



RHDC
RALEIGH HISTORIC
DEVELOPMENT COMMISSION

CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

Project Description:

Replace storm windows

325 Polk St

Address

Oakwood

Historic District

Historic Property

COA-0001-2025

Certificate Number

1/30/2025

Date of Issue

7/30/2025

Expiration Date

This card must be kept posted in a location within public view until all phases of the described project are complete. The work must conform with the code of the City of Raleigh and laws of the state of North Carolina. When your project is complete, you are required to ask for a final zoning inspection in a historic district area. Telephone the RHDC office at 832-7238 and commission staff will coordinate the inspection with the inspections Department. If you do not call for this final inspection, your Certificate of Appropriateness is null and void.

Signature, _____

Collette K

Raleigh Historic Development Commission

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

Type or print the following:

Applicant name: Edith Wooten

Mailing address: 325 Polk Street

City: Raleigh

State: NC

Zip code: 27604

Date: 11/2/25

Daytime phone #: 202-306-0708

Email address: ewooten3030@yahoo.com

Applicant signature: Edith Wooten

Minor work (staff review) – one copy

Major work (COA committee review) – ten copies

Additions > 25% of building sq. footage

New buildings

Demolition of building or structure

All other

Post approval re-review of conditions of approval

Office Use Only

Transaction #: _____

File #: COA-0001-2025

Fee: _____

Amount paid: _____

Received date: _____

Received by: _____

Property street address: 325 Polk Street, Raleigh, NC 27604

Historic district: Oakwood

Historic property/Landmark name (if applicable):

Owner name: Edith Wooten

Owner mailing address: 325 Polk Street Raleigh NC 27604

For applications that require review by the COA Committee (major work), provide addressed and stamped envelopes for owners for all properties with 100 feet on all sides of the property, as well as the property owner.

Property Owner Name & Address

Property Owner Name & Address

I understand that all major work applications that require review by the Raleigh Historic Development Commission's COA Committee must be submitted by 4 p.m. on the date of the application deadline; otherwise, consideration will be delayed until the following committee meeting. An incomplete application will not be accepted.


Will you be applying for rehabilitation tax credits for this project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Office Use Only Type of work: <u>70</u>
Did you consult with staff prior to filing the application? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

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).
2.10/58	Storm windows	We are replacing our out-of-alignment, non-functioning storm windows with highly efficient, new storm windows designed to flush within the existing opening.

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 7/30/2025.

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 01/30/25

Description of 325 Polk Storm Windows

Most of our storm windows are out of alignment and and not functioning correctly. They look bad, collect dirt and insects, and make our house drafty.

Sigmon Construction, my contractor, recommends installation of Velv-A-Lume storm windows on both floors of our house. They will be installed by a professional contractor and have been extensively used for the preservation and renovation of historic homes. Designed to fit flush within the existing window opening, it's marketed as being often difficult to detect that a storm window has been installed.

Velv-A-Lume Storm Windows are "butt construction," expander windows. An expander window is unique in that it can be fitted into a window opening that is out of square and still fit perfectly, always allowing the sash and frame to remain square and operate with ease.

Features

- Flush mounting for non-obtrusive appearance
 - Expander type frame for perfect fit in almost any opening
 - Tubular aluminum extrusions for exceptional strength
 - Interlocking sash and tongue and groove sash seal for remarkable resistance to the elements
 - Electrostatically applied enamel finishes provide long lasting service
 - Aluminum screen wire standard - fiberglass wire optional
- Color will match trim per applicant/owner



VELV-A-LUME STORM WINDOW SPECIFICATIONS

MANUFACTURER: Manufacturer shall be West Window Corporation, located at 226 Industrial Park Drive, Martinsville, Virginia. (PO. Box 3071, Martinsville, VA 24115, phone 276-638-2394)

MATERIALS: Frame and sash main members are made of T6063-T6 aluminum alloy extrusions. Typical extrusion wall thickness is .050 inches for frame sections and .0465 inches for sash and screen sections. Sash and screen extrusions are of tubular design for additional strength and rigidity.

CONSTRUCTION: Frame components are assembled using double screw coped corner construction and are secured by #6 x 3/4" 410 stainless steel screws. Frame depth with expander is 1". Extruded aluminum expanders are used at the head, jambs, and sill to compensate for opening irregularities. Frame head utilizes a recess to capture the top of the upper sash for added strength and rigidity. An extruded channel at the sill is used for positive water drainage. An integral tongue extruded onto the sill mates with the bottom of the lower sash for improved rigidity and water control.

Active sash components are joined at the corner using mitered corner construction and are fastened with zinc die cast self locking corner angles. An extruded aluminum interlock is located at the meeting rails for strength and improved resistance to air infiltration. Weeps are employed at the bottom of each sash to effectively vent any accumulated water from the sash.

GLAZING: Both sash are channel glazed using a flexible vinyl glazing gasket along the perimeter of a single lite of glass. Both sash may be re-glazed if necessary using existing sash rails. Glazing options consist of clear, tinted, obscure, and tempered glass.

SCREEN: Screen frame is made of tubular T6063-T6 aluminum alloy extrusions and employs mitered corner construction, fastened at the corner with self locking zinc die cast corner angles. Screen cloth is of aluminum wire mesh held firmly in place by a solid vinyl spline. **HARDWARE:** Sash are equipped with spring loaded combination zinc die cast/stainless steel slide bolts (with wire form handle, lower sash) that positively engage punched holes in the master frame at predetermined locations along the travel path of the sash. Stainless steel tension springs located on one sash stile and one screen stile hold the inserts firmly in place. Upper sash utilizes a stainless steel lock plate that prevents sash movement from the outside. Stainless steel wire form handle on screen allows screen to be latched in place when fully closed.

FINISHES: All aluminum extrusions in master frame, sash, and screen are finish painted with an electrostatically applied enamel in a choice of three colors: White, Bronze, and Tan.

INSTALLATION: Installation of window shall be furnished by others and should be done in a professional manner. Window shall be set plumb and square in opening with no twisting or distorting of the window, and shall be properly anchored. A non-hardening sealant compatible with aluminum shall be provided by the installer and applied by the installer in sufficient quantity to provide a watertight seal between the window and opening.

OPERATION: After installation, window shall operate smoothly with no binding of either sash. Sash shall fully interlock at the meeting rail when both sash are in the fully closed position. Frame jambs shall be straight with no bowing in or out and sash shall positively engage the frame jamb at all points along the sash stile. Sash slide bolts shall positively engage the holes in the frame jamb. Sash and screen will be removable to the inside provided enough clearance exists between the primary window and the storm window frame.

WARRANTY: Window is covered by West Window Lifetime Limited Warranty. Details of the provisions of this warranty are available on request. West Window commenced operation in 1949.

