



REGULAR MEETING AGENDA

TUESDAY, JANUARY 28, 2025, 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 Minutes of the December 18, 2024, 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-25-01: A request from Scott McLendon, applicant on behalf of Robert Ford, owner of 546 N. Main St, Wake Forest being Wake County Tax PIN 1841-64-2266, to approve repair and replacement in-kind of deteriorated materials on the portico and wraparound porch.**
7. Old Items
 - A. Ailey Young House Gateway Park Update
 - B. Quasi-Judicial Training
 - C. HPC Handbook Update
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 **18 December 2024**, 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, Chairperson, Jason Mobraten, Joni Falvey, David Bennett, Allen Jenkins.

Historic Preservation Commission Members absent: Andrea Radford, Angela Wright.

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

Visitors: Paige Bivens, Valencia Green, Karen Diebold, Sharon Laws, Elliot Laws, Katrina Roberts.

1. Call to Order

Elizabeth Miller called the meeting to order at 6:43 p.m. A quorum was established.

2. Adoption of Agenda

ACTION: Approval of agenda for Regular Meeting held 18 December 2024.

Mover: David Bennett moved to adopt the agenda as presented.

Second: Joni Falvey

Vote: Motion carried 5-0

3. Approval of Minutes

ACTION: Approve November 2024 minutes as presented.

Mover: Allen Jenkins moved to approve the November 2024 minutes as presented.

Second: Jason Mobraten

Vote: Motion carried 5-0

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

No public comment.

5. Treasurer's Report

Michelle Michael presented the Treasurer's Report for October 2024 and November 2024.

6. Old Items

A. Historic Marker Presentations

Three historic marker applications were submitted this year for the Wake Forest Garden Club, Oscar Alston, and Forestville. Paige Bivens, the past President of the Wake Forest Garden Club presented the history of the Garden Club. Valencia Green, the granddaughter of Oscar Alston, presented on her grandfather. The Forestville marker was submitted by staff, and Paige Regna presented the application.

ACTION: Approval of a historic marker for the Wake Forest Garden Club to be installed at 546 N. Main Street.

Mover: David Bennett made a motion to approve a historic marker for the Wake Forest Garden Club.

Second: Jason Mobraten

Vote: Motion carried 5-0

ACTION: Approval of a historic marker for Oscar Alston to be installed in the sidewalk in front of 111 S. White Street.

Mover: Jason Mobraten made a motion to approve a historic marker for Oscar Alston.

Second: Joni Falvey

Vote: Motion carried 5-0

ACTION: Approval of a historic marker for Forestville to replace the current sign in Forestville at the SE corner of S. Main Street and Friendship Chapel Road.

Mover: Allen Jenkins made a motion to approve a historic marker for Forestville.

Second: David Bennett

Vote: Motion carried 5-0

B. Holiday Open House Recap

Staff thanked the HPC for their help with the Holiday Open House on December 7th.

7. New Items

A. Staff Updates

- Pamela Jeffries and Sarah Soleim approved by the BOC to serve a three-year term for the HPC. David Bennett and Andrea Radford’s waiver request was approved by the BOC.
- The BOC approved the Local Landmark ordinance for the Charles Brewer House.
- The State of the Town address is at the Renaissance Centre on Monday, February 17th from 6-7:45pm.
- January 16th property owner workshop will focus on the non-income producing historic tax credit.
- There will be a review of the HPC Handbook and a training at the January meeting.
- A minor work COA was submitted for 546 N. Main Street.

B. Member Updates

- Beth Miller would like the HPC members to think of fundraising ideas to replace the Home Tour.

8. Adjournment

ACTION: Adjourn meeting.

Mover: David Bennett

Second: Jason Mabraten

Vote: 5-0

The meeting closed at 7:45 pm.

Duly approved in open session this day 28 January 2025.

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 #1583866

Project Title: 546 N. Main Local Historic District **Jurisdiction:** Town of Wake Forest (Wake County)
Application Type: Certificate of Appropriateness **State:** NC
Workflow: Major Work (Additions/NewConstruction/Demo) **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 that you have reviewed the associated submittal checklist for this permit 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:
• 546 N Main St (1841642266)
• 546 N Main St (1841642266)

Tax PIN:
• 1841642266
• 1841642266

Acreage: 3.34

Name of Existing Development/Subdivision (if applicable-- for reference only):

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

- 546 N Main St: 3.34
- 546 N Main St: 3.34

Wake Forest (WF): Town Limits

- 546 N Main St: WF
- 546 N Main St: WF

Base District: Zoning

- 546 N Main St: GR3
- 546 N Main St: GR3

In SH2-O Overlay:

In TND Overlay:

In HL-O Overlay:

In National Register of Historic Places: National Register

- 546 N Main St: Yes
- 546 N Main St: Yes

Current Use: Land Use Development

- 546 N Main St: Residential
- 546 N Main St: Residential

Planning and Zoning: Jurisdiction

- 546 N Main St: WAKE FOREST
- 546 N Main St: WAKE FOREST

In SH1-O Overlay:

In Water Supply Watershed Protection Overlay:

In SF Overlay:

In MVCP-O Overlay:

In Flood Hazard Area:

GENERAL INFORMATION

Please enter 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

Robert Ford

546 North Main Street
Wake Forest, NC 27587
P:9195565763
scottc.mclendon@gmail.com

Project Contact - Applicant

Scott McLendon

546 North Main Street
Wake Forest, NC 27587
P:9259989031
scottc.mclendon@gmail.com

PROJECT INFORMATION

Project Type: Major

Description of Request:

Upper porch ceiling, adjacent exterior wall siding, fascia and soffit to be repaired and replaced in-kind where rot is present. Underlying supporting structural members are being replaced where deterioration of existing material is present.

Empire column capitals and bases to be replaced in-kind where deterioration requires.

Currently large columns are sitting directly on the porch decking (which was completely replaced in the 1980's) and supported by the underlying house wood structure. We are proposing to build

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

Name, address, and email that Zoning Verification Letter should be addressed to:

546 N Main Street
Wake Forest, NC 28376

support piers for the six large columns to be constructed of masonry block. "Standoffs" will be used between wood and masonry material to provide ventilation and reduce moisture retention.

Porch decking which was replaced in the 1980's is to be replaced in-kind and repainted.

Original front steps were likely poured-in-place. We would like to request the following:

If the steps need to be replaced as the project progresses or if costs will allow, return the steps to the original concrete poured in place to match the documentary photograph as closely as possible.



Staff Report

Case COA-25-01: 546 N. Main Street

Meeting Date	January 28, 2025
Requested Actions	<p>The applicant is requesting to make the following exterior changes to 546 N. Main (PIN 1841642266):</p> <ol style="list-style-type: none"> 1. Request to repair and replace the following in kind: upper porch ceiling, adjacent wall siding, fascia, and soffit. 2. Request to repair and replace the empire column capitals and column bases in-kind where they are deteriorated beyond repair. 3. Request to replace the porch decking in kind and repaint it. 4. If the front porch steps need to be replaced as the project progresses and if costs allow, the applicant would like to return the steps to the original concrete poured-in-place stairs to match the documentary photograph as closely as possible.
Case Manager	Paige Regna, Planner I- Historic Preservation

CASE INFORMATION

Applicant	Scott McLendon 546 N. Main Street Wake Forest, NC 27587
Property Owners	Robert Ford 546 N. Main Street Wake Forest, NC 27587
Location	East side of N. Main Street on the block between E. Juniper Ave (south) and E. Cedar Ave (north).
Address	546 N. Main Street
Wake County Tax PIN(s)	1841642266
Acreage	3.34 acres
Zoning	GR3

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

William Royall Powell built this grand Southern Colonial-style house in 1912. Characteristic of the style is the monumental portico with one-story wraparound porch. Mr. Powell was the son of W.C. Powell, the founder of the Royall Cotton Mill. William Royall Powell’s wife, Susie Lanneau Powell, was a noted gardener and much of the landscaping for which she was responsible, including many of the trees and shrubs. Mrs. Powell was a founder and the first president of the Wake Forest Garden Club.

UDO REQUIREMENT

The Historic Preservation Ordinance (UDO 15.11.3) requires a public hearing and approval by the Historic Preservation Commission for the construction, alteration, addition, or removal of porches.

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

SECRETARY OF THE INTERIOR’S STANDARDS FOR REHABILITATION

<p>6.</p>	<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: This project proposes to repair where possible and replace deteriorated column capitals with replicas that match the historic feature in design, color, texture and other visual qualities including materials based on the extant capitals. The wood porch decking will be replaced with Accoya.</p>
<p>9.</p>	<p>Finding of Fact: 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.</p> <p>Staff Analysis: The project proposes maintaining the existing brick steps, which are not original, or returning the steps to the original poured-in-place steps visible in the documentary photo. Returning to the original steps is contingent upon project costs and may not be viable at this time.</p>

WAKE FOREST LOCAL HISTORIC DISTRICT DESIGN STANDARDS

EXTERIOR ENTRANCES AND PORCHES

<p>1.</p>	<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 portico, wraparound porch, columns, capitals, cornices, flooring, ceilings, and steps are all character-defining features of the house. These features will be retained and preserved.</p>
<p>2.</p>	<p>Finding of Fact: Protect and maintain exterior entrances and porches, their materials, details, and features.</p> <p>Staff Analysis: The scope of this project proposes to protect and maintain the porch, materials, details, and features. All repairs and replacements will be in-kind, matching the historic as closely as possible. The entrance is not part of this project.</p>
<p>3.</p>	<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 scope of this project includes repair and replacement in-kind. The majority of the material and features being replaced in-kind have deteriorated beyond repair.</p>
<p>4.</p>	<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: Due to extensive wood rot, the cornice, fascia, porch ceiling, and adjacent siding will be replaced in-kind. The porch decking was replaced in the 1980s, and the boards that the columns rest on have deteriorated beyond repair (Photo 2). The base of the columns and capitals also have wood rot and will be replaced in kind. The project scope includes building masonry block support piers for the six large columns and using “Standoffs” between wood bases and masonry columns to avoid future deterioration. While this will be a change, it is one that will aid in the long-term preservation of the columns and their bases.</p>
<p>5.</p>	<p>Finding of Fact: If a porch feature or detail is missing, replace it, based on documentary or physical evidence, with features matching as</p>

	<p>Staff Analysis: closely as possible in design, scale, size, shape, pattern, composition, color, texture, finish, and materials.</p> <p>If funds allow, the front porch steps will be returned to the original poured-in-place concrete steps, and the brick will be removed (Photo 1). The original stair shoulders will remain since they are an original feature, as shown in the documentary photo (Photo 5). The extant capitals provide the documentation needed to ensure the new capitals match as closely as possible (Photos 3 & 4) .</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 (approximately 6 months).</p> <p>Staff Analysis: The extant porch decking is painted, and all existing and replacement boards will be painted to match.</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 replaced 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: It is staff's understanding the applicant will be matching the existing boards as closely as possible using Accoya. The applicant may present additional information at the meeting.</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: Does not apply.</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: Does not apply.</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>

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: Does not apply.</p>
------------	--

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 repair and replace in-kind deteriorated materials and architectural features on the portico and wraparound porch **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 application to repair and replace in-kind deteriorated materials and architectural features on the portico and wraparound porch **does/does not** substantially meet the Wake Forest Historic District Design Standards.

PROPOSED CONDITIONS

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

1. Any changes require additional review and approval from staff.
2. The applicant must obtain any required building permits from the Town of Wake Forest Inspections Department for structural work before it is completed.

PHOTOGRAPHS



Photo 1: Brick front porch stairs and shoulders.



Photo 2: Deteriorated porch decking.



Photo 3: Existing capital.

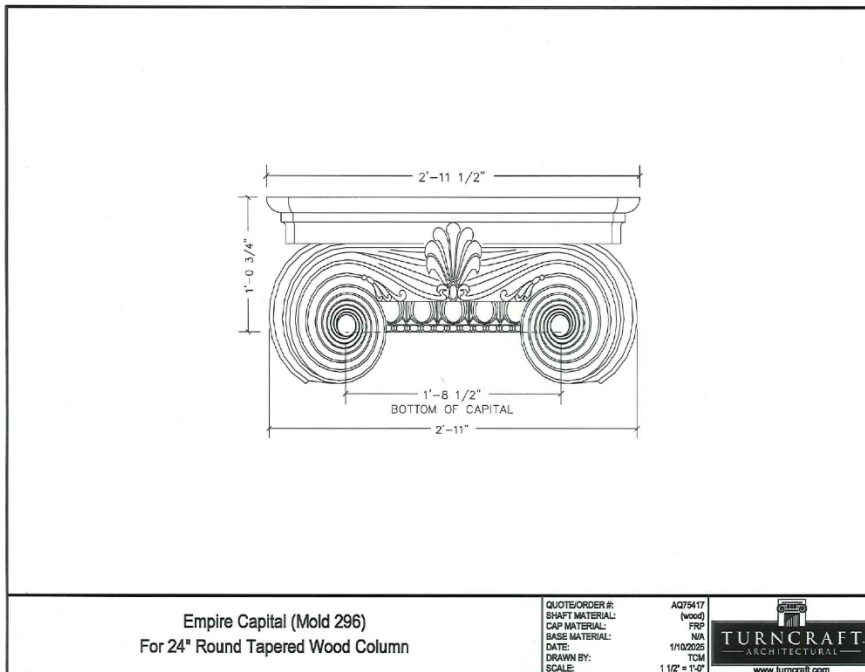


Photo 4: Design of new capital to replace extant capitals.



Photo 5: Documentary photo taken shortly after construction in 1912.



Photo 6: Front façade of 546 N. Main Street.