



TOWN of WAKE FOREST

**Wake Forest Planning Board
Meeting Agenda
December 9, 2025 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 [Ella Downtin](#) at 919-435-9432 as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Planning Board Meetings

All Planning Board 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 [Planning Board](#) 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, Mayor Jones will recognize you and invite you to the podium at which time you will have three minutes to speak. Thank you for your cooperation.

1. Call to Order

2. Adoption of Agenda

3. Approval of Minutes

3.A Approval of Minutes

4. Presentations

5. Old Business with Public Comment

6. Old Business

7. New Business with Public Comment

8. New Business

- 8.A Consideration of 2026 Planning Board Meeting Schedule
[2026 PB MeetingSchedule.pdf](#)

9. Staff Comments

- 9.A Outgoing Member Recognition

10. Planning Board Comments

11. Adjournment



PLANNING BOARD AGENDA ITEM REPORT

Agenda Item No.: 2025-651-
Submitted by: Ella Dowtin, Planning
Submitting Department: Planning
Meeting Date: December 9, 2025

Subject

Approval of Minutes

Recommendation:

item Summary:

ATTACHMENTS:

- [9-9-2025 Planning Board Minutes.pdf](#)
- [10-8-2025 Planning Board Special Called Minutes.pdf](#)



Wake Forest Planning Board Minutes

The Wake Forest Planning Board met on **Tuesday, September 9, 2025**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Planning Board Members present: Michael Almquist, Elaine Sheppard, Anna Shope, Adam Redler, and Matt Davis.

Planning Board Members absent: Jordan Banks

Staff Members present: Planning Director Jennifer Currin, Development Services Manager Patrick Reidy, Senior Planner Tim Richards, Attorney Nathan McKinney, Paralegal Danyelle Ritter, and Deputy Town Clerk Ella Dowtin.

1. Call to Order

Chair Matt Davis called the meeting to order at 6:00 p.m. and introduced the agenda.

2. Adoption of Agenda

ACTION:

Motion by Member Anna Shope to approve the agenda as presented.

Seconded by Member Michael Almquist.

Motion carried 5-0.

3. Approval of Minutes

ACTION:

Motion by Member Elaine Sheppard to approve minutes from August 12, 2025, as presented.

Seconded by Member Adam Redler.

Motion carried 5-0.

4. Presentations

None at this time.

5. Old Business with Public Comment
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None at this time.

6. Old Business

None at this time.

7. New Business with Public Comment
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7.A Consideration of LEGISLATIVE CASE RZ-18-15, Grove 98 PUD Amendment #4, a request submitted by Jordan Petersen on behalf of Wegmans Food Markets, Inc., to amend the existing Grove 98 Planned Unit Development (PUD) District for approximately 14.0 acres located at 11051 Ligon Mill Road, being Wake County Tax PIN 1830769192.

Senior Planner Tim Richards presented the staff report for the RZ-18-15 Grove 98 Amendment request.

Art Pires, on behalf of Wegmans Food Markets, Inc., and Jordan Peterson, Bolton and Menk, presented and answered the board's questions regarding the Grove 98 Amendment request.

The board asked questions about what causes the need for more parking, if there would be a parking garage in a couple of years, based on the growth metrics being shared, the initial estimate for the number of parking spaces provided, will the additional parking be designated for employees only, what practices will be used to monitor the employee-only parking area, and will there be signage indicating employee-only parking.

Public comments opened.

Public Comments

Margaret Watkins – 407 Belmellen Ct. – Wake Forest, NC

Public comments closed.

Discussion

The board discussed non-vehicular access included in the plan, on-site bike racks, the seven-year plan, the impact of growth, employee care, balancing high demands, the driveway connection, parking and loading, and non-enforceable parking.

The Town attorney explained to the board that you were wondering if this amendment, with its attached figures and details, requires a maximum of 30 parking spaces. Exhibit one on page 16 at the top features new red language indicating it may only be developed for parking if located in accordance, as outlined in Appendix B. Taking that language at face value and referencing Appendix B, the first bullet point and the second paragraph specify the included elements, as shown in Figure 1. On page 39, Figure 1 clearly depicts 30 parking spaces and provides a description of them. I interpret this as mandating a maximum of 30 parking spaces based on the language used.

ACTION:

Motion by Member Elaine Sheppard to approve RZ-18-15 for Grove 98 PUD Amendment #4. While the rezoning is inconsistent with the plan, I find that it is reasonable and in the public interest because it aligns with the spirit of many parts of the plan. It benefits the public and provides additional parking. It considers employee safety, and the streetscape improvements would be significant.

Seconded by Member Michael Almquist.

Motion carried 5-0.

8. New Business

None at this time.

9. Staff Comments

None at this time.

10. Planning Board Comments

None at this time.

11. Adjournment

ACTION:

Motion by Member Elaine Sheppard to adjourn the meeting at 7:19 pm.

Seconded by Member Anna Shope.

Motion carried 5-0.

Duly approved in open session this 9th day of December 2025.

Ella Dowtin
Deputy Town Clerk

Matt Davis
Planning Board Chair



Wake Forest Planning Board Minutes

The Wake Forest Planning Board met on **Wednesday, October 8, 2025**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Planning Board Members present: Michael Almquist, Elaine Sheppard, Adam Redler, and Matt Davis.

Planning Board Members absent: Anna Shope

Staff Members present: Planning Director Jennifer Currin, Projects & Program Manager Kari Grace, and Deputy Town Clerk Ella Dowtin.

1. Call to Order

Chair Matt Davis called the meeting to order at 6:00 p.m. and introduced the agenda.

2. Adoption of Agenda

No quorum was established.

3. Work Session

3.A. Sustainability Plan Kickoff Presentation

Projects & Programs Manager Kari Grace introduced Richard Swanson, Director of the Energy and Climate Division, and Cisco Tomasino, Manager of the Energy and Climate Division at Blue Strike Environmental.

Mr. Swanson and Mr. Tomasino introduced the Sustainability Plan Kickoff, covering the plan overview, approach, project timeline, plan development, and discussion.

Discussion

The board discussed emissions, natural habitats, protecting the tree canopy, green space, syncing traffic lights, traffic flow, energy-efficient homes, climate change, accepting expenditure

investments, and solar installation for new homes.

11. Adjournment

Chair Matt Davis adjourned the meeting at 6:37 pm.

Duly approved in open session this 9th day of December 2025.

Ella Dowtin
Deputy Town Clerk

Matt Davis
Planning Board Chair



PLANNING BOARD AGENDA ITEM REPORT

Agenda Item No.: 2025-652-
Submitted by: Ella Dowtin, Planning
Submitting Department: Planning
Meeting Date: December 9, 2025

Subject

Consideration of 2026 Planning Board Meeting Schedule

Recommendation:

item Summary:

ATTACHMENTS:

- [2026 PB MeetingSchedule.pdf](#)

**TOWN OF WAKE FOREST
PLANNING BOARD
2026 MEETING SCHEDULE**

Meetings are held on the 2nd Tuesday of the month at 6:00 p.m. in the Wake Forest Town Hall Board Room, 301 S. Brooks St., unless otherwise noted.

MONTH	MEETING DATE
January	January 13, 2026
February	February 10, 2026
March	March 10, 2026
April	April 14, 2026
May	May 12, 2026
June	June 9, 2026
July	July 14, 2026
August	August 11, 2026
September	September 8, 2026
October	October 13, 2026
November	November 10, 2026
December	December 8, 2026

Adopted by the Planning Board on December 9, 2025, while in session.



PLANNING BOARD AGENDA ITEM REPORT

Agenda Item No.: 2025-678-

Submitted by: Jennifer Currin, Planning

Submitting Department: Planning

Meeting Date: December 9, 2025

Subject

Outgoing Member Recognition

Recommendation:

item Summary:

ATTACHMENTS: