TOWN *of*
WAKE FOREST

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

www.wakeforestnc.gov

January 27, 2023

Greetings Local Historic District and Local Landmark Residents,

Happy New Year to you all! Thank you for your continued care of Wake Forest's historic properties. The Historic Preservation Commission will meet this month on February 8, 2023, at 6:30 pm in Board Chambers, 2nd Floor, Town Hall. A meeting agenda is enclosed for your reference. There is no newsletter this month. In lieu of the newsletter we are sending a reminder of the Historic Preservation Ordinance requirements for exterior changes to Local Landmark and Historic District Properties.

All buildings either in the local historic district or designated as a local landmark are subject to the historic preservation ordinance and require a Certificate of Appropriateness (COA) for all exterior work. There are two types of COA, Minor Work and Major Work. Minor Work requires administrative approval from Town Staff. Major Work requires a public hearing and approval from the Historic Preservation Commission. Complete COA applications are due 31 days before the next available meeting. All applications must be submitted electronically, we no longer accept paper applications. The Historic Preservation Commission meets monthly on the second Wednesday of the month in the Board Chambers, 2nd floor of Town Hall at 301 S. Brooks Street. All historic district residents receive a monthly newsletter with information regarding meeting agendas and public meetings. I have enclosed the following information for your reference and use:

- Citizens Guide to the COA Process Brochure
- Flow chart illustrating the COA process

This information is available at the Town of Wake Forest website at www.wakeforestnc.gov and search "Historic Preservation". The "Historic Property Handbook with Design Standards for the Local Historic District and Local Landmarks" is also available at that webpage. Please let me know if you have any questions or concerns and again, thank you for all you do!

Kind Regards,

Michelle Michael

Michelle Michael
Senior Planner (Historic Preservation)
(919) 435-9516
mmichael@wakeforestnc.gov

Enclosures

Cc: Andrea Radford, Chair, Historic Preservation Commission

Certificate of Appropriateness Process

APPLICATION FILED

- The property owner develops a concept of the project requiring a Certificate of Appropriateness
- The property owner obtains an application from the Town of Wake Forest Preservation Planner.
- The project is classified as **MINOR WORK** or **MAJOR WORK**

MINOR WORK PROJECT

- Applicant submits application form and required materials
- Project is reviewed by the Preservation Planner and approved or referred

APPROVED

- Application is approved by Preservation Planner and COA is issued
- After obtaining proper permits, applicant may begin approved work.

REFERRED

- Application is referred by Preservation Planner to HPC for full review

MAJOR WORK PROJECT

- Applicant submits application form and required materials by specified date
- Planning Department mails notice to all property owners within the local historic district and 100 ft. of subject property
- Applicant or representative appears at Wake Forest Historic Preservation Commission (HPC) meeting to explain proposed project.

APPROVED

- HPC issues COA based on ordinances and standards
- After obtaining proper permits, applicant may begin approved work

DENIED

- HPC denies application based on ordinances

Applicant's Options:

- Revise request and resubmit application, OR
- Appeal to Board of Adjustment based on procedural grounds

Approvals may include stipulations attached by the approving authority