WAKE FOREST
HISTORIC PRESERVATION COMMISSION

REGULAR MEETING AGENDA (AMENDED)
WEDNESDAY, MAY 10, 2023, 6:30 PM
BOARD OF COMMISSIONERS CHAMBERS
2nd Floor, Town Hall, 301 S. Brooks Street, Wake Forest, NC 27587
Contact Historic Preservation Staff at mmichael@wakeforestnc.gov or 919-435-9516
for information or visit the Historic Preservation webpage under "Meetings" at
https://www.wakeforestnc.gov/planning/historic-preservation

6:30 Regular Business

1. Call to Order/Roll Call

2. Approval of the Agenda

3. Approval of Minutes of the April 12, 2023, Regular Meeting.

4. Public Comment (limited to 3 minutes per person) The HPC is interested in hearing your concerns, however, speakers should not expect HPC 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.

5. Treasurer's Report

6. Old Business

   A. Presentations
   B. HPC Training – Design Standards
   C. Follow-Up Grant Requirements
   D. Strategic Planning - Implementation Check In

7. New Business and Announcements
   A. Staff Updates
   B. Member Updates

8. Adjourn

TOWN *of*
WAKE FOREST

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

www.wakeforestnc.gov

HISTORIC PRESERVATION COMMISSION MINUTES

WEDNESDAY, APRIL 12, 2023

6:30 PM

Commission Members Present: Andrea Radford, David Bennett, Charlotte Jenkins, Paige Bivens, Melvin Hill, Jr., Jason Mobraten, James Dyer (BOC, Ex-Officio)

Commission Members Absent: Elizabeth Miller, Nancy Ginger, James Dyer (BOC, Ex-Officio)

Staff Present: Michelle Michael (HPC Staff Liaison)

Visitor's Present: None.

1. CALL TO ORDER/ROLL CALL – Chairperson Andrea Radford called the meeting to order at 6:31 pm and performed a roll call vote. There were six voting members present.

2. AGENDA – Chairperson Radford asked for approval of the current agenda. Charlotte Jenkins moved to approve the agenda; Paige Bivens seconded. There was no discussion, the motion passed unanimously (6-0).

3. MINUTES – Staff Liaison, Michelle Michael noted that there is an addition to the minutes. Staff itemized the votes in the minutes but did not include the actual ballot. She added the ballot to the minutes for the record. Chairperson Radford asked for an approval of the March,8 2023, meeting minutes with the change. David Bennett moved to approve the minutes with the change; Paige Bivens seconded. The motion passed unanimously (6-0).

4. PUBLIC COMMENT (limited to 3 minutes per person) -There was no public comment, but staff recognized two students in the audience who are participating in the NE Community history project this semester.

5. TREASURER'S REPORT – Staff received an updated Treasurers Report from the Finance Department. The beginning balance on January 31, 2023, was $ 25,571.31, interest in February was $13.10 in addition to home tour proceeds of $24,432.99 for an ending balance on February 28, 2023, of $50,017.40. Interest in March was $31.87. There were $150.00 in deductions for

various memberships/donation for an ending balance on March 31, 2023, of $49,899.27 including $1,561 for the Ailey Young House. Chairperson Radford asked if there were questions or changes to the report. Paige Bivens asked for clarification on the $50 for CAP membership. Staff explained that the HPC budget includes $50 and the HP Planning budget matches that with $50 for a total of $100 for CAP annually. Charlotte Jenkins moved to accept the Treasurer's Report, David Bennett seconded, there was no discussion, the motion passed unanimously (6-0).

6. OLD BUSINESS

A. Commission Training

Staff Liaison, Michelle Michael led Historic Preservation Commission training by beginning with a summary of the federal framework for historic preservation including the National Historic Preservation Act, National Register of Historic Places, Certified Local Government Program, and regulatory sections 106 and 110. Staff continued by explaining the role of State Government in Historic Preservation including the North Carolina Historic Preservation Office and State Legislation that defines the powers and duties at the state level.

State enabling legislation also provides the powers and duties of the municipality and the requirements for historic preservation ordinance, designating historic landmarks and districts, and approving changes to historic properties. Staff reviewed the updated General Statute 160D and provided the powers and duties of the HPC under that legislation. In addition, the history of the local ordinance, local district, and Historic Preservation Commission.

The next topic was a discussion of the different historic districts and local landmarks, their significance, and the difference between National Register and Local designation. Following up staff then provided an overview of the HPC's approval process beginning with applying for a COA, public notification, public hearing procedures, and the HPC's required findings of fact. Emphasis on the quasi-judicial responsibilities of the HPC including avoiding ex-parte communication as well as disclosing any perception of impropriety on the record before testimony was provided by staff.

Staff continued by reviewing the Design Standards and the Findings of Fact related to the Secretary of Interiors Standards for Rehabilitation and the Town of Wake Forest Historic Design Standards. Staff further explained the Appeals process and that appeals of HPC decisions go to the Board of Adjustment, appeals of the Board of Adjustment go to Wake County Superior Court. At no time do COA appeals go to the Board of Commissioners, the HPC is the decision maker for the Town on COA applications.

The Demolition of Historic Structures Ordinance is one that will receive a specific training. Special legislation provides that the Wake Forest HPC has the authority to stay demolition of designated Historic Buildings for up to 365 days. In North Carolina, we are not allowed to deny demolition, the maximum authority is the one-year delay. Lastly, staff went over the other projects supported by the Historic Preservation Commission. Staff assigned homework to the membership and asked them to submit a COA application before the next meeting. The assignment will be in the follow up email.

B. CLG Grant Discussion
Ms. Michael explained that preliminary estimates to complete GPR and cemetery workshops at two church cemeteries came in between $40,000 and $50,000. Unfortunately, that is outside of our grant budget this year. Therefore, she recommended that we conduct two workshops: one on cemeteries and the other on historic tax credits. Staff estimates that it will cost $8,000 for both. The Town/HPC match will be $3,200. David Bennett moved for staff to move forward with the application and approved the match funds to complete the grant if awarded. Mel Hill, Jr. seconded the motion. There was no further discussion. The motion passed unanimously (6-0).

C. Strategic Planning
Implementing our 2022 Historic Preservation Plan is part of our strategic planning. In January staff asked each of you to pick your top three for each of our four goals. The first goal is to Strength the historic preservation program.

D. Budget Discussion
Staff explained that it is budget time again. She has submitted her Historic Preservation Planning Budget to the Planning Director for consideration and it is time to discuss the HPC budget. Ms. Michael began by showing a slide containing a draft budget and went through each item. Staff is asking the HPC to increase the internship budget by $500 for a total of $2,000 for internship 2024. Chairperson Radford asked if that was enough? Staff explained that there is also funding in the Planning Budget for the internship to ensure we have enough. Paige Bivens asked if there is flexibility in the budget. Staff reminded the group that each item requires a vote and approval from the HPC once estimates are obtained so yes, there is flexibility. The total expenditures proposed for July 1, 2023 – June 30, 2024, are $22,050. Mel Hill, Jr. moved to approve the draft budget, Charlotte Jenkins seconded the motion. There was no further discussion and the motion passed unanimously (6-0). The staff liaison also shared the draft Historic Preservation Planning budget for their awareness. The draft Planning budget will be approved by the Board of Commissioners as part of the General Budget for FY 24.

7. NEW BUSINESS

A. Staff Update.

- **Minor Works COAs** – staff reported that they had received no minor work applications. There may be one Major Work COA.
- **Upcoming Events.**
  Ed Morris is retiring from the Wake Forest Historical Museum on June 1. Staff will pass along additional information.
- **Local Historic District Grants** – Staff asked if the HPC is interested in extending the requirements for the Local Historic District Grants to other historic property owners. Local Landmark properties received a 50% property tax deferral and National Register properties are eligible for the historic tax credits. The Local District Grants were created because the property owners must get approval for all changes like to the Local Landmarks but there are no financial incentives to being in a district. Charlotte Jenkins stated that as a Local Historic District resident she thinks they should not extend the eligibility. It is important to provide an incentive to the residents who are having to follow the rules to maintain their property. She continued by asking if we can change the requirements to make it a bigger

incentive, allow more than one a year per applicant so if there is a bigger project it may make a bigger impact. Staff responded that she will bring something back for the HPC next month.

- **Monthly Newsletter** – Staff reminded the group that public outreach during the Historic Preservation Plan informed us that the public would like to know more about the HPC and the qualifications of the members to illustrate transparency in the process. Staff asked if the group is comfortable with including information about each of them in the monthly newsletter. The HPC agreed that was a clever idea and added that new members should be highlighted in the newsletter when they start. Charlotte Jenkins suggested that general information about what the qualifications are for members should be part of the newsletter. Staff stated that she would include two-three members a month in the newsletter.
- **Historic Preservation Month –** Staff announced that May is National Historic Preservation Month and asked for ideas to celebrate. She mentioned that she will invite former members of the HPC to come to the meeting to receive appreciation plaques. She will also reach out to the owner of the Tommy Byrne house to see if he is available to come and accept the Landmark plaque. Staff will be offering walking tours and is seeking volunteers to help. Charlotte Jenkins asked if there is a Downtown Business District Tour. Staff responded that Sarah has been doing a downtown tour and we can borrow her script for that. Paige Bivens stated that she interested in helping but will need to check her calendar. Beth Miller expressed her interest as did Nancy Ginger and Charlotte Jenkins. Ms. Michael stated that she will send a reminder in the follow up email.
- **UDO Update Open House –** Staff asked the group to mark their calendars for the UDO Open House on Thursday, May 25th from 11-1 and 6:30 – 8:30 pm at the Renaissance Centre. The topic will be zoning districts and what is allowed in the way of lot dimensions, setbacks, building height and allowable uses.
- **NC State Student Presentations –** Staff announced the NCSU Public History Students will be presenting their findings from this semester's research in the Northeast Community. It will be on Tuesday, May 2, 2023, from 3:30 – 5:30 pm at the Alston Massenburg Center and via zoom.

B. Member Updates. Paige Bivens reminded everyone to mark their calendars for April 28th and 29th for the Annual Garden Tour and Party. There are ten properties on the tour this year. The Garden Club is approaching their 100th anniversary.

Chairperson Radford asked when and where the Preservation NC Conference will be this year. Staff responded it will be in Durham in the fall. She will pass forward the details.

Staff reminded everyone that the next meeting will be May 10, 2023.

8. ADJOURN

Chairperson Radford asked for a motion to adjourn.

David Bennett moved to adjourn, Paige Bivens seconded, and the group approved unanimously (6-0). The group adjourned at 7:51 pm

Respectfully submitted,

Andrea Radford, Chairperson	Michelle Michael, Senior Planner