520 METHOD ROAD
Address

Historic District

ST JAMES AME CHURCH
Historic Property
029-18-MW
Certificate Number

02-28-2018
Date of Issue
08-28-2018
Expiration Date

<table>
<thead>
<tr>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Enclose side porch</td>
</tr>
</tbody>
</table>

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.

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

Signature, [Signature]
Raleigh Historic Development Commission
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 # 542312
File # 029-18-MW
Fee $9.00
Amount Paid
Received Date 1/22/18
Received By Judy H

Property Street Address 520 Method Road Raleigh, N.C. 27607

Historic District

Historic Property/Landmark name (if applicable) SAINT JAMES AFRICAN METHODIST EPISCOPAL CHURCH

Owner's Name SAINT JAMES AME CHURCH

Lot size .36 Acres (width in feet) 125’ (depth in feet) 125’

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).
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:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>St. James AVE C - AVE W - Thomas Clifton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>520 Method Rd</td>
</tr>
<tr>
<td>City</td>
<td>Raleigh</td>
</tr>
<tr>
<td>State</td>
<td>NC</td>
</tr>
<tr>
<td>Zip Code</td>
<td>27601</td>
</tr>
<tr>
<td>Date</td>
<td>1/22/18</td>
</tr>
<tr>
<td>Daytime Phone</td>
<td>410-493-2906</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:melo@centurylink.net">melo@centurylink.net</a></td>
</tr>
<tr>
<td>Applicant Signature</td>
<td>Thomas E. Clifton</td>
</tr>
</tbody>
</table>

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  
57

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

<table>
<thead>
<tr>
<th>Section/Page</th>
<th>Topic</th>
<th>Brief Description of Work (attach additional sheets as needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>S92 Attached</td>
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<tr>
<td></td>
<td></td>
<td>We ACE the side</td>
</tr>
<tr>
<td></td>
<td></td>
<td>We ACE the church</td>
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<tr>
<td></td>
<td></td>
<td>WE ACE THE CHURCH SAID TO RESIDENCE TO closeETISee.</td>
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</table>
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 2/28/18. 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)  
Date 2/28/18

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY APPLICANT</th>
<th>TO BE COMPLETED BY CITY STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach 8-1/2&quot; x 11&quot; or 11&quot; x 17&quot; 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.</td>
<td>YES</td>
</tr>
<tr>
<td>Minor Work (staff review) – 1 copy</td>
<td>✓</td>
</tr>
<tr>
<td>Major Work (COA Committee review) – 10 copies</td>
<td>✓</td>
</tr>
<tr>
<td>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.)</td>
<td>✓</td>
</tr>
<tr>
<td>2. Description of materials (Provide samples, if appropriate)</td>
<td>✓</td>
</tr>
<tr>
<td>3. Photographs of existing conditions are required. Minimum image size 4&quot; x 6&quot; as printed. Maximum 2 images per page.</td>
<td>✓</td>
</tr>
<tr>
<td>4. Paint Schedule (if applicable)</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>✓</td>
</tr>
<tr>
<td>6. Drawings showing existing and proposed work</td>
<td>✓</td>
</tr>
<tr>
<td>✓ Plan drawings</td>
<td>✓</td>
</tr>
<tr>
<td>✓ Elevation drawings showing the façade(s)</td>
<td>✓</td>
</tr>
<tr>
<td>✓ Dimensions shown on drawings and/or graphic scale (required)</td>
<td>✓</td>
</tr>
<tr>
<td>✓ 11&quot; x 17&quot; or 8-1/2&quot; x 11&quot; reductions of full-size drawings. If reduced size is so small as to be illegible, make 11&quot; x 17&quot; or 8-1/2&quot; x 11&quot; snap shots of individual drawings from the big sheet.</td>
<td>✓</td>
</tr>
<tr>
<td>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 Label Creator to determine the addresses.</td>
<td></td>
</tr>
<tr>
<td>8. Fee (See Development Fee Schedule)</td>
<td>✓</td>
</tr>
</tbody>
</table>
Robb, Melissa

From: Claudia Cuttio <mela@centurylink.net>
Sent: Monday, February 19, 2018 8:58 AM
To: Robb, Melissa
Subject: Fw: St. James A.M.E. Church

Mrs. Melissa,

I got with our contactor on the questions you ask. Below is his feedback, I hope this answer all of the questions.

Thank
Tom Cuttino

From: MHI works
Sent: Sunday, February 18, 2018 8:35 AM
To: Claudia Cuttio
Subject: Re: Fw: St. James A.M.E. Church

1. Yes we can will provide at least 1" inset in each corner.

2. There will be no existing materials on the current structure removed except for the deck/hand railing. New exterior wall will be built with brick foundation and matching vinyl siding, in same location current deck railing sits.

3. Gutters should not have to be removed, if so it will go back know same location...

4. Above grade brick foundation will be max 18" min 4".

On Feb 14, 2018 5:23 PM, "Claudia Cuttio" <mela@centurylink.net> wrote:
mark, please let me know ycu got this.

From: Robb, Melissa
Sent: Wednesday, February 14, 2018 2:43 PM
To: Claudia Cuttio
Cc: Tully, Tania
Subject: RE: St. James A.M.E. Church

Thomas,

In reviewing your minor work COA application, staff has a few questions and comments:

1. We understand you propose to use vinyl on the new wall enclosure. Vinyl is not a historic material but it appears you have it in small areas around the building. When you construct the wall it should be inset from the corners of the
brick building on each side by at least an inch. This is a typical method of distinguishing new materials from original. Please confirm that you can accommodate the inset.

2. We cannot tell if the roof over the porch area is being replaced or not. The photo provided shows a jog in the roof where it extends further on the left than the right side. Your drawing shows the top of the wall and roof coming across as one solid line. Replacing the roof is approveable, but we just need to understand the full extent of the project and the materials that will be used. If you are replacing the roof, will you use the same type of shingle that is on the rest of the building, for example.

3. Will the gutter and downspout be re-installed on the outside of the wall? They’re not shown in the drawing.

4. Standard construction practice is to build a foundation wall of brick, concrete or concrete block, with some of it exposed at the bottom of the wall. It’s not generally good practice to run the siding all the way to the ground since it may cause moisture issues, especially if water gets under the siding and into the wall structure. Can you confirm that there will be some sort of foundation visible from the outside? Again, we just need to ensure we have a complete application.

Please let me know if you have questions about any of these items.

Our apologies for the delay in our current review time.

Best,

Melissa

From: Claudia Cuttio [mailto:nela@centurylink.net]
Sent: Monday, February 12, 2018 2:58 PM
To: Robb, Melissa <Melissa.Robb@raleighnc.gov>
Subject: Re: St. James A.M.E. Church

Mrs. Melissa thanks for the feedback.

From: Robb, Melissa

Sent: Monday, February 12, 2018 9:33 AM
To: mela@centurylink.net
Cc: Tully, Tania
Subject: FW: St. James A.M.E. Church