



**REGULAR MEETING AGENDA
TUESDAY, FEBRUARY 27, 2024, 6:30 PM
BOARD OF COMMISSIONERS CHAMBERS**

2nd Floor, Town Hall, 301 S. Brooks Street, Wake Forest, NC 27587

Contact Historic Preservation Staff at mmichael@wakeforestnc.gov or 919-435-9516 for information or visit the Historic Preservation webpage under “Meetings” at <https://www.wakeforestnc.gov/planning/historic-preservation>

6:30 Regular Business

1. Call to Order/Roll Call
2. Approval of the Agenda
3. Approval of Minutes of the January 23, 2024, Regular Meeting.
4. Public Comment (limited to 3 minutes per person) The HPC is interested in hearing your concerns. However, speakers should not expect HPC 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.
5. Treasurer’s Report
6. Old Items
 - A. Election of Chairperson and Vice-Chairperson
 - B. Quasi-Judicial Training
 - C. Strategic Planning
7. New Items
 - A. Staff Updates
 - B. Member Updates
8. Adjourn



Wake Forest Historic Preservation Commission Minutes

The Wake Forest Historic Preservation Commission met on **23 January 2024**, at **6:30 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Historic Preservation Commission Members present Andrea Radford, Elizabeth Miller, David Bennett, Angela Wright, Allen Jenkins, Nancy Ginger, Jason Mobraten, Joni Falvey.

Historic Preservation Commission Members absent: Melvin Hill, Jr.

Staff Members present: Michelle Michael (HPC Staff Liaison)

Visitors: None

1. Call to Order

Andrea Radford called the meeting to order at 6:30 p.m. A quorum was established.

2. Adoption of Agenda

ACTION: Approval of agenda for Regular Meeting held 23 January 2024.

Mover: Beth Miller moved to adopt the agenda as presented.

Second: David Bennett.

Vote: Motion carried 8-0.

3. Approval of Minutes

ACTION: Approve December 2023 minutes as presented.

Mover: David Bennett

Second: Nancy Ginger

Vote: Motion carried 8-0.

4. Public Comment (limited to 3 minutes per person)

No public comment.

5. Treasurer's Report

Staff provide an update from the Finance Department.

Beginning Balance	11/30/23	\$ 50,300.83
Interest Earned	December	\$ 29.98
Ending Balance	12/31/23	\$ 50,330.81
Total Deductions		\$ 500.00
Capital Area Preservation (CAP)		\$ 50.00
Wake County HS		\$ 50.00
Wake Forest HM		\$ 300.00
Wake Forest HM		\$ 50.00
Wake Forest HA		\$ 50.00
Adjusted Balance	12/31/2023	\$49,830.81

*Includes \$2,111 for Ailey Young House

Elizabeth Miller asked if the HPC needs to wait to approve this treasurers report until they can review and approve October, November, and December. Staff responded yes, that is appropriate.

ACTION: Elizabeth Miller moved to table the treasurers report until the HPC can also view October, November, and December Reports. Staff will provide those in February.

Mover: Elizabeth Miller

Secunder: N/A

Vote: 8-0

6. Old Items

A. Historic Preservation Commission Overview

Staff provided an overview of historic preservation in the United States including the framework for historic preservation legislation and the federal, state, and local levels. The overview included the powers and duties of the Historic Preservation Commission as well as Wake Forest's historic properties and districts.

B. Historic Preservation Commission Strategic Planning

Staff reminded the HPC of their 2023 goals and the status of each. Concerns about the traffic along N. Main Street were reiterated by Chairperson Radford especially with the upcoming water line replacement project. The Historic Preservation Commission was given a homework assignment, after randomly selecting goal areas (1-4), the members were asked to select one implementation item in their goal area, think of a way to implement the item in the next year, and bring the item and idea to the February meeting.

7. New Items

A. Staff Updates

- COAs: Staff provided that the COA 24-01 at 339 N. Main Street is for a new wood picket fence to enclose part of the yard. It was approved by staff because it met the Design Standards.
- Black History Month Walking Tours scheduled for Wednesdays and Fridays at 1:00 pm in February.
- State of the Town - February 19 at 6:00 pm Renaissance Centre
- Planner I Interviews underway.
- Leaders of Wake, Lodge # 285 Historic Marker Unveiling scheduled March 15, 2024, at 1:00 pm
- Ailey Young House - Phase I Archaeological Investigation on N. White Street Property complete
- Next step - Master Site Plan for Gateway Park
- Historic Holiday Tour - December 7, 2024 - planning starts April.
- Preservation NC Conference - October 16-18, Rocky Mount/Tarboro

B. Member Updates

No Updates

Staff thanks Chairperson Radford for her leadership over the last four years and reminded the group that elections of Chair and Vice-Chair will be in February.

8. Adjournment

ACTION: Adjourn meeting.

Mover: David Bennett moved to adjourn at 7:46 p.m.

Secunder: Nancy Ginger.

Vote: Motion carried 8-0.

Duly approved in open session this day 27 February 2024.

Board Secretary

Board Chair