



AGENDA

WEDNESDAY, FEBRUARY 12, 2020

**6:30 PM REGULAR HISTORIC PRESERVATION COMMISSION MEETING
GROUND FLOOR TRAINING ROOM, TOWN HALL
301 S. Brooks Street, Wake Forest, NC**

6:30 pm Regular Business

1. Call to Order/Roll Call
2. Approval of the Agenda
3. Approval of Minutes of the January 8, 2020 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: COA 20-3 A request from Leeann and Michael Tedder to build a garage behind their home at 122 E. South Avenue Wake County PIN 1841415381**
7. Old Business
 - A. Historic Survey Update (1958-1975) – Heather Slane, HMWPreservation
 - B. Historic District Signage
 - C. HPC Grants – Application Review
8. New Business and Announcements
 - A. Election of Officers – Vice-Chair
 - B. Education Committee Update
 - C. Staff Update
 - D. Other Business and Announcements
9. Adjourn



TOWN *of*
WAKE FOREST

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HISTORIC PRESERVATION COMMISSION MINUTES
GROUND FLOOR TRAINING ROOM
WAKE FOREST TOWN HALL
WEDNESDAY, JANUARY 8, 2020
6:30 PM

Commission Members Present: Ellen Turco (Chair), Beverly Whisnant, Jennifer Smart, Paige Bivens, Darina Bender, Sandy Smart, Andrea Radford, David Bennett, Cathy Jamison.

Staff Present: Michelle Michael (HPC Staff Liaison); Sam Slater (Town Attorney's Office)

Guests: Commissioner Jim Dyer

- 1. CALL TO ORDER/ROLL CALL** Chairperson, Ellen Turco called the meeting to order at 6:34 pm and welcomed the Commission's newest member, Darina Bender, and explained that the first item on the agenda is the roll call where everyone states their name for the record. She asked for roll call. The members present stated their names for the record. Chairperson Turco asked Ms. Bender if she could introduce herself. Ms. Bender stated that she had lived in Wake Forest for eighteen years, she loves the history and historic district and is eager to help in any way she can. She involved in a project in International Student City in Copenhagen and has learned a lot about history and historic buildings and working with many different groups.
- 2. AGENDA** Chairperson Ellen Turco asked if there were any changes to the agenda. Paige Bivens moved to approve the agenda. Andrea Radford seconded the motion and it passed unanimously (9-0).
- 3. MINUTES** Chairperson Turco asked if there were any changes to the November 13, 2019, minutes as submitted. Cathy Jamison moved to approve the minutes as submitted, David Bennett seconded, and the motion passed unanimously (9-0).

4. PUBLIC COMMENT (limited to 3 minutes per person) The citizens in the audience chose not to speak during the public comment period.

5. TREASURERS REPORT. The Finance Department submitted the treasurers report from December, since the Commission didn't meet in December this will get us a step closer to being caught up. Staff read through the Treasurer's Report. The beginning balance on was \$39,710.51 with interest earned in the amount of \$45.26 An ending balance as of November 27, 2019 is \$39,755.77 including \$1,011 to be used for the Ailey Young House. Chairperson Turco asked if there is a motion, David Bennett moved to approve the Treasurer's Report, Paige Bivens seconded the motion. The motion passed unanimously (9-0).

6. Old Business

A. Annual Quasi-Judicial Training – Sam Slater, Town Attorney's Office – Michelle Michael introduced the training by bringing up the 10 Historic Preservation Commission No No's. Staff complimented the group on how they manage their meetings and that they do a really good job of being respectful of applicants, expressing potential conflict of interest, asking good questions. However, it never hurts to get a refresher. Number 9, not acknowledging the public during public meetings, don't have side conversations that are not captured on the record. Staff has heard from many applicants that they are nervous to come before the HPC. Staff always tries to let them know that the HPC is a good group of people and that there is nothing to be nervous about. It is intimidating to speak before a board. However, if there is side conversation, to the applicant it is distracting and can be perceived that you are not paying attention. If there was an appeal it could also cause an issue if it is not audible. Item number 6 discusses being prepared for the meeting, know your ordinance and your guidelines. The ordinance and the guidelines are the cornerstone of what we do. If you receive a COA packet or if you see something and check the guidelines and have a question, don't hesitate to call Sam or staff. Staff can't give guidance on a COA but can give general information.

The next no-no is about reviewing incomplete applications. If you receive an application that you feel is not complete or needs additional information, it is better to either table it and ask for additional information or deny it and ask for additional information. The General Statute states that the HPC has 180 days to make decision once a completed application has been submitted. Cathy Jamison asked to confirm when the clock starts. Attorney Slater stated that the clock will start once it is determined that the application is complete, then the HPC has six months to decide regarding the application. Darina Bender asked if the applicants can ask for support to complete the application if they have questions. Staff responded that's a good question. Staff stated that there is a set of standards that we require. Sometimes we will get an application that does not have any support information such as photographs or drawings and we will reach out to them to let them know what we need. If they contact me before they submit, I do let them know to submit as much information as possible to explain the project.

The next one is that it is better to table an application than to have a motion that is complicated, difficult to understand or has too many conditions. The HPC should not design the project in the condition. If it gets too complicated to follow the conditions in the motion it is better to step back.

The last one is the most important, we have to make defensible decisions. It is important to focus the conversation on the ordinance and guidelines rather than on taste or opinion. Instead of saying, I don't like that roof form, say something that leads you back to the guidelines, "I haven't seen that form in the historic district, how does this fit into our guidelines for roofs?" Chairperson Turco stated that while these are worded in the negative, another thing to avoid is saying things like, "oh, that's beautiful or that's going to look really nice." There were no other questions or comments, so Sam Slater passed out the General Statute, Ordinance, and Quasi-Judicial process.

The North Carolina Legislature allows for municipalities to form historic districts and historic commissions to oversee those districts. The legislation provides the framework for the ordinance and commission. In the Unified Development Ordinance, the powers and duties are laid out and there are a lot. If there are ideas for other than COA approval, the powers and duties give you ideas for other things the HPC can do. Cathy Jamison asked where she could find the UDO. Attorney Slater responded that it is on the Town of Wake Forest website, it is the Unified Development Ordinance. Staff explained that its in a readable/searchable PDF. Attorney Slater continued that the UDO is the Town's ordinance that governs development including the historic districts and local landmarks.

There are two functions of the HPC is legislative or quasi-judicial process. If there is an exercise of discretion it must be decided in the quasi-judicial process. If there is a uniform standard staff can make the decision administratively. Attorney Slater continued that quasi-judicial requires no conflict of interest, no ex parte communication, so that the HPC is fair and impartial. The burden is on the applicant to provide the information showing the project meets the standards. He continued by explaining that through the sworn testimony a person can come forward in opposition of the project. Chairperson Turco stated that it doesn't happen often but does that testimony have to be qualified? He responded that the process doesn't really lend itself to requiring expert testimony. The Historic Preservation Commission has let members of the public speak in favor or against it. We usually let people voice their concerns. Paige Bivens stated that because photographs included in the application and/or staff report it allows the HPC to understand exactly what is being proposed.

Attorney Slater asked in the last year has anyone had any real concerns. James Dyer (former HPC member) spoke from the audience and stated that the General Statute and all the ordinance sections are in the HPC Handbook. Staff responded that everyone gets a handbook when they come on the board. Attorney Slater added one more thing regarding the record. All the meeting is recorded. If someone were to appeal, they would be given a copy of the recording and take it to a court recorder for it to be transcribed verbatim. Everything that is said is on the record

so its important to be cognizant of that when speaking to the applicant, each other, and any witnesses.

Beverly Whisnant asked that if a member feels the discussion has been exhausted, is that the appropriate time to make a motion to move the process along or do we wait for the Chairperson to call for a motion? Attorney Slater responded that anyone on the Board can make a motion, receive a second and then discuss the motion. If the project discussion has been exhausted and everyone is comfortable with the motion, then no further discussion is necessary.

Chairperson Turco asked if only the applicant can appeal a decision from the HPC. Attorney Slater responded that anyone with standing can appeal. Ms. Turco asked who decides if the person appealing has standing. Staff interjected that the Board of Adjustment is the first step in the HPC appeals process. The next and final step is Superior Court of Wake County. Attorney Slater stated that the applicant obviously has standing, it may be that a next-door neighbor has standing, someone who just lives in the district may or may not have standing. Staff informed the group that in order to appeal a decision from the HPC the person appealing must file with the Town and pay a \$200 fee within 30 days of the decision. Attorney Slater added that appeals are heard on the record with no new testimony.

Staff stated that there are some things that the commission can do to gain knowledge and understanding of the processes. The first item is the Planning Board Academy. This is held annually and consists of four or five days where Planning Staff walks you though the planning process and how that works in North Carolina, Wake County and Wake Forest. For those who are interested it is a good opportunity. Members of the HPC can also attend other Town meetings, Planning Board, Design Review Board, Board of Commissioners. Attend neighborhood meetings when you are notified and find out what is planned and make comments. Regarding neighborhood meetings, those are the responsibility of the developer to seek information from concerned neighbors. Planning staff is not involved in those meetings and in many cases has not made a recommendation on the project before a neighborhood meeting. If you have questions or concerns about a development do not hesitate to contact staff. Lastly, please become involved in other planning efforts. Two projects coming up are the Comprehensive Plan and the Northeast Community Plan Update, both have historic preservation concerns and their input is welcomed. Staff offered as a word of caution that when speaking publicly, members are private citizens and are entitled to their opinions. It is very important not to speak as a member of the HPC. The HPC is a body of people rather than a single person, therefore the HPC must vote to name a spokesperson and approve the message.

Attorney Slater added one last important point regarding ex-parte communication, the only issue with ex parte communication is not disclosing that it happened. He will ask before a public hearing starts if there has been any ex-parte communication. If there is a member who has spoken about the project, he will ask if the member is able to make an impartial decision and then the HPC will decide if the member can participate in the public meeting. Everybody thanked Sam for his time and guidance.

B. Historic Preservation Grants. Staff has provided notification to four applicants that their grant application has been approved. There is one more grant available for this fiscal year, ending on June 30, 2020. One more out there. Everybody was happy to hear that they have gone well.

8. New Business and Announcements

A. Education Committee- There was no update from the education committee, but they are meeting in January to plan for the year.

B. Staff Update

1. Christmas Parade. One item that staff wanted to bring up was regarding the parade. As you all know we did not have the Christmas Parade. You did provide a \$300 sponsorship for the parade and staff recommended that the HPC let the donation stand in support of Wake Forest Downtown. Beverly Whisnant moved that the contribution to the Downtown Christmas Parade be left with Wake Forest Downtown, Cathy Jamison seconded, the vote was unanimous.

2. State of the Town Address. The Mayor's State of the Town Dinner starts at 6:00, the speech starts at 7 and we try to be done at 8. Board members are paid for by the Town, spouses/significant others need a ticket. February 17, 2020 at 6:00.

3. Spring Walking Tours are planned for Spring. Unfortunately, staff's project load is larger than usual, and she will have to limit the number of tours this year. Paige Bivens gave three tours last year and has volunteered to help again this year. If anyone else wants to give tours, just let staff know so staff can work with Communications to set up the registration.

4. The Architectural Survey Update (1958-1975). Five applications were received to complete the grant project and those were narrowed down to two. Two interviews were conducted, and the contract was awarded to HMW Preservation. Heather Slane is the consultant and she will come to the February meeting to introduce the project. A second meeting will be held at the end of the project to discuss her findings.

5. The November meeting will be on Veteran's Day; we need to move it. Chairperson Turco suggested the Tuesday before. Staff will let the Town Clerk know.

6. Ailey Young House. The roof is fifty percent complete and hopefully will be done before the February meeting.

7. Signage. We took the comments back to the Graphic Designer and she has incorporated the changes. There are two color options, brown and black with gold. Staff also showed an option to the sign topper, using a stand-alone street sign. Staff gave credit to Senior Planner, Patrick Reidy for coming up with the idea. The group liked the black and gold better than the brown. Instead of logos for the districts we thought the dates would be appropriate. Ms. Smart wasn't in favor of the 1820 for the Wake Forest National Register district because the Calvin Jones House was moved into the local historic district. Staff offered that the 1820 date will only be on the Wake Forest National Register Historic District Signs. Ms. Smart suggested that the date the college was established may be a better date. The Calvin Jones House is a stand-alone, earlier resource. Ellen Turco made a motion to approve the signs in Black and Gold with the dates 1899 for the Mill Village, 1834 for the Wake Forest Historic

District and the Downtown, Cathy Jamison seconded. As part of the discussion on the motion, Beverly Whisnant stated that Calvin Jones did name the town. Ellen Turco stated that she agrees with Jennifer and tying it to an event is good instead of the buildings. Chairperson Turco called for a vote and voted yes; the vote was unanimous. (9-0).

D. Other Business and Announcements – There were no additional announcements from the group.

Ellen Turco made a motion to adjourn, seconded by Cathy Jamison and passed unanimously (9-0) without discussion. The meeting adjourned at 8:56 PM.

Respectfully submitted,

Ellen Turco, Chairperson

Michelle Michael, Secretary



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

#353519

Project Title: Tedder Local Historic District

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Certificate of Appropriateness

State: NC

Workflow: Major Work

County: Wake

GENERAL INFORMATION

Project Contact - Property Owner

Leeann Tedder

122 e south ave
wake forest, NC 27587

P:9194120826

leeanntedder@gmail.com

Project Contact - Applicant

Leeann Tedder

122 e south ave
wake forest, NC 27587

P:9194120826

leeanntedder@gmail.com

PROJECT INFORMATION

Project Address: 122 E SOUTH AVE

Tax PIN: WC1841415381

Current Zoning: GR3, General Residential 3

Land Use Type (General): Residential

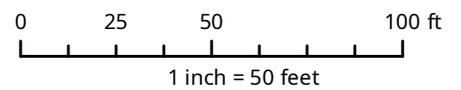
Description of Work: We would like to build a 1 1/2 story garage/workshop designed to compliment the existing house. The structure would be detached and to the back left of the house, just beyond the existing parking area.

Key Attributes (see attached drawings for location and visual representation)

- Dimensions
 - 24w x 34l
- 1 1/2 story with 12/12 roof pitch to match house
- Hardiplank smooth siding in color and width to match house
- 30y shingle with color to match house
- Brick base to match house, concrete pour-in foundation
- lean-to on right side
- metal eave over front entrance doors to match house porch roof look at feel

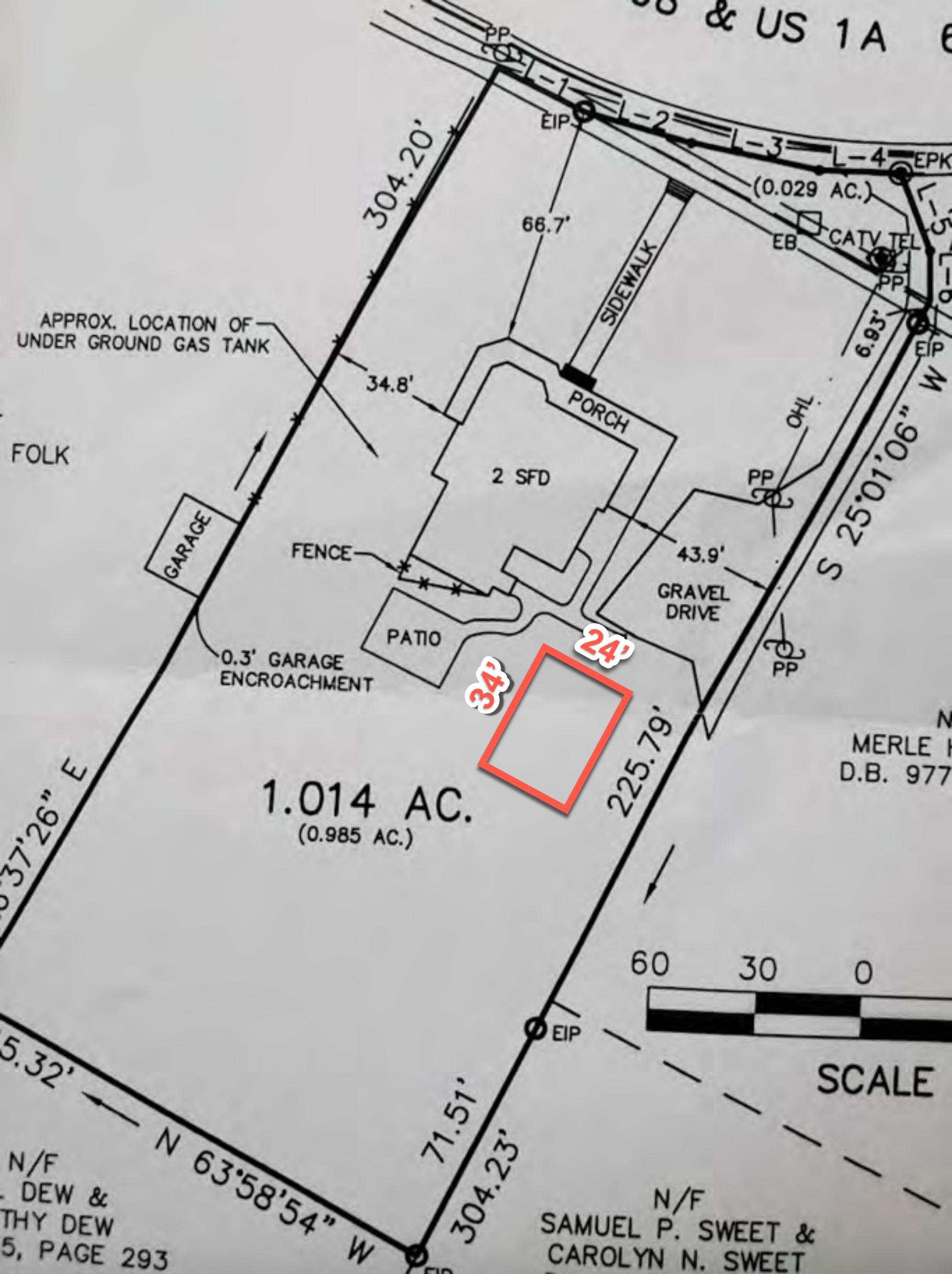


122 South Avenue



Disclaimer

*iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are **NOT** surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.*



APPROX. LOCATION OF UNDER GROUND GAS TANK

FOLK

GARAGE

FENCE

0.3' GARAGE ENCROACHMENT

PATIO

2 SFD

PORCH

GRAVEL DRIVE

SIDEWALK

CATV TEL

OHL

S 25°01'06" W

MERLE I D.B. 977

1.014 AC.
(0.985 AC.)

34'
24'

60 30 0

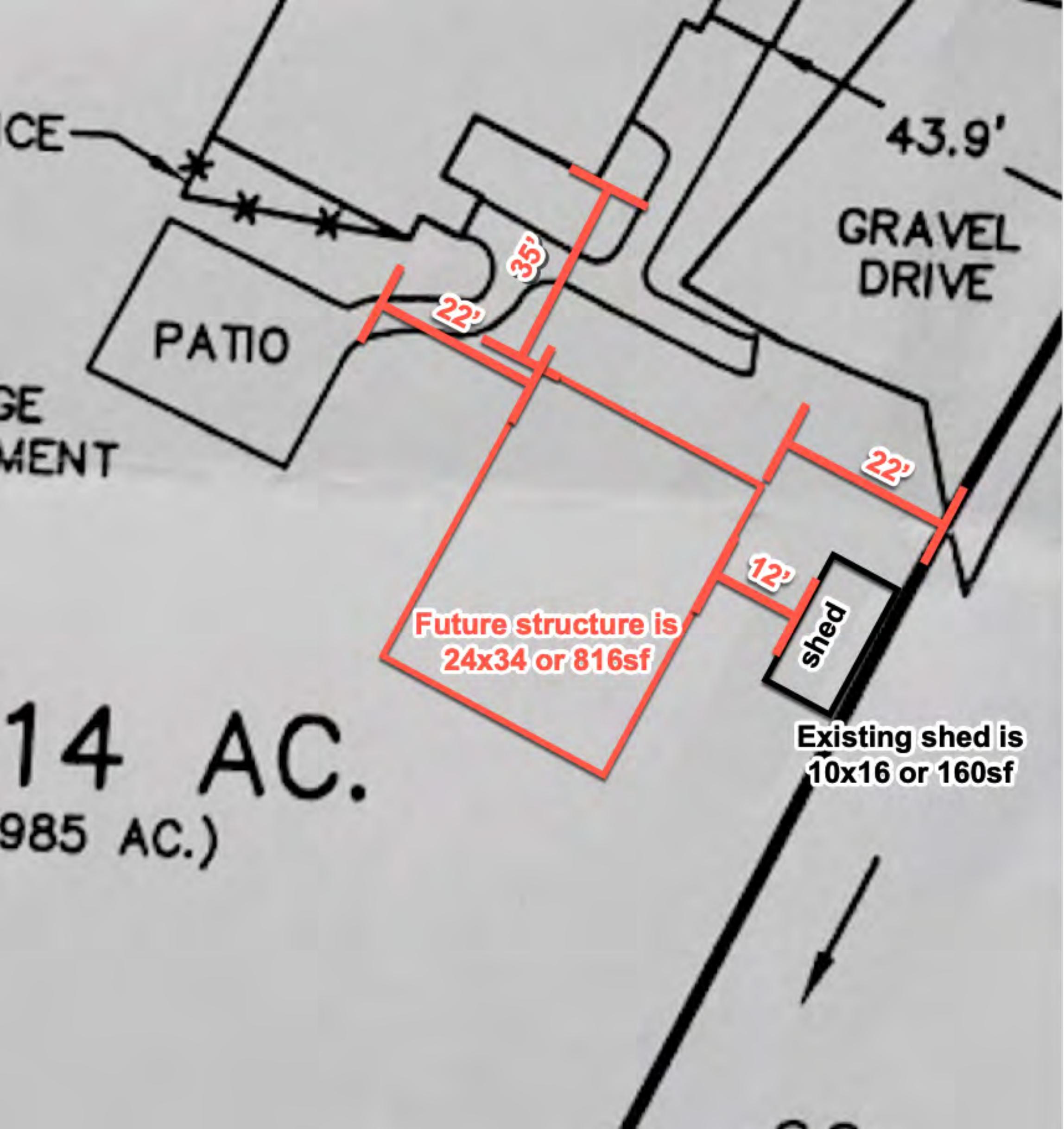


SCALE

5.32'
N 63°58'54" W

71.51'
304.23'

N/F SAMUEL P. SWEET & CAROLYN N. SWEET



CE

43.9'

GRAVEL
DRIVE

PATIO

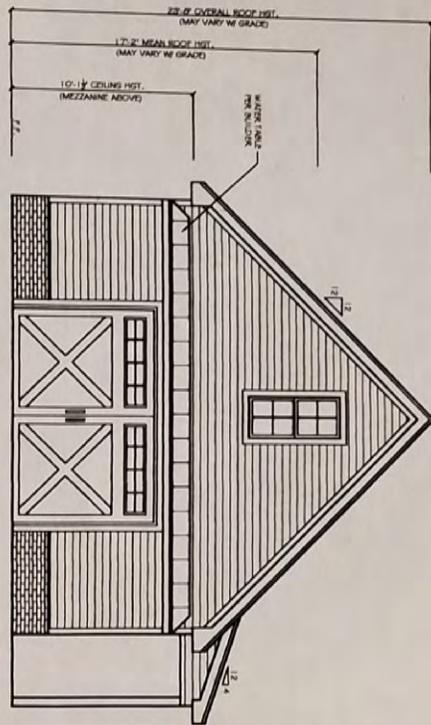
GE
MENT

**Future structure is
24x34 or 816sf**

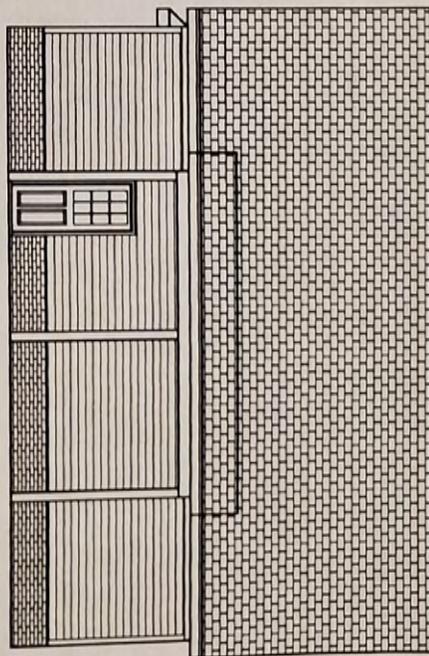
**Existing shed is
10x16 or 160sf**

14 AC.

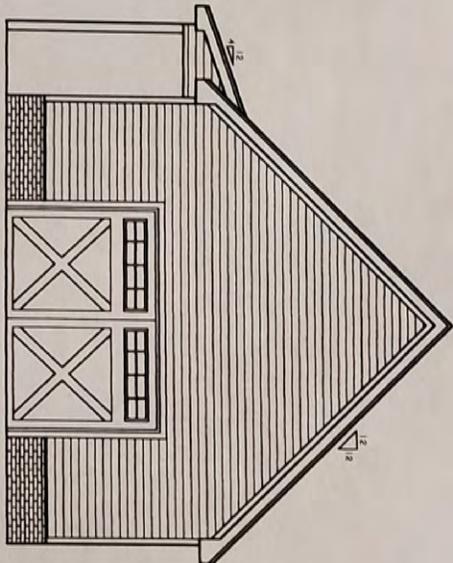
985 AC.)



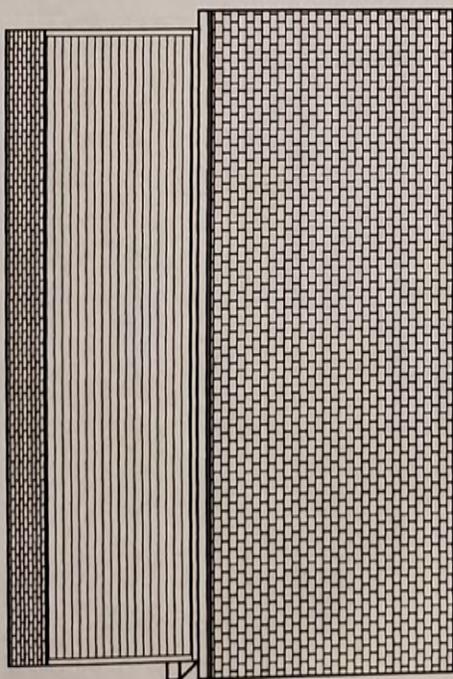
FRONT ELEVATION
1/4"=1'-0"



RIGHT SIDE ELEVATION
1/4"=1'-0"



REAR ELEVATION
1/4"=1'-0"



LEFT SIDE ELEVATION
1/4"=1'-0"

HARRIS
STRUCTURAL DESIGN, PA

3000 Montgomery Terrace Dr. Ste. 100
White Forest, PA 17107
Phone: (717) 526-6200
Fax: (717) 526-6202
Cell: (717) 526-0776

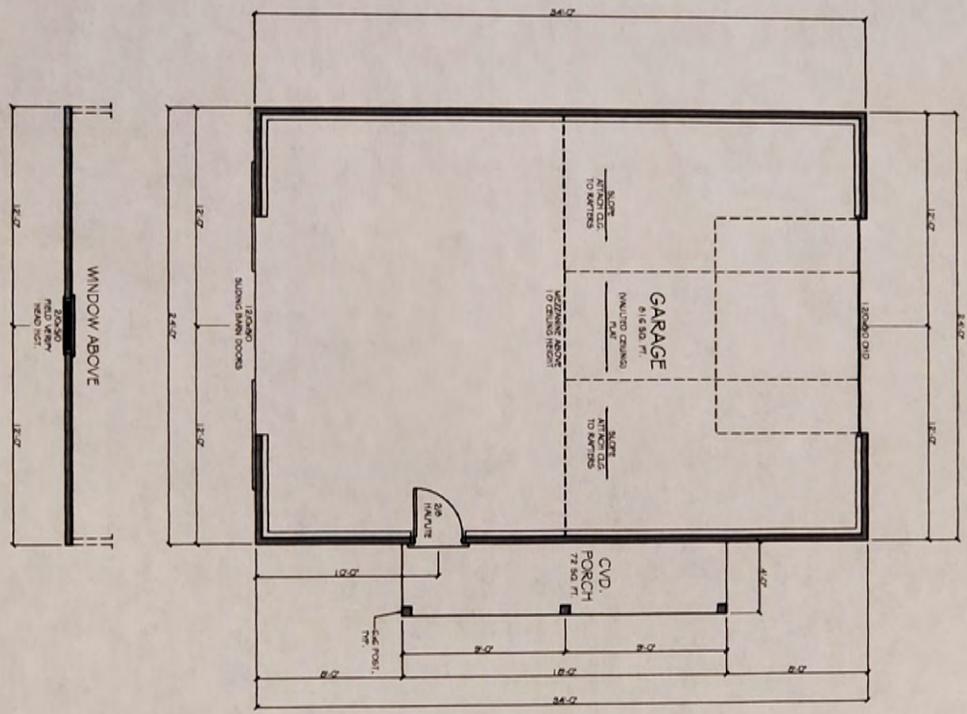
**PRELIMINARY
NOT FOR
CONSTRUCTION**

**MIKE ROBBINS
TEDDER GARAGE**

Copyright © 2000 by
Harris Structural
Design, PA
All rights reserved.

Project: TED
Designed by: TRH
Date: 1/91

ELEVATIONS



FIRST FLOOR PLAN

These plans were designed to conform to the latest requirements of the North Carolina State Residential Building Code. It is the responsibility of the building contractor to review and verify these plans prior to construction. Any discrepancies shall be reported to the designer for clarification. It is the responsibility of the building contractor to verify all window sizes with manufacturer. Windows must meet state and local codes for stresses and energy compliance.

HARRIS
STRUCTURAL DESIGN, PA

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 White Plains, NC 27187
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**PRELIMINARY
 NOT FOR
 CONSTRUCTION**

MIKE ROBBINS
TEDDER GARAGE

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Project: 105
 Drawn by: TH
 Checked by: TH

1
2

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

To: Wake Forest Historic Preservation Commission
Date: January 31, 2020
Case: COA-20-3
Prepared By: Michelle Michael

General Information

Applicant/Owner Leeann and Michael Tedder
122 E. South Avenue
Wake Forest, NC 27588-1104

Requested Action: Certificate of Appropriateness to construct a garage

Tax PIN: 1841415381

Lot Size: 1.03 +/- Acres

Current Zoning: GR 3

Property Description: The property is located on the south side of South Avenue between the South Brick House and the Taylor-Purefoy House and Cottage.

Special Information (taken from the National Register Nomination)

History and Significance: Listed as the Holding-Aycock House, constructed 1899, contributing building in the National Register Historic District. It is a two-story, Queen Anne-style gable-and-wing house with a front gabled wing with a cutaway 2-story bay window, a side-gable roof with a front gabled dormer, and a wraparound porch. The house retains its 1/1 sash windows, a double-front door with a 2-pane transom, and 2 interior chimneys. The porch has turned posts with delicate spindle brackets and a trued railing. The gable over the entrance bay has staggered wood shingles. Alterations include a 2-story rear addition and aluminum siding. The house was built for Thomas E. Holding, who owned Holding Drug Store and a bank. His daughter Leila married into the Aycock family. The current owners, the Tedder's purchased the house from the Aycock family in 2014.

COA 20-3 Proposed Exterior Changes: The applicant is proposing to build a 1 ½ story garage/workshop designed to compliment the existing house. The structure will be detached and to the back left of the house beyond the existing parking area. The garage/workshop will be 24 feet wide x 34 feet long, 1 ½ story with a 12/12 roof pitch to match the house. The siding will be hardiplank smooth siding, the roof will be a 30 year shingle to match the house (gray), the brick foundation will match the house. There will be a covered porch with attached shed roof on the right side. There will also be a metal shed-roof over the garage entrance doors.

Analysis for compliance with the Wake Forest Historic Preservation Ordinance

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

The Secretary of Interiors Standards for Rehabilitation

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.

Staff Analysis: The new garage will be sited behind the house in character with the location of outbuildings for this property and the district. The new work will be differentiated from the old because hardiplank is a new material but its application is compatible with the historic for the purposes of new construction. The overall design is compatible with the historic materials, features, size, scale, proportion and massing to protect the integrity of the property and its environment.

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.

Staff Analysis: If the garage were removed in the future will not impair the essential form and integrity of the property and its environment.

Wake Forest Local Historic District Design Guidelines

1. Identify, retain, and preserve historic features that contribute to the historic character of the historic district and streetscape including but not limited to building height, scale, massing, proportion, fenestration patterns, setback, orientation, space between buildings, lot coverage, and roof shape and slope of surrounding buildings.

Staff Analysis: The proposed project has identified, retained, and preserved historic features including but not limited to building height, scale, massing, proportion, fenestration patterns, setback, orientation, space between buildings, lot coverage, and roof shape and slope to retain the historic character of the property, district, and streetscape.

2. It is appropriate for new construction projects to be compatible with the height, scale, massing, proportion, fenestration patterns, lot coverage, setback, and roof shape of surrounding historic buildings within the historic district. It is also appropriate to implement the principles of site, scale, rhythm, shape, and form when planning new construction projects.

Staff Analysis: The proposed project is compatible with the height, scale, massing, proportion, fenestration patterns, lot coverage, setback, and roof shape of surrounding historic buildings specifically the principle structure on the property.

3. It is appropriate for the historic buildings in the district to maintain site prominence and priority on the streetscape in the historic district.

Staff Analysis: The proposed garage will be set behind the historic building and will be smaller in massing and height than the historic building so that the historic building maintains site prominence.

4.-5 Relevant for new primary structures not accessory structures.

6. It is appropriate to use materials on new construction that were traditionally found in the historic district, including but not limited to wood, brick, stone, stucco, and rusticated concrete block.

a. Smooth-faced cementitious siding installed in a traditional manner with similar exposure and size to emulate horizontal wood siding is also appropriate for new construction projects.

b. It is inappropriate for new construction projects within the historic districts to utilize synthetic siding and details including but not limited to vinyl, PVC, and aluminum.

Staff Analysis: The project proposes to use smooth-faced hardiplank or equivalent installed traditionally to emulate horizontal wood siding. The project is not proposing to use synthetic siding.

7. It is inappropriate to site or locate new construction projects that necessitate the relocation or demolition of historic buildings or outbuildings.

Staff Analysis: The proposed project does not necessitate the relocation or demolition of historic buildings or outbuildings. There is a historic shed on the property directly to the east that will not be impacted.

Checklist for New Construction

- Is the building footprint set back behind the adjacent structures in the historic district? Yes.
- Is the building orientation consistent with the historic structures? Yes
- Is the lot coverage of the new building consistent with adjacent structures in the historic district? Yes
- Is the fenestration on the front and visible sides in keeping with adjacent properties in the district to maintain the rhythm of the streetscape? The garage is set behind the house and will not impact the rhythm of the streetscape.
- Is the porch height and location in keeping with adjacent properties? The garage is set behind the house and will not be highly visible from the street. There is a porch that is in character with other outbuildings in the district..

Findings of Fact

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 project meets/does not meet the Secretary of Interior Standards for Rehabilitation
2. Based upon the information contained in the application, specifications, and staff report, the Commission finds that the project is appropriate/is not appropriate in regard to the Wake Forest Historic District Design Guidelines, in that it is or is not compatible with the special character of the historic landmark.

Proposed Conditions:

1. Any changes to the proposed project will require additional review and approval.
2. An approved building permit is required for this project.