



**Wake Forest Board of Commissioners Work Session
Meeting Agenda
March 3, 2026 – at 6:00 PM
All items listed are for discussion and possible action.**

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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.

1. Presentations

- 1.1 Presentation of the Ailey Young House Heritage Site/NE Gateway Park Concept Plan
[Agenda Summary - Presentation AYH Heritage Site NE Gateway Park Concept Plan.pdf](#)
[Attachment A - Concept Plan Report.pdf](#)
[Attachment B - Cost Estimate.pdf](#)
- 1.2 Presentation on Local Erosion & Sedimentation Control Program MOA Update
[Summary_Local Program.docx](#)
[Attachment_A_Resolution_MOA_UPDATE.docx](#)
[Attachment_B_Wake Forest Current MOA.pdf](#)
[Attachment_C_Wake Forest Updated MOA.pdf](#)
- 1.3 Presentation and update on Northern Community Food Security Team (NCFST) initiatives.
- 1.4 Presentation of LEGISLATIVE CASE RZ-25-02, 810 & 814 S. Main St. Rezoning, a rezoning filed by filed by Tyler Davis to rezone .46 acres located at 810 S. Main St. and 814 S. Main St., being Wake County Tax PIN(s) 1840381862 and 1840381744, from General Residential 3 (GR3) and Richland Creek Watershed Management Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-WMA).
[BOC Agenda Summary RZ-25-02.pdf](#)
[RZ-25-02 Staff Report v1.pdf](#)
[Attachment A_Neighborhood Meeting Information.pdf](#)
[Attachment B_Application.pdf](#)
[Attachment C_Maps.pdf](#)
[Attachment D_Proposed S-line Route.pdf](#)
[Attachment E_US-1 Council of Planning Memorandum of Conformity S Main St.pdf](#)
[Attachment F_Planning Board Recommendation and Plan Consistency Analysis.pdf](#)
- 1.5 Consideration of Sponsorship and Facility Naming Rights Policy
[Sponsorship and Naming Rights Policy.pdf](#)
[Summary Sheet - Consideration of Sponsorship and Facility Naming Rights Policy.pdf](#)
[Resolution Adopting Sponsorship and Facility Naming Rights Policy.pdf](#)
- 1.6 Consideration of Statues and Monuments Policy
[Statues and Monuments Policy.pdf](#)
[Statues and Monuments Policy Option 2.pdf](#)
[Resolution Adopting Statues & Mounments Policy.pdf](#)
[Summary Sheet - Consideration of Statues and Monuments Policy.pdf](#)

2. Discussion of Monthly Financial Report

- 2.1 Discussion of January Financial Summaries
[Monthly Financial Report_summary.pdf](#)
[January 31, 2026 Financial Summaries.pdf](#)

3. Review of Draft Agenda for Upcoming Regular Meeting

- 3.1 Board of Commissioners Regular Meeting March 17, 2026
[Board of Commissioners.pdf](#)

4. Other Business

- 4.1 Discussion of Municipal Service District

5. Commissioner Reports

6. Adjournment



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-620-
Submitted by: Michelle Michael, Planning
Submitting Department: Planning
Meeting Date: March 3, 2026

Subject

Presentation of the Ailey Young House Heritage Site/NE Gateway Park Concept Plan

Recommendation:

Approval

item Summary:

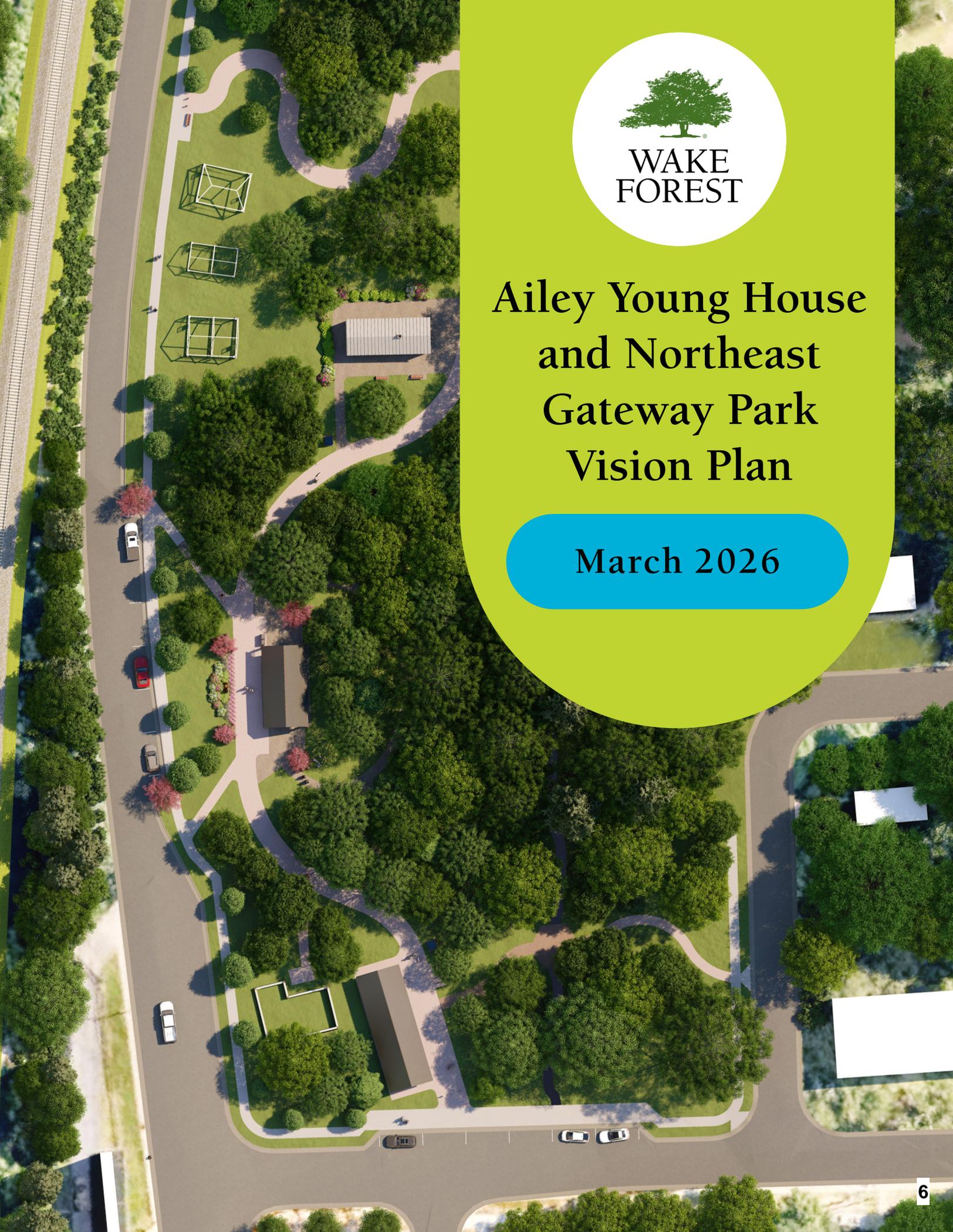
ATTACHMENTS:

- [Agenda Summary - Presentation AYH Heritage Site NE Gateway Park Concept Plan.pdf](#)
- [Attachment A - Concept Plan Report.pdf](#)
- [Attachment B - Cost Estimate.pdf](#)

Agenda Item: Presentation of the Ailey Young House Heritage Site/NE Gateway Park Concept Plan

Summary: McAdams, the project consultant, will present the Ailey Young House NE Gateway Park Concept Plan project. The Historic Preservation Commission received a presentation of two concepts at the July 22, 2025, meeting. Parks, Recreation, and Cultural Resources Advisory Board received the presentation of two concepts at their July 28th meeting. A public open house was held on June 26th, and a public survey was open from June 27th to July 29th to receive public feedback. The two concepts were refined into the final design based on the community feedback for the project. Staff recommend approval of the park concept as presented by the consultants.

Attachments: Attachment A Concept Plan Report
Attachment B Cost Estimate



Ailey Young House and Northeast Gateway Park Vision Plan

March 2026



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01 Introduction

02 Community Engagement

03 Inventory & Analysis

04 Envisioning the Future



EXIT

ALLEY FOREST

Alley Young House Open House October 24, 2024

- 1. Residential development
- 2. Environmental impact assessment
- 3. Public hearing
- 4. Final decision
- 5. Construction start

Acknowledgements

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Ben Clapsaddle, Mayor
Vivian Jones, Mayor (through December 2025)
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Haseeb Fatmi, Commissioner

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Neighboring Concepts

Brynn DeBrabant
Luke Volkmar

Richard Grubb & Associates

Ellen Turco

Aiken Cost Consulting

Billy Evett



Introduction

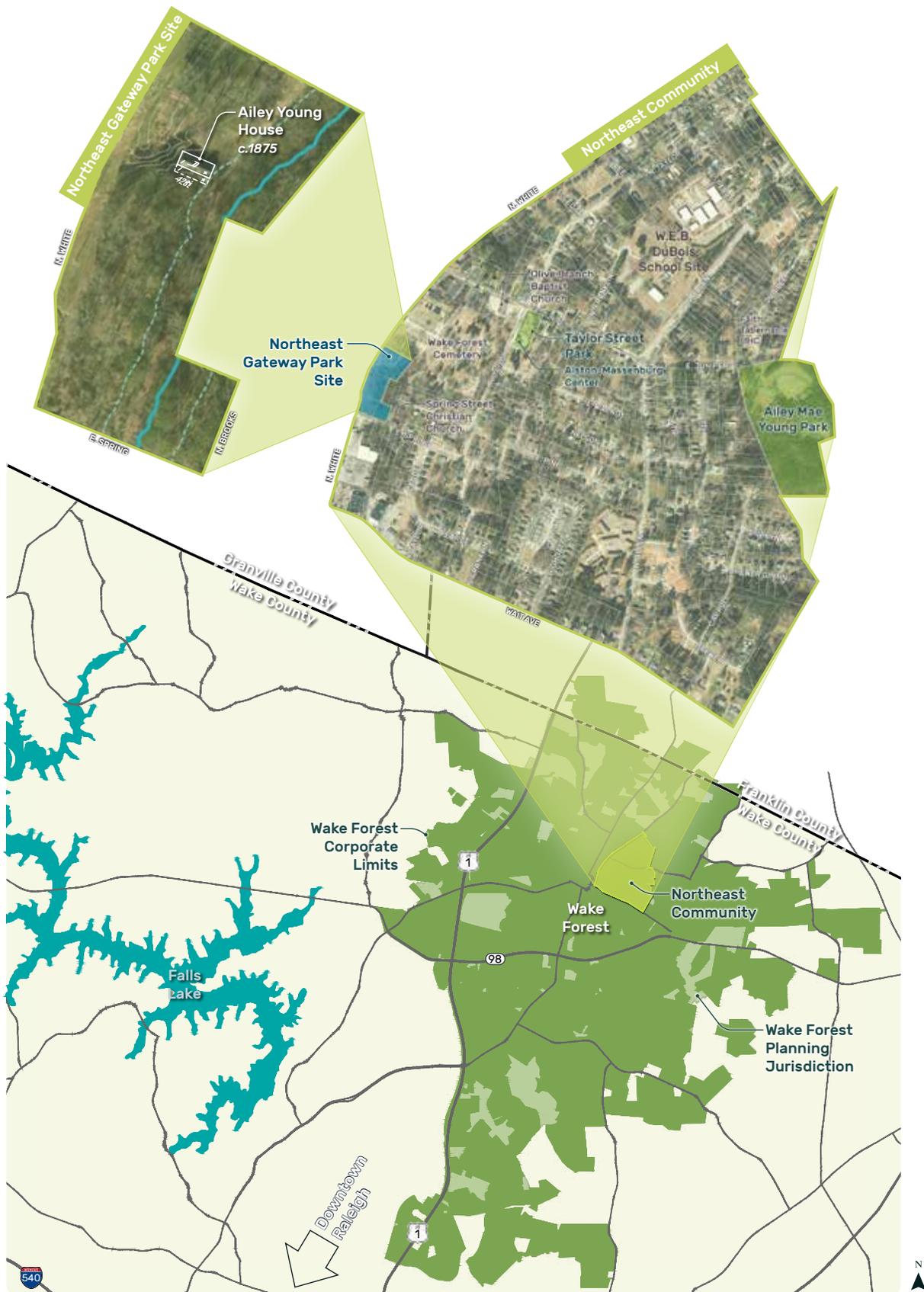
Introduction

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

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



Wake Forest Historical Museum



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

Town Context

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

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

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

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

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



Wake Forest Historical Museum



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

Northeast Community

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

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



NCpedia.org



Allen Lawrence Young



Wake Forest Historical Museum



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



Wake Forest Historical Museum



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



Map 1.2: Northeast Community portrait

Planning Context

Town of Wake Forest Community Plan / 2022

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

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

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

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

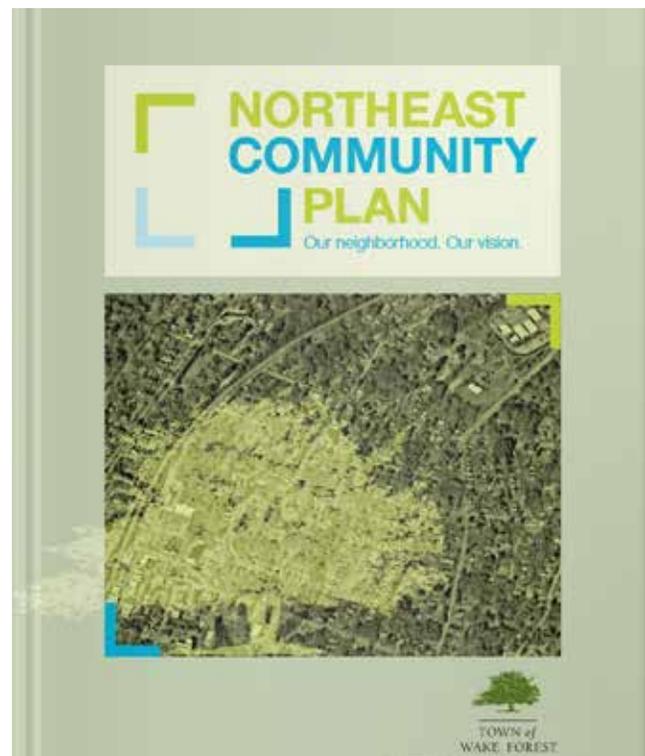
Maintaining Wake Forest's historic, small-town character means reinvesting in neighborhoods and preserving historic assets within the Town. By continuing the preservation of the Ailey Young House and building a park around it, the Town is both preserving the house and making it more visible within the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

Northeast Community Plan / 2021

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

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

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

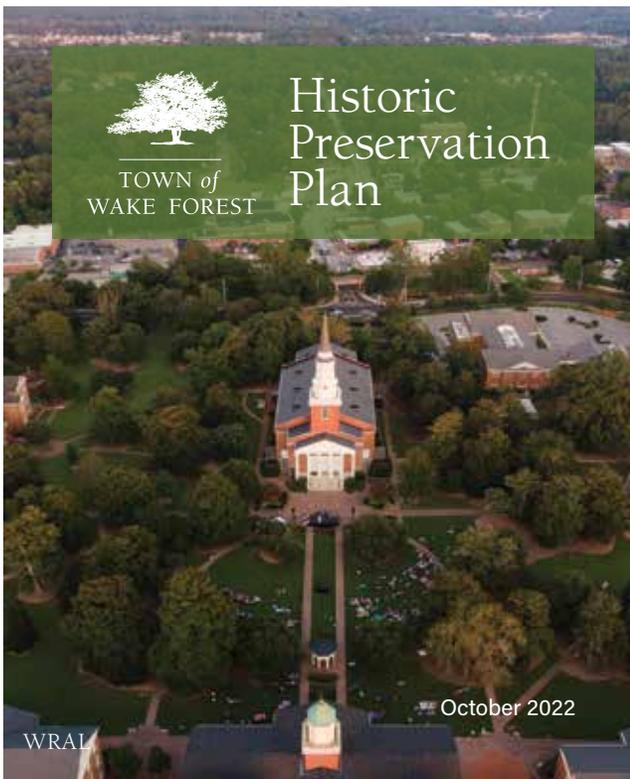


Historic Preservation Plan / 2022

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

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

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



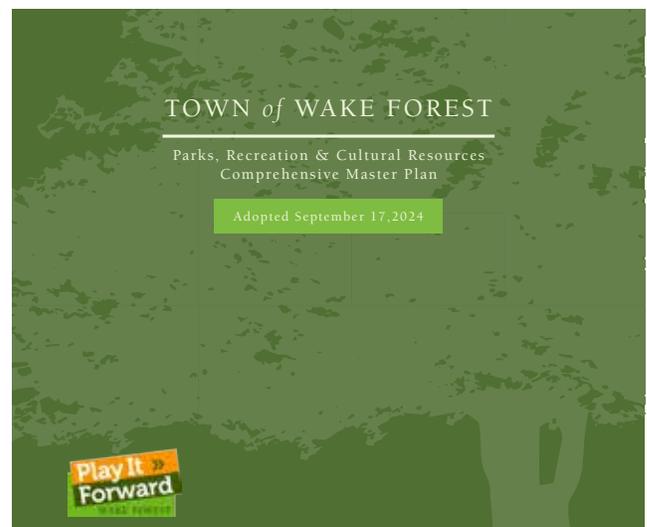
Historic Preservation Plan cover

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

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

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

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



Parks, Recreation, and Cultural Resources Comprehensive Master Plan cover

Park Context

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

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

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

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

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

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

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

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

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

Master Plan Framework

Introduction

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

Inventory & Analysis

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

Community Engagement

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

Envisioning the Future

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



Figure 1.1: Project Process



Community Engagement

Introduction

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

Focus Groups

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

Overview

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

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

- Senior Listening Session Participant



 **Seniors Focus Group**



 **NECC Focus Group**



 **Youth Focus Group**

Results/Key Takeaways

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

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

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

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

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

Themes from the Seniors

Listening Session

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

Themes from the NECC Session

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

Themes from the Youth Session

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

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

Open House

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

Overview

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



 Recording Station activity



 Spin the Wheel activity



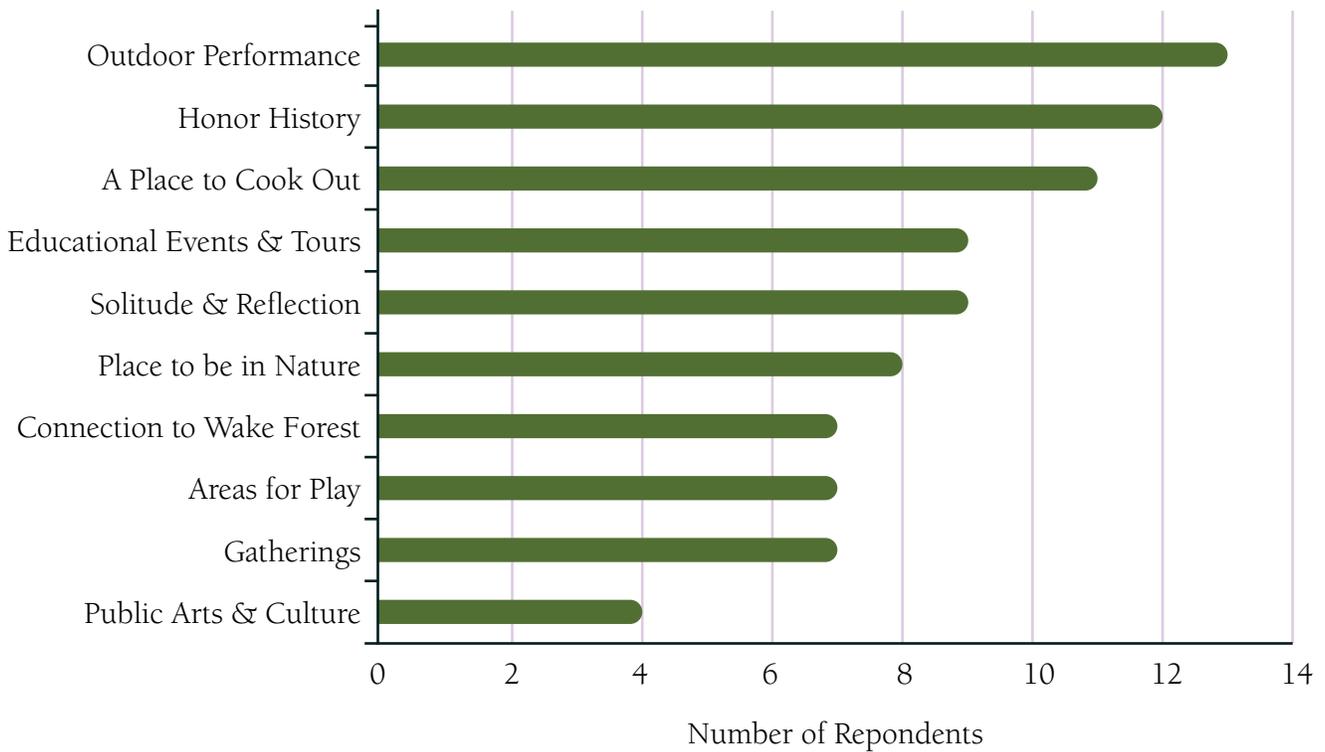
 Legacy Tree activity



 Community Engagement boards



 Interactive mapping activity



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

Open House Results

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

Which of these places is most welcoming to you?

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

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

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

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

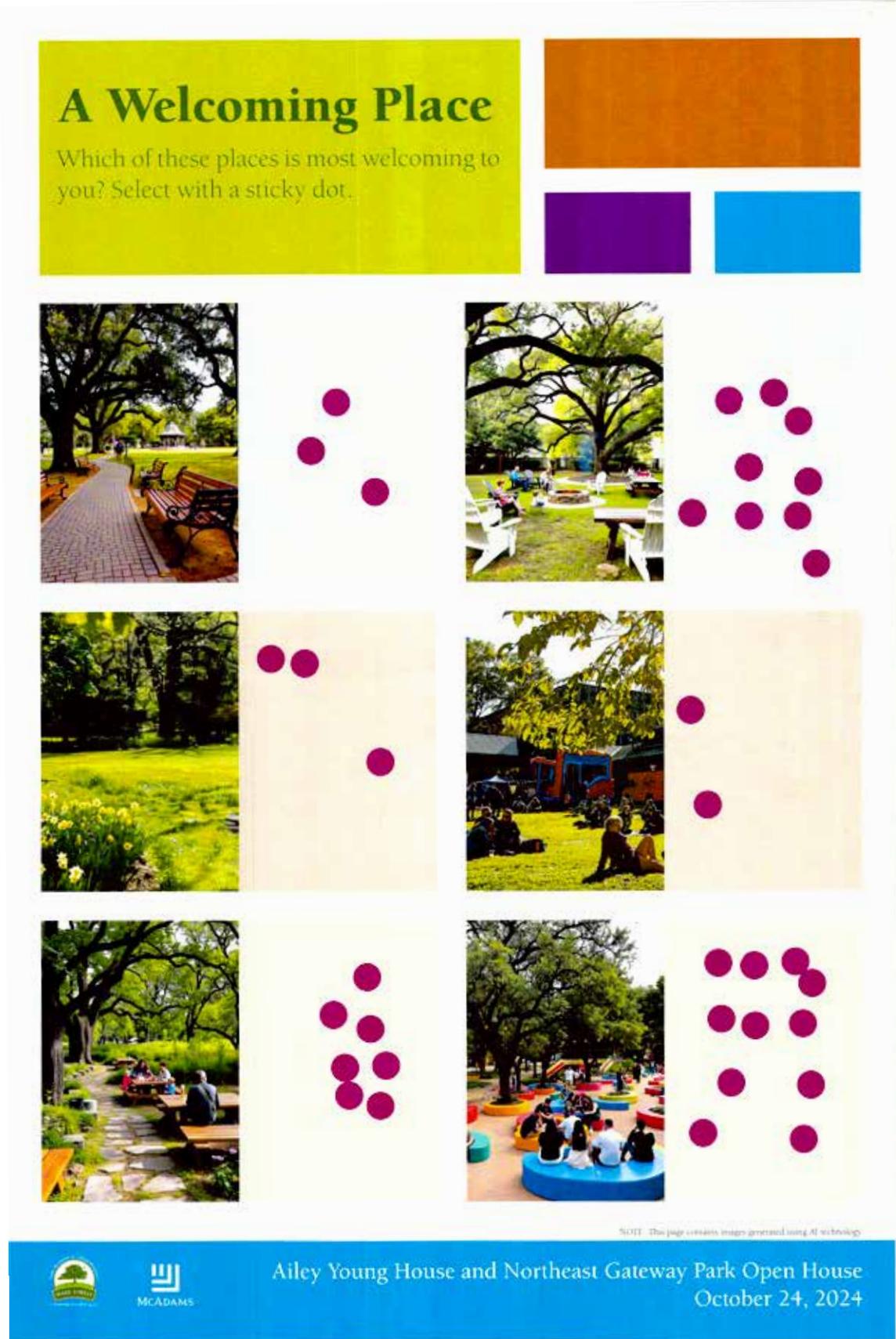


Figure 2.2: Scan of A Welcoming Place Engagement board responses





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



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

Three common themes that arose during the open house included:



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



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



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

Online Survey

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

Overview

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

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

Online Survey Results

Question #1

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

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

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

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

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

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

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

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



Map 2.1: Northeast Community portrait

Question #2

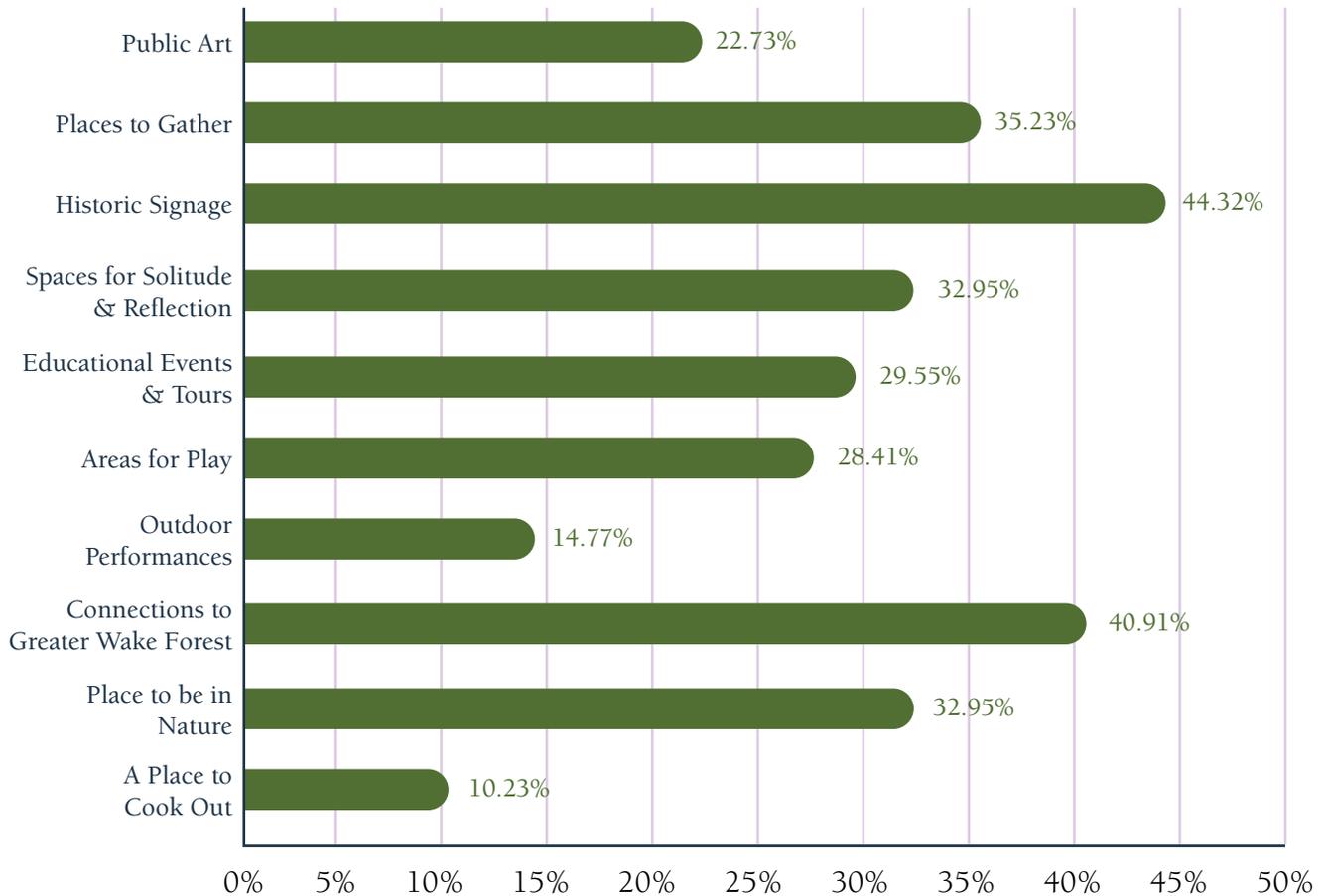
Which of these places feels most welcoming to you?*



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

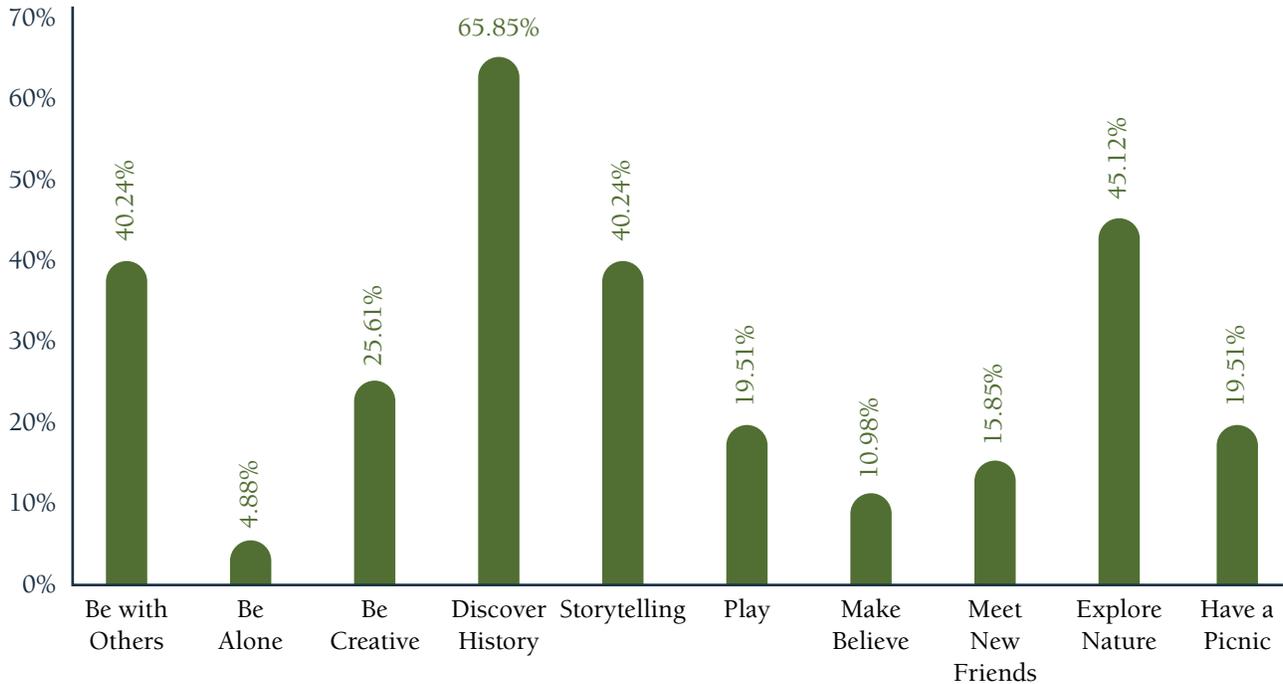
Question #3

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



Question #4

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



Question #5

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

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

“We had a creek to play in.”

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

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

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

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

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

“Fly kites.”

“Play and use my imagination.”

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

Question #6

What does the Ailey Young House mean to you?

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

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

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

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

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

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

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

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

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

Question #7

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

“Gill. Massenburg. Alston. Pope. Haywood.”

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

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

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

“The Alstons, Massenburgs, possibly Roysters (now Feggins Funeral Home).”

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

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

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

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

Question #8

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

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

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

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

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

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

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

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

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

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

Question #9

What is your biggest hope for this park?

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

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

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

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

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

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

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

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

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

Question #10

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

**Question #11**

Any final thoughts to share?



Summary

The robust community engagement process yielded several key findings:

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



Passive recreational spaces are most supported by residents.



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



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

Internal Stakeholders Design Charrette

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

Overview

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

Results

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



Internal stakeholders design charrette



Internal stakeholders design charrette

Concept Design Open House

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

Overview

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

Results

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

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

Concept Design Online Survey

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

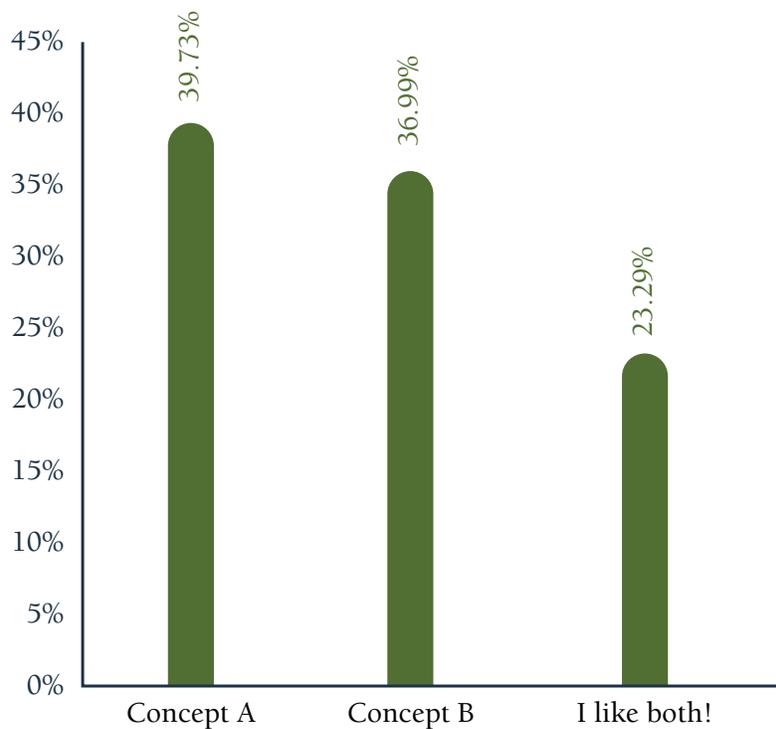
Overview

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

Results

Question #1

Which of the design concepts do you like?





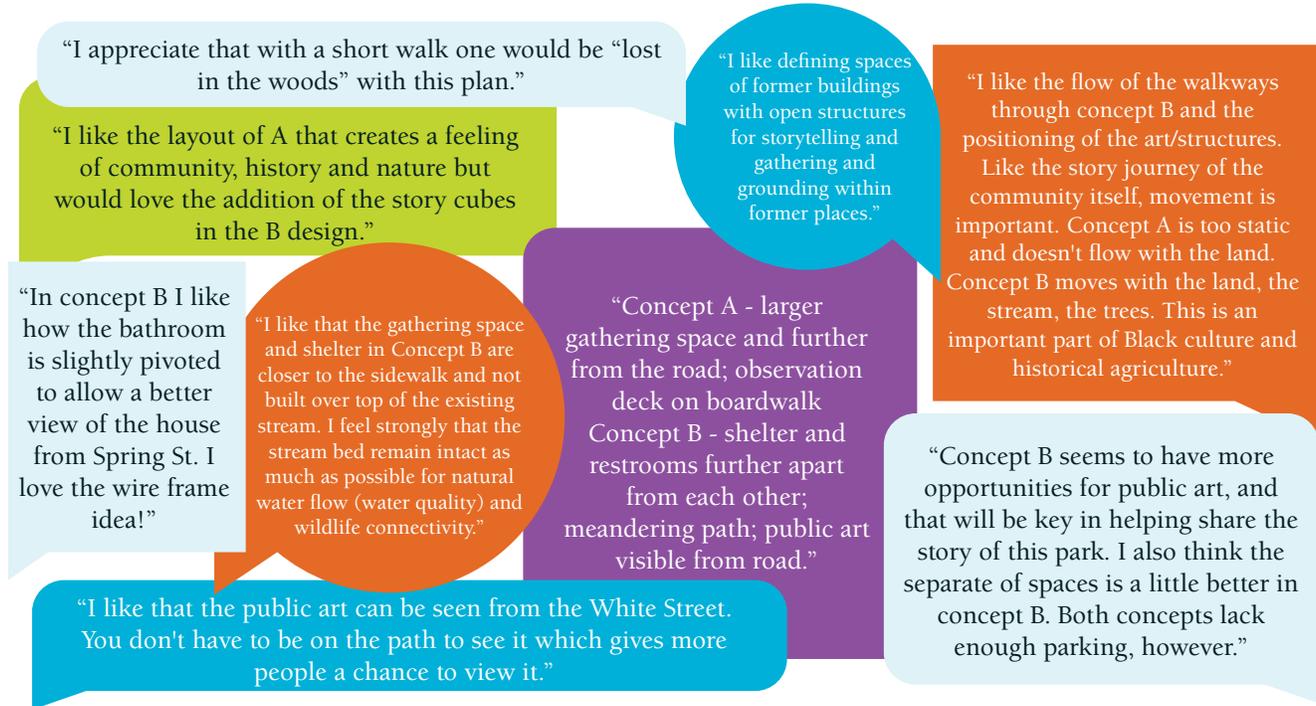
Concept A



Concept B

Question #2

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



Naming Suggestions

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

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



Inventory & Analysis

Introduction

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

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

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

- Site Assessment
- Historical Assessment
- Architectural Assessment



Map 3.1: Existing Conditions Map

Site Assessment

Topography

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

Hydrology

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

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



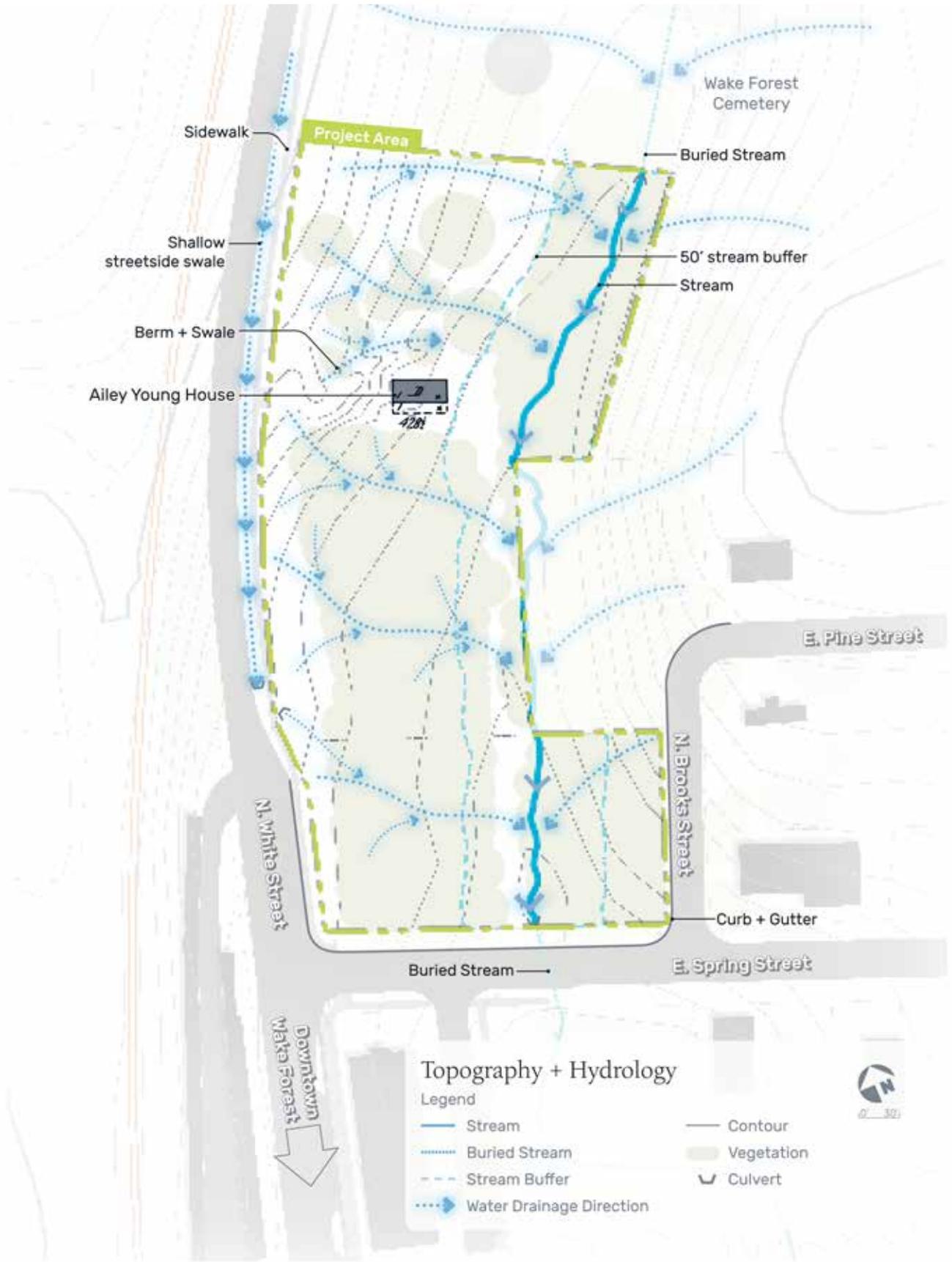
 Tree grove



 Slope of the site



 Stream feature near the site



Topography + Hydrology

Legend

- Stream
- Buried Stream
- Stream Buffer
- Water Drainage Direction
- Contour
- Vegetation
- Culvert

Map 3.2: Site Hydrology

Soils

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

Vegetation

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

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

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



Evidence of site erosion



Vegetation on site



Existing sewer easement



Trees of Significance
 P Pecan
 M Maple

Vegetative Communities Legend

Deciduous Canopy	Lawn
Evergreen Canopy	Stream
Magnolia Canopy	Stream Buffer
Underbrush	Invasive Species
Ornamental Plantings	

Map 3.3: Vegetative Communities Map

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

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

Wildlife

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

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



Historic Context

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

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

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

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

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

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

- Public Survey Response



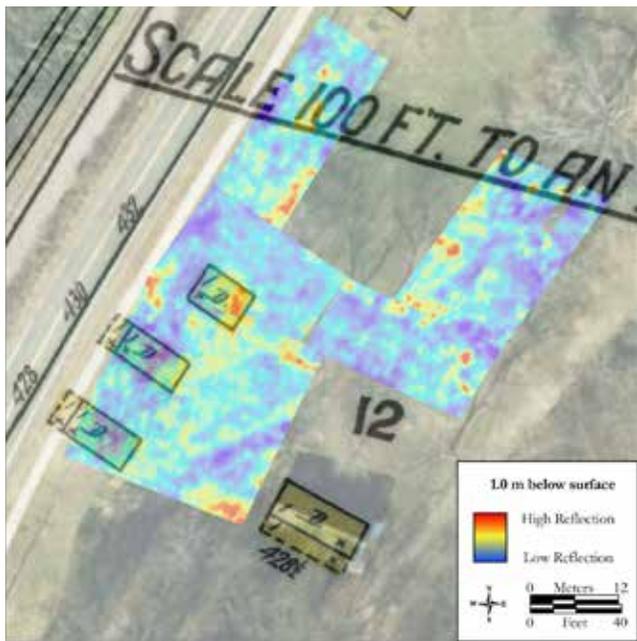
 **Ailey Mae Young (left) and Maude Young (right)**



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

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

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



Map 3.6: Ground Penetrating Radar Survey (RGA)



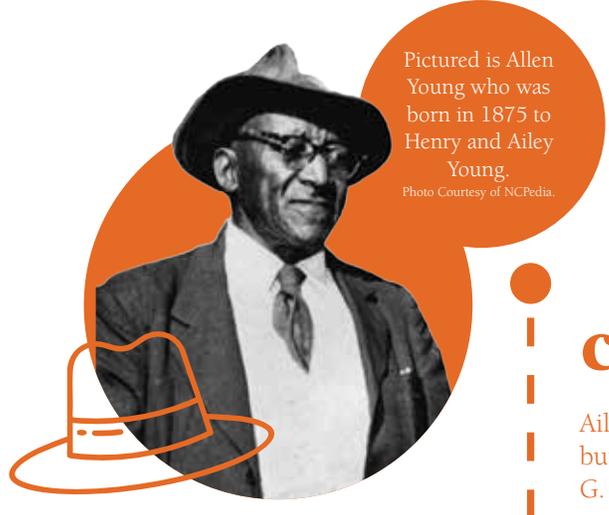
Map 3.5: Sanborn Fire Insurance Map, 1915 (Current Town property with Ailey Young House identified in pink)



Members of the Young Family standing with the Ailey Young House

TIMELINE

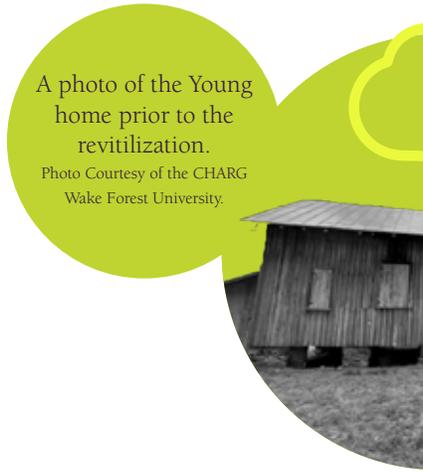
1865-1939



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

c. 1875

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



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

1890

Ailey Young purchased property. Mary Elizabeth Young was one of the Black women who owned houses.

1865

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

1869

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



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



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

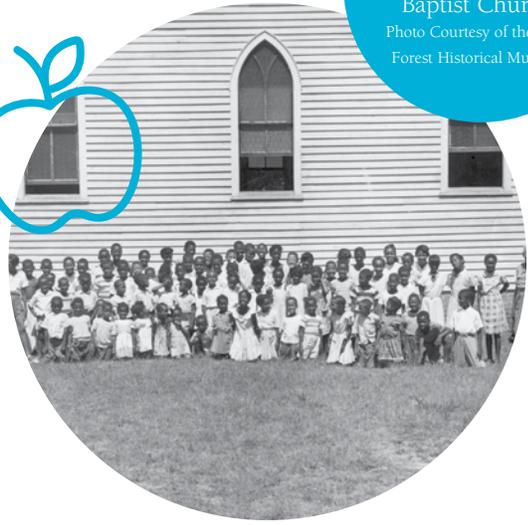


Figure 3.1: Timeline



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

1905

Ailey Mae Young inherited the house from her mother, Elizabeth Simmons. She was one of the first African American women to own their own home.

1903

Ailey Mae Young is born to Allen and Louzania Young.

1939

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

1905

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

1920

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

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



1926

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

TIMELINE

1970-2024

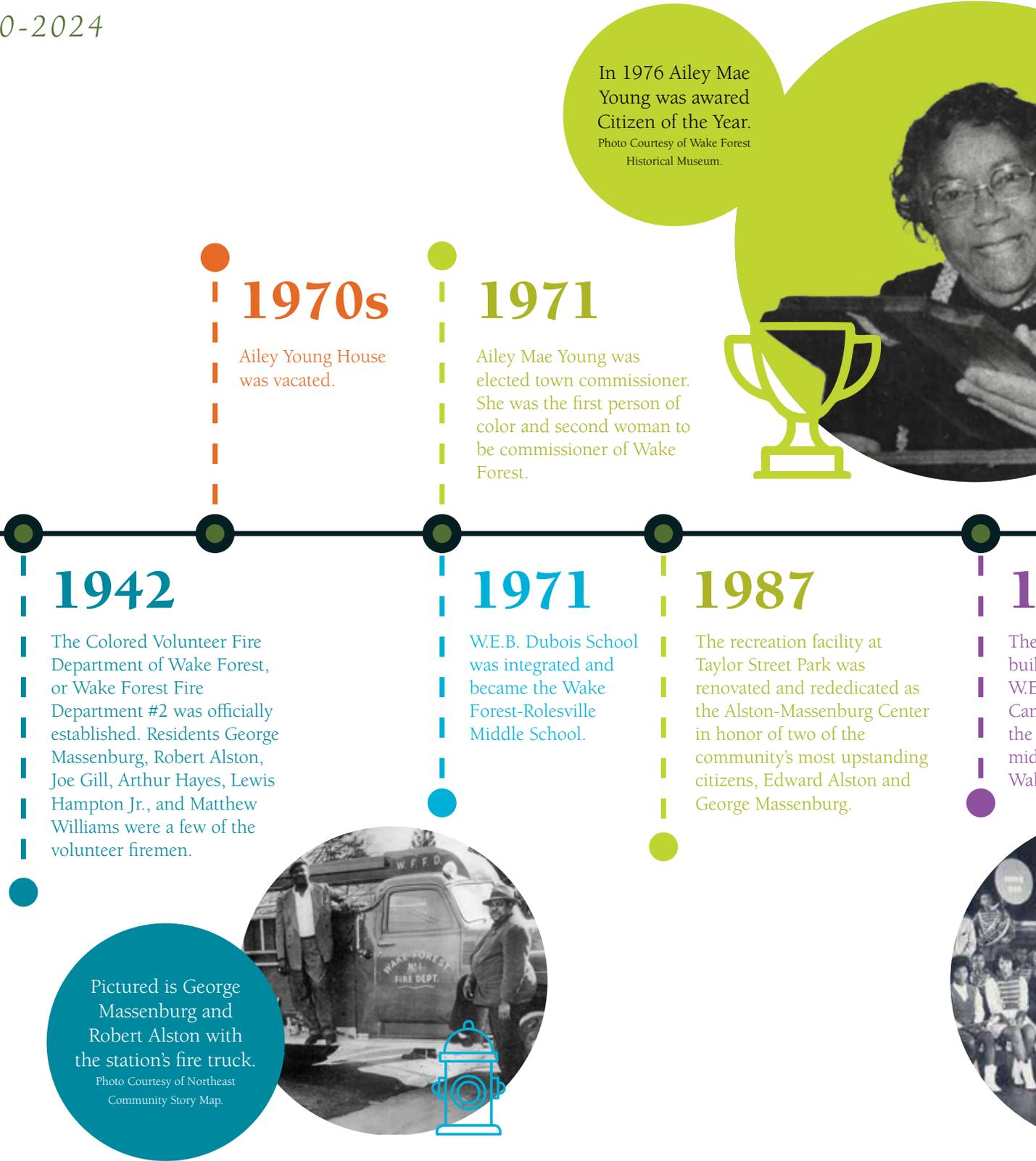


Figure 3.1: Timeline



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

2008

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

2012

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

2022

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

1989

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



The W.E.B. DuBois High School Band.

Photo Courtesy of National Alumni Foundation DuBois School.

2019

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

2021

The Wake Forest Northeast Community Plan is adopted.

2024

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

An Open House was held after the Project Kickoff to engage the community.

Photo Courtesy of McAdams.



Architectural Context

The house is a rare example of Reconstruction-era housing for African Americans. It is especially notable for its saddle-bag form, where two separate units share a central chimney. Originally unpainted, the house likely received its first coat of paint in 1895 when Ailey Young purchased the property. Other modifications made by Ailey Young and her family included converting it from a duplex to a single-family house, adding an interior passage between the two sides, installing beadboard and flush sheathing on the interior, and adding an interior kitchen.

Circulation patterns at the site, visible in historic photographs from 1959, show a driveway from North White Street forming a circular turnaround in front of the house. A second cleared path extended north to the cemetery and south to East Spring Street, roughly aligning with the current sewer easement. The cleared yard north of the house likely served as a shared space for outdoor chores and food preparation, while the three non-extant Simmons Row houses appeared to lack individual driveway access, likely due to their proximity to North White Street.

To the south of the house, the single-family home of Willis Johnson once stood at the corner of North White Street and East Spring Street. Johnson, recognized as an accomplished mason, was a respected figure within the community. His house, removed in the 1960s, was among the significant structures that defined the neighborhood's character during the early 20th century.

The architectural significance of the Ailey Young House lies in its unique architectural form and its connection to the African American community's history. As a rare example of 19th-century rental housing adapted into a single-family residence, it serves as a valuable cultural asset and a tangible link to the legacy of the Northeast Community.



Map 3.7: House Property Map - 1938



 **Map 3.8: House Property Map - 1959**



 **Map 3.9: House Property Map - 1971**



 **Map 3.10: House Property Map - 2002**



 **Map 3.11: House Property Map - 2021**

Design Considerations

Key challenges mentioned in the Ailey Young House Preservation Manual (2023-2029) and the relevant design considerations to this vision plan are included below:

Damp, Low Site and Soil Erosion

The house was built on lowland adjacent to a creek, making the site damp most of the time. Maintaining the site and any lawn is challenging, especially when heavy equipment damages the ground during wet conditions. Long-term mitigation measures are needed to protect the house, site, and collection.

Design Considerations – Consider implementing green infrastructure solutions, like rain gardens or bioswales, to help manage stormwater while preserving the historic character. Native, deep-rooted plants could also help stabilize the soil without requiring heavy equipment.

Historic Plantings

Historic plantings, including the canna lilies and daffodils, are character-defining features of the historic landscape and should be preserved as part of the site. Exploring the landscape features of African American communities offers opportunities for education and interpretation.

Design considerations - Preserving the canna lilies and daffodils is a great opportunity to connect the landscape to its cultural heritage. Interpretive signage or guided tours could highlight the significance of these plantings in the context of African American history.

Archaeology

The archaeology of the house site and Simmons Row properties presents both challenges and opportunities. Because the site is archaeologically rich, care must be taken during any ground-disturbing activities to ensure proper monitoring and protection.

Design considerations – Design elements should encourage cultural and historical education and programming to raise awareness. A management plan should be considered to protect artifacts in place during construction.

Safe Site Access

Site development plans must take a gentle approach to protect the house's fragile and significant setting, allowing for future interpretation and study. Public outreach is essential to understand traditional access points and the community's needs.

Design considerations - Balancing public access with site preservation will be crucial. Creating boardwalks or permeable paths that minimize soil disturbance could offer controlled access without damaging the landscape.

“As plans for the house and site are developed, it is imperative to remember that this is a fragile resource that must be treated with a light touch. ”

- Ailey Young House Preservation Manual





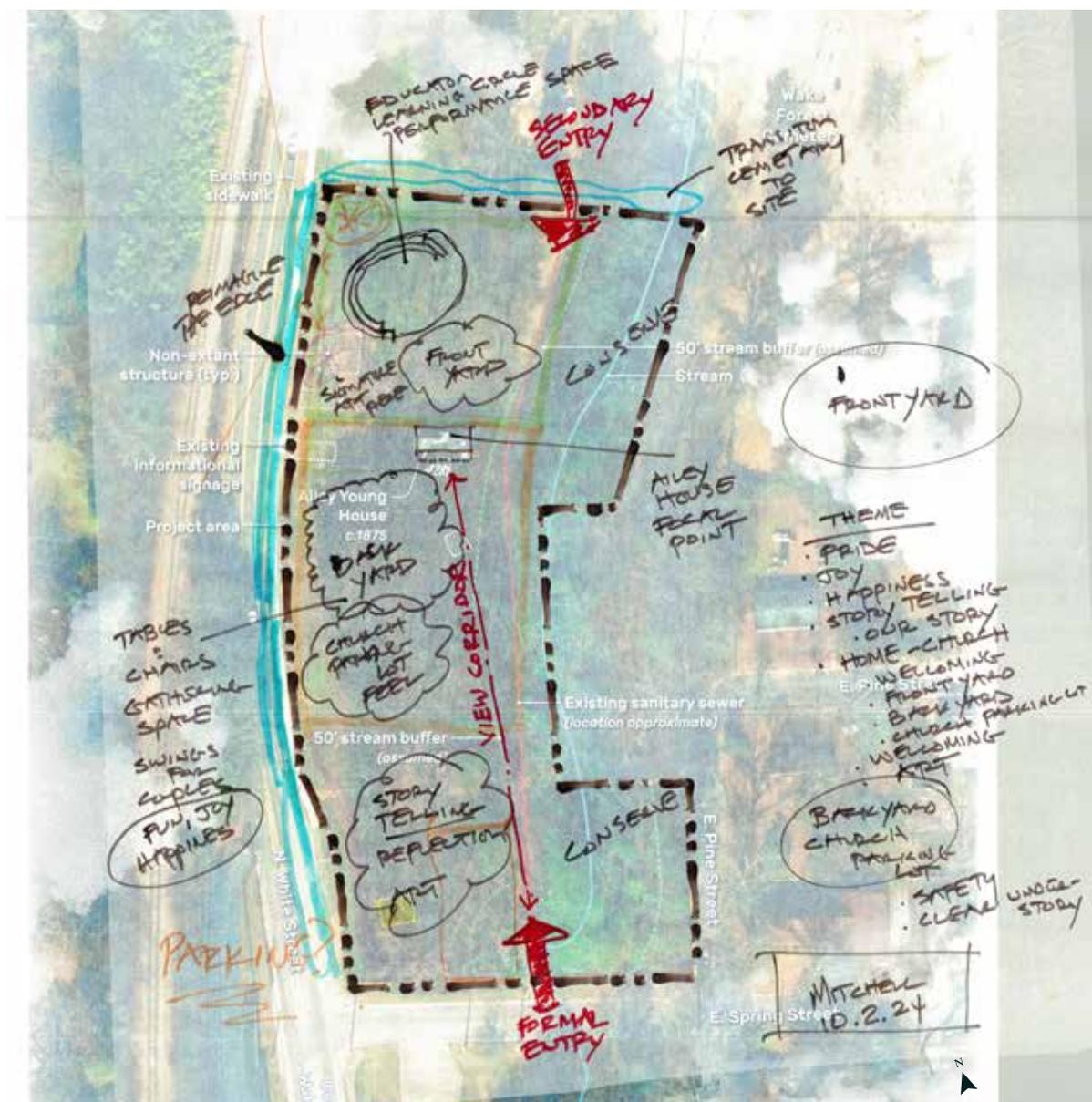
Envisioning the Future

Introduction

The design of the park is rooted in a thoughtful and inclusive process that began with robust public engagement. The project team analyzed the community feedback and integrated it with the site's historic context and current site conditions. This approach ensured that the resulting site design honors both the legacy of the park and the aspirations of its future users.

Design Framework

In response to the community's heartfelt aspirations, this design framework envisions a space that connects visitors to the past, immerses them in the present, and creates an excitement for the future. Rooted in community pride and shaped by collective memory, the park will serve as a tranquil space for reflection, a living classroom of legacy, and a vibrant symbol of unity. These guiding principles aim to translate those values into a meaningful place for all visitors.





Guiding Principles

1. Foster Passive Recreation & Contemplation

- » Design spaces that invite quiet enjoyment, reflection, and relaxation.
- » Incorporate natural elements such as shaded seating, walking paths, gardens, and public art to encourage low-impact use.
- » Ensure accessibility and comfort for all ages and abilities, promoting ease of use.

2. Celebrate History & Legacy

- » Integrate interpretive elements and public art that tell the story of the Northeast Community's past generations and their contributions to the success of Wake Forest.
- » Use these installations to educate visitors about local heritage in engaging ways.
- » Collaborate with local historians, cultural groups, and schools to ensure the community ownership of historical narratives.

3. Cultivate Community Pride & Identity

- » Create a space that reflects the Town's unique character, values, and aspirations.
- » Use materials, symbols, and design motifs to reinforce a sense of place.
- » Encourage community involvement in the design, stewardship, and programming of the space to build lasting pride and connection.

These guiding principles have informed the design elements and project goals as summarized below:

Project Goals

- » Ensure low impact on the ground to protect the archaeological assets buried on site.
- » Preserve as much of the mature tree canopy as possible.
- » Provide a greenway through the site and continue it across East Spring Street.
- » Provide sidewalks around the site boundary to improve connectivity from the surrounding residential area.
- » Preserve and celebrate the history of the Ailey Young House and the other houses of Simmons Row.
- » Pay homage to the historic Willis Johnson House.
- » Suggest public art locations and interpretive signage to tell the site story in an engaging way.
- » Provide a gathering area suitable for educational tours, community events, and casual picnicking.
- » Maintain universal access for individuals with disabilities as the site topography permits.



Site Organization & Circulation

The park's primary organizing feature is a multi-use path that meanders through the site, beginning at East Spring Street and extending through the Ailey Young House property. This asphalt multi-use path, ultimately connects to the Wake Forest Cemetery, North White Street, and East Spring Street, establishing a continuous and accessible corridor. The alignment of the multi-use path is intentionally curvilinear, offering views of the Ailey Young House from the park entry, accommodating the site's complex topography, and preserving as many mature trees as possible.



Proposed Multi-Use path

Park Access

The main entrance is located on East Spring Street, where an improved street section provides parallel parking spaces, including two accessible spaces. The entrance is designed to be wide and welcoming, with bollards installed to restrict vehicular access and prioritize pedestrians and cyclists. The restroom facility is strategically placed at the East Spring Street entrance, angled to guide sightlines into the park and toward the Ailey Young House, enhancing both wayfinding and the visitor experience.

Two secondary access points are located in the center of the site from North White Street. These entrances provide access from proposed parallel parking and lead directly into the central gathering space, offering convenient entry for visitors attending events or educational tours. Another secondary access point connects the park to the cemetery.

A secondary access point is also provided at North Brooks Street, featuring additional parallel parking. This entrance is intentionally more informal, with a naturalized trail that transitions to a boardwalk as it crosses the stream. Look-out points along this route offer opportunities for visitors to pause and enjoy views of the stream and the surrounding landscape.



 Proposed Park Access from East Spring Street



Gathering Spaces

The gathering spaces are strategically located along the axis from the primary East Spring Street entrance to the Ailey Young House. This area features a picnic shelter and interpretive signage that tells the story of the property. The picnic shelter overlooks a wooded area, where existing trees will be preserved, and selective removal of understory and invasive plants will provide clear sightlines to both the stream below and the Ailey Young House. Informal, naturalized pathways wind through the wooded area, beginning at the picnic shelter and encouraging exploration. Adjacent to the picnic shelter is an opportunity for public art. The public art piece is intended to be visible from the road, drawing attention to the park and complementing the historic narrative being shared throughout the site.

The proposed restroom building is strategically located near East Spring Street, establishing a prominent anchor point for site access from Downtown Wake Forest. This entrance is designed to function as the primary gateway to the site, offering a convenient and organized arrival area for school groups and other visitors. The layout accommodates group gathering and circulation, supporting safe and efficient drop-off and pick-up activities while reinforcing the site's connection to the broader community.



Primary gathering space with picnic shelter

New Architecture

The pavilion and restroom designs draw inspiration from the historic Ailey Young House, one of the oldest remaining African American structures in Wake Forest. As the home of Ailey and Henry Young, and the childhood home of educator Allen Young, it stands as a testament to resilience, education, and community-building during a transformative period in local history. The new structures honor this legacy through a shared architectural language rooted in craftsmanship and material honesty. Both feature traditional pitched roofs reminiscent of the era’s “Simmons Row” and stone bases that echo the home’s original hand-laid foundations, creating continuity across the site. Artificial wood slats serve as a unifying design element, integrated vertically to introduce texture, rhythm, and gentle illumination at night. The pavilion’s double post stone columns and raised wood detailing recall the masonry and siding techniques of the Ailey Young House, while the restroom incorporates storytelling panels and built-in seating to encourage reflection and engagement. Together, these spaces create a welcoming environment where school groups, historians, and community members can gather, learn, and connect through the layered stories of the site. The architecture celebrates the spirit of Ailey and Allen Young, honoring the past while cultivating a space for collective memory, education, and belonging.



 **Proposed restroom building**



 **Proposed picnic shelter**



Park Elements

Multi-Use Path

The multi-use path serves as the park's spine, connecting key destinations and providing a universally accessible route through varied terrain. It is designed as an asphalt multi-use path to accommodate diverse users.

Ailey Young House

The historic Ailey Young House is preserved and celebrated as a focal point, with interpretive signage and viewsheds maintained from the main entrance. The house surroundings will be a gravel surface to allow ease in circulation for larger groups as well as maintain a solid surface during rain events. A new planting bed is added between the house and the berm that will showcase a few selected plants from the historic era.

Mature Trees

The preservation of mature trees is prioritized, providing shade, habitat, and a sense of continuity with the site's past. The southern part of the site is impacted by invasives and non-native underbrush. The project team suggests that these areas be cleared and supplemented with native woodland plants of North Carolina.

Gathering Area

A flexible space is provided for educational tours, community gatherings, and interpretive programming. This area, while new construction, will reflect the site character through materiality, landscape, and hardscape. The elements include restroom building, bike racks, seating areas, picnic shelter, interpretive signage, wooded open space, and naturalized trails.

Story Cubes

Throughout the site, story cubes are incorporated as landscape features that provide opportunities for learning, interaction, and storytelling, enriching the visitor experience and deepening connections to the site's history. These installations will be part of the public art program and may include elements such as swings, sand play, or an audio recording booth.

Legacy Tree

The legacy tree concept allows community members to honor those from the past who have contributed to the growth of the community. Leaves bearing the names of community members can be added over time, symbolizing the ongoing growth and collective memory of the community.



 Story Cubes

Wire Frame Houses

To honor the history of the Simmons Row homes, which are no longer standing, wire frames can be erected around the old foundations. These artful structures give physical form to the houses, allowing visitors to feel their presence. At night, low-voltage lighting can light up these structures to become part of the streetscape and nighttime experience from downtown Wake Forest.

Historic Willis Johnson House

The historic Willis Johnson House is commemorated through the construction of symbolic low brick walls that outline the historic house footprint. The use of masonry is intentional, paying tribute to the Johnson family’s legacy and the craft of masonry, which was central to their contribution to the community.

Furnishings

Benches are strategically placed at regular intervals along the multi-use path to provide convenient rest spots for visitors. These benches, including ADA-compliant seating, are designed to offer comfort and enhance the user experience. Additionally, bike racks are located near the main East Spring Street entrance to encourage cycling and provide secure storage for bicycles while visiting the park.



 Legacy Tree



 Wire Frame Houses



 Masonry work at Willis Johnson House



Wayfinding Signs

Wayfinding signs will be incorporated throughout the park, designed to align with Town standards. This integration ensures consistency with other multi-use path signs across the broader multi-use path system, facilitating seamless navigation for visitors and reinforcing a cohesive identity for the park within the community's recreational network.

Next Steps

As the master plan advances toward implementation and construction, several important next steps will ensure the park's design intent is fully realized. The precise alignment of the multi-use path, as well as the placement of structures and site furnishings, may require adjustment following the completion of a topographic and tree survey. This survey will provide essential data to inform final design refinement and help maximize the preservation of mature trees throughout the site.

To further support the preservation of the park's natural character, detailed grading plans and tree protection measures will be developed and incorporated into the construction drawings. These measures will be critical in safeguarding existing trees and ensuring that new improvements are integrated sensitively within the landscape.

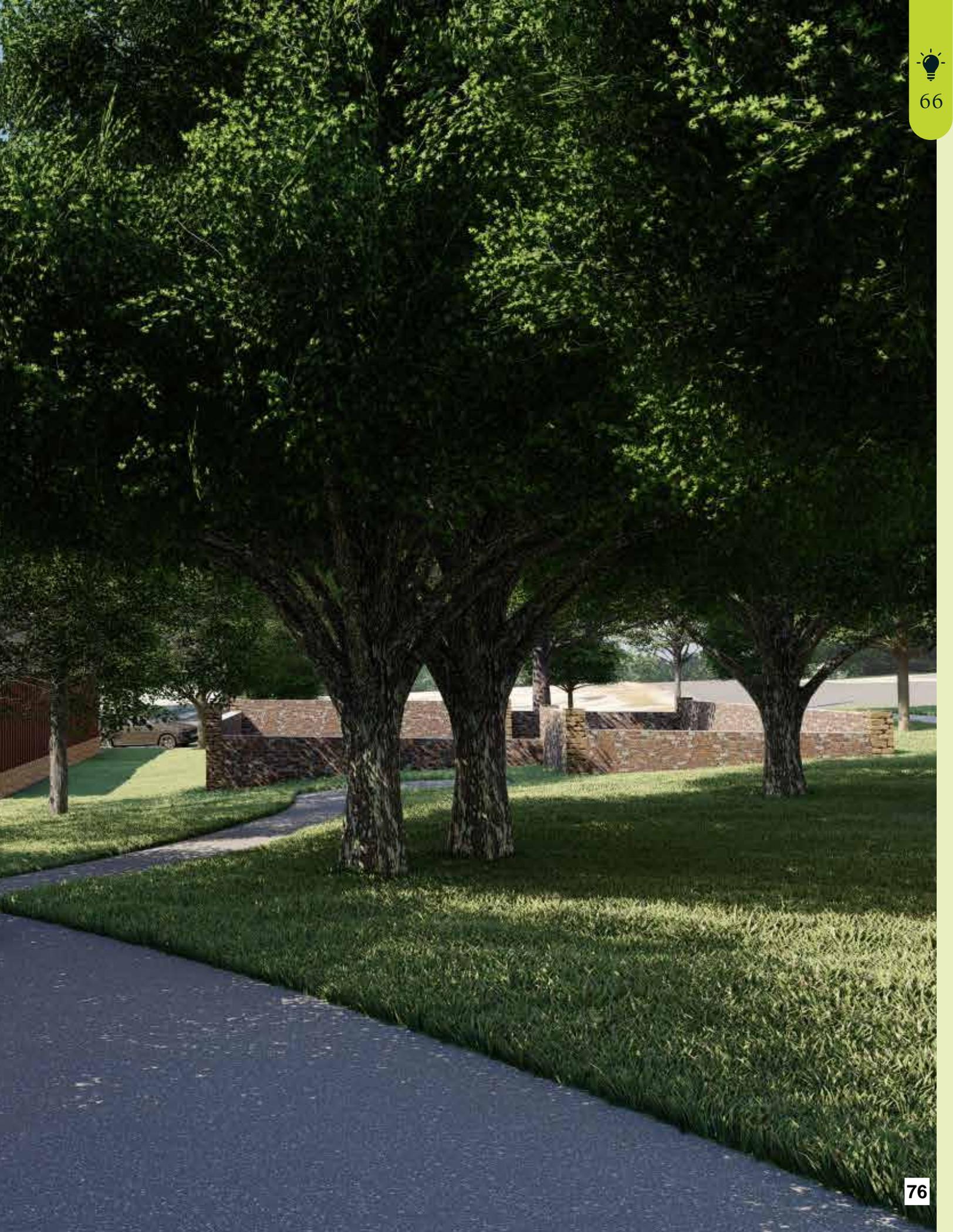
Additionally, consultation with archaeologists during the construction process will ensure that all historic elements are properly respected and protected.





Aerial of project site











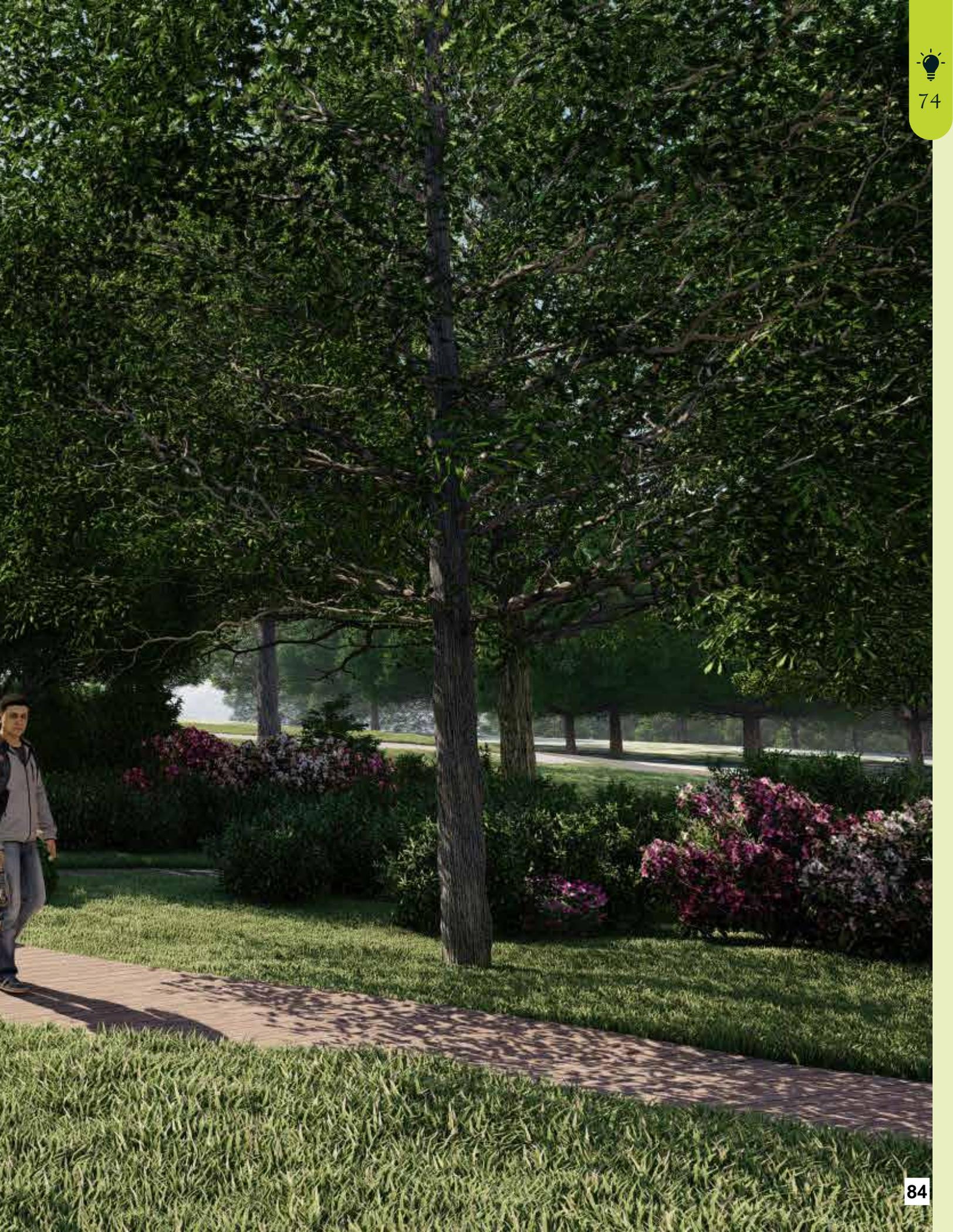
Multi-Use Path through the park

















Aiken Cost Consultants

LETTER OF TRANSMITTAL

28-Oct-25

3:37 PM

RECIPIENT

Name: Shweta Nanekar, RLA, LEED AP BD+C

Company: McAdams

Address: 621 Hillsborough St, Ste 500
Raleigh, NC 27603

Ph/FAX: 919.749.1567

e-mail: nanekar@mcadamsco.com

SENDER

Name: Jason Brashier

Company: Aiken Cost Consultants

Address: 19 West Stone Avenue
Greenville, SC 29609

Phone: (864)-232-9342

Fax: (864)-233-2573

e-mail: Jason@AikenCost.com

PROJECT INFORMATION

Project Title: Ailey Young House Heritage Site

Location: Wake Forest, NC

ACC Project #: McA19

Estimate Format: ACC Progressive 10
Final Masterplan Submittal Estimate

PURPOSE OF TRANSMITTAL

As Requested For Your Use For Your File For Your Review/Comment For Your Information

METHOD OF DELIVERY

Direct Express US Mail Fax Hand e-mail

ITEMS TRANSMITTED

	Number	# Pages
Master Summary	<u>1</u>	<u>2</u>
Summary	<u>1</u>	<u>2</u>
Rationale	<u>1</u>	<u>5</u>
Vendor Quotes	<u> </u>	<u> </u>
Other-	<u> </u>	<u> </u>
Total Items Transmitted (including this page)	<u>4</u>	<u>10</u>

COMMENTS

We have tried to organize the estimate to simplify your review and analysis. Please click on the tabs at the bottom of your screen to navigate through the estimate. We encourage your careful review and appreciate your questions and comments.

MASTER SUMMARY
Final Masterplan Submittal Estimate
 For
Ailey Young House Heritage Site
Northeast Gateway Park Masterplan
 Wake Forest, NC

Architect:
 McAdams
 621 Hillsborough St, Ste 500
 Raleigh, NC 27603

Cost Estimator:
 Aiken Cost Consultants
 19 West Stone Avenue
 Greenville, SC 29609

	Total	
	Cost	%
Restroom Building	532,572	25.1%
Pavilion	180,267	8.5%
Sitework	1,410,954	66.4%
Total Probable Base Bid	\$2,123,792	100.0%
Construction Phase Contingency	106,190	5.0%
Total Construction Cost (TCC)	\$2,229,982	105.0%

ALTERNATES

(5% Construction Phase Contingency Not Included)

Alternate No 1: Decomposed Granite Path in lieu of Mulch Path \$1,421

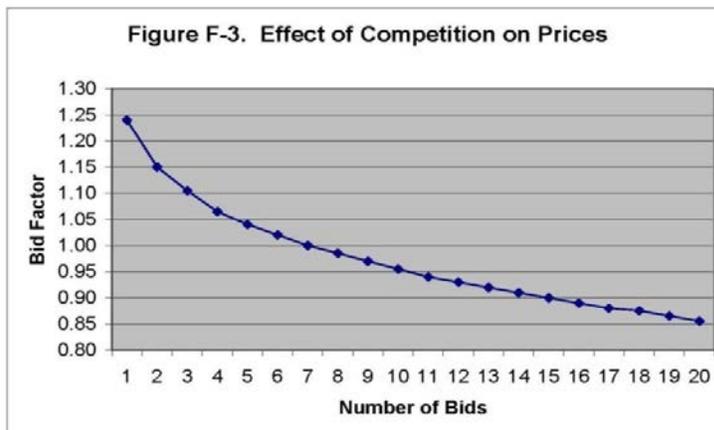
Project Notes / General Comments

This estimate is based upon design documents provided October 2025. The pricing is based on RSMMeans 2025 and has factored in current market conditions.

This estimate has been prepared in accordance with generally accepted estimating practices and principles. Aiken Cost Consultants' staff is available to discuss our methods, pricing, assumptions, or estimating philosophy with any interested party. Please contact us by phone at (864) 232-9342, by fax at (864) 233-2573, or by e-mail at Billy@AikenCost.com.

Aiken Cost Consultants estimates are intended to be used as a professional opinion of the probable cost of construction, based on our understanding of the design at the time the estimate was prepared. We have no control over General or Subcontractor overhead and profit percentages, bidding climates, schedules, contractor's methods of determining prices, continuing design modifications or addenda, etc., therefore, we cannot guarantee that proposals, bids, or actual construction costs will be within a certain range of this, or subsequent, cost estimates.

When preparing each cost estimate submittal Aiken Cost Consultants reviews current market conditions. It is our opinion that current construction market may be less than competitive at both the General Contractor and Sub Contractor levels. One of several resources the Owner should consider when bidding a project is the "Effect of Competition on Prices" chart developed by the U.S. Army Corp of Engineers. Additional project specific factors to consider (when applicable) are; anticipated mid-point of construction, difficult conditions, phasing, Liquidated Damages, limited or set-aside contracting requirements, etc. These multiple factors should also be considered whenever the project is delayed and/or market conditions change significantly.



BUILDING SUMMARY
Final Masterplan Submittal Estimate
 FOR
Ailey Young House Heritage Site
Northeast Gateway Park Masterplan
 Wake Forest, NC

Architect:
McAdams
621 Hillsborough St, Ste 500
Raleigh, NC 27603

Cost Estimator:
Aiken Cost Consultants
19 West Stone Avenue
Greenville, SC 29609

Project Data		Area Calculation	
Project Code:	McA19	Restroom Building Pavilion	Adjusted Gross
Mid Point of Construction:	Jan 2027		810 SF 938 SF
Owners Budget:	Unknown	Total Bldg Area =	1748 SF
ACC Last Estimate:	NA		

Project Ailey Young House Heritage Site

LEVEL 2 GROUP ELEMENTS Level 3 Elements	Element			
	Quantity	Unit	Rate (\$)	Cost
Restroom Building	810	SF	657	\$532,572
A15 Slab On Grade	810	SF	18.32	14,842
B15 Roof Structure	1460	SF	13.21	19,284
B20 Exterior Walls	1595	SF	121.55	193,876
B22 Exterior Windows	75	SF	184.63	13,847
B23 Exterior Doors	4	EA	8,449	33,797
B30 Roofing	1632	SF	25.38	41,434
C10 Interior Partitions & Windows	900	SF	12.55	11,296
C13 Interior Specialties	810	SF	24.04	19,475
C30 Finishes	810	SF	11.26	9,120
D20 Plumbing	810	SF	148.97	120,664
D30 HVAC	810	SF	16.07	13,020
D50 Electrical Service & Distribution	810	SF	11.45	9,274
D52 Lighting & Branch Wiring	810	SF	28.10	22,760
D53 Communication & Branch Wiring	810	SF	9.48	7,678
D54 Special Electrical Systems	810	SF	2.72	2,205
Pavilion	938	SF	192	\$180,267
A10 Foundations	938	SF	1.74	1,631
A15 Slab On Grade	1000	SF	18.32	18,323
B20 Exterior Walls	938	SF	118.41	111,065
B30 Roofing	1050	SF	21.25	22,310
D52 Lighting & Branch Wiring	938	SF	26.00	24,385
D54 Special Electrical Systems	938	SF	2.72	2,553
Sitework				\$1,410,954
G10 SITE PREPARATION	14800	SY	18.00	266,445
G20 SITE IMPROVEMENTS	14800	SY	37.13	549,509
G30 SITE WATER & SEWER UTILITIES	1	AL	100,000	100,000
G40 SITE ELECTRICAL UTILITIES	1	AL	495,000	495,000

Project Costs, including GC Field Overhead

\$2,123,792

Project		Ailey Young House Heritage Site					
LEVEL 2 GROUP ELEMENTS		Element					
Level 3 Elements		Quantity	Unit	Rate (\$)	Cost		
The above unit prices INCLUDE the following:							
Fees & Permits	GC Home Office Expense				GC Profit		
Bond	Escalation to Mid Point of Construction				Sub-Contractor OH&P		
State Sales Tax	Non-Competitive Market				GC Field Overhead		
Design Contingency	Historic Site Premium						
The following items are EXCLUDED from this estimate:							
Design Fees							
Inhouse Costs							
Finance Costs							

McA19	Ailey Young House Heritage Site
Final Masterplan Submittal Estimate	
DESCRIPTION	
Restroom Building	
A15 Slab On Grade	
4" Light Ind. SOG, Reinf, VB, Gravel Base, Form, Finish	
B15 Roof Structure	
Roof Structure	
Roof Sheathing	
B20 Exterior Walls	
CMU Ext. Walls	
Stone Veneer	
Board & Batten Siding	
Wrap Around Benches	
Artificial Wood Slats	
B22 Exterior Windows	
Aluminum Single Hung Windows, insul glass	
B23 Exterior Doors	
3'x7' HM door w/hm. frame, paint, & panic hdwr.	
B30 Roofing	
Standing Seam Roofing	
Roof Insulation	
Flashing	
C10 Interior Partitions & Windows	
Interior Partitions	
C12 Interior Doors	
None In This Contract	

McA19	Ailey Young House Heritage Site
Final Masterplan Submittal Estimate	
DESCRIPTION	
C13 Interior Specialties	
Mop & Broom Holder Mirror w/ SS Frame, 24"W x36"H Toilet Tissue Dispenser, Double Roll Surface Mtd. Towel Dispenser Soap Dispenser, Surface Mounted, Liquid Sanitary Napkin Disposal, recessed Stainless Steel Grab Bars, 18" Stainless Steel Grab Bars, 36" Stainless Steel Grab Bars, 42" Robe or Coat Hook Changing Station, Baby Toilet partition - Stainless Urinal partition - Stainless, 18" wide	
C30 Finishes	
Wall Paint Floor Finish Rubber Base Ceiling Finishes	
D20 Plumbing	
Plumbing Systems Plumbing systems may include sinks, toilets, urinals, lavatories, showers, floor drains, water heaters, wall hydrants, drinking fountains, etc.	
D30 HVAC	
HVAC Systems HVAC System may include fans, wall heaters, etc.	
D40 Fire Protection	
None In This Contract	
D50 Electrical Service & Distribution	
Electrical Distribution	

McA19	Ailey Young House Heritage Site
Final Masterplan Submittal Estimate	
DESCRIPTION	
D52 Lighting & Branch Wiring	
Light fixtures, controls, conduit, & wire Receptacles, conduit, & wire Equipment connections, conduit, & wire	
D53 Communication & Branch Wiring	
Fire Alarm System Security System	
D54 Special Electrical Systems	
Grounding System Lightning Protection System	
Pavilion	
A10 Foundations	
Spread Footings (3000 PSI), incl reinforcing	
A15 Slab On Grade	
4" Light Ind. SOG, Reinf, VB, Gravel Base, Form, Finish	
B20 Exterior Walls	
Artificial Wood Slats Stone Column Bases	
B30 Roofing	
Standing Seam Roofing	
D52 Lighting & Branch Wiring	
Light fixtures, controls, conduit, & wire Receptacles, conduit, & wire	

McA19	Ailey Young House Heritage Site
Final Masterplan Submittal Estimate	
DESCRIPTION	
D53 Communication & Branch Wiring	
None In This Contract	
D54 Special Electrical Systems	
Grounding System Lightning Protection System	
Sitework	
G10 SITE PREPARATION	
G1010 Site Clearing	
Site Clearing	
G1020 Site Demolition	
Misc. Site Demolition	
G1030 Site Earthwork	
Silt Fence, install and remove Rough Grading Fine Grading	
G20 SITE IMPROVEMENTS	
G2020 Parking Paving	
Asphalt Paving Concrete Curb & Gutter, 6"x24", Machine Formed Pavement Markings, thermoplastic, 4" Wide incl. layout Handicap Symbols Handicap Sign	
G2030 Pedestrian Paving	
Decomposed Granite Concrete Pad Multi-Use Path Mulch Path Wooden Boardwalk Wooden Railing Concrete Step, Cast on Ground 1 ½" Pipe Handrail, steel, painted, 2 rails	
G2040 Site Development	
Concrete Seatwall 6" Dia. Pipe Bollard, Conc. Filled	

McA19 Ailey Young House Heritage Site	
Final Masterplan Submittal Estimate	
DESCRIPTION	
Benches Bike Racks Public Art Allowance Misc. Site Improvements G2050 Landscaping Lawn Landscaping	
G30 SITE WATER & SEWER UTILITIES	
G3010 Water Supply Water Supply G3020 Sanitary Sewer Sanitary Sewer	
G40 SITE ELECTRICAL UTILITIES	
G4020 Site Lighting Site Lighting G4030 Site Security Site Security	

ALTERNATE BID ITEMS:

Alternate No 1: Decomposed Granite Path in lieu of Mulch Path Decomposed Granite Mulch Path Subtotal =====>
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BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-714-
Submitted by: Timothy Watson, Engineering
Submitting Department: Engineering
Meeting Date: March 3, 2026

Subject

Presentation on Local Erosion & Sedimentation Control Program MOA Update

Recommendation:

Approve updated Memorandum of Agreement (MOA) between Town and the Sedimentation Control Commission (SCC)

item Summary:

ATTACHMENTS:

- [Summary_Local Program.docx](#)
- [Attachment_A_Resolution_MOA_UPDATE.docx](#)
- [Attachment_B_Wake Forest Current MOA.pdf](#)
- [Attachment_C_Wake Forest Updated MOA.pdf](#)

Agenda Item: Presentation on Local Erosion & Sedimentation Control Program Update

Summary: The Engineering Department will give a presentation to the Board of Commissioners regarding our current local program delegated status and request approval of an update to our Memorandum of Agreement (MOA) with the Sedimentation Control Commission (SCC). The SCC has approved an updated MOA with Delegated Local Governments, which outlines the responsibilities of both the Commission and delegated programs. While the MOA is not legally binding, it serves as an affirmation of commitments regarding the Erosion and Sediment Control (ESC) program. Existing standards and expectations remain unchanged, and programs must continue to operate in compliance with the Sedimentation Pollution Control Act (SPCA) and North Carolina Administrative Code (NCAC). This is the first major update in over a decade and includes new language in Part III, F – Termination of Local Program, which details the process and timelines for ending jurisdiction either fully or partially. The update also removes outdated references, such as “Approvals with Performance Reservations.”

Attachments: Attachment_A_Resolution_MOA_UPDATE.docx
Attachment_B_Wake Forest Current MOA.pdf
Attachment_C_Wake Forest Updated MOA.pdf

RESOLUTION 2026-XX

RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ON BEHALF OF THE TOWN OF WAKE FOREST, A MEMORANDUM OF AGREEMENT BETWEEN THE NORTH CAROLINA SEDIMENTATION CONTROL COMMISSION AND THE TOWN OF WAKE FOREST

WHEREAS, the Engineering Department is responsible for managing the local sedimentation and erosion control program; and

WHEREAS, the Town last signed a memorandum of agreement with the Sedimentation Control Commission in 2012 for the purpose of clarifying our role in the enforcement of the Sedimentation Pollution Control Act of 1973; and

WHEREAS, the Sedimentation Control Commission has recently provided updated language to the memorandum of agreement; and

WHEREAS, The Town has and continues to maintain the local program in agreement with the Sedimentation Control Commission;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Town of Wake Forest hereby authorizes the Mayor to execute an agreement with the North Carolina Sedimentation Control Commission.

This the 17th day of March 2026.

Ben Clapsaddle
Mayor

ATTEST:

Evelyn Wright
Town Clerk

MEMORANDUM OF AGREEMENT

BETWEEN

THE NORTH CAROLINA SEDIMENTATION CONTROL COMMISSION

AND

TOWN OF WAKE FOREST

This MEMORANDUM OF AGREEMENT is entered into between the **North Carolina Sedimentation Control Commission** (hereinafter, "Commission") and **Town of Wake Forest** (hereinafter, "Local Government," collectively, "Parties") for the purpose of clarifying their roles in the enforcement of the Sedimentation Pollution Control Act of 1973, N.C. Gen. Stat. Ch. 113A Art. 4 and any rules adopted pursuant to the Act (hereinafter collectively, "SPCA.")

Part I. Local Program Creation.

A. Model Ordinance

The Parties agree that the Commission shall do the following:

1. Per N.C. Gen. Stat. § 113A-54(1), provide a model erosion and sedimentation control ordinance (hereinafter, "model ordinance") for adoption by local governments who wish to operate a delegated local sedimentation and erosion program (hereinafter, "local program.")
2. Update its model ordinance upon changes in the SPCA.

B. Proposed Ordinance Review

The Parties agree that:

1. Local governments who chose to create and operate a local program may do so by ordinance (hereinafter, "local program ordinance".) However, the local government must submit the proposed local program ordinance to the Commission staff for review prior to adoption. Local governments must adopt the ordinance prior to submission to the Commission for approval.
2. North Carolina General Statute § 113A-60(b) requires the Commission to review approve, approve as modified, or disapprove proposed local program ordinances based upon the minimum requirements of the SPCA.
3. The Commission shall review a local program ordinance submitted and, within 90 days of receipt thereof, shall notify the local government submitting the program that it has been approved, approved with modifications, or disapproved.

4. The local program's erosion and sedimentation control standards must equal or exceed those of the SPCA.

Part II. Responsibilities and Expectations of the Commission.

A. Local Program Review

The Parties agree that the Commission shall do the following:

1. Review periodically approved local programs for compliance with the SPCA. The results of the reviews shall be presented at the next quarterly meeting of the Commission.
2. If the Commission determines that any local government is failing to administer or enforce an approved erosion and sedimentation control program, it shall notify the local government in writing and shall specify the deficiencies of administration and enforcement.
3. If the local government has not taken corrective action within 30 days of receipt of notification from the Commission, the Commission shall assume administration and enforcement of the program until such time as the local government indicates its willingness and ability to resume administration and enforcement of the program.

B. Training and Education for Local Programs

The Parties agree that the Commission shall provide the following:

1. Educational programs in erosion and sedimentation control directed persons engaged in land-disturbing activities, general educational materials on erosion and sedimentation control, and instructional materials for persons involved in the enforcement of the SPCA and erosion and sedimentation control rules, ordinances, regulations, and plans.
2. Manuals and publications to assist in the design, construction and inspection of erosion and sedimentation control measures.
3. Periodic review of local erosion and sedimentation control programs and through the reviews provide recommendations to improve program administration.
4. Technical assistance in review of draft erosion and sedimentation control plans for complex activities.

C. Concurrent Jurisdiction

The Parties agree that the Commission shall maintain concurrent jurisdiction with the local government for land-disturbing activities and may take appropriate compliance action if the Commission determines that the local government has failed to take appropriate compliance action.

Part III. Responsibilities and Expectations of the Local Government.

A. Enforcement

The Parties agree that the local government shall administer its own local program ordinances, through the following:

1. Enforce the provisions of the SPCA.
2. Administer the SPCA for all land-disturbing activity within its jurisdiction, including existing sites at the time the local government received program delegation. The Commission may continue to administer the SPCA over specific projects under enforcement action upon mutual agreement with the local government. The local program is not responsible for activities over which the Commission has exclusive jurisdiction.
3. Employ a sufficient number of qualified personnel. Qualified personnel shall be competent to review sedimentation and erosion control plans and conduct inspections of land-disturbing activities.
4. Provide adequate resources for plan review and compliance inspections.

B. Reporting

The Parties agree that the local government shall provide the following reports/information:

1. Monthly activity report to the Commission in the form adopted by the Commission.
2. Copy of all Financial Responsibility/Ownership forms to the Division of Water Quality (DWQ) when draft erosion and sedimentation control plans are received.
3. Copy of Notices of Violation to the appropriate regional office of DWQ.
4. Current contact information for their local program to the Division of Energy, Mineral, and Land Resources.

C. Sediment and Erosion Control Plans for Land-Disturbing Activity Review

The Parties agree that the local government shall review erosion and sedimentation control plans for land-disturbing activity (hereinafter, "plans") submitted to its local program under the following standards:

1. Review plans within 30 days of receipt of a new plan and within 15 days of a revised plan.
2. Approve, approve with modifications, approve with performance reservations, or disapprove draft plans in conformance with the basic control objectives contained in 15A NCAC 04B .0106.
3. Notify in writing the person submitting the plan that it has been approved, approved with modifications, approved with performance reservations or disapproved within 30 days of receipt of a new plan and within 15 days of a revised plan.

4. Include in written notifications of plan approval the following:
 - a. reference to NPDES General Stormwater Permit NCG 010000,
 - b. expiration date of the approval,
 - c. the right of periodic inspection, and
 - d. condition the approval upon the applicant's compliance with federal and State water quality laws, regulations and rules.
5. Enclose with all written permit notifications the following
 - a. NPDES General Stormwater Permit NCG 010000, and
 - b. Certificate of Approval for posting at the site of the land-disturbing activity.

D. Inspection

The Parties agree that the local government shall inspect all sites undergoing land-disturbing activity under the following standards:

- a. Periodically and regularly inspect sites undergoing land-disturbing activity within its jurisdiction. Periodically and regularly means with sufficient frequency to effectively monitor compliance with the SPCA and rules adopted pursuant to the SPCA and the local erosion and sedimentation control ordinance.
2. Document all inspections in writing, including electronic documents.
3. Inspection reports shall include, at a minimum, all information in the model sedimentation inspection report developed by the Commission.
4. Maintain inspection records for active projects in accordance with State and local record retention policies.

E. Enforcement

The Parties agree that the local government shall enforce its local program ordinance under the following standards:

1. Issue Notices of Violation (hereinafter, "NOV") for any significant violation of the SPCA, rules adopted pursuant to the SPCA, or the local erosion and sedimentation control ordinance documented in an inspection report. An NOV shall be issued to the persons responsible for the violations, pursuant to N.C. Gen. Stat. § 113A-61.1.
2. The NOV shall specify the following:
 - a. describe the violation with reasonable particularity
 - b. request that all illegal activity cease
 - c. the actions that need to be taken to comply with the SPCA and the local ordinance
 - d. a date by which the person must comply with the SPCA and the local ordinance
 - e. inform the violator that any person who fails to comply within the time specified is subject to additional civil and criminal penalties for a continuing violation as provided in G.S. 113A-64 and the local ordinance

3. Undertake appropriate enforcement actions, including injunctive relief, or assessment of civil penalties for an initial penalty or a daily penalty for continuing violations.
4. Require a person who engaged in a land-disturbing activity and failed to retain sediment generated by the activity, as required by G.S. 113A-57(3), to restore the waters and land affected by the failure so as to minimize the detrimental effects of the resulting pollution by sedimentation.

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IN WITNESS HEREOF, the Parties enter into this Memorandum of Agreement, this the 14
day of November 2012.

SEDIMENTATION CONTROL COMMISSION

Town of Wake Forest

for By: Robin K. Smith
Robin K. Smith
Chair
Dated: 11-14-12

By: Vivian A. Jones
Vivian A. Jones
Mayor
Dated: 9-6-2012

**DIVISION OF ENERGY, MINERAL, AND
LAND RESOURCES**

By: Tracy E. Davis, PE, CPM
Tracy E. Davis, PE, CPM
Director
Dated: 11/14/2012

By: _____
Name #2
Mayor/Council Chair/Commissioner
Dated: _____

Approved as to Form

for Rufus C. Allen Associate A.G.
Rufus C. Allen
Assistant Attorney General and Counsel to
the Commission
Dated: 11/14/2012

Approved as to Form

Eric Vernon
Eric Vernon
Attorney Town of Wake Forest
Dated: 9-5-12

Appendix I.

NORTH CAROLINA GENERAL STATUTES *Sedimentation Pollution Control Act (Ch. 113A Art. 4)* (selected statutes)

§ 113A-54. Powers and duties of the Commission.

- (d) In implementing the erosion and sedimentation control program, the Commission shall:
- (1) Assist and encourage local governments in developing erosion and sedimentation control programs and, as a part of this assistance, the Commission shall develop a model local erosion and sedimentation control ordinance. The Commission shall approve, approve as modified, or disapprove local programs submitted to it pursuant to G.S. 113A-60.

§ 113A-56. Jurisdiction of the Commission.

- (a) The Commission shall have jurisdiction, to the exclusion of local governments, to adopt rules concerning land-disturbing activities that are:
- (1) Conducted by the State.
 - (2) Conducted by the United States.
 - (3) Conducted by persons having the power of eminent domain other than a local government.
 - (4) Conducted by a local government.
 - (5) Funded in whole or in part by the State or the United States.
- (b) The Commission may delegate the jurisdiction conferred by G.S. 113A-56(a), in whole or in part, to any other State agency that has submitted an erosion and sedimentation control program to be administered by it, if the program has been approved by the Commission as being in conformity with the general State program.
- (c) The Commission shall have concurrent jurisdiction with local governments that administer a delegated erosion and sedimentation control program over all other land-disturbing activities. In addition to the authority granted to the Commission in G.S. 113A-60(c), the Commission has the following authority with respect to a delegated erosion and sedimentation control program:
- (1) To review erosion and sedimentation control plan approvals made by a delegated erosion and sedimentation control program and to require a

revised plan if the commission determines that a plan does not comply with the requirements of this Article or the rules adopted pursuant to this Article.

- (2) To review the compliance activities of a delegated erosion and sedimentation control program and to take appropriate compliance action if the Commission determines that the local government has failed to take appropriate compliance action.

(1973, c. 392, s. 7; c. 1417, s. 4; 1987, c. 827, s. 130; 1987 (Reg. Sess., 1988), c. 1000, s. 4; 2002-165, s. 2.5; 2006-250, s.2.)

§ 113A-60. Local erosion and sedimentation control programs.

- (a) A local government may submit to the Commission for its approval an erosion and sedimentation control program for its jurisdiction, and to this end local governments are authorized to adopt ordinances and regulations necessary to establish and enforce erosion and sedimentation control programs. An ordinance adopted by a local government may establish a fee for the review of an erosion and sedimentation control plan and related activities. Local governments are authorized to create or designate agencies or subdivisions of local government to administer and enforce the programs. An ordinance adopted by a local government shall at least meet and may exceed the minimum requirements of this Article and the rules adopted pursuant to this Article. Two or more units of local government are authorized to establish a joint program and to enter into any agreements that are necessary for the proper administration and enforcement of the program. The resolutions establishing any joint program must be duly recorded in the minutes of the governing body of each unit of local government participating in the program, and a certified copy of each resolution must be filed with the Commission.
- (b) The Commission shall review each program submitted and within 90 days of receipt thereof shall notify the local government submitting the program

that it has been approved, approved with modifications, or disapproved. The Commission shall only approve a program upon determining that its standards equal or exceed those of this Article and rules adopted pursuant to this Article.

- (c) If the Commission determines that any local government is failing to administer or enforce an approved erosion and sedimentation control program, it shall notify the local government in writing and shall specify the deficiencies of administration and enforcement. If the local government has not taken corrective action within 30 days of receipt of notification from the Commission, the Commission shall assume administration and enforcement of the program until such time as the local government indicates its willingness and ability to resume administration and enforcement of the program.
- (d) A local government may submit to the Commission for its approval a limited erosion and sedimentation control program for its jurisdiction that grants the local government the responsibility only for the assessment and collection of fees and for the inspection of land-disturbing activities within the jurisdiction of the local government. The Commission shall be responsible for the administration and enforcement of all other components of the erosion and sedimentation control program and the requirements of this Article. The local government may adopt ordinances and regulations necessary to establish a limited erosion and sedimentation control program. An ordinance adopted by a local government that establishes a limited program shall conform to the minimum requirements regarding the inspection of land-disturbing activities of this Article and the rules adopted pursuant to this Article regarding the inspection of land-disturbing activities. The local government shall establish and collect a fee to be paid by each person who submits an erosion and sedimentation control plan to the local government. The amount of the fee shall be an amount equal to eighty percent (80%) of the amount established by the Commission pursuant to G.S. 113A-54.2(a) plus any amount that the local government requires to cover the cost of inspection and program administration activities by the local government. The total fee shall not exceed one hundred dollars (\$100.00) per acre. A local government that administers a limited erosion and sedimentation

control program shall pay to the Commission the portion of the fee that equals eighty percent (80%) of the fee established pursuant to G.S. 113A-54.2(a) to cover the cost to the Commission for the administration and enforcement of other components of the erosion and sedimentation control program. Fees paid to the Commission by a local government shall be deposited in the Sedimentation Account established by G.S. 113A-54.2(b). A local government that administers a limited erosion and sedimentation control program and that receives an erosion control plan and fee under this subsection shall immediately transmit the plan to the Commission for review. A local government may create or designate agencies or subdivisions of the local government to administer the limited program. Two or more units of local government may establish a joint limited program and enter into any agreements necessary for the proper administration of the limited program. The resolutions establishing any joint limited program must be duly recorded in the minutes of the governing body of each unit of local government participating in the limited program, and a certified copy of each resolution must be filed with the Commission. Subsections (b) and (c) of this section apply to the approval and oversight of limited programs.

- (e) Notwithstanding G.S. 113A-61.1, a local government with a limited erosion and sedimentation control program shall not issue a notice of violation if inspection indicates that the person engaged in land-disturbing activity has failed to comply with this Article, rules adopted pursuant to this Article, or an approved erosion and sedimentation control plan. The local government shall notify the Commission if any person has initiated land-disturbing activity for which an erosion and sedimentation control plan is required in the absence of an approved plan. If a local government with a limited program determines that a person engaged in a land-disturbing activity has failed to comply with an approved erosion and sedimentation control plan, the local government shall refer the matter to the Commission for inspection and enforcement pursuant to G.S. 113A-61.1.

(1973, c. 392, s. 11; 1993 (Reg. Sess., 1994), c. 776, s. 7; 2002-165, s. 2.8; 2006-250, s. 3.)

MEMORANDUM OF AGREEMENT

BETWEEN

The North Carolina Sedimentation Control Commission

AND

This MEMORANDUM OF AGREEMENT is entered into between the **North Carolina Sedimentation Control Commission** (hereinafter, “Commission”) and _____ (hereinafter, “**Local Government,**” collectively, “Parties”) for the purpose of clarifying their roles in the enforcement of the Sedimentation Pollution Control Act of 1973, N.C. Gen. Stat. Ch. 113A Art. 4 and any rules adopted pursuant to the Act (hereinafter collectively, “SPCA.”)

Part I. Local Program Creation.

A. Model Ordinance

The Parties agree that the Commission shall do the following:

1. Per N.C. Gen. Stat. § 113A-54 (d) (1), provide a model erosion and sedimentation control ordinance (hereinafter, “model ordinance”) for adoption by local governments who wish to operate a delegated local erosion and sedimentation control program (hereinafter, “local program.”)
2. Update its model ordinance upon changes in the SPCA.

B. Proposed Ordinance Review

The Parties agree that:

1. Local governments who choose to create and operate a local program may do so by ordinance (hereinafter, “local program ordinance”.) However, the local government must submit the proposed local program ordinance to the Commission for review prior to adoption.
2. North Carolina General Statute § 113A-60(b) requires the Commission to review, approve, approve as modified, or disapprove proposed local program ordinances based upon the minimum requirements of the SPCA.
3. The Commission shall review a local program ordinance submitted and, within 90 days of receipt thereof, shall notify the local government submitting the program that it has been approved, approved with modifications, or disapproved.
4. The local program’s erosion and sedimentation control standards must equal or exceed those of the SPCA.
5. The Local Government has an existing local program and an ordinance approved by the Sedimentation Control Commission.

Part II. Responsibilities and Expectations of the Commission.

A. Local Program Review

The Parties agree that the Commission shall do the following:

1. Review periodically approved local programs for compliance with the SPCA. The results of the reviews shall be presented at the next quarterly meeting of the Commission.
2. If the Commission determines that any local government is failing to administer or enforce an approved erosion and sedimentation control program, it shall notify the local government in writing and shall specify the deficiencies of administration and enforcement.
3. If the local government has not taken corrective action within 30 days of receipt of notification from the Commission, the Commission shall assume administration and enforcement of the program until such time as the local government indicates its willingness and ability to resume administration and enforcement of the program.

B. Training and Education for Local Programs

The Parties agree that the Commission shall provide the following:

1. Educational programs in erosion and sedimentation control directed toward persons engaged in land-disturbing activities, general educational materials on erosion and sedimentation control, and instructional materials for persons involved in the enforcement of the SPCA and erosion and sedimentation control rules, ordinances, regulations, and plans.
2. Manuals and publications to assist in the design, construction and inspection of erosion and sedimentation control measures.
3. Periodic reviews of local erosion and sedimentation control programs and through the reviews provide recommendations to improve program administration.
4. Technical assistance in review of draft erosion and sedimentation control plans for complex activities.

C. Concurrent Jurisdiction

The Parties agree that the Commission shall maintain concurrent jurisdiction with the local government for land-disturbing activities and may take appropriate compliance action if the Commission determines that the local government has failed to take appropriate compliance action.

D. Exclusive Jurisdiction

The Parties agree that the Commission shall maintain exclusive jurisdiction to administer the SPCA for all land disturbing activities that:

1. Are outlined in North Carolina General Statute § 113A-56; or

2. Relate to oil and gas exploration and development on the well pad site.

Part III. Responsibilities and Expectations of the Local Government.

A. Enforcement

The Parties agree that the local government shall administer its own local program ordinances, through the following:

1. Enforce the provisions of the SPCA.
2. Administer the SPCA for all land-disturbing activity within its jurisdiction, including existing sites at the time the local government received program delegation. The Commission may continue to administer the SPCA over specific projects under enforcement action upon mutual agreement with the local government. The local program is not responsible for activities over which the Commission has exclusive jurisdiction.
3. Employ a sufficient number of qualified personnel. Qualified personnel shall be competent to review sedimentation and erosion control plans and conduct inspections of land-disturbing activities.
4. Provide adequate resources for plan review and compliance inspections.

B. Reporting

The Parties agree that the local government shall provide the following reports/information:

1. Monthly activity reports to the Commission.
2. Notification to the appropriate regional office of DEMLR of issuance of Notices of Violation at the time the violator is notified.
3. Current contact information for their local program to the Division of Energy, Mineral, and Land Resources.

C. Sediment and Erosion Control Plans for Land-Disturbing Activity Review

The Parties agree that the local government shall review erosion and sedimentation control plans for land-disturbing activity (hereinafter, "plans") submitted to its local program under the following standards:

1. Review plans within 30 days of receipt of a new plan and within 15 days of a revised plan.
2. Approve, approve with modifications, or disapprove draft plans in conformance with the basic control objectives contained in 15A NCAC 04B .0106.
3. Notify in writing the person submitting the plan that it has been approved, approved with modifications, or disapproved within 30 days of receipt of a new plan and within 15 days of a revised plan.
4. Include in written notifications of plan approval the following:

- a. reference to NPDES General Stormwater Permit NCG 010000,
 - b. expiration date of the approval,
 - c. the right of periodic inspection, and
 - d. condition the approval upon the applicant's compliance with federal and State water quality laws, regulations, and rules.
5. Enclose with all written permit notifications the Certificate of Approval for posting at the site of the land-disturbing activity.

D. Inspection

The Parties agree that the local government shall inspect all sites undergoing land-disturbing activity under the following standards:

1. Periodically and regularly inspect sites undergoing land-disturbing activity within its jurisdiction. Periodically and regularly means with sufficient frequency to effectively monitor compliance with the SPCA and rules adopted pursuant to the SPCA and the local erosion and sedimentation control ordinance.
2. Document all inspections in writing, including electronic documents.
3. Inspection reports shall include, at a minimum, all information in the model sedimentation inspection report developed by the Commission.
4. Maintain inspection records for active projects in accordance with State and local record retention policies.

E. Enforcement

The Parties agree that the local government shall enforce its local program ordinance under the following standards:

1. Issue Notices of Violation (hereinafter, "NOV") for any significant violation of the SPCA, rules adopted pursuant to the SPCA, or the local erosion and sedimentation control ordinance documented in an inspection report. An NOV shall be issued to the persons responsible for the violations, pursuant to N.C. Gen. Stat. § 113A-61.1.
2. The NOV shall specify the following:
 - a. describe the violation with reasonable particularity
 - b. request that all illegal activity cease
 - c. the actions that need to be taken to comply with the SPCA and the local ordinance
 - d. a date by which the person must comply with the SPCA and the local ordinance
 - e. inform the violator that any person who fails to comply within the time specified

is subject to additional civil and criminal penalties for a continuing violation as provided in G.S. 113A-64 and the local ordinance

3. Undertake appropriate enforcement actions, including injunctive relief, or assessment of civil penalties for an initial penalty or a daily penalty for continuing violations.
4. Require a person who engaged in a land-disturbing activity and failed to retain sediment generated by the activity, as required by G.S. 113A-57(3), to restore the waters and land affected by the failure so as to minimize the detrimental effects of the resulting pollution by sedimentation.

F. Termination of Local Program

1. Should a Local Government decide to end their local program, or portions thereof, and return jurisdiction to the Commission, the Local Government shall provide 120 days written notice of their intent to the Commission and to the Department of Environmental Quality (hereinafter “Department”) to end the local program and transfer existing projects to the Commission, by and through the Department.
2. To terminate all or part of their local program, a Local Government must comply with the following:
 - a. The notice of intent must include a list of all open projects that are anticipated to be transferred.
 - b. Any legal action or existing litigation undertaken by the Local Government under the local program must stay with the Local Government and cannot be transferred to the Department. This does not prevent the Department from taking new actions against violators for new or continuing violations of the SPCA.
 - c. Local Government shall make a good faith effort to resolve any Notices of Violation prior to transferring projects to the Department provided doing such would not adversely affect any enforcement actions or possible litigation.
 - d. At least 90 days prior to the transfer of all or part of their local program, the Local Government shall provide the Department copies of all its local program project files including all applications, inspection reports, and if applicable, enforcement documentation. Staff from the Local Government shall make themselves available to the Department staff to conduct any necessary joint site visits or coordinate joint inspections.
 - e. At least 60 days prior to the transfer, the Local Government shall notify the responsible parties of all open projects that the local program is ending and shall provide contact information for the Department.
 - f. At least 30 days prior to the transfer of all or part of the local program, Local Government must notify DEMLR upon the termination or expiration of any inter-local agreements.
 - g. At least 30 days prior to the transfer of all or part of their local program, the Local Government shall no longer accept applications for new or revised land-disturbing activities within the

jurisdiction they are transferring to the Department and shall redirect such applications to the Department. Written notification of when new or revised applications can no longer be submitted to the Local Government shall be made public at least 60 days prior to the date of transfer to the Department.

- h. Within 14 days prior to the transfer of the local program, Local Government shall provide a written update to the Department of all open projects to be transferred to the Department; including contact information for each project, copies of relevant permits, available photos of the project, descriptions of any enforcement actions taken, and the status of each project.
 - i. Local Government shall demonstrate to the Commission that the Local Government has removed provisions in their local ordinance pertaining to the local program or local jurisdiction for the SPCA.
3. This section only applies to local governments who choose to terminate their local programs or portions of them. In an instance where a local program fails to comply with the terms of this Agreement or fails to satisfactorily administer or enforce the terms of the SPCA as determined under Part II Section A above, the Commission shall establish a schedule for the transfer of the local program to the Department.

IN WITNESS HEREOF, the Parties enter into this Memorandum of Agreement, this the _____ day of _____ 20__.

SEDIMENTATION CONTROL COMMISSION

By: _____

Commission Chair

Dated: _____

Approved as to Form

Counsel to the Commission

Dated: _____

By: _____

Title: _____

Dated: _____

~~By: _____~~

~~_____
Title: _____~~

~~Dated: _____~~

Approved as to Form

By: _____

Title: _____

Dated: _____

Appendix I.

NORTH CAROLINA GENERAL STATUTES

Sedimentation Pollution Control Act (Ch. 113A Art. 4)

(selected statutes)

§ 113A-54. Powers and duties of the Commission.

- (1) In implementing the erosion and sedimentation control program, the Commission shall:
- (2) Assist and encourage local governments in developing erosion and sedimentation control programs and, as a part of this assistance, the Commission shall develop a model local erosion and sedimentation control ordinance. The Commission shall approve, approve as modified, or disapprove local programs submitted to it pursuant to G.S. 113A-60.

§ 113A-56. Jurisdiction of the Commission.

- (a) The Commission shall have jurisdiction, to the exclusion of local governments, to adopt rules concerning land-disturbing activities that are:
 - (1) Conducted by the State.
 - (2) Conducted by the United States.
 - (3) Conducted by persons having the power of eminent domain other than a local government, except for an airport authority as set forth in subsection (a1) of this section.
 - (4) Conducted by a local government, except for an airport authority as set forth in subsection (a1) of this section.
 - (5) Funded in whole or in part by the State or the United States
- (a1) An airport authority operating an airport located wholly or in part in a county with a population greater than 250,000 according to the latest certified population totals of the State demographer may elect

to be regulated under the jurisdiction of a local program authorized under G.S. 113A-60. An airport authority to which this subsection applies that is located in more than one county may elect to be regulated under local programs authorized under G.S. 113A-60 in each county for property of the airport authority located in each county. An airport authority making a local program election under this subsection shall be subject to the following requirements:

- (1) The governing board of the local government operating the local program must enact a resolution accepting jurisdiction over the airport authority.
 - (2) The airport authority must provide notice to the Commission that includes (i) a certified copy of the resolution required by subdivision (1) of this subsection and (ii) specification of a date not less than 90 days after the date of the notice on which the local program will assume jurisdiction.
 - (3) Any existing erosion and sedimentation control permits issued by the Commission shall, despite assumption of permitting authority by a local government, remain under the jurisdiction of the Commission until the airport authority has submitted a permit modification request consistent with this Article to transfer the permit to the local program.
- (b) The Commission may delegate the jurisdiction conferred by G.S. 113A-56(a), in whole or in part, to any other State agency that has submitted an erosion and sedimentation control program to be administered by it, if the program has been approved by the

Commission as being in conformity with the general State program.

(c) The Commission shall have concurrent jurisdiction with local governments that administer a delegated erosion and sedimentation control program over all other land-disturbing activities. In addition to the authority granted to the Commission in G.S. 113A-60(c), the Commission has the following authority with respect to a delegated erosion and sedimentation control program:

(1) To review erosion and sedimentation control plan approvals made by a delegated erosion and sedimentation control program and to require a revised plan if the Commission determines that a plan does not comply with the requirements of this Article or the rules adopted pursuant to this Article.

(2) To review the compliance activities of a delegated erosion and sedimentation control program and to take appropriate compliance action if the Commission determines that the local government has failed to take appropriate compliance action.

(1973, c. 392, s. 7; c. 1417, s. 4; 1987, c. 827, s. 130; 1987 (Reg. Sess., 1988), c. 1000, s. 4; 2002-165, s. 2.5; 2006-250, s.2.)

§ 113A-60. Local erosion and sedimentation control programs.

(a) A local government may submit to the Commission for its approval an erosion and sedimentation control program for its jurisdiction and may adopt ordinances and regulations necessary to establish and enforce erosion and sedimentation control programs. An ordinance adopted by a local government may establish a fee for the review of an erosion and sedimentation control plan and related activities. The fee shall be, on the option of the applicant, either (i)

calculated on the basis of the number of acres disturbed or (ii) no more than one hundred dollars (\$100.00) per lot developed in the case of a single-family lot that is less than one acre, including such a lot that is part of a larger common plan of development. Local governments are authorized to create or designate agencies or subdivisions of local government to administer and enforce the programs. Except as otherwise provided in this Article, an ordinance adopted by a local government shall at least meet and may exceed the minimum requirements of this Article and the rules adopted pursuant to this Article.

(a1) Two or more units of local government are authorized to establish a joint program and to enter into any agreements that are necessary for the proper administration and enforcement of the program. The resolutions establishing any joint program must be duly recorded in the minutes of the governing body of each unit of local government participating in the program, and a certified copy of each resolution must be filed with the Commission.

(b) The Commission shall review each program submitted and within 90 days of receipt thereof shall notify the local government submitting the program that it has been approved, approved with modifications, or disapproved. The Commission shall only approve a program upon determining that its standards equal or exceed those of this Article and rules adopted pursuant to this Article.

(b1) When a development project contains an approved erosion control plan for the entire development, a separate erosion control plan shall not be required by the local government for development of individual residential lots within that development that disturb less than one acre if the developer and the builder are the same financially responsible person. For review of an erosion control plan for a single-family lot in a

common plan of development under this subsection where the developer and builder are different, the local government may require no more than the following information:

- (1) Name, address, telephone number, and email of owner of lot being developed.
- (2) Street address of lot being developed.
- (3) Subdivision name.
- (4) Lot number.
- (5) Tax parcel number of lot being developed.
- (6) Total acreage of lot being developed.
- (7) Total acreage disturbed.
- (8) Anticipated start and completion date.
- (9) Person financially responsible.
- (10) Signature of person financially responsible.
- (11) Existing platted survey of the lot.
- (12) A sketch plan showing erosion control measures for the lot being developed, but the sketch shall not be required to be under the seal of a licensed engineer, landscape architect, or registered land surveyor unless there is a design feature requiring such under federal or State law or regulation.

(b2) Except as may be required by federal law, rule, or regulation, a local erosion control program under this Article shall provide for all of the following:

- (1) That no periodic self-inspections or rain gauge installation is required on individual residential lots where less than one acre is being disturbed on each lot.
- (2) For a land-disturbing activity on more than one residential lot where the total land disturbed exceeds one acre, the person conducting the land-disturbing activity may submit for approval a single erosion control plan for all of the disturbed lots or may submit for review and approval under subsection (b1) of this section the erosion control measures for each individual lot.

(b3) No development regulation under Chapter 160D of the General Statutes or any erosion and sedimentation control plan under a local program shall require any of the following:

- (1) A silt fence or other erosion control measure to be placed in a location where, due to the contour and topography of the development site, that erosion control measure would not substantially and materially retain the sediment generated by the land-disturbing activity within the boundaries of the tract during construction upon and development of the tract.
 - (2) A wire-backed reinforced silt fence where, due to the contour and topography of the development site, that fence would not substantially and materially retain the sediment generated by the land-disturbing activity within the boundaries of the tract during construction upon and development of the tract.
- (c) If the Commission determines that any local government is failing to administer or enforce an approved erosion and sedimentation control program, it shall notify the local government in writing and shall specify the deficiencies of administration and enforcement. If the local government has not taken corrective action within 30 days of receipt of notification from the Commission, the Commission shall assume administration and enforcement of the program until such time as the local government indicates its willingness and ability to resume administration and enforcement of the program.
- (d) A local government may submit to the Commission for its approval a limited erosion and sedimentation control program for its jurisdiction that grants the local government the responsibility only for the assessment and collection of fees and for the inspection of land-disturbing activities within the jurisdiction of the local

government. The Commission shall be responsible for the administration and enforcement of all other components of the erosion and sedimentation control program and the requirements of this Article. The local government may adopt ordinances and regulations necessary to establish a limited erosion and sedimentation control program. An ordinance adopted by a local government that establishes a limited program shall conform to the minimum requirements regarding the inspection of land-disturbing activities of this Article and the rules adopted pursuant to this Article regarding the inspection of land-disturbing activities. The local government shall establish and collect a fee to be paid by each person who submits an erosion and sedimentation control plan to the local government. The amount of the fee shall be an amount equal to eighty percent (80%) of the amount established by the Commission pursuant to G.S. 113A-54.2(a) plus any amount that the local government requires to cover the cost of inspection and program administration activities by the local government. The total fee shall not exceed one hundred fifty dollars (\$150.00) per acre. A local government that administers a limited erosion and sedimentation control program shall pay to the Commission the portion of the fee that equals eighty percent (80%) of the fee established pursuant to G.S. 113A-54.2(a) to cover the cost to the Commission for the administration and enforcement of other components of the erosion and sedimentation control program. Fees paid to the Commission by a local government shall be deposited in the Sedimentation Account established by G.S. 113A-54.2(b). A local government that administers a limited erosion and sedimentation control program and that receives an erosion control plan and fee under this subsection shall immediately transmit the plan to the

Commission for review. A local government may create or designate agencies or subdivisions of the local government to administer the limited program. Two or more units of local government may establish a joint limited program and enter into any agreements necessary for the proper administration of the limited program. The resolutions establishing any joint limited program must be duly recorded in the minutes of the governing body of each unit of local government participating in the limited program, and a certified copy of each resolution must be filed with the Commission. Subsections (b) and (c) of this section apply to the approval and oversight of limited programs.

- (e) Notwithstanding G.S. 113A-61.1, a local government with a limited erosion and sedimentation control program shall not issue a notice of violation if inspection indicates that the person engaged in land-disturbing activity has failed to comply with this Article, rules adopted pursuant to this Article, or an approved erosion and sedimentation control plan. The local government shall notify the Commission if any person has initiated land-disturbing activity for which an erosion and sedimentation control plan is required in the absence of an approved plan. If a local government with a limited program determines that a person engaged in a land-disturbing activity has failed to comply with an approved erosion and sedimentation control plan, the local government shall refer the matter to the Commission for inspection and enforcement pursuant to G.S. 113A-61.1.

(1973, c. 392, s. 11; 1993 (Reg. Sess., 1994), c. 776, s. 7; 2002-165, s. 2.8; 2006-250, s. 3; 2021-121, s. 5(c); 2021-180, s. 12.10A(b); 2023-108, s. 10.)



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-707-

Submitted by: Lisa Hayes, Administration

Submitting Department: Administration

Meeting Date: March 3, 2026

Subject

Presentation and update on Northern Community Food Security Team (NCFST) initiatives.

Recommendation:

Presentation - no action

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-781-
Submitted by: Rayvon Walker, Planning
Submitting Department: Planning
Meeting Date: March 3, 2026

Subject

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

Recommendation:

item Summary:

ATTACHMENTS:

- [BOC Agenda Summary RZ-25-02.pdf](#)
- [RZ-25-02 Staff Report v1.pdf](#)
- [Attachment A_ Neighborhood Meeting Information.pdf](#)
- [Attachment B_ Application.pdf](#)
- [Attachment C_ Maps.pdf](#)
- [Attachment D_ Proposed S-line Route.pdf](#)
- [Attachment E_ US-1 Council of Planning Memorandum of Conformity S Main St.pdf](#)
- [Attachment F_ Planning Board Recommendation and Plan Consistency Analysis.pdf](#)

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

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

Attachments: See Staff Report.



Staff Report

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

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

PUBLIC MEETINGS

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

CASE INFORMATION

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

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

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

SURROUNDING LAND USES AND ZONING

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

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

See Attachment C for associated maps.

COMPREHENSIVE PLAN CONSISTENCY

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

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

See Attachment F for detailed Plan Consistency Analysis.

STAFF RECOMMENDATION

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

ATTACHMENTS

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

Tyler M. Davis

810/812 South Main Street

Wake Forest, NC 27587

Email: tmathesond@gmail.com

Phone: 919-906-6496

Date: November 3, 2025

Dear Neighbor,

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

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

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

Neighborhood Meeting Details

Date: Thursday, November 20th, 2025

Time: 6:00 PM

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

(Davis Family Dentistry)

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

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

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

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

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

Sincerely,

Tyler M. Davis

Applicant / Property Owner

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

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

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

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

6pm- Meeting Starts with no attendees.

6:30pm- Meeting ends with no attendees.

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

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

Fri, Nov 21,
2025,
12:00 PM

Tyler Davis
<tmathesond@gmail.com>

to Dodie

Hello Dodie,

Thank you for reaching out.

I am not adding any new entrances to the lot.

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

Let me know if you have anymore questions!

Tyler

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

Hi Tyler,

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

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

That's it. Good luck with your business!

Grace & Peace,

Dodie & Gary Smith
150 W. Holding Ave



Map Amendment (Rezoning) Application

(Map Amendment (Rezoning) Workflow)

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

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

Project Overview

#1818469

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

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Map Amendment (Rezoning)

State: NC

Workflow: Map Amendment (Rezoning)

County: Wake

Checklist - Map Amendment (Rezoning)

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

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

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

Pre-Application Meeting

Has a pre-application conference been held?: Yes

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

Pre-Application Conference Date: 09/03/2024

Staff Member Met With: Patrick Reidy

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

Address & Basic Site Information

Please Note:

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

Project Address or PIN:

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

Tax PIN:

- 1840381862
- 1840381744

Acreage: 0.24

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

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

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

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

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

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

Parcel Area: GIS Acreage

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

Current Use: Land Use Development

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

Wake Forest (WF): Town Limits

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

Planning and Zoning: Jurisdiction

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

Base District: Zoning

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

In SH1-O Overlay:

In SH2-O Overlay:

In Water Supply Watershed Protection Overlay: Watershed Protection Overlay

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

In TND Overlay:

In SF Overlay:

In HL-O Overlay:

In MVCP-O Overlay:

In National Register of Historic Places:

In Flood Hazard Area:

Additional Zoning Information

Currently a Conditional District?: No

Currently a Conditional Use?: No

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

Case Number of related site plan (if applicable):

Case Numbers of other related approvals (if applicable):

Project Contacts

Please enter all project contacts related to your application.

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

Project Contact - Applicant

TYLER DAVIS
NC Dental Sleep
812 South Main St.

Project Contact - Property Owner

TYLER DAVIS
NC Dental Sleep
812 South Main St.

Wake Forest, NC 27587
P:919-714-2928
tylerdavisdds@pm.me

Wake Forest, NC 27587
P:919-714-2928
tylerdavisdds@pm.me

Map Amendment: Rezoning

Proposed Zoning: NB, Neighborhood Business

Description of Request:

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

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

Justification of Consistency with Comprehensive Plan:

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

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



Agent Authortization Form

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

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

Landowner's name*: Tyler Davis

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

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

Landowner's Signature: 

Date: 10/28/25

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

Name: Tyler Davis

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

Telephone number: 919-906-6496

Email address: tylerdavisdds@pm.me

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

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

Agent Authorization Form



TOWN of
WAKE FOREST

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

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

Landowner's name*: Irene Davis

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

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

Landowner's Signature: 

Date: 10/28/25

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

Name: Irene Davis

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

Telephone number: 919-906-6496

Email address: tylerdavisdds@pm.me

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

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



Agent Authorization Form

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

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

814 South Main St Wake Forest, NC 22587

Landowner's name*:

~~NC Dent~~ Davis Dental Properties
SOSID 1294239

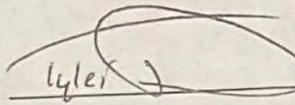
Application(s) for which authorization is granted (e.g., Rezoning, Special Use Permit):

#1818469

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

Tyler Davis

Landowner's Signature:

 Tyler Davis

Date:

1/18/2026

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

Name:

Tyler Davis

Address:

2532 Tynecreek Dr

Telephone number:

(919) 906-6496

Email address:

tylerdavisdds@gmail.com

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

President

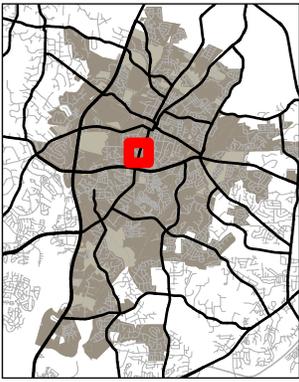
*Owner of record as shown on the latest equalized assessment rolls of Wake County, or, if ownership has recently been transferred, the grantee shown on the recorded deed (a copy of the deed must accompany this form).

Current Zoning

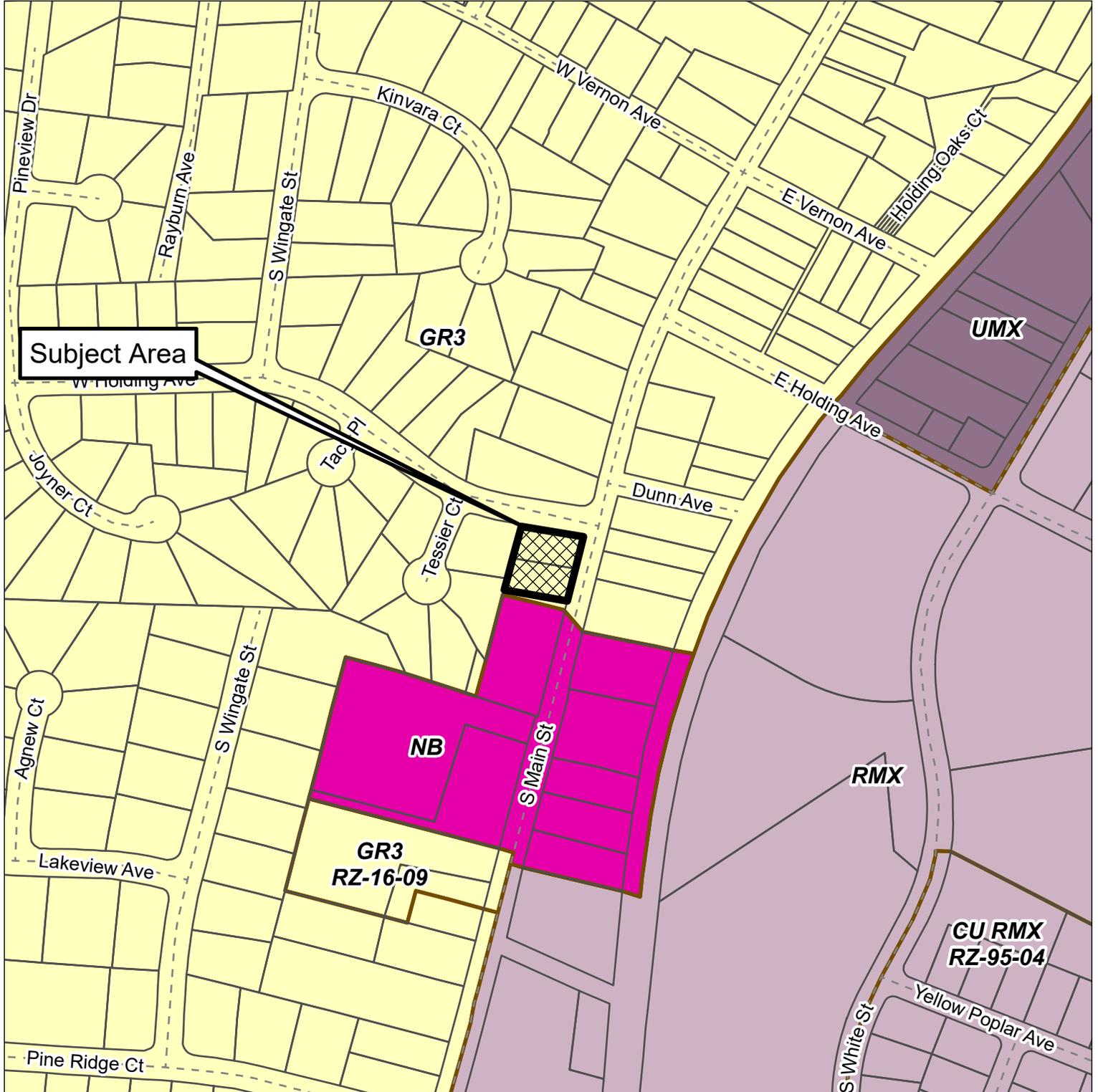
810/814 South Main St. Rezoning

RZ-25-02

PIN: 1840381862 & 1840381744



2/5/2026



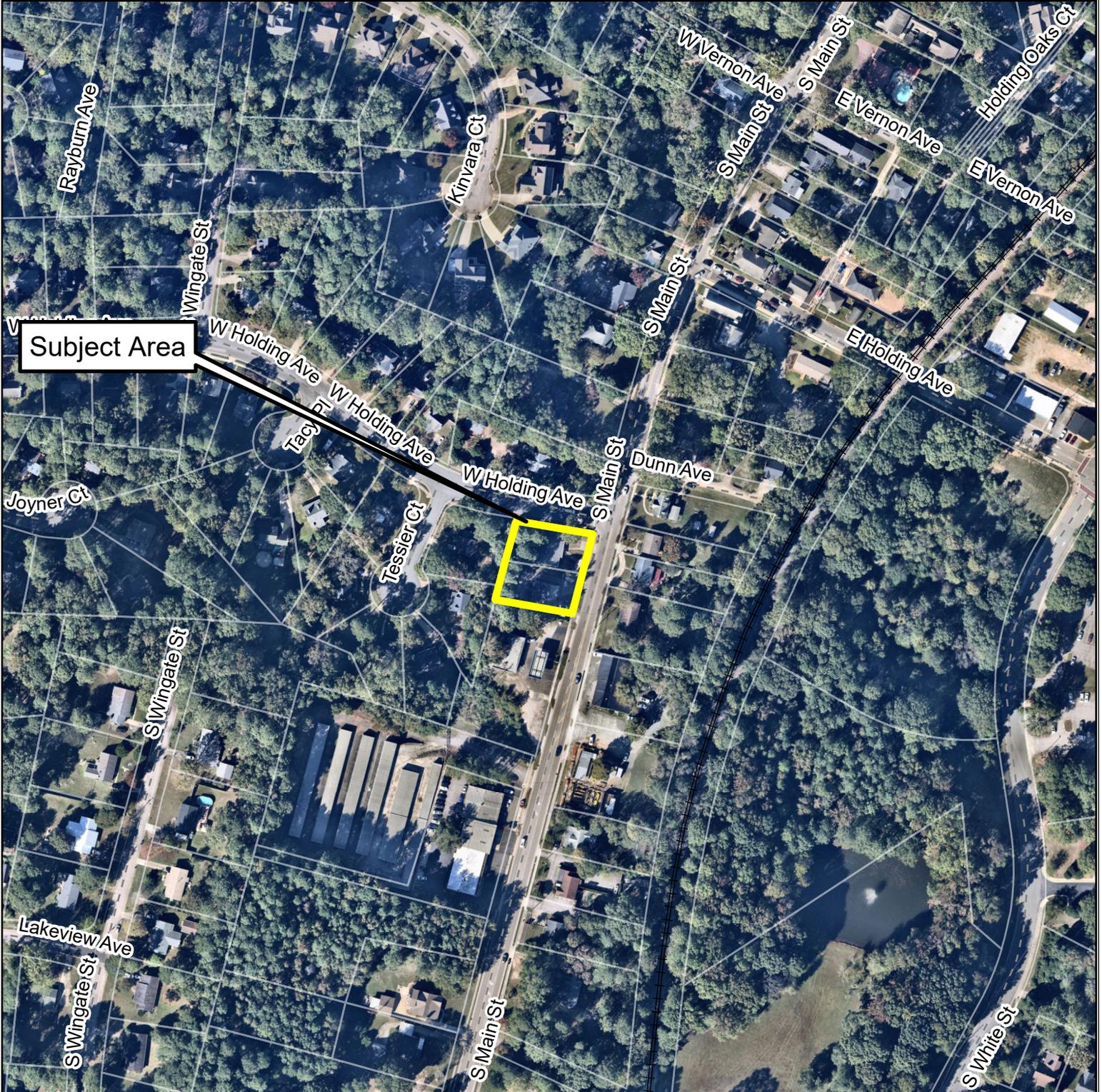
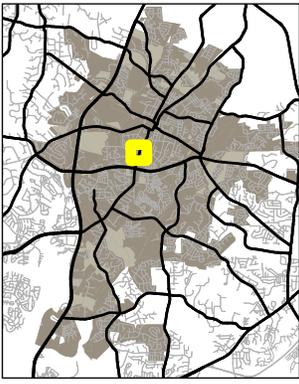
Please note that this map is intended for illustrative purposes only. For specific inquiries regarding zoning boundaries, contact the Town Wake Forest Planning Department at 919-435-9510.



Aerials

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

2/5/2026



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

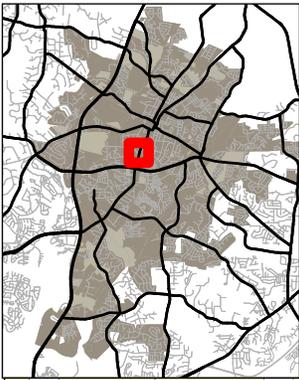


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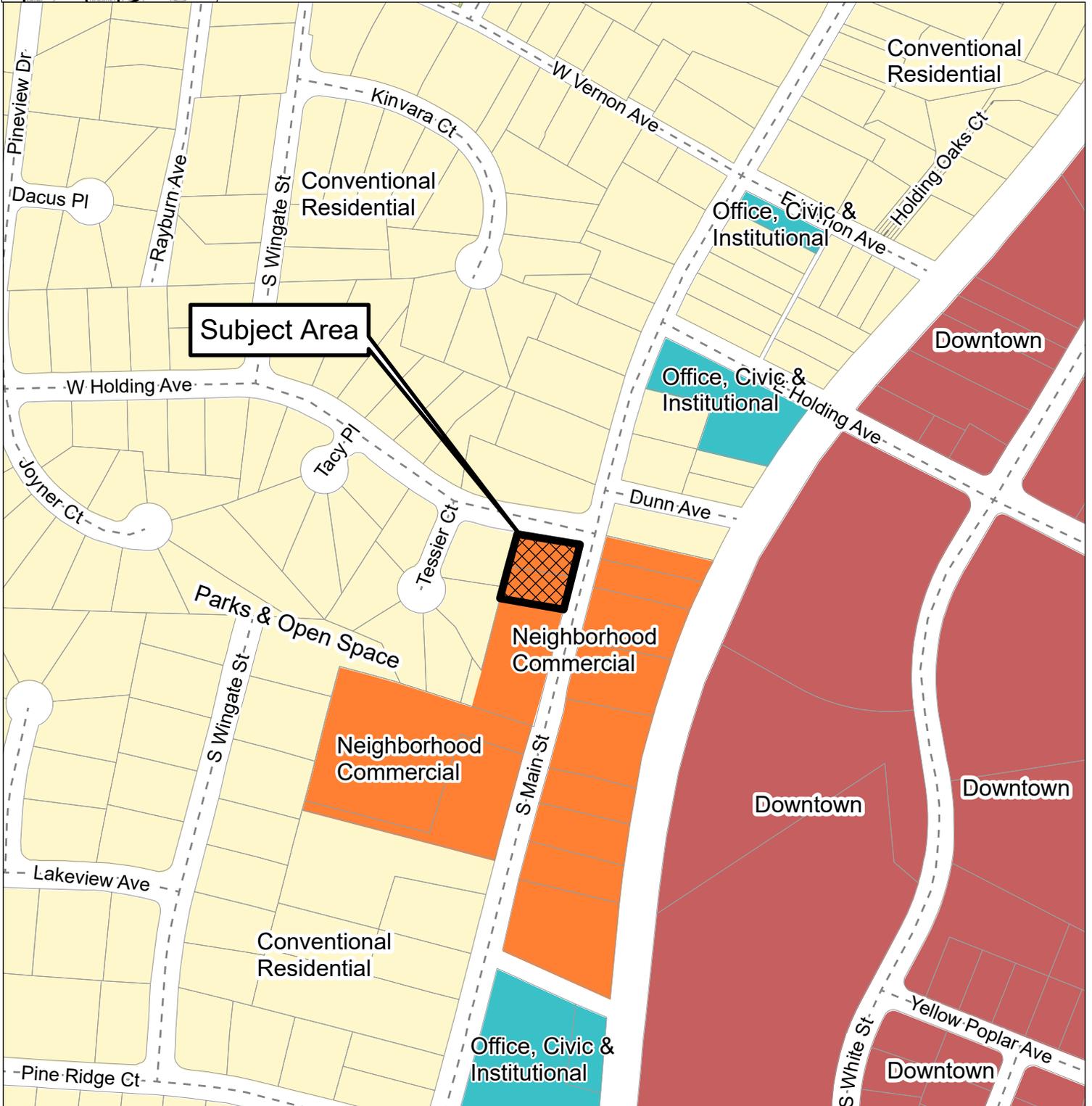
Land Use Plan

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

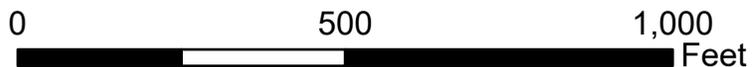
PIN: 1840381862 & 1840381744



2/5/2026



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





To: Town of Wake Forest

From: US 1 Council of Planning

Date: 01/21/2026

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

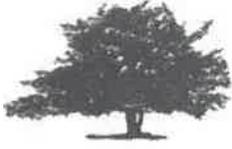
The US 1 Council of Planning met on Wednesday January 21, 2026, and as an advisory group to its member governments, offers the following comments to the Town of Wake Forest regarding the proposed Rezoning from Residential to Neighborhood Commercial on S. Main Street along the US 1 and S-Line Corridor:

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

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

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

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



TOWN of WAKE FOREST

Report Requirements:

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

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

GENERAL INFORMATION

Applicant: Tyler Davis

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

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

Existing Zoning: General Residential 3 (GR3)

Location: 810 & 814 S. Main Street

Size: .46 acres

Tax PINs: 1840381862 and 1840381744

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

Applicable Officially Adopted Plans:

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

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

Introduced by Planning Board member: Richard Adams

Seconded by Planning Board member: Heather Bradley

Attest:


Matt Davis, Planning Board Chair


Jennifer Currin, Planning Director

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

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

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

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

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

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

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

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

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



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-796-

Submitted by: Ruben Wall, Parks & Recreation

Submitting Department: Parks & Recreation

Meeting Date: March 3, 2026

Subject

Consideration of Sponsorship and Facility Naming Rights Policy

Recommendation:

Discussion and Approval

item Summary:

ATTACHMENTS:

- [Sponsorship and Naming Rights Policy.pdf](#)
- [Summary Sheet - Consideration of Sponsorship and Facility Naming Rights Policy.pdf](#)
- [Resolution Adopting Sponsorship and Facility Naming Rights Policy.pdf](#)

	Policy Subject: Sponsorship and Naming Rights Policy	
	Effective Date: 4-1-26	
	Prepared by: Ruben Wall, Director Parks, Recreation and Cultural Resources	
	Reviewed By: _____ Nathan McKinney, Town Attorney	
	Approved By: _____ Kip Padgett, Town Manager	

Purpose

The Town of Wake Forest seeks to manage the use of its properties, facilities, events, activities, programs, and services (collectively, “Town facilities and services”) in a manner that advances the Town’s mission, preserves the noncommercial character of public assets, and maintains the public’s trust in the Town’s fairness, impartiality, and integrity. Sponsorships and naming rights can provide valuable financial and in-kind support but may also create a perception of affiliation or endorsement that can affect public confidence in the Town’s ability to govern equitably, efficiently, effectively, and according to its lawfully defined duties.

The Town of Wake Forest Communications Department, working with Town Management and other Town departments as necessary, is responsible for coordinating and administering sponsorship and naming rights opportunities consistent with this Sponsorship & Naming Rights Policy, including this Preamble and the following Sections 1 and 2 (hereinafter “Policy” unless otherwise specified). Final decision-making authority is allocated among the Board of Commissioners (the “Board”), the Town Manager, and Department Directors as set forth herein. All decisions regarding sponsorships and naming rights shall be made through an open, fair, and transparent process that promotes public confidence, protects Town assets, and ensures compliance with this Policy and applicable law.

The Town therefore exercises sole discretion over all sponsorships and naming rights associated with Town facilities and services and retains editorial control over the content, placement, and appearance of any recognition messages, signage, or other public acknowledgements. No sponsorship or naming right will be approved if it would conflict with local, state, or federal law

or with Town ordinances, policies, positions, or resolutions. No sponsorship or naming rights will be approved if it would reasonably be expected to compromise or damage the Town's mission, image, values, aesthetic interests, or public trust. The Town may make distinctions among potential sponsors or honorees based on any lawfully permitted criteria, but not on any lawfully prohibited basis.

This Policy shall be reviewed as needed and, if necessary, modified to reflect changes in law, organizational strategy, Board direction, or best practices. This Policy becomes effective upon approval by the Board of Commissioners and supersedes any prior Town sponsorship or naming guidelines.

All sponsorships and naming rights are subject to written agreements and to all applicable Town ordinances, resolutions, and administrative policies in effect at the time of approval and throughout the term of the relationship. The establishment of a sponsorship or naming right policy does not constitute, and shall not be represented as, an endorsement by the Town of the sponsor, honoree, or any of their products, services, or views.

This Policy may be amended, modified, or repealed only by action of the Board of Commissioners. No officer, employee, department, or advisory board of the Town shall have authority to waive, alter, or deviate from the requirements of this Policy except as expressly authorized by the Board of Commissioners. Any proposed changes to this Policy shall be presented to the Board for consideration at a duly noticed public meeting. The Town Manager (or designee) may create, implement, and modify administrative procedures or guidelines necessary to the faithful application of this Policy, provided such procedures or guidelines are consistent with and do not conflict with this Policy.

To avoid any appearance of a conflict of interest or that an agreement is entered into in order to influence the handling or outcome of legal disputes or enforcement matters, the Town of Wake Forest may, in its discretion with advice of legal counsel, decline to enter into any sponsorship or naming rights agreement with a party that is then involved in any legal disputes, litigation, or an administrative enforcement action with the Town or any of its departments.

SECTION 1 – SPONSORSHIP

This Section 1 (Sponsorship Policy) shall be implemented in accordance with the Preamble to this Policy. Under this Section, the Town may enter into sponsorship arrangements that provide monetary or in-kind support and that are linked to specific Town facilities and services. Sponsorships may include recognition messages, branding, and, in limited cases, naming rights, as further described in this Section and in Section 2.

This Section 1 establishes standards and procedures for the solicitation, evaluation, approval, and administration of sponsorships, including sponsorship-based naming rights, in order to protect Town assets, ensure consistency with Town policies, and promote an open and fair process for sponsorship opportunities.

In addition to the purposes described in the Preamble, this Section 1 is also designed to:

1. Ensure an open and fair public process for soliciting and considering sponsorship opportunities.
2. Provide the Town of Wake Forest with full and final decision-making authority on all sponsorship opportunities, thereby ensuring compliance with this Policy as well as protecting the Town's integrity and the integrity of its facilities and services.
3. Allow eligible outside entities interested in sponsorship opportunities ("potential sponsors") to easily view and understand the various sponsorship opportunities available.
4. Inform potential sponsors, Town staff, and the public of the procedures for sponsorship and sponsorship-based naming rights.

For any sponsorship that includes naming rights, the provisions of Section 2 (Naming and Naming Rights) also apply with respect to the selection, approval, and revocation of the name itself.

Definition of Sponsorship

"Sponsorship" is financial or in-kind support from an outside person or entity, including other governmental or quasi-governmental organizations (collectively, "outside entities"), to associate that outside entity's name, logo, products, or services with a Town facility or service. Sponsorship is a business relationship in which the Town and the outside entity exchange goods, services, and/or financial remuneration for the public display of an agreed-upon sponsorship recognition message.

Authority Levels to Solicit and Approve Sponsorships

The Town of Wake Forest possesses sole and final decision-making authority for determining the appropriateness of any sponsorship. Unless a sponsorship opportunity requires Board of Commissioners approval under this Policy, the Town shall act through the Town Manager or designee(s). The Town reserves the right to refuse any offer of sponsorship. All offers of sponsorship will be reviewed in accordance with this Policy.

The Town of Wake Forest Communications Department is responsible for the solicitation and day-to-day management of all sponsorships and advertising for the Town. The Communications Department will work with other departments to determine which facilities and services are suitable for sponsorship and to ensure that proposed sponsorships comply with this Policy.

The Town has a standard procedure by which sponsorships are sought, considered, and approved. The Marketing & Business Relations Manager and the Marketing & Business Relations Associate are the primary Town staff authorized to initiate contact with businesses for the purpose of soliciting sponsorships and/or donations. Any Town staff member who wishes to request sponsorships or donations from a local business must coordinate such requests with the Marketing & Business Relations Manager and/or Marketing & Business Relations Associate. The Communications Department will evaluate requests according to several factors, including but not limited to the structure and popularity of the event, potential benefit to businesses, concurrent sponsorship demands, and staffing capacity. If the decision is made to solicit sponsors and/or donations, the Communications Department will work with the respective staff member to develop and implement a comprehensive sponsorship plan.

Levels of Sponsorship

- **LEVEL 1 – Board of Commissioners Approval Required**

Offers of sponsorship that are projected to generate \$1,000,000 or more, or that involve naming rights for any Town facility, shall require the approval of the Board of Commissioners. All official naming or renaming of Town facilities associated with such sponsorships shall also be approved by the Board by resolution under Section 2.

- **LEVEL 2 – Town Manager Approval and Recommendation Authority**

Offers of sponsorship that are projected to generate less than \$1,000,000 may be approved by the Town Manager or designee (“Manager”). The Manager may negotiate and recommend sponsorships that include naming rights for designated portions of Town facilities, such as naming rights for a specific athletic field or a specific room within a Town facility, provided

such naming rights meet the requirements of this Policy. All Sponsorship Agreements within this Level 2 shall be approved and executed by the Manager or designee. However, any sponsorship that includes naming rights is subject to final Board approval of the name itself by resolution under Section 2. The Manager may also refer any proposed sponsorship to the Board of Commissioners for approval.

- **LEVEL 3 – Department Director / Departmental Staff Approval**

A department director may approve offers of sponsorship and execute Sponsorship Agreements for sponsorships that are within the director’s budgetary authority and are projected to generate less than \$30,000 per year, and may delegate this authority to an appropriate staff member. All such approvals shall be made in consultation with the department director and that director’s Assistant Town Manager. Sponsorships approved under this Level 3 shall not include the granting of naming rights; any sponsorship that contemplates naming rights must follow the procedures and approval requirements in Levels 1 or 2 and in Section 2.

Note: Naming rights may also be permitted to an individual, group, organization, business, or corporation that contributes significantly to the acquisition or development of an individual program or facility. Such requests will be considered on a case-by-case basis and must comply with Section 2.

Public Access to Sponsorship Opportunities

Public access to information about sponsorship opportunities is important: 1) to ensure an open and fair process, 2) to reduce the risk of disputes when certain sponsorships include category-exclusive benefits, and 3) to market available sponsorship opportunities in an open and efficient manner that allows both the potential sponsor and the Town to negotiate efficiently.

The Marketing & Business Relations Manager and the Marketing & Business Relations Associate will offer sponsorship opportunities to the public through the annual Advertising and Sponsorship Packet. Sponsors who have been a sponsor with the Town within the past year will have the first opportunity to sign up. Throughout the year, businesses are welcome to

contact the Marketing & Business Relations Manager and/or Marketing & Business Relations Associate, or submit the Sponsorship Interest Form located on the Town's website, to ensure they receive information about available opportunities.

Criteria for Review of Sponsors and Offers of Sponsorship

Although the Town does not endorse any sponsor or its services or products, sponsorships do imply some affiliation between the Town and the sponsor. Consistent with the Preamble, no potential sponsor and no offer of sponsorship will be approved that the Town determines would compromise the public trust, conflict with the Town's mission, image, or values, or otherwise adversely affect the Town's ability to act in the public interest. The Town expressly reserves the right and discretion to exercise full editorial control over the placement, content, appearance, and wording of all sponsorship recognition messages and may make distinctions among potential sponsors based on lawfully permitted criteria only. Sponsorships and outside entities that the Town deems to be unsuitable for the specific audience or contrary to community standards of appropriateness for the facility or service are prohibited, including but not limited to the following subject matters:

1. Tobacco products.
2. Hemp/CBD products.
3. Alcoholic beverages and alcohol-related products for facilities or events primarily serving minors, and any alcohol sponsorship that the Town determines is inappropriate in light of the nature of the facility or event and the expected age composition of the audience.
4. Political and Policy issues, candidates, and campaigns.
5. Profanity, obscenity, and hate speech.
6. Sexually oriented products, activities, or materials.
7. Depiction in any form of illegal products, activities, or materials.
8. Any message that may adversely impact the mission, image, values, and goals of the Town of Wake Forest, as determined by the Town.

Every sponsorship offer shall also be evaluated by taking into consideration the characteristics of the average attendee of each facility or service proposed for sponsorship and the mission, values, and image of the Town.

The following additional criteria shall be considered in evaluating every offer:

1. The extent and prominence of the sponsorship recognition message.
2. The aesthetic characteristics of the sponsorship recognition message.

3. The importance of the sponsorship to the mission, values, and image of the Town.
4. The level of support proposed to be provided by the sponsor.
5. The cooperation necessary and degree of support from other Town departments to implement the sponsorship.
6. The value of the resources provided to the Town in fulfilling its overall mission.
7. Other factors that might affect or undermine the public trust or public confidence in the Town's impartiality or interfere with the efficient delivery of Town services or operations, including but not limited to the existence of, or potential for, conflicts of interest between the sponsor and Town officers, employees, or Town affiliates; the potential for the sponsorship to tarnish the Town's reputation or standing among its citizens; or the potential to otherwise impair the Town's ability to govern or distract the Town and its officers and employees from its mission

Potentially Acceptable Recognition Message Formats

Generally used forms of branding and advertising, including but not limited to those set forth below, are generally consistent with this Policy:

- Park and building naming rights, as approved by the Board of Commissioners.
- Field and portions-of-building naming rights, in accordance with this Policy and Section 2.
- Signage, including fencing fabric and/or fence signage and certain interior and exterior walls.
- Scoreboards.
- Public-address audio and visual messages.
- Inclusion on printed and digital Town materials.
- Inclusion on Town-maintained facility webpages.
- Inclusion on bulletin boards.
- Inclusion on information kiosks.
- Inclusion on pavers or other similar permanent fixtures.
- Inclusion on Town social media platforms.
- Inclusion on Town roadside banners.
- Inclusion on event print signage.

- Inclusion in or on a facility or structure, marketing and promotional materials, items, and messages (including electronic messages, emerging media, and other forms of communication that may arise in the future), as approved on a case-by-case basis.

Permissible Recognition Messages

Sponsorship recognition messages may identify the sponsor or product, including use of sponsor or product logos and marks, but should not explicitly endorse the sponsor or its products or services. Other proposed forms of sponsorship recognition messages, signage, audio messages, and visible advertising will be considered on a case-by-case basis, consistent with this Policy.

Other Potentially Acceptable Sponsor Opportunities

Potential sponsor opportunities that are more interactive than the recognition messages described above may also be permissible for certain facilities or services under this Policy, including but not limited to:

- Give-away items, coupons, or other sponsor-related marketing materials.
- Event booth space.
- Contests, drawings, or other activities that request a response from attendees.

Sponsorship Agreement

Upon approval of an offer of sponsorship, the sponsor and the Town shall enter into a written Sponsorship Agreement on a form approved by the Town, and certain events or naming rights opportunities may also require additional forms or documentation. The Marketing & Business Relations Manager or the Marketing & Business Relations Associate will provide each sponsor with all forms needed for their respective sponsorships.

The Town will not make any statements that directly or indirectly advocate or endorse a sponsor, its products, or its services.

Sponsors are encouraged to use promotional materials provided or approved by the Town to promote their sponsorship of Town events or facilities. No other materials or communications, including but not limited to print, video, internet, broadcast, or display items using the Town's name, marks, or logo, may be used without prior Town approval. A sponsor shall not distort the Town logo in any way, change the colors of the logo, add color treatments, or add graphics or other elements to the logo, including stretching or condensing its shapes or text.

Termination (Sponsorships). Consistent with the Preamble, the Town of Wake Forest reserves the right to terminate its relationship with an individual or organization if, during the life of the agreement, conditions arise that result in the sponsorship conflicting with this Policy or if continuation of the sponsorship is no longer in the best interest of the Town. If the sponsorship includes naming rights, termination or modification of the associated name shall follow Section 2.

Appeal Process. Offers of sponsorship denied by the Marketing & Business Relations Manager or other staff may be appealed to the Communications & Public Affairs Director, whose decision shall be final within the administrative process of the Town.

SECTION 2 – NAMING AND NAMING RIGHTS

Purpose

This Section 2 (Naming and Naming Rights Policy) shall be implemented in accordance with the Preamble to this Policy. Its purpose is to establish a uniform procedure for the official naming or renaming of Town property so that public amenities are easily identified and located and are given names that are appropriate, clear, and consistent with the Town’s character and the communities it serves.

Scope

This Section applies to all physical facilities, spaces, and significant assets under the authority of the Town of Wake Forest, including but not limited to buildings, rooms, fields, arenas, auditoriums, laboratories, plazas, parks, park facilities, open spaces, trails, and other prominent areas. It applies both to honorary naming (without consideration) and to naming rights associated with financial or in-kind contributions, including sponsorship-based naming rights. When a proposed name is part of a sponsorship arrangement, the sponsorship aspects of the relationship shall be governed by Section 1, and the naming itself shall be governed by this Section 2.

Policy

It is the Policy of the Town of Wake Forest to name newly acquired, developed, or unnamed public facilities, parks, open spaces, trails, park facilities, and recreation areas, and to rename existing such facilities, based upon the procedures set forth in this Section. A new or existing park facility, trail, or recreation area within a park or other Town property (for example, a playground, plaza, picnic shelter, building, or ball field) may be named separately from the park or larger property, subject to the same criteria and procedures.

Guiding Principles

In applying the Preamble to naming and naming rights decisions, the Town shall be guided by the following principles:

- Alignment with the Town’s mission, vision, and values.
- Preservation of the Town’s reputation and the public trust.
- Transparency and fairness in evaluation and approval processes.
- Compliance with all applicable laws, regulations, and ethical standards.
- Long-term sustainability and sound financial stewardship.

Eligibility for Naming Rights

Naming rights may be granted to:

- Individuals (living or deceased).
- Families.
- Corporations and businesses.
- Foundations and nonprofit organizations.

(Unless otherwise stated, any reference hereinafter to “proposed honoree” includes any or all of the above.)

All proposed names must undergo due diligence to ensure that the proposed honoree:

- Has a positive public reputation and ethical standing.
- Does not present conflicts of interest.
- Is located in the Town of Wake Forest or otherwise has sufficient connection and affiliation with the Town.
- Is not associated with activities that, if the name were utilized, could reasonably harm the Town’s reputation or be interpreted as advocating, condoning, or supporting religious, political, or other activities considered unlawful or beyond the scope of Town involvement. Political parties and religion-affiliated naming rights will not be permitted on Town property (except as a permitted sponsorship pursuant to Section 1 above).

Upon receipt of a Naming Application for a proposed honoree, the Town reserves the right to conduct a background check on the proposed honoree, regardless of entity type and including individuals (living or deceased), families, corporations or businesses, foundations, or nonprofit organizations.

This due diligence and background analysis apply to any and all activities and associations of the proposed honoree, whether past or present. By submitting an application, the applicant consents to the Town's background check and any investigation necessary to its due diligence.

If a proposed honoree is denied, no naming rights application for that same honoree may be submitted or approved for a minimum of five years following the date of denial.

Naming/Renaming Procedure

Names may be nominated by:

1. The Board of Commissioners.
2. The Town Manager or Assistant Town Manager(s).
3. A Town department director.
4. A Town advisory board.
5. Individuals who are Wake Forest residents or organizations located in Wake Forest.

Consideration of naming a Town-owned facility shall be initiated by completion of the Naming Application and submittal of the application to the Town Communications Department, the Town Manager's Office, the Town Clerk's Office, or a director of a Town department.

- Town staff will review the Naming Application and supporting documentation. The application may be shared and discussed with any applicable advisory board (for example, the Parks & Recreation Advisory Board for applications related to Parks & Recreation property and operations) for review and recommendation if deemed necessary.
- Once reviewed by the advisory board (if applicable) and department staff, the Town Manager or designee will review and provide final administrative input before authorizing the application to be placed on a Board of Commissioners meeting agenda for consideration.
- The application and supporting documentation will be placed on the Board of Commissioners' work session or regular meeting agenda. The Board of Commissioners shall make the final decision at a public meeting by adoption of a resolution approving or denying the proposed name.
- Following approval of a name by the Board of Commissioners, signage will be designed and installed in accordance with existing Town signage standards.

For sponsorship-based naming rights, negotiation of sponsorship terms may be conducted by the Town Manager or designee under Section 1; however, the Board of Commissioners retains authority to approve the name itself by resolution under this Section 2.

Forms of Naming Rights

Naming rights may be granted in one or more of the following forms:

- Honorary naming (recognition without financial consideration).
- Donor-based naming (in recognition of a financial or in-kind contribution, including sponsorships).
-

Revocation, Modification and Termination of Naming Rights

The Town reserves the right to revoke or modify naming rights for non-compliance with this or any other Town Policy. The Town also reserves the right to revoke or modify naming rights if:

- The named individual or entity engages in conduct that materially harms the Town's reputation, or evidence of such conduct predating the naming is discovered.
- Financial commitments associated with the naming are not fulfilled.
- Legal or regulatory requirements necessitate termination or modification.

Termination, revocation, and modification decisions require Board of Commissioners approval and shall follow a documented review process. The Board may grant the Town Manager limited authority to temporarily suspend, revoke, or modify naming rights between Board meetings based on the conditions listed above or other non-compliance with this or other Town Policy, subject to subsequent Board ratification.

Financial Consequences

- If a naming right is revoked or modified due to non-compliance with this Policy or other Town Policy, there shall be no refund or reduction of any financial commitment.
- The Town of Wake Forest reserves the right to terminate naming rights where continuation of the relationship no longer reflects the implementation factors considered when the naming was granted, even if no non-compliance has occurred. If such termination is made by the Town for reasons other than non-compliance within the first year of naming, the named honoree shall receive a refund proportionate to the time remaining in the first year of the agreed-upon naming term.

Appeal Process. Naming rights denied by the Department Directors or other staff may be appealed to the Town Manager, whose decision shall be final within the administrative process of the Town.

Consideration of Sponsorship and Facility Naming Rights Policy

Summary

Agenda Item: Consideration of Sponsorship and Facility Naming Rights Policy

Summary: The proposed Sponsorship and Facility Naming Rights Policy establishes a formal framework for securing sponsors and naming for Town-owned facilities, parks, programs, and amenities. The policy is intended to create new revenue opportunities and partnerships that offset capital and operational costs while maintaining transparency, fairness, and community values.

The policy outlines:

- **Levels to Solicit and Approve**
- **Criteria for Review**
- **Permissible Recognition Messages**
- **Eligibility for Naming Rights**
- **Naming/Renaming Procedures**
- **Termination and revocation provisions**
- **Financial Consequences**

The intent of this policy is to balance fiscal responsibility with stewardship of public assets. By clearly defining expectations and guardrails, the Town can pursue partnership opportunities while preserving the character, dignity, and public purpose of its facilities.

Staff recommends consideration and adoption of the Sponsorship and Facility Naming Rights Policy.

Attachment:

- Resolution 2026-XX
- Sponsorship and Facility Naming Rights Policy

RESOLUTION 2026-x

A RESOLUTION ADOPTING SPONSORSHIP AND FACILITY NAMING RIGHTS POLICY

WHEREAS, the Town of Wake Forest recognizes the importance of establishing clear, consistent, and transparent standards for naming facilities owned, leased, or operated by the Town; and

WHEREAS, the naming of public facilities carries long-term legal, financial, historical, and reputational implications; and

WHEREAS, a formal Sponsorship and Facility Naming Rights Policy promotes fairness, accountability, and alignment with the Town's mission and values; and

WHEREAS, the Town desires to ensure that all current and future sponsorship and facility naming and sponsor decisions are made pursuant to an adopted policy and approved through an established public process;

BE IT RESOLVED the Board of Commissioners of the Town of Wake Forest, approves of the following:

1. The Sponsorship and Facility Naming Rights Policy, attached hereto and incorporated by reference, is hereby adopted and approved.
2. All naming, renaming, sponsorship, or honorary recognition of facilities under the Town's authority shall be governed by the Sponsorship and Facility Naming Rights Policy.
3. The Board of Commissioner retains final authority over all facility naming rights and sponsorship decisions, and may lawfully delegate said authority.
4. The Town Manager is hereby authorized and directed to implement the Sponsorship and Facility Naming Rights Policy and to develop any procedures, forms, or agreements necessary for its administration.
5. Any prior policies, resolutions, or practices inconsistent with this Resolution are hereby repealed or superseded to the extent of such inconsistency.
6. This Resolution shall take effect immediately upon adoption.

Duly Adopted this ____ day of March 2026.

ATTEST:

Ben Clapsaddle
Mayor

Evelyn Wrioth
Town Clerk



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-797-

Submitted by: Ruben Wall, Parks & Recreation

Submitting Department: Parks & Recreation

Meeting Date: March 3, 2026

Subject

Consideration of Statues and Monuments Policy

Recommendation:

Discussion and Approval

item Summary:

ATTACHMENTS:

- [Statues and Monuments Policy.pdf](#)
- [Statues and Monuments Policy Option 2.pdf](#)
- [Resolution Adopting Statues & Monuments Policy.pdf](#)
- [Summary Sheet - Consideration of Statues and Monuments Policy.pdf](#)

	Policy Subject: Statues and Monuments on Town Property	
	Effective Date: 4-1-26	
	Prepared by: Ruben Wall, Director Parks, Recreation and Cultural Resources	
	Reviewed By: _____ Nathan McKinney, Town Attorney	
	Approved By: _____ Kip Padgett, Town Manager	

Sections:

- I. Purpose
- II. Scope
- III. Guiding Principle
- IV. Eligibility to Submit Proposals
- V. Proposal Requirements
- VI. Review Process
- VII. Funding and Ownership
- VIII. Maintenance and Liability
- IX. Removal or Relocation
- X. No Guarantee of Permanence
- XI. Severability

I. Purpose

The purpose of this policy is to establish a fair, transparent, and consistent process for the review, approval, placement, maintenance, and potential removal of statues, monuments, memorials, and similar permanent displays on property owned by the Town of Wake Forest. This policy is intended to ensure that such installations serve a legitimate public purpose and reflect community values while protecting public resources.

II. Scope

This policy applies to all permanent or semi-permanent statues, monuments, memorials, plaques, or commemorative structures proposed for installation on Town-owned land, including parks, buildings, rights-of-way, and other public spaces.

Temporary art installations or displays governed by separate policies are excluded unless otherwise stated. Commercial advertising or purely private commemorations are not permitted on Town property.

III. Guiding Principles

All monuments on Town property shall:

- Serve a clear public, historical, cultural, educational, or civic purpose
- Be appropriate in scale, design, and location
- Avoid promotion of discrimination, violence, or hatred toward any group
- Be consistent with applicable laws, ordinances, and land-use regulations
- Have no political or religious affiliation
- Consider long-term maintenance, safety, and fiscal impact

IV. Eligibility to Submit Proposals

Proposals may be submitted by:

- The Board of Commissioners
- Town departments
- Advisory boards
- Nonprofit organizations
- Community groups
- Residents or resident-led committees

V. Proposal Requirements

All proposals must include:

1. A written description of the statue or monument, including purpose and significance
2. Historical or cultural justification, where applicable
3. Concept drawings or design renderings
4. Proposed location and site plan
5. Materials, dimensions, and estimated lifespan
6. Installation plan and timeline
7. Funding source(s), including confirmation that no Town funds will be used unless expressly approved

8. A maintenance and repair plan, including responsible party
9. Proposed language for any inscriptions or plaques

Incomplete proposals will not be reviewed.

VI. Review Process

1. Proposals shall be submitted to the Town Clerks Office or designated department
2. Staff review will assess legal compliance, site suitability, safety, and maintenance impact
3. Proposals may be referred to advisory boards (e.g., Historic Commission, Parks Board, Arts Commission) for recommendation
4. The Town Manager or designee shall review all proposals
5. A public comment period shall be provided prior to final approval
6. The Town reserves the right to conduct a background check on all proposed applicants
7. Final approval must be granted by the Board of Commissioners

Approval may include conditions related to design, location, or maintenance.

VII. Funding and Ownership

Unless explicitly approved otherwise:

- All costs associated with design, fabrication, installation, insurance, and maintenance shall be borne by the applicant
- Upon installation, monuments shall become the property of the Town
- The Town assumes no obligation to replace or restore damaged monuments beyond agreed terms

VIII. Maintenance and Liability

The Town may require:

- A maintenance agreement
- Proof of insurance
- An endowment or escrow fund for long-term care

Failure to maintain the monument may result in corrective action or removal.

IX. Removal or Relocation

The Town reserves the right to remove, relocate, or alter any monument if:

- It poses a safety risk
- It deteriorates beyond reasonable repair
- Site conditions change
- Legal requirements change
- The monument no longer aligns with community standards or public purpose

Removal decisions shall follow a public review process whenever practicable.

X. No Guarantee of Permanence

Approval of a statue or monument does not guarantee permanent placement. All monuments on Town property are subject to future review under this policy.

XI. Severability

If any provision of this policy is found invalid or unenforceable, the remaining provisions shall remain in full force and effect.

XII. Modification

This Policy may be amended, modified, or repealed only by action of the Board of Commissioners. No officer, employee, department, or advisory board of the Town shall have authority to waive, alter, or deviate from the requirements of this Policy except as expressly authorized by the Board of Commissioners. Any proposed changes to this Policy shall be presented to the Board for consideration at a duly noticed public meeting. The Town Manager (or designee) may create, implement, and modify administrative procedures or guidelines necessary to the faithful application of this Policy, provided such procedures or guidelines are consistent with and do not conflict with this Policy.

	Policy Subject: Statues, Monuments and Memorials	
	Effective Date: 4-1-26	
	Prepared by: Ruben Wall, Director Parks, Recreation and Cultural Resources	
	Reviewed By: _____ Nathan McKinney, Town Attorney	
	Approved By: _____ Kip Padgett, Town Manager	

No monument, memorial, statue, or other commemoration shall be placed upon Town property. This policy does not apply to the following:

1. Displays and other commemorations that are within the purview of the Historic Preservation Commission.
2. Memorials and monuments permitted by Section 10 of the Wake Forest Code of Ordinances or other rights granted by applicable burial and cemetery law.
3. Statues, monuments, or artistic displays of any kind that are acquired, approved, or otherwise displayed pursuant to the Town of Wake Forest Public Art Plan and/or the Town of Wake Forest Public Art Commission.

This Policy may be amended, modified, or repealed only by action of the Board of Commissioners. No officer, employee, department, or advisory board of the Town shall have authority to waive, alter, or deviate from the requirements of this Policy except as expressly authorized by the Board of Commissioners. Any proposed changes to this Policy shall be presented to the Board for consideration at a duly noticed public meeting. The Town Manager (or designee) may create, implement, and modify administrative procedures or guidelines necessary to the faithful application of this Policy, provided such procedures or guidelines are consistent with and do not conflict with this Policy.

RESOLUTION 2026-x

A RESOLUTION ADOPTING A POLICY GOVERNING THE ERECTION OF STATUES AND MONUMENTS ON TOWN-OWNED PROPERTY

WHEREAS, the Town of Wake Forest recognizes that statues, monuments, memorials, and similar structures placed on Town-owned property constitute long-term uses of public land and resources; and

WHEREAS, the Town desires to ensure that any such installations serve a legitimate public purpose, are reviewed through a transparent and consistent process, and reflect appropriate stewardship of public spaces; and

WHEREAS, the Town further recognizes the importance of establishing clear standards regarding proposal review, approval, maintenance, and potential removal of monuments on Town property; and

WHEREAS, Town staff has reviewed and considered a Policy on Erecting Statues and Monuments on Town Property, attached hereto as **Exhibit A**;

BE IT RESOLVED the Board of Commissioners of the Town of Wake Forest, approves the following:

1. Adoption of Policy

The *Policy on Erecting Statues and Monuments on Town Property*, attached as Exhibit A and incorporated herein by reference, is hereby adopted and shall take effect immediately upon passage of this resolution.

2. Applicability

The policy shall apply to all proposals for permanent or semi-permanent statues, monuments, memorials, plaques, or commemorative structures on Town-owned property, regardless of funding source.

3. Administration

The Town Manager, or designee, is authorized to administer the policy, receive proposals, coordinate reviews, and present recommendations to the Board of Commissioners in accordance with the policy.

4. Board of Commissioners Authority Reserved

Nothing in the policy shall be construed to limit the Board or Commissioners

legislative authority over Town property or to create any vested right in the approval or permanence of any monument.

5. **Severability**

If any portion of this resolution or the adopted policy is held invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining provisions, which shall continue in full force and effect.

Duly Adopted this ____ day of March 2026.

ATTEST:

Evelyn Wright
Town Clerk

Ben Clapsaddle
Mayor

Consideration of Statues and Monuments Policy

Summary

Agenda Item: Consideration of Statues and Monuments Policy

Summary: The proposed Statues and Monuments Policy establishes a formal framework for erecting Statues, Monuments, Memorials and other structures, on property owned by the Town.

The policy outlines:

- **Guiding Principles**
- **Eligibility to Submit Proposals**
- **Proposals Requirements**
- **Review Process**
- **Funding and Ownership**
- **Maintenance and Liability**
- **Removal or Relocations**

The intent of this policy is to have established guidelines for such opportunities while maintaining transparency, fairness, and community values. By clearly defining expectations and guardrails, the Town can continue to preserve the character, dignity, and public purpose of Town owned property.

Staff recommends consideration and adoption of the Statues and Monuments Policy.

Attachment:

- Resolution 2026-XX
- Statues and Monuments Policy



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-808-
Submitted by: Aileen J. Staples, Administration
Submitting Department: Administration
Meeting Date: March 3, 2026

Subject

Discussion of January Financial Summaries

Recommendation:

item Summary:

ATTACHMENTS:

- [Monthly Financial Report_summary.pdf](#)
- [January 31, 2026 Financial Summaries.pdf](#)

Agenda Item: Monthly Financial Report

Summary: Staff prepares monthly financial reports for each of the respective operating funds for which an annual budget is authorized by the Board of Commissioners. The reports are accompanied by highlights during respective month for each fund.

Attachments: Financial summaries

Town of Wake Forest

January 31, 2026

OVERALL HIGHLIGHTS:

- Ad valorem taxes represent over 50% of the general fund revenues – they are due September. Penalties and interest do not accrue until January 2026. Majority of this revenue source comes in towards the end of December and before January 6.
- *Net increase YTD (increase in fund balance) is \$12.5 million*
 - Increased collections in current year ad valorem taxes - \$9.1 million for the month
- Guidelines for spending is 58%. Total year-to-date expenditures are at 59.7% of appropriations (including encumbrances). Departments that exceed threshold are attributed to blanket purchase orders issued in July/August and other expenditures paid early in the fiscal year (i.e. workers compensation, property and liability insurance in Risk Management).
- Purchase for resale – power for January (\$1,317,576) is paid in February and not reflected in the attached. Rate adjustment went into effect September 1 – 3% increase in residential energy charge.
 - Cash position has significantly improved compared to prior year – repayment to General Fund (internal loan) will begin this fiscal year.
- American Rescue Plan Act (ARPA) is a “life to date” (LTD) fund and everything reported is cumulative from the beginning – July 2021.
 - Second deadline – all funds must be spent by December 31, 2026.
 - Ladder truck (\$1,654,000) for Fire Department is due to arrive within next few months

GENERAL FUND
January 31, 2026

Monthly Target Percentage

58.33%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 51,065,310	\$ 48,457,985	-	\$ 2,607,325	94.89%	\$ 47,336,615
Other Taxes	72,500	41,166	-	31,334	56.78%	35,609
Unrestricted Intergovernmental	20,816,945	7,447,771	-	13,369,174	35.78%	6,923,203
Restricted Governmental	3,403,535	2,073,760	-	1,329,775	60.93%	1,784,923
Permits and Fees	2,675,000	1,503,941	-	1,171,059	56.22%	1,369,525
Other Revenue	3,234,635	1,530,415	-	1,704,220	47.31%	1,084,035
Sales and Services	5,973,535	2,497,606	-	3,475,929	41.81%	2,241,937
Investment Earnings	985,500	512,969	-	472,531	52.05%	804,706
Other Financing Sources	7,489,209	-	-	7,489,209	0.00%	12,069
General Fund Total	\$ 95,716,169	64,065,613	-	31,650,556	66.93%	\$ 61,592,622

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
410 Board of Commissioners	\$ 409,250	\$ 195,323	\$ -	\$ 213,927	47.73%	\$ 246,340
412 Legal Services	494,130	295,997	-	198,133	59.90%	170,518
420 Town Manager's Office	1,069,335	571,745	43,600	453,990	57.54%	557,902
421 Town Clerk	299,600	153,295	-	146,305	51.17%	149,779
422 Organizational Performance	745,350	364,170	6,000	375,180	49.66%	319,817
423 Budget Management	507,600	284,109	-	223,491	55.97%	186,323
425 Communications	1,450,765	825,659	-	625,106	56.91%	666,789
430 Human Resources	1,291,105	712,848	7,967	570,289	55.83%	698,500
431 Risk Management	1,250,650	1,143,151	-	107,499	91.40%	455,718
435 Downtown Development	587,200	281,716	-	305,484	47.98%	264,567
440 Financial Services	1,674,505	1,028,496	1,485	644,524	61.51%	1,088,484
445 Information Technology	2,381,430	1,487,072	174,108	720,250	69.76%	1,652,461
480 Inspections	2,405,510	1,345,592	-	1,059,918	55.94%	1,168,918
490 Planning	5,573,396	2,113,701	1,201,895	2,257,800	59.49%	1,686,598
500 Public Facilities	3,590,450	2,150,886	476,778	962,786	73.18%	2,296,507
510 Police	19,396,634	10,104,452	1,424,541	7,867,641	59.44%	10,133,478
520 Fire	14,267,530	8,548,903	875,802	4,842,825	66.06%	8,044,582
530 Public Works Administration	329,535	170,883	-	158,652	51.86%	157,074
535 Urban Forestry	745,495	342,535	11,500	391,460	47.49%	251,871
540 Engineering	2,297,981	1,211,042	73,711	1,013,227	55.91%	990,441
550 Fleet Maintenance	727,290	358,253	355	368,681	49.31%	347,807
560 Streets	5,089,139	1,820,725	883,846	2,384,567	53.14%	1,759,736
580 Solid Waste	6,923,154	3,630,094	87,204	3,205,857	53.69%	3,164,465
620 Parks and Recreation	6,940,425	3,182,311	300,853	3,457,261	50.19%	2,978,888
630 Center for Active Aging	790,405	288,192	-	502,213	36.46%	-
999 Transfers	14,478,305	8,930,261	-	5,548,044	61.68%	7,673,563
General Fund Total	\$ 95,716,169	51,541,413	5,569,645	38,605,111	59.67%	\$ 47,111,126

General Fund - Net Gain (Loss)

\$ 12,524,200

\$ 14,481,496

Debt Service Fund
January 31, 2026

Monthly Target Percentage

58.33%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES					
Restricted Governmental	\$ 1,805,715	1,817,072	(11,357)	100.63%	1,719,784
Permits and Fees	637,500	317,785	319,715	49.85%	409,913
Investment Earnings	106,350	87,124	19,226	81.92%	71,995
Other Financing Sources	8,854,850	5,127,413	3,727,438	57.91%	5,221,309
General Fund Total	\$ 11,404,415	7,349,393	4,055,022	64.44%	\$ 7,423,000

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES					
440 Financial Services	\$ 12,820	\$ 6,845	\$ 5,975	53.39%	\$ 7,612
445 Information Technology	615,455	487,448	128,007	79.20%	514,601
480 Building Inspections	13,530	6,762	6,768	49.97%	10,285
490 Planning	396,910	256,153	140,757	64.54%	13,057
500 Public Facilities	1,103,515	290,141	813,374	26.29%	294,514
510 Police	425,790	303,884	121,906	71.37%	442,871
520 Fire	1,199,465	145,170	1,054,295	12.10%	145,169
535 Urban Forestry	-	-	-	0.00%	4,273
540 Engineering	9,310	4,654	4,656	49.99%	8,178
550 Fleet Maintenance	12,050	6,077	5,973	0.00%	10,348
560 Streets	1,733,785	321,785	1,412,000	18.56%	551,685
570 Powell Bill	2,823,460	1,553,307	1,270,153	55.01%	1,028,221
580 Solid Waste	255,875	128,541	127,334	50.24%	182,493
620 Parks and Recreation	2,802,450	1,271,201	1,531,249	45.36%	571,417
General Fund Total	\$ 11,404,415	4,781,968	6,622,447	41.93%	\$ 3,784,725

Debt Service Fund - Net Gain (Loss)

\$ 2,567,425

\$ 3,638,276

DMSD Special Revenue Fund
January 31, 2026

Monthly Target Percentage

58.33%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 209,200	\$ 206,400	-	\$ 2,800	98.66%	\$ 193,399
Investment Earnings	12,500	9,771	-	2,729	78.17%	12,012
DMSD Special Revenue Fund Total	\$ 221,700	216,171	-	5,529	97.51%	\$ 205,411

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
Transfers In (Out)	\$ 221,700	\$ -	\$ -	\$ 221,700	0.00%	\$ 12,069
DMSD Special Revenue Fund Total	\$ 221,700	-	-	221,700	0.00%	\$ 12,069

Downtown District - Net Gain (Loss)

216,171

193,342

WAKE FOREST POWER (ELECTRIC FUND)
January 31, 2026

Monthly Target Percentage

58.33%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 26,006,750	\$ 15,762,555	-	\$ 10,244,195	60.61%	\$ 15,364,734
Sales Tax - Utility	1,771,610	1,090,037	-	681,573	61.53%	1,068,072
Other Revenue	422,640	349,652	-	72,988	82.73%	511,768
Investment Earnings	40,000	50,844	-	(10,844)	127.11%	18,960
Electric Fund Total	\$ 28,241,000	17,253,088	-	10,987,912	61.09%	\$ 16,963,534

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
840 Electric - Billing & Collections	\$ 872,860	\$ 420,547	\$ -	\$ 452,313	48.18%	\$ 500,170
850 Electric - Operations	\$ 26,837,655	13,554,102	482,351	12,801,202	52.30%	16,552,025
860 Electric - Tree Trimming	530,485	213,574	97,236	219,676	58.59%	194,376
Electric Fund Total	\$ 28,241,000	14,188,222	579,587	13,473,191	52.29%	\$ 17,246,571

Electric Fund - Net Gain (Loss)

3,064,866

(283,037)

STORMWATER UTILITY FUND
January 31, 2026

Monthly Target Percentage

58.33%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 3,610,510	\$ 3,930,016	-	\$ (319,506)	108.85%	\$ 3,777,032
Investment Earnings	25,000	24,041	-	959	96.16%	8,327
Other Financing Sources	-	-	-	-	0.00%	-
Stormwater Utility Fund	\$ 3,635,510	3,954,057	-	(318,547)	108.76%	\$ 3,785,360

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
545 - Stormwater Management	\$ 3,635,510	\$ 868,155	\$ 647,411	\$ 2,119,945	41.69%	\$ 227,383
Stormwater Utility Fund	\$ 3,635,510	868,155	647,411	2,119,945	41.69%	\$ 227,383

Stormwater Utility Fund - Net Gain/(Loss)

3,085,902

3,557,977

AMERICAN RESCUE PLAN ACT (ARPA)
1/31/2026 (Cumulative - Life to Date)

Monthly Target Percentage

N/A

							N/A
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals	
REVENUES							
Restricted Governmental	\$ 14,541,000	14,541,846	-	(846)	100.01%	-	
Investment Earnings	1,169,850	1,194,208	-	(24,358)	0.00%	-	
Other Financing Sources	-	-	-	-	0.00%	-	
General Fund Total	\$ 15,710,850	15,736,054	-	(25,204)	100.16%	\$ -	
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals	
EXPENDITURES							
445 Information Technology	\$ 825,000	\$ 803,732	\$ -	\$ 21,268	97.42%	\$ -	
525 Public Safety (ARPA)	3,220,840	1,566,831	1,654,000	9	100.00%	-	
540 Engineering	7,416,320	4,596,187	2,661,821	158,312	97.87%	-	
638 Other Improvements	4,248,690	4,043,160	204,875	655	99.98%	-	
General Fund Total	\$ 15,710,850	11,009,911	4,520,695	180,244	98.85%	\$ -	
ARPA Fund - Net Gain (Loss)		\$ 4,726,143				\$ -	



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-812-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: March 3, 2026

Subject

Board of Commissioners Regular Meeting March 17, 2026

Recommendation:

item Summary:

ATTACHMENTS:

- [Board of Commissioners.pdf](#)



**Wake Forest Board of Commissioners
Meeting Agenda
March 17, 2026 – at 6:00 PM
All items listed are for discussion and possible action.**

Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Evelyn Wright](#) at 919-435-9432 as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

All Board of Commissioners meetings are broadcast live on [WFTV 10](#) beginning at 6 p.m. Meetings are also aired online on the [Public Meetings Portal](#) on the [Town of Wake Forest website](#). Archived meeting videos are also provided and available for one year after the original air date.

Meeting Agendas

The [Board of Commissioners](#) meeting agenda is available to be viewed and downloaded by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Deputy Town Clerk's office at 919-435-9432. Citizens may also receive a copy of each month's agenda via email by enrolling in the free [E-Notifier](#) subscription service.

Public Hearings

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given three minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed three minutes each to express his/her comments, ideas, concerns, expressions, and desires. Only comments on a Public Hearing will be allowed during this time.

Public Comment

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the [Town website](#). Then, during the Public Comment portion of the meeting, The Mayor will recognize you and invite you to the podium at which time you will have three minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

3. Presentations

- 3.A Age Friendly Community Update
[Summary Sheet_Age Friendly Community Update.docx](#)
- 3.B Sustainability Plan Presentation
[Sustainability Plan Presentation Agenda Summary](#)
- 3.C Resolution recognizing Officer Lawson on his service to the Town of Wake Forest
[Lawson Resolution of Appreciation for Services.docx](#)
- 3.D Presentation of Grant Policy & Procedures Update Considerations
[3.3.26 Grant Policy Update Summary - Presentation.pdf](#)

4. Public hearings / Public Comment

- 4.A Public Hearing on LEGISLATIVE CASE RZ-25-02, 810 & 814 S. Main St. Rezoning, a rezoning filed by filed by Tyler Davis to rezone .46 acres located at 810 S. Main St. and 814 S. Main St., being Wake County Tax PIN(s) 1840381862 and 1840381744, from General Residential 3 (GR3) and Richland Creek Watershed Management Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-WMA).
[BOC Agenda Summary RZ-25-02.pdf](#)
[RZ-25-02 Staff Report v1.pdf](#)
[Attachment A_ Neighborhood Meeting Information.pdf](#)
[Attachment B_ Application.pdf](#)
[Attachment C_ Maps.pdf](#)
[Attachment D_Proposed S-line Route.pdf](#)
[Attachment E_ US-1 Council of Planning Memorandum of Conformity S Main St.pdf](#)
[Attachment F_Planning Board Recommendation and Plan Consistency Analysis.pdf](#)
[Exhibit 1- Legal Description.pdf](#)
[Exhibit 2-Consistency Statement.pdf](#)
[Ordinance RZ-25-02.pdf](#)
- 4.B Public Hearing to receive public comment on the installment financing of Fire Station 6 construction
[Public Hearing Fire Station 6 financing_summary.pdf](#)

- 4.C Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

5. Consent Agenda

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

- 5.A Approval of resolution authorizing installment purchase agreement (FY 26 Equipment and Vehicles)
- 5.B Approval of Budget Ordinance Amendment # 4 - FY 2025-2026
[Budget Ordinance Amendment_summary.pdf](#)
- 5.C Consideration of Approval of On-Call Engineering Services Contracts
- 5.D Resolution recommending the appointment of review officers for the Town of Wake Forest
[Review Officer Agenda Summary 031726.docx](#)
[RESOLUTION for Review Officer Wake Co. 2026.docx](#)
- 5.E Approval of Appointment to Citizen Advisory Boards
- 5.F Approval of a Resolution to surplus the badge and service weapon carried by Officer Michael Lawson
[Lawson Resolution Badge and Weapon.docx](#)

6. Legislative Items

7. Planning Items

- 7.A Ailey Young House NE Gateway Park Concept Plan
[Resolution.pdf](#)
[Agenda Summary AYH NE Gateway Park Concept Plan.pdf](#)
- 7.B Consideration of LEGISLATIVE CASE RZ-25-02, 810 & 814 S. Main St. Rezoning, a rezoning filed by filed by Tyler Davis to rezone .46 acres located at 810 S. Main St. and 814 S. Main St., being Wake County Tax PIN(s) 1840381862 and 1840381744, from General Residential 3 (GR3) and Richland Creek Watershed Management Area District (RC-WMA) to Neighborhood Business (NB) and Richland Creek Watershed Management Area District (RC-

WMA).

8. Administration and Financial Items

8.A Approval of Amended Grant Policy & Procedures

9. Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A Commissioners Report

12.B Department Monthly Reports

13.Adjournment



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-813-
Submitted by: Kip Padgett
Submitting Department:
Meeting Date: March 3, 2026

Subject

Discussion of Municipal Service District

Recommendation:

item Summary:

ATTACHMENTS: