REGULAR MEETING AGENDA
WEDNESDAY, MARCH 10, 2021 6:30 PM

VIRTUAL MEETING VIA ZOOM https://zoom.us/j/97798749497
Webinar ID: 977 9874 9497

Contact Historic Preservation Staff at mmichael@wakeforestnc.gov or 919-435-9516 for information or visit https://www.wakeforestnc.gov/planning/historic-preservation

6:30 Regular Business

1. Call to Order/Roll Call

2. Order of business for virtual meeting – Chairperson

3. Approval of the Agenda

4. Approval of Minutes of the February 10, 2021 Regular Meeting

5. Public Comment (limited to 3 minutes per person) Online sign-up is encouraged at https://www.cognitoforms.com/TownOfWakeForest3/HistoricPreservationCommissionPublicHearingCommentForm . 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.

6. Treasurer's Report

7. **PUBLIC HEARING**: COA 21-02, an application from Charlotte Jenkins to replace the concrete walkway to brick at 413 N. Main Street being Wake County PIN 1841-53-3776

8. Old Business
   A. Commission Training – Follow-up questions/discussion
   B. CLG Grant Application – Historic Preservation Plan Update

9. New Business and Announcements
   A. Staff Update
   B. Other Updates, Business and Announcements

10. Adjourn

TOWN *of*
WAKE FOREST

301 S. Brooks Street
Wake Forest, NC 27587
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HISTORIC PRESERVATION COMMISSION MINUTES

VIA ZOOM

WEDNESDAY, February 10, 2021

6:30 PM

Commission Members Present: Andrea Radford (Vice-Chairperson), Beverly Whisnant, Paige Bivens, David Bennett, Sandy Smart, Nancy Ginger, Commissioner James Dyer (BOC Ex-Officio), Olivia Wilkinson (Youth in Government Ex-Officio)

Commission Members Absent: Darina Bender, Cathy Jamison

Staff Present: Michelle Michael (HPC Staff Liaison), Sam Slater (Town Attorney), Melanie Rausch (Planner I),

Guests: No Guests

1. CALL TO ORDER/ROLL CALL - In the absence of a Chairperson, the Vice-Chairperson shall run the meeting. Vice-Chairperson Radford called the meeting to order at 6:37 pm and conducted a roll call. Six members were present for the meeting. Staff liaison, Michelle Michael shared her screen for the group to follow the agenda. Michael announced the resignation of Cathy Jamison from the commission.

2. **AGENDA.** Andrea Radford asked for an approval of the agenda. Paige Bivens made a motion to approve the agenda. David Bennett seconded the motion. Vice-Chairperson Radford called each member present and the motion was approved unanimously (6-0).

3. MINUTES. Andrea Radford asked for an approval of the January 13, 2021 minutes as submitted. Sandy Smart moved to approve the minutes as submitted, David Bennett seconded the motion. There was no discussion. Radford called each member present, the motion passed (6-0).

4. PUBLIC COMMENT (limited to 3 minutes per person) Vice-Chairperson Radford asked if there was anyone who wished to make public comments. There were no public comments.

6. TREASURERS REPORT. The Treasurer's Report was submitted by the Finance Department showing a beginning balance on January 1, 2021 of $40,049.82 with interest added in the amount of $6.36 for an ending balance of $40,056.18. The balance included $1,011 set aside for the Ailey Young House. Nancy Ginger moved

to approve the Treasurers Report, Paige Bivens seconded the motion. There was no discussion and the motion passed unanimously by roll call vote (6-0).

7. **Public Hearing**: There were no COAs to review.

8. **Old Business**

A. Rules of Procedure Staff Liaison Michelle Michael reviewed rules of procedure required by NC General Statute 160D. Andrea Radford asked if COA approval can be signed digitally. Sam Slater responded that an electronic signature was fine. Sam Slater added additional information regarding the requirement of written decisions signed by the board chair at all Quasi-Judicial meetings going forward. Slater stated a written explanation of why particular decisions were made will be helpful with the new requirements of 160D. Andrea Radford asked for a motion to approve the Rules of Procedure Update. David Bennett motioned to approve. Paige Bivens seconded the motion. There was no additional discussion. The motion was approved unanimously (6-0).

B. Findings of Fact and Making a Motion Staff Liaison Michelle Michael reviewed the homework assignment announcing all board members completed the exercise correctly. A quick review of the exercise was completed with the determination that the proposed project did not meet the Secretary of the Interior Standards 2,3,5, and 6. The project did not meet the Wake Forest Historic Design Standards for roof materials with 1,2,3, and 4 applying to the proposed changes. Ms. Michael emphasized the importance of holding a discussion and stating the findings of fact during meetings, as they are necessary for the case to hold up in court. David Bennett asked if the numbers of local design guidelines and Secretary of the Interior standards should be specified during discussion of a COA. Ms. Michael responded yes. Mr. Bennett asked to further clarify if board members should write just the item numbers, write an explanation, or both. Sam responded both to maintain clarity. Michelle Michael stated the importance of detailed explanation for both approved and disapproved projects.

9. **New Business and Announcements**

A. Election of Officers – Chairperson and Vice-Chairperson Staff Liaison Michelle Michael initiated the election of officers. Chairperson Ellen Turco's position as chair ended in December, and Andrea Radford's position as Vice-Chairperson ended as of the February meeting. Michelle Michael asked if there were any nominations for a new Chairperson. Paige Bivens asked if Andrea Radford can be elected Chair if she is Vice-Chairperson now? Michelle Michael responded yes. Paige Bivens nominated Andrea Radford as Chairperson. David Bennett seconded the motion. Michelle Michael asked Ms. Radford if she was willing to serve. Andrea Radford stated yes. Ms. Michael asked Ms. Radford to call a roll call vote. The nomination was approved unanimously. Andrea Radford was elected Chairperson of the Wake Forest Historic Preservation Commission for her first term of two years. Andrea Radford asked for nominations for the open Vice-Chairperson. Paige Bivens nominated David Bennett. Beverly Whisnant seconded the motion. Michelle Michael asked David Bennet if he was willing to serve as Vice-Chairperson. David Bennett responded yes. Andrea Radford held a roll call vote and the motion was unanimously approved. David Bennett was elected the Vice-Chairperson for a term of one year of the Wake Forest Historic Preservation Commission.

B. Staff Update Staff Liaison, Michelle Michael provided details on the Town's Black History month webinars and announced the March 9th and 13th dates for the Northeast Community Plan public meetings. Ms.

Michael announced the revision of the Ailey Young RFP to paint the historic structure and hoped to release it the following week. Lastly, Ms. Michael announced CLG Grant applications are due in April, and the Town will be applying to update the Historic Preservation Plan which was last updated in 2012. The estimated cost for the update was determined to be around $50,000. Michelle Michael asked for any additional ideas for the CLG Grant, none were presented.

B. Other Updates, Business and Announcements. There were no additional updates.

10. Adjourn. Sandy Smart moved to adjourn. Nancy Ginger seconded the motion. The motion passed unanimously, and the meeting adjourned at 7:11 pm.

Respectfully submitted,

Andrea Radford, Chairperson	Michelle Michael, Secretary

413 N. Main St. PIN 1841535776

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1 inch = 100 feet

Disclaimer

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Certificate of Appropriateness

Major Work

Town of Wake Forest, NC
301 S. Brooks St.
Wake Forest, NC 27587-2932
TEL (919) 435-9510 | FAX (919) 435-9539

Project Overview #490196

Project Title: 413 North Main Street
Application Type: Certificate of Appropriateness
Workflow: Major Work
Jurisdiction: Town of Wake Forest (Wake County)
State: NC
County: Wake

GENERAL INFORMATION

Project Contact - Property Owner
Charlotte Jenkins

413 North Main St
Wake forest, NC 27587
P:9196188282
charlottejenkins600@yahoo.com

Project Contact - Applicant
Charlotte Jenkins

413 North Main St
Wake forest, NC 27587
P:9196188282
charlottejenkins600@yahoo.com

PROJECT INFORMATION

Project Address: 413 NORTH MAIN STREET (Unverified)
Current Zoning: GR5, General Residential 5
Description of Work: Replace broken concrete walkway from the sidewalk to the front door. The new walkway will be done in historically appropriate brick and will maintain the existing footprint of the original walkway.

Tax PIN: 0005496 (Unverified)
Land Use Type (General): Residential

Wake Forest Local Historic District
Certificate of Appropriateness (COA) Application
Staff Report

To:	Wake Forest Historic Preservation Commission
Date:	February 22, 2021
Case:	COA-21-02
Prepared By:	Michelle Michael

General Information

Applicant/ Property Owner:	Charlotte Jenkins 413 N. Main Street Wake Forest, NC 27587
Requested Action:	Replace concrete with brick on front walkway maintaining the existing (original) footprint.
Tax PIN:	1841-53-3776
Location:	413 N. Main Street
Lot Size:	.33 acres +/-
Current Zoning:	GR3
Property Description:	The property is located on the west side of N. Main Street in the block between Walnut and Juniper across from the Wake Forest Historical Museum property.

Special Information (from the Wake Forest Historic District Walking Tour Brochure

History and Significance: The Dickson House was constructed circa 1907 and is a good example of transitional architectural styling blending the Queen Anne with the Colonial Revival styles. Details include stained glass transom over the single entrance, large one-over-one windows, large wraparound porch with Doric-style columns and Palladian window in the front gable. The Dickson family operated a dry goods store in town. In 1941, Macon and Emily Becton converted the house to apartments. It was returned to a single-family residence in the late 20th century. The original concrete walkway at the same time as the sidewalks and median when US 1 was paved for the first time in the mid-late 1920s.

COA 21-02 Proposed Exterior Changes: The applicant is proposing to replace the concrete with brick in the front walkway. The location and dimensions of the walk will remain unchanged. The concrete is deteriorated beyond repair and the applicant is proposing to replace with brick. The brick will be historically appropriate.

For the purposes of analysis of this project staff believes the following standards have relevance:

The Secretary of Interiors Standards for Rehabilitation

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. *The project proposes to replace the current concrete walkway from the sidewalk to the front porch with brick to match that on the house foundation and stairs. The location and dimensions of the walkway will not change.*

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 historic property and its environment would be unimpaired. *The project as proposed could be removed in the future and the property would be unimpaired.*

Wake Forest Historic District Design Standards
Streets, Sidewalks, Driveways, and Parking

1.Identify, retain, and preserve original street patterns, circulation patterns, sidewalks, parking and materials.

b. Identify, retain and preserve sidewalks and walkways that contribute to the character of the historic district or local landmark. Preserve the materials, size, orientation, layout of sidewalks, pathways, and walkways as well as any significant edging materials such as walls or dry-laid and mortared stones.
Staff Analysis: The project has identified the front walkway to retain and preserve the original walkway. The concrete is deteriorated beyond repair and the applicant is proposing to replace the concrete with historically appropriate brick to closely match that on the house. The size, orientation and layout of the walkway will be preserved.

2. Protect and maintain historic streets, sidewalks and parking. *Staff Analysis: The applicant has maintained the walkway. The concrete is failing, exceeding its useful life. The project proposes to protect and maintain the existing, historic footprint of the walkway in regard to location and dimension but is proposing to replace the concrete with a historically appropriate brick to closely match that on the house.*

3. Repair historic streets, sidewalks, and parking in kind matching the original as closely as possible. *Staff Analysis: The concrete is deteriorated beyond repair. The applicant is proposing to maintain the existing footprint of the walkway from the sidewalk to the front porch. The project proposes to replace the concrete with a historically appropriate brick to closely match that on the house.*

4. Replace deteriorated historic streets, sidewalks, and parking their features and materials only if deteriorated beyond repair. If replacement is necessary replace in-kind matching the dimension, location, details, materials, color, and texture as closely as possible. *Staff Analysis: The project proposes to replace the existing concrete walkway from the sidewalk to the front porch with historically appropriate brick to closely match the brick on the house. The walkways dimensions and location will remain intact.*

5. It is appropriate to use brick, concrete, concrete pavers, stepping stones, and/or pea gravel for new walkways and driveways. Loose paving materials shall be contained within an edging material such as low brick retaining wall or concrete curbing. Loose paving should not spill out onto the public sidewalk. Landscape timbers are not appropriate within the public view. *Staff Analysis: The project proposes to replace the existing concrete walkway from the sidewalk to the front porch with historically appropriate brick to closely match the brick on the house. The original location and dimension (width) of the walkway will be retained and preserved.*

Proposed Findings of Facts

Staff offers 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 application to replace the concrete walkway with brick matching the original walkway dimensions **does/does not** meet the Secretary of Interior Standards for Rehabilitation and the Wake Forest Design Standards for the Local Historic District and Local Landmarks and **is or is not congruous** with the special character of the historic district.

Proposed Conditions

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

1.Any changes to the proposed project require review and approval by staff

2. The project will not damage the public sidewalk. Please coordinate with Public Works Streets Crew Supervisor, Tim Bailey before installation.