



**REGULAR MEETING AGENDA
TUESDAY, SEPTEMBER 24, 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 August 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. Strategic Planning Update
 - B. Upcoming Events/Annual Event Calendar
 - 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 **27 August 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, David Bennett, Nancy Ginger, Angela Wright, Joni Falvey.

Historic Preservation Commission Members absent: Andrea Radford, Melvin Hill, Jr., Jason Mobraten.

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

Visitors: None.

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 27 August 2024.

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

Second: Nancy Ginger

Vote: Motion carried 6-0

3. Approval of Minutes

ACTION: Approve July 2024 minutes as presented.

Mover: Angela Wright moved to approve the July 2024 minutes as presented.

Second: Joni Falvey

Vote: Motion carried 6-0

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

No public comment.

5. Treasurer's Report

Staff presented the updated Treasurer's Report.

6. Old Items

A. Summer Intern Reports

The Wake Forest police history report written by Elise Newhouse was submitted to Communications to format before the Police Chief retires. The study list application, researched and written by Miracle Johnson, for the Northeast Community Historic District was submitted to the SHPO on Friday, August 23rd.

B. Budget FY 2025

Staff presented the HPC budget, Long Range Planning Budget, and Historic Preservation budget.

C. Strategic Planning Update

Staff presented how the strategic plan has been implemented so far in 2024. The HPC will select swag items to order. The Downtown Development team has a list of absentee property owners. The Wake Forest Historical Museum would likely be the better entity to conduct oral histories.

D. 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 Mobraten will table the event.

E. Home Tour Update

The Historic Home Tour is now an Open House, and it is being transferred to the Women's Club. The HPC will lead walking tours of the Local Historic District on December 7th, and the Wake Forest Historical Museum will be open to visitors. The Women's Club will coordinate ticket sales and the interpretation of two houses.

7. New Items

A. Staff Updates

- S-Line Charette is happening August 28th-29th at the Senior Center.
- AYH Heritage Site/NE Gateway Park focus groups and open house will happen October 1st-3rd.
- The cemetery workshop at Olive Branch Baptist Church is scheduled for Saturday, October 12th.
- UDO Open House is scheduled for September 4th and 5th.
- Downtown Plan Open House is scheduled for September 17th and 18th.
- Historic Preservation staff will attend the Preservation NC conference on October 16th-18th.

B. Member Updates

- None.

8. Adjournment

ACTION: Adjourn meeting.

Mover: David Bennett

Seconder: Joni Falvey

Vote: 6-0

The meeting closed at 7:33 pm.

Duly approved in open session this day 24 September 2024.

Board Secretary

Board Chair