



REGULAR MEETING AGENDA

TUESDAY, JANUARY 27, 2026, 6:30 PM

BOARD OF COMMISSIONERS CHAMBERS

2nd Floor, Town Hall, 301 S. Brooks Street, Wake Forest, NC 27587

Contact Historic Preservation Staff at mmichael@wakeforestnc.gov or 919-435-9516 for information or visit the Historic Preservation webpage under "Meetings" at <https://www.wakeforestnc.gov/planning/historic-preservation>

6:30 Regular Business

1. Call to Order/Roll Call
2. Approval of the Agenda
3. Approval of the Minutes of November 19, 2025, Regular Meeting
4. Public Comment (limited to 3 minutes per person). The HPC is interested in hearing your concerns. However, speakers should not expect HPC action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda.
5. Treasurer's Report
6. **Public Hearing: COA 25-06: A request from Bridget E. (Liz) Gauthier, owner of 507 N. Main Street, Wake Forest, being Wake County Tax PIN 1841-54-5170, to replace siding materials and porch columns.**
7. Old Items
 - A. Certified Local Government Training Requirements
8. New Items
 - A. Staff Updates
 - B. Member Updates
9. Adjourn



Wake Forest Historic Preservation Commission Minutes

The Wake Forest Historic Preservation Commission met on **19 November 2025**, at **6:30 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Historic Preservation Commission Members present: Elizabeth Miller, Chair, Joni Falvey, Vice-Chair, Jason Mobraten, Pamala Jeffries, Andrea Radford, David Bennett, Sarah Soleim, Allen Jenkins. Kiki Farish arrived after a quorum was established.

Historic Preservation Commission Members absent: None.

Staff Members present: Michelle Michael (HPC Staff Liaison), Paige Regna (HP Planner).

Visitors: None.

1. Call to Order

Elizabeth Miller called the meeting to order at 6:30 p.m. A quorum was established.

2. Adoption of Agenda

ACTION: Approval of agenda for Regular Meeting held 19 November 2025.

Mover: Allen Jenkins moved to adopt the agenda as presented.

Second: Joni Falvey

Vote: Motion carried 8-0

3. Approval of Minutes

ACTION: Approve October 2025 minutes as presented.

Mover: David Bennett moved to approve the October 2025 minutes as presented.

Second: Andrea Radford

Vote: Motion carried 8-0

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

No public comment.

5. Treasurer's Report

Paige Regna presented the Treasurer's Report for November 2025.

6. Old Items

A. Recognition of Outgoing Member- Andrea Radford

Elizabeth Miller presented Andrea Radford with a plaque and thanked her for serving on the HPC and for being so involved. Michelle Michael praised Andrea Radford for her enthusiasm to serve on the HPC and be involved in preservation efforts.

7. New Items

A. 2026 Meeting Calendar Approval

Paige Regna presented the proposed regular meeting calendar for 2026. The HPC did not have any changes.

ACTION: Approve the 2026 HPC Meeting Calendar as presented.

Mover: Sarah Soleim moved to approve the 2026 HPC Meeting Calendar as presented.

Second: Jason Mobraten

Vote: 8-0

B. Historic Preservation Commission Training

Michelle Michael provided a training using the National Alliance for Preservation Commissions Messaging Guide that focused on "What is Historic Preservation?". The training covered what historic preservation is, what the public's perception of historic preservation is, and how we can improve the public's perception. Kiki Farish arrived during the training.

C. Staff Updates

- The Local Landmark designation for 546 N. Main was approved by the Board of Commissioners on November 18th.

- The next historic marker unveiling will happen Sunday, November 23rd at Friendship Chapel Baptist Church, 237 Friendship Chapel Rd, Wake Forest at 12pm.
- There is no business for the December meeting.

ACTION: Cancel the December 17th, 2025, HPC regular meeting.

Mover: David Bennett moved to cancel the HPC regular meeting on December 17, 2025.

Second: Allen Jenkins

Vote: 9-0

D. Member Updates

- Joni Falvey informed the HPC that she received a proclamation from the Mayor designating the Friday after Thanksgiving as Plaid Friday in Wake Forest, which encourages people to shop at small, local businesses.
- The HPC, Michelle, and Paige thanked Andrea Radford again for serving on the HPC.

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| 8. Adjournment |
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ACTION: Adjourn meeting.

Mover: Andrea Radford

Second: David Bennett

Vote: 9-0

The meeting closed at 7:17 pm.

Duly approved in open session this day 27 January 2026.

Board Secretary

Board Chair



Certificate of Appropriateness Application

(Major Work (Additions/NewConstruction/Demo) Workflow)

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

Project Overview

#1942803

Project Title: 507 N. Main Local Historic District COA

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Certificate of Appropriateness

State: NC

Workflow: Major Work (Additions/NewConstruction/Demo)

County: Wake

FILING INSTRUCTIONS

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

[VIEW CERTIFICATE OF APPROPRIATENESS
SUBMITTAL CHECKLIST](#)

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

Address & Basic Site Information

Please Note:

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

Project Address or PIN: 507 N Main St (1841545170)

Tax PIN: 1841545170

Acreage: .56

**Name of Existing Development/Subdivision (if applicable--
for reference only):** Local Historic District

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

**Current Use & Zoning (required only if address/parcel is
unverified):**

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

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

Parcel Area: GIS Acreage

- 507 N Main St: 0.56

Current Use: Land Use Development

- 507 N Main St: Residential

Wake Forest (WF): Town Limits

- 507 N Main St: WF

Base District: Zoning

- 507 N Main St: GR3

In SH2-O Overlay:**In TND Overlay:****In HL-O Overlay:****In National Register of Historic Places: National Register**

- 507 N Main St: Yes

Planning and Zoning: Jurisdiction

- 507 N Main St: WAKE FOREST

In SH1-O Overlay:**In Water Supply Watershed Protection Overlay: Watershed Protection Overlay**

- 507 N Main St: yes (RC-WMA)

In SF Overlay:**In MVCP-O Overlay:****In Flood Hazard Area:****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

Liz Gauthier

507 N Main Street
Wake Forest, NC 27587
P:8019714565
lizbgauthier@gmail.com

Project Contact - Applicant

Liz Gauthier

507 N Main Street
Wake Forest, NC 27587
P:8019714565
lizbgauthier@gmail.com

PROJECT INFORMATION**Project Type:** Major**Description of Request:**

There will be no additional structures to the house, Only restoring the exterior with in-kind materials to match original materials, this includes

- Remove existing vinyl siding to expose the original wood clapboard underneath. Original clapboards will be retained and repaired wherever feasible. Deteriorated or missing clapboards will be replaced in-kind, matching the original material, profile, and dimensions.
- Remove existing aluminum trim to expose the original wood underneath. Original trim will be retained and repaired wherever feasible. Deteriorated or missing clapboards will be replaced in-kind, matching the original material, profile, and dimensions.
- Remove metal porch columns and replace with 6x6 posts to match original material.
- Add balusters to be in code per the guidelines given the high drop off near the side door by the front
- Paint blue or green within traditional or historic palette with off white trim.
- New gutters around back will be painted to match trim.

Was work completed prior to obtaining the required permit?: No**Name, address, and email that Zoning Verification Letter should be addressed to:**

Liz Gauthier & Eric Lund

507 N Main Street
Wake Forest, NC
27587



Staff Report

Case COA-25-06: 507 N. Main Street

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| Meeting Date | January 27, 2026 |
| Requested Actions | <p>The applicant is requesting to make the following exterior changes to 507 N. Main (PIN 1841545170) within the Wake Forest Local Historic District:</p> <ol style="list-style-type: none">1. Remove metal porch columns and replace with 6x6 painted square wood posts.2. Add simple wood brackets to new wood posts.3. Remove aluminum and vinyl siding and expose wood siding underneath.4. If the majority of wood siding underneath is deteriorated beyond repair, Hardie-plank siding will be used on the entire house to replace the vinyl siding.5. Remove aluminum trim around windows and expose wood surrounds underneath. New window surrounds will not be added at this time.6. Add gutters to the back of the house to match the gutters on the front of the house. |
| Case Manager | Paige Regna, Planner I- Historic Preservation |

CASE INFORMATION

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| Applicant | Bridget E. (Liz) Gauthier 507 N. Main Street Wake Forest, NC 27587 |
| Property Owners | Bridget E. (Liz) Gauthier & Eric K. Lund 507 N. Main Street Wake Forest, NC 27587 |
| Location | On the west side of N. Main Street on the block between W. Juniper Avenue (south) and W. Cedar Avenue (north). |

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| Address | 507 N. Main Street, Wake Forest, NC 27587 |
| Wake County Tax PIN(s) | 1841545170 |
| Acreage | .56 acres |
| Zoning | GR3 |

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

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

UDO REQUIREMENT

The Historic Preservation Ordinance (UDO 15.11.3) requires a public hearing and approval by the Historic Preservation Commission for replacement of siding materials and porch columns.

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

SECRETARY OF THE INTERIOR’S STANDARDS FOR REHABILITATION

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| 2. | <p>Finding of Fact: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.</p> <p>Staff Analysis: This project proposes making changes that are in line with the historic character of the property. All materials that will be removed are modern and date to the 1980s. New architectural features like the posts and brackets will be simple and designed to match what could have been there historically.</p> |
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| 6. | <p>Finding of Fact: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.</p> <p>Staff Analysis: The materials being replaced consist of vinyl and aluminum. Wood siding will be retained if it is not deteriorated beyond repair. There are no photos of the original porch features. Care will be taken to look for ghost marks once metal porch columns and aluminum and vinyl siding are removed. The new porch posts and brackets will be simple in design to emulate what could have been there originally.</p> |
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WAKE FOREST LOCAL HISTORIC DISTRICT DESIGN STANDARDS

EXTERIOR WOOD WALLS, TRIM, & ORNAMENTATION

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| 1. | <p>Finding of Fact: Identify, retain, and preserve original and historic exterior wood siding, trim and ornamentation including but not limited to clapboard, flush siding, drop siding, board-and-batten, shingles, sawnwork, turned work, trim columns, cornices, balustrades, exposed rafter tails, brackets, floors, and steps.</p> <p>Staff Analysis: Vinyl and aluminum siding will be removed to reveal original wood siding. The wood siding will be retained if it is not deteriorated beyond repair. If a majority of the wood siding is deteriorated, it will be replaced with Hardie-plank siding. The Hardie-plank siding will match the wood siding as closely as possible in dimension, size, shape, thickness, and profile.</p> |
| 2. | <p>Finding of Fact: Protect and maintain original and historic wood siding, trim, and ornamentation.</p> <p>Staff Analysis: Most of the original siding, trim, and ornamentation was removed or covered over in the 1980s.</p> |
| 3. | <p>Finding of Fact: Repair original and historic wood siding, trim, and ornamentation in-kind, matching the original in regard to material, dimension, size, shape, thickness, profile, and texture.</p> <p>Staff Analysis: The existing wood siding underneath the vinyl siding will be retained if possible and new wood siding will be used for repairs and will match the historic siding in material, dimension, size, shape, thickness, profile, and texture. If a majority of wood siding does not remain, Hardie-plank siding will replace the wood and will match the wood siding in dimension, size, shape, thickness, and</p> |

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| | | profile. The existing Hardie-plank siding on the garage has the grain texture, and the applicant will want to match that texture for consistency. |
| 4. | <p>Finding of Fact: Replace original and historic wood siding, trim, and ornamentation only when the original is deteriorated beyond repair. Replace only the deteriorated or damaged portion in-kind, matching the original in material, dimension, size, shape, thickness, profile, and texture.</p> <p>Staff Analysis: The existing wood siding underneath the vinyl siding will be retained if possible and new wood siding will be used for repairs and will match the historic siding in material, dimension, size, shape, thickness, profile and texture.</p> | |
| 5. | <p>Finding of Fact: It is appropriate to repair or replace damaged siding by patching, splicing or reinforcing deteriorated sections with materials which duplicate the original in material, size, shape, thickness, profile, and texture.</p> <p>Staff Analysis: Appropriate repair methods will be used when repairing the wood siding.</p> | |
| 6. | <p>Finding of Fact: It is appropriate to follow traditional methods of installation and orientation of wood walls, trim, and ornamentation unless physical or documentary evidence indicates a different installation method.</p> <p>Staff Analysis: Appropriate installation methods will be used.</p> | |
| 7. | <p>Finding of Fact: It is appropriate to use epoxies to maintain or repair original materials, ensuring integrity of the historic material. Contact the preservation planner or the Restoration Specialist at the NC SHPO for appropriate epoxy materials and usage information.</p> <p>Staff Analysis: Does not apply.</p> | |
| 8. | <p>Finding of Fact: It is appropriate to keep existing Masonite siding painted and maintained to prevent it from absorbing moisture.</p> <p>Staff Analysis: Does not apply.</p> | |
| 9. | <p>Finding of Fact: It is appropriate to remove synthetic siding to uncover original wooden siding, trim, and ornamentation. Avoid damaging original siding when removing later siding.</p> <p>Staff Analysis: The vinyl siding will be removed to see how much wood siding remains underneath. It is the applicant's preference to use wood siding to repair sections that are deteriorated beyond repair. If the majority of wood siding no longer remains underneath the vinyl siding, Hardie-plank siding will be used to match the wood siding as closely as possible in dimension, size, shape, thickness, and profile.</p> | |

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| 10. | <p>Finding of Fact: It is inappropriate to use rough-sawn wood, diagonally-oriented wood, OSB board, or plywood siding (i.e.: T-111) for exterior walls, trim, and ornamentation.</p> <p>Staff Analysis: Rough-sawn wood, diagonally-oriented wood, OSB board, or plywood siding will not be used for exterior walls, trim, and ornamentation.</p> |
| 11. | <p>Finding of Fact: It is inappropriate to install new materials, such as artificial siding over existing siding or replacing siding. These new materials are not an appropriate substitute and rarely duplicate the original in appearance; further they may cover and damage architectural details; and they may promote damage to or prevent the visual detection of damage to the structure.</p> <p>Staff Analysis: Artificial siding will not be installed over any wood siding.</p> |
| 12. | <p>Finding of Fact: It is inappropriate to introduce new wooden trim or ornamentation to a building without physical or documentary evidence to support that such features existed historically.</p> <p>Staff Analysis: The applicant is proposing simple square posts and simple porch brackets in the absence of documentary evidence. Care will be taken during the project to look for ghost marks of any previous trim or ornamentation.</p> |
| 13. | <p>Finding of Fact: It is inappropriate to use high pressure cleaning methods such as sandblasting and water blasting to clean wood surfaces. Garden hose strength for cleaning purposes prior to repainting is permitted. Always test cleaning methods in an inconspicuous area to determine effect before undertaking a large-scale project.</p> <p>Staff Analysis: Any cleaning conducted will follow the gentlest methods possible and best practices.</p> |
| 14. | <p>Finding of Fact: Removal and disposal of asbestos siding shall be done in accordance with the standards established by the North Carolina Department of the Environment, Health, and Natural Resources. For additional information, contact the Wake Forest Inspections Department.</p> <p>Staff Analysis: The contractor will retain all required building permits.</p> |

DESIGN STANDARDS FOR EXTERIOR ENTRANCES AND PORCHES

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| 1. | <p>Finding of Fact: 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.</p> <p>Staff Analysis: The majority of porch features had been removed and replaced in the 1920s and 1980s. New porch features will emulate what could have been there originally and will not detract from the character of the house.</p> |
| 2. | <p>Finding of Fact: Protect and maintain exterior entrances and porches, their materials, details, and features.</p> <p>Staff Analysis: The aluminum and vinyl on the porch will be replaced with wood. The existing metal columns will be removed and replaced with 6x6 painted square wood posts and simple brackets. There are no photos of the original porch. A balustrade will not be added at this time.</p> |
| 3. | <p>Finding of Fact: Repair exterior entrances and porches using accepted preservation methods, including patching, consolidating, reinforcing, or splicing only the deteriorated portions and retaining as much original material as possible.</p> <p>Staff Analysis: The majority of original material on the porch was previously removed in the 1920s/1980s.</p> |
| 4. | <p>Finding of Fact: Replace deteriorated exterior entrances and porches and their details and features only if it is deteriorated beyond repair. Replace only the deteriorated portion matching the original in design, scale, size, shape, pattern, composition, color, texture, finish, and materials.</p> <p>Staff Analysis: All vinyl and aluminum on the porch will be removed. The new posts and brackets will be wood and will emulate what could have been there originally.</p> |
| 5. | <p>Finding of Fact: If a porch feature or detail is missing, replace it, based on documentary or physical evidence, with features matching as closely as possible in design, scale, size, shape, pattern, composition, color, texture, finish, and materials.</p> |

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| | <p>Staff Analysis: There are no photos of the original porch. Care will be taken to look for physical evidence once existing materials are removed. The metal columns will be removed and replaced with 6x6 square wood posts and simple brackets to emulate what could have been there originally.</p> |
| 6. | <p>Finding of Fact: It is appropriate to paint all visible entrance and porch features. Treated wood shall be painted or sealed following an adequate drying period (approx. 6 months).</p> <p>Staff Analysis: New porch features will be painted.</p> |
| 7. | <p>Finding of Fact: It is appropriate to remove existing non-historic porch enclosures to restore the original appearance of an open porch.</p> <p>Staff Analysis: Does not apply.</p> |
| 8. | <p>Finding of Fact: Damaged wood floors may be repaired in-kind or completely replace with tongue-and-groove flooring or 5/4" decking boards. It is inappropriate to use concrete, composite, or cementitious fiber board as a replacement material for historic wood porch flooring.</p> <p>Staff Analysis: Does not apply. Porch floors are currently brick.</p> |
| 9. | <p>Finding of Fact: 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.</p> <p>Staff Analysis: Since documentary evidence of the original porch does not exist, the new porch posts and brackets will be simple in design. If physical evidence is found, the design of the new features will change to align with the physical evidence.</p> |
| 10. | <p>Finding of Fact: Porches that were historically without balustrades and now require them to meet a code requirement may install a porch balustrade with a top and bottom rail and vertical balusters placed 6" on center and constructed of wood or wrought iron and simple in design so that it does not portray a false sense of history.</p> <p>Staff Analysis: Balustrades will not be added at this time.</p> |
| 11. | <p>Finding of Fact: It is inappropriate to enclose a front porch or balcony. If a side or rear porch enclosure is necessary, it shall be of transparent materials such as glass or screen wire. Installation shall be recessed behind the railing and columns.</p> <p>Staff Analysis: Does not apply.</p> |

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| 12. | <p>Finding of Fact: It is inappropriate to replace historically wooden porch supports and railings with metal, iron, plastic, PVC, or fiberglass supports and railings.</p> <p>Staff Analysis: Metal, iron, plastic, PVC, or fiberglass will not be used for supports.</p> |
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NEW CONSTRUCTION

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| 6. | <p>Finding of Fact: It is appropriate to use materials on new construction that were traditionally found in the historic district, including but not limited to wood, brick, stone, stucco, and rusticated concrete block.</p> <ul style="list-style-type: none"> a. Smooth-faced cementitious siding installed in a traditional manner with similar exposure and size to emulate horizontal wood siding is also appropriate for new construction projects. b. It is inappropriate for new construction projects within historic districts to utilize synthetic siding and details including but not limited to vinyl, PVC, and aluminum. <p>Staff Analysis: Hardie-plank siding (cementitious fiber siding) will only be used if the majority of the wood siding is gone or deteriorated beyond repair. The applicant would prefer to use the grain Hardie-plank rather than the smooth version to match the 2003 garage.</p> |
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PROPOSED FINDINGS OF FACT

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

1. Based upon the information contained in the application, specifications, and staff report, the Commission finds that the application to replace siding materials and porch columns **does/does not** substantially meet the Secretary of the Interior's Standards for Rehabilitation.
2. Based upon the information contained in the application, specifications, and staff report, the Commission finds that the application to replace siding materials and porch columns **does/does not** substantially meet the Wake Forest Historic District Design Standards.

PROPOSED CONDITIONS

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

1. Any changes require additional review and approval from staff.
2. If physical evidence is found, additional ornamentation may be approved by staff.
3. If physical evidence is found, new window surrounds may be approved by staff.
4. The applicant must obtain any required building permits from the Town of Wake Forest Inspections Department.

PHOTOGRAPHS



Photo 1: Primary façade showing columns, vinyl siding, aluminum window trim, and synthetic shutters to be removed.

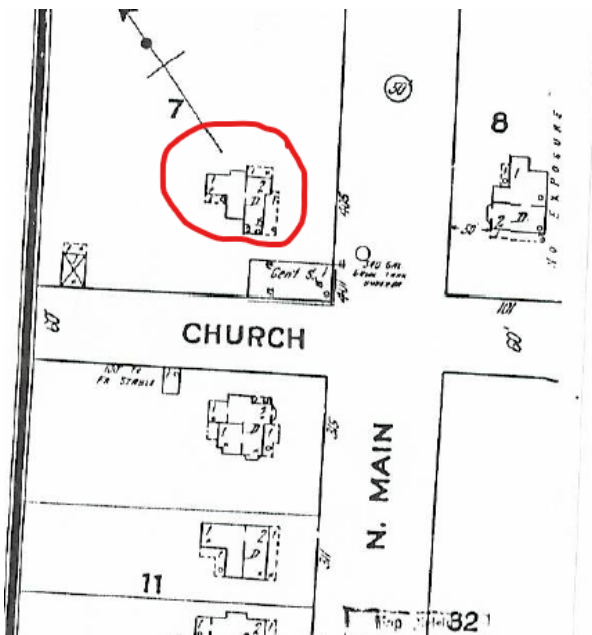
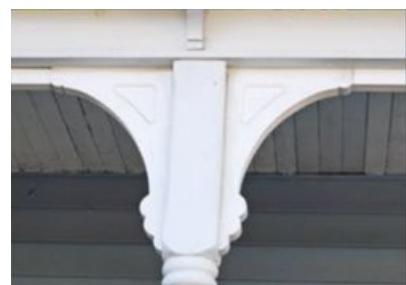


Photo 2: The 1915 Sanborn Fire Insurance Map is the only documentary evidence of the original porch design. The separate front and side porches are typical of Italianate designs, and there are examples on N. Main Street (like 239 N. Main).



Photo 3: Postcard of “Shady Oaks” showing c. 1920 wraparound porch with brick columns. The brick columns were removed in the 1980s and replaced with existing metal columns.



Photos 4, 5, 6: Simple bracket designs applicant is considering. Photo 4 (red bracket) is their top choice.



Photo 7: Wood 6x6 posts to replace metal porch columns. Posts will be painted.



Photo 8: Gutters will be added to the back of the house to match the gutters on the front of the house.



Photo 9: Existing gutters along the south elevation of the porch.



Photo 10: Hardie-plank siding on the garage. If Hardie-plank is used to replace the vinyl siding, it will match this grain pattern.