



**REGULAR MEETING AGENDA
TUESDAY, MARCH 24, 2026, 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 the Minutes of February 24, 2026, 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 Calendar & Planning
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 February 2026**, 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, Chair, Jason Mobraten, Pamala Jeffries, David Bennett, Sarah Soleim, Allen Jenkins, Cooper Bolton, Kiki Farish.

Historic Preservation Commission Members absent: Joni Falvey.

Staff Members present: Michelle Michael (HPC Staff Liaison), Paige Regna (Planner I- HP), Nathan McKinney (Town Attorney).

Visitors: Bridget E. (Liz) Gauthier, Ari Schwartz, John Hearn, Mary Payne.

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 February 2026.

Mover: Allen Jenkins moved to adopt the agenda as presented.

Second: Sarah Soleim

Vote: Motion carried 8-0

3. Approval of Minutes

ACTION: Approve November 2025 minutes as presented.

Mover: David Bennett moved to approve the November 2025 minutes as presented.

Second: Allen Jenkins

Vote: Motion carried 8-0

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

No public comment.

5. Treasurer's Report

Paige Regna presented the Treasurer's Report for February 2026.

6. Public Hearing

Public Hearing: COA-25-06: A request from Bridget E. (Liz) Gauthier, owner of 507 N. Main Street, Wake Forest, being Wake County Tax PIN 1841-54-5170, to replace siding materials and porch columns.

Chairperson Elizabeth Miller opened the public hearing at 6:34pm. Paige Regna, Planner I-Historic Preservation, was sworn in to present the application and staff report for COA-25-06. The HPC did not have any questions or comments for staff.

Elizabeth Miller invited the applicant and property owner, Liz Gauthier, to provide any additional information. Liz Gauthier stated that staff's presentation covered all the project details and opted not to provide additional information. Liz Gauthier said she could answer any questions. The HPC did not have any questions for the applicant.

Public Comment: John Hearn of 126 North Avenue, Wake Forest, spoke in support of approving the COA with no additional conditions.

Elizabeth Miller closed the public hearing at 6:56pm. Sarah Soleim stated that she felt the project requests were straightforward and the staff report was thorough, and she did not need any additional discussion and was ready to make a motion.

ACTION: To find that the project as described meets the Secretary of the Interior's Standards for Rehabilitation and Wake Forest Design Standards.

Mover: Sarah Soleim moved to find that the project as described in the application and staff report meets the Secretary of the Interior's Standards for Rehabilitation and Wake Forest Design Standards.

Second: David Bennett

Vote: 8-0

ACTION: To approve, approve with conditions, or deny the application for COA-25-06.

Mover: David Bennett moved to approve COA-25-06 with the conditions proposed by staff in the staff report.

Second: Allen Jenkins

Vote: 8-0

7. Old Items

A. Certified Local Government Training Requirements

Michelle Michael presented the training requirements for staff and HPC members in order for the Town of Wake Forest to retain its Certified Local Government status. Michelle Michael explained that being a Certified Local Government allows for the Town of Wake Forest to apply for state grants funded through the Historic Preservation Fund, which is administered by the National Park Service. Training opportunities include the annual Preservation North Carolina conference, workshops offered by the SHPO, webinars, and prerecorded videos. Michelle Michael said she will email the link for the prerecorded videos to the HPC and would like each of them to watch two videos and complete the required forms once they do in order for the HPC to receive its CLG continuing education credits.

8. New Items

A. Election of Officers

Paige Regna informed the HPC that the Chairperson is elected to a two-year term and can serve two consecutive terms, and the Vice-Chair is elected to a one-year term and can serve two consecutive terms. The current Chairperson, Elizabeth Miller, and Vice-Chair, Joni Falvey, have served one term each. Elizabeth Miller said she is willing to serve another term, and Joni Falvey texted Michelle Michael to say she is also willing to serve another term.

ACTION: To nominate and elect a Chairperson to serve from February 2026 through February 2028.

Mover: Sarah Soleim nominated Elizabeth Miller as Chairperson.

Second: David Bennett

Vote: 8-0

ACTION: To nominate and elect a Vice-Chair to serve from February 2026 through February 2027.

Mover: David Bennett nominated Joni Falvey as Vice-Chair.

Second: Jason Mobraten

Vote: 8-0

B. Staff Updates

- There is a historic marker dedication for the Northeast Community on Friday, February 27th at 1:00pm at Spring Street Christian Church. The marker will be placed on N. White St. near the Ailey Young House.
- The Ailey Young House will no longer be open on Friday, February 27th from 2-4pm due to the weather.
- Michelle Michael will present the final concept plan for the Northeast Gateway Park at the Board of Commissioners Work Session on Tuesday, March 3rd.
- The FY24-25 CLG grant project to do ground penetrating radar for Olive Branch Baptist Church and Friendship Chapel Baptist Church has been completed.
- The Town-funded project to do National Register nominations for Olive Branch Baptist Church and Friendship Chapel Baptist Church is underway.
- Staff is submitting a study list application for the Northeast Community Historic District with a reduced boundary to the State Historic Preservation Office.
- There is an invitation-only Women's History Month event on March 26th from 6-8pm at the Wake Forest Historical Museum where former Mayor Vivian Jones will be speaking. The HPC is invited to attend.

Reading of the Order

Under NCGS 160D, the HPC must approve and send the signed Certificate of Order for the COA to the applicant/property owner. Michelle Michael read the order to the HPC for their approval.

ACTION: To approve the order granting COA-25-06.

Mover: Allen Jenkins moved to approve the order and grant COA-25-06.

Second: Cooper Bolton

Vote: 8-0

Michelle Michael and Elizabeth Miller signed the order.

C. Member Updates

- Sarah Soleim informed the HPC of the upcoming events at the WFHM. On Tuesday, March 3rd, there will be a livestreamed event where Dr. Craig Thompson will be at the museum to speak about Lunsford Lane in Wake County. On Tuesday, March 4th,

Dr. Thompson will be at Wake Forest University to speak about his book *Becoming Lunsford Lane*. On Sunday, March 22nd from 2-3:30pm, staff from ZSR Library at Wake Forest University will be at the WFHM to speak about the current information ecosystem and how to discern what is misinformation. Sarah Soleim thanked Michelle Michael and Paige Regna for leading the Northeast Community walking tours.

- Cooper Bolton thanked Michelle Michael and Paige Regna for helping him join the HPC and said he is looking forward to serving on the commission.

8. Adjournment

ACTION: Adjourn meeting.

Mover: David Bennett

Second: Sarah Soleim

Vote: 8-0

The meeting closed at 7:25 pm.

Duly approved in open session this day 24 March 2026.

Board Secretary

Board Chair