DRAFT AGENDA
Wake County Historic Preservation Commission
OUTREACH COMMITTEE
Tuesday, December 12, 2017 – 2:30 PM
Room 2701 – Wake County Justice Center
301 S. McDowell Street, Raleigh, North Carolina

I. Call to Order

II. Approval of Agenda

III. Staff Report

IV. Other Business

V. Chairman’s Report

VI. Adjourn

DRAFT AGENDA
Wake County Historic Preservation Commission
DESIGNATION COMMITTEE
Tuesday, December 12, 2017 – 3:00 PM
Room 2701 – Wake County Justice Center
301 S. McDowell Street, Raleigh, North Carolina

I. Call to Order

II. Approval of Agenda

III. Staff Report
   A. Wakelon School, Zebulon
   B. Percy J. Olive House, Apex
   C. Upchurch-Williams House, Apex
   D. Other

IV. Other Business

V. Chairman’s Report

VI. Adjourn

*Copies of any of the designation reports and other information regarding agenda items available by calling 919-833-6404 or e-mailing info@cappresinc.org
DRAFT AGENDA
Wake County Historic Preservation Commission
Tuesday, December 12, 2017– 3:30 PM
Room 2800 – Wake County Justice Center
301 S. McDowell Street, Raleigh, North Carolina

I. Call to Order/ Roll Call

II. Approval of December 12, 2017 Agenda

III. Approval of November 14, 2017 Retreat and Meeting Minutes

IV. Public Hearing for Certificate of Appropriateness (CA-07-17)*
   Applicant: Town of Morrisville
   Landmark: Morrisville Christian Church
   Location: 222 Church Street, Morrisville
   Jurisdiction: Town of Morrisville
   The applicant is requesting a Certificate of Appropriateness for revisions to the parking area

   *Tabled from November 14, 2017

V. Public Hearing to Consider the Designation of the Upchurch-Williams House, Apex ETJ as an Apex Historic Landmark
   A. Order of Hearing
   B. Presentation by Staff
   C. Comments by Department of Cultural Resources
   D. Comments by Interested Parties
   E. Discussion / Action of WCHPC

VI. Committee Reports
   A. Outreach Committee
   B. Designation Committee

V. Staff Report
   A. Zebulon BOC, December 4, 2017
   B. Landmark Report Update
   C. Zebulon Survey Update
   D. Annual CLG Report
   E. Cemetery Statutes Follow-up
   F. Other

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VI. Old Business
   A. Strategic Plan Discussion and Possible Resolution

VII. New Business

VIII. Other Business

IX. Chair's Report

X. Adjourn

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DRAFT MINUTES
Wake County Historic Preservation Commission
Annual Retreat
Tuesday, November 14, 2017
Historic Oak View County Park
4028 Carya Dr, Raleigh, NC

Members Present (7): Mr. Ed Morris (Chair), Mr. Jeff Hastings (Vice-Chair), Ms. Camille Morrissey, Mr. Charles Blunt, Mr. Ray Hinnant, Ms. Stephanie Ashworth, Ms. Carrie Ehrfurth

Members Absent (5): Mr. Jack Harman, Mr. Wes Tripp, Ms. Michelle Muir, Mr. Marshall Harvey, Mr. Dan Turner

Staff (2): Mr. Gary Roth and Mr. Jeremy Bradham, Capital Area Preservation, Inc. (CAP)

1. Call to Order/ Roll Call:
Mr. Morris called the retreat to order at 11:05 am.

2. Approval of November 14, 2017 Retreat Agenda
Hearing no objection, the agenda was approved as submitted.

3. Welcome – Emily Catherman Fryar, Park Manager
Ms. Fryar welcomed the Commission to Historic Oak View County Park, providing contextual history of the site and local preservation efforts over the years.

4. Landmark Videos – MC and Martha Todd House, Wendell; Dr. Thomas H. Avera House, Wendell; Cary First Christian Church Cemetery, Cary
Staff showed three videos concerning historic landmarks that the commission has been responsible for designating in the past. Two of the videos (MC and Martha Todd House, Dr. Thomas H. Avera House) were produced by East Wake Television as part of a series focusing on historic landmarks in eastern Wake County. The Cary First Christian Church Cemetery video was produced by the Church to help fundraising endeavors as well as to grow awareness of African-American cemeteries across Wake County, North Carolina.

5. Ms. Ellen Turco - “Where We Shall Meet and Part No More - African American Cemeteries in Wake Forest Before and After the Civil War"
Ms. Turco gave a presentation on efforts to survey and locate unmarked African-American graves for the Friendship Chapel Christian Church Cemetery, Wake Forest, NC. Additional cemeteries and projects were discussed highlighting the use of GPR (https://en.wikipedia.org/wiki/Ground-penetrating_radar); and the importance of identifying graves in our county where development pressure increases every day.

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BREAK FOR LUNCH

6. Presentation – Ms. Emily Catherman Fryar: “Historic Oak View Tenant House Project”
Ms. Fryar gave a presentation on the relocation and restoration of the tenant house that was moved from the Eagle Rock community near Wendell to Historic Oak View County Park. The project has taken more than five years; and, the WCHPC, among others, contributed funds toward the relocation and restoration of the structure. Historically, there were six tenant houses - since destroyed - and the relocated tenant house closely resembles those on site, originally. This tangible structure from the late nineteenth/early twentieth century will permit the site to interpret tenant farming to the public, including thousands of school children each year.

7. Walking Tour of Historic Oak View County Park with Park Staff

8. Additional topics for discussion: None

9. Adjourn: Mr. Morris adjourned the WCHPC Annual Retreat at 3:25 pm.

Respectfully Submitted,

Jeremy Bradham
Secretary

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DRAFT MINUTES
Wake County Historic Preservation Commission
Regular Board Meeting
Tuesday, November 14, 2017
Historic Oak View County Park
4028 Carya Dr, Raleigh, NC

Members Present (8): Mr. Ed Morris (Chair), Mr. Jeff Hastings (Vice-Chair), Ms. Camille Morrissey, Mr. Charles Blunt, Mr. Ray Hinnant, Ms. Stephanie Ashworth, Ms. Carrie Ehrfurth, Mr. Dan Turner

Members Absent (4): Mr. Jack Harman, Mr. Wes Tripp, Ms. Michelle Muir, Mr. Marshall Harvey

Staff (2): Mr. Gary Roth and Mr. Jeremy Bradham, Capital Area Preservation, Inc. (CAP)

1. Call to Order / Roll Call:
Mr. Morris called the meeting of the Wake County Historic Preservation Commission to order at 3:40 pm.

2. Approval of November 14, 2017 Agenda

Mr. Roth provided the following amendments to the Agenda:
- Item 4, the COA Public Hearing, has been tabled and re-scheduled for the next commission meeting, December 12, 2017;
- WCHPC resignations shall be added to the Staff Report;
- The resolution on the Strategic Plan will not be considered, since it continues to be updated as staff awaits additional information from SHPO and Wake County Staff. Upon a motion by Ms. Ashworth, seconded by Mr. Turner, the agenda was approved as amended.

3. Approval of October 10, 2017 Minutes
Hearing no objection, the minutes were approved as submitted.

4. Staff Report
   a. Oliva Raney Book Donation: Mr. Roth reported that the issue with the book donations to the Olivia Raney Library has been resolved. Everyone has received the email exchange between staff and Ms. Sandra Cropps, representing the Library. While the books that appeared to be an issue are now in the collection at the library, it is unlikely that the commission will be donating additional books in the future. Ms. Cropps has welcomed the donation of books and is very grateful for them; but, it appears that

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the library system does not share her opinion. Once Ms. Cropps leaves her position, the future of the collection is not guaranteed.

**N.B.** Mr. Hinnant suggested finishing any donations that would complete a series that are incomplete as of now. Mr. Roth agreed, stating that he believes most of the series have been completed at this time. In addition, there may be books that can replace outdated materials.

b. Upchurch-Williams Landmark December 12, 2017 Public Hearing:

The landmark public hearing before the WCHPC concerning the Upchurch-Williams House, Apex, will be held at the next regular meeting, December 12, 2017.

c. Landmark Report Update:

- The Percy J. Olive House landmark report is currently underway;
- Staff is awaiting SHPO’s comments for the Upchurch-Williams landmark report, which will be sent out with the commission packet in time for the December 12, 2017 meeting;
- Mr. Roth will be meeting with the Town of Zebulon’s Board of Commissioners, December 4, 2017, to determine if they would like to proceed with the landmark designation of the Wakelon School.

d. Zebulon Survey Update: The RFP for the survey update - which is provided by the SHPO - has not been sent out.

**N.B.** Mr. Hinnant stated that the wife of Zebulon’s Mayor, Robert Matheny, passed away a few weeks ago. Staff was charged to send a letter of condolences to Mayor Matheny on behalf of the WCHPC.

e. Minor Works COA Approvals:

Mr. Bradham presented two (2) minor works COAs approved by staff:

- **CA-08-17 – MC and Martha Todd House, Wendell:** The owner requested the installation of a woven wire rolled fencing with wooden posts in the rear of the house.
- **CA-09-17 – Hinton & Son Hardware, Apex:** The owner requested the installation of two telecommunications antennae on the roof of the building.

f. NRAC Study List Additions: Mr. Roth shared letters that were sent to staff from SHPO concerning new additions to the Study List recently approved by the NRAC:

- McCullers Pines will continue to be controversial with the Town of Fuquay-Varina, as plans to widen Fayetteville Road are already underway; and, that area will change significantly when Highway 540 continues to loop through the community.

**QUERY:** Mr. Turner asked for clarification of the size and scope of the district added to the Study List, noting that many of those houses are late 1960s and early 1970s. Mr. Roth said that the cluster of earlier houses from the 1950s were suggested to the consultant for consideration, but that, ultimately, the entire district was presented for consideration and was, subsequently, added to the Study List.

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g. WCHPC Resignations: Mr. Roth reported that staff has heard from three commission members concerning their inability to continue their services on the commission:
   - Mr. Harman has officially resigned due to work constraints;
   - Both Ms. Muir and Mr. Tripp have indicated they have scheduling conflicts but have not officially resigned but have asked how to proceed.

N.B. Since reappointments are in January, staff will send out letters for potential candidates to fill empty seats. As an important Public Hearing will take place December 12, 2017, it would be best not to have all three members resign before the final meeting of the year. With Mr. Harman’s official resignation, the commission is currently down to eleven members, allowing for six members present to constitute a quorum.

N.B. Mr. Turner suggested that perhaps Ms. Muir and Mr. Tripp could call in at the next meeting should they not be able to attend in person.

N.B. Mr. Hastings stated that there are always more applications than available seats. Ms. Muir and Mr. Tripp could simply decline to seek reappointment and make that known to the WCBOC. Therefore, three members not seeking reappointment will result in three vacant seats available - assuming the other three commission members up for reappointment desire to remain on this commission.

N.B. Mr. Morris noted that, in light of this new information, it will be very important for every commission member to be in attendance at the December meeting, as there will be a heavy agenda.

5. Old Business: Mr. Roth noted that the updated 2017-2027 strategic plan will be voted on at the December 12, 2017 meeting.

N.B. Mr. Turner suggested that all commission members be in attendance, having thoroughly read through the strategic plan once it has been finalized and sent out.

N.B. Mr. Roth noted that, while the strategic plan needed a lot of updating, it, nevertheless, serves as a great reference that highlights the many outstanding accomplishments of this commission over time.

6. New Business:
   - Sunday, December 3, 2017, 1:00 pm – 5:00 pm, the Apex Historical Society will hold its annual Holiday Homes Tour including two houses soon under consideration as Apex Historic Landmarks: 1) Percy J. Olive House and 2) Upchurch-Williams House. In addition, the Thompson-Utley-Fletcher-Tunstall House, vacant for many years and owned by the Town, will be on the tour; and, the Mayor and Town Council have agreed to appoint a committee to plan the future of the house;
   - Saturday, December 9, 2017, 1:00 pm – 5:00 pm, the Wendell Historical Society will hold its Historic Homes Tour.

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7. Other Business: None.

8. Chair's Report: Mr. Morris thanked the Historic Oak View County Park for hosting the WCHPC 2017 Annual Retreat; and, also thanked Ms. Turco for her insightful presentation. Mr. Morris also noted that the Preservation Commission of the Town of Wake Forest recently held its first historic landmark plaque ceremony, awarding seven plaques to its local historic landmarks. The event was called a Preservation Celebration and the plaques, moreover, are nearly identical to the WCHPC's Wake County Historic Landmark plaques.

9. Adjourned: Hearing no objection, the meeting was adjourned at 4:21 pm.

Respectfully Submitted,

Jeremy Bradham
Secretary