



CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

Project Description:

Remove second front door; add diamond muntins to nonhistoric windows

324 Cutler St

Address

Boylan Heights

Historic District

Historic Property

COA-0011-2025

Certificate Number

3/7/2025

Date of Issue

9/7/2025

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: Tim Wicker, member Manager Kona Investments LLC

Mailing address: 308 Dunwoody Drive

City: Raleigh

State: NC

Zip code: 27615

Date: 01/21/2025

Daytime phone #: 919-819-7291

Email address: tim@twickercpa.com

Applicant signature: see below for signature

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-0011-2025**

Fee: _____

Amount paid: _____

Received date: _____

Received by: _____

Property street address: 324 Cutler Street

Historic district: Boylan Heights

Historic property/Landmark name (if applicable):

Owner name: Kona Investments LLC

Owner mailing address: 308 Dunwoody Drive Raleigh, NC 27615

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 ☐ No ☒

Did you consult with staff prior to filing the application?

Yes ☒ No ☐

Office Use Only

Type of work: 17, 29, 84

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).
29/30	Correct to one front door	Delete 2nd front door added previously
84/85	Remove window replace	Remove & Replace window (not original) with smaller window
17	modify window trim	Add diamond accent trim to 2 second floor windows

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 09/07/2025

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)

Collette K

Date

03/07/2025

Trin Ruckse, owner member/manager

Kona Investments, LLC

Description of Renovation proposed for 324 Cutler Street Raleigh NC 27603

324 Cutler Street was converted into a triplex by a previous owner. It is our goal to restore this property to its original glory as a single-family home for the use of the current owner. This project will require a complete renovation of the interior of the home including all new plumbing and electrical (plan attached). Every effort was been made to not alter the exterior of the home, however, there are two exterior changes which are required and a third which is simply to make the property appear more original. These three changes are the reason for the COA application.

Exterior Change 1 will be the removal of the second door (not original) which was added when the home was converted to a multi-family home. Appropriate siding will be laced in. The siding on this front section of the home is not original as the area was originally a wrap around porch that was enclosed previously.

Removed from application per applicant email

Exterior Change 2 is replacing a 60" tall window on the side of the home with a 37 ¼ tall window. This is required because the kitchen counter after the renovation will run along this wall. The window will need to be shortened to allow it to fit above the countertop. The proposed window is being built to replicate another window in the home which is directly beside this one. Please note the window being removed is NOT an original window. Pictures attached. The window we have used as the template for the smaller replacement window is original. Siding will be laced in the area under the new smaller window.

Exterior Change 3 is adding the diamond accents to the two 2nd floor windows in the front of the house. The home originally had the diamond accents in all 4 windows on the front of the house (see original picture attached). The 2nd floor windows were replaced by a previous owner and the diamond trim was deleted.

Notes:

All the siding, the window and the window trim replaced during these changes will be painted to match existing paint colors. Owner is in possession of all these paints leftover from the previous repaint. Owner is also in proccession of siding believed to have been removed during one of the previous renovations.



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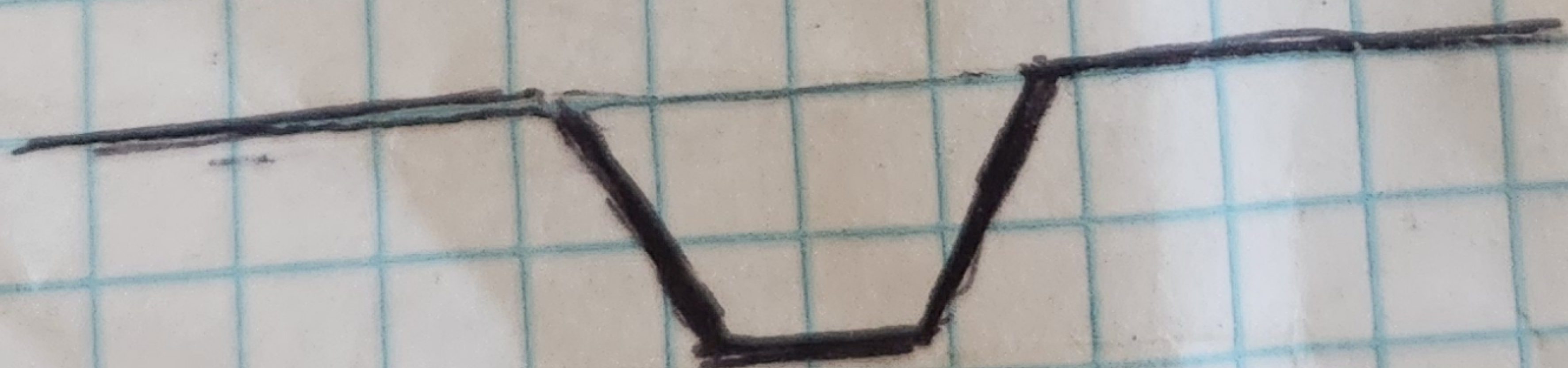
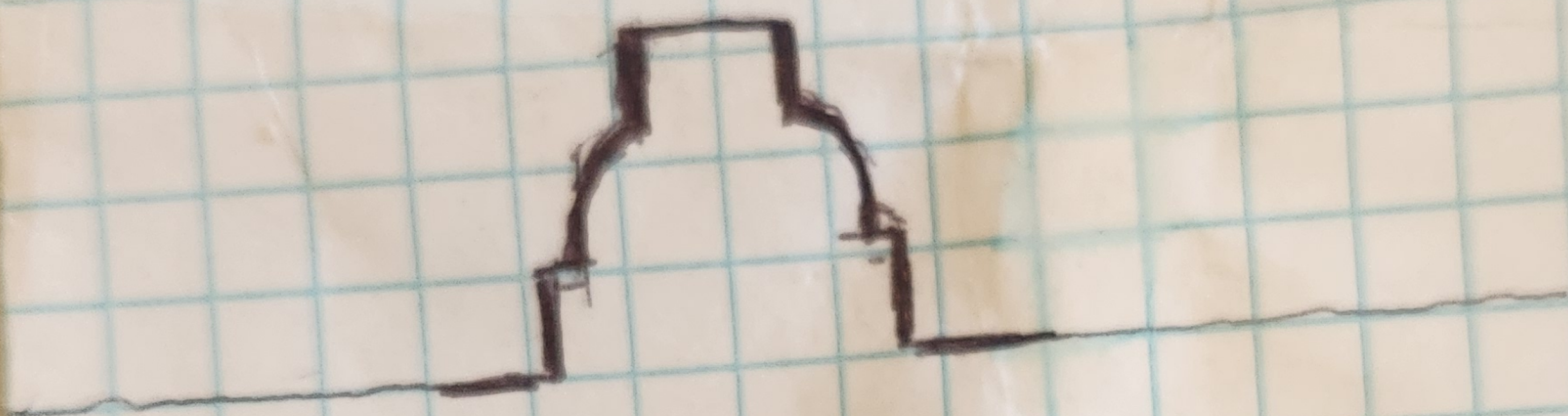








Inner



Exterior

From: [Tim Wicker](#)
To: [Kinane, Collette](#)
Cc: [Siran, Kimberly](#); [Morton Pugh, Erin](#)
Subject: Re: Minor Work COA Review - COA-0011-2025 (324 Cutler)
Date: Friday, March 7, 2025 9:54:44 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you verify that the attachment and content are safe. If you believe this email is suspicious, please click the 'Report Message' button in the banner to report this message.

Collette,

Thank you for reviewing my application and approving the removal of the 2nd front door.

In regards to the muntins, I have attached photos of the downstairs window. I did not want to have the muntins milled until the project was approved so I did not previously have a photo of the proposed ones for the 2nd floor. I now have muntins stock in oak cut to match the existing ones (photo attached). I have been told they would be installed with small nails and an adhesive. I believe the current ones are attached similarly as they do not appear to be through glass muntins. I also have internal muntins milled to match but I do not believe that is relevant and have not attached photos.

For the first time yesterday, I noticed that one of the six windows on the side of the house facing the street also has the diamond muntin design. Although I do not have a historic side photo of the house, I now believe that the side windows also originally had this design. I would love to have approval to add these to all the side windows as well as I believe they are historically accurate architectural features.

I will pivot on the window that I needed shortened and figure a work around by modifying the kitchen layout.

If I need to upload this information online as well, please let me know.

Tim

On Fri, Feb 21, 2025 at 5:04 PM Kinane, Collette <Collette.Kinane@raleighnc.gov> wrote:

Hi, Tim –

We are reviewing your Minor Work COA application and have a few questions.

For the installation of diamond muntins, please provide a photo of the existing muntins on the first-floor windows that shows in detail how they are installed. Please also provide additional information on the proposed installation method for the new diamonds on the second floor and dimensions of the proposed muntins. Note that snap-on muntins are not approvable by staff.

Window Alterations: While the window itself may not be historic, the key question that determines whether we can approve the alteration as a Minor Work COA is about the whole window opening. If you have evidence that the window opening is not historic, it could be a Minor Work. However, if the window opening is historic (meaning the opening existed before 1940), changing the opening would be a Major Work. Sometimes this evidence can be uncovered through light interior demolition that shows modifications to the wall to accommodate a new window or changes to a window size. As an alternate solution, we have often seen other projects utilize interior changes to allow for programming changes, including providing a finish to the back of the cabinets and counter sections that cross in front of the window, cutting the counter to fit flush into the sill depth, using the sill as a small plant or knickknack area, or furring out this space up to the height of the middle window rail to provide a continuous interior wall surface for a counter to abut. You can then paint that space facing the exterior black to blend better and appear more as an opening.

The removal of the second front door is approvable, no additional information is needed for that portion of the project. Great historic photo!

Thanks,

Collette

Collette R. Kinane, AICP

Senior Preservation Planner

City of Raleigh

Planning and Development Department

Historic Preservation

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