



**REGULAR MEETING AGENDA  
TUESDAY, APRIL 23, 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 February 27, 2024, and March 26, 2024, Regular Meetings.
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
  - B. Event Calendar & Planning
  - 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 February 2024**, at **6:30 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

**Historic Preservation Commission Members present** Andrea Radford, Allen Jenkins, Nancy Ginger, Jason Mobraten, Joni Falvey, Melvin Hill, Jr.

**Historic Preservation Commission Members absent:** Elizabeth Miller, David Bennett, Angela Wright

**Staff Members present:** Michelle Michael (HPC Staff Liaison), Hassan Kingsberry (Town Attorney)

**Visitors:** None

### 1. Call to Order

Andrea Radford called the meeting to order at 6:37 p.m. A quorum was established.

### 2. Adoption of Agenda

**ACTION:** Approval of agenda for Regular Meeting held 27 February 2024.

**Mover:** Jason Mobraten moved to adopt the agenda as presented.

**Second:** Nancy Ginger

**Vote:** Motion carried 6-0.

### 3. Approval of Minutes

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

**Mover:** Nancy Ginger

**Second:** Melvin Hill, Jr.

**Vote:** Motion carried 6-0.

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

No public comment.

## 5. Treasurer's Report

Staff provide an update from the Finance Department including the request from the HPC at the last meeting to include statements from September 30-December 31.

Beginning Balance	9/30/23	\$ 50,236.79
Interest Earned	October	\$ 33.04
Ending Balance	10/31/23	\$ 50,269.83

Beginning Balance	10/31/23	\$ 50,269.83
Interest Earned	November	\$ 31.00
Ending Balance	11/30/23	\$ 50,300.83

Beginning Balance	11/30/23	\$ 50,300.83
Interest Earned	December	\$ 29.98
Ending Balance	12/31/23	\$ 50,330.81
Total Deductions		\$ 500.00

Capital Area Preservation (CAP)	\$ 50.00
Wake County HS	\$ 50.00
Wake Forest HM	\$ 300.00
Wake Forest HM	\$ 50.00
Wake Forest HA	\$ 50.00

Adjusted Balance	12/31/2023	\$49,830.81
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\*Includes \$2,111 for Ailey Young House

**ACTION:** Approve the Treasurer's Report September – December 2023.

**Mover:** Jason Mobraten

**Second:** Nancy Ginger

**Vote:** 6-0

## 6. Old Items

### A. Election of Chairperson and Vice-chairperson

Staff provided an overview of the duties of the chairperson and vice-chairperson and a reminder of their terms. The chair may serve up to two, two-year terms. The vice chair may serve two, one-year terms. The nominations are generally offered from the HPC during the meeting.

Melvin Hill, Jr. nominated Elizabeth Miller to serve as Chairperson, Andrea Radford seconded, the nomination was approved unanimously (6-0).

Jason Mobraten nominated Nancy Ginger to serve as Vice-Chairperson, Andrea Radford seconded, the nomination was approved unanimously (6-0).

## **B. Quasi-Judicial Training**

Town Attorney Kingsberry provided a quasi-judicial training to the HPC. The training included an overview of the enabling legislation, difference between quasi-judicial and legislative actions, rules of procedure, public hearing process, ex parte communication, and findings of fact.

## **C. Strategic Planning**

The HPC was asked to select one implementation item and provide a method for completing the item. The following are the results:

2.10 Develop an inventory of absentee property owners in concert with Wake Forest Downtown and the Downtown Development Office. Use GIS to create a map that illustrates the different facets of downtown including absentee property owners, available properties, vacant/occupied, and include if they are contributing or noncontributing to the National Register District and link to the Tax Credit information.

3.8 Work with the Northeast Community Friendship Chapel Missionary Baptist Church, and WFHM to develop an oral history program focusing on the histories of Wake Forest's Black community.

- a. Use a podcast format to conduct oral histories.
- b. Use QR codes to link to oral histories.

4.13 Make use of current technology to expand opportunities to create web-based platforms for educating the public about other untold community histories.

- a. Provide a monthly highlight on Wake Forest history on social media.
- b. Promote the HPC at community events. Host a table at community events such as Forest Fest, Meet in the Street.
- c. Develop promotional materials for events.

<b>7. New Items</b>
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### A. Staff Updates

- Planner I reposted.
- Leaders of Wake, Lodge # 285 Historic Marker Unveiling scheduled March 15, 2024, at 1:00 pm
- CLG Cemetery Workshop at Old Friendship Chapel Baptist Cemetery on Saturday, March 16<sup>th</sup> from 9-2.
- Ailey Mae Young and Wake Forest Normal & Industrial School Marker unveiling scheduled for Monday, April 1, 2024, at 3:00 pm.
- Ailey Young House - Phase I Archaeological Investigation on N. White Street Property complete
- Two summer interns proposed for historic preservation and police history.
- Thank you to Nancy and David for attending CLG training in Raleigh.
- Thank you to Andrea Radford for her service as Chairperson for the last four years.

A. Member Updates

Andrea Radford thanked the members and staff for their support of her as chairperson.

<b>8. Adjournment</b>
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**ACTION:** Adjourn meeting.

**Mover:** Nancy Ginger moved to adjourn at 7:47 p.m.

**Seconder:** Melvin Hill, Jr.

**Vote:** Motion carried 6-0.

Duly approved in open session this day 26 March 2024.

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Board Secretary

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Board Chair



## Wake Forest Historic Preservation Commission Minutes

The Wake Forest Historic Preservation Commission met on **26 March 2024**, at **6:34 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, David Bennett

**Historic Preservation Commission Members absent:** Andrea Radford, Angela Wright, Jason Mobraten, Nancy Ginger, Joni Falvey

**Staff Members present:** Michelle Michael (HPC Staff Liaison), Jennifer Currin (Assistant Planning Director), Brad West (Long Range Planning Manager)

**Visitors:** None

### 1. Call to Order

Elizabeth Miller called the meeting to order at 6:37 p.m. A quorum was not established.

### 2. Adoption of Agenda

**ACTION:** Approval of agenda for Regular Meeting held 26 March 2024.

**In the absence of a quorum, staff recommended hearing the presentations from Planning Staff and other updates.**

### 3. Approval of Minutes

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

**No action.**

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

No public comment.

### 5. Treasurer's Report

**ACTION:** Approve the Treasurer's Report March/April 2023.

**No Action.**

## 6. Old Items

### A. Downtown Plan Update – Jennifer Currin, Assistant Planning Director

Ms. Currin provided an overview of the Downtown Plan update including results of public outreach and next steps.

### B. S. Main Street Corridor Study Update – Brad West, Long Range Planning Manager

Mr. West provided an overview of the S. Main Street Corridor Study including results of public outreach and next steps.

### C. Strategic Planning

Staff did not go over strategic planning due to lack of quorum.

## 7. New Items

### A. Staff Updates

- Planner I reposted.
- Two summer interns proposed for historic preservation and police history.
- Leaders of Wake, Lodge # 285 Historic Marker Unveiling March 15, 2024
- CLG Cemetery Workshop at Old Friendship Chapel Baptist Cemetery on Saturday, March 16<sup>th</sup>.
- Ailey Mae Young and Wake Forest Normal & Industrial School Marker unveiling scheduled for Monday, April 1, 2024, at 3:00 pm.
- Ailey Young House /Northeast Gateway Park RFP released.
- Need 3 representatives to attend home tour planning meetings – staff will send out a request via email.

### A. Member Updates

None

## 8. Adjournment

**ACTION:** Adjourn meeting.

**Staff closed the meeting at 8:00 pm.**

Historic Preservation Commission

Date: 12 April 2024

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Duly approved in open session this day 23 April 2024.

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Board Secretary

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Board Chair