



**REGULAR MEETING AGENDA
TUESDAY, AUGUST 25, 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 the July 28, 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. Sustainability Plan Update
 - B. CTP Amendments & Downtown Traffic Study Update
 - C. East End Historic District 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 **28 July 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), David Bennett, Jason Mobraten, Allen Jenkins, Cooper Bolton, Sarah Soleim.

Historic Preservation Commission Members absent: Joni Falvey (Vice-Chair), Pamala Jeffries, Kiki Farish.

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

Visitors: See attached sign in sheet.

1. Call to Order

Chair Miller called the meeting to order at 6:30 p.m. A quorum was established.

2. Adoption of Agenda

Paige Regna informed the HPC that staff would like to amend the agenda to add: New Items: 8A. Changes to Section 106 of the National Historic Preservation Act.

ACTION: Approval of the agenda for Regular Meeting held 28 July 2026.

Mover: Allen Jenkins moved to adopt the agenda with the change.

Second: Cooper Bolton

Vote: Motion carried 6-0

3. Approval of Minutes

ACTION: Approve May 2026 minutes as presented.

Mover: David Bennett moved to approve the May 2026 minutes as presented.

Second: Sarah Soleim

Vote: Motion carried 6-0

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

Ellen Turco approached the podium to speak about proposed changes to Section 106 of the National Historic Preservation Act that would impact the HPC's and citizens' ability to comment on federal projects that impact historic resources. Ellen Turco submitted her comments to staff for the public record. See attached document.

5. Treasurer's Report

Paige Regna presented the Treasurer's Report for July 2026. Paige Regna said the only change is that the \$75 donation to Spring Street Christian Church for hosting the Northeast Community Historic Marker unveiling is now reflected in the list of deductions.

6. Public Hearings

6A. Public Hearing: COA-26-02: A request from Gwen K. Winsor Bennett, owner of 316 Rock Spring Road, Wake Forest, being Wake County Tax PIN 1841-43-1748, to demolish the house and build a new house.

Chair Miller asked if any commission members had any conflicts of interest or ex-parte communication. None of the members had a conflict of interest or ex-parte communication.

Chair Miller opened the public hearing for COA-26-02 at 6:39 p.m.

Michelle Michael (Senior Planner- Historic Preservation) approached the podium to present the staff report. Michelle Michael provided the background information for COA-26-02. She stated that when the applicant (Gwen Bennett) applied for a demolition permit from the Town of Wake Forest Inspections Department, she did not know she was in an area that had been added to the North Carolina Study List in 2022 for a boundary expansion to the Wake Forest National Register Historic District. At the time Gwen Bennett applied for her demolition permit, the study listed boundary expansion had not been added to the historic districts map on the Town of Wake Forest's Historic Preservation web pages. The Town of Wake Forest Inspections Department initially added historic preservation staff to the review for the demolition permit and then removed historic preservation staff and approved the demolition permit for 316 Rock Spring Road. Historic preservation staff informed the Inspections

Department that this property is in the 2022 Wake Forest Architectural Survey Update, which means it is a part of the Town's inventory of historic resources, and it is in an area on the North Carolina study list, meaning this property must be considered under the Demolition of Historic Structures Ordinance. Staff has now updated all maps of the historic districts and flagged all the addresses in the historic districts in the permit portal. Since the applicant did not know the Demolition of Historic Structures Ordinance applied to her property, she had already started salvaging, donating, and selling architectural features in the house, and had been doing so for three months.

Michelle Michael started the presentation slides for the staff report. The staff report and presentation slides are a part of the record.

After presenting the staff report, Michelle Michael asked if there were any questions for her.

David Bennett asked if there is an update on formally listing the study listed historic district on the National Register of Historic Places. Michelle Michael said staff applied for a Certified Local Government grant from the State Historic Preservation Office (SHPO) to resurvey the entire district and conduct community outreach to determine if there is still interest in pursuing formal designation and amending the Wake Forest National Register Historic District to include the study listed areas. Staff have not heard back about the grant and is awaiting a decision from the SHPO.

Sarah Soleim asked if more information will be presented on the mid-20th century houses near 316 Rock Spring Road. Michelle Michael responded that she is not providing additional information about the other mid-20th century houses.

Chair Miller asked if other houses on the street are similar to this one. Michelle Michael responded no there are some other Ranch-style houses, but there is also a pocket of new development to the east of the house and new houses on Rock Spring Road.

Cooper Bolton asked if more information will be presented on the cultural significance of the house and if the house is considered to be culturally significant. Michelle Michael said that it is up to the HPC to determine if the house is culturally significant, and no additional information on significance will be presented.

Allen Jenkins asked if there is an update on the study list historic district and if it will be approved or if it is in limbo. Michelle Michael said it is up to the Town of Wake Forest to pursue designation because it will require funds to resurvey the district, conduct outreach, and amend the boundaries of the Wake Forest National Register Historic District. The Town of

Wake Forest must conduct public outreach to see if people want to be included in the Wake Forest National Register Historic District. The State Historic Preservation Office will have to approve the designation, and the Town of Wake Forest is waiting to see if it has received a Certified Local Government grant to partially fund resurveying the Wake Forest National Register Historic District and adding the boundary expansion.

David Bennett asked a clarifying question to confirm that is up to the Town of Wake Forest to complete the survey and then it will go to the State Historic Preservation Office for approval. Michelle Michael responded that David was correct. The State Historic Preservation Office has to approve the amendment and boundary expansion of the Wake Forest National Register Historic District.

Town Attorney Nathan McKinney swore in Gwen Bennett.

Gwen Bennett stated that she loves Wake Forest, and her family spends most of their time in Wake Forest. Her kids attend activities in Wake Forest, and she wants to live close to her parents. Her parents live at 328 Rock Spring Road. She wants her kids to be able to walk to school and attend Wake Forest High School. She did not know this was considered a historic structure and has gone through the steps to build and design a new house for her family. She has been working for three months to salvage materials from the house. She has worked with Josh Taylor to salvage doors, the back porch, and mantels. She has sold the kitchen cabinets. She contacted Capital Area Preservation and asked if they wanted the wood floors in the house, and they responded that they did not have any post-World War II projects going on and they were not interested in salvaging anything from the house. Gwen Bennett stated that they own 316 Rock Spring Road and want to move there, and a delay of demolition will only be a delay.

Cooper Bolton asked if she hired a structural engineer. Gwen Bennett responded no, she did not hire a structural engineer.

Chair Miller asked if there was any public comment.

Michelle Michael approached the podium and asked to be sworn in. Nathan McKinney swore in Michelle Michael at 7:04 p.m. that the testimony she gave and is giving is the whole truth.

David Bennett asked Michelle Michael if she knew what will be built back after the house is demolished. Michelle Michael stated that she does know, but the HPC does not review what is built back. The HPC only reviews the demolition, so information regarding the new build is not included in the agenda packet.

Allen Jenkins asked Michelle Michael what the purpose of the demolition delay is. Michelle Michael responded that the purpose is for there to be a pause before a structure is demolished to determine next steps. The HPC or the Town of Wake Forest could work with the applicant and a nonprofit if necessary to find an alternative to demolition. Sometimes this is just to document the house, or it could be to encourage the applicant to work with a nonprofit to move a house.

Jason Mobraten asked if a score of 4 is an automatic 365 day delay of demolition. Michelle Michael responded that based on the language in the ordinance that is the correct interpretation.

Cooper Bolton asked if the Town of Wake Forest would be responsible for moving the house. Michelle Michael said that the Town of Wake Forest could work the property owner to find a nonprofit that could assist in moving the house, but it would ultimately be up to the property owner to decide if the house would be moved. The Town of Wake Forest would not be responsible for moving the house.

Public hearing open to the public.

Town Attorney Nathan McKinney swore in Michael Schlink (315 N. College Street, Wake Forest).

Michael Schlink stated that every time a historic house is demolished it is gone forever. He expressed interest in the house being moved. He stated that delaying the demolition is just putting a hardship on the applicant unless it can be moved.

Town Attorney Nathan McKinney swore in Marty Coward (338 Rock Spring Road, Wake Forest).

Marty Coward stated that the cultural significance could be that the houses in that area were owned by Seminary professors. Marty Coward asked for clarification if the house is in the Town's historic inventory. The HPC responded yes. Marty Coward asked for clarification if this is the Historic Preservation Commission. The HPC responded yes.

Town Attorney Nathan McKinney swore in Dena Coward (338 Rock Spring Road, Wake Forest).

Dena Coward expressed concerns in historic houses being demolished.

Town Attorney Nathan McKinney swore in Rebecca Rich (608 Opposition Way, Wake Forest)

Rebecca Rich asked for clarification about the historic designation of the house. Chair Miller stated that it is on the Town's inventory for historic properties and on the North Carolina Study List, but it is not currently in a National Register Historic District.

Town Attorney Nathan McKinney stated that Gwen Bennett continues to be under oath.

Gwen Bennett stated that they are maintaining the setback when they build the new house and will keep the existing terracing.

Town Attorney Nathan McKinney advised the HPC that among all of the testimony they heard, they should consider that which is material and relevant to the case.

Chair Miller closed the public hearing at 7:18 p.m.

Chair Miller directed the HPC to determine a score for the case.

The HPC deliberated scores for architectural integrity, architectural style, cultural significance, and structural integrity as directed in U.D.O 15.11.4.K.

Allen Jenkins, Jason Mabraten, Cooper Bolton, David Bennett, Elizabeth Miller, and Sarah Soleim assigned a score of 1 point for architectural form.

Allen Jenkins, Jason Mabraten, Cooper Bolton, David Bennett, Elizabeth Miller, and Sarah Soleim assigned a score of 0 points for architectural style.

Allen Jenkins, Jason Mabraten, Cooper Bolton, David Bennett, Elizabeth Miller, and Sarah Soleim assigned a score of 2 points for structural integrity.

Allen Jenkins asked if any additional information will be found about the cultural significance. Town Attorney Nathan McKinney advised the HPC that since this is a quasi-judicial case they only need to consider the evidence they have heard tonight.

Town Attorney Nathan McKinney advised Chair Miller to ask for a motion for the score for cultural significance.

Chair Miller asked if there is a motion for a score for the cultural significance section.

ACTION: Assign a score to the cultural significance section.

Mover: Jason Mabraten moved to assign a score of 1 point for cultural significance.

Second: Cooper Bolton

Vote: Motion carried 5-1

Aye

Allen Jenkins

Jason Mabraten

Cooper Bolton

Elizabeth Miller

Sarah Soleim

Nay

David Bennett

ACTION: Assign a final score for COA-26-02.

Mover: Jason Mabraten moved to assign a total score of 4 points.

Second: Sarah Soleim

Vote: Motion carried 5-1

Aye

Allen Jenkins

Jason Mabraten

Cooper Bolton

Elizabeth Miller

Sarah Soleim

Nay

David Bennett

ACTION:

Mover: Sarah Soleim moved that the three months the applicant has already been delayed is included in the 365-day delay of demolition.

Second: Allen Jenkins

Vote: Motion carried 6-0

Town Attorney Nathan McKinney paused to read 15.11.4.L to the HPC: The HPC may choose to include previous documented time spent in the search for an alternative to demolition, such as moving the structure, as part of any required delay of demolition.

The HPC discussed an interpretation of whether time spent salvaging materials could be considered time spent in the search for an alternative to demolition and unanimously agreed that it could.

ACTION: Vote on approving, approving with conditions, or delaying demolition for up to 365 days for COA-26-02.

Mover: Cooper Bolton moved to order a delay of demolition for 365 days before demolition can commence with the condition to lessen the delay by three months.

Second: Jason Mabraten

Vote: Motion carried 5-1

Aye

Allen Jenkins

Jason Mabraten

Cooper Bolton

Elizabeth Miller

Sarah Soleim

Nay

David Bennett

Town Attorney Nathan McKinney advised the HPC to make a motion to apply a hard date to the day demolition can commence.

ACTION: Establish the exact date of demolition for 365 days with a 3-month credit.

Mover: Allen Jenkins moved that the demolition date will be no sooner than April 26, 2027.

Second: Cooper Bolton

Vote: Motion carried 5-1

Aye

Allen Jenkins

Jason Mabraten

Cooper Bolton

Elizabeth Miller

Sarah Soleim

Nay

David Bennett

Michelle Michael stated the HPC's decision to the applicant and stated that there is a 30-day appeal period, and they may appeal the decision to the Town of Wake Forest Board of Adjustment.

6B. Public Hearing: COA-26-04: A request from Mark Hawkins, owner of 427 N. Main Street, Wake Forest, being Wake County Tax PIN 1841-53-4971, to install a fence.

No conflict of interest or ex-parte communication stated.

Chair Miller opened the public hearing.

Nathan McKinney swore in Paige Regna (Planner I- Historic Preservation).

Paige Regna presented the application and staff report for COA-26-04, stating that the applicant is requesting to install a 48" tall fence around the rear and side portion of the parcel that will not extend past the rear corner of the principal building.

David Bennett asked for clarification on staff analysis for design standard 10. He asked if staff considered this is a rear yard fence. Paige Regna responded yes, staff did consider this a rear yard fence.

Sarah Soleim asked for clarification on design standard 5 and if the structure in question was the historic house that had burned down and not the new house that was built in 2020 or if it was a reference to the historic wood picket fence. Paige Regna responded that since there is a new house on the property it would be out of character to go back with a wood picket fence.

Chair Miller asked if the applicant would like to speak.

Town Attorney Nathan McKinney swore in Mark Hawkins (427 N. Main Street).

Mark Hawkins stated that he legally has to install a fence since there is a retaining wall, and he is required to have fall protection. He also said he has a new puppy and needs a fence to keep the puppy in the yard, which is why there are two different types of fences and the one with more narrow pickets face the street. Mark Hawkins clarified that both sides of the fence are the same, so there is not an outward facing side that should face the street.

No public comment.

Chair Miller closed the public hearing.

ACTION: Vote on COA-26-04.

Mover: Allen Jenkins moved to approve COA-26-04 with the proposed conditions.

Second: Sarah Soleim

Vote: Motion carried 6-0

6. Old Items

A. Event Planning Update

Paige Regna informed the HPC that the fundraiser at Oakforest scheduled for October 3, 2026, has been cancelled, and she will provide more information at a later date. Paige Regna asked if there was interest in having a table at Good Neighbor Day. The HPC agreed that they do not want to have a table at Good Neighbor Day. Paige Regna informed the HPC that the Community Celebration of the Arts will be at the Renaissance Centre on September 12. Chair Elizabeth Miller and Jason Mabraten said they are available on September 12 to volunteer at the event.

8. New Items

A. Changes to Section 106 of the National Historic Preservation Act

Michelle Michael presented slides about the recent changes that have been proposed to Section 106 of the National Historic Preservation Act (passed in 1966) by the Advisory Council of Historic Preservation. She stated that Section 106 requires federal agencies to take into account the effects of their undertakings on historic properties and consult with interested parties about the effects. The proposed changes will eliminate the consultation aspect, and the federal agency will determine the impact. The HPC has been a consulting party on U-5307 for Capital Blvd. and the S-Line. The proposed changes will lead to the HPC not being a consulting party on federal undertakings that impact historic properties in Wake Forest. Michelle Michael read the draft language for a letter the HPC can sign that can be submitted once the public comment period opens on these changes to the National Historic Preservation Act. Michelle Michael informed the HPC that they can submit public comments individually as citizens but can only submit a single joint statement for the HPC.

Chair Miller reopened the public comment period at 8:18 p.m.

Ellen Turco stated that she thinks the letter is great, but she believes the letter should include specific projects the HPC has consulted on and how historic resources were saved as a result of Section 106.

Ann Welton asked if there was a reason for these changes to Section 106.

Michelle Michael said she does not have an exact answer, but there is a misconception that Section 106 slows down projects.

Chair Miller closed the public comment period at 8:23 p.m.

B. Staff Updates

- Paige Regna stated that she will email out a list of duty assignments for the historic preservation program that shows if Michelle or Paige is the first line of contact. Paige Regna will continue to be the HPC's first line of contact for meetings.
- The HPC's individual members need to watch two videos for CLG credits and complete the form for Kristi Brantley.
- A Minor Work COA was approved by staff for 228 N. Main Street for a pergola on the back deck.
- Paige Regna said that changes to the Demolition of Historic Structures ordinance were previously made for the draft UDO. If the HPC would like to review the draft Demolition of Historic Structures ordinance again, Paige Regna can share it with the HPC and they can discuss it at the next meeting. Chair Miller and David Bennett stated they would like to review the Demolition of Historic Structures Ordinance again.

C. Member Updates

- No member updates.

ACTION: Vote on the order for COA-26-04.

Mover: Sarah Soleim moved to approve the order for COA-26-04.

Second: David Bennett

Vote: Motion carried 6-0

ACTION: Approve the order for COA-26-02 pending edits from the Town Attorney.

Mover: David Bennett moved to approve the order for COA-26-02.

Second: Cooper Bolton

Vote: Motion carried 6-0

8. Adjournment

ACTION: Adjourn meeting.

Mover: Allen Jenkins moved to adjourn the meeting.

Second: Cooper Bolton

Vote: Motion carried 6-0

The meeting closed at 8:38 p.m.

Historic Preservation Commission

Date: 28 July 2026

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Duly approved in open session this day 25 August 2026.

Board Secretary

Board Chair