



REGULAR MEETING AGENDA
WEDNESDAY, December 8, 2021, 6:30 PM
BOARD OF COMMISSIONERS CHAMBERS
2nd Floor, Town Hall, 301 S. Brooks Street, Wake Forest, NC 27587

The following COVID-19 Protocols will be in place: 1) masks are required in all Town facilities for those who are not vaccinated.

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 November 10, 2021, 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. Public Hearing: COA 20-10: A request for modification of approved conditions to accommodate removal of porch balustrade and false windows by Mark and Erin Hawkins, 427 North Main Street, Wake Forest, NC being Wake County Tax PIN 1841-53-4971.
6. Public Hearing: COA 21-08: A request for landscape plan approval by Mark and Erin Hawkins, 427 North Main Street, Wake Forest, NC being Wake County Tax PIN 1841-53-4971.
7. Treasurer’s Report
8. Old Business
 - A. Holiday Festival Recap
 - B. Historic Preservation Plan Update
9. New Business and Announcements
 - A. Staff Update
 - B. Member Updates
10. Adjourn



TOWN *of*
WAKE FOREST

301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9400

www.wakeforestnc.gov

HISTORIC PRESERVATION COMMISSION MINUTES

WEDNESDAY, NOVEMBER 10, 2021

6:30 PM

Commission Members Present: David Bennett (Vice-Chairperson), Charlotte Jenkins, Beverly Whisnant, Elizabeth Miller, Paige Bivens, Nancy Ginger, Commissioner James Dyer (BOC Ex-Officio)

Commission Members Absent: Andrea Radford (Chairperson), Darina Bender, Olivia Wilkerson (Youth in Government Ex-Officio)

Staff Present: Michelle Michael (HPC Staff Liaison), Melanie Rausch (Planner I), Sam Slater (Town Attorney), Ron Early (Fire Chief)

Guests: Candy Woodlief, Rita Hayes, Susan Stover, Paula Wright, Harry Wright, Madelyn Ellithorpe, Luke Costanza, Ricardo Young, Simone Young, Guy Jones, representatives of Wake Lodge #285 and Bettie Murchison.

1. CALL TO ORDER/ROLL CALL – Vice Chairperson David Bennett called the meeting to order at 6:32 pm and performed a roll call vote. There were six members present.

2. AGENDA. Vice Chairperson Bennett asked for an approval of the agenda. Ms. Rausch stated there was one change to the agenda, the applicant's name on COA 21-05 was changed from Madelyn Ellithorpe to TBP Homes of Raleigh, LLC. Nancy Ginger moved to approve the agenda with changes. Paige Bivens seconded the motion. The motion was approved unanimously (6-0).

3. MINUTES. David Bennett asked for an approval of the minutes from the October 13th, 2021, meeting. Paige Bivens moved to approve the October minutes; Beth Miller seconded the motion. There was no discussion, and the motion passed (6-0).

4. PUBLIC COMMENT (limited to 3 minutes per person) David Bennett asked if there was anyone who wished to make public comments. There was no public comment.

5. PUBLIC HEARING: COA21-05: A request for new construction by TBP Homes of Raleigh LLC, 125 West Oak Avenue, Wake Forest, NC being Wake County Tax PIN 1841-55-9377. Town Attorney Mr. Slater swore in Ms. Michael to provide Staff testimony for COA-21-05.

Ms. Michael presented an overview of the Staff Report as it appears below:

General Information

- Applicant:** TBP Homes of Raleigh, LLC
107 Fayetteville St, Ste 300
Raleigh, NC 27601
- Property Owner:** Harry and Paula Wright
1028 Shellrock Drive
Wake Forest, NC 27587
- Requested Action:** A request for new construction by TBP Homes of Raleigh, LLC.
- Property Description:** The property is a vacant lot located on the south side of West Oak Avenue

Ms. Michael stated 125 West Oak Avenue is on the northern most boundary of the local historic district and was originally part of 647 North Main Street. The lot was subdivided in November of 2019 to create two new parcels fronting West Oak Avenue. Originally homes on North Main Street had to be self-sufficient requiring outbuildings set behind the house. While there were outbuildings present on the original footprint of 647 North Main Street; there is no evidence of buildings on 125 West Oak Avenue. Ms. Michael stated that due to the location of the site, congruity will be with the homes fronting West Oak Street as opposed to North Main. Ms. Michael showed a context map of the site location as well as well as photographs of the adjacent properties on West Oak Street. Ms. Michael displayed the plot plan of the new construction and showed that the proposed setback will be deeper than the surrounding setbacks.

Ms. Michael continued to display the front, rear and side elevations, materials list, color board and landscape plan.

COA 21-05 Proposed Exterior Changes: The applicant is proposing to build a new 2-story single-family house with attached garage on the lot at 125 West Oak Avenue.

For the purposes of analysis of this project staff believes the following standards have relevance:

The Secretary of Interiors Standards for Rehabilitation

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken.

Staff Analysis: The proposed new construction will be composed of new building materials including hardy board siding and new windows that will provide distinction between this and the historic homes. The proposed house and porch designs are not common forms in the Local Historic District, therefore providing additional differentiation from the historic architecture of the district.

9. New additions, exterior alterations, or related new construction shall not destroy historic

materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Staff Analysis: *There is no evidence to suggest this lot has formerly had a structure on it. Therefore, no historic materials will be destroyed that characterize the property. The new house is designed to be compatible with the surrounding historic district environment in relationship to massing, size, scale, and architectural features.*

10. 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 the proposed house were removed in the future, the essential form and integrity of the surrounding historic district would be unimpaired.*

Wake Forest Historic District Design Standards New Construction

1) 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 proposed project has considered the building height, scale, massing, proportion, fenestration patterns, setback, orientation, space between buildings, lot coverage, and roof shape and slope of surrounding buildings. The fenestration patterns on the side elevations differ from surrounding homes in the district due to the presence of a garage door. There may be a practical reason which will assist the Commission in determining appropriateness.*

2) 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 new construction project.

Staff Analysis: *The proposed project has designed the new house to be compatible with the height, scale, massing, proportion, lot coverage, setback, and roof shape of surrounding historic buildings within the historic district. The fenestration pattern on the side elevation differs due to the presence of a garage door, however there may be a practical reason for this which will assist the Commission in determining the appropriateness. The design has implemented the principles of size, scale, rhythm, shape, and form when planning their project.*

3) 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: *Because this is the last lot in the Local Historic District facing West Oak Avenue staff requested that the applicant consider the adjacent properties on West Oak so that the rhythm of the streetscape would be preserved. The new house has been sited so that the setback is similar to the surrounding homes and the lot coverage is also similar in order for the historic houses surrounding this lot on West Oak Avenue.*

4) It is appropriate to maintain appropriate setback when planning new construction projects:

a. Setbacks shall be uniform and establish a feeling of order and cohesiveness within the block and streetscape.

Staff Analysis: The proposed house is designed to be setback at the required setback for the zoning district and similar to surrounding homes on West Oak Avenue, maintaining a feeling of order and cohesiveness within the block 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.

Staff Analysis: The proposed new house and porch is setback behind neighboring historic buildings. The house and porch are sited to maintain a front setback of 30-feet and a rear setback of 31.3 feet. The zoning ordinance requires a 20-foot minimum front setback, 8-foot minimum side adjacent setback, and 25-foot minimum rear setback per the Unified Development Ordinance. The proposed house is within the required setbacks.

c. Side yards shall be consistent in size to side yards of neighboring buildings.

Staff Analysis: The side yard is consistent with side yards of neighboring buildings.

5) 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.

Staff Analysis: The proposed house is sited to face West Oak Avenue where the lot's street frontage is, and the same direction as surrounding 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 proposed primary entrance is planned to face the primary street, West Oak Avenue.

6) 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.

Staff Analysis: The proposed design is using wood details, and Fiber Board siding, and a parged foundation. Staff notes that most foundations in the historic district are brick, and this would be a differentiation, however it is a new construction.

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.

Staff Analysis: The design proposes using cementitious siding installed in a traditional manner with similar exposure and size to emulate horizontal wood siding. Smooth cementitious siding is required by the Design Standards. Staff recommends that the plans be updated to specify smooth-faced cementitious fiber board.

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 design is not proposing to utilize synthetic materials and details including but not limited to vinyl, PVC, and aluminum.

7) It is inappropriate to site or locate new construction projects that necessitate the relocation or demolition of historic buildings or outbuildings.

Staff Analysis: Construction of the new house at 125 West Oak Avenue will not necessitate the relocation or demolition of historic buildings or outbuildings.

Checklist for New Construction in the Historic Districts:

- Is the building footprint set back behind the adjacent structures in the historic district?
Staff Analysis: Yes.
- Is the building orientation consistent with the historic structures?
Staff Analysis: Yes.
- Is the lot coverage of the new building consistent with adjacent structures in the historic district?
Staff Analysis: Yes.
- Is the fenestration on the front and visible sides in keeping with adjacent properties in the district to maintain the rhythm of the streetscape?
Staff Analysis: Yes, with exception of the garage door.
- Is the porch height and location in keeping with adjacent properties?
Staff Analysis: The porch height and location are in keeping with adjacent properties.

Proposed Findings of Facts

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 new construction does/does not meet the Secretary of Interior Standards for Rehabilitation.**
2. **Based upon the information contained in the application, specifications, and staff report, the Commission finds that the new construction does/does not substantially meet the Wake Forest Historic District Design Standards**

Proposed Conditions

Staff offers the following findings for the Commission's consideration

1. *A Building Permit from the Town of Wake Forest is required.*
2. *Any changes to the proposed project require review and approval by staff.*
3. *Any changes in impervious surface will require review and approval by staff.*
4. *Coordination with the City of Raleigh Utilities and the Department of Transportation is the*

responsibility of the applicant.

5. Cement fiberboard must be smooth in texture; plans must be updated to specify this requirement.

6.. The house is being constructed in an existing neighborhood. Construction shall be limited to Monday – Friday between 7:00 am and 8:00 pm and Saturday-Sunday between 8:00 am and 6:00 pm. Construction lights shall not shine in windows of neighboring properties.

Ms. Michael asked if there were any questions for staff. Ms. Whisnant asked if someone would address the fenestration problem with the garage door. Ms. Michael responded that the applicant would address it when they speak. Vice Chairperson Bennett asked if there were any remaining questions for Ms. Michael. There were none, and Vice Chair Bennett invited the applicant to come up and speak. Town Attorney Sam Slater swore in Luke Costanza with TBP Homes of Raleigh. Mr. Costanza stated it was important for their staff to work towards fitting in with the surrounding properties, however because construction practices have changed it will look different. Mr. Costanza stated that the foundation will be brick, and the garage has been included per the applicant's request but has been designed as a side entry with windows as to keep the garage from looking blank. Mr. Costanza stated while there are few garages on the surrounding properties most of them are in the back of the house leading to the decision to design this garage with a side entry to fit better with the surrounding area. Mr. Costanza stated the siding will be smooth and those notes will be added to the construction plans, and multiple brick options were shown as there has been limited brick availability due to supply chain issues. Mr. Costanza asked if there were any questions from the Commission. Ms. Bivens stated she would like clarity on the foundation and the color of the concrete. Mr. Costanza noted that the porch has concrete however the brick will make up the foundation of the home. Ms. Whisnant asked for clarification on the brick selected. Mr. Costanza stated he is asking for approval of a whitewash brick, that does not look brand new to better fit in with surrounding properties. Ms. Jenkins asked Ms. Michael if the Commission can approve a broad whitewash brick or specifically the bricks displayed on the color board. Ms. Michael stated that is up to the Commission.

David Bennett asked if there was anyone from the public wishing to speak in favor of or against the application. Rita Hayes spoke and stated the size of the home will make it the largest home on West Oak Avenue, but the lot can maintain a home that size. Ms. Hayes stated this house will likely not impact the traffic on the West Oak Avenue as it is now, but aesthetically the house is too big to fit in with the neighborhood. Vice Chairperson Bennett asked if there was anyone else who wished to speak. There being none, Mr. Bennett closed the public hearing and began deliberation.

Ms. Whisnant stated that she felt there was a concern in this area of big houses coming in and changing the neighborhood character. Ms. Jenkins stated she empathized with those who live on West Oak Avenue having to deal with the traffic changes that have occurred over the last 20 years, and she appreciated the concerns the neighborhood has over traffic. Ms. Jenkins continued to state unfortunately the HPC can only focus on the design standards rather than potential traffic concerns, and she would like to consider approving only the three brick samples provided as whitewash is vague enough to be up to

interpretation. Mr. Bennett stated that he believed this was captured in the proposed conditions provided by staff. Ms. Miller stated that the builder clearly put time and effort towards designing a product that is taking into consideration surrounding homes and will not have an overbearing presence on the lot. Ms. Miller stated that the fact that this home will go on a vacant lot as opposed to replacing an existing smaller home is ideal. Ms. Whisnant agreed this proposal is much better than replacing an existing home. Mr. Bennett asked if the Commission was ready to make a motion for approval. Ms. Jenkins stated “I, Charlotte Jenkins, move that the Application for COA 21-05 substantially meets the Secretary of Interior Standards for Rehabilitation and the Wake Forest Design Standards for the Local Historic District and Local Landmarks and is congruous with the special character of the historic district with conditions:

- 1. A Building Permit from the Town of Wake Forest is required.*
- 2. Any changes to the proposed project require review and approval by staff.*
- 3. Any changes in impervious surface will require review and approval by staff.*
- 4. Coordination with the City of Raleigh Utilities and the Department of Transportation is the responsibility of the applicant.*
- 5. Cementous fiberboard must be smooth in texture; plans must be updated to specify this requirement.*
- 6. The house is being constructed in an existing neighborhood. Construction shall be limited to Monday – Friday between 7:00 am and 8:00 pm and Saturday-Sunday between 8:00 am and 6:00 pm. Construction lights shall not shine in windows of neighboring properties.*

Vice Chairperson Bennett asked if there was a second. Nancy Ginger seconded the motion. The motion passed unanimously (6-0). Mr. Bennett asked if there was a motion to approve and grant the order. Paige Bivens moved to approve and grant the conditions to COA 21-05 to TBP Homes of Raleigh LLC. Beverly Whisnant seconded the motion, and the motion passed unanimously (6-0).

7. TREASURER’S REPORT – Ms. Michael presented the Treasurer’s Report as follows: On September 30, 2021, the HPC had a beginning balance of \$26,904.01 and there were no expenses during the month of October. Interest earned through the month amounted to \$3.21 for an ending balance of \$26,907.22. This amount includes \$1,561 to be used for the Ailey Young House. Ms. Whisnant made a motion to approve the Treasurer’s Report as presented. Ms. Miller seconded the motion. The Treasurer’s Report was approved unanimously (6-0).

8. OLD BUSINESS

- A. **Local Marker Applications** – Ms. Michael stated there were four applications for local historic markers, those included the Ailey Mae Young Home, The Wake Forest Normal and Industrial School, Leaders of Wake Lodge #285, and The First Established Fire Station.

Ms. Michael presented the staff report for the Ailey Mae Young Home including proposed marker location and text being, “Ailey Mae Young was born to Allen and Louzania Young. She taught at her father’s school, the Wake Forest Normal and Industrial Institute and then in Wake County public school for her entire career. In 1971 she was elected to the Wake Forest Town Board. the first African American and second woman Commissioner. She was re-elected in 1975 and named Citizen of the Year in 1976. She and her sister, Maude (1901-1981) a librarian at the Richard B. Harrison Library in Raleigh from 1941-1968, built their house near the site of the school their father built. They lived at this location until their deaths.”

The applicant Ricardo Young presented a speech detailing the importance of Ailey Mae Young and the Wake Forest Normal and Industrial School for the community and greater area.

Ms. Michael presented the staff report for the Wake Forest Normal and Industrial School including proposed marker location and text being, “The Presbyterian Mission School was founded in 1905. The school grew and one of the founders, Allen Young (1875-1957) began the Wake Forest Normal and Industrial Institute, the first private school for African American children in Wake Forest. The campus grew and included several buildings on the block bounded by E. Spring, Taylor, and E. Pine Streets. In its prime there were over 300 students and a dozen teachers. Allen Young (1875-1957) was a founding member of the Presbyterian Mission School and operated the Wake Forest Normal and Industrial School until 1957, the year of his death.”

Ms. Michael asked for a motion. Beverly Whisnant made a motion to approve both markers for the Ailey Mae Young House and the Wake Forest Normal and Industrial School. Beth Miller seconded the motion, and the motion was approved unanimously (6-0).

Ms. Michael presented the staff report for Leaders of Wake Lodge #285 including the proposed marker location and text being, “At this site is Wake Forest’s only African American Masonic Lodge. The original lodge was founded March 1953 and was located at the SW corner of E. Juniper and N. Taylor Streets. The original lodge was destroyed by Hurricane Hazel in 1954. A new lodge was constructed on N. Allen Road on property purchased November 22, 1954. The trustees at that time were Oscar Smith, Edward Alston, Percy Massenburg, Ira Bell, and Luther Tuck.”

The applicant Guy Jones presented a presentation to the Commission detailing the history of the lodge and the impact the organization has made on the community. Paige Bivens made a motion to approve the historical marker for Leaders of Wake Lodge #285. Beth Miller seconded the motion. The motion approved unanimously (6-0).

Ms. Michael presented the staff report for the First Established Fire Station. Ms. Michael stated that this application is different in that it proposes a plaque inlaid in the sidewalk pavement as an alternative to a stand-up marker. Ms. Michael continued to present the proposed location and marker text being, “On August 4, 1921, the Town of Wake Forest appointed Thomas Arrington to be the first Fire Chief and was authorized to form Wake Forest Volunteer Fire Company 1. On December 1, 1921, the Town of Wake Forest authorized Fire Chief Arrington to rent the building on this site to house the Town’s first fire truck. The building was known as Harris’s Garage and was rented for \$12.50 per month. The building housed the first fire truck, a 1921 Wescott/American LaFrance vehicle. The Original 19 Town volunteers with a single “Hose and Chemical truck” and “2 Hose Carts” served with the following mission: “TO PROTECT THE TOWN, THE COLLEGE, AND THE ROYALL COTTON MILL”

Fire Chief Ron Early presented to the commission a slideshow detailing the history of the First Established Fire Station and the impact it had on the community. Staff Liaison Michelle Michael asked if there was a motion to approve the First Established Fire Station. Ms. Jenkins made a motion to approve the First Established Fire Station historical marker plaque. Nancy Ginger seconded the motion. The motion passed unanimously (6-0).

B. Holiday Festival Update – Ms. Michael reminded staff that the event is December 4th from 10-2.

8. NEW BUSINESS

A. **Staff Update** - Requests for Proposals for the Historic Preservation Plan Update went out last week and is live. The State of the Town Address is scheduled for February 21st and HPC members are encouraged to attend.

B. **Member Updates** – There were no member updates.

9. **Adjourn.** Beth Miller made a motion to adjourn. Charlotte Jenkins seconded the motion. The meeting adjourned at 8:07 pm.

Respectfully submitted,

Andrea Radford, Chairperson

Melanie Rausch, Secretary



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

Project Overview **#653594**

Project Title: Local Historic District 427 N. Main	Jurisdiction: Town of Wake Forest (Wake County)
Application Type: Certificate of Appropriateness	State: NC
Workflow: Certificate of Appropriateness - Minor Work	County: Wake

FILING INSTRUCTIONS

A submittal checklist is available to view additional documents which are required to submitted with this application. After answering the application questions, you will be asked to upload the required documents.

[VIEW CERTIFICATE OF APPROPRIATENESS SUBMITTAL CHECKLIST](#)

Missing items will result in the application being declined and returned to the applicant to resubmit. A revised and complete application including all missing items must be received or the application will be not be deemed complete and routed for review.

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

Project Information

Project/Development Name: 427 N. Main/ Local Historic District	Project Address or PIN: 427 N MAIN ST (1841534971)
Tax PIN: 1841534971	Zoning: Zoning <ul style="list-style-type: none">427 N MAIN ST: GR3
Current Zoning Overlay: HL-O WFHD (L), Wake Forest Local Historic District	Town Limits: Inside corporate limits

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

Land Use: Land Use Development <ul style="list-style-type: none">427 N MAIN ST: Residential	Acreage: 0.41
GIS Acreage: Parcel <ul style="list-style-type: none">427 N MAIN ST: 0.41	

GENERAL INFORMATION

Please enter all 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

Mark & Erin Hawkins

427 N Main St
Wake Forest, NC 27587
P:9196371441
bmhawkins2003@yahoo.com

Project Contact - Applicant

Mark & Erin Hawkins

427 N Main St
Wake Forest, NC 27587
P:9196371441
bmhawkins2003@yahoo.com

PROJECT INFORMATION

Project Type: Minor Work

Description of Request:

We would like to get approval for the Landscape plan for New Construction. [COA 21-0](#)

Approval for the removal of the lower front porch balusters. The house being at a lower elevation than originally planned removed the requirement for the first floor balusters and rails from a code perspective. Also, we feel that the landscaping will cover the majority of this architectural detail. The second floor balusters and rails will remain in the design. [COA 20-10 Modification Request](#)

Removal of both of the second floor side faux windows with closed shutters. This decision was made when the siding was first completed and it appeared that the house looked good without the faux shutters. This was also a decision to help with project cost due to the current climate in the building industry. [COA 20-10 Modification Request](#)

Was work completed prior to obtaining the required permit?: Yes

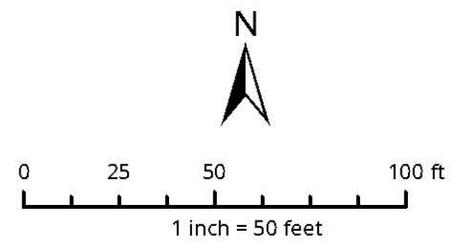
Provide the Name, Address, and Email for Whom The Response Letter Should Be Addressed To :

Erin and Mark Hawkins

619 S Main St
Wake Forest NC 27587



427 N. Main Street 1841534971



Disclaimer
*iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are **NOT** surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.*

Wake Forest Local Historic District Certificate of Appropriateness (COA) Application Staff Report

To: Wake Forest Historic Preservation Commission
Date: December 1, 2021
Case: COA-20-10 (Modifications to Approved COA)
Prepared By: Michelle Michael

General Information

**Applicant/
Property Owner:** Erin and Mark Hawkins
427 N. Main Street
Wake Forest, NC 27587

Requested Action: MODIFICATIONS TO APPROVED COA
Delete the first-floor porch balustrade from approved plans
Delete the false windows/shutters on the side elevations

Tax PIN: 1841-53-4971
Location: 427 N. Main Street
Lot Size: .41 acres +/-
Current Zoning: GR3
Property Description: The property is located at the southwest corner of W. Juniper Avenue and N. Main Street. It is the site of the former Cullom House.

Special Information

History and Significance: The original house on this site was the Dr. William R. Cullom House. An Italianate-style house constructed in 1891 for Dr. William R. Cullom. Unfortunately, during the rehabilitation a fire destroyed the entire home in 2015. The lot has been vacant since then. The Hawkins' submitted an application to construct a home at 427 N. Main Street in June 2020. It was approved with several conditions, the approved COA 20-10, plans and relevant meeting minutes are attached for reference Attachment A). The house is under construction and almost complete, see photos (Attachment B).

COA 20-10 Proposed Exterior Changes: The applicant received approval to construct a home at 427 N. Main Street in 2020. The applicant is requesting two modifications to COA 20-10:

- Delete the first-floor porch balustrade from the approved plans
- Delete the false windows/shutters on the first and second floors of the side elevations from the approved plans.

For the purposes of analysis of this project staff believes the following standards have relevance:

The Secretary of Interiors Standards for Rehabilitation

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken.

Staff Analysis: The proposed house and porch designs have been constructed using modern materials as a record of its time and place.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Staff Analysis: The proposed house has not destroyed historic materials that characterize the property. The new work (house, porch) is differentiated from other historic porches in the district and is compatible with the massing, size, scale, and architectural features to protect the historic integrity of the district (environment). The Historic Preservation Commission will determine if the false shuttered windows are needed to meet this standard.

Wake Forest Local Historic District Design Standards

New Construction

1) 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 proposed project has considered the building height, scale, massing, proportion, fenestration patterns, setback, orientation, space between buildings, lot coverage, and roof shape and slope of surrounding buildings. The “false shuttered windows” were part of the original approved plans to balance the fenestration patterns on the side elevations and meet the standard per the minutes of the June 10, 2020, meeting (Attachment A).

The application modification is to remove the false shuttered windows from the plans and the project. (See photos, Attachment B)

2) 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 new construction project.

Staff Analysis: The proposed project has designed the new house to be compatible with the height, scale, massing, proportion, lot coverage, setback, and roof shape of surrounding historic buildings within the historic district. The “false shuttered windows” were part of the original approved plans to balance the fenestration patterns on the side elevations and meet the standard per the minutes of the June 10, 2020, meeting (Attachment A).

The application modification is to remove the false shuttered windows from the plans and the project. (See photos, Attachment B)

Checklist for New Construction in the Historic Districts

- Is the building footprint set back behind the adjacent structures in the historic district?
Staff Analysis: It is not set back behind adjacent structures but is at approximately the same setback as the (former) Cullom House.
- Is the building orientation consistent with the historic structures?
Staff Analysis: Yes.
- Is the lot coverage of the new building consistent with adjacent structures in the historic district?
Staff Analysis: Yes.
- Is the fenestration on the front and visible sides in keeping with adjacent properties in the district to maintain the rhythm of the streetscape?
Staff Analysis: The HPC will determine if the proposed change to remove the false windows from the side elevations meets this requirement.
- Is the porch height and location in keeping with adjacent properties?
Staff Analysis: The porch height and location are in keeping with adjacent properties.

Proposed Findings of Facts

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 removing the first-floor porch balustrade from the plans and project does/does not meet the Secretary of Interior Standards for Rehabilitation.

Based upon the information contained in the application, specifications, and staff report, the Commission finds that the removing the false shuttered windows from the plans and project does/does not meet the Secretary of Interior Standards for Rehabilitation.

2. Based upon the information contained in the application, specifications, and staff report, the Commission finds that removing the first-floor porch balustrade from the plans and project does/does not substantially meet the Wake Forest Historic District Design Standards.

Based upon the information contained in the application, specifications, and staff report, the Commission finds that removing the false shuttered windows from the plans and project does/does not substantially meet the Wake Forest Historic District Design Standards.

Proposed Conditions

Staff offers the following findings for the Commission's consideration

1. *Any changes to the proposed project require review and approval by staff.*

Attachment A: Minutes from June 2020 Regular Meeting, Minutes from July 2020 Regular Meeting, Approved Certificate of Appropriateness and Plans



TOWN of WAKE FOREST

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HISTORIC PRESERVATION COMMISSION MINUTES

VIA ZOOM

WEDNESDAY, JUNE 10, 2020

6:30 PM

Commission Members Present: Ellen Turco (Chair), Andrea Radford (Vice-Chair), Beverly Whisnant, David Bennett, Paige Bivens, Jennifer Smart, Cathy Jamison, Sandy Smart, Commissioner Wall-Lennon (Ex-Officio, BOC).

Commission Members Absent: Darina Bender

Staff Present: Michelle Michael (HPC Staff Liaison); Sam Slater (Town Attorney's Office), Adam Oates (Information Technology Director)

Guests: Erin Hawkins, Mark Hawkins, Mike Young, Ravenscraft, Ann Welton, P. Schlink

1. **CALL TO ORDER/ROLL CALL.** Chairperson Turco called the meeting to order at 6:30 pm and went over some general guidance for the virtual meeting. She started by recognizing Adam Oates with the Information Technology Department for the Town of Wake Forest and Town Attorney, Sam Slater. She asked everyone to identify themselves before they speak and to please speak clearly. Ms. Turco asked staff if anyone signed up to speak at the meeting other than the applicants. Staff stated that is correct, only the applicant has indicated they wish to speak at the meeting. However, staff added that if anyone wishes to speak, they can, they just need to use the raise the hand icon or chat box to let us know they wish to speak. Chairperson Turco continued that all votes will be taken by roll call. Ms. Turco continued by taking the roll and establishing a quorum, Andrea Radford – here, Darina Bender – staff interjected that Ms. Bender will be absent she got called into work, Jennifer Smart – here, Sandy Smart – here, Paige Bivens – here, David Bennett-here, Beverly Whisnant-here, Cathy Jamison – here. Ms. Turco asked staff to confirm the quorum and she did, five members are needed to conduct business and there are eight members present.

Chairperson Turco asked Attorney Slater if he had any information to add. 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. Chairperson Turco asked if there were any changes to the agenda Paige Bivens moved to approve the agenda. Andrea Radford seconded the motion. There was no discussion. Chair Turco called each member present and the motion passed unanimously (7-0).

3. MINUTES Chairperson Turco asked if there were any changes to the May 13, 2020, minutes as submitted. Andrea Radford moved to approve the minutes as submitted, Cathy Jamison seconded. There was no discussion. Chairperson Turco called each member present, the motion passed unanimously (7-0).

4. PUBLIC COMMENT (limited to 3 minutes per person) Chairperson Turco 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 March 1 which should be May 1, 2020 was \$39,935.60 with interest earned in the amount of \$ 23.80. An ending balance as of May 29, 2020 is \$39,959.40 including \$1,011 to be used for the Ailey Young House. Chairperson Turco asked if there is a motion to approve the Treasurer’s Report, Sandy Smart moved to approve the Treasurer’s Report, Andrea Radford seconded the motion. Chairperson Turco asked for discussion, there was none, she read the roll and the motion passed unanimously (7-0).

7. PUBLIC HEARING: COA 20-10 A request from Erin and Mark Hawkins to build a house at 427 N. Main Street, the former Cullom House site.

Chairperson Turco opened the public hearing and asked if any members of the Historic Preservation Commission have a conflict of interest. There were no members with a conflict of interest. Chairperson Turco 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. She asked Attorney Slater to swear in staff. Attorney Slater asked to add a few things I regard to the virtual/remote format of the meeting. He continued that under the remote meetings policy, he asked if everyone with standing consents to holding the meeting in this way (virtually/remotely)? He followed up by asking if anyone 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. Attorney Slater paused for a few moments. No one offered to speak or show that they object to the public hearing. Attorney Slater swore in staff liaison, Michelle Michael, Senior Planner (Historic Preservation).

Staff Liaison, Michelle Michael introduced the project as COA 20-10, an application by Erin and Mark Hawkins to construct a new house at 427 N. Main Street, the former Cullom House site. She showed an aerial of the location of the house and showed the application. She followed by showing

the application and materials including representation of the front door, the foundation brick, shingle for the primary roof, the standing seam metal roof for the porch roof, and stated the applicant is proposing to use hardiplank or equivalent which is allowed for new construction under the Design Guidelines. Staff then showed the plans and stated the elevation is based on an American Foursquare model with a neoclassical style porch. There will be a rear ell that projects to the south for a screened porch. Staff explained that the left elevation is the south elevation facing the home to the south at 421 N. Main Street. The north side elevation faces Juniper Avenue. The plans show the main block closest to Main Street and then stepping down into a one-story wing for the garage towards the rear of the property. Staff showed the floorplan and explained that the floorplan only for reference as the Commission does not regulate the interior. The site plan was shown by staff. Staff pointed out that the setback is like that of 421 N. Main Street and is consistent with the setback on the street. Staff also showed the site plan for the previous Cullom House project for context to show that the setbacks are similar. The applicant also submitted the aerial with the floorplan of the house for visual as to where the house will be on the streetscape and in comparison, to other properties on the street. Staff then showed the applicant's inspiration photo to provide an overall concept of the completed project. Staff pointed out that the fenestration on the sides is a little bit different than illustrated on the photo and that the architect's drawings should be referenced for exact details. Staff also showed streetscape views from the north, south, and east to provide overall context for the site and the house. Ms. Michael asked attorney Slater to accept the application, staff report and all substantiating information in the record.

For the purposes of analysis of this project staff believes the following standards and guidelines have relevance beginning with the Secretary of Interior's Standards for Rehabilitation.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken. ***Staff Analysis: The proposed new construction will be composed of new building materials including cementitious fiber board siding and new windows that will provide distinction between this and the historic homes. The proposed house and porch designs are not common forms in the Local Historic District, therefore providing additional differentiation from the historic architecture of the district.***

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. ***Staff Analysis: The historic Cullom House was destroyed by fire in 2015 and cleared from the lot. Therefore, no historic materials will be destroyed that characterize the property. The new house is designed to be compatible with the surrounding historic district environment in relationship to massing, size, scale, and architectural features.***

10. 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 the proposed house were removed in the future, the essential form and integrity of the surrounding historic district would be unimpaired.***

The staff liaison continued her analysis referencing the Wake Forest Historic District Design Guidelines for New Construction.

1) 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 proposed project has considered the building height, scale, massing, proportion, fenestration patterns, setback, orientation, space between buildings, lot coverage, and roof shape and slope of surrounding buildings. While the fenestration patterns on the side elevations are in keeping with the pattern on the surround buildings, the use of shutters on only one window on the north elevation and two windows on the south elevation is unusual. This is also true for the windows on the south elevation that are shuttered. There may be a practical reason which will assist the Commission in determining appropriateness. Staff would like additional information regarding the proposed height of the new house in comparison to the house at 421 N. Main Street to ensure compatibility with the height of surrounding buildings within the historic district.***

2) 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 new construction project. ***Staff Analysis: The proposed project has designed the new house to be compatible with the height, scale, massing, proportion, lot coverage, setback, and roof shape of surrounding historic buildings within the historic district. While the fenestration patterns on the side elevations are in keeping with the fenestration patterns on the surrounding buildings, the use of shutters on two windows on the north elevation and one window on the south elevation is unusual. Most buildings have shutters on all the windows or no shutters. There may be a practical reason for this which will assist the Commission in determining the appropriateness. Staff would like additional information regarding the proposed height of the new house in comparison to the house at 421 N. Main Street to ensure compatibility with the height of surrounding buildings within the historic district.***

The design has implemented the principles of size, scale, rhythm, shape, and form when planning their project.

3) 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 new house has been sited so that the***

setback is similar to the former Cullom House and the lot coverage is also similar in order for the historic houses surrounding this lot on N. Main Street to maintain site prominence.

4) It is appropriate to maintain appropriate setback when planning new construction projects:

a. Setbacks shall be uniform and establish a feeling of order and cohesiveness within the block and streetscape. *Staff Analysis: The proposed house is designed to be setback at approximately the same location as the Cullom house was setback thereby maintaining a feeling of order and cohesiveness within the block 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. *Staff Analysis: The proposed new house and porch is not setback behind neighboring historic buildings. The house and porch are sited to maintain a similar setback as the former Cullom House was historically. The zoning ordinance requires a 20-foot minimum front setback, 20-foot minimum side (secondary front) setback on Juniper Avenue, 8-foot minimum side adjacent setback, and 25-foot minimum rear setback per the Unified Development Ordinance for the. The proposed house is within the required setbacks.*

c. Side yards shall be consistent in size to side yards of neighboring buildings. *Staff Analysis: The side yard is consistent with side yards of neighboring buildings.*

5) 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. *Staff Analysis: The proposed house is sited to face N. Main Street consistent with other building's on N. Main Street.*

b. The primary entrance shall face the primary street. For commercial buildings with rear parking a front entrance is still required. *Staff Analysis: The proposed primary entrance is planned to face the primary street, N. Main Street.*

6) 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. *Staff Analysis: The proposed design is using wood details and a brick foundation.*

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. *Staff Analysis: The design proposes using smooth-faced cementitious siding installed in a traditional manner with similar exposure and size to emulate horizontal wood siding.*

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*

design is not proposing to utilize synthetic materials and details including but not limited to vinyl, PVC, and aluminum.

7) It is inappropriate to site or locate new construction projects that necessitate the relocation or demolition of historic buildings or outbuildings. ***Staff Analysis: Construction of the new house at 427 N. Main will not necessitate the relocation or demolition of historic buildings or outbuildings.***

Checklist for New Construction in the Historic Districts

- Is the building footprint set back behind the adjacent structures in the historic district?
Staff Analysis: It is not set back behind adjacent structures but is at approximately the same setback as the (former) Cullom House.
- Is the building orientation consistent with the historic structures?
Staff Analysis: Yes.
- Is the lot coverage of the new building consistent with adjacent structures in the historic district?
Staff Analysis: Yes.
- Is the fenestration on the front and visible sides in keeping with adjacent properties in the district to maintain the rhythm of the streetscape?
Staff Analysis: Yes, with exception of the shuttered windows.
- Is the porch height and location in keeping with adjacent properties?
Staff Analysis: The porch height and location are in keeping with adjacent properties.

Staff offered 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 project meets/does not meet the Secretary of Interior Standards for Rehabilitation
2. Based upon the information contained in the application, specifications, and staff report, the Commission finds that the project is appropriate/is not appropriate in regard to the Wake Forest Historic District Design Guidelines, in that it is or is not compatible with the special character of the historic landmark.

Staff offered the following conditions for the Commission's consideration given that this is a new construction project.

1. *A Building Permit from the Town of Wake Forest is required.*
2. *Any changes to the proposed project require review and approval by staff.*

3. Any changes in impervious surface will require review and approval by staff.

4. Coordination with the City of Raleigh Utilities and the Department of Transportation is the responsibility of the applicant.

5. A future application for fencing will require COA-Major Work and public hearing with the Historic Preservation Commission.

6. The house is being constructed in an existing neighborhood. Construction shall be limited to Monday – Friday between 7:00 am and 8:00 pm and Saturday-Sunday between 8:00 am and 6:00 pm in accordance with the noise ordinance. Construction lights shall not shine in windows of neighboring properties.

Staff asked if there were any questions. There were none. Chairperson Turco asked if the applicant, the Hawkins' wished to speak in support of the application. Mark and Erin Hawkins stated that they would as well as their builder Mike Young and architect, Jeff Spivey. All four raised their right hands and were sworn in by attorney Slater. Mark Hawkins thanked the HPC for having the virtual meeting so they can move forward. Staff Liaison, Michelle Michael asked if there were any slides they wanted to talk about specifically. Mr. Spivey stated that he would start with the shutters. He stated that the reason they didn't put shutters on all the windows was because historically the shutters would have covered the entire window and there are double windows on the front of the house that just didn't work with shutters. The point of the shutters on the side elevations is to fill a blank wall. There is no window in those spaces and the shutters are placed there to fill the gap so that it looks more balanced. In today's home the bedrooms need more wall space and that is why they added the shutters.

Chairperson Turco thanked the applicants and informed them that the Commission will take the opportunity to ask questions regarding the application. Chairperson Turco stated that she would start as she wants to be sure she understands about the shutters. Her understanding is that if the shutters are removed, there is no window underneath, just a blank wall. Mr. Spivey agreed and stated that was correct. Chairperson Turco asked where the photograph of the house they used as their concept was from. Mr. Hawkins responded that it is in Seattle. Chairperson Turco asked staff to pull the slides of the elevations back up to start conversation.

Cathy Jamison stated that she had questions about soffits and hipped roofs. Ms. Jamison asked the architect if the soffits will be enclosed, he responded that they would. Ms. Jamison stated that she liked the hipped roof and asked staff how many other hipped roofs are in the historic district. Staff responded that there are a few, the Queen Anne-style houses have primary hipped roofs with gabled wings, the Ford's House has a hipped roof, the Autry's, and Lisa Roberson's House have hipped roofs. Chairperson Turco asked if the question regarding the height in comparison to the

neighboring house had been answered. Mr. Spivey answered the new house height is right at 34 feet. Mr. Hawkins added that the Cullom House was approximately 34 feet and the neighbor's house is approximately 32 or 33 feet. Ms. Jamison asked about the porch railing on the second floor of the porch, she noticed there are no doors leading out to it so is it just aesthetic? Also, she couldn't find the height of the railing and would like to know what that is, and lastly, it looks different than the railing on the first floor is that correct? Mr. Spivey stated that originally the concept did have a door but the Hawkins decided they did not want access so there is none. The second-floor railing is just aesthetic and is not required by any code. Mr. Spivey continued by saying the difference is the shorter posts which he calls pedestals are on the second floor but not the first. He stated that it is important to note that the porch does have a curve to it and the second-floor balustrade adds to the design to make that a focus. The height may be tinkered with a bit as they refine the design. The pedestals are currently around 32" tall and the railing is only about 24" or two-feet tall.

Chairperson Turco asked about the code requirements for the first-floor porch railing. If it can be lowered a little since they typically are in the historic district. Mr. Spivey stated that North Carolina Building Code only requires a railing if the porch floor is 30 inches or more. Technically no rail is needed here. Ms. Turco asked what height is currently specified? Mr. Spivey responded that the height will be decided by the proper proportion because that is what is important. He added that it may be decided by the picket they choose for the balustrade. They haven't decided the railing detailing. Ms. Turco added that the porch is the most detailed part of the house and she would like to see more detailed drawings with measurements so they know what the porch will look like when constructed. She continued that historically it would have been lower than the 36" standard and if they can keep it lower it would be nice. Mr. Hawkins stated that they also liked the idea of it being lower. Ms. Turco continued by asking if the pickets will be square, round, or turned? Mr. Hawkins stated that they had not selected the pickets yet. Chairperson Turco asked if there were any more questions. Cathy Jamison stated that she would like to know what the shutters will be made of? Mr. Young stated they would be cedar, cypress, or wood composite. Paige Bivens asked about the material for the garage doors. Staff stated that the applicant can confirm but the submittal included wood doors that will be stained to match the front door. Chairperson Turco asked if there are any other questions, there being none, she closed the public hearing.

Ms. Turco offered that the setback and massing are ideal for the lot within the context of the historic district, but she is not comfortable with the level of detail on the porch at this point. Regarding the shutters she agrees with the architect that maintaining the symmetry is important on those elevations. Her issue is that these are they are the only shutters on the house. Ms. Turco also suggested they may want to condition the garage doors on staff approval. The porch may also be ok for staff approval. She concluded that she does think it substantially meets the guidelines. Ms. Jamison added that she wants to make sure the design is in keeping with the character of the district. The modern lights on the side don't seem to fit with the design and she would like to see

those in keeping with the style of the lights on the front and the character of the house. Chairperson Turco noted that staff conditioned the lighting to be approved by staff. Ms. Turco asked the group if they were comfortable with the findings of fact and if they were ready to decide if those had been met.

Sandy Smart offered that condition 2 requires that any proposed changes will require additional review and approval by staff. He asked if that would cover the details on the porch, garage doors, and lighting. Attorney Slater if staff approval of conditions can only be implemented when there is not a level of discretion or subjectivity. Mr. Slater continued that if the Commission can get the basic requirements spelled out (height, shape, etc.) then staff can approve it but if not, it should come back to the HPC.

David Bennett stated that he agreed, a little more detail is needed for the porch. He continued that regarding the shutters he is in support of the pattern and treatment to achieve accurate fenestration patterns with appropriate materials. He is also in favor of more detail about the height of the porch. Jennifer Smart asked if staff could provide information on the shutters and the guidelines. Attorney Slater interjected that staff's information is contained in the staff report. Staff added that as stated in the staff report the shutters are an attempt to solve the issue of no windows in that part of the house. Staff added that it is the HPC's decision to determine if the shutters meet the Design Guidelines and are in keeping with the character of the district. Chairperson Turco stated that the Guidelines do specifically talk about fenestration patterns and the appearance in the streetscape. She continued that the shutters achieve the fenestration pattern while the option of a blank wall does not meet the guidelines in her opinion. Andrea Radford added that she agreed. Cathy Jamison stated that she also agreed.

Chairperson Turco asked Attorney Slater asked what the procedure would be if they wanted the porch to come back under a separate COA. Attorney Slater stated that it could come back to the HPC as a condition of the approval. Staff asked Attorney Slater if we could discuss the timeline with the applicant and offer the option to hold it over until next month when the porch details can be presented. Beverly Whisnant asked if they could add the porch approval to the conditions. Staff interjected that she agrees with Attorney Slater's interpretation that staff cannot make subjective decision on acceptable porch design. Staff pointed out there have been more than one opinion presented as to what is acceptable and staff is not comfortable making that decision. Chairperson Turco asked the applicant about their timeline. Mr. Hawkins stated that they do want to get started with the Building Permit process. He asked about what level of detail is the HPC asking. Architect Spivey added that the column height on the porch is 9'-3", the small pedestals on the upper porch is 30". The pedestals are square while the columns are round. Mike Young added that they could provide the shape of the balusters and dimensions quickly and that it could line up with the permitting process. Jennifer Smart asked if they can approve the project with the condition that the porch details must come back for review. Attorney Slater stated that what he is hearing is that the

COA can be carried over for a month while the details are worked out for final approval. Mr. Hawkins stated that his concern is that they need to have the COA to submit the plans for permitting. Chairperson Turco asked Ms. Michael if the permit can run concurrently or if the COA must be approved first. Staff stated that they can run concurrently but that Inspections prefers the HPC approval first so that there are no major changes that complicate or require additional review. Staff informed the group that there will be a meeting on July 8th. She asked Attorney Slater to correct her if she is wrong but offered another option to approve everything with the condition that the porch design comes back to the HPC for final approval in July. Attorney Slater stated that it could be conditioned in that way. Staff asked the architect if that was feasible for him to get that back to the group and he said he could. Chairperson Turco asked the group how they want to proceed.

Andrea Radford moved that the Application for COA 20-10 substantially meets the Secretary of Interiors Standards for Rehabilitation and the Wake Forest Historic District Design Guidelines and is compatible with the Special Character of the historic property and district with the conditions listed in the staff report in addition to the requirement that the porch details come back to the HPC next month. Paige Bivens seconded the motion. Chairperson Turco asked if there was any discussion, hearing none she called the roll for the vote. The motion passed unanimously (7-0).

Andrea Radford moved to approve and grant COA 20-10 to Erin and Mark Hawkins with the conditions listed in the staff report and the additional requirement that the porch details will come back to the HPC in July. David Bennett seconded the motion. Chairperson Turco asked for discussion hearing none she asked for a roll call vote. The motion carried unanimously (7-0) and the COA was granted. Staff added that the final COA would be issued by the end of the week and thanked the applicants.

8. Old Business

A. Budget. Staff showed a slide with the FY 2019-20 budget and actual expenses for the members review. Staff reviewed the budgeted amounts and the expenses, and the amount left over. Staff estimates that the end of the FY balance will be approximately 29,410.40. It was a miracle, Sandy approved Michelle's math!

Staff then showed a proposed budget for FY 20-21. She made the changes that they discussed last month and offered and estimates that they will have \$10,450 in expenditures with a total estimated ending balance of \$18,960.40 for next year. Sandy Smart asked about the cost of the signs, staff responded that the signs were included in the Planning Budget. Paige Bivens asked about the cost for the Ailey Young windows. Staff responded that the grant from the State of North Carolina was used for the windows. Staff asked if the HPC wanted to adopt this budget with the understanding that if there are any changes, staff will bring it to them for approval. Beverly Whisnant moved to accept the budget as proposed, Paige Bivens seconded. Chairperson Turco asked for any discussion, there being none she conducted a roll call vote.

The motion passed (6-0), Cathy Jamison was no longer part of the meeting when the vote was taken.

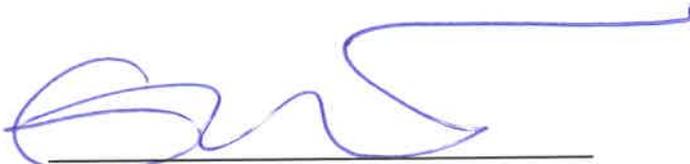
9. New Business and Announcements

A. Education Committee- Andrea Radford provided that the education committee met and discussed having a blog post after Halloween through December to celebrate the home tour and discuss a house from each decade in the historic district. She added that she has been working on coloring book pages showcasing the historic houses. Paige Bivens added that they are also working on a treasure hunt focused on 4th grade curriculum. Chairperson Turco thanked the group for their good work.

B. Staff Update. Staff reminded the group that there will be two planning efforts that require participation. The Northeast Community Plan Update and the Comprehensive Plan. These two efforts will start in the next couple of months and will take between 12 and 18 months to complete. They will shape the next 10-20 years, she encouraged the group to attend, provide input, review the plans and comment.

C. Other Business and Announcements. Staff reminded the group that about a year ago the Mill Village residents had come to the HPC and asked for help to preserve the Mill Village. We held a public meeting last June. Staff has been researching options for the Mill Village and is planning a public information meeting soon. There will be one COA public hearing in July and in August, we hope to hold a meeting on the 160D Statute changes.

Sandy Smart moved to adjourn, David Bennett seconded and passed unanimously (6-0) without discussion by a roll call vote. The meeting adjourned at 8:24 PM.



Ellen Turco, Chairperson

Respectfully submitted,



Michelle Michael, Secretary



TOWN *of* WAKE FOREST

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HISTORIC PRESERVATION COMMISSION MINUTES

VIA ZOOM

WEDNESDAY, JULY 8, 2020

6:30 PM

Commission Members Present: Ellen Turco (Chair), Andrea Radford (Vice-Chair), Beverly Whisnant, David Bennett, Jennifer Smart, Sandy Smart

Commission Members Absent: Cathy Jamison, Paige Bivens, Commissioner Wall-Lennon (Ex Officio, BOC)

Staff Present: Michelle Michael (HPC Staff Liaison); Phillip Hackley (Town Attorney's Office), Adam Oates (Information Technology Director), Chris Robey (HP Intern)

Guests: Kyle Smalling, Laura Smalling, Erin Hawkins, Mark Hawkins, John Hearn

1. **CALL TO ORDER/ROLL CALL.** Chairperson Turco called the meeting to order at 6:32 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. Ms. Turco asked staff if anyone signed up to speak at the meeting other than the applicants. Staff stated that is correct. However, staff added that if anyone wishes to speak, they can, they just need to use the raise the hand icon or chat box to let us know they wish to speak. Chairperson Turco continued that all votes will be taken by roll call. Ms. Turco continued by taking the roll and establishing a quorum, Andrea Radford – here, Darina Bender – here, Jennifer Smart – here, Sandy Smart – here, David Bennett-here, Beverly Whisnant-here. Ms. Turco asked staff to confirm the quorum and she did. Staff added that Phillip Hackley is representing the Town Attorney's office and Adam Oates is also present from the Town to assist with the virtual meeting.

Attorney Hackley 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.** Chairperson Turco asked if there were any changes to the agenda Andrea Radford moved to approve the agenda. David Bennett seconded the motion. There was no discussion. Chair Turco called each member present and the motion passed unanimously (6-0).

3. **MINUTES** Chairperson Turco asked if there were any changes to the June 10, 2020, minutes as submitted. Beverly Whisnant moved to approve the minutes as submitted, David Bennett seconded.

There was no discussion. Chairperson Turco called each member present, the motion passed unanimously (6-0).

4. PUBLIC COMMENT (limited to 3 minutes per person) Chairperson Turco 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 June 1, 2020 was \$39,959.40 with interest earned in the amount of \$ 26.28. An ending balance as of June 30, 2020 is \$39,985.68 including \$1,011 to be used for the Ailey Young House. Chairperson Turco asked if there is a motion to approve the Treasurer’s Report, Sandy Smart moved to approve the Treasurer’s Report, David Bennett seconded the motion. Chairperson Turco asked for discussion, there was none, she read the roll and the motion passed unanimously (6-0).

7. PUBLIC HEARING: COA 20-11 A request from Kyle Smalling to modify the rear entrance at 305 N. Main Street, being Wake County PIN 1841-53-0163.

Chairperson Turco opened the public hearing and asked if any members of the Historic Preservation Commission have a conflict of interest. There were no members with a conflict of interest. Chairperson Turco 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. No one offered to speak or show that they object to the public hearing. She asked Attorney Hackley to swear in staff liaison, Michelle Michael, Senior Planner (Historic Preservation).

Michelle Michael introduced the project as COA 20-11, an application from Kyle Smalling to modify the rear entrance of his home at 305 N. Main Street. Staff asked to submit the application, substantiating information, staff report and power point presentation into the record. Attorney Hackley agreed to submit the information. Staff showed an aerial of the location of the house and explained the location. She followed by showing the application and substantiating information, street view photographs to the group. The project is to modify the rear entrance on the west elevation of the home at 305 N. Main Street. The applicant would like to remove the northern most window and install a door (inside the screened porch), remove the existing door and install a double window (inside the screen porch), and lastly install a round window on the west elevation outside of the screen porch enclosure. It is not known when the rear entrance and porch was modified to its current configuration.

After explaining the application staff presented the staff report by beginning with analysis of the Secretary of Interior’s Standards for Rehabilitation.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken. *The proposed project is modifying the rear entrance within the*

screened porch. This entrance has been modified previously. The proposal includes adding a round window to the west elevation which is visible from W. Pine Ave., it is representative of a similar window in the stair hall of this house and not from another historic building. Further, it will be a new window resembling the original rather than the original being moved or removed.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. *Staff Analysis: The proposed project is modifying a section that has been previously modified. They are later changes. The proposed new door location is in keeping with the interior hallway entrance and may be the location of the original rear door.*

10. 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 the proposed project were removed in the future it would not alter the essential form and integrity of the historic property.*

The staff liaison continued her analysis referencing the Wake Forest Historic District Design Guidelines for Exterior Entrances and Porches

1. Identify, retain, and preserve character-defining architectural elements and details of entrances, porches, porte cocheres, and balconies including but not limited to form, configuration, roofs, cornices, piers, lattice, flooring, porch supports, columns, capitals, plinths, ceilings, rails, balusters, steps, brackets, and other decorative trim work. *Staff Analysis: In looking at the project staff has determined that these elements are not character defining to this property, they are later modifications on the rear elevation.*

9. It is inappropriate to introduce new exterior entrances, porches, and details. Replication of missing entrances and porches shall be based on documentary or physical evidence. *Staff Analysis: The proposed new door location is in keeping with the interior hallway entrance and may be the location of the original rear door.*

The staff liaison continued her analysis referencing the Wake Forest Historic District Design Guidelines for Windows and Doors

1. Identify, retain, and preserve historic window and door openings, materials, features and details including but not limited to, sash, trim, glass, panels, configuration, muntins, mullions, dimensions, size, stained glass, lintels, sills, thresholds, shutters, and hardware. *Staff Analysis: The window and door on the rear elevation are the result of a later modification. The proposed new door location lines up with the hallway door and may be the original location. The proposed new door will match the existing upstairs exterior door and front door configuration. The proposed new window will be a double or paired 1/1 window but will be a pair rather than single window.*

6. It is inappropriate to install new window or door openings on the front or side elevations of the building. When necessary use existing openings on side or rear elevations: replace a window with a door, or remove

a door and install a window, and match details to the existing. ***Staff Analysis: The project is proposed for the rear elevation and is replacing a window with a door and a door with a paired window. The round window which will be true divided light is also proposed for installation on the rear elevation.***

Windows

10. New windows shall have true-divided light muntins. It is inappropriate to install new windows that have false window muntins, window grills, or snap-in muntins, or grills in historic buildings. ***Staff Analysis: The paired or double window will be a 1/1 configuration to match all the existing windows in the home. The circular window will have true divided-light muntins like the existing circular window.***

Staff offered 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 project meets/does not meet the Secretary of Interior Standards for Rehabilitation
2. Based upon the information contained in the application, specifications, and staff report, the Commission finds that the project is appropriate/is not appropriate in regard to the Wake Forest Historic District Design Guidelines, in that it is or is not compatible with the special character of the historic landmark.

Staff offered the following conditions for the Commission's consideration.

1. A Building Permit from the Town of Wake Forest is required.
2. Any changes to the proposed project require review and approval by staff

Staff asked if there were any questions. There were none. Chairperson Turco asked if the applicant, the Smalling's wished to speak in support of the application. The Smalling's agreed and were sworn by the Town Attorney. They stated that they didn't have too much to add but would be glad to answer any questions. They did clarify that the interior hallway lines up with the proposed door location and that they think it is the original location. In addition, they would like to have larger windows, but it is a challenge based on the ceiling height and the floor level to make it look right. There is a skylight where the upstairs porch used to be. They would like to restore the upstairs porch in the future but will have to remove the skylight so the larger windows would be ideal. It is their goal to restore as much of the original configuration as possible.

Historic District Resident, John Hearn asked to speak. He was sworn by the Town Attorney. John Hearn, 126 North Avenue, stated that he is in full support of the project and asked the Commission to approve the COA.

Beverly Whisnant moved that the Application for COA 20-11 substantially meets the Secretary of Interiors Standards for Rehabilitation and the Wake Forest Historic District Design Guidelines and is compatible with the Special Character of the historic property and district with the conditions listed in the staff report and the added condition that larger windows may be used as an option.

Sandy Smart seconded the motion. Chairperson Turco asked if there was any discussion, hearing none she called the roll for the vote. The motion passed unanimously (6-0).

Beverly Whisnant moved to approve and grant COA 20-11 to Lyle Smalling with the conditions listed in the staff report and the additional condition that larger windows may be used as an option. Andrea Radford seconded the motion. Chairperson Turco asked for discussion hearing none she asked for a roll call vote. The motion carried unanimously (6-0) and the COA was granted. Staff added that the final COA would be issued by the end of the week and thanked the applicants.

8. Old Business

A. Review of Porch Details for 427 N. Main Street condition of COA 20-10. Staff provided that Mark and Erin Hawkins are on the call if there are any questions. Staff reminded the group of the plans approved last week and that the HPC asked for more detail on the porch. Staff provided the detailed plans for the porch at 427 N. Main Street. There will be turned balusters on the main and upper balustrades. The Hawkins have two options for turned balusters and staff offered that both appear to be in keeping with the character of the historic district. Staff pointed out the proposed top and bottom rail, balusters, pedestals, and columns. Andrea Radford asked about the balustrade height on the porch, it is showing 32" height but does it have to be higher for code. Staff reminded the group that the architect spoke to that last month and the porch height does not require a rail so they can use a lower balustrade which will be more in keeping with the historic porches. Ms. Radford thanked staff.

Ellen Turco asked staff what they should do since this is a review and not a COA. Staff asked that they make a motion and vote and she will add it to the record and the approved COA. Attorney Hackley agreed.

Darina Bender asked if she could ask a question regarding the upper balustrade, she asked why it is lower than the first floor. Staff showed the front elevation drawing and explained that the upper balustrade is purely decorative, the second-floor porch will not be accessible. In looking at the front elevation drawing you can see that the architect designed it to compliment the façade and if it were taller it may detract. Ms. Bender stated that she can see that and understands.

David Bennett moved that the conditions of the COA have been met and the porch details as submitted are approved. Andrea Radford seconded the motion. There was no further discussion and the motion was approved unanimously (6-0).

9. New Business and Announcements

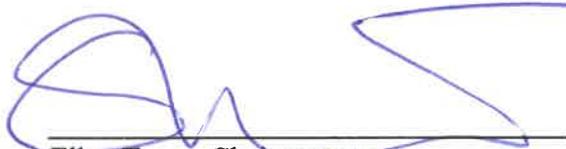
A. Education Committee- Andrea Radford stated there was no update.

B. Staff Update. Staff informed the group that the State Historic Preservation Office is still requiring CLG training for commissions and staff. Considering the pandemic, they will be

providing video training on a variety of topics. Staff will send the information as it becomes available. As a reminder to the membership, the Mill Village Information meeting will be held virtually on July 28th at 7:00 pm. There will be a regular HPC meeting in August, staff has been contacted about two possible COA applications. The public meeting for the General Statute updates will be in September or October. Lastly, the Wake Forest Historical Museum is hosting a talk by Dr. Andrew Canady about his research on the University to be on Thursday, July 9 at 6:00. Contact staff if you want to register for the event.

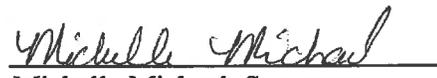
C. Other Business and Announcements. Staff introduced Chris Robey, the Historic Preservation Summer Intern. Chris is working on his Master of Landscape Architecture degree at the University of Georgia. He received his bachelor's degree in American Studies from Appalachian State University. Chris Robey greeted the group and provided a brief overview of his projects. His focus has been on the Northeast Community. He is developing an online story map of the Northeast Community and a Landscape Management Plan for the Ailey Young House. He thanked the group for the opportunity to work with the Town.

Sandy Smart moved to adjourn, Andrea Radford seconded and passed unanimously (6-0) without discussion by a roll call vote. The meeting adjourned at 7:24 PM.



Ellen Turco, Chairperson

Respectfully submitted,



Michelle Michael, Secretary



HISTORIC PRESERVATION COMMISSION

Wake Forest Town Hall – 3rd Floor
301 S Brooks Street
Wake Forest, NC 27587
P: 919-435-9510 | F: 919-435-9539
www.wakeforestnc.gov

CERTIFICATE OF APPROPRIATENESS

GENERAL INFORMATION:

Project Contact - Property Owner

Mark & Erin Hawkins

427 N Main St

Wake Forest, NC 27587

P:9196245027

erinhawkins2010@gmail.com

Project Contact - Applicant

Mark & Erin Hawkins

427 N Main St

Wake Forest, NC 27587

P:9196245027

erinhawkins2010@gmail.com

PROJECT INFORMATION:

The following statement & documents are provided for the use in the review of this application. (Attach photographs, slides, drawings, plans, renderings, materials, cut sheets, etc. to give as much information as possible to show that the proposed work complies with the standards set forth in the UDO and Historic District Design Guidelines –please attach additional sheets if needed).

Property Address/Location: 427 N MAIN ST

Long Tax PIN(s): 1841534971

Zoning Classification:

- GR3
- General Residential 3

Land Use(s): Residential

Description of proposed work: Construct a single-family residence at 427 N. Main Street, Wake Forest, NC

CONDITIONS:

1. A Building Permit from the Town of Wake Forest is required.
2. Any changes to the proposed project require review and approval by staff.
3. Any changes in impervious surface will require review and approval by staff.
4. Coordination with the City of Raleigh Utilities and the Department of Transportation is the responsibility of the applicant.
5. A future application for fencing will require COA-Major Work and public hearing with the Historic Preservation Commission.
- 6.. The house is being constructed in an existing neighborhood. Construction shall be limited to Monday – Friday between 7:00 am and 8:00 pm and Saturday-Sunday between 8:00 am and 6:00 pm in accordance with the noise ordinance. Construction lights shall not shine in windows of neighboring properties
7. The final lighting selection, lighting location and garage doors must be reviewed and approved by staff.
8. The Historic Preservation Commission will review the porch design and details at the July 8, 2020 meeting. Details shall include all dimensions, design, shape, and materials of balustrades (balusters, handrails, posts, columns, and pedestals).

APPROVAL:

Michelle Michael
(Staff Liaison / HPC Secretary Print Name)

Michelle Michael
(Staff Liaison / HPC Secretary Signature)

June 11, 2020
(Date)

Date Received: 4/22/20	HPC Meeting Date: June 10, 2020	COA Number: 20-10
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residential design
 1027 Hwy. 10 West, Suite 229
 Garner, North Carolina 27524
 Phone: (919) 774-6025
 Fax: (919) 774-6025

PROJECT NUMBER	4351
PLAN NAME	HAWKINS-1
PLAN NUMBER	20-3643

RESIDENCE FOR MARK & ERIN HAWKINS

427 NORTH MAIN STREET
 WAKE FOREST, NORTH CAROLINA

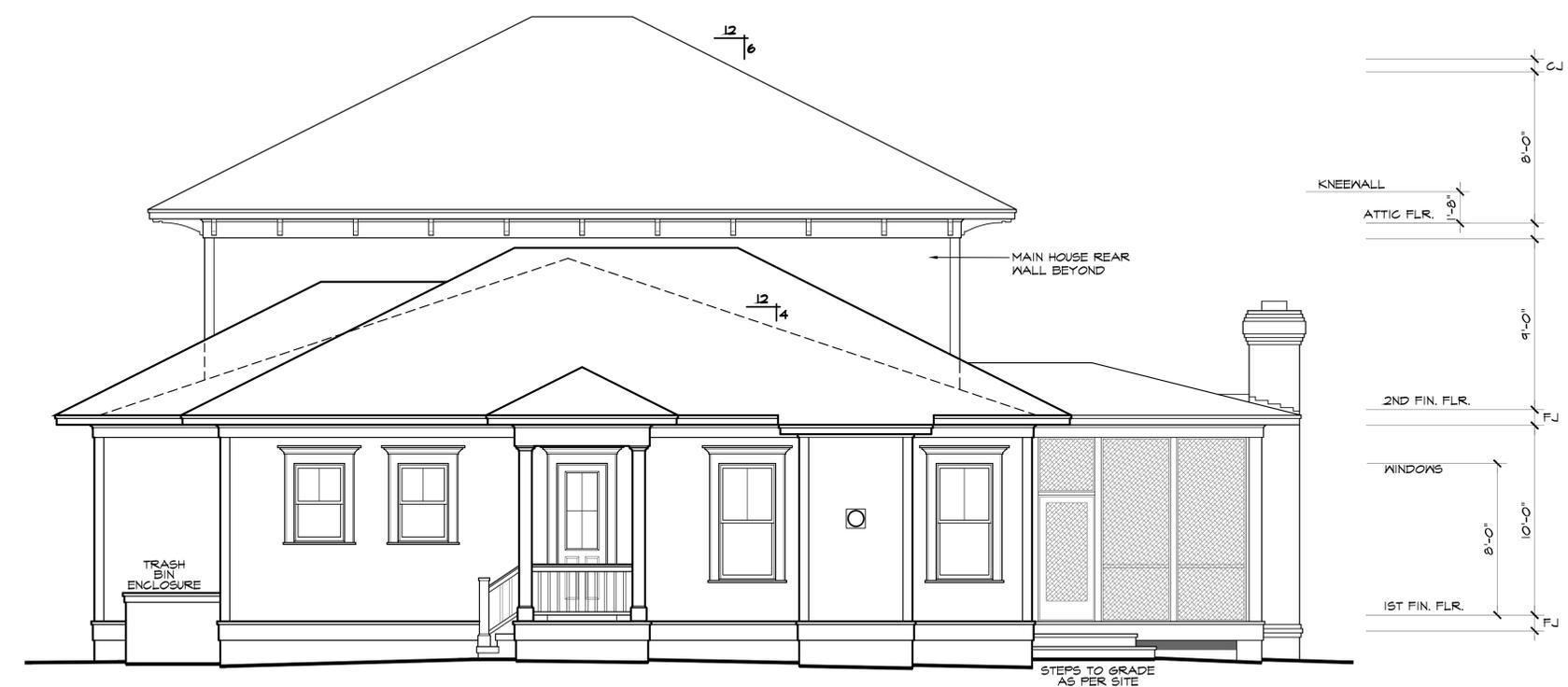
DRAWN BY	J.T.S.
CHECKED BY	J.A.D.
DATE DRAWN	08 MAY 2020

REVISIONS
12-20-18 ADDED BUILDING CORNER ELEV. & BUILDING HEIGHTS PER CITY COMMENTS

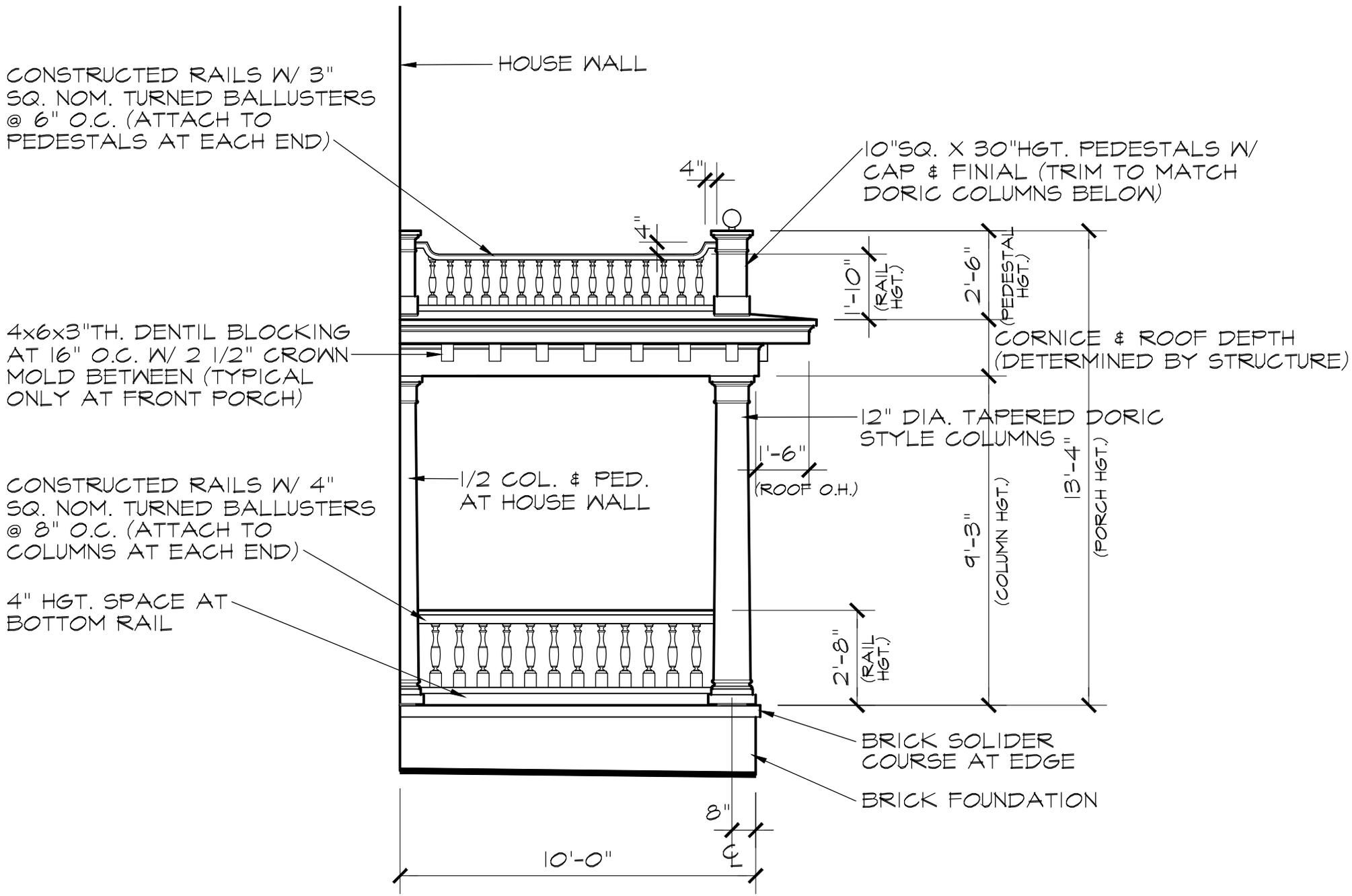
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RIGHT SIDE ELEVATION SCALE: 1/4"=1'-0"
 (VIEW FROM JUNIPER AVENUE)



REAR ELEVATION SCALE: 1/4"=1'-0"



FRONT PORCH DIMENSIONS

(WITH TURNED BALLUSTERS)

Attachment B: Current Photographs of House at 427 N. Main Street, dated 11.20.21







Project Overview **#653594**

Project Title: Local Historic District 427 N. Main	Jurisdiction: Town of Wake Forest (Wake County)
Application Type: Certificate of Appropriateness	State: NC
Workflow: Certificate of Appropriateness - Minor Work	County: Wake

FILING INSTRUCTIONS

A submittal checklist is available to view additional documents which are required to submitted with this application. After answering the application questions, you will be asked to upload the required documents.

[VIEW CERTIFICATE OF APPROPRIATENESS SUBMITTAL CHECKLIST](#)

Missing items will result in the application being declined and returned to the applicant to resubmit. A revised and complete application including all missing items must be received or the application will be not be deemed complete and routed for review.

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

Project Information

Project/Development Name: 427 N. Main/ Local Historic District	Project Address or PIN: 427 N MAIN ST (1841534971)
Tax PIN: 1841534971	Zoning: Zoning <ul style="list-style-type: none">427 N MAIN ST: GR3

Current Zoning Overlay: HL-O WFHD (L), Wake Forest Local Historic District	Town Limits: Inside corporate limits
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Projects falling outside the limits of the Town or ETJ will be required to submit an annexation petition in conjunction with their project submittal. Please return to the home screen and select **Annexation Petition** from the application type drop down.

Land Use: Land Use Development <ul style="list-style-type: none">427 N MAIN ST: Residential	Acreage: 0.41
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GIS Acreage: Parcel

- 427 N MAIN ST: 0.41

GENERAL INFORMATION

Please enter all 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

Mark & Erin Hawkins

427 N Main St
Wake Forest, NC 27587
P:9196371441
bmhawkins2003@yahoo.com

Project Contact - Applicant

Mark & Erin Hawkins

427 N Main St
Wake Forest, NC 27587
P:9196371441
bmhawkins2003@yahoo.com

PROJECT INFORMATION

Project Type: Minor Work

Description of Request:

We would like to get approval for the Landscape plan for New Construction. [COA 21-0](#)

Approval for the removal of the lower front porch balusters. The house being at a lower elevation than originally planned removed the requirement for the first floor balusters and rails from a code perspective. Also, we feel that the landscaping will cover the majority of this architectural detail. The second floor balusters and rails will remain in the design. [COA 20-10 Modification Request](#)

Removal of both of the second floor side faux windows with closed shutters. This decision was made when the siding was first completed and it appeared that the house looked good without the faux shutters. This was also a decision to help with project cost due to the current climate in the building industry. [COA 20-10 Modification Request](#)

Was work completed prior to obtaining the required permit?: Yes

Provide the Name, Address, and Email for Whom The Response Letter Should Be Addressed To :

Erin and Mark Hawkins

619 S Main St
Wake Forest NC 27587

10/19/2021

Hawkins landscape plan

Plants

Quantity	Botanical Name	Common Name	Size
3	Abelia x Grandiflora 'Radiance'	RADIANCE ABELIA	3GAL
2	Acer palmatum 'Red Emperor'	RED EMPEROR JAPANESE MAPLE	6'
3	Buddleia Davidii 'Pugster blue'	PUGSTER BLUE	3G
25	Buxus microphylla 'Bulthouse' pp#25896, cbraf (Proven Winners)	SPRINTER BOXWOOD	3GAL
6	Buxus microphylla 'Winter Gem'	WINTER GEM LITTLELEAF BOXWOOD	30" ROUND
4	Buxus microphylla 'Winter Gem'	WINTER GEM LITTLELEAF BOXWOOD	24" ROUND
3	Camellia 'Govenor Mouton '	RED CAMELLIA	7G
3	Camellia Japonica'Seafoam'	WHITE CAMELLIA JAPONICA	7GAL
2	Camellia sasanqua 'Apple Blossum'	APPLE BLOSSUM CAMELLIA	10 GAL
1	Cercis canadensis 'Ruby Falls'	RUBY FALLS REDBUD	6'
2	Gardenia Jasmoides 'Frost Proof'	FROST PROOF GARDENIA	7 GAL
1	Halesia tetraptera	CAROLINA SILVERBELL	2"C 8-10'
4	Hydrangea arborescens 'Abetwo (Incrediball®)'	INCREDIBALL SMOOTH HYDRANGEA	3G
3	Hydrangea arborescens 'NCHA1 (Invincibelle® Spirit)'	INVINCIBELLE SPIRIT SMOOTH HYDRANGEA	3G
1	Hydrangea paniculata 'Limelight'	LIMELIGHT PANICLE HYDRANGEA	TREEFORM 5'
4	Hydrangea paniculata 'Limelight' pp#12,874, cbr#2319 (Proven Winners)	LIMELIGHT HARDY HYDRANGEA (Proven Winners)	3GAL
3	Hydrangea paniculata 'SMHPFL' pp#25,135, cbr#5160 (Proven Winners)	FIRE LIGHT® HARDY HYDRANGEA (Proven Winners)	3GAL
31	Ilex Crenata 'Hoogendorn'	HOOGENDORN JAPANESE HOLLY	3 GAL
9	Ilex crenata 'Sky Pencil'	SKY PENCIL JAPANESE HOLLY	4'
7	Ilex x Mary Nell	MARY NELL HOLLY	6'
3	Lagerstroemia x 'Natchez'	NATCHEZ CrapeMyrtle	2"C MULTI STEM 12-14'
13	Ligustrum Sineses 'Sunshine' PP20379	SUNSHINE LIGUSTRUM	3GAL
86	Liriope muscari 'Variegata'	VARIEGATA LILYTURF	4"
15	Loropetalum chinense 'Irodori'	JAZZ HANDS VAR. FRINGE	3GAL
3	Magnolia grandiflora 'Little Gem'	LITTLE GEM SOUTHERN MAGNOLIA	6'
7	Magnolia X 'Stellar Ruby'	STELLAR RUBY EVERGREEN MAGNOLIA	7GAL
3	Osmanthus x fortunei	FORTUNE'S SWEET OLIVE-FRAGRANT	3GAL
12	Phlox divaricata	BLUE PHLOX	1 gal
5	Rhododendron 'Robles' Autumn Lilac	DWF AUTUMN LILAC ENCORE AZALEA	3GAL
18	Rhododendron 'Robles' Autumn sangria	AUTUMN SANGRIA ENCORE AZALEA	3GAL
8	Rhododendron 'Robles' Autumn Twist	AUTUMN TWIST ENCORE AZALEA	3GAL
1	Salix matsudana 'Tortuosa'	TORTUOSA CORKSCREW WILLOW	10'
18	Sedum rupestre 'Angelina'	ANGELINA STONECROP	1 GAL
15	Ternstroemia gymnanthera 'Contherann'	LEANN CLEYERA	3GAL
5	Thuja occidentalis 'Art Boe (North Pole®)'	ART BOE (NORTH POLE®) AMERICAN ARBORVITAE	5'
3	Viburnum -Awabuki-Chindo	CHINDO VIBURNUM	7G
7210 SFFT	SOD VARIETY TBD BY CLIENT		
140SFFT	ANNUALS	VARIETY TBD BY CLIENT	
	MULCH- DESIGNER BROWN		

Wake Forest Local Historic District Certificate of Appropriateness (COA) Application Staff Report

To: Wake Forest Historic Preservation Commission
Date: December 1, 2021
Case: COA-21-08
Prepared By: Michelle Michael

General Information

**Applicant/
Property Owner:** Erin and Mark Hawkins
427 N. Main Street
Wake Forest, NC 27587

Requested Action: Approval of Landscape Plan for new home at 427 N. Main Street

Tax PIN: 1841-53-4971
Location: 427 N. Main Street
Lot Size: .41 acres +/-
Current Zoning: GR3

Property Description: The property is located at the southwest corner of W. Juniper Avenue and N. Main Street. It is the site of the former Cullom House.

Special Information (from the Wake Forest Historic District Walking Tour Brochure

History and Significance: The original house on this site was the Dr. William R. Cullom House. An Italianate-style house constructed in 1891 for Dr. William R. Cullom. In 2014, the house was being rehabilitated and the original gable roof was restored. Unfortunately, during the rehabilitation a fire destroyed the entire home in 2015. The lot has been vacant since then. The Hawkins received approval from the HPC under COA 20-10 to construct a new home at 427 N. Main Street in June 2020. The house is almost completed, and the Hawkins' are ready to proceed with landscaping.

COA 21-08 Proposed Exterior Changes: The applicant is proposing to landscape the yard including walkways, fence, and plantings. The house has been newly constructed and there is little existing landscape.

The Design Standards require a public hearing and approval by the Historic Preservation Commission for Landscape Plans that affect more than 25% of the front and side yard on corner lots.

For the purposes of analysis of this project staff believes the following standards and guidelines have relevance:

The Secretary of Interiors Standards for Rehabilitation

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features or spaces that characterize a property shall be avoided.

Staff Analysis: The lot has been under construction for over a year. Prior to that, it was a grass lot. There is an oak at the back of the property (SW corner) shown on the plans. The plans do not specify removal but the proposed landscape shows a replacement tree "if" the oak is removed.

Wake Forest Local Historic District Design Standards

Site Features and Materials

1) Identify, retain, and preserve historic features and materials including plantings, circulation patterns, trees, tree canopy, shrubs, parks, green spaces, historic gardens, fences, walls, topography and terraces that contribute to the character of the historic district or local landmark.

a. Identify, retain and preserve the setback of primary buildings and the space between buildings and lots. ***Staff Analysis: This does not apply.***

b. Identify, retain, and preserve planting strips and retain grass and trees as the predominate plantings in planting strips. ***Staff Analysis: This does not apply.***

c. Identify, retain, and preserve the topography of the site, do not alter the topography by grading, filling, or excavating. ***Staff Analysis: The topography of the site is not being altered.***

d. Identify, retain, and preserve mature trees. Mature trees should only be removed for one of four reasons: disease, storm damage; causing structural damage to a historic building; or causing damage to underground or overhead utility lines. In the case of disease and storm damage, the tree should be replaced with one of the same species or one that will achieve a similar canopy and street edge definition. ***Staff Analysis: Only one mature tree remains on the lot at the southwest corner. Staff recommends consulting with a certified arborist, the Town's Urban Forestry Coordinator regarding the health of the tree and suitable replacements. Staff further recommends consulting the neighbors if the tree crosses the property lines.***

5) Consult with a certified arborist or with the Town of Wake Forest Urban Forestry Coordinator before removing trees with a diameter at breast height (DBH) of 8" or more. Select appropriate replacement species to maintain the historic tree canopy.

Staff Analysis: There is one mature oak at the back of the lot. It is not being shown for removal but the proposed plan proposes replacing it if removed with a Tortosa Corkscrew Willow. Staff

recommends considering a tree that is similar to the oak in regard to canopy and longevity.

8) Consider placement, species and type of new trees to avoid damage to sidewalks, curbs, retaining walls, foundations, etc.; where overhead obstructions or utilities exist; or to prevent species specific pests or disease.

Staff Analysis: The Landscape Plan is proposing to plant Crape Myrtles along the northern property line parallel to W. Juniper Avenue. There are existing power lines at this location, therefore, staff cautions the property owners that once mature, the power company will trim them to maintain the safety of the power lines. A dwarf magnolia is planned for the front of the lot. Staff recommends replacing the tree proposed at the front of the lot in the southeast corner from a Dwarf Magnolia to a tree that will be more appropriate at the sidewalk such as dogwood, ginkgo, Japanese maple, ornamental plum or weeping cherry.

9) Consider using plant species that were available in Wake Forest during the district's period of significance and locate them consistently with similar elements. Check with the approved Wake Forest Plantings list for non-invasive species when making your selection.

Staff Analysis: The Landscape Plan proposes to plant Magnolia, Hydrangea, and Camelia among other plantings, all which were part of the historic landscape in the historic district. However, staff recommends replacing the tree proposed at the front of the lot in the southeast corner from a Dwarf Magnolia to a tree that will be more appropriate at the sidewalk such as dogwood, ginkgo, Japanese maple, ornamental plum or weeping cherry.

10) Consider scale when selecting plants and their locations. Ensure that corner lot plantings allow for clear vehicular and pedestrian vision.

Staff Analysis: The proposed landscape plan does not impede clear vehicular and pedestrian vision. The fence as proposed at 40" meets the UDO requirement for sight line distances.

Wake Forest Local Historic District Design Standards **Streets, Sidewalks, Driveways, and Parking**

1) Identify, retain, and preserve original street patterns, circulation patterns, sidewalks, parking, and materials.

b. Identify, retain and preserve sidewalks and walkways that contribute to the character of the historic district or local landmark. Preserve the materials, size, orientation, layout of sidewalks, pathways, and walkways as well as any significant edging materials such as walls or dry-laid and mortared stones.

Staff Analysis: The proposed design is implementing a front walk from the public sidewalk to the front porch of the house consistent with other walkways in the historic district. The applicant has not specified material and will provide that information at the public hearing.

c. Identify, retain and preserve historic driveway configurations (primarily one-car wide and located to the side of primary structures) and materials. Construct new driveways to conform with the configuration, width, radius, location and materials of existing driveways.

Staff Analysis: The proposed design includes a driveway and parking at the rear and side of the property accessed by W. Juniper Avenue. The applicant will present the materials at the public hearing .

Wake Forest Local Historic District Design Standards

Fences and Walls

5) Construct new fences and walls using traditional materials, design, and vertical orientation which relate to the style and material of the structure. Conduct documentary research for photographs that illustrate historic walls and fences.

Staff Analysis: The applicant is proposing to install a metal fence which is consistent with fences in the district. The applicant will submit additional details so the Historic Preservation Commission can determine if the proposed fence is congruous with the character of the historic district.

6) Privacy fences are appropriate only around the rear and side property lines to the rear corner of the house or principal structure.

Staff Analysis: The applicant is proposing a privacy fence along the south side and west (rear) property lines. The applicant will provide additional information so the Historic Preservation Commission can determine if the fence meets the standard.

7) All fences shall be constructed so that the finished side is facing outward to the public right of way and adjacent properties.

Staff Analysis: The applicant is proposing a privacy fence along the south side and west (rear) property lines. Staff recommends conditioning the COA to meet standard 7 so that the fence is constructed with the finished side facing outward towards adjacent properties.

10) In front yards, walls and fences shall not exceed 42 inches in height from the front property line to the rear corner of the house. Rear yard fences shall not exceed six feet and shall not be installed in front of the rear corner of the principal building.

Staff Analysis: The applicant is proposing a 40” metal fence at the front of the property and a privacy fence along the south side and west (rear) property lines. The applicant will provide additional information regarding the fence materials, design, and location so the Historic Preservation Commission can determine if the standards are met.

Comments from Town Staff in compliance with the Unified Development Ordinance

- 1. Proposed Impervious Surface Total** – The applicant must provide the total impervious surface calculation and ensure it is under the required threshold before beginning the project.
- 2. Fence** – Under UDO 4.3.4 E. Fences and Garden Walls: Fences and garden/yard walls may encroach into the required setbacks but, if higher than 3.5 feet (42”), may not be placed within the sight visibility triangle of a public street, private street, or driveway contained either on the property or on an adjoining property. See Section 6.5.2G concerning the sight visibility triangle. A fence permit is required.

Proposed Findings of Facts

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 Proposed Landscape Plan does/does not meet the Secretary of Interior Standards for Rehabilitation.**
- 2. Based upon the information contained in the application, specifications, and staff report, the Commission finds that the Proposed Landscape Plan does/does not substantially meet the Wake Forest Historic District Design Guidelines.**

Proposed Conditions

Staff offers the following findings for the Commission’s consideration

- 1 Any changes require additional approval from staff.*
- 2. A fence permit is required per the Town of Wake Forest U.D.O.*

Photos of current condition 427 N. Main Street (11.30.21)

