



REGULAR MEETING AGENDA

TUESDAY, JANUARY 23, 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 December 13, 2023, 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. HPC Overview
 - B. Strategic 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 **13 December 2023**, 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, Elizabeth Miller, David Bennett, Angela Wright, Charlotte Jenkins, Nancy Ginger, Jason Mobraten, Melvin Hill, Jr., Paige Bivens, James Dyer (BOC, Ex-Officio)

Historic Preservation Commission Members absent: N/A

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

Visitors: Allen Jenkins, Charles Cox, Joni Falvey

1. Call to Order

Andrea Radford called the meeting to order at 6:32 p.m. A quorum was established.

2. Adoption of Agenda

ACTION: Approval of agenda for Regular Meeting held 13 December 2023.

Mover: Nancy Ginger moved to adopt the agenda as presented.

Second: David Bennett.

Vote: Motion carried 9-0.

3. Approval of Minutes

ACTION: Approve November 2023 minutes as presented.

Mover: Mel Hill, Jr.

Second: Paige Bivens.

Vote: Motion carried 9-0.

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

No public comment.

5. Treasurer's Report

No update from the treasurer (Finance Department). Staff provided the current bank statement balances and monthly interest, but the deductions have not been reconciled. No action is required.

ACTION: No action was taken.

Mover: N/A

Second: N/A

Vote: N/A

6. Old Items

A. Adopt the 2024 Meeting Calendar

ACTION: Adopt the 2024 Meeting Calendar as presented.

Mover: David Bennett

Second: Beth Miller

Vote: 9-0

B. Appreciation of Outgoing Members

Chairperson, Andrea Radford, asked Paige Bivens and Charlotte Jenkins to come forward and accept a plaque of appreciation for their service to the HPC. Paige Bivens thanked the membership and encouraged them to continue to preserve the special character of Wake Forest. Charlotte Jenkins also thanked the group.

C. Introduction of Applicants and Recommendation of Membership

- a. Appointments are for the full 3-year term.
- b. Candidates present introduced themselves: Nancy Ginger, Charles Cox, Joni Falvey, Benny A. Jenkins (Allen)
- c. Results for recommendation:
 - i. 9 votes for Nancy Ginger (Regular member)
 - ii. 8 votes for Joni Falvey (Regular member)
 - iii. 1 vote for Charles Cox (Regular member)
 - iv. 9 votes for Benny A. Jenkins (Local Historic District member)
- d. Recommendations from HPC go to BOC and must meet membership requirements.

ACTION: Approval of the recommended applicants for next 3-year term of the HPC.

Motion: David Bennett

Secunder: Charlotte Jenkins

Vote: Motion carried 9-0

7. New Items

A. Staff Updates

- COAs: One major work COA planned for January meeting.
- CLG grant: cemetery cleaning workshops and historic tax credit workshops. RFP did not result in any proposals. Sent out for second time with expanded timeline.
- Local Historic District Grant program is suspended due to conflict with the State constitution.
- Phase I – Archaeological Investigation of 0 and 300 N. White Street (South of the Ailey Young House is being contracted. This study will inform the upcoming Master Site Plan project for the Ailey Young House/Gateway Park project.
- Staff has drafted RFP's for the Master Site Plan Project and a structural analysis of the foundation.
- Courtney Hotchkiss accepted a position with NC State University to conduct post-doctoral research. The Planner I – Historic Preservation position has been posted and will be filled as soon as possible.

B. Member Updates – No updates.

8. Adjournment

ACTION: Adjourn meeting.

Mover: David Bennett moved to adjourn at 7:30 p.m.

Secunder: Nancy Ginger.

Vote: Motion carried 9-0.

Duly approved in open session this day 23 January 2024.

Board Secretary

Board Chair