City of Raleigh

096-18-MW Appeal

507 OAKWOOD AVENUE

OAKWOOD HISTORIC
DISTRICT (R-10)

N

0 25 50 100 Feet

Nature of Project:
Installation of exterior lighting
and security cameras

APPLICANT:
JUAN BENITO

TO:	RHDC COA COMMITTEE
DATE:	09/13/2018
SUBJECT:	STAFF EVIDENCE MINOR WORK COA APPEAL: 096-18-MW
ATTACHMENTS:	Correspondence; Minor Work Appeal COA Meeting Procedure; Review Authority RHDC; and UDO 10.2.15

Per informal guidance from the City Attorney's Office, the Committee has been directed to decide if appeal was timely filed and whether the case should be heard. Below is a timeline of the events of this case and correspondence with the appellant and subject property owner:

1* On March 7, 2018, the appellant sent an email to the RHDC requesting to appeal the recent installation of exterior lighting, excavation, and a blocked gate.

2* Staff responded on March 9th stating that a COA had not approved for the placement of floodlights at 507 Oakwood Avenue and the matter had been placed on the list of potential violations and would be investigated. The response also noted that complaints regarding blocked access to a shared driveway and property line issues are private civil matters outside the jurisdiction of the Historic Development Commission.

3* On March 13th, the appellant sent an additional email that stated the property owner at 507 Oakwood Avenue had installed a dome security camera near the exterior light.

4* On March 26th, staff conducted a site visit to 507 Oakwood Avenue to review the potential violation. While staff was taking photos of the light installation, the appellant came outside and allowed staff into his rear yard to view the potential violation.

5* On March 28th, staff sent a violation letter to the property owner of 507 Oakwood Avenue for the installation of lighting, security cameras, and rear yard excavation.

6* On April 23rd, the appellant sent an email requesting an update on the violation case.

7* Due to having received no response from the property owner, on April 25th the violation case was sent to Robert Pearce, Assistant Zoning Administrator for enforcement. The case was assigned to an enforcement officer for review.

8* On April 27th, the appellant sent an email and photographs of new work on the property that included a gate across the driveway that blocked use of a gate on the appellant's property. The new information was forwarded to the zoning enforcement officer.

9* On May 9th, the appellant sent an email describing a recent encounter with his neighbor, who stated he had an active COA for the work in question.

10* A second email was sent by the appellant on May 9th that stated he had found the posted COAs online and saw an approved 2016 COA (191-16-CA). This COA was approved with conditions and included an addition, rear yard grading, and a fence.

11* On May 10th, staff met with the property owner of 507 Oakwood Avenue to discuss the violations and the applicable *Design Guidelines*. After reviewing the scope of work with the property owner, staff determined that the work had not ceased on the 2016 COA and the rear yard grading and fence work included in the violation letter were not violations but permitted through an active COA. The property owner agreed to submit a minor work COA for the security camera and exterior light in the gable at the rear of the house.

12* On May 31st, a minor work COA application was submitted by the property owner.

13* On June 6th, the appellant sent an email requesting an update on the violation case.

14* On June 11th, staff responded that an application had been filed, but had not yet been reviewed. Staff also mentioned that a meeting with the property owner had occurred and the grading and fence issues were part of an active COA. Staff also sent an email to the property owner asking for additional evidence for the minor work application.

15* On June 13th, the appellant sent an email looking for information on COA 151-02-CA. [This was a typo, the case involving 507 Oakwood Avenue was 156-02-CA.]

16* On June 22nd, staff approved the minor work COA application and sent a copy to the appellant. **In the email to the appellant, staff noted that he could appeal within 30 days if he desired to do so**. Staff also recommended that the appellant come to the office to review 156-02-CA, as it had not yet been digitized. From June 22nd, the deadline for the notice of intent to appeal would be July 22nd.

17* On June 23rd, the appellant sent an email to staff stating that he intended to appeal the minor work approval and had questions on how to appropriately file the appeal. Staff instructed

him to file a major work application as had been done in past practice, yet the appellant stated he could find no official instructions online except for how to appeal a major work COA.

18* Staff responded on June 25th with further explanation on the appeals process and suggested dates to meet with the appellant in person.

19* The appellant responded the same day with additional questions about the process.

20* Staff responded on June 26th with three documents to help explain the minor work appeal process and the related city code (see attached documents Minor Work Appeal COA Meeting Procedure, Review Authority RHDC, and UDO 10.2.15). Staff also suggested potential meeting times.

21* On June 27th, the appellant responded with a preferred meeting time and staff accepted.

22* On July 2nd, the appellant called to reschedule the meeting.

23* On July 11th, the appellant met with staff to review the approval of the minor work, view the 2002 COA, and discuss the appeals process.

24* On July 26th, the appellant sent an email to staff with additional questions about why the minor work was approved by staff and not sent to the COA Committee for review.

25* On August 1st, staff responded to the appellants questions and explained the policy in place. **Staff noted that policy allows for a 30-day appeals period following the approval of a minor work. Due to the appellant's questions on procedure and the circumstances of the case, staff would consider the prior emails submitted as "notice of intent to appeal." The appellant was informed that he would have 10 business days to file a major work COA application (with a deadline of August 3).**

26* On August 1st, the appellant responded and stated that the information provided was inconsistent with the information in the city code and requested clarification.

27* On August 2nd, staff responded that additional guidance would be sought on the code issues as stated by the appellant, but the deadline for filing an application still stands.

28* On August 2nd, the appellant responded that he would prefer to send a letter to the Planning Department as stated in online resources and additionally requested the contact information of staff's supervisor.

29* On August 2nd, staff responded with the requested information.

30* On August 2nd, the appellant provided a letter addressed to the chair of the Board of Adjustment.

31* On August 2nd, staff responded to the appellant's previous email and letter with additional information and directions to file a major work COA as previously requested. Staff also recommended the appellant address the letter to the RHDC instead of the BOA.

32* City staff met internally to discuss the city code and minor work appeals process. Informal guidance was provided by the City Attorney's Office that the matter be brought to RHDC COA Committee to allow the Committee to determine whether or not the appeal was timely filed.

33* On August 16th, staff requested that the Zoning Enforcement division review the light levels at the property line between 408 N East Street and 507 Oakwood Avenue.

34* Staff placed the matter on the September COA agenda based on the August 15 application filing deadline.

APPEAL OF A MINOR WORKS CERTIFICATE OF APPROPRIATENESS – STAFF REPORT

096-18-MW 507 OAKWOOD AVENUE
Appellant: JUAN BENITO
Application Approved: 6/22/2018 Meeting Date(s):
Approved date + 30 days: 10/01/2018 1) 9/27/2018 2) 3)

INTRODUCTION TO THE APPLICATION

Historic District: OAKWOOD HISTORIC DISTRICT
Zoning: GENERAL HOD
Nature of Project: Install motion sensor rear lighting; install security camera
Staff Notes:

- After-the-fact applications are reviewed as though the work has not been completed. As such, the lighting and camera already installing are referred to as being proposed for installation.
- UDO section 10.2.15 D. 2b. iv. and section 10.1.8 require that appeals of Minor Work COA be heard by the RHDC in a quasi-judicial public hearing.
- COAs mentioned are available for review.

APPLICABLE SECTIONS OF GUIDELINES and DESCRIPTION OF PROJECT

Sections	*Topic*	*Description of Work*
1.7	Lighting	Install exterior lighting
2.10	Sustainability and Energy Retrofit	Install security camera

STAFF REPORT

Based on the information contained in the application and staff's evaluation:

A. The installation of exterior lighting and security cameras is not incongruous according to *Guidelines* section 1.7.5, 1.7.6, 1.7.9, 2.10.12, and the following suggested facts:

1* Guidelines section 1.7 "Things to Consider As You Plan" states "Considerations in reviewing any proposed lighting fixture for compatibility should include location, design, material, size, color, scale, and brightness…New lighting must also comply with the City of Raleigh lighting ordinance…" and "If additional lighting is desired because of safety or security concerns, careful consideration should be given to where supplemental light is needed and in what quantity… Adequate lighting can be introduced through pedestrian-scaled lightposts, recessed lights, footlights, or **directional lights mounted in unobtrusive**

locations…**To minimize the intrusion of lighting in primarily residential neighborhoods, and to also save energy, the lighting may be connected to timers or motion detectors that automatically shut it off when it is not needed.**" [emphasis added]

2* The lighting meets the UDO standards as inspected by Kevin Utley, Zoning Enforcement Officer. Documentation of the inspection will be provided at the meeting.

3* The lights are proposed to be mounted on the north side of the house in the gable end above the window, an inconspicuous location on the rear elevation of the house.

4* The lights are white metal motion activated LEDs with adjustable heads.

5* The proposed security camera is a wireless dome with a white base.

6* The security camera is proposed to be mounted to the soffit above the first floor window.

7* There is an estimated 6' tall fence on the property line approximately 10 feet from the location of the lights.

8* The appellant provided a diagram of his assessment of the light fall pattern onto his property from the exterior lights on the subject property.

9* The other two exterior lights (located on the east façade and north-east corner of the property) that were questioned by the appellant were previously installed by a prior property owner and can been seen in photographs included in a 2002 COA application (156-02-CA).

Staff suggests that the Committee deny the appeal and uphold the approved Minor Work COA application.

Juan Benito

408 N. East St.
Raleigh, NC, 27604
919-607-8840
royston.benito@gmail.com

August 2, 2018

Karen M. Kemerait
Chairperson
City of Raleigh Board of Adjustment
Municipal Building
222 West Hargett St.
Raleigh, NC 27601

Dear Ms. Kemerait and To Whom Else It May Concern,

I am writing to give notice of appeal of the RHDC's approval of Certificate of Approval 096-18-MW (attached) on the grounds that it violates multiple guidelines set forth in Section 1.7 on Lighting in the RHDC Design Guidelines. I have also attached a violation letter sent to the applicant of the COA prior to their application, as the work was completed without application, which also corroborates the reasons for the appeal.

The new lighting shines directly into the rear of 408 N East St, the Lewis-Barbee house, specifically the sunroom/den, kitchen, and dining rooms, and is distracting and intrusive. There are three separate floodlight installations, all within 25 feet of each other, in an area already well lit by surrounding houses, as well as two street light poles that are within 100 feet. Some of the lighting and cameras installed cover more of my property by square foot than they do of their owners. Photographic evidence of the above and other information on the above have been sent to, and accepted by, the RHDC via email.

Additionally, the lighting and security cameras were installed without filing for the appropriate COA; further, a violation letter was sent to the resident advising them that:

"An application for a COA requesting that exterior lighting and cameras and rear yard grading remain in their current locations would be categorized as a Major Work that must be heard by the commission's COA Committee at the evidentiary hearing; this would not be an item that could be approved at the staff level. **A COA application must be received by the RHDC for these changes no later than April 12, 2018.**" [last item in Bold as in original letter]

However, instead of the resident filing a Major Work application as directed in the letter, which would have provided me with due notice and the right to appeal at an evidentiary hearing, I was surprised and dismayed to receive notification that the Major Work in

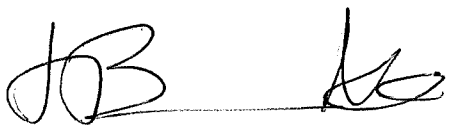
question had been approved as a Minor Work on May 31, 2018, and thus denying me due process.

Further, I was informed that to continue my appeal, that I must file a Major Work COA application to do so, as though I was applying to install the lights and cameras, although there is no procedure that I have been shown that provides for this exact requirement or process. When I asked where these steps are documented, I was provided with relevant sections of the Unified Development Ordinance; however, the UDO provides for a different procedure, including sending this letter of appeal. When I asked for an account of why the incongruences in procedure have occurred, I have not been given a answer at the time of writing.

Therefore, in accordance to Section 10.15.2.D.2.iv of the Unified Development Ordinance, I am appealing the approval of COA 096-18-MW. In addition, I am providing this letter to the Board of Adjustment in Section 10.15.2.F.1. and also with directions provided on the RHDC and City of Raleigh Board of Adjustment websites.

I thank you for your kind consideration in this matter. Any clarification on how to proceed is gratefully received.

Sincerely yours,



Juan Benito

Attached:

Violation Letter

COA 096-18-MW

RHDC
RALEIGH HISTORIC
DEVELOPMENT COMMISSION

EXTERIOR CHANGES WITHOUT A CERTIFICATE OF APPROPRIATENESS (COA)

Oakwood Historic District
Property Address: 507 Oakwood Avenue, Raleigh, NC 27601

Owner: Justin and Rebecca Griffin
Mailing Address: 507 Oakwood Avenue, Raleigh, NC 27601

March 28, 2018

City of Raleigh staff members have observed the following change(s):

- **the installation of exterior lights and cameras**
- **rear yard grading which has undermined the wooden fence**

Section 5.4.1.C.1 of the City of Raleigh Unified Development Ordinance states that "no portion of the exterior features of any building or other structure (including walls, fences, light fixtures, steps, pavement, path or any other appurtenant features), trees, or above ground utility structure nor any type of outdoor advertising sign,...is to be erected, altered, restored, demolished or moved unless and until after an application for a Certificate of Appropriateness as to the exterior features,...has been submitted and approved."

A COA application must be received for these changes no later than April 12, 2018.
→Work on the exterior of the property should not continue until a COA has been approved. ←

Raleigh's historic properties and historic districts include some of the city's most valuable historic resources. To assist property owners in preserving those resources, the City Council has established basic procedures and standards for renovation. These standards include the requirement to obtain a COA for exterior changes.

The most applicable section(s) and guideline(s) of *Design Guidelines for Raleigh Historic Districts and Landmarks* that apply to this work are:

- 1.3.11 "Introduce contemporary equipment or incompatible site features, including satellite dishes, playground equipment, mechanical units, and swimming pools, in locations that do not compromise the historic character of the building, site, or district. Locate such features unobtrusively, and screen them from view."
- 1.3.13 "It is not appropriate to alter the topography of a site substantially through grading, filling, or excavating, nor is it appropriate to relocate drainage features, unless there is a specific problem."
- 1.4.3 "Protect and maintain the wood, masonry, and metal elements of historic fences and walls through appropriate surface treatments: • Inspect regularly for signs of moisture damage, corrosion, *structural damage or settlement*, vegetation, and fungal or insect infestation."

Post Office Box 829
Raleigh, North Carolina 27602
(919) 832-7238 ph
(919) 516-2682 fax

www.rhdc.org

- 1.7.4 "Introduce new site and street lighting that is compatible with the human scale and the historic character of the district or local landmark. Consider the location, design, material, size, color, finish, scale, light color, and brightness of a proposed fixture in determining its compatibility."
- 1.7.5 "In the residential historic districts, introduce low-level lighting to provide for safety and security where needed. Install recessed lights, footlights, lights on posts of human scale, or directional lights in unobtrusive locations."
- 1.7.6 "Locate low-level or directional site lighting and motion detectors with care *to ensure that the light does not invade adjacent properties.*"

In staff's judgment, the installation of security lighting and cameras potentially are not incongruous with the special character of the historic district and property, but require review of compatibility with the design standards for historic overlay districts as referenced in Section 5.4.1.H of the city Unified Development Ordinance.

In staff's judgment, the change in grading that has undermined the rear fence is incongruous with the special character of the historic district and property, and would be prohibited by the design standards for historic overlay districts as referenced in Section 5.4.1.H of the city Unified Development Ordinance.

An application for a COA requesting that exterior lighting and cameras and rear yard grading remain in their current locations would be categorized as a Major Work that must be heard by the commission's COA Committee at an evidentiary hearing; this would not be an item that could be approved at the staff level. **A COA application must be received by the RHDC for these changes no later than April 12, 2018.**

Enclosed is a copy of our Application for a COA. The *Design Guidelines for Raleigh Historic Districts and Landmarks* and COA List of Work can be found online at www.rhdc.org. Whenever you need specific information or assistance, please contact the commission staff.

Collette R K

Collette Kinane
Preservation Planner
919-996-2649
collette.kinane@raleighnc.gov

Attachments:
COA application

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

RHDC
RALEIGH HISTORIC DEVELOPMENT COMMISSION

☒ 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 # 556998
File # 096-18-MW
Fee $29
Amount Paid $29
Received Date 5/31/18
Received By Lorraine E.

Property Street Address – 507 Oakwood Ave, Raleigh, NC 27601

Historic District - Oakwood

Historic Property/Landmark name (if applicable)

Owner's Name – Justin & Rebecca Griffin

Lot size	(width in feet) 43	(depth in feet) 73.4

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**

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 – Justin & Rebecca Griffin		
Mailing Address – 507 Oakwood Ave		
City – Raleigh	State - NC	Zip Code - 27601
Date – 05/31/3028	Daytime Phone – 850-855-5489	
Email Address – justint.griffin@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 4e, 50

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

Section/Page	Topic	Brief Description of Work (attach additional sheets as needed)
1.7	Lighting	Addition of exterior security camera and motion sensor lighting fixtures on north elevation. The exterior light will be of metal construction with white powder coated finish and will be wall mounted above the attic window and under the soffit of the roof ridge. The camera will be a wireless dome security camera with a white base and will be eave mounted to the soffit above the first floor window and below the attic window.
1.3	Site Features	

Minor Work Approval (office use only)

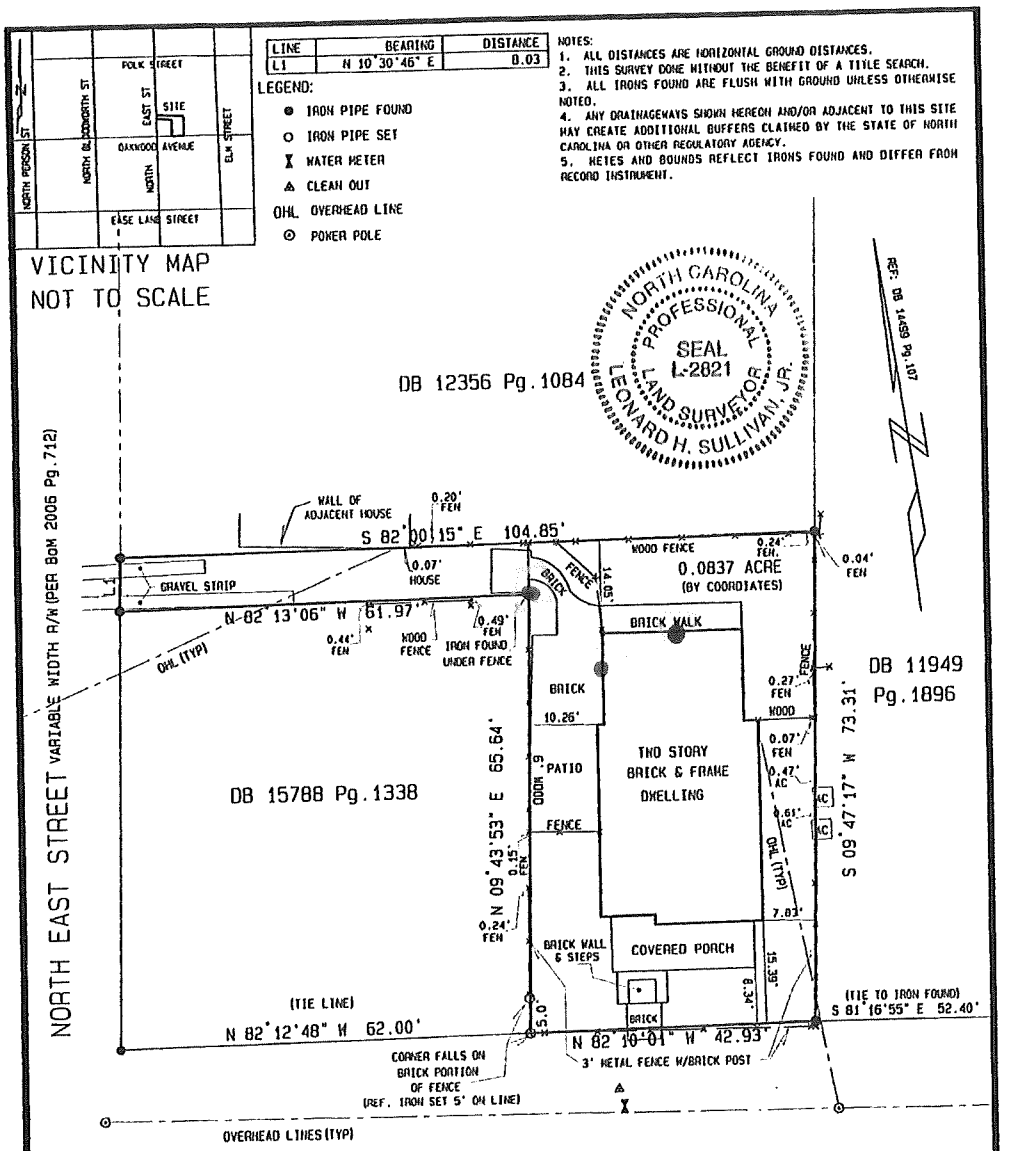
Upon being signed and dated below by the Planning Director or designee, this application becomes the Minor Work Certificate of Appropriateness. It is valid until 12/22/2018. Please post the enclosed placard form of the certificate as indicated at the bottom of the card. Issuance of a Minor Work Certificate 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** 6/22/2018

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. Minor Work **(staff review)** – 1 copy Major Work **(COA Committee review)** – 10 copies			✓		
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.)	☒		✓		
2. **Description of materials** (Provide samples, if appropriate)	☒		✓		
3. **Photographs** of existing conditions are required. Minimum image size 4" x 6" as printed. Maximum 2 images per page.	☒		✓		
4. Paint Schedule (if applicable)	☐	☒			✓
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.	☒	☐	✓		
6. **Drawings** showing existing and proposed work ☐ Plan drawings ☐ Elevation drawings showing the façade(s) ☐ Dimensions shown on drawings and/or graphic scale (required) ☐ 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.	☒	☐	✓		
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.	☐	☒			
8. **Fee** (See Development Fee Schedule)	☒				✓

LOCATION OF NEW SECURITY CAMERA + LIGHT

EXISTING LIGHTS



507 OAKWOOD AVENUE

DEED BOOK 14499 PAGE 107 * NOT FOR RECORDATION *

PIN 1704.20-90-2758

I, LEONARD H. SULLIAN JR., DO HEREBY CERTIY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FOR ACTUAL SURVEY MADE UNDER MY SUPERVISION USING REFERENCES SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION SHOWN HEREON; THAT THE RATION OF PRECISION AS CALCULATED IS 1: 10000+; THAT THIS PLAT WAS PREPARED WITH N.C. G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER (L-2821) AND SEAL. _____

ALSO, I CERTIFY THAT THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.

SRV'D: HAS	DRAWN: TAH	CHK'D: LHS	JOB # 2704915	DATE: 04 MAY 2015	SCALE: 1" = 20'

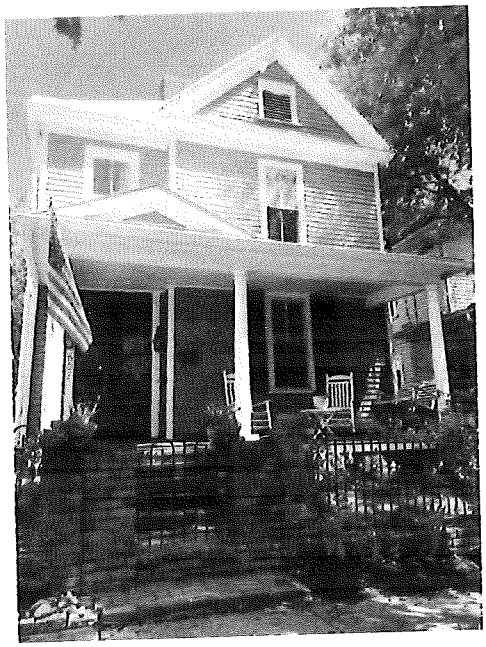
SULLIVAN SURVEYING
LAND SURVEYORS
1143-D EXECUTIVE CIRCLE
CARY, NORTH CAROLINA 27511
TELEPHONE: (919) 469-4738

SURVEY FOR:

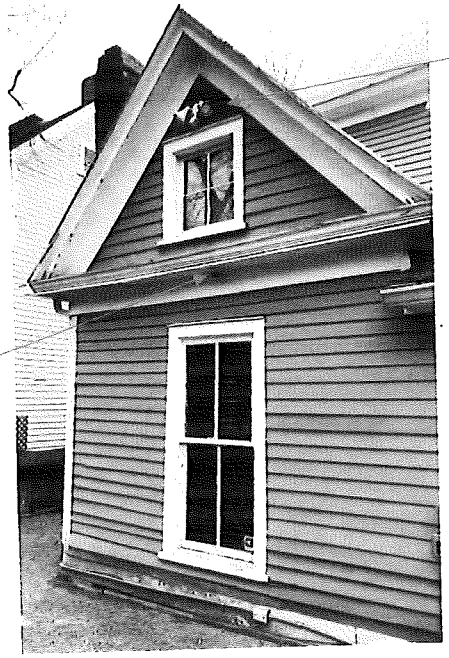
JUSTIN T. GRIFFIN

RALEIGH, WAKE COUNTY, NORTH CAROLINA

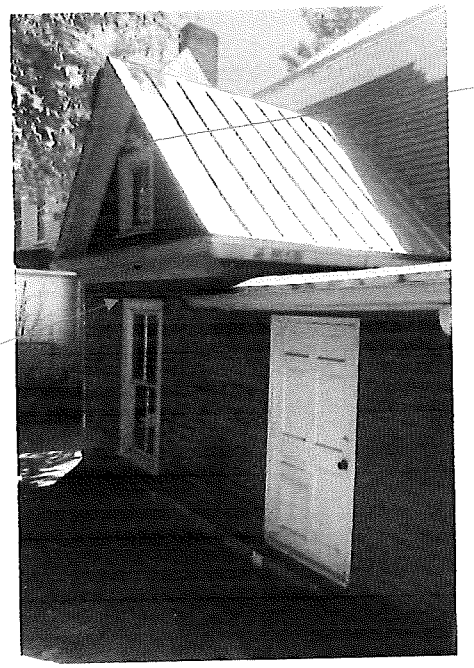
South Elevation – 507 Oakwood Ave



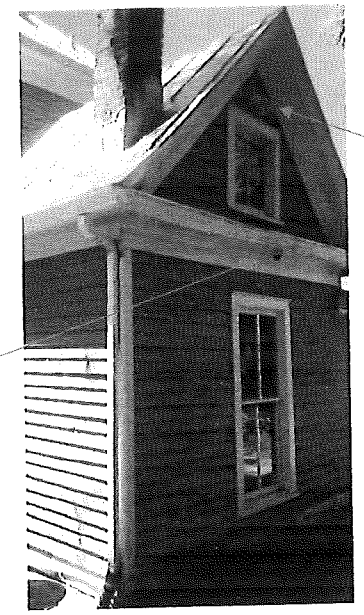
North Elevation (view 1) – Security Camera & Light



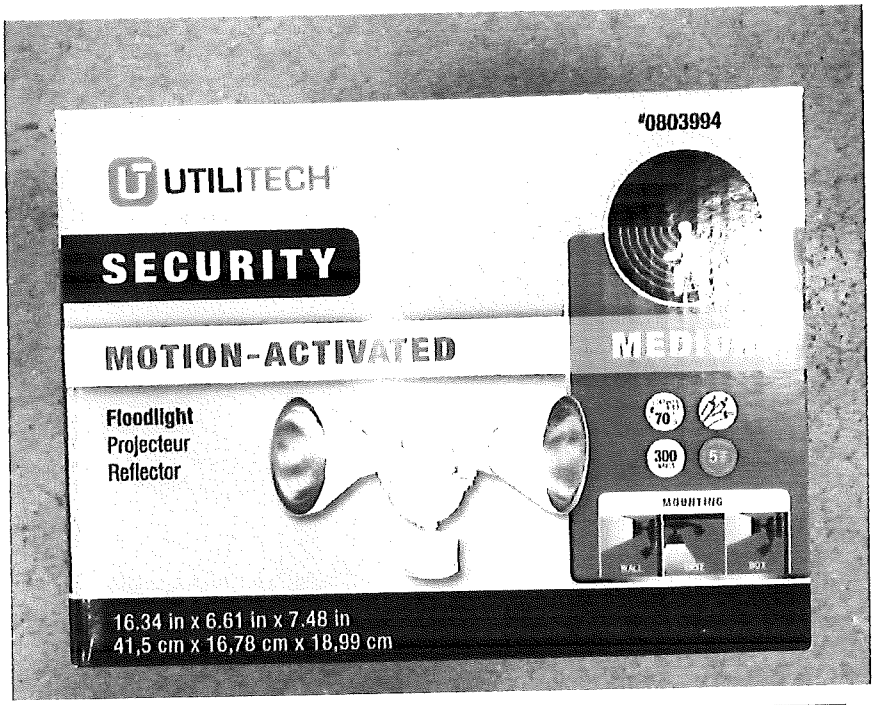
North Elevation (view 2) – Security Camera & Light

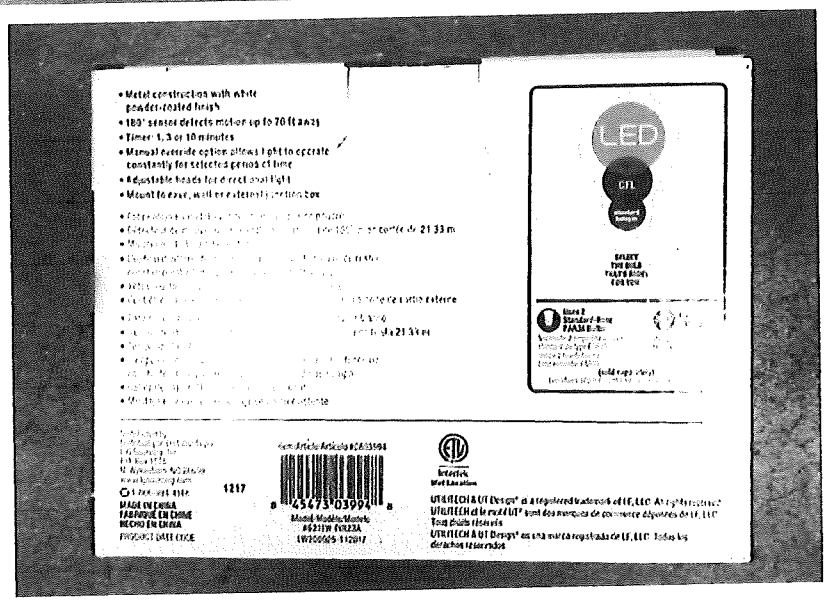


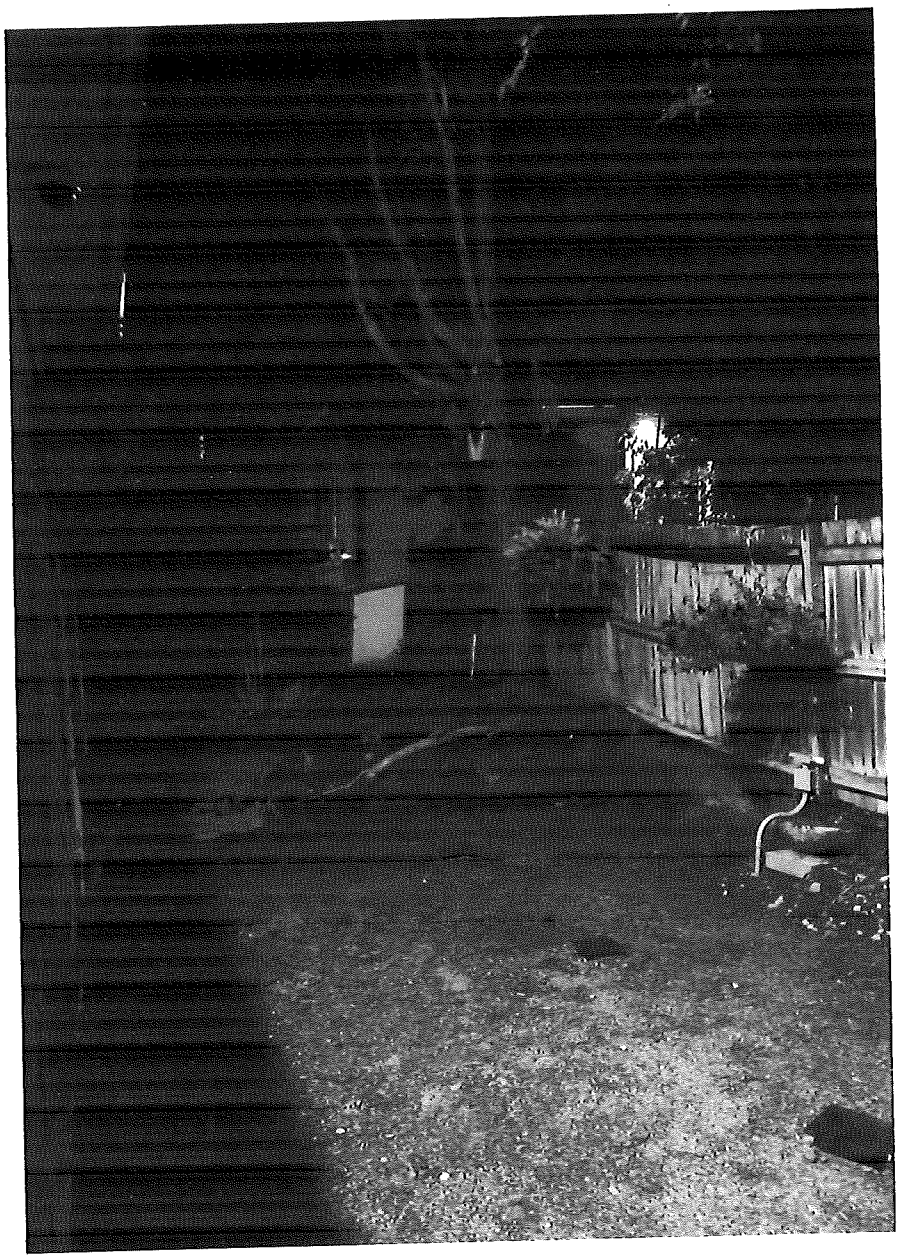
North Elevation (view 3) – Security Camera & Light

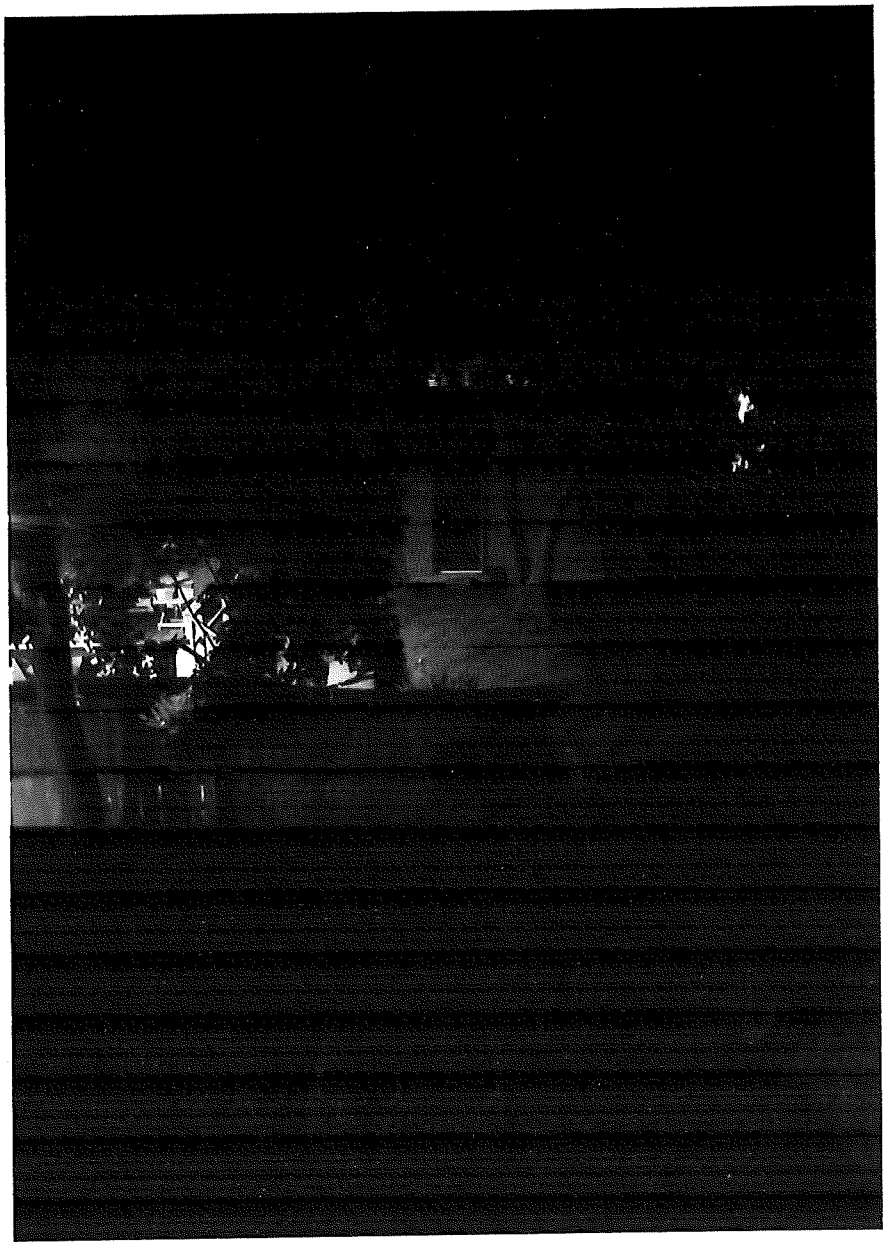


Light Specifications









Selected Correspondence from appellant. Full correspondence will be available at the meeting.

From: Tania Tully
To: "Juan Benito"
Cc: Robb, Melissa; Kinane, Collette
Subject: RE: Inquiry regarding COA appeal
Date: Friday, March 9, 2018 3:07:55 PM

Dear Mr. Benito -

A COA was not approved for the placement of floodlights at 507 Oakwood Avenue. The matter has been placed on our list of violations/potential violations and will be investigated. The investigation will include the rear yard excavation. Due to the current backlog, it will be at least two weeks before you hear from staff.

The complaints regarding blocked access to a shared driveway and potential property line error are private civil matters outside the jurisdiction of the historic development commission.

Best,
Tania

Tania Georgiou Tully
Senior Preservation Planner

Raleigh Historic Development Commission
One Exchange Plaza, Suite 300 | Raleigh, NC 27601
919-996-2674 | rhdc.org

Design Guidelines | Major Work COA application deadlines | COA process

-----Original Message-----
From: Juan Benito [mailto:royston.benito@gmail.com]
Sent: Thursday, March 08, 2018 3:45 PM
To: rhdc@rhdc.org
Subject: Inquiry regarding COA appeal

To Whom It May Concern,

Hello, my name is Juan Benito and I have been a resident of the Historic Oakwood Neighborhood for the past 11 years. I wish to file an appeal to a COA decision, or otherwise file a grievance concerning changes that a neighbor has made to their property that is materially harming my quality of life and perhaps. I have included some details of the situation below; however, I seek some guidance on how to proceed. I can provide photographic documentary evidence as necessary. I have brought up these issues directly with my neighbor, but they seem uninterested in responding. Any and all assistance will be greatly appreciated! Thank you.

Best regards,

Juan Benito
408 N East St.
919-607-8840

Details of the grievances in question:

On March 7, Mr. Justin Griffin of 507 Oakwood Avenue in Raleigh installed exterior lighting that is not in character with the prevailing architecture, is excessive in coverage, and is invasive to neighboring property. The new lighting shines directly into the rear of 408 N East St, the Lewis-Barbee house, specifically the sunroom/den, kitchen, and

dining rooms, and is distracting and intrusive. There are three separate floodlight installations, all within 25 feet of each other, in an area already well lit by surrounding houses, as well as two street light poles that are within 100 feet. These lighting changes would appear to violate the Raleigh Historic District Design guidelines, specifically:

“Section 1.7 Lighting

Guidelines 1-7

.1 Retain and preserve exterior lighting fixtures that contribute to the overall historic character of a building, site, or streetscape.
.2 Maintain and repair historic exterior lighting fixtures through appropriate methods.
.3 If replacement of a missing or deteriorated historic exterior lighting fixture is necessary, replace it with a fixture that is similar in appearance, material, and scale to the original, or with a fixture that is compatible in scale, design, materials, color, finish, and historic character with the building and the streetscape.
.4 Introduce new site and street lighting that is compatible with the human scale and the historic character of the district or local landmark. Consider the location, design, material, size, color, finish, scale, light color, and brightness of a proposed fixture in determining its compatibility.
.5 In the residential historic districts, introduce low-level lighting to provide for safety and security where needed. Install recessed lights, footlights, lights on posts of human scale, or directional lights in unobtrusive locations.
.6 Locate low-level or directional site lighting and motion detectors with care to ensure that the light does not invade adjacent properties.
.7 It is not appropriate to indiscriminately light or over-illuminate facades or front yards in historic districts or landmark properties of residential character.”

The resident of 408 N East St lives within 100 feet of 507 Oakwood, yet does not recall receiving notice of the COA for this lighting work (perhaps it was not sent, as it is a Minor Work). However, the Resident of 408 N East St wish to file an appeal and seeks guidance in appropriately stating their grievance, and respective right of recourse.

In addition to the issue above, the same neighbor has blocked gate access to a shared driveway/walkway that runs along the south edge of the lot 408 N East St. The gate is blocked by a pile of construction refuse that has been left there for months. This gate is used to access the street so that garbage and recycling bins may be placed there. in addition to being aggrieved by this blocking of right of way, the resident of 408 N East St believes this property line may be incorrect, as it intersects with the physical property of my house (which has been in situ since 1882). In fact, the residents of 507 Oakwood park their cars on the foundation pavers of the Lewis-Barbee house which has led to cracked masonry and the owner is concerned for further damage to pavers and also the fragile antique brick of the house itself.

Finally, the same neighbor at 507 Oakwood has excavated their backyard to the point that is has caused subsidence of the ground in the lot adjacent to it, making a large hole beneath the fence in an otherwise dog-proof backyard. The owner of 408 N East St also does not recall receiving notice for this work, and thus did not have the opportunity to appeal.

Kinane, Collette

Subject: FW: Inquiry regarding COA appeal

From: Juan Benito [mailto:royston.benito@gmail.com]
Sent: Friday, April 27, 2018 7:15 AM
To: Kinane, Collette <Collette.Kinane@raleighnc.gov>
Cc: Tully, Tania <Tania.Tully@raleighnc.gov>; Robb, Melissa <Melissa.Robb@raleighnc.gov>
Subject: Re: Inquiry regarding COA appeal

Hi Colette,

Sorry to bother you, but for your information I wanted to update you on the latest violation I have observed; this in addition to the intrusive Lighting and Excavation work. The owner has constructed a tall fence gate next to my house (I can hear the gate from inside the house) and has nailed unfinished planks into my fence and across my garden gate. In addition to being aggressively rude, it cuts off a point of egress from my property that may be useful in an emergency. In addition, i have for over a decade taken my trash cans to the street via this gate. I have not yet checked if the fence blocks access to my house's exterior electrical panel. I believe this latest work violates the RHDC rules on access and sharing old driveways.

I have attached two photos of this current work which is new and actively ongoing.

Sincerely,

Juan Benito

Kinane, Collette

Subject: FW: Inquiry regarding COA appeal

From: Juan Benito [mailto:royston.benito@gmail.com]
Sent: Wednesday, June 13, 2018 4:26 PM
To: Kinane, Collette <Collette.Kinane@raleighnc.gov>
Cc: Tully, Tania <Tania.Tully@raleighnc.gov>; Robb, Melissa <Melissa.Robb@raleighnc.gov>
Subject: Re: Inquiry regarding COA appeal

Hi Collette,

Thank you very much for your response and update. I noticed that the December 2016 COA references another COA #151-02-CA. However, I have been unable to locate this COA yet…can you please tell me when that first COA was filed so that I may find it?

It is not possible to read the sign posted for what I presume is the current lighting COA, as it is in a side window some distance from the sidewalk, and not legible with 20/20 eyesight. However, I have attached a couple of examples of light intrusion in my house's rear room for the committee's consideration. Light also enters my guest bathroom and kitchen/living area, and I can supply further photos of that if necessary.

Thank you also for the advice on securing a land survey: I have already done so and have an accurate survey that puts the fence in question on my property. My complaint about being cut off from access to the southern side of my home rather stems more to my reading of sections 1.4.1 through 1.4.7 as well as section 1.5.1 of the RHDC Design Guidelines.

Regardless, I thank you for your continued patience and diligence in this matter. Should you ever think it more efficient to discuss in person or via telephone, please don't hesitate to suggest so.

Best regards,

Juan Benito
408 N East St.

Kinane, Collette

From: Kinane, Collette
Sent: Friday, September 7, 2018 9:51 AM
To: 'Juan Benito'
Subject: RE: 507 Oakwood minor work appeal / September staff reports

Hi, Juan –

I hope you've had a great vacation.

Yes, I do have the photos you've sent previously and will certainly include them in the packet of information sent to the Committee. A map of the light fall sounds like it would be a helpful illustrative tool. If you can submit the map to me by Monday (the 10th), I'll be able to include it in the staff report. If that's not enough time for you to put it together, you will still be able to present the map to the Committee at the meeting – just bring 10 printed copies to the meeting on the 27th. Similarly, if you think of anything else you'd like to present, the same timeframe applies.

If you would like, you're also permitted to put together a powerpoint (or similar program) presentation to explain your case to the Committee. If you choose to do this, the presentation must be submitted to me by Tuesday, September 25th at 10AM so that it can be loaded into the City's system.

Please let me know if you have any questions.

Thanks,
Collette

Collette R. Kinane
Preservation Planner II

Raleigh Urban Design Center
One Exchange Plaza, Suite 300 | Raleigh, NC 27601
919-996-2649 | raleighnc.gov

From: Juan Benito [mailto:royston.benito@gmail.com]
Sent: Friday, September 7, 2018 9:19 AM
To: Kinane, Collette <Collette.Kinane@raleighnc.gov>
Subject: Re: 507 Oakwood minor work appeal / September staff reports

Hi Collette,

Thank you for your message. I have been away on vacation and returning this week. Do you have the photos I had sent previously? If you think it would be helpful, I can also provide a map of the light fall square footage. In addition, I think the situation with the rear floodlights is exacerbated by:

1) The relatively high location of the light in an upper story eave, which greatly increases coverage on my property.
2) The close proximity to my property (about 10-15 feet).
3) My house is elevated relative to the adjoining property, which causes the light to directly shine in my windows.

Best regards,

Juan

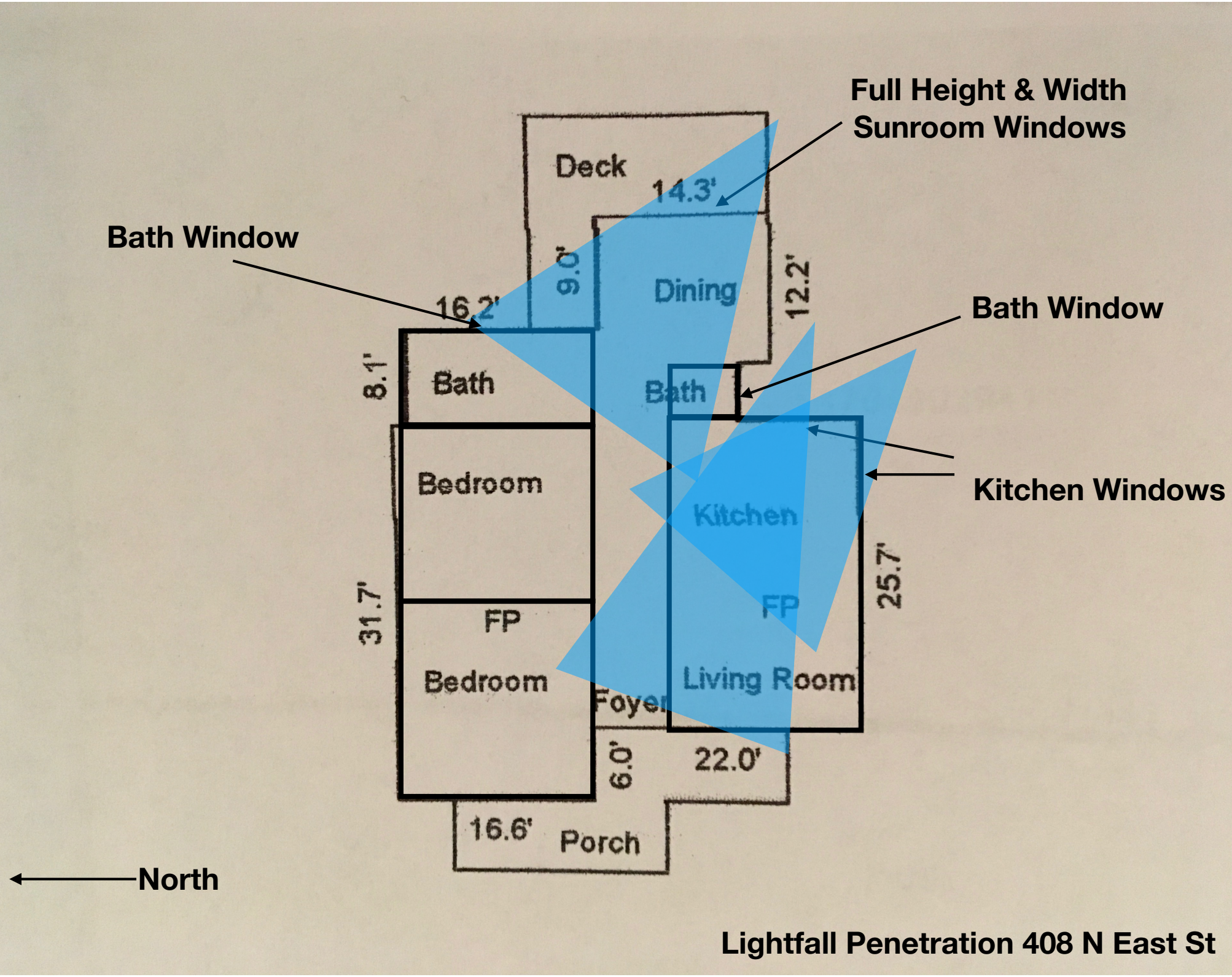
On Sep 6, 2018, at 3:53 PM, Kinane, Collette <Collette.Kinane@raleighnc.gov> wrote:

> Hi, Juan –
>
> It has occurred to me that you may have been out of town for the Labor day holiday when I attempted to contact you earlier. I wanted to connect with you regarding your appeal before we commence writing staff reports for the September cases. If you'll be submitting any additional evidence, please let me know as soon as possible.
>
> Thanks,
> Collette
>
> **Collette R. Kinane**
> Preservation Planner II
>
> **Raleigh Urban Design Center**
> One Exchange Plaza, Suite 300 | Raleigh, NC 27601
> 919-996-2649 | raleighnc.gov


North
408 N East St


North
Also location of dome camera overlooking neighboring property
Floodlight Locations


North
Light also penetrates
detached structure


Full Height & Width
Sunroom Windows
Bath Window
Bath Window
Kitchen Windows
Deck
14.3'
9.0'
Dining
12.2'
16.2'
8.1'
Bath
Bath
Bedroom
Kitchen
25.7'
31.7'
FP
FP
Bedroom
Living Room
Foyer
6.0'
22.0'
16.6'
Porch
North
Lightfall Penetration 408 N East St

Sec. 10.2.15. Certificate of Appropriateness

A. Jurisdiction

1. The Historic Development Commission has jurisdiction for certificates of appropriateness for the exterior of all properties within the -HOD-G and -HOD-S.
2. The Historic Development Commission has jurisdiction for certificates of appropriateness for the exterior of Historic Landmarks within Raleigh's zoning jurisdiction.
3. The Historic Development Commission has jurisdiction for certificates of appropriateness for all designated interior spaces of Historic Landmarks within Raleigh's zoning jurisdiction.

B. Expiration of Certificate of Appropriateness

1. A certificate of appropriateness shall expire 6 months after the date of issuance if the work authorized by the certificate has not been commenced.
2. If after commencement the work is discontinued for a period of 12 months, the permit shall immediately expire.
3. A certificate of appropriateness authorizing demolition shall expire if the work has not been commenced within 6 months after the authorization date set by the Commission. If after commencement the demolition work is discontinued for a period of 12 months, the approval shall immediately expire.
4. No work authorized by any certificate that has expired shall thereafter be performed until a new certificate has been secured.

C. Application

1. All applications for a certificate of appropriateness are to be filed in the location noted on the current application form provided by the City.
2. The application shall be filed in accordance with the City's filing calendar on the form provided by the City.
3. The application must be accompanied by sketches, drawings, photographs, specifications, descriptions and other information of sufficient detail to clearly show the proposed exterior alterations, alterations to designated interior features of Historic Landmarks, additions, changes or new construction. The names and mailing addresses of property owners filing or subject to the application and the addresses of property within 100 feet on all sides of the property which is the subject of the application must also be filed. Multiple copies of the application shall be provided when so required by the instructions on the form provided by the City. No incomplete applications will be accepted.
4. Staff may advise the applicant and make recommendations with regard to appropriateness based upon the adopted historic development standards.

D. Action on Application for Certificate of Appropriateness

1. Deadline

Applications for certificates of appropriateness shall be acted upon within 90 days after the complete application is filed, otherwise the application shall be deemed to be approved and a certificate of appropriateness shall be issued; provided however, that the Commission may take the matter under advisement for a total period of up to 180 days to receive additional evidence or memoranda of authority requested by the Commission for its consideration. Nothing in this paragraph shall prohibit an extension of time where mutual consent is given.

2. Minor Works

Upon receipt of a completed application, the Planning and Development Officer may issue a certificate of appropriateness for minor works.

a. Defined

Minor works are defined as those changes that do not involve substantial alterations, additions or removals

that could impair the integrity of the Landmark property or the Historic Overlay District as a whole. Minor works are limited to those listed in the "Bylaws and Rules of Procedure" of the Historic Development Commission.

b. Procedure

i. Applications for minor works shall be reviewed by the Planning and Development Officer according to the applicable historic development standards.

ii. A report describing all certificates of appropriateness for minor works shall be forwarded to the Historic Development Commission, for its information, at its next regularly scheduled meeting.

iii. Failure to approve the requested minor work by the Planning and Development Officer shall in no way interfere with the applicant's right to be heard by the Historic Development Commission—no application for a certificate of appropriateness may be denied without formal action by the Historic Development Commission.

iv. Appeals of administrative decisions to approval a Minor Work are heard by the Historic Development Commission. Notice of appeal shall be filed with the City Planning Department within 30 days after the date the application for Minor Works was affirmatively decided. An appeal stays all work on the approved Minor Work during the review period of the Historic Development Commission.

3. Notice

a. Whenever a hearing on the application is to be heard by the Commission, Planning and Development shall make a reasonable attempt to identify and notify by mail the owners of property within 100 feet on all sides of the property that is the subject of the pending application.

b. Mailed notices are for the convenience of the property owners and occupants and any defect or their omission shall not impair the validity of issuing a certificate of appropriateness or any following action.

4. Hearing

a. Planning and Development shall transmit the application for a certificate of appropriateness, together with the supporting material, to the review body for its consideration.

b. Prior to the issuance or denial of a certificate of appropriateness by the Commission, the applicant and persons meeting the criteria of G.S. 160-A-393 shall be given the opportunity to be heard at the hearing.

c. All meetings of the Historic Development Commission shall be open to the public in accordance with the North Carolina open meetings law, N.C. Gen. Stat. Chapter 143, Article 33B.

d. Interior arrangement shall not be considered by the review body and no certificate of appropriateness is required for interior repairs or renovations, except for designated interior features of Historic Landmarks as allowed in *Sec. 10.2.16.D.2.*

e. The review body shall not refuse to issue a certificate of appropriateness except for the purpose of preventing the construction, reconstruction, alteration, restoration, moving or demolition of buildings, structures, appurtenant features, outdoor advertising signs or other significant features in the –HOD-G, -HOD-S or for Historic Landmarks, which would be incongruous with the special character of the district or Landmark.

f. The Commission shall render its decision in written form, including its reasons for issuing or denying the certificate and a summary of any citation to the evidence, testimony, studies or other authority upon which it based its decision.

g. Without objection from any interested parties, the Historic Development Commission may hold summary proceedings on Certificates of Appropriateness. Such proceedings shall be a public meeting and the Commission's decision shall be rendered in written form.

h. In all proceedings or public hearings before the Historic Development Commission with regard to an application for a certificate of appropriateness, the burden of producing substantial evidence or testimony is upon the applicant and if the applicant fails to do so, the Commission shall deny the certificate.

i. Notwithstanding any other provisions of this UDO, the Historic Development Commission may require additional evidence or

Sec. 10.1.8. Summary of Review Authority

The following table summarizes the review and approval authority of the various review bodies with regard to this UDO.

	ADMINISTRATION		REVIEW BODIES					PUBLIC NOTICE				
APPROVAL PROCESS	X-ref	City Official	Historic Development Commission	Appearance Commission	Board of Adjustment	Planning Commission	City Council	Neighborhood Meeting	Web	Site Posted	Mailed	Published
Comprehensive Plan Amendment	*Sec. 10.2.2.*	RR				RR	D-PH		Y		Y[2]	Y[3]
Text Amendment to UDO	*Sec. 10.2.3.*	RR				RR	D-PH		Y			Y[3]
Rezoning Map Amendment	*Sec. 10.2.4.*	R	R[1]			RR	D-PH	Y	Y	Y[6]	Y	Y[3]
Subdivision Review	*Sec. 10.2.5.*											
Preliminary Subdivision Plan		D	R[1]						Y		Y	
Final Subdivision Plat		D										
Subdivision Waiver		R			D-QH				Y	Y	Y	
Subdivisions in an -MPOD (other than single-unit living)		R					D-QH		Y		Y	
Subdivisions in a -HOD-G or -HOD-S or properties with Historic Landmarks		R	RR				D-QH		Y		Y	
Other Map Approvals		D							Y			
Non-Subdivision Final Plat and Recorded Instruments	*Sec. 10.2.6.*	D			A-QH				Y			
Plot Plan Review	*Sec. 10.2.7.*	D			A-QH							
Site Plan Review	*Sec. 10.2.8.*	D			A-QH				Y	Y		
Special Use Permit	*Sec. 10.2.9.*	R			D-QH				Y	Y	Y	Y
Variance	*Sec. 10.2.10.*	R			D-QH				Y	Y	Y	Y
Common Signage Plan	*Sec. 10.2.12.*	D			A-QH							
Temporary Use Permit	*Sec. 10.2.13.*	D			A-QH				Y			
Written Interpretation of UDO	*Sec. 10.2.14.*	D			A-QH				Y	Y[5]	Y[5]	
Certificate of Appropriateness	*Sec. 10.2.15.*											
Minor		D	A-QH						Y			
Major		R	D-QH		A-QH				Y	Y	Y	Y
Historic Landmark Designation	*Sec. 10.2.16.*	R	R[1]				D-JH		Y	Y		Y
Administrative Alternative	*Sec. 10.2.17.*	D		RR[4]	A-QH				Y		Y	
Design Adjustment	*Sec. 10.2.18.*	D			A-QH				Y		Y	
Vested Rights	*Sec. 10.2.19.*	R					D-QH		Y	Y	Y	Y

KEY: R = Review RR = Review & Recommendation D = Final Decision A = Appeal PH = Public Hearing QH = Quasi-Judicial Public Hearing
JH = Joint Public Hearing with Historic Development Commission Y = Required

[1] Historic Development Commission reviews applications in -HOD-G, -HOD-S or properties with Historic Landmarks.
[2] Staff to provide mailed notice to non-applicant property owners of proposed future land use map alterations in accordance with Comprehensive Plan.
[3] Published notice is only required for the Public Hearing.
[4] Appearance Commission review as specified in this UDO.
[5] Site posting and mailed notice provided only for written interpretations associated with a specific site plan or subdivision.
[6] Site posting is only required for Public Hearing in accordance with *Sec. 10.2.1.C.4*.

RALEIGH HISTORIC DEVELOPMENT COMMISSION

MINOR WORK APPEAL HEARING

Certificate of Appropriateness Committee

City Code Section 10.2.15.D.2. states that "Minor works are defined as those changes that do not involve substantial alterations, additions or removals that could impair the integrity of the Landmark property or the Historic Overlay District as a whole. Minor works are limited to those listed in the "Bylaws and Rules of Procedure" of the Historic Development Commission." Section 10.1.8 provides that Minor Certificate of Appropriateness applications be decided by City staff and that approvals be appealed to the Raleigh Historic Development Commission at a quasi-judicial public hearing.

Any party may appear in person or by agent or attorney at the meeting. All persons addressing the committee regarding an application must be affirmed as required by North Carolina law.

a. Any committee members having a conflict of interest make such conflict known, and are excused from hearing the application;
b. The preservation staff presents staff comments in support of the COA approval;
c. The appellant presents evidence against the COA approval;
d. Other persons opposed to the COA approval present evidence against the original application;
e. Other persons present evidence in support of the original application;
f. Statements or evidence submitted by any official, commission or department of the City of Raleigh, any state agency, or any local historical, preservation or neighborhood association are presented;
g. Questions from any person regarding the application are then received;
h. The committee chair then summarizes the new evidence that has been presented, giving all parties an opportunity to make objections or corrections;
i. The chair calls for a vote to close the public testimony portion of the hearing;

(Only committee members may talk during the following portions of the hearing. No further testimony is taken, unless the committee votes to reopen the hearing to the public.)

j. The committee members will discuss the proposal with respect to its "congruity" in light of the applicable guidelines;
k. Following discussion, the committee members will develop and adopt "Findings of Fact" that the proposal is/is not incongruous, citing applicable sections of the guidelines;

l. Based upon the Findings of Fact, the committee members may discuss the appropriateness of imposing conditions;

m. The committee then votes to either uphold the existing COA approval, approve subject to conditions, defer for further information, or deny the application for a Certificate of Appropriateness.

RHDC
RALEIGH HISTORIC
DEVELOPMENT COMMISSION

EXTERIOR CHANGES WITHOUT A CERTIFICATE OF APPROPRIATENESS (COA)

Oakwood Historic District

Property Address: 507 Oakwood Avenue, Raleigh, NC 27601

Owner: Justin and Rebecca Griffin
Mailing Address: 507 Oakwood Avenue, Raleigh, NC 27601

March 28, 2018

City of Raleigh staff members have observed the following change(s):

- **the installation of exterior lights and cameras**
- **rear yard grading which has undermined the wooden fence**

Section 5.4.1.C.1 of the City of Raleigh Unified Development Ordinance states that "no portion of the exterior features of any building or other structure (including walls, fences, light fixtures, steps, pavement, path or any other appurtenant features), trees, or above ground utility structure nor any type of outdoor advertising sign,…is to be erected, altered, restored, demolished or moved unless and until after an application for a Certificate of Appropriateness as to the exterior features,…has been submitted and approved."

A COA application must be received for these changes no later than April 12, 2018.
➔Work on the exterior of the property should not continue until a COA has been approved. ←

Raleigh's historic properties and historic districts include some of the city's most valuable historic resources. To assist property owners in preserving those resources, the City Council has established basic procedures and standards for renovation. These standards include the requirement to obtain a COA for exterior changes.

The most applicable section(s) and guideline(s) of *Design Guidelines for Raleigh Historic Districts and Landmarks* that apply to this work are:

- 1.3.11 "Introduce contemporary equipment or incompatible site features, including satellite dishes, playground equipment, mechanical units, and swimming pools, in locations that do not compromise the historic character of the building, site, or district. Locate such features unobtrusively, and screen them from view."
- 1.3.13 "It is not appropriate to alter the topography of a site substantially through grading, filling, or excavating, nor is it appropriate to relocate drainage features, unless there is a specific problem."
- 1.4.3 "Protect and maintain the wood, masonry, and metal elements of historic fences and walls through appropriate surface treatments: • Inspect regularly for signs of moisture damage, corrosion, *structural damage or settlement*, vegetation, and fungal or insect infestation."

Post Office Box 829
Raleigh, North Carolina 27602
(919) 832-7238 ph
(919) 516-2682 fax

www.rhdc.org

- 1.7.4 "Introduce new site and street lighting that is compatible with the human scale and the historic character of the district or local landmark. Consider the location, design, material, size, color, finish, scale, light color, and brightness of a proposed fixture in determining its compatibility."
- 1.7.5 "In the residential historic districts, introduce low-level lighting to provide for safety and security where needed. Install recessed lights, footlights, lights on posts of human scale, or directional lights in unobtrusive locations."
- 1.7.6 "Locate low-level or directional site lighting and motion detectors with care *to ensure that the light does not invade adjacent properties*."

In staff's judgment, the installation of security lighting and cameras potentially are not incongruous with the special character of the historic district and property, but require review of compatibility with the design standards for historic overlay districts as referenced in Section 5.4.1.H of the city Unified Development Ordinance.

In staff's judgment, the change in grading that has undermined the rear fence is incongruous with the special character of the historic district and property, and would be prohibited by the design standards for historic overlay districts as referenced in Section 5.4.1.H of the city Unified Development Ordinance.

An application for a COA requesting that exterior lighting and cameras and rear yard grading remain in their current locations would be categorized as a Major Work that must be heard by the commission's COA Committee at an evidentiary hearing; this would not be an item that could be approved at the staff level. **A COA application must be received by the RHDC for these changes no later than April 12, 2018.**

Enclosed is a copy of our Application for a COA. The *Design Guidelines for Raleigh Historic Districts and Landmarks* and COA List of Work can be found online at www.rhdc.org. Whenever you need specific information or assistance, please contact the commission staff.

Collette R K

Collette Kinane
Preservation Planner
919-996-2649
collette.kinane@raleighnc.gov

Attachments:
COA application

RHDC
RALEIGH HISTORIC
DEVELOPMENT COMMISSION

Certificate of Appropriateness Placard

for Raleigh Historic Resources

507 OAKWOOD AVENUE
Address

OAKWOOD
Historic District

Historic Property

096-18-MW
Certificate Number

06-22-2018
Date of Issue

12-22-2018
Expiration Date

Project Description:

- Install exterior lighting and security cameras

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, Collette R K

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

RHDC
RALEIGH HISTORIC DEVELOPMENT COMMISSION

☒ 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 # 556998
File # 09e-18-MW
Fee $29
Amount Paid $29
Received Date 5/31/18
Received By Lorraine E.

Property Street Address – 507 Oakwood Ave, Raleigh, NC 27601		
Historic District - Oakwood		
Historic Property/Landmark name (if applicable)		
Owner's Name – Justin & Rebecca Griffin		
Lot size	(width in feet) 43	(depth in feet) 73.4

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

WWW.RALEIGHNC.GOV

REVISION 08.29.16

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 – Justin & Rebecca Griffin		
Mailing Address – 507 Oakwood Ave		
City – Raleigh	State - NC	Zip Code - 27601
Date – 05/31/3028	Daytime Phone – 850-855-5489	
Email Address – justint.griffin@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 48, 50

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

Section/Page	Topic	Brief Description of Work (attach additional sheets as needed)
1.7	Lighting	Addition of exterior security camera and motion sensor lighting fixtures on north elevation. The exterior light will be of metal construction with white powder coated finish and will be wall mounted above the attic window and under the soffit of the roof ridge. The camera will be a wireless dome security camera with a white base and will be eave mounted to the soffit above the first floor window and below the attic window.
1.3	Site Features	

Minor Work Approval (office use only)

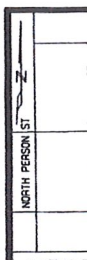
Upon being signed and dated below by the Planning Director or designee, this application becomes the Minor Work Certificate of Appropriateness. It is valid until 12/22/2018. Please post the enclosed placard form of the certificate as indicated at the bottom of the card. Issuance of a Minor Work Certificate 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** 6/22/2018

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. Minor Work (staff review) – 1 copy Major Work (COA Committee review) – 10 copies			✓		
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.)	☒		✓		
2. **Description of materials** (Provide samples, if appropriate)	☒		✓		
3. **Photographs** of existing conditions are required. Minimum image size 4" x 6" as printed. Maximum 2 images per page.	☒		✓		
4. Paint Schedule (if applicable)	☐	☒			✓
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.	☒	☐	✓		
6. **Drawings** showing existing and proposed work ☐ Plan drawings ☐ Elevation drawings showing the façade(s) ☐ Dimensions shown on drawings and/or graphic scale (required) ☐ 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.	☒	☐	✓		
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.	☐	☒			
8. **Fee** (See Development Fee Schedule)	☒				✓

LOCATION OF NEW SECURITY CAMERA + LIGHT

EXISTING LIGHTS



LINE	BEARING	DISTANCE
L1	N 10°30'46" E	8.03

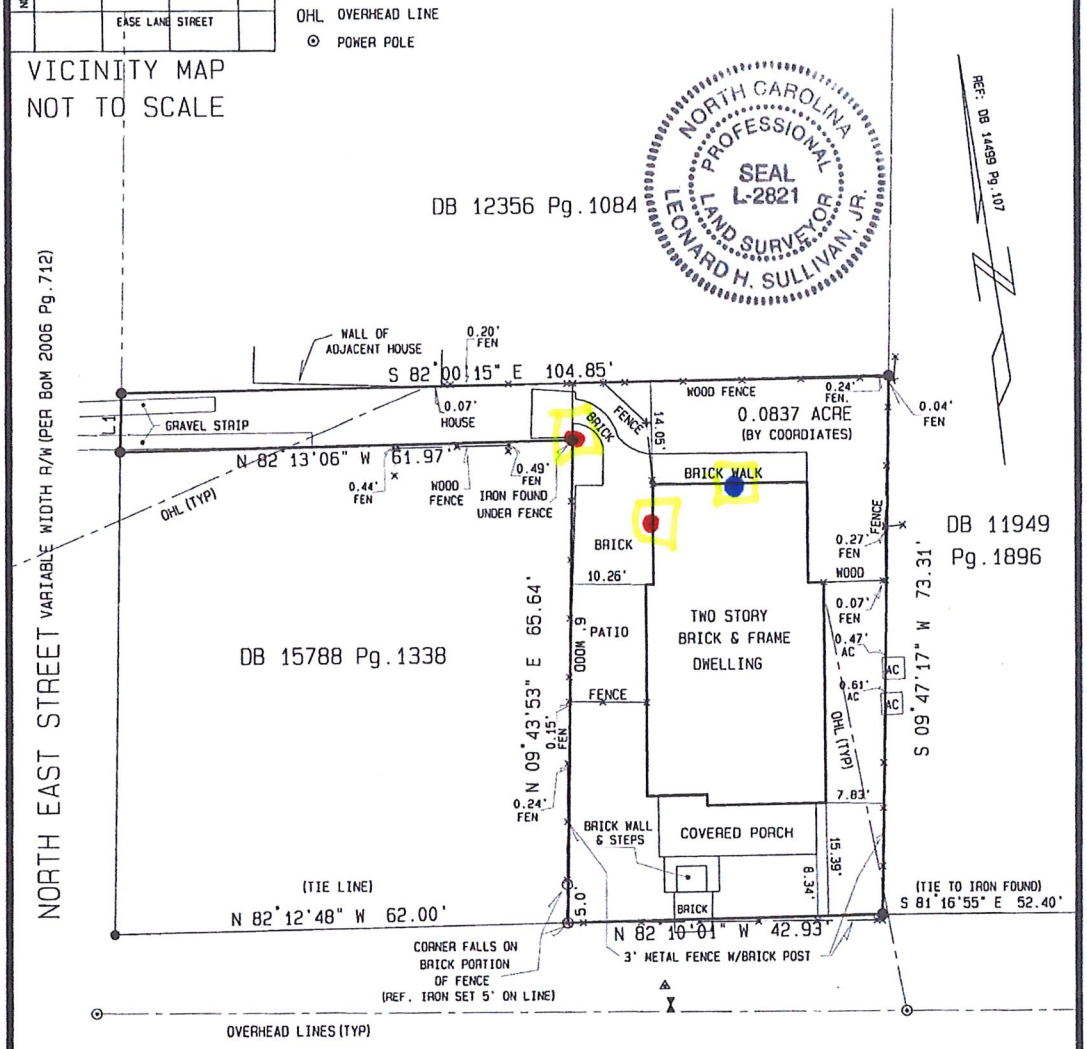
LEGEND:

- ● IRON PIPE FOUND
- ○ IRON PIPE SET
- ⧗ WATER METER
- ⧋ CLEAN OUT
- OHL OVERHEAD LINE
- ⊙ POWER POLE

NOTES:
1. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.
2. THIS SURVEY DONE WITHOUT THE BENEFIT OF A TITLE SEARCH.
3. ALL IRONS FOUND ARE FLUSH WITH GROUND UNLESS OTHERWISE NOTED.
4. ANY DRAINAGEWAYS SHOWN HEREON AND/OR ADJACENT TO THIS SITE MAY CREATE ADDITIONAL BUFFERS CLAIMED BY THE STATE OF NORTH CAROLINA OR OTHER REGULATORY AGENCY.
5. METES AND BOUNDS REFLECT IRONS FOUND AND DIFFER FROM RECORD INSTRUMENT.

VICINITY MAP
NOT TO SCALE

NORTH CAROLINA PROFESSIONAL SEAL L-2821 LAND SURVEYOR LEONARD H. SULLIVAN, JR.



OAKWOOD AVENUE
60' PUBLIC R/W
(PER BoM 1994 Pg.1635)

507 OAKWOOD AVENUE

DEED BOOK 14499 PAGE 107 * NOT FOR RECORDATION *

PIN 1704.20-90-2758

I, LEONARD H. SULLIAN JR., DO HEREBY CERTIY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FOR ACTUAL SURVEY MADE UNDER MY SUPERVISION USING REFERENCES SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION SHOWN HEREON; THAT THE RATION OF PRECISION AS CALCULATED IS 1: 10000+; THAT THIS PLAT WAS PREPARED WITH N.C. G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER (L-2821) AND SEAL. _____

ALSO, I CERTIFY THAT THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.

SRV'D: MAS	DRAWN: TAH	CHK'D: LHS	JOB # 2704915	DATE: 04 MAY 2015	SCALE: 1" = 20'

SULLIVAN SURVEYING
LAND SURVEYORS
1143-D EXECUTIVE CIRCLE
CARY, NORTH CAROLINA 27511
TELEPHONE: (919) 469-4738

SURVEY FOR:

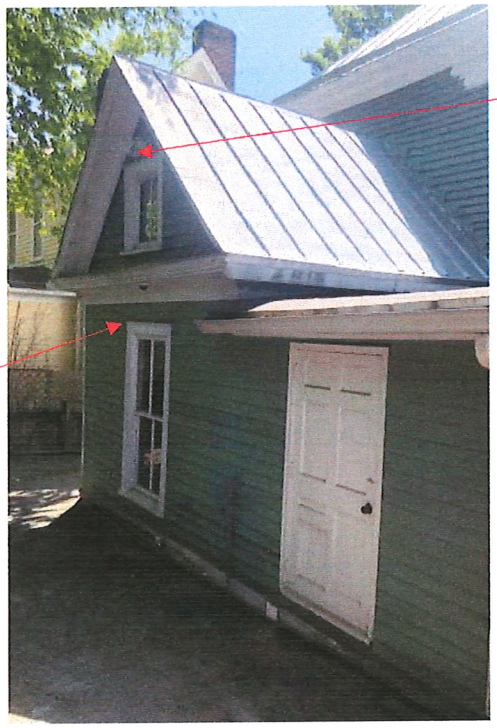
JUSTIN T. GRIFFIN

RALEIGH, WAKE COUNTY, NORTH CAROLINA

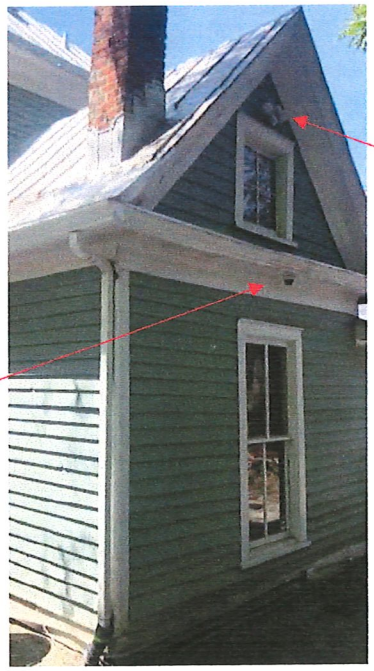
South Elevation – 507 Oakwood Ave

North Elevation (view 1) – Security Camera & Light

North Elevation (view 2) – Security Camera & Light



North Elevation (view 3) – Security Camera & Light



Light Specifications