WAKE FOREST
HISTORIC PRESERVATION COMMISSION

REGULAR MEETING AGENDA
WEDNESDAY, NOVEMBER 18, 2026, 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/long-range-planning/historic-preservation

6:30 Regular Business

1. Call to Order/Roll Call
2. Approval of the Agenda
3. Approval of the Minutes of the October 27, 2026, 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. Public Hearing COA-26-08: A request from Eric Lund, owner of 507 N. Main Street, Wake Forest, being Wake County Tax PIN 1841-54-5170, to install a 10' x 16' accessory structure on the property to be used as a shed.
7. Old Items
8. New Items
    A. Approval of the 2027 Meeting Calendar
    B. Recognition of Outgoing Members
    C. Staff Updates
    D. Member Updates
9. Adjourn

Wake Forest Historic Preservation Commission
Minutes

The Wake Forest Historic Preservation Commission met on **27 October 2026,** at **6:30 p.m.** in the Board Room at Wake Forest Town Hall, 301 S. Brooks Street.

Historic Preservation Commission Members present: Jason Mobraten, Allen Jenkins, Pamala Jeffries, Cooper Bolton, Kiki Farish

Historic Preservation Commission Members absent: Elizabeth Miller, Joni Falvey, Sarah Soleim, David Bennett

Staff Members present: Michelle Michael (Senior Planner- Historic Preservation), Paige Regna (Planner I- Historic Preservation)

Visitors: Abby Black

1. Call to Order

The Chair and Vice-Chair were absent from the meeting. Paige Regna informed the members that they need to vote to elect someone to serve as Chair for the meeting.

ACTION: Nominate a member to serve as Chair for the October meeting.
Mover: Jason Mobraten nominated Kiki Farish to serve as Chair.
Seconder: Allen Jenkins
Vote: Motion carried 5-0

Kiki Farish called the meeting to order at 6:31 p.m. A quorum was established.

2. Adoption of Agenda

ACTION: Approval of the agenda for regular meeting held 27 October 2026.
Mover: Cooper Bolton moved to adopt the agenda.
Seconder: Jason Mobraten
Vote: Motion carried 5-0

3. Approval of Minutes

ACTION: Approve September 2026 meeting minutes as presented.
Mover: Allen Jenkins moved to approve the September 2026 meeting minutes as presented.
Seconder: Cooper Bolton
Vote: Motion carried 5-0

4. Public Comment (limited to 3 minutes per person)

No public comment.

5. Treasurer's Report

Paige Regna presented the reconciled Treasurer's Report and explained that all deductions totaling $1,753.55 had been taken from the Historic Preservation Planning budget rather than the Historic Preservation Commission's account since the Historic Preservation Planning expenses were below budget. The reconciled budget totals $52,036.59 in the HPC's account. Michelle Michael reminded the HPC that the money in the HPC's account is from past home tours and not money from the Town's general fund.

ACTION: Approve the reconciled treasurer's report.
Mover: Cooper Bolton moved to approve the reconciled treasurer's report as presented.
Seconder: Jason Mobraten
Vote: Motion carried 5-0

6. Old Items

A. Unified Development Ordinance Updates

Paige Regna informed the HPC that the draft UDO is now available to the public, and she encouraged the HPC to review the new UDO. She informed the HPC that the board is being reduced from nine members to seven members to align with the Planning Board and Board of Adjustment. David Bennett's seat will not be filled after his term ends in December 2026, and a second at-large seat that is currently held by Joni Falvey will also be eliminated.

Allen Jenkins asked how this would impact quorum. Paige Regna replied that quorum will change to four members.

Kiki Farish asked why there is a reduction in community voices. Paige Regna responded that the intent is not for there to be a reduction in community voices and said that there will always be a time for public comment at each meeting that people can speak at. She explained that a nine-member board is a large board and reducing it to seven will make it easier to fill all the seats, maintain quorum, and it will align with the other boards the Planning Department serves.

Paige Regna presented the revised Demolition of Historic Structures Ordinance in the draft UDO. She explained that the tier chart and points system have been eliminated and replaced with findings of fact that are used as the review criteria. There is now an automatic 365-day delay, which is the maximum NCGS allows, unless there are affirmative findings for each finding of fact, which will result in a reduction of the delay. Paige encouraged the HPC to review the ordinance, and once the draft UDO is adopted, a thorough training will be provided.

7. New Items

A. Staff Updates

- The updates to Section 106 of the NHPA are on the Advisory Council for Historic Preservation's November agenda. It was originally on the October agenda but was pushed back to November.
- Senate Bill 5653- Bipartisan American Affordability and Jobs Act of 2026 proposes changes to NEPA and the NHPA. The Senate is expected to vote on the bill on November 9, 2026. Call your representative in D.C. in support or opposition.
- The contract to conduct archaeology at the Northeast Gateway Park site is in progress.
- The contract to conduct a structural analysis of the Ailey Young House is in progress.
- The remaining meeting dates are Wednesday, November 18th and Wednesday, December 16th. There is a COA for a shed at 507 N. Main Street on the November agenda. There is a possible COA for the December 16th meeting.
- The new policy that all HPC public hearings will be recorded will begin in November.
- The Downtown Traffic Study Open House is October 28th from 6-8pm in the Town Hall lobby. A survey is open on Engage Wake Forest until November 6th.

B. Member Updates

- No member updates.

8. Adjournment

ACTION: Adjourn meeting.
Mover: Cooper Bolton moved to adjourn the meeting.
Seconder: Allen Jenkins
Vote: Motion carried 5-0
The meeting closed at 7:19 p.m.

Duly approved in open session this day 18 November 2026.

_____ _____

Board Secretary Board Chair

Staff Report

Case COA-26-08: 507 N. Main Street

Meeting Date	November 18, 2026
Requested Actions	The applicant is requesting to make the following exterior changes to 507 N. Main (PIN 1841-54-5170) within the Wake Forest Local Historic District: 1. Install a 10' x 16' accessory structure on the property to be used as a shed.
Case Manager	Paige Regna, Planner I- Historic Preservation

CASE INFORMATION

Applicant	Eric Lund 507 N. Main Street Wake Forest, NC 27587
Property Owners	Eric Lund and Bridget E. Gauthier 507 N. Main Street Wake Forest, NC 27587
Location	The property is located on the west side of N. Main Street on the block between W. Juniper Avenue (south) and W. Cedar Avenue (north).
Address	507 N. Main Street, Wake Forest, NC 27587
Wake County Tax PIN(s)	1841-54-5170
Acreage	.56 acres
Zoning	GR3

HISTORY & SIGNIFICANCE (FROM THE WAKE FOREST HISTORIC DISTRICT WALKING TOUR BROCHURE)

This two-story, gable-and-wing frame house was built c.1905 as the residence of A. Jack and Eugenia Medlin. The house, with its wraparound porch, single-door entrance with transom and sidelights, has some later alterations. For some years the house was used as a tourist home known as "Shady Oaks." The attached garage was built in 2003.

UDO REQUIREMENT

The Historic Preservation Ordinance (UDO 15.11.3) requires a public hearing and approval by the Historic Preservation Commission for installation of an accessory structure with a total area greater than 144 square feet.

For the purpose of analyzing this project, staff believe the following standards have relevance:

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

2.	Finding of Fact:	The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
	Staff Analysis:	The accessory structure will not impact the historic character of the property. The installation of the shed will not significantly alter any spaces that characterize the property.
10.	Finding of Fact:	New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
	Staff Analysis:	If removed in the future, the accessory structure will not impair the essential form and integrity of the historic property.

WAKE FOREST LOCAL HISTORIC DISTRICT DESIGN STANDARDS

NEW CONSTRUCTION

1.	Finding of Fact:	Identify, retain, and preserve historic features that contribute to the historic character of the historic district and streetscape including but not limited to building height, scale, massing, proportion, fenestration patterns, setback, orientation, space between buildings, lot coverage, and roof shape and slope of surrounding buildings.
	Staff Analysis:	The shed will be visible from N. Main Street since it will be located in the side yard, but it will align with the back corner of the 2003 addition. The historic features of the house will not be impacted.

2.	Finding of Fact:	It is appropriate for new construction projects to be compatible with the height, scale, massing, proportion, fenestration patterns, lot coverage, setback, and roof shape of surrounding historic buildings within the historic district. It is also appropriate to implement the principles of size, scale, rhythm, shape, and form when planning a new construction project.
	Staff Analysis:	The shed will be located in the northwest corner of the property and will align with the rear corner of the 2003 addition. It will not be taller or larger than the 2003 addition on the historic house.
3.	Finding of Fact:	It is appropriate for the historic buildings in the district to maintain site prominence and priority on the streetscape in the historic district.
	Staff Analysis:	The historic building on the property will maintain site prominence on the streetscape.
4.	Finding of Fact:	It is appropriate to maintain appropriate setbacks when planning new construction projects: a. Setbacks shall be uniform and establish a feeling of order and cohesiveness within the blockface and streetscape. b. New buildings shall be setback behind neighboring historic buildings. Porches are included when considering setback. Zoning requirements will also apply to setbacks. c. Side yards shall be consistent in size to side yards of neighboring buildings.
	Staff Analysis:	The shed will comply with the minimum setbacks required by the Unified Development Ordinance.
5.	Finding of Fact:	It is appropriate to implement the principles of orientation when planning new construction projects: a. New structures shall face the same direction as existing structures. b. The primary entrance shall face the primary street. For commercial buildings with rear parking, a front entrance is still required.
	Staff Analysis:	The shed will be oriented towards N. Main Street.
6.	Finding of Fact:	It is appropriate to use materials on new construction that were traditionally found in the historic district, including but not limited to wood, brick, stone, stucco, and rusticated concrete block. a. Smooth-faced cementitious siding installed in a traditional manner with similar exposure and size to emulate

		horizontal wood siding is also appropriate for new construction projects. b. It is inappropriate for new construction projects within historic districts to utilize synthetic siding and details including but not limited to vinyl, PVC, and aluminum.
	Staff Analysis:	The exterior cladding material will be wood. Based on the example photo provided in the application submittal, it appears that the roof will be metal.
7.	Finding of Fact:	It is inappropriate to site or locate new construction projects that necessitate the relocation or demolition of historic buildings or outbuildings.
	Staff Analysis:	The installation of the shed will not necessitate the relocation or demolition of any existing buildings or outbuildings.

PROPOSED FINDINGS OF FACT

Staff offers the following findings for the Commission's consideration:

1. Based upon the information contained in the application, specifications, and staff report, the Commission finds that the application to install a 10' x 16' accessory structure **does/does not** substantially meet the Secretary of the Interior's Standards for Rehabilitation.
2. Based upon the information contained in the application, specifications, and staff report, the Commission finds that the application to install a 10' x 16' accessory structure **does/does not** substantially meet the Wake Forest Historic District Design Standards.

PROPOSED CONDITIONS

Staff offers the following conditions for the Commission's consideration:

1. Any changes require additional review and approval from staff.
2. The accessory structure shall meet the minimum setbacks specified in the Unified Development Ordinance.
3. A permit from the Town of Wake Forest Inspections Department is required since the total area of the accessory structure is greater than 144 sq. ft.

PHOTOGRAPHS



Photo 1: Primary façade of the Medlin House facing west.



Photo 2: Example photo of the shed to be installed on the site. The shed will be painted to match the colors of the house.



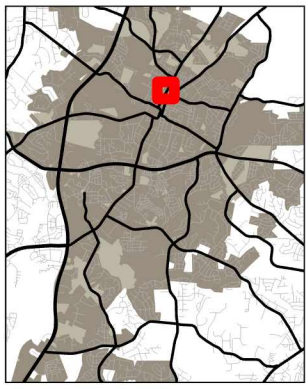
Photo 3: Side yard of 507 N. Main where the shed will be located.



Photo 4: Existing conditions photo of the northwest corner of the property where the shed will be located.



Photo 5: Map showing the location and setbacks of the shed and the property lines.



Aerial

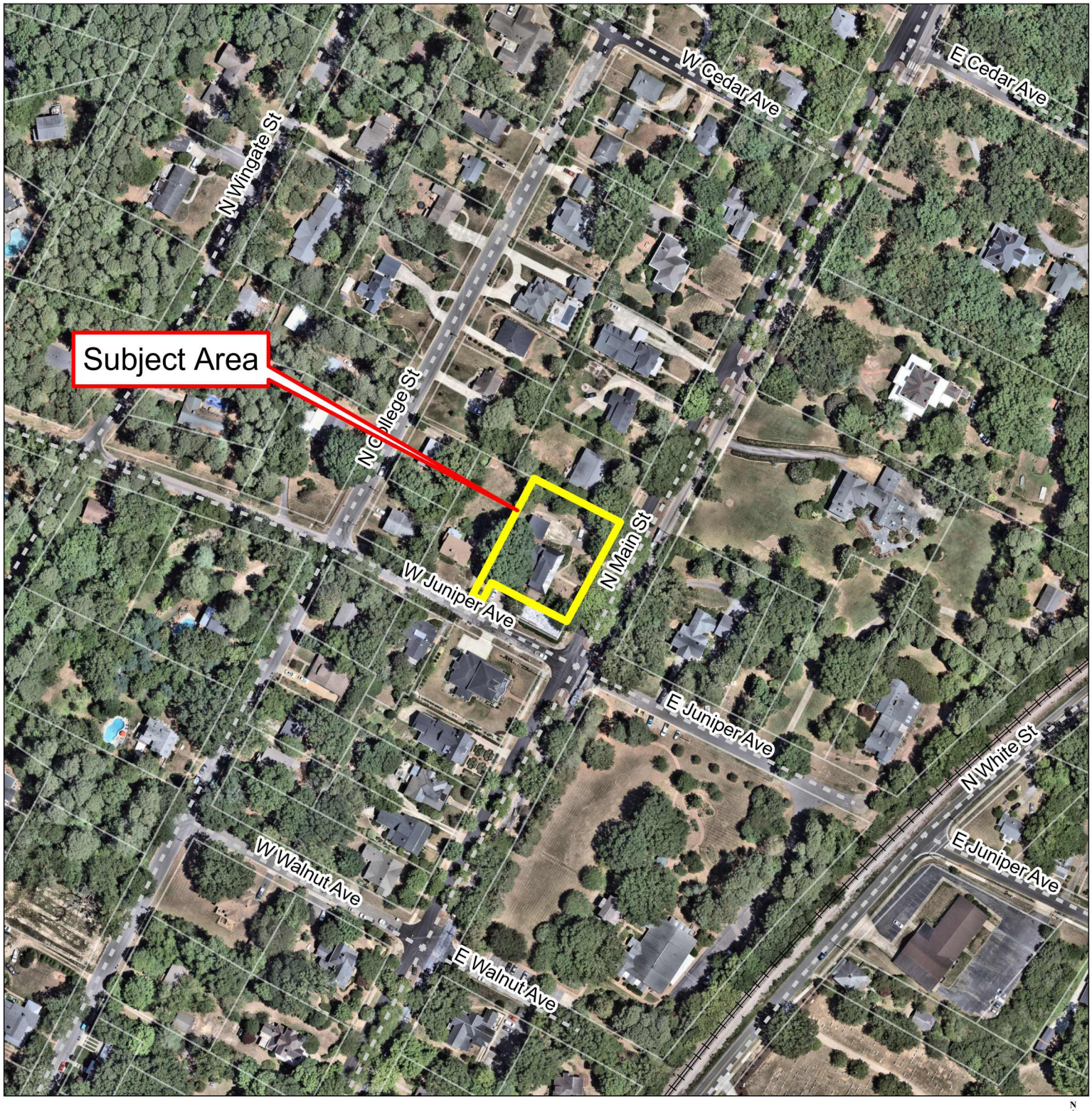
TOWN of WAKE FOREST

COA-26-08

507 N. Main Street

Wake County PIN: 1841545170

11/2/2026



Please note that this map is intended for illustrative purposes only. For specific inquiries regarding zoning boundaries, contact the Town Wake Forest Planning Department at 919-435-9510.

0 500 Feet

N W E S

Certificate of Appropriateness Application

(Certificate of Appropriateness - Major Work Workflow)

Town of Wake Forest, NC
301 S. Brooks St.
Wake Forest, NC 27587-2932
TEL (919) 435-9510 | FAX (919) 435-9539

Project Overview #2441775

Project Title: Shed 507 N Main St
Application Type: Certificate of Appropriateness
Workflow: Certificate of Appropriateness - Major Work
Jurisdiction: Town of Wake Forest (Wake County)
State: NC
County: Wake

FILING INSTRUCTIONS

Please review the checklist below, which identifies what must be submitted with this application. You will be asked to upload the required documents after you have finished entering your application information. A complete application must be submitted in order for the application to be deemed complete and routed for review. Missing items will result in the application being declined and returned to you for revision.

VIEW CERTIFICATE OF APPROPRIATENESS SUBMITTAL CHECKLIST

Please confirm that you have reviewed the associated submittal checklist for this application and that you will submit all documents required on the submittal checklist: Yes

Address & Basic Site Information

Please Note:
In some cases, a parcel address may not verify. In the event that our system is unable to verify the address you enter, please submit the project as an *Unverified Parcel* and provide zoning and land use information as requested below. For verified addresses, the zoning and land use information will be added to the application automatically (you do not need to provide it below).

Project Address or PIN: 1841545170 (Unverified)
Tax PIN: 1841545170 (Unverified)
Acreage: .56
Name of Existing Development/Subdivision (if applicable--for reference only): Historic Main Street

For unverified addresses/parcels only, please provide below 1) the current use of the parcel, 2) the zoning district(s) it is in, and 3) any overlay districts that apply. Reference the zoning map and the overlay districts map on the town's website.

Current Use & Zoning (required only if address/parcel is unverified):
Residential, GR3

*Note: Projects falling outside the limits of the Town or ETJ will be required to submit an annexation petition in conjunction with their project submittal. In this case, please return to the home screen and select **Annexation Petition** from the application type drop down.*

Test_GIS_Map:

GIS Site Information (Automatically Generated - Not Available for Unverified Addresses)

Parcel Area:
Wake Forest (WF):
Base District:
In SH2-O Overlay:
In TND Overlay:
In HL-O Overlay:
In National Register of Historic Places:
Current Use:
Planning and Zoning:
In SH1-O Overlay:
In Water Supply Watershed Protection Overlay:
In SF Overlay:
In MVCP-O Overlay:
In Flood Hazard Area:

GENERAL INFORMATION

Please enter <u>all</u> project contacts related to your application.

This is an important step to ensure all members of the applicant team receive email notifications associated with the project which may include comments, requested revisions, scheduled meetings or hearings, and final decisions. This also informs Town staff of the team members assigned role with the project.

Project Contact - Property Owner
[redacted]

507 N Main St
Wake Forest, NC 27587
[redacted]

Project Contact - Applicant
[redacted]

507 N Main St
Wake Forest, NC 27587
[redacted]

PROJECT INFORMATION

Project Type: Additions or New Construction

Description of Request:
I am wanting to place a 10x16x10 shed along the back corner of my property. This shed will be built of wood, it will NOT be used as an occupied building, just a storage shed, and eventually be painted the same house and trim color of the main house.

Was work completed prior to obtaining the required permit?: No

Name, address, and email that Zoning Verification Letter should be addressed to:
Eric Lund, [redacted], 507 N. Main St. Wake Forest, NC 27587

WAKE FOREST
HISTORIC PRESERVATION COMMISSION

HPC 2027 Meeting Schedule

The HPC regular meetings for 2027 will be held on the fourth Tuesday of each month except for November and December due to the holidays. Every meeting is held at 6:30 p.m. in the Board Chambers, second floor of Town Hall, 301 S. Brooks Street, Wake Forest, NC.

Regular Meeting Dates with COA Application Deadlines

January 26, 2027- *COA applications due December 28, 2026, at 5:00 p.m.*

February 23, 2027- *COA applications due January 25, 2027, at 5:00 p.m.*

March 23, 2027- *COA applications due February 22, 2027, at 5:00 p.m.*

April 27, 2027- *COA applications due March 29, 2027, at 5:00 p.m.*

May 25, 2027- *COA applications due April 26, 2027, at 5:00 p.m.*

June 22, 2027- *COA applications due May 24, 2027, at 5:00 p.m.*

July 27, 2027- *COA applications due June 28, 2027, at 5:00 p.m.*

August 24, 2027- *COA applications due July 26, 2027, at 5:00 p.m.*

September 28, 2027- *COA applications due August 30, 2027, at 5:00 p.m.*

October 26, 2027- *COA applications due September 27, 2027, at 5:00 p.m.*

November 17, 2027 (third Wednesday) - *COA applications due October 19, 2027, at 5:00 p.m.*

December 15, 2027 (third Wednesday) - *COA applications due November 16, 2027, at 5:00 p.m.*