

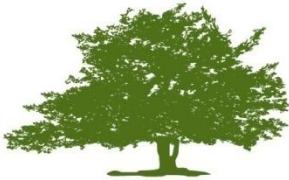


**REGULAR MEETING AGENDA**  
**WEDNESDAY, SEPTEMBER 9, 2020 6:30 PM**  
**VIRTUAL MEETING VIA ZOOM <https://zoom.us/j/98502732747>**  
Webinar ID: 985 0273 2747

**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/Town Attorney
3. Approval of the Agenda
4. Approval of Minutes of the August 12, 2020 Regular Meeting.
5. Public Comment (limited to 3 minutes per person) Online sign-up is encouraged at <https://www.cognitoforms.com/TownOfWakeForest3/HistoricPreservationCommissionPublicHearingCommentForm> no later than 5:00 pm on September 8, 2020. 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. Architectural Survey Update (1958-1975) – HMW Preservation Consultants
  - B. Chapter 160D - General Statute Changes for Historic Preservation Ordinance
8. New Business and Announcements
  - A. Education Committee Update
  - B. Staff Update
  - C. Other Updates, Business and Announcements
9. Adjourn



# TOWN of WAKE FOREST

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## HISTORIC PRESERVATION COMMISSION MINUTES VIA ZOOM WEDNESDAY, AUGUST 12, 2020 6:30 PM

**Commission Members Present:** Andrea Radford (Vice-Chair), Paige Bivens, David Bennett, Darina Bender, Beverly Whisnant, Cathy Jamison

**Commission Members Absent:** Ellen Turco (Chair), Jennifer Smart, Commissioner Wall-Lennon (Ex Officio, BOC)

**Staff Present:** Michelle Michael (HPC Staff Liaison); Sam Slater (Town Attorney's Office), Chris Robey (HP Intern)

**Guests:** No Guests were present.

**1. CALL TO ORDER/ROLL CALL** Vice-Chairperson Radford called the meeting to order at 6:38 pm and went over some general guidance for the virtual meeting. She asked everyone to identify themselves before they speak and to please speak clearly. Vice-Chairperson Radford continued that all votes will be taken by roll call. Ms. Radford asked for everyone to respond to the roll to establish a quorum, Paige Bivens – here, Darina Bender – here, Cathy Jamison – here, Sandy, David Bennett-here, Beverly Whisnant-here.

Attorney Slater added that because this is a remote meeting if any board members leave the meeting it needs to be stated on the record to ensure that a quorum is present for the entire meeting. Staff liaison, Michelle Michael shared her screen so that the agenda could be followed by the group.

**2. AGENDA.** Vice-Chairperson Radford asked if there were any changes to the agenda David Bennett moved to approve the agenda. Cathy Jamison seconded the motion. There was no discussion. Ms. Radford called each member present and the motion passed unanimously (5-0).

**3. MINUTES.** Vice-Chairperson Radford asked if there were any changes to the July 8, 2020, minutes as submitted. David Bennett moved to approve the minutes as submitted, Cathy Jamison seconded. There was no discussion. Ms. Radford called each member present, the motion passed unanimously (5 - 0).

**4. PUBLIC COMMENT (limited to 3 minutes per person)** Vice-Chairperson Radford asked if there was anyone who wished to make public comments and asked them to use the “raise hand” icon or chat box. There were no public comments.

**6. TREASURERS REPORT.** Staff read through the Treasurer’s Report as submitted by the Finance Department. The beginning balance on July 1, 2020 was \$39,985.68 with interest earned in the amount of \$ 13.97. An ending balance as of July 31, 2020 is \$39,999.65 including \$1,011 to be used for the Ailey Young House. Vice-Chairperson Radford asked if there is a motion to approve the Treasurer’s Report, Beverly Whisnant moved to approve the Treasurer’s Report, Paige Bivens seconded the motion. there was no discussion and the motion passed unanimously (5-0).

Sandy Smart entered the meeting at 6:45 PM.

**7. PUBLIC HEARING: COA 20-4 A request from the Town of Wake Forest to seek an option to conditions placed on COA 20-4 at the Ailey Young House, 320 N. White Street, to modify the rear entrance at 305 N. Main Street, being Wake County PIN 1841-52-6894.**

Vice-Chairperson Radford opened the public hearing and asked if any members of the Historic Preservation Commission have a conflict of interest. There were none. Vice-Chairperson Radford explained the procedure, the staff liaison will present the project first, then anyone who wants to speak in favor of the project and then anyone against the project. Everyone who wishes to speak must be sworn. Staff added that under the remote meetings policy, everyone with standing must consent to holding the meeting in this way (virtually/remotely). She followed up by asking anyone who opposes the COA going forward in this meeting to use the “raise hand” icon, chat box or if able unmute and let your desire to speak be known. There were no citizens on the call.

Michelle Michael, Senior Planner (Historic Preservation) was sworn in by Attorney Slater. Ms. Michael introduced the project as COA 20-4 and reminded the HPC that the COA was approved previously to install windows and shutters at the Ailey Young House. At the time of the approval the HPC conditioned the COA on using tempered glass throughout and using Engineered Pine instead of Sapele if the SHPO concurs. The SHPO did concur and engineered pine was ordered. Tempered glass was also ordered but there have been supply issues. So far, the contractor has been unable to find a supplier who will provide the multiple sizes. As recently as Monday, a supplier had been identified that may be able to complete the glass order. However, staff is asking for an option to avoid additional delays. The Town is therefore

requesting the HPC to consider requiring tempered glass in the front porch windows which will be the only ones to be close to exits and the porch. The remainder of the glass will be regular window glass. The Inspections Department required that the east side front window have tempered glass because of its proximity to a door. Staff is recommending both front windows have tempered glass. The group discussed the various options and challenges with the project.

Andrea Radford closed the public hearing and asked the HPC for further discussion. Beverly Whisnant moved to approve the new condition to COA 20-4 to allow for tempered glass only on the front windows. Paige Bivens seconded the motion, there was no additional discussion the motion passed unanimously (6-0).

**8. Old Business- A. Internship Report – Christopher Robey, MLA Candidate, UGA 2022.** Staff introduced Chris Robey who has been working as the HP Summer Intern. Mr. Robey greeted the group and provided an overview of his projects including the Northeast Community GIS-Based Story Map, Ailey Young House Landscape Management Plan and cursory research on a historic marker program. His internship ends on August 15<sup>th</sup> and he has completed his projects.

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

**A. Education Committee-** Andrea Radford stated there was no update.

**B. Staff Update.** Staff informed the group that the State Historic Preservation Office is offering online training to meet Certified Local Government (CLG) training requirements. Staff reminded the group that our CLG status allows us to compete for grants. Planning staff sent out a second Mill Village Survey and they are due on August 15. The Architectural Survey project is wrapping up and the consultant will present her preliminary findings at the September meeting. Staff will also present an overview of the 160D changes in September and a public hearing will take place in October or November. Staff attended the National Alliance of Preservation Commissions Conference virtually in August. She informed the group that the Preservation North Carolina conference will also be virtually held from October 14-16 and will send a link to the conference schedule as soon as it is available.

**C. Other Business and Announcements.** There was no other business. Sandy Smart moved to adjourn, Paige Bivens seconded and passed unanimously (6-0) without discussion by a roll call vote. The meeting adjourned at 7:32 PM.

Respectfully submitted,

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Ellen Turco, Chairperson

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Michelle Michael, Secretary