



**REGULAR MEETING AGENDA  
WEDNESDAY, DECEMBER 18, 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 November 20, 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. Historic Marker Presentations
  - B. Holiday Open House Recap
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 **20 November 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, Andrea Radford, Jason Mobraten, Joni Falvey, Angela Wright, David Bennett, Allen Jenkins.

**Historic Preservation Commission Members absent:** None.

**Staff Members present:** Michelle Michael (HPC Staff Liaison), Paige Regna (HP Planner), Hassan Kingsberry (Town Attorney).

**Visitors:** homeowners of 334 Wingate Street, Kelsey A. Kemp, Matthew J. Bruehl, Margaret Watkins, Sarah Soleim.

### 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 20 November 2024.

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

**Seconder:** Andrea Radford

**Vote:** Motion carried 7-0

### 3. Approval of Minutes

**ACTION:** Approve September 2024 and October 2024 minutes as presented.

**Mover:** Andrea Radford moved to approve the September 2024 and October 2024 minutes as presented.

**Seconder:** Angela Wright

**Vote:** Motion carried 7-0

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

No public comment.

**5. Treasurer's Report**

No treasurer's report this month.

**6. Public Hearing**

**Public Hearing:** LL-24-01: A request from Kelsey Kemp and Matthew Bruehl to designate the Charles Brewer House as a Local Historic Landmark at 327 N. Main Street, Wake Forest being Wake County Tax PIN 1841-53-1397.

Elizabeth Miller opened the public hearing at 6:35pm. Paige Regna, Planner 1-Historic Preservation, presented the Local Landmark application, supporting documentation, and staff report.

**Public Comment:** Kelsey Kemp, the homeowner and applicant, spoke in favor of the designation. Margaret Watkins, citizen of Wake Forest, spoke in favor of the designation.

Elizabeth Miller closed the public hearing at 6:48pm.

**ACTION:** Recommend approval to the Board of Commissioners for the Charles Brewer House to be designated a Local Historic Landmark.

**Mover:** David Bennett made a motion to recommend approval to the Board of Commissioners for the Charles Brewer House to be designated a Local Historic Landmark.

**Second:** Andrea Radford

**Vote:** Motion carried 7-0

**7. Old Items**

**A. Historic Preservation Commission Applicants**

The Historic Preservation Commission received applications from Sarah Soleim and Randy Gupton serve on the HPC. Outgoing members Andrea Radford and David Bennett are also willing to request a waiver from the BoC to continue to serve an additional term. Sarah Soleim introduced herself to the HPC. Andrea Radford and David Bennett recused themselves from voting. The HPC voted by ballot and selected Sarah Soleim, Andrea Radford, and David Bennett.

**ACTION:** Recommend Sarah Soleim to the Board of Commissioners for appointment to the Historic Preservation Commission. Recommend waiver requests for Andrea Radford and David Bennett.

**Mover:** Jason Mobraten moved to recommend the appointment of Sarah Soleim to the HPC and request waivers for Andrea Radford and David Bennett.

**Second:** Allen Jenkins

**Vote:** Motion carried 5-0

### B. Holiday Open House Update

Staff met with the Women’s Club for a final meeting before the tour on December 7<sup>th</sup>. HPC and Planning staff will be helping at the Wake Forest Historical Museum.

### C. Approval of 2025 Meeting Schedule

The HPC’s regular meetings will continue to be held on the fourth Tuesday of the month unless otherwise noted. The HPC approved the calendar, including moving the November and December meetings to the third Wednesday of those months to avoid conflict with the holidays.

**ACTION:** Approve the 2025 meeting schedule as presented.

**Mover:** Andrea Radford moved to approve the 2025 meeting schedule as presented.

**Second:** Angela Wright

**Vote:** Motion carried 7-0

<b>8. New Items</b>
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#### A. Nomination and Election of Vice-Chair

Nancy Ginger’s resignation left a vacancy in the Vice-Chair position. The HPC needed to nominate and elect a new Vice-Chair.

**ACTION:** Nominate and elect an HPC member to serve as Vice-Chair until February 2026.

**Mover:** Jason Mobraten moved to elect Joni Falvey as Vice-Chair.

**Second:** Allen Jenkins

**Vote:** Motion carried 7-0

#### B. Staff Updates

- AYH Heritage Site/NE Gateway Park Concept Plan Underway

- Open House on October 24 had 34 attendees.
- Park survey is open until November 24<sup>th</sup>.
- Staff presenting Local Landmark application ordinance to the Board of Commissioners on December 17<sup>th</sup>.
- December 18<sup>th</sup> meeting: Historic Marker presentations.
- January 16<sup>th</sup> property owner workshop: non-income producing historic tax credits.

C. Member Updates

None

<b>9. Adjournment</b>
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**ACTION:** Adjourn meeting.

**Mover:** David Bennett

**Second:** Jason Mobraten

**Vote:** 7-0

**The meeting closed at 7:19 pm.**

Duly approved in open session this day 18 December 2024.

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Board Secretary

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Board Chair