



AGENDA

WEDNESDAY, AUGUST 14, 2019

**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 June 12, 2019 and July 10, 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. Old Business
 - A. CLG Grant – Architectural Survey Update (1958-1975)
 - B. Budget
 - C. Ailey Young House Project Update
7. New Business and Announcements
 - A. Education Committee
 - B. 40th Anniversary Event
8. Adjourn



TOWN *of*
WAKE FOREST

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HISTORIC PRESERVATION COMMISSION MINUTES
GROUND FLOOR TRAINING ROOM
WAKE FOREST TOWN HALL
WEDNESDAY, JULY 10, 2019
6:30 PM

Commission Members Present: Ellen Turco (Chair), Andrea Radford (Vice-Chair), Beverly Whisnant, David Bennett, Jim Dyer, Sandy Smart.

Members Absent: None

Staff Present: Michelle Michael (HPC Staff Liaison); Lori Townsend (HPC Intern)

Guests: No guests were present

1. CALL TO ORDER/ROLL CALL

Chairperson, Ellen Turco called the meeting to order at 6:35 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. Staff Liaison, Michelle Michael offered that the minutes were not complete from the June meeting and she has an introduction for the group. Chairperson Turco offered that they could replace the minutes with the introduction. Ellen Turco moved to amend the agenda with the changes, David Bennett seconded the motion, the motion passed unanimously (6-0).

3. INTRODUCTION

Michelle Michael introduced Lori Townsend, and she spoke about her background and the projects she is working on for the commission.

4. PUBLIC COMMENT (limited to 3 minutes per person) There were no guests present.

5. TREASURER'S REPORT

There was no update on the treasure's report. The report was not yet complete at the time of the meeting. It will be presented for approval at the August meeting.

7. Old Business

A. Mill Village – Michelle Michael discussed the mill village meeting that took place on June 13th. The meeting was well attended by community members. Talking points included: tax credits, what it means to be in a district, local zoning, and the staff answered questions from community members who attended. The main concern was that it would be like an HOA and we were able to clarify.

Michelle Michael asked if there were any thoughts from anyone who had attended. Andrea Radford added that she thought it went really well and discussed the issues raised by community members about replacement windows, fees, and general concerns about becoming a district. There was a discussion from the group requiring the district.

Moving forward Michelle Michael said the next step is to send out a second survey in early August. The Planning Department is working on the historic overlay district to require that height, lot coverage, setback be better regulated within the neighborhood context.

B. New Budget

Staff had not received an update regarding the CLG grant for 2019-20. Sandy Smart stated that he would rather agree on the budget with more membership present. The matter will be included on the August agenda.

C. Update of Design Guidelines

Ms. Michael presented two training exercises regarding the new guidelines. She read through the examples, and members read through the table of contents to pick the guidelines that best matched the example. Members will get the final printed version of the new guidelines in the coming weeks. As a group, the members read through the Secretary of Interior standards to familiarize themselves with the standards when reviewing applications. They also covered how to determine minor and major works apart using the tables in the guidelines.

Michelle Michael informed the members that staff will no longer be making a recommendation before hearings. She added that they should also bring their Design Guidelines to all future hearings for reference.

D. Review of HPC Projects 2014-2019

For the new members, Michelle Michael reviewed HPC projects from 2014- 2019. Project reviewed:

- 1) Ailey Young House
- 2) Walking tour brochures and app
- 3) Historic Property Owner Workshops
- 4) Public Archaeology with Ailey Young House in 2017 and 2019
- 5) Writers Night History Event 2015

- 6) Ailey Young House and Allen Young's School Public Event 2018
- 7) Historic Home Tour 2014, 2016, 2018
- 8) Local Landmark Property Owner Reception 2017
- 9) COA Information Brochure 2014
- 10) Update Design Guidelines 2019
- 11) Christmas parade Participation 2015-2018

7. New Business and Announcements

A. Other Announcements.

- a. Michelle Michael informed the commission that her supervisor, the Assistant Planning Director has put in her notice effective July 31st. Given that the Planning Director is retiring at the end of the year, the Town is advertising for a new Planning Director.
- b. Jim Dyer announced that he will be running for the Board of Commissioners Commissioner's office.

Jim Dyer made the motion to adjourn, seconded by Sandy Smart and passed unanimously (9-0) without discussion. The meeting adjourned at 7:35 PM.

Respectfully submitted,

Ellen Turco, Chairperson

Michelle Michael, Secretary



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HISTORIC PRESERVATION COMMISSION MINUTES
GROUND FLOOR TRAINING ROOM
WAKE FOREST TOWN HALL
WEDNESDAY, JUNE 10, 2019
6:30 PM

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

Members Absent: James Dyer

Staff Present: Michelle Michael (HPC Staff Liaison), Philip K. Hackley (Town Attorney)

Guests: John Hearn, Sarah Soleim

1. CALL TO ORDER/ROLL CALL

Chairperson, Ellen Turco called the meeting to order at 6:30 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. Andrea Radford asked if she could add an update from the Home Tour Betterment Committee. Staff recommended adding it under New Business before the Other Announcements. A motion was made by Andrea Radford to approve the agenda with the change, Paige Bivens seconded. There was no discussion and the motion passed unanimously (8-0).

3. APPROVAL OF THE MINUTES

Chairperson Turco asked if everyone had the opportunity to review the minutes from the May meeting and if there were any changes. Beverly Whisnant moved to approve the minutes from the May 8, 2019 regular meeting, Andrea Radford seconded the motion, there was no discussion and the motion passed unanimously (8-0).

4. PUBLIC COMMENT (limited to 3 minutes per person) Chairperson Turco asked if there were any members of the public who wished to speak. None wished to speak. Staff Liaison, Michelle Michael stated that she wished to introduce a member of the audience to the group. Sarah Soleim is a new employee with Wake Forest University who will be based at the Museum.

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 April 29, 2019 was \$44,792.65 with interest earned of \$46.27 for an ending balance on May 27, 2019 of \$44,838.92. Activity not reflected in the bank statement is a ticket sale deposit of \$2,660.00 and estimated taxes due of \$2,798.61. Estimated balance of all income and expenses paid is \$44,700.31 The balance includes \$1,011.00 set aside for the Ailey Young House which does not reflect the \$500 donation from the end of the year. David Bennett moved to accept the Treasurers Report, Andrea Radford seconded. There was no discussion and the motion passed unanimously (8-0).

6. Public Hearing: COA 19-6 A request from Stewart Engineering on behalf of the Town of Wake Forest to construct a driveway and parking area at the Ailey Young House, 320 N. White Street, Wake Forest.

Chairperson Turco stated that she wanted to disclose that she works for Richard Grub Consulting and her firm often does work in conjunction with or under contract with Stewart Engineering. The Town Attorney asked if they are working on this particular project, Ms. Turco stated they are not. He stated that it is up to the HPC but he did not see that as a conflict of interest. Beverly Whisnant stated that she does feel that she has a conflict of interest as a member of the Ailey Young House committee that is a proponent of this project. She does not have a financial interest but does not feel that she can be impartial. Jennifer Smart stated that she also must recuse for the same reasons as Ms. Whisnant. Ellen Turco moved to recuse Beverly Whisnant and Jennifer Smart for the purposes of COA 19-6, David Bennett seconded the motion and it passed unanimously.

Chairperson Turco opened the public hearing and asked staff to present the staff report. Staff Liaison, Michelle Michael was sworn in by the Town Attorney. She asked to have the application, staff report and all substantiating information submitted into the record. The Town Attorney stated they would be. Staff presented the tax map illustrating the property and the survey showing the site constraints in addition to the application and concept drawing of the project.

Staff provided an overview with powerpoint of the project which calls for construction of a driveway and small parking area as well as handicap access to the Ailey Young House. In addition, a small concrete pad will be placed at the sidewalk adjacent to the house for the interpretative markers. For the purposes of analysis, staff believed the following Secretary of Interiors Standards apply:

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 historic character of the property will be retained and preserved. The only removal will be the limited grading and minor tree removal associated with the driveway and parking area.*

Standard 8: Archaeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken. *The applicant has consulted with the Office of State Archaeology using the Ground Penetrating Radar information the proposed driveway and parking avoids the identified potential archaeological resources. The grading will be kept to a minimum to lessen any inadvertent impact.*

Staff also reviewed and implemented the old Wake Forest Historic District Design Guidelines to ensure the project meets the guidelines per the ordinance and the following were applied:

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 driveway and parking will follow the topography of the site and will avoid trees when possible. Grading will be kept to a minimum and the only hard surface will be that required for handicap access.*

2) Construct driveways and parking lots to be as inconspicuous as reasonable, including adequate vegetative screening. Whenever practical, site parking lots in the rear yards or out of sight from the street. *The temporary driveway will be as inconspicuous as reasonable. The drive and parking area will as far from the street as practical and will be placed behind the Ailey Young House. Vegetative screening is not recommended since the site will be under construction and any additional vegetation should be included in a future landscape plan for the site.*

9) Replace a missing driveway or walkway with a new feature based upon accurate evidence of the original or a new design that is compatible with the historic site and district in location, configuration, pattern, material, dimension, scale, and detail. *The original driveway was in front of the Ailey Young House historically. Unfortunately, this is not a practical location for traffic requirements or the site. The proposed project is to construct a driveway behind the house that will follow the topography and terminate at a small parking area.*

Not To Do:

1) Don't use any driveway or parking lot arrangement, location, treatment, or material incongruous with the historic property or with the special character of the historic district. *The driveway and parking area has been designed to limit the impact to above and below ground resources on the site.*

2) Don't use continuous expanses of concrete or asphalt without appropriate vegetative screening. **The driveway and parking will be completed with minimum grading and only using hard surface (concrete) where required at the driveway apron and at the handicap space.**

XX Signs

To Do:

3. Use unobtrusive signage in the historic district that is simply designed and easily read. ***The signage will be adjacent to the Ailey Young House and will be unobtrusive, professionally designed and fabricated and easily read.***

Not to Do:

1) Don't install any signs with a style, size, or location that is incongruous with the historic property or with the special character of the district. ***The signs are not advertising signs but rather interpretative markers similar to those at other historic sites. The style, size, and location are congruous with the character of the property as they are designed to be unobtrusive to the overall landscape but to provide historical information easily read and understood by the public.***

XXII Accessibility and Safety – Location Only for COA 19-6

To Do:

1-5 and 7. ***The proposed use as a historic site will require accessibility. The proposed ramp location was identified in consulting with code compliance officers, preservationists, and architects. The proposed location of a handicap ramp along the west elevation works within the existing topography so that the length of the ramp will not be excessive and will preserve the character of the house and site features. It will be designed to access the porch and will be reversible so if needed can be removed without compromising the integrity of the site and building.***

Not to Do:

1. Don't install modifications that damage or destroy character-defining features or details of the historic building or site. ***The proposed location of the handicap ramp is the best location to minimize or avoid any character defining details of the building or site.***

Staff also considered the project under the New Design Guidelines that have recently been adopted:

Design Guidelines for Streets, Sidewalks and Parking

Staff evaluated the project using the new design guidelines and found the following:

- The project meets guidelines 2, 5, 6, 7, 8, 9.
- Guidelines 4, 10, and 11 are not relevant to this project.

The project does not meet the following guidelines:

1. Identify, retain and preserve original street patterns, circulation patterns, sidewalks, parking, and materials.
 - a. Identify, retain, and preserve original details, including but not limited to granite curbs, brick gutters, stepping stones, and hitching posts.
 - 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.
 - c. Identify, retain, and preserve historic driveway configurations (primarily one-car wide and located to the side of primary structures) and materials. Construct new driveways to conform with the configuration, width, radius, location and materials of existing driveways.

There is currently not an existing driveway. The only evidence of the driveway to the Ailey Young House is on the aerial photograph which shows the driveway running west to east in front of the house. It is not feasible to reconstruct the driveway in that location for two reasons: archaeology and site limitations. The ground penetrating radar of the site indicated that the area in front of the house had potential for archaeological remains, therefore building the driveway in that location may damage potential archaeological information. Second, there is not enough room in front of the south given the location of lot lines and site constraints to construct the driveway at that location.

3. Repair historic streets, sidewalks, and parking in kind matching the original as closely as possible.

This is not feasible at this time for the reasons stated above under guideline 1.

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.

This is not feasible at this time for the reasons stated above under guideline 1. The driveway has been narrowed as much as permitted, the apron will be concrete, the handicap space will be concrete, consolidated soil, or aggregate, and the driveway and parking will be gravel. Tire stops will be installed for the parking spaces. The topography of the site, potential archaeological remains, and trees have been considered in the design.

Design Guidelines for Signage

Staff evaluated the project using the new design guidelines and found the following:

- The project meets guidelines 5, 6, 7, 11, 13.
- Guidelines 1, 2, 3, 4, 8, 9, 10, 14, 15 are not relevant to this project.

The project does not meet the following guideline:

12. Install low shrubbery or plantings around the base of freestanding or ground-mounted signs. There are not have plans to install plantings at the base of the signs at this time. If needed they will be added to a comprehensive landscape plan for the site in the future.

Design Guidelines for Archaeology

Staff evaluated the project using the new design guidelines and found the following:

- The project meets guidelines 1-7.
- Guideline 8 is not relevant to this project.

Design Guidelines for Accessibility and Life Safety

Staff evaluated the project using the new design guidelines and found the following:

- The project meets guidelines 1-5.

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 driveway and parking area at the Ailey Young House meets 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 driveway and parking area at the Ailey Young House substantially meets the Wake Forest Historic District Design Guideline

Staff asked if the board had any questions for her. Paige Bivens asked for clarification regarding the accessible route given the project will be in gravel. Staff responded that the handicap parking space and route will be hard surface, either concrete, consolidated soil or aggregate. David Bennett asked for clarification about the term temporary. Is this meant to be temporary or easily reversible. Staff offered that originally the project was for a temporary access for construction purposes. However, once staff began investigating the requirements for temporary it was going to be just as easy to plan a permanent parking area, however, the area is planned to be easily reversible. Mr. Bennett followed up by asking if the stumps would be removed or ground down for the trees being removed. Staff responded that they hadn't gotten that far but a recommendation can be made. The project has gone through internal review including the Urban Forestry Coordinator who approved it but did not specify the treatment of the stumps.

Ellen Turco asked if the garden path and path around the house would also be hardscape. Staff responded that the intent is for the only hardscape to be the accessible path for handicap access. The concept drawing shows the garden and path as a concept only. Ms. Turco asked if the garden path would be removed and staff stated that it would. Ms. Turco followed up with a question about providing parking that would serve both the cemetery and the house. Staff responded that the cemetery has added parking on both sides of the main drive. Originally staff had looked at adding parking that could serve both but the size and impact was too much for the site. Ms. Turco asked if the cemetery lot could be used. Staff responded that it could but it would not provide handicapped access because a path would be required to the house which will again, change the site and cemetery.

Cathy Jamison stated that she had a few questions. She would like to know what the long -term plan is for the house. Staff responded that the HPC approved the preservation plan for the house in 2015 and that the immediate goal is to stabilize and rehabilitate the house for use as an African American heritage site. Ms. Jamison responded then these projects are all layers to achieve that goal and staff responded yes. Ms. Jamison asked about the handicap access and once someone in a wheelchair gets to the house will they be able to move within the house. Staff responded that access into the house is not currently being proposed. The handicapped access will be to the porch only. Once on the porch the entire first floor is visible. Because of the nature of the house and its size complete accessibility is not feasible. As a historic building, alternative methods of providing access are acceptable. Ms. Jamison followed up that she is concerned that these changes along with the possible addition of a garden is changing the authenticity of the site too much. Staff responded that the Ailey Young House committee is helping guide the project so that it is authentic to the community heritage. David Bennett added that the garden is not being considered under this COA only the driveway and parking area.

Ms. Jamison continued that she also wondered if we could create a path from the cemetery parking for events in addition to the planned parking at the Ailey Young House. Ms. Turco added that for events we will have to do something since the parking is only four spaces. Staff responded that the cemetery is a separate entity so staff can't make that determination. She would not recommend additional hardscape but we can access the house from the cemetery as we currently do or with a temporary option. Staff added that she is not opposed to not having parking at the site but for access purposes thinks the concept plan is a viable option and will look to the HPC for their recommendations.

Andrea Radford asked staff to show the location of the original driveway. Staff illustrated the location from N. White Street east to the front of the house. Ellen Turco asked where the Simmons Row houses were and staff pointed them out on the plans. Ms. Radford asked if their were plans to show the original driveway in the interpretation. Staff responded that the location is part of the ongoing archaeology but aerial photography clearly shows the location and could be used in future interpretation. Cathy Jamison added that she loves the interpretative signage and the opportunity to educate the public about the house. Chairperson Turco asked if there were any other questions for staff. There being none she asked anyone else who wished to speak for the project.

Chad Sary of Stewart Engineering came forward as the project's applicant and was sworn in. Mr. Sary began by explaining that though the plan seems simple it did take a lot of thought. Stewart staff and Town staff sat in a room for about two hours looking at different options to find the best one for the site and the topography. There were moments when we thought this is not going to work because of all of the site constraints. The goals were to preserve as much of the site as possible and be true to the site. The concept plan was drawn by landscape architects to give an idea of what it may look like completed. The construction drawings will provide the detail needed to construct the project. The garden portion of the concept is just a concept. Ellen Turco asked why they didn't just bring the driveway south of the largest anomaly straight into the site. Mr. Sary responded that the topography of the site is steeper than you may think. Parking in that location would require grading and construction of retaining walls for the parking. It would also necessitate more sidewalk for access to the house. After looking at several options this plan seemed to be the best fit and it barely fits, considering the existing trees, site constraints, house, and archaeology. Any conflicts will be adjusted to avoid them at construction drawing phase.

Staff added for the Commission's knowledge that the appropriation from the State is being used for these design services in addition to architectural design of the porch, construction of the access to the house, and the roof replacement.

John Hearn, 126 North Avenue, came forward and was sworn in. Mr. Hearn stated he is excited to see this project moving along. He stated that he supports the project but thinks there should be more parking. He thinks they should look again to add more spaces. Mr. Hearn stated in closing the HPC should approve the COA with the addition of two more spaces.

Chairperson Turco asked if there is anyone else to speak in favor or against the application. Hearing none she asked the membership if they have any more questions for staff or the other speakers. There were no questions and she closed the public hearing.

Ellen Turco offered that once archaeology is completed additional spaces could be added. Andrea Radford added that the motion could include that construction stop if archaeological remains are uncovered. David Bennett stated that today we are looking at the driveway, the parking, the signage but not the garden. A subsequent COA would include the garden and additional details. Sandy Smart provided that if additional parking is needed then we can address it in the future, this should be adequate for now. Cathy Jamison said she didn't know what the cost would be to add two more spaces but that should be considered. Ellen Turco added that if we have an event and need more parking we can address it. Sandy Smart concluded that if there is an event we will need more parking, this parking is just for visitors who stop by or have an appointment.

Sandy Smart moved to accept the findings of fact that the proposed project substantially meets the Secretary of Interiors Standards for Rehabilitation and the Wake Forest Historic District Design Guidelines. The motion was seconded by Cathy Jamison. There was no discussion and the motion was approved unanimously (8-0).

David Bennett moved to grant the COA 19-6 except that any discussion on the surrounding garden come back in the form of a subsequent COA at a later date. Sandy Smart seconded the motion. Andrea Radford asked to amend the motion to include that archaeological monitoring stop construction if archaeological remains are uncovered. David Bennett agreed to accept the amendment as part of the motion. There was no further discussion and the motion for COA passed unanimously (8-0).

7. Old Business

A. Update on the Mill Village meeting scheduled for Thursday, June 13, 2019 at 7:00 pm.

The Mill Village meeting information was mailed to all of the property owners in the Mill Village. The meeting will be held at the Glen Royal Baptist Church. Staff will present the difference between National Register and Local Historic District. A third option is local zoning with a zoning overlay. The overlay can be just the Mill Village or all of the National Register Historic Districts. We are limited on what we can restrict using zoning overlay. Some of the items include height, setback, and lot coverage. Staff is in favor of moving forward with the overlay and if the residents want to move forward with local district we can. We will leave that up to the neighborhood. The Board of Commissioners will have to approve the zoning change whether it is just the overlay or local district. We will also address the other questions sent in by residents with the survey.

B. New Budget – Staff asked if there were any other comments on the draft grant application. David Bennett asked if the checklist is meant for staff or for the applicant, it is not really clear on a couple of questions. Staff said that it is intended for the applicant and she will go back through it to tighten up the language. He also asked about extensions, does it have to come back to the HPC to approve an extension. Staff responded that no, staff can approve extensions provided the project hasn't changed. Staff has spoken to the Chief Financial Officer for the Town and it will be treated like the Façade Improvement Grant for Downtown.

Staff presented last year's budget first. The beginning balance and all the expenditures leaves \$10,969.16 as the projected balance, keeping in mind it has not been reconciled with Finance. Staff then moved on to the draft budget for this year. Beginning balance is \$10,969.16 plus proceeds from the home tour of \$17,684 for a projected beginning balance of \$ 28,653.16. Staff continued by going through the draft line items based on last year. Based on the project expenses which are completely at the HPC's discretion, the projected balance is \$8,003.16.

Ellen Turco asked if any other research had been done on getting bronze plaques for each of the houses in the local historic district. Staff said they did look at it and it was between \$16,000 and \$17,000 to get them for all the properties. A couple of ideas, we could do a match and ask the project owners to pay for half or we can save some money every year, we may be able to save enough to provide plaques in ten years for the fiftieth anniversary of the district.

Sandy Smart added that he is concerned about spending that much money in one year. Everyone agreed that a decision does not need to be made today and agreed to wait until they have the firm balance as well as information on the town budget before making a decision.

7. New Business and Announcements

- A. **Education Committee – Proposal and Discussion.** Vice-Chairperson Andrea Radford addressed the group and asked them to consider forming an education committee. The committee could start by looking at the Town website, writing monthly blog about the activities of the HPC, creating a coloring book to introduce school children to the town's history. Staff stated that she thought it was a great idea and would love to see it come together. Ellen Turco added she liked the idea too. Ms. Radford continued that Cathy Jamison and Paige Bivens have volunteered to help with the committee. Chairperson Turco moved to create an education committee, Sandy Smart seconded, there was no discussion and the motion passed unanimously (8-0).
- B. **Home Tour Suggestions** – Andrea Radford provided an update of the Home Tour Betterment Committee who met to discuss the survey comments and ways to improve the tour. Ellen Turco asked who attended the meeting. Ms. Radford stated that Martha Loftin and Marilyn Bonnett from the Woman's Club and Andrea Radford, Paige Bivens, and Cathy Jamison from the HPC.
- a. Have the tickets available the day before.
 - b. Maximum number of homes 10
 - c. Change name from Home Tour to Historic Tour
 - d. No second floors
 - e. Change the time to 11 am to 6 pm
 - f. Limit the number of tickets to 1800 and raise the price to \$25.00
 - g. No tickets sales the day of tour
 - h. Walking carolers and Santa
 - i. Photo Booth with a green screen background
 - j. Educate the docents on a quick bio of each home
 - k. Create an audio tour of the Christmas Tour
 - l. Start planning later in the year.
 - m. Include Downtown Wake Forest
 - n. Seek volunteers to do floral arrangements, decorative the tree, etc.
- Everybody thanked Andrea, Paige, and Cathy for sorting through all of the surveys and getting ahead of the tour. Sandy Smart suggested that they meet in January to kick it off but then not meet again until April or May.

C. Other Business and Announcements

- a. Northeast Community Coalition – Juneteenth Celebration will be on Saturday, June 22, 2019 from 12:15 to 4:30 at the Alston Massenburg Center.
- b. The Design Guidelines update notification goes to the Board of Commissioners on June 18, 2019.
- c. There will be a mandatory ethics training for all boards on either June 17 from 3-5 or June 27 from 5-8.
- d. Staff will be out of the office June 21st through July 8th.

Staff offered that there are not any COAs for July and asked the group if they want to meet. The group decided that they would meet. Commissioner Harrington reminded everyone about the July 3rd fireworks and the July 4th Children’s Parade. Sandy Smart made the motion to adjourn, seconded by Paige Bivens and passed unanimously (8-0) without discussion. The meeting adjourned at 8:20 PM.

Respectfully submitted,

Ellen Turco, Chairperson

Michelle Michael, Secretary