



AGENDA

WEDNESDAY, OCTOBER 10, 2019

**6:30 PM REGULAR HISTORIC PRESERVATION COMMISSION MEETING
GROUND FLOOR TRAINING ROOM, TOWN HALL
301 S. Brooks Street, Wake Forest, NC**

6:30 pm Regular Business

1. Call to Order/Roll Call
2. Approval of the Agenda
3. Approval of Minutes of the September 11, 2019 Regular Meeting.
4. Public Comment (limited to 3 minutes per person) The HPC is interested in hearing your concerns, however, speakers should not expect Commission action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Historic Preservation Commission, staff and other speakers.
5. Treasurer's Report
6. Public Hearing: COA 19-10, A request from Tom Neal to screen in the side porch at his property at 403 N. Main Street being Wake County PIN 1841532667.
7. Old Business
 - A. Urban Forestry Presentation – Luke Devores, Urban Forestry Coordinator, Town of Wake Forest
 - B. Budget – HPC Grant Appropriation
8. New Business and Announcements
 - A. HPC Annual Report to the Board of Commissioners
 - B. Education Committee
 - C. Staff Update
 - D. Other Business and Announcements
9. Adjourn



TOWN *of*
WAKE FOREST

301 S. Brooks Street
Wake Forest, NC 27587
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HISTORIC PRESERVATION COMMISSION MINUTES

GROUND FLOOR TRAINING ROOM

WAKE FOREST TOWN HALL

WEDNESDAY, SEPTEMBER 11, 2019

6:30 PM

Commission Members Present: Ellen Turco (Chair), Andrea Radford (Vice-Chair), Cathy Jamison, Beverly Whisnant, Jennifer Smart, Paige Bivens, Jim Dyer, Sandy Smart.

Members Absent: David Bennett

Staff Present: Michelle Michael (HPC Staff Liaison); Greg Harrington, BOC (Ex-Officio), Sam Slater (Town Attorney's Office)

Guests: Sharyn Leaver, Monty Ray

1. CALL TO ORDER/ROLL CALL

Chairperson, Ellen Turco called the meeting to order at 6:32 pm. She asked for roll call. The members present stated their names for the record.

2. AGENDA

Chairperson Ellen Turco asked if there were any changes to the agenda. Michelle Michael stated that she would like to move the Treasurer's Report to after the public hearing. Jim Dyer made a motion to approve the agenda with the changes. Andrea Radford seconded the motion and it passed unanimously (8-0).

3. MINUTES

Chairperson Turco asked if there were any changes to the minutes as submitted. Beverly Whisnant moved to approve the minutes as submitted, Jim Dyer seconded, and the motion passed unanimously (8-0).

4. PUBLIC COMMENT (limited to 3 minutes per person) The citizens in the audiences chose not to speak during the public comment period.

5. PUBLIC HEARING COA 19-9: A Request from Sharyn Leaver to erect a privacy fence in the rear yard of her property at 228 N. Main Street.

Chairperson Turco asked if any member of the Commission had a conflict of interest or ex parte communication. Sandy Smart offered that Scott Leaver had asked him questions about the project, but he referred him to Michelle (Staff liaison). Jennifer Smart added that Sandy Smart had mentioned to her that Mr. Leaver had asked questions. Attorney Slater asked the follow up question to both Jennifer and Sandy Smart if those conversations would anyway impair their ability to make a fair and impartial decision. Jennifer Smart and Sandy Smart answered no. Chairperson Turco asked if any member of the board has concerns regarding Mr. Smart's conversations and if there was anyone else who needed to disclose. Hearing none, Chairperson Turco opened the public hearing for COA 19-9 for Sharyn Leaver's privacy fence at 228 N. Main Street.

Staff was sworn in and submitted the application, project correspondence, staff report and all supporting documentation into the record. Attorney Slater accepted the information into the record. Staff began with the COA 19-9 from Sharyn Leaver for 228 N. Main Street. She showed the aerial tax map of the property for location information. She then read the historical information from the National Register Historic District Nomination for the house as follows: The Simmons-Allen House was constructed circa 1883. It is a vernacular gable-and-wing, two-story house with a 2-story rear wing and large one-story wraparound porch. The finish includes plain weatherboard, a double door with 3-pane transom, 4-over-4 sash windows, chamfered porch posts with sawnwork brackets, and a replacement turned railing. William G. Simmons had the house built in 1883 but sold it the same year to R.T. Allen. Later residents include J.M. Brewer, Alice P. Bowers, and Pauline B. Jones. Staff showed a recent photograph for information purposes

Staff showed the project application on the screen and explained that the project as proposed to install a privacy fence in the back yard. Material will be pine oriented vertically. Height will be six feet. The application cites that it will be 6-8 feet but in later email correspondence it was confirmed not to exceed 6 feet. There are two sections that can be seen from N. Main Street at a distance. Staff added that the railroad does run along the back of the property and there is a railroad easement so that no portion of the fence will be more than 40 feet from the center of the railroad tracks.

Staff also showed the plat and a close-up of the plat. To orient the group, she pointed out on the plat where the front of the house is located. She also pointed out the location of the carriage house and noted that the fence will be from the side of the carriage house, so not in front of the carriage house, the fence will extend to the back, and then around to behind the porch on the north side of the house. The fence will be barely visible based on its location from N. Main Street. Staff then showed a recent photograph courtesy of Google that shows the dumpster in the front yard. Staff pointed out where the fence would be according to the plans submitted. Beverly Whisnant asked if the gazebo was still in the back. Ms. Michael responded that she did not know but that the applicant could answer when she was offering information.

Staff presented her analysis of the project and stated she believes that the following standards and guidelines have relevance:

In regard to The Secretary of Interiors Standards for Rehabilitation:

Standard 9. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property and its environment. *Staff Analysis: The proposed fence will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, proportion and massing to protect the integrity of the property.*

Standard 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 property and its environment would be unimpaired. *Staff Analysis: If the fence is removed in the future, the essential form and integrity of the property and its environment would be unimpaired.*

Staff continued in regard to the Wake Forest Local Historic District Design Guidelines:

Under the chapter entitled, 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 proposed privacy fence is to be pine (wood) and will be vertical orientation. Staff asked to confirm with applicant that the finished side will face the front N. Main Street side because sometimes the back of the fence has cross rails on the back side and that should not be facing N. Main Street.*

6. Privacy fences are appropriate only around the rear and side property lines to the rear corner of the house or principal building. *Staff Analysis: The fence is a wooden privacy fence and is limited to the rear yard of the property. It does not extend in front of the rear corner of the house.*

9. 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 fence is confined to the rear yard, per email confirmation from applicant does not exceed six feet and does not extend in front of the rear corner of the principal building.*

Staff continued by offering the following Findings of Fact and project conditions for consideration by the Historic Preservation Commission.

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 fence 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 district.

The following conditions were offered for the record to ensure the fence is within the district standards and guidelines:

Conditions:

1. The fence may not be located within the 40 foot right away from the center of the railroad tracks.
2. The fence may not exceed six feet in height

3. The finished side of the fence will face N. Main Street.

Staff asked if there were any questions for her regarding the report. Cathy Jamison asked if the applicant is planning to stain or paint the fence. Staff stated that she did not ask and that Ms. Jamison could ask the applicant. James Dyer asked if the fence would be one foot from the property line. He continued that he asked the same question when his neighbor put up a fence because if it is that close to the property line who will maintain the back side of it. You will have to be on your neighbor's property to maintain it. The staff liaison showed the photo of the plat to illustrate that the fence is inside the property line which meets the ordinance but the applicant can elaborate on that point. Staff continued that the project was reviewed by Planning Staff to ensure there were not any additional easements on the property. Chairperson Turco asked if there were any additional questions for Michelle or if there are any other slides they want to see.

Chairperson Turco asked if there is anyone else to speak in support of the application. Sharyn Leaver came forward and was sworn by the Town Attorney. Mrs. Leaver stated that there wasn't very much to add but that the two pieces of fence that face the street will be the finish side. The rest of the fence will be the "Flip" or the other side. In regard to painting she stated that right now they want to leave it natural so that it will kind of blend in once it weathers. Andrea Radford offered that an option is to apply linseed oil. Mrs. Leaver agreed that she things at most they will oil it. The existing fence on the adjacent lot is also natural so that way they will blend in.

Mr. Dyer asked Mrs. Leaver if they had discussed it with their neighbors and if they are happy because fences can sometimes have issues. Mrs. Leaver responded that they had spoken with their neighbors. He continued by asking if they are happy with it. Mrs. Leaver responded that they are. Mr. Dyer stated that it can be an issue if the fence is on the line as to who is going to maintain it because you have to go on your neighbor's property to maintain the fence. Mrs. Leaver responded that the Danku's (south side neighbor) have a fence so the Leaver's fence will be inset a little so that you can get in between the fences. On the other side (north side neighbor) there is not a fence on that side.

Chairperson Turco asked who is on the other side. Staff reminded her that it is the Bed and Breakfast. Mrs. Leaver responded that they have a fence near the driveway but not along the yard adjacent to their proposed fence. Mr. Dyer welcomed Mrs. Leaver back to the neighborhood. Beverly Whisnant stated that her question has nothing to do with approval of the COA but she wants to know if the gazebo is still there. Mrs. Leaver responded that it is not. It was falling apart and one of the contractors took it to try to rebuild it. The carriage house and pergola are both still there and have been repaired.

Chairperson Turco stated that she had a question that may be procedural for Michelle because they just finished the design guidelines for the historic district and there may be an issue that is not covered. Ms. Turco continued if they want to paint the fence would that be regulated. Ms. Michael responded that it would be on a case by case basis. For example, if a picket fence was going in the front yard, the Commission would want to see that and know what color it will be painted. She reminded the group that they approved a fence at 545 N. Main Street and required that fence to be painted a specific color as part of the approval. That fence was also highly visible therefore the color was important. Ms. Turco asked if the Leaver's decide to paint their fence in the future would it come back as a new COA. Ms. Michael responded yes, it would come back as either an administrative approval or Major Work depending on the requirements of the Design Guidelines.

Chairperson Turco continued, she understands that the Planning Department did review it but is there an issue with the unfinished side facing the neighbor? She added, that although on the Danku's side Ms. Leaver said you won't see it because they also have a fence, but are we going to hear complaints from the Bed and Breakfast with the outside or unfinished side of the fence facing their property? Mrs. Leaver stated that it would still look pretty finished, you will just see the posts. Staff added that there is not anything in the standards that says the finished side as to face the outside. Ms. Turco asked for confirmation, not "our" standards or the Town's? She further asked if you still need a fence permit? Staff confirmed that the Town is no longer issuing fence permits unless you are in the Historic District. Staff continued, when development plans are submitted, fences are checked to make sure there are not any easements. When this application was submitted it was routed through Planning to ensure that there weren't any easements other than the railroad easement that would impact the project. Ms. Turco stated that she didn't have any other questions. Staff thanked Mrs. Leaver and she returned to her seat.

Chairperson Turco asked if there was anyone who wished to speak in opposition to the application. No one offered to come forward. Ms. Turco asked if there were any other questions regarding the project before the public hearing is closed. Staff offered that she has a copy of the Design Guidelines if anyone needs them for reference. Cathy Jamison stated that she had been going through the guidelines during the testimony and stated that she thought everything presented was in line with the guidelines. Chairperson Turco closed the public hearing and asked if there is any discussion or if anyone wants to make a motion.

Jim Dyer moved to accept the finding as described in the Staff Report that the COA request substantially meets the Secretary of Interiors Standards for Rehabilitation and the Wake Forest Historic District Design Guidelines, motion was seconded by Beverly Whisnant, Chairperson Turco asked if there is any discussion on the findings of fact? Staff asked for clarification does the motion include any conditions, including the conditions listed in the staff report, any additional conditions or less than those conditions? Mr. Dyer stated the motion is made with the conditions in the staff report. Sandy Smart seconded the motion, Chairperson Turco asked if there is any discussion. There being none she asked for a vote, the motion passed unanimously (8-0).

Beverly Whisnant moved to grant the request and grant COA 19-9 to Sharyn Leaver with the conditions, Sandy Smart seconded the motion. Chairperson Turco asked if there was any discussion. There was none and she called for a vote, the motion to grant the COA with the conditions passed unanimously (8-0). Chairperson Turco stated that the COA is approved as submitted with the conditions. Staff informed the applicant that the COA would be processed as soon as possible.

6. TREASURERS REPORT

The Finance Department submitted the treasurers report. Staff met with Aileen Staples to discuss the statement and balance and staff was off in regard to the ending balance in the HPC's favor. The beginning balance on July 29, 2019 was \$44,937.99 with interest earned in the amount of \$48.02. The ending balance as of August 27, 2019 is \$44,986.01 including \$1,011 to be used for the Ailey Young House. The statement does not include donations and deductions made throughout the year which totals a deduction of \$6,839 for expenses approved by the HPC for a total projected balance after expenses of \$ \$39,621.70. Staff showed her estimate and how it was reconciled with the finance department. Chairperson Turco asked about the \$50 donation to CAP and others she thought it was more. Staff explained that the HPC donates \$50 and staff adds \$50 from the planning budget for a total of \$100 to the nonprofits.

A discussion about the draft budget began. Chairperson Turco asked if the budget needed to be approved. Staff responded that they didn't need to approve the budget today but they did need to discuss tree planting and parade sponsorship since they are coming up. Staff reminded them they need to approve the treasurers report. Chairperson Turco asked if there is a motion, Andrea Radford moved to approve the Treasurer's Report, Jim Dyer seconded the motion. The motion passed unanimously (8-0).

7. Old Business

A. New Budget – Chairperson Turco asked if anyone had any thoughts on the parade sponsorship. Paige Bivens stated that she thought we should continue it because it gives the HPC visibility. Cathy Jamison stated that the education committee has not met but there may be a good use for the \$300 or perhaps \$500 over the course of the next year for printed material, they don't know but she thinks the group should consider what will give them the most bang for their buck. Beverly Whisnant stated that the education committee hasn't yet presented a plan detailing the committee's goals. Ms. Jamison confirmed. Paige Bivens added that she is comfortable with the current balance, Sandy Smart agreed. Chairperson Turco asked if they needed to vote on each issue. Staff responded yes, in order to keep the record clear. Chairperson Turco asked if there was a motion either way. Cathy Jamison stated that she would like to know more about the tree planting part. Staff responded that the HPC started that two to three years ago under a different Urban Forestry Coordinator. Ms. Michael stated that the mature tree canopy is aging trees are dying. The HPC wanted to find good use for the home tour proceeds and this was seen as an opportunity to perpetuate the canopy and keep the trees in the historic district. Last year, the Town had just hired a new Urban Forestry Coordinator so we were not able to plant. However, this year we can plant. We have had to remove a couple of trees in the historic district this year due to storms and disease.

The Commission had a lengthy discussion on the tree program, funding, and how the historic district fits into that and the Town budget. A few of the questions raised were around the Town's budget including how the Town budget's for trees, planting and maintenance. Commissioner Harrington offered that if members of the HPC want to have an item considered for the Town Budget there is a public budget process. That process is the appropriate time to ask for funding. Chairperson Turco and Ms. Jamison expressed concern about automatically including this as a budget item every year and perhaps we should take a closer look at the budget and how it fits into the Town budget. Staff Liaison Michael provided an explanation of the Town's role in the home tour which is the source of the funds and asked the HPC to consider that contribution when making their decisions.

Sandy Smart stated, we have \$19,000 in the budget. Jennifer Smart added that historically the plantings on N. Main Street were added so that it would be a visual promenade leading into town. She continued that the trees are part of the historic district and if this commission can contribute to their preservation it is part of the mission of this group. Andrea Radford stated that is very important to maintain the tree canopy for a variety of reasons including environmental and health reasons. Staff added that two years ago when they planted, the Urban Forestry Coordinator did find funding to match us but that is subject to availability.

Beverly Whisnant asked if it is appropriate to move to the approve the budget. Chairperson Turco stated that the discussion has been just on the two items. Beverly Whisnant added that the budget is for the year and we will go through this process again next year. Ms. Whisnant moved to approve the budget with the \$2,000 and \$300 as proposed for this year, Jim Dyer seconded the motion. Chairperson Turco asked if there was any discussion, there was no further discussion and the motion passed unanimously (8-0).

B. CLG Grant – Architectural Survey Update (1958-1975). The Board of Commissioners voted to accept the grant at the regular meeting in July. The grant contract is in the Town Clerk's office for signatures. As soon as the grant contract is complete the Request for Proposals will be finalized and sent out to consultants.

C. 40th Anniversary Event – Andrea Radford has been working to secure Lumpy's for the event. The event will be on the back porch of the museum not to exceed \$600 ice cream, but realistically it will be around \$400. We will also get cake and water. Paige Bivens is working on the music. Andrea Radford stated that she would be there by 3:00 to help. Ms. Michael will be at the cemetery event until at least 3:00. The group decided that the back porch would be the best location. Chairperson Turco asked if we should increase the budget to \$1,000 to cover it. Jim Dyer moved to increase the budget to \$900 to cover the event costs. Cathy Jamison seconded the motion and it passed unanimously (8-0). Staff passed out copies of the proclamations to show the group.

D. Ailey Young House Project Update

Construction has begun at the Ailey Young House. The materials under the house have been assessed. The job supervisor has gone over the scope of work and ordered materials.

7. New Business and Announcements

- A. **Education Committee- Andrea Radford** – The committee has not had an opportunity to meet.

- B. **Preservation NC Symposium** – Staff informed the group that the Preservation NC Conference will be abbreviated this year into a symposium. It will be held at Shaw University in Downtown Raleigh on Thursday and Friday, November 7-8. Staff will send the link to the schedule to the HPC members. Staff will also register everybody for convenience. The symposium will focus on African American Resources, Downtown Revitalization, Relocating Historic Properties, and Affordable Housing.

- C. **Planning Department Updates**
 - a. The Comprehensive Transportation Plan will be presented for its last public hearing at the Joint Planning Board Meeting on October 1st. The Board of Commissions will vote on it at their regular meeting on October 15th.
 - b. The Community Plan has been awarded to a team led by Stewart. The kick-off will happen January/February 2020.
 - c. The Northeast Community Plan Update is currently in Request for Qualifications development. It is hoped to have that out for proposals by November and kick off that plan in March 2020.
 - d. The new Planning Director has been hired and will start the second week in October. She is currently serving as the Planning Director in Morrisville.

Jim Dyer made the motion to adjourn, seconded by Andrea Radford and passed unanimously (8-0) without discussion. The meeting adjourned at 7:50 PM.

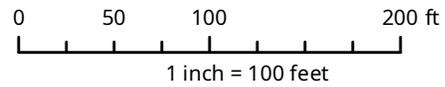
Respectfully submitted,

Ellen Turco, Chairperson

Michelle Michael, Secretary

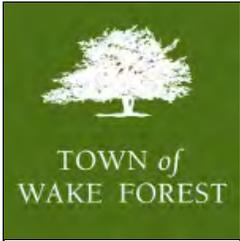


403 N. Main St. WCPin 1841532657



Disclaimer

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Certificate of Appropriateness

Major 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

#322735

Project Title: Local Historic District

Application Type: Certificate of Appropriateness

Workflow: Major Work

Jurisdiction: Town of Wake Forest (Wake County)

State: NC

County: Wake

GENERAL INFORMATION

Project Contact - Property Owner

Thomas Neal

403 N Main St

Wake Forest, NC 27587

P:9195627497

tomneal@nc.rr.com

Project Contact - Applicant

Thomas Neal

403 N Main St

Wake Forest, NC 27587

P:9195627497

tomneal@nc.rr.com

PROJECT INFORMATION

Project Address:

- 403 N MAIN ST
- WAKE FOREST, NC 27587

Tax PIN: WC 1841532657

Current Zoning: GR3, General Residential 3

Land Use Type (General): Residential

Description of Work: Screen in the existing side porch along Walnut St. We will be using Coastal Screening to do the work (<http://www.coastalscreening.com/>). They are the same vendor that screened the side porch for Scott Leaver at 545 N Main St.

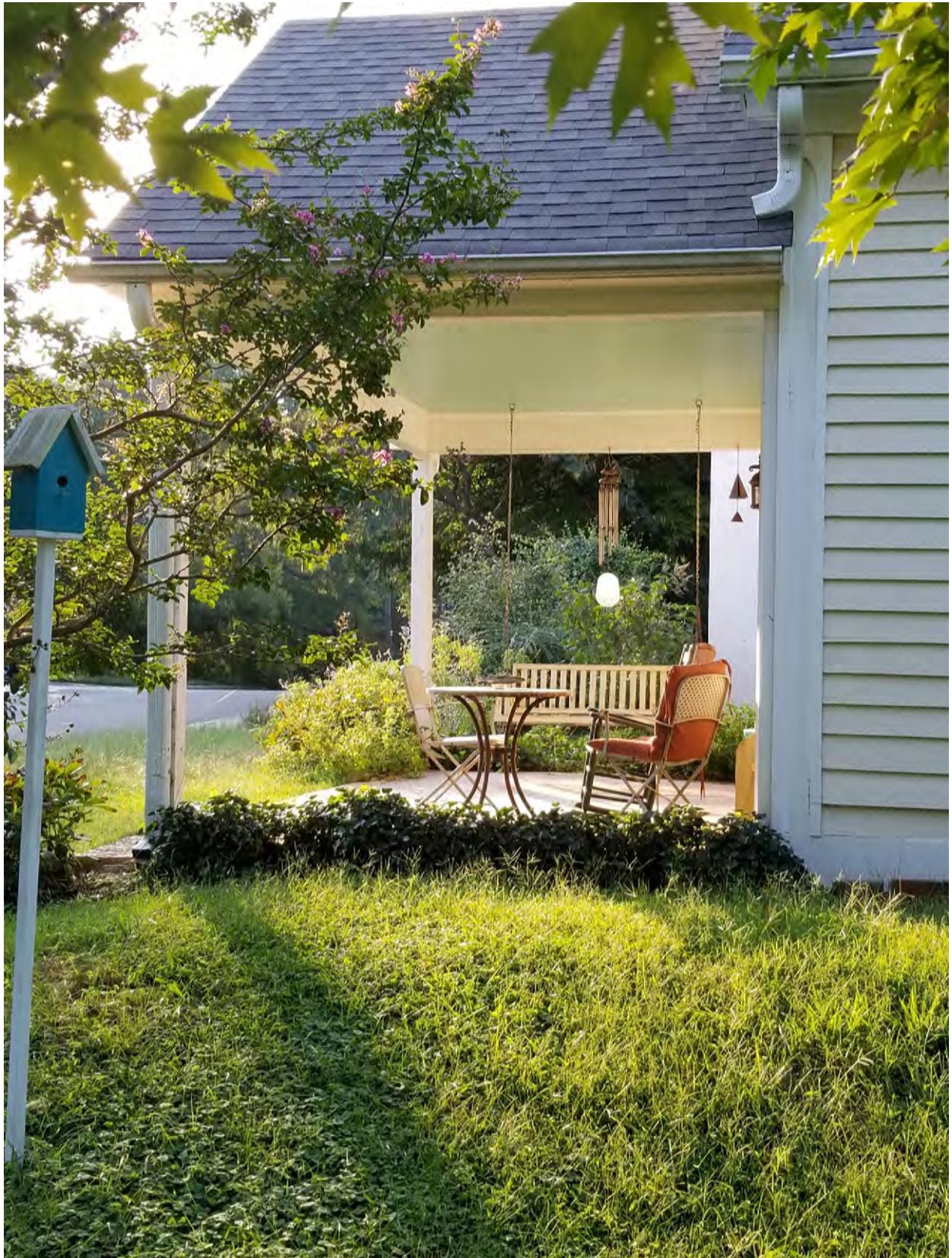
Installation of the screen will be recessed behind the existing columns on the side porch and the screen frame will be white to blend with the white of the existing porch columns.

Example of similar screening for reference



Images of existing side porch





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

To: Wake Forest Historic Preservation Commission
Date: October 1, 2019
Case: COA-19-10
Prepared By: Michelle Michael

General Information

**Applicant/
Property Owner:** Thomas Neal
403 N. Main Street
Wake Forest, NC 27587

Requested Action: Certificate of Appropriateness to screen in the existing side porch of the property at 403 N. Main Street in the Local Historic District.

Tax PIN: 1841-53-2657

Lot Size: .51 +/- Acres

Current Zoning: General Residential 3 (GR-3)/ Historic District Overlay

Property Description: The property is located on the west side of N. Main Street at the northwest corner of W. Walnut Street and N. Main Street.

Special Information (taken from the Wake Forest NRHD Nomination)

History: The Royal-Lake House, circa 1870, circa 1890, is a one-and-one-half story cross-gable house with plain weatherboard, corner posts with arched panels, and entrance with double door, transom and sidelights, and bracketed hood. The windows are 6/6 and 9/9. According to tradition, the house was moved here around 1890. The south side-gabled porch was added after the move. Robert Royall, first president of Royall Cotton Mill was an early occupant. Later owners include Mrs. Lankford, Jessie Reid, J. A. McMillan, and Dr. C.C. Carpenter. Dr. I Beverly Lake, head of the Wake Forest College Law School and State Supreme Court Judge, owned the house from 1940 until his death around 1990. It is still in the Lake family.

COA 19-9 Proposed Exterior Changes: Project is to screen in the existing side porch (south side) along Walnut Street. Installation of the screen will be recessed behind the existing columns on the side porch and the screen frame will be white to blend with the white of the existing columns. The screen will be the same color as the screen at 545 N. Main Street.

Analysis

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

The Secretary of Interiors Standards for Rehabilitation

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

Staff Analysis: Enclosing the porch with screen with the screen behind the columns, will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, proportion and massing to protect the integrity of the property.

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 property and its environment would be unimpaired.

Staff Analysis: If the screening is removed in the future, the essential form and integrity of the property and its environment would be unimpaired.

Wake Forest Local Historic District Design Guidelines

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 and configuration, roofs, cornices, piers, lattice, flooring, porch supports, columns, capitals, plinths, ceilings, rails, balusters, steps, brackets, and other decorative trim work.

Staff Analysis: The proposed project will not impact the character-defining features of the porch and its architectural details.

2. Protect and maintain exterior entrances and porches, their materials, details, and features.

Staff Analysis: The project will protect and maintain exterior entrances and porches, their materials, details, and features.

6. It is appropriate to paint all visible entrance and porch features. Treated wood shall be painted or sealed following an adequate drying period (approximately 6 months).

Staff Analysis: The project proposes to paint the screen frame to match the existing porch columns.

11. It is inappropriate to enclose a front porch or balcony. If a side or rear enclosure is necessary, it shall be of transparent materials such as glass or screen wire. Installation shall be recessed behind the railing and columns.

Staff Analysis: The applicant is proposing to enclose the side porch with screen. The screen will be recessed behind the existing columns as is required.

Findings of Fact

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

1. Based upon the information contained in the application, specifications, and staff report, the Commission finds that the 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 screening the porch 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 district.

Conditions:

1. Any additional structural or electrical work will require permits from the Town of Wake Forest Inspections Department.
2. Any changes to the project will require additional review and approval.