



# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

407 POLK STREET

Address

OAKWOOD

Historic District

Historic Property

084-16-MW

Certificate Number

5/26/2016

Date of Issue

11/26/2016

Expiration Date

### Project Description:

- Replace not historic gable window.

*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

G 389555

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 # 468870

File # 084-16-MW

Fee 29

Amt Paid 29

Check # 110

Rec'd Date 4/14/16

Rec'd By A CH

Amended 5/19/16

• 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 407 Polk St

Historic District Oakwood

Historic Property/Landmark name (if applicable)

Owner's Name Ronald Bernstein

Lot size (width in feet) (depth in feet)

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

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 **Will Hillebrenner**

Mailing Address **411 N East St**

City **Raleigh** State **NC** Zip Code **27604**

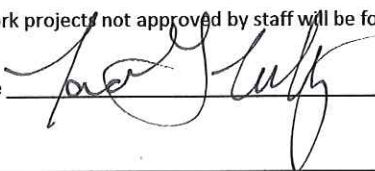
Date **4/14/16** Daytime Phone **347-738-1228**

Email Address **will\_i\_am\_1@yahoo.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 11/26/16. 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  Date 5/26/16

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

84,85

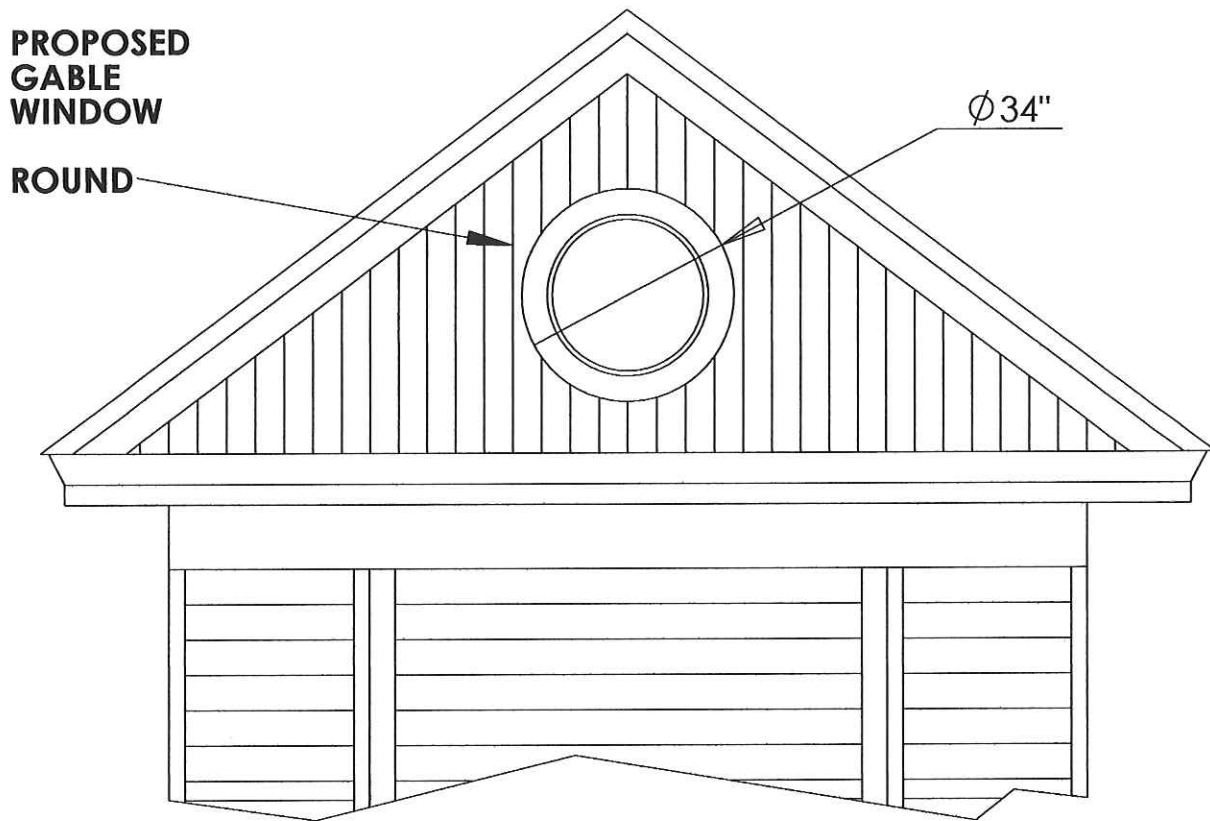
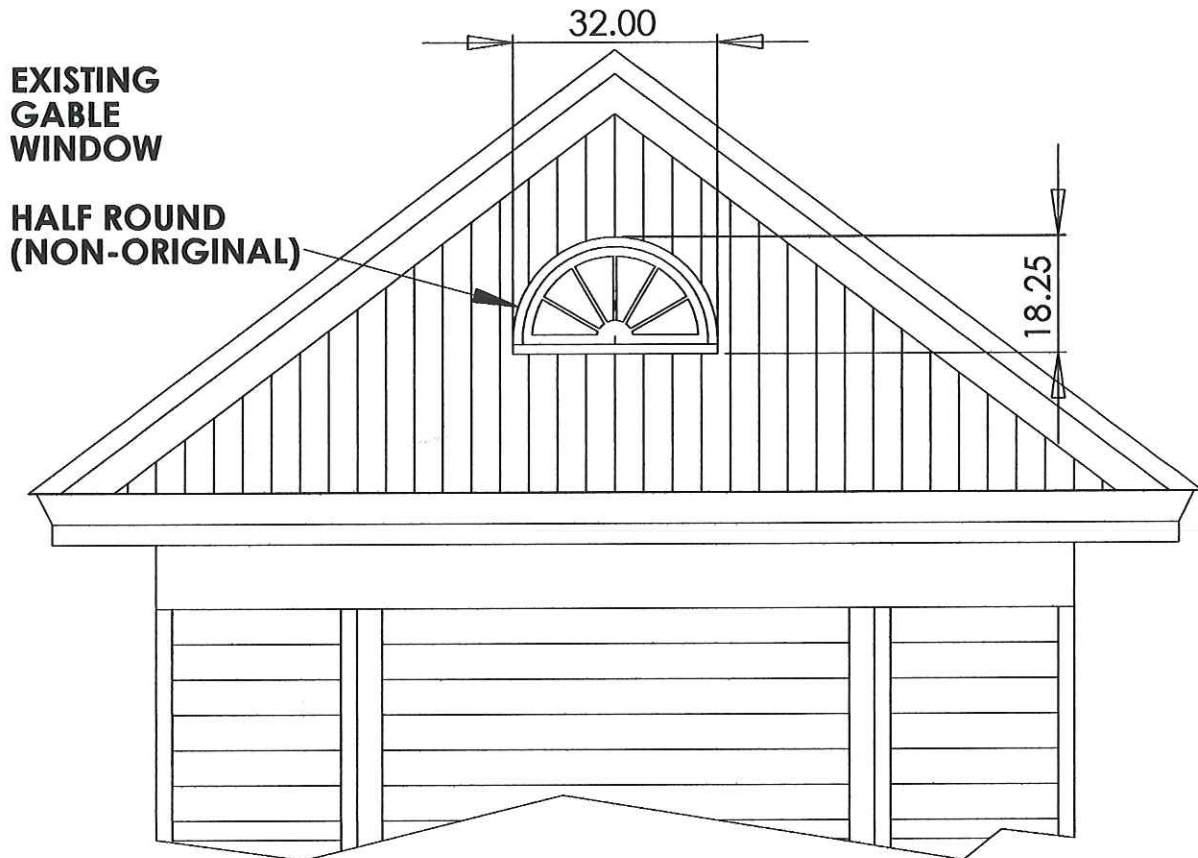
\_\_\_\_\_

\_\_\_\_\_

**Design Guidelines** Please cite the applicable sections of the design guidelines ([www.rhdc.org](http://www.rhdc.org)).

Section/Page	Topic	Brief Description of Work
3.7	Windows and Doors	Replace non-original "fan" lunette window with round window.
<del>2.4</del>	<del>Fences and Walls</del>	<del>Build 5' arched fence around back yard to match adjacent</del>
		removed per 5/19/16 email

	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><b>Minor Work (staff review) – 1 copy</b></p> <p><b>Major Work (COA Committee review) – 13 copies</b></p>			✓		
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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	✓		
6. <b>Drawings</b> showing proposed work <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan drawings</li> <li><input type="checkbox"/> Elevation drawings showing the new façade(s).</li> <li><input type="checkbox"/> Dimensions shown on drawings and/or graphic scale.</li> <li><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.</li> </ul>	<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> (See <a href="#">Development Fee Schedule</a> )	<input checked="" type="checkbox"/>		199		

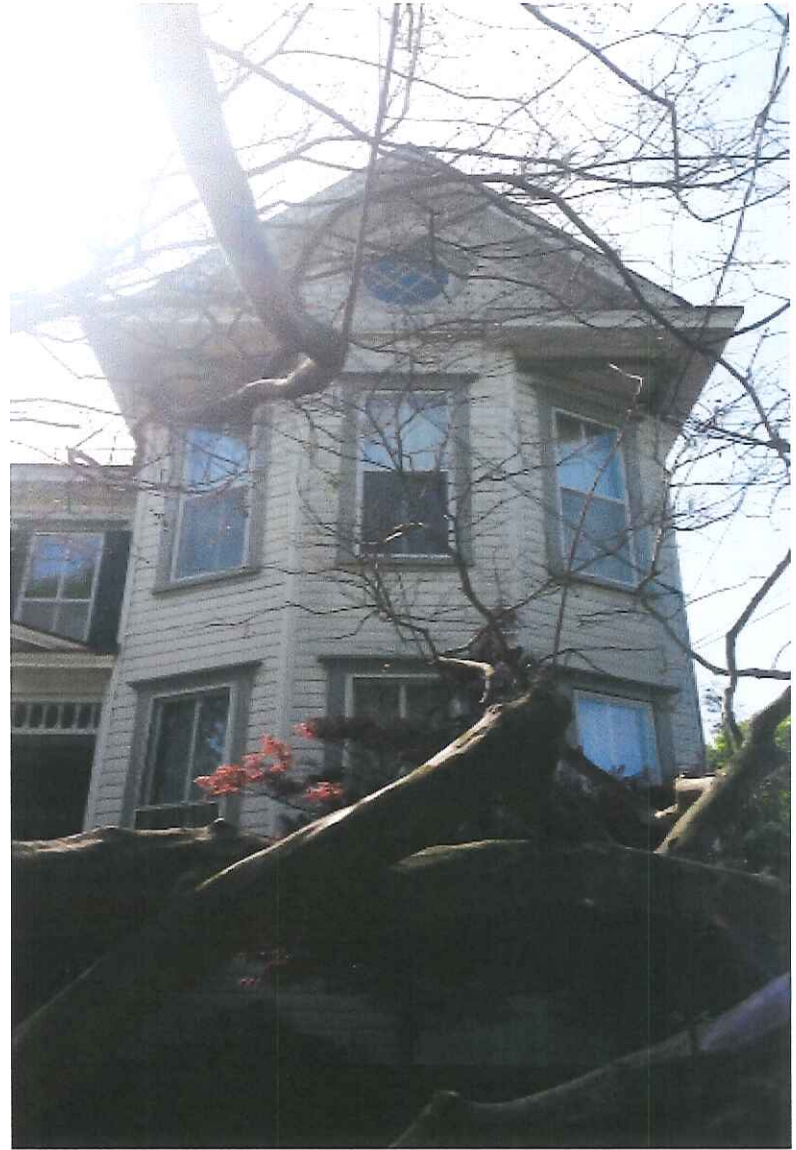


**PROPOSED WINDOW REPLACEMENT  
EASTERN FACING GABLE  
407 POLK ST  
OAKWOOD HISTORIC DISTRICT**

**ROUND WINDOW EXAMPLES**



**405 POLK ST**



**515 N BLOODWORTH ST**

**OAKWOOD HISTORIC DISTRICT**

**ROUND WINDOW EXAMPLES**

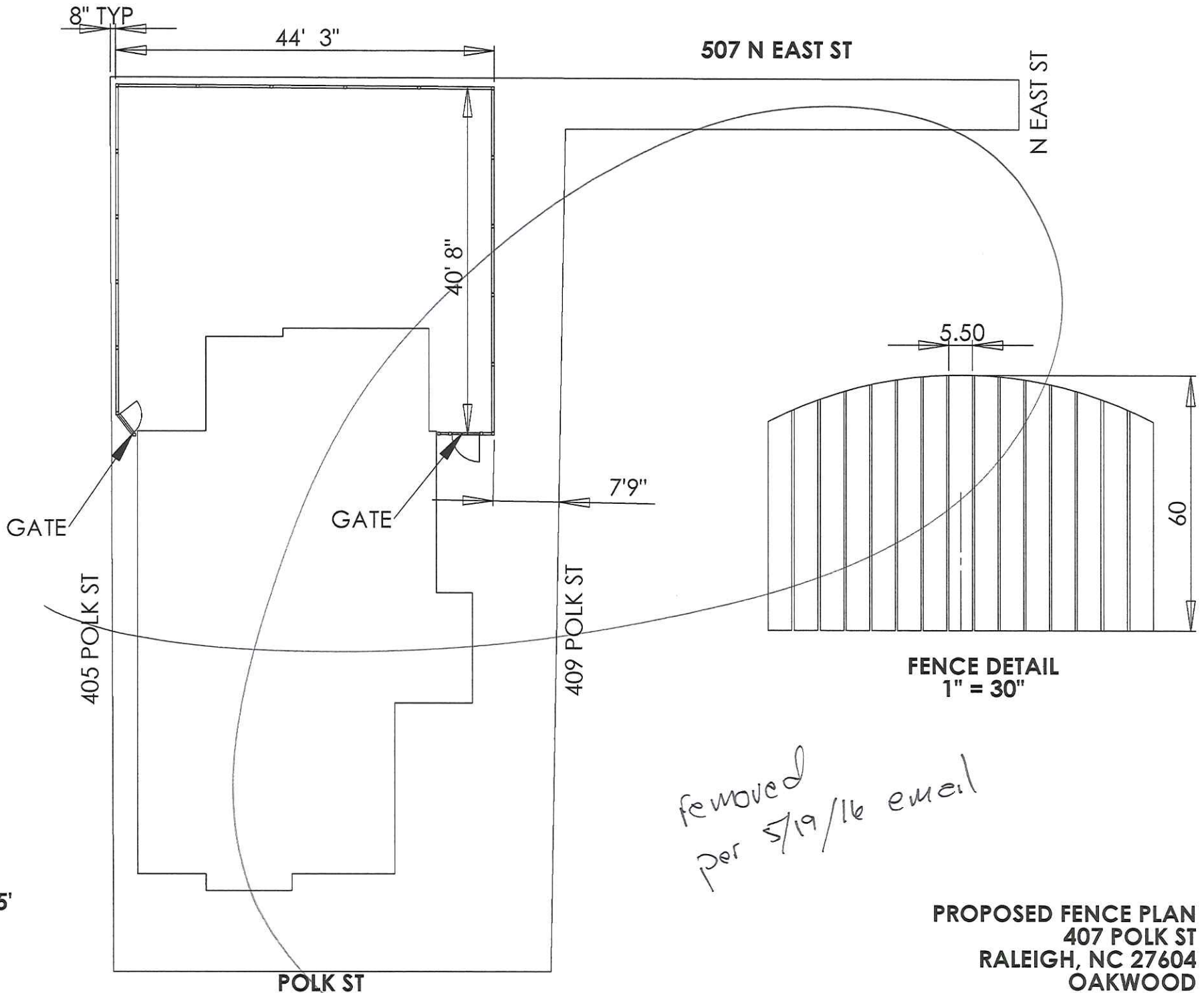


**401 N PERSON ST**



**401 N PERSON**

**OAKWOOD HISTORIC DISTRICT**





**FENCE DESIGN EXAMPLES**



**507 N EAST ST**

*Removed per  
5/9/16 email*



**514 N BLOODWORTH ST**

**OAKWOOD HISTORIC DISTRICT**

## Anagnost, John

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**From:** Tully, Tania  
**Sent:** Thursday, May 19, 2016 12:50 PM  
**To:** Anagnost, John  
**Subject:** FW: Minor Work Application - 407 Polk St  
**Attachments:** 407 Polk St - window.pdf; FRONT VIEW POLK.jpg; wds\_h\_3.5fc.pdf; Polk St 407 1977-03-24 EM.pdf

For printing when fixed. ☺


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](#).

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**From:** will [mailto:will\_i\_am\_1@yahoo.com]  
**Sent:** Thursday, May 19, 2016 12:19 PM  
**To:** Band, Daniel; Tully, Tania  
**Subject:** Re: Minor Work Application - 407 Polk St

*Amendment to  
remove fence.*



Hello Tania/Daniel,  
After considering the options for 407 Polk St, I would like to amend the minor work COA to include only the window replacement.

Attached, please find documents in response to your requests. If these are not sufficient, please let me know and I will send in additional documents.

Thank you for your continued service to our Historic neighborhoods,  
Will

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**From:** "Band, Daniel" <Daniel.Band@raleighnc.gov>  
**To:** "will\_i\_am\_1@yahoo.com" <will\_i\_am\_1@yahoo.com>  
**Cc:** "Tully, Tania" <Tania.Tully@raleighnc.gov>  
**Sent:** Wednesday, April 20, 2016 2:29 PM  
**Subject:** Minor Work Application - 407 Polk St

William: Thank you for submitting a Minor Work application for 407 Polk St. I've reviewed the application and I have a few comments. Additional materials may be sent in by email.

- Please send in a picture that shows the front-yard and home, as well as a picture that clearly shows the window to be removed.
- Send in evidence that the window being removed is not historic.
- Please send in specs for the proposed round window.

- Include a paragraph written description of the work that is proposed.
  
- All fence proposals over 42" are not permissible through the Minor Work application and must undergo review by the COA Committee as part of the Major Work process. A Major Work application requires:
  - An additional \$118 fee (already paid \$29 of the \$149 Major Work fee.)
  - Addressed stamped envelopes for the property owners in a 100 foot radius. Use this app (<http://maps.raleighnc.gov/PlanMailList/>) to get the correct names and addresses.
  - 12 additional copies of the application packet (photos, drawings, etc).
    - These items should be submitted to the 4<sup>th</sup> Floor (referencing transaction #468870).

*In addition, in regards to the fence (for the Major Work app) – send in the following additional info:*

- Confirm that the fence will be installed using neighbor friendly design with structural members facing inward.
- The gate design if different from fence panels and gate hardware
- Include information about paint choices (if it is to be painted).
- Note on the site plan, the location of trees greater than 8" DBH whose roots may be impacted by the construction of the fence - Tree roots larger than 1" caliper that are encountered while digging the fence post holes shall receive a clean final cut using tools designed for the purpose, such as loppers.

You may convert the entire app to a major Work or amend this app to remove the fence and submit separately.

Thanks,

Daniel

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

"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."

Amendment  
5/19/16

Side Gable Window Replacement Proposal  
407 Polk St  
Historic Oakwood

Description of Work:

Need:

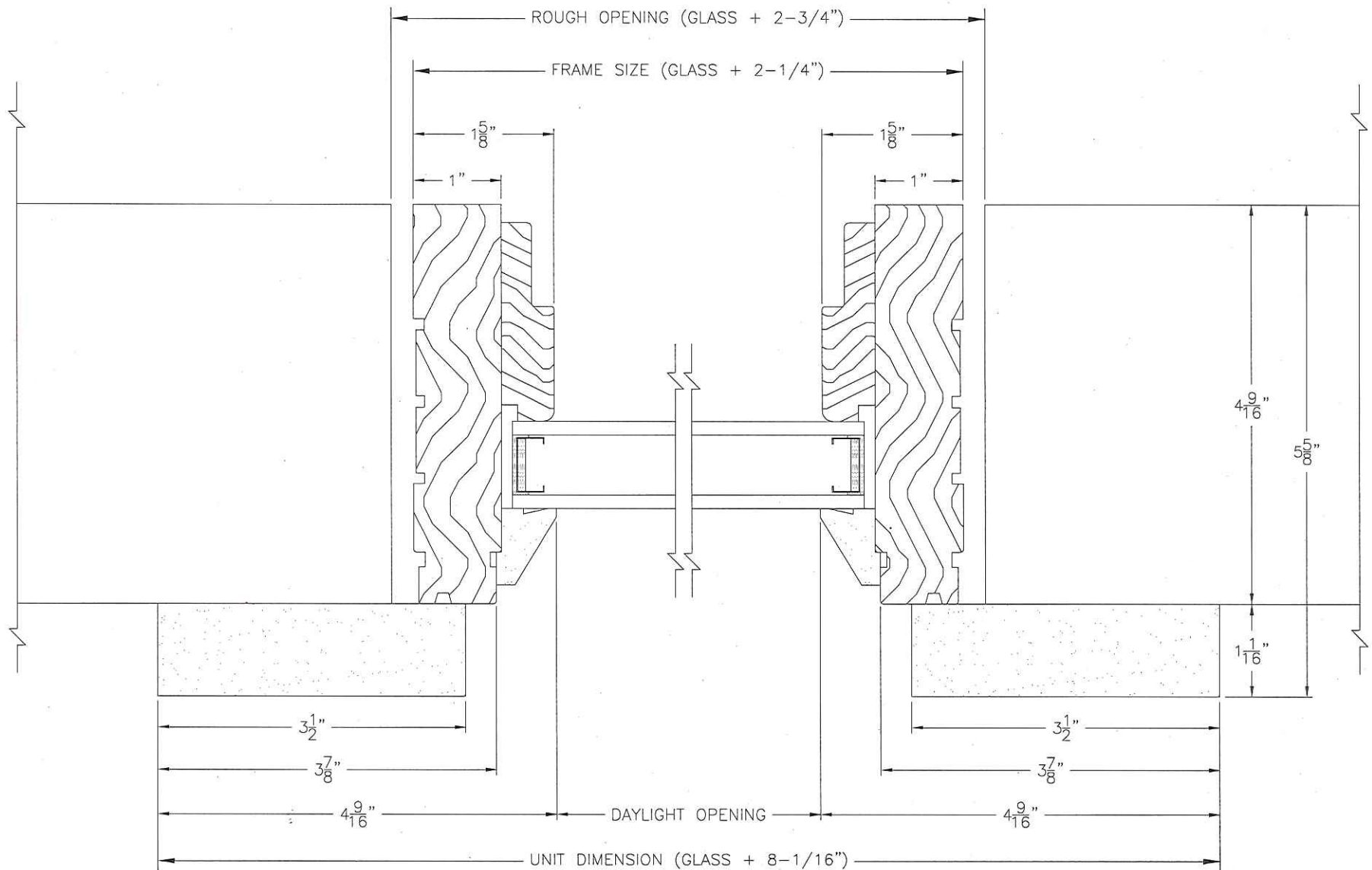
While doing a gut renovation to the upstairs bathroom, it was realized that the existing "fan" style lunette window along the east gable of the home was not original to the home and did not let in sufficient light for the space inside.

Proposal:

This application request is to replace the fan style half-round window with a full round window of approximately the same diameter (26" framed opening), allowing double light into the bathroom inside. Investigation has been completed to find examples of similar round windows that are original to historic homes of similar style in the historic district.

Special Considerations:

Upon investigation of wall and roof framing, and further investigation of images previously provided by the RHDC, it is determined that the entire second story addition to the home, where the bathroom and fan window are located, is not original to the home. This space seems to have been added sometime in the late 1970's to early 1980's. Thus this window feature does not provide historical significance to the home.



**WOOD DIRECT SET - HORIZONTAL SECTION  
WITH 3-1/2" FLAT CASING  
SCALE: NOT TO SCALE**

**LINCOLN WOOD PRODUCTS, INC.**

**1400 W. TAYLOR ST.**

**Merrill, WI 54452**

**(715) 536-2461**

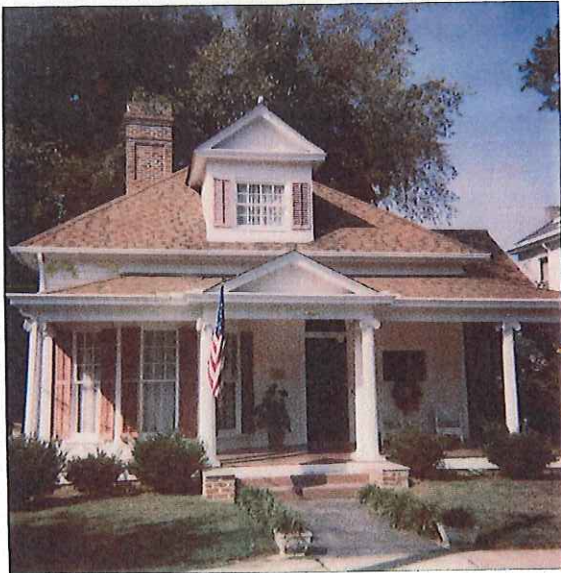
**WINDOW REPLACEMENT PROPOSAL  
407 POLK ST**

**GABLE WINDOW LOCATION**



**VIEW FROM POLK ST**

**OAKWOOD HISTORIC DISTRICT**



407 Polk St.  
9/83  
James P. Bruner, Jr.



407 Polk St. 3/24/77 EM



407 Polk St. 3/24/77 EM



407 Polk St. 3/24/77 EM