



## Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, March 19, 2024**, 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.

**Council 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  
Assistant Town Manager Candace Davis  
Assistant Town Manager Allison Snyder  
Assistant Town Manager/CFO Aileen Staples  
Town Attorney Hassan Kingsberry  
Town Clerk Theresa Savary  
Planning Director Courtney Tanner  
Assistant Planning Director Jennifer Currin  
Finance Director Samantha Sanchez  
Parks, Recreation & Cultural Resources  
Director Ruben Wall

Senior Planner Kari Grace  
Planner II Emma Linn  
Police Chief Jeff Leonard  
Police Captain Julius Jefferson  
Police Captain Brandon High  
Police Captain Matthew May  
Senior Police Officer Richard May

1. Approval of Agenda
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### ACTION:

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

Seconder: Commissioner Shackelford.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- February 6, 2024 Work Session
- February 20, 2024 Regular Meeting

**ACTION:**

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

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

3. Presentations

3.A. Proclamation Recognizing April 11, 2024, as "PARKINSON'S DAY" in the Town of Wake Forest, NC

Mayor Jones read the proclamation into the record:

**PROCLAMATION  
RECOGNIZING APRIL 11, 2024 AS "PARKINSON'S DAY"  
IN THE TOWN OF WAKE FOREST, NORTH CAROLINA**

*WHEREAS, Parkinson's disease is a chronic, progressive, neurological disease and is the second most common neurodegenerative disease in the United States;*

*WHEREAS, Parkinson's disease is estimated to affect approximately one million people in the United States and the prevalence will rise to 1.2 million by 2030;*

*WHEREAS, 90,000 new people are diagnosed each year in the United States with Parkinson's disease;*

*WHEREAS, Parkinson's disease is the 14th leading cause of death in the United States according to the Centers for Disease Control and Prevention;*

*WHEREAS, there is an estimated 30,000 people living with Parkinson's disease in the State of North Carolina.*

*WHEREAS, it is estimated that the economic burden of Parkinson's disease is at least \$52 billion annually in the United States, including direct and indirect costs, treatment, and lost income, to patients and family members;*

*WHEREAS, research suggests the cause of Parkinson's disease is a combination of genetic and environmental factors, but the exact cause and progression of the disease is still unknown;*

*WHEREAS, there is no objective test for Parkinson's disease, and there is no cure or drug to slow or halt the progression of the disease;*

*WHEREAS, the symptoms of Parkinson's disease vary from person to person and can include tremors; slowness of movement and rigidity; difficulty with balance, swallowing, chewing, and*

*speaking; cognitive impairment and dementia; mood disorders; and a variety of other non-motor symptoms;*

*WHEREAS, volunteers, researchers, caregivers, and medical professionals are working to improve the quality of life of persons living with Parkinson's disease and their families;*

*WHEREAS, increased research, education, and community support services are needed to find more effective treatments and to provide access to quality care to those living with the disease today;*

*NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest and the Board of Commissioners, do hereby proclaim April 11, 2024, as "PARKINSON DAY" in the Town of Wake Forest.*

Mayor Jones presented the proclamation to Lauren Kehn.

3.B. Proclamation Recognizing March 29, 2024, as "Vietnam War Veterans Day"

Mayor Jones read the proclamation into the record:

**PROCLAMATION**

**RECOGNIZING MARCH 29, 2024 AS "VIETNAM WAR VETERANS DAY"**

**IN THE TOWN OF WAKE FOREST, NORTH CAROLINA**

*WHEREAS, March 29<sup>th</sup> now known as National Vietnam War Veterans Day. The day was first proclaimed by President Barrack Obama in 2012, and President Donald Trump subsequently signed it into law in 2017.*

*WHEREAS, March 29, 2024, marks the 50<sup>th</sup> Anniversary of U.S. combat troops returning home and is a day to thank and honor all veterans who served in the war.*

*WHEREAS, the National Vietnam War lasted almost 20 years, spanning the period between November 1955 and April 1975 with nearly 3 million American soldiers serving in uniform in Vietnam, and more than 58,000 sacrificing their lives to protect our nation's freedom; and*

*WHEREAS, of the more than 700,000 veterans living in North Carolina, today more than 250,000 served in the Vietnam War; and*

*WHEREAS, North Carolina is proud and humbled to be the home of these brave veterans, who continue to serve our state as stellar citizen leaders in their workplaces, communities, homes, and churches; and*

*WHEREAS, Vietnam War Veterans Day is an opportunity to commemorate the 1,627 North Carolinians killed or missing in Vietnam, who made the ultimate sacrifice to protect and honor their home state and nation;*

*WHEREAS, the men and women who served North Carolina and the United States during the Vietnam War deserve the utmost respect and gratitude from their fellow Americans for their heroic and selfless actions;*

*NOW THEREFORE, I Vivian A. Jones, Mayor of the Town of Wake Forest, and the Board of Commissioners, do hereby proclaim March 29, 2024, as "VIETNAM WAR VETERANS DAY" in the Town of Wake Forest and commend its observance to all citizens.*

Mayor Jones presented the proclamation to local Vietnam Veterans.

3.C. Resolution Recognizing Senior Police Officer Richard B. May on his Retirement

Mayor Jones read the resolution into the record:

**RESOLUTION 2024-16**  
**RESOLUTION OF APPRECIATION FOR THE SERVICES OF**  
**Richard B. May**

*WHEREAS, Richard B. May was hired as a Police Officer I in April of 1999 and will have served as a sworn member of the Wake Forest Police Department for 25 years with a retirement date of April 1, 2024; and*

*WHEREAS, May achieved Police Officer II in April of 2001; and*

*WHEREAS, May was promoted to Police Sergeant in February of 2005; and*

*WHEREAS, May achieved Senior Police Officer in January of 2016; and*

*WHEREAS, May served in a variety of specialized positions including Field Training Officer, Impact Team Officer, and Community Resource Officer. May was awarded Crisis Intervention Officer of the Year in 2019 for Wake County; and*

*WHEREAS, May 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 Senior Police Officer Richard B. May 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 Richard B. May.*

Mayor Jones presented the resolution to Senior Police Officer Richard B. May.

3.D. Wake Forest Downtown Plan: Houseal Lavigne (Consultant) Presentation

Assistant Planning Director Jennifer Currin introduced Nik Davis and Jack Carso with Houseal Lavigne.

Mr. Davis and Mr. Carso provided an update on the Wake Forest Downtown Plan, including the planning process, public engagement, vision statement, functional subareas, goals, and the next steps.

Commissioner Cross asked if there were any historic homes in the Brooks St. infill area. Ms. Currin explained that some of the structures along Brooks St. were likely over fifty years old, but they were outside of the National Register District. She also stated if these structures were to be redeveloped, Senior Planner for Historic Preservation Michelle Michael would look for documentation of their condition. Ms. Currin said that she was unaware of any locally designated landmarks in that corridor.

Commissioner Cross asked about the green space in the White Street extension area. Mr. Davis said that there are opportunities for more open space in that area by identifying different uses along White St. Ms. Currin added that the current Unified Development Ordinance (UDO) does not include looking at what amenities non-residential development should include. However, they are looking at those amenities that should be incorporated as non-residential in the Town's UDO.

Commissioner Cross also asked if they're considering where they can add public restroom facilities in that area. Ms. Currin deferred to Parks, Recreation & Cultural Resources Director Ruben Wall and his team.

Commissioner Clapsaddle expressed concern about parking and traffic on White St. and suggested that this issue should be tied in with the planning of the downtown project. Mr. Davis said that there are many different ways to park downtown and they will need some kind of balance in how they provide parking.

Commissioner Sliwinski mentioned the new S-Line Rail option that is coming up in downtown and updating the public transportation options. He asked if these changes would require a different approach to some of the areas that will now be easier to access without having to park. Mr. Davis responded that the downtown plan should provide guidance on the matter, whichever way it goes.

4. Public hearings / Public Comment
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4.A. Public Hearing on LEGISLATIVE CASE RZ-23-06, Star Road Tech Center, a rezoning filed by St. John Properties to rezone 30.35 acres located at 0 Star Road, being Wake County Tax PINs 1739-65-3709, 1739-55-8441, and 1739-65-4232 from Highway Business (HB) and Special Highway Overlay (SH1-O) to Highway Business Conditional District (HB-CD) and Special Highway Overlay (SH1-O).

Senior Planner Patrick Reidy stated that the applicant requested a continuance to the April 16, 2024, Board of Commissioners Meeting. However, due to time constraints, staff requested that the continuance be to the May 21, 2024, Board Meeting.

Mayor Jones opened the Public Hearing for Legislative Case RZ-23-06, Star Road Tech Center.

**ACTION:**

Mover: Commissioner Wright moved to approve the continuance of Case RZ-23-06, Star Road Tech Center to the May 21, 2024, Board of Commissioners Meeting.

Seconder: Commissioner Clapsaddle.

Vote: Motion carried 5-0.

The following citizens provided public comment:

- Janice Davis, 1009 Lightfoot Ct., Wake Forest, NC 27587 expressed concerns regarding the traffic bottleneck on the road, considering the uncertainty of U-5307 Capital Blvd., and interested in the progress of the backage road.
- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC 27587 suggested increasing the buffer between the stormwater pond and the riparian buffer. She also suggested that the applicant and staff know who the tenants are for those buildings.

Mayor Jones asked if anyone else would like to speak. No one came forward to speak.

4.B. Public Hearing to receive public input for the FY 2024-2025 Annual Operating Budget

Mayor Jones asked if anyone would like to speak. No one came forward to speak.

Mayor Jones said hearing none, she declared the public hearing closed.

4.C. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit

The following citizens provided comment:

- Johnny Whitfield, 962 Laurel Mill Rd., Louisburg, NC 27549 invited the board to attend the 2<sup>nd</sup> Annual Cars & Carnivore Street Festival in Downtown Wake Forest on Saturday, March 23<sup>rd</sup> from 10 am to 4 pm. Mr. Whitfield said they hold this event, in part, to raise money to pay off medical debt for cancer patients in Wake Forest.
- Janice Davis, 1009 Lightfoot Ct., Wake Forest, NC 27587 said the board approved a reduced speed limit from 45 mph down to 35 mph on a portion of Ligon Mill Rd., but the speed limit signs have not been updated yet.

5. Consent Agenda

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

- 5.A. Approval of Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.

[Filed in the Clerk's Office as Resolution 2024-19.]

- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners Elizabeth Hunt Holding and SW Capital LLC for property associated with the rezoning request RZ-22-07, located at 12621 and 12631 Capital Blvd being Wake County PINs 1831-85-3681 and 1831-85-5861 being approximately 5.54 acres.

[Filed in the Clerk's Office as Resolution 2024-18.]

- 5.C. Approval of a Resolution to surplus the badge and service weapon carried by Senior Police Officer Richard May

[Filed in the Clerk's Office as Resolution 2024-17.]

- 5.D. Approval of Housing Initiatives Special Revenue Fund

[Filed in the Clerk's Office as Ordinance 2024-07.]

- 5.E. Approval of Ordinance Codification for the Town's Code of Ordinances, Supplement 17

[Filed in the Clerk's Office as Ordinance 2024-06.]

**ACTION:**

Mover: Commissioner Wright moved to approve the consent agenda as presented.

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

6. Legislative Items

No Legislative Items presented.

7. Planning Items

- 7.A. Consideration of LEGISLATIVE CASE RZ-23-06, Star Road Tech Center, a rezoning filed by St. John Properties to rezone 30.35 acres located at 0 Star Road, being Wake County Tax PINs 1739-65-3709, 1739-55-8441, and 1739-65-4232 from Highway Business (HB) and Special Highway Overlay (SH1-O) to Highway Business Conditional District (HB-CD) and Special Highway Overlay (SH1-O).

Case RZ-23-06, Star Road Tech Center was continued to May 21, 2024.

8. Administration and Financial Items

No Administration and Financial Items presented.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

- 10.A. Update on the Renovation of Flaherty Park Field #2

Ruben Wall, the Director of Parks, Recreation & Cultural Resources, provided an update on the renovation of Flaherty Park Field #2. He stated that the project is progressing well, with the removal of the sidewalks, bleachers, dugout, fencing, and modification of the irrigation system to avoid conflicts with site improvements. He also stated that the work on the field is still ongoing.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

- 12.A. Department Monthly Report

Received.

- 12.B. Wake County Tax Release

Received.



## 12.C. Commissioner Reports

Commissioner Sliwinski attended the Comic Book & Toy Expo at Flaherty Park Community Center. He invited the community to attend the following events: the Easter Egg Extravaganza at Joyner Park on Saturday, March 23<sup>rd</sup> from 11:30 am to 1:30 pm, the Easter Egg Hunt for children with special needs from 10 am to 10:30 am, Cars & Carnivore Street Festival in downtown Wake Forest on Saturday, March 23<sup>rd</sup>, and the Memorial Flag Raising Ceremony scheduled for Monday, April 1<sup>st</sup> at 11 am at Town Hall.

Commissioner Clapsaddle thanked Zoning Enforcement Officer Ben Coleman and shared that the Minority & Women-Owned Business Expo was a great event. He attended the Historic Marker Unveiling. He thanked Planning Director Courtney Tanner and her staff, and he also thanked staff for recognizing the veterans.

Commissioner Cross attended the Historic Marker Unveiling and the Minority & Women-Owned Business Expo. She recognized Contracts & Procurement Specialist Hollie Aldridge for earning her Certified Local Government Purchasing Officer accreditation. She also recognized Lt. Aaron Bitting for receiving the Axon Training's Leadership Award.

Commissioner Shackelford had no report.

Commissioner Wright shared that the STEM Event is on Saturday, April 27<sup>th</sup> from 10 am to 2 pm. Friday Night on White kicks off on Friday, April 12<sup>th</sup>, and Forest Fest is on Saturday, April 20<sup>th</sup>. The Cars & Carnivore Street Festival is planned for Saturday, March 23<sup>rd</sup> in Downtown Wake Forest. Commissioner Wright expressed his appreciation for the Cars & Carnivore Street Festival and loves all they are doing to help pay off medical debt for cancer patients in Wake Forest. He also expressed his willingness to support the cause in any way possible.

Mayor Jones spoke about the CAMPO safety study for the CAMPO region and the possibility of a similar safety study for their community. She also discussed affordable housing issues with Wake County Commissioners and thanked Parks & Recreation for organizing the Comic Book & Toy Expo. Furthermore, she expressed her gratitude towards the Human Relations Council for their work on the Minority & Women-Owned Business Expo. She also attended the Women's Day Service at Olive Branch Baptist Church and the Historic Marker Unveiling.

Town Manager Padgett acknowledged Lamar Minter, a Construction Inspector Supervisor, who came up with the idea of the Minority & Women-Owned Business Expo.

12.D. Closed Session: To prevent the disclosure of information that is privileged or confidential or is not of public record, N.C.G.S. § 143-318.11(a)(1)

**ACTION:**

Mover: Commissioner Wright moved to go into closed session at 7:23 p.m.

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

The Board reconvened to open session at 7:32 p.m.

13. Adjournment

**ACTION:**


Mover: Commissioner Wright moved to adjourn at 7:33 p.m.

Second: Commissioner Clapsaddle.


Vote: Motion carried 5-0.

Duly approved in open session this 16<sup>th</sup> day of April 2024.

(ATTEST)

  
Theresa Savary, Town Clerk



  
Brian A. Jones, Mayor