



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, January 20, 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.

Mayor Clapsaddle led everyone in the Pledge of Allegiance.

Commissioner Members Present: Mayor Ben C. Clapsaddle, Commissioner Haseeb Fatmi, Commissioner Faith Cross, Commissioner Keith Shackelford, 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
Police Captain David Zick

Planning Director Jennifer Currin
Fire Chief Ron Early
Budget and Performance Director
Michelle Daniels
Police Captain Brandon High

1. Approval of Agenda

ACTION:

Mover:

Second:

Vote: Motion

2. Approval of Minutes

2.A. Draft BOC Minutes

- December 2, 2025, Work Session
- December 16, 2025, Regular Meeting

ACTION:

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

Second: Commissioner Shackelford

Vote: Motion carried 4-0

3. Presentations

3.A. JustServe Town Award

3.B. Introduction of Candidates for the Board of Adjustment

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.

Mayor Clapsaddle opened the floor for general comments.

Public Comment:

John Finch – 4030 Wake Forest Rd, Suite 300 – Raleigh, NC 27609

Nicki Black – 520 South Street – Wake Forest, NC 27587

Karen Rogers– 512 N Franklin Street – Wake Forest, NC 27587
Jennifer Amyx – 9908 Calvados Drive – Wake Forest, NC 27587
Angela Milton – 1209 Stonemill Falls Drive – Wake Forest, NC 27587
Jim Dyer – 535 N Main Street – Wake Forest, NC 27587

Mayor Clapsaddle declared the public comments closed.

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| 5. Consent Agenda |
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(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.
- 5.B Approval of the Forestville Road/Coach Lantern Traffic Signal Contract
- 5.C Ordinance Amending Chapter 30, Article III Section 30-1, and 30-90 thru 30-92 focused on motorized scooters, electric bicycles and electric assisted bicycles, pedestrian right-of-way and requirements for helmets.
- 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.
- 5.E Amended Approval of Appointment to Citizen Advisory Board - Human Relations Council (HRC)
- 5.F Ordinance amending Chapter 30, Article IV Section 30-131 focused on handicapped parking spaces.

ACTION:

Mover: Commissioner Cross moved to approve the Consent Agenda.

Secunder: Commissioner Fatmi

Vote: Motion carried 4-0

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| 6. Legislative Items |
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- 6.A Consideration of Appointment of Candidates for the Board of Adjustment.

Town Clerk Evelyn Wright passed out ballots to Commissioners to cast their vote. Brad Walker was voted as member of the Board of Adjustments and Howard Katowitz was voted as the alternate member.

7. Planning Items

No Planning Items presented.

8. Administration and Financial Items

8.A. Consideration of Approval of 2026-2031 Capital Improvement Plan (CIP) Update.

Commissioner Cross commended staff for prioritizing town infrastructure and services through the CIP evaluation process for the residents.

ACTION:

Mover: Commissioner Shackleford moved to approve the 2026-2031 Capital Improvement Plan Update.

Secunder: Commissioner Fatmi

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. Department Monthly Reports
Received.

12.B. January Tax Report
Received.

12.C. Election of a Mayor Pro-tem

ACTION:

Commissioner Cross nominated Commissioner Shackelford as Mayor Pro Tem

Secunder: Commissioner Fatmi

Vote: Motion carried 4-0

12.D. BOC Appointments 2026-2027

ACTION:

Mover: Commissioner Cross moved to replace Commissioner Fatmi as the alternate member for the Central Pines Regional Council

Secunder: Commissioner Fatmi

Vote: Motion carried 4-0

ACTION:

Mover: Commissioner Shackelford moved to approve the BOC Appointments 2026-2027 with the amendment

Secunder: Commissioner Cross

Vote: Motion carried 4-0

12.E. Commissioner Reports

Commissioner Fatmi commended the Town staff on a great BOC Retreat and thanked staff for their support and all that they do. Commissioner Fatmi encouraged everyone to attend the MLK Jr. Celebration on January 22nd. Commissioner Fatmi reflected on unity in Wake Forest and is proud of the Town for encompassing the message of MLK Jr. that *"No individual can live alone. No nation can live alone. Anyone that feels they can live alone is sleeping through a revolution."* Commissioner Fatmi acknowledged the Walk for Peace will be passing through the Triangle on January 24th. Commissioner Fatmi advised of the Parks and Recreation Quarterly Super Smash on the morning of January 21st. Commissioner Fatmi invited everyone to attend the Wake Forest Film Festival. Finally, Commissioner Fatmi expressed being pleased with the BOC vacancy application process.

Commissioner Cross extended appreciation to all applicants of the BOC vacancy and advised that she was thrilled with the varied applications and range of experiences. Commissioner Cross advised she will be attending AARP Age-Friendly Community Committee meeting tomorrow. They will review health services and community support from the December meeting and move into the next phase of addressing social engagement, which includes civic participation, social participation, respect, and social inclusion. Commissioner Cross announced the first "Coffee with a Commissioner" on Thursday 9:30 a.m. to 10:30 a.m. where she plans to visit classes, interact with participants, and gather community feedback.

Commissioner Wright had no report.

Commissioner Shackelford had no report.

Town Clerk Evelyn Wright advised of no report.

Town Manager Kip Padgett thanked everyone for their hard work and participation at the Board of Commissioners Retreat on Friday, January 16th.

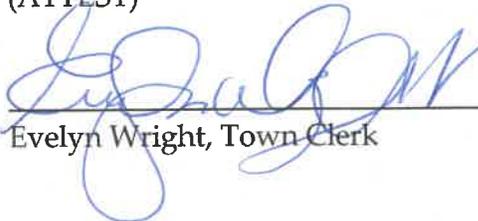
Mayor Clapsaddle asked citizens to be safe during the winter weather and announced the BOC work session on February 3rd. Finally, Mayor Clapsaddle encouraged all those that can, to attend the MLK Jr. Celebration on January 22nd.

13. Adjournment

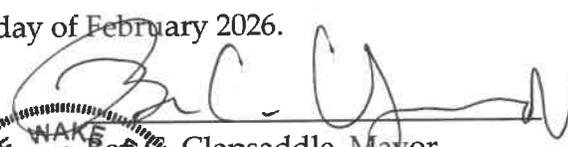
Mayor Clapsaddle adjourned the meeting at 6:50 pm.

Duly approved in open session this 17th day of February 2026.

(ATTEST)


Evelyn Wright, Town Clerk




Clapsaddle, Mayor