



**Wake Forest Board of Commissioners
Meeting Agenda
October 21, 2025 – at 6:00 PM
All items listed are for discussion and possible action.**

Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [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, Mayor Jones will recognize you and invite you to the podium at which time you will have three minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

- 2.A Board of Commissioners January 2025 Retreat Minutes
[Mayor & BOC Annual Retreat Minutes Jan202517 DRAFT.pdf](#)
- 2.B Draft BOC Minutes September 2, 2025 Work Session September 16, 2025
Regular Meeting
[DRAFT BOCWSMinutes_September20252.pdf](#)
[DraftBOCMinutes_SEPTEMBER162025 .pdf](#)

3. Presentations

- 3.A Proclamation Recognizing November 2025 as “Native American Heritage Month”
[ProclamationNativeAmericanHeritageMonthNovember2025.doc](#)
[ProclamationNativeAmericanHeritageMonthNovember2025.pdf](#)
- 3.B Presentation of Annual Reports from the Town's Advisory Boards
[2025 Advisory Boards Annual Report \(1\).pdf](#)
- 3.C Introduction of Candidates for the Board of Adjustment and Planning Board
[Summary Sheet_Candidates Oct202521.pdf](#)
- 3.D Proclamation Recognizing October 2025 as "Community Planning Month"
[Agenda Summary_BoC_Planning Month.pdf](#)
[Planning_Month_Proclamation_2025_October.docx](#)

4. Public hearings / Public Comment

- 4.A Public Hearing on the Towns of Wake Forest and Youngsville Annexation
Agreement Update
[Wake Forest_Youngsville_Annexation Agreement_BOC 102125.pdf](#)
[Draft_Youngsville-WF_Annexation_Ordinance_Agreement_Final.docx](#)
[2025 WF_Youngsville Agreement_Line.pdf](#)
- 4.B Public Hearing on LEGISLATIVE CASE RZ-18-15, Grove 98 PUD
Amendment #4, a request submitted by Jordan Petersen on behalf of Wegmans
Food Markets, Inc., to amend the existing Grove 98 Planned Unit Development
(PUD) District for approximately 14.0 acres located at 11051 Ligon Mill Road,
being Wake County Tax PIN 1830769192.
[BOC Agenda Summary RZ-18-15.pdf](#)
[RZ-18-15 Staff Report.pdf](#)
[Attachment A - Neighborhood Meeting Information.pdf](#)
[Attachment B - Application.pdf](#)

[Attachment C - Applicant's Supporting Materials.pdf](#)
[Attachment D - Maps.pdf](#)
[Attachment E - Plan Consistency Analysis.pdf](#)
[Exhibit 1 - Legal Description.pdf](#)
[Exhibit 2 - Consistency Statement for Disapproval.pdf](#)
[Exhibit 3 - Proposed Amended Grove 98 PUD Document.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 Budget Ordinance Amendment #2 for FY 2025-2026
[Budget Ordinance Amendment_summary.pdf](#)
[Budget Ordinance Amendment # 2 FY 2025-2026.pdf](#)
- 5.B Approval of FY2025-2026 Senior Center General Purpose Funding Application and Project Submission
[SummarySheetTemplate_SeniorCenterGeneralPurposeFunding_10.21.2025.docx](#)
[Wake Forest- State SC GP 25-26 Proposal Packet_9.30.2025.pdf](#)
[RESOLUTION 2025_Approving FY2025-2026 Senior Center General Purpose Funding Application and Project Submission.docx](#)

6. Legislative Items

- 6.A Consideration of Appointment of Candidates for the Board of Adjustment and Planning Board
[2025 PB Applicant.pdf](#)
[Board_ofAdjustment_and_Planning_Board_Candidates_Cover_letter_2025.pdf](#)
[BOA Waiver Statement_Oct202521RP.pdf](#)
[BOA Waiver Statement_Oct202521WH.pdf](#)

7. Planning Items

- 7.A Consideration of the Towns of Wake Forest and Youngsville Annexation Agreement Update

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

7.C LAPP Funding Request
[Agenda Summary_BoC LAPP Request.pdf](#)

7.D Consideration of approval of a resolution to authorize the Town Manager to execute, on behalf of the Town of Wake Forest, Go Wake Forest fares
[Agenda Summary](#)
[Attachment A: Go Wake Forest Fare Implementation](#)
[Go_WF_Fares_Resolution.docx](#)

8. Administration and Financial Items

8.A Wake Forest Area Chamber Foundation Proposed Alcohol Sales at the 2026 Meet In the Street event.
[Item Summary_Wake Forest Area Foundation.pdf](#)
[Attachment A_Meet In the Street 2026 Event Location Map.pdf](#)
[Attachment B 2026 MITS Alcohol Ordinance Waiver Request.docx](#)
[Attachment C_Wake Forest Chamber Request for Approval.pdf](#)
[MITS 2026 Alcohol Sales Signage.pdf](#)
[WFAC MITS26 BOC Presentation_10.7.25.pptx](#)
[Resolution for Open Container Waiver MITS 2026.docx](#)

8.B Proposed Resolution to adopt Public Comment Policy
[Guidelines for Public Comment_Oct2025.pdf](#)
[Resolution - Public Comment Policy.pdf](#)

9. Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A Department Monthly Reports
[September 2025 Monthly Report.pdf](#)

12.B October Tax Report
[WF-TXREP-OCT-2025-BOC-MTG.pdf](#)

12.C Commissioner Reports

13.Adjournment



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-617-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: October 21, 2025

Subject

Board of Commissioners January 2025 Retreat Minutes

Recommendation:

item Summary:

ATTACHMENTS:

- [Mayor & BOC Annual Retreat Minutes Jan202517 DRAFT.pdf](#)



**DRAFT Mayor and Board of Commissioners 2025 Annual Retreat Meeting
Minutes**

**Wake Forest Renaissance Centre
405 S. Brooks Street, Wake Forest, NC 27587
Friday, January 17, 2025, at 9:00 a.m.**

The Wake Forest Board of Commissioners met on **Friday, January 17, 2025, at 9:00 a.m.** The meeting was held at the Wake Forest Renaissance Centre, 405 Brooks St., Wake Forest, NC 27587.

Elected Officials present: Mayor Vivian A. Jones, Commissioner Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Town Staff present: Town Manager Kip Padgett, Assistant Town Manager Candace Davis, Assistant Town Manager Allison Snyder, Assistant Town Manager/CFO Aileen Staples, Interim Town Attorney Eric Vernon, Deputy Town Clerk Ella Dowtin, Parks, Recreation & Cultural Resources Director Ruben Wall, Renaissance Centre Director Debbie Dunn, Strategic Performance Director Lisa Hayes, Communications & Public Affairs Director Bill Crabtree, Police Chief Jeff Leonard, Captain Julius Jefferson, Planning Director Jennifer Currin, Public Works Director Tim Bailey, Electric Utility Director Chris Terrell, Finance Director Samantha Sanchez, Long Range Planning Manager Brad West, Fire Chief Ron Early, Public Facilities Director Mickey Rochelle.

I) WELCOME AND OVERVIEW

Mayor Jones provided some opening remarks and spoke about an article she read in The Atlantic titled “Eleven Signs that a City Will Succeed.” She advised the Town of Wake Forest has many of the signs listed and is successful. She then emphasized the importance of listening and trying to understand people.

Town Manager Kip Padgett opened the meeting at 9:11 a.m. and welcomed everyone to the Annual Retreat. Mr. Padgett provided a summary of the day's agenda, welcomed the interim town attorney Eric Vernon, and wished Ele'jah Carter well in her future endeavors.

II) Performing Arts Center Activity/Discussion

Debbie Dunn introduced the presenters of Johnson Consulting and Theater Consultants Collaborative. Consultants from Johnson's Consultants, John Fleming, and Ryan Johnson, and Robert Long with Theater Consultants Collaborative provided an overview of the executive summary, key research findings, facility functionality and cost, site size requirements, facility options discussion, and next steps. The Consultants presented five development scenarios ranging from a lower cost option of renovating the current facility to the rebuilding of the Reissuance Centre with high capital outlay, as seen in Chart A below. The Commissioners provided feedback on each option during an exercise with the consultants prior to resuming additional questions and discussion.

CHART A



Robert Long gave an overview of the observation responses for facility options shown above.

Option A

Mayor Jones suggested that option A could be phased in over several years.

Commissioner Wright stated that there has to be a way to make this a profitable business model, whether public or privately funded.

Option B

Commissioner Sliwinski advised that the price tag and functionality of option B, being able to use the Renaissance Centre with no downtime, is the determining factor. Commissioner Cross commented she likes the conceptual layouts and really appreciates that Option B had no downtime. Commissioner Shackleford suggests that option B is more attainable. Mayor Jones agreed with Commissioner Shackleford.

Option C

Commissioner Wright doesn't want to stop the Renaissance Centre's momentum by taking it out of the community.

Option D

Commissioner Cross likes the idea, in a combination of Option B and Option D, of utilizing the current Renaissance Centre's space, in a more practical way by repurposing it. This includes using the land that is available and making it a smaller version that offers functionality for the community.

Option E

Commissioner Sliwinski suggests that it is too small for future planning.

Commissioner Wright questioned how many years the cost could be spread out for the Town. Assistant Town Manager/CFO Aileen Staples advised that with the G.O. bond, it will be approximately 20 years, and it is included in the current CIP Plan and would be included in the 2026 bond referendum. Commissioner Wright inquired about a way to begin generating revenue on Option A, B, or C to offset some of the cost. Ryan Johnson advised that you will not have enough income to offset the debt services annually. John Fleming suggested grants and fundraising to help offset funding.

Commissioner Wright inquired about the largest grant that could be obtained to fund the Renaissance Centre project. Fleming responded that obtaining various grants could fund key components, but one grant would not fund the entire

project. Also, event spaces have joined with FEMA to serve as command centers for response in disaster and receive funds from FEMA. An example of what can be financed is education and the arts. Commissioner Wright asked what type of impact this had on the community concerning the economy before and after. John Fleming advised that more space would increase revenue because you would be able to have multiple programs going on simultaneously and, by being the destination for art and culture events, bringing people outside of the community, will increase revenue.

Commissioner Wright asked if there had been successful public and private partnerships related to performing arts centers. John Fleming advised yes; however, they may want a percentage or control because of their investment.

Commissioner Cross asked what the populations are in Parker, CO, and Henderson, NC. John Fleming advised that both Henderson, NC and Parker, CO, have a population of approximately 60,000. Commissioner Cross asked what option D (Support for reusing Renaissance Centre) seating capacity with the risers would be and how it compared to what the Renaissance Centre has now. John Fleming advised that option D would seat approximately 400.

Mayor Jones asked if the open space beside the current Renaissance Centre could be used to build a performing arts theater. Robert Long advised that it is too narrow.

Commissioner Clapsaddle asked if they would return and discuss locations and the pricing at a future meeting for Options A and Option B. John Fleming advised, yes. Commissioner Clapsaddle asked if Option C would mean the town would be without a performing arts facility for one to two years, which means Option C will have the most down time for this facility. Mr. Fleming responded, yes. Mr. Long also advised there are challenges associated with regaining customers once they leave for another facility. Also, Mr. Fleming reminded everyone that there are parking challenges present at the current site that would need to be addressed under Option C.

Commissioner Cross asked if any of the current community centers could cover the facility's needs when looking at Wake Forest. Does the Town have other spaces that could host some of the Renaissance Centre activities? For example, can the multi-purpose events such as art or activities be held at other community centers in the town? Ryan Johnson advised that it is not what was found in the facility

inventory as the Renaissance Centre is the primary rental and performing arts space in the community. Also, Mr. Long advised the Renaissance Centre is the largest space in the community. Any other space would be significantly smaller. Commissioner Sliwinski asked if options B and D were looked at and phased in the design. Would that require building a new center and renovating the current center to accommodate what's left? Robert Long responded, yes.

Mayor Jones questioned whether they could build in downtown Wake Forest. Robert Long responded yes.

Robert Long had Mayor Jones, and the Board placed blue sticky notes on what they didn't like and orange sticky notes on what they liked about the projects.

Commissioner Clapsaddle asked if option C is chosen, which means the current Renaissance Centre will be closed for one to two years, there will not be an arts facility in Wake Forest. John Fleming responded that keeping the Renaissance Centre open was very important because of the activity and momentum happening in the Town.

III) Municode (Part I)

Presentation overview of Municode Recodification by Assistant Town Manager Allison Snyder, the state code and law as a guideline. Ms. Snyder briefly explained why Municode is needed for the Town. A *recodification* should be done every 10 years, and the two goals are: 1) comprehensive location for all local laws and 2) updating code language to match current practices and existing state law. It is not a project to update processes or procedures.

Ms. Snyder provided an overview of the project, the timeline of the project which is shown below (Chart B) and provided an overview of the town charter and chapters 2-18 (Chart C) before lunch. Each chapter was presented individually. Changes were summarized by providing an overview of either the state law or internal process that required the change. There are four process changes to highlight for discussion in Chapter 14, Chapter 30 and Chapter 34. For the purpose of the permanent record, only questions or discussion with the board are summarized below.

CHART B

Municode Update Process

- Step 1: May 2023 Project Kick Off
- Step 2: May 2023-July 2024 Department & Consultant Review
- Step 3: July 2024 Legal Analysis received
- Step 4: September 18 Lawyer teleconference
- Step 5: September- November 2024- Consolidate town feedback on analysis into proofs
- ➡ ■ Step 6: December 2024 Final Draft (Proofs) Delivered
- Step 7: Adoption

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CHART C

Draft Code of Ordinances Overview

- | | |
|---|--|
| ■ Part 1: Charter | ■ Chapter 10: Cemeteries |
| ■ Part 2: Code of Ordinances | ■ Chapter 11: Reserved |
| ■ Chapter 1: General Provisions | ■ Chapter 12: Civic and Cultural Affairs |
| ■ Chapter 2: Administration | ■ Chapter 13: Reserved |
| ■ Chapter 3: Reserved | ■ Chapter 14: Environment |
| ■ Chapter 4: Animals | ■ Chapter 15: Reserved |
| ■ Chapter 5: Reserved | ■ Chapter 16: Fire Prevention & Protection |
| ■ Chapter 6: Buildings & Building Regulations | ■ Chapter 17: Reserved |
| ■ Chapter 7: Reserved | ■ Chapter 18: Human Relations |
| ■ Chapter 8: Businesses | |
| ■ Chapter 9: Reserved | |

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While presenting the Charter, Ms. Snyder explained that there were elements of the charter that no longer matched state law or internal practices. The charter requires state legislative approval per state law. Ms. Snyder asked for consensus on how to move forward. Mayor Jones asked for an example of what was out of date. Ms. Snyder shared that the Charter lists that the Clerk reports to the board; however, another section states the Town Manager appoints the Clerk and that is how we currently operate. Mayor Jones stated that given the current state legislature, that we should get the changes ready to present, but that this

legislative cycle was not the appropriate time. Ms. Snyder confirmed we would revisit charter updates in the future.

During Chapter 6- Buildings and Building Regulations. Mayor Jones pointed out that suggested language related to minimum housing regulations as to when a house should be repaired or demolished was unclear. Ms. Snyder stated that this would be updated in the final copy for the board's review.

During Chapter 14 Ms. Snyder shared that there is one process change included in the draft proofs. An additional prohibited use is being added to help enforcement. The prohibited use is amplified sound will not be allowed within a certain distance of a permitted event. The proposed edit will eliminate competing events and potential nuisances. Additionally, it limits placing amplified sound above 10 feet off the ground for safety and potential nuisance issues. Ms. Snyder stated that this process change would be presented to the public once the code is finalized and ready for re-adoption. The second modification in chapter 14 is the recently adopted stormwater utility language was moved from chapter 32 utilities to chapter 14. There is one proposed edit related to impervious surface updates. This update will be presented to the board again once the final is ready.

IV) Lunch

V) Municode (Part II)

Assistant Town Manager Allison Snyder presented part two of the Municode Draft Code of Ordinances Overview which covered chapters 19-34 and then outlined the next steps of the project. The chapter titles can be seen below (Chart D).

Draft Code of Ordinances Overview	
■ Chapter 19: Reserved	■ Chapter 28: Streets & Sidewalks
■ Chapter 20: Offenses and Misc. Provisions	■ Chapter 29: Reserved
■ Chapter 21: Reserved	■ Chapter 30: Traffic & Vehicles
■ Chapter 22: Parks & Recreation	■ Chapter 31: Reserved
■ Chapter 23: Reserved	■ Chapter 32: Utilities
■ Chapter 24: Planning & Development**	■ Chapter 33: Reserved
■ Chapter 25: Reserved	■ Chapter 34: Vegetation
■ Chapter 26: Solid Waste	
■ Chapter 27: Reserved	

CHART D

**Planning and Development to be deleted
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When reviewing Chapter 30 Ms. Snyder reminded the board that this was a chapter with proposed changes that would be presented again during the final presentation to the board. Ms. Snyder shared that in the future chapter 30 will need to incorporate more changes. With the growth of the Town there are a number of traffic patterns that need to be incorporated into this chapter. The recent traffic pattern changes have been incorporated into this document. There were no concerns or discussions on the additions.

In Chapter 34, Ms. Snyder reiterated that the stormwater utility had moved to chapter 14 and outlined the challenges of the Urban Forestry Board. It was shared that a few years ago the Urban Forestry Board was experiencing challenges to fill all 12 seats, and it was recommended to dismantle the board, but a member spoke in public comment, and it was decided that we would continue to try and fill the seats. Since that time, there are only three remaining members and no high school members. Ms. Snyder recommended removing the Urban Forestry Board from the code but keeping the board as a voluntary board to help with Arbor Day and other events. In addition, it would be added as a requirement for the Urban Forestry Manager or equivalent position. Commissioner Sliwinski asked if removed the board would conflict with Tree City USA requirements. Ms. Snyder stated that it would not. Wake Forest would continue to be eligible for Tree City USA.

CHART E

Next Steps

Timeline	Next Steps
Feb. 13	Return edits to consultants
TBD	Consultant provides full ordinance
TBD	Present at future work session
TBD	Board of Commissioners Vote



VI) Senior Center Transition Plan

Assistant Town Manager Candace Davis presented the Northern Wake Senior Center Transition Plan. The presentation included the partnership background, Northern Wake Senior Center membership statistics, what the transition team is working on, and the next steps. The Senior Center will transition to a town department as of July 1, 2025, subject to budget approval.

Commissioner Wright asked about the budget for the new department. Ms. Davis responded that it would be between \$300k and \$500k. Commissioner Wright asked if there would be anything to offset the cost with grants. Ms. Davis explained the center currently receives grant funding from various sources. It is the plan to continue pursuing and utilizing grants. Commissioner Wright asked if we knew what the impact of the budget would be. Ms. Davis stated that she is working through it for the upcoming budget.

VII) Demographics and Trends

Long Range Manager Brad West presented Wake Forest Demographics and Trends, which included population growth from 1940 – 2023, racial demographics 2023, educational attainment 2023, age demographics, existing land uses 2022, housing tenure 2023, total housing units 2000-2030, multi-family unit building permits FY 2019 – 2023, commercial/non-residential building permits FY 2019-2023, single-family dwelling building permits FY 2019-2030, regional share of housing types 2023, years housing structure built, single-family statistics, multi-family statistics, and peer multi-family statistics.

Glenn Carrozza, Assistant Superintendent for School Choice, Planning & Assignment, presented Wake County Public Schools demographic information. Wake County is growing rapidly, and Wake Forest students make up 4% of the total student population in Wake County. He shared several charts and graphs connected to Wake Forest schools, charter school data, and data across the county.

Commissioner Sliwinski shared his understanding of Wake County School and local government coordination. Jennifer Currin shared that Planning coordinates well from a development perspective and is appreciative of the partnership. Any project that comes in and has a residential component, the developer has to complete a Residential Development form and sends it to the Wake County Public Schools. The form assists in planning for future schools and enrollment data and staff meets with Wake County Public Schools annually to go over future developments that have been approved to assist in future planning for growth. Planning's role is to follow up with approved developments and confirm the number of units to match the developer's data.

Commissioner Wright – asked if the schools in Wake Forest were over capacity. Mr. Carrozza responded that Heritage High School is over capacity, which has an

enrollment cap and is operating approximately at 102.8% crowded. Commissioner Wright asked if the school board wanted schools at 100% or below. Mr. Carrozza responded that anywhere between 95% and 105% is ideal for the Wake County School System. Commissioner Wright asked when should we look at building new schools. Mr. Carrozza responded that since they have a county-wide school system, they must provide schools for all municipalities. It is not easy on the school system because they don't control building permits. The school system must focus on the highest growth and biggest need. It was shared that the number of charter and private schools close to Wake Forest helps ease the overcapacity.

Commissioner Wright asked if charter school and private school students were still returning during high school and therefore impacting Heritage and other high schools' capacities. Mr. Carrozza confirms that they are still losing students in elementary and middle to charter schools and private schools and that most students will return to high school.

Commissioner Wright asked what the lowest school capacity is. Mr. Carrozza advised it is Heritage Middle School.

Commissioner Wright asked if you can't build a school, is it possible to merge elementary and middle schools and have one big high school. Mr. Carrozza responded that the staff are looking at various other options.

Mayor Jones asked what the capacity percentage for Wake Forest High School is. Mr. Carrozza responded that Wake Forest High School is at 93.4% today.

Commissioner Cross asked the school board members about the greatest challenges they face with Wake Forest schools. School board members responded that the trailers helped the school fill the capacity. The numbers look very different when the trailers are not present to help fill capacity. Wake Forest High School and Heritage High School are the only high schools in the area. It may look like there is room for more students, due to the trailers, however they are limited by the capacity requirements.

Commissioner Sliwinski asked for clarification with Mr. Carrozza that the town staff are communicating with the school board regarding growth and population information needed to understand the growth of Wake Forest. Mr. Carrozza responded yes.

VIII) Wake Forest Power

Electric Utility Director Chris Terrell provided a presentation on Wake Forest Power. Mr. Terrell discussed the WFP & Public Power overview, Agencies and Partnerships, Rate Development and management, and Future Expectations.

What are Public Power Utilities? Public power utilities are like our public schools and libraries: a division of local government, owned by the community, run by boards of local officials accountable to the citizens.

North Carolina Public Power - There are 73 Municipalities across the state that own and operate an electric distribution system and is one of 2,000 public power agencies in the United States.

The Public Power Advantage- Reliability means fewer outages, local control means we are accountable to our citizens and being a not-for-profit means we can reinvest back into the community.

Agencies and Partnerships- The Town of Wake Forest began its electric utility in 1909 when the North Carolina General Assembly amended the town's charter, allowing them to sell bonds to build a generator and electric system, essentially establishing a publicly owned power system for the community. Electric Act of 1968 allowed the state's public power communities to form the North Carolina Municipality Owned Electric Systems Association. Three years later, the association becomes ElectriCities. Amendments to the act created the Power Agencies allowing municipalities to partner with private utilities.

About ElectriCities- Helps us with wholesale power supply administration and with legislative and regulatory affairs, mutual aid and emergency assistance, economic development support, commercial and residential energy services, and learning and development programs. Also, ElectriCities administers the seven-year apprentice program, taking a worker from apprentice to journeyman.

ElectriCities Governance Structure- Provides management services to the power agencies and provides other joint municipal assistance services to 97 member - communities in NC, SC, and VA.

Rate Development and Management- In 2015, 32 cities inside North Carolina Eastern Municipal Power Agency (NCEMPA) sold all assets and entered into a

Full Requirements Power Sales Agreement (FRPSA) with NCEMPA. NCEMPA purchases all of its capacity and energy from DEP, and DEP serves NCEMPA load like they would serve their own load. The term of the FRPPA is through December 2043.

Full Requirements Rate Structure- There is a single demand rate per unit CP kW billing demand, member monthly peak demand in kW during the hour of the DEP System Peak, and charges for capacity and energy are billed on an “estimated” basis and “trued-up” after the fact

Budget Planning- NCEMPA emails budget planners to all members and it includes forecasted demand kW and energy kWh, forecasted costs based on the most recent rate work, and 5-year Wholesale Power Cost Projections provided in May annually (Chart F).

CHART F

Current Basic FR-9 Rate

At the January 2024 Rate Committee Meeting, Members approved maintaining the overall average rate level effective April 1, 2024, resulting in the following current FR rate:

Full Requirements Monthly Rate	FR-9 Rate* (4/1/24 – 3/31/25)
Demand Charge (\$/kW):	*
All kW (CP Demand)	22.20
Energy Charge (¢/kWh):	
All kWh	2.514

*\$4 Million investment on LM generation
• Walmart savings \$200K/year

Current Basic FR Rate Riders

	Description
Rider No. 1	FRPPA True-up Charge/Credit
Rider No. 2	Delivery Charge
Rider No. 3A	DEP Members' Leased Facilities Charge
Rider No. 3B	Dominion NCP Members' Leased Facilities Charge
Rider No. 4	Dominion NCP Members' Special Obligations Charge
Rider No. 5A	DEP Power Factor and Reactive Demand Charge
Rider No. 5B	Dominion NCP Power Factor and Reactive Demand Charge
Rider No. 6A	2014 NCEMPA Generation Credit
Rider No. 6B	2018 NCEMPA Generation Credit
Rider No. 7A	Power Agency Services Charge
Rider No. 7B	Renewable Energy Portfolio Standards Compliance
Rider No. 8	Defeasance Debt - Monthly Support Costs

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Future Expectations- Implement Rider No. 1 associated with 2023. FRPPA True-up Rider No. 1 states that NCEMPA will directly “pass on” to the Members the FRPPA true-up of prior calendar year’s capacity rates, and energy rates. The NCEMPA BOD approved a 24-month implementation of Rider No. 1 effective October 2024 through September 2026 to replenish working capital for the \$40M 2023 FRPPA True-up charge being paid by NCEMPA.

Five Year Outlook- Wholesale Rate Pressures- Power supply costs are anticipated to increase. Reflects DEP projections for overall expenses, including plant additions, fuel and administrative costs. DEP's carbon plan mandates DEP reduce CO2 emissions 70% by 2030. Cost impacts appear to begin being seen in 2027/28 timeframe.

Debt Service Rider- Will roll off wholesale power bill in July 2025 (\$200K) and we will be working with the rate committee to determine disbursement of the funds.

Conclusion- Everything is currently in a rising cost environment. The BOC has adopted a philosophy of smaller adjustments more frequently. North Carolina is experiencing substantial load growth as WFP added 400 meters in 2024 (4% growth in customers). Duke is projecting to make significant capital investment in generation resources to replace aging generation plants and meet the anticipated increase in load. The magnitude and timing of those resources continues to evolve as load and cost projections are updated.

IX) Vacant Building Ordinance for Downtown

Downtown Development Director Jennifer Herbert gave an overview presentation on Vacant Properties Downtown and their impact, Commercial and residential, Existing Resources, Current Challenges for vacant Property Owners, and options for addressing them.

Impact of Vacant Properties

Aesthetic Issues- Empty buildings can create an uninviting and neglected appearance. This can affect foot traffic and discourage people from visiting or spending time downtown.

Community Impact- The presence of vacant buildings can lead to frustration and a decline in community pride and engagement.

Crime & Safety- Vacant buildings can become hotspots for vandalism, loitering, and crime.

Economic Impact- Vacant properties can deter potential businesses and investors, leading to a decline in economic activity (Chart H).

CHART G

Existing Resources

Ordinances	Incentives
Unified Development Ordinance - Exterior appearance – Awnings, Paint, Signs, etc. Vacant Storefront Window Ordinance - Mandate window displays for vacant commercial spaces - Helps with visual blight - Not effective at addressing long-term vacancies Nonresidential Building Code - Minimum standards of maintenance, sanitation, and safety - Inspections is limited to addressing safety concerns Demolition by Neglect - Worse case scenario	Façade Improvement - Provide financial incentives that will encourage appropriate, attractive improvements to the facades of downtown buildings. - Reimbursement match up to \$7,500 per street facing façade. - Support is limited to a maximum of \$15,000 over 3 years.



CHART H

Current Challenges - Vacant Property Owners

- ❖ **Economic Challenges**
 - Dependence on Small Businesses
 - Locally owned small businesses help maintain character and charm, but do not have the capital of larger chains and franchise businesses.
 - Rent rates are at or below market average to attract and maintain tenants.
 - Average rent rate downtown is \$20.60 with range currently \$12 to \$36 a sq. foot
 - Powerhouse Row \$26-\$36 a sq. foot
 - Atlas Stark \$28.50 a sq. foot plus property taxes, insurance, and maintenance costs
 - Also competing with newer development both within and outside of Downtown.
 - High Rehabilitation and/or Maintenance Costs for Historic Property
 - Securing Financing from Investors and Banks
- ❖ **Owners Are Reluctant Or Unwilling To Lease Or Sell**
 - Less than 10% vacancy rate in Downtown
 - Demand for space is there



CHART I

Options for Addressing Vacant Property

- ❖ **Ordinance requiring vacant buildings to be registered**
 - Focus is on health, safety, and welfare
 - Periodic inspections may be performed
 - Can charge registration fees
- ❖ **Ordinance requiring vacant buildings to exhibit no evidence of vacancy**
 - Owner's refusal to comply can result in civil fines
 - Can seek a court order to abate the condition without the owner's consent
 - Costs of executing court order are mechanic's lien on property
- ❖ **Pursue policies that incentivize property owners**
 - [Local Economic Development Incentive Funding Authorization \(G.S. 158-7.1\)](#)
 - Supplement costs
 - Clear plan and guidelines



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CHART J

Guidance for Next Steps

- **Ordinance that Addresses Vacant Building Registry**
 - Recommendation of recently passed Downtown Plan (3-8)
 - Vacant building registry with associated registration fees.
 - Monthly, Quarterly, Semi Annual or Annual
 - Do not approve other permits if fees and/or fines are outstanding.
 - Could motivate property owners to lease or sell.
 - [Mt. Airy Vacant Building Registration](#)
- **Incentive Policy**
 - Rehabilitation incentives
 - Upfit incentives to market to specific needs
 - Example: Food Service – Grease Trap
 - [Fuquay Varina Economic Development Incentive Policy](#)
 - [Holly Springs Downtown Investment Grant](#)



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Mayor Jones would like to have a vacant buildings ordinance to address the vacant buildings.

Commissioner Nick would also like to explore an incentive policy to assist in installing grease traps and create a vacant building ordinance.

Mayor Jones would like to know the cost of installing a grease trap. She wondered if that would be the appropriate incentive.

Commissioner Cross also agreed with having a vacant building ordinance but is mainly concerned about regularly inspecting the vacant buildings and ensuring they are structurally sound and presents no fire hazards.

Commissioner Shackleford would also like to see an incentive plan and registration plan and look at the cost of the grease traps.

X) Municipal Service District Update

Planning Director Jennifer Currin gave an overview of the Municipal Service District(MSD) update to include the following: the Authority to have an MSD, why it works for Wake Forest, MSD History, MSD Tax Rate History, MSD fund allocation examples, 2024 Evaluation, Potential Expansion Profile, M Base Case Projections, MSD Expansion & Millage Rate, 2024 Downtown Plan, MSD Opportunity & Catalyst Site Potential Buildout, MSD Value Assumptions, MSD Valuation and MSD Revenue Forecast, MSD Expansion Area Discussion, and MSD Expansion Area Discussion-Next Steps.

Commissioner Wright asked if increased revenue was needed to pay for existing projects. Ms. Currin responded that there are future downtown projects such as parking, signage, and decorative banners for streetscapes to improve and revitalize downtown.

Mayor Jones doesn't see how the money from the MSD benefits the residential areas, which have been waived from the district; why are you thinking about adding them now? Ms. Currin responded that currently, there are residential properties in the district, such as the Retreat at Renaissance property, that do pay the tax.

Commissioner Cross asked if townhomes and the buildings behind CVS and the food hall are included in the MSD Plan. Ms. Currin responded that they are included.

Commissioner Clapsaddle stated that he is in favor of moving forward with the recommendations presented today.

Mayor Jones asked about the rates and whether other communities are charging the \$0.14. Ms. Currin responded that she would have to follow up on the rates being charged in other communities.

Commissioner Cross asked if the Senior Center was included in the fee. Ms. Currin responded that government buildings do not pay additional tax as they are exempt.

XI) Commissioner Comments

Mayor Jones: Commissioners made a couple of submissions ahead of the meeting on items which they would like to address. One is to have a discussion on moving public comment and public hearings to a work session instead of the voting meeting.

Commissioner Cross wants to consider having votes on items that require a public hearing to be voted on at a separate meeting. Commissioner Cross shared that the current practice could give the impression that when the public hearing is held, and an immediate vote is taken that commissioner's minds are made up before all information is provided. Commissioner Cross would like to be able to have more time to consider those public comments. One idea could be that moving the public comment to the first Tuesday or the work session piece, so that it's part of our information gathering process as we hear what the public has to say. Commissioner Cross expressed that she feels like the current process is not as efficient and this would allow for more analysis and consideration by the Board

Commissioner Wright does not oppose Commissioner Cross' idea of moving the public hearing and comment. Are there any legal ramifications, if it is moved to the work session meeting? Attorney Vernon informed the board that public comment is typically not allowed for matters that will be discussed during the agenda or are scheduled for a public hearing. The purpose of the public hearing is that the public can come up and talk about the project. Attorney Vernon stated that from his perspective, once the matter has come before the board and you have the public hearing, there's a great deal of vetting on the staff level, and there is a lot of coordination and discussion between the staff and the applicant. It is close to being completed once it gets to the board for consideration in the public hearing. You have expectations from the party that they want action and expect action as soon as possible. Attorney Vernon advised there are issues to consider based on the parties' expectations and the investment that has occurred prior to it reaching the board for presentation. Years ago, the Wake Forest BOC considered the possibility of asking for the public hearing to be held open until the next

meeting. However, Attorney Vernon suggests that it be done on an as-needed basis as opposed to the board's standing policy. Commissioner Cross asked, if moving the keeping the public hearing open, as part of the work session on the first Tuesday, does that build in that time? Attorney Vernon responded that he thinks the balance that you're trying to seek between the expectations of the parties of action on the date of the public hearing versus the delay is probably not worth it for most matters; but for those that are more complicated, this would give you enough time to consolidate the information. Attorney Vernon advised that the added benefit is that when it does come back up, all parties can be heard again because the hearing's still open. So, there's no unfairness to one party or perceived unfairness. Everybody has a chance to figure it out, allowing board members to have some extra time to consider complex issues.

Commissioner Cross expressed her concern about the voting process because the residents get the impression that the board is voting immediately after hearing their concerns. She expressed that from the perspective of the residents they would like to know that their comments were part of the consideration process. Then, when the board receives information in the work session, there's a consideration process that includes public feedback, not just the presentation. Staff asked for direction if the Board would like to move in this direction.

Commissioner Wright would like to see if the town would consider hiring a lobbyist for the General Assembly. They could help tackle some key areas, but not limited to economic development, environmental quality, highways and streets, municipal regulatory framework, municipal revenue planning, land use, public safety, and stormwater.

Commissioner Wright shared that having a lobbyist would be a liaison between the us and the General Assembly. I know that we do have the League that does a lot for us, but the League looks out for issues that are affecting all the towns, not just us. I know I've been speaking with some of our surrounding municipalities, Holly Springs and Apex, who have also recently done this. If we don't have somebody representing us, we will get looked over even more than we already are. I think it's a cost-effective thing. And if they bring us in some money on just one or two projects, it pays for itself.

Commissioner Sliwinski asked if Commissioner Wright knew what the cost was from those other municipalities.

Commissioner Wright advised the cost is estimated to be around \$50k to \$60k a year.

Town Manager Kip Padgett informed the board that if they want to move forward, he suggests that you do an RFQ and get qualifications that you all could look at along with costs. If that's something the board wants to look into, Town Manager Padgett stated that he doesn't know what the rates could be, but he would do a process so that people could apply, and you can see what that looks like.

Commissioner Clapsaddle is concerned about the return on investment of a lobbyist and suggested that the town permanently have someone who processes and seeks grants on our staff to do that, which may provide a better return on investment so that we get the money. Commissioner Clapsaddle would like to compare the two, a lobbyist and a grant writer, especially regarding the fees and costs and our potential return on investment.

Commissioner Shackleford asked if the Town of Holly Springs and Apex hired an individual lobbyist just for their town. Commissioner Wright responded yes. Commissioner Shackleford asked if there was any feedback on what type of success they've had. Commissioner Wright answered that they've just done it in the past year. It was their first year doing it, so currently, they don't have any. However, they were happy with the initial feedback and felt that it was good.

Mayor Jones expressed that she did not think it's necessary but is aware that there are other towns that do it. I have been involved in this for a long time, and I haven't really seen personally where it's been a great benefit to them. Most of the legislation that occurs in the legislature affects everybody. The lobbyists are not able to go down there and get all these wonderful laws passed that affect us. And I think we can represent ourselves and lobby for ourselves. It is our role to build relationships with other elected officials.

Commissioner Shackleford expressed his thoughts that the Town is aligned in its challenges with other similar sized towns such as Apex and Holly Springs. Additionally, some issues would be best suited through NCLM. Commissioner Shackleford thinks the statutes will address things broadly regarding things that

we need specifically from the state legislature. Commissioner Shackelford stated that the best lobbyists should be those elected as state legislators from this area, regardless of party. He shared he is hesitant to jump on that right now; maybe we can talk more, and you can get his support.

Commissioner Sliwinski stated that he is not totally opposed to the idea of a lobbyist. It has been discussed in past years. Commissioner Sliwinski believes we could be advocates for ourselves, put our representatives in a room, such as local, county, state level representatives, and have us as a board, with one voice, stating what's needed. We need a cohesive message to our representatives about those things. Whether that comes through a document that we put together, perhaps at a retreat on an annual basis, a Zoom meeting, or even with our representatives, where it's with one voice; saying here are our priorities we need your help, with that could probably get us started on a lot of things outside of what a lobbyist might try and do. This will bring awareness to what we're trying to do, bringing in grant funds, state and county budgets, etc.

Commissioner Wright responded that he liked the idea of bringing in our representatives and having a meeting. He stated that he is suggesting that we at least have the discussion to solicit an RFQ and see what these companies can do. That way we are able to compare services. Hopefully, by that time, I can also talk to more of our surrounding communities and other people I know in North Carolina to see if they're having any success with their stuff.

Commissioner Wright advised that he likes the idea of hiring a grant writer, but past discussions that he's had with other municipalities appear that there may be qualifications necessary that the Town does not have.

Mayor Jones asked, how much does it cost to put that out. Town Manager Kip advised that when we do something we haven't done before we see who else has done one and use theirs as a template. The cost would be staff time.

Mayor Jones asked for consensus on pursuing an RFP for a lobbyist. There was no consensus.

Commissioner Wright wanted to add one other thing to bring up because I know that it has been discussed by the citizens. Commissioner Wright is interested in seeing a cost or salary comparison of what we're being compensated for in

contrast to other surrounding communities, and just seeing if our compensation is in line, as far as the elected officials.

Commissioner Shackleford asked for clarification as to when the commissioner and the mayor's salaries were last evaluated to compare overall. He doesn't believe any elected officials are lobbying for a raise nor are we serving because of the monetary gain.

Commissioner Wright advised that he wants to ensure that in the future people are properly compensated and is agreeable with it going into effect after the next election.

Commissioner Wright has asked us to have staff look, and we can make a comparison. He doesn't see any harm in looking and comparing.

Commissioner Shackleford responded that he is currently indifferent.

Mayor Jones stated she will do a report and bring it back to the board to consider at future work session.

Commissioner Cross, I know that Senate Bill 382 puts a lot of things on hold with the UDO, obviously a total pause. But I was concerned about the vape shops near schools.

I know that it was in the UDO and not in our Municode. I would like to know how we move forward with restricting vape shops from certain zoned districts. I don't know how long it will be before we can have our UDO go forward. So, how can we help that? We already have that language in there to protect against it, and I would hate to see that delayed.

Town Manager Padgett responded, we hear rumors that they're going to do a statewide repeal soon, but we also know how rumors go. If it doesn't get fixed, we must figure out how to take parts of the code that our citizens spent so much time commenting on and move forward. The Town Manager asked Planning Director Jennifer if the land use table or zoning table can be amended in our current UDO to prohibit vape shops.

Jenniffer Currin shared that we could potentially move forward with a text amendment. However, they're currently permitted to be general retail in most zoning districts. So if we were to move forward with just a text amendment to

eliminate that, the property owners would have to consent to that text amendment, where we'd be applying that ordinance. They would have to get their written consent because technically we'd be decreasing the permissible uses on their property.

Town Manager Padgett asked Ms. Currin if she is aware of the process to accomplish the change.

Planning Director Jennifer Currin responded, "I do not. I would have to get back to you with an approximation, but it would not be easy. Based on current SB 382 language, planning staff would need to get all the property owners to provide written consent.

Commissioner Cross stated that it's my understanding that you can't. If so, with the new UDO prohibiting the use within 650 linear feet from schools and no vape shops, we would have to get permission from every property owner within 650 feet that could possibly have a vape shop.

Planning Director Jennifer Currin advised we would have to get approval from every property owner in that zoning district. Mayor Jones asked if it is known how many property owners there are. Ms. Currin advised she did not know, however, she will follow up with the board after researching with GIS.

Town Manager Kip Padgett advised that the research will be done and given to the board for review.

XII) Closing

Mayor Jones shared that the board appreciates all the hard work the Town staff has put into the board retreat.

The Annual Retreat adjourned at 4:38 p.m.

Duly approved in open session this 20th day of May 2025.

(ATTEST)

Vivian A. Jones, Mayor

Ella Dowtin, Deputy Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-621-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: October 21, 2025

Subject

Draft BOC Minutes
September 2, 2025 Work Session
September 16, 2025 Regular Meeting

Recommendation:

item Summary:

ATTACHMENTS:

- [DRAFT BOCWSMinutes_September20252.pdf](#)
- [DraftBOCMinutes_SEPTEMBER162025 .pdf](#)



DRAFT Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, September 2, 2025**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Jones called the meeting to order at 6:00 p.m.

Commissioners Present: Mayor Vivian A. Jones, Commissioner Faith Cross, Commissioner Keith Shackelford, and Commissioner Nick Sliwinski.

Commissioners Absent: Commissioner Ben Clapsaddle and Commissioner Adam Wright.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Town Manager Aileen Staples
Town Attorney Nathan McKinneey
Town Clerk Evelyn Wright
Engineering Director Tim Watson
Planning Director Jennifer Currin
Police Chief Julius Jefferson

Battalion Chief Edward Barrett
Renaissance Centre Director Amy Pridgen
Police Captain Brandon High
Police Captain Matt Perkinson
WFCOA Director Thomasina Colbert
Development Services Manager Patrick Reidy

Presentations

- 1.1 Consideration of LEGISLATIVE CASE RZ-24-07, Star Road Condos, a rezoning filed by filed by SJP Raleigh-Durham LLC to rezone 14.12 acres located at 0 Star Road, being Wake County Tax PIN 1739659784 from Highway Business (HB) to General Residential 10-Conditional District (GR10-CD).

Development Services Manager Patrick Reidy presented legislative case RZ-24-07 to the Board. Mr. Reidy confirmed the subject property of the rezoning application is in the ETJ and that the proposed zoning for the land, which is currently undeveloped/vacant, is general residential 10 conditional district (GR10-CD). Mr. Reidy gave an overview of

the adjacent land uses/zoning, Community Plan: Land Use, and the sites compliance with the Community Plan's commercial and industrial use areas. Mr. Reidy advised the development of undeveloped or underdeveloped land along Capital Boulevard should be encouraged with both local and regional customers and it should be done in coordination with NCDOT's planned controlled-access highway conversion project. Mr. Reidy advised of other factors to be considered in the Community Plan such as commercial development and Capital Boulevard's U-5307 plan. Mr. Reidy advised a TIA was done but nothing is required beyond what is currently being provided by the Wake Forest Exchange Development. Also, the Comprehensive Transportation Plan contains a "future" backage road for the Star Road corridor. Town staff have suggested that there be an alignment that meets up with the existing right-of-way. Mr. Reidy advised of the proposed exceptions to the UDO standard. Mr. Reidy advised that the Planning Board in a 4-1 vote recommended denial of the rezoning case because it is inconsistent with the Comprehensive Plan and not in the public's interest because of the inconsistency.

Commissioner Sliwinski inquired about the zoning presented in the Comprehensive Land Use map. Commissioner Sliwinski asked if anything can be done with the land due to the backage road cutting through it. Mr. Reidy advised there would need to be an evaluation of available options.

Commissioner Cross inquired about the location of roundabouts. Mr. Reidy advised the roundabouts are potential options to address the backage road. Commissioner Cross further inquired about the road, if it is built as it is, will go behind The Hawthorne. Mr. Reidy advised the Town only had right-of-way dedication. Commissioner Cross confirmed that the Town would be responsible for building the road that will connect to the already existing Star Road. Mr. Reidy confirmed that is correct. Commissioner Cross inquired about the plan for the bridge over Capital Boulevard. Mr. Reidy advised of CAMPO's plan as the roads that appear on the CAMPO and DOT map are not the most updated display of the roads. Commissioner Cross sought confirmation that the plan is to build a road that would eventually loop around and connect to Star Road. Mr. Reidy confirmed the plan. Commissioner Cross requested the map showing the road connecting to Forest Road. Mr. Reidy advised he does not have the map but will provide it in the next agenda packet.

Mayor Jones inquired about where the backage road runs. Mr. Reidy explained the path of the backage road through vacant or undeveloped land and it enters a neighborhood at Forest Road.

Commissioner Cross inquired about the purpose of the back road being a bypass for

Capital Boulevard. Mr. Reidy confirmed and advised that when the U-5307 project is complete it will eliminate the two connection points to Capital Boulevard.

Commissioner Shackelford inquired about the importance of the backage road when the U-5307 project is complete. Mr. Reidy advised it will provide another option for connectivity and circulation of traffic.

Commissioner Sliwinski inquired about the connection site and whether it will support thru traffic. Mr. Reidy confirmed its design is to handle local traffic and not thru traffic. Commissioner Sliwinski inquired about Super Nova being the intended connection point. Mr. Reidy advised that Super Nova is currently a parking lot and is adjacent to the location intended for the road.

Mayor Jones inquired if there is room for the road between the railroad and the apartments. Also, Mayor Jones mentioned there is a historical home in the same location. Mr. Reidy advised that theoretically there is room for the road.

Commissioner Cross inquired if the location of the road is due to the topography in the area. Mr. Reidy advised the location of the road was established 12+ years before and could not confirm the reason being due to topography. Commissioner Cross inquired if topography is considered when making plans for roads. Mr. Reidy advised it is established by CTP and he is unable to confirm how topography is considered. Commissioner Cross inquired if the road would be crossing the railroad tracks. Mr. Reidy confirmed it will not.

Mayor Jones asked if there were any additional questions. None were heard.

1.2 Proclamation Recognizing Annual Constitution Week.

PROCLAMATION CONSTITUTION WEEK

WHEREAS, September 17, 2025, marks the two hundred and thirty-eighth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

WHEREAS, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

***WHEREAS**, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;*

***NOW, THEREFORE**, I, Vivian A. Jones, by virtue of the authority vested in me as Mayor of the Town of Wake Forest, North Carolina, and the Board of Commissioners do hereby proclaim the week of*

“SEPTEMBER 17 THROUGH SEPTEMBER 23 CONSTITUTION WEEK”

in the Town of Wake Forest and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787.

This the 2nd day of September 2025.

ATTEST:

Evelyn Wright

Town Clerk



Vivian A. Jones

Mayor

1.3 Wake County Emergency Operations Plan and Mutual Aid Agreement

Chief Ed Barrett presented background and an overview of the Emergency Operation Plan and Mutual Aid Agreement. Chief Barrett advised the plan is a resource document by which funds can be routed in or out of the community for emergencies. Chief Barrett advised that the document instructs that funds be used as intended or requested, the use and return of equipment, and safety measures. Chief Barrett outlines the procedure for requesting emergency assistance from Emergency Management at Wake County. Chief Barrett advised the agreement has a new section that outlines a reimbursement policy. Chief Barrett advised that in 2019 the fire department began creating resources to use in the event of an emergency.

Commissioner Cross inquired about the section that addresses reimbursement. Chief Barrett confirmed that the *Billing and Payments* are the referenced section. Commissioner Cross inquired about getting the intent not to charge the Town for resources used in an emergency in writing and consulted with Town Attorney, Nathan McKinney. Attorney McKinney advised the clause is bi-directional and would apply to the Town as well as Wake County. Chief Barrett advised he will inquire about it.

Mayor Jones asked if there were any additional questions. None were heard.

1.4 Towns of Wake Forest and Youngsville Annexation Agreement Update

Planning Director Jennifer Currin advised the 2007 Annexation Agreement with Youngsville and Rolesville, which is valid for 20 years from date of initiation, is approaching the time to discuss the extension of the agreement for 10 years. Ms. Currin explained the boundaries of the annexation. Ms. Currin advised the request will be made to approve a public hearing for October. Ms. Currin advised Youngsville is operating on a similar schedule.

Mayor Jones inquired that the agreement is a continuation of the existing agreement. Ms. Currin confirmed.

Mayor Jones asked if there were any additional questions. None were heard.

2. Discussion of Monthly Financial Report

2.1 Discussion of August Monthly Financial Summaries

Monthly Financial Report Received.

Mayor Jones asked if there were any questions or comments. No questions were heard.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda for BOC Regular Meeting September 16, 2025

Mayor Jones advised the Proclamation for LGBTQ+ History Month in October will be added to the agenda.

Mayor Jones asked if there were any questions or comments. No questions were heard.

4. Other Business

None

5. Commissioner Reports

5.1 Commissioner Sliwinski advised there are several events coming up at Joyner Park for the Fall. Commissioner Sliwinski advised on September 7th and 14th there will be concerts in the park. “Unplugged,” a family friendly event, will be held on September 7th in the park.

Commissioner Cross advised the Memorial Flag Raising is on September 10th. Commissioner Cross advised that she does not support the October is LGBTQ+ History Month Proclamation that will be added to the next regular meeting agenda.

Commissioner Shackleford advised the September 12th FNOW is coming up this week.

Mayor Jones advised that on September 23rd the Anthemion Awards given by the Capital Area Preservation Inc. is giving three awards to Wake Forest: “Sites of Memory” Northeast Community Story Map, Joni and Bryan Falvey for Commercial Rehabilitation of South White Street, and Kiki and Walker Farish for Residential Rehabilitation and Stewardship at Oak Forest. Mayor Jones advised she attended the Dubois Alumni Association Annual Meeting last weekend where there was discussion of a renewed interest in redeveloping their property to support the neighborhood. Mayor Jones advised the “Unplugged” event is a great opportunity to engage with the community and invited all to attend.

Town Manager Kip Padgett introduced Thomasina Colbert, the new Director for the Wake Forest Center for Active Aging and Amy Pridgen, the new Director for the Wake Forest Renaissance Centre.

5.2 Closed Session: 143-318.11(a)(3). Consultation with the Town Attorney

ACTION:

Motion to go into closed session at 6:43 p.m.

1st- Commissioner Sliwinski

2nd Commissioner Cross

Vote: Motion carried 3-0

Reconvened at 6:49 p.m.

6. Adjournment

The Board of Commissioners adjourned the meeting at 6:50 p.m.

Duly approved in open session this 21st day of October 2025.

(ATTEST)

Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk



DRAFT Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, September 16, 2025**, at 6:00 p.m. in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Jones called the meeting to order at 6:00 p.m.

Mayor Jones led everyone in the Pledge of Allegiance.

Commissioner Members Present: Mayor Vivian A. Jones, Commissioner Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Commissioner Members Absent: None.

Staff Members Present

Town Manager Kip Padgett	Director of Organizational
Assistant Town Manager Candace Davis	Performance Lisa Hayes
Assistant Town Manager Allison Snyder	Fire Chief Ron Early
Town Attorney Nathan McKinney	Finance Director Samantha Sanchez
Town Clerk Evelyn Wright	Development Services Manager
Engineering Director Tim Watson	Patrick Reidy
Police Chief Julius Jefferson	Budget and Performance Director
Police Captain David Zick	Michelle Daniels
Planning Director Jennifer Currin	Center Specialist Debra Horton
	Senior Planner Tim Richards

1. Approval of Agenda

ACTION:

Mover: Commissioner Wright moved to approve the agenda.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

2. Approval of Minutes

2.A. Approval of Minutes:

- August 5, 2025, Work Session
- August 19, 2025, Regular Meeting

ACTION:

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

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

3. Presentations

Mayor Jones adjusted the order of the presentations in the video recording of the meeting.

3.A. Proclamation for P.A.N.D.A.S/P.A.N.S Awareness

PROCLAMATION

**RECOGNIZING OCTOBER 2025 AS "P.A.N.D.A.S. AWARENESS MONTH" IN THE
TOWN OF WAKE FOREST, NORTH CAROLINA**

WHEREAS, Pediatric Autoimmune Neuropsychiatric Disorders Associated with Streptococcal Infections, better known as PANDAS, is said to be a rare condition but is actually rarely diagnosed; and

WHEREAS, PANDAS is a term used to describe a subset of children who have Obsessive Compulsive Disorder and/or tic disorders such as Tourette Syndrome and in whom symptoms worsen following strep infections such as Strep Throat and Scarlet Fever; and

WHEREAS, children are often misdiagnosed and treatment is delayed. There are many treatments and options for treating this condition but, unfortunately, they are often very expensive and not covered by insurance;

WHEREAS, my friend Jay Jay Wilson suffers from this debilitating condition and I have been issuing proclamations for 11 years on his behalf; and

WHEREAS, Jay Jay's parents work so hard to provide everything he needs to live a good life; and

NOW THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, and the Board of Commissioners, do hereby proclaim October 2025 as

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

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

This the 16th day of September 2025.

ATTEST:

Evelyn Wright
Town Clerk



Vivian A. Jones
Mayor

3.B. Arts Are Education Resolution

RESOLUTION 2025-53

RESOLUTION TO SUPPORT

ARTS ARE EDUCATION

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest to maintain and grow our arts education programs in the 2025-26 school year.

Duly adopt this the 16th day of September 2025.

(ATTEST)

Vivian A. Jones
Mayor

Evelyn Wright
Town Clerk

3.C. Resolution Recognizing Sergeant Charles Babson on his Retirement

RESOLUTION 2025-54 **RESOLUTION OF APPRECIATION FOR THE SERVICES OF** **Charles Babson**

WHEREAS, Charles Babson was hired as a Police Officer I in March of 2000 and has served as a sworn member of the Wake Forest Police Department for over 25 years with a retirement date of October 1, 2025; and

WHEREAS, Babson was promoted to Police Corporal in January of 2019; and

WHEREAS, Babson was promoted to Police Sergeant in October of 2019; and

WHEREAS, In 2000 Babson and his wife chose to relocate from Wilmington, NC to Wake Forest, NC, making this their home and where he chose to start his law enforcement career. Throughout his tenure with the Police Department Babson has built a reputation as a hardworking, respected, and dedicated professional, known for his integrity and unwavering focus on the success of his officers, the department, and the community.

WHEREAS, Babson served unselfishly as a law enforcement officer for the good of the Town of Wake Forest, making sacrifices in personal and family ties;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Sergeant Charles Babson is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest Police Department in his official capacity.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution is presented to Charles Babson.

This the 16th day of September 2025.

ATTEST:

Vivian A. Jones, Mayor

Evelyn Wright Town Clerk

4. Public hearings / Public Comment

- 4.A. Request to Continue the Public Hearing of LEGISLATIVE CASE RZ-24- 07, Star Road Condos, a rezoning filed by filed by SJP Raleigh-Durham LLC to rezone 14.12 acres located at 0 Star Road, being Wake County Tax PIN 1739659784 from Highway Business (HB) to General Residential 10-Conditional District (GR10-CD).

Development Services Manager Patrick Reidy advised of the applicant's request for a continuance of the public hearing on Legislative case RZ-24-07 to the Board of Commissioners' November 6th work session. Mr. Reidy advised the request is due to a study being conducted on the backage road to determine the capacity needs to warrant the road or if Star Road can handle the traffic.

Mayor Jones clarified that the public hearing was noticed, and the hearing will continue. Mr. Reidy confirmed the public hearing was noticed and the applicant wants a continuance to November 6th.

Mayor Jones opened the floor for public comments.

Public Comment

Janice Davis – 1009 Lightfoot Court – Wake Forest, NC 27587

Mayor Jones declared the public hearing will be continued to the November 6th work session.

- 4.B. Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2026-2031.

Mayor Jones opened the floor for public comments.

Public Comment

Angela DiPaolo – 929 Barnford Mill Road – Wake Forest, NC 27587

Margaret Watkins – 407 Belmellen Court – Wake Forest, NC 27587

Mayor Jones declared the public hearing closed.

- 4.C. Request to Schedule a Public Hearing for the Towns of Wake Forest and Youngsville Annexation Agreement Update.

ACTION:

Mover: Commissioner Sliwinski moved to Schedule a Public Hearing for the Towns of Wake Forest and Youngsville Annexation Agreement.

Seconder: Commissioner Wright

Vote: Motion carried 5-0

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

Mayor Jones opened the floor for general comments.

Public Comment

Abby Black – 520 South Main Street – Wake Forest, NC 27587

Amanda Cottrill – 1627 Main Divide Drive– Wake Forest, NC 27587

Ben Chapman – 1118 Parkside Village Drive– Wake Forest, NC 27587

Pat Amyx – 2216 River Park Drive – Wake Forest, NC 27587

Angela DiPaolo – 929 Barnford Mill Road – Wake Forest, NC 27587

Robert Bosely – 75 Adler Court – Franklin, NC 27525

Jalen Davenport – 901 Royal Mill Road Apt 429 – Wake Forest, NC 27587

Jennae Bulat – 3108 Lariat Ridge Drive – Wake Forest, NC 27587

Jennifer Amyx – 9908 Calvados Drive – Wake Forest, NC 27587

Sona Noah – 5612 Pine Rock Court – Wake Forest, NC 27587

Tripp Black – 520 South Main Street – Wake Forest, NC 27587

Janice Davis – 1009 Lightfoot Court – Wake Forest, NC 27587

Mayor Jones declared the public comments closed.

5. Consent Agenda

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

- 5.A Approval of a Resolution to surplus the badge and service weapon carried by Sergeant Charles Babson
- 5.B Approval of Wake County Emergency Operations Plan and Mutual Aid Agreement
- 5.C Approval of a Resolution of Execution of Settlement Documents Related to the National Opioid Litigation
- 5.D Approval of Closed Session Minutes (9/2/2025) related to National Opioid Litigation
- 5.E Request to remove Jordan Banks from the Planning Board

ACTION:

Mover: Commissioner Wright moved to approve the Consent Agenda.

Seconder: Commissioner Sliwinski

Vote: Motion carried 5-0

6. Legislative Items

6.A. Ordinance Amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-241. - Schedule I, parking prohibited at all times.

Engineering Director Tim Watson is requesting an ordinance change to provide additional area of "No Parking" off of Shearon Farms Avenue. Mr. Watson advised the department has received complaints regarding site distance as people are traversing the area. Mr. Watson advised the team went out to evaluate the matter and determined that signs should go in the outlined areas.

Mayor Jones opened the floor for questions or comments. None were heard.

ACTION:

Mover: Commissioner Wright moved to approve the Ordinance Amending the Code of

Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-241. - Schedule I, parking prohibited at all times.

Seconded: Commissioner Sliwinski

Vote: Motion carried 5-0

7. Planning Items

7.A Informational presentation of the Wake Union Villas Site Master Plan (12737,12739, and 12753 Wake Union Church Road)

Senior Planner, Tim Richards, presented the Wake Union Villas Master Plan and advised the condition of approval when the site was rezoned in 2018 required the informational presentation to the Board of Commissioners. Mr. Richards advised of details contained in the application, the layout of the property, and summarized the Master Plan. Mr. Richards, again, advised the staff report and presentation are for informational purposes only and does not require a vote.

8. Administration and Financial Items

No Administrative Items presented.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. August Tax Report
Received.

12.B. September Tax Report
Received.

12.C. Department Monthly Reports
Received.

12.D. Commissioner Reports

Commissioner Wright apologized for his absence at the September 2nd work session as he was on vacation. Commissioner Wright advised he attended the last Friday Night on White (“FNOW”) and it was an amazing season of FNOW. Commissioner Wright acknowledged the tension felt in the community and reminded everyone there is no place for violence. Commissioner Wright advised he supports the LGBTQ neighbors and advised there is room to both disagree and be respectful. Commissioner Wright reminded everyone that they are all neighbors, that they all matter, and that they all have a view.

Commissioner Shackleford advised of no report.

Commissioner Cross extended appreciation to the speakers at the meeting and all of the communication received over the past week. Commissioner Cross extended condolences to the Lucas family following the tragic loss of Ericka Lucas. Commissioner Cross encouraged everyone to watch the Candidates Forum. Finally, Commissioner Cross advised that she attended the first class of the Citizens Academy.

Commissioner Clapsaddle extended appreciation and well wishes to Sergeant Charles Babson and his family for his 25 years of service. Commissioner Clapsaddle reminded everyone of “Good Neighbor Day” on Saturday, September 20th at Joyner Park where Mayor Jones will be presenting the Youth and Adult Neighbor of the Year award. Commissioner Clapsaddle advised the final Memorial Flag Raising will be on October 6th. Commissioner Clapsaddle advised the deadline for the Advisory Board application is September 30th. Finally, Commissioner Clapsaddle extended appreciation to all those that spoke during Public Comments and encouraged them to always listen and participate because that is what democracy is about.

Commissioner Sliwinski advised he neglected to mention the Central Pines Regional Council meeting two weeks ago where the Director of the upcoming NC Children’s Hospital gave an update. Duke Health and UNC are joining forces to build North Carolina’s only freestanding Children’s Hospital anchored by a 500 bed hospital, ambulatory surgical center, medical office building and the only NC freestanding Adolescent Behavioral Health Hospital. This is a seven-year project that will produce 8400 jobs. Commissioner Sliwinski advised the Mental Wellness Fair is on September 27th from 1 p.m. to 4 p.m. with the keynote speaker presenting on the effects of social media and its impact on the developing brain. Commissioner Sliwinski advised there will also be a panel discussion that will include Eric and Terry Murray of the Grace and Murray Foundation. Commissioner Sliwinski advised there will be great resources, breakout rooms, and licensed therapists onsite, if needed.

Mayor Jones extended appreciation to the staff of Parks and Recreation Advisory Board for Wake Forest Unplugged. Mayor Jones advised the concerts in the park were great.

Mayor advised she attended the Garba Dance at Joyner Park, which is a ceremonial dance done by our Indian neighbors in Wake Forest. Mayor Jones advised she spent the morning with a group of kindergarteners, and it was a wonderful time.

Town Manager Kip Padgett confirmed that the Agenda Item 4A request to continue the Public Hearing is for November 6th and not the next meeting on October 7th.

Mayor Jones addressed the recent shootings in the Town and the country over the past week and acknowledged the difficulty for the community. Also, Mayor Jones addressed the fallout from the proposed LGBTQ+ History Month Proclamation and advised that she hopes this can be put to rest and move forward with trying to be the inclusive community that we all want to be.

13. Adjournment

Mayor Jones adjourned the meeting at 7:55 pm.

Duly approved in open session this 21st day of October 2025.

(ATTEST)

Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-588-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: October 21, 2025

Subject

Proclamation Recognizing November 2025 as “Native American Heritage Month”

Recommendation:

item Summary:

ATTACHMENTS:

- [ProclamationNativeAmericanHeritageMonthNovember2025.doc](#)
- [ProclamationNativeAmericanHeritageMonthNovember2025.pdf](#)



TOWN *of* WAKE FOREST

301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9400

www.wakeforestnc.gov

PROCLAMATION RECOGNIZING NOVEMBER 2025 AS “NATIVE AMERICAN HERITAGE MONTH”

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today, and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned.

NOW, THEREFORE, I, Vivian A. Jones, by virtue of the authority vested in me as Mayor of the Town of Wake Forest, North Carolina do hereby proclaim November 2025 as “**Native American Heritage Month**” in the Town of Wake Forest and urge all our citizens to observe this month with appropriate programs, ceremonies, and activities.

This the 21st day of October 2025.

ATTEST:

Evelyn Wright
Town Clerk



Vivian A. Jones
Mayor



TOWN *of* WAKE FOREST

301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9400

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This the 21st day of October 2025.

ATTEST:

Evelyn Wright
Town Clerk



Vivian A. Jones
Mayor



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-598-

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: October 21, 2025

Subject

Presentation of Annual Reports from the Town's Advisory Boards

Recommendation:

item Summary:

ATTACHMENTS:

- [2025 Advisory Boards Annual Report \(1\).pdf](#)



TOWN *of*
WAKE FOREST

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

Advisory Boards and Commissions

Annual Reports October 2025

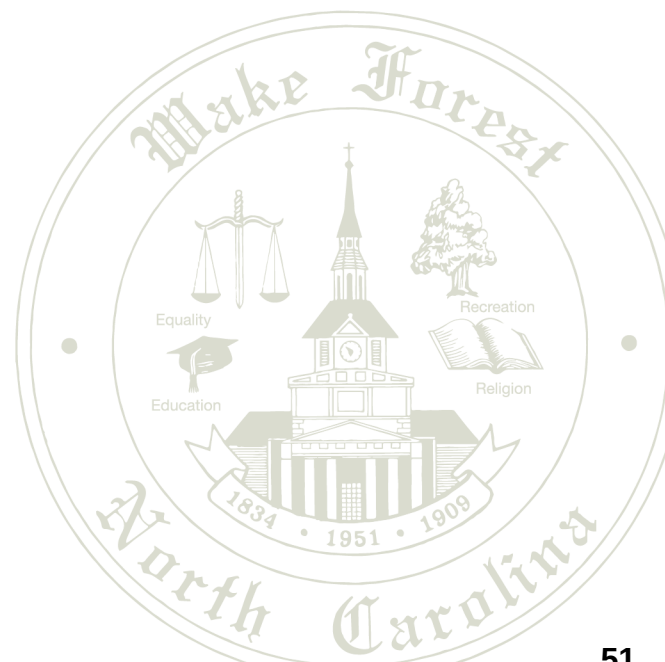
Historic Preservation Commission

Human Relations Council

Public Art Commission

Parks, Recreation & Cultural Resources Advisory Board

Technology Advisory Board



TOWN OF WAKE FOREST HISTORIC PRESERVATION COMMISSION

Board Members:

Elizabeth Miller, Chair	12/31/25
Joni Falvey, Vice-Chair	12/31/26
Andrea Radford	12/31/25
David Bennett	12/31/26
Pamala Jeffries	12/31/27
Sarah Soleim	12/31/27
B. Allen Jenkins	12/31/26
Kiki Farish	12/31/27
Jason Mabraten	12/31/25

Michelle Michael, Senior Planner- Historic Preservation, Staff Liaison

Paige Regna, Planner I- Historic Preservation

REGULAR ACTIVITIES

<u>Certificates of Appropriateness (COA's)</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
• COA's Major Works:	3	0	0	2
• COA's Minor Works:	5	5	4	2
• COA's for Demolition HPC approval:	1	0	0	0
• Staff Demo Review (No COA Required)	9	1	0	0

COMMISSION TRAINING

Historic Preservation Commission Training: Michelle Michael, Senior Planner- Historic Preservation, provided training on quasi-judicial decision-making to the HPC at the January regular meeting. The following HPC members were present: Elizabeth Miller, Jason Mabraten, Joni Falvey, David Bennett, Andrea Radford, Pamala Jeffries, Sarah Soleim, and Angela Wright. New members Sarah Soleim and Pamala Jeffries attended a virtual Quasi-Judicial board training offered by UNC's School of Government.

Certified Local Government Training: Historic Preservation Commission members and staff are required to attend approved annual training to maintain Certified Local Government standing and, therefore, eligibility to compete for grant funds. This year, Elizabeth Miller, Michelle Michael, and Paige Regna attended the Preservation NC Conference in October 2024. David Bennett attended the awards ceremony at the conference.

AWARDS

Certified Local Government (CLG) Grant FY 23-24: The HPC and Town of Wake Forest applied for a Certified Local Government Grant to host a total of three public workshops on cemetery maintenance and preservation, and the Historic Tax Credit Program and Secretary of the Interior's Standards. The grant was approved, and the HPC and Town of Wake Forest received \$4,800. A cemetery workshop was held at Friendship Chapel's Old Cemetery, a Local Historic Landmark, in March 2024, and a second cemetery workshop was held at Olive Branch Baptist Church in October 2024. The last workshop was held in January 2025, and Megan Sullivan, Homeowner Tax Credit Program Coordinator with the State Historic Preservation Office, came to Wake Forest to discuss the program with approximately 20 property owners.



Olive Branch Baptist Church cemetery workshop held on October 12, 2024.

CLG Grant FY 24-25: The Town of Wake Forest applied for a CLG Grant to do ground-penetrating radar (GPR) of the Olive Branch Baptist Church cemetery and the Friendship Chapel Baptist Church new cemetery, and host two public workshops at the cemeteries. The grant was approved, and the Town of Wake Forest received \$36,000. Stantec was selected as the consultant for the project. The project is expected to be completed in Fall/Winter 2025.

Preservation North Carolina Gertrude S. Carraway Award 2024: The Town of Wake Forest received a Carraway Award of Preservation Merit for the rehabilitation of the Ailey Young House. The award was presented in October 2024 at the Preservation North Carolina annual conference.

MAJOR PROJECTS

Northeast Gateway Park at the Ailey Young House: The Town and Historic Preservation Commission have rehabilitated the Ailey Young House, a circa 1875 African American historic resource. McAdams was selected to develop a concept plan for the 3-acre park, and they completed an initial public engagement event and survey in Fall 2024 to inform two draft concepts. The two draft concepts were presented in June 2025 at another public engagement event. The final concept plan will be completed by the end of 2025.



Public engagement event for the concept plan in June 2025.

Wake Forest History Exchange: The Historic Preservation Program and Town of Wake Forest GIS specialists collaborated to create an interactive GIS hub titled the [Wake Forest History Exchange](#), where staff and residents can submit stories about the history of Wake Forest. The Wake Forest History Exchange launched in January 2025.

Summer Internship: The Town and the HPC co-fund an annual summer internship for the Historic Preservation Program. Elise Newhouse, who was a 2024 intern, returned for the 2025 summer internship. Elise Newhouse graduated with her M.A. in History from NC State in May 2025. For her internship, she researched the women of Wake Forest and assisted with a building inventory assessment of the Northeast Community.

Historic Preservation Month Activities: Staff organized and offered walking tours of the Northeast Community (1), Local Historic District/North Main Street (1), and South Main Street (1) in May 2025. There were approximately 15 people on each tour.

Juneteenth: The Northeast Community Coalition and the Town of Wake Forest organized a weekend event to celebrate Juneteenth. HPC members Elizabeth Miller, Pamala Jeffries, David Bennett, Jason Mabraten, Joni Falvey, and Allen Jenkins volunteered to host a table at the Juneteenth event at the DuBois campus. The Ailey Young House was open to the public during the Juneteenth event. Michelle Michael, Paige Regna, and summer intern Elise Newhouse gave tours of the house throughout the day to approximately 50 visitors.

Black History Month: For Black History Month in February 2025, the Town of Wake Forest led four walking tours of the Northeast Community. Each tour had approximately 15 people.

Historic Marker Program: Historic markers for Historic Forestville, Oscar Alston's Barber Shop, and the Wake Forest Garden Club were approved by the HPC in 2024. In March 2025, the First Fire Station sidewalk marker was unveiled at 301 S. White St. Additional marker unveiling ceremonies for Olive Branch Baptist Church, Friendship Chapel Baptist Church, and the Northeast Community are expected to be held in Fall 2025.

Local Historic Landmark Program: The HPC received one application to designate a residence as a Local Historic Landmark. The HPC recommended approval of the application for the Dr. Charles Brewer House at 327 N. Main St. to be designated a Local Historic Landmark to the Board of Commissioners (BOC). The BOC unanimously approved the designation in December 2024.

Sponsorships: The HPC provided donations to Capital Area Preservation, Wake Forest Birthplace Society, Wake Forest Historical Association, the Northeast Community Coalition, and the Wake County Historical Association.



The Dr. Charles Brewer House was designated a Local Historic Landmark in 2024.

TOWN OF WAKE FOREST HUMAN RELATIONS COUNCIL

Board Members:

Robin Smith, Chair	12/31/25
Steven Schlossberg, Vice-Chair	12/31/27
Kimberly Cowie, Treasurer	12/31/26
Megan Kelly Deyncourt	12/31/25
Karlie Crenshaw	12/31/26
Grady N. Arnao	12/31/27
Sydnei Holmes	12/31/27
Diego Botti	12/31/27
Samantha Schlossberg	12/31/25
Angela McCray (Human Resources Director), Staff Liaison	
Commissioner Ben Clapsaddle (Ex-Officio)	

Overview of the Annual Human Relations Council

HRC Membership Update:

The Human Relations Council (HRC) is comprised of nine members, each serving a three-year term in a staggered sequence. The HRC also has three (3) Youth Representatives. Currently, there are three vacancies and two youth representative vacancies. The Chair's term ends on December 31, 2025, and the HRC will need to fill her vacant position as well, bringing our total number of vacant positions to four. The Human Relations Council will need to replace the three vacancies by November/December 2025, with a beginning term date of January 1, 2026.

SUMMARY of 2024 - 2025 ACTIVITIES:

The HRC sponsored and/or participated in the following initiatives:

Martin Luther King Jr. Wake Forest Community Celebration: This event was hosted by Friendship Chapel Baptist Church and the Wake Forest MLK Celebration Committee. Based on an impending storm, the event was moved from January 23, 2025, to January 30, 2025. The HRC supported the scholarship program with a \$500 donation. The HRC Chair, Robin Smith, attended the ceremony.

2025 Black History Month Honor Roll: Based on the continued success of the Human Relations Council's Black History Month recognition, the Council again elected to recognize Wake Forest African Americans during Black History Month in February 2025. The Human Relations Council asked residents to nominate African Americans to be featured during Black History Month. We asked residents to recognize individuals who had not been honored during the previous year. Unfortunately, we only had two nominations this year. The HRC featured them on the Town's webpage as well as on the Town's Facebook and Nextdoor page. The Human Relations Council invited the two nominees to attend the March 27 HRC meeting. The Leader of Wake Lodge #285 (Masons) members were able to participate in the HRC meeting and were presented with a "Certificate of Appreciation" in celebration of Black History Month, along with coffee and snacks.

2025 Minority & Women Owned Business Expo – The HRC's second annual Minority and Women Owned Business Expo was held on February 22 from 1-4 PM at the Renaissance Centre. Over 35 minority and women-owned businesses were invited to participate. The participants had the opportunity to highlight their businesses and the services they offered. Gift baskets were made up by HRC member, Kim Cowie, from donations received from participating businesses and were awarded during multiple ticket drawings throughout the Expo. We had over 300 people attend this event. Based on the positive feedback, the Human Relations Council is considering making the Minority and Women Owned Business Expo an annual event.

2025 Wake Forest Juneteenth Celebration: The HRC participated in the Juneteenth celebration on June 21, 2025. We handed out Juneteenth embossed wristbands, fans, and water. We also let the participants know about the upcoming Good Neighbor Day at Joyner Park in September.

16th Annual Good Neighbor Day: This event took place on Saturday, September 20, 2025, from 1:00 to 4:00 PM at Joyner Park. We had an interactive DJ, face painter, traveling magician, pumpkin painting, Home Depot (kids crafts), Wake Forest Woman's Club (pixie hair table, kids activities and book giveaways), Warrior Tech Club (kids obstacle course), Wake Forest Lion's Club (kids eye exams and reading glasses give away), Bright Funeral Home provided a large tent for us to use for the food serving area, Martin Luther King Celebration Committee, Friendship Chapel Baptist Church, Wake Forest Community Youth Orchestra, Gospel Singer, Wake Forest Pride, American Heritage Troop volunteered, Hot Bunz, Inc. donated 700 hotdog buns, Nothing Bundt Cakes made 600 cake samples and handed them out during the event, Wake Forest Community Table, Tri-Area Ministry Food Bank, Just Serve, Be Smart for Kids provided gun safety information, Wake Forest High School Wrestling Team provided parking assistance, Wake Forest Police and Fire Department vehicle displays and several local organizations have signed up to volunteer during the event. The Wake Forest Fire Department cooked hot dogs for this event. This year, we served hot dogs made from beef, vegan, and turkey.

Good Neighbor Day Highlights: We had 16 nominations and one Youth nomination this year. Mayor Jones presented the Good Neighbor of the Year award to one adult and one youth during this annual event. The 2025 Good Neighbor of the Year Awards were presented to Markie Hayes and Bailey FormyDuval-Youth.

Many of the vendors expressed interest in participating in the event next year.

POSSIBLE ACTIVITIES/EVENT PARTICIPATION IN THE FUTURE:

****SIDE NOTE:** As the outgoing Chair of the Human Relations Council (term ends December 31, 2025), I would like to thank the Town of Wake Forest for allowing me the opportunity to serve on this Council. I would especially like to thank Virginia Jones (retired), Mitzi Franklin, and Angela McCray for the support they provided and continue to provide to the HRC. I wish the HRC and the Town of Wake Forest continued success in all your present and future endeavors. It has been my utmost pleasure and honor to serve on the Wake Forest Human Relations Council.

**Submitted by Human Relations Council Chair, Robin Smith
September 26, 2025**

TOWN OF WAKE FOREST PUBLIC ART COMMISSION

Board Members:

Lisabeth McGinnis, Chair	12/31/26
Violaine Romans-Murray, Vice-Chair	12/31/25
Mary Petretich	12/31/25
Deanna Evans	12/31/26
Nicki Black	12/31/26
Laura Wolfe	12/31/27
Jessica Morozowich	12/31/27
Amy Burger	12/31/27
WF BOC Liaison – Commissioner Clapsaddle	
WF Staff – Debra Horton, April Cannon	

Vision Plan Goal 1: Lead and Guide the Town’s Public Art program that is representative and relevant to the community.

In January, the PAC held a planning retreat at the Renaissance Centre to focus our commission’s efforts on aligning with our Vision Plan goals and setting attainable targets for the calendar year. With these goals in mind, we established task groups in February.

In April, PAC staff attended NC Arts Day, sharing their insights during that month’s regular business meeting and connecting with artists and other public art administrators.

In September, the commission began an appraisal update for the town’s public art collection. Staff also signed up for a special edition of Planning 101 being offered to Town staff.

In November, the commission will have its annual holiday potluck, where we will reflect on the year and honor our community partners.

Vision Plan Goal 2: Increase the quality of art in Wake Forest.

In April, outdoor murals using local student artwork from the Renaissance Centre’s annual Community Student Art Showcase were added to Taylor Street Park using a new application method by Image360. Additionally, this month, public art sculpture markers are being added to all pieces, thanks to Randy Hoyle from Parks, Recreation, and Cultural Resources. Furthermore, additional public art projects are in the works.

In May, the PAC partnered with the Downtown Design & Appearance Committee and Wakefield High School to complete the first Wheel Stop project in the Depot parking lot; Town staff received a Collaboration Austin T. Smith award for their work on this first Wheel Stop project – thank you to Patrick Reidy for the nomination! The next Wheel Stop project was already underway by June and was executed in October by Parks, Recreation, and Cultural Resources in collaboration with the SPIRIT group. The third Wheel Stop project is being planned as this report is being presented.

In May, the commission also began the process of narrowing down options for the requested sculpture for the Wake Forest Center for Active Aging. The sculpture was installed in September, and community members are enjoying the colorful and lively artwork, entitled “Saturn’s Toybox,” by John Ross, from Morganton, NC.

The Wake Forest Artist Registry continues to grow with 29 artists listed as of this date.

Vision Plan Goal 3: Engage, educate, and advocate for the value of public art

In March, staff shared about the Public Art Commission at one of the Empowering Leaders sessions, a first for the advisory board.

The PAC continues its participation in the Town’s Juneteenth celebration with this year’s theme being “Cowboy Carter.” Our members chose a popular craft to engage community members and share what our advisory board is all about.

The commission maintains a presence on social media through its popular video series, which highlights members and

their favorite public art pieces. We are actively promoting the Celebration of the Arts, but we will return to our video series soon.

As we prepare to host our annual Community Celebration of the Arts, we began in August seeking insight into how to collect feedback from constituents about public art. At this year's event, held at the Wake Forest Renaissance Centre on October 11, from 10 am to 2 pm, there will be art-making, a mini market, a live caricature artist, live performances on our Main Stage, our art gallery will be open, and more. Our featured performance is Luke Vandergriff, whose focus is on the use of upcycled instruments, so we have leaned into that as an underlying theme for this year's event.

Benefits of Public Art

The definition of public art has expanded to describe not only physical works of art, such as sculptures and murals, but also other forms, including festivals, interactive art, and art seamlessly integrated into the environment, such as bridges, railings, or public buildings. Most critically, Wake Forest recognizes that public art is for all.

Public Arts:

- Enlivens public spaces.
- Improves livability and quality of life.
- Boosts local economies by attracting visitors and increasing foot traffic to businesses.
- Creates a sense of place and community pride.
- Encourages social connectivity and public engagement.
- Expresses the community's character and identity.
- Tells the story of a community by preserving history and celebrating diversity.
- The Wake Forest Public Art Vision Plan <https://www.wakeforestnc.gov/advisory-boards/public-art-commission/public-art-vision-plan>
- The Public Art Virtual Tour <https://storymaps.arcgis.com/stories/5b2ce00dfbba4f48a82eb2d1ede8da09>
- Pre-Qualified Artist Registry <https://www.wakeforestnc.gov/advisory-boards/public-art-commission/pre-qualified-artist-registry>

Submitted by Public Art Commission Chair, Beth McGinnis

October 1, 2025

**TOWN OF WAKE FOREST
PARKS, RECREATION AND CULTURAL RESOURCES ADVISORY BOARD**

The Parks, Recreation, and Cultural Resources Advisory Board is pleased to submit our annual report. We are delighted to share some of our goals and accomplishments during 2025. We are also pleased to share our goals for the upcoming year 2026.

Board Members:

Sheron Welch	12/31/25
Janet Lowe	12/31/25
Felicia Roberts	12/31/25
Dennis Beemer	12/31/25
Luke Kemp	12/31/26
Jim Lalik	12/31/26
Vacant	12/26/26
Monica Molina	12/31/26
Christi Spencer	12/31/27
Daniel Hupp	12/31/27
Jack Everitt	12/31/27
Sandy Thomason	12/31/27

PRCRAB Goals & Accomplishments during CY 2024

- Welcomed and supported new board members.
- Held Advisory Board Planning Session, February 08, 2024
- Attended Commissioners' meetings, as requested.
- Provided input in the PRCR Department Capital Improvements Plan & budget development process.
- Advised staff on issues related to parks and greenways in coordination with Town staff.
- Sponsored and promoted National Trails Day 5K/3K Races, June 7, 2025.
- Attended Juneteenth Kickoff Celebration at Taylor Street Park, June 13, 2025
- Members volunteered for the Decade Dance on June 20, 2024
- Sponsored and promoted annual "Wake Forest Unplugged" @ E. Carroll Joyner Park- Sunday, September 7, 2025.
- Attend Skate Park Public Meeting at Town Hall- September 30, 2025.
- Participate in Advisory Board Cleanup Day (Smith Creek Park area)-October 4, 2025
- Plan to participate in the Halloween Boo Bash- October 18, 2025.
- Interview candidates to fill vacant & expired terms.
- Host Thanksgiving Holiday Luncheon with staff- November 21, 2025.
- Participate in the Calls from Santa Event -December 2025.
- Continue to promote parks and recreation within our community, on social media, and community outlets.
- Continue to serve as ambassadors with a focus on being responsive to the public for parks, greenways, and cultural arts services.

Thank you for your confidence in our Board's capabilities and for the continued support.

PRCRAB Goals for 2026

The Wake Forest PRCRAB aims to achieve the stated goals for 2026, as outlined below.

PRCRAB Goals & Accomplishments during CY 2026

- Welcome and support new board members.
- Attended Commissioners' meetings, as requested.
- Provide assistance with the Master Plan implementation
- Provide input in the PRCR Department Capital Improvements Plan & budget development process.
- Advise staff on issues related to parks and greenways in coordination with Town staff.
- Continue to support and attend Specialized Programs and Inclusion activities/events.
- Host our annual Advisory Board Planning Session, February 7, 2026.
- Sponsor and promote National Trails Day 5K/3K Races, June 6, 2026.
- Attend Juneteenth Kickoff Celebration at Taylor Street Park
- Volunteer for the Decades Dance June 2026
- Sponsored and promoted the annual "Wake Forest Unplugged" at E. Carroll Joyner Park- Sunday, September 6, 2026.
- Plan to participate in the Halloween Boo Bash -October 2026.
- Interview candidates to fill vacant & expired terms.
- Host Thanksgiving Holiday Luncheon with staff - November 2026.
- Participate in the Calls from Santa Event-December 2026.
- Continue to promote parks and recreation within our community, on social media, and community outlets.
- Continue to serve as ambassadors with a focus on being responsive to the public for parks, greenways, and cultural arts services.

**TOWN OF WAKE FOREST
THE WAKE FOREST TECHNOLOGY ADVISORY BOARD (TAB)**

Board Members:

Colman C Keane, Chair	12/31/26
Alexander Scholz, Vice-Chair	12/31/25
Philip Carter	12/31/27
Ryan Holbrook	12/31/27
Thomas C Lynch	12/31/25
Michael Hancock	12/31/25
Zee Khan	12/31/26
Mike S Infinger	12/31/26
Blake Burns Student	
Adam Oates Staff	
Adam Wright 1st Term Ex-Officio	

Smart / Connected City Initiatives

Technology is the cornerstone of Smart Cities. Smart Cities utilize technology to empower their citizens. Smart Cities use information and communication technology (ICT) and the Internet of Things (IoT) to connect a wide range of components across the city, thereby enhancing livability, workability, and sustainability. Smart cities utilize innovative, multi-modal communication portals to provide citizens with access to the city government, including access to smart resources that foster meaningful engagement in exploring solutions to civic problems that impact quality of life. It's when you can derive data from everything that is connected and utilize it to improve the lives of citizens and improve communication between citizens and the government that a city becomes a smart city.

Although some Smart/Connected City technologies, such as parking sensors and camera systems, have not yet met expectations, the City remains committed to refining these tools and continues to research options. The goal is to enhance urban mobility and alleviate congestion, particularly in the downtown district. Real-time parking data and better enforcement are key targets, and future parking garage developments may incorporate these technologies to enhance the overall user experience. Meanwhile, the deployment of webcams and weather sensors in parks continues, offering new ways to monitor and manage public spaces. As Smart/Connected Cities technology continues to develop, the TAB looks forward to supporting the City in these efforts.

Artificial Intelligence has also become a significant topic of discussion for the TAB. AI, although not a novel concept, has gained considerable relevance due to rapid technological advancements. It encompasses systems that emulate human perception, behavior, and decision-making, serving as a broad umbrella for data-driven innovations. Like other transformative technologies, the impact of AI depends on thoughtful implementation. It holds significant potential to enhance productivity, improve efficiency in public services, enhance data-driven decision-making, and predictive capabilities. It has the potential to revolutionize the workforce and improve government services, particularly at the local level.

However, despite its potential, AI introduces complex ethical dilemmas, including privacy risks related to personal data, surveillance, and other data collections, algorithmic bias that can reinforce social inequalities, and job displacement due to automation. These issues underscore the need for transparency, accountability, and ethical decision-making in the implementation of AI systems. To navigate these complexities, the City is reviewing foundational infrastructure, establishing robust data governance frameworks, and fostering coordination efforts across IT, policy teams, and other departments. These efforts aim to establish a foundation for the ethical and transparent deployment of AI.

Collaboration with Other Advisory Boards and Community Anchors

Collaboration has been another area of focus. The TAB has renewed its commitment to supporting other advisory boards, especially after pandemic-related disruptions. Board members have volunteered to serve as liaisons, helping to identify and meet the technological needs of different groups working to serve the community. One particularly exciting opportunity is a potential partnership with the Center for Active Aging to develop IT-related programs. However, this initiative is currently on hold as the Center transitions into a City Department.

STEM Subcommittee and Technology Fair Planning

STEM Saturday aims to expose students to a variety of STEM career options while featuring STEM-related exhibits, demonstrations, and hands-on learning activities. All are welcome to join this annual event to learn, observe, and participate in activities.

Community engagement remains a cornerstone of the TAB's mission, and the annual STEM Saturday event is a shining example of this commitment. Held on April 12, 2025, this year's event saw record attendance, with nearly 1,000 participants and over 500 bags distributed to children. The event featured school robotics teams, STEM vendors, and hands-on learning activities, all designed to spark curiosity and showcase local talent.

This year, staff wore high-visibility T-shirts to enable attendees to quickly identify individuals who could assist with any questions or concerns they had. Additionally, cotton bags were available for attendees seeking a more environmentally friendly option.

Despite the success, the board is already looking ahead to further improvements, including more live demonstrations, the establishment of a science lab, and enhanced outreach to high school students. The next STEM Saturday is scheduled for April 11, 2026, at the Joyner Park Community Center, and the board welcomes anyone interested in volunteering or setting up a booth. If interested, please let a Board member know.

Summary

In summary, the City has made significant strides in exploring Smart/Connected City technologies, examining the ethical deployment of AI, and promoting community engagement through STEM education. The TAB is excited to be a part of these efforts. These efforts reflect a broader vision of a connected, inclusive, and forward-thinking Wake Forest. Residents are encouraged to attend TAB meetings, held at 6:30 pm on the fourth Monday of each month. A

virtual option to attend will be available very soon. The board looks forward to continuing its work and deepening its impact in the year ahead.

Colman Keane, Chairperson
Technology Advisory Board



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-599-

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: October 21, 2025

Subject

Introduction of Candidates for the Board of Adjustment and Planning Board

Recommendation:

item Summary:

ATTACHMENTS:

- [Summary Sheet_Candidates Oct202521.pdf](#)

Agenda Item: Introduction of candidates for the Board of Adjustments and Planning Board.

Summary: Candidates have been invited to the October 21, 2025, meeting to be introduced and share why they are interested in being appointed to the advisory board of their choice.

Attachment: None.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-603-

Submitted by: Jennifer Currin, Planning

Submitting Department: Planning

Meeting Date: October 21, 2025

Subject

Proclamation Recognizing October 2025 as "Community Planning Month"

Recommendation:

item Summary:

ATTACHMENTS:

- [Agenda Summary_BoC_Planning Month.pdf](#)
- [Planning_Month_Proclamation_2025_October.docx](#)

Agenda Item: Proclamation Recognizing October 2025 as “Community Planning Month”

Summary: The Town of Wake Forest is celebrating Community Planning Month by publicly recognizing the participation and dedication of the members of the Planning Board, Town planners, and other citizen planners who have contributed their time and expertise to the improvement of the Town of Wake Forest.

Attachments: Proclamation



NATIONAL COMMUNITY PLANNING MONTH PROCLAMATION

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

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

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

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

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

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

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

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

BE IT RESOLVED THAT, the month of October 2025 is hereby designated as “**Community Planning Month**” in the Town of Wake Forest in conjunction with the celebration of National Community Planning Month.

Adopted this 21st day of October, 2025.

Attest:

Town Clerk



Mayor



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-564-

Submitted by: Jennifer Currin, Planning

Submitting Department: Planning

Meeting Date: October 21, 2025

Subject

Public Hearing on the Towns of Wake Forest and Youngsville Annexation Agreement Update

Recommendation:

item Summary:

ATTACHMENTS:

- [Wake Forest_Youngsville_Annexation Agreement_BOC 102125.pdf](#)
- [Draft_Youngsville-WF_Annexation_Ordinance_Agreement_Final.docx](#)
- [2025 WF_Youngsville Agreement_Line.pdf](#)

Agenda Item: Public Hearing on the Towns of Wake Forest and Youngsville Annexation Agreement Update

Summary: The Towns of Wake Forest and Youngsville entered into an annexation agreement in 2007. The approved agreement was for a term not to exceed 20 years. Since we are approaching the end of the 20-year term, the towns of Wake Forest and Youngsville are proposing to extend the annexation agreement for a period of 10 years in accordance with NCGS 160A Part 6. Annexation Agreements. The Town of Youngsville held their public hearing and approved the annexation agreement on October 9, 2025.

Attachments: Draft Youngsville/Wake Forest Annexation Ordinance Agreement
Draft 2025 Wake Forest/Youngsville Annexation Agreement Map

**TOWN OF YOUNGSVILLE ORDINANCE NO.
TOWN OF WAKE FOREST ORDINANCE NO. ``**

**AN ORDINANCE ESTABLISHING AN ANNEXATION AGREEMENT BETWEEN THE
TOWN OF YOUNGSVILLE, NORTH CAROLINA AND THE
TOWN OF WAKE FOREST, NORTH CAROLINA**

WHEREAS, North Carolina General Statutes Chapter 160A-58.21 et seq. authorizes towns to enter into annexation agreements to enhance orderly planning by such towns as well as by their residents and property owners in areas adjacent to such towns; and

WHEREAS, both the Town of Youngsville and Town of Wake Forest (each a “**Town**” and collectively the “**Towns**”) desire to foster orderly planning and strong intergovernmental relations; and

WHEREAS, on April 17, 2007, the Towns did enter into that certain “Ordinance Establishing an Annexation Agreement between the Town of Youngsville, North Carolina and the Town of Wake Forest, North Carolina,” establishing an annexation agreement between the Towns, which by its terms will expire on April 17, 2027 (the “**2007 Agreement**”); and

WHEREAS, prior to the expiration of the 2007 Agreement, the Towns did agree to prepare a new annexation agreement confirming the same boundary line as the 2007 Agreement between the Towns for the regulation of future annexation; and

WHEREAS, this ordinance, memorializes the terms of a new annexation agreement between the Towns (the “**Annexation Agreement**”), and has been presented to the governing bodies of the Towns following a notice and public hearings as required by law; and

WHEREAS, this Annexation Agreement shall be in effect for a period of 10 years upon the date of latter date of adoption of this ordinance by the Towns.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Youngsville and the Board of Commissioners of the Town of Wake Forest that the Towns agree as follows and hereby adopt this Annexation Agreement.

Adopted by the Town of Wake Forest this, the 21st day of October 2025.

Mayor of Wake Forest

Adopted by the Town of Youngsville this, the 9th day of October 2025.

Mayor of Youngsville

CERTIFICATION

I, _____, Town Clerk for the Town of Wake Forest North Carolina, do hereby certify the foregoing to be a true copy of an ordinance duly adopted at the meeting of the Town Wake Forest held on this ____ day of [] 2025.

In witness whereof, I have hereunto set my hand and caused the seal of the Town of Wake Forest to be affixed this ____ day of [] 2025.

[Seal]

Town Clerk

I, _____, Town Clerk for the Town of Youngsville, North Carolina, do hereby certify the foregoing to be a true copy of an ordinance duly adopted at the meeting of the Town Youngsville held on this ____ day of [] 2025.

In witness whereof, I have hereunto set my hand and caused the seal of the Town of Youngsville to be affixed this ____ day of [] 2025.

[Seal]

Town Clerk

Annexation Agreement

This Annexation Agreement (“Agreement”) is made as of the last date signed by the Town of Youngsville (“Youngsville”), a North Carolina municipal corporation and the Town of Wake Forest (“Wake Forest”), a North Carolina municipal corporation. Youngsville and Wake Forest are sometimes referred to individually as “Party” and jointly as “Parties”.

Section 1. That the area north of a line as shown on that certain map exhibit attached hereto as Exhibit A titled “Town of Youngsville/Town of Wake Forest Annexation Agreement Boundary,” dated May 12, 2025 (the “**Youngsville Area**”), which describes a portion of Franklin County, are subject to annexation by the Town of Youngsville, and no portion of the Youngsville Area is subject to annexation by the Town of Wake Forest during the term of this Annexation Agreement.

Section 2. That the area south of a line shown on that certain map exhibit attached hereto as Exhibit A titled “Town of Youngsville/Town of Wake Forest Annexation Agreement Boundary,” dated May 12, 2025 (the “**Wake Forest Area**”; the Youngsville Area and Wake Forest Area collectively the “**Regulated Areas**”), which describes a portion of Franklin County, are subject to annexation by the Town of Wake Forest, and no portion of the Wake Forest Area is subject to annexation by the Town of Youngsville during the term of this Annexation Agreement.

Section 3. That whenever either Town proposes any annexation of real property, any portion of which is situated within one thousand feet (1,000 ft.) of the Boundary, measured at a right-angle from the nearest point in the Boundary, such annexing Town shall deliver notice to the non-annexing Town at least sixty (60) days before the adoption of the applicable annexation ordinance. This required notice shall be made in compliance with N.C. Gen. Stat. § 160A-58.24(b) and shall be sent by first-class mail, hand-delivery, or email to the Planning Director and Town Manager of the non-annexing Town.

Section 4. That this Annexation Agreement shall be effective upon the date of adoption of this ordinance by the latter of the Towns (the “**Effective Date**”). Each Town shall promptly provide notice of its adoption together with a copy of the adopted ordinance. The town clerk for each Town shall file the adopted ordinances together, inscribing the Effective Date where noted on the signature page below.

Section 5. That the term of this Annexation Agreement shall be ten (10) years measured from the Effective Date.

Section 6. That this Annexation Agreement may not be modified or otherwise amended without a subsequent agreement entered between the Towns pursuant to N.C. Gen. Stat. § 160A-58.24(d).

Section 7. That this Annexation Agreement may be terminated as follows: (i) by the mutual consent of the Towns acting pursuant to N.C. Gen. Stat. § 160A-58.24(d); or (ii) by either Town acting independently upon five (5) years’ written notice in the manner prescribed by N.C. Gen. Stat. § 160A-58.24(f).

Section 8. In the event of any conflict or alleged default arising out of the matters associated with this Agreement, the Parties agree to first informally communicate in a good faith effort to resolve

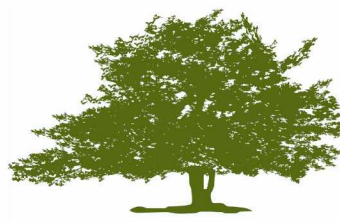
such conflict or alleged default. Notwithstanding the foregoing, the provisions of the foregoing sentence shall not delay the filing of a complaint with a court of competent jurisdiction in the event such delay could compromise a party's available relief pursuant to N.C. General Stat. § 160A-58.27.

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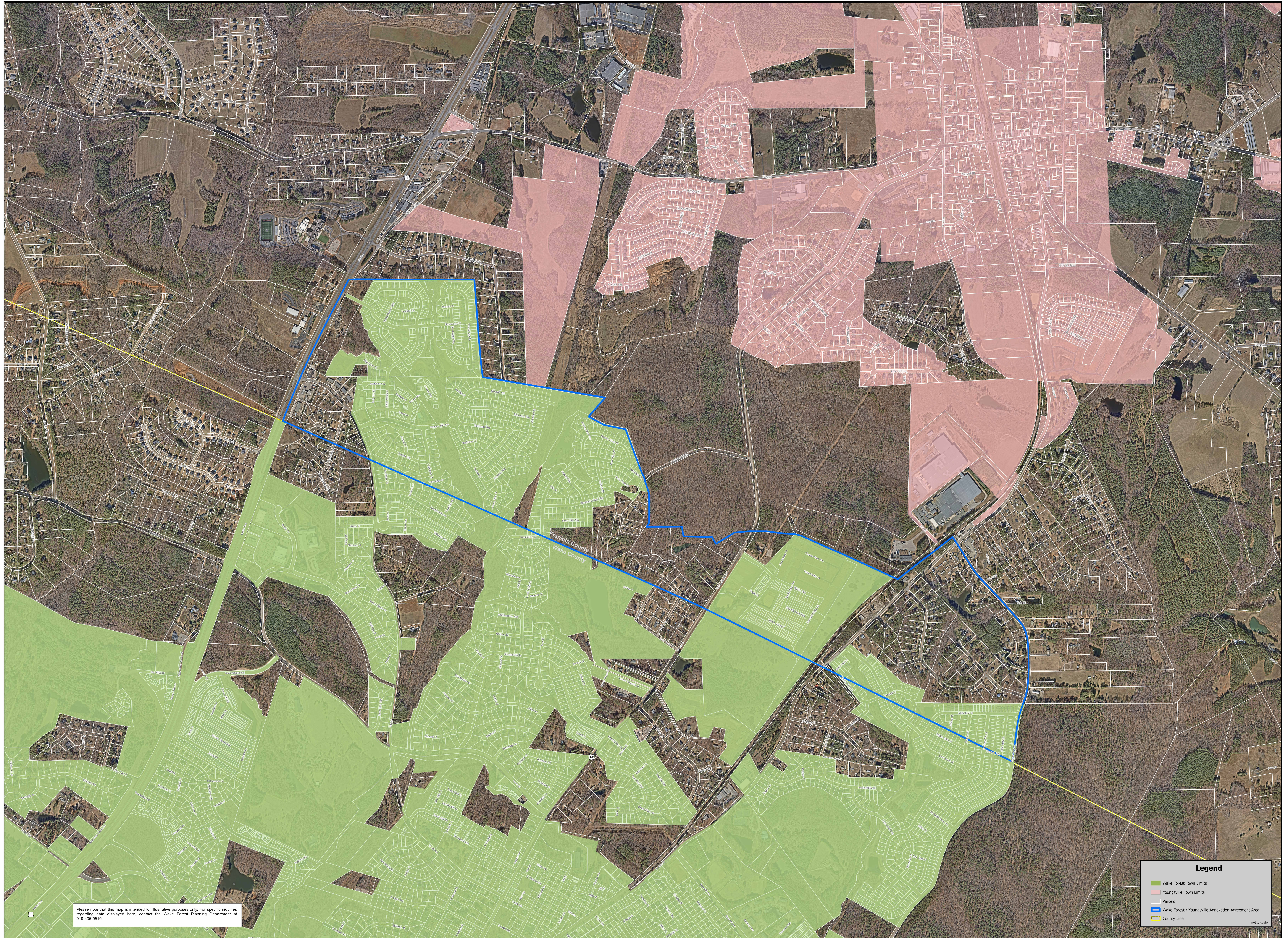
EXHIBIT PAGES FOLLOW

EXHIBIT A

See Attached Map titled “Town of Youngsville/Town of Wake Forest Annexation Agreement Boundary,” dated May 12, 2025



Wake Forest / Youngsville Annexation Agreement Line





BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-559-
Submitted by: Tim Richards, Planning
Submitting Department: Planning
Meeting Date: October 21, 2025

Subject

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

Recommendation:

item Summary:

ATTACHMENTS:

- [BOC Agenda Summary RZ-18-15.pdf](#)
- [RZ-18-15 Staff Report.pdf](#)
- [Attachment A - Neighborhood Meeting Information.pdf](#)
- [Attachment B - Application.pdf](#)
- [Attachment C - Applicant's Supporting Materials.pdf](#)
- [Attachment D - Maps.pdf](#)
- [Attachment E - Plan Consistency Analysis.pdf](#)
- [Exhibit 1 - Legal Description.pdf](#)
- [Exhibit 2 - Consistency Statement for Disapproval.pdf](#)
- [Exhibit 3 - Proposed Amended Grove 98 PUD Document.pdf](#)

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

Summary: A public comment session on the requested amendment was held at the September 9, 2025, Planning Board meeting. The Planning Board voted 5-0 to find the request inconsistent with the Community Plan but nevertheless reasonable and in the public interest and recommended approval of the requested amendment.

Planning staff presented the requested amendment to the Board of Commissioners at its October 7, 2025, work session.

Attachments: See Staff Report.



Staff Report

Case RZ-18-15: Grove 98 PUD Amendment #4

Meeting Date	October 21, 2025
Requested Actions	Consideration of the following items related to the Planned Unit Development amendment request for 11051 Ligon Mill Road (PIN 1830769192): 1. Act on Plan Consistency Statement 2. Amend the existing Grove 98 Planned Unit Development (PUD) District
Case Manager	Tim Richards, Senior Planner - Development Services
Planning Board Recommendation	The Planning Board voted 5-0 to find the request inconsistent with the Community Plan but nevertheless reasonable and in the public interest and recommended approval of the requested amendment.

PUBLIC MEETINGS

Neighborhood Meeting	Public Comment Session	Public Hearing
7/16/2025 (See Attachment A)	9/9/2025	10/21/2025

CASE INFORMATION

Applicant	Jordan Petersen Bolton & Menk 418 S. Dawson St Raleigh, NC 27601
Developer/Property Owner	Wegmans Food Markets, Inc 1500 Brooks Ave Rochester, NY 14624
Location	Fronting NC 98 Bypass between Ligon Mill Road and Forbes Grove Way
Addresses	11051 Ligon Mill Road
Wake County Tax PIN	1830769192
Acreage	14.0

Zoning	Existing: Grove 98 Planned Unit Development (PUD) District Proposed: Grove 98 Planned Unit Development (PUD) District
Land Use	Existing: General Commercial – Use Greater than 100,000 sf Proposed: General Commercial – Use Greater than 100,000 sf
Corporate Limits	This application is located in the Town's corporate limits.

See Attachment B for a copy of the application, Attachment C for supporting materials provided by the applicant, and Attachment D for aerial, zoning, and land use maps.

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Mix of Office/Service and Commercial/Entertainment uses, Multifamily Dwellings	Grove 98 Planned Unit Development (PUD)
South	Forbes Grove Way right-of-way	N/A
East	Ligon Mill Road right-of-way	N/A
West	Forbes Grove Way right-of-way	N/A
The proposed land use is generally compatible with surrounding land uses. The proposed zoning amendment is generally incompatible with the previously approved PUD zoning. <i>See Attachment D for associated maps.</i>		

GROVE 98 PLANNED UNIT DEVELOPMENT HISTORY

The property is currently zoned Planned Unit Development (PUD). The Grove 98 PUD was approved and the property rezoned on March 19, 2019. At that time, a site master plan was approved for the southwest quadrant of the PUD where Wegmans is located. The PUD has been amended three times since its adoption.

The current request to amend the PUD for a fourth time was submitted by Wegmans Food Markets, Inc, owner of parcel PIN 1830769192, to allow a new parking area on that parcel on the west side of the Wegmans building and an additional driveway from the parking area onto Forbes Grove Way. The

existing PUD regulations, including all previous amendments, are consolidated in the Grove 98 PUD Document. The applicant proposes specific amendments to those regulations, included as *Exhibit 1*.

PROPOSED MODIFICATIONS OF UDO AND EXISTING PUD STANDARDS

Less Stringent: UDO Section 9.8.1.D, Driveway Channelization

Proposed: Minimum channelization of 80' applicable only to the one defined location where a one-way entry drive aisle is proposed to connect to the existing main driveway from Forbes Grove Way on the west of the parcel (see *Section 7.2* in *Exhibit 1*).

Required: For large commercial developments, driveways must provide a minimum of 100' of channelization from the roadway prior to any internal driveways, cross access, or direct parking areas.

Staff Evaluation: At over 100,000 sf, the commercial use is considered a large commercial development requiring at least 100' of driveway channelization. This requirement is intended to ensure that vehicular movement is not impeded on the public streets and that efficient and safe circulation occurs within the site. Engineering and Planning staff do not recommend reducing the minimum channelization standard as requested.

Less Stringent: PUD Circulation and Utilities Plan (in PUD Document)

Proposed: Four driveway connections to Forbes Grove Way per amended PUD Circulation and Utilities Plan (see *Figure 7.4* in *Exhibit 1*).

Allowed: Three driveway connections to Forbes Grove Way per existing PUD Circulation and Utilities Plan.

Staff Evaluation: The proposed additional driveway connection to Forbes Grove Way is for egress only. Based on the preliminary plans, it appears the driveway can comply with the Town's minimum sight distance requirements with the removal of one or more existing street trees.

Less Stringent: Section 6.6 – Parking and Loading (in PUD Document)

Proposed: Additional off-street parking between the west side of the Wegmans building and adjacent public right-of-way (Forbes Grove Way).

Allowed: "All practicable efforts will be made to minimize or eliminate off-street parking between public rights-of-way and building frontage to adhere to generally-accepted urban design best practices (pedestrian-friendly streetscapes with a building street presence)." (see final bullet point under PUD Document Section 6.6).

Staff Evaluation: The proposed amendment would allow additional parking between the building and an abutting street, eliminating a car-free green space and diminishing the building's street presence. If the additional parking area is allowed, the Wegmans building will be surrounded on four sides by parking.

The information provided in support of the proposition that additional on-site parking is needed addresses surrounding development, whereas standard methods of calculating parking demand are based on the anticipated demand for parking generated by the development to be served by the parking. The current parking utilization information provided demonstrates that, taking into consideration all available parking spaces on-site, including those serving the Chase bank, the

highest percentage of occupied spaces measured (on a Saturday afternoon) was 70 percent, meaning 30 percent of parking spaces were unused.

More Stringent: Section 6.6 – Parking and Loading (in PUD Document), UDO Section 12.5 – Stormwater Management, and UDO Section 8.7 – Vehicular Use Area Screening & Landscaping

Proposed: Enhanced design of new parking area, including:

- Permeable pavers as surfacing in parking spaces and drive aisles
- Rain garden areas to allow stormwater runoff infiltration, including at least three curb cuts
- Plantings provided at quantities at least 200 percent of what is required

Required: Permeable pavers not required in PUD as would otherwise be required by UDO Section 9.4.1.A, where parking lots that exceed 150 spaces provide more than twice the minimum number of parking spaces. Rain gardens are not required for stormwater management under UDO Section 12.5. Minimum planting quantities required for vehicular use areas established by UDO Section 8.7.

Staff Evaluation: The applicant has been responsive to staff input and made several rounds of modifications to the proposed parking area design. It is anticipated that the proposed enhanced design would result in less negative environmental and aesthetic impacts than would otherwise occur.

COMPREHENSIVE PLAN CONSISTENCY

Community Plan (2022)	The proposed zoning map amendment is generally inconsistent with the adopted 2022 Community Plan. The main Plan policies supporting this conclusion are: • Commercial Corridor description (page 42): Corridor Commercial uses should be situated at highly visible and accessible locations along the Town’s major roadways. Surface parking lots should be strongly encouraged to be behind buildings. • Commercial Area 5 (page 55): Buildings should be located near the right-of-way for visibility along the corridor with parking to the rear. • Parking Lots (page 68): Surface parking lots can detract from the character and walkability of an area if there is a parking surplus and/or if they are poorly designed. Off-street parking should be located to the side or rear of the primary building. Shared parking agreements should be encouraged where neighboring uses have different peak parking demand times. • Community Character (page 70): Emphasize quality development along highly visible thoroughfares in the Town to reinforce its positive image. • Green Space Preservation (page 82): Green space and natural resources are valued by the community as they add character to the Town, mitigate stormwater runoff, and support wildlife and their habitats.
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Downtown Plan (2024)	The Downtown Plan is not applicable to the requested amendment.
Housing Affordability Plan (2022)	The Housing Affordability Plan is not applicable to the requested amendment.
Historic Preservation Plan (2022)	The Historic Preservation Plan is not applicable to the requested amendment.
Northeast Community Plan (2021)	The Northeast Community Plan is not applicable to the requested amendment.
Comprehensive Transportation Plan (2019)	The Comprehensive Transportation Plan is not applicable to the requested amendment.
Park, Recreation, and Cultural Resources Master Plan (2024)	The Parks, Recreation, and Cultural Recourses Master Plan is not applicable to the requested amendment.
<i>See Attachment E for detailed Plan Consistency Analysis.</i>	

STAFF RECOMMENDATION

The requested Planned Unit Development (PUD) District amendment is generally **Inconsistent** with the relevant policies in the Comprehensive Plan, and **Disapproval** of the requested PUD amendment is reasonable and in the public interest.

ATTACHMENTS

- Attachment A: Neighborhood Meeting Information
- Attachment B: Application
- Attachment C: Applicant's Supporting Materials
- Attachment D: Maps
- Attachment E: Planning Board Recommendation and Plan Consistency Analysis

EXHIBITS

- Exhibit 1: Legal Description
- Exhibit 2: Consistency Statement
- Exhibit 3: Proposed Amended Grove 98 PUD Document



Real People. Real Solutions.

418 S Dawson Street
Raleigh, NC 27596

Ph: (919) 719-1800
Bolton-Menk.com

Town of Wake Forest Planning Department
301 S. Brooks St
Wake Forest NC 27587

RE: Grove 98 PUD Amendment #4 – Neighborhood Meeting Summary

Town of Wake Forest Case#: RZ-18-15-02
Meeting Date/Time: Wednesday July 16th, 2025, 5:00PM-7:00PM
Meeting Location: The Meeting Hub – 1300 Corporate Chaplain Dr. #205, Wake Forest NC

Attendees:

1. Art Pires, Wegmans Food Markets
2. Jordan Petersen, Bolton & Menk
3. Hunter Williams, Bolton & Menk
4. Robert Campbell, Wake Forest resident
5. Mr. Sandeep Thangirala, Wake Forest resident
6. Mrs. Harini Subhasri, Wake Forest resident

General Summary:

Presentation given by Wegmans and Bolton & Menk Representatives (reference slides attached to submittal).

General agenda topics included:

- Introductions
- Explanation of site context and location
- Background and history of the Grove 98 PUD development
- Overview and goals/intent of the expanded parking
- Proposed employee parking lot expansion concept (schematic design plan and 3D renderings shown)
- Process and estimated timeline of PUD Rezoning/Text Amendment
- Questions / Closing

Questions/Comments:

Due to the minimal number of attendees, there were minimal questions/comments.

- Mr. Campbell, Wake Forest resident and Wegmans Store Manager, was highly-supportive of the parking lot expansion, citing the frequent and growing volume of occupied parking. This not only can be a visual detractor to store visitors, but is especially problematic during peak times such as major holidays. On numerous occasions, employees have had to be directed to park on the north side of Highway 98 within the Grove 98 commercial areas and cross the highway to reach work.
- Mr. Thangirala and Mrs. Subhasri, whom own and occupy one of the Stanley Martin townhomes that directly front Ligon Mill Road and face Wegmans, were also highly-supportive of the proposed parking and acknowledge the high volume of vehicles that occupy the existing lot. They often walk the sidewalk of Forbes Grove Way directly adjacent to the open green space where the parking lot is proposed. They had no visual or functional concerns about the proposed expansion and would prefer to see this location serve a purpose rather than vacant and underutilized.

Reference the following attached:

- Neighborhood Meeting Sign-In Sheet
- Neighborhood Meeting Notice
- Neighborhood Meeting Notice Mailing Address Labels
- Neighborhood Meeting Presentation Slides (uploaded separately with 7/25/25 resubmittal package)

A handwritten signature in black ink, appearing to read "Jordan Petersen". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Jordan Petersen, PLA, LEED AP
Principal / Raleigh Work Group Leader
Bolton & Menk, Inc.
jordan.petersen@bolton-menk.com

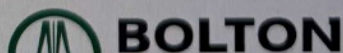
NEIGHBORHOOD MEETING GROVE 98 PUD AMENDMENT #4

DATE: July 16, 2025

TIME: 5:00 - 7:00PM

LOCATION:

No	NAME	ADDRESS	PHONE	EMAIL
1	Robert Campbell	1912 Hay House Ave Wake Forest, NC 27581	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
2	Sankeep Thangirala	11056 Ligon Mill Rd Wake Forest NC 27587	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
3				
4				
5				
6				
7				
8				
9				
10				
11				
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20				



NEIGHBORHOOD MEETING NOTICE LETTER

06/27/2025

Dear Property Owner:

The following is a notice that a Neighborhood Meeting will be held to discuss a development proposal in the vicinity of your neighborhood:

Project Name: Grove 98 Master Plan and Planned Unit Development (PUD) Amendment
Case #: RZ-18-15-02
Project Location: 11051 Ligon Mill Road, Wake Forest NC (Wegmans)
Meeting Date: Wednesday July 16th, 2025
Meeting Time: 5:00PM – 7:00PM
Meeting Location: The Meeting Hub – 1300 Corporate Chaplain Dr. #205, Wake Forest NC
Application Type: Planned Unit Development (PUD) Rezoning
Size of Property: 14 acres

Description of Project:

Wegmans Food Markets, Inc., the owner of the 14-acre property located at 11051 Ligon Mill Road, is seeking to amend the Grove 98 Planned Unit Development (PUD) to allow for additional surface parking (±30 employee-only spaces with permeable paving, green stormwater infrastructure and other sustainable site features) on the west side of the existing building, see diagram below for location. The owner and their representatives will provide an overview, outline the proposed PUD amendment, and help answer any questions the community may have.

The proposed PUD Amendment will be considered by the Wake Forest Planning Board and Board of Commissioners at subsequent public meetings. The town will provide notices of those meetings when they are placed on the agenda. Thank you for your interest in this matter.

Sincerely,

Art Pires, Wegmans
 art.pires@wegmans.com

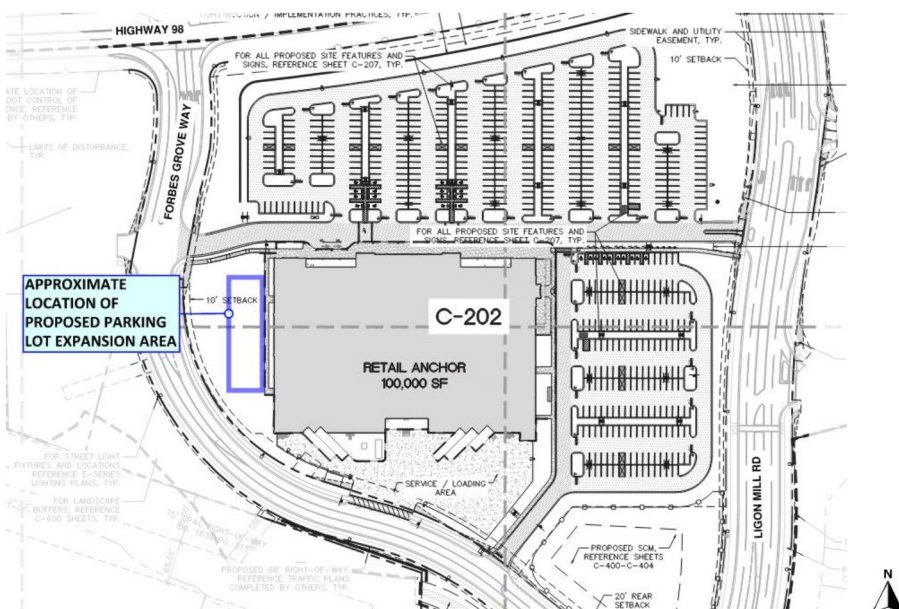


Figure 1 – Parking Expansion Location

JUSTIN AND STACY SMITH
704 TAILRACE FALLS CT
WAKE FOREST NC 27587-7591

REYNOLD'S MILL HOMEOWNERS
ASSOCIATION INC
15501 WESTON PKWY STE 100
CARY NC 27513-8636

RICHARD AND SARAH ROBERTS
700 TAILRACE FALLS CT
WAKE FOREST NC 27587-7591

PARK FINANCIALS LLC
421 CHAPANOKE RD STE 113
RALEIGH NC 27603-3690

ROCKY RIVER VENTURES LLC
3021 LAWSON WALK WAY
ROLESVILLE NC 27571-8754

STANLEY MARTIN HOMES LLC
11710 PLAZA AMERICA DR STE 1100
RESTON VA 20190-4771

CASEY POPE AND HUNTER STEADMAN
622 MARKET GROVE DR STE 100
WAKE FOREST NC 27587-3196

PEDRO AND MONICA MILLAN
620 MARKET GROVE DR STE 200
WAKE FOREST NC 27587-3196

BRADFORD AND SHARON POPE
620 MARKET GROVE DR STE 100
WAKE FOREST NC 27587-3196

DENIQUA CRICHLLOW
12419 CANOLDER ST
RALEIGH NC 27614-8822

VIVIAN WEI ZHANG
618 100 MARKET GROVE DR
WAKE FOREST NC 27587-3196

SRAVYA THATHIREDDY AND
JAYAKRISHNA SAMIREDDY
97 WENLOCK CT
PRINCETON NJ 08540-6338

VINUBHAI AND AMISH PATEL J4029
PINEY GAP DR
CARY NC 27519-7508

PERIN & KERNS INVESTMENTS LLC
5812 LORD GRANVILLE WAY
ROLESVILLE NC 27571-8766

WILLIAM AND ALICIA RAMEY
610 200 MARKET GROVE DR
WAKE FOREST NC 27587-3196

RISHABH ARYAN DAS
610 100 MARKET GROVE DR
WAKE FOREST NC 27587-3196

ELNORA CARLISLE
609 200 MARKET GROVE DR
WAKE FOREST NC 27587-3196

CJE PROPERTIES 3 LLC
833 FLASH DR
ROLESVILLE NC 27571-8208

SARAH FRANK
608 200 MARKET GROVE DR
WAKE FOREST NC 27587

CARINA LOVE
608 100 MARKET GROVE DR
WAKE FOREST NC 27587

JOSHUA SWEET & JONATHAN TURNER
607 200 MARKET GROVE DR
WAKE FOREST NC 27587-3196

HITEN TRUSTEE PATEL AND VINUBHAI
TRUSTEE PATEL
22 WESTBROOK CT
BRIDGEWATER NJ 08807-1449

CHASITY LOCKE
605 100 MARKET GROVE DR
WAKE FOREST NC 27587-3196

VERNON KRZYKOWSKI AND
ALEXANDRA FRALEY
604 200 MARKET GROVE DR
WAKE FOREST NC 27587-3196

DEVYN WILLIAMS
603 MARKET GROVE DR UNIT 200
WAKE FOREST NC 27587-3196

MICHELLE CLAUDIO
603 100 MARKET GROVE DR
WAKE FOREST NC 27587-3196

SIDDHARTH AND POOJA SATHE
1221 MEADOW QUEEN LN
APEX NC 27502-8055

B AND P GROVE LLC
637 MEADOWGRASS LN
WAKE FOREST NC 27587-1843

GISELE MIKOLAYCZYK AND KLEBER
CANDIDO
600 MARKET GROVE DR UNIT 100
WAKE FOREST NC 27587-3196

G98 COMMERCIAL PH II LLC
201 E LAS OLAS BLVD STE 1200
FT LAUDERDALE FL 33301-4434

G98 MF LLC
201 E LA OLAS BLVD STE 1200
FORT LAUDERDALE FL 33301

SM RET EIV LLC
5910 N CENTRAL EXPY STE 1200
DALLAS TX 75206-5144

WAKE FOREST HOLDINGS LLC
12229 DUNARD ST
RALEIGH NC 27614-6930

TOWN OF WAKE FOREST
301 BROOKS ST
WAKE FOREST NC 27587-2901

LETICIA BARTON
317 HEADRACE MILL ST
WAKE FOREST NC 27587-9247

TODD SMITH
313 HEADRACE MILL ST
WAKE FOREST NC 27587-9247

KESAVA AND NAVEENA REDDY
3336 SPRING MOUNTAIN DR
PLANO TX 75025-3953

EMIL AND AMELIA GLARUM
1689 WINTER WREN CIR
WAKE FOREST NC 27587-7044

THOMAS AND BETTY FREER
1687 WINTER WREN CIR
WAKE FOREST NC 27587-7044

ROBERT AND BARBARA LAPORTE
1685 WINTER WREN CIR
WAKE FOREST NC 27587-7044

JOHN JONES AND KENDALL HEPLER
1683 WINTER WREN CIR
WAKE FOREST NC 27587-7044

JUDY RAMSEY
1679 WINTER WREN CIR
WAKE FOREST NC 27587-7044

DAVETTE BULLOCH
1677 WINTER WREN CIR
WAKE FOREST NC 27587-7044

MARK ALLEN AND BETH KING
1675 WINTER WREN CIR
WAKE FOREST NC 27587-7044

NORMA JEAN KLEIN
1673 WINTER WREN CIR
WAKE FOREST NC 27587-7044

CHRISTOPHER AND TAMIE JONES
1669 WINTER WREN CIR
WAKE FOREST NC 27587-7044

MILTON AND BRENDA ALFORD
1667 WINTER WREN CIR
WAKE FOREST NC 27587-7044

JAMES AND JOAN MAJOR
1665 WINTER WREN CIR
WAKE FOREST NC 27587-7044

GEORGINE ROSSI AND TRUSTEE OF
GEORGINE ROSSI
1663 WINTER WREN CIR
WAKE FOREST NC 27587-7044

1659WW LLC
1659 WINTER WREN CIR
WAKE FOREST NC 27587-7044

DOUGLAS AND AGNES SUMMERS
1657 WINTER WREN CIR
WAKE FOREST NC 27587-7044

JAMES PEARCE AND LESSIE PEARCE
1655 WINTER WREN CIR
WAKE FOREST NC 27587-7044

JAMES RIVERS AND MARY LEONARD
1653 WINTER WREN CIR
WAKE FOREST NC 27587-7044

THOMAS AND SANDRA SULLIVAN
1649 WINTER WREN CIR
WAKE FOREST NC 27587-7044

ROBERT AND DONNA TURNAGE
1647 WINTER WREN CIR
WAKE FOREST NC 27587-7044

HAROLD AND MARGARET BOWEN
1645 WINTER WREN CIR
WAKE FOREST NC 27587-7044

JACQUELINE M HOLMAN
1643 WINTER WREN CIR
WAKE FOREST NC 27587-7044

JING ZHAO
1636 PENSTOCK LN
WAKE FOREST NC 27587-4924

MICHAEL AND EMILY LOVEL
1632 PENSTOCK LN
WAKE FOREST NC 27587-4924

JEROME KEARNEY AND KATHARINE
PUDMANSKI
1628 PENSTOCK LN
WAKE FOREST NC 27587-4924

JOANN AND SAMUEL CERDA
1625 PENSTOCK LN
WAKE FOREST NC 27587-4924

DAMEEL AND ELIZABETH
1624 PENSTOCK LN
WAKE FOREST NC 27587-4924

RYAN AND STACEY SHEA
1621 PENSTOCK LN
WAKE FOREST NC 27587-4924

NGAN NGO AND TUONG NGUYEN
1620 PENSTOCK LN
WAKE FOREST NC 27587-4924

GLORIA PEREIRA
4043 NW 73RD WAY
CORAL SPRINGS FL 33065-2162

CRAIG AND SAMANTHA COOPER
1616 PENSTOCK LN
WAKE FOREST NC 27587-4924

REYNOLD'S MILL HOMEOWNERS
ASSOCIATION, INC.
115501 WESTON PKWY STE 100
CARY NC 27513

XIAO YI SHI AND CUI YING ZHENG,
1612 PENSTOCK LN
WAKE FOREST NC 27587-4924

JASON LEE AND SUN-MIN OH
1609 PENSTOCK LN
WAKE FOREST NC 27587-4924

GUI QING CHEN AND HUA QUAN LIN
1608 PENSTOCK LN
WAKE FOREST NC 27587-4924

KWAN DOO AND SUNMIN LEE
1605 PENSTOCK LN
WAKE FOREST NC 27587-4924

DORAN AND CORI SILKER
1604 PENSTOCK LN
WAKE FOREST NC 27587-4924

JAMES AND JOY BECKER
1600 PENSTOCK LN
WAKE FOREST NC 27587-4924

LUIS AND DORA DUARTE
1540 PENSTOCK LN
WAKE FOREST NC 27587-4923

CHRISTAIN AND DANYA COTUGNO
1525 REYNOLDS MILL RD
WAKE FOREST NC 27587-5613

GARRETT JOHNSON AND CHELSEA
STEVENS
1521 REYNOLDS MILL RD
WAKE FOREST NC 27587-5613

HUGO PERDOMO AND LUZ SANCHEZ
1517 REYNOLDS MILL RD
WAKE FOREST NC 27587-5613

JACOB AND ANNA NEW
1513 REYNOLDS MILL RD
WAKE FOREST NC 27587-5613

E&D HAWKSTONE LLC
267 CENTURY WAY
MANALAPAN NJ 07726-8767

SERGIO AND MELISSA ROCAMORA
11070 200 LIGON MILL RD
WAKE FOREST NC 27587

AMANDA FISHER
11070 100 LIGON MILL RD
WAKE FOREST NC 27587

GIOVANNI AND ALINA BOHODEANU
1509 REYNOLDS MILL RD
WAKE FOREST NC 27587-5613

TING KONG
594 ANGUS DR
MILPITAS CA 95035-3927

HODULAKOVA JAROSLAV AND MONIKA
HODULAK
1505 REYNOLDS MILL RD
WAKE FOREST NC 27587-5613

JOSHUA AND HANNAH RANSOM
1504 REYNOLDS MILL RD
WAKE FOREST NC 27587-5613

ELIZABETH RAMIREZ DIAZ
1500 REYNOLDS MILL RD
WAKE FOREST NC 27587-5613

WB FITNESS WAKE FOREST LLC
WILSON BLOUNT DEVELOPMENT INC
2626 GLENWOOD AVE STE 350
RALEIGH NC 27608-1041

LATONYA MONTFORD
11074 200 LIGON MILL RD
WAKE FOREST NC 27587

DEBRA ANN MUCCIO
5244 EAGLE TRACE DR
RALEIGH NC 27604-6402

LENAYE AMBROSE AND BARBARA LANG
11072 200 LIGON MILL RD
WAKE FOREST NC 27587-3327

MARK ZHANG AND JINGWEN STRIEMER
11068 200 LIGON MILL RD
WAKE FOREST NC 27587

STANLEY AND DANIEL SIMS
20 HARTWOOD LN
YOUNGSVILLE NC 27596-7467

ROMAN AND MARIANNA BEDINER
7517 DOVER HILLS DR
WAKE FOREST NC 27587-6611

WEGMANS FOOD MARKETS INC
JP MORGAN CHASE LEASE ADMIN
1111 POLARIS PKWY STE 1E
COLUMBUS OH 43240-2031

JOHN IV AND JOHN III WATSON
11062 100 LIGON MILL RD
WAKE FOREST NC 27587-3327

INNA SINIGUR
11058 200 LIGON MILL RD
WAKE FOREST NC 27587-3327

JUSTIN AND MARGARET RUBIN
11892 STONEDALE CT
SAN DIEGO CA 92131-1565

THANGIRALA, SANDEEP IRAGAVARAPU,
HARINI SUBHASRI
11056 200 LIGON MILL RD
WAKE FOREST NC 27587-3327

TOMMY AND PATRICIA SCUDERI
1029 HARPERS RIDGE CT
WAKE FOREST NC 27587-3721

VERONICA AYALA ROSA
11054 200 LIGON MILL RD
WAKE FOREST NC 27587-3327

BEVERLY ANN BOAN
11054 100 LIGON MILL RD
WAKE FOREST NC 27587-3327

JJPLG LLC
7316 BARHAM HOLLOW DR
WAKE FOREST NC 27587-5641

WEGMANS FOOD MARKETS INC
PO BOX 30844
ROCHESTER NY 14603-0844

VILLAS OF WAKE FOREST CONDO HOA
989 BLUE BIRD LN
WAKE FOREST NC 27587-4699

REYNOLD'S MILL HOMEOWNERS
ASSOCIATION INC
15501 WESTON PKWY STE 100
CARY NC 27513-8636

THE AXIS AT GROVE 98 CONDOMINIUM
ASSOCIATION INC
4020 WESTCHASE BLVD STE 470
RALEIGH NC 27607-3942

REYNOLD'S MILL HOMEOWNERS
ASSOCIATION INC
15501 WESTON PKWY STE 100
CARY NC 27513-8636

WAKE FOREST HOLDINGS LLC
12229 DUNARD ST
RALEIGH NC 27614-6930

TOWN OF WAKE FOREST
301 BROOKS ST
WAKE FOREST NC 27587-2901

ROLLS CAPITAL LLC
7104 THOMPSON MILL RD
WAKE FOREST NC 27587-9085

THE VILLAS OF WAKE FOREST CONDO
HOA
989 BLUE BIRD LN
WAKE FOREST NC 27587-4699

JOANN AND SAMUEL CERDA
1625 PENSTOCK LN
WAKE FOREST NC 27587-4924

DAMEEL AND ELIZABETH
1624 PENSTOCK LN
WAKE FOREST NC 27587-4924

RYAN AND STACEY SHEA
1621 PENSTOCK LN
WAKE FOREST NC 27587-4924

I hereby authorize and confirm that the addresses listed above reflect all adjacent owners within a 500' buffer of the Grove 98 Project boundaries

Applicant of Authorized Agent Signature 

Applicant or Authorized Agent Printed Name **Jordan Petersen**

Date 06/11/2025

County of Wake

On this ____ day of _____, 2021, before me, a Notary Public for the State of North Carolina, personally appeared _____, known to me to be the person named in the foregoing, and acknowledged to me that he/she executed the same as their free act and deed, for the uses and purposes therein mentioned. IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year in this certificate first above written.

(Affix seal/stamp as close to signature as possible)

Notary Signature _____

Printed Name _____

Notary Public for the State of _____

My Commission expires: _____, 20 ____



Planned Unit Development Rezoning Application

(PUD 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

#1747400

Project Title: Grove 98 PUD Amendment #4

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Planned Unit Development Rezoning

State: NC

Workflow: PUD Rezoning

County: Wake

Checklist - Planned Unit Development 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 PLANNED UNIT DEVELOPMENT 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: 07/02/2018

Staff Member Met With: Jennifer Currin and other Planning Department Staff

Pre-application Conference Project Number: 212329

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: 11051 Ligon Mill Rd (1830769192)

Tax PIN: 1830769192

Acreage: 14.00

**Name of Existing Development/Subdivision (if applicable--
for reference only):** Grove 98 Planned Unit Development

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):

*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

- 11051 Ligon Mill Rd: 14

Wake Forest (WF): Town Limits

- 11051 Ligon Mill Rd: WF

Base District: Zoning

- 11051 Ligon Mill Rd: PUD

In SH2-O Overlay: Special Highway Overlay - Dr. Calvin Jones Highway

- 11051 Ligon Mill Rd: yes

In TND Overlay:

In HL-O Overlay:

In National Register of Historic Places:

Current Use: Land Use Development

- 11051 Ligon Mill Rd: Commercial

Planning and Zoning: Jurisdiction

- 11051 Ligon Mill Rd: WAKE FOREST

In SH1-O Overlay:

In Water Supply Watershed Protection Overlay: Watershed Protection Overlay

- 11051 Ligon Mill Rd: yes (RC-WMA)

In SF Overlay:

In MVCP-O Overlay:

In Flood Hazard Area:

Additional Zoning Information

Currently a Conditional District?: No

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

Case Numbers of other related approvals (if applicable): RZ-18-15

Currently a Conditional Use?: No

Case Number of related site plan (if applicable): SP-18-15

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

Jordan Petersen
Bolton & Menk
418 S. Dawson St
Raleigh, NC 27601
P:919-748-1797
jordan.petersen@bolton-menk.com

Project Contact - Property Owner

Art Pires
Wegmans Food Markets, Inc
1500 Brooks Ave
Rochester, NY 14624
P:585-720-5791
art.pires@wegmans.com

Project Contact - Developer

Art Pires
Wegmans Food Markets, Inc
1500 Brooks Ave
Rochester, NY 14624
P:585-720-5791
art.pires@wegmans.com

Project Contact - Engineer

Taylor Hollingshead
Bolton & Menk
418 S. Dawson St
Raleigh, NC 27601
P:919-719-1800 x3788
Taylor.Hollingshead@bolton-menk.com

Transportation Impact Analysis

As per Section 6.11.1 of the UDO is the project required to provide a Traffic Impact Analysis (TIA)?: No

Was the TIA reviewed in a separate permit prior to this application?:

Project Number:

For projects requiring a TIA, a separate TIA application must be submitted in conjunction with this application. Please review the [TIA submittal checklist](#) and submit a **Transportation Impact Analysis Review** application in IDT.

Project Information**Description of Request:**

The request and documents submitted include a proposed Text Amendment to the Grove 98 PUD (RZ-18-15) and supporting documentation/evidence associated with a request to add 30 parking spaces in an underutilized area at the west side of the existing Wegmans site at 11051 Ligon Mill Rd (see Figures in associated Supporting Documentation Report and PUD Text Amendment Appendix 7.2). The proposed text amendment includes modifications to the verbiage of *Sections 6.2 Transportation and Access, 6.6 Parking and Loading and the addition of Section 7.2 - Appendix B*. Supporting documentation includes growth information, parking capacity data/documentation, and conceptual/schematic design of the proposed parking expansion location.

Proposed Number of Lots: 1

*Note #1 - Submittal is being treated as a *new* application due to expiration, however a submittal for the same referenced PUD Amendment was completed in September 2024 (TOWF project #1465217) with associated Town Staff review, TRC Meeting, additional staff coordination, with comments addressed in this subsequent submittal. Reference back to original submittal/review as needed (Comment Letter received 10/7/24).

Square Footage of All Buildings (non-residential): 100000

Number of Buildings (non-residential): 1

Number of Stories (non-residential): 1

Number of Single-Family Lots: 0

Number of Stories (single-family units): 0

Number of Townhome Lots: 0

Number of Stories (townhome units): 0

Number of Multi-Family Units: 0

Number of Stories (multi-family units): 0

PUD Rezoning

Justification of Consistency with Comprehensive Plan:

Application is for an Amendment (#4) to the existing Grove 98 PUD. Zoning classification has already been approved and deemed consistent with the Comprehensive Plan. Proposed change in criteria (minor increase to parking count) has no affect on Comp Plan-related items.

I have reviewed UDO Section 2.7 and Section 15.16 and confirm that this PUD request is consistent with those requirements.: Yes

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: 1830769192

Landowner's name*: Wegmans Food Markets, Inc.

Application(s) for which
authorization is granted (e.g.,
Rezoning, Special Use Permit): Planned Unit Development Amendment (RZ-18-15)

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

Landowner's Signature: _____

Date: 11 June 2025

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

Name: Arthur Pires

Address: 100 Market Street - Rochester, NY 14624

Telephone number: 585-720-5791

Email address: art.pires@wegmans.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): Project Manager

**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).*



Real People. Real Solutions.

418 S Dawson Street
Raleigh, NC 27596

Ph: (919) 719-1800
Bolton-Menk.com

Resubmittal: May 22, 2025

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

RE: Wegmans Wake Forest | PUD Amendment #4 - Proposed Parking Expansion Supporting Documentation

Town of Wake Forest Case#: RZ-18-15-02

Applicant: Wegmans Food Markets, Art Pires

Applicant's Representative: Bolton & Menk, Inc., Jordan Petersen

BMI/CJS Project#: 50436.02

Introduction: The following document serves as supporting documentation and evidence for the proposed amendment to the Grove 98 Planned Unit Development (RZ-18-15) and an associated request to add ± 30 employee-only parking spaces in an underutilized area at the west side of the existing site (see *Figures 1-2, A1, A2*). This report supplements the proposed text amendment verbiage (of *Sections 6.2 – Transportation and Access* and *6.6 – Parking and Loading*) within the PUD Amendment application submitted to the Town of Wake Forest PUD Amendment request via Electronic Plan Review/IDT (dated Sept. 6th), as described in Section D.

Section A: Background / Preliminary Design

Section B.1: Household Growth Data

Section B.2: Parking Count Data

Section C: Proposed Design Concept

Section D: Proposed PUD Text Amendment Summary / Conclusion

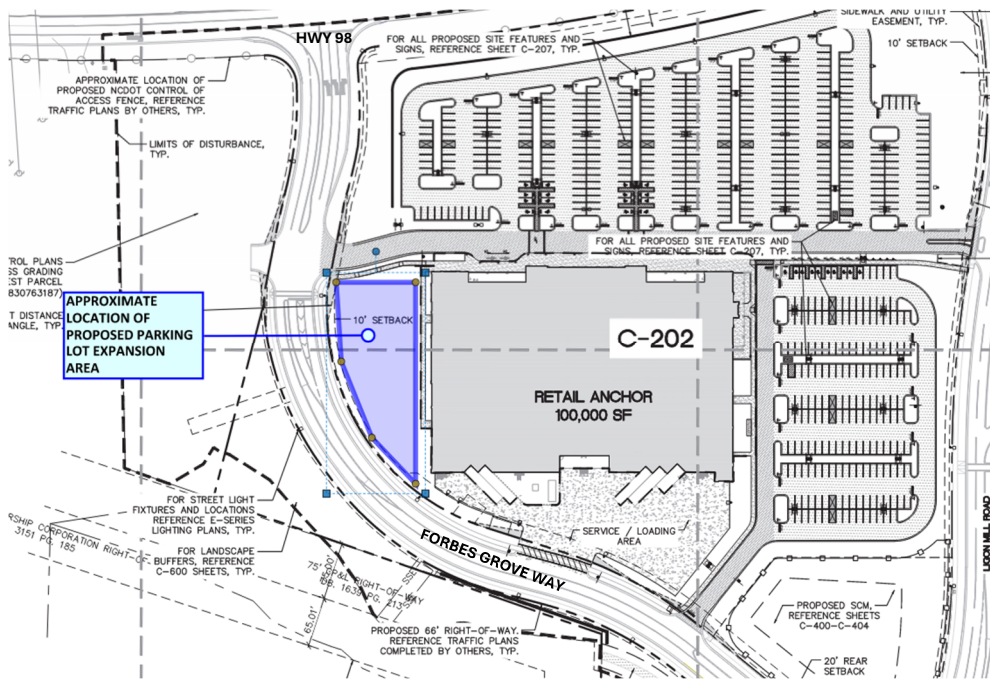


Figure 1 - General Location



Figure 2 – Existing Condition Photo

Section A: Background / Preliminary Design

Design and Engineering Coordination with Town of Wake Forest:

- A preliminary engineering site plan was submitted to the Town of Wake Forest Planning/Transportation staff in March of 2023 that included a new entry point along Forbes Grove Way and the addition of ±36 surface parking spaces to meet future parking capacity due to increased growth and demand.
- In a preliminary meeting (4/19/23) and follow-up email (5/19/23) with Town of Wake Forest Planning Staff, it was determined that any consideration of approval will require a *Major PUD Amendment* that will require Planning Board and Board of Commissioners approval due to the additional driveway proposed along Forbes Grove Way.
- Furthermore, it was also communicated initially by the Town’s Planning Staff that the Planning Board would likely not be supportive of the initially-proposed condition which represented a “conventional” surface parking lot addition that only meets minimum functional engineering requirements (code parameters, stormwater/drainage/capacity requirements, etc.).
- It was also acknowledged that this initial lack of support by the Town’s Planning Staff is due to the parameters and verbiage referenced in the *Grove 98 PUD Section 6.6* regarding with the intent to “minimize off-street parking between public rights-of-way and building frontages” and adherence to “generally-accepted urban design best practices.”
- With the understanding that a baseline condition would not be acceptable, it was also communicated that the Planning Department would be willing to consider alternative measures that go above and beyond the minimal functional requirements reflected in the preliminary proposed condition if:
 - Data can be obtained to help justify the demand and need for additional parking in the near future, and
 - The design of the parking lot can demonstrate a variety of measures that would enhance the sustainability, placemaking and aesthetic elements of the space and provide an improved design from the existing underutilized condition.
- This report includes supporting documentation of the proposed base layout organized as follows; Section A: Background/Preliminary Design, Section B: Household Growth/Parking Data, and Section C: Proposed Design Concept. Section C describes specific design strategies used to achieve an attractive, functional, and sustainable sense of place above and beyond the baseline UDO requirements.

PUD Amendment Submittal, Comment Responses and Revisions:

- The PUD Amendment and associated Supporting Documentation Report were submitted to staff in September of 2024 and comments received in October 2024 (see record for documentation). Principal comments from Town of Wake Forest Planning and Transportation staff included:
 - Further exploration of green stormwater infrastructure and landscape sustainability strategies
 - Close consideration of sight distance triangles and visibility along Forbes Grove Way
 - Consideration of alternatives to a two-way parking condition to avoid a dead-end lot
- Subsequent discussions and coordination with staff (December 2024 – April 2025) presented multiple revisions and alternatives to the proposed parking lot design to meet requests of staff including:
 - Consideration of multiple scenarios for vehicular circulation (two-way parking, one-way parking with northern flow, one-way parking with southern flow.
 - Consideration of alternative scenarios to the curb cut location and traffic control along Forbes Grove way and the associated Town-compliant sight distance triangle).
 - Further enhancement of sustainable strategies (all areas within parking field to receive permeable pavers, addition of curb cuts into rain gardens (small bioretention cells), the use of native/adapted low-maintenance landscape with an associated preliminary plant list, etc.).
- The circulation design agreed-upon as the preferred scenario by the Town's Transportation staff is outlined below in *Figure A1* (see full-size PDF attached to submittal package). A southern flow of one-way traffic (employee parking only) allows for minimal disruption to the eastbound driveway entry (approximately 80' lateral distance from the intersection at Forbes Grove Way), and a right-out only condition to the south ensures limited volume, high control and safe visibility.
- Note that enhancements to site materials and landscape are not fully-reflected in *Figure A1*, reference information, plan and 3D model imagery in Section C: Proposed Design Concept for more detail.

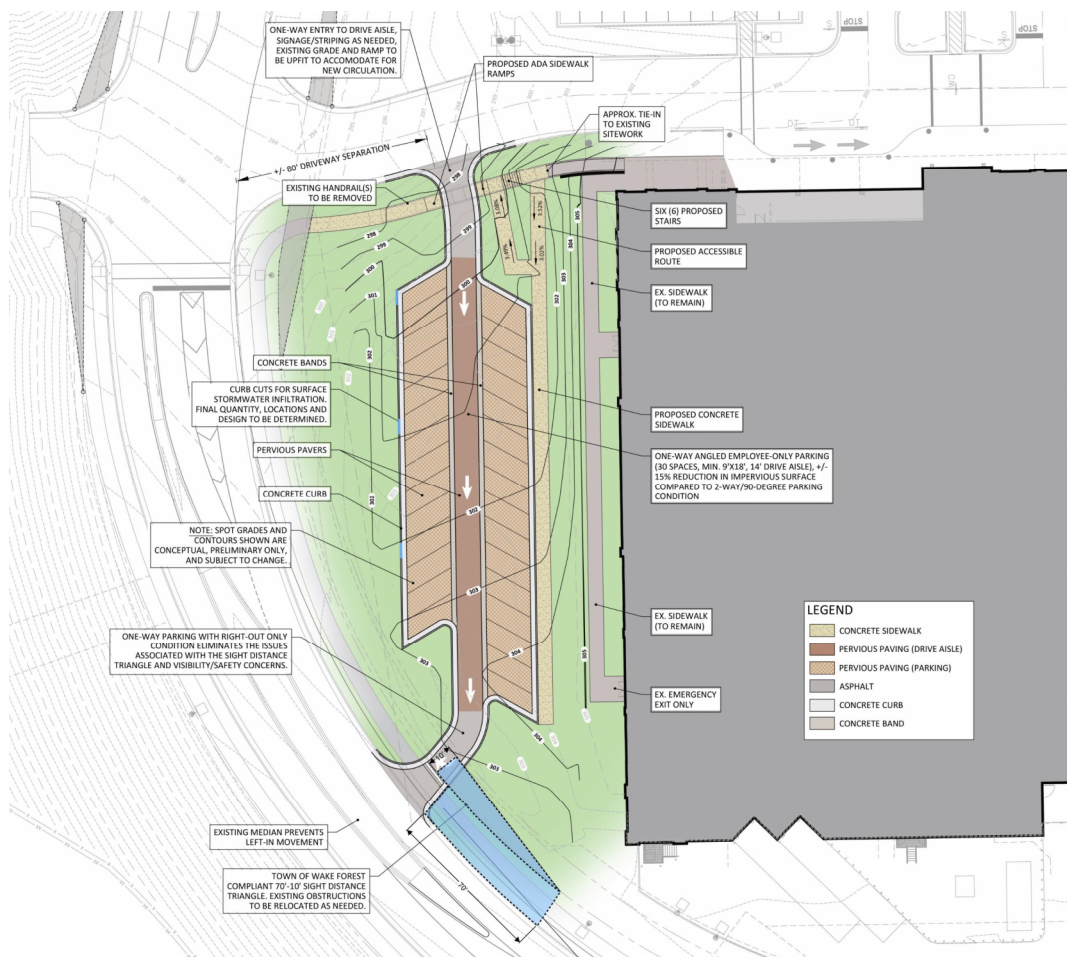


Figure A1 – Preliminary Site Plan (see full size drawing attached to resubmittal package)

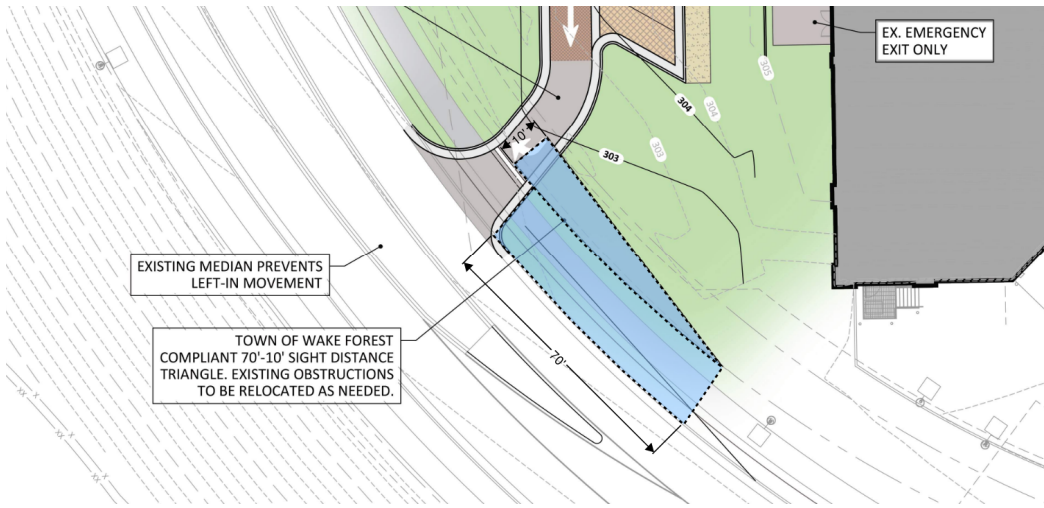


Figure A2 – Town of Wake Forest-compliant 70'x10" sight distance triangle.



Figure A3 – Existing Condition Photo

Section B: Household Growth / Parking Count Data

Summary

The following report and associated maps/photos provide both household metrics (Section B.1) and parking count data (Section B.2) to illustrate the current and future growth and demand of the areas around the Wegmans Food Market in Wake Forest, NC. This data is intended to provide supporting evidence of the need for future expansion of the parking capacity of this location to accommodate for future anticipated growth.

Section B.2: Household Growth Data

The following table and associated *Figures A-C* (pages 2-4) illustrate the household data within a 10-mile radius of the Wegmans site. ESRI/Census data and methodology is outlined below, including sources for household unit measurement/permit issuance data.

It should also be noted that historical growth rates (based on population, not household, metrics) within the boundaries of the Town of Wake Forest are greater than the 10-mile radius (which consist of areas of Wake Forest, Rolesville, North Raleigh, and the more rural Franklin County/Falls Lake areas). Current Town of Wake Forest population is estimated at 53,541, with an annual growth rate of 2.74% per year since the 2020 Census (48,249).

Household Growth (10-mi radius)			
	Households	Annual HH Growth Average	Annual Growth Rate Average Percentage
2019 Total Households	114,088		
2020 Total Households	115,644	1,556	1.36%
2023 Total Households	122,775	2,377	2.05%
2028 Total Households	131,213*	1,688	1.37%*

*Projected

Table B1 - Household Growth (10-mi radius from site)

Housing Overview Methodology

Esri's housing updates include total housing units, occupancy, tenure, and home value. Total housing unit updates are created from recorded changes in the housing inventory and estimated changes in occupancy rates since April 2020, applied to Census 2020 base data. Recorded change in the housing inventory is culled from several data sources, including multiple construction data inputs from Zonda and RealPage, data for new manufactured homes placed by state from the Census Bureau, and building permits for permit-issuing places and counties. Numerous independent sources are leveraged to obtain detailed information on housing development data where no building permits exist. Independent estimates of change in occupancy are calculated from USPS residential lists, the ACS, and various state and local data sources. Additionally, data from the CPS and the Housing Vacancy Survey (HVS) from the Census Bureau is used to model trends in occupancy.

Data for tenure represents owner- and renter-occupied housing units. Together, the two components sum to total households or total occupied housing units. The delayed release of Census 2020 tenure data required the creation of an updated tenure base represented in the new Census 2020 geographic summary areas. A blend of source data was used, but it was primarily derived from geographically converted 2019 ACS five-year period estimates. Moreover, a time series model based on data from the HVS, combined with changes in the CPS, the ACS, and intercensal data, guides tenure forecasts. With a blend of top-down and bottom-up techniques, the forecasts take advantage of the latest information from survey data at higher levels of geography while employing local characteristics at the lower levels. The small-area models leverage more geographically granular trends from ACS as well as integrate the Zonda and RealPage housing data to update an area's tenure profile. ACS tenure time series data used in the models was smoothed to further reduce survey noise by tempering outlying data points. Data from lower levels of geography is controlled to higher levels to produce tenure updates. Changes in owner versus renter occupancy are forecasted independently and then controlled to total households.

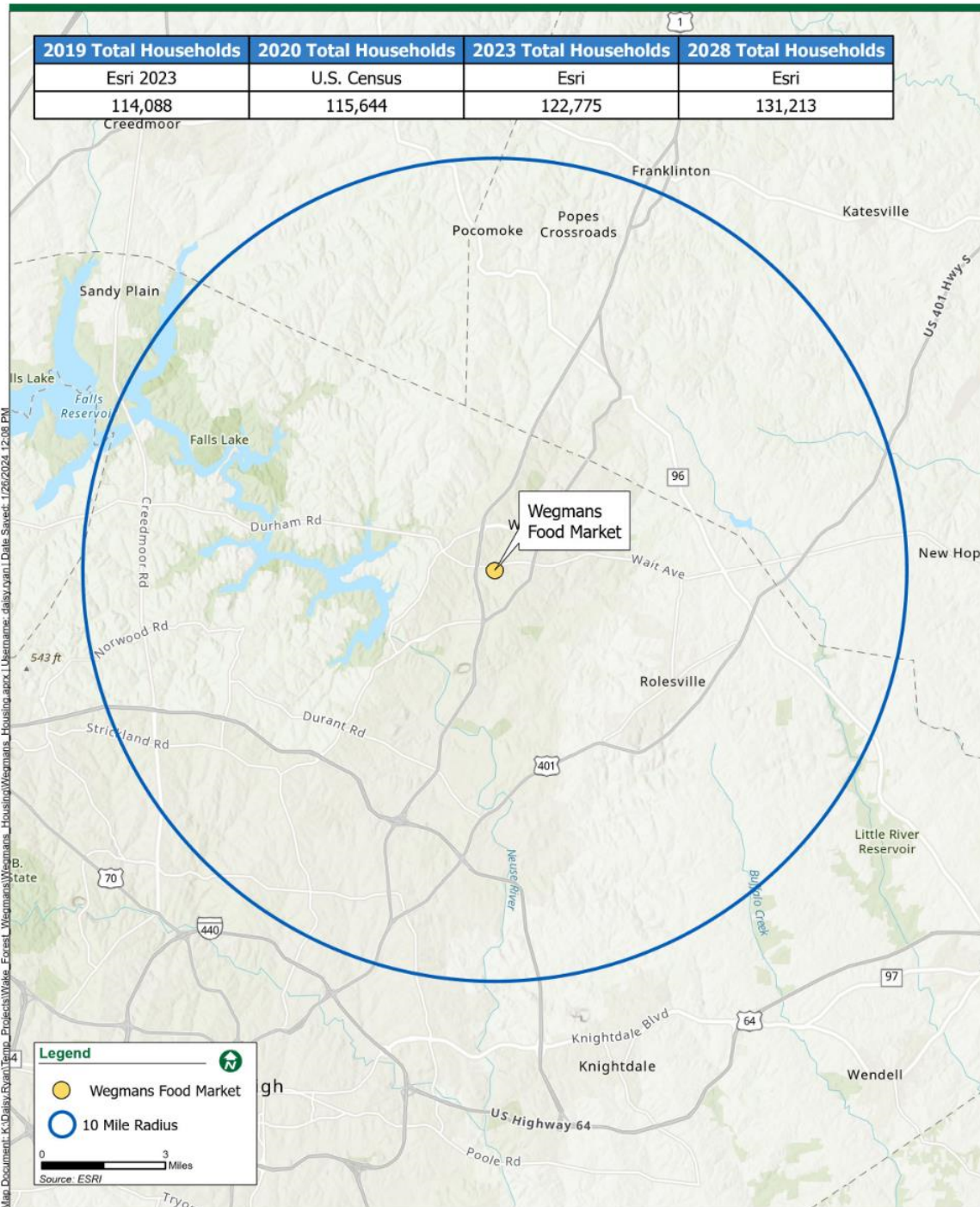


Figure B1 - Household data / 10-mi radius from site

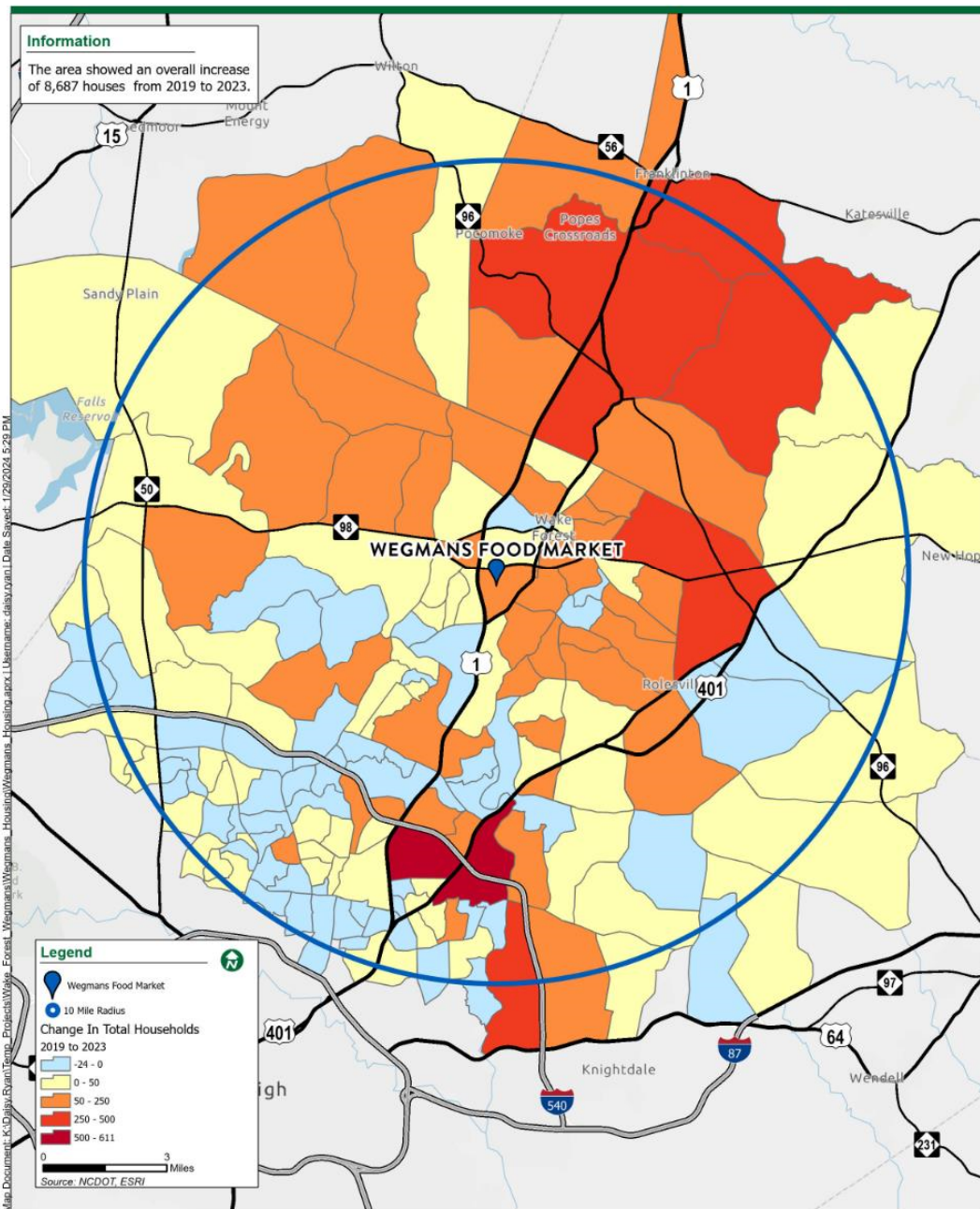


Figure B3 - Change in total households within 10-mile radius, 2019-2023

Figure C: 2023 Wake County Permit Density

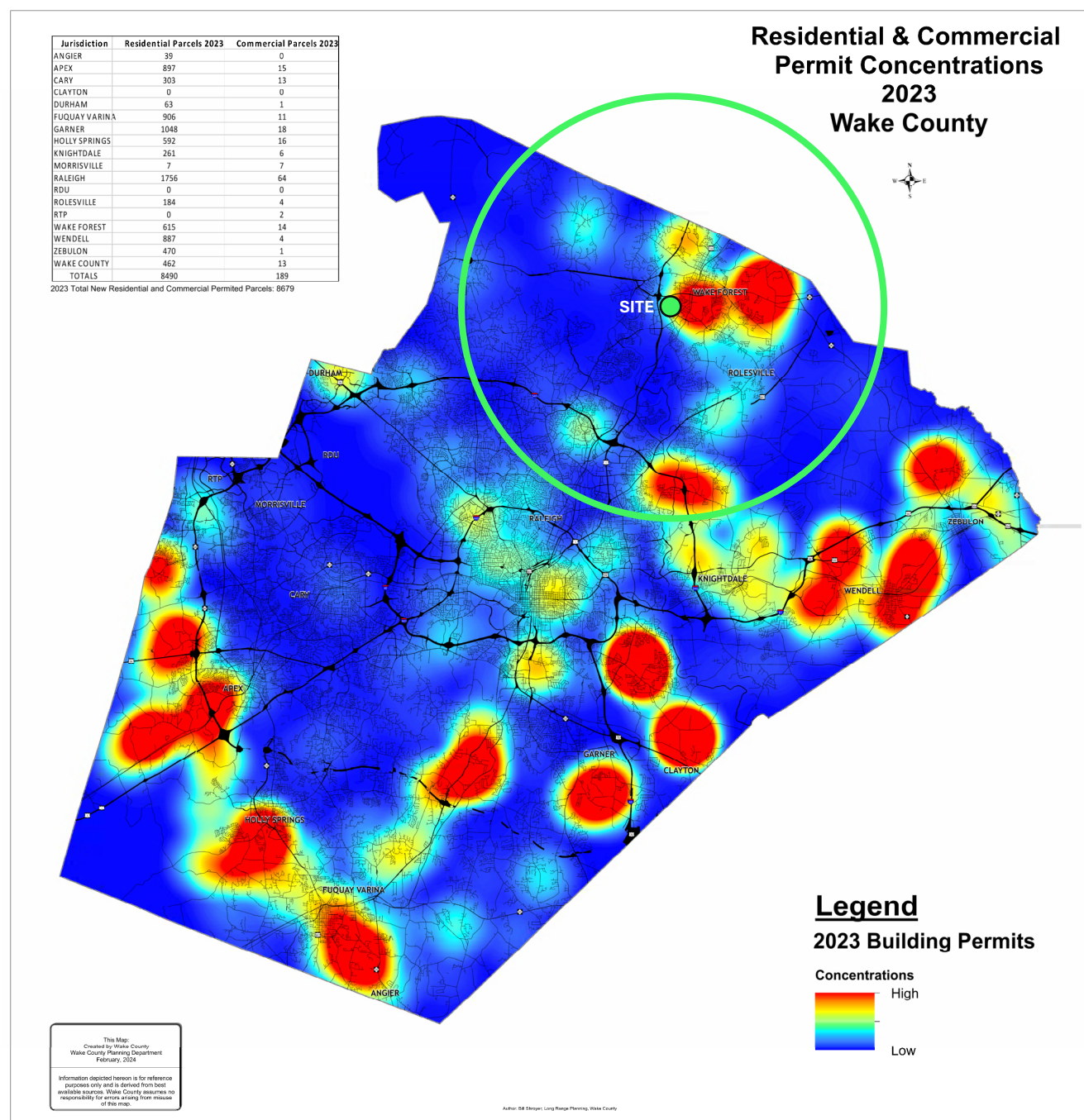


Figure B3 - 2023 Wake County Permit Density (Source: Triangle Community Council, TCC)

Note: The Town of Wake Forest houses 4.3% of Wake County’s population, but issued 7.2% of the county’s residential/commercial permits in 2023.

Section B.2: Parking Occupancy Data

Overall Parking Data

- Required Parking (100K SF): 1 space per 300SF = 334 Spaces (per UDO Sec. 9.4)
- Current Parking Provided: 525 Spaces (562*)
- Additional Parking Proposed: ±30 Spaces (+5.7% / +5.3%*)
- Total Parking Proposed: ±555 Spaces (592*)
- Total Parking Ratio Proposed: 5.55 per 1000SF (5.92 per 1000SF*); +66% above min. requirements (+77%*)
*Alternate calculation if rear loading dock parking is included (+37)

ADA Parking Data (requirements per ADAAG Sec. 208.2)

- Existing: Required Min. Accessible Spaces (Standard + Van), 501-550 total = 11 ADA spaces
- Proposed: Required Min. Accessible Spaces (Standard + Van), 551-600 total = 12 ADA spaces
- Current Accessible Spaces Provided = 15 ADA spaces (Standard + Van, min. requirement currently met in in both existing and proposed scenarios)

The following table and associated aerial photography (*Figures B4-B9*) illustrate representative samples of surface parking occupancy at a typical “non-peak” measurement (Wednesday 2/21/24 @ 4:30PM), and additional “peak hour” measurements (Saturday/Sunday afternoons, 2/24/24, 2/25/24, 5/11/24, 6/15/24). Data includes a breakdown of existing surface parking categories as well as occupancy counts/percentages for each of the five (5) timeframes, separated into categories that include and exclude the separate Chase Bank and striped rear loading dock parking.

- As the following data illustrates, the existing surface parking lot can reach 77% capacity (as shown in data from May 11, 2024 below) and potentially higher during other “peak” timeframes during the year.
- This not only presents an inconvenience to individuals within the Wake Forest community requiring them to traverse a long distance, but also additional idling/emissions by vehicles while waiting for open spaces, and potentially could require searching for alternate means of parking nearby, of which options are very minimal and would require a crossing of Ligon Mill Road.
- In the field of retail and grocery businesses, “convenience” is a key determinate of where customers shop. The mere appearance of a parking lot at or near full capacity can deter customers who prioritize ease of access and quick parking availability.
- Existing parking volume also does not reflect the presence of the *future* permanent residents of Grove 98 as the vast majority of planned residential units are still under construction or design. This includes 617 multifamily and townhome units (or over 1500 residents if measured at 2.5 people per household), most of which (within the Southeast and Northwest Quadrants) are anticipated to be occupied by 2025. As of the date of this report, only ten (10) units are occupied within the Southeast Quadrant Townhomes. Additionally, with additional residential development being constructed or planned in the vicinity, and as the growth data in Section B indicates, this growth will only continue to exacerbate the store’s capacity.

Parking Overview												
			Saturday 6/15/24 1:30PM		Saturday 5/11/24 2:00PM		Wednesday 2/21/24 4:30PM		Saturday 2/24/24 12:30PM		Sunday 2/25/25 1:00PM	
			Total Vehicles	Percentage Occupied	Total Vehicles	Percentage Occupied	Total Vehicles	Percentage Occupied	Total Vehicles	Percentage Occupied	Total Vehicles	Percentage Occupied
Total Spaces (including Chase/Rear Dock)	585	Occupied spaces	379	65%	407	70%	181	31%	328	56%	372	64%
Total Spaces (including Rear Dock/ excluding Chase)	562	Occupied spaces	378	67%	404	72%	176	31%	323	57%	372	66%
Total Spaces (excluding Chase and Rear Dock)	525	Occupied spaces	358	68%	402	77%	167	32%	296	56%	350	67%

Parking Space Breakdown by Location	498	Standard Spaces
	15	Accessible Spaces
	1	EV Space
	11	Drive-Up/Pick-Up Spaces
	525	Total Spaces (Principal Lot)
	37	Rear Loading Dock
	23	Chase Bank spaces
	585	Total On-Site Spaces

Table B2 – Surface Parking Counts (5 timeframes)



Figures B4-B5 - Wegmans aerial photos, Saturday June 15th, 2024 at 1:30 PM (379 spaces occupied, see Table B2, pg 10)



Figures B6-B7 - Wegmans aerial photos, Saturday May 11th, 2024 at 2:00 PM (407 spaces occupied, see Table B2, pg 10)



Figures B8-B9 - Wegmans aerial photos, Wednesday February 21, 2024 at 4:30 PM (181 spaces occupied, see Table B2, pg 10)



Figure B10-B11 - Wegmans, Saturday February 24, 2024 at 12:30 PM (328 spaces occupied, see Table B2, pg 10)



Figures B12-B13 - Wegmans, Sunday February 25, 2024 at 1:00 PM (372 spaces occupied, see Table B2, pg 10)



Figure B14 – Grove 98 panorama facing north

Section C: Proposed Design Concept

Figures C2-C7 below represent conceptual plan and 3D imagery of potential features and aesthetic improvements that are proposed be included in the Wegmans parking lot expansion design that would ensure safe and functional circulation and incorporate beneficial sustainability and green infrastructure measures to create a unique space providing elements beyond a typical surface parking lot. Elements to include the following:

1. Green Stormwater Infrastructure:

- a. **Permeable vehicular pavers** within both the parking spaces *and* drive aisle (with appropriate edge/transition restraints, underdrain system, etc.) to maximize infiltration and minimize volume routing to the existing stormwater pond. A minimum of $\pm 7,000$ SF of permeable hardscape surface to be provided.
- b. **Rain garden areas** (with appropriate planting media and drainage measures) to capture and disperse stormwater flow at curb cut locations on the western edge of the parking lot (estimated quantity of 3-4 locations, see *Figure A1*).

2. Enhanced Landscape Design

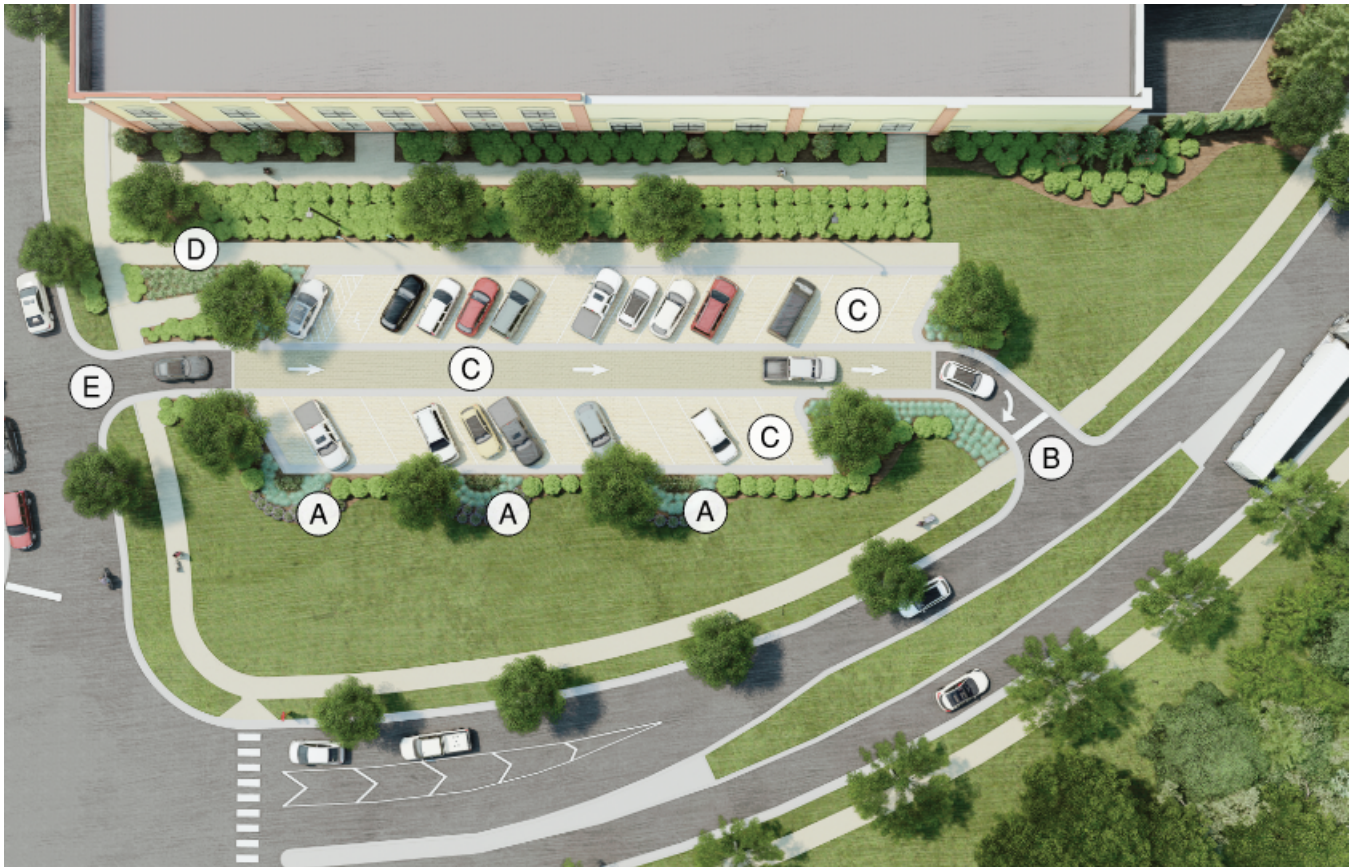
- a. To be located at all edges of the surface lot implemented well beyond code-minimum requirements to provide shade, screening, and visual interest.
- b. Final planting design to include low-maintenance native or adapted species, sustainable irrigation methods, shade/canopy trees, ornamental trees, shrubs/groundcover, and native grasses (see *Figure C2.1* for preliminary species list).
- c. These landscape measures would provide a condition with enhanced visual appeal, textural/color variation, and increased vertical elements/screening beyond the current condition (see *Figure 3* for photos of existing condition).

3. Sodded area reduction

- a. A significant reduction in the overall area of sodded area, which provides little visual interest while requiring water-intensive irrigation and fertilizing practices to be maintained. Approximately 27,000 SF of sod to be reduced by an estimated 60%+ and replaced with sustainable drip-irrigation measures (also see *Figure C1* for existing conditions).



Figure C1 – Existing Sodded/Underutilized Conditions



Legend

- A - Bioretention with Native Landscape
- B - Proposed Exit from Forbes Grove Way
- C - Pervious Paving
- D - Increased Pedestrian Connectivity
- E - Proposed Entry

Approx. Planting Schedule

- +/- 10 Canopy Trees
- +/- 150 Evergreen Shrubs
- +/- 30 Deciduous Shrubs
- +/- 200 Groundcovers

Figure C2 – Proposed Condition (Plan View)

Preliminary Landscape Species List (note that not all species listed may be utilized, are preliminary and are subject to change with approval from Town of Wake Forest Urban Forestry):

Large / Canopy Trees

Quercus nuttalli (texana) / Nuttall Oak
Taxodium ascendens / Bald Cypress
Nyssa sylvatica 'David Odom' / Afterburner Tupelo

Small/Ornamental Trees

Chionanthus virginicus / Fringe tree (rain garden areas)
Cercis canadensis / Redbud
Carpinus caroliniana / American Hornbeam

Shrubs (evergreen and deciduous)

Ilex vomitoria 'Schillings' / Dwarf Yaupon Holly
Prunus laurocerasus 'Otto Luyken' / Otto Luyken Cherry Laurel
Hydrangea paniculata / Limelight Hydrangea
Aronia melanocarpa 'Low Scape Mound' / Black Chokeberry

Groundcover/Grasses

Muhlenbergia capillaris / Muhly Grass
Panicum virgatum / Switchgrass
Phlox subulata / Creeping Phlox
Carex stricta / Tussock Sedge

Rain Garden Shrubs, Perennials and Grasses

Fothergilla gardenia 'Mount Airy' / Mt. Airy Fothergilla
Clethra Alnifolia 'Hummingbird' / Hummingbird Clethra
Ilex verticillata 'Red Sprite' / Winterberry
Chasmathium latifolium / River Oats
Deschampsia cespitosa / Tufted Hair Grass
Rudbeckia fulgida / Black Eyed Susan
Coreopsis verticillata / threadleaf coreopsis
Eutrochium maculatum 'Gateway' / Joe Pye Weed.
Amsonia tabernaemontana / Bluestar

Figure C2.1 – Preliminary Landscape Species List



Figure C3 - 3D View #1 - Existing/Proposed Condition (Bird's Eye View)



Figure C4 - 3D View #2 - Existing/Proposed Condition (Bird's Eye View)



Figure C5 - 3D View #3 - Existing/Proposed Condition (from Forbes Grove Way entry facing Southeast)



Figure C6- 3D View #4 - Existing/Proposed Condition (from Forbes Grove Way facing east)



Figure C7 - 3D View #5 - Existing/Proposed Condition (from Forbes Grove Way facing northeast)

Section D: Proposed Text Amendment Summary / Conclusion

Grove 98 PUD Text Amendment Summary (reference specific verbiage in PUD Amendment resubmittal RZ-18-15 dated 7/25/25):

Considering the information and proposed conditions as described above, the applicant is proposing text amendments to the Grove 98 PUD as noted below. Reference PUD Text Amendment RZ-18-15 application dated 9/6/2024 (7/25/25 revision):

Section 6.2 – Transportation and Access

Forbes Grove Way shall include four (4) vehicular access points (also reference PUD Circulation & Utilities Plan):

- Primary entry drive aisle approximately 300' south of Highway 98
- Secondary entry approximately 350' west of Ligon Mill Road
- Loading/service entry approximately 540' west of Ligon Mill Road
- A secondary driveway cut (right-out only) approximately 610' south of Highway 98 to be utilized as an exit for employee-only parking with a southbound one-way parking condition, to be developed in accordance with **Section 7.2, Appendix B.**

Section 6.6 – Parking and Loading

- The open space between the western edge of the Wegmans building and Forbes Grove Way may be developed for parking only if it is in accordance with **Section 7.2, Appendix B.**

Section 7.2, Appendix B:

Parking between the western edge of the Wegmans building and Forbes Grove Way shall comply with the guidelines in this Appendix.

- The parking area shall include the following elements, as illustrated in *Figure 1* (Preliminary Layout and Engineering Plan), *Figure 2* (Preliminary Illustrative Site Plan), and *Figure 3* (Preliminary Landscape Species List).
 - **Green Stormwater Infrastructure:**
 - **Permeable vehicular pavers** within both the parking spaces *and* drive aisle (with appropriate edge/transition restraints, underdrain system, etc.) to maximize infiltration and minimize volume routing to the existing stormwater pond. A minimum of ±7,000 SF of permeable hardscape surface to be provided.
 - **Rain garden areas** (with appropriate planting media and drainage measures) to capture and disperse stormwater flow at curb cut locations on the western edge of the parking lot with a minimum quantity of three (3) locations, see *Figure 1*.
 - **Enhanced Landscape Design**
 - To be located at all edges of the surface lot at to provide shade, screening, and visual interest. Planting quantities shall be installed at a minimum of 200% of the quantities required per UDO Section 8.7. Vehicular Use Area Screening & Landscaping.
 - Final planting design to include low-maintenance native or adapted species, sustainable irrigation methods, shade/canopy trees, ornamental trees, shrubs/groundcover, and native grasses (see *Figure 3* for preliminary species list).
- The driveway channelization standard “for larger commercial developments” outlined in UDO Section 9.8.1.D. is modified from a “minimum distance of one-hundred (100’)” to a “minimum distance of eighty (80’)” due to significant dimensional limitations and grade change at the one-way driveway entrance to the expanded parking lot, which constrains the driveway channelization distance between Forbes Grove Way and the entrance (see *Figure 1*). This reduced driveway channelization standard only applies to the specific location described above and as indicated in *Figure 1*.

Conclusion:

This proposed concept described in this document minimizes any visual emphasis on surface parking in favor of providing vertical natural landscape elements, enhanced screening, sustainable features, and an improved user/pedestrian experience, which adhere to the intent of incorporating “urban design best practices” and aligns with the proposed text amendment of PUD Section 6.6 above. Furthermore, the proposed one-way circulation and driveway cut with minimal access (right-out only) at Forbes Grove Way indicated in Section A minimizes traffic disruption, ensures safety and aligns with the proposed text amendment of PUD Section 6.2 above,

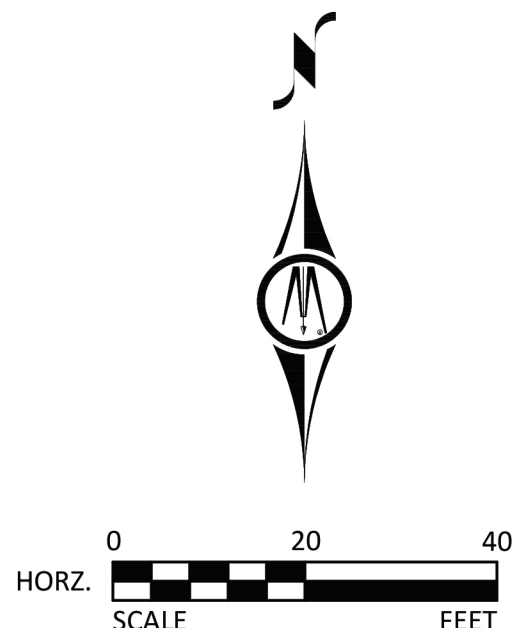
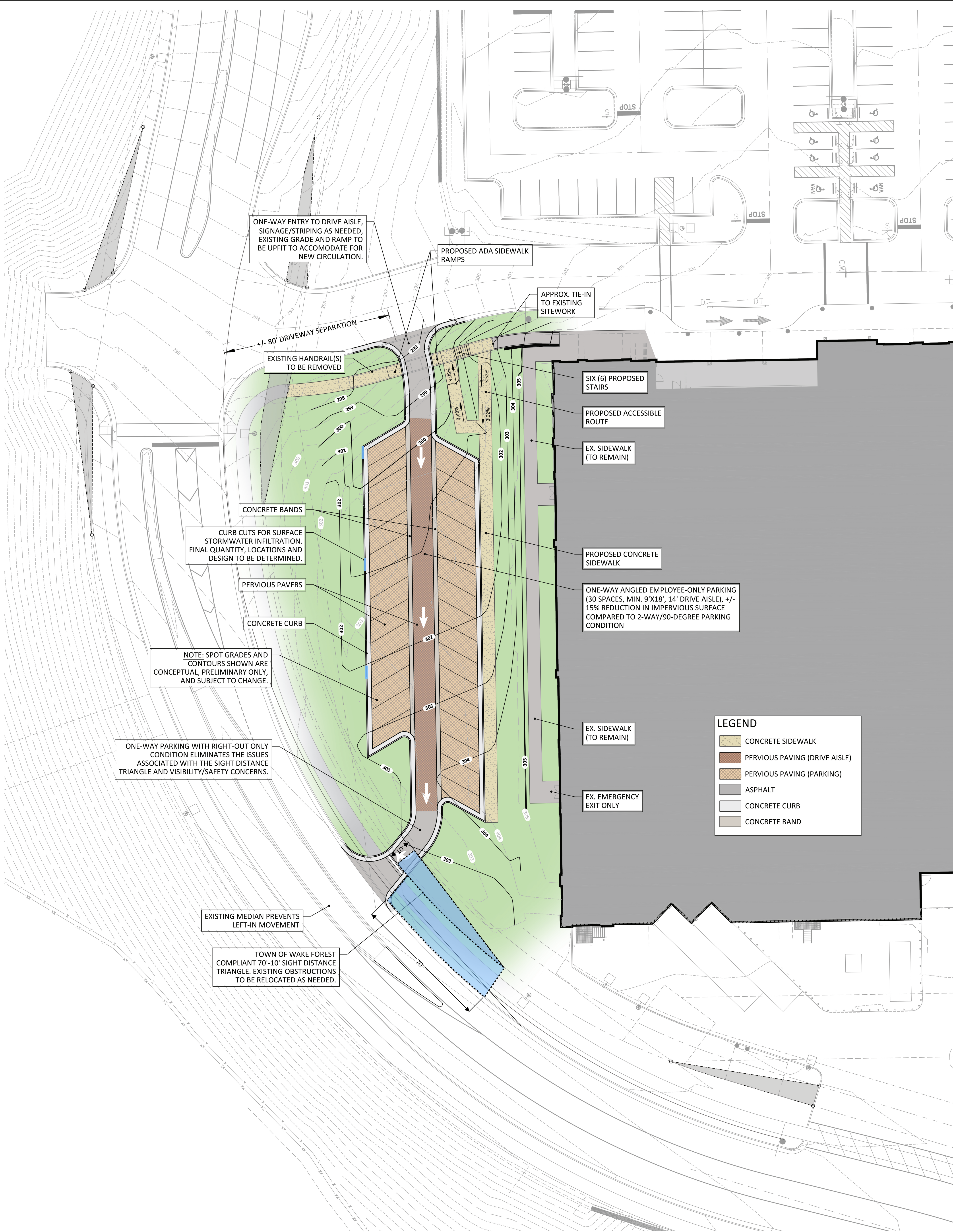
The applicant and their representative (Wegmans/Bolton & Menk) kindly request your evaluation of this growth/parking data, conceptual design proposal, and your consideration for approval of the Major PUD Amendment. Please advise of any additional information, exhibits or data needed, and thank you for your consideration in this matter.

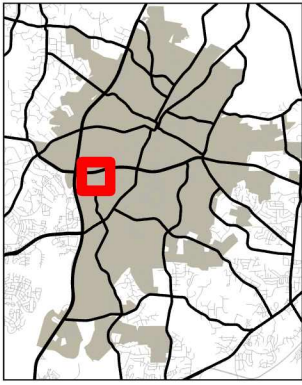
Best Regards,

Art Pires
Real Estate / Site Development Project Manager
Wegmans Food Markets
art.pires@wegmans.com

Jordan Petersen, PLA, LEED AP
Principal / Raleigh Work Group Leader
Bolton & Menk, Inc.
jordan.petersen@bolton-menk.com

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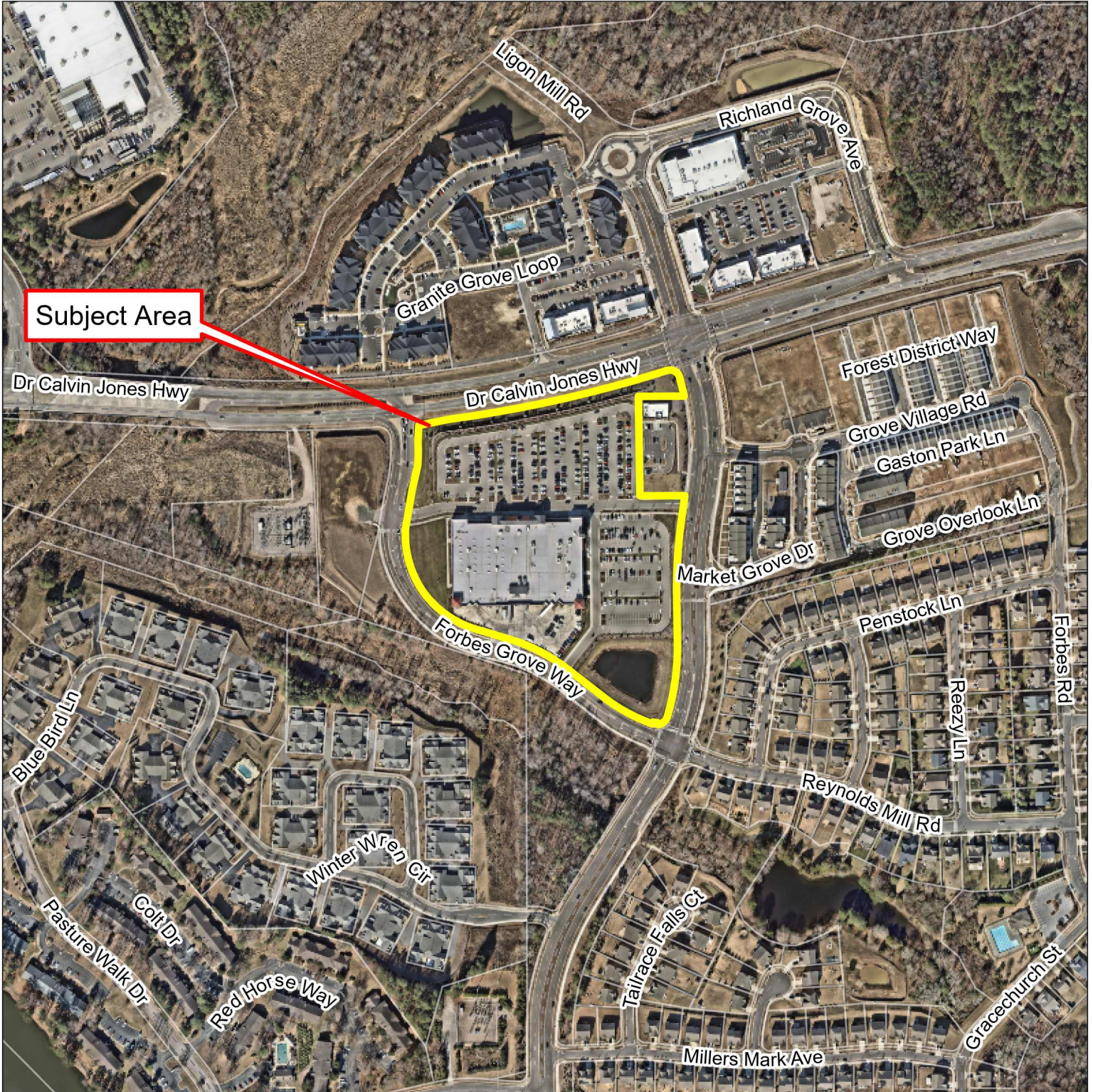




Aerials

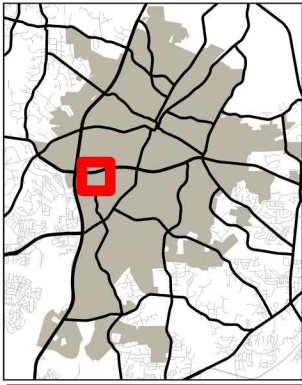
Grove 98 PUD Amendment #4 Planned Unit Development Rezoning PIN: 1830769192

8/11/2025



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.



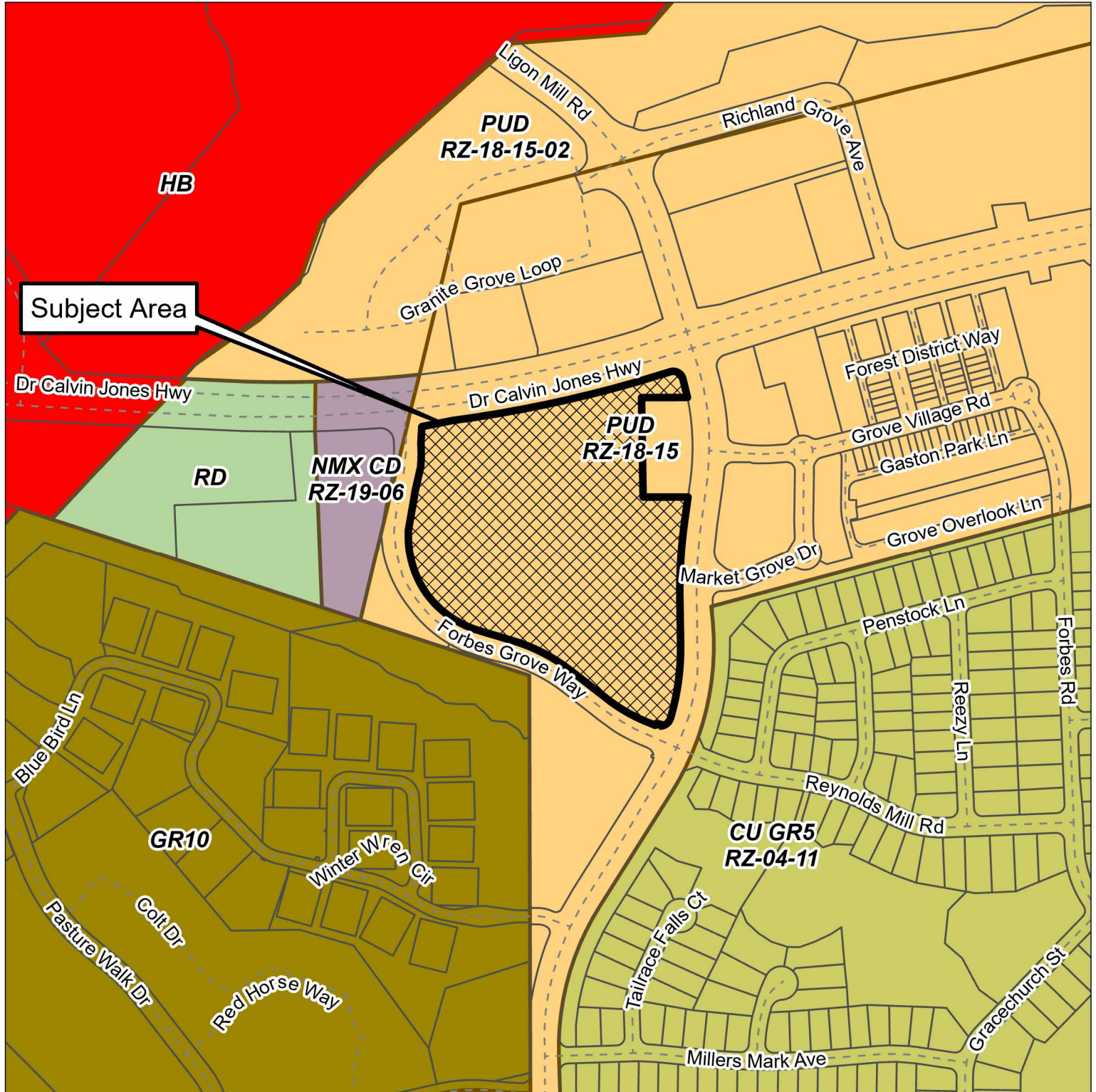


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FOREST

Current Zoning

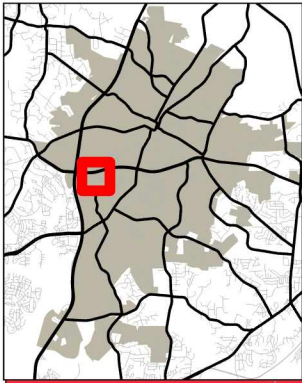
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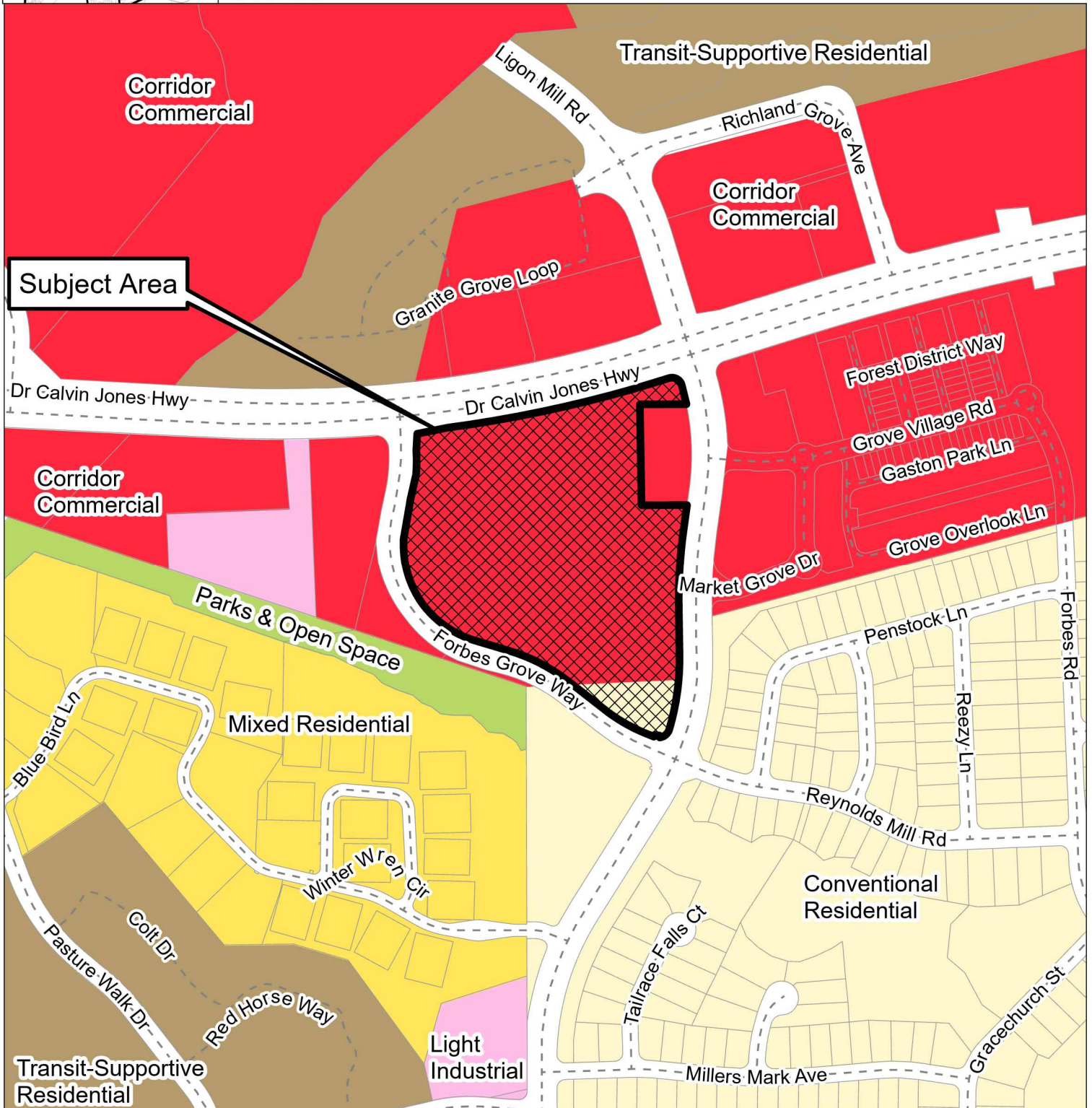


TOWN of
WAKE
FOREST

Land Use Plan

Grove 98 PUD Amendment #4 Planned Unit Development Rezoning PIN: 1830769192

8/11/2025



Please note that this map is intended for illustrative purposes only.
For specific inquiries regarding zoning boundaries, contact the
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0 500 1,000 1,500 Feet

126

Community Plan Consistency Grid: Grove 98 PUD Amendment #4 (RZ-18-15)				
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			
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			

Community Plan Consistency Grid: Grove 98 PUD Amendment #4 (RZ-18-15)				
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			
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			
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			

Community Plan Consistency Grid: Grove 98 PUD Amendment #4 (RZ-18-15)				
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			
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			

Community Plan Consistency Grid: Grove 98 PUD Amendment #4 (RZ-18-15)				
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			
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
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			

Community Plan Consistency Grid: Grove 98 PUD Amendment #4 (RZ-18-15)				
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			
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.			
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			

Community Plan Consistency Grid: Grove 98 PUD Amendment #4 (RZ-18-15)				
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			

NORTH CAROLINA SPECIAL WARRANTY DEED

Excise Tax: \$17,000

Parcel Identifier No. 1830865681; 1830850298 Verified by _____ County on the ____ day
 of _____, 20____
 By: _____

Return after recording to: A. Devin Catlin, Esq., Troutman Sanders LLP, 301 S. College St., Ste. 3400, Charlotte, NC 28202

This instrument was prepared by: James A. Eatman, Esq., Lynch & Eatman, L.L.P. (without title examination)

Brief description for the Index: Two Tracts containing Approx. 69.45 Acres; N.C. Hwy 98 Bypass & Ligon Mill Rd.

THIS DEED made this 1st day of May, 2019, by and between

GRANTOR	GRANTEE
D.C.F. FAMILY LLC, a North Carolina limited liability company 1605 Valley Road Sanford, North Carolina 27330	WEGMANS FOOD MARKETS, INC., a New York corporation P.O. Box 30844 Rochester, New York 14603-0844

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of Wake Forest, Wake County, North Carolina and more particularly described as follows:

SEE ATTACHED EXHIBIT A.

The property hereinabove described was acquired by Grantor by instrument recorded in Book 13007, Page 2041, Wake County Registry.

All or a portion of the property herein conveyed ☐ includes or ☒ does not include the primary residence of a Grantor.

A map showing the above described property is recorded in Book of Maps _____, Page _____.

Submitted electronically by "The Pryzwansky Law Firm"
 in compliance with North Carolina statutes governing recordable documents
 and the terms of the submitter agreement with the Wake County Register of Deeds.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor has done nothing to impair such title as Grantor received, and Grantor will warrant and defend the title against the lawful claims of all persons claiming by, under or through Grantor, other than the following exceptions:

SEE ATTACHED EXHIBIT B.

[Signature Page Follows]

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

D.C.F. FAMILY LLC,
a North Carolina limited liability company

By: *Harvey S. Forbes*
Print/Type Name & Title: Harvey Stewart Forbes, Manager

State of North Carolina County of Wake

I, the undersigned Notary Public of the County and State aforesaid, certify that HARVEY STEWART FORBES, personally came before me this day and acknowledged that he is the Manager of D.C.F. FAMILY LLC, a North Carolina limited liability company, and that by authority duly given and as the act of such entity, he signed the foregoing instrument in its name on its behalf as its act and deed.

Witness my hand and Notarial stamp or seal, this 30th day of April, 2019.

Jerome R. Eatman, Jr.
My Commission Expires: 3/7/2022
Jerome R. Eatman, Jr. Notary Public
Notary's Printed or Typed Name

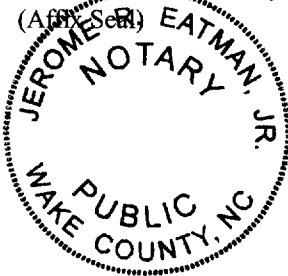


EXHIBIT A**LEGAL DESCRIPTION OF PROPERTY**

LYING AND BEING SITUATE IN WAKE FOREST TOWNSHIP, WAKE COUNTY,
NORTH CAROLINA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TRACT 1:

BEGINNING AT AN EXISTING IRON PIPE LOCATED ON THE SOUTHERN RIGHT-OF-WAY LINE OF N.C. HIGHWAY 98 BYPASS (DR. CALVIN JONES HWY) AND BEING THE NORTHEASTERN PROPERTY CORNER OF TRACT 3 AS RECORDED IN BOOK OF MAPS 2005, PAGE 2486, WAKE COUNTY REGISTRY AND HAVING NC GRID (NAD '83/2011) COORDINATES N 806474.4962 E 2137530.6501; THENCE CROSSING SAID RIGHT-OF-WAY NORTH 13°33'25" EAST A DISTANCE OF 160.12 FEET TO A NEWLY SET IRON PIPE LOCATED ON THE NORTHERN RIGHT-OF-WAY LINE OF SAID N.C. HIGHWAY 98 BYPASS, THE SOUTHEASTERN PROPERTY CORNER OF PARCEL 12 AS RECORDED IN BOOK OF MAPS 1997, PAGE 60, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID EASTERN PROPERTY LINE NORTH 13°33'25" EAST A DISTANCE OF 548.39 FEET TO A NEWLY SET IRON PIPE; THENCE NORTH 74°27'58" EAST A DISTANCE OF 2004.73 FEET TO AN EXISTING IRON PIPE LOCATED ON THE WESTERN PROPERTY LINE OF LOT 1 AS RECORDED IN BOOK OF MAPS 2013, PAGE 1293, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID WESTERN PROPERTY LINE SOUTH 02°36'44" EAST A DISTANCE OF 535.24 FEET TO AN EXISTING IRON PIPE, THE NORTHWESTERN PROPERTY CORNER OF TRACT 1-A AS RECORDED IN BOOK OF MAPS 2008. PAGE 703, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID WESTERN PROPERTY LINE SOUTH 02°06'44" EAST A DISTANCE OF 22.44 FEET TO AN EXISTING IRON PIPE LOCATED ON SAID NORTHERN RIGHT-OF-WAY; THENCE ALONG AND WITH SAID RIGHT-OF-WAY ALONG A CURVE TO THE LEFT AN ARC DISTANCE OF 234.06 FEET, SAID CURVE HAVING A RADIUS OF 7719.82 FEET; A CHORD DIRECTION OF SOUTH 79°08'54" WEST AND A CHORD DISTANCE OF 234.06 FEET TO AN EXISTING IRON REBAR; THENCE NORTH 11°43'06" WEST A DISTANCE OF 55.77 FEET TO A NEWLY SET IRON PIPE; THENCE SOUTH 85°22'24" WEST A DISTANCE OF 101.05 FEET TO A NEWLY SET IRON PIPE; THENCE SOUTH 12°27'36" EAST A DISTANCE OF 68.90 FEET TO AN EXISTING IRON PIPE; THENCE ALONG A CURVE TO THE LEFT AN ARC DISTANCE OF 665.33 FEET, SAID CURVE HAVING A RADIUS OF 7719.82 FEET, A CHORD DIRECTION OF SOUTH 75°04'24" WEST AND A CHORD DISTANCE OF 665.12 FEET TO AN EXISTING RIGHT-OF-WAY MONUMENT; THENCE SOUTH 72°36'24" WEST A DISTANCE OF 339.07 FEET TO AN EXISTING RIGHT-OF-WAY MONUMENT; THENCE SOUTH 73°03'54" WEST A DISTANCE OF 181.92 FEET TO A POINT; THENCE ALONG A CURVE TO THE RIGHT AN ARC DISTANCE OF 630.67 FEET, SAID CURVE HAVING A RADIUS OF 3746.72 FEET. A CHORD DIRECTION OF SOUTH 78°48'06" WEST AND A CHORD DISTANCE OF 629.93 FEET TO SAID NEWLY SET IRON PIPE; THENCE CROSSING BACK OVER SAID RIGHT-OF-WAY SOUTH 13°33'25" WEST A DISTANCE OF 160.12 FEET TO SAID BEGINNING EXISTING IRON PIPE LOCATED ON SAID SOUTHERN RIGHT-OF-WAY; THENCE ALONG AND WITH SAID RIGHT-OF-WAY ALONG A CURVE TO THE LEFT AN ARC

DISTANCE OF 710.85 FEET, SAID CURVE HAVING A RADIUS OF 3897.64 FEET, A CHORD DIRECTION OF NORTH 79°12'35" EAST AND A CHORD DISTANCE OF 709.66 FEET TO AN EXISTING RIGHT-OF-WAY MONUMENT; THENCE NORTH 73°03'54" EAST A DISTANCE OF 185.53 FEET TO A POINT; THENCE NORTH 72°36'24" EAST A DISTANCE OF 339.07 FEET TO A POINT; THENCE ALONG A CURVE TO THE RIGHT AN ARC DISTANCE OF 717.30 FEET, SAID CURVE HAVING A RADIUS OF 7568.90 FEET, A CHORD DIRECTION OF NORTH 75°19'24" EAST AND A DISTANCE OF 717.03 FEET TO AN EXISTING RIGHT-OF-WAY MONUMENT; THENCE SOUTH 11°58'06" EAST A DISTANCE OF 39.37 FEET TO AN EXISTING RIGHT-OF-WAY MONUMENT; THENCE NORTH 78°16'24" EAST A DISTANCE OF 62.34 FEET TO A NEWLY SET IRON PIPE; THENCE NORTH 08°06'06" WEST A DISTANCE OF 39.44 FEET TO AN EXISTING RIGHT-OF-WAY MONUMENT; THENCE ALONG A CURVE TO THE RIGHT AN ARC DISTANCE OF 107.80 FEET. SAID CURVE HAVING A RADIUS OF 7568.90 FEET, A CHORD DIRECTION OF NORTH 78°53'40" EAST AND A CHORD DISTANCE OF 107.60 FEET TO A NEWLY SET IRON PIPE; THENCE ALONG A CURVE TO THE LEFT AN ARC DISTANCE OF 77.04 FEET. SAID CURVE HAVING A RADIUS OF 79.50 FEET, A CHORD DIRECTION OF SOUTH 69°10'48" EAST AND A CHORD DISTANCE OF 74.06 FEET TO A NEWLY SET IRON PIPE LOCATED ON THE WESTERN PROPERTY LINE OF TRACT 1 AS RECORDED IN BOOK OF MAPS 2008, PAGE 703, WAKE COUNTY REGISTRY. BEING THE NEW NORTHWESTERN CORNER OF SAID TRACT AS RECORDED IN BOOK OF MAPS 2016, PAGE 2049, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID WESTERN PROPERTY LINE SOUTH 02°15'24" EAST A DISTANCE OF 36.91 FEET TO AN EXISTING IRON PIPE; THENCE SOUTH 02°15'02" EAST A DISTANCE OF 663.29 FEET TO AN EXISTING 80-D NAIL, THE NORTHEASTERN PROPERTY CORNER OF REYNOLDS MILL SUBDIVISION (PHASE 3B SECTION 2) AS RECORDED IN BOOK OF MAPS 2016, PAGE 1165, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID NORTHERN SUBDIVISION LINE SOUTH 74°58'32" WEST A DISTANCE OF 1276.12 FEET TO A POINT LOCATED AT TIE TERMINUS OF THE EASTERN RIGHT-OF-WAY LINE OF LIGON MILL ROAD AS RECORDED IN BOOK OF MAPS 2015. PAGE 1838-1839, WAKE COUNTY REGISTRY; THENCE ALONG SAID TERMINUS SOUTH 82°02'10" WEST A DISTANCE OF 90.00 FEET TO A POINT LOCATED ON THE TERMINUS OF THE WESTERN RIGHT-OF-WAY LINE OF LIGON MILL ROAD AS RECORDED IN SAID BOOK OF MAPS; THENCE ALONG AND WITH SAID WESTERN RIGHT-OF-WAY ALONG A CURVE TO THE RIGHT AN ARC DISTANCE OF 176.12 FEET, SAID CURVE HAVING A RADIUS OF 755.00 FEET, A CHORD DIRECTION OF SOUTH 01°16'52" EAST AND A CHORD DISTANCE OF 175.72 FEET TO A POINT; THENCE LEAVING SAID RIGHT-OF-WAY SOUTH 87°19'01" WEST A DISTANCE OF 469.18 FEET TO AN EXISTING IRON PIPE, THE NORTHEASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY THE TOWN OF WAKE FOREST AS RECORDED IN BOOK OF MAPS 2014, PAGE 618, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID NORTHERN PROPERTY NORTH 71°47'20" WEST A DISTANCE OF 541.68 FEET TO AN EXISTING IRON PIPE, THE SOUTHEASTERN PROPERTY CORNER OF SAID TRACT 3; THENCE ALONG AND WITH SAID EASTERN PROPERTY LINE NORTH 13°33'25" EAST A DISTANCE OF 610.79 FEET THE POINT OF BEGINNING CONTAINING 63.91 ACRES, AS SHOWN ON MAP ENTITLED "ALTA/NSPS LAND TITLE SURVEY FOR D.C.F.

FAMILY LLC" DATED DECEMBER 5, 2016 AND PREPARED BY BASS, NIXON & KENNEDY INC. CONSULTING ENGINEERS; AND

TRACT 2:

COMMENCING AT AN EXISTING IRON PIPE LOCATED ON THE SOUTHERN RIGHT-OF-WAY LINE OF N.C. HIGHWAY 98 BYPASS (DR. CALVIN JONES HWY) AND BEING THE NORTHEASTERN PROPERTY CORNER OF TRACT 3 AS RECORDED IN BOOK OF MAPS 2005, PAGE 2486, WAKE COUNTY REGISTRY AND HAVING NC GRID (NAD '83/2011) COORDINATES N 806474.4962 E 21375306501; THENCE LEAVING SAID RIGHT-OF-WAY ALONG AND WITH SAID EASTERN PROPERTY LINE SOUTH 13°33'25" WEST A DISTANCE OF 610.79 FEET TO AN EXISTING IRON PIPE, THE NORTHWESTERN PROPERTY LINE OF LANDS NOW OR FORMERLY OWNED BY THE TOWN OF WAKE FOREST AS RECORDED IN BOOK OF MAPS 2014, PAGE 618, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID NORTHERN PROPERTY LINE SOUTH 71°47'20" EAST A DISTANCE OF 541.68 FEET TO AN EXISTING IRON PIPE, THE POINT OF BEGINNING; THENCE NORTH 87°19'01" EAST A DISTANCE OF 469.18 FEET TO A POINT LOCATED ON THE WESTERN RIGHT-OF-WAY LINE OF LIGON MILL ROAD AS RECORDED IN BOOK OF MAPS 2015, PAGE 1838-1839, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID RIGHT-OF-WAY ALONG A CURVE TO THE RIGHT AN ARC DISTANCE OF 353.66 FEET, SAID CURVE HAVING A RADIUS OF 755.00 FEET, A CHORD DIRECTION OF SOUTH 18°49'16" WEST AND A CHORD DISTANCE OF 350.43 FEET TO A POINT; THENCE SOUTH 32°14'24" WEST A DISTANCE OF 407.59 FEET TO A POINT; THENCE ALONG A CURVE TO THE LEFT AN ARC DISTANCE OF 432.65 FEET, SAID CURVE HAVING A RADIUS OF 895.00 FEET, A CHORD DIRECTION OF SOUTH 18°23'30" WEST AND A CHORD DISTANCE OF 428.45 FEET TO A POINT LOCATED ON THE EASTERN PROPERTY LINE OF WAKE ELECTRIC MEMBERSHIP CORPORATION; THENCE ALONG AND WITH SAID EASTERN PROPERTY LINE NORTH 00°11'39" WEST A DISTANCE OF 190.38 FEET TO AN EXISTING IRON PIPE, THE SOUTHEASTERN PROPERTY CORNER OF WF VILLAS LLC AS RECORDED IN BOOK OF MAPS 2005, PAGE 1489, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID EASTERN PROPERTY LINE NORTH 00°09'17" WEST A DISTANCE OF 870.67 FEET TO THE POINT OF BEGINNING CONTAINING 5.5376 ACRES, AS SHOWN ON MAP ENTITLED "ALTA/NSPS LAND TITLE SURVEY FOR D.C.F. FAMILY LLC" DATED DECEMBER 5, 2016 AND PREPARED BY BASS, NIXON & KENNEDY NC. CONSULTING ENGINEERS.

EXHIBIT B**PERMITTED EXCEPTIONS**

1. Taxes or assessments for the year 2019, and subsequent years, not yet due or payable.
2. All building codes, zoning ordinances and other municipal rules and regulations pertaining to the Property.
3. The following matters disclosed by survey entitled "ALTA/NSPS Land Title Survey Property of D.C.F. Family LLC" by Dan Gregory, P.L.S., of Bass, Nixon & Kennedy, Inc. Consulting Engineers, dated January 15, 2018, last updated April ~~24~~, 2019 (the "Survey"): (a) five foot (5') easement overlap (as to Tract 1 only); and (b) Service utilities.
4. Any right, easement, setback, interest, claim, encroachment, encumbrance, violation, variations or other adverse circumstance affecting the Property disclosed by plat(s) recorded in Book of Maps 1935, page 12; Book of Maps 2012, page 244; Book of Maps 2014, page 1066; Book of Maps 2014, page 1067; Book of Maps 2015, page 1838; Book of Maps 2015, page 1839; and Book of Maps 2016, page 2049 (as to Tract 1 and Tract 2).
5. Easement set forth in instrument recorded in Book 4372, page 663, and as shown on the Survey (as to Tract 1 only).
6. Memorandum of Action by the Department of Transportation recorded in Book 10638, page 2714 and in connection therewith Consent Judgment in favor of the Department of Transportation recorded in Book 11880, page 1797, and as shown on the Survey (as to Tract 1 only).
7. Easement Agreement recorded in Book 12004, page 2273, and as shown on the Survey (as to Tract 1 and Tract 2).
8. An Ordinance to Extend the Corporate Limits of The Town of Wake Forest, North Carolina recorded in Book 12114, page 1218 (as to Tract 2 only).
9. Deed of Easement with General Warranty for Sanitary Sewer Easement & Temporary Construction Easement to the City of Raleigh recorded in Book 15912, page 1399, and as shown on the Survey (as to Tract 1 only).
10. General Warranty Deed Easement for Sanitary Sewer Purposes to the City of Raleigh recorded in Book 16206, page 2127, and as shown on the Survey (as to Tract 2 only).
11. Rights of others in and to the continuous and uninterrupted flow of the waters bounding or crossing the Property and riparian and/or littoral rights incident to the Property.

WAKE COUNTY, NC 163
 CHARLES P. GILLIAM
 REGISTER OF DEEDS
 PRESENTED & RECORDED ON
 05/14/2018 13:18:18
 STATE OF NC REAL ESTATE
 EXCISE TAX: \$5,150.00
 BOOK:017125 PAGE:01536 - 01540

SUBSTITUTE TRUSTEE'S DEED

Excise Tax: \$5,150.00

Parcel Identifier No.0037583 and 0338327

Mail/Box to: Kenneth C. Haywood, Hold Box: 27

This instrument was prepared by: Kenneth C. Haywood (without title examination or opinion)

Brief description for the Index:

GRANTOR	GRANTEE
Kenneth C. Haywood, Substitute Trustee Post Office Drawer 1429 Raleigh, North Carolina 27602	Wake Forest Holdings LLC Attn: Larry D. McBennett Everett Gaskins Hancock LLP 220 Fayetteville Street, Suite 300 Raleigh, NC 27601

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

THE PROPERTY REFERENCED HEREIN DOES NOT INCLUDE THE PRIMARY RESIDENCE OF
 THE GRANTOR OR DEBTOR (AS DEFINED BELOW).

THIS DEED made this 14th day of May, 2018, by and between KENNETH C. HAYWOOD, Substitute Trustee under the Deed of Trust hereinafter mentioned, of Wake County, North Carolina (the "Grantor"), and WAKE FOREST HOLDINGS LLC (the "Grantee");

WITNESSETH

WHEREAS, on October 4, 2007, Bennett Properties, LLC ("Debtor"), executed and delivered a promissory note (the "Note") evidencing its indebtedness to Harrington Bank, FSB ("Harrington Bank") in the original principal amount of \$1,000,000 (as renewed and/or amended, the "Note"); and

WHEREAS, Debtor executed a Real Estate Deed of Trust dated October 4, 2007 and recorded in Book 12780, Page 1680 of the Wake County Public Registry (the "Deed of Trust"), conveying the real property conveyed herein (the "Property") in Wake County to Lawrence T. Loeser, Trustee, for the benefit of Harrington Bank to secure the Note; and

WHEREAS, the Note and Deed of Trust were assigned, sold and transferred by operation of law to Pinnacle Bank, as successor by merger with Bank of North Carolina, as successor in interest to Harrington Bank. That Pinnacle Bank later assigned the Note and Deed of Trust to Wake Forest Holdings LLC on January 25, 2018; and

WHEREAS Kenneth C. Haywood was substituted as Trustee by a Substitution of Trustee recorded in Book 17050, Page 280 of the Wake County Public Registry; and

WHEREAS, default having occurred in the payment of the indebtedness secured by the Deed of Trust and in the performance of the stipulations and conditions therein contained, due demand was made upon Debtor by the owner and holder of the indebtedness secured by the Deed of Trust that the Grantor foreclose the Deed of Trust and sell the real property described therein under the terms and provisions thereof and the laws of the State of North Carolina; and

WHEREAS, under and by virtue of the power and authority in him vested by the Deed of Trust and according to the terms and stipulations of the same, and pursuant to the Order of the Assistant Clerk of Superior Court of Wake County in that certain FORECLOSURE PROCEEDING entitled 18 SP 484, whereupon the Assistant Clerk of Superior court of Wake County, North Carolina authorized Grantor to proceed under the Deed of Trust and sell the Property, and Grantor at 10:00 A.M. on April 16, 2018 did expose the Property for sale at public auction at the Wake County Courthouse; and

WHEREAS, Grantor duly reported the sale to the Clerk of Superior Court for Wake County on April 18, 2018, wherein Wake Forest Holdings LLC was the highest bidder with a bid of \$2,575,128, (the "Credit Bid") and thereafter said sale remained open ten (10) days as required by law, but no upset bid was entered and the rights of the parties to the sale have become fixed in accordance with N.C. Gen. Stat. §45-21.27(a).

NOW, THEREFORE, in consideration of the premises and the payment of the purchase price, the receipt of which is hereby acknowledged, and pursuant to the authority vested in him by the terms of the Deed of Trust, the Grantor does hereby bargain, sell, grant and convey unto Grantee and its successors and assigns, all of the real property more fully described as follows:

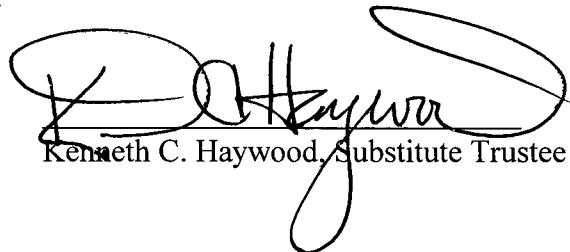
See Exhibit A attached hereto and incorporated herein by reference.

SUBJECT TO any and all prior liens, unpaid taxes, special assessments, restrictions, easements, and other encumbrances of record, if any, and any matters which would be revealed by a current and accurate survey of the property.

TO HAVE AND TO HOLD the said Property, together with all rights, privileges and appurtenances as thereunto belonging unto the Grantee, its successors and assigns, forever, in as full and ample manner as Grantor, as Substitute Trustee, is authorized and empowered to convey.

The Property is specifically conveyed "AS IS, WHERE IS." Grantor makes no representation or warranty relating to the title or any physical, environmental, health or safety conditions existing in, on, at or relating to the Property, and any and all responsibilities or liabilities arising out of or in any way relating to any such conditions expressly are disclaimed.

IN WITNESS WHEREOF, Grantor, Substitute Trustee under the Deed of Trust, has hereunto set his hand and affixed his seal on the day and year first above written.


Kenneth C. Haywood, Substitute Trustee

STATE OF NORTH CAROLINA
COUNTY OF WAKE

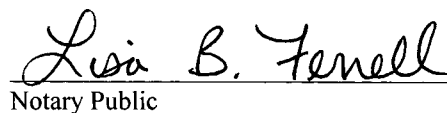
I, Lisa B. Ferrell, a Notary Public of the County and State aforesaid, certify that KENNETH C. HAYWOOD, Substitute Trustee (the "Signatory"), personally came before me this day and acknowledged the execution of the foregoing instrument.

I certify the Signatory personally appeared before me this day.

I have personal knowledge of the identity of the Signatory.

The Signatory acknowledged to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

Witness my hand and official stamp or seal, this the 14th day of May, 2018.


Notary Public

My Commission Expires: 12-20-2022

Lisa B. Ferrell

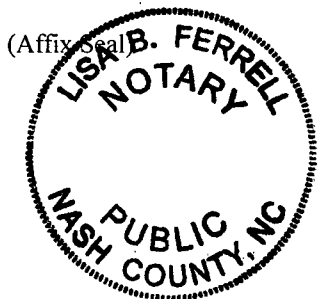


EXHIBIT A

Being all of Parcel 12 containing 73.803 acres as shown on a plat entitled "Survey for Jones Heirs Land Division Trust", a copy of which is recorded in Book of Maps 1997, Page 60, Wake County Registry.

Less and except Lot 1 containing 23.704 acres and Lot 2 containing 12.246 acres as shown on a plat entitled "A Subdivision for Bennett Properties, LLC", a copy of which is recorded in Book of Maps 2002, Page 1457, Wake County Registry.

And further less and except Tract 1 containing 2.844 acres as shown on a plat entitled "Subdivison Plat for Town of Wake Forest) a copy of which is recorded in Book of Maps 2005, Page 2486, Wake County Registry.

And further less and except all of the property taken in fee simple by the State of North Carolina Department of Transportation for the construction of the NC Highway 98 Bypass as described in the Judgment which is recorded in Book 11313, Page 362, Wake County Registry.

And further less and except all of that 3.942 acre parcel referenced as Tract 2 in Book of Maps 2006, Page 1251, Wake County Registry, being a portion of that parcel of land conveyed to Bennett Properties, LLC by deed recorded in Deed Book 8652, Page 2481, Wake County Registry; Assigned Wake County Tax Id# 338326, Property Address: 0 Capital BLVD.



BOOK:017125 PAGE:01536 - 01540



Please retain yellow trailer page

It is part of the recorded document and must be submitted with the original for re-recording.

Charles P. Gilliam

Register of Deeds

Wake County Justice Center
300 South Salisbury Street, Suite 1700
Raleigh, NC 27601

☐ New Time Stamp

☐ \$25 Non-Standard Fee

☐ Additional Document Fee

☐ Additional Reference Fee

This Customer Group

_____ # of Excessive Entities

_____ # of Time Stamps Needed

This Document

_____ 5 # of Pages

P5B

Consistency Statement of the Wake Forest Board of Commissioners Pursuant to G.S. 160D-605 Addressing Action on RZ-18-15: Grove 98 PUD Amendment #4

The Wake Forest Board of Commissioners finds that RZ-18-15 is inconsistent with the Wake Forest Comprehensive Plan. The Wake Forest Board of Commissioners finds that approval of the requested Grove 98 PUD Amendment #4 is not reasonable nor in the public interest for the following reasons:

1. The proposed amendment is inconsistent with Community Plan direction for surface parking location in relation to buildings in Corridor Commercial areas.
2. The proposed zoning district is inconsistent with Community Plan direction for Commercial and Industrial areas, Area 5, with respect to building visibility and surface parking location in relation to buildings.

GROVE 98 PLANNED UNIT DEVELOPMENT (PUD) RZ-18-15

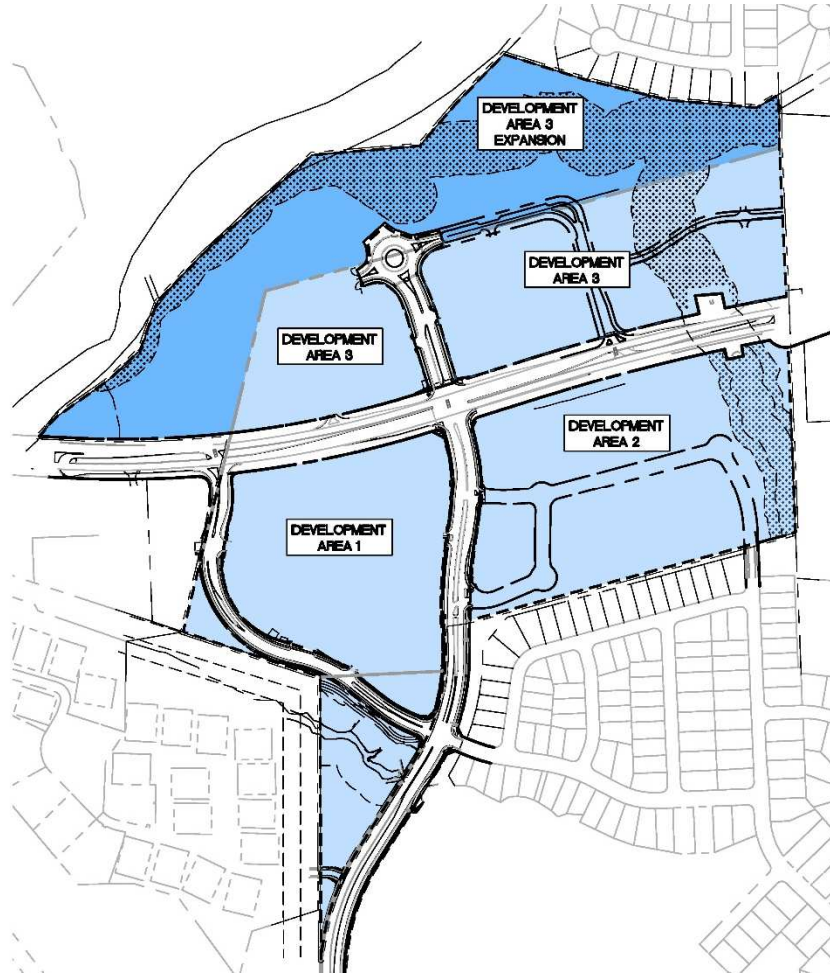
TOWN OF WAKE FOREST, NORTH CAROLINA

INITIAL SUBMITTAL DATE: SEPTEMBER 4TH, 2018

PUD APPROVAL DATE: MARCH 19TH, 2019

PUD AMENDMENT APPROVALS #1-#3: 11/3/2020, 3/30/2021, 7/17/2023

PUD AMENDMENT #4: MAY 22, 2024 (INITIAL SUBMITTAL) / JULY 25, 2025 (CURRENT SUBMITTAL #3)



Applicant:

Wegmans Food Markets, Inc
1500 Brooks Ave
Rochester, NY 14624

Developer:

Wegmans Food Markets, Inc
1500 Brooks Ave
Rochester, NY 14624

Prepared By:

Bolton & Menk, Inc
418 S. Dawson St
Raleigh, NC 27601

Section 1: Table of Contents

Section 1: Table of Contents

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Section 3: Project Data

Section 4: PUD Intent and Compatibility Statement

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6.1 – District Provisions

6.2 – Transportation and Access

6.3 – Architectural Standards

6.4 – Environmental Conditions and Stormwater

6.5 – Buffers, Landscape, and Screening

6.6 – Parking and Loading

6.7 – Lighting

6.8 – Signage

Section 7:

Section 7.1 - Appendix A *(all maps are scaled-to-fit report, see full-size set)*

- Architectural Design Guidelines
- Wegmans Elevations (scaled-to-fit, see full-size drawing)
- Signage Design Guidelines / Key Map
- RZ-1.0 – Land Use Plan (scaled-to-fit, see full-size drawing)
- RZ-2.0 – PUD Connectivity and Utilities Plan (scaled-to-fit, see full-size drawing)
- RZ-3.0 – Buffers and Open Space Plan (scaled-to-fit, see full-size drawing)
- Proposed Multi-Use Path Split 30' Buffer (reference PUD Section 6.5)

Note: PDFs of Materials Board, Schematic Floor Plan, TIA Comments, TOWF-approved Master Plan (2/15/19), and applicable full-size drawings referenced in the appendix are attached to re-submittal package in IDT.

Section 7.2 - Appendix B *(Wegmans Parking Expansion)*

Section 2: Vicinity Map

2.1 – General Location

The Grove 98 Planned Unit Development (previously noted as the “Forbes PUD”) is located east of the interchange of US Highway 1 (Capital Boulevard) and NC Highway 98 (Dr. Calvin Jones Highway), and is situated approximately two miles southwest of Historic Downtown Wake Forest. The total project area includes 64.33 current acres, an additional 25.45 proposed acres, for a total of 89.78 net acres (see RZ-1.0 and Table 5.2). The property is situated both on the north and south sides of Highway 98, and will be bisected by Ligon Mill Road, a future north-south corridor extension. The site is within proximity to Richland Creek to the northwest and three residential neighborhoods – Siena to the northeast, Reynolds Mill to the southeast, and Villas of Wake Forest to the southwest. Construction of a 100K SF Wegmans Food Market is currently under way in the southwest quadrant (Development Area #1, see Section 5), and the remaining land is currently undeveloped and has previously been used as a borrow site for the construction of Highway 98.

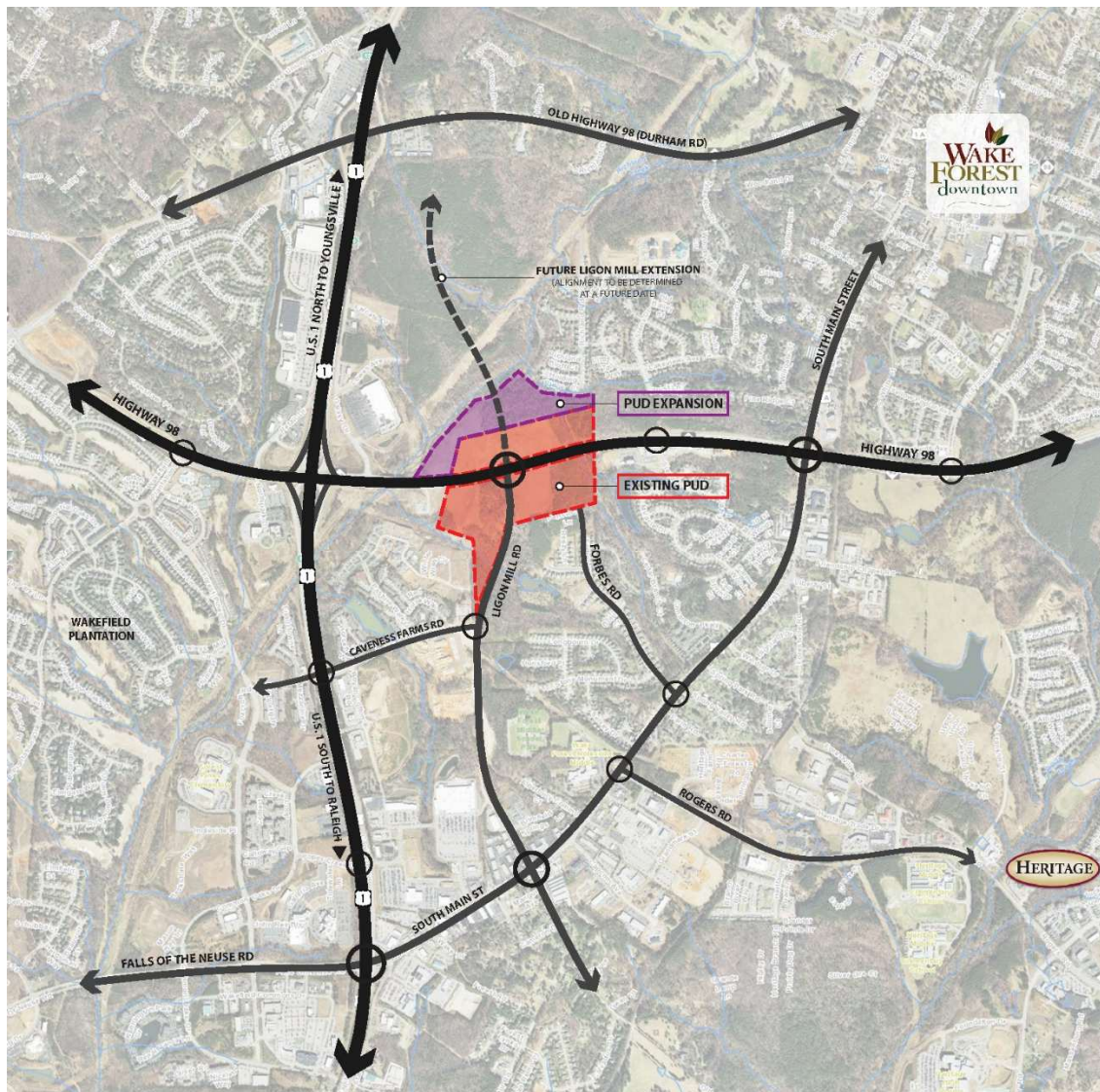


Figure 2.1 – Vicinity Map

Section 3: Project Data

Project Name:	Grove 98 PUD
Project Location:	Highway 98 and Ligon Mill Road, Wake Forest NC
Developer:	Wegmans Food Markets, Inc. 1500 Brooks Ave, PO Box 30844 Rochester, NY 14603-0844
Prepared By:	Bolton & Menk, Inc. 418 S. Dawson St Raleigh, NC 27601 (Initial PUD/Amendments prepared by ColeJenest & Stone, Raleigh, NC)
Current Zoning Designation:	Planned Unit Development (PUD RZ-18-15) and Neighborhood Mixed-Use (NMX CD RZ-19-06)
Overlay Districts:	Dr. Calvin Hones Highway Special Highway Overlay District (SH2-O) Richland Creek Watershed Protection Overlay District (RC-WMA)
Current Property Ownership and PINs:	<u>PINs: 1830865681 and 1830850298</u> Wegmans Food Markets, Inc. PO Box 30844 Rochester, NY 14603-0844 <u>PIN: 1830872437</u> Wake Forest Holdings, LLC 12229 Dunard Street Raleigh, NC 27614-6930
Project Gross Area¹:	4,192,650 SF / 96.25 Acres
Net Area following R/W Dedication:	3,910,817 SF / 89.78 Acres
Minimum Open Space:	628,897.5 SF / 14.44 Acres (15% of gross acreage)
Minimum Park Space:	83,853 SF / 1.93 Acres (2% of gross acreage)
Maximum Impervious Coverage:	2,149,306 SF / 49.34 Acres (70% of net project area)

¹Including Ligon Mill Road current and future right-of-way dedication areas

Section 4: PUD Intent & Compatibility Statement

Overall Purpose:

The Grove 98 Planned Unit Development Concept intends to provide a compatible mix of uses to create an integrated and sustainable development consistent with the Town of Wake Forest's unique character. Consisting of both residential housing opportunities and non-residential uses (commercial, retail, office), the district shall encourage design flexibility, connectivity between uses, sensitivity to natural resources, and facilitate the efficient provisions of infrastructure, utilities, and adequate public amenities.

Compatibility with Current Town of Wake Forest Plans:

The design criteria set by the Grove 98 PUD ensures compatibility with a number of existing Town of Wake Forest documents and plans aimed at ensuring future sustainable growth and community-oriented development. Adherence to the well-established parameters and design guidelines set in the Wake Forest Unified Development Ordinance (UDO) is of critical importance and will remain consistent with the PUD guidelines set in Section 2 of the Ordinance (District Provisions). In the specific cases in which the PUD is seeking flexibility from other districts described in the UDO, the overall design intent of the criteria will be maintained – these variations are outlined in more detail in PUD Section 6.

There are several common themes reinforced in existing plans such as the Wake Forest Community Plan (2009), Transportation Plan (2010), Open Space and Greenways Plan (2009), US-1 Corridor Plan (1999) and NC 98 Bypass Corridor Plan (2003) in which the PUD will remain consistent with. These themes include:

- Promote a compact, walkable community
- Use streets no wider than necessary to serve their intended purpose
- Implement higher-density housing in close proximity of opportunities for working, shopping, and playing
- Encourage conservation of remaining open spaces through higher-density development
- Establish strong pedestrian and bicyclist connectivity to adjacent uses
- Maintain the regional traffic flow along US-1 (Capital Blvd) and enhance the regional flow, connectivity, and development pattern along Highway 98.
- Preserve and enhance the visual quality of the main traffic corridors

Section 5: Land Use Plan

5.1 – Overall Land Use Map

The plan illustrated below indicates the general location and proposed land uses of three (3) Development Areas (DA). The current PUD Amendment requests the incorporation of 25.45 acres currently zoned as Neighborhood Mixed-Use (NMX CD 19-06, owned by Wake Forest Holdings, LLC, PIN: 1830872437) to be rezoned as the PUD zoning classification and incorporated as a continuous tract of the Grove 98 PUD.

This expanded and rezoned parcel is labeled in the diagram below (represented by the dark blue color). Reference Table 5.2 and the associated full-scale drawings (Sheets RZ-1.0, RZ-2.0, and RZ-3.0) for additional details regarding site/quadrant acreage, proposed circulation, utility connections, open space, buffers, parks, etc. The following Table 5.2 indicates the maximum areas/densities by land use and other primary development standards that will apply to the PUD.

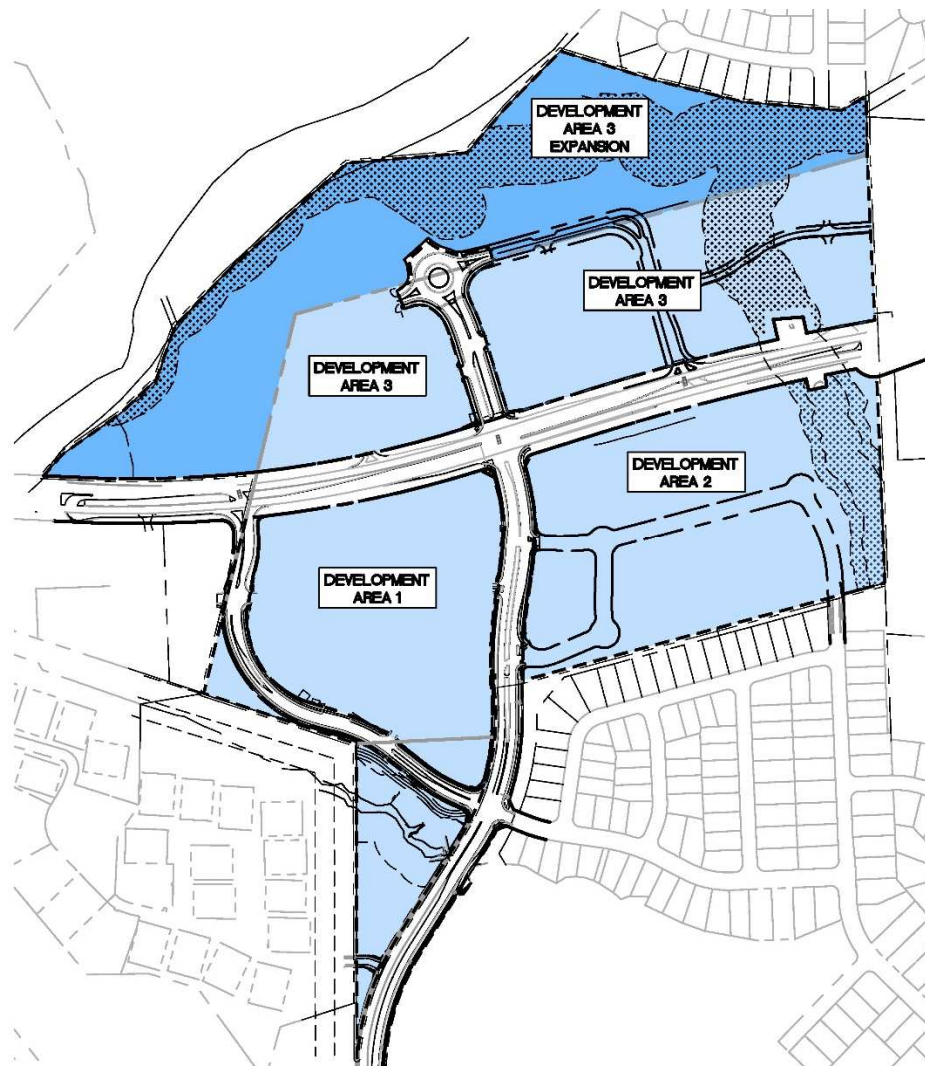


Figure 5.1 – Overall Land Use Map (see Sheet RZ-1.0 and matrix on following page for additional detail)

5.2 – Primary Development Standards Matrix

The following chart indicates the principal Development Standards for each of the development areas as indicated in Section 5.1. Additional design criteria are described in Section 6.

DEVELOPMENT AREA	1	2	3	
	Southwest Quadrant	Southeast Quadrant	North Area	TOTALS
SITE AREA (CURRENT AC) ¹	20.51	20.85	22.97	64.33
ADDITIONAL ACRES(PROPOSED AC) ¹	N/A	N/A	25.45	25.45
NET SITE AREA (PROPOSED AC) ¹	20.51	20.85	48.42	89.78
LAND USE	MIXED-USE			
MIXED-USE SF MIN ²	180K SF			180K SF
MIXED-USE SF MAX ²	225K SF ⁴	250K SF		475K SF
RESIDENTIAL UNITS	50 UNITS ⁵ MAX.	150 UNITS MIN. – 630 UNITS MAX.		150 MIN-680 MAX. UNITS
MAXIMUM M/U BUILDING HEIGHT	60' ³	60'	60'	
MAXIMUM RESIDENTIAL BUILDING HEIGHT	60'	60'	60'	
MAXIMUM IMPERVIOUS RATIO	70% (HIGH IMPERVIOUS OPTION)			
OPEN SPACE ACRES (MIN 15%)	14.44 AC, SEE RZ-1.0/RZ-3.0			
PARK SPACE ACRES (MIN 2%)	1.93 AC, SEE RZ-1.0/RZ-3.0			
PRINCIPAL BUILDING SETBACKS ⁶				
FRONT SETBACK	10' MIN	10' MIN	10' MIN	
STREET SIDE/SECONDARY FRONT SETBACK	5' MIN	5' MIN	5' MIN	
SIDE (FROM ADJACENT LOT) SETBACK	5' MIN	5' MIN	5' MIN	
REAR SETBACK	20' MIN	20' MIN OR 5' MIN WITH ALLEY	20' MIN OR 5' MIN WITH ALLEY	
COMMERCIAL AND TOWNHOME/MULTIFAMILY INTERIOR LOT LINES	0'	0'	0'	
FRONTAGE BUILDOUT	N/A	N/A	N/A	

¹ Not including Highway 98 and Ligon Mill Road right-of-way dedication area within existing PUD, reference sheet RZ-1.0

² "Mixed-Use" includes Retail, Commercial, Hotel, and/or Office Uses

³ Maximum building height for the Southwest Quadrant does not include height calculation for the proposed Clock Tower, see clarification of UDO Section 6, pg. 13.

⁴ Southwest Quadrant is allocated 225,000 SF of the 475,000 SF maximum allowable mixed-use space

⁵ Southwest Quadrant is allocated 50 residential units of the 680 maximum allowable residential units

⁶ When lots utilize the open space frontage, front setbacks shall be measured from the open space. Lot frontages are permitted either from street or common open space when enhanced with amenities or special features as defined in UDO Chapter 7.

Table 5.2 – Primary Development Standards Matrix

2.2 – Estimated Phasing Plan and Development Schedule

Approximated Development Schedule of the Phases are indicated below (dates shown are preliminary, subject to change, and may vary based on permitting timelines, construction timelines, land uses, product types/densities, etc.):

- **Phase 1**
 - Design: 2018 - 2021
 - Construction: 1st Quarter 2020-2023
 - Improvements include: Development of southern parcels, Highway 98 Improvements, Ligon Mill Rd (south of Hwy 98), and Forbes Grove Way (previously noted as “Road AA”)
- **Phase 2**
 - Design: 2018-2021
 - Construction: 2021-2023
 - Improvements include: Development of northern parcels, Ligon Mill Rd (north of Hwy 98), other public rights-of-way north of Hwy 98

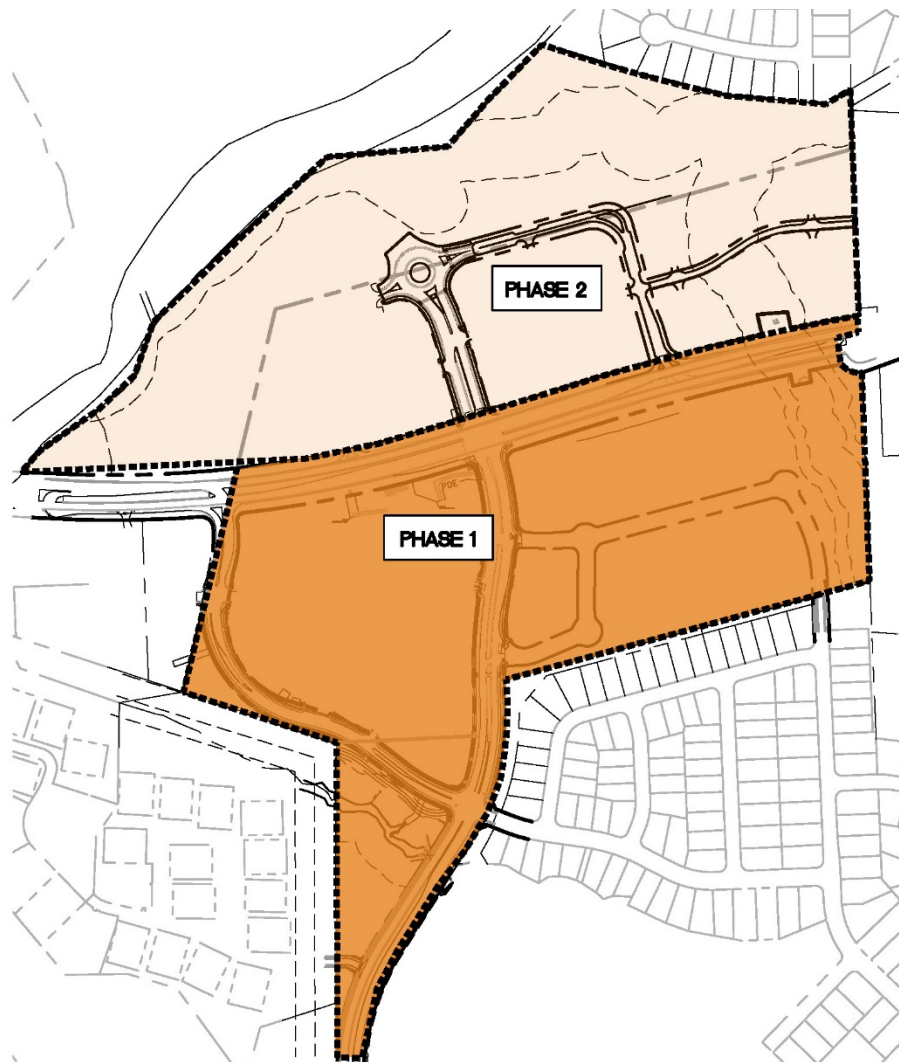


Figure 5.3 – Phasing Plan

2.3 – Permitted Use Matrix

The following chart indicates permitted land uses within the PUD, consistent with the minimum standards and restrictions of Section 2.3.3 of the Town of Wake Forest UDO, as indicated in *Chart 5.4* below. The chart includes uses that are permitted (P), permitted with additional supplemental standards (PS), or require a special use permit (SUP), or uses that are not permitted (-). See UDO Section 2.3.2 for additional clarification of the interpretation of the use matrix.

DEVELOPMENT AREA	1	2	3
	Southwest Quadrant	Southeast Quadrant	North Area
Dwelling - Townhome	P	P	P
Dwelling - Multifamily	P	P	P
Dwelling - Accessory	P	PS	PS
Family Care Home (6 or fewer residents)	P	PS	PS
Live-Work Units	P	P	P
Residential Care Facilities (More than 6 residents)	PS	PS	PS
B. LODGING			
Hotel/Inn (Less than 20 rooms)	P	P	P
Hotel/Inn (No room limit)	P	P	P
C. OFFICE/SERVICE			
ATM	P	P	P
Banks, Credit Unions, Financial Services	P	P	P
Business Support Services	P	P	P
Dry Cleaning & Laundry Services	P	P	P
Home Occupation	P	P	P
Medical Clinic	P	P	P
Personal Services	P	P	P
Post Office	P	P	P
Professional Services	P	P	P
Veterinary Services	PS	PS	PS
D. COMMERCIAL/ENTERTAINMENT			
Alcoholic Beverage Sales Store	P	P	P
Amusements, Indoor	P	P	P
Bar/Tavern	P	P	P
General Commercial	P	P	P
General Commercial - Use Greater than 100,000 sf	P	P	P
Night Club	P	P	P
Open Air Retail	P	P	P
Outside or Display Sales	P	PS	PS
Restaurant	P	P	P
Theater, Indoor Movie or Live Performance	P	P	P

Theater, Outdoor	PS	PS	PS
E. CIVIC			
Civic Meeting Facilities	P	P	P
Community or Cultural Facility	P	P	P
Conference/Convention Center	P	P	P
Public Safety Station	P	P	P
Recreation Facilities, Indoor	P	P	P
Recreation Facilities, Outdoor	P	P	P
Religious Institution	PS	PS	PS
Sports Arena/Stadium	SUP	SUP	SUP
F. EDUCATIONAL/INSTITUTIONAL			
Child/Adult Day Care Home (8 or less persons)	P	P	P
Child/Adult Day Care Home (more than 8 persons)	PS	PS	PS
College/University	SUP	SUP	SUP
Community Support Facility	SUP	SUP	SUP
Hospital	P	P	P
Schools - Elementary & Secondary	P	PS	PS
Schools - Vocational/Technical	P	P	P
Studio - Art, Dance, Martial Arts, Music	P	P	P
G. AUTOMOTIVE			
Drive-Thru/Drive-In Facility	SUP	SUP	SUP
Gas/Fueling Station	PS	PS	PS
Parking Lot/Structure - Principal Use	P	P	P
Vehicle Services - Minor Maintenance/Repair	PS	PS	PS
H. INDUSTRY/WHOLESALE/STORAGE			
Light Manufacturing Workshops	P	P	P
I. AGRICULTURE			
Gardens (Community and Private)	P	P	P
Produce Stands	PS	PS	PS
J. INFRASTRUCTURE			
Wireless Telecommunications Tower	SUP	SUP	SUP
Wireless Telecommunications Facility (Non-Tower)	PS	PS	PS
Utilities - Class 1	P	P	P
Utilities - Class 2	P	P	P

Table 5.4 – Permitted Use Matrix

Section 6: PUD Design Criteria

6.1 – District Provisions

The Grove 98 PUD will adhere to all sections of Chapter 2 (District Provisions) of the UDO relating to the PUD-related sections per the recently-adopted Text Amendment. All design criteria will adhere to the PUD standards as outlined in UDO Section 2.7, with specific development standards and associated metrics described in the following categories corresponding to the UDO. The proposed Permitted Use Matrix can be found in this document, PUD Section 5.4. As noted in UDO Sec. 4.1, the PUD District is intended to “create its own lot, use, and dimensional design standards, as long as they are of equal or greater quality to the standards set forth.”

6.2 – Transportation and Access

The final build-out of the Grove 98 PUD will include a variety of internal street classifications, as defined in UDO Section 6.7 which may range from a Commercial Street, Urban Boulevard, Large Residential Street, Residential Yield Street, Lane, or Alley. However, the current PUD framework only indicates the major thoroughfares and proposed public rights-of-way at this time (see drawing sheet RZ-2.0 for reference, roadway alignments and control of access break locations/quantities are conceptual and subject to change). Final cross-sections to be determined at time of Major Subdivision Master Plan submittal. The two known categories of streets within Development Area 1 include:

- Ligon Mill Road (**South of Highway 98**) – There are three (3) typical cross-sections of Ligon Mill Road as follows:
 - 1) Ligon Mill Road from Highway 98 to Multi-Use Path Connection – 100’-width right-of-way (variable in some locations, see approved plans), consistent with both the cross-section indicated in the current Town of Wake Forest Transportation Plan (2010) and the “Urban Boulevard” in UDO Section 6.7.2.B with 4 lanes of traffic, a central median, sidewalk, planting strip, and bike lane on both sides of the road (see sheet C-205 of Master Plan for section).
 - 2) Ligon Mill Road at Multi-Use Path – 100’-width right-of-way (variable in some locations, see approved plans), same cross section as described above, but with a reduced planting strip of a 2.5’-width to accommodate for the 10’-width Multi-Use Path on the east side of the road. TOWF has confirmed that street trees will not be required within this zone road (see sheet C-205 of Master Plan for section).
 - 3) Ligon Mill Road south of Reynolds Mill Road – 100’-width right-of-way (variable in some locations, see approved plans), with 4 lanes of traffic, a central median, sidewalk, planting strip, and bike lane on both sides of the road, but with slightly revised planting strip/lane widths to accommodate for the current location of the R/W and existing curb road (see sheet C-205 of Master Plan for section).
 - 4) The planned Ligon Mill Road extension (**North of Highway 98**) will include construction of 110’ right of way on the property PIN: 1830786176. Prior to approval of site construction plans for development on parcel PIN: 1830872437, the developer agrees to the parameters set forth in the Grove 98 PUD RZ-18-15-2 Text Amendment #2 Conditions Letter dated March 29, 2021 (see attached to Appendix A)
- Other public rights-of-way internal to the PUD (Forbes Grove Way) – a variable-width right-of-way with a minimum 66’ width to include 2 lanes of traffic, a median, sidewalk on both sides of the road, and landscape strip, increasing to an 80’ right-of-way approaching the control of access break at Highway 98 (reference approved plans). These will be generally consistent with elements of the “Avenue” (6.7.2.C)

and/or “Commercial Street” (6.7.2.D), however the applicant requests exceptions to these exact design parameters in cases which the public right-of-way serves as a general collector road and not a significant means of access to neighborhoods and commercial areas. **Forbes Grove Way shall include four (4) vehicular access points (also reference PUD Circulation & Utilities Plan, pg 22):**

- Primary entry drive aisle approximately 300’ south of Highway 98
 - Secondary entry approximately 350’ west of Ligon Mill Road
 - Loading/service entry approximately 540’ west of Ligon Mill Road
 - A secondary driveway cut (right-out only) approximately 610’ south of Highway 98 to be utilized as an exit for employee-only parking with a southbound one-way parking condition, to be developed in accordance with **Section 7.2, Appendix B.**
- A multi-use path, to be designed to the Town of Wake Forest required cross-section, is proposed to be created from the existing termination of the multi-use path at the Corporate Chaplain property to the east of the site, across the stream buffer, and through Development Area 2 (SE Quadrant) and Development Area 1 (SW Quadrant), with an *approximate* alignment as indicated in sheet RZ-2.0 (final alignment and location is subject to change). This path is proposed to be in lieu of a multi-use path on the south side of Highway 98 (as indicated in the Highway 98 Bypass Corridor Plan, 2003) as an alternative that provides a safer and more dynamic pedestrian experience and provides additional opportunities for on-site and off-site connectivity. Furthermore, this alignment near the rear setback is consistent with built properties to the east of the site between Ligon Mill Rd. and S. Main Street. The multi-use path is proposed to continue south on Ligon Mill and into the outer 50’ riparian zone of the stream buffer to continue to the terminus of the property boundary to connect to a proposed future greenway connection (see RZ-2.0 for potential location, subject to change and final approval of alignment from TOWF).
- A multi-use path is also planned for the PUD areas north of Highway 98 (Development Areas 3 and 4). Reference multi-use path parameters set forth in the Grove 98 PUD RZ-18-15-2 Text Amendment #2 Conditions Letter dated March 29, 2021 (see attached to Appendix A). As with the southern MUP, the location of this pathway is subject to change and may run partially along the edge of Highway 98 and/or within the development quadrants (see RZ-2.0 and for potential location, subject to change and final approval of alignment from TOWF).
- UDO Section 6.5.1.C defines minimum and maximum block lengths for both Rural/Suburban Districts (min. 250’, max. 800’) and Urban Districts (min. 250’, max 800’). While the PUD is classified as an Urban District, it will contain street networks and parcels that are not consistent with a conventional “block” layout. Accordingly, the applicant requests an exemption from adhering to the required block length requirements in UDO Section 6.5.1.C.
- A road connection is proposed from the existing stub of Forbes Road (public R/W) at the southeast corner of the site near the Reynolds Mill Subdivision to extend to Ligon Mill Road. Because the development patterns of Development Area 2 (SE Quadrant) have not been established, the alignment and final location of this connection, any associated driveway cut locations, and the associated street typology has yet to be determined.
- NCDOT and TOWF/WSP have commented on the current TIA, these responses have been attached to the most recent resubmittal package (2/15/19), along with a traffic circulation diagram representing the recommended revisions (additional right-turn-only lanes, additional stacking, etc.). These pending revisions are not final and have not yet been reflected in the PUD/MP drawings (confirmed with Planning Staff that this is acceptable).

- Regarding the connection to Richland Ridge Drive, Prior to approval of site construction plans for development on parcel PIN: 1830872437, the developer agrees to the parameters set forth in the *Grove 98 PUD RZ-18-15-2 Text Amendment #2 Conditions Letter* dated March 29, 2021 (see attached to Appendix)

6.3 – Architectural Standards

The Grove 98 PUD will be subject to, and will meet or exceed all requirements of UDO Chapter 5 – Building Design Standards, with the design criteria and minimal variations as described below and in Section 7: Appendix A.

- **See Architectural Guidelines in Section 7: Appendix A. Elevations, Materials Board, and Schematic Floor Plan attached to resubmittal package.**
- Applicant requests a deviation from UDO Section 5.2.1 (Application of Building Type Requirements) and UDO Section 15.8.5 (Architectural Design Review – Major) and the associated Design Review Board approval process.
- UDO Section 5.3 defines the multiple classifications of Private Frontage for the Urban Districts, with the PUD District undefined in UDO Table 2.2.3. To allow for the greatest design flexibility within the higher-density areas of the Grove 98 PUD, the applicant requests that all Private Frontage categories are permitted (Common Lawn, Porch & Fence, Terrace or Light Court, Forecourt, Stoop, Shopfront/Awning, Gallery, and Arcade).
- Note: Per recommendations and coordination with TOWF Staff, the clock tower has been reduced from 84’9” to 74’0” above finish floor, see Architectural Elevations for details.

6.4 – Environmental Conditions and Stormwater

The Grove 98 PUD will be subject to, and will meet or exceed all requirements of Chapter 12 of the TOWF UDO, including:

- Compliance with the current regulatory standards of the UDO related to natural resource and environmental protection (Sec 12.3 Erosion and Sedimentation Control Regulations, 12.4 Flood Damage Prevention, 12.5 Stormwater Management, 12.6 Watershed Protection Regulations, and 12.7 Watercourse (Riparian Buffer Areas) and the Wake Forest Manual of Specifications, Standards & Design.
- By utilizing various stormwater control measures (wet ponds, dry ponds, sand filters, constructed wetlands, and/or underground detention, etc.), the post-development rate of on-site stormwater discharge from the entire site shall not exceed pre-development levels in accordance with Section 12.5.3 of the UDO (this cannot be demonstrated with specific calculations at this time until the PUD Master Plan has been completed)
- The site falls within the Richland Creek Watershed Management Area (RC-WMA), as defined in UDO Section 12.6. In compliance with the associated restrictions, the PUD will not exceed 70% impervious coverage (High Impervious Option). Furthermore, the watercourse buffer of the two perennial streams on site (within Development Areas 1, 2, and 3) will be subject to a 100’-width Zone 1 buffer from the top of bank. These streams were confirmed to have a perennial classification in the Environmental Assessment completed in December of 2017.

6.5 – Buffers, Landscape, and Screening

The Grove 98 PUD will be subject to, and will meet or exceed the majority of the requirements of UDO Chapter 8 – Tree Protection, Buffers, and Landscaping, and Screening, with minor exceptions as noted below (also see drawing sheet RZ-3.0 for additional details):

- **Highway 98 Corridor Plans**
 - The Highway 98 Bypass Corridor Plan (2003) outlines restrictions regarding screening/landscape requirements of buffers and screening, many of which are more restrictive in nature than the design parameters outlined in the current UDO. These include guidelines outlined in the “Street Edge Oaks” area (which includes NC 98) which include:
 - 25’-width street yards with double-rows of deciduous trees with evergreen hedges at parking areas
 - 6 SF of landscape area per linear foot of building façade and other landscape area requirements
 - For loading/service areas, solid walls or evergreen plantings sufficient to hide the total vertical extent of the element to be screened and a 15’-width landscape area in addition to the 25’ street yard in service and loading areas.
 - All attempts will be made to meet the screening/landscape requirements of the Highway 98 Bypass Corridor where possible, but the applicant requests flexibility from adhering to all Highway 98 Corridor Plan standards due to their highly-restrictive nature (also see PUD Section 6.6 for Highway 98 Corridor Plan reference relating to Parking).
- **Unimproved Open Space and Park Space:**
 - All minimum requirements for Unimproved Open Space and Park Space will be met
 - A minimum of 15% (14.44 ac) of Unimproved Open Space will be provided. This will consist of conserved riparian buffers (100’ buffer from top of bank on two perennial streams), street yard and perimeter buffers, tree save areas, and utility easements, as indicated in UDO Section 7.4.2. See Drawing sheet RZ-3.0 for preliminary locations (final locations to be determined).
 - A minimum of 2% (1.93 ac) of Neighborhood Park Space will be provided, as defined in UDO Section 7.5. The final location of these area(s) is yet to be determined, but may consist of additional greenway corridor(s) along the stream buffers and/or public pocket park(s) (“Green” or “Square” category per UDO Sec 7.5.1) adjacent to the residential development areas. Potential general locations are noted on drawing sheet RZ-3.0 in areas that will be adjacent to residential uses. A neighborhood park space will be provided in each residential area within the PUD boundaries. Final conceptual design to be indicated at the time of Major Subdivision/Site Master Plan submittal.
- **Tree Canopy Coverage**
 - A minimum canopy coverage of 2 canopy trees per 5,000 SF of parcel area, OR 1 canopy tree and 1 understory tree per 4,000 SF of parcel area, as defined in UDO Section 8.3.1, Rural and Suburban Districts within Development Area 1 (SW Quadrant).
 - A minimum canopy coverage of 1 canopy per 10,000 SF of parcel area for Development Areas 2, 3, and 4.
 - Existing vegetation will be retained in all areas possible, with specific attention paid to significant vegetation (8” caliper trees and above) that currently lies within proposed areas for street yard and/or perimeter buffers as credit for Tree Preservation, per UDO Section 8.4.
 - Street trees will meet all requirements of UDO Section 8.6 (1 canopy tree per 50 linear feet of planting area, minimum 30’ canopy tree spacing, etc.)
- **Street Yard and Perimeter Buffers**

- While the Grove 98 PUD is defined as an “Urban District,” it will consist of Buffer Yards that exceed the requirements of other Urban Districts (UR, RMX, NMX, UMX, etc.) of a Type C Buffer or no buffer, per UDO Section 8.5.2. Perimeter yard buffers (other than those along Highway 98, described below) will instead consist of a minimum 20’-width Type B landscape buffer that meets the requirements of UDO Section 8.5.3 – Buffer Yard Composition.
- Grading and disturbance within the perimeter Buffer Yard locations that results in the removal of existing vegetation will be re-established per the requirements of UDO Section 8.5.3 – Buffer Yard Composition.
- The Grove 98 PUD lies within the Special Highway Overlay District (SH2-O), as defined in UDO Sec. 2.4.3. This overlay requires a 50’ average Street Yard width to help preserve natural vegetation. This specific site where the PUD lies, however, contains very limited vegetation with minimal conservation value along the Highway 98 Corridor. Acceptable alternative standards to landscape and buffering are allowed for PUD districts within the SH2-O District per UDO Sec. 2.4.3.B. The applicant requests approval for the following alternative:
 - Along the north and south edges of Highway 98, the PUD will consist of a minimum 30’-width Type B landscape buffer that meets the intent of UDO Section 8.5 – Buffers and Screening.
 - If any portions of the planned multi-use path (MUP) in Development Areas 2 and 3, ~~and 4~~ (as described in PUD Section 6.2) are to run adjacent to Highway 98, the applicant requests approval to incorporate the 10’ MUP *within* the 30’ buffer, as illustrated in the conceptual detail located in the attached Appendix A section (final species selection and location/spacing of planting shown in conceptual detail is subject to change). The buffer will meet or exceed the minimum TOWF planting requirements per UDO Section 8.5.
- **Vehicular Use Area and Utility Screening**
 - All Parking Lot landscape requirements will be met, as defined in UDO Section 8.7.2.
 - All off-street parking, loading, service areas, and dumpster/utilities visible from a public right-of-way will be screened to be consistent with at least the minimum parameters contained in UDO Section 8.7.1. and 8.8,
 - It is anticipated that dumpsters, outdoor storage areas, and utility structures within the service area of Development Area 1 will not have structured enclosures, but will instead exceed the minimum requirements outlined in Section 8 by the use of supplemental evergreen plant material beyond the base requirements. Within the PUD, the intent of screening of parking, loading, service areas, and utilities is to diminish the visual impact from the view of the public right-of-way, with consideration of the distance building(s) from public rights-of-way and site conditions (e.g. significant elevation changes in site and roadway grades and associated viewsheds).

6.6 – Parking and Loading

The Grove 98 PUD will be subject to, and will meet or exceed all requirements of UDO Chapter 9 – Parking, with the exception of the following items:

- Permitted Parking Configurations are currently undefined for PUD Districts, per UDO Section 9.3 – Permitted Parking Locations. The applicant requests the Unrestricted (U) parking configuration for all Development Areas and uses to allow for design flexibility in key locations. However, the design intent of the majority of parking locations will avoid the use of Unrestricted configurations where possible. All

practicable efforts will be made to minimize or eliminate off-street parking between public rights-of-way and building frontage to adhere to generally-accepted urban design best practices (pedestrian-friendly streetscapes with a building street presence).

- The open space between the western edge of the Wegmans building and Forbes Grove Way may be developed for parking only if it is in accordance with Appendix B.
- All buildings will be set back a minimum of ten feet (10') from parking locations to adhere to UDO Section 9.5.1.C (Parking Area General Design Standards) which states that *"Parking stalls shall be located a minimum of 10' from public rights-of-way and buildings to allow sufficient separation for sidewalks, landscaping and other site features."*
- The applicant requests a minor deviation from the requirement that all attached townhomes are alley-loaded (per UDO Chapter 9): The applicant requests that a maximum of 20% of attached townhomes can be front-loaded, with a minimum of 80% of attached townhomes to be alley-loaded. The overall design intent will still be maintained as the vast majority of townhomes will be alley-loaded, but this allows for greater flexibility in the street layout and product type, if necessary.
- The applicant requests a deviation from the off-street parking requirements as outlined in UDO Sec. 9.4, Schedule "A". In place of the 1.8 spaces/unit requirement for "Dwelling – Townhome & Multifamily", the applicant requests a requirement of 1.6 spaces/unit. This request only pertains to off-street parking within Multi-Family (Traditional Apartment) areas and does not pertain to any potentially-planned 2-over-2 condominium or townhome areas. Justification for this request is as follows:
 - A reduction in parking/impervious area will allow for increased density while preserving additional open space/pervious area, and will enable a more compact, walkable development pattern.
 - The network of pedestrian connectivity and access proposed, including multi-use paths, sidewalks on both sides of the street, and close proximity to a mix of land uses, amenities, and open spaces encourages walkability and reduces the reliance of vehicular uses.
 - These goals of connectivity and walkability align with the purpose and intent of the PUD and are compatible with the Town of Wake Forest development plans as outlined on Page 5.
 - The current requirement of 1.8 spaces per unit does not accommodate for the variation of unit size (bedroom count) distribution within multi-family developments:
 - The final unit size distribution of the Grove 98 multi-family sections has not been determined, however there will be a significantly-higher proportion of 1 and 2-bedroom units than 3-bedroom units. The weighted distribution of smaller-sized units results in a reduced parking demand in comparison to a distribution of larger-sized units.
 - As an example, if the unit distribution were 40% 1-BR with a proposed 1.25 spaces/unit ratio, 50% 2-BR with a proposed 1.75 spaces/unit ratio, and 10% 3-BR with a proposed 2.25 spaces/unit ratio, the resulting average ratio would be 1.6 spaces per unit.*

**Note: Parking generation studies using local examples have also been provided to the Planning Department which indicate a demand of ±1.3 parking spaces (or less) per dwelling unit, see case file for additional information.*
- UDO Section 9.4.2.A outlines that if a parking lot exceeds 150 spaces and more than twice the minimum number of spaces, those above this amount will require the installation of pervious paving. Applicant requests a deviation from this requirement and requests that pervious paving will not be required when this metric is exceeded. All stormwater measures to maximize pervious surface elsewhere on site and minimize runoff and peak flow will be met or exceeded, per UDO Section 12.

- **Highway 98 Bypass Corridor Plan**

- The Highway 98 Bypass Corridor Plan (2003) also outlines additional parking restriction requirements of parking lot design/dimensions, which are more restrictive in nature than the design parameters outlined in the current UDO. This include guidelines outlined in the “Street Edge Oaks” area (which includes NC 98) which include:
 - No more than one bay of parking between building façade and street yard (or 20’ planting islands in cases of more than 1 bay of parking)
- All attempts will be made to meet the parking requirements of the Highway 98 Bypass Corridor, but the applicant requests flexibility from adhering to all Highway 98 Corridor Plan standards due to their highly-restrictive nature.

6.7 – Lighting

The Grove 98 PUD will be subject to, and will meet or exceed requirements of UDO Chapter 10 – Lighting, with a minimal exception as described below:

- UDO Section 10.3.2. outlines the District Lighting Standards and maximum lighting levels by area. The maximum footcandles (FC) for parking areas are undefined for PUD Districts, but the Urban Districts (NMX, RA-HC, UMX, etc.) set the limitation at 6 FC for parking areas.
 - Within Development Area 1 only, the applicant requests an increase in the maximum lighting levels within parking areas, internal driveways, and loading dock areas to be eight (8) footcandles.
- Any minimum FC requirements at property lines imposed by UDO Chapter 10 shall not apply to internal property lines within the PUD boundaries.

6.8 – Signage

The Grove 98 PUD will be subject to, and will meet or exceed requirements of UDO Chapter 11 – Signage, with exceptions as described below and in Section 7: Appendix A:

- **See Signage Design Guidelines in Section 7.1: Appendix A**
- The Grove 98 PUD lies within the Special Highway Overlay District (SH2-O), which incorporates specific criteria (in UDO Sec 11.9.1) beyond the other guidelines outlined in UDO Chapter 11 relating to sign area, sign placement, and signage design. While the specific design and placement of the street frontage signage has not yet been established for the PUD, this will be established in a future Master Signage Plan, and the applicant requests future flexibility to bypass the restrictions of the SH2-O requirements outlined in Sec. 11.9.1 if necessary.

Section 7.1: Appendix A

Appendix A includes the following:

- Grove 98 PUD RZ-18-15-2 Text Amendment #2 Conditions (dated 3/29/2021)
- Architectural Design Guidelines
- Wegmans Elevations (scaled-to-fit, see full-size drawing)
- Signage Design Guidelines / Key Map
- RZ-1.0 – Land Use Plan (scaled-to-fit, see full-size drawing)
- RZ-2.0 – PUD Connectivity and Utilities Plan (scaled-to-fit, see full-size drawing)
- RZ-3.0 – Buffers and Open Space Plan (scaled-to-fit, see full-size drawing)
- Proposed Multi-Use Path Split 30' Buffer (reference PUD Section 6.5)

Note: PDFs of Materials Board, Schematic Floor Plan, TIA Comments, TOWF-approved Master Plan (2/15/19), and applicable full-size RZ drawings referenced in the appendix are attached to re-submittal package in IDT.

WEGMANS FOOD MARKETS, INC.
DEVELOPMENT DEPARTMENT
1500 BROOKS AVENUE, BOX 844
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Email: appires@wegmans.com

Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587

29 October 2020

Attention: Ms. Kari Grace

RE: Grove 98 PUD RZ-18-15-1
Text Amendment #1 Conditions

This letter serves as Wegmans' acceptance of the following conditions for the above referenced application:

1. The rezoned parcels are subject to guidelines set forth in the Grove 98 PUD document.
2. Improvements recommended by the Traffic Impact Analysis and comments by the Town of Wake Forest and NCDOT shall be coordinated and constructed per final requirements. Any NCDOT driveway permits, encroachment permits and/or control of access permits will have to be obtained by the applicant from NCDOT and any conditions imposed by NCDOT will have to be met by the applicant.
3. The attached site plan and architectural elevations for the southwest quadrant, as previously approved by the Town of Wake Forest, are a condition of the rezoning. Any future modifications to the previously approved southwest quadrant site master plan and architectural elevations will require an amendment to the original PUD, unless the town Administrator finds the modification to be minor and in keeping with the spirit and intent of the adopted site master plan and elevations.

Thank you.

Respectfully,


Arthur Pires
Wegmans Real Estate Development
Civil / Site Development PM

EC: Beth Middletown (Stiles Corporation)
Jordan Peterson (Colejenet & Stone)
File

March 30, 2021

Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587

Attention: Ms. Kari Grace

Reference: Grove 98 PUD RZ-18-15-2
Text Amendment #2 Conditions

This letter serves as Wake Forest Holdings LLC and Wegmans' acceptance of the following conditions for the above referenced application:

1. The rezoned parcels are subject to guidelines set forth in the Grove 98 PUD document.
2. Pertaining to the future Ligon Mill Road Extension:
 - a. Prior to approval of the site construction plans for development on PIN: 1830872437 (the land corresponding to "Development Area #3 Expansion" on Exhibit Grove 98 PUD-RZ-1.0 currently owned by Wake Forest Holdings, LLC) the developer at such time will agree to:
 - i. Dedicate 110' of right of way for future the Ligon Mill Road Extension up to the PUD boundary as shown on Exhibit Grove 98 PUD-RZ-1.0 at the time of final plat.
 - ii. Commit to completing the grading within the future Ligon Mill Road Extension right of way limits. The new grades within the PUD boundary are to be completed so as to tie into the existing grades of the adjacent property at the northerly property line to minimize excessive fill or cut, as approved by Town of Wake Forest Engineering during construction plan review; however, it is understood that grading shall cease at a location so as not to impact wetland and stream buffers and to allow for an appropriate slope so as not to cause future erosion. Appropriate fill material will be used for the grading and certified by a third-party geotechnical engineer.
 - iii. Provide profiles of the proposed grade from a professional engineer for the road elevations within the PUD and potential bridge elevations outside of the PUD to demonstrate the viability of the grading as proposed. Profiles will be submitted with the site construction plan.
 - iv. Provide temporary construction easements at the time of final plat if necessary.
 - v. Pay a fee in lieu equal to 100% of the cost of the curb and gutter construction for two lanes of the future Ligon Mill Road Extension on PIN: 1830872437 (the land corresponding to "Development Area #3 Expansion" on Exhibit Grove 98 PUD-RZ-1.0) as determined by a sealed estimate from a professional engineer and accepted by Town Staff. Payment shall be provided prior to release of site construction plans.
 - vi. Pay a fee in lieu equal to 100% of the cost to construct a 10' multi-use path (MUPs) on both sides of the future Ligon Mill Road Extension on PIN: 1830872437 (the land corresponding to "Development Area #3 Expansion" on Exhibit Grove 98 PUD-RZ-1.0) as determined by a sealed estimate from a professional engineer and accepted by Town Staff. Payment shall be provided prior to release of site construction plans.
 - vii. Pay a fee in lieu equal to 100% of the cost of trees for the future Ligon Mill Road Extension on PIN: 1830872437 (the land corresponding to "Development Area #3 Expansion" on Exhibit

Grove 98 PUD-RZ-1.0) as determined by a sealed estimate from a professional engineer and accepted by Town Staff. Payment shall be provided prior to release of site construction plans.

viii. Pay a fee in lieu equal to 50% of the cost, as determined by a sealed estimate from a professional engineer and accepted by Town Staff, for compensatory stream and buffer mitigation (if applicable) within the PUD boundary that would otherwise have been required if developer were to construct the future Ligon Mill Road extension to the northerly extents of the PUD boundary. Payment shall be provided prior to release of site construction plans.

b. In consideration of the portion of the Ligon Mill Road extension to be constructed on PIN: 1830786176 (the land corresponding to "Development Area #3 Expansion" on Exhibit Grove 98 PUD-RZ-1.0) and items 2.a.i thru vii. above, no additional fees or construction obligations relating to the future Ligon Mill Road extension shall be required of the developer. All other regular UDO requirements that do not conflict with the provisions of section 2 of this letter shall be met by the developer.

3. Pertaining to the Richland Ridge Drive Connection:

a. Richland Ridge Drive extension is part of the 2019 Comprehensive Transportation Plan. Per UDO Section 6.6.1- when a road is part of the Comprehensive Transportation Plan, it must be platted, dedicated, and constructed and per Section 6.5.1 –new developments shall connect to any existing street stubs of adjacent neighborhoods. This road extension would cross a stream and would have significant environmental impacts to wetlands, the Neuse River riparian buffer and the developability of the proximate portion of the PUD. The developer is proposing a greenway trail, in lieu of a road, for pedestrian connectivity to minimize the aforementioned impacts. Vehicular circulation and connectivity are provided to the east of the parcel as shown on Exhibit Grove 98 PUD-RZ-1.0

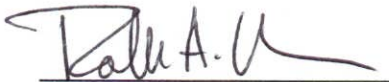
b. Prior to approval of the site construction plans for development on the portion of PIN: 1830872437 (the land corresponding to "Development Area #3 Expansion" on Exhibit Grove 98 PUD-RZ-1.0 and currently owned by Wake Forest Holdings, LLC), east of the creek, the developer at such time will agree to:

i. Dedicate a 30' easement for a greenway trail connection to the Richland Ridge Drive right of way on a final plat prior to the issuance of the first building permit for the townhome style buildings.

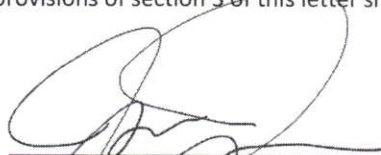
ii. Commit to construct a 10' greenway trail per Town of Wake Forest MSSD standards as shown on Exhibit Grove 98 PUD-RZ-2.0 (the "Greenway Trail"). The Greenway Trail shall connect to the existing sidewalk within the Richland Ridge Drive public right-of-way. The greenway path will be constructed concurrently with the construction of the property east of the creek and will be completed prior to issuance of the building permit for the building containing the 50th townhome style dwelling unit.

iii. Privately maintain the portion of the Greenway Trail located within the PUD boundary.

c. In consideration of items 3.b.i thru iii. above, no vehicular connection to the Richland Ridge Drive right of way, or associated fees, shall be required of the developer. All other regular UDO requirements that do not conflict with the provisions of section 3 of this letter shall be met by the developer.



Ralph Uttaro
Wegmans



James Duncan
Wake Forest Holdings, LLC

Architectural Guidelines for Grove 98 PUD

(Hwy 98 and Ligon Mill Road)

2/12/19 (Amended: 3/30/2021)

RESIDENTIAL: TOWNHOUSE AND APARTMENT BUILDING

1. ROOFS AND EAVES

- A. Residential buildings may have sloped or flat roofs. Flat and shed roofs may be used for the main roof, dormers or above porches.
- B. Sloped roofs on residential buildings shall have a pitch between 6:12 and 12:12. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building. No monopitch roof shall have a pitch less than 4:12.
- C. Flush eaves shall be finished by profiled molding or gutters.
- D. All rooftop equipment (except small items such as fans and vents) shall be screened from view from the public right-of-way within the block.

2. BUILDING ENTRANCES

- A. Porches: Useable porches and stoops are recommended to form a predominant motif of the building design and be located on the front and/or side of the building to respond to the climatic conditions and the vernacular of the area. Front porches, if provided, shall be at least 4 feet in average depth.
- B. Raised Entries: To provide privacy, all residential entrances within 18 feet of the sidewalk paralleling the front property line shall be raised above the average finished grade of the sidewalk a minimum of 1½ feet.
- C. Visibility/Accessibility: For residential buildings in developments designed for residents aged 55 and older, there shall be provided 1 zero-step entrance to each building from an accessible path at the front, side, or rear of each building. This does not eliminate the requirements for residential buildings to have raised front entrances unless topographic conditions present no practical alternative.

3. GARAGES

- A. Garages or off-street parking areas shall be accessed from an alley or via a driveway leading to a detached garage or parking area behind the front facade. Twenty (20) percent of townhomes may be accessed from a public or private street.
- B. For multifamily apartment projects that include detached garages, garages shall not directly face or abut main streets and shall have surrounding landscape to help screen the structure within the community.

4. FAÇADE DESIGN / PERMEABILITY / TRANSPARENCY

At least 15% of the area of each façade that faces a street lot line must be windows or main entrance doors. Windows used to meet this standard must allow views from the building to the street. Glass block does not meet this standard. Windows in garage doors do not count toward meeting this standard, but windows in garage walls do count toward meeting this standard. To count toward meeting this standard a door must be at the main entrance and facing the street property line.

5. MATERIALS

- A. Building Walls: Building walls (including accessory structures greater than 144 square feet) shall be primarily clad in wood clapboard, cementitious fiber board, wood shingle, wood drop siding, primed board, wood board and batten, brick, stone, stucco, or synthetic materials similar and/or superior in appearance and durability. Vinyl may only be used on buildings that are no closer than 20 feet from the next closest building and that do not contain mixed occupancy or multifamily dwelling units and not located in an area designated as a local historic district, historical district on the National Register of Historic Places, or individually designated as a local, State, or national historic landmark. The primary materials used for building walls should reflect the context of the surrounding area or neighborhood.
- B. Roof Materials: Residential roofs shall be clad in wood shingles, standing seam metal, terne, slate, asphalt shingles or synthetic materials similar and/or superior in appearance and durability. The primary materials used for roofs should reflect the context of the surrounding area or neighborhood.
- C. Material Colors: Facade colors should reflect the context of the surrounding area and should generally be of low reflectance earth tone, muted, subtle, or neutral colors. Variations in color schemes are encouraged in order to articulate entry ways and public amenities so as to give greater recognition to these features. This paragraph shall not apply to detached houses or townhomes.
- D. Submittals: Color samples shall be provided to the staff at the time of site plan review and prior to renovations, remodelings, facelift, and repainting, along with a description of how and where each color will be used. Colored renderings shall also be required.

COMMERCIAL BUILDINGS (Tenants up to 100,000 SF)

1. APPLICABILITY

The following standards are applicable to all commercial buildings in the PUD district under 100,000 sf.

2. FACADE MATERIALS

- C. Materials: Commercial building walls visible from a public street or civic space shall be primarily brick, stacked stone, stone or stone masonry units, wood clapboard, cementitious fiber board, exposed heavy timber, or architectural concrete masonry units (CMU). Glass curtain walls may be approved subject to review to ensure the styling and details are appropriate for the context. Exterior insulation finishing systems (EIFS) may be used on facades not facing a public street or civic space or as a secondary building material only (less than 25% of the wall area) on primary frontage facades. Under no circumstances shall unfinished concrete block be permitted.
- D. Balance of Wall Materials: When 2 or more materials are used on a façade, the heavier material shall be placed below the lighter material (e.g., siding over brick) to give the sense of support and grounding.
- E. Material Colors: Facade colors shall be of low reflectance earth tone, muted, subtle, or neutral colors. Building trim may feature brighter colors as an accent material. The use of high-intensity, metallic, fluorescent, day glow, or neon colors shall be prohibited. Variations in color schemes are encouraged in order to articulate entry ways and public amenities so as to give greater recognition to these features.
- D. Submittals: Color samples shall be provided to the staff at the time of site plan review and prior to renovations, remodelings, facelift, and repainting, along with a description of how and where each color will be used. Colored renderings shall also be required.

3. GROUND LEVEL DETAILING

- A. Minimize Blank Walls: Expanses of blank walls facing streets (excluding rear access drives or alleys) or public civic spaces may not exceed 20 feet in length. (A "blank wall" is a facade that does not contain transparent windows or doors.)
- B. Ground-Level Glazing: Window glazing and doorways shall be the predominant features in the street-level facade. Exterior burglar bars, fixed "riot shutters," or similar security devices shall not be visible from the public right-of-way. Sixty (60) percent of ground level windows shall provide direct views to the building's interior extending a minimum of 6 feet behind the window.
- C. Transparency Zone: Glazing that is transparent under all lighting conditions shall extend from a base of contrasting material (not exceeding 4 feet in height above the adjacent grade) to at least the

height of the door head. However, spandrel or colored glass may be used above the height of the door head.

- D. Glazing to be Dispersed: Required glazing shall not be aggregated into a single undivided area of glazing treatment. Individual glazing areas shall not span more than 25 linear feet, and must be separated by at least 1 linear foot of contrasting material.

Percentage of Glazing Required on Building per façade:

Primary Façade: 65%

Side Facades: 50%

The primary façade shall be defined as the façade of the building with the primary entrances into the building.

- E. Canopies/Awnings: A building canopy, awning, or similar weather protection may be provided and should project a minimum of 5 feet from the façade.
- F. Ventilation Grates and Emergency Exit Doors: Ventilation grates or emergency exit doors located at the first floor level in the building facade, which are oriented to any public street, shall be decorative. Unless otherwise required by the building code, such grates and doors shall be located away from pedestrian spaces (sidewalks and pedestrian paths).

4. UTILITIES

- A. Rooftop Equipment: All rooftop equipment shall be screened from view to the extent practical. If, due to the topography of the site, a physical screen would not suffice, alternative methods to minimize the negative aesthetics of the otherwise utilitarian equipment (e.g., painting the equipment to match the building) may be approved by the Administrator.
- B. Wall Mounted Equipment: No wall-mounted building utility service equipment (e.g., electrical house panel boxes) shall be visible from the public street right-of-way side of the building.

5. FAÇADE ARTICULATION

Articulation involves the horizontal and vertical variation of the façade so that walls are subdivided into bays or sections that are vertically proportioned. The following provisions for façade articulation shall apply to any façade visible from a public street or civic space. For buildings set back more than 200 feet from the street, the standards in this subsection apply only to the primary façade facing the street.

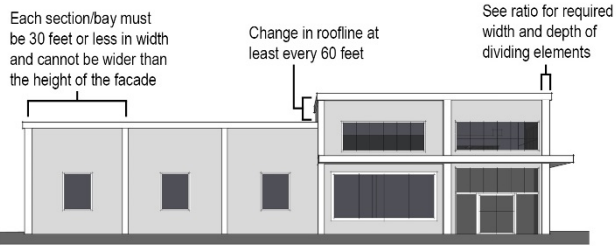
- A. Vertical Elements: All architectural elevations of principal buildings (over 20 feet in height) visible from a public street or civic space shall have a clearly discernible base, body, and cap. The base shall occupy the lowest portion of the elevation, shall have a height of at least 3 feet, and be constructed of a masonry material. The component described as the body shall constitute a minimum of 50% of the total building height. The cap shall occupy the highest portion of the elevation, excluding the roof, and shall have a dimension that does not exceed the height of the base.

The cap shall consist of a cornice, parapet, awning, canopy, eave or other architectural treatment that visually performs in the same manner. The base and cap shall be clearly distinguishable from the body through changes in color, material, pattern, profile, or texture.

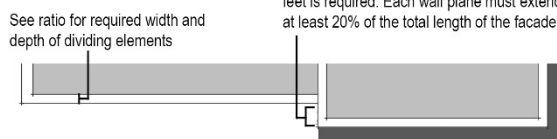
- B. Expression of Entries: Each entryway shall have 1 or more clearly defined, highly visible customer entrance facing the street. The entrance shall feature 1 or more of the following: canopies or porticos, arcades, arches, wing walls, and/or planters
- C. Articulation: The frontage of buildings shall be divided into architecturally distinct sections or bays with each section taller than it is wide, unless otherwise noted. Sections or bays shall be visually established by architectural features such as columns, ribs, pilasters or piers, changes in plane, or an equivalent element that otherwise visually subdivides the wall through at least 50% of its height. The following provisions shall apply:

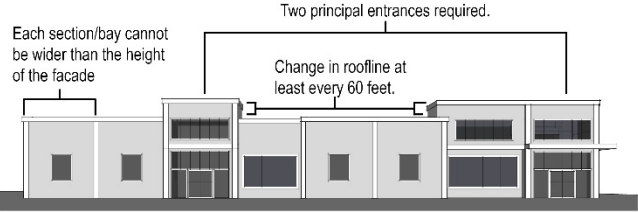
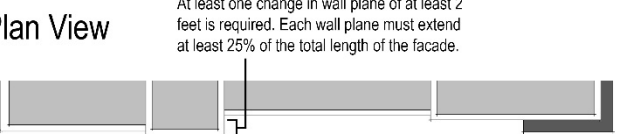
Façade Width/Use Size	Maximum Bay/Section Width	Minimum Type/Depth of Articulation	Rooflines
Less than 60 feet	Not Applicable	Not Applicable	Not Applicable
60 ft – 120 ft	30 feet with each section taller than it is wide	At least 1 change in wall plane is required with a minimum depth of 2 feet. No single wall plane may extend more than 80% of the length of the façade.	At least 1 change in roofline every 60 ft

Elevation View



Plan View



Façade Width/Use Size	Maximum Bay/Section Width	Minimum Type/Depth of Articulation	Rooflines
Uses greater than 120 feet in width or 100,000 square feet whichever is less	Shall not exceed the height of the facade	No walls may extend more than 25% of the length of that side of the building without a minimum change in plane of 2 feet. A second principal entrance is required along frontage	At least 1 change in roofline every 60 ft
Elevation View  Each section/bay cannot be wider than the height of the facade Two principal entrances required. Change in roofline at least every 60 feet. Plan View  At least one change in wall plane of at least 2 feet is required. Each wall plane must extend at least 25% of the total length of the facade.			

COMMERCIAL BUILDINGS (Greater Than 100,000 SF)

1. APPLICABILITY

The following standards are applicable to all commercial buildings over 100,000 sf in the PUD District.

2. FACADE MATERIALS

- A. Materials: Commercial building walls visible from a public street or civic space shall be primarily brick, stacked stone, stone or stone masonry units, wood clapboard, cementitious fiber board, exposed heavy timber, or architectural concrete masonry units (CMU). Glass curtain walls may be approved subject to Design Review to ensure the styling and details are appropriate for the context. Exterior insulation finishing systems (EIFS) may be used on facades not facing a public street or civic space or as a secondary building material only (less than 25% of the wall area) on primary frontage facades. Under no circumstances shall unfinished concrete block be permitted.
- B. Balance of Wall Materials: When 2 or more materials are used on a façade, the heavier material shall be placed below the lighter material (e.g., siding over brick) to give the sense of support and grounding.
- C. Material Colors: Facade colors shall be of low reflectance earth tone, muted, subtle, or neutral colors. Building trim may feature brighter colors as an accent material. The use of high-intensity, metallic, fluorescent, day glow, or neon colors shall be prohibited. Variations in color schemes are encouraged in order to articulate entry ways and public amenities so as to give greater recognition to these features.
- E. Submittals: Color samples shall be provided to the staff at the time of site plan review and prior to renovations, remodelings, facelift, and repainting, along with a description of how and where each color will be used. Colored renderings shall also be required.

3. GROUND LEVEL DETAILING

- A. Minimize Blank Walls: Expanses of blank walls facing streets (excluding rear access drives or alleys) or public civic spaces may not exceed 75 feet in length on facades greater than 200 LF. (A "blank wall" is a facade that does not contain transparent windows, doors, or façade articulation.)
- B. Ground-Level Detailing: Window glazing, doorways, and façade articulations shall be the predominant features in the street-level facade. Exterior burglar bars, fixed "riot shutters," or similar security devices shall not be visible from the public right-of-way. Sixty percent (60%) of the

ground level windows shall provide direct views to the building's interior extending a minimum of 6 feet behind the window.

- C. Transparency Zone: Glazing that is transparent under all lighting conditions shall extend from a base of contrasting material (not exceeding 4 feet in height above the adjacent grade) to at least the height of the door head. However, spandrel or colored glass may be used above the height of the door head. The table below lists the standards for the required percentage of square footage in the Transparency Zone that must have a glazing treatment. In instances where all four sides of the building face a public right of way, no minimum glazing is required for the building's rear façade.

Commercial Buildings in District	Percentage of Glazing in Transparency Zone	
	Primary Façade	Side Façade
PUD (Uses greater than 100,000 square feet)	30% min.	30% min.*

**Note: Spandrel glass may be used to meet glazing requirements on side façades as approved by the administrator.*

- D. Glazing: Required glazing shall not be aggregated into a single undivided area of glazing treatment. Individual glazing areas shall not span more than 15 linear feet, and must be separated by at least 1 linear foot of contrasting material.
- E. Canopies/Awnings: A building canopy, awning, or similar weather protection may be provided and should project a minimum of 5 feet from the façade. A decorative canopy or awning shall project a minimum of 3 feet from the façade.
- F. Ventilation Grates and Emergency Exit Doors: Ventilation grates or emergency exit doors located at the first floor level in the building façade, which are oriented to any public street, shall be decorative. Unless otherwise required by the building code, such grates and doors shall be located away from pedestrian spaces (sidewalks and pedestrian paths). If all four façades of the building face a public street, location and design of ventilation grates and emergency exits will be approved by the Administrator.

4. UTILITIES

- A. Rooftop Equipment: All rooftop equipment shall be screened from view to the extent practical. If, due to the topography of the site, a physical screen would not suffice, alternative methods to minimize the negative aesthetics of the otherwise utilitarian equipment (e.g., painting the equipment to match the building) may be approved by the Administrator.

- B. Wall Mounted Equipment: No wall-mounted building utility service equipment (e.g., electrical house panel boxes) shall be placed on the public street right-of-way side of the building. If all four facades of a building face the public street right-of-way, the location to be approved by the administrator.

5. FAÇADE ARTICULATION

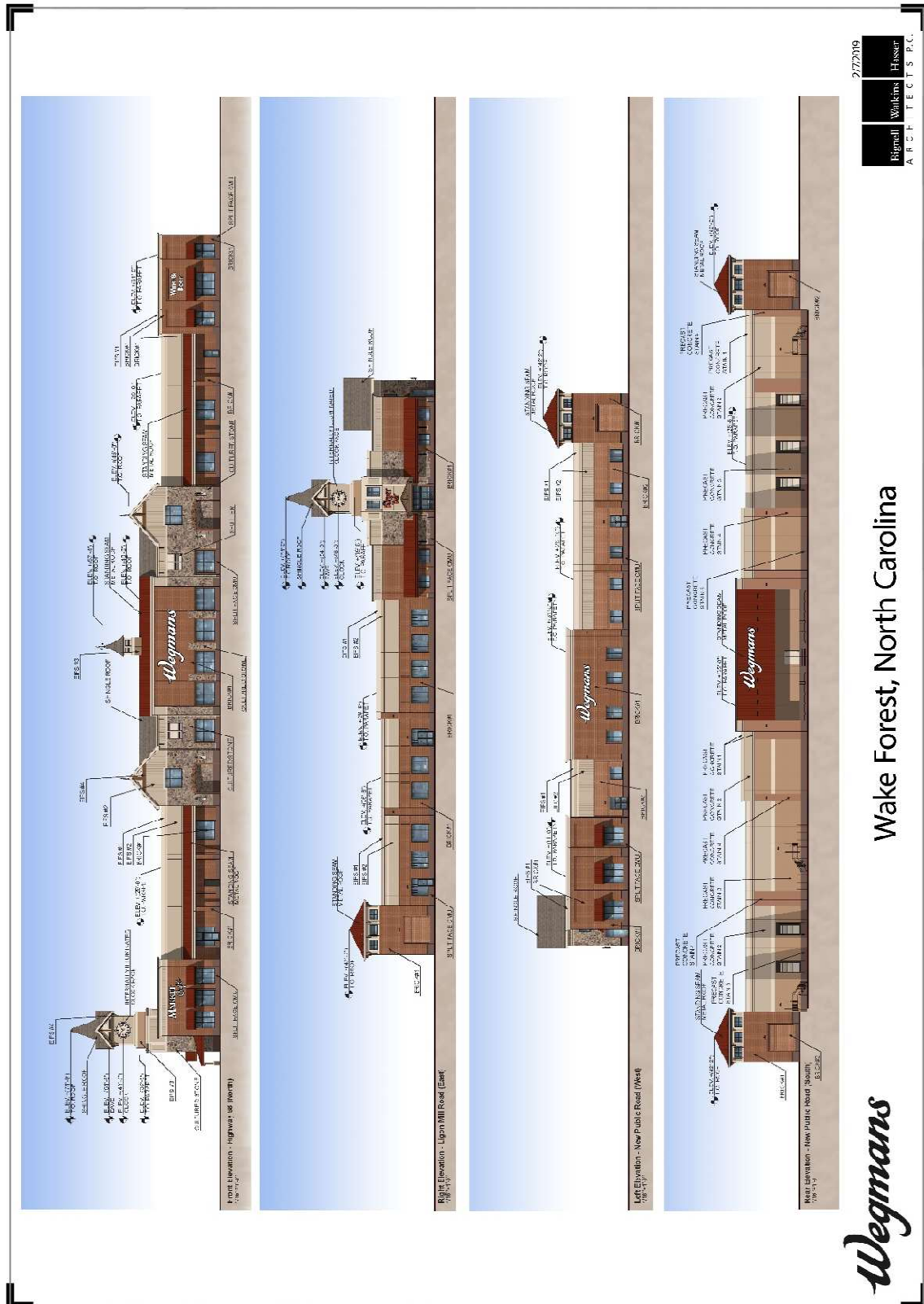
Articulation involves the horizontal and vertical variation of the façade so that walls are subdivided into bays or sections that are vertically proportioned. The following provisions for façade articulation shall apply to any façade visible from a public street or civic space. For buildings set back more than 200 feet from the street, the standards in this subsection apply only to the primary façade facing the street.

- A. Vertical Elements: All architectural elevations of principal buildings (over 20 feet in height) visible from a public street or civic space shall have a clearly discernible base, body, and cap. The base shall occupy the lowest portion of the elevation, shall have a height of at least 3 feet, and be constructed of a masonry material. The component described as the body shall constitute a minimum of 50% of the total building height. The cap shall occupy the highest portion of the elevation, excluding the roof, and shall have a dimension that does not exceed the height of the base. The cap shall consist of a cornice, parapet, awning, canopy, eave or other architectural treatment that visually performs in the same manner. The base and cap shall be clearly distinguishable from the body through changes in color, material, pattern, profile, or texture.
- B. Expression of Entries: Each entryway shall have 1 or more clearly defined, highly visible customer entrance facing the street. The entrance shall feature 1 or more of the following: canopies or porticos, arcades, arches, wing walls, and/or planters
- C. Articulation: The frontage of buildings shall be divided into architecturally distinct sections or bays with each section taller than it is wide, unless otherwise noted. Sections or bays shall be visually established by architectural features such as columns, ribs, pilasters or piers, changes in plane, or an equivalent element that otherwise visually subdivides the wall through at least 50% of its height. The following provisions shall apply:

Façade Width/Use Size	Maximum Bay/Section Width	Minimum Type/Depth of Articulation	Rooflines

Façade Width/Use Size	Maximum Bay/Section Width	Minimum Type/Depth of Articulation	Rooflines
Uses greater than 120 feet in width or 100,000 square feet whichever is less	Shall not exceed 2-1/2 times the height of the facade	No walls may extend more than 25% of the length of that side of the building without a minimum change in plane of 2 feet or introduction of pilasters/façade articulation.	At least 1 change in roofline no greater than 1/2 the length of the façade.

*See Full-Size Drawings attached to TOWF PUD Electronic Submittal



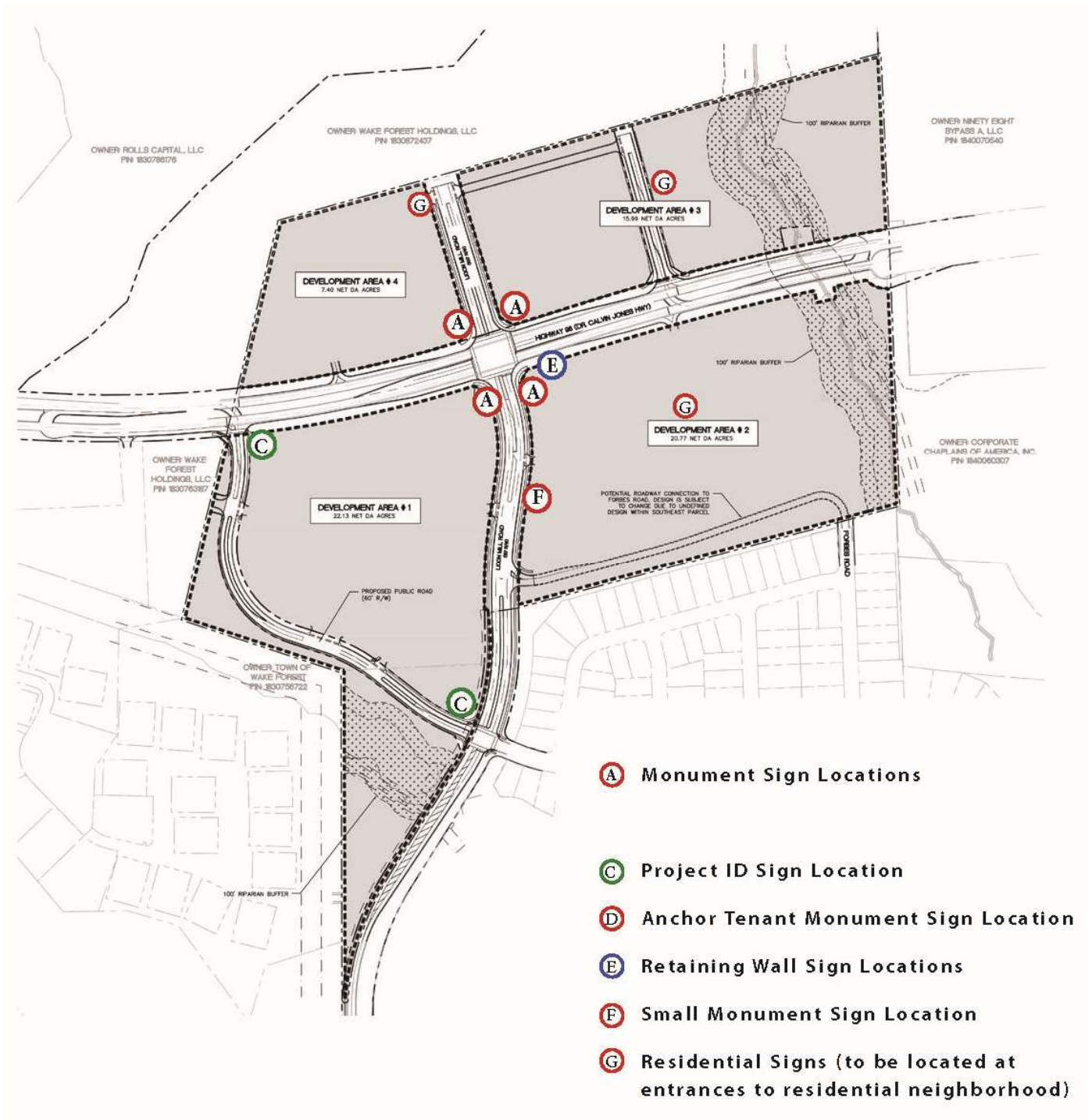


Figure 7.2 – Signage Key Map

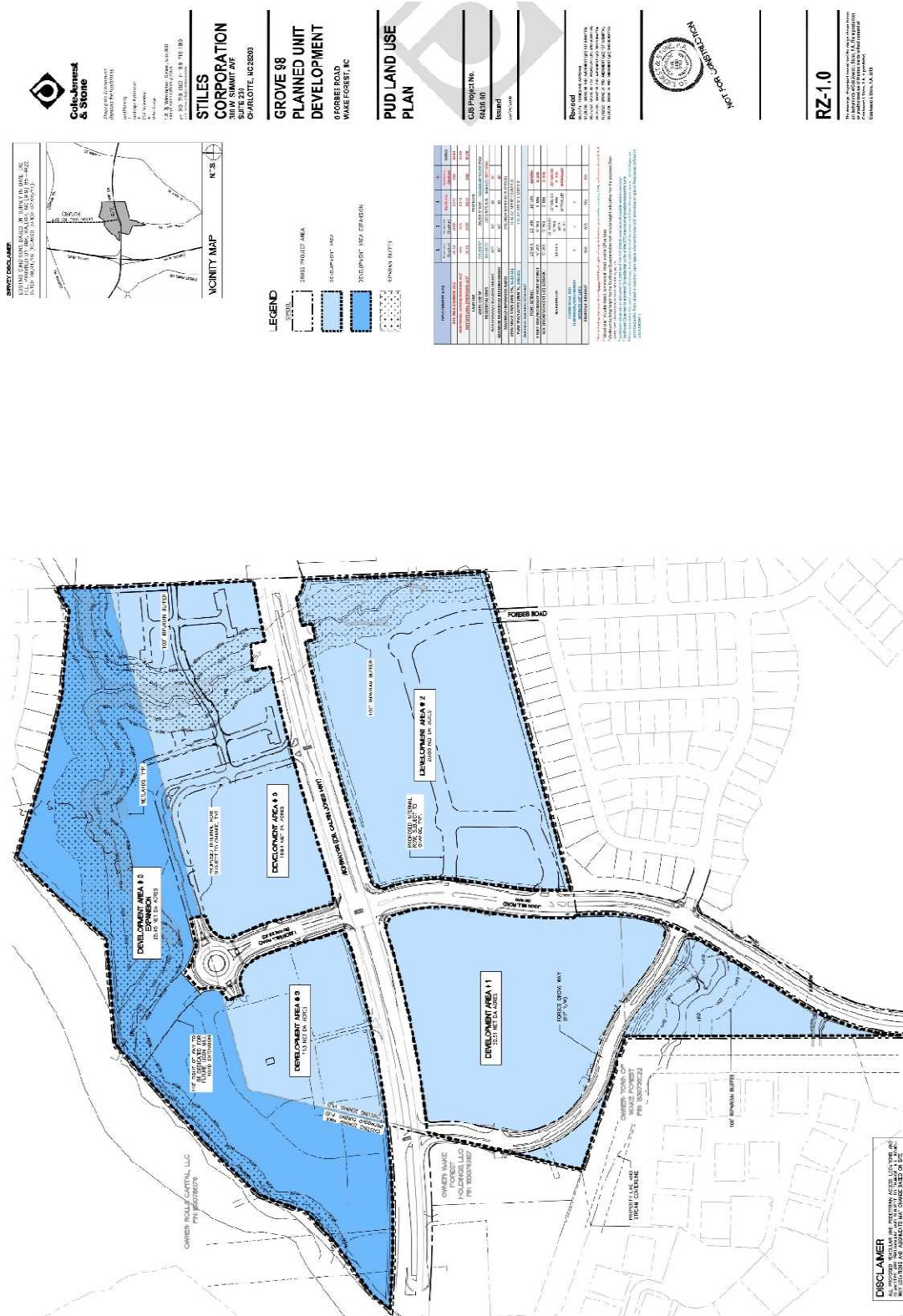


Figure 7.3 – PUD Land Use Plan (Revised 3/01/21, see full-size drawings attached to submittal). *Note: Roadway alignments and quantity/locations of control of access breaks/driveways shown are illustrative only and subject to change



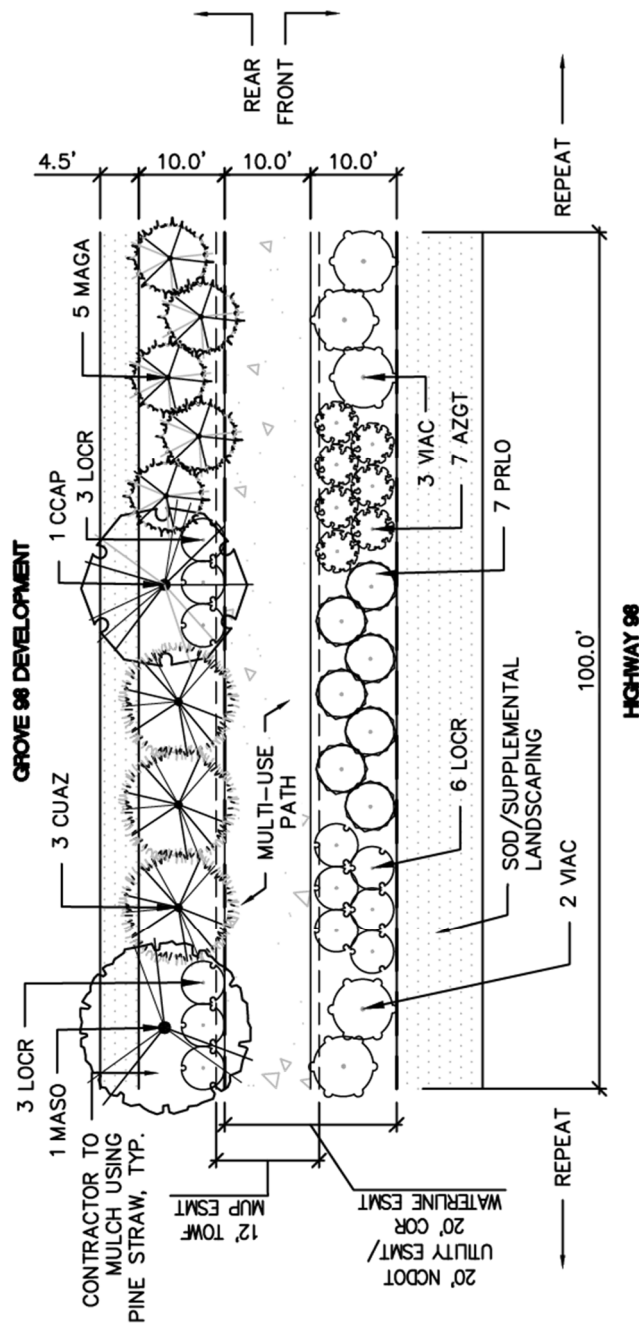
Figure 7.4 – PUD Circulation & Utilities Plan (Revised 09.05.24). *Note: Roadway alignments and quantity/locations of control of access breaks/driveways shown are illustrative only and subject to change



Figure 7.5 – PUD Buffers & Open Space Plan (Revised 3/01/21, see full-size drawings attached to submittal). *Note: Roadway alignments and quantity/locations of control of access breaks/driveways shown are illustrative only and subject to change

Buffer/Multi-Use Path at North Edge of Highway 98 (Ref. PUD Section 6.5)

(Revised 2/1/21; final species selection and location/spacing of planting shown in conceptual detail is subject to change).



30'-WIDTH TYPE B STREETYARD BUFFER WITH MUP (QUANTITIES BASED ON 100 LINEAR FEET)

TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	CONT.	SIZE	SPAC.	HEIGHT	REMARKS
	CCAP	1	CERCIS CANADENSIS 'APPALACHIAN RED'	EASTERN REDBUD	B&B	2" CAL. MIN.	A.I.		
	CUAZ	3	CUPRESSUS ARIZONICA 'BLUE PYRAMID'	BLUE PYRAMID CYPRESS	B&B	8"-10" HT.	A.I.		FULL TO GROUND
	MAGA	5	MAGNOLIA GRANDIFLORA 'TMGH' TM	ALTA SOUTHERN MAGNOLIA	B&B	8"-10" HT.	A.I.		FULL TO GROUND
	MASO	1	MAGNOLIA X SOULANGEANA	SALICER MAGNOLIA	B&B	8"-10" HT.	A.I.		MULTI-STEM
SHRUBS	CODE	QTY	BOTANICAL NAME	COMMON NAME	CONT.	SIZE	SPAC.	HEIGHT	REMARKS
	AZGT	7	AZALEA INDICA 'MRS. G.G. GERBING'	MRS. G.G. GERBING AZALEA	CONT.	24"-36" HT./SPR.	5' O.C.		
	LOCR	12	LOREPETALUM CHINENSE RUBRUM	CHINESE FRINGE FLOWER	CONT.	24"-36" HT./SPR.	5' O.C.		
	PRLO	7	PRUNUS LAUROCEASUS 'OTTO LUYKEN'	OTTO LUYKEN ENGLISH LAUREL	CONT.	18"-24" SPR.	6' O.C.		
	VIAC	5	VIBURNUM AWABUKI 'CHINDO'	CHINDO VIBURNUM	CONT.	3"-4" HT.	6' O.C.		

NOTES:

1. MODIFIED BUFFER AT UTILITY EASEMENT TO BE GENERATED WITH REVISED SPECIES NOT EXCEEDING 15-FT IN MATURE HEIGHT, SEE SHEET C-600 OF SITE/SUBDIVISION MASTER PLAN FOR LOCATION
2. ANY ADJUSTMENTS TO SPECIES TO BE APPROVED BY TOWN OF WAKE FOREST AND ADHERE TO MINIMUM 20' TYPE B BUFFER REQUIREMENTS AS OUTLINED IN UDO SEC. 8.5.3 (MIN. 2 EVERGREEN TREES, 1 CANOPY TREE, 2 UNDERSTORY TREES, 12 SHRUBS).

Section 7.2: Appendix B

Parking between the western edge of the Wegmans building and Forbes Grove Way shall comply with the guidelines in this Appendix.

- The parking area shall include the following elements, as illustrated in *Figure 1* (Preliminary Layout and Engineering Plan), *Figure 2* (Preliminary Illustrative Site Plan), and *Figure 3* (Preliminary Landscape Species List).
 - **Green Stormwater Infrastructure:**
 - **Permeable vehicular pavers** within both the parking spaces *and* drive aisle (with appropriate edge/transition restraints, underdrain system, etc.) to maximize infiltration and minimize volume routing to the existing stormwater pond. A minimum of ±7,000 SF of permeable hardscape surface to be provided.
 - **Rain garden areas** (with appropriate planting media and drainage measures) to capture and disperse stormwater flow at curb cut locations on the western edge of the parking lot with a minimum quantity of three (3) locations, see *Figure 1*.
 - **Enhanced Landscape Design**
 - To be located at all edges of the surface lot at to provide shade, screening, and visual interest. Planting quantities shall be installed at a minimum of 200% of the quantities required per UDO Section 8.7. Vehicular Use Area Screening & Landscaping.
 - Final planting design to include low-maintenance native or adapted species, sustainable irrigation methods, shade/canopy trees, ornamental trees, shrubs/groundcover, and native grasses (see *Figure 3* for preliminary species list).
- The driveway channelization standard “for larger commercial developments” outlined in UDO Section 9.8.1.D. is modified from a “minimum distance of one-hundred (100’)” to a “minimum distance of eighty (80’)” due to significant dimensional limitations and grade change at the one-way driveway entrance to the expanded parking lot, which constrains the driveway channelization distance between Forbes Grove Way and the entrance (see *Figure 1*). This reduced driveway channelization standard only applies to the specific location described above and as indicated in *Figure 1*.

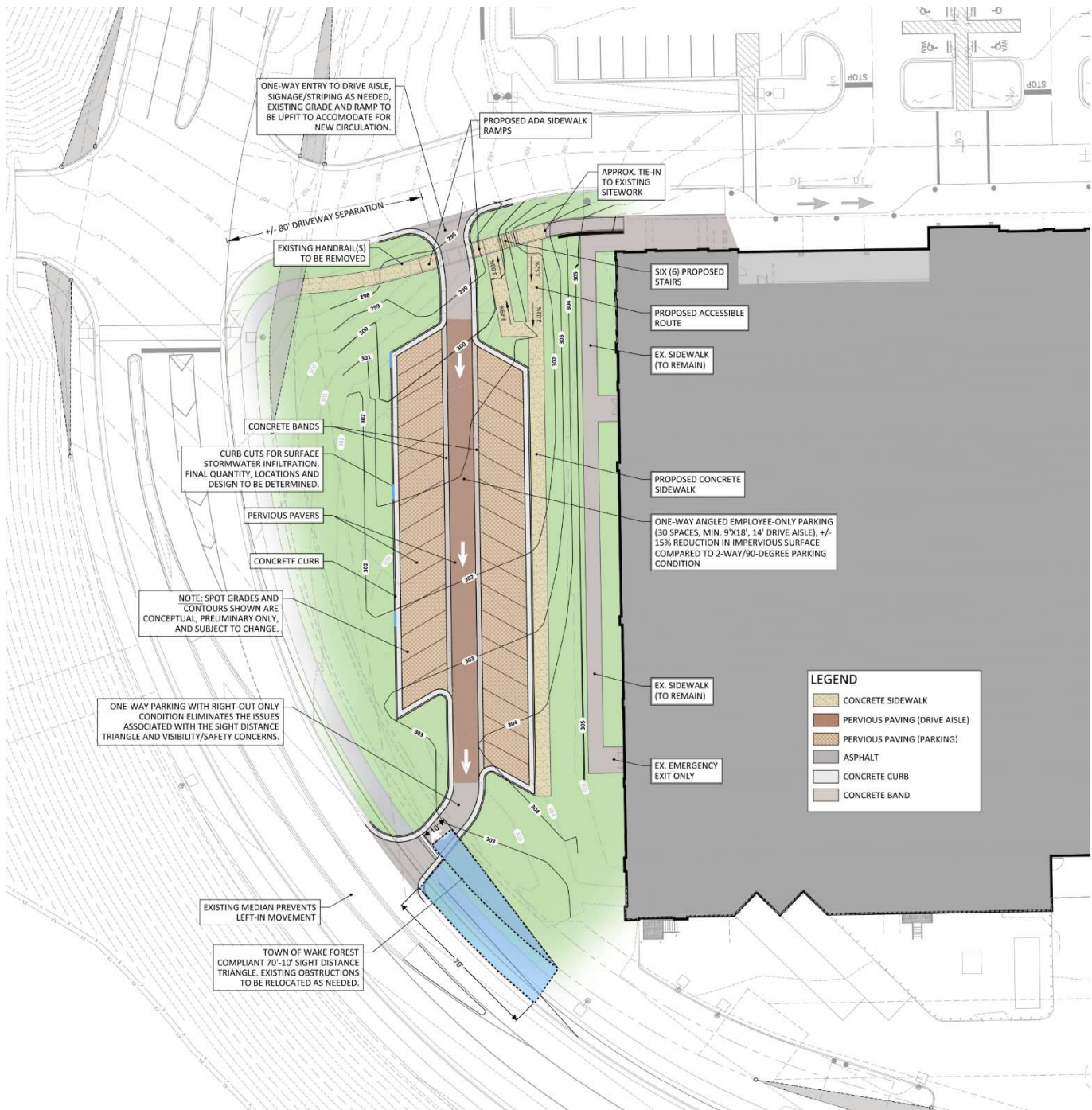
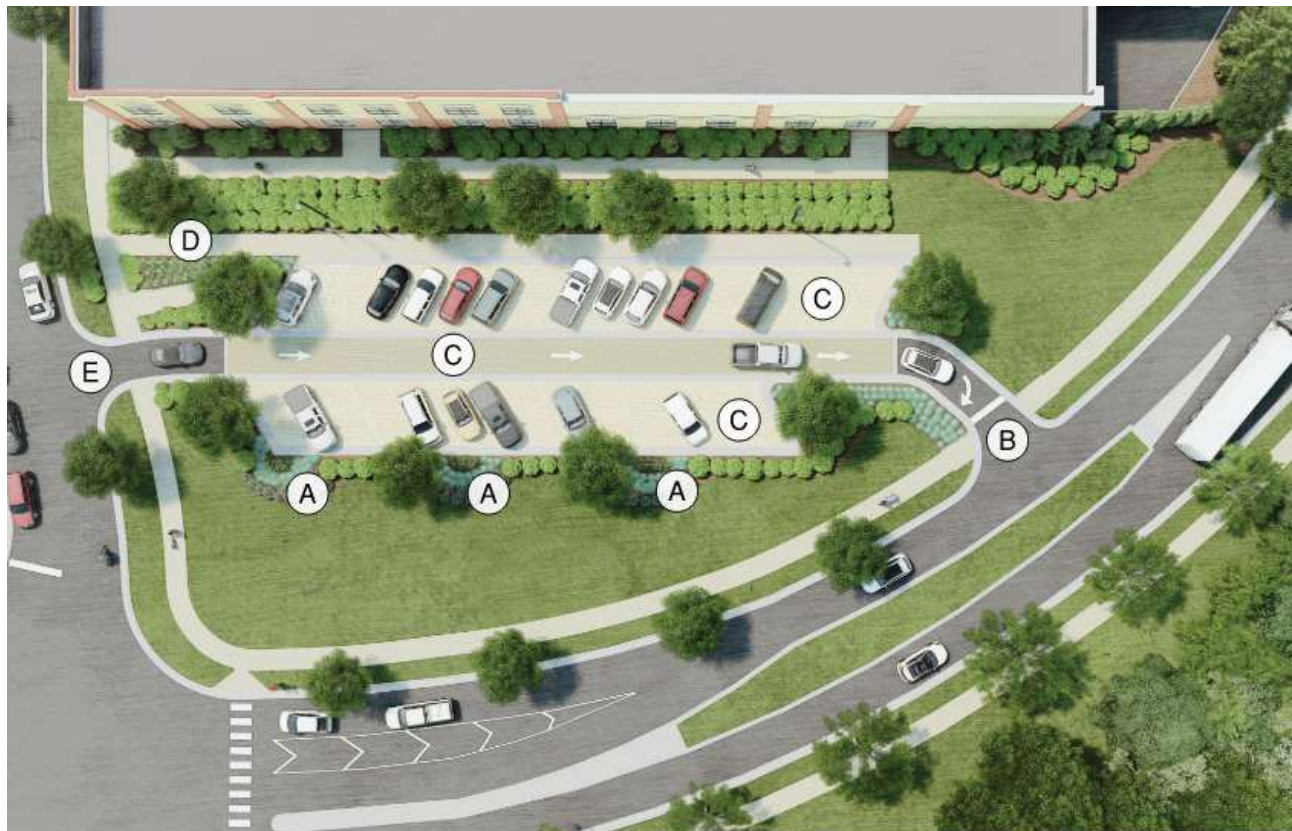


Figure 1: Preliminary Layout and Engineering Plan



Legend

- A - Bioretention with Native Landscape
- B - Proposed Exit from Forbes Grove Way
- C - Pervious Paving
- D - Increased Pedestrian Connectivity
- E - Proposed Entry

Approx. Planting Schedule

- +/- 10 Canopy Trees
- +/- 150 Evergreen Shrubs
- +/- 30 Deciduous Shrubs
- +/- 200 Groundcovers

Figure 2 – Preliminary Illustrative Site Plan

Large / Canopy Trees

Quercus nuttalli (texana) / Nuttall Oak
Taxodium ascendens / Bald Cypress
Nyssa sylvatica 'David Odom' / Afterburner Tupelo

Small/Ornamental Trees

Chionanthus virginicus / Fringe tree (rain garden areas)
Cercis canadensis / Redbud
Carpinus caroliniana / American Hornbeam

Shrubs (evergreen and deciduous)

Ilex vomitoria 'Schillings' / Dwarf Yaupon Holly
Prunus laurocerasus 'Otto Luyken' / Otto Luyken Cherry Laurel
Hydrangea paniculata / Limelight Hydrangea
Aronia melanocarpa 'Low Scape Mound' / Black Chokeberry

Groundcover/Grasses

Muhlenbergia capillaris / Muhly Grass
Panicum virgatum / Switchgrass
Phlox subulata / Creeping Phlox
Carex stricta / Tussock Sedge

Rain Garden Shrubs, Perennials and Grasses

Fothergilla gardenia 'Mount Airy' / Mt. Airy Fothergilla
Clethra Alnifolia 'Hummingbird' / Hummingbird Clethra
Ilex verticillata 'Red Sprite' / Winterberry
Chasmathium latifolium / River Oats
Deschampsia cespitosa / Tufted Hair Grass
Rudbeckia fulgida / Black Eyed Susan
Coreopsis verticillata / threadleaf coreopsis
Eutrochium maculatum 'Gateway' / Joe Pye Weed.
Amsonia tabernaemontana / Bluestar

Figure 3 - Preliminary Landscape Species List (note that not all species listed may be utilized, are preliminary and are subject to change with approval from Town of Wake Forest Urban Forestry):



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-609-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: October 21, 2025

Subject

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

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-581-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: October 21, 2025

Subject

Approval of Budget Ordinance Amendment #2 for FY 2025-2026

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [Budget Ordinance Amendment_summary.pdf](#)
- [Budget Ordinance Amendment # 2 FY 2025-2026.pdf](#)

Agenda Item: Budget Ordinance Amendment # 2 – FY 2025-2026

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

Attachments: Summary worksheets

Budget Amendment # 2

General Fund

Budget Amendment Worksheet

For the fiscal year ending June 30, 2026

		Prior Budget	Current Budget	Amended
Estimated Revenues:	Dept.	Budget Adopted	Amendments	Budget
General Fund revenues		\$ 87,246,150		125,810
				87,371,960
Total Revenues		87,246,150	125,810	87,371,960
Appropriations:				
Board of Commissioners	410	409,250		409,250
Legal Services	412	489,630		489,630
Town Manager's Office	420	1,059,335		1,059,335
Town Clerk	421	299,600		299,600
Organizational Performance	422	745,350		745,350
Budget Management	423	491,600	16,000	507,600
Communications	425	1,450,765		1,450,765
Human Resources	430	1,290,105		1,290,105
Risk Management	431	1,205,650		1,205,650
Downtown Development	435	588,200		588,200
Financial Services	440	1,674,505		1,674,505
Information Technology	445	2,381,430		2,381,430
Inspections	480	2,367,660		2,367,660
Planning	490	5,544,775		5,544,775
Public Facilities	500	3,157,980	245,660	91,810
Public Safety: Police	510	19,363,325		19,363,325
Public Safety: Fire	520	13,950,725		14,000
Public Works:				
PW Administration	530	329,535		329,535
Urban Forestry	535	742,995		2,500
Fleet Maintenance	550	727,290		727,290
Streets	560	4,692,595		4,692,595
Solid Waste	580	6,875,705		6,875,705
Engineering	540	2,066,010		2,066,010
Parks, Recreation & Cultural Resources	620	6,940,425		6,940,425
Center for Active Aging	630	652,755	107,650	1,500
Transfers	999	14,478,305		14,478,305
Total Appropriations		93,975,500	353,310	125,810
				94,454,620
Estimated revenues over total appropriations		\$ (6,729,350)	\$ (353,310)	\$ -
				\$ (7,082,660)
Other financing sources (uses):				
Sale of assets		720,000		720,000
Installment note proceeds		2,329,000		2,329,000
Lease Financing				-
Operating transfers from other funds:				
Special Revenue Fund - DMSD		156,700		156,700
Special Revenue Fund - Police		68,500		68,500
Special Revenue Fund - Futures Fund				-
Housing Initiatives Fund		65,000		65,000
Rec Capital Reserve Fund - Rec Impact Fees		492,650		492,650
Gen Capital Reserve Fund - Fire Impact Fees		-		-
Proceeds from NCCHIP Reserve		375,000		375,000
Appropriated Fund Balance		2,522,500	353,310	2,875,810
Total other financing sources		6,729,350	353,310	-
				7,082,660
Estimated revenues and other sources over appropriations and other uses		\$ -	\$ -	\$ -
				\$ -

Budget Amendment # 2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2026
GENERAL FUND

[illegible]

125,810

[illegible]

125,810

Explanation:

- 1 - Recognize insurance proceeds to repair light box bollards on Owen Street.
- 2 - Recognize additional revenues received for prior year taxes and allocate to respective line items to reflect actual through October 31, 2025

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

	<i>Dept./ Div.</i>	<i>Budget Adopted</i>	<i>Prior Budget Amendments</i>	<i>Current Budget Amendment</i>	<i>Amended Budget</i>
Estimated Revenues:					
Sale of Power		\$25,601,250		225,500	\$25,826,750
Other Revenue		2,374,250		40,000	2,414,250
Total revenues		<u>27,975,500</u>	<u>-</u>	<u>265,500</u>	<u>28,241,000</u>
Appropriations:					
Billing & Collections	840	872,860			872,860
Operations & Maintenance	850	26,572,155		265,500	26,837,655
Tree Trimming	860	530,485			530,485
Total appropriations		<u>27,975,500</u>	<u>-</u>	<u>265,500</u>	<u>28,241,000</u>
Estimated revenues over total appropriations		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other financing sources (uses):					
Operating transfer to other funds:					
Installment Purchase Proceeds		-			-
Tsfer from Cap Reserve		-			-
General Fund					-
Total other financing uses		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Estimated revenues and other sources over appropriations and other uses		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

NOTE: Allocating funds from Contingency requires Board approval but does not affect budget totals.

Budget Amendment # 2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2026
ELECTRIC FUND

[illegible]

Explanation:

1 Recognize additional revenues received and allocate to cover final payment of generation systems.

[illegible]

Budget Amendment #2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2026
Public Facilities Capital Project Fund

[illegible]

18,000,000

[illegible]

18,000,000

Explanation:

Establishing budget for Fire Station 6 construction reflective of updated estimates and projected installment financing amount.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-605-

Submitted by: Candace Davis, Administration

Submitting Department: Administration

Meeting Date: October 21, 2025

Subject

Approval of FY2025-2026 Senior Center General Purpose Funding Application and Project Submission

Recommendation:

item Summary:

ATTACHMENTS:

- [SummarySheetTemplate_SeniorCenterGeneralPurposeFunding_10.21.2025.docx](#)
- [Wake Forest- State SC GP 25-26 Proposal Packet_9.30.2025.pdf](#)
- [RESOLUTION 2025_Approving FY2025-2026 Senior Center General Purpose Funding Application and Project Submission.docx](#)

Agenda Item: Approval of FY2025–2026 Senior Center General Purpose Funding Application and Project Submission

Summary: The purpose of this item is to request approval for the Town of Wake Forest to submit the FY2025–2026 Senior Center General Purpose Funding application to the Central Pines Area Agency on Aging on behalf of the Wake Forest Center for Active Aging (WFCOA).

This funding provides state support for certified senior centers to enhance operations, programming, and facility maintenance. The Town of Wake Forest is eligible for \$10,971 in General Purpose Funds, requiring a 25% local match of \$3,657 for a total project budget of \$14,628.

The WFCOA, formerly the Northern Wake Senior Center, achieved Center of Merit status during its last SCOPE accreditation review, qualifying it for state Senior Center General Purpose Funding. The Town assumed operational management of the Center on July 1, 2025, while maintaining its long-standing responsibility for facility ownership and maintenance.

These funds will be used to address critical facility needs impacting safety, comfort, and service delivery, most notably repairs to the HVAC system following a refrigerant line failure in August 2025. The repair work will restore consistent indoor temperatures, improve air quality, and ensure the building remains a safe and welcoming environment for older adults.

Staff is requesting approval for the Town to formally accept and execute the FY2025–2026 Senior Center General Purpose Funding award and to authorize the Town Manager to execute related documents with the Central Pines Area Agency on Aging.

Attachments: FY2025–2026 Senior Center General Purpose Funding Application Packet

STATE APPROPRIATION FOR SENIOR CENTERS THROUGH
THE 2025 SESSION OF THE
NC GENERAL ASSEMBLY

SENIOR CENTER GENERAL PURPOSE FUNDING

FY 2025-2026 APPLICATION PACKET

Central Pines Area Agency on Aging
4307 Emperor Blvd., Suite 110
Durham, NC 27703

Wake Forest Center for Active Aging
235 E.Holding St., Wake Forest, North Carolina 27587

The Central Pines Area Agency reserves the right to request additional information, references, to accept or reject any or all proposals to waive technicalities, to accept proposals in whole or in part, and to award a contract(s) which, in the opinion of the grantee, best serves the older adults.

SENIOR CENTER GENERAL PURPOSE FUNDING

Introduction and Instructions

The Central Pines Area Agency is pleased to announce the availability of funds for use by senior centers to support and develop programming and general operations or to construct, renovate, or maintain senior center facilities. \$1,265,315 in general purpose funding was allocated for senior centers for the current fiscal year. This funding is allocated to the Area Agencies on Aging for distribution to the centers within the region which provide full time programs or will utilize the funding to develop full time programs. Across the state 173 senior centers or developing senior centers will be funded.

The Division of Aging has worked hard to enhance and expand the statewide certification process for senior centers with standards that encourage centers across the state to strive for levels of 'merit' or 'excellence'. An intent of the certification process has been to increase base funding for those who have successfully completed the process. This ensures that funding is being well spent on readily identifiable programs and services and provides an incentive for centers that make investments to meet certification requirements. Therefore, in order to provide an incentive to work toward certification, and to reward those who achieve it, the Division has decided to fund senior centers equally, based upon their certification status. Centers of Merit will receive two shares of the funding of non-certified centers and Centers of Excellence will receive three times the funding of non-certified centers. The objectives for this year are to:

- Allocate funding equally to every center, based upon certification status;
- Require documentation and accountability for the use of funding, and;
- Provide incentives for centers to improve themselves through certification.

Again, this year it has been decided to divide the annual appropriation into *shares* based on the total number of senior centers as determined by the Area Agencies on Aging plus extra shares for each senior center which meets certification status. Uncertified, identified centers will receive one share.

For FY 2025-2026, total funding available to the counties in Region J will amount to \$157,250. Effective period: July 1, 2025 - June 30, 2026.

Your center is eligible to receive:

FY 25-26	Senior Center General Purpose Funding	<u>\$10,971</u>
	Local Match (25%)	<u>\$3,657</u>
	TOTAL	<u>\$14,628</u>

It is the responsibility of the applicant to certify the availability of the local match. The funds require a 25% local match. **You must draw down predicted funds for June with May drawdown on June 11th unless the Area Agency on Aging has its own estimate and expenditure policy to be followed. Any funds remaining in ARMS as of June 12th will be reverted back to the Division.**

Application submissions should include:

- (1) A completed description of proposed activities (add additional pages as needed).
- (2) Certification of the availability of local match.
- (3) A budget for senior center general purpose activities.

APPLICATION FOR SENIOR CENTER GENERAL PURPOSE FUNDING

Applicant Information

Date: 9.30.2025

Project Name: Wake Forest Center for Active Aging - HVAC and Renovations

Name of Project Director: Candace R. Davis, Assistant Town Manager

Telephone Number: 919.435.9513 FAX: 919.435.9419

E-Mail: cdavis@wakeforestnc.gov

Name and Address of Applicant: Wake Forest Center for Active Aging, 235 E. Holding Avenue
Wake Forest, NC 27587

Type of Agency Applying: Private-Non-Profit _____
Public X _____

Location of
Project: Wake County
(county)

ASSURANCES

Kip Padgett (hereinafter referred to as "Subgrantee") HEREBY
AGREES THAT it will comply with all Federal statutes relating to nondiscrimination.
These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-
352) which prohibits discrimination on the basis of race, color, or national origin; (b)
Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and
1685-1686), which prohibits discrimination on the basis of sex; and (c) Section 504 of
the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits
discrimination on the basis of handicaps.

Signature and Title of Authorized Official
[e.g., Director, Board Chairman]

Date

**CERTIFICATION OF THE AVAILABILITY OF REQUIRED NON-FEDERAL
MATCH FOR SENIOR CENTER GENERAL PURPOSE FUNDING**

It is understood that the following required 25 percent non-federal match will be used to match Senior Center General Purpose funds in FY 25-26 and will not be used to match any other federal or state funds during the contract period.

The provider shall expend the award in keeping with the attached project description indicating how funding will be utilized. Funding will not be disbursed until this application is received and approved by the Area Agency on Aging. The contractor shall make a final report indicating how funding was utilized in a format provided by the Area Agency on Aging.

FY 26-26

Budget Request \$ 10,971

Example only:

non certified center: \$4,069

Required 25% Match \$ 3,657

divided by .75=\$5,425
[Total projected budget]

Total FY 25-26

Projected Budget \$ 14,628

(up to the amount of the grant)

\$5,425 minus \$4,069=
\$1,356 [local match]

Authorized Signature: _____

Title: _____

Date: _____

SENIOR CENTER GENERAL PURPOSE PROJECT DESCRIPTION

1. Senior Center to receive funding: Wake Forest Center for Active Aging
 2. Amount of funding: \$10,971
 3. Area served by Senior Center: Wake Forest, Wake County
-

4. Describe how the funding will be spent:

The Wake Forest Center for Active Aging (WFCAA) is requesting FY26 Senior Center General Purpose Project funds to address critical facility needs that directly impact safety, comfort, and service delivery. In August 2025, the Center's air conditioning system failed due to a refrigerant leak in one of the HVAC lines. This unexpected breakdown resulted in elevated indoor temperatures, creating discomfort for participants and staff and posing potential health risks for vulnerable older adults who rely on the Center as a safe, welcoming space.

Temporary measures, including portable fans and adjusted operations, have provided limited relief, but the system requires permanent repair to restore consistent cooling throughout the facility. Our Facilities team has confirmed that replacement parts are needed, and the repair process may extend several weeks without dedicated funding support.

Funding will be used to:

- Repair the HVAC system – Replace damaged components, replenish refrigerant, and complete labor and testing to ensure reliable, energy-efficient operation.
- Enhance cleaning and sanitation – Provide deep cleaning of high-traffic areas and maintain heightened attention to cleanliness during and after HVAC repairs.
- Add staff workstations and internal collaboration space – Expand and improve office space to accommodate current and planned staffing levels, promote team collaboration, and support more efficient service delivery.
- Provide updated furniture – Replace and upgrade furniture in both program and office areas to improve participant comfort, enhance accessibility, and create a more welcoming environment.

This investment will restore safe indoor conditions, reduce health risks, improve staff efficiency, and enhance the participant experience. By addressing both immediate needs and long-term improvements, these funds will strengthen WFCAA's role as a vital hub for older adults in Wake Forest and the surrounding community.

STATE APPROPRIATIONS FOR SENIOR CENTER BUDGET INFORMATION
STATE FISCAL YEAR 2025-2026

Organization Name: Town of Wake Forest

Senior Center Name: Center for Active Aging

Address: 235 E. Holding Avenue, Wake Forest, NC 27587

Period Covered: July 1, 2025 to June 30, 2026 Date Prepared: September 30, 2025

<u>OBJECTS OF EXPENDITURE</u>	<u>AMOUNT</u>
Salary and Fringe Benefits	\$ <u>0</u>
Supplies/Other Operating Costs	\$ <u>0</u>
Equipment	\$ <u>3,971</u>
Capital Outlay (Real Estate, Construction, Renovation)	\$ <u>\$7,000</u>
Other _____	\$ _____
TOTAL BUDGET (Including local match) (Up to grant amount, only)	\$ <u>10,971</u>

Each organization that receives, uses, or expends any state funds shall use or expend the funds only for the purposes for which they were appropriated by the General Assembly or collected by the State. State funds include federal funds that flow through the state. If the contractor is a governmental entity, such entity is subject to the provisions of the requirements of OMB Uniform Guidance 2 CFR Part 200 and the NC Single Audit Implementations Act. If the Contractor is a non-governmental entity, such entity is subject to the provisions of G.S. 143C-6-23. Additionally, any non-governmental entity except a for-profit corporation is subject to the provisions of OMB Uniform Guidance 2 CFR Part 200.

AUTHORIZED SIGNATURE: _____

TITLE: _____ DATE: _____

RESOLUTION 2025-XX

RESOLUTION APPROVING THE FY2025–2026 SENIOR CENTER GENERAL PURPOSE FUNDING APPLICATION AND PROJECT SUBMISSION

WHEREAS, the Town of Wake Forest owns and maintains the facility located at 235 E. Holding Avenue, which operates as the Wake Forest Center for Active Aging (WFCAA); and

WHEREAS, the WFCAA, formerly the Northern Wake Senior Center, achieved *Center of Merit* status during its most recent SCOPE accreditation review, qualifying it for Senior Center General Purpose (SCGP) funds administered by the Central Pines Area Agency on Aging; and

WHEREAS, on July 1, 2025, the Town of Wake Forest assumed operational management of the Center to ensure the continued delivery of exceptional programs and services for older adults, provide long-term stability for the facility, and align its operations with the Town’s broader commitment to enhancing the quality of life for its residents; and

WHEREAS, the State of North Carolina, through the Division of Aging and Adult Services, provides Senior Center General Purpose funding to certified senior centers to support programming, operations, and facility maintenance or renovation that improve the well-being of older adults; and

WHEREAS, the Town of Wake Forest is eligible to receive \$10,971 in FY2025–2026 SCGP funds, requiring a 25% local match of \$3,657, for a total project budget of \$14,628; and

WHEREAS, these funds will be used to address critical facility needs that directly impact safety, comfort, and service delivery, including the repair of the HVAC system, along with improvements to staff workspace, furniture, and cleanliness to enhance the participant experience; and

WHEREAS, the Town of Wake Forest remains committed to maintaining a safe, functional, and welcoming environment for older adults and staff, ensuring that the WFCAA continues to serve as a vital community hub for engagement, wellness, and lifelong learning;

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Town of Wake Forest hereby:

1. Approves the submission of the FY2025–2026 Senior Center General Purpose Funding application and project proposal to the Central Pines Area Agency on Aging; and
2. Authorizes the Town Manager, or their designee, to execute all documents and take all necessary actions required for submission, acceptance, and administration of the funding award.

Adopted and effective this the 21st day of October 2025.

Vivian A. Jones
Mayor

ATTEST:

Evelyn Wright
Town Clerk

**Attachment A - FY2025–2026 Senior Center General Purpose Funding Application
Packet**

Attachment B - 2025 Performing Arts Feasibility Study



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-600-

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: October 21, 2025

Subject

Consideration of Appointment of Candidates for the Board of Adjustment and Planning Board

Recommendation:

item Summary:

ATTACHMENTS:

- [2025 PB Applicant.pdf](#)
- [Board_ofAdjustment_and_Planning_Board_Candidates_Cover_letter_2025.pdf](#)
- [BOA Waiver Statement_Oct202521RP.pdf](#)
- [BOA Waiver Statement_Oct202521WH.pdf](#)

Entry #: 61 - Brandon Panameno

Status: Submitted

Submitted: 9/23/2025 12:05 PM

Name

Brandon Panameno

Address

800 N Franklin St, Wake Forest, North Carolina 27587

Email

brandonpanameno98@gmail.com

Phone

(919) 441-2099

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

Having been raised in Wake Forest, I would like serve my community and be apart of the decision making of our future growth. I have a passion to serve that led me to join the Marine Corps Reserves and that passion will continue on the planning board. I want to be a voice for my community and take Wake Forest in a positive direction.

Occupation

Construction Manager

Please upload a current resume



[BrandonPanamenoResumeCurrent.pdf](#)
76 KB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

25

Length of residency in Wake Forest?

20

Please provide proof of residency



Interests & Experiences

Ethics Guidelines for Town Advisory Boards & Commissions

Please agree with the following statement:

If appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Wake Forest Board of Commissioners

Do you agree?

Yes

Members of advisory boards and commissions shall not discuss, advocate or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or council.

If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area.

Any advisory board or commission member may seek counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request that the Town Attorney respond in writing.

Prior to being appointed to an advisory board/commission, it is recommended that you attend a meeting of the advisory board/commission in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/commission.

Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?**Please agree with the following statement:**

I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.

Do you agree?

Yes

Please agree with the following statement:

Per NCGS 160C-109, members of appointed boards shall not vote on any advisory or legislative decision regarding a development regulation adopted where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship. A member of any board exercising quasi-judicial functions shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. A "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

Do you agree?

Yes

Please agree with the following statement:

Code of Conduct: When participating in a meeting or conducting Town business (whether in person, via email, or other communication method), board and commission members shall conduct themselves in an ethical and professional manner. Any board or commission member who engages in inflammatory, hostile or threatening language or behavior toward others, including but not limited to elected officials, staff or another board or commission member, will be removed from the meeting. Any member who engages in the aforementioned behavior is also subject to dismissal from the Board. I understand that that board and commission appointments serve at the pleasure of Board of Commissioners and may be removed from an appointed board or commission at the discretion of Board of Commissioners. Meeting Preparedness to successfully prepare for a meeting, then you will be provided agenda materials in advance. An unprepared board or commission member reflects poorly on the Town of Wake Forest as well as fellow board or commission members since questions asked are often found in the staff report. Any member who continually comes unprepared to meetings is subject to dismissal from the Board. Dress Code Board members are expected to be well groomed, cleaned, and dressed in business casual attire. Shorts, t-shirts, and jeans are not permitted. If a Planning Board member is dressed or groomed inappropriately for a meeting, work session, or a Comprehensive Plan workshop, they will be prevented from participating and counted as absent.

Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Facebook

BRANDON PANAMENO

Wake Forest, NC 27587

919-441-2099

Brandonpanameno98@gmail.com

EXPERIENCE

DEC 2023- Present

CONSTRUCTION MANAGER, Smith Douglas Homes

Tasked with; managing day to day activities in the community, supervising trades, scheduling inspections, ensuring homes are built per the plans, meet with homeowners, maintain job site cleanliness and safety.

JAN 2018- JAN 2024

LANDING SUPPORT SPECIALISTS, UNITED STATES MARINE CORPS RESERVES

Reported to Camp Lejeune once a month and two weeks in the summer. Tasked with performing logistical and administrative duties.

JAN 2023 – DEC 2023

REAL ESTATE AGENT, FONVILLE MORISEY WAKE FOREST

Expanded my real estate business. Represented and secured rentals for clients. Showed commercial and residential properties to prospective clients.

OCT 2022 – JAN 2023

REAL ESTATE AGENT, REB BARN REALTY NC

Started my real estate business. Attended one on one training sessions with my BIC to expand my knowledge and build my business.

FEB 2020- NOV 2020

CAMPAIGN FIELD REPRESENTATIVE, NATIONAL RIFLE ASSOCIATION

Tasked with managing and building a network of volunteers within my district to make phone calls, door knock and attend events. Represented the NRA at events, gun shows, and attended meetings to inform the public about current events.

EDUCATION

MAY 2020

B.A. POLITICAL SCIENCE, UNIVERSITY OF NORTH CAROLINA WILMINGTON

Took advanced course work in political science, campaigning, political theory, public administration, and legal writing.

SKILLS

- Microsoft Office proficient
- Adaptable
- Quick learner
- Strong work ethic
- Ability to multi-task & set priorities
- Construction Management

PROFESSIONAL REFERENCES

- Dennis Berwyn, Former Research Assistant, NC General Assembly, (901) 233-6111
- Trey Ramsey, Former Regional Grassroots Coordinator, National Rifle Association, (717) 448 3426
- Staff Sergeant Tristan Baldwin, United States Marine Corps Reserves, (434) 637-6908

Entry #: 53 - Brian Weiner

Status: Submitted

Submitted: 9/4/2025 7:00 AM

Name

Brian Weiner

Address

528 Sun Meadow Drive, Wake Forest, North Carolina 27587

Email

BRIAN6U@GMAIL.COM

Phone

(941) 256-5892

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

As a recently retired business owner, I completely understand the importance of the defined planning process.

Occupation

Retired

Please upload a current resume



[BWeiner Resume Rev 8-25.pdf](#)
78 KB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

15 months

Length of residency in Wake Forest?

15 months

Please provide proof of residency

0.2 MB



Interests & Experiences

Photography, writing, golf.

Ethics Guidelines for Town Advisory Boards & Commissions

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Do you agree?

Yes

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If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area.

Any advisory board or commission member may seek counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request that the Town Attorney respond in writing.

Prior to being appointed to an advisory board/commission, it is recommended that you attend a meeting of the advisory board/commission in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/commission.

Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?**Please agree with the following statement:**

I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.

Do you agree?

Yes

Please agree with the following statement:

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Do you agree?

Yes

Please agree with the following statement:

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Brian L. Weiner

528 Sun Meadow Drive
Wake Forest, NC 27587
Email: brian6u@gmail.com

Cellular: (941) 256-5892

Senior Executive Level Development Professional

PROFILE

- Highly skilled, technologically superior, results oriented professional with a track record of stellar achievement in development campaigns. **"Black belt" in grant writing, direct mail, annual fund, capital campaigns, business development, and planned giving.**
 - **Over \$365 million dollars in charitable resources personally raised since 2003.**
 - Nationally recognized for bringing advanced fundraising technology to non-profits through highly directed, fully variable communications.
 - Sold my 1st company in 2000. Sold 2nd in 2013.
-

EXPERIENCE

Cape and Islands Veterans Outreach Center October 2021 – May 2024

Development Manager (24 hrs. weekly)

- Responsible for developing and executing annual fundraising plan, including the fundraising budget, so that it aligns with the strategic priorities of the organization.
- Serve as a member of CIVOC's leadership team.
- Expansive grant writing effort, yielding more than \$1,500,000 in 2022 and 2023.
- Ensures accurate monthly reporting of fundraising results to the Executive Director, Development Committee, and Board.
- Create and execute a strategy to develop and grow a sustained base of annual individual donors. Doubled individual giving in 2022.
- Grew budget from \$600,000 in FY21 to \$2.3 million in FY24. Relocated in to NC, May 2024.

Parallel Philanthropic LLC February 2017 – September 2021

President and Founder

- Providing professional consultative services to nonprofits and corporations.
- Under consultative contract to: Cape Cod Synagogue 4/19 – 4/20; Friends of Bass River (P/T Executive Director) 4/18 - 5/19); CFS Inc (VP Digital) 4-18 – 4/20.

The MAVEN Project, San Francisco and Boston August 2017 – February 2018

Chief Development Officer

- Working closely with the CEO and Board Chair, developed and executed a strategy for the philanthropic advancement of a new, healthcare nonprofit.
- Redirected and expanded the pursuit of foundation funding by expanding and diversifying the pool and talent soliciting grants.
- Created a curated, logical and effective program of direct mail, social media, public relations and dialogue driven communications to enhance existing relationships.

The One to One Group, Boston, Sarasota and Raleigh
President, Founder and Chief Creative Officer

May 2003 – December 2016

- Established and built a major, national, full-service organization that specializes in supporting non-profit clients through the use of highly creative, fully variable, communications.
- Highly successful in annual fund, targeted social media, and capital campaigns.
- The One to One Group is unique in that it is the only company serving all aspects of the non-profit client relationship. My work includes, data management, writing, design, publishing, and distribution as well as all donor follow-ups, thank you programs, wealth analysis and comprehensive donor surveys.

NOALART GRAPHICS, Marlborough, MA
President, CEO and Senior Partner

March 1992 - May 2001

- Established and built a major, national, full service, demand-based printing organization that successfully pioneered the digital, demand-based product concept.
- Created the first profitable, all digital, demand print/publishing center in New England.
- At the peak of the dot-com boom I sold the assets of this business to American Reprographics Corporation (a half-billion dollar publicly traded company) in June of 2000.
- Perfected the model for demand-based document management that became the standard for like-sized operations.
- Established partnerships in Buenos Aires, Argentina forging one of the earliest, and most successful, international "distribute and print" programs.

THE KMS COMPANIES, Woburn, MA
President and Chief Operating Officer

September 1990 - March 1992

- Working directly for the absentee owner/investors, successfully engineered the consolidation of three previously unprofitable operating entities into a single, highly profitable business.
- Directed and negotiated the acquisition of multiple entities for the owners.
- Gross sales increased from under \$1,000,000 pre-engagement to \$6,500,000 in the first year. Operating profits at the end of year-one were better than \$800,000.

EDUCATION

B.A. Communications, Rutgers University

HONORS, AWARDS, COMMUNITY SERVICE

2024 – Named "Best Nonprofit" on Cape Cod by SCORE
2023 – Awarded "Best Places to Work", Charity Navigator 4-star, CANDID Platinum
2014 - PICA Special Judges Award – Sales Campaign - SAFE Haven for Cats
2014 - PICA Best in Category – Variable Data - Ravenscroft School
2013 - Fundraising Success Award - Multichannel Appeal of less than \$10 million
2012 - PICA Award Winning Campaign - Best in Category: Variable
2011 – President-Elect, Association of Fundraising Professionals, SW Florida Chapter
2008 to 2012 – Member, Board of Directors – AFP of SW Florida
2008 - Honorable Mention - Partnership for Excellence in Jewish Education
2006 & 2007 - Nominee, Outstanding Corporate Philanthropy - AFP
2006 - Fund Raising Success Gold Awards (2), and PODI Best Practices Award Winner

Entry #: 86 - Bryant Pernell

Status: Submitted

Submitted: 9/30/2025 6:35 PM

Name

Bryant Pernell

Address

219 7th street, Wake Forest, North Carolina 27587

Email

bryantpernell0221@gmail.com

Phone

(919) 218-4881

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I was hoping to join the urban forestry board, but do not see it as an option. I am a local attorney and want to be more involved in my local community. I'm passionate about land preservation and farm planning, and I'm hoping to contribute here in WF.

Occupation

Attorney (can draft an upload an up-to-date resume if required)

Please upload a current resume



[IMG_0009.jpeg](#)
0.4 MB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

7 years

Length of residency in Wake Forest?

3 years

Please provide proof of residency



Interests & Experiences

For fun, anything outdoors! Professionally, I have been practicing law in NC for the last 3 years. Passionate about helping others.

Ethics Guidelines for Town Advisory Boards & Commissions

Please agree with the following statement:

If appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Wake Forest Board of Commissioners

Do you agree?

Yes

Members of advisory boards and commissions shall not discuss, advocate or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or council.

If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area.

Any advisory board or commission member may seek counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request that the Town Attorney respond in writing.

Prior to being appointed to an advisory board/commission, it is recommended that you attend a meeting of the advisory board/commission in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/commission.

Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?**Please agree with the following statement:**

I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.

Do you agree?

Yes

Please agree with the following statement:

Per NCGS 160C-109, members of appointed boards shall not vote on any advisory or legislative decision regarding a development regulation adopted where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship. A member of any board exercising quasi-judicial functions shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. A "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

Do you agree?

Yes

Please agree with the following statement:

Code of Conduct: When participating in a meeting or conducting Town business (whether in person, via email, or other communication method), board and commission members shall conduct themselves in an ethical and professional manner. Any board or commission member who engages in inflammatory, hostile or threatening language or behavior toward others, including but not limited to elected officials, staff or another board or commission member, will be removed from the meeting. Any member who engages in the aforementioned behavior is also subject to dismissal from the Board. I understand that that board and commission appointments serve at the pleasure of Board of Commissioners and may be removed from an appointed board or commission at the discretion of Board of Commissioners. Meeting Preparedness to successfully prepare for a meeting, then you will be provided agenda materials in advance. An unprepared board or commission member reflects poorly on the Town of Wake Forest as well as fellow board or commission members since questions asked are often found in the staff report. Any member who continually comes unprepared to meetings is subject to dismissal from the Board. Dress Code Board members are expected to be well groomed, cleaned, and dressed in business casual attire. Shorts, t-shirts, and jeans are not permitted. If a Planning Board member is dressed or groomed inappropriately for a meeting, work session, or a Comprehensive Plan workshop, they will be prevented from participating and counted as absent.

Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Facebook



Associate Attorney

Life Path Legal Partners · Full-time

May 2025 - Present · 5 mos

**Raleigh, North Carolina, United States
· On-site**

**Vasilko & Pedersen is now Life Path
Legal Partners!**

**Estate Planning, Estate
Administration, Business Formations,
Business Planning, Family Planning,
Farm Succession Planning, LGBTQIA+
Planning and other related matters.**

**💎 Civil Law, Business Formation and
+12 skills**



Attorney

CEDAR GROVE LAW · Full-time

Jan 2025 - May 2025 · 5 mos

North Carolina, United States · On-site

🏢 helped me get this job

**My practice focused on Estate & Farm
Planning, Business Formati...see more**

**💎 Estate Planning, Estate Planning
Law and +6 skills**



Direct Hire Recruiter, Attorney Division

Consilio LLC · Full-time

Entry #: 60 - Cesar Palacios

Status: Submitted

Submitted: 9/22/2025 1:48 PM

Name

Cesar Palacios

Address

1448 Grove Village Road, Wake Forest, North Carolina 27587

Email

c.palacios0923@gmail.com

Phone

(305) 794-0182

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I would like to improve my community for the long term and represent the young adult population while still advocating for the full family spectrum. The community has treated my family and I very kindly and I would love to see it flourish and assist with bringing more families into this area.

Occupation

Sales Engineer

Please upload a current resume



[Cesar Resume Sept2025_.pdf](#)
0.3 MB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

18 years

Length of residency in Wake Forest?

1 year

Please provide proof of residency



Interests & Experiences

Public Speaking - Business Week, Event Coordinator and Co-Host
Community Service - Animal Shelter and Guatemala Christmas Collection
Health Training - Spartan Racing, Lifting, and Running
Reading - Nonfiction, Self-Improvement, and Investing

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Do you agree?

Yes

Members of advisory boards and commissions shall not discuss, advocate or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or council.

If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area.

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Prior to being appointed to an advisory board/commission, it is recommended that you attend a meeting of the advisory board/commission in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/commission.

Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?

Please agree with the following statement:

I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.

Do you agree?

Yes

Please agree with the following statement:

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Do you agree?

Yes

Please agree with the following statement:

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Family/Friend

Cesar W. Palacios

(305) 794-0182 ▪ c.palacios0923@gmail.com ▪ <https://www.linkedin.com/in/cesarwpalacios/>

Experienced CCNP & DEVNET-certified solutions engineer with demonstrated success in solution design & selling, C-level relationship building, and channel influence. Looking to leverage my business development and competitive product positioning skills to partner and dominate the market.

Technical Skills/Certifications

- Certifications: CCNA, DevNet, ENCOR, ENAUTO (CCNP), JNCIA, IBM Professional Applied AI Certification
- Cisco, MSFT, VMWare, Dell, Lenovo
- Agile, Scrum
- Java, C#, Python, SQL

Personal Skills

- Bilingual - Conversational Spanish
- Coachability & Relationship Building
- Analytical Thinking & Sales Acumen
- Leadership & Communication
- Public Speaking

WORK EXPERIENCE

2024 - Present

Solutions Engineer – Commercial East

Juniper Networks, Inc.

- Technical lead engineer supporting seven AM's, carrying 2025 H1 quota to 138%, orchestrating equipment loans, and delegating team specialists to \$500k+ deals.
- Consistently led and closed \$1M+ datacenter, AI, security, and enterprise networking deals from discovery to final decision-maker demo and technical wins.
- Responsible for creating BOMs and competitive bid 407 RFPs for E-Rate customers, as well as leading technical calls for solution demonstrations, POCs, and design recommendations.
- Adept at post-sales troubleshooting and deployment services, including but not limited to configurations, template creation, diagnosis and resolution.
- One of two Solution Engineers selected from the entire Commercial East team to contribute to Juniper's Global SE New Hire Handbook 2024.
- Award winner for in-person Global Pitch Competition held at headquarters in Q1 2025.

2023 - 2024

GVE Enterprise Technical Solution Specialist (TSS)

Cisco Systems, Inc.

- Resolved wireless and LAN cases for partners/internal engineers by providing effective solutions including BOM creation, RFPs, design recommendations, and solution demonstration.
- Exceeded weekly quota by 15% completing over 112 customer cases.
- Teamed virtually with partners, account managers, and architects to drive success with multi-million-dollar accounts across the AMER territory, resulting in 18% growth in FY23.
- Lead TSS on a global, 5-year term, \$5.6M Managed Service Collaboration deal with 6k knowledge workers in AMER and EMEA.
- Proactively co-led client sales and engineering calls.

2022 - 2023

Associate Systems Engineer

Cisco Systems, Inc.

- Successful completion of the Associate Sales Engineering program through CSAP, an award-winning training program, granting seven years of estimated industry experience and trainings through certifications, customer engagements, projects, and case-handling experience upon completion.
- Obtained CCNA, DevNet, ENCOR, and CCNP ENAUTO certifications within one calendar year.
- Completed in-depth training in design solutions, effective technical communication, and focused discussion of business outcomes of Cisco's key architectures, as well as multi-domain and cross-architecture solutions.

Cesar W. Palacios

(305) 794-0182 ▪ c.palacios0923@gmail.com ▪ <https://www.linkedin.com/in/cesarwpalacios/>

- Excelled in Sales Simulations facilitated by systems engineers and account managers that simulate various client vertical scenarios and assessed objection handling, technical demos, proficiency in technical knowledge, and effective discovery and closing.
- Effectively managed a timeline with a team to deliver a demo-ready integration with Webex Connect and ChatGTP project using Python and Github, then presenting the solution in-person to company executives.
- Sole Recipient of FY23Q4 ASE of the Month Award.
- Peer recognition for assisting struggling cohort members to pass certification exams in a timely manner.

2021– 2022

Client Account Manager/ Renewals Specialist

Responsive Technology Partners

- Established trusted advisor relationships with clients, and worked cross-functionally with systems engineers, to position RTP offers, enterprise agreements, and vendor recommendations, increasing closing opportunities by 25%.
- Automated RTP's renewals process enabling early client engagement to secure renewal closings.
- Executed timely renewal and upselling of hardware and software contracts through quoting, pricing, follow-up, order entry, and process management, resulting in a 10% decrease in closing timeline.
- Rigorous training & certifications on Cisco, Microsoft, VMWare, Lenovo, and Dell.

EDUCATION & PERSONAL ACCOMPLISHMENTS

University of North Carolina, Wilmington, North Carolina

Bachelor of Business Administration, Management Information Systems, May 2021

- | | |
|--|---|
| ▪ Vice-Chandlers Cup of Academic Excellence | ▪ Emcee and Philanthropy Chair |
| ▪ President of Information Systems Association | ▪ Mentor, Mi Casa |
| ▪ Vice President, Head of External Affairs, Lambda Chi Alpha, Delta Sigma Chapter | ▪ Volunteer, Centro Hispano |
| ▪ Spartan Race Trifecta World Championship Qualifier and Completionist, Greece, 2023 | ▪ Annual Business Week Speaker |
| | ▪ Annual Tarheel Double Down Challenge Competitor 2021, '22, '23 |
| | ▪ Spartan Race Trifecta Weekend Top 10 Age Group Competitor, 2023 |

Entry #: 79 - Heather Bradley

Status: Submitted

Submitted: 9/30/2025 10:42 AM

Name

Heather Bradley

Address

208 Rose Petal Run, Wake Forest, North Carolina 27587

Email

hbradley0515@gmail.com

Phone

(954) 829-4333

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I have been a real estate paralegal for 26 years and can share my insight to how the state and counties work on the zoning and planning side as well as my general knowledge of government entities for building. I can read land surveys and draw tract plotters for metes and bound land.

Occupation

Real Estate Paralegal

Please upload a current resume



[Resume.pdf](#)
0.3 MB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

19 years

Length of residency in Wake Forest?

19 years

Please provide proof of residency



Interests & Experiences

Enjoy playing with our dog at the local parks, cooking, helping others when I see they need it.

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Have you attended a meeting for the board in which you are applying?

Yes

If yes, what was the date of the meeting?

Was earlier in 2025

Please agree with the following statement:

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Do you agree?

Yes

Please agree with the following statement:

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Do you agree?

Yes

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Heather Bradley

208 Rose Petal Run
Wake Forest, NC 27587

hbradley0515@gmail.com
(954) 829-4333

North Carolina Title Insurance Underwriting License No.: 8523659 (admitted 8/28/17)

South Carolina Title Insurance Underwriting License No.: 8523659 (admitted 5/22/18)

Software Experience:

Qualia, Softpro (ProForm and ProTrust), Full MS Office Suite, ABS, NECHO, Racing Snail, Production Manager, CaseAware, Accurant, Lenstar, LPS, Equator, Doubletime, Landtech, Appitude, Streamline, Ramquest, AOC Searches, Word Perfect, TitleWave, HomeSteps, Eagle Fast Search, REO Central, Resnet, AMN, Pacer, MARS, PAD, ResNet

PROFESSIONAL EXPERIENCE

Hankin & Pack, PLLC, Charlotte, NC—Title Manager/Closing Paralegal
Foundation Title, Charleston, SC—Lead Title Agent

December 2019- Present

- Manage entire firm's Title Department across North Carolina, South Carolina and Georgia by managing all 800-2000 monthly title searches for the firm. Maintains ongoing relationships with third party abstractors and orders all title searches for the firm. Manages a team of 5+ internal abstractors by assigning workload, monitoring search products for accuracy, and handling all escalations. Serve as a liaison between Title Attorneys and all abstractors.
- Developed firm's current incoming title processes and manage all special and bulk projects.
- Serve as a rotating closing paralegal when necessary by obtaining various payoffs, preparing closing disclosures, providing first drafts of various closing documents, and seeing the closing through recording and disbursement.
- Responsible for performing 120+ residential, builder and commercial title searches per month and preparing first drafts of Preliminary Title Opinions for attorneys.
- Works closely with attorneys to advise commercial and land acquisition clients throughout all stages of the acquisition and leasing processes by gathering due diligence, drafting/negotiating letters of intent, providing first drafts and reviewing various legal documents, and providing title curative services when necessary.
- Develop close relationships with National Title Insurance companies to perform complex commercial title searches for a variety of clients, including investment firms, hedge funds, and building.
- Prepare all training programs and materials for incoming abstractors and title attorneys.
- Manage all incoming title commitment orders for Foundation Title. Maintain relationships with the National Underwriters. Personally oversee the commitments, CPLs and Final Policies for Foundation Title.

Law Offices of Jonathan Richardson, Cary, NC—Lead Paralegal/Title Abstractor **February 2019-Dec 2019**

- Performed various title searches and judgment searches. Prepared first drafts of preliminary title opinions for attorney review and ordered all commitments from various Title Insurance Companies.
- Assisted in disbursement of all closing proceeds, ensured all files were fully balances, obtained required closings amounts, and submitted all recordings to the county through Simplifile. Manages all required escrow accounts for firm.
- Assisted attorneys in performing various title curative measures prior to closing, and monitored all matters post-closing to ensure that all curative issues were resolved.
- Responsible for reconciled the firm's trust account in ProTrust and RYNO/ITRACS.
- Assisted closing processors when needed in processing files and preparing settlement statements, and drafting seller's documents.
- Performed all training for new and current employees.

Sterling Title, Raleigh, NC—Real Estate Paralegal/Title Underwriter

July 2018-February 2019

- Provided all title work, including commitments and endorsements, to lenders, and worked closely with them to clear any title objections that they made.

- Served as a closing paralegal by obtaining various payoffs, providing various HOA information, ordered surveys, preparing closing disclosures, providing first drafts of various closing documents, and seeing the closing through recording and disbursement.
- Issued various title commitments.
- Assisted with opening files and post-closing when necessary.

The Coleman Law Firm, P.A., Raleigh, NC—Real Estate Closing Paralegal

July 2017–July 2018

- Opened all new files and sent welcome letters and information sheets to agents.
- Prepared various title searches, prepared first drafts of Preliminary Title Opinions and sent coordinated with lenders to provide all title work.
- Served as a closing paralegal by obtaining various payoffs, providing various HOA information, ordered surveys, preparing closing disclosures, providing first drafts of various closing documents, and seeing the closing through recording and disbursement.
- Coordinated with Title Insurance Companies to obtain Final Title Policies.

Jackson Law, P.A., Raleigh, NC

March 2016 – July 2017

- Prepared title searches, drafted Preliminary Title Opinions, and performed all updates for the law firm.
- Sent all funding docs and obtained funding numbers, recorded via Simplifile, balanced files, cut checks, sent wires and disbursed all files for the office.
- Prepared and sent all Final Title Opinions and ensured all liens were satisfied.
- Handled all curative and title issues.
- Reconciled the trust account in ProTrust as well as in RYNO/ITRACS.
- Assisted the processors when needed in processing files, preparing CDs.

PREVIOUS WORK EXPERIENCE

Account Manager: Mary Wilson State Farm Raleigh, NC (Dec. 2015 – March 2016)

Licensed Associate Agent: Farm Bureau Insurance Durham, NC (Oct. 2014 –Dec. 2015)

Title Curative Specialist: Florida Foreclosure Attorneys, PLLC Boca Raton, FL (Feb. 2014 – Oct. 2014)

Title Specialist: Law Firm of Timothy D. Padgett, P.A Tallahassee, FL (Nov. 2012 –Jan. 2014)

Title Processor/Pre-Processor/Closer: Sunbelt Title/Cartus Financial Sunrise, FL (Aug. 2011 –Oct. 2012)

Paralegal: Roper and Coleman n.k.a. The Coleman Law Firm. Raleigh, NC (Sept. 2006 – Feb. 2011)

Paralegal, George N. Hamrick, P.A. Knightdale, NC (Oct. 2008 – July 2009)

March 7, 2024

To Whom It May Concern,

Heather Bradley is currently employed by Hankin & Pack PLLC and began her tenure here in December of 2019.

Throughout our time working together, Heather consistently produces excellent work, while displaying an eagerness to take on any project – all with minimal supervision. Heather quickly earned the staff's respect with her knowledge, attitude, and willingness to step in and do whatever was asked of her. Heather is a problem solver. I never doubted she would accomplish any task that was given and do it with excellence and expediency. Specifically, I had Heather working on various Title Searches, Commercial closings including various multi-million-dollar apartment complex transactions. Throughout the last 3 and half years of working with Heather, she has performed thousands of searches, including complex commercial searches, raw land acquisition searches, resale searches, and all of our Bulk 300+ property searches. As an abstractor I can ALWAYS trust Heather's searches are complete and accurate, and as a closing paralegal I can ALWAYS trust that Heather is staying on top of communications with clients and making sure that the closing runs as smoothly as possible.

Heather is an excellent Real Estate Paralegal and Abstractor, and any firm or Title Insurance company will be better with her on their team. I would highly recommend Heather, without reservation, for any paralegal or abstractor position or other career that she pursues.

If you have any additional questions, please do not hesitate to reach out to me directly.



Jason B. Pruett

Senior Managing Attorney

Jason.pruett@hankinpacklaw.com

980-895-4116

Entry #: 80 - Jeffrey Frounfelker

Status: Submitted

Submitted: 9/30/2025 11:39 AM

Name

Jeffrey Frounfelker

Address

417 Deacon Ridge Street, Wake Forest, North Carolina 27587

Email

jefrounfelker@gmail.com

Phone

(517) 303-3356

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I have a great interest in community involvement but have had to move for job related purposes since my last appointment in my birth home time, Jackson, Michigan. Upon arriving here in North Carolina, we sought out a community and found that here in Wake Forest. Having now been established here over the past half-decade, I feel now it the time I can begin to give back to this community of which I now consider myself an active member.

Occupation

Group Insurance Underwriter; Licensed Attorney (State of Michigan)

Please upload a current resume



[Frounfelker CV - 2025.pdf](#)
0.1 MB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

5.5 years

Length of residency in Wake Forest?

5.5 years

Please provide proof of residency



Interests & Experiences

Previously appointed to Building Code Board of Appeals in my birth home town, Jackson, Michigan. Interested in all aspects of local government, especially planning a vibrant community. Completed the first Wake Forest Citizens Academy to learn more about the inner-workings of the Town Government and its departments. Licensed attorney (State of Michigan Bar Association member in good standing P74183 since 2011) with prior experience practicing law.

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Do you agree?

Yes

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If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area.

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Prior to being appointed to an advisory board/commission, it is recommended that you attend a meeting of the advisory board/commission in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/commission.

Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?

Please agree with the following statement:

I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.

Do you agree?

Yes

Please agree with the following statement:

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Do you agree?

Yes

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Town Email/E-Notifier

JEFFREY EMMETT FROUNFELKER

Wake Forest, NC 27587

(517) 303-3356

jefrounfelker@gmail.com

EXPERIENCE

Underwriting Consultant (Principal Underwriter)

August 2019 – Present

Blue Cross Blue Shield of North Carolina

Durham, NC

A dynamic role drawing upon my experience with group, individual, and Medicare Advantage dental markets, underwriting, and data analytics with an overall goal of growing market share; Apply a focused review of dental RFP submissions, analyze claims experience, and develop competitive premium rates; Serve as a subject matter expert for dental strategy and product updates by offering dental focused actuarial and underwriting perspectives to ancillary leadership; Collaborate with Sales and Account Management professionals and leadership to offer current and prospective clients appropriate and financially stable group dental plans; Review current dental quoting procedures and process flows, rating methodologies, and dental data accessibility and analytic studies in order to improve rate accuracy, quote volume, and close ratios.

Manager of Underwriting

January 2017 – July 2019

Dominion Dental Services, Inc (d/b/a Dominion National)

Arlington, VA

Lead and Supervise staff of two Underwriters; Create & Review Underwriting rate developments for new groups and renewals; Act as Lead Underwriter for Health Care Reform exchange products, large groups, and alliance partnership products; Manage book of business comprising above 910,000 dental members; Collaborate with leadership in Sales and Account Management to develop strategies to increase close ratios and retention rates; Develop more efficient, consistent, and accurate Underwriting Methodologies; Interpret State Insurance regulations and statutes to ensure compliance with Underwriting Methodologies and filings; Collaborate with Product Manager & Regulatory Manager to ensure proper filing with various states' Departments of Insurance; Conduct Actuarial studies for industry surveys, internal business analytics, and specialty reporting for large clients; other managerial duties such as mentoring new Underwriters and performance evaluations.

Underwriter – Group Insurance

November 2015 – January 2017

Dominion Dental Services, Inc (d/b/a Dominion National)

Arlington, VA

Analyzed information submitted by Sales to evaluate the risk of prospective groups and develop appropriate rates based on dental underwriting methodology and rating models; Prepared renewal rates, and exhibits for renewals and benefit changes for current groups; Consulted with Sales Executives, Account Managers, and Underwriting Management to present, support, and justify rating decisions for larger cases; Used increasing authority to make carefully considered rating decisions and concessions based upon on underwriting experience.

Associate Attorney

December 2012 – November 2015

Schlecte Law Firm, PC

Jackson, MI

Associate attorney in a busy, boutique civil litigation practice that focuses on real estate, environmental, landlord tenant, administrative, and creditor rights laws; Conducted legal research and drafted pleadings and motions on various legal issues; Drafted and responded to discovery requests; Assisted with depositions; Regularly attended court hearings; Represented clients appealing real estate licensing decisions by the Department of Licensing and Regulatory Affairs and the Board of Real Estate Brokers and Sales Persons, including filing administrative appeals in the circuit court; Prepared research for real estate broker and agent continuing education classes; Successfully negotiated complex real estate transactions including oil pipeline easements; Negotiated and edited real estate transaction and closing documents.

Owner

March 2011 – December 2012

Frounfelker Law Office, PLLC

Lansing, MI

General practice with a concentration in criminal defense especially for indigent clients; Negotiated plea bargains with prosecutors; Appearances in district and circuit courts for preliminary examinations, motions, plea hearings, and sentencing hearings; Appearances in district courts for real estate foreclosure hearings.

Of Counsel

August 2010 – November 2012

Wilson and Brown Law Offices, PLLC

Lansing, MI

Drafted and filed pleadings for landlord tenant summary proceedings; Appeared in district courts for summary proceedings; Filed income tax and periodic employment garnishments; Drafted, filed, and executed writs of eviction.

Law Student Volunteer and Extern

Fall 2009 – Spring 2010

Michigan Attorney General's Office: Corrections Division

Lansing, MI

Researched and drafted briefs responding to inmate filed petitions for administrative appeal; Interviewed defendant corrections staff and drafted motions for summary disposition and supporting briefs in the Eastern and Western Districts of Michigan; Observed a federal jury trial and a commutation hearing; Drafted and filed briefs opposing prison inmate writs of mandamus; Researched and prepared a memorandum regarding privacy of presentencing investigation reports.

Law Clerk Intern

Spring 2008

Renaissance Life and Health Insurance

Okemos, MI

Researched insurance codes in several states to ensure initial filing requirements were met for each insurance product offered; Worked with the corporate compliance officer researching special projects and prepared memoranda with findings and opinion.

Group Insurance Underwriter

2005-2007

Delta Dental of Michigan, Indiana & Ohio

Okemos, MI

Analyzed data and established insurance rates using actuarially sound underwriting techniques to cover risk and administrative costs; Corresponded regularly with management, the sales team, and agents to develop risk and pricing alternatives; Developed relationships with groups to build a successful and profitable book of business.

Customer Relations Manager

Pulte Homes of Michigan

2004-2005

Ypsilanti, MI

Acted as the liaison between one of the nation's largest home builders and its customers to thoroughly address construction and service issues; Conducted warranty inspections, and scheduled trades to perform warranty related repairs; Achieved a 100% customer satisfaction rating helping the Pulte brand earn an excellent JD Power ranking.

EDUCATION**Thomas M. Cooley Law School, Lansing, MI**

Juris Doctor, *cum laude*, Concentration in Litigation: May 2010

- Honors Scholarship, Dean's List, Honor Roll, Intra-School Moot Court Competition, First-Year Moot Court Competition, Client Counseling Competition, & Associate Editor and Junior Marketing Editor: *Thomas M. Cooley Journal of Practical and Clinical Law*.

Michigan State University, Eli Broad College of Business, East Lansing, MI

Bachelor of Arts, Finance and Spanish, May 2004

- Honors College Graduate
- Dean's List

Universidad de Extremadura, Cáceres, Spain

Study Abroad: Spanish Language, Literature, and Culture, Spring 2002

Hillman Advocacy Program, Grand Rapids, MI

Trial skills development course, January 2013

MEMBERSHIPS & COMMUNITY INVOLVEMENT

Member of the Knights of Columbus (Council #11234); Former Vice Chairperson and Board Member, City of Jackson Building Code Board of Appeals and Examiners; Member of the State Bar of Michigan; volunteer for various local political campaigns; Town of Wake Forest – 2022 Citizen's Academy.

ADDITIONAL SKILLS

Proficient in written and verbal Spanish; developed excellent negotiation and communication skills; working knowledge of ancillary group and individual benefit regulations and filings pursuant to Federal Health Care Reform (Affordable Care Act), Centers for Medicare and Medicaid Services (CMS), and various state departments of insurance; working knowledge of Michigan state government agencies related to real estate and environmental regulations; computer experience including: Microsoft Windows, Microsoft Office, WordPerfect, LexisNexis, & Westlaw. Novice use and understanding of Microsoft SQL and database query.

Entry #: 50 - Kelli Jones

Status: Submitted

Submitted: 8/20/2025 3:38 PM

Name

Kelli Jones

Address

6131 Falls of Neuse Rd, Suite 202, Raleigh, North Carolina 27609

Email

kjones@northviewpartners.com

Phone

(972) 800-2799

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I am interested in being involved with the growth of Wake Forest and future design and retail coming to the area. I have been involved in Real Estate Multifamily in the area and have also been a resident of Wake Forest for 10+ years.

Occupation

Asset Management

Please upload a current resume



[Kelli Jones Resume.doc.pdf](#)
88.9 KB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

11 years

Length of residency in Wake Forest?

11 years

Please provide proof of residency

— —



Interests & Experiences

Enjoy the greenways, activities with teenage children, and fitness

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Do you agree?

Yes

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

KELLI R. JONES

720 TREE GREEN LANE, WAKE FOREST, NC 27587
PHONE (972) 800-2799 • E-MAIL KELLIRJONES@HOTMAIL.COM

PROFESSIONAL EXPERIENCE

Greystar, Triangle Submarket and Wilmington

April 2011 - Present

Senior Regional Property Manager

Oversee a 2,400-unit portfolio consisting of six assets throughout the Triangle Submarket with an additional three pre-development projects in various stages. Market knowledge as operator in Wilmington, NC as well as Raleigh, Durham, Cary/Morrisville submarket. I attribute my success to the development of team members, a strong financial understanding and focus on forecasting, attention to detail, and a working relationship with our vendors and external industry partners.

- **Financial Experience:** Annually average eight to ten budget submissions with monthly proforma review discussions on going. Lease up assets require year 1 stabilized budget creations and untrended rent/stabilization planning. 2024 has largely been a focused year on refinance opportunities and rent growth/NOI positioning for lenders.
- **Portfolio Experience:** Lease -Ups (Garden, Mid-Rise, SFR Townhomes, Active Adult, Hi-Rise, and Mixed Use), a Lease-Down, Student to Conventional Repositioning, Rebranding, Value-Add Renovations, and Pre-Development Consulting in Wake County and Cary/Morrisville. Property Renovations have including \$4M-\$10M value- add scopes with \$15k per door unit renovations that have assisted me in building a strong relationship with our Regional Maintenance team and external vendor partners.
- **New Business Development:** Consulting Agreements and new client adds to the portfolio as well, a development pipeline that includes eight assets currently in design/floorplan and location review. Experienced in floor plan consulting and design, building space planning, amenity packaging and placement, proforma review and lease-up planning including staffing plans, unit and amenity pricing, and pre-development trended budgeting.

Colonial Properties Trust, Texas and Virginia

2008-2011

Post Properties, Georgia

2006-2008

Intern-to-hire Roberts Realty Investors, Georgia

2002-2006

EDUCATION AND BUSINESS DEVELOPMENT

Education:

University of North Georgia , Dahlonega, Georgia
Bachelor of Business Administration, Marketing Business

Sept 2000 - May 2004

Development:

Certified Apartment Manager

COMPUTER SKILLS AND EXPERIENCE

Realpage Software, Yardi Software and Financials, Revenue Management, ILM, CRM, Ops Technology, MRI, Foresight, Canva, Microsoft, Social Media Platforms, Costar Analytics, Conserve/Realpage Utility Management

References available upon request

Entry #: 64 - Mark Moore

Status: Submitted

Submitted: 9/24/2025 12:32 PM

Name

Mark Moore

Address

3009 Polanski Drive, Wake Forest, North Carolina 27587

Email

mark.moore.nc@gmail.com

Phone

(910) 751-0596

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I have weather of knowledge on planning and construction with over 10 years and 20 years of military service. Attended the Planning 101 course and currently attending the Citizens Academy. Wanting to support my local community as it grows.

Occupation

Construction Consultant

Please upload a current resume



[Mark Moore Program Manager GPT \(C\).docx](#)
30.4 KB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

4 years

Length of residency in Wake Forest?

4 years

Please provide proof of r



Interests & Experiences

Fishing, construction, business development, and spending time with my family.

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Town Email/E-Notifier

As a seasoned construction project manager, I bring extensive experience managing small to mid-sized civil projects from concept through completion. I've led cross-functional teams in developing project scopes, schedules, and budgets, while ensuring strict adherence to safety protocols and company risk policies. I excel at designing and implementing detailed project plans, resolving operational challenges, and coordinating internal and external resources—including subcontractors, technical staff, and specialty consultants—to keep projects on track and aligned with client expectations. Familiar with Procore and other HCSS software.

Experienced in executing end-to-end subcontracting and procurement functions, including preparing and issuing RFPs/RFQs, negotiating terms and conditions, and managing purchase orders and agreements. Skilled in evaluating supplier proposals, maintaining documentation, and ensuring compliance with contractual and insurance requirements. Adept at juggling multiple projects, prioritizing tasks to meet deadlines, and collaborating closely with internal teams and subcontractors to drive cost savings and resolve invoice or contract disputes.

Adept in strategic planning, performance evaluation, and customer-focused service delivery. Known for mentoring high-performing teams, delivering impactful presentations, and driving continuous improvement through data-driven analysis. Holds dual Master's degrees in Strategic Organizational Leadership and Strategic Intelligence in Special Operations. Currently pursuing the PMP–Construction Program (PMP-CP) and Agile certifications to further enhance project execution and leadership capabilities.

Education & Certifications:

- Master of Arts in Strategic Organizational Leadership
- Master of Arts in Strategic Intelligence in Special Operations
- Lean Six Sigma Blackbelt, Project Management Professional (PMP) certification, Agile Certificate, Lean Project Management, Scrum Master.

PROFESSIONAL EXPERIENCE

Lead Consultant - (September 2025 – Present) Soben

Project Manager - (June – September 2025) Strategic Solutions Unlimited Inc.

Project Manager - (September 2024 – May 2025) Town of Clayton

- Lead construction management and project management for Town projects, including design, site planning, and construction plan oversight, while ensuring compliance with contract administration standards.
- Prepare monthly activity reports, budget reports, work plans, and construction progress reports to support the Capital Improvement Program (CIP).
- Collaborate with the Engineering Director and department heads to provide accurate cost and resource estimates, prepare purchase orders, bid documents, and detailed contract specifications.
- Serve as a liaison between various departments to ensure smooth coordination and communication during the execution of construction projects.
- Compile quantities, prepare payment applications, and track project costs to ensure projects stay within budget and are completed on schedule.
- Oversee the planning, coordination, and implementation of Town projects, including civil infrastructure and municipal construction projects including roads, drainage, and capital improvement projects.
- Work closely with the Finance Department to ensure federally funded projects comply with relevant regulations and facilitate reimbursement requests for payment.
- Negotiate easement agreements with property owners to support construction and development needs.

Shepherd Response

Office Manager and Pre-construction Program Manager - (September 2022 – September 2024)

- Directly supervised project managers, coordinated with NCORR staff directors, and managed planning, budgeting, and daily work schedules to ensure successful project execution.
- Collaborated with CEOs on the quarterly bid process with NCORR and the NC Department of Public Safety, overseeing bid projects ranging from \$200,000 to \$25 million.
- Extensive experience in understanding, explaining, and administering contracts, as well as developing and interpreting federal and state policies, procedures, and regulations.

- Led the planning, coordination, management, supervision, and evaluation of subordinates and contractors, ensuring high-quality performance across projects.
- Communicated effectively, both orally and in writing, to ensure smooth coordination and adherence to project goals.

Lieth Automotive Group

Service Writer – Audi Raliegh (September 2021 – September 2022)

- Actively engaged in a management development program focused on honing skills in coordination, effective communication with customers, scheduling, budgeting, sales, and outcome planning.
- Gained valuable experience in adapting leadership and organizational skills to new environments

UNITED STATES ARMY (June 1998 – September 2021)

Senior Operations Manager - Ft. Bragg, NC (April 2020 – September 2021)

Section Chief/Manager (Assistant Chief of Staff G9 Section) – Iraq (July 2019 – April 2020)

Senior Operations Manager - Ft. Bragg, NC (October 2018 – July 2019)

Section Chief/Advisor - Germany, Africa, Ft. Bragg, NC (July 2016 – October 2018)

Operations Manager - Ft. Bragg, NC (May 2015 – July 2016)

Section Chief/Manager (Assistant Chief of Staff G9 Section) – South Korea (June 2014 – May 2015)

Team Manager - Thailand, Afghanistan, Chad, Ft. Bragg, NC (2007 – 2015)

Transportation Manager – Iraq, Ft. Stewart, NC (2003 – 2007)

Truck Driver - Florida, Iraq, Ft. Stewart, NC (1998 – 2003)

Military Transition of Job Experience

Senior Operations and Program Manager

- Directed a workforce of 2,000+ employees and 4,000 students, leading strategic planning, customer training programs, and team operations to maximize client satisfaction.
- Spearheaded employee selection, training, and supervision initiatives to align performance with organizational goals.
- Developed and enforced senior leadership communication strategies, ensuring transparency and operational efficiency.
- Demonstrated strong time management and organizational skills, consistently delivering results in high-paced environments.

International Development and Humanitarian Programs Manager

- Managed 5 civil development programs supporting the Department of State, USAID, the Iraqi Government, and DOJ across five countries.
- Coordinated humanitarian efforts spanning seven countries and four U.S. agencies, aligning with UN initiatives in Iraq and Syria.
- Led direct collaboration with U.S. Ambassadors and program leads to address education, health, and refugee crises.

Global Operations Manager (Africa and Europe)

- Negotiated operational needs with clients, ensuring resource availability and balancing client expectations.
- Maintained detailed financial tracking for quarterly and annual reports, enhancing organizational accountability.
- Conducted client briefings, proposals, and post-mission reviews to improve operations and strengthen partnerships.

Strategic Communications and Public Relations Lead

- Managed mission readiness, logistics, supply chain, HR, and administrative functions, supporting global operations.
- Acted as a spokesperson at international and public speaking events, including Congressional-level briefings.

Regional Operations Supervisor Civil Affairs

- Supervised six Civil Affairs Teams supporting strategic planning and operations across Africa.
- Managed budgets, grant compliance, reporting and funding proposals valued at \$5M of humanitarian aid and executed 16+ development projects.
- Ensured equipment accountability and personnel readiness across geographically dispersed teams.

Humanitarian Operations Team Lead

- Directed humanitarian, governance, disaster response, and development operations across Africa, Asia, and the Middle East.
- Prepared Grant proposals worth \$500K UN-sponsored project, strengthening partnerships with UN agencies and NGOs like UNICEF and Doctors Without Borders.

Entry #: 82 - Missy Catlow

Status: Submitted

Submitted: 9/30/2025 2:01 PM

Name

Missy Catlow

Address

805 Brewer's Glynn, Wake Forest, North Carolina 27587

Email

mfcatlow@gmail.com

Phone

(281) 908-5468

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I wish to serve on a Wake Forest advisory board because I value the opportunity to contribute to the community I now call home. My professional background includes work as a GIS analyst, public sector consultant, and program evaluator, where I partnered with local governments to strengthen services and data-informed decision making. I enjoy working as part of a team and have experience bringing diverse voices together to shape solutions that reflect community needs. Beyond my professional work, I volunteer weekly with Community Table at Olive Church and have a strong history of civic engagement, both here in North Carolina and during my time in Chicago. I would bring a combination of technical expertise, collaborative skills, and community commitment to strengthen the work of the board.

Occupation

Impact Consultant (Program Evaluation for Nonprofit and Social Good Organizations)

Please upload a current resume

Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

6 Months

Length of residency in Wake Forest?

6 Months

Please provide proof of residency



[Maureen Catlow Resume AdvisoryBoard.pdf](#)
0.1 MB



Interests & Experiences

- Professional experience as a GIS analyst and public sector consultant, supporting local governments with data and mapping tools.
- Background in program evaluation and strategic facilitation, helping organizations use evidence to guide decision-making.
- Passion for community engagement and civic participation, with experience collaborating across diverse groups.
- Active volunteer at Community Table at Olive Church, building connections with neighbors and supporting local needs.
- Strong interest in strengthening public services through data-informed approaches and collaborative problem-solving.
- Recent return to Wake Forest and North Carolina, eager to reinvest skills and experience into the local community.

Ethics Guidelines for Town Advisory Boards & Commissions

Please agree with the following statement:

If appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Wake Forest Board of Commissioners

Do you agree?

Yes

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If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area.

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Prior to being appointed to an advisory board/commission, it is recommended that you attend a meeting of the advisory board/commission in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/commission.

Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?

Please agree with the following statement:

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Do you agree?

Yes

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Do you agree?

Yes

Please agree with the following statement:

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Town Email/E-Notifier

MAUREEN CATLOW

mfcatl原因@gmail.com | 281-908-5468 | [in/mfcatl原因](https://www.linkedin.com/in/mfcatl原因)

PROFESSIONAL SUMMARY

Experienced evaluation and program consultant with a focus on capacity building and strategic planning. Skilled in data analysis, visualization, and communication for monitoring and evaluation activities. Proven ability to build strong relationships with clients and stakeholders, fostering a collaborative learning environment.

RELEVANT SKILLS

Data Visualization | Project Management | Change Management | Continuous Quality Improvement | Survey Design

PROFESSIONAL EXPERIENCE

RESULTS LAB, Remote – Chicago, IL

2023-Present

Impact Consultant

Serve clients by providing evaluation services, training, and technical assistance for data-informed decision-making. Partner with clients to create successful change-management plans to support sustainable and impactful implementation of data practices and deliverables.

- Led the design and implementation of customized data collection practices (surveys, facilitated sessions, focus groups, voice memos, etc.) across clients, ensuring alignment with measurement planning and client considerations.
- Developed compelling data visuals and facilitated data use sessions with Caring for Denver, resulting in actionable program improvements and organizational decision making.
- Liaise with clients to establish project plans, including defining project objectives, developing schedules, and identifying best practices for data collection. Projects resulted in actionable data reports for client budgeting committees and leadership.
- Delivered coaching sessions on the ACT model across client content areas and roles to create or improve key strategic documents. Tailored training materials to right-size content and activities aligned with client needs.
- Managed and led the overall design and implementation of multiple ResultsLab projects, including building high-quality client relationships leading meetings and workshops, and managing critical client communications.

BRIGHTPOINT, Remote – Chicago, IL

2021-2023

Impact Manager

Led all monitoring and evaluation activities, carrying out core managerial tasks and a wide range of technical assistance designed for nonprofit program portfolio (9 Programs).

- Provided technical expertise on evaluation and improvement strategies, data management and analysis, grant proposals, and Continuous Quality Improvement (CQI) plans.
- Collaboratively developed, tracked, and reported impact indicators to programs and manage the configuration of unique data collection systems, both paper and digital, ensuring tools are user-friendly and link back to key indicators.
- Conducted qualitative and quantitative analyses to present analytical findings with high-quality visualizations to communicate results. Impact reviews included discussions on improvement opportunities and programmatic quality insights.
- Designed and facilitated interactive group technical training sessions in alignment with agency and federal grant contract expectations. Training courses improved user confidence in data systems and understanding of award requirements.
- Heavily contributed to internal initiatives including improving intake documentation for participants (+14,000) and leading contract execution for all data sharing in grant-based programming.

MUNICIPAL GIS PARTNERS INC., Chicago, IL

2018 – 2020

GIS Analyst II and Data Management Consultant

Analyst for a full-service GIS consulting firm that specializes in consulting, data management, and visualization for small and medium-sized local government organizations.

- Oversaw the work of client data collection and conducted regular quality control processes. Monitoring and consistent communication resulted in the highest data completeness and quality scores across all agency clients (30+).
- Ensured accurate record-keeping of projects by regularly updating documentation to include all technical processes, maintenance activities, and general project resources, resulting in higher rates of knowledge sharing across client sites.
- Led workshops to streamline complex data management systems, resulting in automated system workflows and newly integrated checks to improve data quality and decrease client tasks.
- Founded the Diversity and Inclusion initiative, resulting in policy changes for equitable recruitment and hiring practices.

EDUCATION

● **North Carolina State University**, Raleigh, NC
Master of International Affairs
Graduate Certificate in Geospatial Information Science

● **Purdue University**, West Lafayette, IN
Bachelor of Arts in Anthropology
Focus in International Development
Minors in Spanish and Communication

Entry #: 63 - RICHARD ADAMS

Status: Submitted

Submitted: 9/23/2025 7:54 PM

Name

RICHARD ADAMS

Address

201 Cottesbrook Dr, Wake Forest, North Carolina 27587

Email

rrichiee@gmail.com

Phone

(919) 455-1260

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

To help shape the growth of our town

Occupation

retired, part time substitute teacher, town hall volunteer,

Please upload a current resume



[Adams resume.docx](#)
21.8 KB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

17 years

Length of residency in Wake Forest?

15 years

Please provide proof of residency



Interests & Experiences

Reading, gardening, helping the community when I can- I've also completed the planning 101 class and currently attending citizens academy

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Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?**Please agree with the following statement:**

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Do you agree?

Yes

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Do you agree?

Yes

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Town Email/E-Notifier

Richard Adams

201 Cottesbrook Dr Wake Forest NC 27587

Phone: (919) 455 1260

E-Mail: rwadams510@gmail.com

Goal:

Being retired, my goal is simple, to work for an organization that appreciates my experience, skills and knowledge. I am looking to work part time for a company where I can utilize those skills.

SUMMARY OF EXPERIENCE:

A seasoned team-oriented project manager demonstrating, innovation, financial acumen, and general management competencies with a highly successful track record in clinical trial EDC management. More than 15 years of progressive experience in the Clinical Research and pharmaceutical industry. Experienced in crafting a strategy and vision in a highly complex project environment to meet bottom line targets, including training, and retaining resources to support the vision and achieve project targets.

Retired

(March, 2017 – Present)

- Volunteering at Wake Forest Town Hall
- Substitute teacher for Wake County Schools
- Spending quality time with family
- Traveling

QuintilesIMS, Durham, NC

Data Team Leader

(August, 2015– March, 2017)

- Project management of all data management through to completion
- Providing this expertise to customer data managers, key decision makers, and internal team members to manage continuous process improvements, issue escalation, workload projections, and technical expertise
- Managing and organizing data so that it is accessible and sufficiently well summarized for customer and regulatory bodies such as the FDA
- Acting as a point of contact for various stakeholders including customers and the Clinical Data Management team, as well as working closely with the data programmers
- Understanding the components of a study start up through to study close out, and developing key documentation
- Creating and working with a supportive team environment, and sourcing candidates who will contribute to the expected high standards

PAREXEL International Durham, NC

Data Operations Leader

(July 25, 2011 – April 2015)

- Provide Leadership and direction to the project team members
- Provide productivity targets to the project team members
- Ensure the project is completed within budget, schedule, and according to contract specifications
- Effectively communicate with internal and external customers as well as third party vendors
- Prioritize effectively and respond to urgent requests within team or from client

- Participate in cross functional meetings and drive initiatives to ensure the delivery of milestones and timelines for clinical trials
- Coordinate technical set-up for complex projects / programs
- Responsible for the creation and execution of an integrated plan covering all Data Operation deliveries; this includes the coordination of dependencies between Data Operation stakeholders
- Provide input to proposals and attend Bid Defense Meetings as required
- As needed, participate in a meeting with Business Development / PFD / PL to understand the scope of the contract and any Master Service Agreement in place for the client
- Review (draft) protocol from a Data Operations perspective
- Provide input to project tools, project plan, Central File Maintenance Plan, etc.

etrialis, Inc. / Merge eClinical, Morrisville, NC

Project Manager II

(April 28, 2008 – July 15, 2011)

- Overall responsibility for management and direction of the project team and all aspects of clinical project management, including timelines, budget and deliverables for numerous studies in a wide range of therapeutic areas.
- Leading the project team and project planning from start-up to close-out.
- Managing client interactions and expectations.
- Manage all project documentation and reporting to include the development of study specifications.
- Communicating client requirements to the project team.
- Facilitate identification of Risks and Issues that may affect project deliverables and targets and interact with the project team to develop and implement mitigation strategies and corrective actions to ensure minimum impact to the project
- Plan and present material at investigator meetings.
- Training clients
- Participate in Sales presentations and bid defenses.
- Assist in the training and mentoring of Project Manager I and Project Assistants.

LifeTree Technology, LLC., Great River, New York

Software Development / Project Manager

March 2001 – April 2008

- Work as a project manager on multiple clinical trials, including a government sponsored project for anxiety disorders following traumatic brain injury, large Cardiac registry, three pediatrics trials sponsored by the NICHD, several vaccine trails and several cardiac device trials.
- Designed, developed eCRFs, wrote edit check specs, implemented edit checks.
- Ongoing maintenance and support of studies (updates, mid-study changes, etc.).
- Training of clients in studies both on site and remotely for all roles.
- Client service person for studies (reset passwords, answer questions, add users/sites etc.).
- Developed Customizations (customized eCRFs, custom edit checks, customized options and/or features)

SUNY at Stony Brook

Stony Brook, NY

Bachelor of Science Degree: Graduation date: 05/2001

Major: Computer Information Systems, Minor: Business Management

References

References will supplied upon request

Entry #: 57 - Robert Sherman

Status: Submitted

Submitted: 9/16/2025 5:23 PM

Name

Robert Sherman

Address

404 Swirling Wind Way, Wake Forest, North Carolina 27587

Email

Shermnc@gmail.com

Phone

(919) 656-5392

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I would like to become more informed as to the future direction we are going in and participate in that challenge.

Occupation

Retired

Please upload a current resume

Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

20 years from 1996-20016

Length of residency in Wake Forest?

2 years

Please provide proof of residency



Interests & Experiences

Served on resident planning board for Cary. I have a business coaching certification from NC State. I watched and participated in Cary's growth over the past 25 years. My interest lies in balancing a wonderful place to live with a thriving community and a strong fiscal future for Wake Forest. Love this community and I'd like to participate in its future.

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Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?**Please agree with the following statement:**

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Do you agree?

Yes

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town Email/E-Notifier

Entry #: 48 - Wesley Harris

Status: Submitted

Submitted: 8/19/2025 7:53 PM

Name

Wesley Harris

Address

217 Harris Road, Wake Forest, North Carolina 27587

Email

weslleyh@me.com

Phone

(919) 621-5628

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

To have an opinion in the development of our community.

Occupation

Head Cashier

Please upload a current resume



[Copy of Resume 6 23.docx](#)
9.9 KB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

58 years

Length of residency in Wake Forest?

1.75 years

Please provide proof of residency



Interests & Experiences

Ethics Guidelines for Town Advisory Boards & Commissions

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No

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Do you agree?

Yes

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Julian Wesley Harris

217 Harris Road
Wake Forest , N.C. 27587
919-621-5628
wesleyh@me.com

WORK EXPERIENCE

Glover Corporation

April 1997 - May 2018

Served in a Office Manager capacity. Maintained daily operations for the company. This included hiring, reviews, accounts payables and receivables. Oversaw all inside sales — *Manager of Customer Service*

MasterPrint, Inc. Corporate

October 1988 - April 1997

Served in an Office Manager capacity. Maintained daily operations for the company.

This included but was not limited to payroll, payables, receivables as well as problem resolution for employees. Maintain a schedule of all jobs at 4 locations to meet customers expectations.

MasterPrint, Inc. Corporate

— Manager of Digital Division

October 1988 - April 1997

Obtain and set up digital production division. This included overseeing production. Maintain productivity and profitability. Perform on and off-site training as necessary with customers/employees. During this period I closed the Crabtree store and maintained 85% of sales.

MasterPrint, Inc. Crabtree Valley

— Retail Store Manager

October 1988 - April 1997

Maintain profitable operation. Responsible for sales estimating, purchasing and staffing Make outside calls as necessary. Increased sales in store by 50%

Poole Printing Company, Inc.

June 1982 - October 1988

Bindery Supervisor, Production Coordinator

Jos. A Banks

May 2006 - October 2011

Part time General Sales, stocking, etc.,
inventory and loss control

Kanki Japanese Steakhouse

July 2021 - October 2021

Host, Service Coordinator

Westlake Ace Hardware

May 2022 - Current

Head Cashier

Maintain control of all cash disbursements. Oversee training cashiers, customer service as well as seeing that all salesmen are properly trained. Review procedures and update as necessary.

Maintain loss prevention control and logs as well as training pertaining to loss prevention. Ensure safety of assets, employees and customers.

Education

April 1992 - August 1992

Capital Associated Industries

3150 Spring Forest Road Raleigh NC 27609

Statistical Process Control Certification

September 1981 - June 1984

Athens Drive High School

1420 Athens Drive Raleigh NC 27606

Diploma

Entry #: 78 - William Talbot

Status: Submitted

Submitted: 9/30/2025 9:57 AM

Name

William Talbot

Address

629 Flaherty ave, Wake Forest, North Carolina 27587

Email

Jbtal82@gmail.com

Phone

(732) 241-6254

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I have prior experience as the chairman of the planning board in New Jersey

Occupation

Retired

Please upload a current resume

Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

6 years

Length of residency in Wake Forest?

4 years

Please provide proof of residency

Interests & Experiences

I interest includes reviewing site plans and building sites, also in Finance, and family

Ethics Guidelines for Town Advisory Boards & Commissions

Please agree with the following statement:

If appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Wake Forest Board of Commissioners

Do you agree?

Yes

Members of advisory boards and commissions shall not discuss, advocate or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or council.

If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area.

Any advisory board or commission member may seek counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request that the Town Attorney respond in writing.

Prior to being appointed to an advisory board/commission, it is recommended that you attend a meeting of the advisory board/commission in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/commission.

Have you attended a meeting for the board in which you are applying?

Yes

If yes, what was the date of the meeting?

Please agree with the following statement:

I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.

Do you agree?

Yes

Please agree with the following statement:

Per NCGS 160C-109, members of appointed boards shall not vote on any advisory or legislative decision regarding a development regulation adopted where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship. A member of any board exercising quasi-judicial functions shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. A "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

Do you agree?

Yes

Please agree with the following statement:

Code of Conduct: When participating in a meeting or conducting Town business (whether in person, via email, or other communication method), board and commission members shall conduct themselves in an ethical and professional manner. Any board or commission member who engages in inflammatory, hostile or threatening language or behavior toward others, including but not limited to elected officials, staff or another board or commission member, will be removed from the meeting. Any member who engages in the aforementioned behavior is also subject to dismissal from the Board. I understand that that board and commission appointments serve at the pleasure of Board of Commissioners and may be removed from an appointed board or commission at the discretion of Board of Commissioners. Meeting Preparedness to successfully prepare for a meeting, then you will be provided agenda materials in advance. An unprepared board or commission member reflects poorly on the Town of Wake Forest as well as fellow board or commission members since questions asked are often found in the staff report. Any member who continually comes unprepared to meetings is subject to dismissal from the Board. Dress Code Board members are expected to be well groomed, cleaned, and dressed in business casual attire. Shorts, t-shirts, and jeans are not permitted. If a Planning Board member is dressed or groomed inappropriately for a meeting, work session, or a Comprehensive Plan workshop, they will be prevented from participating and counted as absent.

Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Wake Forest Board of Adjustment and Planning Board Applicants

Board of Adjustment - 3 Regular Seats

Planning Board - 2 Regular Seats

Note: *Candidates who are reapplying are not required to provide a new application or supporting documentation.

All Candidates:

Candidates	Town Limits
Board of Adjustments	
*Kenneth Christie	Yes
*Rick Porter	Yes
*William Hendrick	Yes
Planning Board	
Brandon Panameno	Yes
Brian Weiner	Yes
Bryant Pernell	Yes
Cesar Palacios	Yes
Heather Bradley	Yes
Jeffrey Frounfelkner	Yes
Kelli Jones	Yes
Mark Moore	Yes
Missy Catlow	Yes
Richard Adams	Yes
Robert Sherman	Yes
Wesley Harris	Yes
William Talbot	Yes

Statement of Continued Interest in Serving on the Wake Forest Board of Adjustment

I am writing to express my sincere interest in continuing to serve on the Wake Forest Board of Adjustment. Over the course of my tenure, I have developed a deep appreciation for the important role this board plays in ensuring that our town's growth and development align with both the letter and the spirit of our zoning ordinances.

As a Senior Property Manager, I bring a practical understanding of land use, development challenges, and community impact. This perspective has allowed me to contribute meaningfully to the board's deliberations, always with a focus on fairness, transparency, and the long-term well-being of Wake Forest.

Remaining on the Board of Adjustment would allow me to continue supporting responsible development while protecting the character and integrity of our community. I am committed to upholding the standards of the board and to serving with professionalism, impartiality, and respect for all stakeholders.

Thank you for the opportunity to serve, and I hope to continue contributing to the thoughtful governance of our town.

Sincerely,

Rick Porter



THE LAW OFFICE OF WILLIAM M. HEDRICK, PLLC
DEFENDER OF DEFENDERS
8529 PARLANGE WOODS LN., WAKE FOREST, NC 27587
PHONE: (919) 610-0287
EMAIL: WILL@DEFENDEROFDEFENDERS.COM

29 September 2025

Town of Wake Forest
Attn: Board of Commissioners
301 S. Brooks St.
Wake Forest, NC 27587-2932

To the Board of Commissioners,

I trust this letter finds you all well. If it pleases the Members of the Board, I wish to be considered for continued appointment to the Board of Adjustment.

As a long serving member of the Board of Adjustment, I am further writing in request of a formal waiver of the term limit requirement imposed on myself pursuant to Section 14.4.2 of the Unified Development Ordinance for the Town of Wake Forest, so that I may continue to serve the Board, as well as the larger community which it serves. In accordance with Section 14.10 of the Unified Development Ordinance, the Board of Commissioners may, by a majority vote, waive any of the term limit requirements for the individual boards and commissions for reasonable cause.

My previous appointments to the Board of Adjustment are as follows:

- 2012-2013 (2-year term*) (*partial term, appointed 21 December 2011 to fill vacant seat)
- 2014-2016 (3-year term)
- 2017-2019 (3-year term)
- 2020-2022 (3-year term)
- 2023-2025 (3-year term)

I have served as Chair of the Board of Adjustment from 2014 to present.

I am a lifelong resident of the Town of Wake Forest and a licensed and practicing attorney. I am grateful for the opportunity to serve my hometown and its citizens and I am happy and willing to continue in my service to the Town of Wake Forest and the Board of Adjustment for as long as the Board of Commissioners wishes to have me.

If any of the Members of the Board of Commissioners should have need for anything additional from me, please let me know and I will be more than happy to provide it. My sincere thanks to the Members of the Board for your time and consideration.

Kind regards,

William M. Hedrick



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-564-

Submitted by: Jennifer Currin, Planning

Submitting Department: Planning

Meeting Date: October 21, 2025

Subject

Consideration of the Towns of Wake Forest and Youngsville Annexation Agreement Update

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-559-
Submitted by: Tim Richards, Planning
Submitting Department: Planning
Meeting Date: October 21, 2025

Subject

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

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-602-

Submitted by: Jennifer Currin, Planning

Submitting Department: Planning

Meeting Date: October 21, 2025

Subject

LAPP Funding Request

Recommendation:

item Summary:

ATTACHMENTS:

- [Agenda Summary_BoC LAPP Request.pdf](#)

Agenda Item: LAPP Funding Request.

Summary: Smith Creek Greenway Phases 2 and 3, a combined project, would fill a critical gap in the Town of Wake Forest's greenway network, connecting over 60,000 people to Raleigh and the region via the adjacent Neuse River Greenway.

Kimley-Horn, project engineer, prepared a preliminary cost estimate associated with our 90% construction drawings. The opinion of probable costs (OPCC) for Smith Creek Greenway Phase 2, Phase 3, and the trailhead is approximately \$19,200,000. This cost estimate includes construction, contingency, construction oversight, and mitigation fees.

To assist with the escalating costs on infrastructure projects, staff is pursuing \$4 million dollars in FY27 LAPP funding to help offset the estimate project costs.

Attachments: None.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-597-
Submitted by: Brad West, Planning
Submitting Department: Planning
Meeting Date: October 21, 2025

Subject

Consideration of approval of a resolution to authorize the Town Manager to execute, on behalf of the Town of Wake Forest, Go Wake Forest fares

Recommendation:

Approve implementation of Go Wake Forest fares

item Summary:

ATTACHMENTS:

- [Agenda Summary](#)
- [Attachment A: Go Wake Forest Fare Implementation](#)
- [Go_WF_Fares_Resolution.docx](#)

Agenda Item: Consideration of Approval of a Resolution to authorize the Town Manager to execute, on behalf of the Town of Wake Forest, Go Wake Forest fares

Summary: As part of the Town's ongoing commitment to providing safe, reliable, and affordable transit to residents and visitors of Wake Forest, Town staff is proposing to update the Go Wake Forest fare policy.

At the October 7th Board of Commissioners Work Session, the Board reviewed and discussed the proposed Go Wake Forest fare implementation, which included a tiered fare rate based on distance traveled and a reduced fare program for certain qualifiers. A fare initiation date of January 1st, 2026 was proposed at this meeting by the Town's transit partner, Via. However, to ensure ample time for outreach towards transit-dependent riders, staff is proposing a **February 1st, 2026** initiation date.

Attachments: Attachment A: Go Wake Forest Fare Implementation

GO WAKE FOREST FARE IMPLEMENTATION: FEBRUARY 1, 2026

Distance	Current Fare	Fare*	Discounted Fare**
0-2 miles	\$0	\$2.50	\$1.25
2-4 miles	\$0	\$3.50	\$1.75
4+ miles	\$0	\$4.50	\$2.25
*Flat fare for single rider bookings, plus \$1.25 for each additional passenger. **Discount eligibility will be verified through an application process.			

Fare credits shall be available for purchase through the Go Wake Forest smart phone application, over the phone via the Go Wake Forest hotline at 984-342-2319, or in person at Wake Forest Town Hall Customer Service, 301 S Brooks St, Floor 1, Wake Forest, NC 27587.

Fare discounts will be offered to riders who complete an eligibility screening application process for the following qualifiers:

- Age 65+
- Income status, specifically individuals enrolled in certain income-eligible programs with the intent of encompassing households earning 50% or less of the Wake County Area Median Income as defined by the Department of Housing & Urban Development's standards.
- Having a mobility-inhibiting disability

Specifics on how to apply will be released prior to fare implementation on the Go Wake Forest web page, located in the Town of Wake Forest website.

Children 12 & under ride fare free, but must be accompanied by an adult.

RESOLUTION 2025-XX

RESOLUTION TO AUTHORIZE THE TOWN MANAGER TO EXECUTE, ON BEHALF OF THE TOWN OF WAKE FOREST, GO WAKE FOREST FARES

WHEREAS, the Town has offered public transit services since 2008 providing local and regional connections; and

WHEREAS, on-demand microtransit services offer a flexible public transit option; and

WHEREAS, on-demand microtransit was initially proposed in the 2023 Wake Forest Public Transit Plan, which included a robust public engagement effort; and

WHEREAS, an on-demand microtransit service, Go Wake Forest, was initiated on October 1st, 2024, in partnership with River North LLC (Via Transportation, Inc) and the City of Raleigh; and

WHEREAS, Go Wake Forest has experienced exceptional ridership demand, which has exceeded the service's current capacity; and

WHEREAS, the Town seeks to continuously work towards improving Go Wake Forest's capacity, safety, and efficiency;

BE IT RESOLVED that the governing body of the Town of Wake Forest hereby authorizes the Town Manager to execute Go Wake Forest fares (Attachment A).

Adopted and effective this the 21st day of October 2025.

Vivian A. Jones

Mayor

ATTEST:

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-595-

Submitted by: Lisa Hayes, Administration

Submitting Department: Administration

Meeting Date: October 21, 2025

Subject

Wake Forest Area Chamber Foundation Proposed Alcohol Sales at the 2026 Meet In the Street event.

Recommendation:

Presentation on request that will be forthcoming at the October 21, 2025 regular session. Request is for Approval of Waiver of the Code of Ordinances " Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Meet in the Street 2026, Saturday May 2, 2026, from 10 AM to 4 PM.

item Summary:

ATTACHMENTS:

- [Item Summary_Wake Forest Area Foundation.pdf](#)
- [Attachment A_Meet In the Street 2026 Event Location Map.pdf](#)
- [Attachment B 2026 MITS Alcohol Ordinance Waiver Request.docx](#)
- [Attachment C_Wake Forest Chamber Request for Approval.pdf](#)
- [MITS 2026 Alcohol Sales Signage.pdf](#)
- [WFAC MITS26 BOC Presentation_10.7.25.pptx](#)
- [Resolution for Open Container Waiver MITS 2026.docx](#)

Agenda Item: Wake Forest Area Chamber Foundation Proposed Alcohol Sales at the 2026 Meet In the Street event

Item Summary: For Meet in the Street 2026, the Wake Forest Chamber Foundation, is requesting a waiver of the alcohol ordinance from 10 AM to 4 PM, to serve alcohol to customers in an approved, clear container. It would further allow event visitors to carry and consume said beverages within the contained event area, referenced in Attachment A.

Attachments: Attachment A Meet in the Street 2026 Event Location Map
Attachment B Meet in the Street 2026 Ordinance Waiver Request
Attachment C Wake Forest Chamber Request for Approval
Meet in the Street Alcohol Sales Signage
WFAC_MITS26 BOC presentation

E Roosevelt Ave

E Roosevelt Ave



S WHITE

Brooks St

Wait Ave

MITS Event Footprint

Alcohol Serving area labeled with Star

A16

WF Hem
AJB BLD
Creative
Shears
WF Framin
Domino's
Play4Life
Unwined

Brooks St

S Taylor St

E Jones Ave

E Jones Ave

Brooks St

E Owen Ave

H.L. Miller Park

Railroad St

S WHITE ST

Brooks St



WF Chamber

Heritage Florist's

Survey

Warren Shackelford Thomas

Sponsor Parking 21

Town of Wake Forest

Town of Wake Forest

Town of Wake Forest

The Forks

Elm Ave

Brooks St

ATTACHMENT B

CONDITIONS OF THE SALE AND CONSUMPTION OF ALCOHOL

1. The sale and public consumption of beer and wine is allowed within the designated area as shown on Attachment A for the Meet in the Street event being held on Saturday, May 2, 2026 from 10AM to 4PM.
2. All alcohol sales must conform to current state and local laws and comply with all applicable codes. All alcohol must be distributed in clear plastic containers, no greater than 20 fluid ounces in size. Actual alcohol sold and distributed in cups will not exceed 16 fluid ounces.
3. It shall be unlawful for any person to drink or attempt to drink any alcoholic beverage from a can, bottle, or glass or to possess in an open can, bottle, or glass any alcoholic beverage on the streets, sidewalks, rights-of-way, and parking lots, whether public or private without an ordinance waiver obtained from the Wake Forest Board of Commissioners.
4. Wake Forest Social District will also be in effect that Saturday, from 12-4 PM and clear signage will be created by the Wake Forest Chamber of Commerce at the point of sale and at the Meet and Street event entry/exit points, but that drinks purchased from the Wake Forest Chamber Foundation are not part of the Social District and may not leave the event footprint and/or enter establishments participating in the Social District. No alcoholic beverages purchased within the designated area as shown on Attachment A shall be allowed to leave or be consumed outside of the designated area. No alcoholic beverages purchased from outside of the designated area shall be allowed within the designated area.
5. The vendor shall be responsible for checking the identification of patrons before selling alcohol.
6. The prohibitions and restrictions defined in Sec. 20-2 (Public consumption, possession, etc., of alcohol) of the Town of Wake Forest Code of Ordinances, shall not apply during the specific time and dates set out above.
7. The vendor must provide a Certificate of Insurance showing "liquor liability" coverage in an amount no less than \$3,000,000. For businesses that do not typically sell alcohol, a commercial general liability policy with host liquor coverage will suffice. Certificates of Insurance must list the Town of Wake Forest as an additional insured for the Meet in the Street event. Policies should be endorsed to support the additional insured language. Certificates and a copy of the additional insured endorsement (CG 20 10 or equivalent) must be provided to the Town of Wake Forest's Safety and Risk Manager no less than 10 days prior to the event.
8. The Town Manager upon recommendation of the Chief of Police may reinstate the Town of Wake Forest's alcoholic beverage ordinance to disallow the sale of alcohol for public consumption, in the occurrence of any violation, which threatens the safety, public health or welfare of the community. The Town Manager may also reinstate the

Town of Wake Forest's alcoholic beverage ordinance to disallow the sale of alcohol for public consumption for any other reason the Town Manager deems is in the best interest of the Town. Such action by the Town Manager shall remain in effect until ratified by the Board of Commissioners at its next scheduled voting meeting.

Request for Approval to Serve Alcohol at *Meet in the Street*

Presented by: Wake Forest Chamber Foundation

Purpose of the Request

We respectfully request approval for The Wake Forest Area Chamber Foundation to sell alcohol at *Meet in the Street* festival, scheduled for **May 2nd 2026, 10:00 AM – 4:00 PM** in Downtown Wake Forest.

The Wake Forest Area Chamber Foundation will manage and operate this space under an **NC ABC Special One Time Permit**, with full compliance to state and town regulations.

About the Organizer

- **Wake Forest Area Chamber Foundation**
 - IRS-designated **501(c)(3)** nonprofit
 - All profits from the alcohol sales will support Chamber Foundation community initiatives
-

Alcohol Sales Overview

- **Location:** Wake Forest Chamber Parking Lot (Inside the MITS event footprint)
 - **Hours of Operation:** 10:00 AM – 4:00 PM
 - **Permitting:** **NC ABC Special One Time Permit** (all criteria met)
 - **Operator:** Wake Forest Area Chamber Foundation Board members and trained, certified volunteers
-

Overlap with Wake Forest Social District

- **Wake Forest Social District Hours:** 12:00 PM – 4:00 PM
 - The Wake Forest Area Chamber will **OPT IN** to include the social district for Meet in the Street
 - Beverages purchased from the MITS alcohol vendor will **not** be apart of the social district. Only apart of the MITS footprint. NO beverages purchased from the beer vendor in the chamber parking lot are allowed outside of the MITS designated footprint or into Social District establishments. **We will have clear signage posted that states this.**
-

Compliance Plan & Public Safety

1. Clear Signage

We will install signage at:

- Point of Sale

See attached Flyer

- Event Exits

See attached Flyer

- Event Entry Points

See attached Flyer

2. Enforcement Measures

- Trained staff and volunteers managing point of sale
- **Wake Forest Police** presence near point of sale (paid for and coordinated by Wake Forest Chamber of Commerce)
- Clear **cups with a sticker** to distinguish cups as alcohol (clearly labeled different from social district cups)
- Coordination with **Wake Forest Police** to ensure clarity and public safety throughout the entire event footprint.

3. Public Education

- Pre-event **social media outreach** explains “rules” of alcohol consumption at event
- On-site **maps** explaining alcohol rules
- Messaging aligns with what is already in use for ***Friday Night on White***

What We’re Asking From the Board

We are asking the Board of Commissioners for **formal approval** to:

- Serve beer and/or wine within the MITS event footprint
- Operate under an **NC ABC Special One Time Permit**
- Maintain compliance with Social District regulations through clear signage, physical boundaries, and proper staff enforcement

Final Notes

- This is a **family-friendly**, well-regulated and well-attended event
- Our event takes place in the **Social district footprint**, thus alcohol will already be present- we are hoping to add our charitable benefit
- Alcohol sales support a **charitable cause**
- We’re following **best practices** used in other Wake Forest events (FNOW)
- We are committed to ensuring a **safe, controlled, and compliant** experience for all attendees

Links

NC ABC Special One Time Permit [G.S. 18B-1002](#)

NC Social Districts and Interaction with Special One Time Permit [G.S. 18B-300.1](#)

Contact**Jim Thompson**

Wake Forest Area Chamber Foundation

Addison Wollett

Wake Forest Area Chamber of Commerce

WELCOME

NO OUTSIDE

ALCOHOL PERMITTED

Except in Approved
Wake Forest Social District Cup

NO Coolers | NO Glass

THE WAKE FOREST CHAMBER FOUNDATION
IS SELLING BEER AND WINE!
DRINKS MAY BE PURCHASED IN THE
CHAMBER PARKING LOT.



THANKS FOR COMING!

NO BEVERAGES BEYOND THIS POINT

Except in Approved
Wake Forest Social District Cup



VENDOR IS SERVING UNDER AN NC ABC SPECIAL ONE TIME PERMIT

ALCOHOL PURCHASED FROM THIS VENDOR IS
NOT ELIGIBLE TO LEAVE THE MEET IN THE
STREET EVENT BOUNDARIES AND ENTER THE
SOCIAL DISTRICT.

ALCOHOL PURCHASED FROM THIS VENDOR MAY
NOT ENTER ANY OTHER DOWNTOWN
BUSINESSES.





MEET IN THE STREET



DOWNTOWN WAKE FOREST

HOSTED BY THE



**WAKE FOREST AREA
CHAMBER**

a business development center

Purpose of the Request

2026 -- Meet in the Street



WAKE FOREST AREA
CHAMBER FOUNDATION
a leadership development center



WAKE FOREST AREA
CHAMBER
a business development center

About the Organizer

- Wake Forest Area Chamber Foundation
- IRS-designated 501(c)(3) nonprofit
- All profits from the sales will support Wake Forest Area Chamber's Foundation strategic initiatives

Alcohol Sales Overview

- Location: Wake Forest Area Chamber Parking Lot
(Inside the MITS event footprint)
- Hours of Operation: 10A – 4P
- Permitting: NC ABC One-time Event Permit
(all criteria met)
- Operator: Wake Forest Area Chamber Foundation
Board members and trained, certified volunteers

Overlap with Wake Forest Social District

- Wake Forest Social District Hours: 12:00 PM – 4:00 PM
- The Wake Forest Area Chamber will OPT-IN to include the social district for Meet in the Street
- Beverages purchased from the MITS alcohol vendor will not be apart of the social district. Only apart of the MITS footprint. NO beverages purchased from the beer vendor in the chamber parking lot are allowed outside of the MITS designated footprint or into Social District establishments. We will have clear signage posted that states this.

Compliance Plan & Public Safety

Signage

We will install signage at:

- Point of Sale
- Event Exits
- Event Entry Points



WAKE FOREST AREA
CHAMBER FOUNDATION
a leadership development center



WAKE FOREST AREA
CHAMBER
a business development center

Compliance Plan & Public Safety

Signage

WELCOME

**NO OUTSIDE
ALCOHOL PERMITTED**

Except in Approved
Wake Forest Social District Cup

NO Coolers | NO Glass

THE WAKE FOREST CHAMBER FOUNDATION
IS SELLING BEER AND WINE!
DRINKS MAY BE PURCHASED IN THE
CHAMBER PARKING LOT.



THANKS FOR COMING!

**NO BEVERAGES
BEYOND THIS POINT**

Except in Approved
Wake Forest Social District Cup



**VENDOR IS SERVING
UNDER A SPECIAL EVENT
PERMIT**

ALCOHOL PURCHASED FROM THIS VENDOR IS
NOT ELIGIBLE TO LEAVE THE MEET IN THE
STREET EVENT BOUNDARIES AND ENTER THE
SOCIAL DISTRICT.

ALCOHOL PURCHASED FROM THIS VENDOR MAY
NOT ENTER ANY OTHER DOWNTOWN
BUSINESSES.



**WAKE FOREST AREA
CHAMBER FOUNDATION**
a leadership development center



**WAKE FOREST AREA
CHAMBER**
a business development center

Compliance Plan & Public Safety

Enforcement Measures

- Trained staff and volunteers managing point of sale
- Wake Forest Police presence near point of sale (paid for and coordinated by Wake Forest Chamber of Commerce)
- Clear cups with a sticker to distinguish cups as alcohol (clearly labeled different from social district cups)
- Coordination with Wake Forest Police to ensure clarity and public safety throughout the entire event footprint.

Compliance Plan & Public Safety

Public Education

- Pre-event social media outreach explain “rules” of alcohol sales
- On-site maps explaining alcohol rules
- Messaging aligns with what is already in use for *Friday Night on White*

Request From Board of Commissioners

Approval to serve beer and/or wine
within the MITS event footprint.



WAKE FOREST AREA
CHAMBER FOUNDATION
a leadership development center



WAKE FOREST AREA
CHAMBER
a business development center

Final Thoughts

- This is a family-friendly, well-regulated and well-attended event
- Our event takes place in the Social district footprint; thus alcohol will already be present. We are hoping to add our charitable benefit



WAKE FOREST AREA
CHAMBER FOUNDATION
a leadership development center



WAKE FOREST AREA
CHAMBER
a business development center

Final Thoughts

- Alcohol sales support a charitable cause
- We're following best practices used in other Wake Forest events (FNOW)
- We are committed to ensuring a safe, controlled, and compliant experience for all attendees

Questions

Jim Thompson, CAE, IOM
President

Wake Forest Area Chamber of Commerce and
Wake Forest Area Chamber of Commerce Foundation
jim@wakeforestchamber.org

Addison Wollett
Director of Member Engagement
Wake Forest Area Chamber of Commerce
addison@wakeforestchamber.org



WAKE FOREST AREA
CHAMBER FOUNDATION
a leadership development center



WAKE FOREST AREA
CHAMBER
a business development center

Resolution 2025

Authorization to Waive Wake Forest Town Ordinance 20-2. (Public Consumption, Possession, etc. of Alcohol)

WHEREAS, the Town of Wake Forest is dedicated to the enrichment of the town's civic, social, and economic welfare; creating a better understanding and appreciation for the importance of downtown to the community; and are continuously seeking to develop downtown as a center of government, service, professional, retail, and cultural activity; and

WHEREAS, the Town of Wake Forest will celebrate "Meet in the Street" from 10 am - 4 pm on Saturday, May 2, 2026; and

WHEREAS, the "Meet in the Street" event will take place in the Historic Downtown District, as defined in Attachment A; and

WHEREAS, the Town of Wake Forest's alcoholic beverage ordinance shall be relaxed to allow the sale of alcohol for public consumption as set forth in Attachment B. The consumption of alcohol will be permitted within the parameters as shown in Attachment A.

BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina hereby authorizes the Town of Wake Forest to celebrate "Meet in the Street" event in the Historic Downtown District from 10 am - 4 pm on Saturday, May 2, 2026.

BE IT FURTHER RESOLVED that the area as shown in Attachment A shall allow for the sale and consumption of beer and wine as described in Attachment B.

Adopted this _____ day of _____, 2025.

Vivian Jones, Mayor

Attest:

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-616-

Submitted by: Nathan McKinney, Administration

Submitting Department: Administration

Meeting Date: October 21, 2025

Subject

Proposed Resolution to adopt Public Comment Policy

Recommendation:

Final review and approval of policy; approve resolution to adopt policy

item Summary:

ATTACHMENTS:

- [Guidelines for Public Comment_Oct2025.pdf](#)
- [Resolution - Public Comment Policy.pdf](#)



Guidelines for Public Comment at Regular Meetings of the Board of Commissioners

The Wake Forest Board of Commissioners values input from residents of the community and offers an opportunity for Public Comment during its regular meetings.

North Carolina law requires governing boards to provide at least one public comment period per month during a regular meeting, so long as at least one regular meeting is held. Whenever Wake Forest provides a public comment period, this is considered a limited public forum. As such, these procedures will be followed and enforced in order to: 1) allow for all constitutionally protected speech to be efficiently spoken and heard while 2) ensuring that all the purposes of regular meetings are successfully met within an environment of appropriateness and decorum.

Pursuant to North Carolina law (N.C.G.S. §§160A-81.11, 143-318.17, and other applicable law), the Board has established these Guidelines in order to maintain order, civility, and decorum during the entirety of all Board meetings.

NOTE: These Guidelines apply specifically to *public comments made during a regular session of the Board of Commissioners*. For Guidelines specific to **Formal** Public Hearings such as quasi-judicial proceedings, please see the *Guidelines for Participation in Formal Public Hearings* and the *Student Guide to Formal Public Hearings*.

1. Persons wishing to be called upon to provide public comment shall follow the following sign-up procedures:
 - a. Speakers may sign up by completing the online form prior to the meeting: [Online Sign-Up Form](#).
 - b. Alternatively, the speaker may contact the Town Clerk's Office at (919) 435-9432 to add their name to the list of speakers or to request further assistance.

- c. Individuals who have not signed up prior to the meeting in which they wish to speak are encouraged to sign in with the Clerk to the Board. Same-day sign-up must be completed no later than five minutes prior to the start of the meeting.
 - d. The Board will endeavor to hear from all speakers, but speakers who sign up in advance will be given first priority, and the Board is permitted to end the Public Comment in its discretion after a total of sixty (60) minutes of public comment. In order to be added to the list of speakers, an individual must provide their name, physical address, telephone number, and email address.
 - e. All speakers, by virtue of being permitted to speak, are required to comply with these procedures and these Guidelines.
- 2. Board members and staff will not answer questions, debate, or otherwise engage in conversation with speakers during a public comment session.
 - a. If the speaker's comments reference a particular complaint or issue (a "matter"), the Board may refer the issue to the Town Manager to address the matter raised, or the Town Manager may assign the matter to an appropriate staff member.
 - b. If the speaker's comments involve a policy issue, the Board may schedule discussion on the policy issue for a future work session.
 - c. Questions from the Board will be held until after public comment is closed.
- 3. Speakers called upon during the public comment section shall utilize their time to speak according to the following procedure:
 - a. The Clerk will deliver the list of those persons signed up to speak to the Mayor or presiding officer before the beginning of the meeting.
 - b. The speakers will be called upon in the order the requests were received by the Clerk. Speakers will be called one at a time and may proceed to the podium upon being recognized by the mayor or presiding officer.
 - c. Speakers are allotted three (3) minutes each. Speakers may not delegate their time, or unused time, to another speaker.
 - d. Groups may designate a speaker. The speaker may recognize the group by asking them to stand.
 - e. Speakers shall state their name and street of residence for the record before making comments.
 - f. Comments shall be directed to the full Board, not an individual member nor other participants or the audience.

- g. Speaking topics are permitted to include any issues relevant to the Board and the Town. Examples of topics not permitted would be those of a personal (birthdays) or commercial (business advertising) nature, or any other topic not within the purview of the Board of Commissioners.
- 4. Standards of decorum. All speakers and attendees shall abide by these decorum and civility requirements when utilizing their time to speak.
 - a. Speakers shall present their ideas and opinions freely and without censure using civil language and reasonable standards of courtesy.
 - b. Speakers shall not use language that is insulting or personally disparaging of anyone. Personal attacks, profanity, or other behavior disruptive to the decorum and purpose of regular meetings are strictly prohibited. All viewpoints, opinions, and relevant information applicable to regular meetings may be freely made without the behavior described by this Section, therefore violation of this section is grounds for dismissal from the proceedings.
 - c. Comments shall be concise and not repetitive or duplicative of other comments made during the same public comment period. The mayor or presiding officer has the discretion to limit or prohibit comments that are of a nature and substance that have already been conveyed during the same public comment period.
 - d. Neither the Speaker nor any other member of the audience shall approach the dais, including the Town Clerk's location, during a session. Town law enforcement and Town staff has the authority to prevent or remove anyone from approaching the Town Clerk, the Mayor, or the Commissioners.
 - e. Everyone in attendance shall refrain from applause, comments, or other disruptions during the public comment section of a regular meeting. Violation of this section is grounds for dismissal from the proceedings.
- 5. Other materials. Digital or electronic materials are permitted under the following conditions:
 - a. Speakers may use electronic materials during their three minutes.
 - b. Speakers may only use still photos or "slides" of text.
 - c. Because Board meetings are open to the general public and are broadcast via public air waves, electronic materials shall not include words or images that contain vulgar, sexually explicit, or excessively violent material. If a speaker wishes to submit electronic materials, the sign-up procedures remain the same; however, the electronic materials must be submitted by 5 p.m. on the Friday before the Board meeting. This requirement is associated

with technology security needs and to prevent compromise of the Town computer network. A speaker who has properly submitted electronic materials will be given a reasonable (in the discretion of the mayor or presiding officer) time to set up the necessary technology to display their materials. Once the technology is in place, the speaker's three minutes will start. Speakers wishing to reference relevant videos or video content as part of their public comments should inform the Board of where the video can be found (or include such information via written comment) and use their time to summarize or articulate the point made by the video.

The Board's restriction of such materials is an effort to impose reasonable restrictions in light of the purpose of the forum while also properly allowing permitted expression. For 1st Amendment freedom of expression purposes, Town Hall is a different "forum" than the downtown streets of Wake Forest, and thus Commissioner meetings may include certain restrictions that would not necessarily apply to the broad spectrum of expressive activity that the Constitution allows in a traditional public forum (public streets).

Speakers who have handouts to share shall bring 12 copies and give them to the Clerk to the Board prior to the start of the session. The clerk will distribute them to Board members, the Manager, the Attorney, and retain one copy for the record.

Comments submitted in writing and received by close of business on the day prior to the public hearing will be provided to Board members at the meeting in a printed copy. Comments received after this time will be passed along to Board members as regular correspondence.

The Mayor or presiding officer, with the assistance of the Town Clerk, Town Attorney, and Town Manager, shall be responsible for the application and enforcement of these Guidelines.

RESOLUTION 2025-XX

ADOPTION OF A PUBLIC COMMENT POLICY

WHEREAS, public comment is mandatory pursuant to North Carolina General Statutes §160A-81.1 and is key to an open and transparent government; and,

WHEREAS, the Wake Forest Board of Commissioners desires to hear from residents; and,

WHEREAS, a formal policy is needed to ensure a fair and equitable process to hear comments while properly maintaining the order and decorum of Board Meetings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that the attached Public Comment Policy titled “Guidelines for Public Comment at Regular Meetings of the Board of Commissioners” is hereby adopted.

Duly adopted this the 21st Day of October, 2025.

(ATTEST)

Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-566-

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: October 21, 2025

Subject

Department Monthly Reports

Recommendation:

item Summary:

ATTACHMENTS:

- [September 2025 Monthly Report.pdf](#)

September 2025| Department Monthly Report



Center for Active Aging

ACTIVITY		REVENUE COLLECTED	
Total Active Members	4,523	August Collections	Amount
New members this month	66	Classes	\$13,163
Number of Events Hosted	3	Donations	\$258
Number of Programs Hosted	329	Miscellaneous	\$1,000
Total Events Attendance	36		
Total Programs Attendance	6,580		

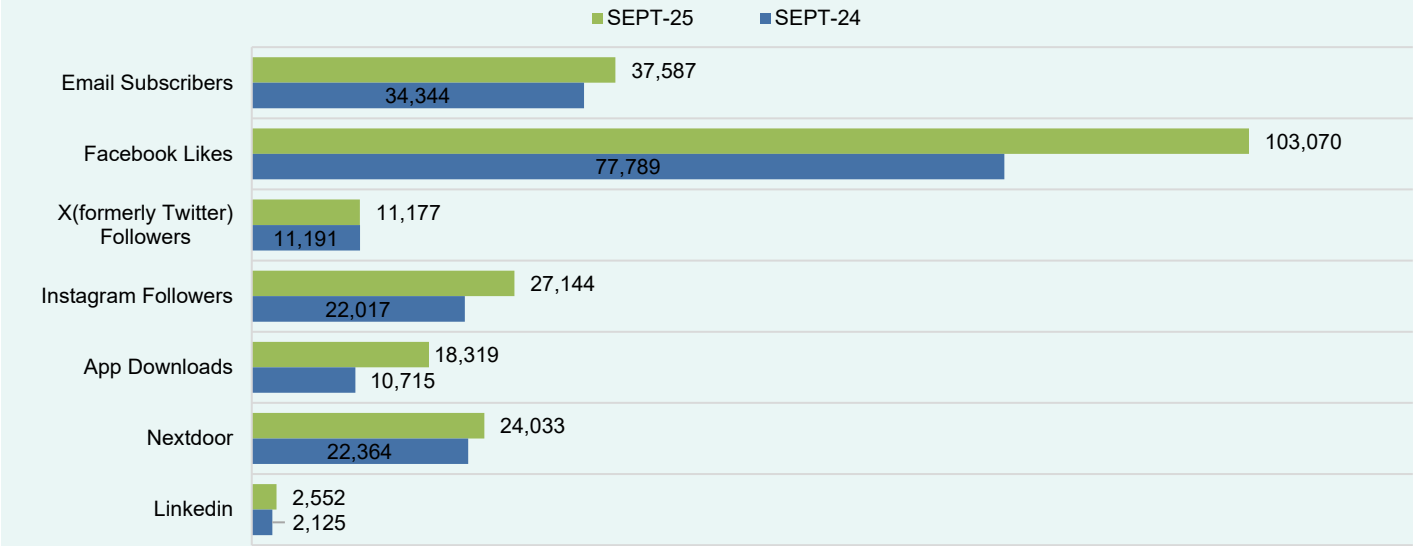
Updates: N/A

Communications

ANNOUNCEMENTS	
Media Releases	47
Email Announcements	20
Town-to-Resident Phone Calls	23

TOP 5 VIEWED PAGES ON WEBSITE		
RANK	PAGE	VIEWS
1	Forms & Applications	14,814
2	Home	5,452
3	Friday Night on White	2,750
4	Spirits of Wake Forest	980
5	Jobs	1,559

SUBSCRIBERS



Downtown Development

OCCUPANCY

	JUL –SEPT 2025	JUL- SEPT 2024
Occupancy Rate in Percentage	91%	93%

UPDATES PROVIDED QUARTERLY

EVENTS

THIRD QUARTER EVENTS (JAN-MAR)	ATTENDANCE IN 2025	ATTENDANCE IN 2024
Friday Night on White	10,000	7,000

NEW BUSINESSES

	SEPTEMBER 2025	FISCAL YEAR-TO-DATE
Number of New Businesses	0	1
Number of Businesses Closed	0	0

The last Friday Night on White of the 2026 season, on 9.12.25, was a success, and the band Liquid Pleasure had an established following that brought new visitors downtown.

Spirits of Wake Forest, presented by Wake Forest Downtown, Inc. (WFD), returned for the 6th season of haunted history walking tours, and WFD is partnering with Firebox Theatre Company for storytellers. Tickets went on sale in early September, and tours kicked off on September 25. Over 600 tickets have already been sold, generating more than \$10,000 in revenue for WFD.

The third round of historic plaques were delivered and installed, bringing the total to 17 historic plaques on buildings in the historic district.

Department staff attended a fall seminar hosted by the NC Association of Festival & Events on September 16, 2025.

A social district survey was sent to business owners to gauge the success of the initiative, now that it has been in effect for over three months. Feedback continues to be positive with no negative results.

Economic Development

WFBIP MONTHLY NEWSLETTER [VIEW](#)

The Wake Forest Business & Industry Partnership Quarterly Report is updated at the end of each quarter.

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH

White Story Cafe

Hatch Loft

REQUESTS FOR INFORMATION (RFIs)

	SEPTEMBER 2025	SEPTEMBER 2024
Number of Responses to RFIs	1	0

Engineering

PROJECT UPDATES

Street Resurfacing	This year's project is nearing completion. The contractor is working on punch list items and pavement markings.
S. Franklin Street	Additional utility conflicts have pushed the completion out into winter. Lane closures are expected to continue throughout the project's duration.
HL Miller Park Stream Restoration & Greenway Improvements	Abutments for the bridge have been installed, with installation anticipated in the next few weeks. Minor stream repairs will take place ahead of this work, following a storm earlier this year.
Dunn Creek Culvert Replacement – Juniper Avenue	The project is substantially complete, and the road is open to the public. The contractor is working on punch list items as they wrap up this project.
Dunn Creek Greenway Phase III	Utility conflicts on Wait Ave have been addressed. Stormwater installation will proceed along Wait Ave, including curb and gutter installation. The project remains on schedule for completion in the Spring. The Town held a quarterly update meeting with residents in September.
Dunn Creek Greenway Phase IV	The project remains on schedule for completion in the Spring. The Town held a quarterly update meeting with residents in September.
Crenshaw Stream Restoration Site 5	Work began on this project section in August and is anticipated to be completed in early fall.
Crenshaw Stream Restoration Site 6	Work is anticipated to begin on this project section in September, with completion in winter.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500 and Payment	9-19-2025
ORBIT/LGERS Report – NC State Treasurer	9-05-2025
Utility Sales Tax Return – E500 E	9-19-2025
Food & Beverage Tax Report	9-18-2025
ACCOUNTING/FINANCE	AMOUNT
Number of Invoices Paid by Check	0
Number of Invoices Paid Electronically	0
Number of Invoices Paid with P-Card	0
Number of Active Grants	0

PURCHASING / WAREHOUSE

Purchase Orders Processed	72
New Vendors Set Up	10
Informal Quotes	20
\$ Received Surplus Items Sold	\$15,319
Number of Bids Placed	1
HUBSCO Reports	0

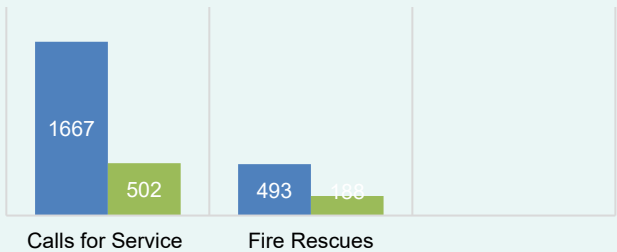
Fire

KEY STATS

	SEPTEMBER 2025	SEPTEMBER 2024
Calls for Service	1,667	502
Average Response Time	2:98	4:39

FIRE-KEY STATS

■ SEPT-25 ■ SEPT-24

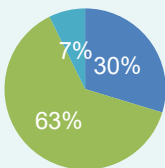


TYPES OF CALLS

	SEPTEMBER 2025	SEPTEMBER 2024
Fire	493	188
Medical	1,046	290
Motor Vehicle Accidents (MVA's)	121	24

TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

EMPLOYMENT

	SEPTEMBER 2025	SEPTEMBER 2024
Positions filled	446	428
Vacancies	2	25
Total Authorized Positions FY 2023–2024	471	453

PROMOTIONS/TRANSFERS

NAME	DEPARTMENT	POSITION	DATE
Jason Lowry	Public Works	Senior Construction Worker	09-02-2025
Larry Harvey	Public Works	Equipment Operator	09-02-2025
Wesley Tyler Allen	PRCR	Recreation Specialist	09-02-2025
Jonathan Hart	Public Works	Construction Worker III	09-15-2025
Zackery Johnson	Public Works	Construction Worker III	09-15-2025

Information Technology

SERVICE STATS

	SEPTEMBER 2025	SEPTEMBER 2024
Service Requests Completed	1,347	549
Network Uptime Percentage	99%	99%

Inspections & Public Facilities

RESIDENTIAL PERMITS

	SEPTEMBER 2025	SEPTEMBER 2024
Single-Family Dwelling	71	42
Townhomes	19	16
Duplexes	02	0
Multi-Family Dwelling Units	0	24
Other	116	110
Total	208	192

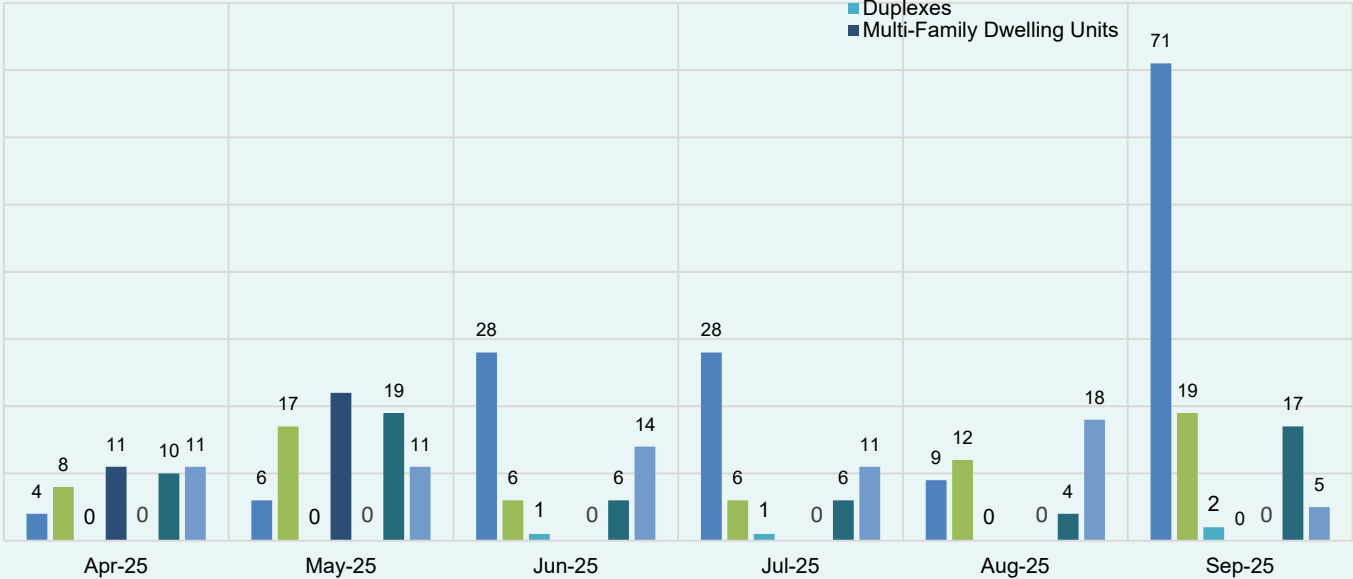
NON-RESIDENTIAL PERMITS

	SEPTEMBER 2025	SEPTEMBER 2024
New Commercial	01	0
Fit-Ups	03	2
Other	17	37
Total	21	39

Inspections & Public Facilities

RESIDENTIAL BUILDING PERMITS (last 6 months)

- Single-Family Dwelling
- Townhomes
- Duplexes
- Multi-Family Dwelling Units

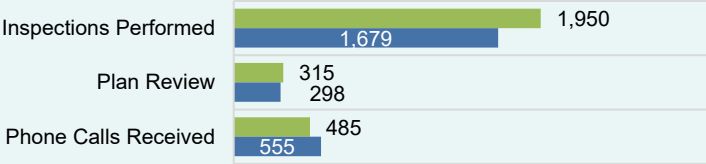


PUBLIC FACILITIES

	SEPTEMBER 2025	SEPTEMBER 2024
Preventative Maintenance Completed	659	580
Reactive Work Orders	112	141

DEPARTMENTAL PRODUCTIVITY

SEPTEMBER 2025 SEPTEMBER 2024



BUSINESSES

NEW COMMERCIAL BUSINESSES

Hamlet at Quail Crossing clubhouse	464 Quail Crossing Dr

FIT-UPS

Christian Corps International	3117 Rogers Rd 110
Corporate Chaplains of America	1300 Corporate Chaplains Dr
Tiaquepaque Mexican Restaurant	11206 Capital Blvd

PRE-OCCUPANCIES

Speech Therapy Solutions	1764 Heritage Center Dr 202
Story2Movie Studio LLC	5107 Unicon Dr L
Story2Movie Studio LLC	5107 Unicon Dr M
Bright Path Behavioral Health	203 Capcom Ave 101

Organizational Performance

NORTHERN COMMUNITY FOOD SECURITY TEAM (NCFST)

Staff Hours	20 hrs./week
Updates	Mini Pantry Project – 10x, CROP Walk, WFCT Deliveries – 4x and Mobile Market – 3x
Lunch & Learn	September 26 th (Jeanette Johnson from Public Works was the guest speaker)

GUEST SERVICES VOLUNTEER (GSV) PROGRAM

Active	22
Inactive	2 (Health Issues)
Onboarding	N/A
Hours (September)	156

Parks, Recreation & Cultural Resources

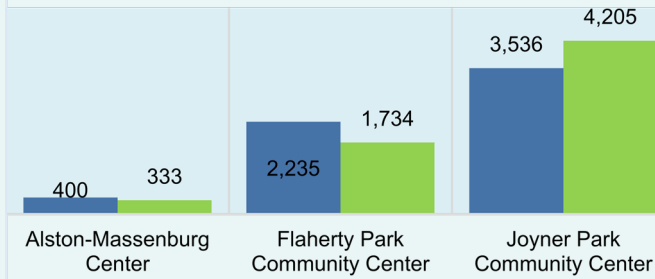
ATHLETICS

	SEPTEMBER 2025	SEPTEMBER 2024
Registrations Received – Youth	679	144
Registrations Received – Adult	2	141
Games Held	113	38
Revenue	\$46,495	\$7,331

VISITORS TO COMMUNITY CENTERS

■ SEPTEMBER-25

■ SEPTEMBER-24



FACILITY RENTALS

	SEPTEMBER 2025	SEPTEMBER 2024
Athletic Fields	3	2
Joyner Park Outdoor / Open Space	6	2
General Outdoor / Open Space	0	0
Picnic Shelters	1	2
Wake Forest Community House	8	4
Joyner Park Community Center	1	2
Flaherty Park Community Center	0	0
Alston-Massenburg Center	2	6

[VIEW](#)

RECONNECT PROGRAM GUIDE

The program guide is updated twice per year in January and AUGUST.

PROGRAMS

	SEPTEMBER 2025	SEPTEMBER 2024
Registrations Received – Youth	151	715
Registrations Received – Adult	216	2
Classes/Programs Held	43	256
Revenue	\$6,981	\$48,865

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	2
Reactive Maintenance	4
PM Inspections & Services	72
Evening & Weekend Park Services	8

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	SEPTEMBER 2025	SEPTEMBER 2024
Aquatic Center	256	664
Taylor Street Sprayground	221	473

Planning

DEVELOPMENT SERVICES MONTHLY REPORT [VIEW](#)

ZONING VIOLATIONS DASHBOARD [VIEW](#)

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

CERTIFICATES OF APPROPRIATENESS

	SEPTEMBER 2025	SEPTEMBER 2024
COAs Received	0	0
COAs Approved	0	0

Police

KEY STATS

	SEPTEMBER 2025	SEPTEMBER 2024
Calls for Service	4,261	5,326
Vehicle Crashes	181	174

Public Works

Streets: Replaced 198' of sidewalk, 18 yards of concrete • Assisted with FNOW • Patched 7 potholes, 38 tons of asphalt • Installed 1038' of pavement markings • Trimmed 1000' of tree canopy • Alley way pipe replacement • Installed interpretive signs for the town tree and Kiwana's park

Fleet: Fleet successfully completed 213 work orders, achieving a combined shop productivity average of 77% of billable hours for the month of September. One mechanics completed 1 Hour of training.

Solid Waste: New SW Collector started – Jacob Stanley - Jeanette hosted a HWY 98 trash pickup, 18 bags of trash were removed - Yard waste collection started to pick up with fall, and there were no legitimate misses - Prep for loose leaf pickup is underway as we anticipate a busy season - Planning has approved the locations for the compost units, they should be placed and in use before 11/1/25. - Many litter kits went out to residents

Urban Forestry:Removed 45 trees Investigated numerous tree complaints from residents Staff attended NC Urban Forestry Council

Admin: Sold 2 niches and spoke with several residents concerning the Cemetery and the maintenance of the cemetery. Sent out lots of education links for residents.

RECYCLING

	SEPTEMBER 2025	SEPTEMBER 2024
Volunteer Collected Litter	0	300
Volunteer Collected Recycling	0	315
Volunteer Hours	0	26
Volunteer Miles of Streets	0	3
Sections of Roads Cleaned (not miles)	0	1
Number of Creeks Cleaned	0	0
Number of Litter Kits Issued / Returned	0	0

SOLID WASTE

	SEPTEMBER 2025	SEPTEMBER 2024
New Construction Homes Added	17	42
New Cart Sets	17	42

CEMETERY

	SEPTEMBER 2025	SEPTEMBER 2024
Number of Plots Sold	0	0
Number of Niches Sold	2	1
Total Plots Available	0	0

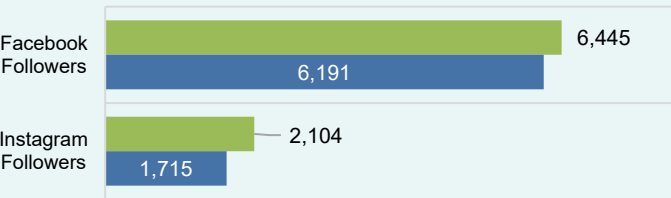
Renaissance Centre for the Arts

RENAISSANCE CENTRE BROCHURE [VIEW](#)

EVENT & PROGRAM ATTENDANCE		
	SEPTEMBER 2025	SEPTEMBER 2024
Monthly In-Person Attendance	1,049	1,563
Virtual Views	4,982	3,009
Ticketed Events Held	23	2
Free Events Held	3	0

SOCIAL ENGAGEMENT

■ SEPTEMBER-25



Highlights for September 2025 for the Renaissance Centre

September was a truly exciting month at the Wake Forest Renaissance Centre, filled with opportunities to engage, connect, and be inspired. We kicked things off on September 10 with a lively Candidates Forum for those running for Wake Forest’s mayor and board of commissioner seats, giving our community a chance to hear directly from local leaders. The very next evening, September 11, we welcomed former undercover FBI operative Tamer Elnoury, who captivated the audience with his gripping story of infiltrating and dismantling a terror cell in North America. On September 12, during Friday Night on White, the community gathered to meet our new director, Amy Pridgen, in a fun and welcoming setting. To round out the month, on September 20, we were thrilled to host North Wake Theatre’s production of The Marvelous Wonderettes, a high-energy jukebox musical that brought the stage to life with beloved hits from the 1950s and 60s.

Wake Forest Power

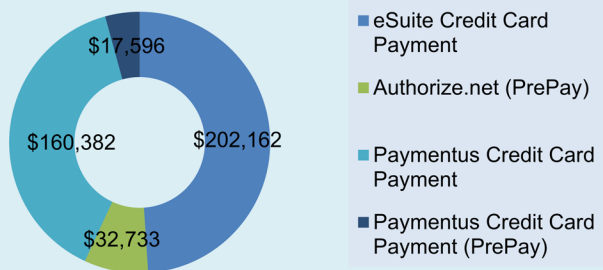
CUSTOMER SUMMARY		
	SEPTEMBER 2025	SEPTEMBER 2024
Electric Meters/Customers	8,126	7,841
Pre-Pay Power Customers	369	454
H.O.P.E. Participants	42	45
N.C. GreenPower Participants	16	16

PAYMENTS RECEIVED		
	SEPTEMBER 2025	SEPTEMBER 2024
eSuite Credit Card Payments	\$202,162	\$309,528
Authorize.net (Pre-Pay)	\$32,733	\$0
Paymentus CC Payments	\$160,382	\$1,478,191
Paymentus CC Payments (Pre-Pay)	\$17,596	\$57,220

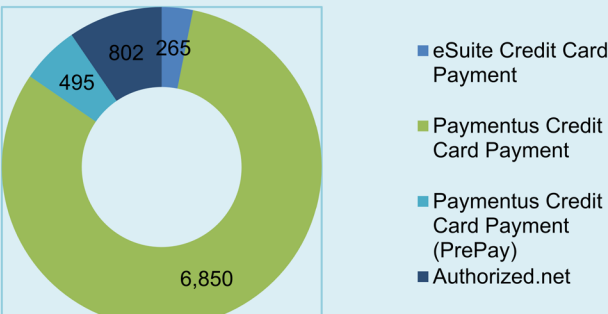
POWER OUTAGES		
	SEPTEMBER 2025	SEPTEMBER 2024
Total Number of Customers Affected by Outages this Month	113	93
Average Number of Customers Affected per Outage	38	31

NUMBER OF TRANSACTIONS		
	SEPTEMBER 2025	SEPTEMBER 2025
eSuite Credit Card Payments	265	311
Paymentus CC Payments	6,850	6,653
Paymentus CC Payments (Pre-pay)	495	1,490
Authorized.net (Pre-Pay)	802	0

PAYMENTS RECEIVED SEPTEMBER 2025



PAYMENTS RECEIVED SEPTEMBER 2025



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 09/30/2025

Number of members in attendance: 6 out of 9

The HPC held a public hearing to consider an application from Robert and Elizabeth Ford to designate their home at 546 N. Main Street as a local historic landmark. The HPC voted unanimously to recommend approval to the Board of Commissioners for the designation. Summer intern, Elise Newhouse, gave a presentation about her summer research project.

Human Relations Council

MEETINGS

Most recent meeting held 09/25/2025

Number of members in attendance: 5 out of 10

Council de-briefed activities related to Good Neighbor Day and confirmed plans and new initiatives for the 2026 event. The council also confirmed processes related to voting on possible new board members and action plans related to the next event in February - Minority & Women Owned business expo.

Public Art Commission

MEETINGS

Most recent meeting held 09/25/2025

Number of members in attendance: 7 out of 11

The Wheel Stop Community Art project for Joyner Park is on Saturday. Students from the SPIRIT program created the designs. Local students, PAC members, and volunteers will be doing the painting. The artist's sign has been installed at the Center for Active Aging sculpture.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 09/22/2025

Number of members in attendance: 9 out of 12

Work Group Assignments 2025 Events:

Unplugged Feedback - the board liked the new location, next year 9/6/26

Board Clean Up Day 10/4

Board Annual Report due 10/1

Board Staff Holiday Luncheon Nov. 21

Planning Meeting 2/7/26

Technology Advisory

MEETINGS

Most recent meeting held 09/29/2025

Number of members in attendance: 4 out of 13

We did not have enough members present to establish a quorum



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-613-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: October 21, 2025

Subject

October Tax Report

Recommendation:

item Summary:

ATTACHMENTS:

- [WF-TXREP-OCT-2025-BOC-MTG.pdf](#)



Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

SUSAN P. EVANS, CHAIR
DON MIAL, VICE-CHAIR
VICKIE ADAMSON
SAFIYAH JACKSON
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

October 7, 2025

Mr. Kip Padgett
Town Manager
Town of Wake Forest
301 S. Brooks Street
Wake Forest, North Carolina 27587

Dear Mr. Padgett:

The Wake County Board of Commissioners, in regular session on October 6, 2025, approved and accepted the enclosed tax report for the Town of Wake Forest.

The attached adopted actions are submitted for your review; no local board action is required.

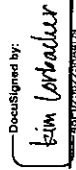
Sincerely,

A handwritten signature in dark ink, appearing to read "Yvonne Gilyard".

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

Wake County Board of Commissioners Report

Date: 10/06/2025

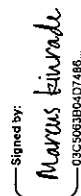
Approved by:  Kim Lortebauer
03C506300407486

Consideration of Requests for Taxes, Interest and Penalties OVER \$500 FOR WAKE FOREST

No. Payee	Account Number	Tax & Penalty Rebated	Total Rebated	Total Refunded
1 STONE & HIXSON REAL ESTATE, LLC 4117 GARDENLAKE DR RALEIGH NC 27612 6953	0000404211-2021-2021-000000	City 891.00 County 1,080.00	1,971.00	1,971.00
2 STONE & HIXSON REAL ESTATE, LLC 4117 GARDENLAKE DR RALEIGH NC 27612 6953	0000404211-2022-2022-000000	City 891.00 County 1,115.10	2,006.10	2,006.10
3 STONE & HIXSON REAL ESTATE, LLC 4117 GARDENLAKE DR RALEIGH NC 27612 6953	0000404211-2023-2023-000000	City 909.00 County 1,182.60	2,091.60	2,091.60
4 STONE & HIXSON REAL ESTATE, LLC 4117 GARDENLAKE DR RALEIGH NC 27612 6953	0000404211-2024-2024-000000	City 756.00 County 924.30	1,680.30	1,680.30
		City 3,447.00 County 4,302.00	7,749.00	7,749.00

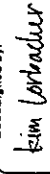
*Total refunded may differ from total rebated due to to payee's remittance of interest or application of payment to other balances owed by the taxpayer.

Marcus D. Kinrade
Wake County Tax Administrator

Signed by:  Marcus Kinrade
03C506300407486

TO: Wake County Board of Commissioners and Town Board of Wake Forest

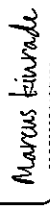
FOR: Consideration of Requests for Value/Special Situations

Approved by:  DocuSigned by: Kim Cortader
03502562259460...

Item #	Taxpayer(s)	Description Jurisdiction	Account#/Year For Payment Status	Appealed	Type	Recommendation Pers. Appearance
18603	DAVIS, LOUISE SMITH 712 ELIZABETH AVE WAKE FOREST NC 27587-2124	712 ELIZABETH AVE WAKE FOREST	0000043143 Paid in Full	2024	\$1,100.00 Refund Request	Denied

This List Requires Board Action

Tax Committee Member:

Signed by:  DocuSigned by: Marcus Kinrade
03506389437486...
Marcus Kinrade, Tax Administrator

WAKE COUNTY TAX ADMINISTRATION

08/01/2025 - 08/31/2025

Rebate Detail Report

WAKE FOREST

DATE
09/25/2025

TIME
9:48:04 AM

REBATE NUM	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
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BUSINESS ACCOUNTS

928875	174.52	0	0.00	0.00	0.00	174.52	8/4/2025	0006556407	2025	2025	000000	ASSEMBLY SOLUTIONS LLC
929076	585.77	0	0.00	0.00	0.00	585.77	8/4/2025	0007048222	2025	2025	000000	US FITNESS INC

SUBTOTALS FOR BUSINESS ACCOUNTS 760.29 0.00 0.00 0.00 0.00 760.29 2 Properties Rebated

BUSINESS REAL ESTATE ACCOUNTS

930233	15,086.78	0	0.00	0.00	0.00	15,086.78	8/12/2025	0000491183	2025	2025	000000	PACE AT HOLDING VILLAGE LLC
931398	2,169.94	0	0.00	0.00	0.00	2,169.94	8/22/2025	0000459015	2025	2025	000000	CLAUSEN, WILLIAM
930788	16,255.20	0	0.00	0.00	0.00	16,255.20	8/15/2025	0000329534	2025	2025	000000	PG PINES AT WAKE FOREST LLC
930235	23,313.59	0	0.00	0.00	0.00	23,313.59	8/12/2025	0000491185	2025	2025	000000	PACE AT HOLDING VILLAGE LLC
930234	8,103.24	0	0.00	0.00	0.00	8,103.24	8/12/2025	0000491184	2025	2025	000000	PACE AT HOLDING VILLAGE LLC
932888	15,457.53	0	0.00	0.00	0.00	15,457.53	8/29/2025	0000102446	2025	2025	000000	NATIONAL DUBOIS ALUMNI ASSOCIATION

SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS 80,386.28 0.00 0.00 0.00 0.00 80,386.28 6 Properties Rebated

INDIVIDUAL PROPERTY ACCOUNTS

930588	8.40	0	0.00	0.84	0.00	9.24	8/21/2025	0007003461	2024	2024	000000	ROGERS, ANNA SPENCER
930587	10.10	0	0.00	1.01	0.00	11.11	8/21/2025	0007003461	2023	2023	000000	ROGERS, ANNA SPENCER
932266	4.20	0	0.00	0.42	0.00	4.62	8/28/2025	0006827319	2024	2024	000000	GANTT, JASON RUDGER
931983	4.20	0	0.00	0.42	0.00	4.62	8/27/2025	0006811891	2024	2024	000000	GUNDERSEN, JEFFREY MORGAN
930590	30.38	0	0.00	0.00	0.00	30.38	8/14/2025	0007060416	2025	2024	000000	POTOCHNIK, MICHAEL RAYMOND

SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS 57.28 0.00 0.00 2.69 0.00 59.97 59.97 5 Properties Rebated

INDIVIDUAL REAL ESTATE ACCOUNTS

928129	9.20	0	0.00	0.00	0.00	9.20	8/11/2025	0000500375	2025	2025	000000	TENNANT, EDWARD TODD
928128	9.20	0	0.00	0.00	0.00	9.20	8/11/2025	0000500359	2025	2025	000000	ANDREWS, JAMES
928126	157.42	0	0.00	0.00	0.00	157.42	8/11/2025	0000345974	2025	2025	000000	MELVIN, ROBERT A TRUSTEE
928123	252.97	0	0.00	0.00	0.00	252.97	8/11/2025	0000496640	2025	2025	000000	AURIGEMMA, DALE W
928102	40.91	0	0.00	0.00	0.00	40.91	8/11/2025	0000269187	2025	2025	000000	MCEWAN, DOROTHY A
929673	47.99	0	0.00	0.00	0.00	47.99	8/7/2025	0000116802	2025	2024	000000	TOWN OF WAKE FOREST
931780	790.65	0	0.00	0.00	0.00	790.65	8/22/2025	0000491248	2025	2025	000000	CULKIN, MILAGRO DEL
931400	346.15	0	0.00	0.00	0.00	346.15	8/22/2025	0000379111	2025	2025	000000	PEARSON, ROBERT
929674	214.80	0	0.00	0.00	0.00	214.80	8/7/2025	0000115607	2025	2024	000000	TOWN OF WAKE FOREST
928130	9.19	0	0.00	0.00	0.00	9.19	8/11/2025	0000500377	2025	2025	000000	ROSAS, SILVESTRE

928469	8.14	0	0.00	0.00	0.00	0.00	8.14	8/11/2025	0000234218	2025	2025	000000	KOSKOSKI, DAVE
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	1,886.62	0.00	0.00	0.00	0.00	0.00	1,886.62	1,886.62		11	Properties Rebated		
	83,090.47	0.00	0.00	2.69	0.00	0.00	83,093.16	83,093.16		24	Properties Rebated for the District City		
TOTAL FOR WAKE FOREST	83,090.47	0.00	0.00	2.69	0.00	0.00	83,093.16	83,093.16		24	Properties Rebated for all Cities		
GRAND TOTAL	734,596.46	4,385.69	810.00	2,320. 06	0.00	0.00	742,112.21	742,112.21		270	Properties Rebated for all Cities		



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-608-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: October 21, 2025

Subject

Commissioner Reports

Recommendation:

item Summary:

ATTACHMENTS: