



**Wake Forest Board of Commissioners
Meeting Agenda
November 18, 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 October 7, 2025 BOC Work Session October 21, 2025 BOC Regular Meeting
[DRAFT BOCWSMinutes_October20257.pdf](#)
[DraftBOCMinutes_OCTOBER202521 .pdf](#)

3. Presentations

- 3.A Wake Forest Social District Review
- 3.B Proclamation Recognizing Friday, November 28, 2025, as Plaid Friday and Saturday, November 29, 2025, as Small Business Saturday.
[SBS and Plaid Friday Proclamation November 2025.docx](#)

4. Public hearings / Public Comment

- 4.A Public hearing for a request by Elizabeth B. and Robert N. Ford to designate their property, the William Royall Powell House at 546 N. Main Street, as a Wake Forest Local Historic Landmark. HPC Case Number LL 25-01.
[Agenda Summary - LL 25 01- LLD William Royall Powell House.pdf](#)
[BOC Staff Report - LL 25-01 LLD William Royall Powell House.pdf](#)
[Attachment A Application.pdf](#)
[Attachment B SHPO Correspondence.pdf](#)
[Ordinance 2025-XXX Designating Local Landmark.docx](#)
- 4.B 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 Waiver of the Code of Ordinances Sec. 20-2. Public Consumption, Possession,

etc., of Alcohol for Friday Night on White for the 2026 Series dates from 5 PM to 9 PM. The FNOW 2026 series dates are April 10, May 8, June 12, July 10, August 14, and September 11.

[Attachment A 2026 FNOW VENUE MAP.pdf](#)

[Attachment B Friday Night on White 2026 Series Alcohol Ordinance Waiver Request.docx](#)

[Resolution for Open Container Waiver Friday Night on White 2026 Series.docx](#)

[Item Summary Friday Night On White 2026 Series Alcohol Ordinance Waiver.docx](#)

5.B Approval of the 2026 Board of Commissioners Meeting Schedule
[Resolution, 2026TOWFBoardOfCommissionersMeetingSchedule_Nov202518.pdf](#)

5.C Approval of Appointment to Planning Board
[RESOLUTION2026-XXX_Adv_Board_Appts-PB.pdf](#)

6. Legislative Items

6.A Consideration of Appointment of Candidates for the Planning Board
[2025_PB_Applicant Updated.pdf](#)
[Planning_Board_Candidates_List_2025 Updated.pdf](#)

7. Planning Items

7.A Consideration of a Request by Elizabeth B. and Robert N. Ford to Designate their Building and Lot, known as the William Royall Powell House, 546 N. Main Street, Wake Forest, NC, as a Wake Forest Local Historic Landmark, HPC Case Number LL 25-01

8. Administration and Financial Items

8.A Approval of the Amended Personnel Policies & Procedures
[Item Summary - HR 111825.docx](#)
[Resolution_-_Policies_111825.docx](#)
[TOWF Personnel Policy 10.28.2025.pdf](#)
[Policy Update Presentation 111825.pptx](#)

9. Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

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

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

12.C Capital Improvement Plan Quarterly Update
[CIP Project Tracker - Q1 2025-26.pdf](#)
[CIP Project Tracker - Completed Projects.pdf](#)

12.D Commissioner Reports

13. Adjournment