



**REGULAR MEETING AGENDA
TUESDAY, MAY 28, 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 April 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. Event Planning – Juneteenth, June 15
 - B. Funding options for Local Historic District
 - C. Home Tour Update
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 April 2024**, at **6:30 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Historic Preservation Commission Members present Elizabeth Miller (Chairperson), Nancy Ginger (Vice-Chairperson), Andrea Radford, David Bennett, Allen Jenkins, Jason Mabraten, Joni Falvey, Angela Wright, Melvin Hill, Jr.

Staff Members present: Michelle Michael (HPC Staff Liaison)

Visitors: None

1. Call to Order

Elizabeth Miller called the meeting to order at 6:32 p.m. A quorum was established.

2. Adoption of Agenda

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

Mover: David Bennett moved to adopt the agenda as presented.

Seconder: Andrea Radford

Vote: Motion carried 9-0.

3. Approval of Minutes

ACTION: Approve February and March 2024 minutes as presented.

Mover: Melvin Hill, Jr.

Seconder: David Bennett

Vote: Motion carried 9-0.

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	12/31/2023	\$49,830.81
Interest Earned	January & February	64.16
Ending Balance	02/29/24	\$49,894.97

*Includes \$2,111 for Ailey Young House

ACTION: Approve the Treasurer’s Report January – February 2024.

Mover: Nancy Ginger

Second: Andrea Radford

Vote: 9-0

6. Old Items

A. 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.

Staff provided this will require partnership with the Downtown Development Office. Staff has not reached out to the Downtown Group to date.

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.

Staff provided that the Wake Forest Historical Museum has an existing oral history program including those from the NE Community. We will continue to partner with the WFHM on future oral histories and members of the HPC are encouraged to provide any information or names of potential interviewees to staff. Staff also suggested that implementing QR codes is relatively simple and will just require coordination with the WFHM while a podcast format is a long-term goal.

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.

Staff provided that the communications department is responsible for the Town's social media presence. They are happy to post a "History Highlight" monthly. The HPC will provide the day of month it is to be posted and provided 4-6 months of canned highlights and follow up monthly with new highlights. This will enable communications to effectively manage the posts. Staff encouraged the group to form a committee or a couple volunteers to assemble the history highlights and pull photographs etc. to use in the post. Nancy Ginger expressed her interest in working on that project.

b. Promote the HPC at community events. Host a table at community events such as Forest Fest, Meet in the Street.

Staff shared the event calendar with the group. Juneteenth is the next event and again is being organized with assistance from the WFHM staff. Staff will confirm the date and follow up with the HPC.

c. Develop promotional materials for events.

Staff provided that to have posters, handouts, etc. designed by Communications requires a 90-day lead time. However, staff can order items for reprinting and that are already designed such as activity books and some swag.

Staff is working with Communications to develop and print a walking tour brochure for the NE Community. We hope to have it for Juneteenth. We can also reprint any posters that are already designed. Staff will search the collection and see what we have.

Staff suggested that we order Black History label pins at a cost of 150 pins for \$243.81 for three different designs. Another idea brought forward is to order a tablecloth with the HPC logo on it for events. Nancy Ginger motioned to order 100 of each design for a total of 300 pins at \$487.62, David Bennett seconded the motion and it passed unanimously 9-0.

B. Event Calendar and Planning

Staff recapped that in most cases the application deadlines are well in advance of the event. Therefore, she will try to keep it on the calendar so that we can take advantage of the events in the future.

C. Home Tour Update – Andrea Radford provided an update from the first committee meeting held at 5:30. The Property Owner/Docent meeting will be held on November 3rd from 2-4 at the Community House. The tour will be on Saturday, December 7th from 12-6 pm. Tickets will be \$25 and the cap on tickets will be 1800 tickets. There will be four churches and no more than 10 houses on the tour. Busses will likely be essential to manage parking and traffic. The committee will meet monthly at 5:30 on the 4th Tuesday of the month until the tour. The HPC discussed increasing the stipend for homeowners.

7. New Items

A. Staff Updates

- Planner I offer extended – possible start date June 10.
- Two summer intern interviews scheduled for historic preservation and police history.
- Ailey Young House/Gateway Park RFP Released.
- *We Built This* exhibit opened at the Museum.
- Draft Budget will be sent out ahead of next month's meeting.
- HPC representatives for the Home Tour Committee are Elizabeth Miller, Andrea Radford, and Jason Mobraten.

A. Member Updates

Andrea Radford asked if the group needs to discuss possible use of funding at the next meeting and made a motion to do so. Nancy Ginger seconded the motion and the motion passed 9-0.

8. Adjournment

ACTION: Adjourn meeting.

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

Second: Melvin Hill, Jr.

Vote: Motion carried 6-0.

Duly approved in open session this day 28 May 2024.

Board Secretary

Board Chair