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

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**

- If completing by hand, please use BLACK INK. Do not use blue, red, any other color, or pencil as these do not photocopy.

<table>
<thead>
<tr>
<th>Property Street Address</th>
<th>407 Polk St</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historic District</td>
<td>Oakwood</td>
</tr>
<tr>
<td>Historic Property/Landmark name (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Owner’s Name</td>
<td>Ronald Bernstein</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lot size (width in feet)</th>
<th>(depth in feet)</th>
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</thead>
</table>

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:

<table>
<thead>
<tr>
<th>Property Address</th>
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</table>

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_j@yahoo.com
Signature of Applicant: [Signature]

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: [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

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</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.7</td>
<td>Windows and Doors</td>
<td>Replace non-original &quot;fan&quot; lunette window with round window</td>
</tr>
<tr>
<td>-2.4</td>
<td>Fences and Walls</td>
<td>Build 5' arched fence around back yard to match adjacent</td>
</tr>
</tbody>
</table>

Page 2 of 3 Application for Certificate of Appropriateness revision 10.21.13
<table>
<thead>
<tr>
<th>TO BE COMPLETED BY APPLICANT</th>
<th>YES</th>
<th>N/A</th>
<th>TO BE COMPLETED BY CITY STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach 8-1/2&quot; x 11&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></td>
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<tr>
<td><strong>Minor Work (staff review) – 1 copy</strong></td>
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<tr>
<td><strong>Major Work (COA Committee review) – 13 copies</strong></td>
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<tr>
<td>1. <strong>Written description.</strong> 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>
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<td>2. <strong>Description of materials</strong> (Provide samples, if appropriate)</td>
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<td>3. <strong>Photographs of existing conditions are required.</strong></td>
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<tr>
<td>4. <strong>Paint Schedule</strong> (if applicable)</td>
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<tr>
<td>5. <strong>Plot plan</strong> (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>
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<tr>
<td>6. <strong>Drawings showing proposed work</strong></td>
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<tr>
<td>☐ Plan drawings</td>
<td>☒</td>
<td>☐</td>
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<tr>
<td>☐ Elevation drawings showing the new façade(s).</td>
<td>☐</td>
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<tr>
<td>☐ Dimensions shown on drawings and/or graphic scale.</td>
<td>☐</td>
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<tr>
<td>☐ 8-1/2&quot; x 11&quot; reductions of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2&quot; x 11&quot; snap shots of individual drawings on the big sheet.</td>
<td>☒</td>
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<tr>
<td>7. <strong>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)</strong></td>
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<tr>
<td>8. <strong>Fee (See Development Fee Schedule)</strong></td>
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</tbody>
</table>
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

514 N BLOODWORTH ST

OAKWOOD HISTORIC DISTRICT
Anagnost, John

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

COA process information is available here.

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

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

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 permittable 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:
  o An additional $118 fee (already paid $29 of the $149 Major Work fee.)
  o 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.
  o 12 additional copies of the application packet (photos, drawings, etc).
    - These items should be submitted to the 4th Floor (referencing transaction #468670).

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

Daniel Band, Planner I
Long Range Planning Division
Raleigh Planning Department
919-996-2180 - OEP, 2nd 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.”
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.
9/89
James P. Bruner, Jr.