

# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

**Project Description:**

Alter paint color

309 S Boylan Ave

Address

Boylan Heights

Historic District

Historic Property

COA-0070-2020

Certificate Number

6/3/2020

Date of Issue

12/3/2020

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, \_\_\_\_\_

Raleigh Historic Development Commission

A handwritten signature in dark ink, appearing to read "Erin Morton", is written over a horizontal line.

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



Type or print the following:

Applicant name: CAITLIN WARD

Mailing address: 521 W. Cabarrus St.

City: Raleigh

State: NC

Zip code: 27603

Date: 5/9/20

Daytime phone #: 919-302-2385

Email address: chward90@gmail.com

Applicant signature: [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-0070-2020

Fee: \_\_\_\_\_

Amount paid: \_\_\_\_\_

Received date: \_\_\_\_\_

Received by: \_\_\_\_\_

Property street address: 309 S. Boylan Ave.

Historic district: Boylan Heights

Historic property/Landmark name (if applicable):

Owner name: Caitlin Ward

Owner mailing address: 521 W. Cabarrus St. Raleigh, NC 27603

**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: <u>51</u>
Did you consult with staff prior to filing the application? Yes <input type="radio"/> No <input checked="" type="radio"/>	

Design Guidelines: please cite the applicable sections of the design guidelines ( <a href="http://www.rhdc.org">www.rhdc.org</a> ).		
Section/Page	Topic	Brief description of work (attach additional sheets as needed).
3.4	Paint	Repaint entire house and foundation
		Repair rotten wood if needed.

**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 12/03/2020.

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) Erin Muth Date 06/03/2020



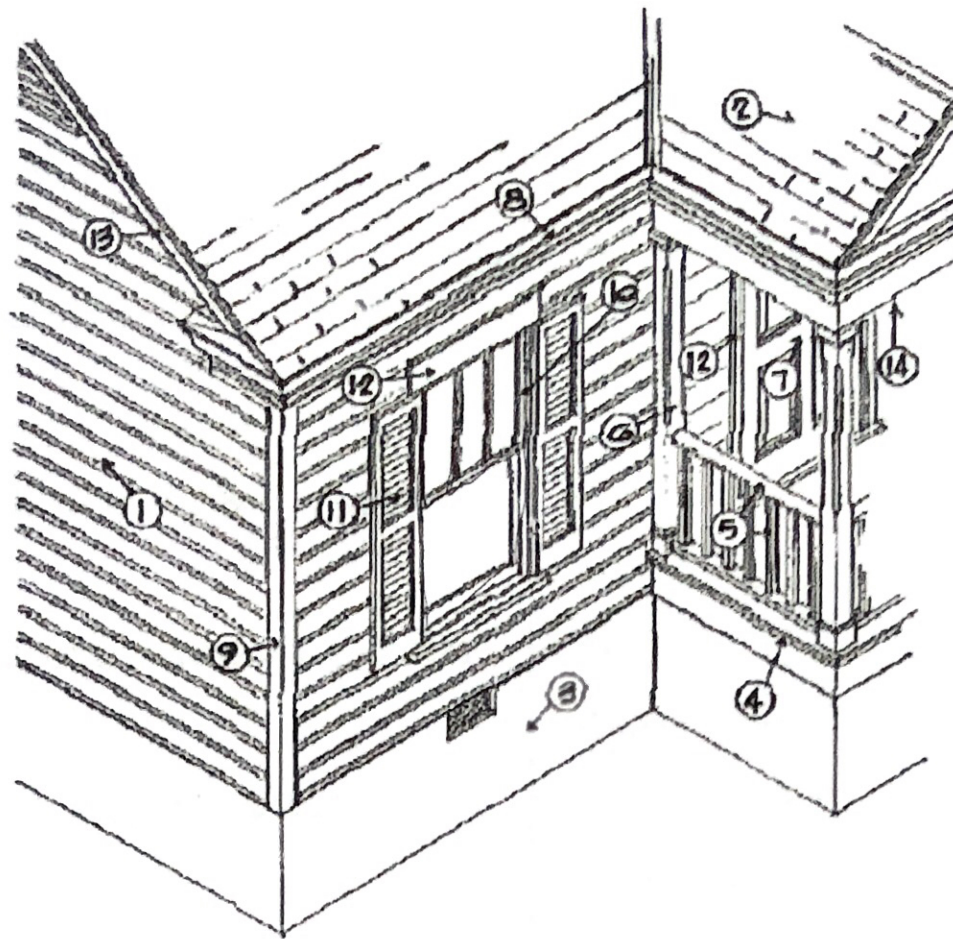
# 309 S. Boylan Ave. written description

## Repaint The Entire House:

1. Wood Siding :
  - a. Scrape and Sand unstable paint
  - b. Clean Surface
  - c. replace any rotten wood if needed
  - d. fill in joints/holes where needed.
  - e. prime
  - f. Paint
2. Wood Trim
  - a. Scrape and Sand unstable paint
  - b. Clean Surface
  - c. replace any rotten wood if necessary
  - d. fill in joints/holes where needed.
  - e. prime
  - f. paint
3. Foundation - Brick foundation is currently Painted.
  - a. Scrape away unstable paint
  - b. re-point brick if necessary
  - c. Clean Surface
  - d. prime
  - e. Paint



# Raleigh Historic Development Commission – Certificate of Appropriateness Paint Schedule



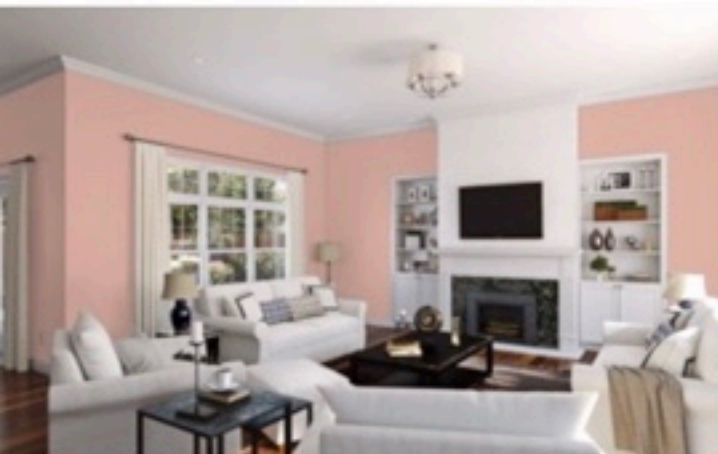
Applicant Caitlin Ward

Address 309 S. Boylan Ave.

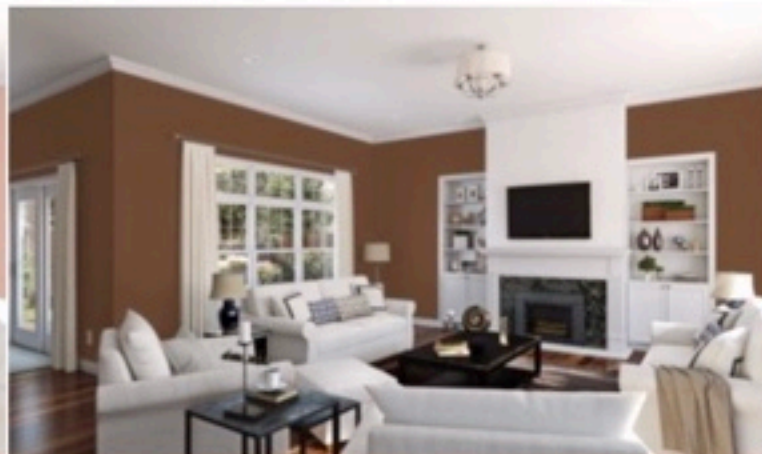
Paint Manufacturer (Please submit color chips with this schedule) Sherwin Williams

## Color Schedule

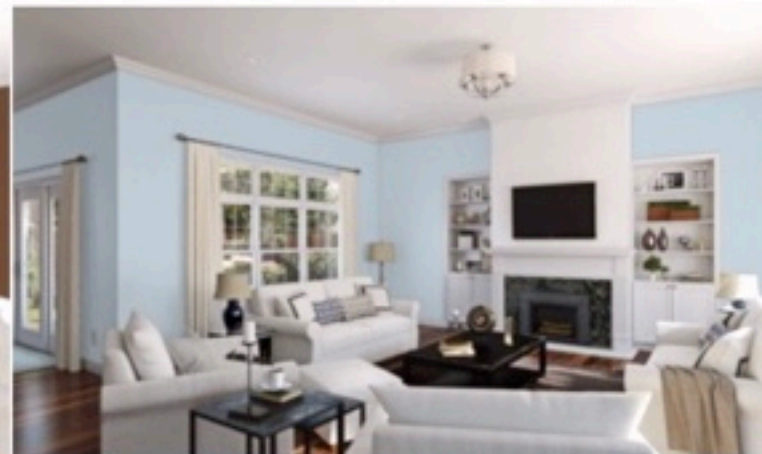
1	Body of House	<u>Smoky Salmon</u>
2	Roofing	<u>N/A</u>
3	Foundation	<u>Halcyon Green</u>
4	Porch Floor	<u>Amber rust</u>
5	Railing	<u>Pure White</u>
6	Columns	<u>Amber rust</u>
7	Entrance Door	<u>Halcyon Green</u>
8	Cornice	<u>Pure White</u>
9	Corner Boards	<u>Amber Rust</u>
10	Window Sash	<u>Pure White</u>
11	Shutter	<u>N/A</u>
12	Door & Window Trim	<u>Amber Rust</u>
13	Rake	<u>Pure White</u>
14	Porch Ceiling	<u>Mossmist</u>
15	Other	



SW 6331  
Smoky Salmon



SW 9100  
Umber Rust



SW 9144  
Moonmist



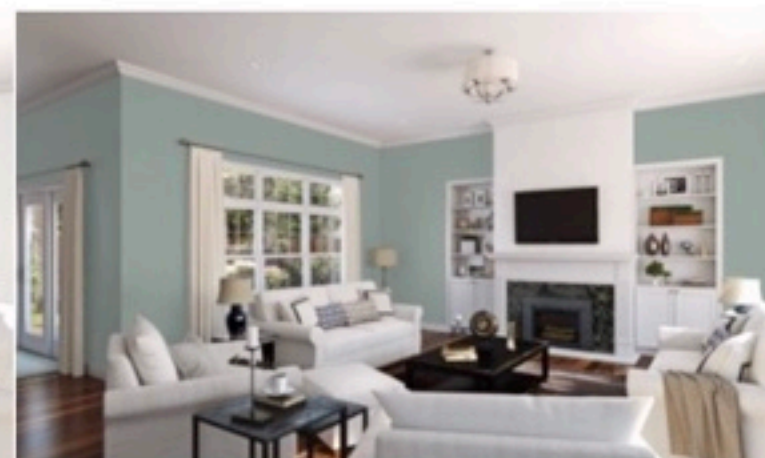
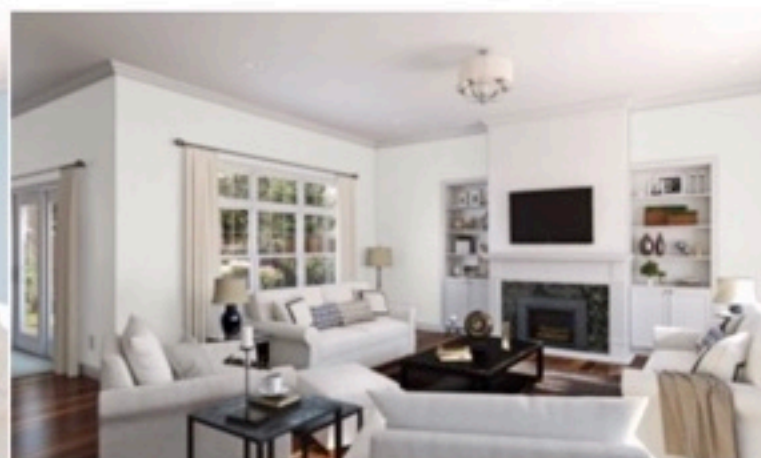
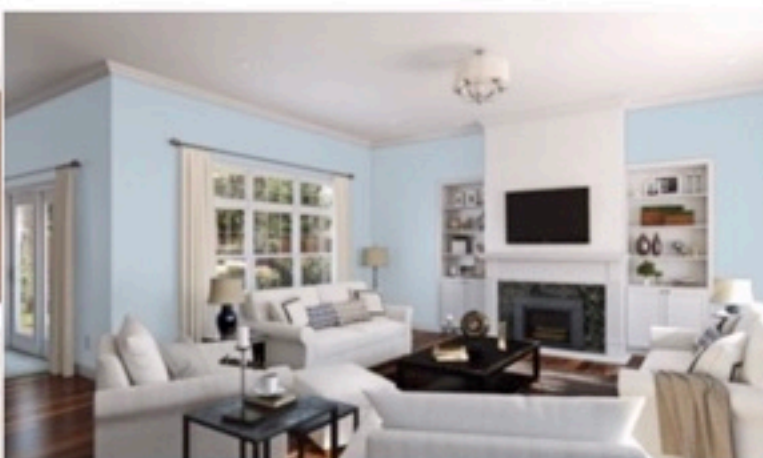
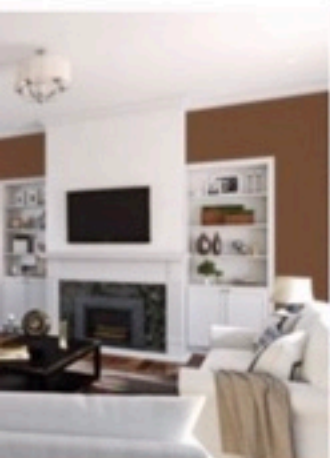
SW 7005  
Pure White





## Compare Colors

CLOSE ▾



SW 9144  
Moonmist

SW 7005  
Pure White

SW 6213  
Halcyon Green



My Color Palette

COMPARE COLORS



Download



Save





309



















## Morton, Erin

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**From:** Morton, Erin  
**Sent:** Wednesday, June 3, 2020 5:15 PM  
**To:** Caitlin Ward  
**Cc:** Tully, Tania; Kinane, Collette  
**Subject:** RE: COA-0070-2020 (309 S Boylan Ave) minor work - Initial Staff Comments

Caitlin,

Thank you for submitting a minor work COA application. The COA application for your project at 309 S Boylan Avenue has been approved! Due to City offices being closed, we'll be mailing you the signed application and blue placard.

You should present the blue placard to the Development Services staff for any permits you may need related to this project. We also ask that the placard be posted in a publicly visible location on the property for the duration of the project work.

Please let me know if you have any questions. Thank you!

Best,  
Erin

**Erin Morton**

Preservation Planner II

## City of Raleigh

Planning and Development

■ Raleigh Urban Design Center

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**From:** Morton, Erin  
**Sent:** Wednesday, May 27, 2020 1:39 PM  
**To:** Caitlin Ward <[chward90@gmail.com](mailto:chward90@gmail.com)>  
**Cc:** Tully, Tania <[Tania.Tully@raleighnc.gov](mailto:Tania.Tully@raleighnc.gov)>; Kinane, Collette <[Collette.Kinane@raleighnc.gov](mailto:Collette.Kinane@raleighnc.gov)>  
**Subject:** RE: COA-0070-2020 (309 S Boylan Ave) minor work - Initial Staff Comments

Caitlin,

We will withdraw COA-0071-2020 from the City's permit portal. The refund is not granted automatically, so you will need to contact the permit folks in Development Services to request the refund. I believe the best way to reach them is going to be their customer service line at (919) 996-2495. We will look for the paint swatches in the mail. Thank you!

Best,  
Erin

**Erin Morton**

Preservation Planner II

City of Raleigh  
Planning and Development Department

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**From:** Caitlin Ward <[chward90@gmail.com](mailto:chward90@gmail.com)>

**Sent:** Wednesday, May 27, 2020 1:05 PM

**To:** Morton, Erin <[Erin.Morton@raleighnc.gov](mailto:Erin.Morton@raleighnc.gov)>

**Subject:** Re: COA-0070-2020 (309 S Boylan Ave) minor work - Initial Staff Comments

**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 'Phish Alert' link in the banner to report this message.

Thank you for your reply, Erin.

The paint swatches are in the mail.

I would like to withdraw major work COA-0071-2020. The address is 618 W. Cabarrus St.

We're going to hold off for now. Thank you so much for your help with that. Since I have already paid the fee will it be automatically refunded?

Thank you!

Caitlin Ward

On May 22, 2020, at 3:19 PM, Morton, Erin <[Erin.Morton@raleighnc.gov](mailto:Erin.Morton@raleighnc.gov)> wrote:

Caitlin,

Thanks for the additional photographs. Painting the front door is considered congruous and approvable by staff. With the additional photo evidence that the brick foundation of the porch is already painted, that request can be approved as a minor work with staff as well. We will look for the physical paint swatches before we can provide approval and mail the blue placard. The paint schedule appears to be appropriate, presuming that the color brightness of the physical swatches are consistent with the digital swatches.

While our offices are still closed, please mail your paint swatches to:

City of Raleigh Planning Department

Attn: Historic Preservation

PO Box 590

Raleigh, NC 27602

I am unaware of changes to the COA application form itself since I began work for the city in January 2020. However, we do still require stamped and addressed envelopes for providing public notice to all property owners within 100 feet of the application property. The envelopes can be mailed to the same address listed above for the paint swatches. You can use this tool to generate the list of owner addresses: <https://openmaps.raleighnc.gov/PlanMailList/>



Lastly, it seems that applicants are not able to withdraw applications themselves in the new portal system. That is not ideal, but we are happy to execute the withdrawal for you. Which COA case number and address would you like to withdraw? Hope you have a great long weekend!

Best,  
Erin

**Erin Morton**  
Preservation Planner II

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**From:** Caitlin Ward <[chward90@gmail.com](mailto:chward90@gmail.com)>  
**Sent:** Thursday, May 21, 2020 3:03 PM  
**To:** Morton, Erin <[Erin.Morton@raleighnc.gov](mailto:Erin.Morton@raleighnc.gov)>  
**Subject:** Re: COA-0070-2020 (309 S Boylan Ave) minor work - Initial Staff Comments

**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 'Phish Alert' link in the banner to report this message.

Hi Erin,  
Thank you for your email.

I will mail in paint swatches ASAP.

I am attaching additional photos of the front door. It appears that it is stained, just heavily faded. It was done way before I took ownership of the house.

Also I am attaching more photos of the front foundation. Yes, it is painted.

Thanks to you and the RHDC for all of your hard work. I totally understand that major work COAs are backed up. I have a couple of questions because I actually have a major work COA submitted as well ( for a different address).

I noticed that there was not an option to send in addressed envelopes and that address label tool that used to exist no longer exists on the application. Is that still a requirement?

Im also curious if it is possible to withdraw a COA application that has not yet be reviewed?

Thank you so much for your help!

Caitlin Ward  
919-302-2385

<image001.jpg><image002.jpg>

On May 21, 2020, at 2:13 PM, Morton, Erin <[Erin.Morton@raleighnc.gov](mailto:Erin.Morton@raleighnc.gov)> wrote:

Caitlin,

I forgot to include that we also require the submission of physical paint swatches. While our offices are still closed, please mail your paint swatches to:

City of Raleigh Planning Department

Attn: Historic Preservation

PO Box 590

Raleigh, NC 27602.

Please let me know if you have any questions or concerns.

Best,

Erin

**Erin Morton**

Preservation Planner II

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**From:** Morton, Erin

**Sent:** Thursday, May 21, 2020 12:55 PM

**To:** Caitlin Ward <[chward90@gmail.com](mailto:chward90@gmail.com)>

**Cc:** Tully, Tania <[Tania.Tully@raleighnc.gov](mailto:Tania.Tully@raleighnc.gov)>; Kinane, Collette

<[Collette.Kinane@raleighnc.gov](mailto:Collette.Kinane@raleighnc.gov)>

**Subject:** COA-0070-2020 (309 S Boylan Ave) minor work - Initial Staff Comments

Caitlin,

Thank you for submitting a minor work application for repainting the house at 309 S Boylan Ave. We are close to completing the review and need a couple of clarifications. First, will you please provide a close-up photo of the front door? It is hard to tell by the photos provided whether the existing front door is painted or stained. Please also provide an overall photo of the front house elevation showing the painted front porch brick foundation. From the side elevation photo, it appears that it may not be.

If the porch foundation is not already painted, we are not able to approve the painting of unpainted brick at the staff level. You have a couple of options open to you. You can convert the full minor work to a major work to be reviewed by the RHDC's COA Committee. Alternatively, you are able to remove the painted brick request from the minor work so that the other requests may proceed and submit a new major work COA just for the foundation painting. We currently have a 2-month back log of cases due to the cancellation of the March and April meetings as a result of COVID-19. We are evaluating how we can catch-up on the case load, but it is likely to impact summer project schedules.

Please let us know how you would like to proceed. We look forward to receiving the additional materials whenever you are ready. Thank you.



Best,  
Erin

**Erin Morton**  
Preservation Planner II

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