CERTIFICATE OF APPROPRIATENESS PLACARD
for Raleigh Historic Resources

312 N PERSON STREET
Address

OAKWOOD
Historic District

Historic Property
063-17-MW
Certificate Number

04-13-2017
Date of Issue

10-13-2017
Expiration Date

Project Description:

- Construct rear deck;
- install rear door;
- remove upper side window;
- alter lower side window.

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,
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

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**For Office Use Only**

- **Transaction #:** 504856
- **File #:** 063-17-MW
- **Fee:** $29
- **Amount Paid:** $29
- **Received Date:** 2/24/17
- **Received By:** McCoy
- **Amended:** 3/8/17

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**Property Street Address:** 312 N Person Raleigh, NC 27601

**Historic District:** Oakwood

**Historic Property/Landmark name (if applicable):**

**Owner's Name:** Richard and Loureen Hall

**Lot size:**

<table>
<thead>
<tr>
<th>Width in feet</th>
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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].

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<table>
<thead>
<tr>
<th>Property Address</th>
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PAGE 1 OF 3  WWW.RALEIGHNC.GOV  REVISION 08.29.16
I understand that all applications that require review by the commission’s Certificate of Appropriateeness 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: Loureen Hall  
Mailing Address: 2704 Bedford Avenue  
City: Raleigh  
State: NC  
Zip Code: 27607  
Date: 2-23-2017  
Daytime Phone: 919-623-3717  
Email Address: lori@kelanproperties.com

Applicant Signature: [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: 81 24 29 30

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>
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<tbody>
<tr>
<td>51</td>
<td>windows and doors</td>
<td>Removing upstairs window on north side to make bathroom</td>
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<tr>
<td></td>
<td></td>
<td>Replacing window on south side main floor and</td>
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<td></td>
<td></td>
<td>Replacing with smaller window for kitchen</td>
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<tr>
<td>65</td>
<td>Deck</td>
<td>Adding door in the back to access deck</td>
</tr>
<tr>
<td>23</td>
<td>Landscaping</td>
<td>Adding small deck at rear of house</td>
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<tr>
<td>39 &amp; 45</td>
<td>wood and paint</td>
<td>Replacing dieing plants in front of house and replacing</td>
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<td></td>
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<td>with low growing bushes. Replace rotten exterior boards and</td>
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<td>paint the house the same color</td>
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removing lower sash only.  Per 31113134 141317
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 10/13/17. 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 4/13/17

TO BE COMPLETED BY APPLICANT

<table>
<thead>
<tr>
<th>Item Description</th>
<th>YES</th>
<th>N/A</th>
<th>TO BE COMPLETED BY CITY STAFF</th>
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<tbody>
<tr>
<td>Attach 8-1/2&quot; x 11&quot; or 11&quot; x 17&quot; sheets with written descriptions and drawings,</td>
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<td>photographs, and other graphic information necessary to completely describe the</td>
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<td>project. Use the checklist below to be sure your application is complete.</td>
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<td><strong>Minor Work</strong> (staff review) – 1 copy</td>
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<td><strong>Major Work</strong> (COA Committee review) – 10 copies</td>
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<td>1. Written description. Describe clearly and in detail the nature of your project.</td>
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<td>Include exact dimensions for materials to be used (e.g. width of siding, window</td>
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<td>trim, etc.)</td>
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<td>2. Description of materials (Provide samples, if appropriate)</td>
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<td>3. Photographs of existing conditions are required. Minimum image size 4&quot; x 6&quot;</td>
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<td>as printed. Maximum 2 images per page.</td>
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<td>4. Paint Schedule (if applicable)</td>
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<td>5. Plot plan (if applicable). A plot plan showing relationship of buildings,</td>
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<td>additions, sidewalks, drives, trees, property lines, etc., must be provided if</td>
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<td>your project includes any addition, demolition, fences/walls, or other landscape</td>
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<td>work. Show accurate measurements. You may also use a copy of the survey you</td>
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<td>received when you bought your property. Revise the copy as needed to show</td>
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<td>existing conditions and your proposed work.</td>
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<td>6. Drawings showing existing and proposed work</td>
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<td>YES</td>
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<td>□ Plan drawings</td>
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<td>□ Elevation drawings showing the façade(s)</td>
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<td>□ Dimensions shown on drawings and/or graphic color (required)</td>
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<td>□ 11&quot; x 17&quot; or 8-1/2&quot; x 11&quot; reductions of full-size drawings. If reduced size is</td>
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<td>so small as to be illegible, make 11&quot; x 17&quot; or 8-1/2&quot; x 11&quot; snap shots of</td>
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<td>individual drawings from the big sheet.</td>
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<td>7. Stamped envelopes addressed to all property owners within 100 feet of property</td>
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<td>not counting the width of public streets and alleys (required for Major Work).</td>
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<td>Use the Label Creator to determine the addresses.</td>
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<tr>
<td>8. Fee (See Development Fee Schedule)</td>
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</table>
312 N Person St  27601

Front

South Side

owner: Loureen Hall
312 N Person St, 27601

Southside corner and Back

Back: Door added to back to access deck
Deck added to back of house
Owner: Laurreen Hall
Upstairs Bathroom
312 N Person St., 27601

Back Door

Owner: Loreena Hall
John,

I have attached a drawing of the deck specs. Elevation 36”; size of deck: 10’ x 12’ with deck railing with inset pickets. Deck will be built with pressure treated boards; floor will be stained, railing will be painted same cream color as existing trim on house. I have also included the original plat that we received upon purchase.

I have also attached the window we plan to preplace on the side of the house.

I hope this answers all of your questions.

Feel free to call or email me anytime.

Lori Hall
Kellan Properties, LLC
919-623-3717

From: Anagnost, John [mailto:John.Anagnost@raleighnc.gov]
Sent: Monday, February 27, 2017 2:15 PM
To: lorikhall@kellanproperties.com
Subject: Minor Work COA at 312 N Person St

Loureen: Thank you for submitting a Minor Work application for 312 N Person St. I’ve reviewed the application and I have a few comments. Additional materials may be sent in by email.

- Please provide section drawings of the replacement windows you intend to install
- Please provide a section drawing of the deck railing you are proposing (Note: it should have the appearance of inset pickets)
- Please indicate the dimensions and material type of the building materials to be used for the deck
- Please provide an elevation drawing showing the height of the deck from ground level
- Please resubmit site drawings with graphic indicators of scale (instead of ratios like $\frac{\frac{1}{4}}{1}$)

Thanks,

John

“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.”
Hi Tania,

For side window:
Thanks for taking to time to talk to me to clarify. Yes, we will remove lower sash of window and raise the historic sill as you advised. We hope to hinge it from the top as you suggested, otherwise it will be stationary. Siding will be woven in.

For the deck:
The attached floor plan and photo show that the railings will not hit the sills of either window. Sorry, you need to rotate the photo of deck drawing. Railings will be painted the same color as trim around the windows. The door will be trimmed to match the windows; width, design and color. Yes, we will put wood lattice under the deck.

Is this what you need for approval? If there is anything else please let me know.
We are considering re-shingling the roof exactly as it is now. Would we need approval for this as well? If so, can you include in our certificate?
Thank you for taking the time to look at this.

Lori Hall
919-623-3717

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Lori –

Thank you for filing the COA application and for providing the additional information requested by John. In general the proposed work appears to meet the Design Guidelines. However, I have the following additional comments and requests for additional information.

1. Removal of a window and replacement with a smaller window does not clearly meet the Design Guidelines. What is typically approved in situations like yours is the removal of the lower sash of the window. The upper sash is retained and the historic sill raised up to the bottom of the upper sash.
2. Please confirm that the siding under the window will be woven in with the existing so as to avoid matching vertical seams.
3. A larger detail of the deck is railing is needed. The small sketch sent helps, but it is still unclear. Attached is an example of the level of detail sought.
Thank you for filing the COA application and for providing the additional information requested by John. In general the proposed work appears to meet the Design Guidelines. However, I have the following additional comments and requests for additional information.

1. Removal of a window and replacement with a smaller window does not clearly meet the Design Guidelines. What is typically approved in situations like yours is the removal of the lower sash of the window. The upper sash is retained and the historic sill raised up to the bottom of the upper sash.

2. Please confirm that the siding under the window will be woven in with the existing so as to avoid matching vertical seams.

3. A larger detail of the deck is railing is needed. The small sketch sent helps, but it is still unclear. Attached is an example of the level of detail sought.

4. Minor plantings of Flowers and Shrubbery in existing beds is considered Routine Maintenance and no Certificate of Appropriateness is required.

5. For the deck, how does it interact with the windows? It appears as though the railings will hit the sills of both windows. It looks like the deck needs to be slid over and/or resized to avoid the windows. Please revise and resubmit via email.

6. To meet the Design Guidelines the open area under the deck needs to be screened with vegetation or wood lattice. Attached is an example of wood lattice. Please confirm which you will have.

7. Please confirm that the exterior trim of the new door will match the width, design, material, and color of the adjacent windows.

Best,
Tania

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

There are new Major Work COA application deadlines! COA process information is available here.
Approved railing design. TGT
4/13/17
312 N Person St

PORCH RAILING &
COLUMN BASE DESIGN (as amended, 5/24/62)
403-405 N. SOUTH ST.

This may be flat
TGT
1x3 casing mould
2x2 (4" o.c.)

2x4
2x4 (center support)
(as needed)

All lumber to be painted white
to match trim color.

36"
4/13/17 Note for
312 N Person St COA

OK per cond. 2/27/14

NO BRACKETS @ DORMER

EXISTING BRACKETS @ REAR ELEVATION (x3)

NEW WINDOW TRIM TO MATCH EXISTING
See photos

EXPOSED PINE T & G
Below overhang
(to match existing)
See photos

Exposed BRICK & SIDING TO REMAIN

Example of how post
is to set on top of deck.

2x2 P.T. PICKETS
6"

P.T. HANDRAIL/POSTS

1x10 P.T. BAND BOARD

EXPOSED P.T. POSTS @ DECK

LATTICE SCREENING @ DECK

P.T. 1x4 VERTICAL BRACING @ DECK

Approved
2 27,14

7 of 17

1/8" = 1'-0"