



TOWN of WAKE FOREST

**Wake Forest Planning Board
Meeting Agenda
October 13, 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 [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

- 7.A Continuance of LEGISLATIVE CASE RZ-26-03, Sage on N Main Phase 3, a conditional district rezoning filed by FLM Engineering to rezone a 0.807-acre parcel located at 1168 N Main St, being Wake County Tax PIN 1841991062, from Rural Holding District (RD) to General Residential 10 Conditional District (GR10-CD).

[Agenda Summary RZ-26-03.pdf](#)

[RZ-26-03 Request for Continuance for Rezoning](#)

8. New Business

9. Staff Comments

10. Planning Board Comments

11. Adjournment



PLANNING BOARD AGENDA ITEM REPORT

Agenda Item No.: 2026-989
Submitted by: Ella Dowtin, Planning
Submitting Department: Planning
Meeting Date: October 13, 2026

Subject

Approval of Minutes

Recommendation:

item Summary:

ATTACHMENTS:

- [09-08-2026 Planning Board Minutes Draft.pdf](#)



Wake Forest Planning Board Minutes

The Wake Forest Planning Board met on **Tuesday, September 8, 2026**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Planning Board Members present: Matt Davis, Elaine Sheppard, Adam Redler, Richard Adams, Brandon Panameno, and Mark Moore.

Planning Board Members absent: Heather Bradley.

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

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 Elaine Sheppard to approve the agenda as presented.

Seconded by Member Mark Moore.

Motion carried 6-0.

3. Approval of Minutes

ACTION:

Motion by Member Mark Moore to approve the agenda as presented.

Seconded by Member Richard Adams.

Motion carried 6-0.

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-24-03, Franklin Street Townes Common Area, a conditional district rezoning filed by Caroline Krause-Iafrate on behalf of Franklin Street Townes, LLC, to rezone a 4.81-acre parcel located at 0 Franklin Park Avenue, being Wake County Tax PIN 1840571129, from Residential Mixed-Use (RMX) to Residential Mixed-Use Conditional District (RMX-CD).

Senior Planner Tim Richards presented Legislative Case RZ-24-03, Franklin Street Townes Common Area, a conditional district rezoning.

Attorney Madeline Williams of Warden Smith Law Firm represented applicant Caroline Iafrate on behalf of Franklin Street Townes, LLC, for the rezoning.

Discussion

Board members questioned why a conditional rezoning was necessary when the property already had an approved master plan. Staff clarified that the previous master plan was approved under a procedure that is no longer available under the current UDO. A new master plan therefore requires the conditional rezoning process.

A Board member also asked about the 10–15-foot grade change on the northwestern side of the property and whether the applicant would provide additional fencing or screening. The applicant indicated that the plan showed no additional fencing but confirmed that any UDO-required buffering would still apply.

Public comments opened.

Public Comments

Vanessa Johnson – 849 S. Franklin St. – Wake Forest, NC
Paul Johnson – 849 S. Franklin St. – Wake Forest, NC
Margaret Watkins – 407 Belmellen Ct. – Wake Forest, NC
Sara Murray – 911 S. Franklin St. – Wake Forest, NC

Public comments closed.

Discussion

The Board discussed the relationship between the proposed conditional rezoning and the prior Board of Adjustment matter, with staff clarifying that the previous violation issue should not affect the Planning Board's recommendation. Board members also discussed the remaining development process, including construction plans, permitting, and site requirements.

During discussion of the proposal, a Board member expressed that the request was narrow in scope, generally consistent with the Downtown Plan, and aligned with the desires of nearby residents.

ACTION:

Motion by Member Adam Redler to approve the statement of consistency with the Comprehensive Plan.
Seconded by Member Elaine Sheppard.
Motion carried 6-0.

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 6:42 pm.

Seconded by Member Mark Moore.

Motion carried 6-0.

Duly approved in open session this 13th day of October 2026.

Ella Downtin
Deputy Town Clerk

Matt Davis
Planning Board Chair



PLANNING BOARD AGENDA ITEM REPORT

Agenda Item No.: 2026-1005

Submitted by: Katie Livingston, Planning

Submitting Department: Planning

Meeting Date: October 13, 2026

Subject

Continuance of LEGISLATIVE CASE RZ-26-03, Sage on N Main Phase 3, a conditional district rezoning filed by FLM Engineering to rezone a 0.807-acre parcel located at 1168 N Main St, being Wake County Tax PIN 1841991062, from Rural Holding District (RD) to General Residential 10 Conditional District (GR10-CD).

Recommendation:

item Summary:

ATTACHMENTS:

- [Agenda Summary RZ-26-03.pdf](#)
- [RZ-26-03 Request for Continuance for Rezoning](#)

Agenda Item: Public comment and continuance request of LEGISLATIVE CASE RZ-26-03, Sage on N. Main Phase 3, a conditional district rezoning filed by FLM Engineering to rezone a 0.807-acre parcel located at 1168 N Main St, being Wake County Tax PIN 1841991062, from Rural Holding District (RD) to General Residential 10 Conditional District (GR10-CD).

Summary: On October 8, the applicant provided a request to continue the public hearing to the November 10, 2026, Planning Board meeting in order to revise the master plan and rezoning conditions to address staff comments. Property owners receiving notifications of the October 13, 2026, meeting and opportunity to provide public comments. Therefore, staff requests the Planning Board open public comments and continue the public comments to the November 10, 2026 Planning Board meeting.

Attachments: RZ-26-03 Request for Continuance for Rezoning

October 8, 2026

Katie Livingston, MPA, CZO
Town of Wake Forest Planning
301 S. Brooks Street
Wake Forest, NC 27587

**Re: Sage on N Main Phase 3 (RZ-26-03)
Continuance Request**

Dear Ms. Livingston,

We would like to request a continuance of our case for Sage on N Main Ph 3 from the October 13, 2026 Planning Board meeting to the next available meeting date to further work on the recent issue of the street yard buffer along N Main St as it relates to the proposed residential lots.

Please let us know if you have any questions or need any additional information.

Sincerely,



Jon D. Frazier, PE, LEED AP
Principal
919.610.1051
jfrazier@flmengineering.com