

CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

15 E MARTIN STREET

Address

MOORE SQUARE

Historic District

Historic Property

084-14-MW

Certificate Number

6/23/2014

Date of Issue

12/23/2014

Expiration Date

Project Description:

- Install sign and address numbers on rear elevation;
- install sign letters on front elevation

OK to PERMIT

This card must be kept pasted in a location within public view until all phases of the described project are complete. The work must conform with the code of the City of Raleigh and laws of the state of North Carolina. When your project is complete, you are required to ask for a final zoning inspection in a historic district area. Telephone the RHDC office at 832-7238 and commission staff will coordinate the inspection with the Inspections Department. If you do not call for this final inspection, your Certificate of Appropriateness is null and void.

Signature, _____

Raleigh Historic Development Commission



Development SERVICES

FIRE • INSPECTIONS • PLANNING
PUBLIC UTILITIES • PUBLIC WORKS

Customer Service Center

One Exchange Plaza, Suite 400
Raleigh, North Carolina 27601
Phone 919-516-2495
Fax 919-516-2685

Raleigh Historic Districts Commission – Certificate of Appropriateness (COA) Application



RALEIGH HISTORIC DISTRICTS COMMISSION

- Minor Work (staff review) – 1 copy**
- Major Work (COA Committee review) – 14 copies**
 - Additions Greater than 25% of Building Square Footage
 - New Buildings
 - Demo of Contributing Historic Resource
- Post Approval Re-review of Conditions of Approval**

For Office Use Only

Transaction # 400003
 File # 084-14-MW
 Fee \$28
 Amt Paid \$28
 Check # 1425
 Rec'd Date 6/18/14
 Rec'd By KOLDAW

• If completing by hand, please use **BLACK INK**. Do not use blue, red, any other color, or pencil as these do not photocopy.

Property Street Address 15 E Martin St

Historic District Downtown

Historic Property/Landmark name (if applicable)

Owner's Name Jim and Lisa Southern

Lot size

(width in feet)

(depth in feet)

For applications that require review by the COA Committee (Major Work), list all properties within 100 feet (i.e. both sides, in front (across the street), and behind the property):

Property Address	Property Address

I understand that all applications that require review by the commission's Certificate of Appropriateness Committee must be submitted by 4:00 p.m. on the application deadline; otherwise, consideration will be delayed until the following committee meeting. An incomplete application can not be accepted.

Type or print the following:

Applicant The Northgate Group, LLC

Mailing Address 1008 W South St

City Raleigh **State** NC **Zip Code** 27603

Date 6/12/14 **Daytime Phone** 919-633-4622

Email Address emily@thenorthgategroup.com

Signature of Applicant _____

Minor Work Approval (office use only)

Upon being signed and dated below by the Planning Director or designee, this application becomes the Minor Work Certificate of Appropriateness. It is valid until 12.23.14. Please post the enclosed placard form of the certificate as indicated at the bottom of the card. Issuance of a Minor Work Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City Code or any law. Minor work projects not approved by staff will be forwarded to the Certificate of Appropriateness Committee for review at the next scheduled meeting.

Signature *James Lilly* **Date** 6.23.14

Project Categories (check all that apply):

- Exterior Alteration
- Addition
- New Construction
- Demolition

Will you be applying for state or federal rehabilitation tax credits for this project?

- Yes
- No

(Office Use Only)

Type of Work _____

64

Design Guidelines Please cite the applicable sections of the design guidelines (www.rhdc.org).

Section/Page	Topic	Brief Description of Work
2.8	Signage	Install front and rear signage

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY CITY STAFF		
	YES	N/A	YES	NO	N/A
<p>Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete.</p> <p>Minor Work (staff review) – 1 copy</p> <p>Major Work (COA Committee review) – 14 copies</p>	X				
1. Written description. Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.).	<input type="checkbox"/>				
2. Description of materials (Provide samples, if appropriate).	<input type="checkbox"/>				
3. Photographs of existing conditions	<input checked="" type="checkbox"/>				
4. Paint Schedule (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>			
5. Plot plan (if applicable). A plot plan showing relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.	<input type="checkbox"/>	<input type="checkbox"/>			
6. Drawings showing proposed work <ul style="list-style-type: none"> <input type="checkbox"/> Plan drawings <input type="checkbox"/> Elevation drawings showing the new façade(s). <input type="checkbox"/> Dimensions shown on drawings and/or graphic scale. <input type="checkbox"/> 8-1/2" x 11" reductions of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snap shots of individual drawings on the big sheet. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
7. Fee (See Development Fee Schedule)	<input type="checkbox"/>				

Tully, Tania

From: Eric Brinker <eric@thenorthgategroup.com>
Sent: Thursday, June 05, 2014 12:53 PM
To: Tully, Tania
Cc: Emily Brinker
Subject: Exterior Signage at 15 E Martin
Attachments: FINAL Approved Signage.pdf; Rear Condition.pdf; Approval Drawing Revised 5-30-14.pdf; Elevation Drawing.pdf

Tania-

Can you please comment on the signage that is being proposed at 15 E Martin. In rear all penetrations will be in the mortar and not the brick. On front the lettering is mounted to the wood cornice above the awning.

Thanks-

M. ERIC BRINKER, MCE, EI, Broker, LEED AP
The Northgate Group, LLC
Construction and Development Manager
O 919 835 2769 I F 919 835 2769 I C 919 796 3704
www.thenorthgategroup.com

From: Chris Small [<mailto:csmall@mckeebuildinggroup.com>]
Sent: Monday, June 02, 2014 4:58 PM
To: Eric Brinker
Cc: Craig Bradley; Matt Small
Subject: FW: Revised Concept Drawing...

Eric,

Please see attached for COA approval. Please let me know what else they need to see if anything is missing.

Thanks,

Chris Small | Construction Manager
919-427-0391 (Office)
919-272-0701 (Mobile/Text)

McKee Building Group, Inc.
THE KEY TO SUCCESSFUL CONSTRUCTION
301 Fayetteville Street, #2607 | Raleigh, NC 27601-1974

<http://www.MckeeBuildingGroup.com>

Eric Brinker

From: Tully, Tania <Tania.Tully@raleighnc.gov>
Sent: Tuesday, June 10, 2014 10:57 AM
To: Eric Brinker
Subject: RE: Exterior Signage at 15 E Martin

Eric –

This additional information will be sufficient, but please include existing photos without any graphics. You should now go ahead and submit the COA application with all of the information you have sent me. The application form is online here: <http://www.raleighnc.gov/business/content/PlanDev/Articles/DevServ/HistoricDevAndLandmarks.html>

Tania

Tania Georgiou Tully, Preservation Planner
Long Range Planning Division
Raleigh Department of City Planning
919.996.2674
919.516.2684 (fax)
tania.tully@raleighnc.gov

COA process information is available [here](#).

From: Eric Brinker [<mailto:eric@thenorthgategroup.com>]
Sent: Monday, June 09, 2014 9:08 PM
To: Tully, Tania
Subject: FW: Exterior Signage at 15 E Martin

See attached as well as comments below in response to your earlier email.

I understand you were also able to speak with Lisa Southern who lives in the building and owns the office space downstairs. As for the rear sign it will be back lit with dim lighting that will be on a timer set to the business hours of the first level. The sign is designed to hopefully direct traffic to the front entrance of the business so that people do not bother and create unnecessary issues at the living space entrance.

Let me know if you will require more information.

Thanks-

M. ERIC BRINKER, MCE, EI, Broker, [LEED AP](#)
The Northgate Group, LLC
Construction and Development Manager
O 919 835 2769 I F 919 835 2769 I C 919 796 3704
www.thenorthgategroup.com

From: Chris Small [<mailto:csmall@mckeebuildinggroup.com>]
Sent: Thursday, June 05, 2014 5:19 PM
To: Eric Brinker; Craig Bradley; Matt Small

Cc: Emily Brinker
Subject: RE: Exterior Signage at 15 E Martin

Regarding the Front Signage: (Lisa Southern Real Estate)

Material: 1/4" Plate Aluminum Letters with a brushed finish. (There is no back-plate. They will attach directly to the building fascia.) See attached for a current photo of the front of the building, as well as the general placement of the letters.

From: Eric Brinker [<mailto:eric@thenorthgategroup.com>]
Sent: Thursday, June 5, 2014 2:00 PM
To: Craig Bradley; Chris Small; Matt Small
Cc: Emily Brinker
Subject: Fwd: Exterior Signage at 15 E Martin

Chris- see comments

Sent from my Verizon Wireless 4G LTE Smartphone

----- Original message -----

From: "Tully, Tania"
Date: 06/05/2014 1:41 PM (GMT-05:00)
To: Eric Brinker
Cc: Emily Brinker
Subject: RE: Exterior Signage at 15 E Martin

Eric –

- On the front sign what is the material of the letters & back plate?
- For the rear sign I need an example of what the lighting would look like. Backlit signs as a general rule do not meet the guidelines.
- There may also be an issue with the frosted acrylic, but I think there is a precedent.
- A current photo of the front would help my review.

Tania

Tania Georgiou Tully, Preservation Planner
Long Range Planning Division
Raleigh Department of City Planning
919.996.2674 **new phone number**
919.516.2684 (fax)
tania.tully@raleighnc.gov

“E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized City or Law Enforcement official.”

Eric Brinker

From: Janet Burgin <janet@diversified-signs.com>
Sent: Thursday, June 05, 2014 3:28 PM
To: Chris Small
Subject: Re: FW: Exterior Signage at 15 E Martin
Attachments: Quote.pdf

I designed them from the Front Elevation plans. Per the quote that Scott sent over originally, these are just 1/4" Plate Aluminum Letters with a brushed finish. There is no back-plate. They will attach directly to the building fascia.

Does this help...

=J

Janet G. Burgin

Diversified Signs & Graphics

1123 James Harvey Road

Post Office Box 1087

York, SC 29745

Office - 803.628.1121

Fax - 803.628.1109

Janet@Diversified-Signs.com

www.Diversified-Signs.com

***Please note: I am now requiring all production art work to be signed and dated for approval prior to submitting a job to production. Any change/addition to order following production approval is subject to a change order/rush fee.**

On Thu, Jun 5, 2014 at 3:08 PM, Chris Small <csmall@mckeebuildinggroup.com> wrote:

Janet,

See below from the historic commission. Can you tell me what material the front sign will actually be made of? As I understand, there is no backplate for these front letters. Confirm.

Chris Small | Construction Manager

[919-427-0391](tel:919-427-0391) (Office)

[919-272-0701](tel:919-272-0701) (Mobile/Text)

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Chris- see comments

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- A current photo of the front would help my review.

Tania

Tania Georgiou Tully, Preservation Planner
Long Range Planning Division
Raleigh Department of City Planning
[919.996.2674](tel:919.996.2674) **new phone number**
[919.516.2684](tel:919.516.2684) (fax)
tania.tully@raleighnc.gov



1123 James Harvey Road
 PO Box 1112
 York, SC | 29745

Office: 803.628.1121
 Fax: 704.628.1109

PROPOSAL

QUOTE NUMBER: **Q405-1306**

PAGE:	1 of 2
QUOTE DATE:	May 13, 2014
EXPIRES:	June 12, 2014

SUBMITTED TO: McKee Building Group Chris Small	CONTACT INFORMATION:
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SALESPERSON Scott Mozingo	DELIVERY DETAILS Installed	PAYMENT TERMS Net 30	CUSTOMER PURCHASE ORDER NO. 15 East Martin St
-------------------------------------	--------------------------------------	--------------------------------	---

ITEM / TYPE	DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
1 <i>Not part of COA</i>	Sign Type Interior Logo - 3'x3'x2" - logo with a back lit pan and face lit letters (L, S). Back Pan to be 2" deep and back lit with LED lights. Each letter to be face lit with Led lights. Letters spaced off face of pan.	1	\$1,950.00	\$ 1,950.00
2	Sign Type Ext. Letters / Front Canopy 7-1/2"h - anodized aluminum plate letters - 1/4" thick to read: LISA SOUTHERN REAL ESTATE	1	\$1,080.00	\$ 1,080.00
3	Sign Type Ext/ Address numbers 7-1/2"h - anodized aluminum plate letters - 1/4" thick to read: 15	1	\$100.00	\$ 100.00
4	Sign Type Ext. Back Entrance 21" h x 24" w 1/8" clear acrylic panel with subsurface Frosted Vinyl Top and bottom of panel to have aluminum header and footer to hold LED lights that will shine down and up into the panel. 1/8" Aluminum panel painted Black for a back plate	1	\$750.00	\$ 750.00

Production Lead Time: (2) to (3) Weeks from Approval and Deposit

The above prices, specifications along with the conditions shown on page (2) are satisfactory and hereby accepted. Diversified Signs & Graphics, Inc. is authorized to do work as specified. Payment will be made as outlined above.

Accepted by: _____
 PRINT SIGNATURE DATE

SUBTOTAL:	\$ 3,880.00
TAX RATE:	7.250%
TAX:	\$ 281.30
INSTALL / LABOR / SERVICE:	\$ 800.00
PERMITS:	
SHIPPING:	
TOTAL:	\$ 4,961.30

UNLESS OTHERWISE SPECIFIED, BEFORE FABRICATION / PRODUCTION BEGINS ALL WORK REQUIRES A 50% DEPOSIT: \$ 2,480.65
 BALANCE DUE UPON RECEIPT OF INVOICE: \$ 2,480.65

TERMS AND CONDITIONS

- Quote is valid for thirty (30) days from quotation date thereafter price is subject to change

- Unless otherwise stated, payment terms are as follows: 50% down prior to production with the balance due at the time of pick-up or installation

- The above prices are based upon quantities and design(s) indicated and must be accepted as a whole. Line items are not to be sold separately. Any change in quantity and/or design will result in a corresponding price adjustment.

- It is the Customer's responsibility to verify that all the information indicated in this contract is in agreement with that of the information shown on drawings prior to signing either document. This would include, but is not limited to, sign size, color, verbiage, and electronic message center specifications is applicable.

- Sign Drawing is "Conceptual only" at this time. Conceptual Drawings remain the property of Diversified Signs and Graphics and are not to be distributed to subcontractors or other vendors

- Production sign drawings will be created after the acceptance of proposal and deposit have been received, Production drawings will be developed that may or may not alter the design elements and/or dimensions for construction purposes

- Only Production Drawings should be distributed to subcontractors for their use in the erection of any structures adjacent to signage

- If for any reason stamped engineering drawings are required, the cost associated with obtaining them is additional to this contract

- Charges in excess of the original installation costs may be incurred if additional trips to the site are required for the availability and/or cost of such items should they require replacement or addition in the future

- If any non-stock materials are used in the fabrication of the above signs, Diversified Signs and Graphics cannot guarantee the availability and/or cost of such items should they require replacement or addition in the future

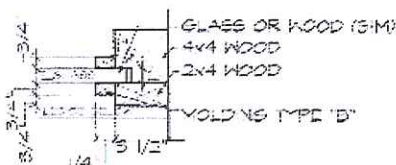
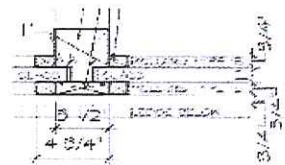
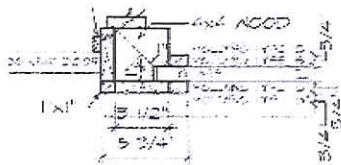
- Customer agrees to pay for all costs incurred by Diversified Signs and Graphics on the project plus an additional fifteen percent (15%) for cancelled orders.

1123 James Harvey Road | PO Box. 1087 | York, SC | 29745 Main: (803) 628-1121 Fax: (803) 628-1109

- Final electrical connection for illuminated signage, the power is not included in this price unless otherwise noted

- Products ordered within this proposal remain the property of Diversified Signs and Graphics until paid in full

- Unless otherwise stated, fees associated with obtaining permits will be billed at the cost of the permit plus \$75.00 per hour of required administrative time; DSG will not spend more than two (2) hours obtaining permits without customer approval.

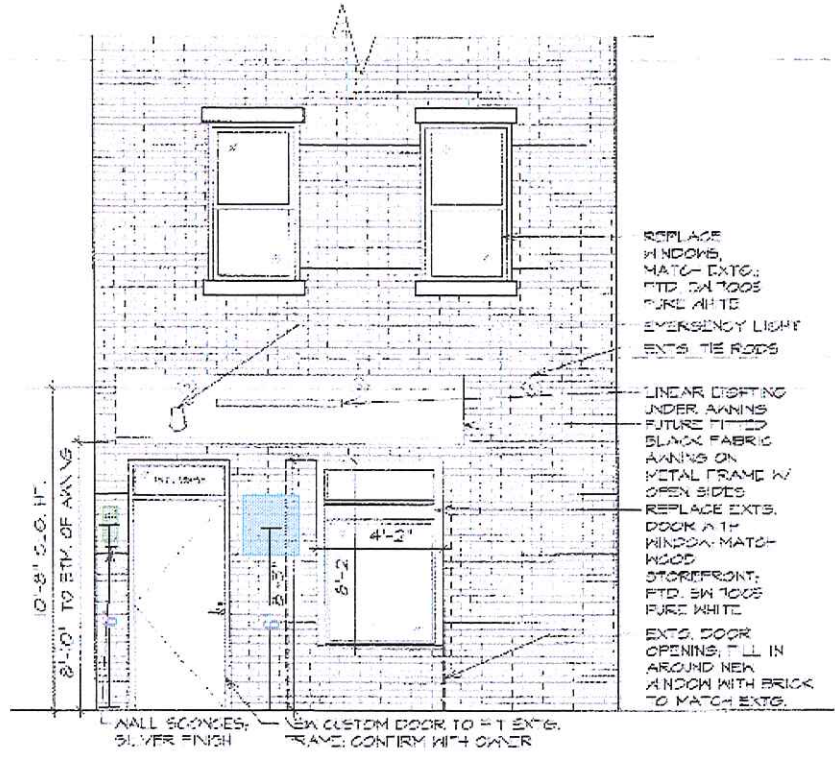
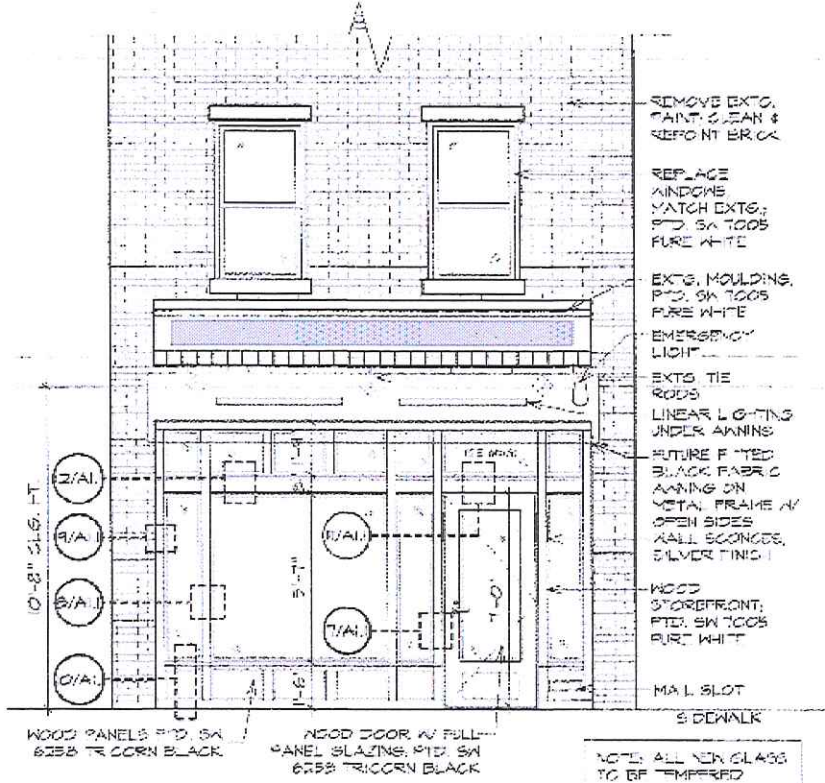


- Front Dimensional Plate Letters 10 SF
- Rear Backlit Sign 4 SF
- Rear Address Numbers 1 SF

7 PLAN @ DOOR JAMB
A1 1/2" x 1/4"

8 PLAN @ MULLIONS
A1 1/2" x 1/4"

9 PLAN @ JAMBS
A1 1/2" x 1/4"



6 EXTG. FRONT ELEVATION
A1 1/4" x 1/4"

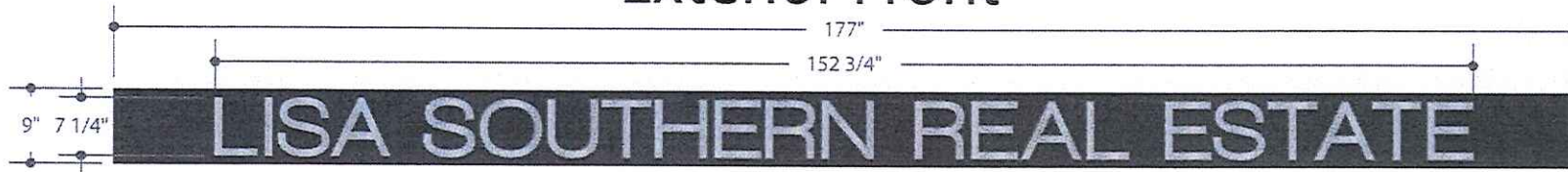
6 EXTG. REAR ELEVATION
A1 1/4" x 1/4"

19'-5"
 23'-1"
 6'-8"-5"

CONCEPT

FOR FIELD USE

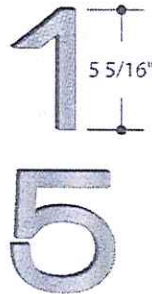
Exterior Front



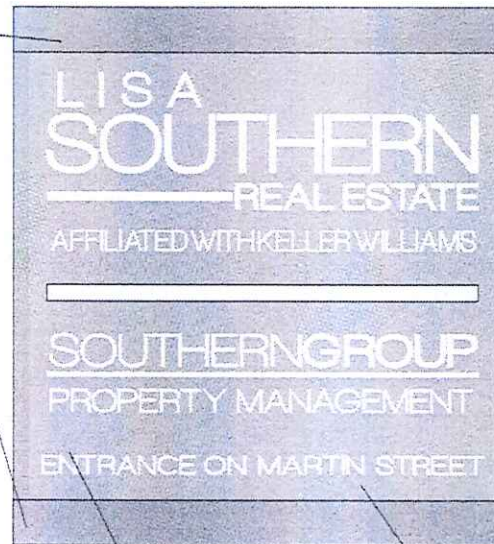
Dimensional Plate Letters

Exterior Back

Track to be LED lit
Top & Bottom

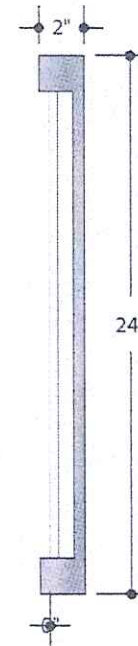


8" Brushed Aluminum
Plate Letters



Second Surface
Vinyl Graphics

Frosted Acrylic



Approved By & Date:



This Drawing must be returned signed by agreement, any delay will result in delayed production time. We DO NOT assume responsibility for errors of any kind. Please inspect this drawing thoroughly to ensure that all spelling is correct and that the artwork is accurate and correctly positioned.

APPROVED
Janet M. Burgin 5/30/14

DIVERSIFIED SIGNS & GRAPHICS

www.diversified-signs.com

1123 James Harvey Rd
P.O. Box 1087
York, SC 29745
Phone : 803.628.1121
Fax : 803.628.1109

Date:
05/30/2014

Project:
McKee Building
Group
Lisa Southern
Real Estate

Contact:
Craig Bradley

Designer:
Janet G. Burgin

Revisions:
1.
2.
3.

Conceptual

Final Production

Installation Instructions Included on Drawing



ELECTRICAL ELEMENTS TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 605 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THIS SIGN.

This sign is constructed to be suitable for the following environmental condition

Wet	Damp	Dry
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THE CONTENTS OF THIS DRAWING AND ALL DESIGN ELEMENTS ARE THE PROPERTY OF DIVERSIFIED SIGNS, INC. THEY ARE NOT TO BE REPRODUCED, CHANGED, OR EXHIBITED TO ANYONE OUTSIDE OF YOUR COMPANY IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION FROM DIVERSIFIED SIGNS, INC. ALL SUCH ACTIONS ARE PROHIBITED BY LAW. © 2012 ALL RIGHTS RESERVED.

ALL ELECTRICAL WIRING ARE 120 VOLTS UNLESS OTHERWISE INDICATED

Q405-0902

Pages:
2 of 2





APPROVED
5/30/14
[Signature]



Street

North Carolina
Conservation
Network

Suite 300
(919) 857-1699

Protecting North Carolina's
Wild and Scenic Places



