



**REGULAR MEETING AGENDA
TUESDAY, OCTOBER 22, 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 September 24, 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. Local Historic Landmark Designation Training
 - B. Local Historic Landmark Application Notification Process
 - C. Historic Preservation Commission Applicants
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 **24 September 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, Allen Jenkins, Andrea Radford, Jason Mobraten, David Bennett.

Historic Preservation Commission Members absent: Nancy Ginger, Angela Wright, Melvin Hill, Jr., Joni Falvey.

Staff Members present: Michelle Michael (HPC Staff Liaison), Paige Regna (Planner I).

Visitors: Pamela Jeffries.

1. Call to Order

Elizabeth Miller 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 24 September 2024.

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

Second: Andrea Radford

Vote: Motion carried 5-0

3. Approval of Minutes

ACTION: Approve August 2024 minutes as presented.

Mover: Jason Mobraten moved to approve the August 2024 minutes as presented.

Second: Allen Jenkins

Vote: Motion carried 5-0

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

No public comment.

5. Treasurer's Report

ACTION: Staff presented current Treasurer's report and HPC account balance.

6. Old Items

A. Strategic Planning Update

Staff liaison presented swag options that included a column squishy, tote bags, Post-it Notes, and chip clips.

ACTION: Approval of HPC swag items to order for events.

Mover: Jason Mobraten moved to order Post-it Notes and chip clips at the minimum bulk amount.

Seconder: David Bennett

Vote: 5-0

B. Upcoming Events/Annual Event Calendar

Beth and Jason have volunteered to represent the HPC at the Community Arts event on October 5. The HPC discussed having posters, a banner, an interactive game, and an activity book for the event. Staff presented an annual event calendar to discuss potential months for programming.

C. Home Tour Update

The home tour has transitioned to the Wake Forest Women's Club, and they will offer a scaled back home tour consisting of two houses. The Wake Forest Historical Museum and Calvin Jones House will be open to the public. The HPC will serve as docents for the museum and help with parking.

7. New Items

A. Staff Updates

- AYH Heritage Site/NE Gateway Park Concept Plan Underway
 - Focus Groups October 1
 - Open House October 24
- Cemetery Workshop (Current CLG Grant) Planned for October 12th at Olive Branch Baptist Church Cemetery 9-2
- Staff attending the NRAC meeting for the Northeast Community study list application on October 10th

- Preservation NC Conference October 16-18
- UDO and Downtown Plan adoption scheduled by end of year
- Mel notified staff that he has moved out of state. He is no longer on the HPC.
- Staff and HPC discussed moving the November meeting to a different date since it is the same week as Thanksgiving.

ACTION: Approval of moving the items for the November meeting to the December meeting, scheduled for December 18, 2024.

Mover: David Bennett moved to cancel the November meeting and incorporate the business into the December meeting.

Second: Andrea Radford

Vote: 5-0

B. Member Updates

None

8. Adjournment

ACTION: Adjourn meeting.

Mover: David Bennett

Second: Andrea Radford

Vote: 5-0

The meeting closed at 7:25 pm.

Duly approved in open session this day 22 October 2024.

Board Secretary

Board Chair