



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, August 18, 2026**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

Miss Claire Deyo led everyone in the Pledge of Allegiance.

Commissioner Members Present: Mayor Ben C. Clapsaddle, Commissioner Nick Sliwinski, Commissioner Adam Wright, Commissioner Keith Shackelford, and Commissioner Daniel Hupp.

Commissioner Members Absent: Commissioner Faith Cross

Staff Members Present

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Attorney Nathan McKinney
Town Clerk Evelyn Wright
Police Chief Julius Jefferson
Police Captain David Zick
Police Lieutenant Patrick Misko
Fire Chief Ron Early
Battalion Chief Jeremey Blake
Engineering Director Tim Watson
Planning Director Jennifer Currin

Grants Program Manager Jack
Cassidy
Development Services Manager
Patrick Reidy
Planner II Rayvon Walker

1. Approval of Agenda

ACTION:

Mover: Commissioner Shackelford moved to approve the Agenda as amended.

Second: Commissioner Wright

Vote: Motion carried 4-0

*Commissioner Shackelford added Age Friendly Contract to the agenda.

2. Approval of Minutes

2.A. Draft BOC Minutes

- June 2, 2026, BOC Work Session, June 16, 2026, BOC Regular Meeting, and June 23, 2026 Special Called Meeting

ACTION:

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

Second: Commissioner Sliwinski

Vote: Motion carried 4-0

3. Presentations

3.A. Resolution Recognizing Bess Martinson on her Retirement

RESOLUTION 2026-45

RESOLUTION OF APPRECIATION FOR THE SERVICES OF BESS MARTINSON

WHEREAS, Bess Martinson was initially hired as a Communications Specialist with the Town of Wake Forest on April 13, 2010, was named Graphics Coordinator in 2016, and was later promoted to Graphics Manager effective July 1, 2022; and

WHEREAS, With over 16 years of service to our community and a retirement date of August 31, 2026, Bess has served unselfishly in her capacity for the good of the Town of Wake Forest, making numerous sacrifices in personal and family ties; and

WHEREAS, Bess has led the Communications Department's Graphics Team with unsurpassed professionalism, fostering a goal-oriented and collaborative culture aligned with the Town's strategic priorities and core values; and

WHEREAS, Bess has earned tremendous respect from her team and co-workers, is recognized across Wake Forest and beyond for her exceptional talents and is known for her willingness to collaborate, consistently promoting a spirit of mutual respect and teamwork throughout our organization; and

WHEREAS, Bess has served with distinction as a champion for Wake Forest, significantly enhancing the Town's status by designing and producing exceptional digital and printed graphics; and

WHEREAS, She worked diligently to bring positive attention to our community by developing, protecting, and promoting Wake Forest's brand.

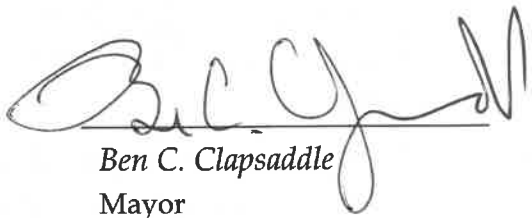
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Bess Martinson is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest in this official capacity as Graphics Manager.

BE IT FURTHER RESOLVED that this resolution be made as part of the permanent records of the Town of Wake Forest and that a copy of this resolution be presented to Bess Martinson.

This the 18th day of August 2026.

ATTEST:

Evelyn Wright
Town Clerk



Ben C. Clapsaddle
Mayor

3.B. Proclamation Recognizing September as National Service Dog Month

**PROCLAMATION RECOGNIZING
SEPTEMBER AS NATIONAL SERVICE DOG MONTH**

WHEREAS, the Town of Wake Forest recognizes the transformative power of the human-canine bond and is committed to fostering an inclusive community where all residents are valued, supported, and empowered to participate fully in community life; and

WHEREAS, service dogs are expertly trained to perform specific tasks that assist people with disabilities, promoting greater independence, confidence, mobility, and safety while enhancing their quality of life; and

WHEREAS, for more than five decades, service dogs have helped people with disabilities overcome

barriers and live more independent, productive, and fulfilling lives; and

WHEREAS, *National Service Dog Month provides an opportunity to educate the public about the vital role service dogs play, as well as the federal and state laws that protect the rights of individuals who rely on them; and*

WHEREAS, *the Town of Wake Forest celebrates the contributions of service dogs and their handlers and encourages greater awareness, understanding, respect, and inclusion for all members of our community.*

NOW, THEREFORE, *I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest on behalf of the Board of Commissioners, hereby proclaim September 2026 as NATIONAL SERVICE DOG MONTH in the Town of Wake Forest and encourage all residents to recognize the invaluable contributions of service dogs and to support a community where individuals with disabilities are welcomed with dignity, respect, and equal opportunity.*

In official recognition whereof, I hereby affix my signature this 18th day of August 2026.

ATTEST:




Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk

4. Public hearings / Public Comment

***Commissioner Shackleford recused himself from discussion/deliberation on 4A and 4B.**

4.A. Public Hearing on LEGISLATIVE CASE RZ-25-03, 3832 Rogers Rd Rezoning, a rezoning request filed by Worth Mills, to rezone 2.98 acres located at 3832 Rogers Rd, being Wake County Tax PIN(s) 1749884789, from Wake County's Residential-30 (R-30) to Neighborhood Mixed-Use Conditional District (NMX-CD).

Planner II, Rayvon Walker, introduced the rezoning case and provided the Board with an update regarding revisions submitted by the applicant shortly before the meeting. Mr. Walker advised the applicant revised the proposed list of permitted uses by adding five commercial/entertainment-type uses and removing one specific use. The revisions were intended to make the proposed zoning more consistent with the Activity Center Community Plan designation applicable to the property. Mr. Walker advised, despite the applicant's revisions, staff maintained its recommendation for denial. Also, Mr. Walker explained that the revisions to the

permitted uses did not resolve the primary concerns supporting the recommendation. Mr. Walker indicated that the proposed final site plan and the permitted uses, considered together, were still insufficient for staff to support the rezoning request.

The applicant's attorney, Worth Mills, introduced himself as representing PRMS Investments, LLC, the contract purchaser and rezoning applicant. He identified members of the LLC as being present, along with the applicant's traffic engineer and civil engineer.

Mr. Mills stated that the applicant was open to continuance or deferral if the Board or members of the public identified issues that would benefit from additional discussion or revisions at a later meeting.

He explained that the property is currently owned by three siblings and is involved in a judicial partition sale process. PRMS Investments, LLC, has the property under contract and intends primarily to develop it as a daycare center, along with additional neighborhood-serving commercial uses.

The applicant is requesting rezoning of the 2.98-acre property from R-30 Wake County zoning to Neighborhood Mixed-Use Conditional District.

Mr. Mills acknowledged that the applicable Community Plan contains competing recommendations concerning the property but argued that the plan does contemplate limited, low-scale commercial uses in the area.

Mr. Mills proposed developing the property primarily as a daycare center, with additional neighborhood-serving commercial uses. The applicant cited rapid population growth, childcare capacity limitations, and lengthy daycare waiting lists as evidence of community need.

Engineer I, Morgan Cook, explained the Traffic Impact Analysis. Mr. Mills reiterated proposed numerous conditions intended to mitigate impacts on surrounding neighborhoods, including limits on development intensity and building height, enhanced screening, setbacks, a Golden Poppy extension, pedestrian connectivity, a prohibition on vehicular access to Golden Poppy, lighting restrictions, Rogers Road frontage requirements, and implementation of traffic-impact-analysis improvements.

Mr. Mills characterized the proposal as a balance between providing needed commercial and childcare services and protecting nearby residential neighborhoods. Commissioner Sliwinski inquired about the specifics of deferral and Town Attorney explained the options. The board subsequently raised concerns regarding traffic and the suitability of the location for additional development.

Mayor Clapsaddle opened the floor for public hearing.

Public Hearing Comments:

Jim Hill – 3825 Wild Meadow Lane – Wake Forest, NC 27587

Doug Woods – 1112 Golden Poppy Court – Wake Forest, NC 27587

Jennifer Wyatt – 3807 Heritage Spring Circle – Wake Forest, NC 27587

Kenneth Christie – 1111 Golden Poppy Court – Wake Forest, NC 27587

Mary Woods – 1112 Golden Poppy Court – Wake Forest, NC 27587

Mayor Clapsaddle declared the public hearing closed.

- 4.B. Public hearing on a contiguous annexation submitted by property owners, Donald Lee Eddins, John Barry Eddins, and Brenda Gail Eddins Denton, located at 3832 Rogers Road being Wake County PIN 1749-88-4789 being approximately 2.97 acres.

Mayor Clapsaddle opened the floor for public hearing comments.

Public Hearing Comment:

Kenneth Christie – 1111 Golden Poppy Court – Wake Forest, NC 27587

Mayor Clapsaddle 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 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 Clapsaddle opened the floor for general comments.

Public Comment:

Bailey DeBarmore – 501 Friendship Chapel Road – Wake Forest, NC 27587

David Jerosé – 617 Young Forest Dr – Wake Forest, NC 27587

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

Mayor Clapsaddle 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 schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners, Town of Wake Forest, located at 0 Devon Square Boulevard being Wake County PIN 1841-28-1942 being approximately 8.25 acres.

5.B Approval of a Resolution to adopt the ADA Transition Plan

5.C Approval of a Resolution for 2026-2027 BOC Appointment

ACTION:

Mover: Commissioner Wright moved to approve the Consent Agenda.

Second: Commissioner Sliwinski

Vote: Motion carried 4-0

6. Legislative Items

No Legislative Item presented.

7. Planning Items

***Commissioner Shackleford recused himself from discussion/deliberation.**

7.A Consideration of a contiguous annexation submitted by property owners, Donald Lee Eddins, John Barry Eddins, and Brenda Gail Eddins Denton, located at 3832 Rogers Road being Wake County PIN 1749-88-4789 being approximately 2.97 acres.

ACTION:

Mover: Commissioner Wright moved to deny a contiguous annexation submitted by property owners, Donald Lee Eddins, John Barry Eddins, and Brenda Gail Eddins

Denton, located at 3832 Rogers Road being Wake County PIN 1749-88-4789 being approximately 2.97 acres with the inconsistency statement.

Seconder: Commissioner Shackelford

Vote: Motion carried 3-0

7.B Consideration of LEGISLATIVE CASE RZ-25-03, 3832 Rogers Rd Rezoning, a rezoning request filed by Worth Mills, to rezone 2.98 acres located at 3832 Rogers Rd, being Wake County Tax PIN(s) 1749884789, from Wake County's Residential-30 (R-30) to Neighborhood Mixed-Use Conditional District (NMX-CD).

***Item 7B automatically failed due to the unanimous vote to deny Item 7A.**

8. Administration and Financial Items

8.A Consideration of a resolution authorizing submission of an application for North Carolina Division of Parks and Recreation Recreational Trails Program

Jack Cassidy, Grant Program Manager for the Town of Wake Forest Budget Management Department, presented on the North Carolina Division of Parks and Recreation Recreational Trails Program application. Mr. Cassidy requested Board approval to submit an application for a \$100,000 Recreational Parks Program grant through the North Carolina Division of Parks and Recreation.

The grant would support the construction and completion of Smith Creek Greenway Phases II and III, a priority project for the Town that would extend the existing greenway and improve connectivity to the Neuse River Greenway.

Mr. Cassidy explained that the grant application requires Board approval of two commitments:

- Local matching funds: The Town must provide a 25% match, or \$25,000. Mr. Cassidy stated that the required match has already been identified through bond funding included in the Town's 2022 bond referendum for the project. Additional funding has also been provided through the Locally Administered Projects Program (LAPP) of the North Carolina Capital Area Metropolitan Planning Organization.
- Project completion timeframe: The Town must commit to completing the project within three years. Mr. Cassidy stated that this requirement is consistent with the Planning Department's existing project schedule. Construction is anticipated to begin during the current fiscal year, with completion projected in 2028.

Mr. Cassidy requested approval to proceed with the grant application

ACTION:

Mover: Commissioner Sliwinski moved to approve submission of an application for North Carolina Division of Parks and Recreation Recreational Trails Program

Seconder: Commissioner Shackelford

Vote: Motion carried 4-0

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. June and July Tax Report
Received.

12.B. Department Monthly Reports
Received.

Commissioner Hupp requested clarity on the numbers presented for WFCAA. Assistant Town Manager Candace Davis advised that the numbers reflected the clean-up of duplicate entries while WFCAA transitioned to a new registration system.

12.D Commissioners Report

Commissioner Shackelford introduced a motion following the Board's prior discussion of the Age-Friendly Action Plan. He stated that there appeared to be broad consensus among the Commissioners regarding the value of the plan and proposed continuing the engagement of Ann Welton as a consultant at the current rate of \$1,000 per month through 2029.

Commissioner Shackelford clarified that the intent was to retain the consultant to assist with implementation of the Age-Friendly Action Plan. He subsequently made a second motion concerning continuation and formalization of the Age-Friendly Action

Plan Committee, proposing several structural changes:

- The committee would continue in its existing form, with revisions to its leadership structure.
- The committee would be authorized to elect a chair and vice chair, both of whom must be Town residents.
- The Mayor would have authority to appoint **two additional members** to the committee.
- A Commissioner would continue to serve as a liaison/ex officio member.

Commissioner Shackleford explained that the committee had previously played an important role in developing the Age-Friendly Action Plan and expressed support for continuing the committee as part of the implementation process. He emphasized that the committee's role would be to assist staff in implementing the existing plan rather than create a new plan or make independent decisions regarding Town policy, funding, or directives.

Commissioner Shackleford also noted that the Board had previously provided staff with guidance regarding the committee and implementation of the plan and suggested that the revised structure would provide the committee with sufficient flexibility to respond to changing needs while remaining under staff and Board direction.

Mayor Clapsaddle requested clarity whether the proposed action constituted an extension of the existing consultant contract or required execution of a new contract. Town Attorney Nathan McKinney explained that the existing contract had expired and therefore a new contract would be required. The Board was advised that the motion should authorize the appropriate contractual process and paperwork rather than attempt to extend an expired agreement. Mayor Clapsaddle clarified that the proposed \$1,000-per-month consultant arrangement through 2029 was intended for Ann Welton to serve as a consultant to Town staff, assisting with implementation of the Age-Friendly Action Plan. It was specifically distinguished from the separate question of the Age-Friendly Action Plan Committee.

ACTION:

Mover: Commissioner Shackleford moved to renew the contract with Ann Welton for the Age-Friendly Action Plan at the current rate through 2029.

Seconder: Commissioner Sliwinski

Vote: Motion carried 3-1 (Commissioner Hupp opposed)

Commissioners discussed the proposed committee structure, including whether the Mayor should have authority to appoint additional members and whether committee members should be required to be Town residents. Mayor Clapsaddle questioned whether individuals from outside Wake Forest could serve if they possessed expertise that would benefit the Town. The discussion recognized that outside expertise could potentially be valuable, while also emphasizing the need for a clearly established process governing committee membership.

Commissioner Sliwinski expressed support for continuing the committee because of the quality of work that had previously gone into developing the Age-Friendly Action Plan. Commissioner Sliwinski noted that the committee had produced a substantive document and that its members appeared committed to the work. The proposed structure was viewed as a way to formalize the committee and provide it with appropriate leadership while allowing it to remain flexible.

Commissioner Hupp raised the need to ensure that younger residents and younger perspectives were represented on the committee. Also, Commissioner Hupp observed that the existing committee did not appear to include sufficient representation from younger age groups and noted that "youth" could include individuals in their 20s and 30s, rather than only high school students.

Mayor Clapsaddle requested that the Town establish a clear and consistent process for the committee, similar to the procedures used for other Town commissions and advisory boards to include:

- Establishing appropriate membership requirements and procedures.
- Clarifying terms of appointment and how members would be replaced.
- Determining whether and how residents from outside Wake Forest could serve.
- Identifying which Town staff or department would be responsible for working with the consultant and committee.
- Establishing appropriate documentation, meeting, voting, and transparency procedures.
- Ensuring that any future recommendations involving Town resources, staffing, budgeting, capital improvements, housing, transportation, parks, or other expenditures follow established Town procedures and ultimately remain subject to Board authority.

Mayor Clapsaddle emphasized that the issue was not opposition to the Age-Friendly Action Plan, but rather the importance of establishing a sound process that could remain effective over the next several years.

Commissioner Sliwinski asked whether the proposed committee structure complied with existing Town ordinances. Town Manager Kip Padgett advised that the committee was not a traditional advisory board governed by ordinance, but rather a hybrid structure, and confirmed that the Board could proceed with the proposed arrangement.

ACTION:

Mover: Commissioner Shackelford moved to continue the Age-Friendly Action Plan Committee, with the proposed revisions concerning a Chair, Vice Chair, Mayor-appointed members, and Commissioner serving ex-officio.

Seconder: Commissioner Sliwinski

Vote: Motion carried 3-1 (Commissioner Hupp opposed)

Commissioner Wright advised he attended FNOW on Friday and it was a peaceful event. Also, Commissioner Wright attended the Austin T. Smith Core Values Awards ceremony and attended an event at the Governor's Mansion.

Commissioner Sliwinski advised he attended the Northeast Community Coalition meeting and acknowledged Michelle Michael for her efforts with the East End Historic District process. Also, Commissioner Sliwinski highlighted the proposed workforce development hub in Wake Forest, supported through state/local project funding. The initiative is expected to provide career training opportunities in areas such as skilled trades, technology, and entrepreneurship. Commissioner Sliwinski stated that discussions had begun with the Town Manager regarding whether the Town could provide space or otherwise assist with the program. Commissioner Sliwinski reported attending the Purple Heart Dinner and a Chamber of Commerce roundtable with Congressman Brad Knott, where transportation, economic development, infrastructure, and health care issues were discussed. Finally, Commissioner Sliwinski reminded residents of the upcoming Mental Wellness Fair on September 26th.

Commissioner Hupp advised he attended FNOW and had a good experience. He also attended the Austin T. Smith Core Values Awards ceremony and had discussion with Congressman Brad Knott advocating for expanded health-care services as an ongoing concern that he intends to continue supporting. Commissioner Hupp also attended Kiwanis Club's Bingo night. Commissioner Hupp intends to attend the Affordable Housing Conference in Raleigh to learn more about housing issues and how they affect Wake Forest. Finally, Commissioner Hupp invited everyone to "Coffee with Commissioners" along with Commissioner Cross at the WFCAA. Commissioner Hupp acknowledged Juan Garcia in IT for his great work.

Commissioner Shackelford offered general remarks about the importance of constructive disagreement among elected officials. He expressed appreciation for serving on a Board where Commissioners can disagree on substantive issues without making discussions personal. Commissioner Shackelford emphasized that disagreements can be healthy when they remain focused on issues and are handled respectfully.

Town Clerk Evelyn Wright had no updates.

Town Manager Kip Padgett reminded the Board that the 2027 Board Retreat is scheduled for January 15th at the Renaissance Centre.

Mayor Clapsaddle echoed Commissioner Shackelford's comments regarding the Board's working relationship, stating that the Commissioners care deeply about Wake Forest and want to make sound decisions for the community. Mayor Clapsaddle extended appreciation to the Wake Forest Purple Heart Banquet committee for the opportunity to honor veterans, and he thanked the Boys Scouts of America's local scout troop, Wake Forest High School, and Richland Community Church for their participation and support. Mayor Clapsaddle also acknowledged the Flower Cart Committee for their volunteers and beautiful repurposed flowers.

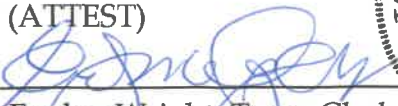
Mayor Clapsaddle thanked Town staff for receiving the National Main Street Preservation Recognition for the 16th consecutive year, praising staff and volunteers for their contributions. Finally, Mayor Clapsaddle thanked the Police and Fire Departments for their service and acknowledged new Technical Operations staff member Derek Parkins.

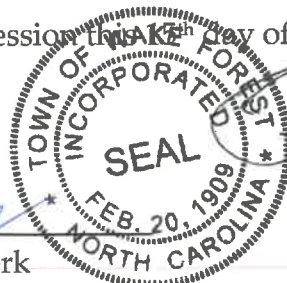
13. Adjournment

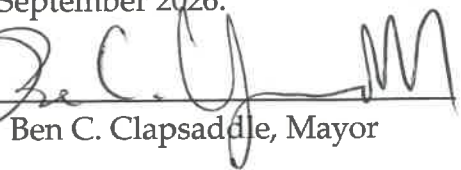
Mayor Clapsaddle adjourned the meeting at 7:52 pm.

Duly approved in open session this 13th day of September 2026.

(ATTEST)


Evelyn Wright, Town Clerk




Ben C. Clapsaddle, Mayor

