



CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

Project Description:

Add foundation vents; install exterior lighting

613 Polk St

Address

Oakwood

Historic District

Historic Property

COA-0047-2026

Certificate Number

4/22/2026

Date of Issue

4/22/2027

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, _____

A handwritten signature in black ink, appearing to read "Collette K.", is written over a horizontal line.

Raleigh Historic Development Commission

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

Type or print the following:

Applicant name: Emily Vikojan-Reece

Mailing address: 613 Polk St.

City: Raleigh

State: NC

Zip code: 27604

Date: 4/1/26

Daytime phone #: [REDACTED]

Email address: [REDACTED]

Applicant 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-0047-2026

Fee: _____

Amount paid: _____

Received date: _____

Received by: _____

Property street address: 613 Polk St. Raleigh, NC 27604

Historic district: Oakwood

Historic property/Landmark name (if applicable):

Owner name: Emily Vikojan-Reece & Kyle Reece

Owner mailing address: 613 Polk St. 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="radio"/> No <input checked="" type="radio"/>	Office Use Only Type of work: _____ _____
Did you consult with staff prior to filing the application? Yes <input checked="" type="radio"/> No <input type="radio"/>	

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	Install 4 recessed lights on driveway retaining wall (similar to 601 N. Boulevard & 315 N. Boundary St.) for safety
2.6	Exterior walls	Add two 8"x16" vents to front retaining wall for proper ventilation. Match existing vents (painted to match foundation).

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 04/22/2026.

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 04/22/2026

We would like to add four discreet recessed low voltage lights evenly spaced at the bottom of our retaining wall on the driveway side for safety. This lighting would be similar to the recessed driveway lighting at 601 N. Bloodworth St. and 315 N. Boundary St.

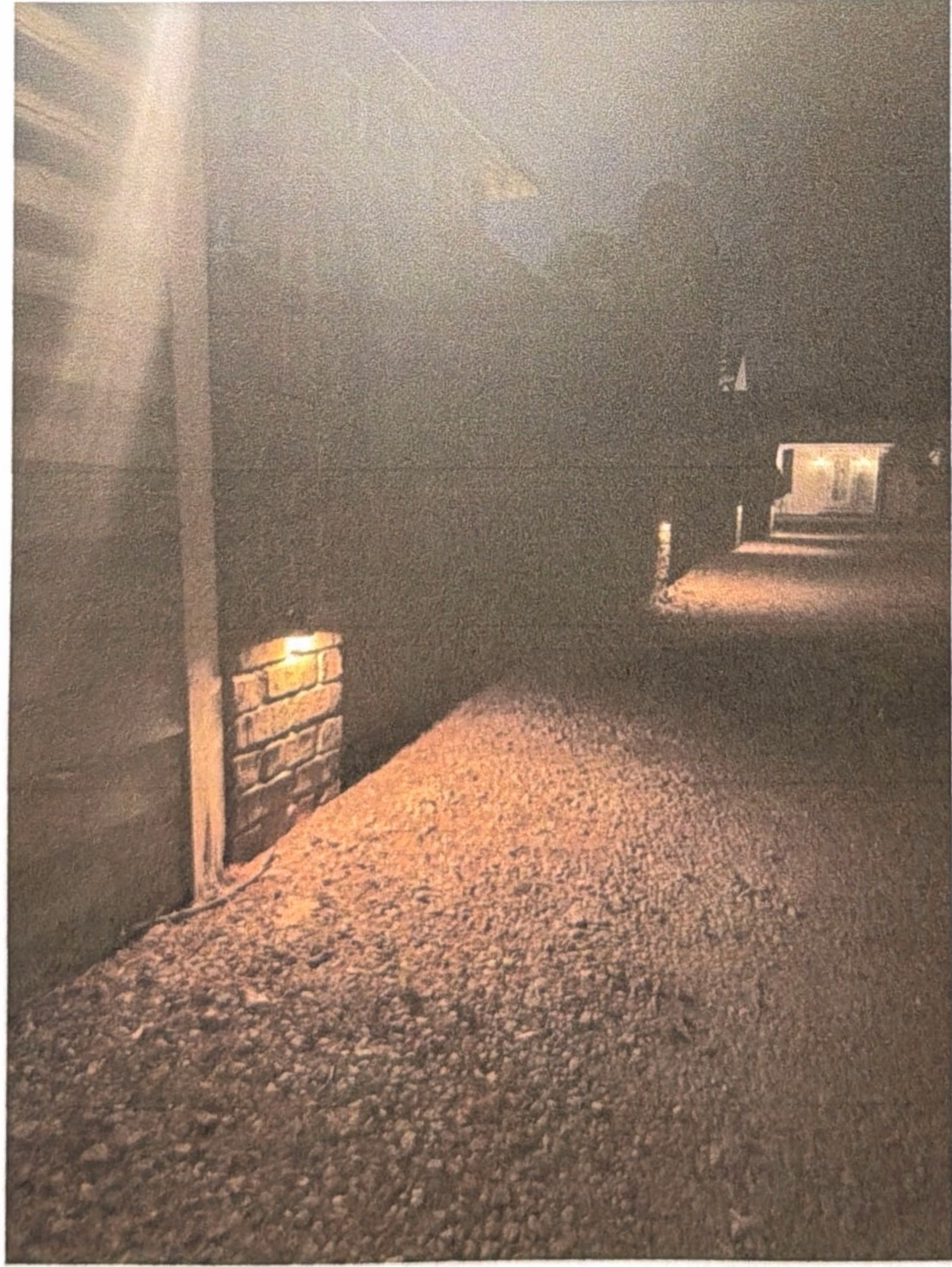
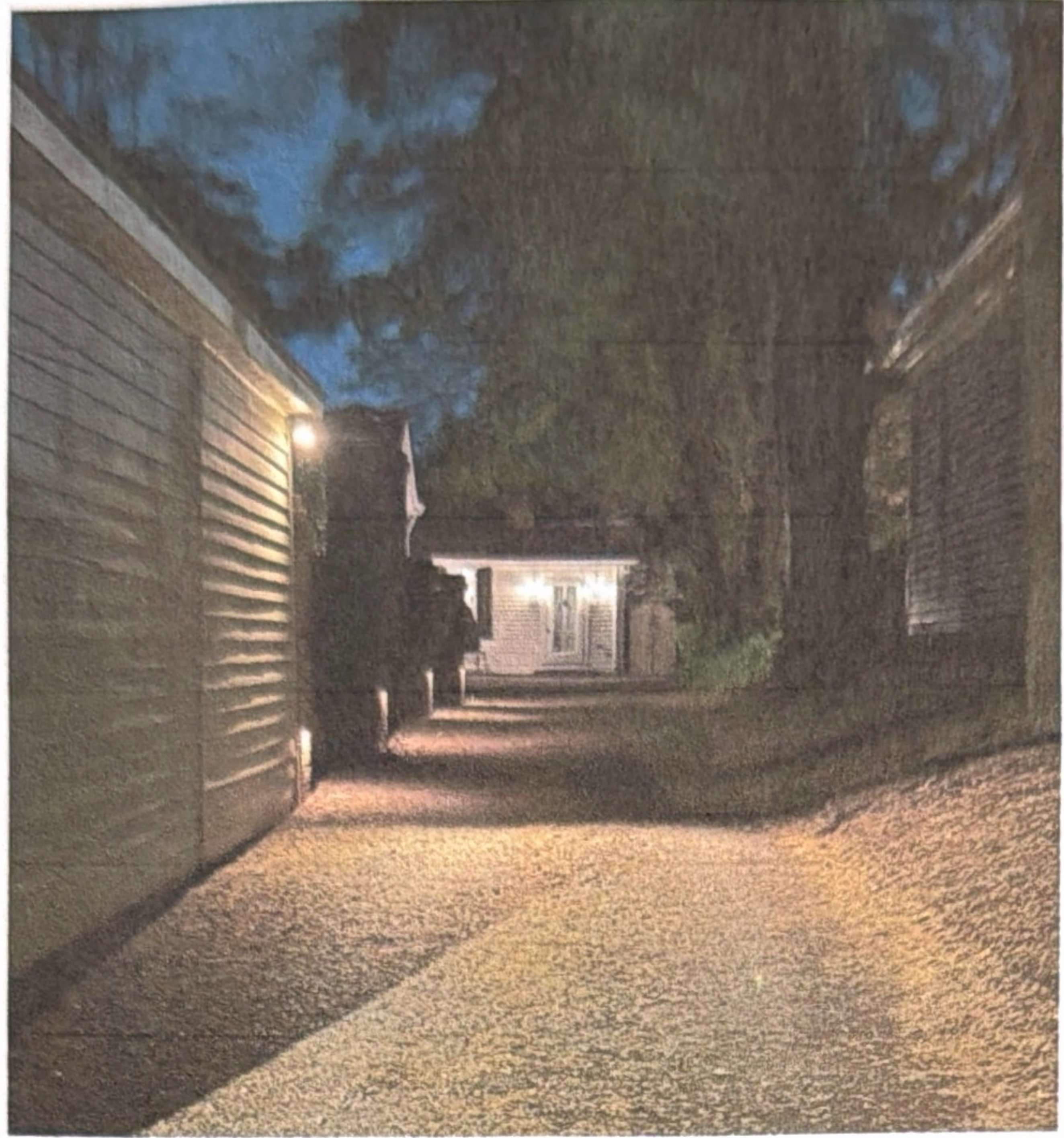
We would like to add two 8" x 16" vents to our porch crawlspace on the front of our house. We currently only have venting on one side and based on the square footage of the porch crawlspace, two additional vents are needed. These vents will be located in the center of the front two walls and match the existing size and style of our other crawlspace vents. Installed vents will be painted to match the foundation wall (our other vents are also painted).

1.7 Lianting



LED recessed
Add 4 discreet low voltage ~~directional~~ lights
at bottom of retaining wall on driveway side
to light driveway for safety. Similar
retaining wall lighting can be found at
601 N. Bloodworth and 315 N. Boundary St.

Recessed
Retaining wall lighting on driveway at 601 N.
Bloodworth St.



Recessed
Retaining wall lighting on driveway at
315 N. Boundary St.



As a part of the 2016 work to properly ventilate
the garage, new recessed lighting was installed
around the retaining wall to provide
illumination.

2.6 Exterior Walls / Vents



Add two 8" x 16" vents to properly ventilate crawl space. New vents will match existing house ventilation & be painted to match foundation color.

We currently only have vents on the back of the house (although they are foamed shut because of our encapsulated crawl space). We are matching their size (8"x16") but matching the style of many other neighborhood vents as seen below. All porch crawl space vents would match.



Vents to match:







The LED lights will be recessed into the retaining wall (wiring inside the wall like they are in the stairs) and match the same wattage and color as the stair lights (so there will not be a difference in lighting, the driveway and stair lights will feel seamless). The lights will be slightly larger than the step lights.

In-Lite Big Flux

[Inlite Design](#)

★★★★★ (No reviews yet) [Write a Review](#)

SKU: 10103240

Availability: Usually ships within 24 hrs

Weight: 52.00 Ounces



The BIG FLUX ASYMMETRIC has been specially developed to create unique lighting effects for pergolas, wide arches, and passageways. It produces a wide strip of light and it is safe to walk and drive over. Easy-lock connector included.

- **Light source** LED
- **Light reach** 25 ft
- **Dimensions** 2.52" (Height), 2.36" (Diameter)
- **Voltage** 12v AC/DC (low-voltage)
- **Color temp** 3100 °K (Warm White)
- **CRI** 93
- **Wattage** 3 W
- **Material** Polycarbonate
- **Dimmable** No
- **VA** 4.2
- **Net Luminous Flux** 99 lm
- **Warranty** 5 years