



AGENDA

WEDNESDAY, MARCH 13, 2019

**7:00 PM REGULAR HISTORIC PRESERVATION COMMISSION MEETING
GROUND FLOOR TRAINING ROOM, TOWN HALL
301 S. Brooks Street, Wake Forest, NC**

7:00 pm Regular Business

1. Call to Order/Roll Call
2. Approval of the Agenda
3. Approval of Minutes of the February 13, 2019 Regular Meeting.
4. Public Comment (limited to 3 minutes per person) The HPC is interested in hearing your concerns, however, speakers should not expect Commission 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. Thank you for your consideration of the Historic Preservation Commission, staff and other speakers.
5. Treasurer's Report
6. **Public Hearing: Consideration of Updated Design Guidelines for the Wake Forest Local Historic District and Locally Designated Historic Landmarks**
7. **Public Hearing COA 19-4: A request from the Town of Wake Forest to install a temporary construction access and parking at the Ailey Young House, 320 N. White Street, being Wake County PIN 1841526894.**
8. Old Business
 - A. Current and New Budget
 - B. CLG Grant
9. New Business and Announcements
 - A. Update on Resident Survey
 - B. Other Announcements
10. Adjourn



TOWN *of*
WAKE FOREST

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HISTORIC PRESERVATION COMMISSION MINUTES

GROUND FLOOR TRAINING ROOM

WAKE FOREST TOWN HALL

WEDNESDAY, FEBRUARY 13, 2019

7:00 PM

Commission Members Present: Ellen Turco (Chair), Beverly Whisnant (Vice-Chair), Andrea Radford, Cathy Jamison, David Bennett, Jim Dyer, Sandy Smart, Greg Harrington (BOC)

Members Absent: Paige Bivens

Staff Present: Michelle Michael (HPC Staff Liaison), Eric Vernon (Town Attorney)

Guests: Kyle Smalling, Leeann Tedder, Maegan Spontak, John Beddingfield, Margaret Caton, Marcia Klinder-Brady, Ema Godfrey, Tracy Gill, Stuart Shirey, Jennifer Smart.

1. CALL TO ORDER/ROLL CALL

Chairperson, Ellen Turco called the meeting to order at 7:00 pm. She asked for roll call. The members present stated their names for the record.

2. AGENDA

Chairperson Turco asked if there were any changes to the agenda. There being none, Beverly Whisnant motioned to approve the agenda, Andrea Radford seconded. There was no discussion and the motion passed unanimously (7-0).

3. APPROVAL OF THE MINUTES

Chairperson Turco asked if everyone had the opportunity to review the minutes from the August meeting and if there were any changes. Sandy Smart moved to approve the minutes from the January 9, 2019 regular meeting, Jim Dyer seconded the motion, there was no discussion and the motion passed unanimously (7-0).

4. PUBLIC COMMENT (limited to 3 minutes per person) There were several members of Glen Royal Mill Village present to speak to the Historic Preservation Commission. Staff asked for audience members to sign in on the sign-up sheet so that staff can reach them in the future. The first speaker handed out materials to each member of the Commission illustrating a home at 712 Elizabeth Avenue that is currently being renovated. She began her talk that she and her husband moved to the mill village in 2012. They specifically moved there because of the character of the neighborhood. In conducting research, she found that Glen Royal is the only intact mill village in Wake County. They purchased a 1905 mill house at 709 Mill Street, and since 2012 has spent thousands of hours restoring the mill house. They are currently removing vinyl siding. The new year, 2019, brought the construction at 712 Elizabeth Avenue which is the house directly behind theirs. It was a 1910 mill house and she and her husband were under the impression that being in a historic district meant they would be protected. The handout shows a red arrow that points to her kitchen window. Preserving the Past for the Future is the Historic Preservation Commission's motto, what can the commission do to prevent this from happening. Is it only a matter of time before all of this is lost? She thanked her neighbors for coming to support the mill village.

Another member of the audience stated that there is a plaque on her house that states National Register of Historic Places. She asked what the rules for that designation are, her understanding is that the house can't be torn down but was is considered torn down. Are there any restrictions on new construction that would require it to comply with the character?

John Beddingfield, 702 Mill Street, asked if the town is going to pave the road.

The earlier audience member asked if they could change the roofline as part of the approval process or if that was done after the permit. It completely changed the look of the house and she wanted to know if that was approved by the planning department.

Chairperson Turco thanked everybody for coming and letting the Commission know about the issue. She stated that there are some common historic district questions that a lot of people have including some who are not here tonight. She asked staff if she could quickly summarize the types of districts and what they mean. Staff responded yes.

Staff started by saying she can provide information about the difference between National Register and Local Designation. She continued, Wake Forest has three National Register Historic Districts; the Mill Village, Downtown, and the Greater Wake Forest National Register District that includes the Local Historic District. National Register designation is mostly an honor, its mostly recognition of the Nation's historic places. It is administered at the Federal Level by the Department of the Interior through the National Park Service and through the State by the State Historic Preservation Office. There are not any restrictions placed on National Register properties at the Federal or State Level. In Wake Forest, there is a Demolition of Historic

Structures Ordinance. Therefore, if a National Register property was proposed for demolition it would require review from the Historic Preservation Commission. A member of the audience asked what the definition of demolition is. Ms. Michael responded that demolition is defined as removal of a property from the site. The original portion of the subject house is still on the property.

Staff continued, the difference between that and Local Historic District and in Wake Forest we only have one local historic district which includes the properties on N. Main Street, South Avenue, and North Avenue. The difference is that the Local Historic District is adopted by ordinance of the municipality that allows the Historic Preservation Commission to make decisions regarding any exterior change to a property in the local historic district. The only way the town can regulate exterior changes to that level in the Mill Village is if the neighborhood wants to become a local historic district. Staff continued that the Historic Preservation Commission and staff can investigate that option. Staff added that the Planning Department does have the ability to review and provide general guidance on new construction or infill construction in National Register Historic Districts but its very limited based on the General Statutes.

Chairperson Turco added that she also lives in a National Register district and the same concerns. She went on to mention that the Commission has a set of design guidelines that they use to make decisions about exterior changes in the Local Historic District and that members of the neighborhood may want to look at those to see if they think they could abide by those standards for their neighborhood. If there is enough support in the community, the HPC can ask the Town to study the district for inclusion as a local district.

A member of the audience stated that a relative built a new house in the mill village and had to follow guidelines so what is the difference between that house and the house they are talking about tonight. Staff responded that the relative's house would fall under new construction or infill in a historic district while the subject house is technically not a demolition and rebuild, it is an existing house that has been renovated.

Chairperson Turco stated that the HPC is charged with advising the Board of Commissioners on matters involving historic preservation and she is also concerned that if more houses are treated in this way, the neighborhood will no longer be eligible for listing in the National Register. The Town does have the tools to preserve the neighborhood, if the community is willing to become a local district, it would protect it.

Sandy Smart asked what the first step would be for the neighborhood to seek local designation. Staff responded, that the first step is for them to come here as they have tonight. They will need to talk to their neighbors to seek consensus and staff is happy to hold a public information meeting about historic districts. Staff continued that ultimately, it is up to the neighborhood to go

to the Board of Commissioners to say you want this. A member of the audience asked if there was a percentage requirement. Staff responded that she doesn't know if there is a percentage, but a majority would be ideal.

Cathy Jamison stated that it seems like the group cares a great deal about their homes and the neighborhood and that now is the time to act to see what the best way is to protect the neighborhood. Sandy Smart asked what they need to do. Staff responded that she has received several phone calls and emails about the renovation project and thought it would be a good idea to send out a property owner survey to the Mill Village. She drafted a five questions survey which can be changed to send out and asked the group if that seemed to be a good first step. She read the questions to the group. She added that the question about the tax credits is included to raise awareness that National Register listing does avail certain benefits if the standards are followed. A member from the audience stated that she had a neighbor who tried to get the tax credits and they weren't allowed to add a bathroom. These houses are small and there needs to be more flexibility, she wishes there was protection that was more in the middle.

Staff stated that she will take the issue back to the Planning Department to see if there is anything we can do under the parameters of the General Statutes. She also stated that she would send out the surveys as soon as possible to get some idea of the neighborhood position on the development.

A member of the audience stated that she wished something would have prevented the monstrosity. Cathy Jamison responded that we can't do anything about that, but we can put something in place to protect the historic district in the future. The audience member said it sounded like local district was the only way to protect the district. Sandy Smart stated that he lives in the local historic district and its not difficult to follow the guidelines. Jim Dyer added that he built a new house on North Main to fit in to the historic district. Staff added that they are at the right place, the Historic Preservation Commission wants to see the historic districts preserved. A member of the audience asked how many people they had to have to agree and staff responded probably a majority. She added that it is up to the Board of Commissioners to make the decision. Chairperson asked if there were any other comments, there being none she thanked the group for coming and bringing the issue to the Commissions attention.

TREASURER'S REPORT

The Staff Liaison read the Treasurer's Report as received from the Finance Department explaining that all the house tour income and expenses have not posted yet. The beginning balance as of December 28, 2018 was \$62,876.58 with interest earned of \$69.42, for an ending balance on January 27, 2019 of \$62,946.00. Activity not reflected in the bank statement is a ticket sale deposit of \$2,660.00, the Woman's Club share from the profit of \$13,614.40, estimated expenses of \$4,569.50 and estimated taxes due of \$2,794.50. Estimated balance of all

income and expenses paid is \$44,627.60. The balance includes \$1,011.00 set aside for the Ailey Young House which does not reflect the \$500 donation at the end of the year. Jim Dyer moved to accept the Treasurers Report, Cathy Jamison seconded. There was no discussion and the motion passed unanimously (7-0).

Public Hearing: COA 18-8 A request from Leeann Tedder to construct a prayer garden near the sidewalk adjacent to the Wake Forest Baptist Church Office at 118 E. South Avenue being Wake County PIN 1841416193. Chairperson Turco opened the public hearing for COA 18-8 and asked if any members had a conflict of interest. Beverly Whisnant stated that she is a member of the Wake Forest Baptist Church and was asked by another member about the project. Town Attorney, Eric Vernon asked her if she would be able to make an impartial decision. Ms. Whisnant responded that she did not. Cathy Jamison stated that she is also a member of Wake Forest Baptist Church but did not think that membership would impair her ability to make a fair or impartial decision. Mr. Vernon asked if the Commission wanted to make a motion to recuse, there was no motion. No motion for recusal was made. Ms. Turco asked for staff and anyone in favor of the application to come forward and be sworn. Michelle Michael and Leeann Tedder were sworn in by Attorney Vernon. Staff Liaison began by submitting the COA Application, staff report and all substantiating information into the record. Those items were accepted into the record by Attorney Vernon.

Ms. Michael read the staff report beginning with an aerial map of the property and the approximate location of the proposed garden, the application, survey and the drawings. The proposal is to build a wooden pergola with planted vines near the public sidewalk for use as a prayer garden. An accessible walkway will be constructed to the pergola from the public sidewalk. There will be a small box (like a mail box size) built adjacent to the pergola with notes and pens so that visitors can add a prayer or message to the garden. It will be maintained weekly by a small committee including Ms. Tedder. The Baptist Church has approved this use on their property per letter the included in the application. One of the requirements from the town of Wake Forest is for it to be accessible which requires a hardscape walk and a place to turnaround inside the pergola. Staff added that the adjacent sidewalk is a public right-of-way and that Mrs. Tedder has additional information to offer in her testimony about changes since the application was initially submitted. Staff continued that she had concerns about digging in the area because the Sanborn Insurance Map shows outbuildings in the area that may have archaeological importance. However, the GIS specialist was able to overlay the survey, the Sanborn Map and the aerial to illustrate that the prayer garden will not interfere with the location of the former outbuildings. Ms. Michael showed photographs of the site to illustrate the location of the pergola. Staff warned the group that this project has been challenging for staff because it doesn't fit into a specific category of project, which is why it is dated 2018 for its submittal date, it has been through the Planning staff, Community Development staff, Inspection staff and Historic Preservation staff and Mrs. Tedder has been incredibly patient through the process. Staff stated that it was difficult to analyze under

the standards and guidelines so the HPC will have to determine if the project meets the standards. Staff used the following standards from the Secretary of Interiors Standards for Rehabilitation to analyze the project:

2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided. ***The changes proposed will not remove any distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property.***

8. Archaeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken. ***The proposed project appears to be north of the location of an outbuilding illustrated on a Sanborn Map. If there is any inadvertent discovery of artifacts or foundations, the applicant will stop work and contact the Preservation Planner immediately.***

9. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property and its environment. ***The proposed pergola will not destroy historic materials, features, and special arrangements that characterize the property. The new work will be obviously new but small to not detract from the historic property.***

10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the property and its environment would be unimpaired. ***If the pergola and walkway are removed in the future the essential form and integrity of the property and its environment will be unimpaired.***

In addition, staff found the following guidelines from the Wake Forest Local Historic District Design Guidelines to have relevance regarding this project.

XVIII: Driveways, Walkways, and Parking Lots

To Do: 1) Site new driveways, walkways, and parking areas so that the topography of the site and significant features such as mature trees are maintained. ***The proposed project will require minimal grading to provide a sidewalk and floor inside the pergola for accessibility. The other ground disturbing activity will include digging the post holes. The project appears to be out of the footprint of the historic outbuilding on the site and care will be taken to avoid the tree roots of the adjacent magnolia.***

XIII: Vernacular Forms

To Do: Introduce new features with care and only on non-character defining elevations and in locations that do not compromise the overall historic character of the historic building or damage distinctive wall materials or details. ***The project presents an interesting case because it is proposed on a parcel separate from but adjacent to a historic structure. It will not be set back behind the main wall plane of the adjacent structures but will be off to the side for proximity to the sidewalk and will not obscure any view of the historic structure. The HPC will determine if the project does not compromise the overall historic character of the building or district.***

XXV: New Construction and Additions

To Do: 1) Site new construction so that it is compatible, in setback from the street, spacing and distance between building, and orientation, with neighboring buildings that are important in defining the overall character of the historic district. ***The pergola will be constructed off to the side at the edge of the property and district with the appropriate lot setbacks. Though it will be a different setback than the adjacent house and closer to the sidewalk, it is on a separate parcel. The HPC will determine if it is compatible.***

XXV: New Construction and Additions

To Do: 2) Design new construction and additions so that the overall character of the site, including topography, important site features and distinctive views, are retained. ***The proposed pergola and prayer garden will not diminish the overall character of the site, including topography, important site features and distinctive views.***

To Do: 4) Minimize site grading and plan construction so that mature trees and other significant site features, including archaeological features, are protected from damage during construction. ***The proposed project will require minimal grading to provide a sidewalk and floor inside the pergola for accessibility. The other ground disturbing activity will include digging the post holes. The project appears to be out of the footprint of the historic outbuilding on the site and care will be taken to avoid the tree roots of the adjacent magnolia.***

Staff offered the following findings for the Commission's consideration:

1. Based upon the information contained in the application, specifications, and staff report, the Commission finds that the project meets Secretary of Interior Standards for Rehabilitation
2. Based upon the information contained in the application, specifications, and staff report, the Commission finds that the Prayer Garden is appropriate regarding the Wake Forest Historic District Design Guidelines, in that it is or is not compatible with the special character of the

Staff recommended approval if the HPC finds that the proposed project is compatible given its specific circumstances.

Staff asked if there were any questions regarding her presentation. There were none. Chairperson Turco asked if there was anyone to speak in favor of the application. The applicant, Leeann Tedder raised her hand and came forward to be sworn. Attorney Vernon swore her in to provide her testimony in support of her application. Ms. Tedder, 122 South Avenue, provided a power point to update some information. They will change the walk way to a four-foot wide walkway with a six-foot turnaround for ADA accessibility. The tags will be a material that will not disintegrate. The posts will be made from cedar and the walkway will be of cobblestone like material. The vines will provide a place for the tags to hang. The English ivy is an invasive, so a substitute will be found. Jim Dyer asked about the size of the posts. Ms. Tedder stated that she didn't have a defined dimension of the posts but would do what is recommended. Mr. Dyer and Mr. Smart recommended the posts be 6" x 6" or 8" x 8" to support the span.

Chairperson Turco asked if there were any other questions for Ms. Michael or Ms. Tedder. There were none. She asked if there was anyone to speak in opposition, there were none. She closed the public hearing and asked for a motion or for discussion among the membership. Jim Dyer said he would approve it with the condition of using 6" x 6" posts minimum. Beverly Whisnant made a motion to accept the findings of fact from staff for COA 18-8 and approve that this project meets the standards and guidelines, Sandy Smart seconded the motion. Chairperson Turco asked if the motion includes Mr. Dyer's condition of the minimum 6" by 6" posts, stopping for archaeological remains, meeting ADA, care of the magnolia roots, and using appropriate vegetation? Ms. Whisnant stated that her motion did include those conditions as in the staff report and Mr. Dyer's additional condition, Ms. Turco asked if there was any discussion, there was none, she asked for a vote in favor which was unanimous (7-0).

- 5. Public Hearing: COA 19-2 A request from the Town of Wake Forest to replace the roof, roof structure, and construct part of the chimney in-kind at the Ailey Young House, 320 N. White Street, being Wake County PIN 1841526894.** Chairperson Turco asked if there were any members of the HPC who had a conflict of interest or needed to disclose any ex-parte communication. Ms. Turco stated that this is an unusual case because we are approving our own project and asked the Town Attorney for guidance. Attorney Vernon stated that is within the powers of the HPC to consider projects on behalf of the town. Because the staff is also responsible for managing projects on behalf of the town and the public nature of the meeting, there is not a conflict of interest for this situation if we are following the procedures. Beverly Whisnant offered that she feels recusal is appropriate in this case as she serves on the Ailey Young House Steering Committee who is overseeing the project and made these decisions specifically the chimney and the roof project. Attorney Vernon stated that it is obvious there is no financial interest but asked her if she could be impartial given her involvement and she stated

she could not. Attorney Vernon thanked her for her candor and left it to the commission to make a motion of recusal if they deem it appropriate. Ms. Turco made a motion to recuse Beverly Whisnant from the proceedings for COA 19-2, Cathy Jamison seconded the motion and it was approved unanimously (7-0). Ms. Turco opened the public hearing and asked for those to present come forward. Michelle Michael, staff liaison for the HPC and Brendie Vega, Assistant Planning Director (applicant) stepped forward and were sworn. Staff submitted the COA and all substantiating information including the staff report into the record. Staff offered that the applicant is the Town of Wake Forest and facilities manager, Mickey Rochelle. He was unable to be at the meeting so Brendie Vega, Assistant Planning Director is present to represent the applicant if there are any questions.

COA 19-2 Proposed Exterior Changes to 320 N. White Street. The proposal is to replace the roof structure and standing seam metal roof in kind to match the existing. Reconstruct the chimneystack above the roofline in kind to match the original which is still extant below the roofline as closely as possible. Repair and replace board-and-batten siding in kind to match the original. Construct operable shutters for the windows for security and operation. Staff showed photographs and drawings of each of the areas to better explain the project. The State Historic Preservation Office has reviewed and approved the projects because they are funding it. For the purposes of analysis, this project staff believes the following standards and guidelines have relevance:

Under the Secretary of Interiors Standards for Rehabilitation, standard 2 the historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided. *The character of the property shall be retained and preserved. Any materials that is deteriorated beyond repair will be replace in kind matching the original as closely as possible in regard to design, color, texture and materials.*

Standard 5, distinctive materials, features, finishes, and construction techniques, or examples of craftsmanship that characterize a property shall be preserved. *The roof, roof structure, board-and-batten siding and the construction techniques will be preserved and where replacement is necessary replicated to match as closely as possible.*

Standard 6, deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires replacement of a distinctive feature, the new features shall match the old in design, color, texture, and where possible materials. Replacement of missing features shall be substantiated by documentary and physical evidence. *Much of the existing roof structure was severely damaged by fire and is deteriorated beyond repair in most cases. Any structural members that retain integrity will be maintained in place or repaired those deteriorated beyond repair will be replaced in-kind to match as closely as possible. The existing metal roof has*

exceeded its useful life and will be replaced. The proposal is to repair where possible and replace in kind where necessary matching the original materials in design, color, texture, and materials as closely as possible.

Standard 8, archaeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken. ***The contract requires that a tarp will be put down over the site to protect any archaeological resources and not add to the debris field.***

The following were applied from the Wake Forest Local Historic District Design Guidelines, Chapter VI. Roofs, ***To Do:***

- 1) Roofs on buildings featuring these effects should be preserved and maintained in their original conditions because to alter them would be to alter an interesting and vital element in their designs. ***The proposal is to replace the roof and all associated structure in-kind to match the original as closely possible.***
- 2) If an original roofing material is not readily available, every effort should be made to substitute a modern material that closely resembles the original in composition, size, shape, color, pattern, and texture. ***The applicant is proposing to replace the roof in-kind matching the original as closely as possible in regard to composition, size, shape, pattern, and texture. The existing roof is unpainted and rusted. The new roof will be painted gray to ensure the longest useful life of the metal roof.***
- 3) Preserve the original shape, line, pitch, and overhang of historic roofs. ***The applicant is proposing to match the original shape, line, pitch, and overhang of the historic roof.***
- 4) Preserve all architectural elements of the roof that define the character of the building such as but not limited to cupolas, chimneys, dormers, and turrets. ***The applicant is proposing to preserve all of the architectural elements of the roof that define the character of the roof including the roof form, structural supports, gable-end board-and-batten siding and reconstructing the chimney above the roof line.***

Chapter VII: Doors and Windows, ***To Do:***

- 2) Retain and preserve openings and details of windows and doors, such as trim, sash, glass, lintels, sills, thresholds, shutters, and hardware. ***The window and door openings will all be maintained. Only one door will be made for this project and it will match the original as closely as possible. There are no extant windows and the project is not proposing to replace them at this time. The project is proposing to build board-and-batten shutters that can be secured from the inside but opened when needed for light.*** Jim Dyer asked if the windows were going to be replaced. Staff stated not at this time for security it was

decided that the shutters would be a better option. Chairperson Turco added that windows could be installed in the future, staff agreed.

Staff offered the following findings for the Commission's consideration

1. Based upon the information contained in the application, specifications, and staff report, the Commission finds that the roof structure replacement, roof replacement and painting, chimney reconstruction, and other exterior repairs are appropriate according to the Secretary of Interior Standards for Rehabilitation, because the work proposed will be completed in kind to match the existing as closely as possible.

2. Based upon the information contained in the application, specifications, and staff report, the Commission finds that the roof structure replacement, roof replacement and painting, chimney reconstruction, and other exterior repairs regard to the Wake Forest Historic District Design Guidelines, in that all proposed work is being completed in kind to match the existing as closely as possible.

Staff recommended approval of the application and asked if there were any questions for her regarding the application, there were no questions at that time. Brendie Vega, having already been sworn, came forward and introduced herself as the Assistant Director of the Community Development Department and stated that the Town is anxious to get started and thanked the Historic Preservation Commission and Steering Committee for their work on the project. Jim Dyer asked if there is a completion date, staff responded no. There were no other questions and Chairperson Turco closed the public hearing. Sandy Smart made a motion to accept the findings of fact offered by staff and approve the COA as it meets the Secretary of Interiors Standards and Wake Forest Design Guidelines. Jim Dyer seconded the motion. Chairperson Turco restated the motion and asked if there was any discussion, there being none she asked for a vote and the motion passed unanimously (6-0).

6. Old Business

- A. **Historic District Design Guidelines Update Information.** Staff passed out printed copies of the draft guidelines to each member of the Commission. Ms. Michael let the group know that notification letters went out to all historic district and local landmark owners on January 30th, letting them know that an electronic version is available for review and there are hard copies at the museum and town hall for review. Staff presented a brief overview of the new guidelines to the group. The members were reminded that there would be a public information meeting on February 27, 2019 at the Wake Forest Historical Museum. The public hearing will be held at the regular HPC meeting in March.

B. Current and New Budget. Staff apologized that she has not had time to complete the draft budget but has a little bit of information to pass along for their consideration. She provided them a breakdown of the items they have approved annually which includes the parade sponsorship, membership dues, donations, and internship. Staff reminded the HPC that they provide \$1,000 for a summer intern and staff asks the Board of Commissioners for \$2,000 for a total of \$3,000 for a summer intern. Staff asked the HPC to consider adding \$500 to the internship amount for a total of \$1,500. That will help ensure we can keep them the whole summer. Jim Dyer asked what \$300 for the Christmas Parade covers. Staff responded that it provides a Gold level sponsorship to the Christmas Parade. The HPC name is added to sponsorship advertising and we enter a car in the parade and shows our support of WFD. Jim Dyer made a motion to approve, Sandy Smart seconded and the motion passed unanimously (7-0).

Ms. Michael made a new budget suggestion to add a small local historic district grant to their program. This grant would be whatever the HPC is comfortable with but she suggested offering 5, \$1,000.00 grants per year with the following conditions: 1) local historic district only, grant application required with an estimate of the work and approved COA (if required), grant will be awarded upon approved completion of project with invoices submitted, and grants will not be awarded to the same property owner within a two-year period. The cost to the HPC would be \$5,000 per year. Staff offered that the amount and the number is completely up to the HPC she just offers this suggestion as a beginning of the conversation.

Ms. Michael then suggested three ideas for the CLG grant program next FY which are due in March. This year we received a CLG grant to conduct archaeology at the Ailey Young House which will happen this spring. The first idea was property owner workshops for a cost to the HPC of \$2,500. A survey update of all properties constructed between 1958 and 1970 was the second idea for a cost of \$5,000 to the HPC. Finally, a virtual tour of the East End neighborhood was the last idea for a cost of \$5,000 to the HPC. The membership asked what staff thought was the most viable and needed and staff responded the survey update is the most likely to get funding. She will check with the State Historic Preservation Office and get more information to present in March. Staff asked the HPC members to bring any ideas they may have for grant projects to the next meeting. Andrea Radford asked what the grant schedule looks like. Staff responded that the applications will be due in March, notifications of award usually go out in June/July and then contracting and solicitation of RFPs happen in early fall with completion by August the following year. Jim Dyer asked for staff to explain what is involved in a historic survey. Staff explained that a trained architectural historian documents each building on our list and determines if any of the buildings or areas are eligible for listing

in the National Register of Historic Places either individually or as part of a district. Beverly Whisnant asked if the fact that our African American community that grew up in Wake Forest is getting older would help our chances of getting funding for oral histories under this program. Ms. Turco asked if that is a project that we could partner with other agencies to complete, staff thought that it would be. Ms. Turco added that the benefit to completing the survey is that we can also update the map associated with the demolition of historic structures ordinance.

The last budget item staff recommended for this year's budget was new signs for the local historic district and sign toppers for the street signs. In light of the HPC's 40th anniversary, staff thought this a good idea to commemorate the anniversary. Unfortunately, she hasn't had time to get pricing information but will before the next meeting.

7. New Business and Announcements

- A. **Ethics Statement.** The Board of Commissioners has approved and now requires each commission or committee member to sign the ethics statement. Staff asked if there were any questions regarding the statement. There were none, so she asked the membership to pass their signed statements up to her for filing with the Town Clerk.
- B. **Resident Survey.** This was covered during the public comment period. The membership directed staff to send out the survey as soon as possible.
- C. **Election of Chairperson and Co-Chairperson.** Staff explained that Ellen Turco's first term as Chairperson has expired and she is eligible for a second, two-year term. Ellen's membership ends in 2020. Beverly Whisnant's first term as co-chair has expired, and she is eligible for a second, one-year term. Ms. Turco expressed that she is happy to continue serving but if there is someone else who would like to chair she is happy about that too. Beverly Whisnant stated that she did not want to continue as Co-Chair and would like to see someone else take that role. She recommended new member, Andrea Radford as co-chair due to her commission experience in West Virginia, Cathy Jamison seconded the motion to accept Ms. Radford as the co-chair and the motion passed unanimously (6-0), note that Sandy Smart had to leave the meeting. Jim Dyer made the motion to nominate Ellen Turco for a second, two-year term as Chair Andrea Radford seconded, there was no discussion and the motion passed (6-0). Staff thanked Beverly for her service and Ellen and Andrea for agreeing to serve.
- D. **Other Announcements.** Staff passed out tickets to the State of the Town. Staff notified the group that she approved one minor works COA for Tom Neal to replace his roof in-kind. Lisa Roberson resigned from the HPC in January. Staff asked the group if they wanted to recommend Jennifer Smart as a new member since she was selected as the alternate in the November recommendations to the Board of Commissioners. Beverly

Whisnant made a motion to recommend Jennifer Smart for membership on the Historic Preservation Commission, Jim Dyer seconded. There was no further discussion and the group voted unanimously to recommendation (6-0).

Jim Dyer made the motion to adjourn, seconded by and passed unanimously (6-0) without discussion. The meeting adjourned at 9:00 PM.

Respectfully submitted,

Ellen Turco, Chair

Michelle Michael, Secretary

