



**REGULAR MEETING AGENDA  
WEDNESDAY, MAY 12, 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](mailto:mmichael@wakeforestnc.gov) or 919-435-9516 for information or visit the Planning Department Webpage under Meetings and Agendas at [www.wakeforestnc.gov/planning](http://www.wakeforestnc.gov/planning)**

**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 April 14, 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. Old Business
  - A. Budget
  - B. Historic Preservation Month
  - C. Staff Report Revisions
8. New Business and Announcements
  - A. Staff Update – NE Community Plan Update, Community Plan Update, Upcoming Projects
  - C. Member Updates, Business and Announcements
9. Adjourn



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**HISTORIC PRESERVATION COMMISSION MINUTES**

**VIA ZOOM**

**WEDNESDAY, April 14, 2021**

**6:30 PM**

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

**Commission Members Absent:** Paige Bivens

**Staff Present:** Michelle Michael (HPC Staff Liaison), Melanie Rausch (Planner I)

**Guests:** Kelsey Kemp, Nasser Akari

**1. CALL TO ORDER/ROLL CALL** - Chairperson Andrea Radford called the meeting to order at 6:34 pm and conducted a roll call. Six members were present for the meeting.

**2. ORDER OF BUSINESS.** Chairperson Radford explained the rules of the virtual meetings including the importance of a roll call vote when there are COAs. Chairperson Radford clarified there were no COAs for the April meeting, but a roll call vote was still required for motions.

**3. AGENDA.** Chairperson Radford asked for an approval of the agenda. David Bennett moved to approve the agenda. Beverly Whisnant seconded the motion. Chairperson Radford called each member present, and the motion was approved unanimously (5-0).

**4. MINUTES.** Michelle Michael shared her screen for the group to follow along with the agenda. Andrea Radford asked for an approval of the March 10, 2021 minutes with corrections. Beverley Whisnant moved to approve the minutes with corrections, Nancy Ginger seconded the motion. There was no discussion. Chairperson Radford called each member present, the motion passed (5-0).

**5. PUBLIC COMMENT (limited to 3 minutes per person)** 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 March 1, 2021 of \$40,062.33 with interest added in the amount of \$5.65 for an ending balance of \$40,067.98. The balance included \$1,011 set aside for the Ailey Young House. Chairperson Andrea Radford asked for a motion to approve the Treasurer's Report as presented. Nancy Ginger made a motion to approve, David Bennett seconded the motion. There was no discussion and the motion passed unanimously by roll call vote (5-0).

## **7. Old Business**

**A. CLG Grant Application** – Staff Liaison Michelle Michael announced that the CLG grant application was submitted. The Town of Wake Forest is eligible for CLG funding, and last year it was used to fund the 2020 architectural survey. This year the HPC applied for funding to update the Historic Preservation Plan which was last updated in 2012. Ms. Michael confirmed with the State Historic Preservation Office that this was an acceptable use of funds for the CLG grant. The deadline for application submittals was April 16<sup>th</sup>, and staff submitted the application on April 1<sup>st</sup>. Ms. Michael stated that the full amount is included in the budget for fiscal year 2022. In the event the Town does not receive the CLG grant, a 2022 update of the Historic Preservation Plan can still be completed.

**B. Budget** – Staff Liaison Michelle Michael explained that there are two budgets, the Historic Preservation Commission budget and the planning department budget. The planning department budget is managed by planning staff, and includes training for the commission, donations to organizations, expenditures on the Ailey Young House, programming, and printing. The HPC budget is a result of the HPC fundraising activity, specifically proceeds from the Historic Home Tour. The HPC's funds are often used to match the planning department's funds for more meaningful donations, grant funds, and to fund programming.

In 2019, staff projected an ending balance of \$29,479.20 however the budget was displaying a balance of \$40,062.33. The budget was not reconciled last year, staff will reconcile the budget for the past two years in May to gain a firm understanding of its status. Last year the Town hired and paid a summer intern accounting for \$1,500 in the total budget. The \$1,500 included for miscellaneous items was not spent, \$5,000 included for miscellaneous grants was not spent due to a lack of applications. The Ailey Young House was budgeted \$2,000 for miscellaneous expenses, this money has not been spent however Ms. Michael stated there were squirrels causing damage to various parts of the house.

Ms. Michael met with pest control on April 14<sup>th</sup> to receive an estimate for removal. The total cost for removal was estimated be \$2,800 and an additional \$600 to repair around the chimney. Ms. Michael asked the commission for approval to use \$2,000 from the HPC budget for squirrel removal. The remaining funds would come from the planning budget. Ms. Whisnant asked if the squirrels did much damage inside. Ms. Michael responded that they have chewed a little bit. The house was restored exactly how it was found, leading to gaps allowing for easy entry of pests. The estimate included a screen to be installed to prevent entry in the future, and a specialized one-way door system will be utilized to humanely evict the pests from the structure. Ms. Whisnant asked if the \$2,800 is the whole amount required to remove the squirrels. Ms. Michael responded yes. Ms. Whisnant asked if approval of these items would be piecemeal. Ms. Michael responded yes because the whole budget is not currently up for approval. Commissioner Dyer asked if staff had consulted

with another contractor for a second opinion. Ms. Michael stated staff had not received a second opinion, but was happy to seek a second opinion.

Chairperson Radford asked if anyone would like to make a motion regarding the squirrels. Nancy Ginger responded she would like to see a second quote, as \$2,800 was a substantial amount to spend. Ms. Whisnant added that in her experience working at the Southeastern Baptist Theological Seminary it took a substantial amount of time to humanly expel the squirrels, and the device was quite complicated. Ms. Whisnant stated she believed this amount to likely be appropriate. Ms. Michael clarified that this quote includes the screening of 44 openings between the roof and the wall. Nancy Ginger responded that if squirrels can enter the structure larger animals such as racoons likely can as well, and this issue needed to be resolved sooner rather than later. Darina Bender agreed. Nancy Ginger added that it seems like the decision is whether the commission would like a second quote, or to move forward with the current quote. Ms. Michael responded yes, and offered the options for staff to receive a second quote then utilize their expertise on which one to contract for the job. David Bennett asked if the town had used this company for prior jobs. Ms. Michael responded yes, this company was used to remove the squirrels in the historic buildings at Joyner Park. Mr. Bennett responded that he supports moving forward with the current quote because the town has experience with the company and this quote covers removal and squirrel guard. Mr. Bennett added he did not want to lose any more time for the sake of getting another quote, while the squirrels potentially cause more costly damage. Sandy Smart added he has used Critter Control in the past and never found them to be too high. Ms. Michael stated the representative that came out was very thorough and professional. Darina Bender asked if there is a warranty on their service. Ms. Michael reviewed her estimate to see if a warranty was included. A warranty was not included on the estimate. Ms. Michael said she would enquire about a warranty. Chairperson Radford asked if anyone would like to make a motion. David Bennett responded he would like to make a motion to proceed and approve of the use of these funds as requested. Beverley Whisnant seconded the motion. The motion was approved unanimously (5-0). Ms. Michael stated she would look into the possibility of a warranty.

The HPC donated \$300 for Wake Forest Birthplace Society. The HPC donated \$150 to local preservation groups, and \$2,500 on the CLG Grant. Both of these budget items were matched by the town. \$6,000 was set aside for the historic home tour; the tour was canceled due to Covid and this money was not spent. The total remaining budget from the previous year was \$12,500, not including the squirrel eviction. Beverley Whisnant asked if staff should include a line item for future squirrel expenses. Ms. Michael responded she recommends keeping a line item in the HPC budget for situations like this and she will do the same in the planning budget.

Ms. Michael moved on to share the projected balance for fiscal year 2021-2022. \$1,500 was budgeted for a summer intern. \$1,500 was included for miscellaneous items. \$5,000 was budgeted for local historic district grants. \$2,000 was budgeted for the Ailey Young House; \$300 was budgeted for the Wake Forest Birthplace Society, \$150 was budgeted for donations; and \$6,000 was budgeted for the Historic Homes Tour. Commissioner James Dyer asked if the \$5,000 not spent last year goes back into the pot. Ms. Michael responded yes. Ms. Michael added that the HPC can consider funding the painting for the historic sign on the north side of North Main St so that it can match the others. This was never completed as planned. Chairperson Radford asked if that could be done through volunteer work. Ms. Michael responded yes.

## **9. New Business and Announcements**

**A. Outgoing Member Recognition** Michelle Michael recognized Sandy Smart for his 11 years of service on the HPC. Ms. Michael asked the HPC to present to the Board of Commissioners a resolution of appreciation for William “Sandy” Smart. Ms. Michael asked if she could get a recommendation, motion, second and approval to take the resolution of appreciation to the next board of commissioners meeting. Nancy Ginger made a motion to approve the resolution of appreciation. David Bennett seconded the motion. The motion carried unanimously (5-0). Chairperson Radford thanked Mr. Smart for all his hard work. Sandy Smart left the meeting at 7:18 pm.

**B. Staff Update** Staff Liaison Michelle Michael announced that on March 23<sup>rd</sup> Vice Chair David Bennett and Commissioner Dyer participated in a panel discussion for Alicia McGill’s Cultural Resources Management class. Panelist shared their knowledge and expertise on preservation policies and decision making. Raleigh’s historic district commission staff also participated in the call. The Northeast Community Plan’s public input sessions were a great success with the second input session occurring on Saturday March 13<sup>th</sup>. Great community input was provided, and the virtual breakout rooms were a huge success. Ms. Michael shared that the Town is currently holding community visioning workshops for the public to provide input on the community plan. The next workshop was to be held on April 17<sup>th</sup> at 10 am.

Ms. Michael noted staff is brainstorming activity ideas to celebrate May as historic preservation month. Staff is planning two historic preservation themed webinars, and a scavenger hunt. The Town also plans to release a coloring book page of a local historic building each week of May. New planning staff will be given tours by Ms. Michael to familiarize them with the historic district. Ms. Michael asked the HPC to split the funding for scavenger hunt gift card prizes. The Town would put \$30 towards gift cards, and the HPC would match the \$30. David Bennett made a motion to approve the funding of gift cards. Darina Bender seconded the motion. Chairperson Radford performed a roll call vote and the motion passed unanimously (5-0). Ms. Radford asked if the Town could video the staff tours to make them available to residents. Ms. Michael responded no because tours will be largely planning specific, and not be the best learning experience for residents.

Ms. Michael moved on to inform HPC members to be thinking about a draft work plan for the upcoming year. Ms. Michael noted that Olivia Wilkerson and Nancy Ginger have met with parks staff to initiate the history of the parks project. Ms. Wilkerson asked Ms. Michael when they will hear back from the parks team. Ms. Michael responded she would follow up with parks staff for a response. Ms. Michael noted Paige Bivens met with the Women’s Club to explore alternatives to the Historic Homes Tour. Andrea Radford commented that they will meet again April 26<sup>th</sup> and have information to present at the May HPC meeting. Ms. Michael expressed interest in an event at the Ailey Young House in the fall of 2021. Ms. Michael noted the importance of the Local Historic District Grants. Ms. Michael added she would like to explore offering walking tours again, but will not be able to hold any until at least July. Commissioner Dyer asked if the walking tours are available through the town website. Ms. Michael responded yes. Chairperson Radford asked if we could highlight the walking tours again in May for Historic Preservation Month. Ms. Michael responded absolutely.

**B. Other Updates, Business and Announcements** Kelsey Kemp asked if there was a way to get more information on the Historic Homes Tour. Ms. Kemp has purchased a home in the historic district and is interested in featuring her house on the tour. Ms. Michael responded she was more than happy to speak with

Ms. Kemp further on the Homes Tour. Ms. Michael stated so far she has not received any COAs for May. There was one potential applicant, but they had not yet submitted their application.

Michelle Michael stated the HPC may be able to meet in person for the May meeting. Olivia Wilkerson asked what would be required if the Commission were to meet in person. Ms. Michael stated completing contact tracing forms, and the town asks that people with covid symptoms not attend. Ms. Michael stated she would send an email to poll the members willingness to meet in person.

**10. Adjourn.** Nancy Ginger made a motion to adjourn. David Bennett seconded the motion. Chairperson Radford performed a roll call vote that was unanimous. The meeting adjourned at 7:45 pm.

Respectfully submitted,

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Andrea Radford, Chairperson

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Michelle Michael, Secretary

