

DRAFT AGENDA

**Wake County Historic Preservation Commission
Monthly Meeting
Tuesday, April 14, 2026 -- 3:30 PM
Room 2800 – Wake County Justice Center
301 S. McDowell Street, Raleigh, North Carolina**

- I. Call to Order/ Roll Call**
- II. Approval of April 14, 2026 Agenda**
- III. Approval of March 10, 2026 Minutes**
- IV. Outreach Committee Report**
- V. Designation Committee Report**
- VI. Staff Report**
 - A. Principles & Standards Public Hearing – May 12
 - B. Preservation Celebration -- May 3, 2026 – Good Hope Baptist Church, Shotwell
 - C. Preservation Month Proclamation
 - D. Landmark/Roadside Marker Projects
 - E. CLG Training
 - F. Other
- VII. Old Business**
- VIII. New Business**
- IX. Other Business**
- X. Chair's Report**
- XI. Adjourn**

DRAFT AGENDA

**Wake County Historic Preservation Commission
OUTREACH COMMITTEE
Tuesday, April 14, 2026 -- 2:30 PM
Room 2800 – Wake County Justice Center
301 S. McDowell Street, Raleigh, North Carolina**

- I. Call to Order**
- II. Approval of April 14, 2026 Agenda**
- III. Staff Report**
 - A. Preservation Celebration -- May 3 @ Good Hope Baptist Church
 - B. Other
- IV. Other Business**
- V. Chair's Report**
- VI. Adjourn**

DRAFT AGENDA

**Wake County Historic Preservation Commission
DESIGNATION COMMITTEE
Tuesday, April 14, 2026 – 3:30 PM
Room 2800 – Wake County Justice Center
301 S. McDowell Street, Raleigh, North Carolina**

- I. Call to Order**
- II. Approval of April 14, 2026 Agenda**
- III. Staff Report**
 - A. Principles & Standards Update
 - B. Preservation Fund 2025/2026 Projects
 - C. Other
- IV. Other Business**
- V. Chair's Report**
- VI. Adjourn**

DRAFT MINUTES

**Wake County Historic Preservation Commission
Tuesday, March 10, 2026 – 3:45 PM Room 2800 – Wake County Justice Center
301 S. McDowell Street, Raleigh, North Carolina**

Members Present (7): Mr. Ed Morris (Vice-Chair), Mr. Jeff Hastings (Vice-Chair), Ms. Suzanne Prince, Ms. Peggy Beach, Mr. Dan Turner, Ms. Stephanie Ashworth, Ms. Karen Padgett, Ms. Judy Bass, Mr. Tom Carrigan

Members Absent (5): Mr. John McDougal, Mr. Brendan Feters, Mr. Nathan Guerin

Staff (3): Mr. Gary Roth and Mr. Jeremy Bradham, Capital Area Preservation, Inc. (CAP) Ms. Terry Nolan, Wake County Planning and Development Services Division

1. Call to Order/ Roll Call

Mr. Morris called the meeting to order at 3:45pm

2. Approval of March, 2026 Agenda

Approved as submitted.

3. Approval of February 10, 2026 Minutes

Ms. Beach noted that the Chair and Vice-Chair designations for Mr. Morris and Mr. Hastings should be corrected in the agenda and minutes. Upon a motion by Ms. Padgett and a second by Ms. Prince, the minutes were approved as amended.

4. Outreach Committee Report

Ms. Padgett reported that planning for the Wake County Preservation Celebration is actively underway. Good Hope Baptist Church has confirmed its participation and will provide tables, chairs, and food for the event.

Discussion included event logistics, coordination with church representatives, and preparation for a large turnout. Invitations are expected to arrive in the coming week. Mr. Turner noted that upon receipt, the invitations will be delivered to Mr. Bradham for processing and distribution.

Mr. Turner also asked that extra invitations be given to the church to be placed on the church bulletin boards.

Mr. Roth noted that additional outreach will include coordination with county communications for press releases and social media promotion.

Additional logistics discussed included:

- Coordination of refreshments and supplemental items such as bottled water or ice
- Confirmation of event accommodations

5. Designation Committee Report

Mr. Turner reported on ongoing designation and roadside marker planning efforts, including current project priorities, associated costs, and funding considerations.

Mr. Turner discussed several active and proposed projects, including the designation of the Utley-Horton Farm in New Hill. The estimated cost for the designation report is approximately \$3,500.

Mr. Turner also reported on the proposed Rand Mill roadside marker. He noted that the property is owned by the Town and that coordination will be required for installation. The estimated cost for the marker and associated work is approximately \$5,000. In addition, Mr. Turner discussed the Panther Branch Rosenwald School roadside marker, which will be prepared in-house. The estimated production cost for this marker is approximately \$3,500. Mr. Turner reported that the total estimated cost for the current program of designation and marker projects is approximately \$12,400, with approximately \$10,500 currently available. This results in a projected shortfall of approximately \$1,900.

6. Staff Report

- A. **New COA Procedures:** Mr. Roth reported that updated quasi-judicial procedures for Certificates of Appropriateness are being implemented following recent guidance and best practices reviewed at a State Historic Preservation Office staff retreat.

Mr. Roth stated that approved COAs will now require a formal written order prepared after the vote. The written order will reflect the motion and findings adopted by the commission and will be signed by the Chair. An affidavit of service will be included in the file to document delivery or mailing of the order.

Mr. Roth emphasized that the order serves to formalize and document the commission's findings and action.

Mr. Roth further reported that staff is refining internal procedures to ensure consistency with quasi-judicial requirements, including documentation standards and coordination with legal expectations.

Mr. Roth also reported that staff is adjusting the timing of COA submissions and staff report preparation so that staff reports are included in meeting packets alongside COA applications.

Cell Phone Policy for Quasi-Judicial Hearings

Mr. Roth stated that cell phones must be silenced and not used during quasi-judicial hearings. If use is necessary, the individual must state the reason on the record and excuse themselves from the room. It was noted that phone records, text messages, and other communications may be subject to subpoena in the event of an appeal or litigation.

(Mr. Hastings arrived during the Staff Report)

- B. **Principles and Standards Update:** Mr. Roth reported that the draft Design Guidelines are nearing completion, with the final deliverable due March 31, 2026. The goal is to bring the document forward for adoption in May. Mr. Roth acknowledged the work of staff, consultants, and county representatives in producing a comprehensive and usable document. He noted that previous public meetings were held in November and February and that the document has been refined based on those discussions as well as Staff edits and comments. Mr. Roth noted that additional public engagement will occur prior to adoption and that final comments will be incorporated before the document is presented for approval by this commission.
- N.B.** Ms. Nolan stated that she will send out a mailing to all landmark owners prior to the meeting where the document will be considered for adoption.
- C. **Preservation Celebration May 3, 2026 – Good Hope Baptist Church, Shotwell:** Mr. Roth reported that planning continues for the Preservation Celebration at Good Hope Baptist Church. He noted that the church has committed to hosting the

event and providing tables, chairs, and food, including wings. Coordination will continue with church contacts regarding final event details.

Mr. Roth stated that invitations are expected the following week and that they may also be placed in the church bulletin. He noted that event logistics still to be addressed include supplying cases of bottled water or ice, confirming whether a lactation room will be available, and coordinating the flow of the program. He reported that the program is expected to begin inside the sanctuary and then proceed outdoors for the roadside marker unveiling. Commission members are asked to arrive no later than 2:00 PM, with the formal presentation expected to begin around 3:15 PM.

Mr. Roth further noted that two large black flag covers will be needed for the unveiling and that the cost is expected to be modest. It was also noted that the state highway marker program could not loan unveiling covers for the event.

- D. Preservation Month Proclamation: Mr. Roth reported that Preservation Month coordination is underway and will include publicity and promotional support tied to the plaque presentation and roadside marker unveiling. He stated that county communications will assist with a press release, social media content, and related event publicity. Discussion also included broader outreach coordination tied to Preservation Month activities and event visibility.
- E. Potential Landmark/Roadside Marker Candidates: Mr. Roth reported on several active or proposed designation and marker projects. He noted that the Utley-Horton Farm in New Hill has been selected for landmark designation, with an estimated designation report cost of approximately \$3,500. He also discussed the proposed Rand Mill roadside marker, which would require consultant research and the production of the marker at a total of \$5,000.

Mr. Roth further reported that the Panther Branch Rosenwald School roadside marker will be authored in-house by Staff, with an estimated production cost of \$3,500. He stated that the current projected total for the active group of designation and roadside markers, including \$400 for one new landmark plaque, is approximately \$12,400, while \$10,500 is currently available, resulting in a shortfall of \$1,900.

QUERY: Mr. Turner asked if the Town of Garner would contribute to fill the gap in funds available. Ms. Padgett stated that she will talk with Town Staff and officials to that end. The town's cost would be \$2,500 to split the price of the research and the production of the marker itself.

- F. CLG Training: Mr. Roth reported that Certified Local Government requirements include mandatory training participation. He noted that at least three commission members must attend training sessions and that Wake County typically sends four members in order to exceed the minimum requirement. There is a tentative CLG training session in Durham on May 15, and Staff will follow up with SHPO to confirm this. Mr. Roth reported that Staff completed its training requirements in November at commission staff training hosted by SHPO. Three commission members are required to attend a full training day, and the potential May 15 session in Durham may present that opportunity.

7. Old Business: None.

8. New Business: Mr. Carrigan noted that the Town of Knightdale will be celebrating its 100th anniversary.

9. Other Business: Ms. Nolan said that Wake County GSA Staff will be coordinating with CAP Staff and the church leadership concerning details about the roadside marker installation.

10. Chair's Report: None.

11. Adjourned: Hearing no objection, the meeting was adjourned at 4:37pm.

Jeremy Bradham
Secretary