

**RHDC**  
 RALEIGH HISTORIC  
 DEVELOPMENT COMMISSION

# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

921 W SOUTH STREET

Address

BOYLAN HEIGHTS

Historic District

Historic Property

052-16-MW

Certificate Number

4/13/2016

Date of Issue

10/13/2016

Expiration Date

**Project Description:**

- Alter roof covering;
- alter gutters;
- add downspouts;
- remove low wood deck;
- install brick patio;
- add plantings in existing beds, along fences, and along the foundation;
- plant tree;
- repair concrete sidewalk.

*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

*Pending the resolution of appeals, commencement of work is at your own risk.*



# Planning & Development

Development Services  
 Customer Service Center  
 One Exchange Plaza  
 1 Exchange Plaza, Suite 400  
 Raleigh, North Carolina 27601  
 Phone 919-996-2495  
 eFax 919-996-1831

## Raleigh Historic Development Commission – Certificate of Appropriateness (COA) Application



- Minor Work (staff review) – 1 copy
- Major Work (COA Committee review) – 13 copies
  - Most Major Work Applications
  - 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 # 466393  
 File # 052-16-MW  
 Fee 29  
 Amt Paid 29  
 Check # CC  
 Rec'd Date 3/23/16  
 Rec'd By [Signature]  
 App amended 4/13/16

• 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 921 W South St. Raleigh, NC 27603

Historic District Boylan Heights

Historic Property/Landmark name (If applicable)

Owner's Name Riane and Jacob Wubbenhorst

Lot size .14 Acre

(width in feet) 59.96 ft

(depth in feet) 111.34 ft

For applications that require review by the COA Committee (Major Work), provide addressed, stamped envelopes to owners of all properties within 100 feet (i.e. both sides, in front (across the street), and behind the property) not including the width of public streets or alleys:

Property Address	Property Address
921 W South St. Raleigh NC 27603	

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 will not be accepted.



Type or print the following:

Applicant **Riane Hoffman Wubbenhorst**

Mailing Address **921 W South St.**

City <b>Raleigh</b>	State <b>NC</b>	Zip Code <b>27603</b>
Date <b>3/23/2016</b>	Daytime Phone <b>(502) 718-0504</b>	

Email Address **Riane.Beth@gmail.com**

Signature of Applicant *Riane W.*

**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 10/13/16. 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 *[Signature]* Date 4/13/16

**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 \_\_\_\_\_

60, 74, 38, 40

24, 56

\_\_\_\_\_

**Design Guidelines** Please cite the applicable sections of the design guidelines ([www.rhdc.org](http://www.rhdc.org)). *change from 3-tab to architectural.*

Section/Page	Topic	Brief Description of Work
3.5/ pg. 35	Roof Replacement & Fix Gutters	Per inspection, the roof must be replaced. It will be replaced with similar gray shingles. The white gutters will also be repaired, and a down spout will be added to prevent future water damage.
3.1/ pg. 27	Fixing Exterior Wood Rot	There are several areas where wood rot is present. This will be repaired and painted to match the current house color.
4.1/ pg. 53	Bottom Patio/ Deck removal	The lower wood patio/ deck that sits upon the grass is completely rotted and needs removal. It cannot be replaced with a brick patio on the same footprint as the current rotted deck.
2.3/ pg. 12	General landscaping	The property has been rented for 3 years and thus has 3 years of vegetation overgrowth. We will weed and prune the bushes and small trees, and plant flowers, vegetables, and flowering bushes such as hydrangea along the side yards, front yard, and back yard.
2.5 / pg. 17	Fixing walkway crack	The cement walkway leading to the front of the house is cracked. This will be fixed with cement.
<del>3.7 / pg. 43</del>	<del>Addition of shutters</del>	<del>To add to the historic look of the home and increase thermal efficiency, we will add shutters to the front and side windows.</del>

*removed per 4/13/16 email.*

TO BE COMPLETED BY APPLICANT		TO BE COMPLETED BY CITY STAFF				
		YES	N/A	YES	NO	N/A
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.  <b>Minor Work (staff review) – 1 copy</b>  <b>Major Work (COA Committee review) – 13 copies</b>						
1.	<b>Written description.</b> 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 checked="" type="checkbox"/>				
2.	<b>Description of materials</b> (Provide samples, if appropriate)	<input checked="" type="checkbox"/>				
3.	<b>Photographs</b> of existing conditions are required.	<input checked="" type="checkbox"/>				
4.	<b>Paint Schedule</b> (if applicable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
5.	<b>Plot plan</b> (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 <u>copy of the survey</u> you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
6.	<b>Drawings</b> showing proposed work <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.	Stamped envelopes addressed to all property owners within 100 feet of property not counting the width of public streets and alleys. (Required for Major Work)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
8.	<b>Fee</b> ( <a href="#">See Development Fee Schedule</a> ) <span style="float: right;">\$29</span>	<input checked="" type="checkbox"/>				



Roof Replacement & Fix Gutters (Section 3.5 : below photos are from the inspection report.

921 FullReportForUploaderPrintWithPictures.pdf

3. Roofing



11. **Repair Item** The current method of installation of rain barrels under one or more gutter system downspouts interferes with the function of the gutter system, which is to carry roof runoff away from the building. Some of the downspouts are not properly connected or routed into the barrels. Also, when the rain barrels are full, roof runoff will spill out of them, onto the ground next to the building (the overflow hoses, where present, are not large enough to carry the volume of roof runoff, and do not extend away from the building). Rain barrel installation should be modified, or the barrels removed and downspouts repaired. Repairs should be performed by a qualified contractor.



\* The rain-runoff will be captured by installing white gutters and down spouts. They will look identical to the current ones.



GK - must be metal  
not plastic,  
TGT





New: Landmark Shingles in Color Gray

Shingle style: Certain Teed (Landmark)  
(Lifetime / 110 MPH shingles.)



- Per the inspection, the roof will completely be redone. Current Shingles will be removed, and Landmark designer shingles will be used in the color gray. Above is an image of the color that will be utilized. It is very similar to the current color that will be replaced.

921 W. South St.



Fixing Exterior Wood Rot (3.1) : images taken from inspection report

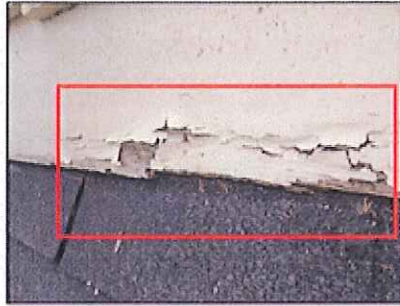
4. Exterior

door. k) Lower portion of the siding and trim at the left rear corner of the laundry room. l) Upper fascia trim at the right rear corner of the house. m) Fascia trim and soffit at the right rear corner of the kitchen extension. n) Rake edge trim on the right side of the house at the area over the right side window at the kitchen. o) Trim at the plywood panel on the right side of the house at the area behind the air conditioning units. p) Rake edge trim at the right side of the house near the front roof eave. q) Fascia trim at the front right corner of the house. r) Lower portion of the corner trim at the front right corner of the upstairs front right bedroom where the trim abuts the roof.

\* These inspection photos show all the areas where wood rot exists; and it will all be replaced + patched. It will then be painted (just the replaced areas) in matching pale yellow color. There is no lead paint evident per inspector.



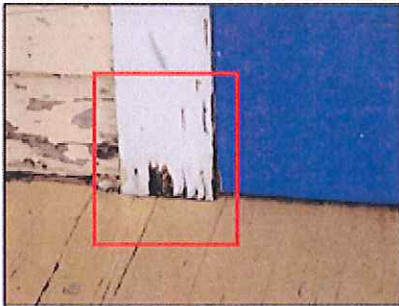
Item a



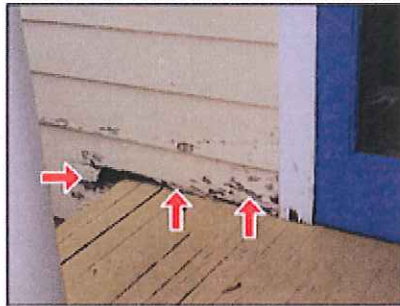
Item a



Item a



Item b



Item c



Item d



Item e



Item f



Item f



Item g

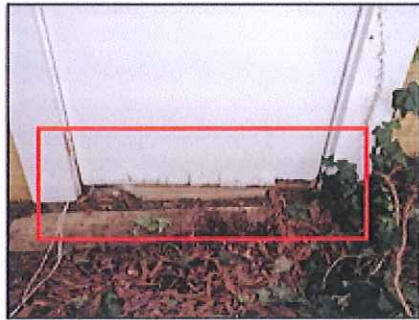


Item h

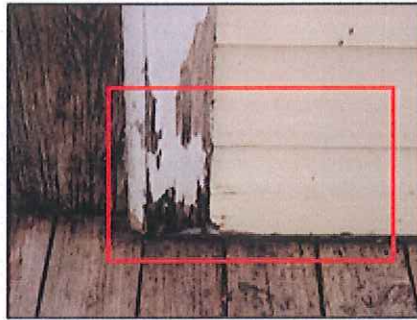


Item i

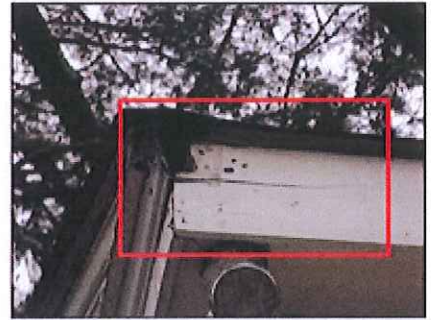




Item j



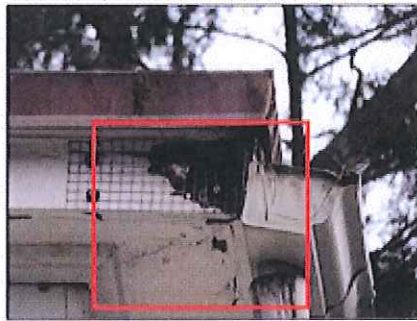
Item k



Item l



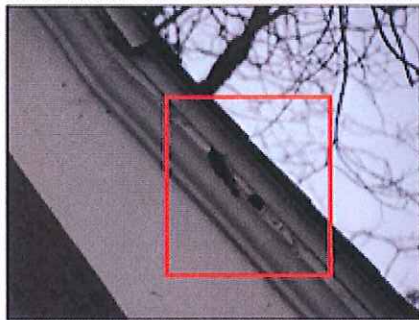
Item l



Item m



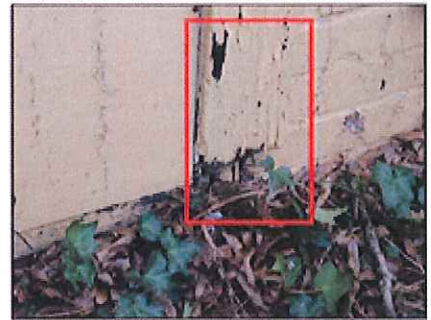
Item m



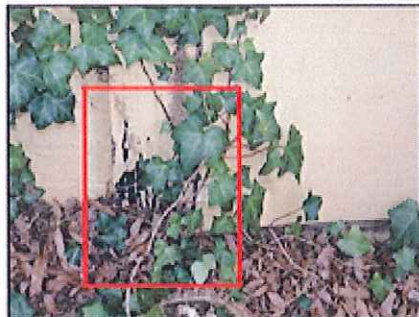
Item n



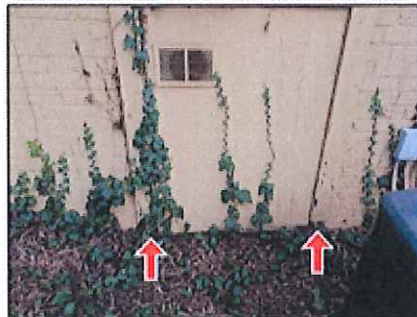
Item n



Item o



Item o



Item o



Item p





Item p



Item q



Item q



Item r



Bottom Patio/ Deck removal (section 4.1)



This lower wood patio/deck is 1 foot off the grass and is completely rotted. It is ~~bettered~~ ~~to~~ ~~house~~ raccoons underneath + will be replaced with either ~~red~~ red brick or ~~stone~~ ~~stone~~ within its current footprint.  $\approx 15' \times 20'$   
 per  $\frac{3/29/16}{\text{email}}$



Brick or stone will be used and kept within the limits of the current rotted deck (shown above) footprint. Stone and brick will ensure future rot will not occur, and animals will not be able to live underneath.

(Visual examples)



← brick per 3/29/16 email



921 W South St



**S.D. PUCKETT & ASSOCIATES**  
**PROFESSIONAL LAND SURVEYORS**

5314 Hwy. 55, Suite 104  
 Durham, N.C. 27713  
 Ph.(919) 544-7717 Fax(919) 544-1274  
 Stephen D. Puckett - N.C.P.L.S.# 2683  
 spuckett@puckettssurveys.com C-0506



**Legend**

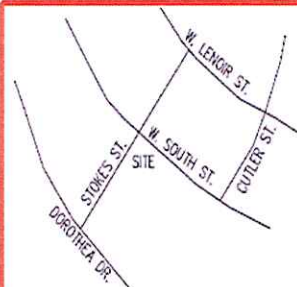
Existing Iron Pin	⊙
New Iron Pin	○
Existing Nail	●
Nail Set	△
Utility Pole	⊕
Computed Point	▲
Concrete Monument	□
Control Monument	⊗
Right of Way	R/W
Centerline	C/L
Property Line	—

**References**  
 DB 11965/768  
 BM 1885/114  
 PIN 1703267472  
 REID 0011248

Survey for:  
**Jacob T. Wubbenhorst**  
 and  
**Riane B. Hoffman**

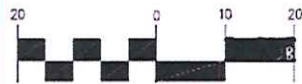
**Site Information**

Property Address: 921 West South Street - Raleigh, NC 27603  
 Subdivision: Boylan Heights  
 Lot: 245  
 Raleigh Township  
 Wake County, North Carolina  
 Survey Date: 2-26-16 File: 160301b1

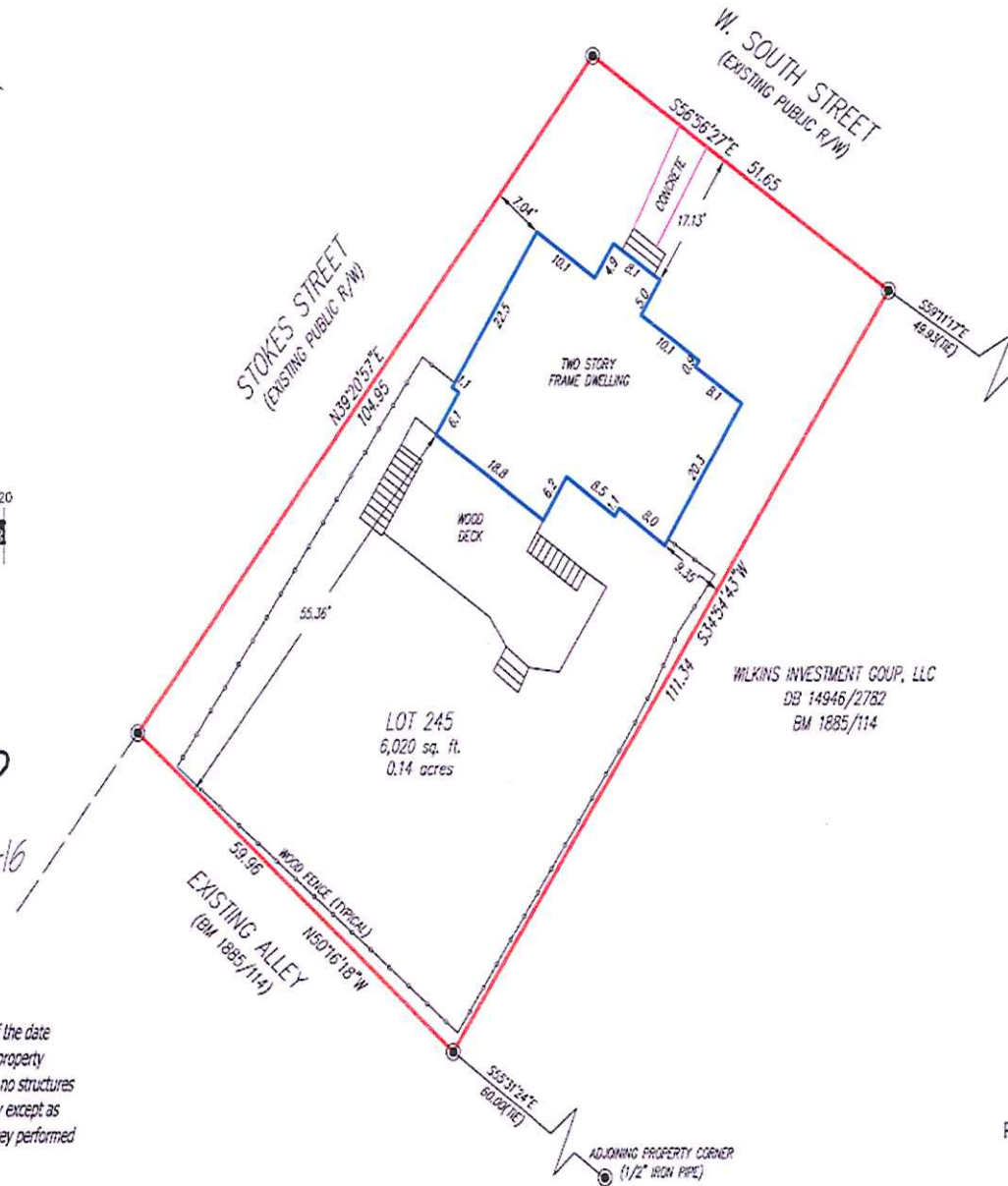


Location Map (NtS)

**GRAPHIC SCALE**



( IN FEET )  
 1 inch = 20 ft.



I, Stephen D. Puckett do hereby certify that as of the date shown on this map, no structures from adjoining property encroaches onto the premises surveyed and that no structures from premises encroaches onto adjoining property except as indicated hereon according to an actual field survey performed under my direct supervision.

- Note:
1. This map does not conform to G.S. 47-30
  2. This survey does not address zoning issues
  3. This survey performed without benefit of Title Examination.



Back alley  
↓

General Landscaping Section 2.3



← next door #919 side

921 W South St





The Back yard is completely overgrown with shrubs, small dead trees, and harmful ivy. This will be cleared, (large shrubs, and medium, large trees will remain.) Grass will be restored, and rose garden, vegetable garden, and shrubs such as boxwood, and hydrangea will be planted along the fence lines.



#919 next door side

921 W South St





Ivy will be cleaned back, and the boxwoods and grass will be restored.

921 W South St





Stokes St  
← side yard  
will be cleared  
and various  
flowers +  
hydrangea will  
be planted.

This entire  
space is 921  
property.

\* If new  
plantings are  
going in areas  
not adjacent to

house a new coat will be  
needed. Not enough info here.



#919    #921 (ours)  
←        →

• Bushes will be pruned and  
small shrubs such as  
chestnut rose; hydrangea;  
Rhododendron; or small  
flowering dogwood will  
be planted. This also  
holds true for the  
Stokes side yard shown  
above.

↳ approved in existing  
marked planting beds.





Fixing Walkway Section 2.5



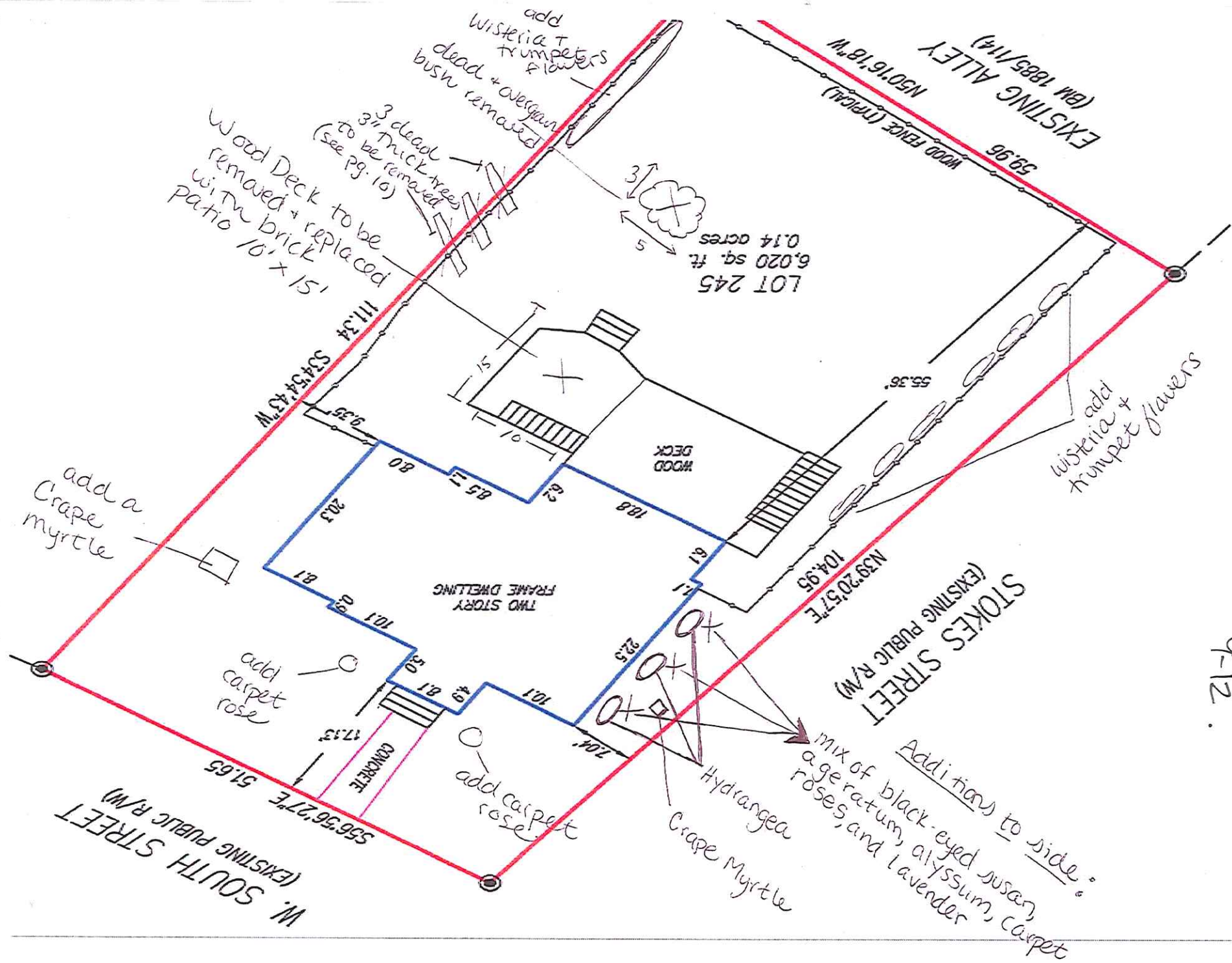
↑  
Current boxwoods are thinned out & frail due to neglect. They will be pruned back for strong re-growth, or replaced with healthy boxwoods if they cannot be saved.

← front stoop is slanted & will be repaired with wood.

← The crack in the sidewalk will be fixed with cement.

↳ new concrete must have a water washed finish.





OK - supplements pages 9-12.

Additions to side:  
 mix of black-eyed susan,  
 ageratum, alyssum, carpet  
 roses, and lavender

Hydrangea  
 Crape Myrtle

Wisteria + trumpet flowers

Wood Deck to be removed + replaced with brick patio 10' x 15'

add Wisteria + trumpet flowers  
 dead + overgrown bush removed

3 dead 3" thick trees to be removed (See pg. 10)

add a Crape myrtle

add carpet rose

add carpet rose

W. SOUTH STREET (EXISTING PUBLIC R/W) 51.65

STOKES STREET (EXISTING PUBLIC R/W) 104.95

EXISTING ALLEY (1885/114) 59.96

LOT 245  
 0.14 acres  
 6,020 sq. ft.

TWO STORY FRAME DWELLING

WOOD DECK

51.34  
 54.54  
 43.7W

55.36

9.35

8.0

20.3

8.1

10.1

8.0

17.13

CONCRETE

51.65

18.8

8.1

22.5

20.1

10.1

8.1

4.0

8.1

8.1



**Addition of Shutters Section 3.7**



**New shutters will look similar to the below in black wood.**

**Height will be the same as each individual window's height, and width will be approximately 14" to compliment the individual window'**



Shutters will be added to add historic character and help maintain thermal regularity.

removed  
per 4/13/16  
email

921 W South St.



## Tully, Tania

---

**From:** Band, Daniel  
**Sent:** Thursday, March 24, 2016 3:57 PM  
**To:** riane.beth@gmail.com  
**Cc:** Tully, Tania  
**Subject:** Minor Work COA - 921 W South St

Riane: Thank you for submitting a Minor Work application for 921 W South St. I've reviewed the application and I have a few comments. Additional materials may be sent in by email.

- Please send in a site plan that shows structural changes that are proposed to the home (i.e. shutters to be added, deck removal + patio installation, etc.)
  - Please also include the number of windows that will receive shutters as part of this proposal.
    - In terms of those shutters, is there any historical evidence that shutters were a component of the house in the past?
- Please send in a landscape plan that shows areas that are to be altered on the property and please clearly mark what is being removed and what is being put in.
  - For both the site plan and the landscape plan, you can use the survey that you included.
- In terms of the back patio, please choose between the brick and stone option. If you end up changing your mind later in the process, you can amend the application then.

Thanks,

Daniel

---

Daniel Band, Planner I  
Long Range Planning Division  
Raleigh Planning Department  
919-996-2180 - OEP, 2<sup>nd</sup> Floor



## Band, Daniel

---

**From:** Riane Hoffman <riane.beth@gmail.com>  
**Sent:** Tuesday, March 29, 2016 3:44 PM  
**To:** Band, Daniel  
**Cc:** Tully, Tania  
**Subject:** Re: FW: Minor Work COA - 921 W South St

Thanks Daniel. We will say brick for now.

On Tue, Mar 29, 2016 at 3:42 PM, Band, Daniel <[Daniel.Band@raleighnc.gov](mailto:Daniel.Band@raleighnc.gov)> wrote:

Okay, thank you Riane. I've forwarded this along to our Preservation Planner, Tania Tully, for review. Also, please choose between the brick and stone option for the back patio, and let us know.

Thanks,

Daniel

**From:** Riane Hoffman [mailto:[riane.beth@gmail.com](mailto:riane.beth@gmail.com)]  
**Sent:** Tuesday, March 29, 2016 12:02 PM  
**To:** Band, Daniel  
**Subject:** Re: Minor Work COA - 921 W South St

Hi Daniel,

Attached is a sketch of what will be added/ removed on the survey. As far as the shutters go, we would want 10 windows done. I haven't found proof that the home has had them in the past; however many neighbors including next door have them as shutters are very common on historic homes.

Thank you,

Riane Wubbenhorst  
[502-718-0504](tel:502-718-0504)

On Thu, Mar 24, 2016 at 3:57 PM, Band, Daniel <[Daniel.Band@raleighnc.gov](mailto:Daniel.Band@raleighnc.gov)> wrote:

Riane: Thank you for submitting a Minor Work application for 921 W South St. I've reviewed the application and I have a few comments. Additional materials may be sent in by email.



## Band, Daniel

---

**From:** Riane Hoffman <riane.beth@gmail.com>  
**Sent:** Tuesday, April 05, 2016 1:35 PM  
**To:** Band, Daniel  
**Cc:** Tully, Tania  
**Subject:** Re: FW: Minor Work COA - 921 W South St

They are on the side of the house facing stokes but I do not have photos of them right now and really need to focus on the roof, so I am just submitting the front for now and I guess I will do the side at some other point.

On Tue, Apr 5, 2016 at 1:33 PM, Band, Daniel <[Daniel.Band@raleighnc.gov](mailto:Daniel.Band@raleighnc.gov)> wrote:

Okay, so according to these pictures - 5 windows on the front will get shutters. You mentioned 10 in total... where are the other 5 windows on the house?

Thanks,

Dan

**From:** Riane Hoffman [mailto:[riane.beth@gmail.com](mailto:riane.beth@gmail.com)]  
**Sent:** Tuesday, April 05, 2016 1:24 PM  
**To:** Band, Daniel  
**Cc:** Tully, Tania  
**Subject:** Re: FW: Minor Work COA - 921 W South St

Oh I thought I sent that. Here you go-- I will just stick with the front for now.

On Tue, Apr 5, 2016 at 1:20 PM, Band, Daniel <[Daniel.Band@raleighnc.gov](mailto:Daniel.Band@raleighnc.gov)> wrote:

Hi Riane, I believe we're waiting on the placement of shutters on the site plan as indicated below.

Thanks,

Dan



---

**From:** Band, Daniel  
**Sent:** Tuesday, March 29, 2016 4:04 PM  
**To:** '[riane.beth@gmail.com](mailto:riane.beth@gmail.com)'  
**Cc:** Tully, Tania  
**Subject:** RE: Minor Work COA - 921 W South St

Riane, one thing that I'm noticing... proposed shutters have not been added to the site plan. Could you please mark on that plan the placement of shutters on the home and re-send?

Thanks,

Dan

---

**From:** Band, Daniel  
**Sent:** Tuesday, March 29, 2016 3:43 PM  
**To:** '[riane.beth@gmail.com](mailto:riane.beth@gmail.com)'  
**Cc:** Tully, Tania  
**Subject:** FW: Minor Work COA - 921 W South St

Okay, thank you Riane. I've forwarded this along to our Preservation Planner, Tania Tully, for review. Also, please choose between the brick and stone option for the back patio, and let us know.

Thanks,

Daniel

**From:** Riane Hoffman [<mailto:riane.beth@gmail.com>]  
**Sent:** Tuesday, March 29, 2016 12:02 PM  
**To:** Band, Daniel  
**Subject:** Re: Minor Work COA - 921 W South St

Hi Daniel,

Attached is a sketch of what will be added/ removed on the survey. As far as the shutters go, we would want 10 windows done. I haven't found proof that the home has had them in the past; however many neighbors including next door have them as shutters are very common on historic homes.



Removed per 4/13/14 email









## CertainTeed Design Center: Photo Gallery



Commercial:  Residential:

View By:

Roofing ▼

Show Me

### Landmark™ Shingles - Color: Georgetown Gray

When you choose Landmark shingles, you make the decision that assures the beauty, durability and security of your home for generations. Landmark takes your roofing to a higher level. It's engineered to outperform ordinary roofing, keeping you comfortable, your home protected, and your peace-of-mind intact for years to come with a transferable warranty that's a leader in the industry. To view all of the color offerings available for Landmark shingles, click on the link below.

### Products Used In This Image

Landmark®

Roofer's Select®

Shadow Ridge™

SwiftStart®

WinterGuard®



# LANDMARK

**"Best Buy"**

As ranked by a leading Consumer Magazine.



Shown in Weathered Wood

## takes roofing to a higher level

Durable, beautiful color-blended line of shingles. The widest array of colors to suit any trim, stucco or siding color. Manufactured with self-sealing adhesive strips and a wide nailing zone, larger than competitors for ease of installation so your roofing job is complete in no time.

## specifications

- Two-piece laminated fiber glass-based construction
- Classic shades and dimensional appearance of natural wood or slate
- 229/235 lbs. per square

For U.S. building code compliance, see product specification sheets.

CertainTeed products are tested to ensure the highest quality and comply with the following industry standards:

### Fire Resistance:

- UL Class A
- UL certified to meet ASTM D3018 Type 1

### Wind Resistance:

- UL certified to meet ASTM D3018 Type 1
- ASTM D3161 Class F

### Tear Resistance:

- UL certified to meet ASTM D3462
- CSA standard A123.5

### Wind Driven Rain Resistance:

- Miami-Dade Product Control Acceptance: Please reference [www.certainteed.com](http://www.certainteed.com) to determine approved products by manufacturing location.

### Quality Standards:

- ICC-ES-ESR-1389

Landmark Silver Birch is an ENERGY STAR rated product and may qualify for a federal tax credit.

## warranty

- Lifetime limited transferable warranty against manufacturing defects on residential applications
- 10-year StreakFighter® algae-resistance warranty
- 10-year SureStart™ protection
- 15-year 110 mph wind-resistance warranty
- Wind warranty upgrade to 130 mph available. CertainTeed starter and CertainTeed hip and ridge required

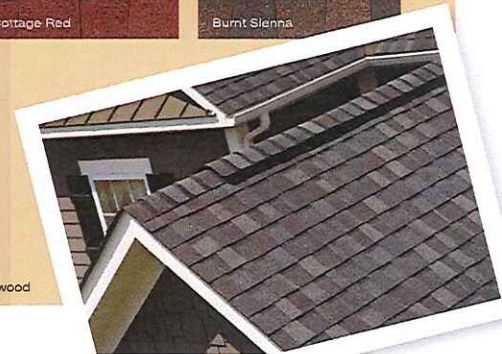
See actual warranty for specific details and limitations.

## LANDMARK color palette



\* Not available in all areas

Shown in Driftwood





## Tully, Tania

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**From:** Tully, Tania  
**Sent:** Wednesday, April 13, 2016 9:42 AM  
**To:** 'riane.beth@gmail.com'  
**Cc:** Band, Daniel  
**Subject:** 921 W South Street COA

Riane –

Thank you for submitting the additional information I order to complete the application. I've reviewed the application against the Design Guidelines and am prepared to approve it except for the shutters. There is not enough evidence to show that the installation of shutters meets the Design Guidelines – specifically 3.7.8 which states "Replace deteriorated or missing wooden shutters with wooden shutters sized to fit the opening and mounted so that they can be operated. It is not appropriate to introduce shutters on a historic building if no evidence of earlier shutters exists."

As staff I am not allowed to deny an application. Any work items that do not clearly meet the Guidelines must be reviewed by the commission in a quasi-judicial evidentiary hearing. You have a couple of options.

1. Convert the entire application to a Major Work to be reviewed by the commission. This involves an additional fee and other requirements.
2. Amend the application to remove the request for shutters. You may then submit them in a separate Major Work COA application at a later date if you choose.

Please let me know how you wish to proceed.

Best,  
Tania

Tania Georgiou Tully, Planner II  
Historic Preservation  
Urban Design Center  
919.996.2674  
919.516.2684 (fax)  
[tania.tully@raleighnc.gov](mailto:tania.tully@raleighnc.gov)

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



## Tully, Tania

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**From:** Riane Hoffman <riane.beth@gmail.com>  
**Sent:** Wednesday, April 13, 2016 9:52 AM  
**To:** Tully, Tania  
**Cc:** Band, Daniel  
**Subject:** Re: 921 W South Street COA

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Amendment

Hi Tania,

I'll forget the shutters for now and just amend it. How do I do this? As I said before, I need the new roof on there ASAP.

Thanks,  
Riane

Sent from my iPhone

On Apr 13, 2016, at 9:41 AM, Tully, Tania <[Tania.Tully@raleighnc.gov](mailto:Tania.Tully@raleighnc.gov)> wrote:

Riane –

Thank you for submitting the additional information I order to complete the application. I've reviewed the application against the Design Guidelines and am prepared to approve it except for the shutters. There is not enough evidence to show that the installation of shutters meets the Design Guidelines – specifically 3.7.8 which states "Replace deteriorated or missing wooden shutters with wooden shutters sized to fit the opening and mounted so that they can be operated. It is not appropriate to introduce shutters on a historic building if no evidence of earlier shutters exists."

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1. Convert the entire application to a Major Work to be reviewed by the commission. This involves an additional fee and other requirements.
2. Amend the application to remove the request for shutters. You may then submit them in a separate Major Work COA application at a later date if you choose.

Please let me know how you wish to proceed.

Best,  
Tania

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