance Benchmark

Recommendation:
Approve

item Summary:

ATTACHMENTS:

- Agenda Summary_BoC 2026-952 V3.pdf
- Attachment A - Go Wake Forest Sunday Service Expansion Proposal
- 2026-952 Resolution

Agenda Item: Approval of a Resolution Authorizing the Town Manager to Implement Go Wake Forest Sunday Service and Establish a Performance Benchmark

Summary: The Go Wake Forest microtransit system began collecting fares on February 1st, 2026. Via, the Town's microtransit partner, provided an update on how fares have impacted the system, including demand stabilization, revenue generation, and service quality at the Board of Commissioners September 1, 2026 work session.

Further, with the Town now receiving fare revenue and a decreased match obligation for Wake Transit funding, Via presented options on possible service expansion investments at the Board of Commissioners September 1, 2026 work session.

Finally, Via proposed establishing a service performance benchmark for the Go Wake Forest system. Specifically, aiming for a system-wide met demand rate of 90 percent, limiting unmet demand to no more than 10 percent.

Attachments: Attachment A: Go Wake Forest Sunday Service Expansion Proposal

Collecting fares now poses a new opportunity to provide service on Sundays

	Reinvested Fares Supply Levels - Budget Neutral	Higher Quality of Service for Sundays
Service Hours	7am-7pm	7am-7pm
# Vehicles at Peak Service	5 vehicles	8 vehicles
Weekly Supply (Hours)	61.5 hours	100 hours
Estimated Sunday Budget	~$220k	~$360k
Additional Investment	$0	~$140k

Via Proprietary & Confidential.

RESOLUTION 2026-XX

RESOLUTION AUTHORIZING THE TOWN MANAGER TO IMPLEMENT GO WAKE FOREST SUNDAY SERVICE AND ESTABLISH A PERFORMANCE BENCHMARK

WHEREAS, the Town of Wake Forest established Go Wake Forest as an on-demand microtransit service to provide residents and visitors with safe, reliable, convenient, and accessible transportation options; and

WHEREAS, since its launch on October 1, 2024, Go Wake Forest has experienced strong ridership and demand, demonstrating the importance of the service to the Wake Forest community; and

WHEREAS, Go Wake Forest currently operates Monday through Saturday and does not provide service on Sundays; and

WHEREAS, the Town of Wake Forest recognizes that expanding Go Wake Forest service to include Sundays would improve access to transportation and provide greater mobility for residents and visitors; and

WHEREAS, the Town of Wake Forest does not currently have an established, baseline performance standard for Go Wake Forest; and

WHEREAS, the Town of Wake Forest desires to establish a performance benchmark under which the Go Wake Forest microtransit system is capable of accommodating at least ninety percent of trip requests, thereby limiting unmet demand to no more than ten percent;

BE IT RESOLVED that the governing body of the Town of Wake Forest hereby authorizes the Town Manager to implement, on behalf of the Town of Wake Forest, expanded Sunday service of up to sixty-one and a half weekly drivers hours and up to one hundred weekly driver hours if warranted by demand, and establish a performance benchmark that the Go Wake Forest microtransit system accommodate at least ninety percent of trip requests.

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.: 2026-984
Submitted by: Emma Linn,Planning
Submitting Department: Planning
Meeting Date:September 15, 2026

Subject
Approval of a Resolution authorizing a Municipal Agreement with North Carolina Department of Transportation (NCDOT) for Smith Creek Greenway Phases 2 and 3 (TIP# BL-0188) construction funding through the Locally Administered Projects Program (LAPP).

Recommendation:

item Summary:

ATTACHMENTS:

- Agenda Summary
- Attachment A - NCDOT BL-0188 Municipal Agreement
- Resolution

Agenda Item: Approval of a Resolution authorizing a Municipal Agreement with North Carolina Department of Transportation (NCDOT) for Smith Creek Greenway Phases 2 and 3 (TIP# BL-0188) construction funding awarded through the Locally Administered Projects Program (LAPP).

Summary: On February 18th, 2026, the Capital Area Metropolitan Planning Organization (CAMPO) Executive Board approved $5,338,552 of federal funding matched by a local contribution of $15,194,341 for Smith Creek Greenway Phases 2 and 3 through the Locally Administered Project Program (LAPP).

Execution of this agreement is required by the LAPP program to submit reimbursements for construction costs.

Attachments:
Attachment A: NCDOT BL-0188 Municipal Agreement

Executive Summary

The Executive Summary is a summation of this agreement and is not intended to be used as the agreement between the Department (North Carolina Department of Transportation) and the Party (Entity).

Entity: Town of Wake Forest **County:** Wake

TIP: BL-0188

Project: Smith Creek Greenway

Scope: construction of phases 2 and 3 of the Smith Creek Greenway from Burlington Mills Road to the existing greenway at Heritage High School.

Eligible Activities:

PE	_____	Design Environmental
ROW	_____	ROW Acquisition
UTIL	_____	Utility
CON	52230.3.1	Construction
OTHER	_____	
FEDERAL-AID		

Fund Source	Federal Funds Amount	Reimbursement Rate	Non-Federal Match $	Non-Federal Match Rate
Trans. Alternatives Prog. - DA (TAP-DA)	$5,338,552	26 %	$15,194,341	74 %
Total Available Funding		**$20,532,893**		

Responsibility: The Town of Wake Forest shall be responsible for all aspects of the project.

NORTH CAROLINA

WAKE COUNTY

LOCALLY ADMINISTERED PROJECT - FEDERAL

DATE: 9/8/2026

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

TIP #: BL-0188

AND

WBS Elements: PE _____

ROW _____

UTIL _____

TOWN OF WAKE FOREST

CON 52230.3.1

OTHER FUNDING: _____

FEDERAL-AID NUMBER:

Assistance Listing #: 20.287

Total Funds [NCDOT Participation] $5,338,552

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Wake Forest, hereinafter referred to as the "Municipality".

W I T N E S S E T H:

WHEREAS, the Infrastructure Investment and Jobs Act (IIJA) allows for the allocation of federal funds to be available for certain specified transportation activities; and,

WHEREAS, the Municipality has requested federal funding for Smith Creek Greenway, hereinafter referred to as the Project, in Wake County, North Carolina; and,

WHEREAS, subject to the availability of federal funds, the Municipality has been designated as a recipient to receive funds allocated to the Department by the Federal Highway Administration (FHWA) up to and not to exceed the maximum award amount of $5,338,552 for the Project; and,

WHEREAS, the Department has agreed to administer the disbursement of said funds on behalf of FHWA to the Municipality for the Project in accordance with the Project scope of work and in accordance with the provisions set out in this Agreement; and,

WHEREAS, the Department has programmed funding in the approved State Transportation Improvement Program (STIP) for the Project; and,

WHEREAS, the governing board of the Municipality has agreed to participate in certain costs and to assume certain responsibilities in the manner and to the extent as hereinafter set out; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly including, but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS) Section 136-66.1, Section 136-71.6, Section 160A-296 and 297, Section 136-18, Section 136-41.3 and Section 20-169, to participate in the planning, construction and/or implementation of the Project approved by the Board of Transportation.

NOW, THEREFORE, this Agreement states the promises and undertakings of each party as herein provided, and the parties do hereby covenant and agree, each with the other, as follows:

1. GENERAL PROVISIONS

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

All parties to this Agreement, including contractors, subcontractors, and subsequent workforces, associated with any work under the terms of this Agreement shall provide reports as required by the Federal Funding Accountability and Transparency Act (FFATA) for this Project.

AGREEMENT MODIFICATIONS

Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all parties by means of a Supplemental Agreement.

LOCAL PUBLIC AGENCY TO PERFORM ALL WORK

The Municipality shall be responsible for administering all work performed and for certifying to the Department that all terms set forth in this Agreement are met and adhered to by the Municipality and/or its contractors and agents. The Department will provide technical oversight to guide the Municipality. The Department must approve any assignment or transfer of the responsibilities of the Municipality set forth in this Agreement to other parties or entities.

PERSON IN RESPONSIBLE CHARGE

The Municipality shall designate a person or persons to be in responsible charge of the Project, in accordance with Title 23 of the Code of Federal Regulations, Part 635.105. The person, or persons, shall be expected to:

- Administer governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects;
- Maintain knowledge of day to day project operations and safety issues;
- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project in accordance with the project scope and scale;
- Review financial processes, transactions and documentation to reduce the likelihood of fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and
- Be aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The person in responsible charge must be a full-time employee of the Municipality, but the duties may be split among several employees, if necessary.

COMPLIANCE WITH STATE/FEDERAL POLICY

The Municipality, and/or its agent, including all contractors, subcontractors, or sub-recipients shall comply with all applicable Federal and State policies and procedures, stated both in this Agreement and in the Department's guidelines and procedures, including the *Local Programs Management Handbook*.

FAILURE TO COMPLY - CONSEQUENCES

Failure on the part of the Municipality to comply with any of the provisions of this Agreement will be grounds for the Department to terminate participation in the costs of the Project and, if applicable, seek repayment of any reimbursed funds.

2. SCOPE OF PROJECT

The Project consists of construction of phases 2 and 3 of the Smith Creek Greenway from Burlington Mills Road to the existing greenway at Heritage High School.

The Department's funding participation in the Project shall be restricted to the following eligible items:

- Construction

as further set forth in this Agreement.

3. FUNDING

PROGRAMMING AND AUTHORIZATION OF FEDERAL FUNDS

The funding currently programmed for the project in the State Transportation Improvement Program (STIP) is Transportation Alternatives – Direct Attributable (TADA). The funding source may be modified with the coordination and approval of the respective Metropolitan Planning Organization (MPO) and/or the Department prior to authorization of funds. The Department will authorize and reimburse federal funding based on the type of federal funding that is programmed in the STIP at the time of the authorization request. The Department will notify the Municipality of the type of federal funds authorized by issuing a Technical Amendment – Funds Authorization letter. A modification in the source of funds will have no effect on project responsibilities outlined in this agreement.

REIMBURSEMENT FOR ELIGIBLE ACTIVITIES

Subject to compliance by the Municipality with the provisions set forth in this Agreement and the availability of federal funds, the Department shall reimburse 26% of eligible expenses incurred by the Municipality up to a maximum amount of Five Million Three Hundred Thirty Eight Thousand Five Hundred Fifty Two Dollars ($5,338,552), as detailed below. The Municipality shall provide the non-federal match, as detailed in the FUNDING TABLE below, and all costs that exceed the total available funding.

FUNDING TABLE

Fund Source	Federal Funds Amount	Reimbursement Rate	Non-Federal Match $	Non-Federal Match Rate
Trans. Alternatives Prog. - DA (TAP-DA)	$5,338,552	26%	$15,194,341	74%
Total Available Funding		**$20,532,893**		

WORK PERFORMED BY NCDOT

All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, during any phase of the delivery of the Project, shall reduce the funding available to the Municipality under this Agreement. The Department will set aside, but is not limited to, ten percent (10%) of the total available funding, or $2,053,289, to use towards the costs related to review and oversight of this Project. These costs may include but are not limited to: review and approval of plans, environmental documents, contract proposals, and engineering estimates; performance of any phase of work, for example, contract administration or construction engineering and inspection; oversight of any phases; or any other items as needed to ensure the Municipality's appropriate compliance with state and federal regulations.

In the event that the Department does not utilize all the set-aside funding, then those remaining funds will be available for reimbursement to the Municipality at the above reimbursement rate. For all costs of work performed on the Project, whether incurred by the Municipality or by the Department, the Municipality shall provide the non-federal match. The Department will bill the Municipality for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the total available funding.

4. PERIOD OF PERFORMANCE

COMPLETION DATE

The Municipality has three (3) years to complete all work outlined in the Agreement from the date of authorization of Federal Construction funds. Completion for this Agreement is defined as completion of all construction activities or implementation activities, acceptance of the project, and submission of a final reimbursement package to the Department.

MILESTONE DATES AND REVISIONS

The Municipality is responsible for regularly updating project milestones throughout the life of the project. If project milestones are near (or have passed without completion) and have not been updated to a realistic schedule by the Municipality, the Department reserves the right to revise the milestones accordingly. Revisions by the Department could lead to milestones being pushed into another fiscal year resulting in a change to the STIP. The Department is not responsible for project delays caused by these milestone revisions.

EXTENDING COMPLETION DATE

If additional time is needed to complete the Project, then a supplemental agreement must be executed. The Department may allow up to three additional months for submission of final reimbursement package by the Municipality, without entering into a supplemental agreement. The Department and/or FHWA reserves the right to revoke the funds awarded if the Municipality is unable to meet milestone dates included herein.

5. PRELIMINARY ENGINEERING AUTHORIZATION

If Preliminary Engineering is an eligible expense, then upon receipt of an executed agreement, the Department will authorize Preliminary Engineering funds and shall notify the Municipality, in writing, once funds have been authorized and can be expended. The Municipality shall not initiate any work, nor solicit for any professional services prior to receipt of written authorization from the Department to proceed. Any work performed, or contracts executed, prior to receipt of written authorization to proceed will be ineligible for reimbursement.

6. PROFESSIONAL AND ENGINEERING SERVICES

The Municipality shall comply with the policies and procedures of this provision if the Municipality is requesting reimbursement for the Preliminary Engineering contract or the Construction Contract Administration / Construction Engineering and Inspection contract.

PROCUREMENT POLICY

When procuring professional services, the Municipality must adhere to Title 2 Code of Federal Regulations Part 200; Title 23 of the Code of Federal Regulations, Part 172; Title 40 United States Code, Chapter 11, Section 1101-1104; NCGS 143-64.31; and the Department's *Policies and Procedures for Major Professional or Specialized Services Contracts*. Said policies and standards are incorporated in this Agreement by reference at www.fhwa.dot.gov/legsregs/legislat.html and www.ncleg.net/gascripts/Statutes/Statutes.asp.

- The Municipality shall ensure that a qualified firm is obtained through an equitable selection process, and that prescribed work is properly accomplished in a timely manner and at a just and reasonable cost.

- All Professional Services Firms shall be pre-qualified by the Department in the Work Codes advertised.

- A pre-negotiation audit will be conducted by the Department's External Audit Branch. The Municipality shall not execute a consultant contract until the Department's review has been completed.

SMALL PROFESSIONAL AND ENGINEERING SERVICES FIRMS REQUIREMENTS

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Small Professional Services Firms (SPSF). This policy conforms with the SPSF Guidelines as approved by the North Carolina Board of Transportation.

- The Municipality shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.

- If the Municipality fails to comply with these requirements, the Department will withhold funding until these requirements are met.

WORK BY ENTITY

If the Design, Planning, Contract Administration and/or Construction Engineering and Inspection required for this project will be undertaken by the Municipality, and the Municipality requests reimbursement, then the Municipality must submit a request and supporting documentation to the Department for review and approval, prior to any work being initiated by the Municipality.

7. PLANNING / ENVIRONMENTAL DOCUMENTATION

The Municipality shall prepare the environmental and/or planning document, including any environmental permits, needed to construct the Project, in accordance with the National Environmental Policy Act (NEPA) and all other appropriate environmental laws and regulations. All work shall be performed in accordance with Departmental procedures and guidelines. Said documentation shall be submitted to the Department for review and approval.

- The Municipality shall be responsible for preparing and filing with all proper agencies the appropriate planning documents, including notices and applications required to apply for those permits necessary for the construction of the desired improvements. Copies of approved permits should be forwarded to the Department.

- The Municipality shall advertise and conduct any required public hearings.

- If any permit issued requires that action be taken to mitigate impacts associated with the improvements, the Municipality shall design and implement a mitigation plan. The Department will determine if any mitigation costs are eligible for reimbursement. The Municipality shall bear all costs associated with penalties for violations and claims due to delays.

- The Municipality shall be responsible for designing an erosion control plan if required by the North Carolina Sedimentation Pollution Control Act of 1973, NCGS 113A, Article 4, incorporated in this Agreement by reference at https://www.ncleg.gov/Laws/GeneralStatutes and obtaining those permits required thereby in order to construct the Project. During the construction of the improvements, the Municipality, and its contractors and agents, shall be solely responsible for compliance with the provisions of said Act and the plan adopted in compliance therewith.

8. DESIGN

CONTENT OF PLAN PACKAGE

The Municipality, and/or its agent, shall prepare the Project's plans, specifications, and a professional estimate of costs (PS&E package), in accordance with the Department's guidelines and procedures, and applicable Federal and State standards. All work shall be submitted to the Department for review and approval. The plans shall be completed to show the design, site plans, landscaping, drainage, easements, and utility conflicts.

9. RIGHT OF WAY / UTILITY AUTHORIZATION

If the costs of right of way acquisition or utility relocation are an eligible expense, the Municipality shall submit a letter of request to the Department to authorize and set up right of way and/or utility funding. The acquisition for right of way, construction easements, and/or utility relocation may be undertaken only after the Municipality receives written authorization from the Department to proceed.

10. PROJECT LIMITS AND RIGHT OF WAY (ROW)

The Municipality shall comply with the policies and procedures of this provision regardless of whether the Municipality is requesting reimbursement for the Right of Way phase of the Project.

SPONSOR PROVIDES ROW

The Municipality, at no liability whatsoever to the Department, shall be responsible for providing and/or acquiring any required ROW and/or easements for the Project.

ROW GUIDANCE

The Municipality shall accomplish all ROW activities, including acquisition and relocation, in accordance with the following: Title 23 of the Code of Federal Regulations, Part 710, Subpart B and Title 49 of the Code of Federal Regulations, Part 24, [Uniform Act] incorporated by reference at www.fhwa.dot.gov/legsregs/directives/fapgtoc.htm; NCGS, Chapter 133, Article 2, Sections 133-5 through 133-18, Relocation Assistance, incorporated by reference at https://www.ncleg.gov/Laws/GeneralStatutes ; and the North Carolina Department of Transportation Right of Way Manual.

APPRAISAL

The Municipality shall submit the appraisal to the Department for review and approval in accordance with Departmental policies and procedures.

CLEARANCE OF PROJECT LIMITS / ROW

The Municipality shall remove and dispose of all obstructions and encroachments of any kind or character (including hazardous and contaminated materials) from said ROW, with the exception that the Municipality shall secure an encroachment agreement for any utilities (which shall remain or are) to be installed within the Department's ROW, or follow other applicable approval process, for utilities within the Municipality's ROW. The Municipality shall indemnify and save harmless the Department, Federal Highway Administration, and the State of North Carolina, from any and all damages and claims for damages that might arise on account of said right of way acquisition, drainage, and construction easements for the construction of said Project. The Municipality shall be solely responsible for any damages caused by the existence of said material now and at any time in the future and will save the Department harmless from any legal actions arising as a result

of this contaminated and/or hazardous material and shall provide the Department with documentation proving the proper disposal of said material.

RELOCATION ASSISTANCE

The Municipality shall provide relocation assistance services and payments for families, businesses, and non-profit organizations being displaced by the Project in full accordance with the Federal relocation requirements of Title 49 Code of Federal Regulations, Part 24 [Uniform Act], as amended. Relocation assistance services and payments may be accomplished by contract with any other municipal corporation, or State or Federal agency, rendering such services upon approval by the Department and Federal Highway Administration.

11. UTILITIES

The Municipality, and/or its agent, at no liability to the Department, shall relocate, adjust, relay, change or repair all utilities in conflict with the Project, regardless of ownership. All utility work shall be performed in a manner satisfactory to and in conformance with State and Federal rules and regulations, prior to Municipality beginning construction of the project. This Agreement does not modify or supersede any existing Utility Encroachment Agreements that may be in place.

12. RIGHT OF WAY / UTILITY / RAILROAD CERTIFICATION

The Municipality, upon acquisition of all right of way/property necessary for the Project, relocation of utilities, and coordination with the railroad shall provide the Department all required documentation (deeds/leases/easement/plans/agreements) to secure certification. Certification is only issued after all ROW is in public ownership or property is publicly accessible by a legal document; utilities in conflict with the project are relocated, or a plan for their relocation during construction has been approved; and coordination with the railroad (if applicable) has occurred and been documented.

13. CONTRACT PROPOSAL AND ENGINEER'S ESTIMATE

CONTRACT PROPOSAL

The Municipality shall develop a contract proposal that will be advertised for bids. The proposal shall comply with NCDOT Specifications and Standard Drawings as applicable to the Project. The proposal shall also contain provisions, as applicable, per Title 23 Code of Federal Regulations 633 and 635 to include, but not be limited to: FHWA 1273, Buy America, Davis-

Bacon Wage Rates, Non-discrimination, DBE Assurances, Contractor Certification regarding suspension and debarment, and other provisions as required by the Department.

ENGINEER'S ESTIMATE

The Municipality shall develop an itemized engineer's estimate to show items referenced to the NCDOT Standard Specifications, if applicable, along with units and unit price. The engineer's estimate will be used as the basis for comparing bids received.

14. CONSTRUCTION AUTHORIZATION

The Municipality shall submit the required environmental and/or planning document, ROW certification, final construction plans, total contract proposal, and an estimate of Project costs (final PS&E package) to the Department for review and approval.

- After approval of all documentation, the Department will request construction authorization from the Federal Highway Administration.
- The Municipality shall not advertise for bids prior to receiving written construction authorization from the Department.

15. CONTRACTOR PROCUREMENT

ADVERTISE FOR BIDS

Upon receipt of written construction authorization from the Department, the Municipality may advertise the Project. The Municipality shall follow applicable Federal and/or State procedures pertaining to the advertisement of the Project, bid opening, and award of the contract, according to Title 2 of the Code of Federal Regulations, Part 200 and Title 23 of the Code of Federal Regulations, Part 633 and Part 635, incorporated by reference at www.fhwa.dot.gov/legsregs/directives/fapgtoc.htm; and NCGS, Chapter 143, Article 8 (Public Contracts), incorporated by reference at https://www.ncleg.gov/Laws/GeneralStatutes.

CONSTRUCTION CONTRACTOR REQUIREMENTS

All Contractors submitting bids on the project shall be pre-qualified by the Department. All proposed subcontractors must be pre-qualified before construction work begins. Any subcontractors who are proposed to meet the Disadvantaged Business Enterprise goal must be certified by the Department.

CONSTRUCTION SUBCONTRACTOR REQUIREMENTS

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Disadvantaged Business Enterprises (DBEs), or as required and defined in Title 49 of the Code of Federal Regulations, Part 26 and the North Carolina Administrative Code. These provisions are incorporated into this Agreement by reference https://connect.ncdot.gov/resources/Specifications/Pages/2024-Specifications-and-Special-Provisions.aspx.

- The Municipality shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.

- If the Municipality fails to comply with these requirements, the Department will withhold funding until these requirements are met.

AWARDING CONTRACT

After the advertisement of the Project for construction bids, the Municipality shall request concurrence from the Department to award the construction contract by submitting a letter along with tabulated bids received depicting Disadvantaged Business Enterprises (DBE) goals, and a resolution recommending award of the Project to the lowest responsible, responsive bidder. The Department will review the submitted information and provide written approval to the Municipality prior to the contract being awarded by the Municipality.

DELAY IN PROCUREMENT

In the event the Project has not been let to contract within six (6) months after receiving construction authorization from the Department, the Municipality shall be responsible for documenting to the Department justification for project delay and that the Project remains in compliance with the terms of this Agreement, the approved plans and specifications, and current codes.

FORCE ACCOUNT

Force account work is only allowed when there is a finding of cost effectiveness for the work to be performed by some method other than a contract awarded by a competitive bidding process, or there is an emergency. Written approval from the Department is required prior to the use of force

account by the Municipality. Federal Highway Administration regulations governing Force Account are contained in Title 23 Code of Federal Regulations, Part 635.201, Subpart B; said policy being incorporated in this Agreement by reference www.fhwa.dot.gov/legsregs/directives/cfr23toc.htm. North Carolina General Statutes governing the use of Force Account, Chapter 143, Article 8 (Public Contracts) can be found at www.ncleg.net/gascripts/Statutes/Statutes.asp.

16. CONSTRUCTION

The Municipality, and/or its agents shall construct the Project in accordance with the plans and specifications of the Project as filed with, and approved by, the Department. During the construction of the Project, the procedures set out below shall be followed:

CONSTRUCTION CONTRACT ADMINISTRATION

The Municipality shall comply with the NCDOT Construction Manual as referenced at http://www.ncdot.org/doh/operations/dp%5Fchief%5Feng/constructionunit/formsmanuals/construction/, which outlines the procedures for records and reports that must be adhered to in order to obtain uniformity of contract administration and documentation. This includes, but is not limited to, inspection reports, material test reports, materials certification, documentation of quantities, project diaries, and pay records. The Municipality, and/or its agent, shall perform the construction engineering, sampling and testing required during construction of the Project, in accordance with Departmental procedures, including the Department's Guide for Process Control and Acceptance Sampling and Testing. The Municipality shall document that said compliance was accomplished in accordance with State and Federal procedures, guidelines, standards and specifications.

RETAINAGE

The Municipality shall not retain any portion of a payment due the contractor.

SIGNAGE

The Municipality shall provide and maintain adequate signage and other warning devices for the protection of the public in accordance with the approved traffic control plans for the Project and the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways, or any subsequent revision of the same, published by the Federal Highway Administration and effective at the time of award of the contract.

SITE LAYOUT

The Municipality shall be responsible for ensuring that all site layout, construction work, and Project documentation are in compliance with applicable city, state and federal permits, guidelines, and regulations, including American Association of State Highway and Transportation Officials (AASHTO) guidelines and Americans with Disabilities Act (ADA) Standards for Accessible Design (www.usdoj.gov/crt/ada/stdspdf.htm).

RIGHT TO INSPECT

The Department and representatives of the Federal Highway Administration shall have the right to inspect, sample or test, and approve or reject, any portion of the work being performed by the Municipality or the Municipality's contractor to ensure compliance with the provisions of this Agreement. Prior to any payment by the Department, any deficiencies inconsistent with approved plans and specifications found during an inspection must be corrected.

CONTRACTOR COMPLIANCE

The Municipality will be responsible for ensuring that the contractor complies with all of the terms of the contract and any instructions issued by the Department or FHWA as a result of any review or inspection made by said representatives.

CHANGE ORDERS

If any changes in the Project plans are necessary, the Department must approve such changes prior to the work being performed.

SHOP DRAWINGS

Shop Drawings shall be submitted in accordance with the approved plans and specifications and may require review by the Designer.

17. CLOSE-OUT

Upon completion of the Project, the Municipality shall be responsible for the following:

FINAL INSPECTION

The Municipality shall arrange for a final inspection by the Department. Any deficiencies determined during the final field inspection must be corrected prior to final payment being made by the Department to the Municipality. Additional inspection by other entities may be necessary in accordance with the Department's guidelines and procedures. The Municipality shall provide the Department with written evidence of approval of completed project prior to requesting final reimbursement.

FINAL PROJECT CERTIFICATION

The Municipality will provide a certification to the Department that all work performed for this Project is in accordance with all applicable standards, guidelines, and regulations.

18. MAINTENANCE

The Municipality, at no expense or liability to the Department, shall assume all maintenance responsibilities for the Smith Creek Greenway, or as required by an executed encroachment agreement.

19. REIMBURSEMENT

SCOPE OF REIMBURSEMENT

Activities eligible for funding reimbursement for this Project shall include:

- Construction

REIMBURSEMENT GUIDANCE

The Municipality shall adhere to applicable administrative requirements of Title 2 Code of Federal Regulations, Part 200 (www.fhwa.dot.gov/legsregs/directives/fapgtoc.htm) "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards." Reimbursement to the Municipality shall be subject to the policies and procedures contained in Title 23 Code of Federal Regulations, Part 140 and Part 172, which is being incorporated into this Agreement by reference at www.fhwa.dot.gov/legsregs/directives/fapgtoc.htm. Reimbursement to the Municipality shall be subject to the guidance contained in Title 2 Code of Federal Regulations, Part 170 (http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf) and Office of Management and Budget (OMB) "Federal Funding Accountability and Transparency Act"

(FFATA). Said reimbursement shall also be subject to the Department being reimbursed by the Federal Highway Administration and subject to compliance by the Municipality with all applicable federal policy and procedures.

REIMBURSEMENT LIMITS

- **WORK PERFORMED BEFORE NOTIFICATION**

  Any costs incurred by the Municipality prior to written notification by the Department to proceed with the work shall not be eligible for reimbursement.

- **NO REIMBURSEMENT IN EXCESS OF APPROVED FUNDING**

  At no time shall the Department reimburse the Municipality costs that exceed the total funding per this Agreement and any Supplemental Agreements.

- **UNSUBSTANTIATED COSTS**

  The Municipality agrees that it shall bear all costs for which it is unable to substantiate actual costs or any costs that have been deemed unallowable by the Federal Highway Administration and/or the Department's Financial Management Division.

- **WORK PERFORMED BY NCDOT**

  All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, shall reduce the maximum award amount of $5,338,552 available to the Municipality under this Agreement. The Department will bill the Municipality for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the total available funding.

- **CONSTRUCTION ADMINISTRATION**

  Reimbursement for construction contract administration will be made as governed by Departmental policy that limits reimbursement for construction contract administration to no more than fifteen (15%) percent of the actual construction contract of the Project. These costs will also include any cost overruns and charges to the Project by the Department during the Construction Phase.

- **CONSTRUCTION CONTRACT UNIT PRICES**

  Reimbursement for construction contract work will be made on the basis of contract unit prices in the construction contract and any approved change orders.

- **RIGHT OF WAY**

  Reimbursement will be limited to the value as approved by the Department. Eligible costs for reimbursement of Right of Way Acquisition include: realty appraisals, surveys, closing costs, and the agreed upon just compensation for the property, at the reimbursement rate as shown in the FUNDING TABLE.

- **FORCE ACCOUNT**

  Invoices for force account work shall show a summary of labor, labor additives, equipment, materials and other qualifying costs in conformance with the standards for allowable costs set forth in 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." Reimbursement shall be based on actual eligible costs incurred with the exception of equipment owned by the Municipality or its Project partners. Reimbursement rates for equipment owned by the Municipality or its Project partners cannot exceed the Department's rates in effect for the time period in which the work is performed.

BILLING THE DEPARTMENT

- **PROCEDURE**

  The Municipality may bill the Department for eligible Project costs in accordance with the Department's guidelines and procedures. Proper supporting documentation shall accompany each invoice as may be required by the Department. By submittal of each invoice, the Municipality certifies that it has adhered to all applicable state and federal laws and regulations as set forth in this Agreement.

  Along with each invoice, the Municipality is responsible for submitting the FFATA Subrecipient Information Form, which is available at https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx.

- **INTERNAL APPROVALS**

  Reimbursement to the Municipality shall be made upon approval of the invoice by the Department's Financial Management Division.

- **TIMELY SUBMITTAL OF INVOICES**

  The Municipality may invoice the Department monthly for work accomplished, but no less than once every six (6) months to keep the Project funds active and available. If the Municipality is unable to invoice the Department, then they must provide an explanation. Failure to submit invoices or explanation may result in de-obligation of funds.

- **FINAL INVOICE**

  All invoices associated with the Project must be submitted within six (6) months of the completion of construction and acceptance of the Project to be eligible for reimbursement by the Department. Any invoices submitted after this time will not be eligible for reimbursement.

20. REPORTING REQUIREMENTS AND RECORDS RETENTION

PROJECT EVALUATION REPORTS

The Municipality is responsible for submitting quarterly Project evaluation reports, in accordance with the Department's guidelines and procedures, that detail the progress achieved to date for the Project.

PROJECT RECORDS

The Municipality and its agents shall maintain all books, documents, papers, accounting records, Project records and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Municipality shall make such materials available at its office and shall require its agent to make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of payment of the final voucher by the Federal Highway Administration, for inspection and audit by the Department's Financial Management Section, the Federal Highway Administration, or any authorized representatives of the Federal Government.

21. OTHER PROVISIONS

REFERENCES

It will be the responsibility of the Municipality to follow the current and/or most recent edition of references, websites, specifications, standards, guidelines, recommendations, regulations and/or general statutes, as stated in this Agreement.

INDEMNIFICATION OF DEPARTMENT

The Municipality will indemnify and hold harmless the FHWA (if applicable), the Department and the State of North Carolina, their respective officers, directors, principals, employees, agents, successors, and assigns from and against any and all claims for damage and/or liability, including those that may be initiated by third parties, in connection with the Project activities performed pursuant to this Agreement including construction of the Project, except for those claims arising out of the errors, omissions, or negligence of the Department, its respective officers, directors, principals, employees, agents, successors, and assigns.

DEBARMENT POLICY

It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the Municipality certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

TITLE VI - CIVIL RIGHTS ACT OF 1964

The Municipality shall comply with Title VI of the Civil Rights Act of 1964, (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

OTHER AGREEMENTS

The Municipality is solely responsible for all agreements, contracts, and work orders entered into or issued by the Municipality for this Project. The Department is not responsible for any

expenses or obligations incurred for the Project except those specifically eligible for the funds and obligations as approved by the Department under the terms of this Agreement.

AVAILABILITY OF FUNDS

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

IMPROPER USE OF FUNDS

Where either the Department or the FHWA determines that the funds paid to the Municipality for this Project are not used in accordance with the terms of this Agreement, the Department will bill the Municipality.

TERMINATION OF PROJECT

If the Municipality decides to terminate the Project without the concurrence of the Department, the Municipality shall reimburse the Department one hundred percent (100%) of all costs expended by the Department and associated with the Project.

AUDITS

In accordance with 2 CFR 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” Subpart F – Audit Requirements, and the Federal Single Audit Act Amendments of 1996, the Municipality shall arrange for an annual independent financial and compliance audit of its fiscal operations. The Municipality shall furnish the Department with a copy of the annual independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Municipality’s fiscal year ends.

REIMBURSEMENT BY MUNICIPALITY

For all monies due the Department as referenced in this Agreement, reimbursement shall be made by the Municipality to the Department within sixty (60) days of receiving an invoice. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with NCGS 147-86.23.

USE OF POWELL BILL FUNDS

If the other party to this agreement is a Municipality and fails for any reason to reimburse the Department in accordance with the provisions for payment hereinabove provided, NCGS 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to Municipality by NCGS 136-41.1, until such time as the Department has received payment in full.

ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.

AUTHORIZATION TO EXECUTE

The parties hereby acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.

COUNTERPARTS AND ELECTRONIC SIGNATURES

- This Agreement, and other documents to be delivered pursuant to this Agreement, may be executed in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same agreement or document and will be effective when counterparts have been signed by each of the Parties. An image of a manual signature on this Agreement, or other documents to be delivered pursuant to this Agreement, will constitute an original signature for all purposes. The delivery of copies of this Agreement or other documents to be delivered pursuant to this Agreement, including executed signature pages where required, by electronic transmission will constitute effective delivery of this Agreement or such other document for all purposes.

- The Parties hereto further acknowledge and agree that this Agreement may be signed and/or transmitted by email or a PDF document or using electronic signature technology (e.g. DocuSign, Adobe Sign, or other electronic signature technology), and that such signed record shall be valid and as effective to bind the Party so signing as a paper copy bearing such Party's handwritten signature. By selecting "I Agree", "I Accept", or other

similar item, button, or icon via use of a keypad, mouse, or other device, as part of the electronic signature technology, the Parties consent to be legally bound by the terms and conditions of Agreement and that such act constitutes a signature as if actually signed in writing. The Parties also agree that no certification authority or other third-party verification is necessary to validate its electronic signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of its electronic signature. The Parties acknowledge and agree that delivery of a copy of this Agreement or any other document contemplated hereby through the electronic signature technology, will have the same effect as physical delivery of the paper document bearing an original written signature.

GIFT BAN

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

22. SUNSET PROVISION

All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

IT IS UNDERSTOOD AND AGREED that the approval of the Project by the Department is subject to the conditions of this Agreement, and that no expenditures of funds on the part of the Department will be made until the terms of this Agreement have been complied with on the part of the Municipality.

SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, on the part of the **Department** and the **Municipality** by authority duly given.

(DOCUSIGN ONLY)

TOWN OF WAKE FOREST

Authorized Signer: _____

Print Name: _____

Title: _____

Date Signed: _____

If applicable, this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

FED TAX ID NO: _____

REMITTANCE ADDRESS:

_____

_____

Finance Officer: _____

Print Name: _____

Date Signed: _____

DEPARTMENT OF TRANSPORTATION

BY: _____

TITLE: _____

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)

SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, on the part of the **Department** and the **Municipality** by authority duly given.

(INK SIGNATURES ONLY)

TOWN OF WAKE FOREST

ATTEST:

BY: _____

TITLE: _____

Authorized Signer: _____

Print Name: _____

Title: _____

Date Signed: _____

If applicable, this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

FED TAX ID NO: _____

REMITTANCE ADDRESS:

_____

_____

Finance Officer: _____

Print Name: _____

Date Signed: _____

DEPARTMENT OF TRANSPORTATION (DocuSign)

BY: _____

TITLE: _____

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)

RESOLUTION 2026-XX

RESOLUTION AUTHROIZING THE TOWN MANAGER TO EXECUTE A MUNICIPAL AGREEMENT WITH THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION FOR SMITH CREEK GREENWAY PHASES 2 AND 3 LOCALLY ADMINISTERED PROJECTS PROGRAM FUNDING

WHEREAS, Smith Creek Greenway Phases 2 and 3 is a critical 2.5 mile gap in the Town of Wake Forest's north-south greenway network; and

WHEREAS, in 2014 and 2022 voters passed bonds that would help fund the design and construction of this missing link; and

WHEREAS, project costs rose, the ability for the Town to fund the project completely through bond dollars became unattainable and decided to seek Locally Administered Projects Program or LAPP funding in 2025; and

WHEREAS, on February 18th, 2026, the Town of Wake Forest was awarded $5,338,552 of federal funding matched by a local contribution of $15,194,341 through LAPP; and

WHEREAS, the federal requirements of the LAPP program required the local agency awardee execute a Municipal Agreement with NCDOT; and

WHEREAS, upon execution of the Municipal Agreement reimbursement of eligible construction expenses may be transacted;

BE IT RESOLVED the governing body of the Town of Wake Forest hereby approves the resolution authorizing the Town Manager to execute the Municipal agreement between the Town of Wake Forest and North Carolina Department of Transportation for the construction of Smith Creek Greenway Phase 2 and 3 as required by the LAPP program.

Adopted and effective this the 15th day of September 2026.

_____

Ben C. Clapsaddle

Mayor

ATTEST:

_____

Evelyn Wright

Town Clerk

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-926-
Submitted by: Tim Richards,Planning
Submitting Department: Planning
Meeting Date:September 15, 2026

Subject
Consideration of a contiguous annexation submitted by the property owner, Town of Wake Forest, located at 0 Devon Square Boulevard being Wake County PIN 1841-28-1942 being approximately 8.25 acres.

Recommendation:

item Summary:

ATTACHMENTS:

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-934-
Submitted by: Brad West,Planning
Submitting Department: Planning
Meeting Date:September 15, 2026

Subject
Consideration of Wake Forest Comprehensive Transportation Plan 2026 Amendments

Recommendation:
Approve

item Summary:

ATTACHMENTS:

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-983
Submitted by: Timothy Watson,Engineering
Submitting Department: Engineering
Meeting Date:September 15, 2026

Subject
Update on S. Franklin Street through Holding Village

Recommendation:

item Summary:

ATTACHMENTS:
- Summary_S_Franklin_Street_through_Holding_Village.docx

Agenda Item: Update on S. Franklin Street through Holding Village

Summary: The Town has received numerous inquiries regarding the configuration of S. Franklin Street and associated traffic concerns related to the Holding Village development. The master plan for the development dates to 2007 and envisioned the four-lane thoroughfare configuration that exists today.

This is an update on the traffic concerns raised by residents and the measures the Town is taking, as well as the limitations it faces, in addressing these concerns and improving traffic operations in the area.

Attachments:
None

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-982
Submitted by: Lisa Hayes,Administration
Submitting Department: Administration
Meeting Date:September 15, 2026

Subject
Consideration of Resolution Approving Age-Friendly Community Strategic Action Plan

Recommendation:
Consideration of resolution approving Age-Friendly Community Strategic Action Plan

item Summary:

ATTACHMENTS:

- Agenda Summary_Consideration of Resolution Approving Age-Friendly Community Strategic Action Plan.pdf
- Age-Friendly Community Strategic Action Plan.pdf
- Resolution 2026-XX _Age Friendly Action Plan.docx

Agenda Item: Consideration of Age-Friendly Community Strategic Action Plan

Summary: Consideration of resolution approving the adoption of the Age-Friendly Community Strategic Action Plan as presented at the Board of Commissioners work session on August 4, 2026.

Attachments:
Attachment A Age-Friendly Community Strategic Action Plan
Attachment B Resolution 2026-XX_Age-Friendly Action Plan

TOWN *of* WAKE FOREST

Age-Friendly Community **Strategic Action Plan**

WAKE FOREST

Wake Forest is a vibrant, inclusive community where people of all ages and abilities can thrive, and where age is never a barrier to staying active, engaged, and supported.

Acknowledgments

This Town of Wake Forest Age-Friendly Community Strategic Action Plan is the result of eight months of work by the Wake Forest Age-Friendly Community Committee. Their participation and contributions were instrumental in producing this plan. Special thanks to Pat Scruggs, who gathered and analyzed the survey data and facilitated the strategic planning sessions.

Committee Members

Faith Cross, *Elected Official*
Kari Grace, *Town Staff*
Joe Grimm, *Resident*
Jennie Griggs, *Resident*
Bill Harrison, *Resident*
Sam Hedrick, *Resident*
Vivian Jones, *Resident*
Bettie Murchison, *Resident*
Pat Scruggs, *Resident*
Jack Staudt, *Resident*
Zoe Taylor, *Town Staff*
Jim Thompson, *Resident*
Denise Torain, *Resident*
Kathy Uveges, *Resident*
Ann Welton, *Resident*

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Why, and Why Now?

By 2030, 1 out of every 5 people in the United States will be 65 or older. By 2034, the number of adults 65 and older will be greater than the number of children 18 and under. This Town of Wake Forest Age-Friendly Community Strategic Plan prepares Wake Forest for these shifting demographics, while ensuring that residents of all ages can thrive and build a sense of community.

Designing neighborhoods with age-friendly principles in mind boosts local economies and benefits everyone, regardless of their age or physical ability. Through the actionable strategies in this plan, local leaders and organizations can work together to drive structural changes like safer streets, accessible housing, and inclusive public spaces, ultimately creating vibrant, livable environments for people of all generations.

With the rapid growth and changing demographics in Wake Forest, we must act now to address immediate concerns and opportunities while also preparing for the future needs of our residents.

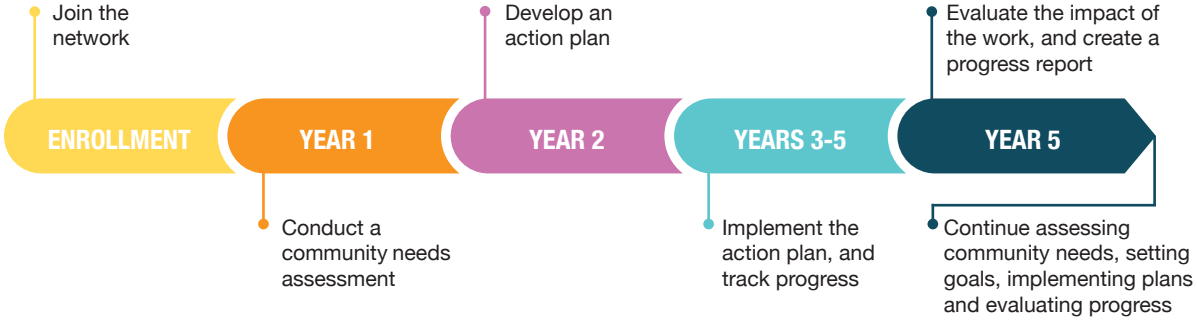
To paraphrase an old proverb, “A community grows great when its members plant trees in whose shade they will never sit.” The work we do today will improve the lives of those who come after us, for many generations in the future. However, we must start now.

What we do today matters for those who come after us.

Project History

In 2024, the Town of Wake Forest was accepted into the AARP Network of Age-Friendly States and Communities. aarp.org/livable-communities/network-age-friendly-communities The purpose of this Network is to help communities become more livable and supportive for people of all ages, especially older adults. By assessing and improving the factors that influence livability, we developed a collective vision or 'roadmap' for our future.

To help develop this roadmap, a committee of volunteers was formed. In Year One, the committee conducted an extensive Needs Assessment that included a comprehensive survey with a record-breaking 1,200 responses, and multiple focus groups with residents from teens to seniors. Year Two focused on developing this Town of Wake Forest Age-Friendly Community Strategic Plan and included research of leading practices being deployed elsewhere in the country. In Years Three, Four, and Five, the Town, along with partner organizations, will implement elements from the Town of Wake Forest Age-Friendly Community Strategic Plan, track progress, and evaluate the impact of the work.

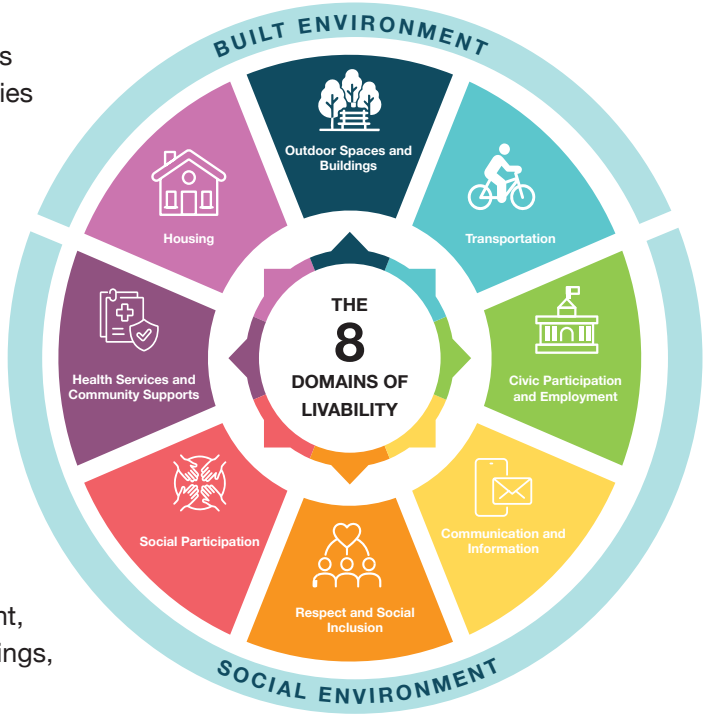


Town of Wake Forest Strategic Plan Alignment

As the Town of Wake Forest continues to grow and thrive, the Board of Commissioners aims to chart a course using a Strategic Plan which articulates a vision for our community's future that ensures vitality, sustainability, and fulfills its mission.

All of the elements in this Town of Wake Forest Age-Friendly Community Strategic Plan align with one or more of the Town's Strategic Goals. Aligned goals are paired with each area of focus. Therefore, implementing Age-Friendly projects and priorities contributes to the Town's ultimate vision: **Wake Forest's vibrant, diverse, and welcoming community fosters its distinct character, thriving economy, and high quality of life.**

Guiding Principles



The AARP Age-Friendly Initiative is based on ensuring that communities understand and comprehensively address the AARP eight domains of livability. In this Town of Wake Forest Age-Friendly Community Strategic Plan, like the Needs Assessment, we have used these domains to create our framework of six key topic areas under which specific actions are recommended: Communication and Information, Health Services and Community Support, Transportation, Social Engagement, Outdoor Spaces and Public Buildings, and Housing.

While the domains of livability provide the building blocks for an age-friendly community, the true community impact comes from how these building blocks are connected to support people of all ages at all stages of their lives. The following guiding principles illustrate what an age-friendly community looks and feels like, representing the desired outcomes of this Town of Wake Forest Age-Friendly Community Strategic Plan. They serve as an evaluation tool, ensuring each strategy directly contributes to one or more outcomes.

- **Vibrant Neighborhoods:** Enabling residents to age in place by promoting dynamic neighborhoods that contain diverse housing types and sizes, walkable to amenities and services.
- **Mobility and Accessibility:** Ensuring infrastructure enables walking, biking, and public transit as viable mobility options, supported by community resources that are accessible in all parts of town.
- **Independence and Choice:** Fostering independence and choice for aging residents through reliable and coordinated health, community, and housing resources.
- **Social Connection:** Designing social and civic activities accessible to all generations, promoting interactions between different age groups.
- **Holistic Health and Well-being:** Recognizing the interconnectedness of physical health, mental well-being, and personal security in community plans for growth and services.
- **Cultural Inclusion:** Promoting and celebrating the cultural diversity of our community and fostering a sense of belonging for residents and visitors.

Top Priorities

The Wake Forest Age-Friendly Community Committee worked diligently over the course of eight months to review the data gathered from the Needs Assessment and to formulate the strategies and priorities for this Town of Wake Forest Age-Friendly Community Strategic Plan.

Using AARP's Domains of Livability as a framework, strategies and tactics were identified for six areas of focus: Communication, Social Engagement, Health and Community Services, Transportation, Outdoor and Public Spaces, and Housing.

Although there are significant opportunities in each focus area, we recognize that everything can't be accomplished at once. Priorities for the 2026/2027 fiscal year are listed below. The complete list of strategies and action items for each area of focus can be found on subsequent pages. As we continue our work as an Age-Friendly Community over the next few years, this plan will be updated to reflect our progress.

2026/2027 Priorities

Short-term or Immediate Strategies

Actions that can have immediate and ongoing outcomes.

- Create a Senior Services and Caregiver Resource Guide and establish an outreach system to connect resources to those in need.
- Expand the aging-in-place home modification programs for older residents wanting to stay in their homes.
- Expand intergenerational events and programs that encourage shared experiences among all ages and strengthen the sense of community.
- Explore safe socialization opportunities for tweens and teens, including a physical space for social gatherings.

Longer-term, High-Impact Strategies

Actions with a larger scale, which require planning or implementation of groundwork over the next few years.

- Establish a new facility to serve as an integrated community center to offer senior and intergenerational programs and community services supported through a coalition of organizations.
- Enhance the ability to walk and bike to community amenities and services in both new and existing developments and neighborhoods.
- Increase the quantity and variety of age-friendly housing stock, which includes smaller and single-story homes, and homes with universal design standards.

Focus Area 1
Communication

The Communications Department for the Town of Wake Forest is highly regarded. The information provided, across a variety of channels, is easily accessible. In the 2024 survey, more than 80% of respondents agreed that people can easily access general information about the community through multiple forms of communication.

However, in the same survey, when respondents were asked where people go to find information about services for older adults such as caregiving services, home-delivered meals, home repair, medical transport or social activities, the senior center was chosen 75% of the time. This data point indicates that specific information on resources for the aging population and their families is hard to come by.

The old adage, "You don't know what you don't know," is particularly applicable here. Whether it's a child or an aging parent, until your loved one needs something beyond what you can deliver, you don't actively seek out where to find those resources. But once a need is established, easy access to information, resources, and people with shared experiences is critical.

A priority for this Town of Wake Forest Age-Friendly Community Strategic Plan is to make information about aging resources easy to access and navigate, and to ensure that the Town's plans and policies are consistently informed by evidence-based data on aging needs.

Strategies

Strategy 1.1 | Create a Senior Services and Caregiver Resource Guide and establish an outreach system to connect resources to those in need.

Action Items

- **1.1.1** Partner with Resources for Seniors, Town of Wake Forest (Town), Wake County, and the Wake Forest Area Chamber of Commerce to create a Senior Services and Caregiver Resource Guide. Provide the guide in web, digital, and printed formats in both English and Spanish, working with community groups to widely distribute. Train first responders on how to use the guide.
- **1.1.2** Create wallet-sized information cards and magnets with a QR code to the guide and distribute widely to libraries, medical centers, community centers, and faith-based organizations.
- **1.1.3** Recommend the Center for Active Aging (WFCAA) have booths at various Town events to spread awareness and aging needs and resources as well as WFCAA offerings.

Strategy 1.2 | Expand the ability for residents and businesses to learn about and adopt methods for healthy active aging.

Action Items

- **1.2.1** Host in-person workshops (with social media video feed) in various community centers to provide information about topics critical to healthy active aging (financial planning, avoiding scams, nutrition, mental health etc.). Post videos of workshops on the Town's and WFCAA's media channels.
- **1.2.2** Host an annual intergenerational community event/expo that provides information and educational sessions for family and senior resources. Partner with community organizations (schools, faith-based organizations, nonprofits, business groups, etc) to help promote the event.

Strategy 1.3 | Ensure the Town's plans and policies are informed by current data and information on age-friendly needs.

Action Items

- **1.3.1** Provide ongoing information on demographic data and aging trends to foster proactive Town plans and policies that enhance the livability of Wake Forest for people as they age.
- **1.3.2** Host regular (quarterly) strategy sessions/luncheons with elected officials and Town staff featuring experts in various age-related topics.
- **1.3.3** Continue to coordinate the Town's age-friendly plans and policies with the State's All Ages, All Stages initiatives to leverage resources and impact.
- **1.3.4** Communicate with our Senior Tarheel Legislature delegate to present the issues and gain local, state, and national representation.

Focus Area 2
Health Services & Community Support

Whether it's a pediatrician, a dentist, or a geriatric specialist, when a healthcare professional is required, it's usually not optional. Overall, respondents to the 2024 survey were satisfied with physicians and health specialists found in the Wake Forest area. We are fortunate to have three major health systems providing services in the Triangle: Duke, WakeMed, and UNC Rex.

However, to support the health and well-being of the entire community, survey respondents wrote they'd like to see a closer hospital, dementia facilities, and more classes and support for family caregivers. National studies show that 1 in 5 people identify as unpaid caregivers which is consistent with the 22% of our respondents who identified as such. Improving support for both adults and children with care needs along with their caregivers is a high priority.

Mental health services and how to access them is another identified need. Along with listing service providers in the Resource Guide, mental health awareness programming, particularly through intergenerational activities is a key initiative.

Ultimately, there needs to be a complete continuum of health care options, including mental health, with easy-to-access support and resources for caregivers. Leveraging the resources of state and national organizations and initiatives to expand programming and improve the health of our community seems a great place to begin.

Strategies

Strategy 2.1 | Improve support for caregivers and seniors with care needs.

Action Items

- **2.1.1** In coordination with the Senior Services and Caregiver Resource Guide (see Communications recommendations) establish a caregivers network of local and regional nonprofits to share and coordinate caregiver resources and identify key gaps in support.
- **2.1.2** Communicate and promote respite programs for caregivers, including those provided by faith-based organizations and nonprofits including GUIDE, which provides up to $2,500/year for caregiver respite for those caring for dementia patients.
- **2.1.3** Through the WFCAA, coordinate online and in-person support groups and caregiver programs (similar to the 'Brain Café' in Hillsborough for residents with dementia).
- **2.1.4** Develop and support a "Path to Wellness" program for caregivers that integrates education, mental well-being, and specific topics related to caregiving. Provide a monitored respite area for patients to allow caregiver participation.

Strategy 2.2 | Improve access to mental health services and programs that promote mental well-being.

Action Items

- **2.2.1** Increase access to information about mental health awareness and resources by holding seminars or talks where people already gather. This includes best practices such as providing mental health information boxes at libraries, recreation centers, and other public places.
- **2.2.2** Continue to support the Town's annual Mental Wellness Fair and Expressive Arts Intergenerational Day with mental health professionals as part of the framework.
- **2.2.3** Encourage community mental health organizations to develop a "Buddy Program" so participants are comfortable attending various events, workshops, performances etc.
- **2.2.4** Develop, promote and support community activities to enhance mental health including intergenerational programming that helps residents address mental wellbeing and overcome issues of isolation.

Strategies (continued)

Strategy 2.3 | Promote health screenings and provide educational programming that addresses chronic health conditions.

Action Items

- **2.3.1** Work with regional medical and health systems to provide health screenings to low-income and senior residents, including mobile health clinics to reach underserved populations, and pop-up clinics at the WFCAA, recreation centers and faith-based organizations.
- **2.3.2** Support and promote "Path to Wellness" programming, which integrates education and fitness to help prevent or manage chronic conditions such as diabetes, heart health, Parkinson's, and falls prevention.
- **2.3.3** Partner with the Northern Wake Food Security Team on their community outreach campaign to promote nutritional health, partnering with government, health care organizations, and nonprofits (like Tri-Area Ministry Food Pantry).

Strategy 2.4 | Leverage the resources of state and national organizations and initiatives to expand programming and reach of health and community services.

Action Items

- **2.4.1** Join state and county initiatives such as Live Well Wake (Wake County initiative focused on access to healthcare, mental health and affordable housing) or capitalize on resources provided by Council on Aging of Wake County for resources related to mobility assistance, caregiving and respite care, supplemental services, and counseling resources.
- **2.4.2** Participate in national, evidence-based programs such as PEARLS (Program to Encourage Active, Rewarding Lives) that educates older adults and empowers them with new skills for living healthier, or Credible-Mind, free online evidence-based mental well-being platform that can be customized for your community to deliver greater reach, early intervention, and navigation to local programs.

Focus Area 3
Social Engagement

Social engagement is more than just a leisure activity; it is a critical component of healthy aging. For older adults, maintaining strong social ties can have a profound impact on physical, mental, and cognitive health.

Regular social interaction acts as a workout for the brain, and research suggests that socially active seniors have a lower risk of developing dementia and Alzheimer's disease. Socially active seniors often experience lower blood pressure, reduced inflammation and stronger immune systems. Conversely, the health impact of social isolation is often compared to smoking 15 cigarettes a day.

Intergenerational connections offer unique advantages that standard peer socialization might not. For seniors, sharing life lessons and skills can provide a renewed sense of purpose. For teens and young adults providing practical help with technology may enable some adults to age in place longer and more safely.

The majority of respondents to the 2024 survey indicated that they were satisfied with all the accessible, affordable, and culturally diverse events and activities for residents of all ages. However, approximately 60% of respondents were unsure of volunteer or civic engagement options.

Increasing opportunities for social engagement helps us become a community where residents of all ages have avenues to socialize, volunteer, and share experiences with each other, and where intergenerational engagement is the norm.

Strategies

Strategy 3.1 | Improve visibility and accessibility for volunteer and civic activities.

Action Items

- **3.1.1** Expand the Town volunteer website with other community volunteer opportunities from faith-based, nonprofits, schools, and civic organizations.
- **3.1.2** Consistently promote the volunteer website via Town emails, newsletters, etc.
- **3.1.3** Host trainings for organizations on best practices to find and manage volunteers (e.g., background checks, onboarding, communication) to promote a good volunteer experience.
- **3.1.4** Connect with high schools to encourage student volunteers or participation in civic programs.
- **3.1.5** Host an annual VIVA Volunteers! event where nonprofits and community organizations share their needs and opportunities for volunteer participation. Market heavily to seniors and high school students.

Strategy 3.2 | Expand intergenerational events and programs that encourage shared experiences among all ages and strengthens the sense of community.

Action Items

- **3.2.1** Fund and host regular intergenerational activities (including arts/crafts, culinary, music, physical activity, dance, etc) coordinated through a consortium of organizations such as the WFCAA, Parks, Recreation and Cultural Resources (PRCR), ARTS Wake Forest, the Renaissance Centre, mental health nonprofits, and other community organizations.
- **3.2.2** Invite high school students to participate in the planning and logistics for events.
- **3.2.3** Expand the connections between the WFCAA and local schools promoting intergenerational socialization (e.g., monthly Game Night) and educational programs such as “Boomers and Zoomers,” where teens teach seniors about technology and how to use their devices.

Strategy 3.3 | Create safe socialization opportunities for tweens and teens (ages 10-15).

Action Items

- **3.3.1** Evaluate establishing tween and teen programming in a safe location (e.g., a “Teen Union Building”) to provide a place to socialize and hang out.
- **3.3.2** Host quarterly events such as dances for tweens and young teens with music and opportunities to socialize.

Focus Area 4
Transportation

Nearly a third of Americans don't drive due to age, disability, or financial constraints. In an age-friendly community, street and transportation infrastructure enables residents of all ages to move safely and reliably between home, work, school, and services, whether they are walking, biking, driving or taking public transit.

When towns view walking and biking as transportation, not just exercise, the results are a connected infrastructure system that is less car-dependent and more accessible for residents of all ages.

Currently, Wake Forest is considered car-dependent with a Walk Score of only 20 out of 100.

The recommendations within this domain envision a Wake Forest that:

- Is walkable and bikeable with connected and continuous sidewalks, frequent and safe crosswalks, and abundant bike lanes and multi-use paths, especially around high-use areas such as schools and community facilities, and
- Features comprehensive public transit and reliable paratransit, ensuring timely, door-to-door service for scheduled appointments, and
- Actively pursues safe street designs to improve visibility and safety, minimizing vehicle and pedestrian accidents.

Strategies

Strategy 4.1 | Enhance the ability to walk and bike to community amenities and services by increasing continuous sidewalks, bike lanes, and street crossings in both new and existing developments/neighborhoods.

Action Items

- **4.1.1** Conduct pedestrian and bike audits.
- **4.1.2** Coordinate pedestrian and bicycle improvement recommendations into the Town's Transportation Plan, Community Plan, Capital Improvement Plan (CIP), and Unified Development Ordinance (UDO).
- **4.1.3** Encourage the timely adoption of the proposed additions to the Unified Development Ordinance (UDO) that will strengthen the walkability and safety of our streets and pedestrian network, including required traffic calming measures on new roadways, sidewalk extension standards for new development, new connectivity index requirements, and enhanced tree and bench installation standards for greenways.
- **4.1.4** Improve pedestrian crossings, especially downtown and nearby schools with visible markings and illuminated pedestrian signs (rapid flashing beacons) in heavily trafficked areas.
- **4.1.5** Research and apply for grant funding to aid in the construction of sidewalks and crosswalks, especially in high priority areas.

Strategy 4.2 | Continue to implement national best practices for safe and complete streets.

Action Items

- **4.2.1** Continue to incorporate traffic calming and physical design standards to improve street safety and reduce speeds in residential areas.
- **4.2.2** Ensure routes to schools are safe, including raised intersections, flashing pedestrian signs, and continuous sidewalks.

Strategy 4.3 | Enhance access to transit for senior citizens and those with driving impairments or disabilities.

Action Items

- **4.3.1** Monitor availability of Americans with Disabilities Act (ADA) equipped Go Wake Forest (GoWF) vehicles and ride metrics. Evaluate options for designating specific GoWF vehicles for seniors and people with disabilities and driving impairments, ensuring these vehicles are handicapped accessible.
- **4.3.2** Work with faith-based organizations, nonprofits and senior housing to develop a volunteer transportation system for medical appointments.
- **4.3.3** Communicate all transit options, including paratransit, (A dedicated service route to hospitals and medical centers) in easy-to-access channels including resource guides, online, and in community buildings.

Focus Area 5
Outdoor Spaces & Public Buildings

Overall, survey respondents were very satisfied with the array of amenities in Wake Forest, especially parks and green spaces. These opinions appear to be based on a consistent use of facilities. However, when responses were evaluated based on use (e.g. senior responses to senior activities, or household with children responding to youth venues,) the answers differed.

Respondents with children were more than twice as likely to be dissatisfied with youth venues and activities. Specifically, venues and activities for tweens and teens.

Written recommendations from the Survey that were included in the Needs Assessment were

- Completing greenways, especially connections between constructed segments
- Expanding Active Aging center facilities
- Providing a venue and additional programming for youth ages 12-17
- Having recreational offerings/facilities in southern part of town (Rogers Road area)
- Continuing and expanding family events (received many compliments on Town events)

Wake Forest residents are clear in their interest in safe and clean parks, greenways, outdoor spaces, and public buildings that are located throughout the town and provide options for exercising, socializing and learning new things.

Strategies

Strategy 5.1 | Increase the capacity for senior citizen programs and services by expanding the existing senior center (WFCAA) or building a second location.

Action Items

- **5.1.1** Use existing county and Town facilities to expand senior citizen programs (e.g., Wake Forest Library).
- **5.1.2** Support developing the Wright property (next to the WFCAA) as a park to provide Intergenerational outdoor enjoyment, including walking trails and gathering spots.
- **5.1.3** Complete a feasibility study for an Intergenerational center, similar to the one in Winston-Salem, identifying high-demand uses, projected budgets, and operational partners.

Strategy 5.2 | Ensure that all public spaces and facilities have adequate and quality amenities with equitable access to the spaces and facilities themselves.

Action Items

- **5.2.1** Evaluate which areas of parks, greenways, and downtown do not have sufficient seating. Subsequently, make recommendations for the installation of age-friendly benches with backs and armrests etc.
- **5.2.2** Review the 2024 PRCR Master Plan and support adding recreational facilities in areas of the Town that have less access to current parks and facilities.
- **5.2.3** Continue to plan and secure funding for an Ageless, Multi-purpose Outdoor Sports Complex near Joyner Park. Ensure multi-modal accessibility by pedestrian, bike, and public transit.

Strategy 5.3 | Incorporate public art in outdoor spaces and public building to create a welcoming and visually appealing community.

Action Items

- **5.3.1** 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.
- **5.3.2** Continue to showcase local artists of all ages with rotating shows in public buildings, libraries, community centers, etc.
- **5.3.2** Host an annual intergenerational art show where multiple generations work on art projects.

Focus Area 6
Housing

Results of the 2024 survey showed that housing was a top issue for those aged 45 and older, with responses related to affordability, the lack of smaller homes, and the lack of homes built for aging in place.

Not surprisingly, most seniors want to stay in their homes. This percentage increased by age group, with 80% of those over 75 wanting to remain in their current home, compared to just over 60% for those 55-64. One in four respondents 55-64 said they were likely to move to another home better for aging.

When asked about the major reason they would move, wanting a smaller home and being closer to amenities and activities top the list for those most likely to move. This strongly correlates with other housing responses that indicated people wanted to see smaller, aging in-place-designed homes that were also near amenities.

Though admittedly a difficult challenge to address, ultimately we hope to enhance safe and connected neighborhoods by providing a diverse range of housing sizes and styles that support aging in place, walkable to amenities and transit options.

Strategies

Strategy 6.1 | Increase the quantity and variety of age-friendly housing stock, which includes smaller and single story homes, built with universal design standards.

Action Items

- **6.1.1** Ensure zoning and comprehensive plans promote neighborhoods where there is a variety of housing styles and sizes within a walkable distance (15 minutes) of amenities and services.
- **6.1.2** Support the Housing Affordability Plan recommendations to reduce barriers and support construction of Accessory Dwelling Units (ADUs).
- **6.1.3** Visibly promote aging-in-place housing options with education and outreach (e.g., webinars), and guidance materials for homeowners and Homeowners Associations (HOAs).

Strategy 6.2 | Expand aging-in-place home modification programs for older residents and residents with disabilities wanting to stay in their homes.

Action Items

- **6.2.1** Partner with health organizations, design schools or other organizations with knowledge of universal design practices to provide home safety evaluations and recommendations.
- **6.2.2** Actively pursue state and federal grants and program funding to increase the budget for the Town's Housing Rehabilitation Program (HRP).
- **6.2.3** Maintain and expand partnerships with housing and community nonprofits (e.g., Habitat for Humanity, Resources for Seniors, Preserving Home) to increase awareness of the resources available to make no and low-cost repairs.

Strategy 6.3 | Increase the number of affordable housing units.

Action Items

- **6.3.1** Continue to support the Town's efforts to build relationships with a local Community Land Trust to create more opportunities for affordable homeownership for low- and moderate- income households.
- **6.3.2** To advance senior housing recommendations within the Community Plan and address findings from the Housing Affordability Plan, the application of Universal Design principles in housing that receive low-income housing tax credits (LIHTC), community development block grants (CDBG), or other public funds is strongly encouraged and all such projects will be reviewed for Universal Design feasibility.

Focus Areas
Implementation

Focus Area 1 | **Communication**

Strategy 1.1 **Create a Senior Services and Caregiver Resource Guide and establish an outreach system to connect resources to those in need.**		
1.1.1	Partner with Resources for Seniors, Town of Wake Forest (Town), Wake County, and the Wake Forest Area Chamber of Commerce to create a Senior Services and Caregiver Resource Guide. Provide the guide in web, digital, and printed formats in both English and Spanish, working with community groups to widely distribute. Train first responders on how to use the guide. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Short-term**
1.1.2	Create wallet-sized information cards and magnets with a QR code to the guide and distribute widely to libraries, medical centers, community centers, and faith-based organizations. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Short-Term**
1.1.3	Recommend the Center for Active Aging (WFCAA) have booths at various Town events to spread awareness and aging needs and resources as well as WFCAA offerings.	**Ongoing**

Strategy 1.2 **Expand the ability for residents and businesses to learn about and adopt methods for healthy active aging.**		
1.2.1	Host in-person workshops (with social media video feed) in various community centers to provide information about topics critical to healthy active aging (financial planning, avoiding scams, nutrition, mental health etc.). Post videos of workshops on the Town's and WFCAA's media channels. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Ongoing**
1.2.2	Host an annual intergenerational community event/expo that provides information and educational sessions for family and senior resources. Partner with community organizations (schools, faith-based organizations, nonprofits, business groups, etc) to help promote the event. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Short-Term**

Strategy 1.3 **Ensure the Town's plans and policies are informed by current data and information on age-friendly needs.**		
1.3.1	Provide ongoing information on demographic data and aging trends to foster proactive Town plans and policies that enhance the livability of Wake Forest for people as they age.	**Ongoing**
1.3.2	Host regular (quarterly) strategy sessions/luncheons with elected officials and Town staff featuring experts in various age-related topics. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Mid-Term**
1.3.3	Continue to coordinate the Town's age-friendly plans and policies with the State's All Ages, All Stages initiatives to leverage resources and impact.	**Ongoing**
1.3.4	Communicate with our Senior Tarheel Legislature delegate to present the issues and gain local, state, and national representation.	**Ongoing**

Focus Area 2
Health Services & Community Support

Strategy 2.1 **Improve support for caregivers and seniors with care needs.**		STRATEGIC PLAN GOAL 3
2.1.1	In coordination with the Senior Services and Caregiver Resource Guide (see Communication recommendations) establish a caregivers' network of local and regional nonprofits to share and coordinate caregiver resources and identify key gaps in support. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Ongoing**
2.1.2	Communicate and promote respite programs for caregivers, including those provided by faith-based organizations and nonprofits including GUIDE, which provides up to $2,500/year for caregiver respite for those caring for dementia patients. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Ongoing**
2.1.3	Through the WFCAA, coordinate online and in-person support groups and caregiver programs (similar to the 'Brain Café' in Hillsborough for residents with dementia).	**Ongoing**
2.1.4	Develop and support a "Path to Wellness" program for caregivers that integrates education, mental well-being, and specific topics related to caregiving. Provide a monitored respite area for patients to allow caregiver participation. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Mid-term**

Strategy 2.2 **Improve access to mental health services and programs that promote mental well-being.**		
2.2.1	Increase access to information about mental health awareness and resources by holding seminars or talks where people already gather. This includes best practices such as providing mental health information boxes at libraries, recreation centers, and other public places. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Mid-term**
2.2.2	Continue to support the Town's annual Mental Wellness Fair and Expressive Arts Intergenerational Day with mental health professionals as part of the framework. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Ongoing**
2.2.3	Encourage community mental health organizations to develop a "Buddy Program" so participants are comfortable attending various events, workshops, performances etc. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Mid-term**
2.2.4	Develop, promote, and support community activities to enhance mental health including intergenerational programming that helps residents address mental wellbeing and overcome issues of isolation. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Mid-term**

Strategy 2.3 **Promote health screenings and provide educational programming that addresses chronic health conditions.**		
2.3.1	Work with regional medical and health systems to provide health screenings to low-income and senior residents, including mobile health clinics to reach underserved populations, and pop-up clinics at the WFCAA, recreation centers and faith-based organizations. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Mid-term**
2.3.2	Support and promote "Path to Wellness" programming, which integrates education and fitness to help prevent or manage chronic conditions such as diabetes, heart health, Parkinson's, and falls prevention. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Short-term**
2.3.3	Partner with the Northern Wake Food Security Team on their community outreach campaign to promote nutritional health, partnering with government, health care organizations, and nonprofits (like Tri-Area Ministry Food Pantry).	**Ongoing**

Strategy 2.4 **Leverage the resources of state and national organizations and initiatives to expand programming and reach of health and community services.**		
2.4.1	Join state and county initiatives such as Live Well Wake (Wake County initiative focused on access to healthcare, mental health and affordable housing) or capitalize on resources provided by Council on Aging of Wake County for resources related to mobility assistance, caregiving and respite care, supplemental services, and counseling resources.	**Ongoing**
2.4.2	Participate in national, evidence-based programs such as PEARLS (Program to Encourage Active, Rewarding Lives) that educates older adults and empowers them with new skills for living healthier, or Credible-Mind, free online evidence-based mental well-being platform that can be customized for your community to deliver greater reach, early intervention, and navigation to local programs.	**Mid-term**

Focus Area 3 | **Social Engagement**

Strategy 3.1 **Improve visibility and accessibility for volunteer and civic activities.**		
3.1.1	Expand the Town volunteer website with other community volunteer opportunities from faith-based, nonprofits, schools, and civic organizations.	**Short-term**
3.1.2	Consistently promote the volunteer website via Town emails, newsletters, etc.	**Ongoing**
3.1.3	Host trainings for organizations on best practices to find and manage volunteers (e.g., background checks, onboarding, communication) to promote a good volunteer experience. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Long-term**
3.1.4	Connect with high schools to encourage student volunteers or participation in civic programs.	**Ongoing**
3.1.5	Host an annual VIVA Volunteers (proposed name for new event) event where nonprofits and community organizations share their needs and opportunities for volunteer participation. Market heavily to seniors and high school students. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Mid-term**

Strategy 3.2 **Expand intergenerational events and programs that encourage shared experiences among all ages and strengthen the sense of community.**		
3.2.1	Fund and host regular intergenerational activities (including arts/crafts, culinary, music, physical activity, dance, etc) coordinated through a consortium of organizations such as the WFCAA, Parks, Recreation and Cultural Resources (PRCR), ARTS Wake Forest, the Renaissance Centre, mental health nonprofits, and other community organizations. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Short-term**
3.2.2	Invite high school students to participate in the planning and logistics for events.	**Ongoing**
3.2.3	Expand the connections between the WFCAA and local schools promoting intergenerational socialization (e.g., monthly Game Night) and educational programs such as "Boomers and Zoomers," where teens teach seniors about technology and how to use their devices.	**Ongoing**

Strategy 3.3 **Create safe socialization opportunities for tweens and teens (ages 10-15).**		
3.3.1	Evaluate establishing tween and teen programming in a safe location (e.g., a "Teen Union Building") to provide a place to socialize and hang out.	**Long-term**
3.3.2	Host quarterly events such as dances for tweens and young teens with music and opportunities to socialize.	**Mid-term**

Focus Area 4 | **Transportation**

Strategy 4.1 **Enhance the ability to walk and bike to community amenities and services by increasing continuous sidewalks, bike lanes, and street crossings in both new and existing developments/neighborhoods.**		
4.1.1	Conduct pedestrian and bike audits to prioritize problem areas.	Mid-term
4.1.2	Coordinate pedestrian and bicycle improvement recommendations into the Town's Transportation Plan, Community Plan, Capital Improvement Plan (CIP), and Unified Development Ordinance (UDO).	Ongoing
4.1.3	Encourage the timely adoption of the proposed additions to the UDO that will strengthen the walkability and safety of our streets and pedestrian network, including required traffic calming measures on new roadways, sidewalk extension standards for new development, new connectivity index requirements, and enhanced tree and bench installation standards for greenways.	Ongoing
4.1.4	Improve pedestrian crossings, especially downtown and nearby schools with visible markings and illuminated pedestrian signs (rapid flashing beacons) in heavily trafficked areas.	Ongoing
4.1.5	Research and apply for grant funding to aid in the construction of sidewalks and crosswalks, especially in high priority areas.	Ongoing

Strategy 4.2 **Adopt national best practices for safe and complete streets.**		
4.2.1	Continue to incorporate traffic calming and physical design standards to improve street safety and reduce speeds in residential areas.	Ongoing
4.2.2	Ensure routes to schools are safe, including raised intersections, flashing pedestrian signs, and continuous sidewalks.	Ongoing

Strategy 4.3 **Enhance access to transit for senior citizens and those with driving impairments or disabilities.**		
4.3.1	Monitor availability of Americans with Disabilities Act (ADA) equipped Go Wake Forest (GoWF) vehicles and ride metrics. Evaluate options for designating specific GoWF vehicles for seniors and people with disabilities and driving impairments, ensuring these vehicles are handicapped accessible.	**Ongoing**
4.3.2	Work with faith-based organizations, nonprofits, and senior housing to develop a volunteer transportation system for medical appointments. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Mid-term**
4.3.3	Communicate all transit options, including paratransit, (A dedicated service route to hospitals and medical centers) in easy-to-access channels including resource guides, online, and in community buildings.	**Ongoing**

Focus Area 5
Outdoor Spaces & Public Buildings

Strategy 5.1 **Increase the capacity for senior citizen programs and services by expanding the existing senior center (WFCAA) or building a second location.**		
5.1.1	Use existing county and Town facilities to expand senior citizen programs (e.g., Wake Forest Library). *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Mid-term**
5.1.2	Support developing the Wright property (next to the WFCAA) as a park to provide intergenerational outdoor enjoyment, including walking trails and gathering spots.	**Long-term**
5.1.3	Complete a feasibility study for an Intergenerational center, similar to the one in Winston-Salem, identifying high-demand uses, projected budgets, and operational partners.	**Long-term**

Strategy 5.2 **Ensure that all public spaces and facilities have adequate and quality amenities with equitable access to the spaces and facilities themselves.**		
5.2.1	Evaluate which areas of parks, greenways, and downtown do not have sufficient seating. Subsequently, make recommendations for the installation of age-friendly benches with backs and armrests etc.	**Short-term**
5.2.2	Review the 2024 PRCR Master Plan and support the addition of recreational facilities in areas of the Town that have less access to current parks and facilities.	**Long-term**
5.2.3	Continue to plan and secure funding for an Ageless, Multi-purpose Outdoor Sports Complex near Joyner Park. Ensure multi-modal accessibility by pedestrian, bike, and public transit.	**Long-term**

Strategy 5.3 **Incorporate public art in outdoor spaces and public buildings to create a welcoming and visually appealing community.**		
5.3.1	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.	**Mid-term**
5.3.2	Continue to showcase local artists of all ages with rotating shows in public buildings, libraries, community centers, etc. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Ongoing**
5.3.3	Host an annual intergenerational art show where multiple generations work on art projects.	**Ongoing**

Focus Area 6 | **Housing**

Strategy 6.1 **Increase the quantity and variety of age-friendly housing stock, which includes smaller and single-story homes, built with universal design standards.**		STRATEGIC PLAN GOAL 2
6.1.1	Ensure zoning and comprehensive plans promote neighborhoods where there is a variety of housing styles and sizes within a walkable distance (15 minutes) of amenities and services.	**Ongoing**
6.1.2	Reduce barriers to, and support construction of, Accessory Dwelling Units (ADUs).	**Ongoing**
6.1.3	Visibly promote aging-in-place housing options with education and outreach (e.g., webinars), and guidance materials for homeowners and Homeowners Associations (HOAs). *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Long-term**

Strategy 6.2 **Expand aging-in-place home modification programs for older residents and residents with disabilities wanting to stay in their homes.**		STRATEGIC PLAN GOAL 2
6.2.1	Partner with health organizations, design schools or other organizations with knowledge of universal design practices to provide home safety evaluations and recommendations.	**Ongoing**
6.2.2	Actively pursue state and federal grants and program funding to increase the budget for the Town's Housing Rehabilitation Program (HRP).	**Ongoing**
6.2.3	Maintain and expand partnerships with housing and community nonprofits (e.g., Habitat for Humanity, Resources for Seniors, Preserving Home) to increase awareness of the resources available to make no and low-cost repairs. *Community volunteers and/or partnering agencies will be needed to accomplish this item.*	**Ongoing**

Strategy 6.3 **Increase the number of affordable housing units.**		
6.3.1	Support the Town's efforts to build relationships with a local Community Land Trust to create more opportunities for affordable homeownership for low and moderate income households.	**Ongoing**
6.3.2	To advance senior housing recommendations within the Community Plan and address findings from the Housing Affordability Plan, the application of universal design principles in housing that receive low-income housing tax credits (LIHTC), community development block grants (CDBG), or other public funds is strongly encouraged and all such projects will be reviewed for universal design feasibility.	**Ongoing**

Appendix
Resources & Best Practices

Communication

County, State, Federal Resources to Explore

Wake County Community Grants: Local non-profits and senior services frequently receive funding from the county for specific community projects. In 2025, over $1.5 million was approved for community grants to address local gaps.
wake.gov

Home & Community Care Block Grants (HCCBG): Administered through the NC Division of Aging and Adult Services and local Area Agencies on Aging (AAA), these funds support a coordinated system of services. Information and referral services—like a resource guide—often fall under the "Care Management" or "Information and Assistance" categories of these grants.

Examples and Best Practices

Georgia's Coastal Area: (including Savannah and Beaufort County) has published a comprehensive Senior Resource eGuide detailing professional services, health services, community services, housing options and in-home assistance since 2016.
seniorsresourcedirectory.com/?utm_source=copilot.com

Orange County, NC: Created a searchable database and resource guide covering a wide array of topics providing access to critical information for seniors and caregivers.
orangecountync.gov/2804/Community-Resource-Guide

Kirkland Washington: This AARP age-friendly community developed a resource guide in 2023 as a result of their planning efforts and was digitized on the city's website.
kirklandwa.gov/files/sharedassets/public/v/1/parks-amp-comm-services/recreation/kirkland-senior-council/senior_resource_guide_webfinal.pdf

Health Services & Community Support

County, State, Federal Resources to Explore

Healthy Places for Healthy People: This federal program helps communities integrate health improvement into their revitalization strategies.
epa.gov/smartgrowth/healthy-places-healthy-people

CAPABLE is a national program that integrates services from a healthcare worker (occupational therapist or registered nurse) and a handy worker who work together with the older adult to improve health, independence, and safety.
capablenationalcenter.org

Institute for Healthcare Improvement, Age-Friendly Health Systems Program that promotes evidence-based interventions in communities
ihi.org/partner/initiatives/age-friendly-health-systems

The National Recreation and Park Association (NRPA), with funding support from the Centers for Disease Control and Prevention (CDC), is partnering with local park and recreation agencies across the United States to increase access, availability, participation and reach of evidence-based physical activity programs for older adults through NRPA's Supporting Healthy Aging Through Parks and Recreation (SHAPR) initiative:
nrpa.org/our-work/partnerships/initiatives/healthy-aging-in-parks/evidence-based-interventions

Examples and Best Practices

Raleigh's Parks and Recreation wellness programming:
raleighnc.gov/parks-and-recreation/services/raleigh-parks-health-wellness-program

Orange County, NC: The OC CARES (Orange County Caregiver Awareness, Respite, Education & Support) program provides both in-person and online support for caregivers.
orangecountync.gov/169/Caregiver-Support-Services

Transylvania Regional Hospital in Brevard, NC, conducts programs and care for the 55+ population. Pairing clinical care with holistic wellness, Brevard combines individual therapy, group support, psychiatric medication treatment, with a vast outdoor array of outdoor wellness programs. transylvaniahealth.org/resources

Social Engagement

County, State, Federal Resources to Explore

Administration for Community Living (ACL):* HHS-2026-ACL-AOA-HDRC-0015: This forecasted federal grant (estimated June 2026 deadline) focuses on “Strengthening Aging Services” through community engagement techniques and technical assistance for minority and underserved older adults.
grants.gov

AmeriCorps Seniors: Provides federal funding for three major programs: RSVP (volunteerism), Senior Companions (homebound support), and Foster Grandparents (intergenerational mentoring). These grants are often used to scale existing volunteer infrastructure.
volunteersforcommunityimpact.org/about/about-americorpsseniors-national

Examples and Best Practices

Cyber-Seniors (National/Rural Initiatives): Many towns in North Carolina and across the Midwest have used this model to pair high school students with seniors to bridge the “digital divide,” often resulting in lasting friendships that extend beyond the technical training.
cyberseniors.org

DOROT’s University Outreach (New York, NY): This program connects college students with older adults for weekly visits or phone calls. In some versions, students receive subsidized housing in exchange for spending a set number of hours per week with senior residents.
dorotusa.org/about/ourimpact

Champion Intergenerational Center (Columbus, OH): This facility co-locates a senior CARES program with a child preschool. They share a playground and indoor “town square” where planned activities like gardening and music occur daily.
leaderstat.com/knowledge-base/intergenerational-centers-growing

Forsyth County, NC Intergenerational Center for Arts and Wellness in Winston-Salem hosts an annual Intergenerational Arts Festival.
generationscenter.org/blooming-together

Transportation

County, State, and Federal Resources to Explore

Walk Friendly Communities is a national recognition program developed to encourage towns and cities across the U.S. to establish or recommit to a high priority for supporting safer walking environments.
walkfriendly.org

National Complete Streets Coalition (part of Smart Growth America) advocates for policies that ensure street design serves all users—pedestrians, bicyclists, motorists, and transit riders—regardless of age or ability.
About the Benefits of Complete Streets Toolkit | The Benefits of Complete Streets

Safe Streets and Roads for All (SS4A), a federal program that funds small-scale, community-led safety projects.
Safe Streets and Roads for All (SS4A) Grant Program | US Department of Transportation

National Aging and Disability Transportation Center (NADTC) Funded by the Federal Transit Administration and administered by Easterseals and USAging, NADTC provides information, training, and resources to improve transportation options for older adults and people with disabilities.
NADTC.org

Examples and Best Practices

Davidson, NC is considered one of the most walkable cities in North Carolina with a Walk Score of 78 out of 100, indicating most errands can be accomplished on foot. The Town's commitment to complete street and sidewalk policies ensures a safe and walkable environment, guided by the Davidson Mobility Plan.
Davidson Mobility Plan | Davidson, NC - Official Website

Cary, NC, has a strong commitment to pedestrian safety and connectivity, recognized nationally as a Silver-level Walk-Friendly Community since 2022. The town's Comprehensive Pedestrian Plan serves as the main guide for future pedestrian facilities, integrating recommendations from multiple town plans.

In Kirkland, WA, the Peter Kirk Community Center van operates Monday – Friday, with reservations taken up 72 hours prior to service date requested.
kirklandwa.gov/Government/Departments/Public-Works-Department/Transportation/Getting-Around-Transportation-Division/Kenmore-Kirkland-Community-Van

Aging Forward Durham provides free transportation for seniors to medical and dental appointments throughout North Durham.
agingforwarddurham.org/transportation-info

The Center for Volunteer Caregiving provides seniors in Wake County with transportation needs, among other services:
volunteercaregiving.org/programs

Outdoor Spaces and Public Buildings

County, State, Federal Resources to Explore

North Carolina Community Foundation (NCCF): The NCCF manages hundreds of local endowment funds. Their 2026 community grantmaking cycles are often used for “brick and mortar” projects or essential equipment for community buildings.

Community Development Block Grants (CDBG): Administered by HUD and passed down to states, these are vital for “neighborhood revitalization.” Eligible Activities: Senior centers’ construction and ADA-compliance renovations are high-priority, eligible activities.

Examples and Best Practices

The Intergenerational Center for Arts and Wellness in Winston-Salem uses arts and wellness programs to bring together youth and seniors in a one-of-a-kind community space. Founded on the belief that how we care for older adults defines our community, and that sound intergenerational relationships help the community thrive, 21 organizations have come together in a public-private partnership to offer programs and community services.
seniorservicesinc.org

Albuquerque Multigenerational Centers (Albuquerque, NM) The City of Albuquerque operates several centers (like North Domingo Baca) that are intentionally designed for all ages from the ground up.

- The Model: These are large, municipality-run facilities that combine senior-center services with youth “out-of-school” programs.
- Core Activities: They offer before-and-after school care for K- 8 students alongside traditional senior programming, sharing facilities like gyms, computer labs, and social halls.
- Website: City of Albuquerque Multigenerational Youth Programs

Housing

County, State, Federal Resources to Explore

Southeast Affordable Housing Administration (SAHA) — NC & SC
A standout regional nonprofit focused on naturally occurring affordable housing (NOAH) and minority-led community development. SAHA has created or preserved over 8,700 affordable homes since 2017. It uses federal, state, and local incentives to keep housing affordable and provides wraparound services like credit repair and counseling. It is strong at public–private partnerships and community-driven development.
sahahousing.org

Examples and Best Practices

The City of Kirkland, WA has adopted detailed ADU Pre-Approved Plans
kirklandwa.gov/Government/Departments/Planning-and-Building/Housing/The-Kirkland-ADU-Toolkit/Explore-Kirkland%E2%80%99s-Pre-Approved-Plans

Providence, RI: A "Connected Community" model is being explored to co-locate independent living for older adults with housing for childcare and workforce members, creating a multi-generational, age-friendly environment.
www.providenceri.gov/planning/citizen-participation-plan

Redmond, WA: Recently launched an Incentive Program that offers benefits to developers who incorporate universal design, accessible housing, and sensory spaces into their projects.
redmond.gov/2378/Development-Incentives- Program

2024
NEEDS ASSESSMENT REPORT

Prepared by Ann Welton

Age-Friendly WAKE FOREST

AARP NETWORK OF AGE-FRIENDLY STATES AND COMMUNITIES
JOINED 2024

Age-Friendly Communities Are Livable for People of *All* Ages
aarp.org/livable

Introduction

An age-friendly community is a place where people of all ages can live, work, and thrive in a safe, supportive, and inclusive environment. It promotes accessibility, safety, social engagement, and overall well-being. An age-friendly community also ensures that the needs of older residents are fully integrated into the fabric of the community so they can remain active, independent, and connected.

Along with the rest of the nation, the population in Wake Forest is aging. According to the U.S. Census Bureau, by 2034 the nation will have more people aged 65 or older than under 18. In North Carolina, the population of individuals aged 65 and older will grow from 1.9 million to 2.8 million by 2042. In addition, the aging population is increasingly more active and independent, impacting how a city plans for and supports people as they age in place.

This demographic shift presents an opportunity for communities like Wake Forest. It has been documented that well-designed, age-friendly communities foster a strong economy and make for happier, healthier residents of all ages. Under the leadership of the Town's elected officials, staff, and committed residents, a movement is underway to ensure that our Town of Wake Forest is not only prepared for this demographic shift but embracing it. The Town of Wake Forest is not acting alone. The State of North Carolina is working to respond to these evolving demographics and the complex challenges they present. To that end, in 2024, the state developed the All Ages, All Stages NC Multisector Plan for Aging (MPA).
ncdhhs.gov/imstillhere

Additionally, the Town of Wake Forest applied for and was accepted into the AARP network of Age-Friendly Communities, a consortium of over 940 cities, counties and states across the country. This five-year program is designed to help cities and towns become more age-friendly through policies, programs, and general awareness.

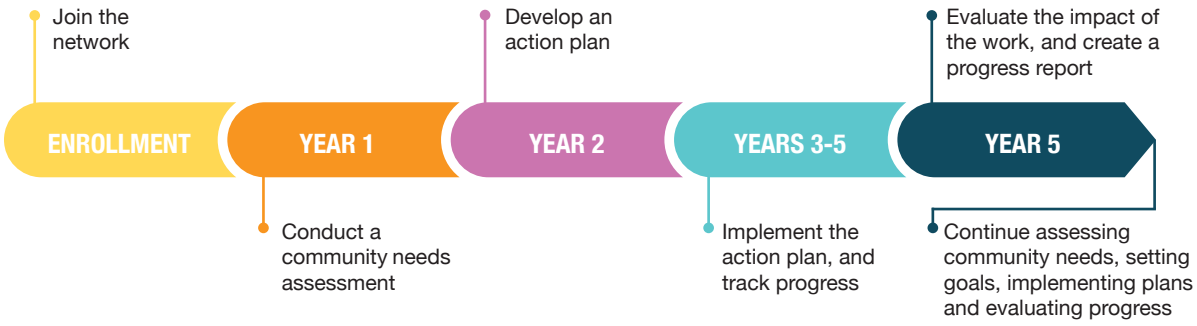
By taking advantage of the state's MPA framework and the resources provided by the AARP Age-Friendly Community Network, the Town of Wake Forest is positioning itself to address the multifaceted needs of older adults and residents of all ages.

Project History

The Town of Wake Forest was officially accepted into the AARP Age-friendly community program in June 2024. In September 2024, an Age-Friendly Community Committee was established. Committee members were recruited to reflect the varying ages, ethnicities, and overall demographics found in the Town of Wake Forest. Committee members assisted in developing surveys, planning focus groups and listening sessions, reviewing information, as well as providing their own input and expertise.

The Age-Friendly program requires a "Community Needs Assessment" which was conducted from September 2024 through February 2025. The goal of the Needs Assessment is to determine to what extent. The Town of Wake Forest excels at being age-friendly, and where it has opportunities to improve.

An Age-Friendly Community Survey (in both paper and digital versions) which was distributed widely for three months, receiving more than 1,200 responses. The survey data then helped to identify priorities listed in this plan and areas that required additional input to develop further recommendations. Three areas were identified as needing in-depth focus groups: Life for teens and tweens; Senior Services across a broad spectrum; and Caregiver support. Survey data, focus group responses, and committee members' input were used to formulate this proposed Action Plan.



8 Domains of Livability

This Needs Assessment for the Town of Wake Forest reflects the eight domains of livability, established by the AARP. All eight domains cannot be tackled at once, however keeping all of them front and center as we make plans and prioritize where to invest resources ensures that we are always looking at the entire scope of livability in the Town.

After conducting the Needs Assessment, Domains 4, 5, and 6 have been combined into one: Social Engagement. The domains are prioritized in this order:

1. Communication and Information
2. Health Services and Community Support
3. Transportation
4. Social Engagement
    a. Civic Participation and Employment
    b. Social Participation
    c. Respect and Social Inclusion
5. Outdoor Spaces
6. Housing

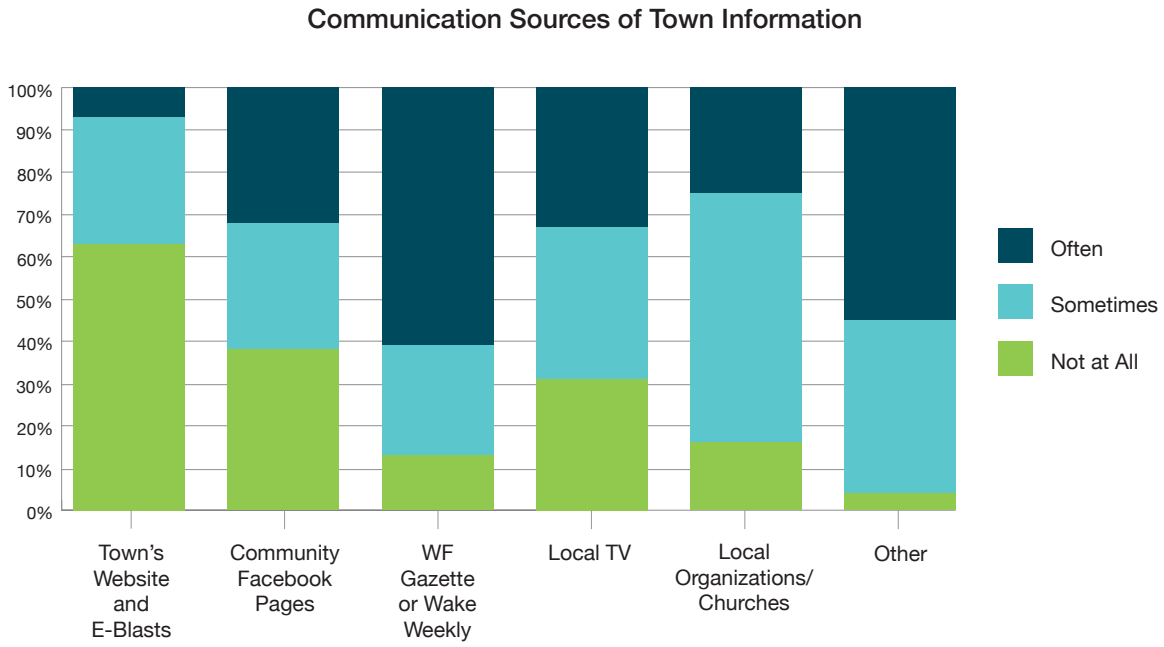
Focus Area 1
Communication & Information

This domain is focused on how residents find out about programs, services and events, whether through communication from the Town of Wake Forest, local organizations, social media and other sources.

Desired Outcome

Up-to-date information on programs, services, and events that is easily accessible in formats for all age groups.

Key Findings



Assets

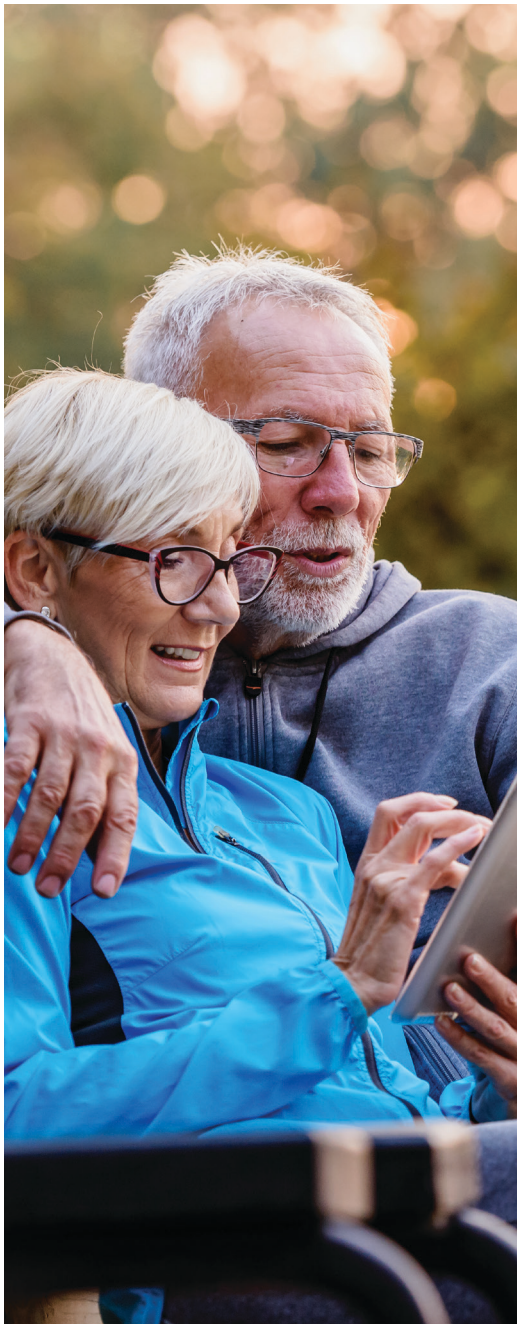
During the Needs Assessment phase of this project, it was noted by over 80% of survey responses that there was a good range of resources for information about services and events in town. Over 90% of those providing input said they used the town's communications channels, with almost 70% using faith organizations and social media (over 90% of those younger than 55 years old used social media regularly).

Focus groups also talked about the many different resources in the area to respond to the needs of aging adults, caregivers, and those with special needs in our community.

Gaps

Younger residents did not report experiencing a gap in information, however residents 55+ had a more difficult time finding the resources they needed. What is evident is the lack of a one-stop source for assisting seniors, caregivers and those with special needs to find the information they need - when they need it. For seniors, this included access to non-digital formats.

Another gap identified by the survey and focus group was information for seniors, delivered in person, on issues such as changes in financial and medical policies or how to avoid scams.



Recommendation 1A

Develop a Resource Guide for Senior Services available in Wake Forest and Wake County. Provide the Guide in digital form through the Town and local organizations as well as print copies in a limited number to distribute as needed.

Recommendation 1B

Maintain a centralized method of communication with Wake Forest residents.

- Establish an 800 number to get answers for all things related to Senior Services.
- Train Town of Wake Forest lobby volunteers (and others) to answer the 800 number calls, use the online resource, and direct callers to the appropriate services.
- Print brochures and magnets with the 800 number and brief explanation of the information that can be accessed. Distribute widely to Town and County facilities as well as every medical office in the area.
- Staff event booths at Town events and share information (FNOW, Forest Fest, WF Cares, etc.)
- Utilize Wake County's 211 information hotline.

Recommendation 1C

Establish biannual Scam Jams to alert the aging population about potential scams aimed at their demographic. Scam Jams can be used to kick off other programming geared towards helping aging adults manage their finances safely.

Focus Area 2
Health Services & Community Support

This domain covers issues related to health and community services including primary healthcare, mental health and caregiving.

Desired Outcomes

A community that helps caregivers of all kinds with navigating resources and providing respite opportunities and support groups.

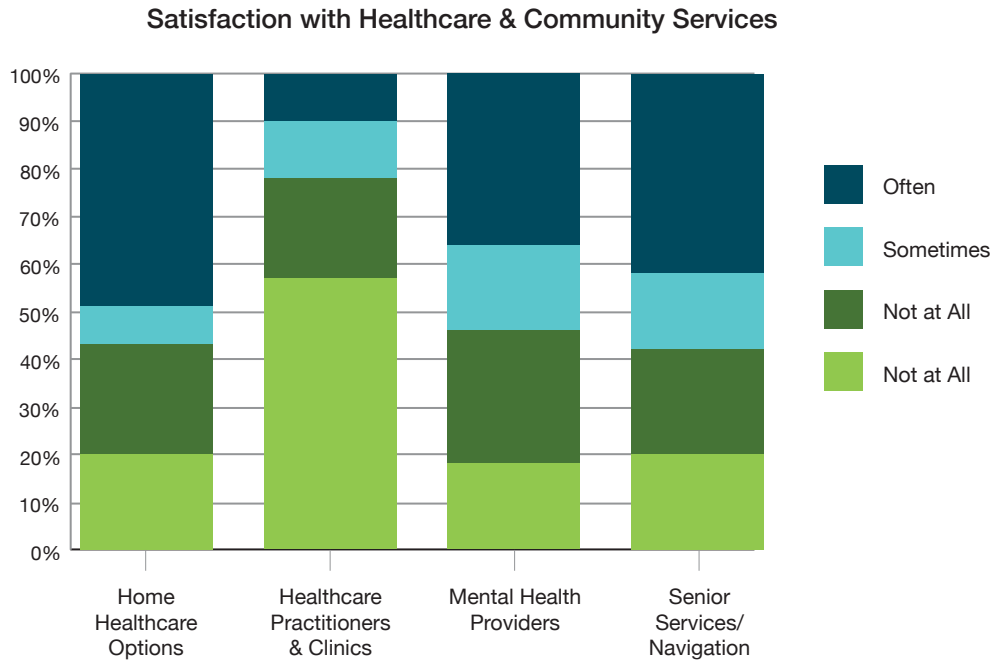
Enhanced access to mental health services for both children and adults.

Those serving as a caregiver, either for an aging parent, a spouse, or a child with disabilities face ongoing challenges. National studies show that one in five people identify as an unpaid caregiver. This statistic was consistent with the results of the Wake Forest Age-Friendly survey in which 22% of respondents reported that they were unpaid caregivers. As with Senior Services in general, resources for caregivers are available, but those who need them are often not aware.

There is a similar need for mental health services for all age groups. With suicides rates in youth continuing to rise, especially for youth of color, and social isolation increasing for seniors, access and affordability of mental health resources become increasingly important to a growing town like Wake Forest.

Key Assets

For the most part, residents providing input into this project said that Wake Forest is well-served by primary care health providers. However, far fewer were satisfied with access to mental health or caregiver/senior services.



Gaps

Locally, major health systems like Duke and UNC Health have developed programs specifically to help caregivers navigate healthcare and social services. Yet, becoming a caregiver is often not by choice, but by necessity, therefore people don't know how or where to find help with these resources in a timely manner.

Recommendation 2A

Provide structured support for caregivers

- Establish quarterly Caregiver Resource Days at a Town Facility and promote attendance through a marketing campaign aimed at caregivers.
- Provide a safe space for those being cared for so the caregiver can participate in the sessions.
- Establish a network and support groups for caregivers.

Recommendation 2B

Provide resources for and information about healthy aging-in-place -- the ability to live in one's own home and community safely, independently, and comfortably, regardless of age, income, or ability level.

- Develop a series of educational sessions at the Center of Active Aging (Senior Center) about aging in place.
- Include information in the Senior Resource Guide.

Recommendation 2C

Promote health screening and provide educational programming that addresses chronic health conditions

- Promote regular health screenings, working with medical and other community-based partners to reach low-income and senior residents.
- Continue to support educational and fitness programs specifically focused on managing or preventing chronic health conditions such as diabetes and heart health.

Recommendation 2D

Provide better access to information and services surrounding mental health.

- Increase awareness for Veteran's services and the Mobile Crisis Unit.
- Promote community activities to enhance mental health, especially intergenerational events.

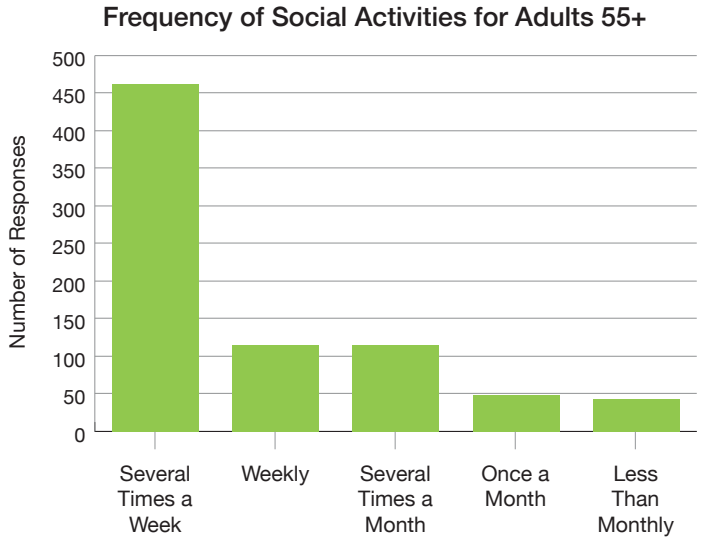
Focus Area 3
Social Engagement

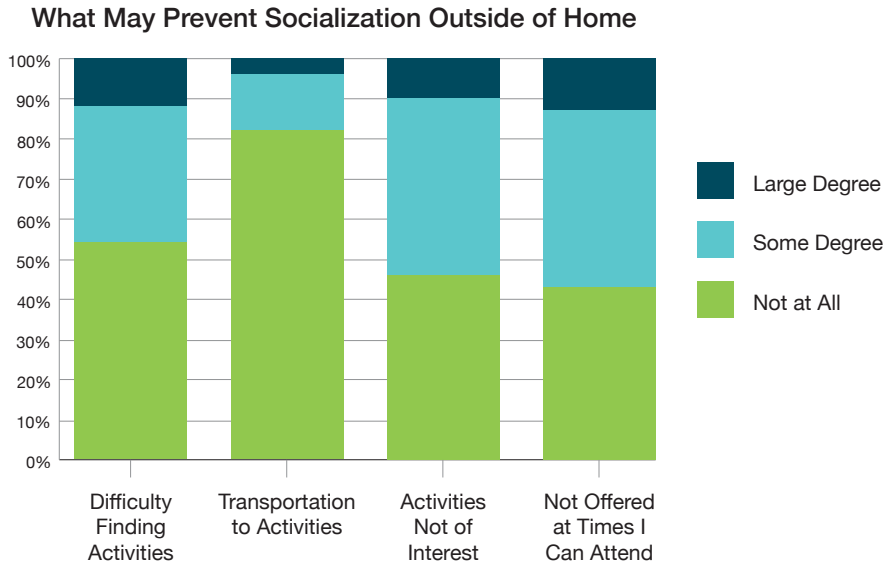
This domain focuses on social participation and civic engagement that allows people to feel connected and contribute to their community. High levels of socialization are correlated with greater physical and mental health, especially among older adults, and help to create strong civic-minded communities.

Desired Outcomes

A community where social engagement is promoted and where intergenerational involvement is the norm, not the exception. From young families to the oldest of adults, residents socialize, volunteer, and share experiences with each other.

Key Findings





Gaps

Recommendation 3A

Create a page on the Town of Wake Forest website that houses volunteer opportunities across the Town including churches, non-profits, and schools. This single source will enhance the ability for youth and adults to find and access volunteer opportunities.

- Rely on the Town Communications Department to consistently promote the site in weekly newsletters.
- Improve volunteer experiences by having periodic training for organizations on managing a volunteer program.

Recommendation 3B

Establish regular events and activities that bring together multiple generations to share experiences and build strong community connections.

- Fund and host regular intergenerational activities coordinated through a consortium of organizations such as the Center for Active Aging (Senior Center), the Renaissance Centre, mental health nonprofits and others. Work with schools to have students help plan and participate in these events.

Recommendation 3C

Create safe socialization opportunities for Tweens and Teens (ages 10-15).

- Host town dances or seasonal events several times per year for young teenagers to enjoy music and socialize in a safe, controlled environment. Provide food trucks and information on other youth events and youth resources.
- Encourage the Town of Wake Forest to actively pursue hosting state and regional youth sport or academic competitions.

Focus Area 4
Transportation & Pedestrian Infrastructure

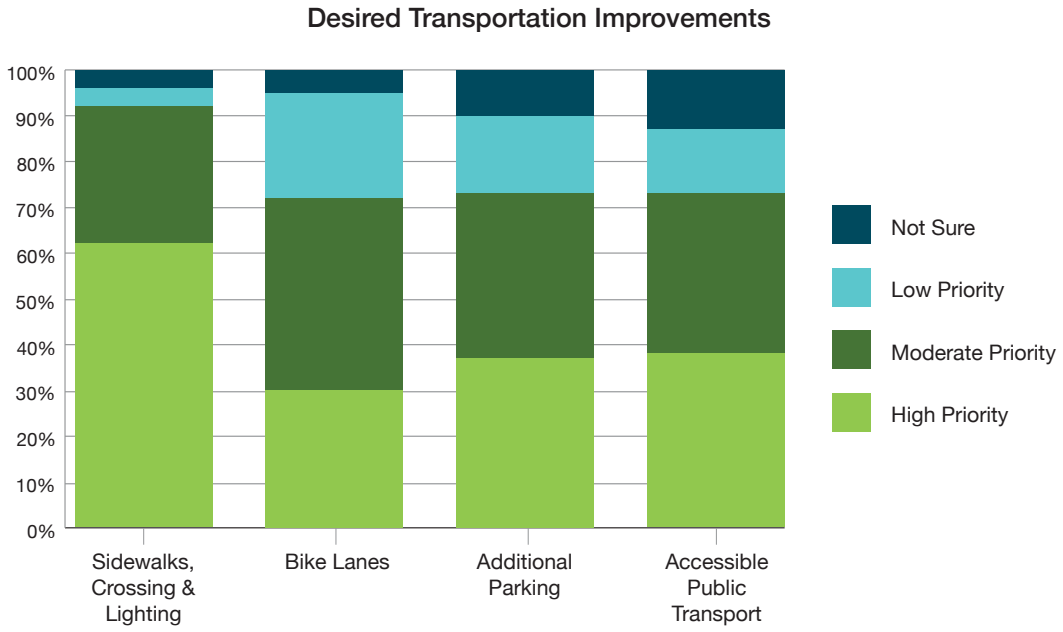
This domain focuses on how cities plan for and support multi-modal forms of transportation, including walkable and bikeable streets and affordable transportation alternatives to cars, especially for those with driving or mobility difficulties.

Desired Outcome

A Town that promotes and encourages residents to use all modes of transportation by providing infrastructure that supports walking, biking and public transit options.

Key Findings

Satisfaction with Wake Forest's transportation system was the lowest rated survey issue among all age groups. While the condition of the streets in Wake Forest was largely considered satisfactory, only 33% of survey respondents were satisfied with public transit and parking, and even fewer, 24%, were satisfied with pedestrian and bike access and safety. Written comments further noted that transportation infrastructure has not kept pace with the rapid rate of housing and commercial development, causing increased traffic delays.



When asked about street and transportation improvements, the highest priority was given to improving sidewalks and crossings, followed by accessible public transportation. Survey responses noted a lack of continuous sidewalks along main roads that connect residents to schools, downtown, and commercial areas, making it unsafe to walk or bike.

While many residents liked the new GoWake transit system, those with driving limitations often commented that the system was rarely available when they needed it, and requested several vehicles be set aside for seniors and those with disabilities.

Gaps

Recommendation 4A

Conduct pedestrian and bike audits to identify and prioritize areas for pedestrian and bicycle improvements.

Recommendation 4B

Improve access to transit for seniors and those with driving impairments.

- Evaluate options for designating specific GoWake vehicles for seniors and people with disabilities that limit their driving, ensuring these vehicles are handicapped accessible.

Recommendation 4C

Encourage the Town of Wake Forest to continue the adoption of the best national practices for safe streets such as those found in Complete Streets, a national smart growth initiative with over 1,700 jurisdictions.

- Ensure the Uniform Development Code (UDC) promotes complete sidewalks with continuous points of connection between areas of development.

Focus Area 5
Outdoor Spaces & Public Buildings

This domain focuses on parks, greenways, recreation facilities, and public buildings that provide options for exercising, socializing and learning new things.

Desired Outcome

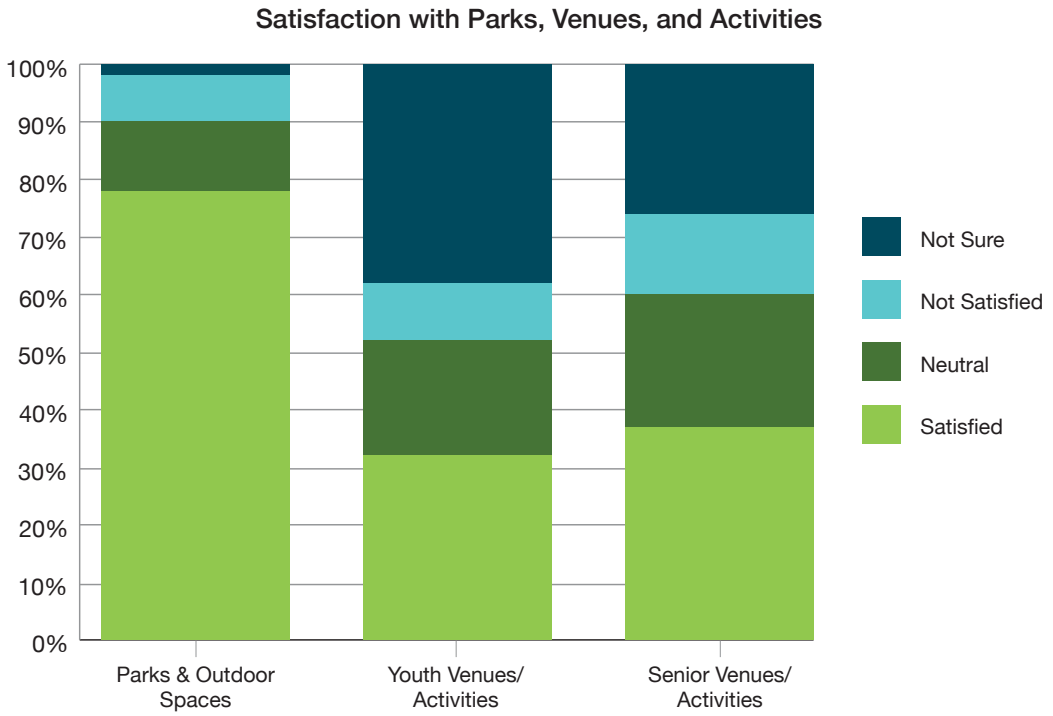
A community where parks, greenways, and outdoor meeting places are safe, clean, maintained, and enjoyed by all ages and demographic groups.

Key Findings

Survey respondents were overwhelmingly satisfied with the Town's outdoor spaces including parks and community centers.

Assets

Wake Forest parks and community centers are well maintained and enjoyed year-round by residents.



Gaps

Capacity continues to be an issue. As the Town's population explodes, so does the need for recreational spaces, fields, courts, and community center space.

Recommendation 5A

Expand the existing or develop a second senior center.

- Expedite the assessment and planning of a new center.
- Utilize other town facilities to immediately expand class offerings and space for workshops, support groups, and informational sessions.

Recommendation 5B

Expand and improve the amenities in public spaces and recreation centers to serve all areas of the town and meet the demand of high-use activities.

- Provide additional benches and restrooms in parks and along greenways.
- Expand facilities and offerings for high-demand activities, especially those that serve a variety of age groups, such as pickleball, which is the fastest growing sport for both youth and adults.

Recommendation 4C

Improve the quality of life through the addition of public art in all outdoor spaces and recreation centers,as well as throughout the Town.

Focus Area 6
Housing

This domain focuses on housing that provides options for those of different ages, is affordable for older adults and those on fixed incomes and is physically accessible to people with varying mobility levels or who wish to age in place.

Although more than a ***quarter of adults*** in the United States have some sort of disability only around 4 percent of national housing stock is accessible for those with moderate mobility difficulties, and less than 1 percent of housing units are fully wheelchair accessible. (National League of Cities)

Desired Outcome

A community with housing options for people of different ages, incomes and mobility.

Key Findings

Most people participating in the needs assessment found the array of housing in Wake Forest adequate. However, they rated the affordability of housing and housing stock for seniors and those with disabilities very poorly.

The rate of development in Wake Forest has been rapid, and many people are now concerned about the additional traffic and perceived lack of supporting infrastructure.

Gaps

Recommendation 6A

Promote Assessory Dwelling Units (ADUs) to help address senior and affordable housing challenges. ADUs add to the housing supply without requiring large-scale construction projects.

Recommendation 6B

Promote the construction of universal-designed homes that allows people to live independently as long as possible. This includes no-step entry, one-story living, wide doorways and hallways, and spaces that can be easily modified as individuals age.

- Provide financial incentives to developers and builders for building universal-designed homes.

Recommendation 6C

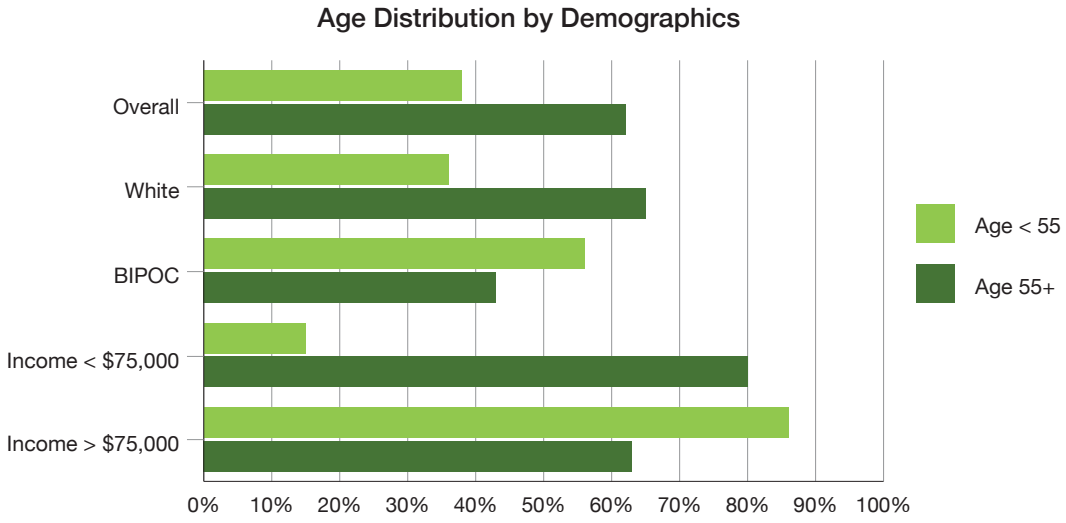
Provide more options for independent and active older adults.

- Encourage the construction of smaller single-story homes, especially near retail and service amenities.
- Provide programs that assist older adults with home repairs and maintenance and the installation of emergency response systems, helping them stay in their homes longer.
- Work with community and faith-based organizations which are already undertaking efforts to create more affordable housing.

2024 Age-Friendly Survey **Summary**

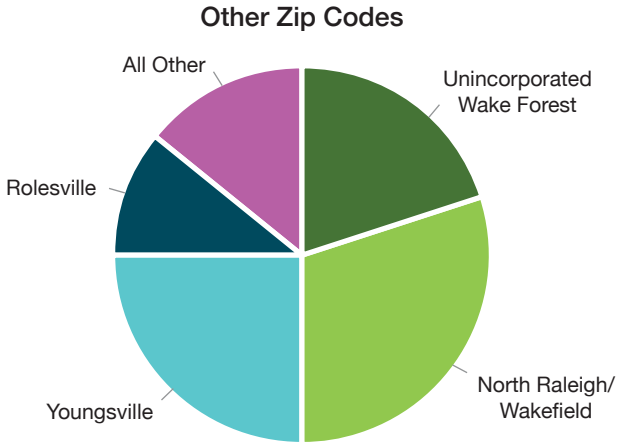
In the fall of 2024, the Town of Wake Forest developed and conducted an Age-Friendly survey open for 11 weeks. 1200 people answered the survey (one of the highest response rates of any town survey). The survey sought input from a wide range of residents on issues related to the town's livability. The survey also recognized that issues can vary by the age, income, and race of residents, so some questions were further broken down by one or more of these categories.

Demographics of Survey Responses



Residency

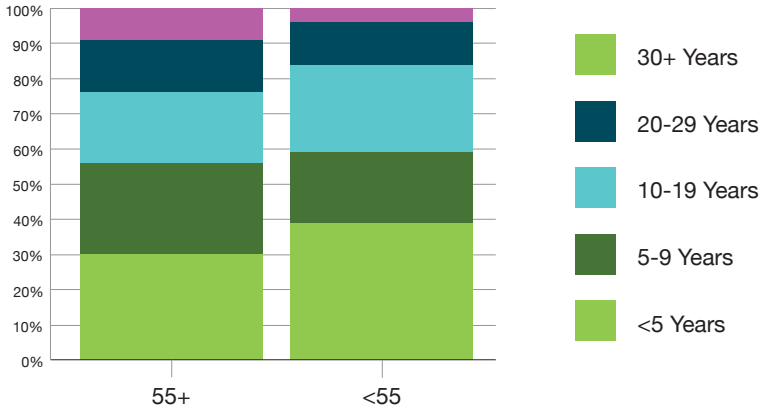
Almost 90% of responses were from people living in Wake Forest; others included:



Length Of Time In Wake Forest

While there was some difference in how many years people lived in Wake Forest, the largest percent for both age groups was less than 5 years, and the mean for both age groups was 5-9 years.

Years Living in Wake Forest by Age of Respondent



Race/Ethnicity

Overall, respondents were far less diverse than recent demographic estimates. However, respondents younger than 55, had diversity rates more than twice that of older respondents.

	55+	<55	Total	% Identitified Total	Census
White/Caucasian	554	290	844	85.2%	67.4%
Black	40	29	69	7%	17.9%
Hispanic	9	23	32	3.2%	7.8%
Asian	6	28	24	2.4%	2.2%
Mixed/Other	10	22	22	2.2%	4.1%
Prefer Not to Say	63	26	89		
BIPOC* Percent	140%	23%	13.5%		32%

Educational Attainment

Respondents had higher levels of education compared to the Census Bureau's estimate of the general population of Wake Forest. This level of education was consistent among all age groups.

	Survey	Census
High School or Less	9.4%	16%
Associates or Some College	17.2%	26%
Bachelor's	36.4%	36%
Advanced	37.2%	22%

Summary of Key Assets & Issues

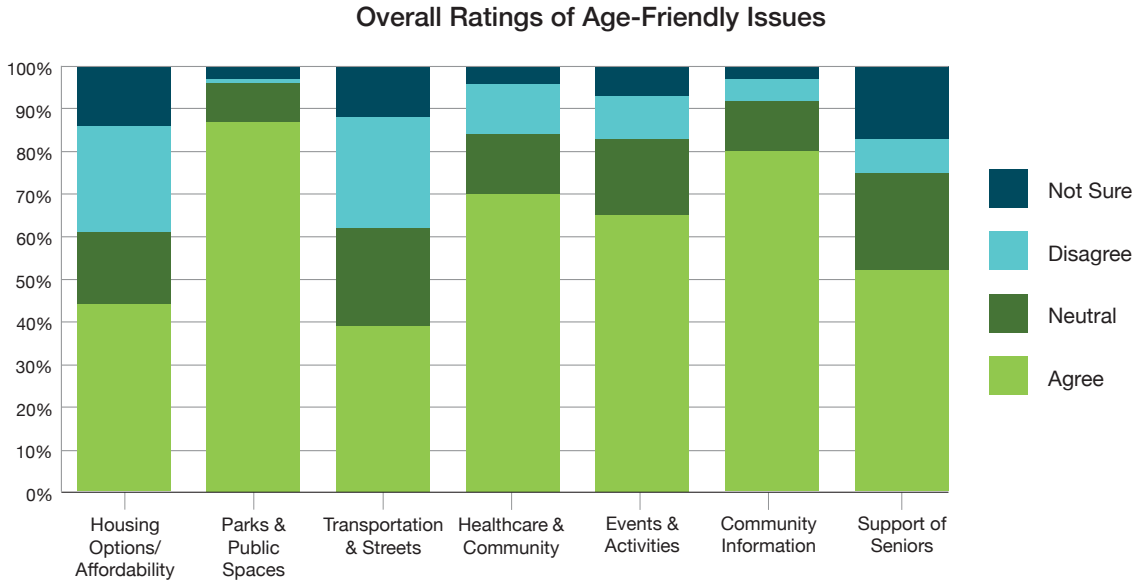
The survey asked questions related to each domain of livability included in this plan including:

- How well the town is addressing or has desired amenities for each domain,
- What resources or amenities residents are currently using, and in some cases, preferred to use,
- The preference or priority for certain types of improvements, and
- Other suggestions, comments, or recommendations that respondents had (Open ended responses).

Livability Vision

The survey asked how well Wake Forest is performing on specific age-friendly goals.

- There are a variety of housing options that accommodate different needs and income levels.
- The town's public spaces (parks, outdoor spaces, and community buildings) are safe and well-maintained.
- The town is well-served by a range of healthcare facilities and community providers.
- There are accessible, affordable, and culturally diverse events and activities for residents of all ages.
- The town has safe, reliable, and easy-to-use transportation options including public transit, walking, and biking.
- People can easily access information about the community through multiple forms of communication.
- The town is supportive of older adults and respects their contributions to the community.



The following table breakdown responses to age friendly goals by the two major age groups. For most goals statements there were was only minor differences, indicating a general consensus on issues.

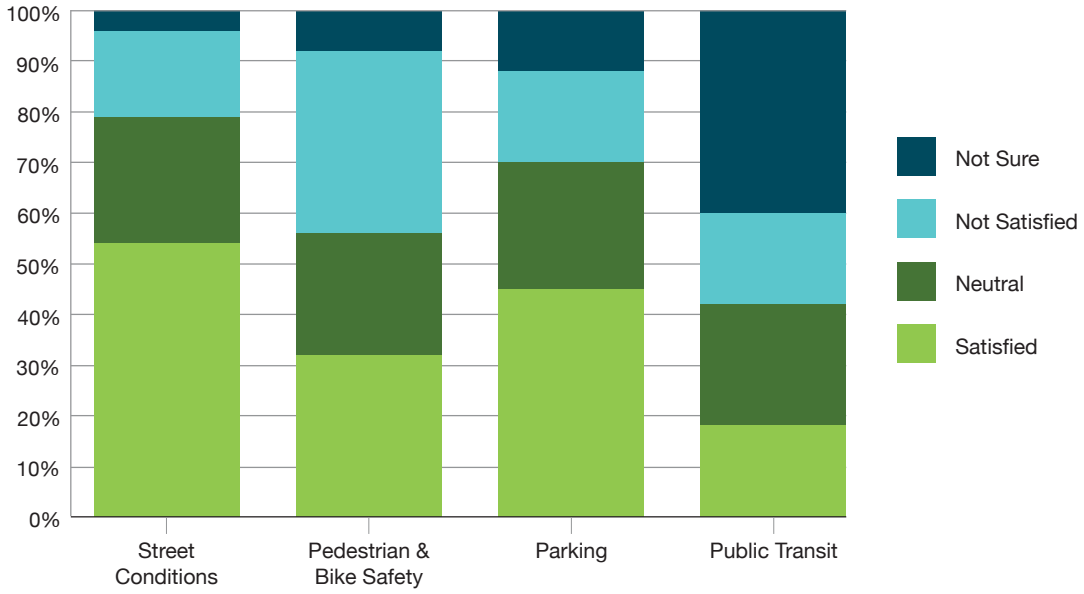
	Agree 55+	Agree <55	Neutral 55+	Neutral <55	Disagree 55+	Disagree <55	Not Sure 55+	Not Sure <55
There are a variety of housing options that accommodate different needs and income levels.	41.9%	48.5%	16.6%	16.5%	23.6%	28.3%	18.3%	7.4%
The town's public spaces (parks, outdoor spaces, and community buildings) are safe and well-maintained.	86.1%	90.6%	9.2%	7.9%	1.8%	1.2%	3.2%	0.5%
The town is well-served by a range of healthcare facilities and providers.	67.4%	64.5%	15.4%	17.2%	11.9%	13.8%	5.4%	3.9%
There are accessible, affordable, and culturally diverse events and activities for residents of all ages.	66.1%	64.0%	17.7%	20.0%	9.2%	10.3%	7.3%	5.9%
The town has safe, reliable, and easy-to-use transportation options including public transit, walking, and biking.	37.0%	42.1%	22.6%	22.9%	24.9%	27.1%	16.0%	8.6%
People can easily access information about the community through multiple forms of communication.	79.2%	82.3%	12.8%	11.8%	2.5%	3.0%	5.9%	3.2%
The town is supportive of older adults and respects their contributions to the community.	54.8%	48.0%	25.2%	21.2%	7.9%	4.4%	12.6%	26.8%

Transportation

Satisfaction with Transportation System

Pedestrian and Bike Safety #1 Concern. Of those providing an answer other than "not sure", approximately 54% of respondents were satisfied with the condition of streets, whereas only 33% were satisfied with public transit, 32% were satisfied with parking, only 24% with pedestrian and bike access and safety. The town is supportive of older adults and respects their contributions to the community.

Satisfaction with Transportation Issues



Preferred Methods of Transportation: Other than driving themselves, walking, riding a bike and having others drive you were the top three preferred methods of getting around town for nonwork-related activities.

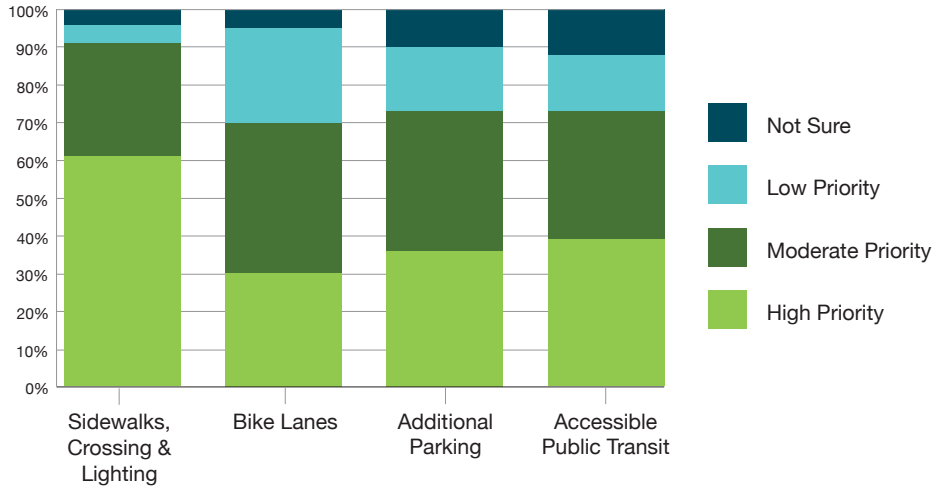
Top Methods of Transportation Besides Driving Yourself

	55+	<55	Total	% of Total Survey Responses
Walk	172	162	334	31%
Bike	65	61	127	12%
Have Others Drive You	110	60	170	16%
Take Public Transit	28	30	58	5%

Top Transportation Issues

When asked how respondents would prioritize certain street and transportation improvements, sidewalks and pedestrian crossings topped the list. However, bike, parking, and public transit improvements were also recommended by approximately 70% of respondents. When desired improvements were ranked by age, only parking had a significant difference in priority rating.

Desired Transportation Improvements



High Priority Transportation Issues

	55+	<55
Sidewalks, Crossings, and Lighting Improvements for Pedestrians	61%	66%
Bike Lanes, especially to Downtown and Commercial Areas	29%	36%
Parking	43%	25%
Public Transit Improvements	40%	38%

Written responses related to transportation indicated that people liked the new GoWake public transit system and, for the most part, thought streets were well maintained. The most repeated comments for improvements included:

- Making sidewalks continuous on roads leading to retail centers and schools (e.g., Rogers Road)
- Improving and adding more pedestrian crossings downtown and on roads leading to downtown.
- Improving pedestrian and bike crossing of Hwy 98, enhancing access for those living south of 98 (the majority of new development) to get into downtown, especially on the new Franklin Street Intersection.
- Add more bike lanes, especially to public spaces and community centers.
- Add dedicated GoWake transportation vehicles or allow the reservation system to prioritize rides for seniors and those with disabilities so people with driving difficulties have better access.

Housing

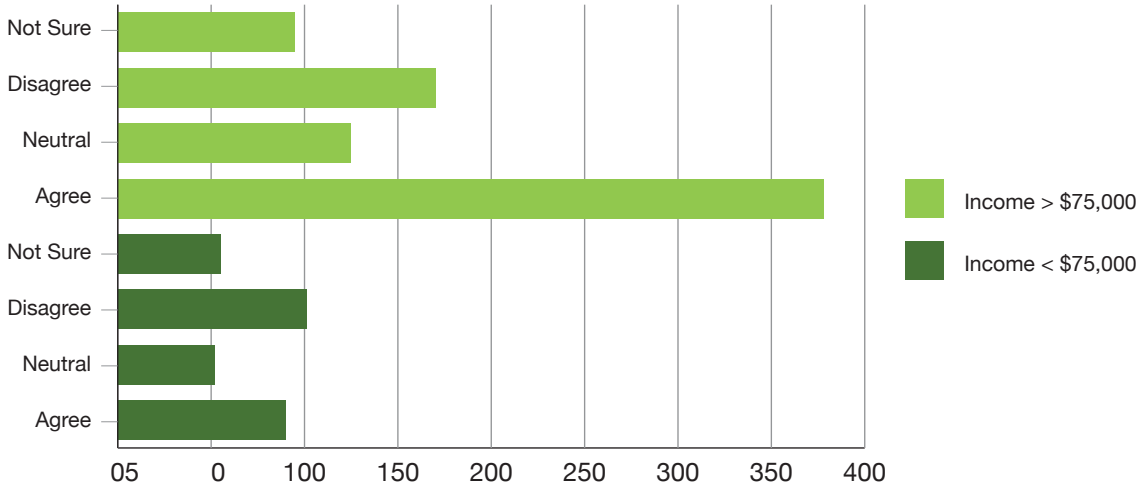
Housing was the livability or age-friendly issue with the highest rate of dissatisfaction, especially when it came to affordability or options for seniors.

Satisfaction with Housing Stock

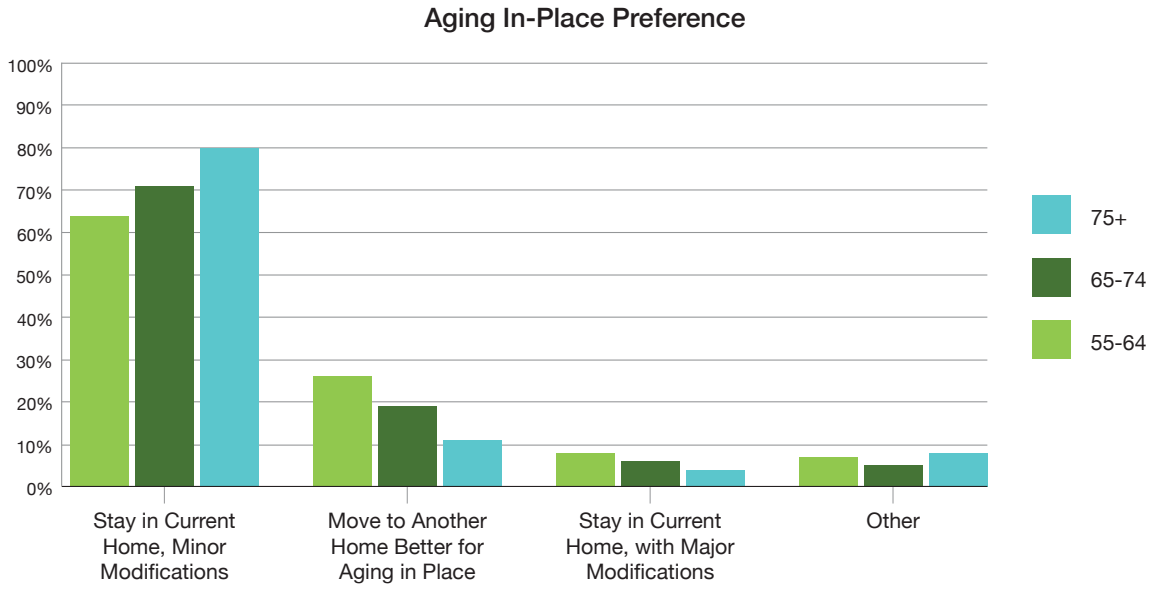
Responses by Income Level

While a majority of survey questions did not have significantly different responses based on income, housing was an exception. 50% of respondents with annual incomes >$75,000 were satisfied with housing options, compared to less than 30% for those with incomes <$75,000; Only 21% of higher income people were dissatisfied, compared to 33% of lower income respondents.

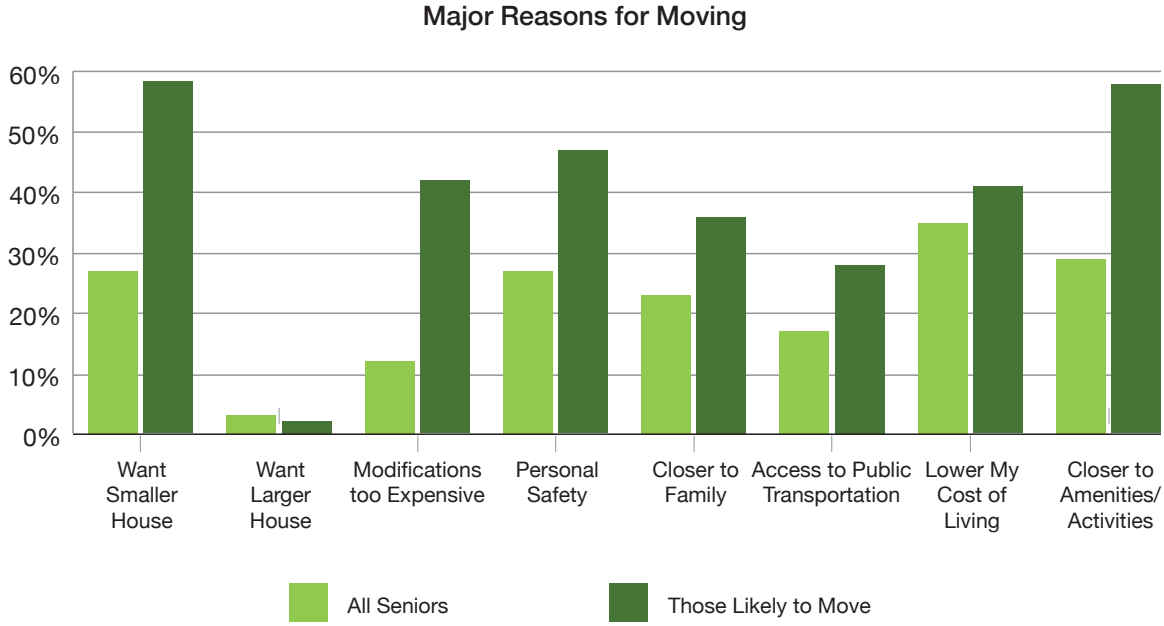
Response to: "There are a variety of housing options that accommodate different needs and income levels."



Housing for those over 55 years of age. The ability to age in place is a key tenant of an age-friendly community. **Not surprisingly, most older adults want to stay in their home.** This increased by age group, with 80% of those over 75 wanting to remain in their current home, compared to just over 60% for those 55-64. These response levels, taken with the lack of availability of smaller or universal designed homes become a significant issue with age-in-place housing.



When asked about the reasons they would move, wanting a smaller home and being closer to amenities and activities top the list for those most likely to move. This strongly correlates with other housing responses that indicate people wanted to see smaller homes.



Written Comments

Many written responses highlighted the need for more affordable housing and smaller singlefamily housing. There was much dissatisfaction with the high rate of new residential building, especially apartments, as well as the lack of connections (sidewalks and bike lanes) between development and public/retail services.

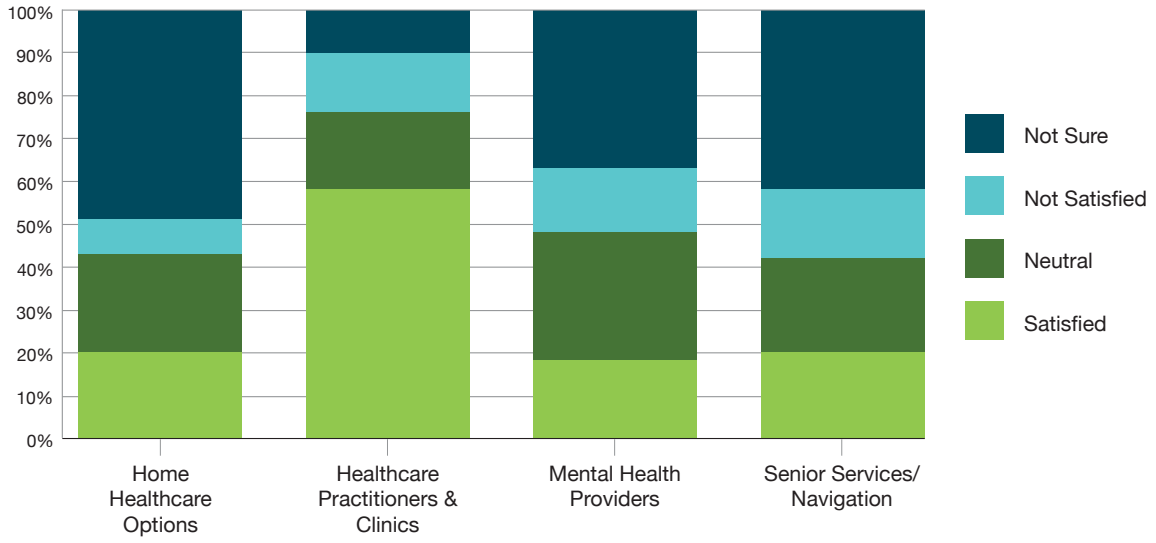
Of the 570+ written comments for housing

- 142 responses were concerned about affordability and the lack of affordable housing throughout the Town.
- 96 responses referred to the lack of smaller, single-level or housing designed to age in place (universal design)—Seniors commented there was a lack of independent options for smaller single-story homes, especially near services (e.g. Dell Web is car dependent); some noted a lack of ADUs (Accessory Dwelling Units), questioning the town's policies on ADUs.
- 92 talked about slowing down development, especially apartments, and to improve the street and infrastructure to catch up with recent development.
- Other comments talked about codes and requirements such as leaving more trees, connecting sidewalks for continuous pedestrian access, and completion of greenways.

Healthcare & Community Services

Overall, respondents were satisfied with physicians and health specialists, yet neutral or not satisfied with mental health and social services. The majority of respondents had no interface with home health, and those that did rated it mostly neutral.

Satisfaction with Healthcare Services



Health and social services are especially important for caregivers and those with disability.

Caregiver Status

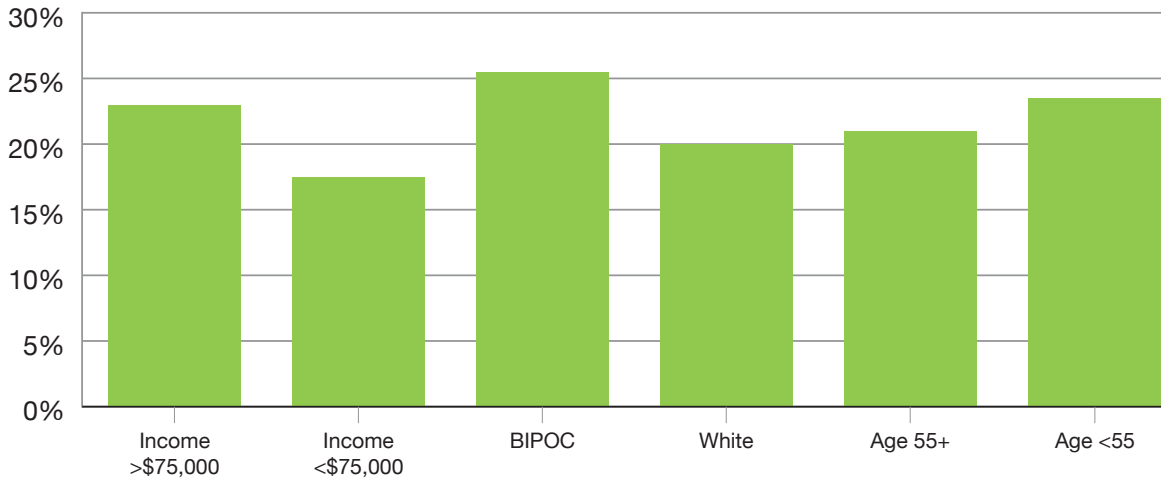
Approximately 22% of respondents said they were an unpaid caregiver. This is consistent across major age groups. This is also consistent with national studies that show 1 in 5 people identify as unpaid caregivers. Older residents tend to care for a parent or spouse, while younger residents primarily care for older generations.

Caregiver Status

	55+	<55	Total
Parent/Grandparent	58	69	127
Spouse/Partner	48	4	52
Other Relative	30	19	49
Child/Grandchild	8	1	9
	144	93	237
Percent of Total Responses	21.1%	22.8%	21.7%

Caregivers were found in all ages and income categories, indicating a strong need for caregiver support and services across the community

Unpaid Caregiver Status



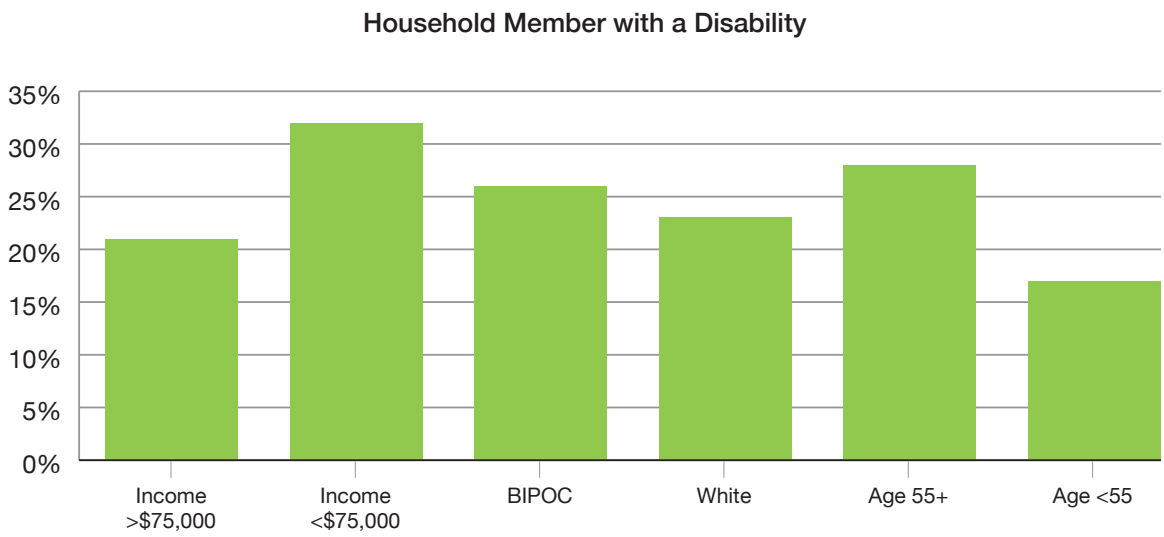
Disabilities

The number of households having a member with disabilities is consistent with the CDC and Census estimates of 1 in 4 or approximately 25% of people nationwide with disabilities.

Disability in Household

	55+	<55	Total
Yes	191	72	263
No	491	336	827
Percent Yes	28%	18%	24%

Those with disabilities were found in all types of households with higher incidences in lower income and older adults.



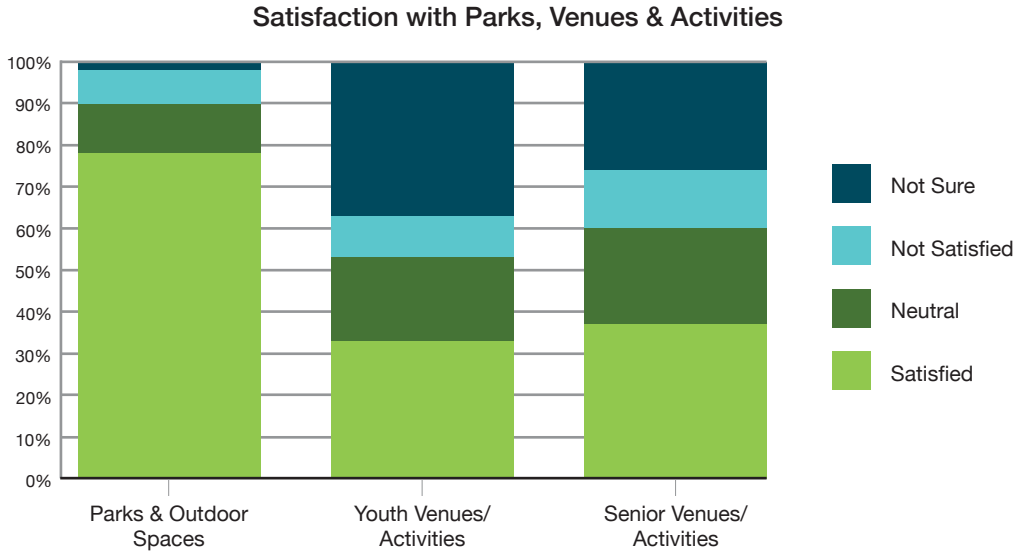
Written Comments

Respondents wrote they'd like to see:

- A closer hospital.
- Facilities or programs to support those with dementia.
- More classes and support for family caregivers.
- Expansion of or a second senior center to accommodate the growth of the aging population in the region.

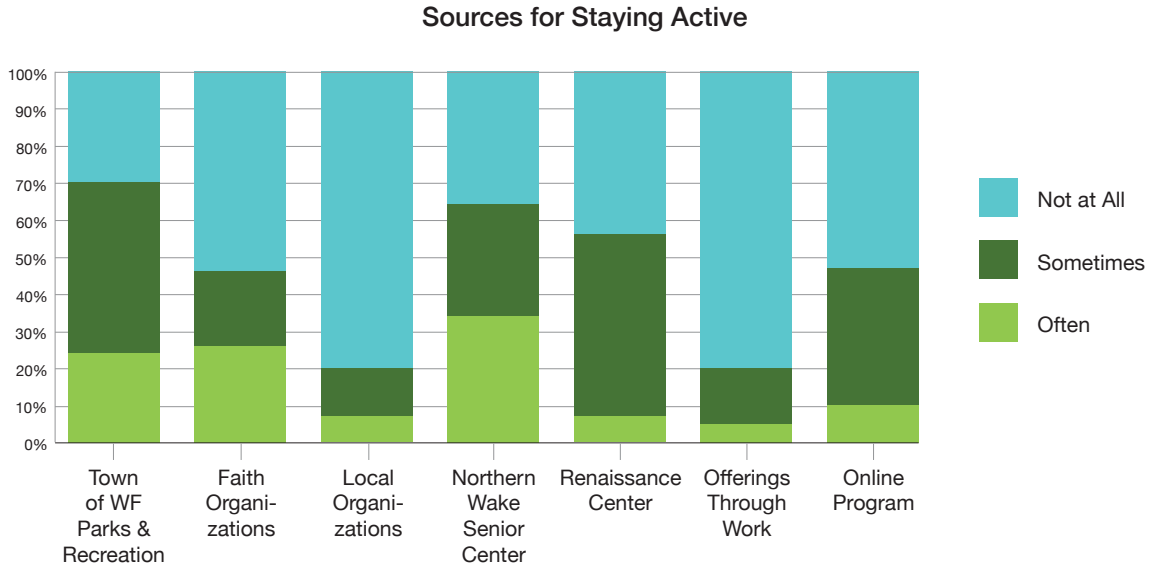
Parks, Recreation, and Public Spaces/Events

Overall, survey respondents were very satisfied with the array of amenities in Wake Forest, especially parks and green spaces. Age-specific venues, however, received lower ratings.



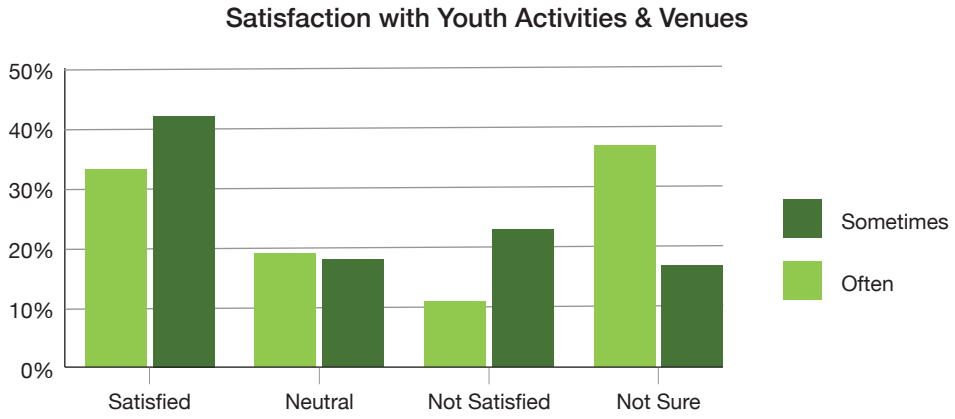
Sources for Staying Active

When asked where people turn for social and physical activity, the Town's Park and Rec, Senior Center, and Renaissance Centre topped the list.



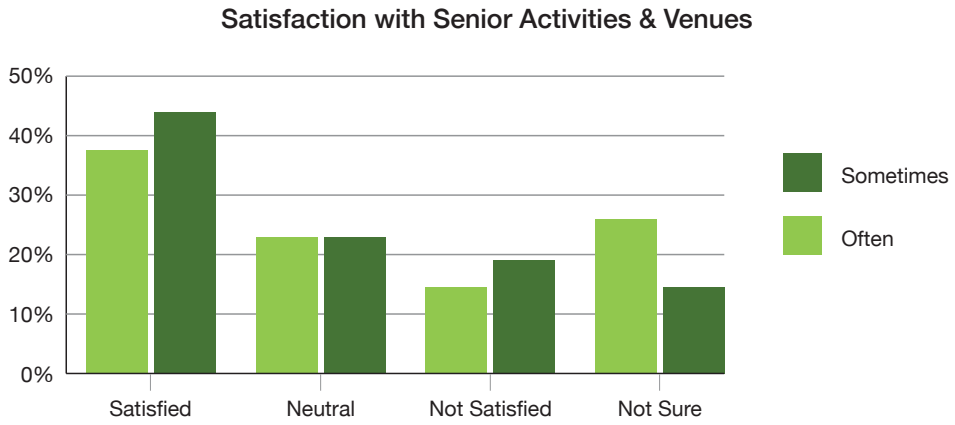
Social and Recreational Venues for Specific Age Groups

Youth Venues: Respondents with children were more than twice as likely to be dissatisfied with youth venues and activities. Specifically, venues and activities for tweens and teens.



Senior Venues

Seniors were slightly more likely to be both satisfied and dissatisfied with current venues/ activities, than the overall response. The written comments referred to dissatisfaction as stemming from an overcrowded senior center that was at capacity versus the lack of options for seniors. (See Senior section for more detail)



Written Comments

Respondents wrote they'd like to see:

- Completing greenways, especially connections between segments
- Expanding facilities for the senior center, or building a second center
- Providing a venue and additional programming for youth ages 12-17.
- Having recreational offerings/facilities in the south part of town, where the majority of growth has occurred.
- Continuing and expanding the family events (lots of compliments on these)

Civic Engagement and Communication

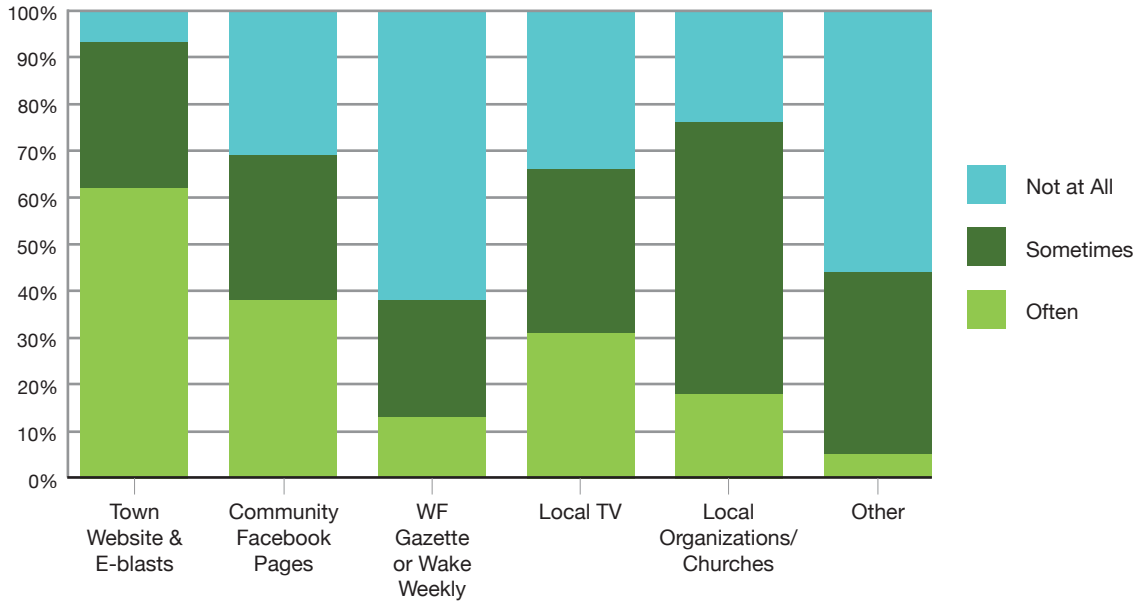
Overall, respondents were **satisfied with the sources of community information and the communication from the Town**, and this favorability increased for age groups under 65.

Approximately 30% of respondents were **unsure of volunteer or civic engagement options and another 30% were neutral**; this increased for respondents under 55 or those living in Wake Forest less than 5 years.

Satisfaction with Civic Engagement & Communication

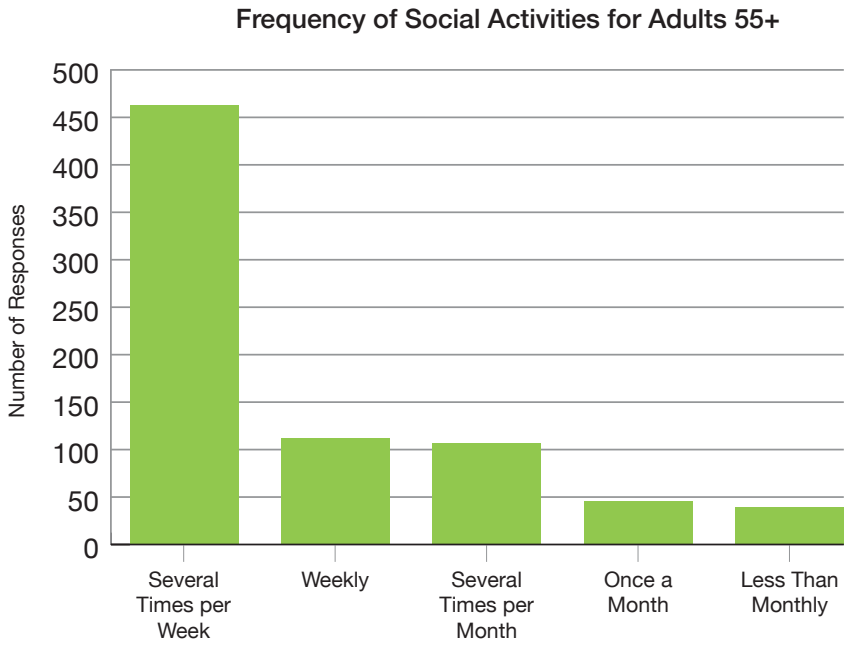
The vast majority of respondents use correspondence from the Town and community Facebook pages to get information about Wake Forest. Most were satisfied with the level and access to community information.

Sources of Town Information

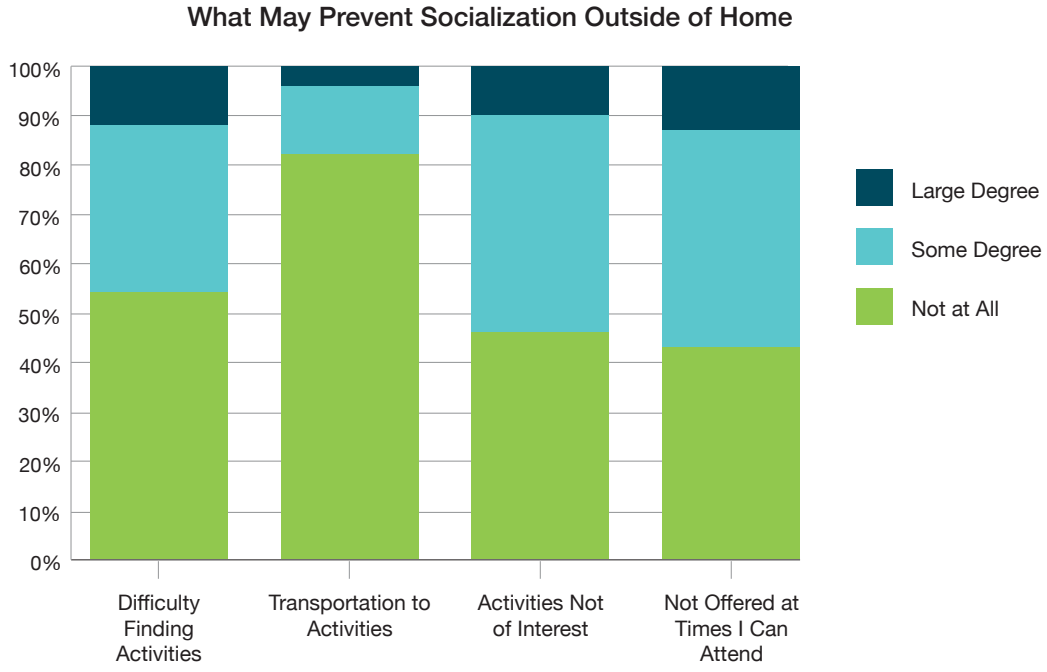


Support for Seniors

Most survey respondents over 55 were active and could find and access a variety of programming. When asked how often they engaged in social or group activities, the vast majority said several times per week.



On average, less than 10% had difficulty finding or getting to activities. The lowest percentage of satisfaction was related to the variety of activities or times offered. This was greatest for those between 55-64, the age group most likely to be employed.



Services for Aging

When asked where people go to find information about services for older adults such as caregiving services, home-delivered meals, home repair, medical transport or social activities, **the senior center was chosen by 2/3 of survey respondents** that answered this question. This underscores the **importance of navigation** services within senior programming.

	Number of Responses	Percent of Active Responses
Senior Center (WFCAA)	502	62%
Doctor or Health Professional	342	42%
Faith Organization	212	26%
Local Nonprofit	146	18%
Other	93	11%
Blank (No Response)	389	

Housing for Aging Adults: See Housing Section.

Overall Recommendations

578 respondents provided feedback to the question:

"If there were two additional things you'd like to see the town do to enhance the age friendliness of Wake Forest, what would those be?

These answers were analyzed and divided into categories. These categories were then applied to three age groups: those younger than 45, those 45-64 and those 65 and older.

- **The only issue that ranked in the top five among all groups was related to the walk/bike and transit issues.** For all age groups continuous sidewalks and more pedestrian crossing was frequently mentioned. For older respondents, the issue of public and senior transit was pervasive (although this age group ranked their preferred way of traveling by transit low)
- **Housing was a top issue for those 45 and older**, with responses related to affordability, the lack of smaller homes, and the lack of homes built for aging in place.
- Age-sensitive recommendations included an array of **suggestions related to senior activities, especially for those over 65**. The majority of which included address the growth constraints of the existing senior center, and the need for more navigation services.
- **Younger respondents the number one issue related to expanding the venues and activities for children, especially tween and teens.**
- Issues related to outdoor space ranked third overall, and included the completion of greenways, more recreation options in the southern region of town, more benches in parks.

Town of Wake Forest Nondiscrimination Notice

The Town of Wake Forest, pursuant to its policy to comply with Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities, will not exclude from participation in, deny the benefits of, or subject to discrimination any person based on race, color, religion, limited English proficiency, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or income-level, under any programs, activities, and services conducted or funded by the Town of Wake Forest.

Any person who believes they have, individually or as a member of any specific class of persons, been wronged by a discriminatory act (action or inaction) of the Town of Wake Forest or its funding recipients, has the right to file a complaint with the Town of Wake Forest. Complaints may be filed by the affected individual(s) or a representative and should be filed no later than 180 calendar days after the following:

- The date of the alleged act of discrimination,
- The date when the person(s) became aware of the alleged discrimination, or
- Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

All complaints should be signed and include contact information. You may file a written complaint with the Town of Wake Forest Title VI Coordinator at 301 South Brooks Street, Wake Forest NC 27587 or call 919-435-9415. For instructions on how to file a complaint or additional information regarding the Town of Wake Forest's nondiscrimination obligations, please visit www.wakeforestnc.gov/title-vi or contact:

Town of Wake Forest
ATTN: Lisa Hayes, Organizational Performance Director
301 South Brooks Street
Wake Forest, NC 27587-2901
Phone: 919-463-9415
Email: lhayes@wakeforestnc.gov

Anyone with a hearing or speech impairment may use Relay NC, a telecommunications relay service, to call the Town of Wake Forest. Relay NC can be accessed by dialing 711 or 1-877-735-8200.

ATTENTION: If you speak a language other than English, the following language assistance services are available to you, free of charge. Qualified interpreters and information written in other languages. Call 1-800-522-0453.

El Town of Wake Forest, conforme a su política de cumplimiento con el Titulo VI de la ley de Derechos Civiles del 1964 y otras autoridades pertinentes no discriminatorias, no excluirá de participación en, o negara beneficios de, o será subjeto a discriminación a ninguna persona basado en su raza, color, religión, domino limitado del inglés, sexo, estatus matrimonial, estatus familiar, origen nacional, edad, incapacidad mental o física, orientación sexual, identificación de género, o nivel de ingreso, bajo ningún programa, actividades y servicios dirigidos o fundados por el Town of Wake Forest.

Cualquier persona que entienda ha sido, individualmente o como miembro de cualquier clase especifica de persona, afectado por un acto discriminatorio (acción o inacción) por el "Town of Wake Forest" o sus destinarios financiados, tiene el derecho de presentar una queja con el "Town of Wake Forest". Las quejas escritas pueden ser sometidas por el individuo(s) afectado o un representante dentro de 180 días calendario luego de lo siguiente:

- La Fecha de la alegada discriminación,
- La fecha cuando la persona (s) se percata de la alegada discriminación,
- Donde ha habido un curso de conducta continuo, la fecha en la cual la conducta a descontinuado o la última instancia de la conducta.

Toda queja escrita debe incluir firma e información de contacto. Usted puede presentar una queja escrita a la dirección 301 South Brooks Street, Wake Forest NC 27587, dirigido al "Town of Wake Forest Title VI Coordinator" o llamar al (919)-435-9415. Para más información e instrucciones de como presentar una queja relacionado con las obligaciones no discriminatorias del Town of Wake Forest, puedes visitar www.wakeforestnc.gov/title-vi o contactar:

Town of Wake Forest
ATTN: Lisa Hayes, Organizational Performance Director
301 South Brooks Street
Wake Forest, NC 27587-2901
Phone: 919-463-9415
Email: lhayes@wakeforestnc.gov

Personas con discapacidad auditiva o del habla pueden utilizar los Servicios "Relay NC telecommunications relay service", para llamar al Town of Wake Forest. Puedes acceder al servicio llamando al 711 o 1-877-735-8200.

ATENCION: Si habla un idioma distinto del inglés, los siguientes servicios de asistencia de idiomas están disponibles para usted, de forma gratuita. Intérpretes cualificados e información escrita en otros idiomas. Llame al 1-800-522-0453.

Town of Wake Forest
Nondiscrimination Policy Statement

It is the policy of the Town of Wake Forest to ensure that no person shall, on the grounds of race, color, religion, limited English proficiency, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or income-level, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town of Wake Forest program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout the Town of Wake Forest to comply, at a minimum, with Title VI and related requirements:

- Denying to an individual any standard service, access to Town owned or operated facilities, financial aid, or other program benefit without good cause.
- Providing any service, financial aid, or other benefit to a person which is distinct in quantity or quality, or is provided in a different manner, from that provided to others under the program.
- Subjecting a person to segregation or separate treatment in any part of a program.
- Restricting in the enjoyment of any advantages, privileges, or other benefits enjoyed by others.
- Denying an individual access to Town facilities.
- Applying different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities.
- Using acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because s/he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing.
- Allowing discrimination in any employment resulting from a program, the primary purpose of which is to provide employment.

Notes

Age-Friendly
WAKE FOREST

RESOLUTION 2026-XX

RESOLUTION APPROVAL OF AGE-FRIENDLY COMMUNITY STRATEGIC ACTION PLAN

WHEREAS, the AARP Network of Age-Friendly States and Communities supports the work of local, regional, and state governments as they prepare for the nation's changing demographics; and

WHEREAS, in 2024 the Town of Wake Forest was accepted into the AARP Network of Age-Friendly States and Communities which helps communities become more livable and supportive of people of all ages; and

WHEREAS, acceptance into the Age-Friendly States and Communities requires the Town of Wake Forest to develop a community-wide action plan based on an assessment of the community; and

WHEREAS, a committee gathered community input through a variety of mechanisms and worked with Town of Wake Forest staff to develop an Age-Friendly Community Strategic Action Plan; and

WHEREAS, the Age-Friendly Community Strategic Action Plan will be managed and monitored by Town of Wake Forest staff;

BE IT RESOLVED THAT the Board of Commissioners of the Town of Wake Forest hereby approves the Age-Friendly Community Strategic Action Plan and authorizes the Town Manager and staff to facilitate the work included in the plan.

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.: 2026-986
Submitted by: Jennifer Herbert,Downtown Development
Submitting Department: Downtown Development
Meeting Date:September 15, 2026

Subject
Event Recommendations for 2027 and Beyond

Recommendation:
Staff is seeking consensus on proposed changes to the 2027 events calendar that would establish the framework for event scheduling moving forward.

item Summary:

ATTACHMENTS:
- Agenda Summary BOC

Agenda Item: Event Recommendations for 2027 and Beyond

Summary: Staff is seeking consensus on proposed changes to the 2027 events calendar that would establish the framework for event scheduling moving forward. Staff recommendations include reducing the number of Friday Night on White (FNOW) events from six to three annually, changing the start time of the July 3 Fireworks event to gates opening at 7 p.m., and combining the Wake Forest Holiday Kickoff and the Lighting of Wake Forest into a single signature holiday event presented by Wake Forest Downtown, Inc. (WFD).

Attachments: None

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-956-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 15, 2026

Subject
August Tax Report

Recommendation:

item Summary:

ATTACHMENTS:

- WF-TAX-REP-AUG-2026-BOC-MTG.pdf

WAKE COUNTY
NORTH CAROLINA

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
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CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

August 18, 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 August 17, 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,

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

WAKE COUNTY TAX ADMINISTRATION

06/01/2026 - 06/30/2026

Rebate Detail Report

WAKE FOREST

DATE 07/17/2026 TIME 10:58:58 AM

REBATE NUM	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS ACCOUNTS												
969156	30.77	0	0.00	3.08	0.00	33.85	6/22/2026	0007020764	2025	2025	000000	ANDREW MCCOOK
969157	36.28	0	0.00	0.00	0.00	36.28	6/22/2026	0007020764	2024	2024	000000	ANDREW MCCOOK
SUBTOTALS FOR BUSINESS ACCOUNTS	**67.05**	**0.00**	**0.00**	**3.08**	**0.00**	**70.13**	**70.13**		**2 Properties Rebated**			
INDIVIDUAL PROPERTY ACCOUNTS												
965449	107.98	0	30.00	0.00	0.00	137.98	6/1/2026	0007050115	2025	2024	000000	RODRIGUEZ-MELENDEZ, JULIO ENRIQUE
966657	146.08	0	0.00	0.00	0.00	146.08	6/2/2026	0007065660	2026	2025	000000	JALKOTE, SHIVAM
967983	109.83	0	30.00	0.00	0.00	139.83	6/15/2026	0007083928	2026	2025	000000	IZUZU, CHIDUMGA CHIEMEKA IHUOMA
968152	141.35	0	30.00	0.00	0.00	171.35	6/15/2026	0007084435	2026	2025	000000	HARRISON, GLADSTONE FREDERICK II
968316	13.28	0	30.00	0.00	0.00	43.28	6/15/2026	0007065660	2026	2025	000000	JALKOTE, SHIVAM
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	**518.52**	**0.00**	**120.00**	**0.00**	**0.00**	**638.52**	**638.52**		**5 Properties Rebated**			
	585.57	**0.00**	**120.00**	**3.08**	**0.00**	**708.65**	**708.65**		**7 Properties Rebated for the District City**			
TOTAL FOR WAKE FOREST	**585.57**	**0.00**	**120.00**	**3.08**	**0.00**	**708.65**	**708.65**		**7 Properties Rebated for all Cities**			
GRAND TOTAL	**4,445.86**	**564.42**	**720.00**	**2,534.43**	**0.00**	**8,264.71**	**8,264.71**		**46 Properties Rebated for all Cities**			

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-858-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 15, 2026

Subject
Commissioners Report

Recommendation:

item Summary:

ATTACHMENTS:

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-987
Submitted by: Ella Dowtin,Administration
Submitting Department: Administration
Meeting Date:September 15, 2026

Subject
Monthly Report

Recommendation:

item Summary:

ATTACHMENTS:

- August 2026 Monthly Report .pdf

AUGUST 2026| Department Monthly Report

Center for Active Aging

ACTIVITY	
ACTIVITIES	
Total Active Members	2,504
Number of Events Hosted	1
Number of Programs Hosted	65
Total Events Attendance	27
Total Programs Attendance	4,061

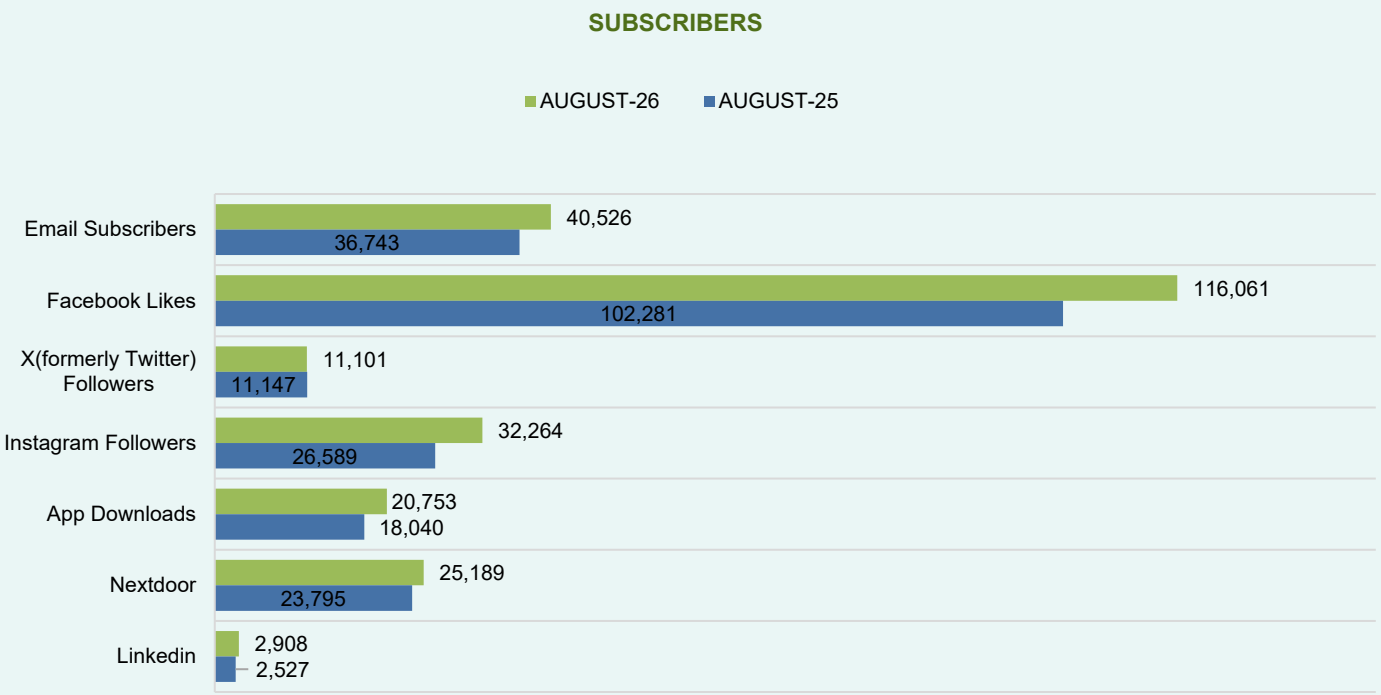
REVENUE COLLECTED	
COLLECTIONS AMOUNT	
Classes	$60,456
Donations	$120
Miscellaneous	$1,000

Communications

ANNOUNCEMENTS	
Media Releases	40
Email Announcements	22
Town-to-Resident Phone Calls/Texts	14

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Forms & Applications	39,195
2	Home	8,450
3	Utility Bill Payment Options	3,684
4	Holding Park Aquatic Center	3,509
5	Friday Night on White	3,071



Downtown Development

OCCUPANCY

	JUL -SEPT 2026	JUL - SEPT 2025
Occupancy Rate in Percentage	92%	91%

NEW BUSINESSES

	AUGUST 2026	FISCAL YEAR-TO-DATE
Number of New Businesses	0	1
Number of Businesses Closed	0	1

UPDATES PROVIDED QUARTERLY

EVENTS

THIRD QUARTER EVENTS (JUL - AUG)	ATTENDANCE IN 2026	ATTENDANCE IN 2025
Friday Night on White	5,000	10,000

Downtown Development Director attended the NC Main Street Director's meeting in Brevard, NC, August 3-6, 2026, where the primary focus was on economic development.

Five additional historic plaques were installed downtown, bringing our total number of historic plaques to twenty-three.

Wake Forest Downtown, Inc. (WFD) approved a Downtown Events & Collaboration grant to The Cotton Company for Twilight on White (August 21).

WFD kicked off its Support Local Receipt Challenge on August 14, and the challenge runs through September 14. Participants have a chance to win Downtown Dollars, including a $300 Grand Prize and two $100 prizes, thanks to our Platinum and Gold sponsors. To participate, patrons are encouraged to spend a minimum of $30 across three different sectors. All they need to do is submit photos of their receipts for a chance to win.

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)

	AUGUST 2026	AUGUST 2025
Number of Responses to RFIs	2	1

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH
Unita Marketing
Hatch
STOA
Preztin

Engineering

PROJECT UPDATES	
Street Resurfacing	Resurfacing efforts will continue into the fall, followed by pavement markings and project punch list items.
S. Franklin Street	The road is fully open to traffic. Temporary lane closures may occur as the contractor works through the project punch list items. Remaining project plantings are scheduled for Fall installation.
Traffic Signal- Forestville Rd at Coach Lantern	Anticipated project completion in the Fall/Winter 2026.
Wake Forest Reservoir	Project bid opening was June 2, 2026. Awarded to the low bidder, Zachry Construction. Working through contract documents and awaiting final approval from FEMA.

Finance

FINANCIAL TASKS COMPLETED

External Report Submissions	Submission Date
BLS Department of Labor Report	8-24-2026
ORBIT/LGERS Report – NC State Treasurer	8-4-2026
NC Sales and Use Tax Form E500	8-13-2026
Utility Sales Tax Return – E500 E	8-13-2026
Gross Receipts Tax Report	8-13-2026

GENERAL UPDATES

Finance staff continue to work on the annual audit and year-end financial reporting. Interviews for the Assistant Finance Director position will begin soon.

NOTE: Several data points were removed from the Monthly report and will instead appear as Performance Measures and Workload Indicators in the annual budget document and on the Open Data Portal.

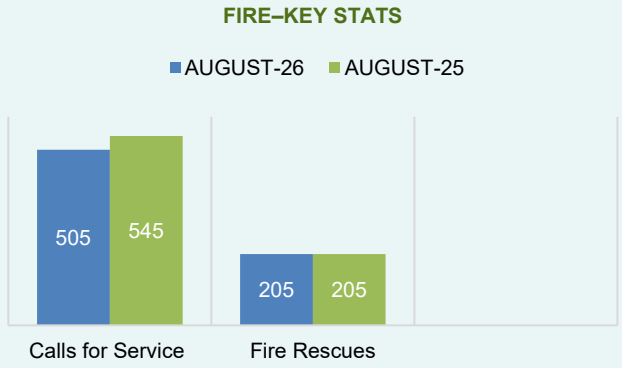
Fire

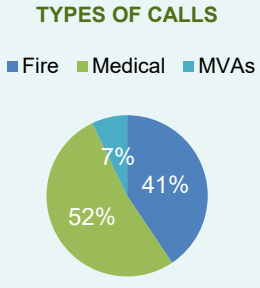
KEY STATS

	AUGUST 2026	AUGUST 2025
Calls for Service	505	545
Average Response Time	5:17	4:34

TYPES OF CALLS

	AUGUST 2026	AUGUST 2025
Fire	205	213
Medical	264	304
Motor Vehicle Accidents (MV24A)	36	28





Human Resources

EMPLOYMENT

	AUGUST 2026	AUGUST 2025
Positions filled	479	441
Vacancies	18	30
Total Authorized Positions FY 2025–2026	**497**	**471**

PROMOTIONS/TRANSFERS

NAME	DEPARTMENT	POSITION	DATE
Debra Leach	WF Power	Utility Billing Assistant	8-03-2026
Hunter Williams	Public Works	Construction Worker III	8-03-2026

Information Technology

SERVICE STATS

	AUGUST 2026	AUGUST 2025
Service Requests Completed	747	803
Network Uptime Percentage	100%	100%

Inspections & Public Facilities

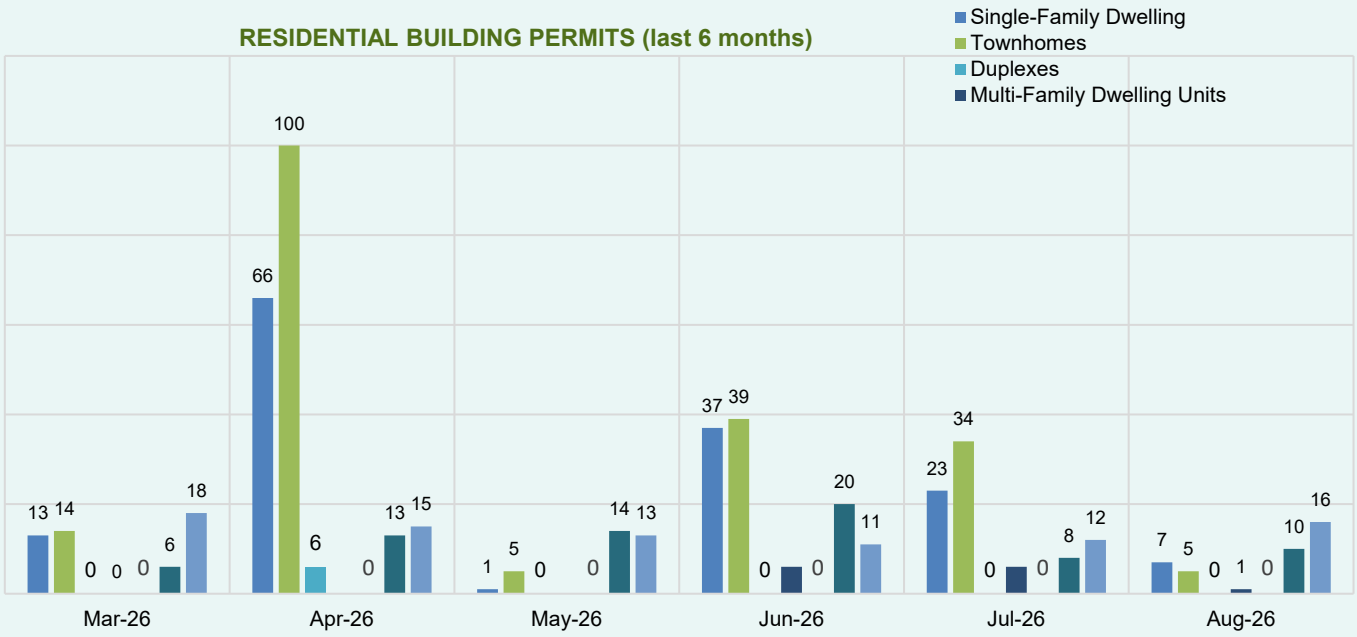
RESIDENTIAL PERMITS

	AUGUST 2026	AUGUST 2025
Single-Family Dwelling	7	9
Townhomes	5	12
Duplexes	0	0
Multi-Family Dwelling Units	1	0
Other	137	136
Total	**176**	**157**

NON-RESIDENTIAL PERMITS

	AUGUST 2026	AUGUST 2025
New Commercial	1	2
Fit-Ups	4	2
Other	18	33
Total	**23**	**37**

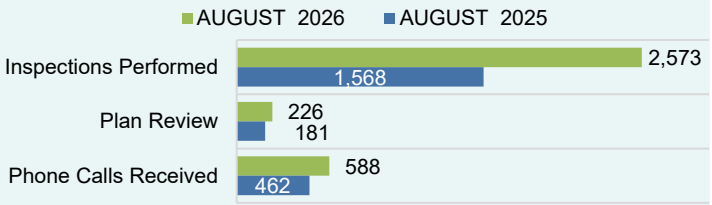
Inspections & Public Facilities



PUBLIC FACILITIES

	AUGUST 2026	AUGUST 2025
Preventative Maintenance Completed	782	674
Reactive Work Orders	169	127

DEPARTMENTAL PRODUCTIVITY



BUSINESSES

NEW COMMERCIAL BUSINESSES	
JONES DAIRY FARM WELL #1	6305 RIDGEMOUNT ST
FIT-UPS	
VAD HVAC	920 TIMBERLINE VIEW DR 120
ANSTEAD'S CIGAR BARN	3605 ROGERS BRANCH RD 106
BARRE3 FITNESS	3605 ROGERS BRANCH RD 104
COLDWELL BANKER	953 GATEWAY COMMONS DR.
PRE-OCCUPANCIES	
ZENETH LLC	745 MERRITT CAPITAL DR 121
FREINA LLC	11721 RETAIL DR 105
ST JOHNS PROPERTIES RALEIGH	1752 HERITAGE CENTER DR 203
WGK CONSTRUCTION	1756 HERITAGE CENTER DR 202
CARDINAL POINTS IMAGING	839 WAKE FOREST BUSINESS PARK

Organizational Performance

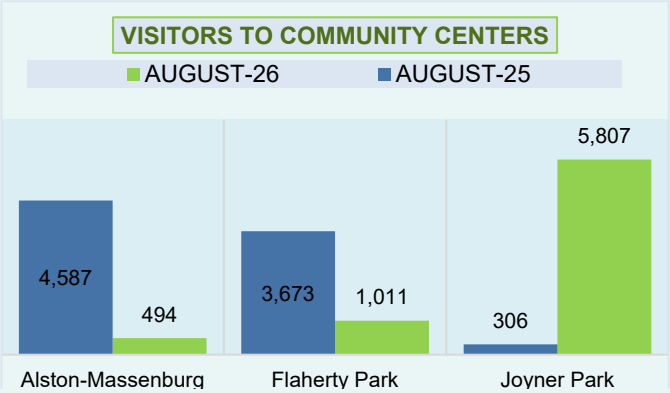
NORTHERN COMMUNITY FOOD SECURITY TEAM (NCFST)	
Staff Hours	28 hrs./week
Updates	Food Summit & Planning - x5 TAM p/u - x2 Mobile Market - x2 Mini-Pantry - x12 WFCT - x4
Event	None

GUEST SERVICES VOLUNTEER (GSV) PROGRAM	
Active	19
Inactive	2
Onboarding	N/A
Hours (AUGUST)	174

Parks, Recreation & Cultural Resources

ATHLETICS

	AUGUST 2026	AUGUST 2025
Registrations Received – Youth	44	4
Registrations Received – Adult	2	4
Games Held	47	28
Revenue	$2,356	$1,660



VIEW

RECCONNECT PROGRAM GUIDE

The program guide is updated twice per year in January and AUGUST.

PROGRAMS

	AUGUST 2026	AUGUST 2025
Registrations Received – Youth	210	515
Registrations Received – Adult	144	165
Classes/Programs Held	28	30
Revenue	$28,815	$30,348

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	2
Reactive Maintenance	3
PM Inspections & Services	12
Evening & Weekend Park Services	5

FACILITY RENTALS

	AUGUST 2026	AUGUST 2025
Athletic Fields	7	4
Joyner Park Outdoor / Open Space	3	7
General Outdoor / Open Space	0	0
Picnic Shelters	14	3
Wake Forest Community House	13	11
Joyner Park Community Center	0	2
Flaherty Park Community Center	0	0
Alston-Massenburg Center	4	0

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	AUGUST 2026	AUGUST 2025
Aquatic Center	6,112	3,856
Joey McCrea Wiggins Park Sprayground	3,312	713

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

	AUGUST 2026	AUGUST 2025
COAs Received	0	0
COAs Approved	0	0

Police

KEY STATS		
	AUGUST 2026	AUGUST 2025
Calls for Service	5,014	4,746
Vehicle Crashes	199	178

Public Works

Streets: Public Works had a productive month, assisting with two Town events, Friday Night on White (FNOW) and the WFPD Touch-A-Truck event. The team replaced 471 feet of sidewalk trip hazards using approximately 50 yards of concrete and patched 13 potholes with 90 tons of asphalt. Cemetery maintenance included marking two graves and one headstone, grading the area where trees were removed at Wake Forest Cemetery, and regrading cemetery driveways. Staff also completed NC811, Diversity, and Customer Service training to support continued professional development and quality service to the community.

Fleet: During the month of August, the Fleet Division successfully completed 271 work orders, reflecting a strong level of productivity and continued support of Town operations. The combined shop productivity for the month was 72% of total billable hours, demonstrating efficient use of staff time and resources. Fleet staff remained focused on completing maintenance and repair needs in a timely manner to help ensure Town vehicles and equipment remained safe, reliable, and available to support daily operations.

Solid Waste: Solid Waste had a productive month, welcoming new Solid Waste Collector Adrian Anderson, who started on August 3, 2026. The team also participated in the Highway 98 cleanup organized by Jeanette on August 19. A couple of heavy rainstorms resulted in increased yard waste setouts from residents, but the team successfully collected all additional materials. Despite the increased workload, the team completed all trash, recycling, bulk, and yard waste routes safely and on time.

Urban Forestry: Urban Forestry completed 43 work orders and removed 31 trees during the month. The division continued onboarding and training new staff and is now fully staffed. Nathaniel Allain joined the team on August 31, 2026, as a new hire.

Admin: We had a productive month, including a visit to the Multi-Material Recycling Facility to better understand recycling operations and processing related to trash and recycling collection. We also wrapped up Scarlett's summer internship, where she made a valuable contribution, particularly by digitizing cemetery files and improving records management. We are continuing Phase 2 of the APWA Accreditation process, moving forward with documentation and requirements to support the Town's accreditation efforts.

RECYCLING		
	AUGUST 2026	AUGUST 2025
Volunteer Collected Litter	75	100
Volunteer Collected Recycling	0	0
Volunteer Hours	9	15
Volunteer Miles of Streets	0	2
Sections of Roads Cleaned (not miles)	3	0
Number of Creeks Cleaned	0	0
Number of Litter Kits Issued / Returned	8	3

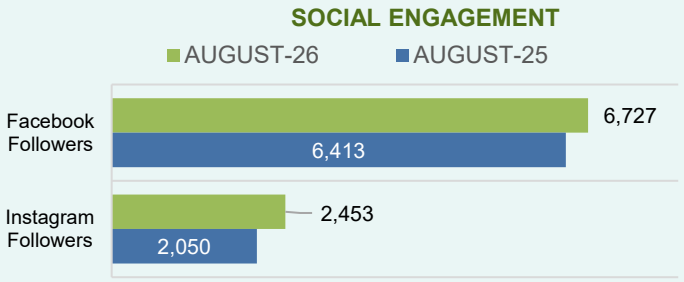
SOLID WASTE		
	AUGUST 2026	AUGUST 2025
New Construction Homes Added	40	25
New Cart Sets	40	25

CEMETERY		
	AUGUST 2026	AUGUST 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	AUGUST 2026	AUGUST 2025
Monthly In-Person Attendance	1,720	1,684
Virtual Views	8,554	7,603
Ticketed Events Held	4	16
Free Events Held	2	4



Highlights for August 2026 for the Renaissance Centre

During August 2026, the Renaissance Centre offered a lively mix of youth performances and interactive theatre experiences. Early in the month, Summer Stage campers concluded their season with a free performance of Madagascar Jr. on August 14th, welcoming the community to celebrate the young performers' hard work. Later in the month, the Centre prepared for the August 22nd presentations of Kill the Music by Interactive Mystery Theatre, where audiences enjoyed solving a spirited whodunnit while indulging in treats from Mica's Sweets & Treats; the evening show sold out, while limited tickets remained for the morning performance. Throughout August, the "More Than Work" gallery exhibition showcased artwork by Town of Wake Forest employees.

Wake Forest Power

CUSTOMER SUMMARY	AUGUST 2026	AUGUST 2025
Electric Meters/Customers	8,650	8,156
N.C. GreenPower Participants	16	16
H.O.P.E. Participants	41	41

NUMBER OF TRANSACTIONS	AUGUST 2026	AUGUST 2025
Tyler Payments (Traditional)	6,672	0

POWER OUTAGES	AUGUST 2026	AUGUST 2025
Total Number of Customers Affected by Outages this Month	42	675
Average Number of Customers Affected per Outage	10	169

PAYMENTS RECEIVED	AUGUST 2026	AUGUST 2025
Tyler Payments (Traditional)	$1,903,862	$0

Historic Preservation Commission

MEETINGS	
Most recent meeting held	08/25/2026
Number of members in attendance: 9 out of 9	

Kari Grace provided an update on the Sustainability Plan and Brad West provided an update on the Comprehensive Transportation Plan.

Human Relations Council

MEETINGS	
Most recent meeting held	08/27/2026
Number of members in attendance: 5 out of 12	

The HRC hosted the meeting without a quorum. Final plans are underway for Good Neighbor Day, Saturday, September 18, 2026 - 1:00 PM.

Public Art Commission

MEETINGS	
Most recent meeting held	08/27/2026
Number of members in attendance: 7 out of 11	

Final preparations for the annual Community Celebration of Arts are underway; the event is Saturday, September 12, 10 a.m.- 2 p.m., at the Renaissance Center.
Continuation of collaboration with Wake Forest Downtown for round two of the boulevard banner project is underway.
Saturn's Toybox was picked up for repairs.
Review of budget and ordinance.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS	
Most recent meeting held	08/24/2026
Number of members in attendance: 11 out of 11	

Work Groups Updates: Unplugged September 6th – Jim reviewed activities for the event.
Brad West, shared the Community Transportation Plan Amendments.
Kari Grace, shared the Sustainability Plan Recommendation.
Coach of the Year Nominees – Coach Elizabeth Gamble — 10U & 12U Boys Basketball was voted for coach of the year.
Ruben shared updates on Projects: Flaherty Park Tennis Courts and Restroom – Start date August 24th / Flaherty Park Pickleball Courts resurfacing – Start date September 21st.

Technology Advisory

MEETINGS	
Most recent meeting held	08/24/2026
Number of members in attendance: 10 out of 13	

The board discussed AI tools for the town website, internal workflow, and STEM event planning; agreed to review demos, involve colleges, and improve lab logistics. The next meeting is set for September 28th.