

**RHDC**  
RALEIGH HISTORIC  
DEVELOPMENT COMMISSION

# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

**Project Description:**

Alter windows

934 N Boylan Ave

Address

Glenwood-Brooklyn

Historic District

Historic Property

COA-0203-2018

Certificate Number

12/21/2018

Date of Issue

6/19/2019

Expiration Date

*This card must be kept posted 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, \_\_\_\_\_

*Collette R. Kinnane*

Raleigh Historic Development Commission

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

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



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

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



- Minor Work (staff review) – 1 copy**
- Major Work (COA Committee review) – 10 copies**
  - Additions Greater than 25% of Building Square Footage
  - New Buildings
  - Demo of Contributing Historic Resource
  - All Other
- Post Approval Re-review of Conditions of Approval**

**For Office Use Only**

Transaction # 580533

File # COA-0203-2018

Fee 30.00

Amount Paid 30.00

Received Date 12/19/18

Received By SH

Property Street Address **934 North Boylan Avenue**

Historic District **Glenwood Brooklyn Streetside Historic Overlay**

Historic Property/Landmark name (if applicable)

Owner's Name **Paul & Susan Hutter**

Lot size .12

(width in feet) 54

(depth in feet) 95

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 ([Label Creator](#)).

Property Address	Property Address
NA	NA

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 **Paul Hutter**

Mailing Address **934 North Boylan Avenue**

City **Raleigh**

State **NC**

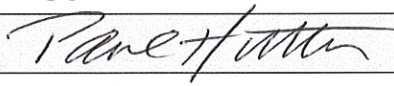
Zip Code **27605**

Date **12/18/18**

Daytime Phone **919-410-4948**

Email Address **phutter54@gmail.com**

Applicant Signature



Will you be applying for rehabilitation tax credits for this project?  Yes  No

Did you consult with staff prior to filing the application?  Yes  No

Office Use Only

Type of Work 84

**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 (attach additional sheets as needed)
2.7	Windows and Doors: Guidelines	Restore four (4) double hung windows to be 9 x 1 type configuration as was present when the home was originally built.
2.7.4	Repair historic windows and doors and their distinctive features through recognized preservation methods	We are currently renovating our home under COA 060-CA-18. As part of the renovation we are using the services of Mr. Al Poland, a recognized specialist in historic window renovation. Specifically, Mr. Poland was tasked with renovating four of the home's windows (those falling within the 50% streetside portion). Two windows are located on the front façade and one window on each side. When removing the windows, Mr. Poland discovered evidence that they have been modified since their original installation. Specifically, three of windows were jerry rigged so that two nine lite glass portions would make up each window, when in fact the windows should have been 9 panels over 1 panel type. The remaining fourth window (right side elevation) was modified so that it is 1 x 1 configuration, rather than 9 x 1 as original. It is Mr. Poland's recommendation (refer to his attached written statement) that to ensure historical accuracy each of the four windows should be changed back to their original 9 x 1 configuration. This would be accomplished using existing materials taken from other original windows in the rear portion of the house (slated for removal). Additionally, all exterior trim materials on the four windows in question will be restored and remain in place.
2.7.5	If replacement of a deteriorated historic window or door feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, material, and quality of material. Consider compatible substitute materials only if using the original material is not technically feasible.	

### 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 06/19/2019. 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 Works are subject to an appeals period of 30 days from the date of approval.

Signature (City of Raleigh) Collette R K Date 12/21/2018

	TO BE COMPLETED BY APPLICANT		TO BE COMPLETED BY CITY STAFF		
	YES	N/A	YES	NO	N/A
Attach 8-1/2" x 11" or 11" x 17" 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) – 10 copies</b>	Y				
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 type="checkbox"/>				
2. <b>Description of materials</b> (Provide samples, if appropriate)	<input type="checkbox"/>				
3. <b>Photographs</b> of existing conditions are required. Minimum image size 4" x 6" as printed. Maximum 2 images per page.	<input type="checkbox"/>				
4. <b>Paint Schedule</b> (if applicable)	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>			
6. <b>Drawings</b> showing existing and proposed work <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan drawings</li> <li><input type="checkbox"/> Elevation drawings showing the façade(s)</li> <li><input type="checkbox"/> Dimensions shown on drawings and/or graphic scale (required)</li> <li><input type="checkbox"/> 11" x 17" or 8-1/2" x 11" reductions of full-size drawings. If reduced size is so small as to be illegible, make 11" x 17" or 8-1/2" x 11" snap shots of individual drawings from the big sheet.</li> </ul>	<input 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). Use the <a href="#">Label Creator</a> to determine the addresses.	<input type="checkbox"/>	<input type="checkbox"/>			
8. <b>Fee</b> ( <a href="#">See Development Fee Schedule</a> )	<input checked="" type="checkbox"/>				

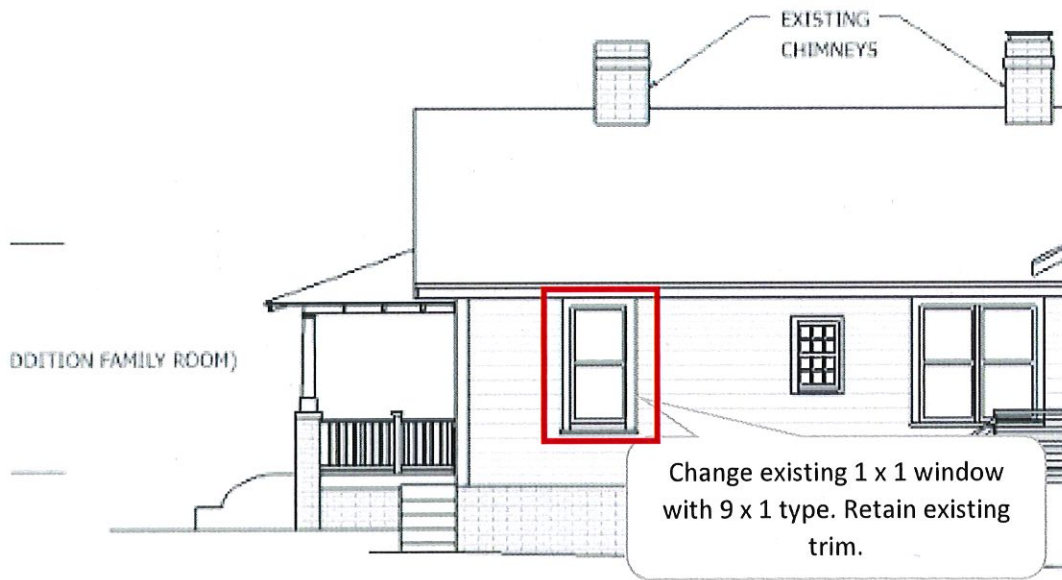


9 x 9 Double Hung Windows to be changed to 9 x 1 type per original design when home was constructed. All trim to remain the same.

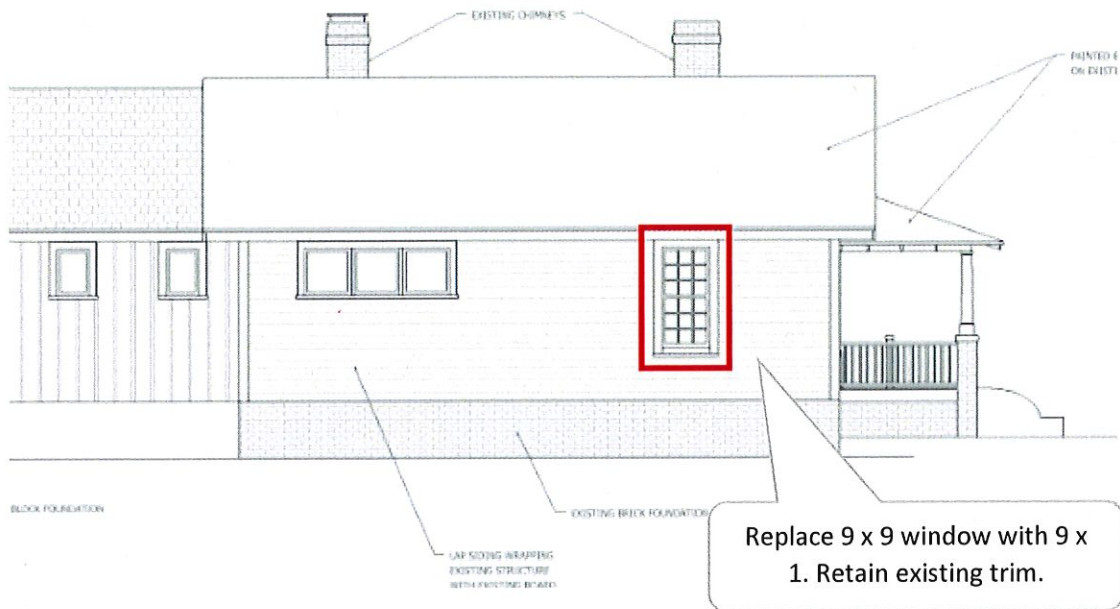


Change both 9 x 9 double hung windows on front elevation to be 9 x 1 type. Retain existing trim.

FRONT ELEVATION



RIGHT SIDE ELEVATION



**LEFT SIDE ELEVATION**

Date: Dec. 17, 2018

To: Paul Hutter

Subj: 934 N. Boylan window restoration

This report is prepared to support your Minor Work Application for changing the planned restoration of the 4 front windows of your N. Boylan property.

My discussion will refer to the restoration windows as Window 1 thru 4 where Window 1 is on the south-facing wall toward the front of the house. Windows 2 thru 4 continue counter-clockwise around house such that 2 and 3 are on the front porch and Window 4 is on the north wall toward the front of the house. There are 3 other original windows of the same size as 1 thru 4 that I will refer to as Windows 5 thru 7 continuing counter-clockwise around the house. All 7 windows are double-hung windows with rope & weight lift systems.

The as-is configuration of these 7 windows is as follows: Windows 1, 2, & 3 are 9-lite over 9 lite, i.e. 9 x 9. Window 4, 5 & 6 are 1 x 1, and Window 7 is 9 x 1. My experience has been that it is very unusual for same-sized windows in the same house to have such mixture of configurations. One would normally expect them to all be the same configuration when originally constructed.

As mentioned earlier, the restoration scope just covers Windows 1 thru 4. Since Window 4 has a different lite configuration than 1 thru 3, the plan is to take the 9-lite upper sash from Window 7 and put it in Window 4 so at least all 4 windows would have 9-lite uppers....not total consistency between the 4 windows but at least better. Original Windows 5 thru 7 would not be used in the remodeling plan and therefore do not factor in this restoration scope except for scavenging of 7's upper 9-lite sash.

I began my work by removing both sashes from Windows 1 & 2 and taking them home to my workshop. I noticed at the time that the ropes on both lower sashes were attached to the side stiles in crudely-cut channels but at the opposite ends of the stile from the original channels. This meant that the sashes had actually been hanging upside down! This seemed strange at the time but I didn't investigate it any further since I wanted to get them home to start work on them. At home, I noticed 3 additional anomalies: (1) a ~ ½ inch thick strip of wood had been attached to the bottom rail to increase its width, (2) the sash locks were mounted on the opposite side of the meeting rail from where they should be, and (3) the bevel surface on the meeting rail faced in the opposite direction from where it should if it were to mate properly with the bevel surface on the upper sash. To compensate for this, a double layer of sticky-back foam had been attached to the flat surface on the meeting rail to simulate a bevel surface so that the air gap between it and the upper sash bevel would be closed. At this point, I realized that these sashes were actually upper sashes that had been converted to lower sashes thereby making these windows fake 9 x 9's. [Note: this doesn't rule out the possibility that the actual original lower sashes were also 9-lites.] This meant that something had happened to the original lower sashes that required this not-very-simple change to these upper sashes so they could be used as lower sashes. I thought that possibly they had rotted beyond repair, but discounted that since the side and bottom jamb surfaces where the lower sash would rest had no evidence of similar rot.

Since I had not removed Window 3 yet, I returned to the house to see if its lower sash was in the same condition as Windows 1 & 2. In fact it is, and I took some photos (attached pages) showing the upper and lower rope channels in the stile, the fake outward facing bevel using foam tape, the added strip of



wood at the bottom rail to increase its width, and the actual meeting rail bevel facing inward and thus serving no function.

At this point, I notified Paul that the lower sashes of the 9 x 9's were actually converted upper sashes from some other windows (possibly from a different house). Since this negated them as being a true "restoration", I felt we needed to consider a better plan of action. For instance, since other windows in the house had lower sashes that were 1-lite, perhaps these Windows 1 thru 3 had also had 1-lite lowers. However for the windows to all be consistent, why did some other windows have 1-lite uppers? Could it be that the 1-lite uppers (Windows 4 thru 6) were not original? This possibility was checked and some differences were noted but they would need to be removed for closer inspection and measurement to confirm. This led me to conclude that the lower (converted) 9-lite sashes in Windows 1 thru 3 in all probability had originally been the upper sashes in Windows 4 thru 6. This would at least provide all 7 original windows in the house with consistent 9-lite uppers!

So what happened to the three 1-lite lowers in Windows 1 thru 3? This is unknown, but I've checked the 1-lite lowers in Windows 5 thru 7 and I conclude that they can readily be used in 1 thru 3. One of them has had its lower rail trimmed excessively but it can be easily restored to its original size.

So in summary, my recommendations are:

1. Restore Windows 1 thru 3 upper sashes as is.
2. Restore and convert one of the Windows 1 thru 3 lower sashes back to its original upper sash condition and use it in Window 4.
3. Restore Window 4 lower sash as is.
4. Restore and repair as needed the 3 lower sashes in Windows 5 thru 7 and use them in Windows 1 thru 3.

This plan would make all 4 windows the same in appearance and consistent with a bungalow style house. I've restored many windows in bungalow homes of this vintage in Raleigh and I believe without exception the lower sashes have been the 1-lite type.

Submitted by:

Al Poland  
3817 Olympia Dr  
Raleigh, NC 27603

[al@sapoland.com](mailto:al@sapoland.com)  
mobile: 919-280-0065



Upper & Lower Rope Channels



Fake Bevel Using Foam Tape



Bottom Rail With Added Wood Strip



Meeting Rail Bevel Facing Inward