

DRAFT AGENDA
Wake County Historic Preservation Commission
OUTREACH COMMITTEE
Tuesday, February 13, 2018 – 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**
 - A. Location for 2019 Preservation Celebration
- IV. Other Business**
- V. Chairman's Report**
- VI. Adjourn**

DRAFT AGENDA
Wake County Historic Preservation Commission
DESIGNATION COMMITTEE
Tuesday, February 13, 2018 – 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. Baucom-Olive (Percy J.) House, Apex
 - C. Upchurch-Williams House, Apex
 - D. Survey Update Phase V. Proposal
 - E. 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, February 13, 2018 – 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 February 13, 2018 Agenda**

- III. **Approval of January 9, 2018 Minutes**

- IV. **Welcome – Newly Appointed Member Lonnelle Williams**

- V. **Committee Reports**
 - A. Outreach Committee
 - B. Designation Committee

- VI. **Staff Report**
 - A. Landmark Report Update
 - B. Baucom-Olive House Public Hearing – March 13
 - C. Zebulon Survey Update
 - D. Half-Year Report
 - E. Survey Update Phase V. Proposal
 - F. Other

- VII. **Old Business**

- VIII. **New Business**

- IX. **Other Business**

- X. **Chair's Report**

- XI. **Adjourn**

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DRAFT MINUTES

Wake County Historic Preservation Commission
Tuesday, January 9, 2018 – 3:30 PM Room 2700 – Wake County Justice Center
301 S. McDowell Street, Raleigh, North Carolina

Members Present (6): Mr. Ed Morris (Chair), Mr. Dan Turner, Mr. Marshall Harvey, Mr. Ray Hinnant, Mr. Charles Blunt, Ms. Camille Morrissey

Members Absent (6): Mr. Jeff Hastings (Vice-Chair), Mr. Jack Harman, Ms. Carrie Ehrfurth, Ms. Michelle Muir, Ms. Stephanie Ashworth, Mr. Wes Tripp

Staff (3): Mr. Gary Roth and Mr. Jeremy Bradham, Capital Area Preservation, Inc. (CAP)
Mr. Bryan Coates, Wake County Planning and Development Services Division

1. Call to Order / Roll Call:

Mr. Morris called the meeting to order at 3:32 pm.

2. Approval of January 9, 2018 Agenda

Hearing no objection, the agenda was approved as submitted.

3. Approval of December 12, 2017 Minutes

Hearing no objection, the minutes were approved as submitted.

4. Presentation – "State Regulations Regarding the Relocation of Cemeteries and Wake County's Process," Keith Lankford, Planner III, Wake County Planning, Development and Inspections

Mr. Lankford gave a PowerPoint presentation concerning the state regulations and the process of evaluation of grave removals/protections in Wake County.

5. Committee Reports

- a. Outreach Committee: Ms. Morrissey reported that the committee is looking ahead to the *2019 Preservation Celebration*, having the event at the Leslie-Alford-Mims House, Holly Springs. Staff will reach out to the owners for one of two dates at the end of April or beginning of May. Other landmark venues are being considered should the Leslie-Alford-Mims House not be available.
- b. Designation Committee: Mr. Turner stated that
 - Mr. Roth attended the Zebulon Board of Commissioners meeting January 8; and, the Board voted to move forward with the landmark process for the Wakelon School - great news for the Town of Zebulon and for the Wake County Historic Preservation Commission!
 - The Percy J. Olive House, Apex, landmark report is being finished up; and, will likely be brought before this commission, March, 2018.
 - The Upchurch-Williams House will be considered for landmark status at the Apex Town Council meeting, February 20.
 - All Preservation Fund money has been disbursed/committed with the exception of a small amount retained for CLG training opportunities, as they arise.

6. Staff Report

- a. Zebulon BOC, January 8, 2018: Mr. Roth stated that the meeting went very well; and, the Board of Commissioners decided to move forward with the landmark process for the Wakelon School, which currently serves as the Town Hall. Staff will move ahead with a consultant contract.
- b. Landmark Report Update: The landmark report for the Percy J. Olive House, Apex is finishing up and should be heard before this commission in March. The Upchurch-Williams House will be considered for landmark status at the Apex Town Council meeting, February 20. Mr. Roth encouraged commission members to attend.
- c. Zebulon Survey Update: Wake County and SHPO have signed the contract and SHPO has released the RFP to potential consultants for the next phase of the Wake County Survey Update. Everyone should have received a copy of the RFP in their packet. The deadline for all proposals is Wednesday, January 31.

QUERY: Mr. Hinnant asked if this fourth phase will complete the survey update?

Mr. Roth noted that there are roughly two hundred (200) properties remaining to be surveyed in the urban service areas of Knightdale, Wendell, Rolesville, and Zebulon, as well as in the Little River area. The grant cycle will begin again in February; and, staff will begin preparing the application for the final phase of the survey update encompassing those areas. Should the commission receive the grant, the survey update will be complete, freeing up future funds for additional landmark reports.

- d. Annual CLG Report: Staff completed and submitted the annual CLG report, also included in commission packets for review. The report details activities of this commission and its staff over the Federal fiscal year.
- e. Preservation Fund: Having committed the Wakelon School landmark report funds, \$186.00 remain in the Preservation Fund for CLG training. Mr. Roth encouraged commission members to keep an eye out for *small-budget* training opportunities, as two commission members and one staff are required to attend in order to maintain CLG status. Staff will be in contact with Michelle Michael, Wake Forest Preservation Planner, in hopes that Wake Forest will, again, host a CLG training opportunity, Spring, 2018.

N.B. Ms. Ellen Turco, attending as Chair of the Wake Forest Historic Preservation Commission, noted that Wake Forest, every year, has *quasi-judicial* hearing training that may qualify.

- f. WCHPC Appointments/Reappointments: The WCBOC voted on appointments/reappointments to the WCHPC, January 2, 2018. Mr. Hinnant, Ms. Morrissey, and Mr. Hastings were reappointed, with three other commission members not seeking reappointment. Ms. Peggy Beach, previously a commission member, was appointed as was Ms. Lonnelle Williams. Staff shall reach out to the County to determine if the one open seat on the Commission will also be filled.

7. Old Business: Mr. Roth stated that everyone should have received the updated final draft of the WCHPC Strategic Plan 2017-2027. It provides a great working reference document for the activities of the commission as well as a record of all that the commission has accomplished or seeks to accomplish in the next ten years.

8. New Business: None.

9. Other Business: None.

10. Chair's Report: Mr. Morris stated that his thoughts and prayers are with Mr. Roth as he has a tendon repair procedure on his left foot, Friday, January 12, and he wishes for a quick recovery.

11. Adjourned: Hearing no objection, the meeting was adjourned at 4:28 pm.

Respectfully Submitted,

**Jeremy Bradham
Secretary**