

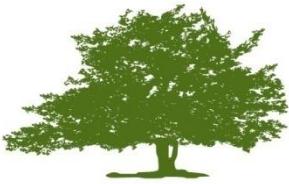


**REGULAR MEETING AGENDA**  
**WEDNESDAY, OCTOBER 14, 2020 6:30 PM**  
**VIRTUAL MEETING VIA ZOOM <https://zoom.us/j/94234511657>**  
Webinar ID: 942 3451 1657

**Contact Historic Preservation Staff at [mmichael@wakeforestnc.gov](mailto:mmichael@wakeforestnc.gov) or 919-435-9516  
for information or visit the Planning Department Webpage under Meetings and Agendas  
at [www.wakeforestnc.gov/planning](http://www.wakeforestnc.gov/planning)**

**6:30 Regular Business**

1. Call to Order/Roll Call
2. Order of business for virtual meeting – Chairperson/Town Attorney
3. Approval of the Agenda
4. Approval of Minutes of the September 9, 2020 Regular Meeting.
5. Public Comment (limited to 3 minutes per person) Online sign-up is encouraged at <https://www.cognitoforms.com/TownOfWakeForest3/HistoricPreservationCommissionPublicHearingCommentForm>. 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.
6. Treasurer's Report
7. **Public Hearing:** COA 20-18 A request from Dr. Lindsay Zanno and Dr. Terry Gates for site improvement, landscaping, and a fence at their home at 421 N. Main Street Being Wake County PIN 1841-53-4803
8. Old Business
  - A. Proposed Glen Royal Mill Village Zoning Map and UDO Text Amendments
  - B. General Statute 160D: Changes to the Historic Preservation Ordinance
9. New Business and Announcements
  - A. Staff Update- NE Community Plan Update, Comprehensive Community Plan Update
  - B. Other Updates, Business and Announcements
10. Adjourn



# TOWN of WAKE FOREST

301 S. Brooks Street  
Wake Forest, NC 27587  
919.435.9400

[www.wakeforestnc.gov](http://www.wakeforestnc.gov)

## HISTORIC PRESERVATION COMMISSION MINUTES VIA ZOOM WEDNESDAY, SEPTEMBER 9, 2020 6:30 PM

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

**Commission Members Absent:** Darina Bender, Cathy Jamison

**Staff Present:** Michelle Michael (HPC Staff Liaison); Commissioner Bridget Wall-Lennon (BOC, Ex-Officio)

**Guests:** No Guests were present.

**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 for everyone to respond to the roll to establish a quorum. Seven members were present for the 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. David Bennett seconded the motion. There was no discussion. Ms. Turco called each member present and the motion passed unanimously (6-0).

**3. MINUTES.** Chairperson Turco asked if there were any changes to the August 12, 2020, minutes as submitted. Andrea Radford moved to approve the minutes as submitted, Sandy Smart seconded. There was no discussion. Ms. Turco called each member present, the motion passed unanimously (6 -0).

**4. PUBLIC COMMENT (limited to 3 minutes per person)** Vice-Chairperson Radford 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.** The Treasurer’s Report was not received by the end of the day and will be reviewed next month.

**7. Old Business**

**A. Architectural Survey Update (1958-1975) – HMW Preservation.** Staff introduced Heather Slane, Architectural and Principal Investigator for HMW Preservation. Ms. Slane introduced the project and provided an overview of the project as well as the preliminary findings. There were three residential buildings, two churches, a district expansion, and at least one residential historic district recommended for study list. The list will be reviewed by SHPO staff and the final list will be taken to the National Register Advisory Committee in October.

**B. Chapter 160D – General Statute Changes for Historic Preservation Ordinance.** Staff provided an overview of the upcoming changes to the Historic Preservation Ordinance and will provide draft language at a future meeting. The changes required by GS 160D are:

- Change design guidelines to design standards
- ETJ representation is required if there is a local historic landmark or district in the ETJ
- All HPC members must take an oath of office

## **8. New Business and Announcements**

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

**B. Staff Update.** Staff provided an update to the Mill Village character overlay that will be moving forward to the Planning Board and Board of Commissioners in October/November timeframe. Staff thanked the group for attending the virtual training provided by the State Historic Preservation Office and reminded them that the virtual Preservation NC conference will be on October 15-16. Staff asked if it would be possible to move the November meeting from Tuesday, November 10<sup>th</sup> to Wednesday, November 18<sup>th</sup>. Sandy Smart moved to change the November meeting date to Wednesday, November 18<sup>th</sup>, Andrea Radford seconded the motion. There was no discussion and the motion passed unanimously (6-0).

**C. Other Business and Announcements.** Staff also announced that Wake Forest Downtown is planning Halloween tours of downtown called the “Spirits of Wake Forest”. Sandy Smart moved to adjourn, David Bennett seconded and passed unanimously (6-0) without discussion by a roll call vote. The meeting adjourned at 7:37 PM.

Respectfully submitted,

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Ellen Turco, Chairperson

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Michelle Michael, Secretary

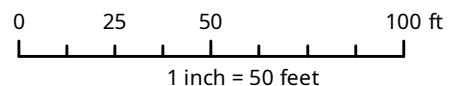


COA 20-18

An application for site improvement,  
landscaping, and a fence at  
421 N. Main Street  
Wake County PIN 1841-53-4803



421 N. Main St. PIN 1841534803



***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

#433878

**Project Title:** Front and ~~side yard~~ hardscaping and fence

**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

Lindsay Zanno

421 North Main Street

Wake Forest, NC 27587

P:7737507715

[lindsayzanno@gmail.com](mailto:lindsayzanno@gmail.com)

#### Project Contact - Applicant

Lindsay Zanno

421 North Main Street

Wake Forest, NC 27587

P:7737507715

[lindsayzanno@gmail.com](mailto:lindsayzanno@gmail.com)

### PROJECT INFORMATION

**Project Address:** 421 N MAIN ST. WAKE FOREST, NC

**Current Zoning:** GR3, General Residential 3

**Description of Work:** Requesting permission to install hardscaping and landscaping in our front yard at 421 N Main. We submitted a COA for this project in 2016 and the work was approved; however we chose to conserve our roof first and now the 2016 COA is expired. The only additional changes in this request are the installation of an iron fence across a portion of the front yard, ~~and site work to the side yard along the driveway.~~

**Tax PIN:** WC 1841-53-4803

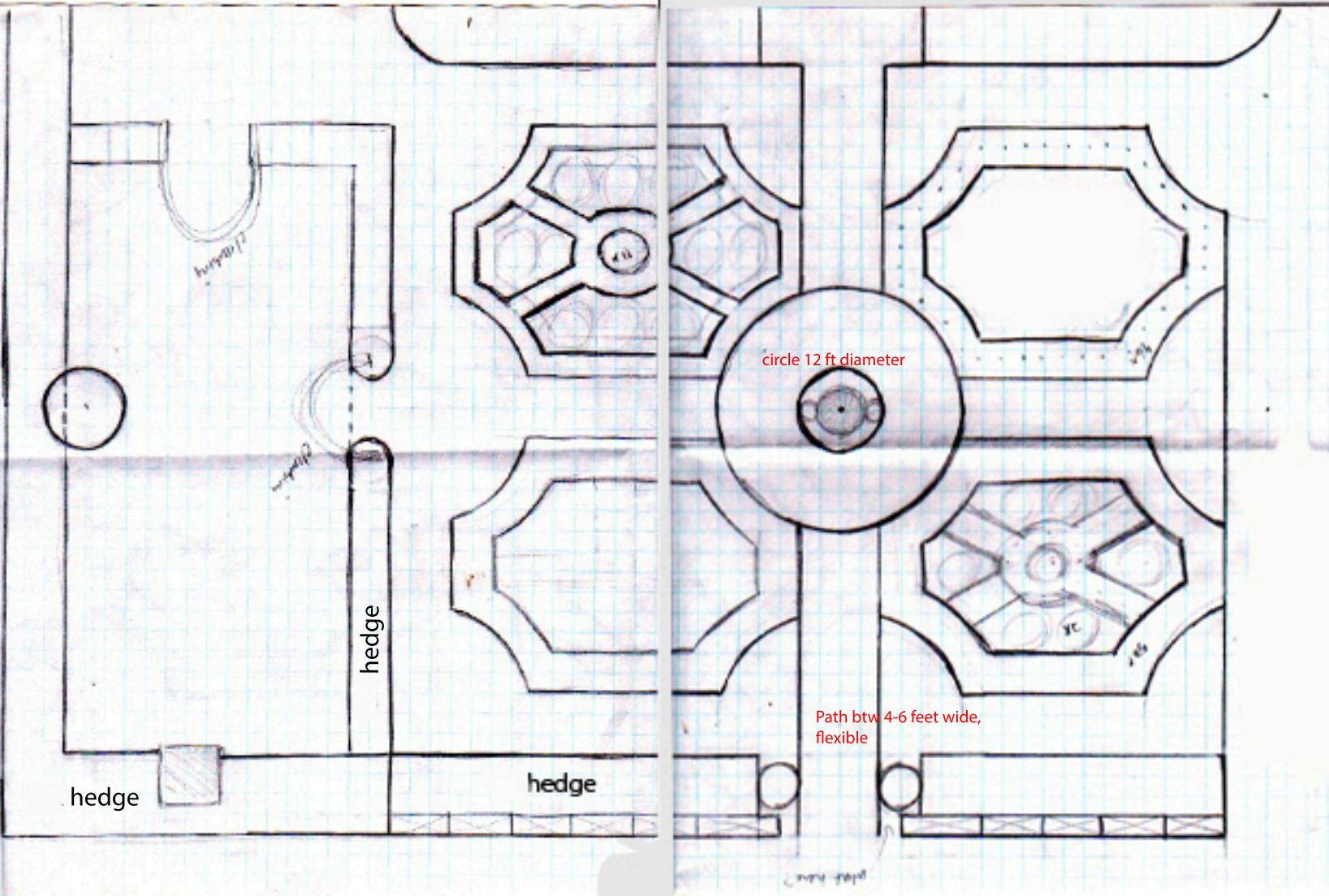
**Land Use Type (General):** Residential

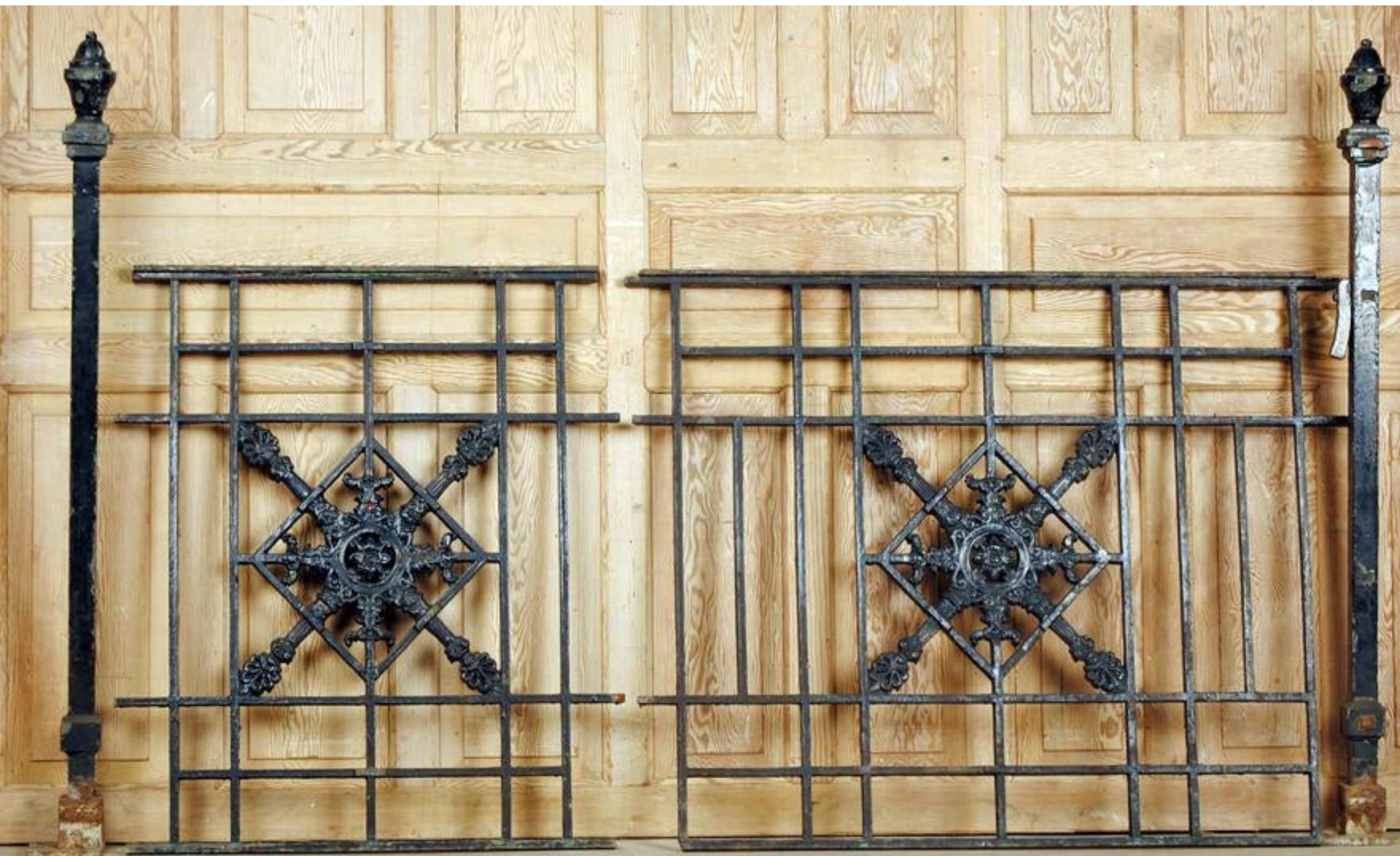
Summary of proposed changes to the front yard: We propose to replace the concrete walkway from the street to our front porch with brick pavers (4-6' wide) and install a circle in the center. Brick walkway will be lined with bullnose. We are using historical brick replica from Carolina Brick. Pea gravel paths will connect the center walkway to the driveway and the entrance to the side yard. We salvaged 35 feet of iron fencing (posts and panels) from an estate and will have the fencing installed across a portion of the front. The remainder will be lined with hedges. Hedges will be trimmed so that they do not overhang the sidewalk. Please see scaled drawings and images of the fencing attached.

#### Replace concrete driveway pad with gravel

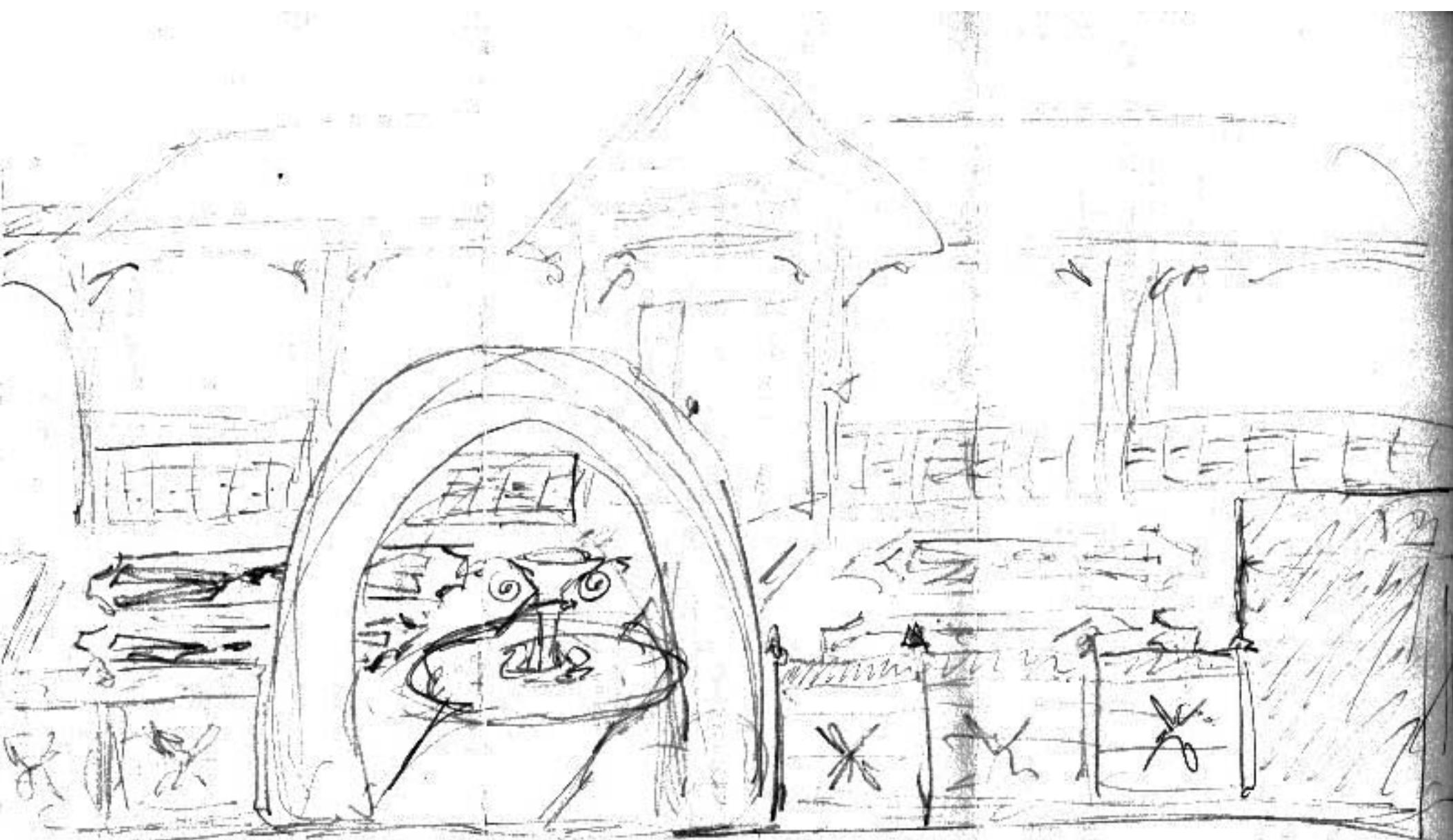
~~Summary of proposed changes to side yard. Our neighbors at 427 are constructing a new home and will be clearing the flora between our two properties, which lines our driveway. After the fire at 427 and before the property was resold, the owners removed all but one of the oaks that had formerly marked the~~

~~property line because of fire damage. However, they did not remove the stumps, which have begun to regrow haphazardly, and the area is mostly composed of aggressive and invasive shrubs and vines (Chinese yam (*Dioscorea*), wisteria, poison ivy, *Euonymus*). When our neighbors clear the property for construction, we would like to take the opportunity to replace the existing stone wall with a 4' brick wall, and realign it with the property line to give us a bit more room along the driveway, which is currently too tight for some vehicles to pass through. We will salvage the stone from the wall and use it in an upcoming renovation to the back yard (not included on this COA).~~









# Wake Forest Local Historic District

## Certificate of Appropriateness (COA) Application

### Staff Report

**To:** Wake Forest Historic Preservation Commission  
**Date:** October 2, 2020  
**Case:** COA-20-18  
**Prepared By:** Michelle Michael, Senior Planner (Historic Preservation)

#### General Information

**Applicant:** Dr. Lindsay Zanno and Dr. Terry Gates  
421 N. Main Street  
Wake Forest, NC 27587

**Property Owner:** Dr. Lindsay Zanno and Dr. Terry Gates

**Requested Action:** Certificate of Appropriateness to conduct site improvements in front yard including a fence and garden.

**Tax PIN:** 1841534803

**Location:** 421 N. Main Street

**Lot Size:** .34 acres +/-  
**Lot Width:** 75 feet +/-  
**Lot Depth:** 212 feet +/-

**Current Zoning:** Residential District  
Historic District Overlay

**Existing Land Use:** Single Family Residence

#### **Property Description:**

The house at 421 N. Main Street is located within the local Wake Forest Historic District. It is a two-story, Queen Anne-style, I-house with wood clapboard siding, decorative porch and balcony. The front yard has a tree near the north side of the front yard, lawn, and shrubs at the foundation around the porch.

## **Special Information**

**History and Architecture:** Property described in the Wake Forest National Register Nomination as the S.W. Brewer, Sr. House, built 1905. Queen Anne style, two-story, side-gable, I-house with plain weatherboard, entrance with sidelights, 2/2 sash windows, and decorative wood shingles and diamond ventilators in the gables. The one-story porch has a gabled entrance bay, chamfered posts with sawnwork brackets and a decorative railing. Above the center porch bay is an original shingled balcony with an identical railing. Built by a contractor named Davis for S. W. Brewer Sr. Dr. J. L. Lynch a religion professor at the college was a later resident.

### **COA History:**

COA 05-6, dated November 9, 2005: Granted to applicant, Steven C. Gould to repair damaged wood and other structures, to paint, to regrade the front yard such that water drains away from the house, to replace the sidewalk to match the grade, to install a lamp post, to install a driveway on the south side of the lot if the north side will not be adequate and to construct a two-story addition with a black shingled roof at the rear including a garage and porch.

COA 16-2: The proposal is to install a formal garden in the front yard of the home at 421 North Main Street. The garden will include planting a hedge at the sidewalk, a parterre garden behind the hedge with boxwood and flowering trees, and a checkerboard lawn with travertine pavers on the south side of the front yard (Item 1). The existing 6' wide concrete walkway is proposed for removal and will be replaced with a four-foot wide gravel walkway from the front porch to the public sidewalk connected to paths throughout the parterre garden (Item 2). The applicant is also proposing to build a wood arbor with pergola, painted white, on the south side of the house (Item 3). The height of the arbor will be equal to the front porch and will line up with the front of the house. The arbor will be four feet deep and the pergola will extend 14 feet south of the house.

COA 16-2 was approved with the conditions that the concrete walkway from the public sidewalk to the house will be replaced with concrete, brick, or pavers and will be between 4 and 6 feet wide. The pergola and arbor were installed in 2016 but the COA expired before the rest of the project could be executed.

COA 19-14 Minor Work was approved to repair and preserve the decorative metal shingle roof on the house at 421 N. Main Street.

### **Current Project COA 20-18**

The project proposes to replace the current concrete walkway from the sidewalk to the front porch with brick pavers to be between 4 and 6 feet wide. The proposed brick is historical replica brick and bullnose lining. Pea gravel will be used to connect the walkway with the driveway and the entrance to the side yard. The applicant is also proposing to remove the existing concrete pad at the driveway and use gravel at that location instead. The applicant has acquired 35 feet of iron fencing that will be installed across a portion of the front yard.

## **Staff Analysis**

In reviewing this request, staff believes the following standards and guidelines have particular relevance:

### **Secretary of the Interior's Standards for Rehabilitation (Applicable Standards):**

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. *The project proposes to replace the current concrete walkway from the sidewalk to the front porch with brick pavers to be between 4 and 6 feet wide. Brick proposed is historical replica brick and bullnose lining. A parterre garden will be developed to include pea gravel paths, hedges, trees, and plantings. The applicant is also proposing to remove the existing concrete pad at the driveway and use gravel at that location instead.*

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. *The project as proposed could be removed in the future and the property would be unimpaired.*

### **Wake Forest Historic District Design Guidelines:**

#### **Site Features and Materials p. 41**

10. Consider scale when selecting plants and their locations. Ensure that corner lot plantings allow for clear vehicular and pedestrian vision. *A parterre garden will be developed to include pea gravel paths, hedges, trees, and plantings in the front yard. There are currently no trees and minimal plantings in the front. The applicant will provide more specific information regarding the plantings at the meeting.*

11. Select gardens and plantings that are consistent with the character of the district. Plan vegetable gardens in the side and rear yards behind the front wall plan of the primary building. *Although there is no documentary evidence of a garden like this at this property, this type of parterre garden is in keeping with the time period of the house and district. It will be a new garden.*

#### **Streets, Sidewalks, Driveways, and Parking p. 45**

4. Replace deteriorated historic streets, sidewalks, and parking their features and materials only if deteriorated beyond repair. If replacement is necessary replace in-kind matching the dimension, location, details, materials, color, and texture as closely as possible. *The project proposes to replace the existing concrete walkway from the sidewalk to the front porch with brick pavers to be between 4 and 6 feet wide. Brick proposed is historical replica brick and bullnose lining. The applicant is also*

*proposing to remove the existing concrete pad at the driveway and use gravel at that location instead.*

5. It is appropriate to use brick, concrete, concrete pavers, stepping stones, and/or pea gravel for new walkways and driveways. Loose paving materials shall be contained within an edging material such as low brick retaining wall or concrete curbing. Loose paving should not spill out onto the public sidewalk. Landscape timbers are not appropriate within the public view. *The project proposes to replace the existing concrete walkway from the sidewalk to the front porch with brick pavers to be between 4 and 6 feet wide. Brick proposed is historical replica brick and bullnose lining. The applicant is also proposing to remove the existing concrete pad at the driveway and use gravel at that location instead.*

#### **Fences and Walls, p. 47**

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. *The project proposes to integrate a historic iron fence with hedges to enclose the front yard from the sidewalk. While there is no documentary evidence for this particular property, both wooden fences and iron fences were used historically with houses of this style and time period.*

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. *The proposed fence and hedge for this application will only be in the front yard. The fence will only extend at the front property line and will be placed at least one foot behind the sidewalk or the public right of way whichever is greater. The applicant will have to confirm the height of the fence for the Commission's consideration.*

### **Findings of Fact**

*Staff offers the following findings for the Commission's consideration for COA 20-18*

- 1. Based upon the information contained in the application, drawing, and staff report, the Commission finds that the project as proposed meets/does not meet the Secretary of Interior standards;**
- 2. Based upon the information contained in the application, drawing, and staff report, the Commission finds that the project as proposed is appropriate/is not appropriate according to the Wake Forest Historic District Design Guidelines and is or is not compatible with the special character of the historic district and historic property.**

The following conditions are requirements from other departments based on internal staff review:

- 1) **Fence Requirements from Planning and Public Works**

- Fence should be installed a minimum of 1 foot behind the sidewalk, outside of Town's right-of-way.
- Call 811 before you dig.
- A freestanding fence must be installed to be safe. Go to the following link to see all there is to know about installing a fence on your property:  
<https://www.wakeforestnc.gov/planning/fence-permits>

2) **Impervious Surface Requirements from Public Works.** The property is located in the Richland Creek Watershed Management Area with a max impervious surface area of 70%. The impervious surface area will include concrete, pavers, gravel, compacted areas, asphalt, house, patios, outbuildings, retaining walls, and any other surfaces that prevent the infiltration of stormwater.