



## **Wake Forest Board of Commissioners Work Session Meeting Minutes**

The Wake Forest Board of Commissioners met on **Tuesday, October 7, 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 6:01 p.m.

**Commissioners Present:** Mayor Vivian A. Jones, Commissioner Faith Cross, Commissioner Keith Shackelford, Commissioner Ben Clapsaddle, Commissioner Adam Wright and Commissioner Nick Sliwinski.

**Commissioners Absent:** None

**Staff Members Present:**

Town Manager Kip Padgett  
Assistant Town Manager Candace Davis  
Assistant Town Manager Aileen Staples  
Town Attorney Nathan McKinneey  
Fire Chief Ron Early  
Planning Director Jennifer Currin  
Police Chief Julius Jefferson  
Police Captain David Zick

Long Range Planning Manager Brad West  
Senior Planner Tim Richards  
Planner II Emma Linn  
Projects and Programs Manager Kari Grace  
Police Captain Matt Perkinson  
Development Services Manager Patrick Reidy

<b>Presentations</b>
----------------------

**1.1 Presentation of the Wake One Water Plan**

Projects and Programs Manager Kari Grace introduced Nancy Daley, Water Resource Manager of Wake County, to give the presentation of the Water One Water Plan ("the Plan"). Ms. Daley advised the Plan was developed in collaboration with municipalities across Wake County and the community. Ms. Daley advised the Plan is necessary to prepare for challenges that exist for water resources as water is a limited resource. Ms. Daley gave an overview of the Wake County 50-year Water Plan created by the Wake

County Board of Commissioners in 2022. The Plan takes a holistic approach to water treatment and water supply. Ms. Daley advised that as Wake County continues to grow there will need to be additional investments in water supply and water treatment facilities. Clean water should be accessible to everyone. Ms. Daley advised the Plan looks at keeping water clean and affordable as well as considering the impact of floods, droughts, and fire on the water supply. Ms. Daley advised the population and the need for water supply will more than double in the next 50 years. The land use resulting in loss of space will strain natural resources and have an impact on water quality and water supply. Ms. Daley advised that the need to combat toxic chemicals in water supply will require investment in water treatment facilities and water supply. Collaboration and partnership will be paramount to increase resilience and to be prepared. The Plan focuses on four areas: optimized water supply, water quality and hydrology improvement, land conservation and preservation, and flood resilience. Ms. Daley asked for continued support through subject matter experts and Town staff.

Mayor Jones inquired if a vote will be required once the Plan is complete. Ms. Daley advised, though not mandatory, they are asking the Board to endorse the Plan.

Commissioner Cross inquired about the large quantity of water used by data centers. Ms. Daley advised that a large amount of heat is produced and the water is used by the cooling towers, noting that water and energy go hand in hand.

Mayor Jones asked if there were any additional questions. None were heard.

## 1.2 Sustainability Plan Kickoff Presentation

Projects and Programs Manager Kari Grace introduced Rich Swanson and Cisco Tomasino of Blue Strike Environmental to present on the Sustainability Plan. Mr. Swanson explained the Sustainability Plan, its purpose, and the process. There will be data gathering to determine where Wake Forest is today and determine the best path forward. Mr. Swanson advised of the three phases: the baseline, engagement, and strategy. Mr. Tomasino outlined the overall timeline that will culminate into the strategy plan. There will be assessments that include peer review, greenhouse gas inventory, and risk assessment. Mr. Tomasino advised phase two will consist of community and staff engagement. Phase three will consist of recommendations based on feedback. Mr. Tomasino advised the next steps will consist of condition analysis, stakeholder engagement, community and staff focus groups, and the December 4<sup>th</sup> open house.

Commissioner Cross advised she is looking forward to the evaluation of where the Town is and how to move forward.

Commissioner Clapsaddle advised he is interested in the data regarding the greenhouse gas causes and effects and how the data is captured from elements that can't be controlled, like pass-through traffic.

Commissioner Cross inquired if there will be data presented from comparable municipalities for comparison. Mr. Tomasino advised it is very difficult to look peer to peer due to the differences in transportation, traffic, population sizes, etc.

Commissioner Cross inquired if there is a target for the greenhouse emission reduction. Mr. Tomasino advised it is the intent to move in that direction and adhere to county and state mandates for greenhouse gases, however, it is ultimately up to the Town to determine how aggressive it is to be with the reduction. Commissioner Cross confirmed that the Board will be advised of any state mandates that exist. Mr. Tomasino confirmed.

Mayor Jones advised she is looking forward to reviewing the data that is obtained.

Mayor Jones asked if there were any additional questions. None were heard.

- 1.3 Presentation 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.

Long Range Planner Tim Richards presented the application for Grove 98 PUD Amendment. Mr. Richards advised the property is located in the commercial corridor and gave an overview of the specific modification requested in the amendment. The first modification is contained in the Circulation Plan. The first request is for another driveway access onto Forbes Grove Way. The second request is for off-street parking area between the west building frontage and Forbes Grove Way. And, finally, the enhancement design element is a request for permeable pavers, curb cuts connected to rain gardens, and twice the number of plantings required by the UDO. The Planning Board recommends approval of the amendment. Mr. Richards advised the staff recommends denial of the amendment as it is found to be generally inconsistent with the Comprehensive Plan and not in the public interest as it is inconsistent with the Community Plan.

Commissioner Clapsaddle requested clarity of the intended users of the additional parking. Mr. Richards advised the intended users are Wegman's employees. Commissioner Clapsaddle inquired if there is a safety issue with having the 80 ft. frontage opposed to a 100 ft. frontage. Mr. Richards advised the area can be quite busy and there is a change in topography, but 100 ft. is what is required by the UDO. Commissioner Clapsaddle inquired if the amendments are in line with the Town's goal of becoming more sustainable. Mr. Richards advised that the best option is to have grass in the area, however, if there is going to be parking, this is the best outcome for the Plan.

Commissioner Cross inquired if the staff recommendation of denial is due to safety and being too close to the road. Commissioner Cross clarified that the reason for double planting is for the area to be screened. Mr. Richards confirmed that is the reason. Commissioner Cross confirmed the parking area will be a one-way flow of traffic and there will be employee parking signage. Mr. Richards confirmed.

Mayor Jones chimed in and stated, as it relates to the 80 ft. versus 100 ft. frontage, the one-way traffic should alleviate the issue with the flow of traffic at the intersection.

Commissioner Cross confirmed the road is not divided. Mr. Richards advised it is a right turn only out of the road with a speed limit of 35 MPH.

Mayor Jones asked if there were any additional questions. None were heard.

#### 1.4 UDO Adoption Update

Planning Director Jennifer Currin presented the update. Ms. Currin advised that during evaluation, the General Assembly passed the law SB382/Sessions Law 2024-57 pertaining to down zoning. The passage of the law caused a halt in the UDO update until it was determined if and how the new law would impact the UDO. Ms. Currin advised legislative approval is being sought to either exempt the Town from SB382 or come to a compromise for government entities related to down zoning and tech and zoning amendments. Ms. Currin advised that based on community input, feedback, and cost put into the UDO, there is a need to move forward with the complete UDO repeal and adoption. Due to SB382 down zoning language, there will need to be modifications made to the UDO. Ms. Currin advised the timeline to bring the UDO update before the Board will be 9 months, and a new zoning map will be presented thereafter.

Commissioner Wright inquired about the best way to submit ideas for the UDO. Ms. Currin advised that feedback can be emailed to Planning (Jennifer Currin or Tim Richards), as soon as possible to conduct further research, if necessary.

Commissioner Sliwinski inquired about the best ways to engage Wake Forest. Ms. Currin advised the UDO has been available online since August. Ms. Currin advised that they will utilize postcards and continue notifying citizens of public comment sessions at the Planning Board meetings. Ms. Currin advised the engagement phase will last approximately three months.

Mayor Jones asked if there were any additional questions. None were heard.

### 1.5 Go Wake Forest Fare Proposal

Long Range Planning Manager Brad West introduced Severine Koen of Via to present the service performance review of Go Wake Forest. Ms. Koen advised that Go Wake Forest, which has been in service for one year, has 96% five-star ratings. Go Wake Forest has been growing in ridership since its launch. Ms. Koen advised that Go Wake Forest is driving down the cost per ride and Go Wake Forest is in the top tier of service. Ms. Koen advised, based on survey responses, Go Wake Forest has been able to service the most vulnerable members of the community. Ms. Koen emphasized that Go Wake Forest is a valuable public service. Ms. Koen advised, considering the positives, Go Wake Forest is undersupplied due to rapid use. There are high unmet demand and delays during peak service hours. Ms. Koen advised, to meet demand, there will be a fare introduction launched in January 2026. Ms. Koen advised the fares would allow Go Wake Forest to increase supply. Ms. Koen presented projection improvement by way of fares to add vehicles to the fleet to meet demand.

Commissioner Wright inquired if Via has a program that would help cut down on traffic. Ms. Koen advised that 60% of Go Wake Forest rides are rideshares and that eliminates the number of private vehicles on the road. However, Ms. Koen advised they are not opposed to looking at other transportation mechanisms.

Commissioner Cross inquired about "hotspots" for travelers converging in one location and traveling to a common destination. Ms. Koen advised that data can be reviewed to make that determination. Commissioner Cross inquired about the low income being less than \$25k and how it was derived. Ms. Koen advised that it is a statistic from the survey relating to various thresholds. Mr. West advised that, when discussing discounts, the median household income for four is \$40k. Mr. West advised there will

be a qualification process separate from Via's data to ascertain eligible recipients. Commissioner Cross inquired about the frequency of the evaluation. Mr. West advised recipients would requalify annually. Commissioner Cross inquired about residents living beyond the four-mile radius being eligible for discount. Ms. Koen confirmed those residents, if they qualify, will receive the discounted fare. Commissioner Cross inquired about how the fare rates were determined. Ms. Koen advised there was an evaluation of what was being done locally in other jurisdictions. Commissioner Cross inquired about methods of payment for riders. Ms. Koen advised, ideally, it will be a cashless system, however, there will be options for payment. Mr. West advised residents will be able to go to Customer Service at Town Hall and make payments or purchase passes.

Commissioner Sliwinski inquired about additional feedback from those that relied on the service for transport to work and were not able to utilize Go Wake Forest. Ms. Koen advised the feedback is a component of the reason to introduce fares to improve service.

Commissioner Cross inquired about having a survey to assess riders' willingness to pay a fee for the ride. Ms. Koen advised that it is possible.

Commissioner Clapsaddle confirmed that adjustments can be made throughout the year as the Town sees fit to make. Ms. Koen confirmed changes can be made.

Mayor Jones asked if there were any additional questions. None were heard.

#### 1.6 Discussion of Guidelines for Public Comment

Town Attorney Nathan McKinney gave an overview of the proposed policy for Public Comment and outlined any addition/deletions from the current policy. Mr. McKinney discussed each of the three options.

Commissioner Cross inquired about the limitation to 30 minutes for public comments. Mr. McKinney advised it is a discretionary suggestion and emphasized the purpose is for decorum and order of the meeting.

Commissioner Clapsaddle inquired about the distinction between an individual and a group. Mr. McKinney explained the proposed policy would give an individual, whether they are a part of a group or not, three minutes to speak. Commissioner Clapsaddle inquired about the submission deadline for videos being the Friday before a board meeting due to security. Mr. McKinney confirmed.

Commissioner Cross advised she wants the public comment time to be more than 30 minutes. Commissioner Sliwinski agreed with Commissioner Cross, however, he understands the need to have a time guideline.

Town Manager Kip Padgett interjected and advised there were additional options presented in the draft policy and requested direction from the Board. The Board discussed the additional options. Commissioner Shackleford inquired about an alternative to receiving videos from the public. Mr. Padgett advised the video can be referenced in the after-meeting summary provided by the Town's Communications Department. Commissioner Sliwinski inquired if the video could be provided upon request. Mr. McKinney advised he will research the matter and provide feedback. Commissioner Shackleford requested that the exclusion of "video" be made clear in the proposed policy. The Board agreed to explore option 2 of the draft policy.

Mayor Jones asked if there were any additional questions. None were heard.

~~1.7 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 helmet.~~

Item moved to the November 6<sup>th</sup> BOC work session.

## **2. Discussion of Monthly Financial Report**

### **2.1 Discussion of August Financial Summaries**

Monthly Financial Report Received.

Mayor Jones asked if there were any questions or comments. No questions were heard.

## **3. Review of Draft Agenda for Upcoming Regular Meeting**

### **3.1 Draft Agenda for BOC Regular Meeting October 21, 2025**

Town Manager Kip Padgett inquired about the draft Public Comment Policy being added to the meeting agenda. The Board agreed. Mr. Padgett also advised a closed session may need to be added to the agenda and will update the Board when he has more information.

Mayor Jones asked if there were any questions or comments. No questions were heard.

<b>4. Other Business</b>
--------------------------

None

<b>5. Commissioner Reports</b>
--------------------------------

5.1 Commissioner Wright advised the Wake Forest Area Chamber has a trip to Washington, D.C. coming up and he is requesting to attend and represent the Town. Commissioner Wright advised the trip was not originally in the budget and would need to be approved. Commissioner Sliwinski advised he would also like to attend. Commissioner Wright moved to approve the funding for the trip. The motion was seconded by Commissioner Sliwinski. The motion carried in 5-0 vote. Commissioner Wright, after discussion with various residents, requested a review of ideal locations for pedestrian bridges in Wake Forest to make the Town more walkable. Commissioner Shackleford inquired about limiting the evaluation to specific locations. Commissioner Wright agreed to the limitation of the review.

Commissioner Cross advised she attended the Olive Branch Baptist Church historic marker dedication that was great. Commissioner Cross attended the Women in STEM program at Heritage Highschool and participated on the panel as a result of her 25 year career as a nurse. Commissioner Cross reminded everyone of the Coat Drive starting October 13<sup>th</sup> through October 25<sup>th</sup> where gently used coats can be donated at the Alston-Massenburg Center, Joyner Park, and Flaherty Park.

Commissioner Shackleford advised that he attended the men and women Pickleball Tournaments and was reminded of the importance of the Parks & Recreation system. Also, it was refreshing to see the courts filled with the community as it speaks to the core of one of the Town's missions.

Commissioner Clapsaddle extended appreciation to the staff for all that they do.

Commissioner Sliwinski advised there was a fantastic turnout at the Mental Wellness Fair, extended appreciation to his colleagues for attending, and is looking forward to next year's event. Commissioner Sliwinski advised he attended the National Night Out



event and enjoyed the Pickleball Tournament with Commissioner Shackelford. Commissioner Sliwinski extended appreciation to the Fungo Team's representation of the Town.

Mayor Jones advised she received a letter from a Red Cross representative informing her that they are prepared to offer resources in the event of the storm causing an issue. Mayor Jones advised she is grateful that the Town was being thought of by the Red Cross. Mayor Jones attended the "Triangle Tech Night" at the Loading Dock and it was interesting hearing about the Department of Defense opportunities in Wake Forest. Mayor Jones hopes that Wake Forest Founders continue to have this kind of event. Mayor Jones advised that GoTriangle will take over the WRX route from Wake Forest to Raleigh on an hourly schedule starting in November. Mayor Jones extended appreciation to Ann Welton for her continued efforts in ensuring the Town remains an accessible community for the AARP project. Mayor Jones advised she met with the North Wake College and Career Academy students, along with Human Resources and Lisa Hayes, to inform them about working for the government. Mayor Jones advised Good Neighbor Day was great. Mayor Jones advised that next Saturday will be a Celebration of the Arts at the Wake Forest Renaissance Centre and the Pride Festival will be downtown.

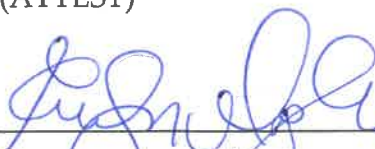
Town Manager Kip Padgett reminded everyone that the November work session will be held on Thursday November 6<sup>th</sup> due to the Municipal Election on Tuesday November 4<sup>th</sup>. Also, Mr. Padgett introduced the new Planner, Rayvon Walker.

## 6. Adjournment


The Board of Commissioners adjourned the meeting at 8:22 p.m.

Duly approved in open session this 18<sup>th</sup> day of November 2025.

(ATTEST)

  
Evelyn Wright, Town Clerk



  
Vivian A. Jones, Mayor

