



REGULAR MEETING AGENDA

TUESDAY, MARCH 26, 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 February 27, 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. Downtown Plan Update – Jennifer Currin, Assistant Planning Director
 - B. S. Main Street Corridor Study Update – Brad West, Long Range Planning Manager
 - 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 **27 February 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, Allen Jenkins, Nancy Ginger, Jason Mobraten, Joni Falvey, Melvin Hill, Jr.

Historic Preservation Commission Members absent: Elizabeth Miller, David Bennett, Angela Wright

Staff Members present: Michelle Michael (HPC Staff Liaison), Hassan Kingsberry (Town Attorney)

Visitors: None

1. Call to Order

Andrea Radford called the meeting to order at 6:37 p.m. A quorum was established.

2. Adoption of Agenda

ACTION: Approval of agenda for Regular Meeting held 27 February 2024.

Mover: Jason Mobraten moved to adopt the agenda as presented.

Second: Nancy Ginger

Vote: Motion carried 6-0.

3. Approval of Minutes

ACTION: Approve January 2024 minutes as presented.

Mover: Nancy Ginger

Second: Melvin Hill, Jr.

Vote: Motion carried 6-0.

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

No public comment.

5. Treasurer’s Report

Staff provide an update from the Finance Department including the request from the HPC at the last meeting to include statements from September 30-December 31.

Beginning Balance	9/30/23	\$ 50,236.79
Interest Earned	October	\$ 33.04
Ending Balance	10/31/23	\$ 50,269.83

Beginning Balance	10/31/23	\$ 50,269.83
Interest Earned	November	\$ 31.00
Ending Balance	11/30/23	\$ 50,300.83

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
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*Includes \$2,111 for Ailey Young House

ACTION: Approve the Treasurer’s Report September – December 2023.

Mover: Jason Mobraten

Second: Nancy Ginger

Vote: 6-0

6. Old Items

A. Election of Chairperson and Vice-chairperson

Staff provided an overview of the duties of the chairperson and vice-chairperson and a reminder of their terms. The chair may serve up to two, two-year terms. The vice chair may serve two, one-year terms. The nominations are generally offered from the HPC during the meeting.

Melvin Hill, Jr. nominated Elizabeth Miller to serve as Chairperson, Andrea Radford seconded, the nomination was approved unanimously (6-0).

Jason Mobraten nominated Nancy Ginger to serve as Vice-Chairperson, Andrea Radford seconded, the nomination was approved unanimously (6-0).

B. Quasi-Judicial Training

Town Attorney Kingsberry provided a quasi-judicial training to the HPC. The training included an overview of the enabling legislation, difference between quasi-judicial and legislative actions, rules of procedure, public hearing process, ex parte communication, and findings of fact.

C. Strategic Planning

The HPC was asked to select one implementation item and provide a method for completing the item. The following are the results:

2.10 Develop an inventory of absentee property owners in concert with Wake Forest Downtown and the Downtown Development Office. Use GIS to create a map that illustrates the different facets of downtown including absentee property owners, available properties, vacant/occupied, and include if they are contributing or noncontributing to the National Register District and link to the Tax Credit information.

3.8 Work with the Northeast Community Friendship Chapel Missionary Baptist Church, and WFHM to develop an oral history program focusing on the histories of Wake Forest's Black community.

- a. Use a podcast format to conduct oral histories.
- b. Use QR codes to link to oral histories.

4.13 Make use of current technology to expand opportunities to create web-based platforms for educating the public about other untold community histories.

- a. Provide a monthly highlight on Wake Forest history on social media.
- b. Promote the HPC at community events. Host a table at community events such as Forest Fest, Meet in the Street.
- c. Develop promotional materials for events.

7. New Items

A. Staff Updates

- Planner I reposted.
- Leaders of Wake, Lodge # 285 Historic Marker Unveiling scheduled March 15, 2024, at 1:00 pm
- CLG Cemetery Workshop at Old Friendship Chapel Baptist Cemetery on Saturday, March 16th from 9-2.
- Ailey Mae Young and Wake Forest Normal & Industrial School Marker unveiling scheduled for Monday, April 1, 2024, at 3:00 pm.
- Ailey Young House - Phase I Archaeological Investigation on N. White Street Property complete
- Two summer interns proposed for historic preservation and police history.
- Thank you to Nancy and David for attending CLG training in Raleigh.
- Thank you to Andrea Radford for her service as Chairperson for the last four years.

A. Member Updates

Andrea Radford thanked the members and staff for their support of her as chairperson.

8. Adjournment

ACTION: Adjourn meeting.

Mover: Nancy Ginger moved to adjourn at 7:47 p.m.

Seconder: Melvin Hill, Jr.

Vote: Motion carried 6-0.

Duly approved in open session this day 26 March 2024.

Board Secretary

Board Chair