



**REGULAR MEETING AGENDA**

**TUESDAY, AUGUST 27, 2024, 6:30 PM**

**BOARD OF COMMISSIONERS CHAMBERS**

**2<sup>nd</sup> Floor, Town Hall, 301 S. Brooks Street, Wake Forest, NC 27587**

Contact Historic Preservation Staff at [mmichael@wakeforestnc.gov](mailto: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 July 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. Summer Intern Reports
  - B. Budget FY 25
  - C. Strategic Planning Update
  - D. Upcoming Events
  - E. 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 July 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, Melvin Hill, Jr., Andrea Radford, Jason Mobraaten, Joni Falvey.

**Historic Preservation Commission Members absent:** Nancy Ginger, Angela Wright, David Bennett.

**Staff Members present:** Michelle Michael (HPC Staff Liaison), Paige Regna (Planner I), Elise Newhouse (summer intern), Miracle Johnson (summer intern).

**Visitors:** Commissioner Ben Clapsaddle with the Town of Wake Forest Board of Commissioners.

### 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 23 July 2024.

**Mover:** Andrea Radford moved to adopt the agenda as presented.

**Second:** Jason Mobraaten

**Vote:** Motion carried 6-0

### 3. Approval of Minutes

**ACTION:** Approve June 2024 minutes as presented.

**Mover:** Melvin Hill moved to approve the June 2024 minutes as presented.

**Second:** Andrea Radford

**Vote:** Motion carried 6-0

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

No public comment.

**5. Treasurer's Report**

**ACTION:** No action.

**6. Old Items**

**A. Budget FY 2025**

No action.

**B. Strategic Planning Update**

Staff presented how the strategic plan has been implemented so far in 2024. The Public History Exchange will be available to the public by the end of the summer. Six HPC members volunteered to help build a bank of history highlights for the Town of Wake Forest Communications Department to share monthly on social media. The HPC requested a catalogue to look at for swag ideas.

**C. Upcoming Events**

Good Neighbor Day is on September 21, 2024, at Joyner Park. Elizabeth Miller and Allen Jenkins will represent the HPC at the event. The Community Celebration of the Arts is on October 5, 2024, at the Alston-Massenburg Center. Elizabeth Miller and Jason Mobraaten will table the event.

**D. Home Tour Update**

The home tour committee met and discussed alternative options for a home tour since no additional homeowners have offered to be on the tour. The committee agreed that having a Holiday Festival at the Wake Forest Historical Museum and offering tours of two houses for a lower priced ticket is the best alternative option.

**7. New Items**

**A. Staff Updates**

- Senior Planner, Michelle Michael, will attend the National Alliance of Preservation Commissions Conference from July 29-August 4<sup>th</sup>.
- The First Fire Department Marker has been received and an unveiling will be planned.

B. Summer Intern Updates

- Elise Newhouse introduced herself and gave an overview of the Police History project.
- Miracle Johnson introduced herself and gave an overview of the Northeast Community study list application.

C. Member Updates

None

<b>8. Adjournment</b>
-----------------------

**ACTION:** Adjourn meeting.

**Mover:** Andrea Radford

**Secunder:** Melvin Hill

**Vote:** 6-0

**The meeting closed at 7:16 pm.**

Duly approved in open session this day 27 August 2024.

---

Board Secretary

---

Board Chair