



## AGENDA

WEDNESDAY, APRIL 10, 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 March 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. **Continued Discussion: Consideration of Updated Design Guidelines for the Wake Forest Local Historic District and Locally Designated Historic Landmarks**
7. Old Business
  - A. Current and New Budget
8. New Business and Announcements
  - A. Update on Mill Village Resident Survey
  - B. Commissioners Reports from Preservation NC Conference
  - C. Announcements
9. Adjourn



TOWN *of*  
WAKE FOREST

301 S. Brooks Street  
Wake Forest, NC 27587  
t 919.435.9400

[www.wakeforestnc.gov](http://www.wakeforestnc.gov)

**HISTORIC PRESERVATION COMMISSION MINUTES**

**GROUND FLOOR TRAINING ROOM**

**WAKE FOREST TOWN HALL**

**WEDNESDAY, FEBRUARY 13, 2019**

**7:00 PM**

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

**Members Absent:** Ellen Turco

**Staff Present:** Michelle Michael (HPC Staff Liaison), Brendie Vega, (Assistant Planning Director), Sam Slater (Town Attorney)

**Guests:** John Hearn

**1. CALL TO ORDER/ROLL CALL**

Vice-Chairperson, Andrea Radford called the meeting to order at 7:02 pm. She asked for roll call. The members present stated their names for the record.

**2. AGENDA**

Vice-Chairperson Radford asked if there were any changes to the agenda. Staff Liaison, Michelle Michael stated that COA 19-4 the request from the Town of Wake Forest to construct a temporary driveway at the Ailey Young House has been withdrawn from the Town pending additional information. Therefore, that item can be removed from the agenda. David Bennett motioned to approve the agenda with changes, Beverly Whisnant seconded. There was no discussion and the motion passed unanimously (7-0).

**3. APPROVAL OF THE MINUTES**

Vice-Chairperson Radford asked if everyone had the opportunity to review the minutes from the August meeting and if there were any changes. Beverly Whisnant moved to approve the

minutes from the February 13, 2019 regular meeting, Cathy Jamison seconded the motion, there was no discussion and the motion passed unanimously (7-0).

**4. PUBLIC COMMENT (limited to 3 minutes per person)** There was no public comment.

#### **5. 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 January 28, 2019 was \$62,946.00 with interest earned of \$59.71, for an ending balance on February 27, 2019 of \$63,005.71. 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 \$44,687.31. 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, Paige Bivens seconded. There was no discussion and the motion passed unanimously (7-0).

**Public Hearing: Consideration of Updated Design Guidelines for the Wake Forest Local Historic District and Locally Designated Historic Landmarks.** Staff Liaison, Michelle Michael asked Town Attorney Sam Slater to introduce the public hearing since this is not a Certificate of Appropriateness Case. Mr. Slater explained that the Commission though the work of a sub-committee has been working on the updated design guidelines for some time. The HPC will hear the presentation from Staff and ask if any member of the public wishes to speak for or against. The Commission can ask questions regarding the proposed guidelines. Then close the public hearing for discussion and to render approval, approval with changes, disapproval and a recommendation to the Board of Commissioners. The public hearing has been noticed and the Town Attorney opened the public hearing for the consideration of the Updated Design Guidelines for the Wake Forest Local Historic District and Locally Designated Historic Landmarks. Staff Liaison, Michelle Michael asked Co-Chairperson Radford for permission to provide an overview of the process thus far and the draft guidelines. The process began in 2015 with a small committee including Ruth Ann Dyer, Jennifer Smart, Ellen Turco, Wayne Pratt, and Jeff Adolphsen. The group met monthly or bi-monthly for about two years to review draft text and revisions until now when we are ready to present the draft document for consideration.

Notification letters were sent to all residents of the local historic district as well as all owners of locally designated historic landmarks at the end of January. The notification included that hard copies of the Draft Guidelines were available for view at the Wake Forest Historical Museum and the Wake Forest Town Hall. In addition, an electronic copy was available on the town's website. The notification also informed the residents that there would be a public information meeting at

the Wake Forest Historical Museum on the February 27, 2019. A second notification was included in the mailing at the end of February about the March HPC meeting and your consideration of the guidelines tonight. There were about twelve people present at the public information meeting and there were good questions and comments.

Staff presented a power point illustrating the updates and changes to the guidelines. A lot of the changes are language from “To Do” and “Not to Do” to “Appropriate” and “Inappropriate”. The permit from the Historic Preservation Commission is the “Certificate of Appropriateness” so the language is now more in line with the permit that is issued. The Secretary of Interiors Standards for Rehabilitation continue to be the basis for the guidelines. The document is meant to be more user-friendly and as a guide to property owners, tenants, contractors, architects, and the Commission members. It is also meant to be a handbook for all historic property owners whether they live in the local historic district. The guidance can be applied to all historic buildings. Staff provided an overview of the different sections and chapters. The Board of Commissioners will vote to adopt the guidelines.

Under New Construction, staff pointed out that she would like to add fenestration pattern under number 2 to ensure the balance of the streetscape remains or is at least considered. Sandy Smart suggested that under fee schedule perhaps just add a link to where it can be found as this might be a long-lived document and fees may change frequently. He also suggested to add a date to the population number of the Seminary as that will also change frequently.

Under the Demolition of Historic Structures Ordinance there is very specific language regarding that Ordinance and how we review projects. In re-reading the guidelines for that section staff became concerned that there may be room for misinterpretation and wants to cite parts of the ordinance verbatim for clarity. Under number 6 it states it is important to work very closely with the Town of Wake Forest throughout the process, salvage materials should be identified... staff added that it is the applicant’s responsibility to manage the salvage operation including the identification of the salvage company, materials, and the execution of the salvage. That covers the updated guidelines and the changes we have received to date. Staff asked if there were any questions.

There were no questions and Attorney Slater asked if there was anyone in the audience who wished to speak for or against the design guidelines. Mr. John Hearn, 126 North Avenue asked to speak in favor and against the guidelines. Mr. Hearn came forward to make his comments. Mr. Hearn started by congratulating the committee who worked on this project. The COA chart, it answers a lot of questions. The flow chart about the process is also good. A couple of small points, an unnecessary hyphen and the reference to Wilson instead of Wake Forest. He continued by saying he was unclear about the use of inappropriate, for example, it is inappropriate to enclose a porch, but it may be approved for a side porch. If someone wanted to enclose their front porch with a

screen or with glass. Does that mean that their request will be denied? Automatically because of the word inappropriate. There should be a paragraph that explains that it is ultimately up to the board to decide if it is inappropriate or appropriate. He added that he wanted to speak on three different features:

1) It is inappropriate to puncture a roof for a utility. What about a dryer vent? Mr. Hearn said that he thinks that is too restrictive. What about a vent, or other relevant need.

2) Setbacks – A building setback should be no less than its neighbors. The lots are large and many of houses the setbacks are way back. That is a great restriction to set a new house that far back is too strict. The cost of land is so expensive that is too restrictive. In his opinion the language is too restrictive. There should be some flexibility.

3) The section on cemeteries. The term historic cemeteries is used but it is not defined. There is not a cemetery in the historic districts and the Town Cemetery is not listed in the National Register. He thinks there should be more clarity regarding what you can and can't do in a cemetery. Staff interrupted Mr. Hearn to let him know that the Town does have a historic landmark that is a cemetery, Friendship Chapel Missionary Baptist Cemetery is locally designated. Which is why cemeteries were specifically added to the guidelines. Mr. Hearn continued that there is a sentence that graves shall not be moved within the Town of Wake Forest. There is a state statute and laws and process that allows graves to be moved. It is contradictory to say that they can't be moved in the town. This section needs to be rewritten to be more specific to what defines a historic cemetery. He would like to see the HPC send it back to the planning department for revision.

Cathy Jamison said she had a question about setbacks, the Town of Wake Forest has specified setbacks under the UDO whether it is in a historic district or not, so what does that mean regarding the design guidelines. Staff Liaison, Michelle Michael stated that is true and will ask Ms. Vega, Assistant Planning Director for clarification. Ms. Vega stated that there are contextual setbacks in the UDO and that regular setbacks don't necessarily apply. In certain districts not just, the historic district the UDO may have minimums and maximums, but the usual setbacks don't apply, it would be within the context of the area. That is how the UDO and guidelines are written.

Ms. Jamison continued by saying that it would behoove the Commission to have more consistency regarding the setbacks so that a builder would understand what the different requirements are between the UDO and the Guidelines. It is a lot to walk through. Staff Liaison, Michelle Michael stated that if somebody is building a house in the local historic district, the Town has protected this district under ordinance and created a Historic Preservation Commission because it is important to the history and character of Wake Forest and its ok for them to walk through the process. Staff continued that Mr. Dyer walked through that process when he built his house on N. Main Street. In regard to the setbacks for the Dyer's house, the house to the south is smaller and has a more shallow setback so the Dyers were asked not to build the new house in closer to the street than that house. The house next door is on a much larger lot with a much deeper setback and it was not practical to match the deeper setback of that property. Staff reiterated that the decisions are ultimately up to the Commission to meet the guidelines and standards on a case by case basis.

Staff continued that at this moment in time there are not a lot of buildable lots in the Local Historic District. There may come a time when lots are being subdivided and when that time comes, the HPC does not have jurisdiction over subdivision only over the new construction that happens once its subdivided. The new guidelines are very similar to the old ones except the language is “to do” or “not to do”.

Staff added in response to Mr. Hearn’s comments regarding porches that the existing guidelines on page 95 under Vernacular Forms, under “Not to Do” number 6, “Don’t enclose front porches or other prominent entrances. The new guideline is the same except it states, “It is inappropriate to enclose front porches.”

Cathy Jamison asked if the porches on the A.C. Hall house at Pine and N. Main were enclosed before the guidelines in 1999. Staff confirmed that and informed the group that those porches were probably enclosed in the 1950s. Staff added that she cannot think of a house in the local historic district that has an enclosed front porch. Several side porches have been screened or glassed but not front porches.

Sandy Smart added that these are guidelines. Staff determines if the project meets the standards and guidelines based on the information provided in the application, but it is up to the Commission to determine if the project meets the standards and guidelines based on the information presented at the public hearing. Staff interjected that on multiple occasions the Commission has disagreed with staff’s recommendation. Mr. Smart agreed.

Beverly Whisnant asked if that specific guideline meets the Secretary of Interiors Standards? She added that if it meets the standard it should be kept in the guidelines. Staff looked up the Secretary of Interiors Standards and offered two of the Standards for the Commission’s consideration, Standard 5, “Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved” and Standard 2, “The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.”

Vice-Chairperson Radford added that in her previous commission experience that you have to be careful to set a precedent that will adversely impact the district. It is the Commission’s responsibility to protect the district.

Staff went back to Mr. Hearn’s concerns and stated that regarding the cemeteries, she will double-check the state statute to see if the Town has the authority to decide if a cemetery can be moved. Staff added that since she has been in Wake Forest, no cemeteries have been relocated within the town. All of them have been in Wake County and the County Planning Department has a process for grave removal and a staff person who oversees that program. Staff will see what is permitted and add that information into the section.

Beverly Whisnant asked if it would be best to make the corrections and additional research then bring it back to the commission at a later meeting. She asked if it was appropriate to make a motion at that time. Attorney Slater interjected that the public hearing is still open, and it needs to be closed before a motion can be made as part of the Commission’s discussion. The public hearing was closed, and Vice-Chairperson Radford asked if there was any discussion. Sandy Smart stated

that he would like to see language added that the Commission is charged with making decisions regarding the historic district. Beverly Whisnant added that a few sentences on how the Commission makes decisions. Attorney Slater pointed out that the Certificate of Appropriateness and how that is granted is included in the text as is the appeals process.

Sandy Smart added that there is no way to write this document to cover every circumstance that is why they are guidelines. Beverly Whisnant made a motion to allow staff the opportunity to investigate and make recommended changes and decide at the next meeting. Jim Dyer seconded the motion and the group unanimously agreed (7-0). Attorney Slater clarified that the hearing will be continued until the April meeting.

## **6. Old Business**

- A. **Current and New Budget.** Staff apologized she has a draft budget but has not been able to confirm the current balance with the Finance Department based on this year's expenditures. Staff offered the expenditures that they have historically approved including nonprofit organizations for donations and memberships and the Christmas Parade. Staff reminded the group that they also help fund the summer internship. At the last meeting the group approved an additional \$500 for a total of \$1,500 to ensure we can keep them the whole summer if they are available. The summer internship is matched with \$2,000 from the Planning Budget for a total of \$3,500. Staff reminded the group that since the planning budget is not in effect until July 1, the portion from the HPC pays for the internship from May 1 to July 1 and the planning budget pays for July 1 through the end of the summer. Another program staff presented at the last meeting is a small grant program for residents in the local historic district only.

Another expenditure is the CLG grant for which we apply annually. I presented three ideas to you at the last meeting. I spoke with the grants specialist and she thought the Historic Resources Survey Update (1958-1975) is most in line with the State's current priorities. The match amount for the Town is \$5,000. Staff will ask for a match of \$7,500. The CLG grant application deadline is the end of March and an approved match amount must be provided for the grant application. David Bennett asked regarding the property owners grant if we plan on 5, \$1,000 grants but we only get applications for 4, will that money roll over or be lost. Ms. Michael reassured him that the HPC funding rolls over since they have their own funding through the home tour.

The last item staff presented at the last meeting was to add street sign toppers to the local historic district streets in honor of the 40<sup>th</sup> anniversary of the ordinance, district, and commission. The sign in the median also has to be replaced since the one at North Avenue was hit by a car last year. The median sign will cost about \$2,500 to replace. It will be up to the commission to decide if we want to replace one sign or design new

signs. The town did receive an insurance check to replace the sign so there is funding to go towards the replacement of one median sign. The ballpark for the street sign toppers is \$2,500. Beverly Whisnant asked if they could freshen up the signs, the ones that are there are dated.

Cathy Jamison stated that she doesn't see anything wrong with the current sign and is in favor of just ordering one sign to match the existing. Beverly Whisnant stated that she would like us to update the signage. Staff interjected that if the HPC is going to support the street sign toppers than we should look at a rebranding and making the signage consistent. The downtown is getting a new sign at the underpass and there is new signage at the parks. Staff encouraged the group to pay attention to the signage in town so that we can make good decisions for the signage in the historic district.

Ms. Radford asked Cathy Jamison if she had a project idea she wanted to share. Ms. Jamison stated that she has had an ongoing concern about the storm drains and grates in the historic area. She stated that she doesn't think it's an HPC project but rather an item for planning or public works. She feels like they are too large and a danger because a child could fall in one.

Ms. Radford stated that she had an idea to share to possibly make money for the budget. She said that Historic Oakwood prints calendars to coincide with the home tour to raise additional money. The photographs are taken by the Capital City Camera Club at no cost. Beverly Whisnant stated that she wasn't sure calendars would sell like they used to. Sandy Smart added that we did a calendar during the home tour several years ago and said it wasn't very successful. Ms. Michael said that when she started in 2014 there was an ongoing calendar program to raise money for the Ailey Young house and its last year was 2014 because it did not break even. Beverly Whisnant added that the town prints the calendars. Cathy Jamison added that she had seen posters in other cities of the historic doors.

Beverly Whisnant asked if the budget was under consideration for the next meeting. Staff responded yes, but there is one item that needs attention this month, the CLG grant which is next on the agenda.

- B. **CLG Grant.** Staff has included \$2,500 in the planning budget to match the HPC for the Town's portion of the CLG grant (\$5,000). However, if her budget is not approved, the HPC will have to fund the entire match. There is also the option of turning down the grant if it is awarded. Staff explained that it is important for us to complete this project. The Demolition of Historic Structures Ordinance is tied to the 2008 inventory and

everything constructed before 1958. An updated survey provides us with the opportunity to update the town's inventory in regard to the Demolition Ordinance. Jim Dyer made a motion to approve up to \$5,000 for a matching grant for the Historic Resources Survey. Beverly Whisnant seconded, and the group approved the motion unanimously (7-0).

Staff will continue to work on preparing the budget for the HPC's consideration.

## 7. New Business and Announcements

- A. **Update on Resident Survey.** Staff informed the Commission that resident surveys were mailed to all property owners in the Mill Village National Register Historic District. Approximately 100 were mailed out on Friday, March 1. The survey is also available online. It will be open until March 30<sup>th</sup>. At that time, staff will make a record of the responses and report back to the Commission at the April meeting. Beverly Whisnant asked if it would be possible to make Mill Street a district since all the different house types are on that street. Staff responded that she didn't think so because one street does not accurately reflect the history of the mill village. That would exclude Brick Street which is very characteristic of the village.
- B. **Other Announcements.** The Archaeology Workshop at the Ailey Young House is scheduled for April 27<sup>th</sup> with a rain date of May 4<sup>th</sup>. This is our CLG grant for this year. Staff stated that one COA application has been received but has not been reviewed yet. Sam Slater made a point of clarification that the public hearing for the guidelines had been closed so it couldn't be continued with the motion that was made. He provided two options for the HPC, 1) move to reopen the public hearing and then continue until the next meeting or 2) determine that you have heard what you need to hear, and you will consider the guidelines and decide at the next meeting. Beverly Whisnant made a motion not to reopen the public hearing and to consider the guidelines based on the meeting notes. Sandy Smart seconded the motion and the Commission approved the motion unanimously (7-0).

Jim Dyer made the motion to adjourn, seconded by Sandy Smart and passed unanimously (7-0) without discussion. The meeting adjourned at 8:32 PM.

Respectfully submitted,

---

Ellen Turco, Chairperson

---

Michelle Michael, Secretary



