Wake Forest Board of Commissioners
Meeting Agenda
October 21, 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 Board of Commissioners January 2025 Retreat Minutes
Mayor & BOC Annual Retreat Minutes Jan202517 DRAFT.pdf

2.B Draft BOC Minutes September 2, 2025 Work Session September 16, 2025 Regular Meeting
DRAFT BOCWSMinutes_September20252.pdf
DraftBOCMinutes_SEPTEMBER162025 .pdf

3. Presentations

3.A Proclamation Recognizing November 2025 as â€œNative American Heritage Monthâ€
ProclamationNativeAmericanHeritageMonthNovember2025.doc
ProclamationNativeAmericanHeritageMonthNovember2025.pdf

3.B Presentation of Annual Reports from the Town's Advisory Boards
2025 Advisory Boards Annual Report (1).pdf

3.C Introduction of Candidates for the Board of Adjustment and Planning Board
Summary Sheet_Candidates Oct202521.pdf

3.D Proclamation Recognizing October 2025 as "Community Planning Month"
Agenda Summary_BoC_Planning Month.pdf
Planning_Month_Proclamation_2025_October.docx

4. Public hearings / Public Comment

4.A Public Hearing on the Towns of Wake Forest and Youngsville Annexation Agreement Update
Wake Forest_Youngsville_Annexation Agreement_BOC 102125.pdf
Draft_Youngsville-WF_Annexation_Ordinance_Agreement_Final.docx
2025 WF_Youngsville Agreement_Line.pdf

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.
BOC Agenda Summary RZ-18-15.pdf
RZ-18-15 Staff Report.pdf
Attachment A - Neighborhood Meeting Information.pdf
Attachment B - Application.pdf

Attachment C - Applicant's Supporting Materials.pdf
Attachment D - Maps.pdf
Attachment E - Plan Consistency Analysis.pdf
Exhibit 1 - Legal Description.pdf
Exhibit 2 - Consistency Statement for Disapproval.pdf
Exhibit 3 - Proposed Amended Grove 98 PUD Document.pdf

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.

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
Budget Ordinance Amendment_summary.pdf
Budget Ordinance Amendment # 2 FY 2025-2026.pdf

5.B Approval of FY2025â€“2026 Senior Center General Purpose Funding Application and Project Submission
SummarySheetTemplate_SeniorCenterGeneralPurposeFunding_10.21.2025.docx
Wake Forest- State SC GP 25-26 Proposal Packet_9.30.2025.pdf
RESOLUTION 2025_Approving FY2025-2026 Senior Center General Purpose Funding Application and Project Submission.docx

6. Legislative Items

6.A Consideration of Appointment of Candidates for the Board of Adjustment and Planning Board
2025 PB Applicant.pdf
Board_ofAdjustment_and_Planning_Board_Candidates_Cover_letter_2025.pdf
BOA Waiver Statement_Oct202521RP.pdf
BOA Waiver Statement_Oct202521WH.pdf

7. Planning Items

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

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.

7.C LAPP Funding Request
Agenda Summary_BoC LAPP Request.pdf

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
Agenda Summary
Attachment A: Go Wake Forest Fare Implementation
Go_WF_Fares_Resolution.docx

8. Administration and Financial Items

8.A Wake Forest Area Chamber Foundation Proposed Alcohol Sales at the 2026 Meet In the Street event.
Item Summary_Wake Forest Area Foundation.pdf
Attachment A_Meet In the Street 2026 Event Location Map.pdf
Attachment B 2026 MITS Alcohol Ordinance Waiver Request.docx
Attachment C_Wake Forest Chamber Request for Approval.pdf
MITS 2026 Alcohol Sales Signage.pdf
WFAC MITS26 BOC Presentation_10.7.25.pptx
Resolution for Open Container Waiver MITS 2026.docx

8.B Proposed Resolution to adopt Public Comment Policy
Guidelines for Public Comment_Oct2025.pdf
Resolution - Public Comment Policy.pdf

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

12.A Department Monthly Reports
September 2025 Monthly Report.pdf

12.B October Tax Report
WF-TXREP-OCT-2025-BOC-MTG.pdf

12.C Commissioner Reports

13. Adjournment