



**Wake Forest Board of Commissioners
Meeting Agenda
January 20, 2026 – at 6:00 PM
All items listed are for discussion and possible action.**

Notice

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

Cable & Online Broadcast of Board of Commissioners Meetings

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

Meeting Agendas

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

Public Hearings

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

Public Comment

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the [Town website](#). Then, during the Public Comment portion of the meeting, 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 Draft BOC Work Session Minutes December 2, 2025 and Draft BOC Regular Meeting Minutes December 16, 2025
[DRAFT BOCWSMinutes_December20252.pdf](#)
[DraftBOCMinutes_December202516.pdf](#)

3. Presentations

3.A JustServe Town Award Presentation
3.B Introduction of Candidates for the Board of Adjustment
[Summary Sheet_Candidates Jan202620.doc.pdf](#)

4. Public hearings / Public Comment

4.A 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 a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners, The Villas at Wake Forest Crossing LLC, located at 12731 Wake Union Church Road and 12739 Wake Union Church Road being Wake County PINs 1831869237 and 1831868329 being approximately 2.36 acres.
[01202026 Agenda Summary.pdf](#)
[Attachment A Legal Description AN-25-05.pdf](#)
[Attachment B Annexation Map AN-25-05.pdf](#)
[Attachment C Annexation Petition AN-25-05.pdf](#)
[CERTIFICATE OF SUFFICIENCY .docx](#)

DRAFT PUBLIC HEARING RESOLUTION.docx

5.B Approval of the Forestville Road/Coach Lantern Traffic Signal Contract
[Summary_Forestville_Coach_Lantern_Contract.docx](#)
[Attachment_A_Resolution_Forestville_Coach_Lantern_Contract.docx](#)
[Attachment_B_Forestville_Coach_Lantern_Bid_0002-2025.pdf](#)
[Attachment_C_Bid_Tab.pdf](#)

5.C Ordinance amending Chapter 30, Article III Section 30-1, and 30-90 thru 30-92 focused on motorized scooter, electric bicycles and electric assisted bicycles, pedestrian right-of-way and requirements for helmets.
[Attachment_A_Summary_Chapter_30_Article_III_Section_30-1_30-90_thru_30-92.pdf](#)
[Sec._30_90._Motorized_scooters_prohibited._revised_Final_DRAFT.docx](#)
[Attachment_B_Ordinance_2026_XX_Chapter_30_Article_III_Section_30-90_thru_30-92.docx](#)

5.D Ordinance Amending the Code of Ordinances Chapter 30, Article I, Section 30-16 “ Restrictions On The Operation Of All-Terrain Vehicles; Exemption For Governmental Agencies.
[Attachment_A_Summary_Chapter_30_Article_I_Section_30-16.pdf](#)
[Sec._30_16._Restrictions_on_the_operation_of_all-terrain_vehicles;_exemption_for_governmental_agencies._revised_Final_DRAFT.docx](#)
[Attachment_B_Ordinance_2026_XX_Chapter_30_Article_I_Section_30-16.docx](#)

5.E Amended Approval of Appointment to Citizen Advisory Board - Human Relations Council (HRC)
[RESOLUTION to correct HRC appointee_2026.docx](#)

5.F Ordinance amending Chapter 30, Article IV Section 30-131 focused on handicapped parking spaces.
[Sec._30_131._Handicapped_parking_spaces_revised_Final_DRAFT.docx](#)
[Attachment_B_Ordinance_2026_XX_Chapter_30_Article_IV_Section_30-131.docx](#)
[Attachment_A_Summary_Chapter_30_Article_IV_Section_30-131.pdf](#)

6. Legislative Items

6.A Consideration of Appointment of Candidates for the Board of Adjustment
[Board_ofAdjustment_Candidates_Cover_letter_2026.doc.pdf](#)
[BOA Candidates 1-2026.pdf](#)

7. Planning Items

8. Administration and Financial Items

8.A Consideration of Approval of 2026-2031 Capital Improvement Plan (CIP) Update
[CIP Approval Agenda Item Summary.pdf](#)
[CIP RESOLUTION 2026-2031.pdf](#)

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

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

12.B January Tax Report
[WAKE FOREST-TXREP-JAN-2026-BOC-MTG.pdf](#)

12.C Election of a Mayor Pro-tem

12.D BOC Appointments 2026-2027
[Resolution2026-XX_2026-2027_BOCAppointments_Jan202620 \(3\).doc](#)

12.E Commissioners Report

13. Adjournment