

## **HISTORIC PRESERVATION COMMISSION**

### **MINUTES**

**January 12, 2011**

**Members Present:** Louise Howard (Chairman), Alexis Cooke (Vice-Chair), Debra Ludas, Parker Schlink, and Sandy Smart  
**Members Absent:** Amy Dowdle and Johanna Trotter  
**Staff Present:** Agnes Wanman (Planner)  
**Guests Present:** Nancy Bates, Ricky Upchurch, Jennifer Lopez, and Martha Loftin

#### **CALL TO ORDER**

The meeting was called to order at 7:25pm by the Chair after a quorum was reached.

#### **APPROVAL OF MINUTES**

The minutes of the December 8, 2010 meeting were unanimously approved.

#### **PUBLIC HEARING AND COA CASE REVIEW**

**A. COA-11-1:** A request filed by Nancy Bates for a Certificate of Appropriateness to replace the concrete walkway between the sidewalk and the front porch, to replace the concrete strips along the driveway, to pave with concrete the currently unpaved parking pad at the end of the driveway, and to permanently cover the basement windows on the north side of her home at 409 North Main Street. .

Agnes Wanman, Nancy Bates, and Ricky Upchurch were sworn in or affirmed by the chair.

Agnes Wanman presented the application and staff report and submitted them into the record. The walkway and driveway strips are being replaced because they are very deteriorated. The new concrete strips will be wider than the original in order to better

accommodate modern vehicles. The parking pad at the back has never been paved but will be paved for convenience. The concrete for the project will be tinted to maintain the historic look of “old” concrete and avoid the bright “new” concrete look. The historic look of the grassed median will be retained. The two basement windows on the north side of the house by the driveway have been covered as a security measure because of their broken and poor condition. The applicant is requesting that they remain covered permanently. The next door neighbor contacted staff to give their support for the driveway project.

Nancy Bates testified that the windows were covered because they were never installed correctly in the first place, with no proper framing. The resulting windows could not be secured. Ricky Upchurch, the contractor, confirmed Nancy’s statements. He also stated that he had been trained in tinting concrete to create the old concrete look.

After general discussion Alexis Cooke moved to accept the Finding of Fact that the request meets the Secretary of Interior’s Standards for Rehabilitation because the historic integrity would be retained. Debbie Ludas seconded the motion which passed unanimously. Alexis then moved to accept the Finding of Fact that the request meets the Wake Forest Historic District Design Guidelines in that no character-defining feature will be removed and the features to be replaced will be matched in design, color, and materials. Debbie Ludas seconded the motion which passed unanimously. Alexis Cooke then moved to grant the COA with the condition that the replacement front walkway match the original in dimensions. Parker Schlink seconded the motion which passed unanimously.

## **TREASURER’S REPORT**

Durward Matheny is no longer on the HPC but will bring a Treasurer’s report to the February meeting.

## **PUBLIC COMMENT**

None

## **OLD BUSINESS**

- A. Review of the Christmas Historic Home Tour of 2010:** Agnes Wanman handed out copies of the financial figures we have so far. All bills have come in and have been paid. Our total expenses were \$6,137.85 of which the town paid \$2,412.26 out of the HPC account and the HPC paid \$3,725.59. The expenses breakdown was:

Advertising:	\$1,436.48
Printing:	1,757.41
Entertainment:	745.00
Supplies:	167.22
Miscellaneous:	2,031.74 (including signs, pre-tour party, & gifts)

The only remaining question is out much we will receive from the online sales. Therefore, we cannot calculate the profit.

Jennifer Lopez presented a report from the Woman's Club with some ideas for improving the tour next time. Included in this list is to develop a handbook which will guide future staff and committee members in planning future tours. This handbook would cover a step by step "how to" guide and copies of documents. The list also included developing a budget, based on the expenses of 2010. These 2 ideas will give a clearer idea to all committee members what to expect and keep future committee members from have to "reinvent the wheel". Another item was to make better use of email among the committee members so that it would be easier to communicate and conduct work between meetings. A clear written set of responsibilities and duties of docents should be adopted and communicated with both docents and property owners or property managers. The Woman's Club should take primary responsibility of communicating with both in this issue. (There were issues this year with both the seminary regarding Binkley Chapel and with the Wake Forest Baptist Church.) The pre-tour party should be retained and the door prizes should be expanded to include the docents, rather than separating out the property owners. Separating the groups deflates the energy of the party. Better attendance from the property owners is needed.

- B. Other:** Louise Howard reported that she had the rest of the bulbs waiting to be planted in the North Main Street median. She had hoped to get them out sooner but the weather has made it impossible. She asked if the HPC would cover the cost of labor for the planting, like it did for the initial bulb planting. Alexis Cooke moved for the HPC to pay for labor to plant the bulbs. Debbie Ludas seconded the motion which passed unanimously.

Agnes Wanman reminded HPC members about the opportunity to take a class at the Edgecombe Community College in their Historic Preservation Trades Courses. She and Park Schlink plan to take classes. Anyone else should contact Agnes.

## **NEW BUSINESS & ANNOUNCEMENTS (None)**

## **ADJOURNMENT**

The meeting was adjourned at 9:00pm.

Respectfully submitted,

---

Louise Howard, Chairman

---

Agnes W. Wanman, Secretary