



## **REGULAR MEETING AGENDA**

**TUESDAY, MARCH 25, 2025, 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 25, 2025, 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
9. Adjourn



## Wake Forest Historic Preservation Commission Minutes

The Wake Forest Historic Preservation Commission met on **25 February 2025**, 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, Jason Mobraten, Joni Falvey, Allen Jenkins, Pamela Jeffries, Sarah Soleim.

**Historic Preservation Commission Members absent:** David Bennett, Andrea Radford, Angela Wright.

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

**Visitors:** Carol Dubber, Amanda Rambo, Janet Rose, John Hearn

### 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 25 February 2025.

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

**Second:** Joni Falvey

**Vote:** Motion carried 6-0

### 3. Approval of Minutes

**ACTION:** Approve January 2025 minutes as presented.

**Mover:** Jason Mobraten moved to approve the January 2025 minutes as presented.

**Second:** Allen Jenkins

**Vote:** Motion carried 6-0

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

No public comment.

## 5. Treasurer's Report

Paige Regna presented the Treasurer's Report for January 2025.

## 6. Public Hearing

**Public Hearing: COA-25-02:** A request from Janet Rose for Amanda Rambo, owner of 239 N. Main St, Wake Forest being Wake County Tax PIN 1841-43-9040, to approve roof replacement and secondary chimney removal.

Chairperson, Elizabeth Miller opened the public hearing at 6:32pm. Paige Regna, Planner 1-Historic Preservation, was sworn in to present the COA-25-02 application and staff report.

Jason Mobraten asked about the flashing material. Senior Planner, Michelle Michael, was sworn in and answered that the current flashing material is varied. The new flashing material will be consistent to avoid deterioration caused by incompatible materials.

Janet Rose, applicant, of Conway Design was sworn in and explained the project in detail and clarified a portion of the kitchen addition roof will be replaced with black rubber membrane. She also stated they had decided to use copper as the flashing material and roof material for the porch, side porch, and bay window. The slate roof will be replaced with CertainTeed Belmont shingles in the color Colonial Slate.

**Public Comment:** John Hearn, 126 North Avenue, Wake Forest, spoke in support of the project with no restrictions.

Elizabeth Miller closed the public hearing at approximately 7:00pm.

**ACTION:** To find that the application, specifications, and staff report meets the Secretary of the Interior's Standards for Rehabilitation and Wake Forest Historic District Design Standards.

**Mover:** Sarah Soleim made a motion to find that the application, specifications, and staff report for COA-25-02 meets the Secretary of the Interior's Standards for Rehabilitation and Wake Forest Historic District Design Standards.

**Second:** Jason Mobraten

**Vote:** Motion carried 6-0

**ACTION:** To approve the COA as presented or with conditions.

**Mover:** Allen Jenkins made a motion to approve the COA with two conditions: 1) Any changes to the application must be reviewed and approved by staff, 2) All required building permits must be obtained from the Town of Wake Forest Inspections Department before work is completed.

**Second:** Joni Falvey

**Vote:** 6-0

## 7. Old Items

### A. HPC Handbook Update

Paige Regna, Planner I- Historic Preservation, presented the final draft of the HPC Handbook for adoption.

**ACTION:** To adopt the HPC Handbook as presented or with changes.

**Mover:** Sarah Soleim moved to adopt the HPC Handbook with the condition that the public hearing procedure be changed so that conflict of interest is disclosed before witnesses are sworn.

**Second:** Joni Falvey

**Vote:** 6-0

### B. Strategic Planning Update

Michelle Michael, Senior Planner, presented the Strategic Planning Update and what the HPC and staff have done to implement items in the Wake Forest Historic Preservation Plan (2022). Joni Falvey said she would like to send letters to potential local landmark properties this year.

## 8. New Items

### A. Staff Updates

- The Northeast Community Walking Tour Brochures have been completed and delivered.
- CLG Grant FY 25 RFP for GPR at OBBC and FCBC received five proposals.
- CLG Grant FY 26 grant cycle is paused for now pending the federal funding freeze.
- The RFP to write National Register nominations for both churches will be released at the end of February or in March.
- The Wake Forest Public History Exchange is live.
- The HPC will research women in Wake Forest for Women's History Month in March.

B. Member Updates

- Beth Miller and HPC members discussed events that can replace the Home Tour. The HPC agreed that an Evening with the Homeowner would be a feasible event to put together. An event committee including Elizabeth Miller, Allen Jenkins, Joni Falvey, and Paige Regna was formed.

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

**Mover:** Allen Jenkins

**Seconder:** Sarah Soleim

**Vote:** 6-0

**The meeting closed at 8:17 pm.**

Duly approved in open session this day 25 March 2025.

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Board Secretary

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Board Chair