

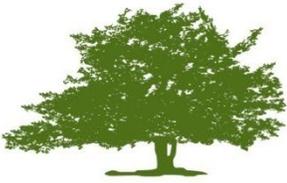


**REGULAR MEETING AGENDA
WEDNESDAY, JUNE 8, 2022, 6:30 PM
GROUND FLOOR MEETING ROOM
Taylor Street Entrance
Town Hall, 301 S. Brooks Street, Wake Forest, NC 27587**

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 May 11, 2022, 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. **Historic Preservation Plan Update – Questions and Answers**
7. Urban Forestry Program Overview – Luke Devores, Urban Forestry Coordinator
8. Old Business
 - A. Home Tour Update
 - B. Minor Work COA’s Issued
9. New Business and Announcements
 - A. Staff Update – Ailey Young House Project, Juneteenth, UDO Update
 - B. Member Updates
10. Adjourn



TOWN *of* WAKE FOREST

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HISTORIC PRESERVATION COMMISSION MINUTES

WEDNESDAY, May 11, 2022

6:30 PM

Commission Members Present: Andrea Radford (Chairperson), David Bennett (Vice-Chairperson), Elizabeth Miller, Paige Bivens, Charlotte Jenkins, Angela Wright, and Melvin Hill

Commission Members Absent: Nancy Ginger, Darina Bender, Jim Dyer (BOC Ex-Officio), Olivia Wilkerson (Youth in Government Ex-Officio)

Staff Present: Michelle Michael (HPC Staff Liaison), Josh Michael (Planning)

Guests: Steph McDougal (McDoux Preservation), Adrienne Campbell (Stantec), and Beverly Whisnant

- 1. CALL TO ORDER/ROLL CALL** - Chairperson Andrea Radford called the meeting to order at 6:30 pm and performed a roll call vote. There were five members present.
- 2. AGENDA** - Chairperson Radford asked for an approval of the agenda. Paige Bivens moved to approve the agenda. Elizabeth Miller seconded the motion. The motion was approved unanimously (5-0).
- 3. MINUTES** - Chairperson Radford asked for an approval of the April minutes. Charlotte Jenkins moved to approve the agenda. Melvin Hill seconded the motion. The motion was approved unanimously (5-0).
- 4. PUBLIC COMMENT (limited to 3 minutes per person)** - Andrea Radford asked if there was anyone who wished to make public comments. There was no public comment. Charlotte Jenkins and David Bennett came in at this time.
- 5. TREASURER'S REPORT** - Mr. Michael presented the Treasurer's Report as follows: On February 28, 2022, the HPC had a beginning balance of \$ 26,920.72. Interest earned through the month amounted to \$3.43 for an ending balance on March 28, 2022, of \$ 26,924.15. This amount includes \$1,561 to be used for the Ailey Young House. Paige Bivens made a motion to approve the Treasurer's Report as presented. Nancy Ginger seconded the motion. The Treasurer's Report was approved unanimously (7-0).

6. PUBLIC COMMENT – Mutschler House Draft National Register Nomination, 1320 Country Club Drive, PIN # 1831-98-3138

Senior Planner Michelle Michael pointed out that as a certified local government (HPC), the State Historic Preservation office is required by law to provide sixty days to consider any National Register nomination. The Mutschler House has been put forward as a National Register Listing. As part of the public comment period, the house was posted in the newsletter and letters were also sent out to the Local District, Landmark owners, and any homeowners within 500 feet of the property. The information was also posted on the Town Hall website.

Ms. Michael showed the letter sent from the State Historic Preservation Office and addressed to Mayor Jones, which specified the sixty-day window to comment on the proposed nomination. Ms. Michael explained that she would send any comments out by the deadline of June 8th.

Images were presented of the Mutschler House, and Ms. Michael stated that the HPC had two options; to submit that the HPC has reviewed and discussed the home, and then decide if the Mutschler House does or does not meet the criteria for listing in the National Register of Historic Places.

Angela Wright recused herself from discussion as she is the property owner of the Mutschler House, and the HPC agreed to the recusal. Melvin Hill made a motion to approve. Paige Bivens seconded, there was no discussion and the motion passed unanimously (7-0).

7. HISTORIC PRESERVATION PLAN UPDATE

Steph McDougal presented a Historic Preservation Plan Visioning workshop to members of the HPC. The following content was made available.

1. An overview of the agenda
2. Background information on what defines Historic Preservation
3. Historic Preservation activities
4. How to qualify for National Register of Historic Places (NRHP)
5. Local Historic Landmarks and Districts
6. The history of Historic Preservation in Wake Forest
7. Explanation of what a historic preservation plan entail
8. Where we are with the current plan
9. A breakdown of the information gathered so far
10. An overview of the Community Visioning workshop from May 10th, 2022
11. Feedback on what residents think the Town is doing well
12. Feedback on what areas residents think can be improved

After the presentation, Ms. McDougal asked the HPC to engage in a visioning activity in which HPC members would take ten minutes to write a response. She asked that each member imagine it is the year 2032 and Wake Forest has just received a major award for Historic Preservation. Each member was tasked with writing a speech that they would give, highlighting the achievements that made the Town deserving of this award. Each member then repeated what they had written on their papers.

1. Andrea Radford – Digital resources for community with the public where the National Register/Local districts are located. Maintaining the unique character of the local districts on N. Main and S. Main. Infill development within the Downtown National Register district that is in character with the district. Walking/bicycle tours that include National Register, local, and Downtown districts. Storytelling event with signage in the month of May that educates the public about the architecturally significant structures in all districts. QR codes on heritage trees in the historic district that allows the community to tie in their experiences to the preservation of these trees, and that educates the community about the importance of

the tree canopy coverage. Also gives us the opportunity to learn why and when the trees were planted. Informative walking tours through all the districts. Partnership with other community groups to make these events possible. Protection of character for existing and expanded districts.

2. Paige Bivens – It is an honor and privilege to give this 2032 Preservation award to the community of Wake Forest for its innovation and preservation. Wake Forest has researched the treasures of its buildings and areas of historical significance. It has created a sense of place for its citizens by preserving these areas, tying these areas to the local culture of its citizens, and creating a timeline of developments. This Town communicates its history through many venues from walking tours to museums, to media sources, signage, and historical storytelling. The HPC has played an integral role in this.
3. Elizabeth Miller – Increased community awareness and involvement in historic preservation and historic districts. Maintained excellent relationships with historic property owners and other Town organizations. Supported historic property owners to maintain beauty and historic integrity of districts. Promoted tourism and economic development through the value of its historic districts. Expanded Historic Preservation support and awareness of the Northeast community and recognized other minorities who played a role in the Wake Forest history. Maintained character of historic districts through development in nearby districts. Successfully integrated Historic Preservation into overall Wake Forest development plan.
4. David Bennett – Prioritized the identification of historic resources, to encourage protection despite rapid growth and development. Offered financial incentives and resources to homeowners and businesses to facilitate the preservation and adaptive reuse of historically significant resources. Expanded the narrative of Wake Forest history, to capture stories and recover previously overlooked and disenfranchised communities. Constructed a comprehensive inclusive narrative and education program that encompassed all of the above, which created a shared story, appreciation and community pride that reinforces the common desire to protect our historic resources in the future.
5. Charlotte Jenkins – Wake Forest has maintained its roots by increasing walkability throughout the Town preserving nature within the city limits. It has stayed true to its name “Wake Forest”. The Town has continued to research and document its vibrant history including all aspects and highlights of living in Wake Forest. Over the years Wake Forest has been able to keep residents in their homes by reducing gentrification with grants and other funding (I do have a magic wand by the way). It has expanded its Local Historic district to having a more comprehensive look at the past. Wake Forest has achieved all of this while becoming one of the best growing areas in the State.
6. Angela Wright – That Wake Forest stuck to its small town feel and protected and took pride in the historic landmarking that the community as a whole has come to appreciate. That Wake Forest has put great effort into informing the community about its history while getting citizens involved in projects that benefit and maintain historic places and districts throughout Town. Promoted historic tourism.
7. Melvin Hill – We have the best downtown in the State of NC. It has retained the character and ambiance of the original Town of Wake Forest. Has expanded community outreach to schools and hospitals to alert them to all the good things happening in Wake Forest Historic Preservation activities. Has integrated new development in the Town to the extent that no one can tell where the old Town has stopped and the new one begins! Has partnered with like-minded groups and individuals to promote awareness and support for Historic Preservation. Has maintained a “Sense of Place” for future generations.

Ms. McDougal pointed out that a common thread throughout this exercise emphasized communication and collaboration. Telling the full story of Wake Forest and the desire to make Historic Preservation in the Town something that welcomes all people, is inclusive, and is available to everyone. She explained that there seems to be a drive toward community and outward focus, as opposed to interpreting preservation as something solely influenced by the Town or the HPC.

Paige Bivens stated that she wants Wake Forest to retain its uniqueness and historic integrity and to continue being the special place it is. However, there is still a need to continue to educate everyone on these important issues.

Melvin Hill stated that without the public will, the public won't. Need to ensure that community involvement is always present.

David Bennett underscored that certain communities have lost the piece of fabric that celebrates historically significant markers. On the flip side, there are communities that have retained historic significance but at the cost of not remaining economically viable or progressive.

Charlotte Jenkins stated that the districts need to be expanded and we need to have an overarching view of the community instead of focusing on small pockets.

Ms. McDougal asked for specific words that exemplify the identity of Wake Forest. Responses included "Welcoming", "Green", and "Authentic".

8. OLD BUSINESS

A. **Budget 2022-23** - Mr. Michael showed the budgeted expenses for 2021-2022 (ending June 30th) totaled \$16,450. However, due to the cancellation of the home tours and suspension of the Local Historic District Grand fund, only \$1,950 was spent. The only monies to be subtracted from the budget included the internship and standard donations. This leaves the year end estimate at \$24,974.15. He asked for any discussion or amendments. He stated that it could be approved if no further discussion was needed.

David Bennett made a motion to approve the budget, seconded by Elizabeth Miller. The motion passed unanimously (7-0)

B. **Home Tour Update** – Mr. Michael discussed some highlights of the subcommittee meeting and referenced that masking will be left to individual homeowner discretion.

Paige Bivens stated that it will be called the "Historic Holiday Tour"

9. NEW BUSINESS AND ANNOUNCEMENTS

A. **Staff Update** - Mr. Michael updated members on the Ailey Young painting. He also informed members of the two interns that will be joining the Planning Department. The final update was to remind members that the webinars for Ailey Young House would be on May 18th and May 25th.

Ms. Michael reminded members to complete their ethic statements. She also reminded members that next month the meeting will be on the ground floor of Town Hall. She recognized new members Melvin hill and Angela Wright. Ms. Michael stated that the Historical Markers have been delayed due to supply chain issues and staffing at the manufacturer. The Fire Department has requested that staff research sidewalk markers as an option for downtown.

B. Member Updates – There were no member updates.

10. ADJOURN – Charlotte Jenkins made a motion to adjourn. Melvin Hill seconded, there was no discussion and the motion passed unanimously (7-0). The meeting adjourned at 7:47 pm.

Respectfully submitted,

Andrea Radford, Chairperson

Josh Michael, Planner I

