



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, October 21, 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
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Town Manager Aileen Staples
Town Attorney Nathan McKinney
Town Clerk Evelyn Wright
Engineering Director Tim Watson
Deputy Town Clerk Ella Dowtin
Police Captain David Zick
Planning Director Jennifer Currin
Chief Jeremy Blake

Director of Organizational
Performance Lisa Hayes
Police Captain Matt Perkinson
Police Captain Brandon High
Development Services Manager
Patrick Reidy
Long Range Planning Manager Brad
West
Downtown Development Director
Jennifer Herbert
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. Board of Commissioner January 2025 Retreat Minutes

ACTION:

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

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

2.B. Draft BOC Minutes

- September 2, 2025, Work Session
- September 16, 2025, 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 November 2025 as "Native American Heritage Month"

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

3.B. Presentation of Annual Reports from the Town's Advisory Boards

No Advisory Board members presented.

Mayor Jones advised we can be proud of what the Advisory Boards are doing. Mayor Jones commended the Historic Preservation Commission for the work on cemetery workshops looking at the Town's historic cemeteries. Mayor Jones also recognized the Public Arts Commission for their work in engaging the community in public art. Mayor Jones advised she loves the wheel stop paintings as it was a great idea.

3.C. Introduction of Candidates for the Board of Adjustment and Planning Board

No Board of Adjustments candidates were present.

Planning Board Candidates:

- Brandon Panameno—800 N. Franklin St—Wake Forest, NC 27587
- Brian Weiner—528
- Sun Meadow Drive—Wake Forest, NC 27587
- Heather Bradley—208 Rose Petal Run—Wake Forest, MC 27587
- Jeffrey Frounfelker—417 Deacon Ridge Street—Wake Forest, NC 27587
- Mark Moore—3009 Polanski Drive—Wake Forest, NC 27587
- Missy Catlow—805 Brewer's Glynn—Wake Forest, NC 27587
- Richard Adams—201 Cottesbrook Dr—Wake Forest, NC 27587
- Robert Sherman—404 Swirling Wind Way—Wake Forest, MC 27587

3.D. Proclamation Recognizing October 2025 as "Community Planning Month"
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.

Mayor

Attest:

Town Clerk

4. Public hearings / Public Comment

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

Mayor Jones opened the floor for public comments.

Mayor Jones declared the public hearing closed.

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.

Mayor Jones opened the floor for public comments.

Public Comment:

Jordan Petersen – 418 S. Dawson Street – Raleigh, NC 27601

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

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 Jones opened the floor for general comments.

Public Comment:

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

Tom Baker IV – 320 Angel Star Lane – Wake Forest, NC 27587

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

Margaret Watkins – 407 Belmellen 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 Budget Ordinance Amendment #2 for FY 2025-2026

5.B Approval of FY2025-2026 Senior Center General Purpose Funding Application and Project Submission

ACTION:

Mover: Commissioner Wright moved to approve the Consent Agenda.

Seconder: Commissioner Shackelford

Vote: Motion carried 5-0

6. Legislative Items

6.A. Consideration of Appointment of Candidates for the Board of Adjustment and Planning Board

Ballots were distributed for the Board of Adjustments Candidates:

Kenneth Christie

Rick Porter

William Hendrick

Mayor Jones advised that two candidates requested waivers to serve a third term.

Commissioner Clapsaddle commented on being surprised that there were no other applicants.

ACTION:

Mover: Commissioner Wright moved to approve waivers for the two candidates

Seconder: Commissioner Sliwinski

Vote: Motion carried 4-1

Opposed- Commissioner Clapsaddle

All three candidates were proposed for re-election.

ACTION:

Mover: Commissioner Wright moved to re-appoint
Second: Commissioner Sliwinski
Vote: Motion carried 5-0

Ballots were distributed for the Planning Board Candidates:

Brandon Panameno

Brian Weiner
Bryant Pernell
Cesar Palacio

Heather Bradley

Jeffrey Frounfelker
Kelli Jones
Mark Moore
Missy Catlow

Richard Adams

Robert Sherman
Wesley Harris
William Talbot

ACTION:

Mover: Commissioner Sliwinski moved to appoint Heather Bradley, Richard Adams, and Brandon Panameno- Mayor Jones confirmed the candidate Panameno will fill the vacated seat.

Second: Commissioner Shackleford

Vote: Motion carried 5-0

7. Planning Items

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

ACTION:

Mover: Commissioner Wright moved to approve.

Second: Commissioner Shackleford

Vote: Motion carried 5-0

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.

ACTION:

Mover: Commissioner Shackelford moved to approve with the consistency statement.

Seconded: Commissioner Cross

Vote: Motion carried 5-0

Commissioner Sliwinski commented that the green space being created is a huge bonus in the amendment.

Commissioner Wright agreed with Commissioner Sliwinski.

Commissioner Cross commented it looks like there will be adequate shielding there and will meet the needs of the employees that work in the community, and the one-way flow of traffic is a safe way to add the parking lot.

7.C. LAPP Funding Request

Planning Director Jennifer Currin advised that the Planning Department and Town of Wake Forest will be seeking LAPP funding for Smith Creek Greenway phases two and three and the trailhead parking lot. Ms. Currin advised the estimated cost is approximately \$19.2M and the request for LAPP funds is \$4M for FY2027.

Mayor Jones advised she is pleased that the Town is applying for a LAPP project.

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.

Mayor Jones inquired if the Town will be partnering with GoTriangle and GoRaleigh. Long Range Planning Manager Brad West advised that Go Wake Forest will have their own discount fare, however, the staff can investigate partnering.

Commissioner Cross inquired about the extent of the distance of Go Wake Forest. Mr. West advised he doesn't know the exact mileage, but many riders travel between 2-4 miles. Commissioner Cross inquired if scaling the fare was considered. Mr. West advised they're trying to balance the fare with obtaining a new van and demand management. Commissioner Cross inquired about how the fares compare to GoTriangle and GoRaleigh. Mr. West advised it is not a direct comparison; however, it is comparable to other microtransit systems.

Commissioner Clapsaddle inquired if there is a service area boundary. Mr. West confirmed there is a boundary.

Commissioner Sliwinski inquired about the plan for implementation and knowing how to apply for the discounts. Mr. West advised that staff is currently working with

Communications on the rollout and social media pop-ups.

Commissioner Clapsaddle inquired about a grace period for riders that may be unfamiliar with the process. Mr. West advised the intent is to have the application open before the launch so there is ample time to apply for discounts.

Commissioner Shackelford advised he is struggling with the idea of charging for a system that has improved and will start charging a fare. Commissioner Shackelford confirmed that changes can be made at any time. Mr. West confirmed. Commissioner Shackelford advised he is more inclined to support discounted fares.

Commissioner Cross inquired about timing of the re-evaluation of the fare. Mr. West advised of the intent to give it six months before re-evaluating the fare.

Mayor Jones inquired about the Town receiving funds from the Wake Transit Plan. Mr. West confirmed. Mayor Jones confirmed that the amount of matching funds was reduced. Mr. West confirmed.

Commissioner Cross inquired about the absolute minimum cost that could be charged to keep the cost low for riders and purchase a new van. Mr. West advised, based on the data, the proposed fare is the lowest amount and is in line with other microtransit systems. Commissioner Cross inquired about "bulk" purchasing of rides and a means for discounting multiple rides. Mr. West confirmed that they're open to bulk purchasing.

ACTION:

Mover: Commissioner Shackelford moved to adopt the resolution.

Seconder: Commissioner Wright

Vote: Motion carried 5-0

8. Administration and Financial Items
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8.A. Wake Forest Area Chamber Foundation Proposed Alcohol Sales at the 2026 Meet In the Street event.

Lisa Hayes, Director of Organizational Performance, introduced Jim Thompson with the Wake Forest Area Chamber, to request alcohol sales for "Meet in the Street" festival on May 6, 2026. Mr. Thompson gave an overview of the initiative of the event and its partnerships. Mr. Thompson advised the request is to sell alcohol in the Area Chamber parking lot from 10 a.m. to 4 p.m. on May 6, 2026. Mr. Thompson advised the "Meet in the Street" footprint will overlap with the social district footprint.

Commissioner Sliwinski confirmed the location of the parking lot. Mr. Thompson confirmed. Commissioner Sliwinski inquired if the event can sell alcohol within the confines of the social district times of 12 p.m. to 4 p.m. Mr. Thompson agreed to change the time of alcohol sales to the social district times.

Commissioner Cross inquired about when the last beer garden was held. Mr. Thompson confirmed it hasn't been held since events were paused due to the pandemic.

ACTION:

Mover: Commissioner Shackelford moved to approve the request with the recommendation of the Commissioners.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

8.B. Proposed Resolution to adopt Public Comment Policy

Town Attorney Nathan McKinney presented the updated proposed policy with Commissioners recommendation from the October 7th board meeting.

Commissioner Cross clarified that slide shows can still be used. Mr. McKinney confirmed. Commissioner Cross clarified that the 60 minutes timeframe stated in the policy would be at the discretion of the Board. Mr. McKinney confirmed and clarified the 60 minute timeframe is a minimum at which time it becomes at the discretion of the Board.

Commissioner Sliwinski clarified the guidelines for video is only for the Public Comments portion of the meeting and not any other section where videos are shown, for example "P.A.N.D.A.S Awareness" Proclamation. Mr. McKinney confirmed.

Commissioner Clapsaddle clarified that citizens can still register to speak up to five minutes before the board meeting. Mr. McKinney confirmed. Commissioner Clapsaddle clarified that videos submitted the Friday before a board meeting and cleared, can be referenced during public comment and indicate where the video can be viewed. Mr. McKinney advised the video can be requested through public records request.

ACTION:

Mover: Commissioner Shackelford moved to adopt the Public Comment Policy.

Second: Commissioner Cross

Vote: Motion carried 5-0

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. Department Monthly Reports
Received.

12.B. October Tax Report
Received.

12.C. Commissioner Reports

Commissioner Wright advised of no report.

Commissioner Shackelford requested a copy of the dress code and liability waiver referenced.

Commissioner Cross extended appreciation for the public comments made at the meeting. Commissioner Cross referenced a statement she made last year regarding a desire to have G-rated streets in the community after the Pride event displayed an STD wheel and other inappropriate advertisements. Commissioner Cross advised that this year's Pride event had a drag show despite the organizer stating there would be no drag show. The event was advertised as family friendly, however, Commissioner Cross advised that she was deeply upset to see adults and children giving money to performers of the drag show. Commissioner Cross advised this desensitizes children to sexual performances. Commissioner Cross advised one performer stated they welcome their straight allies because straight people give birth to gay people. Commissioner Cross advised that the language of "allies" is divisive and implies there are enemies. This divisiveness is the last thing needed in the community or the nation. Commissioner Cross advised she received similar feedback from others in the community that stated they would not have felt comfortable at the event. Commissioner Cross advised it was not a family-friendly event and feels compelled to comment on the matter for the children. Commissioner Cross is happy to mention that the Town has true family-friendly events offered and looks

forward to the events in the upcoming months.

Commissioner Clapsaddle extended appreciation to the Town staff. Commissioner Clapsaddle commended the professionalism of the staff and Town Manager Kip Padgett for his leadership. Commissioner Clapsaddle extended appreciation to each of the applicants that desire to serve the community and he encouraged them to continue to want to be a part of the Town despite the results of the votes. Commissioner Clapsaddle advised that on November 1st the Wake Forest Veterans will read the names of KIA from the Vietnam War in honor of Veteran's Day. Commissioner Clapsaddle advised there will be a Veterans' Art Show at the Renaissance Centre on Friday from 6 p.m. to 8 p.m.

Commissioner Sliwinski advised of no report.

Mayor Jones recognized Public Power for being mentioned in AAPA's newsletter for all their activity during Public Power week. Mayor Jones advised she attended the Habitat for Humanity 40th Anniversary celebration last week. Mayor Jones advised one of Wake Forest's residents, Kenille Baumgardner, was mentioned for her work in the community with Habitat for Humanity. Mayor Jones shared that the Jubilee Village was the first community of Habitat houses built in Wake Forest. Mayor Jones encouraged all to attend the Wake Forest Historical Museum for the program about downtown as it was very interesting. Mayor Jones mentioned there is an exhibit about the buildings in downtown Wake Forest and how they've changed over the years. Mayor Jones advised she attended the Olive Branch Baptist Church 160th Anniversary last Sunday and it was great. Finally, Mayor Jones advised that she attended the Certificate of Need Committee Hearing and they were taking comments. Mayor Jones advised she advocated for Rex Hospital to be built in Wake Forest.

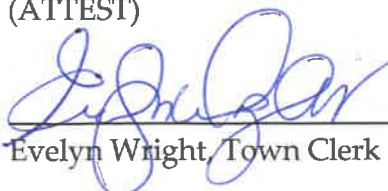
Town Manager Kip Padgett advised the November work session will be on Thursday November 6th instead of Tuesday November 4th.

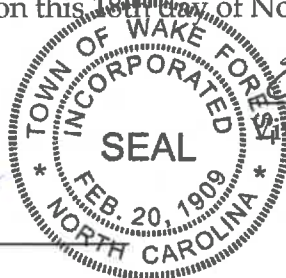
13. Adjournment


Mayor Jones adjourned the meeting at 8:28 pm.

Duly approved in open session this 18th day of November 2025.

(ATTEST)


Evelyn Wright, Town Clerk




Vivian A. Jones, Mayor