



CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

Project Description:

Remove asbestos siding; reopen enclosed porch; reconstruct front stairs and railing; remove side deck and door; install window; replace roof covering; replace cedar shakes in-kind

504 Washington St

Address

Glenwood-Brooklyn

Historic District

Historic Property

COA-0114-2025

Certificate Number

12/18/2025

Date of Issue

6/18/2026

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: Monarch Realty Co.

Mailing address: 228 Fayetteville St Ste 200

City: Raleigh


State: NC

Zip code: 27601

Date: 7/24/25

Daytime phone #: 9196062905

Email address: j.queen@monarchrealty.co

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-0114-2025

Fee: _____

Amount paid: _____

Received date: _____

Received by: _____

Property street address: 504 Washington St

Historic district: Glenwood-Brooklyn

Historic property/Landmark name (if applicable):

Owner name: RRP Flip, LLC

Owner mailing address: 1418 Squire Ridge Dr, Fuquay Varina, NC 27526

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? <input checked="" type="radio"/> Yes No <u>TBD, BUT LEANING TOWARD YES</u> Did you consult with staff prior to filing the application? <input checked="" type="radio"/> Yes No	Office Use Only Type of work: <u>28, 29, 60, 66, 71, 85</u>
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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)
		See included cover letter with all applicable sections of RHDC guidelines addressed with scope of work

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 <u>06/18/2026</u> . 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) <u>Collette K</u>	Date <u>12/18/25</u>



Date: November 6th, 2025

RE: 504 Washington St Minor COA Submission
Written Description

To Whom It May Concern:

As part of our application for our Minor COA Submission for 504 Washington St, below is an outline of our project description. We have made reference to the RHDC guidelines here and those sections and responses can be found as an attachment to our application as required there.

We thank you for your time and review of our proposed project.

504 Washington Street, also known as the Bessie A. Singleton House, circa 1917 is described in the Glenwood-Brooklyn Historic district nomination as a “story and a half frame Craftsman bungalow with asbestos shingle siding and an asphalt shingled gable roof with gable brackets. A gabled roof extension engages the glassed in front porch with large square section tapered wood columns. Other features include a brick foundation, an exterior side brick chimney, an interior parged chimney and 1/1 windows in the gables. Singleton lived here in 1917 with three sons, all of whom were employed by the Seaboard Air Line.”

This home description provides a historic picture of the home that was modified over the course of time. Our project is proposing a renovation of the exterior of the existing home while providing a new contemporary modern addition at the rear. This addition does not exceed past the 50% depth of the existing principal building nor does the addition project beyond an existing building’s maximum front and side wall and roof plane envelope regardless of distance from the public right of way.

The renovation of the existing exterior of the home will help restore elements that were lost over time. As included with our application, we have provided several historical photographs of the home from the family. You’ll notice that the front porch was previously open with exposed wood shake column wraps and a wooden railing. We wish to restore the existing enclosed glass porch to this setting to allow for a more natural and open front porch. The existing column wraps will be removed and new cedar shakes installed if existing are found to be in poor condition and cannot be saved and will be painted. Existing glass and framing will be removed. Existing fake green carpet will be removed and existing wood decking to be refurbished or replaced with similar.

The existing exterior asbestos siding is in poor condition and failing. Due to the un-safe and non-historic nature of the materials, we are proposing to remove it as the first part. Upon removal we will determine what/if there is any existing siding beneath it and report back to the commission with findings and proposed solutions. At this time our proposed is showing smooth fiber cement siding with 7” exposure with new double corner and gable end trims will be 5/4 material as 6” at corners and 4” at gable ends. The property adjacent at 500 Washington St presents these typical details which will be implemented here. We understand this is subject to approval pending removal of existing siding and documentation on what/if is underneath.

- **Revision:** Asbestos siding has been removed and cedar shingle siding has been exposed. The siding is in poor condition and failing as an exterior cladding. Removing the shingle siding will allow proper envelope enclosure as well as repairs to existing exterior sheathing or

Staff note: siding will be replaced in-kind in the review area (front 50% of the house) - crk



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wall construction. We are proposing to install Hardi-Plank smooth siding, 7" exposure as allowed per projects at 500 Washington and 515 Washington St.

Existing windows and door to remain as-is. New grilles are to be installed to provide 2 over 2 appearance. New windows on addition are past the 50% line.

The new addition will provide more modern materials and detailing will not over-powering the existing home. The existing home exterior façade will be fully maintained and the existing roof overhangs will extend into the addition to help preserve the original appearance will complementing the new addition.

Sincerely,
New City Design Group, pllc

Wayne Sidle
Project Architect

CC:
Ted Van Dyk
Jason Queen
Jeanne Queen
Erik Timmermans



Date: November 6th, 2025

RE: 504 Washington St Minor COA Submission

To Whom It May Concern:

As part of our application for our Minor COA Submission for 504 Washington St, we are addressing the following sections of the RHDC design guidelines. We have listed all applicable sections for our project and how we will respond to maintain the existing integrity or return the previous historic qualities to the residence. With the location and size of our proposed addition not exceeding any of the existing building perimeter extents, our addition is exempt from review.

We thank you for your time and review of our proposed project.

RHDC Guideline Sections:

1.1 Public Right of Way and Alleys:

- Respective maintenance and trimmings to existing plantings will be required and performed during the renovation. Existing walks and drives to be maintained.

1.3 Site Features and Plantings

- Existing large shade canopy trees to remain on site. Existing walkways to be repaired as required for like-new appearance.

1.5 Walkways, driveways and off-street parking

- New parking spaces to preserve and utilize existing spaces on site and use natural elements for ground cover. Mature shade trees will not be removed or affected by new parking.

2.1 Wood - *Revision*

- The existing porch column wraps will be removed and existing cedar shakes will be evaluated to determine if they can be reused/repaired or will be replaced with new to match existing and painted.
- All existing wood corbels and brackets will remain and be repair and/or repainted.
- All existing vinyl siding/trims on walls will be removed and sub-surface conditions will be evaluated prior to finalizing building exterior siding.
- All existing exterior asbestos siding to be removed due to un-safe and non-historic qualities as first part of demolition. Sub-surface conditions will be evaluated and documented for committee review. At this time, we are proposing smooth Hardi-plank siding, 7" exposure as the replacement material.
- All existing metal trims on soffits, fascia's and other exterior elements of the home will be removed and replaced with solid wood trims.
 - ***Revision:*** Asbestos siding has been removed and cedar shingle siding has been exposed. The siding is in poor condition and failing as an exterior cladding. Removing the shingle siding will allow proper envelope enclosure as well as repairs to existing exterior sheathing or wall construction. We are proposing to install Hardi-Plank smooth siding, 7" exposure as allowed per projects at 500 Washington and 515 Washington St.

2.2 Masonry

- Existing brick chimney will remain. Brick will be cleaned and repaired as required.
- Existing brick on house foundation has been previously painted. Owner has proposed to leave it to prevent damage to brick when under-going cleaning or removal of paint.
- Existing front brick steps are in poor condition and failing. Proposed to remove and replace with concrete stairs.

2.4 Paint and Paint Color



- New paint color will match or be a like match for the existing home “white” tone. All existing elements to remain will be scraped and prepped as required to accept new paint and maintain existing look.

2.5 Roofs

- Existing roof to be evaluated during construction and will only be replaced should it be deemed to be failing or in need of repair. If a new roof is required, it will match the existing architectural style and color.

2.6 Exterior walls - **Revision**

- No exterior walls are being proposed to be removed as part of this renovation. Existing siding will be removed as it does not contribute to the historic qualities of the home or area as first part of approval. Sub-surface conditions will be evaluated and documented for committee review. At this time, we are proposing smooth Hardi-plank siding, 7” exposure as the replacement material.
 - **Revision:** *Asbestos siding has been removed and cedar shingle siding has been exposed. The siding is in poor condition and failing as an exterior cladding. Removing the shingle siding will allow proper envelope enclosure as well as repairs to existing exterior sheathing or wall construction. We are proposing to install Hardi-Plank smooth siding, 7” exposure as allowed per projects at 500 Washington and 515 Washington St.*

2.7 Windows and Doors - **Revision**

- Existing windows to remain. New grilles to be added for 2 over 2 appearance.
 - **Revision:** *No new grilles are being added to existing windows.*
- Existing front door will remain and be preserved.

2.8 Entrances, Porches and Balconies

- Existing one-story porch on masonry piers has been modified and enclosed over the years. We would propose to remove all the infilled glass/plexi-glass and supporting framing to expose the original porch framework.
- Existing porch floor has been covered with carpet and will be removed. We will attempt to save the existing floor and refinish to meet original appearance.
- New wood railing to be installed between columns and tie back to home. Railing will be in character with similar examples throughout the neighborhood.

3.2 Additions

- The proposed addition is located behind the existing historic building ridgeline and the height of the addition will not exceed and be below the extents of the existing ridgeline. Our addition will not exceed any existing building extents and is exempt from this review.
- The addition will allow the existing building exterior to remain and tie into the new addition by providing a delineation of existing vs. new.
- The new addition will have it’s own contemporary style and support the historic building by being distinguishable but not over-powering of the existing.
- The addition will work with the existing grade of the site to allow for new exterior space while preserving the existing trees and creating a peaceful exterior space.

Sincerely,
New City Design Group, pllc

Wayne Sidle
Project Architect



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www.newcitydesign.com

CC:

Ted Van Dyk

Jason Queen

Jeanne Queen

Erik Timmermans

Section 1: Existing Photographs

504 Washington Street. Bessie A. Singleton House. ca. 1917. Story-and-a-half frame Craftsman bungalow with asbestos-shingle siding and an asphaltshingled gable roof with gable brackets. A gabled roof extension engages the glassed-in front porch with large square-section tapered wood columns. Other features include a brick foundation, an exterior side brick chimney, an interior parged chimney, and 1/1 windows in the gables. Singleton lived here in 1917 with three sons, all of whom were employed by the Seaboard Air Line



Street Side - Front of House

504 Washington St

Existing Elevation - South



Alley Side of House

504 Washington St

Existing Elevation - West



Alley Side of House

504 Washington St

Existing Elevation - West/North



504 Washington St

Existing Elevation - North



504 Washington St

Existing Elevation - East



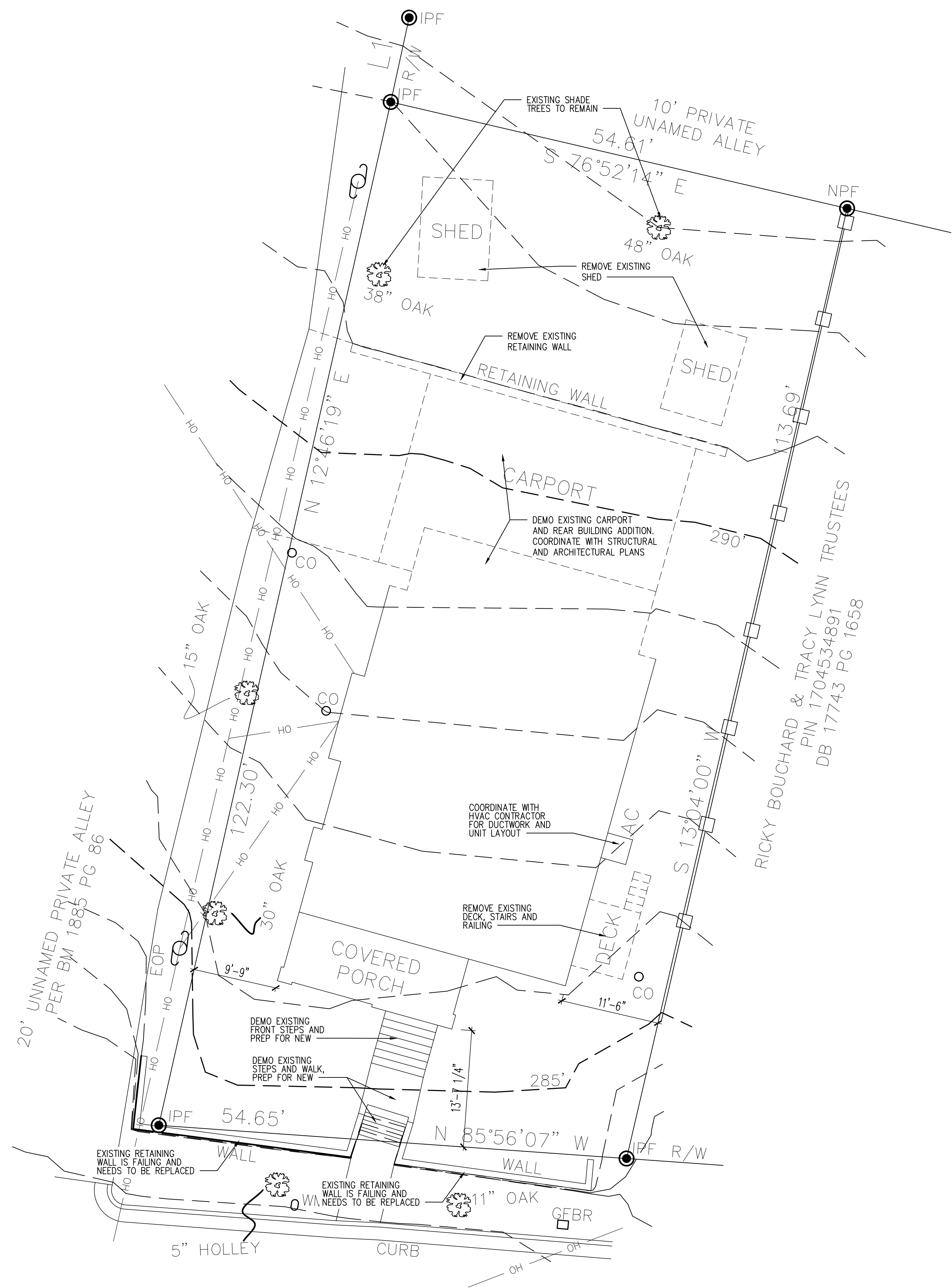
504 Washington St

Existing Elevation - East

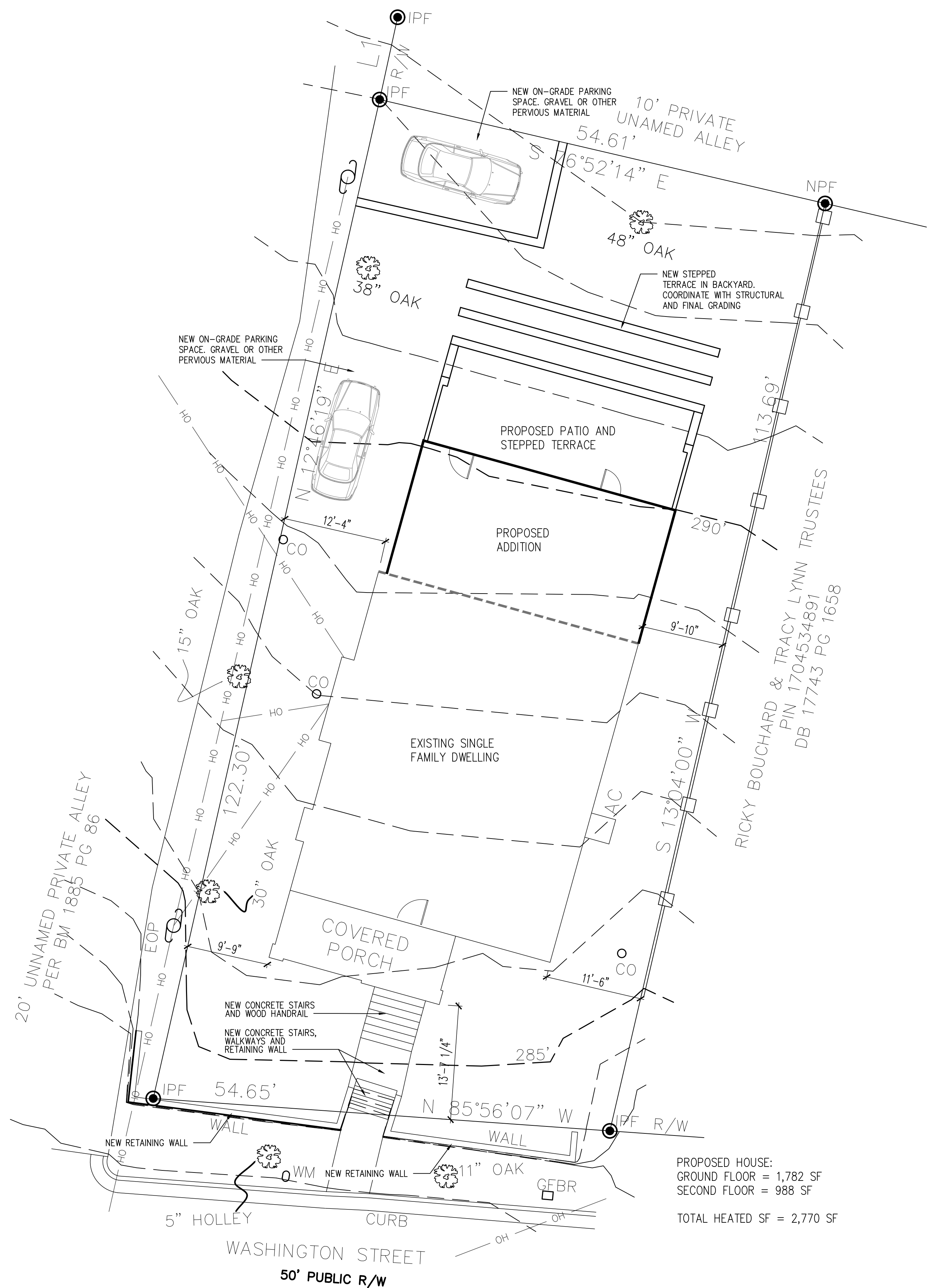


504 Washington St

Historic Photograph References



1 Existing Plot Plan
SCALE: 1/8" = 1'-0"



2 Proposed Plot Plan
SCALE: 1/8" = 1'-0"

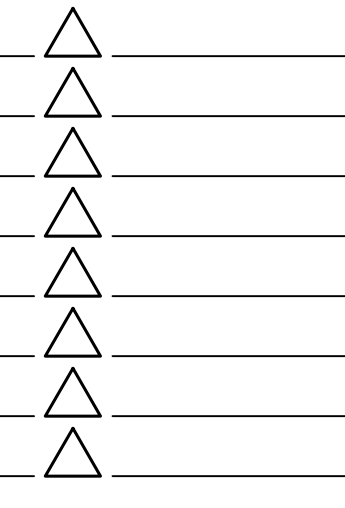


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6 NOVEMBER 2025

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- 11.6.25 ■ PROGRESS PRINT
- ☐ HEALTH DEPT. PLAN CHECK
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504 Washington St.
Home Renovation
504 Washington St.
Raleigh, NC 27605

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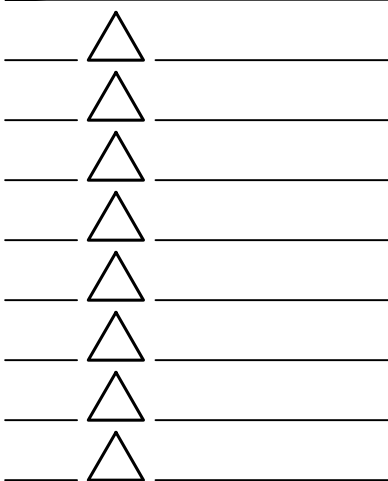
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SHEET TITLE

Architectural Plot Plan

SHEET NUMBER
A100

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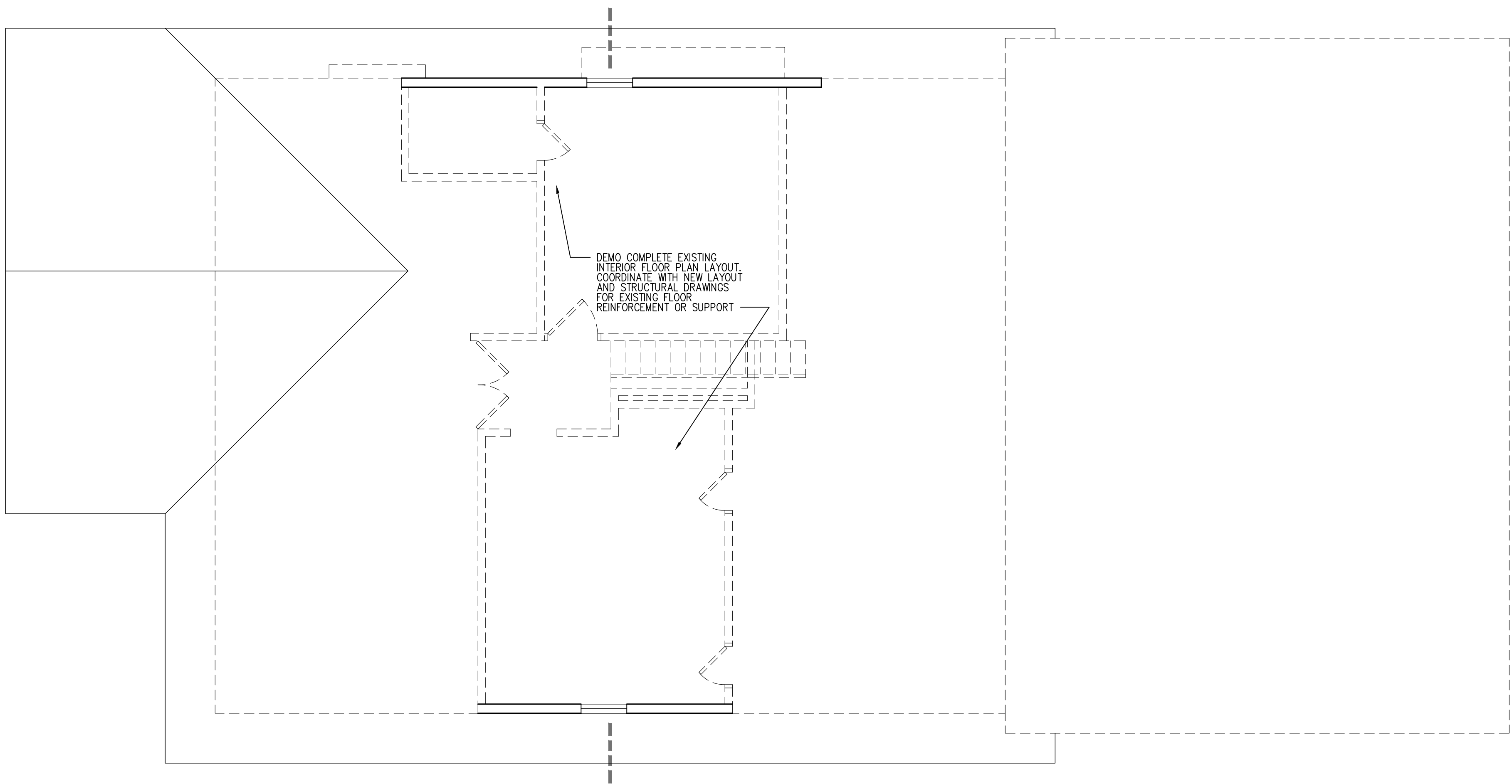
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JOB NUMBER : 8415
SHEET TITLE

Existing/Demolition
Floor Plans

SHEET NUMBER
A111

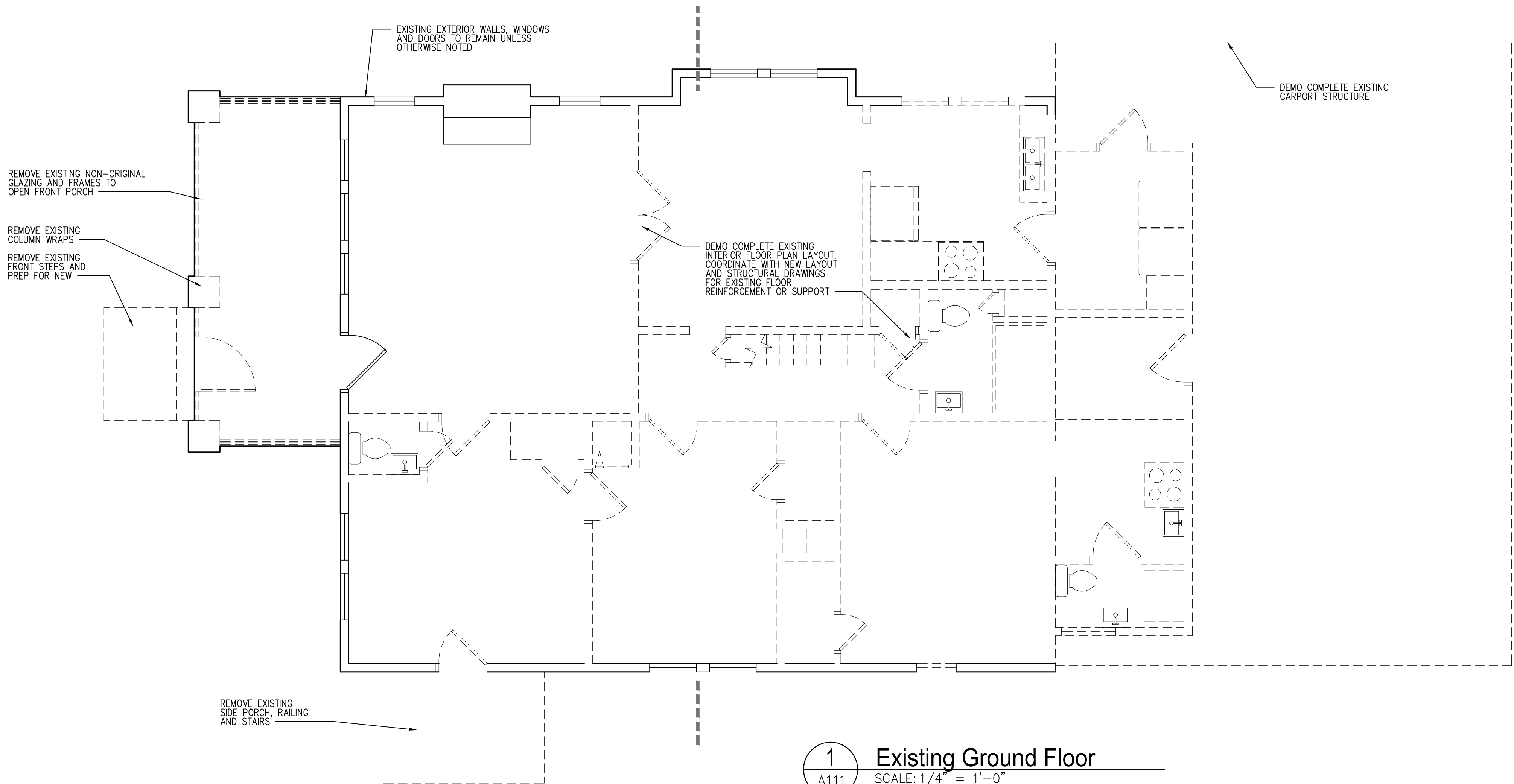


2

Existing Second Floor

A111

SCALE: 1/4" = 1'-0"



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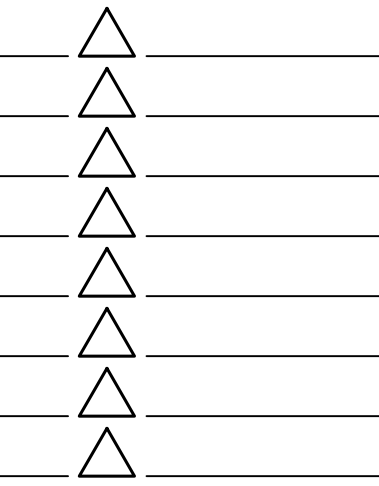
Existing Ground Floor

A111

SCALE: 1/4" = 1'-0"

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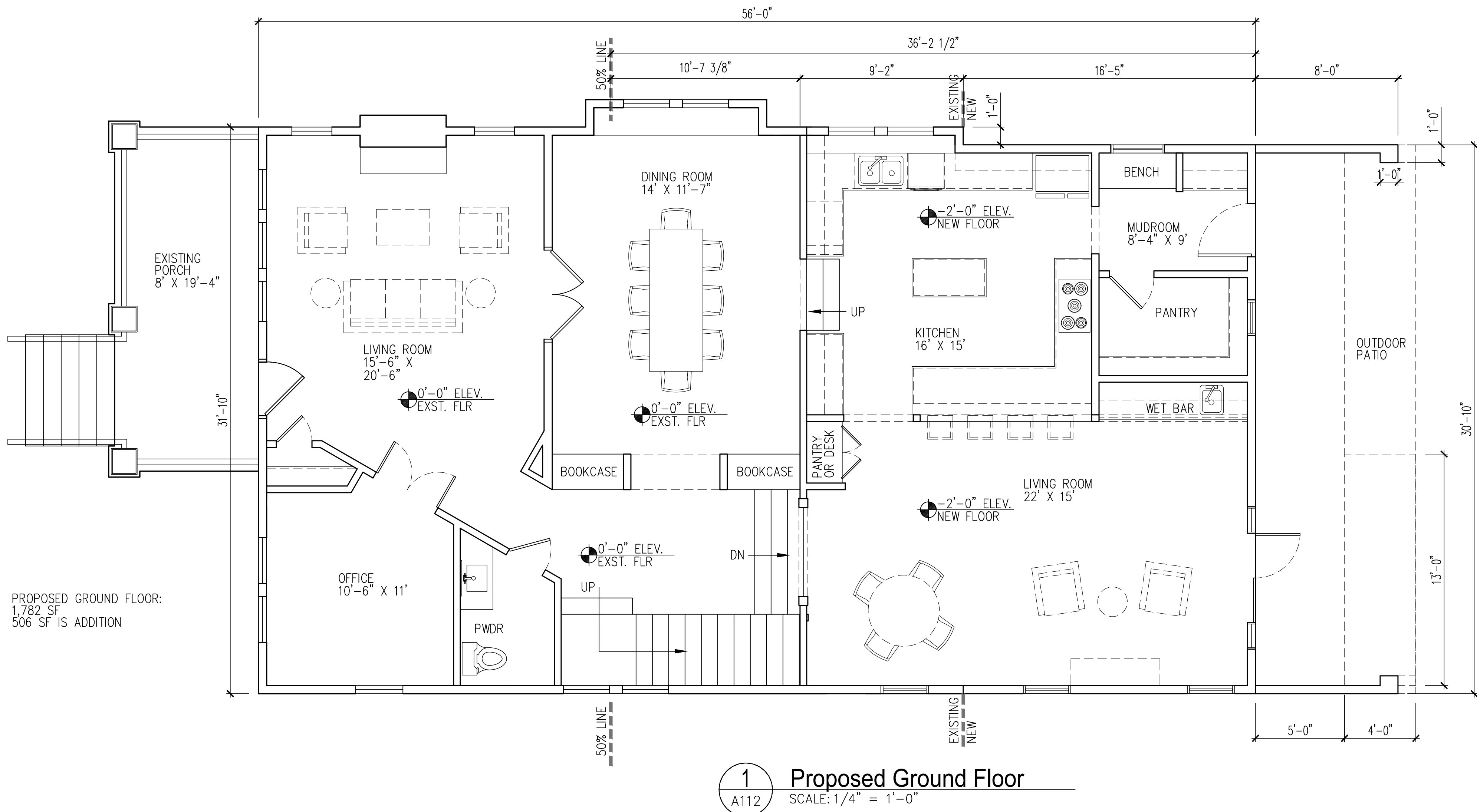
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JOB NUMBER : 8415
SHEET TITLE

Proposed Ground
Floor Plan

SHEET NUMBER
A112





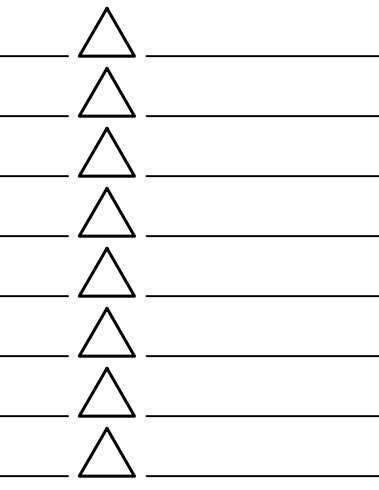
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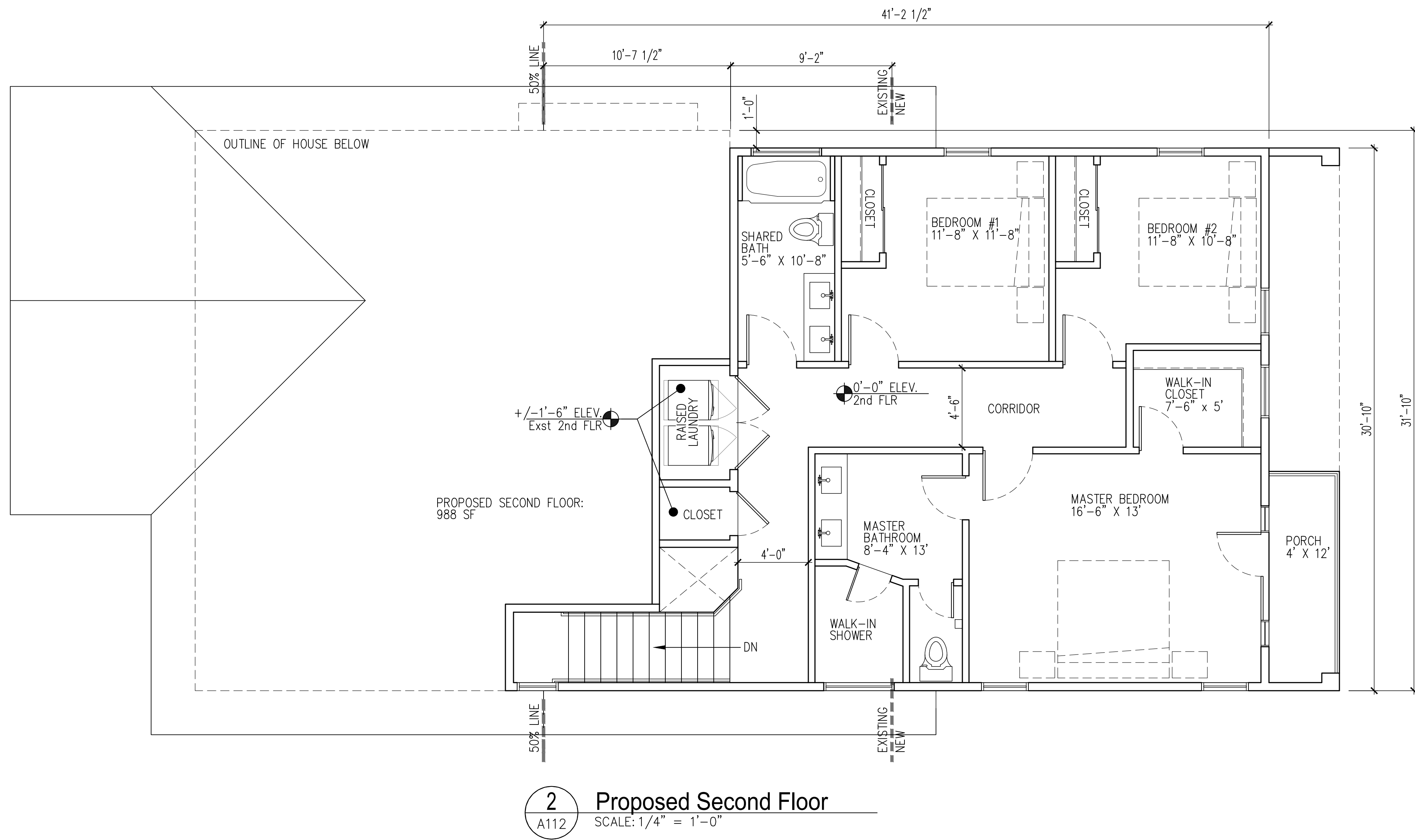
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SHEET TITLE

Proposed Second
Floor Plan

SHEET NUMBER

A113





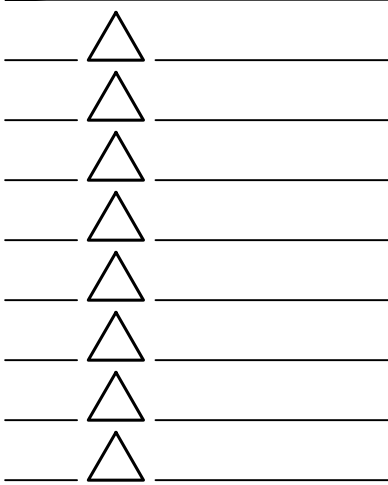
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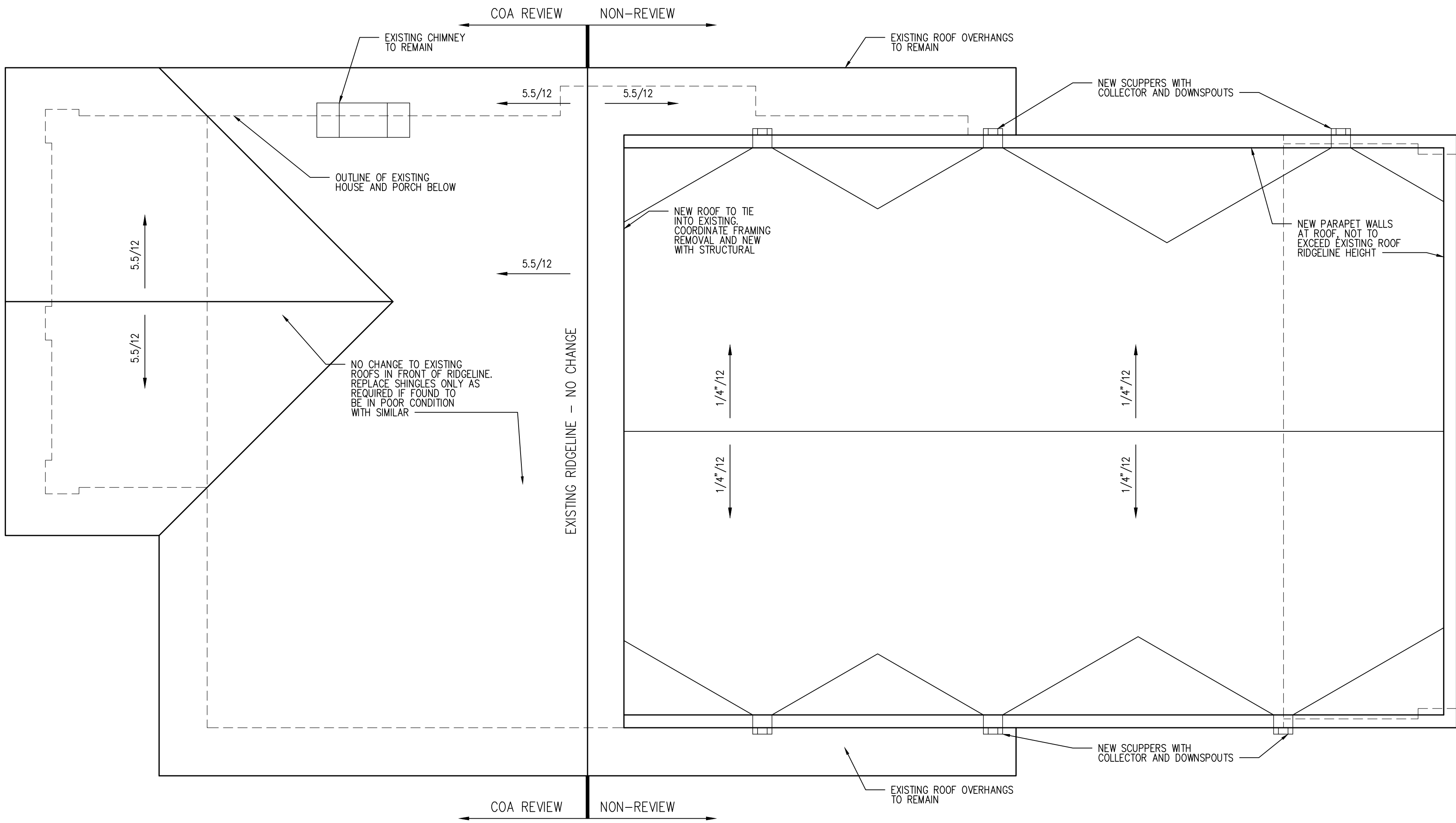
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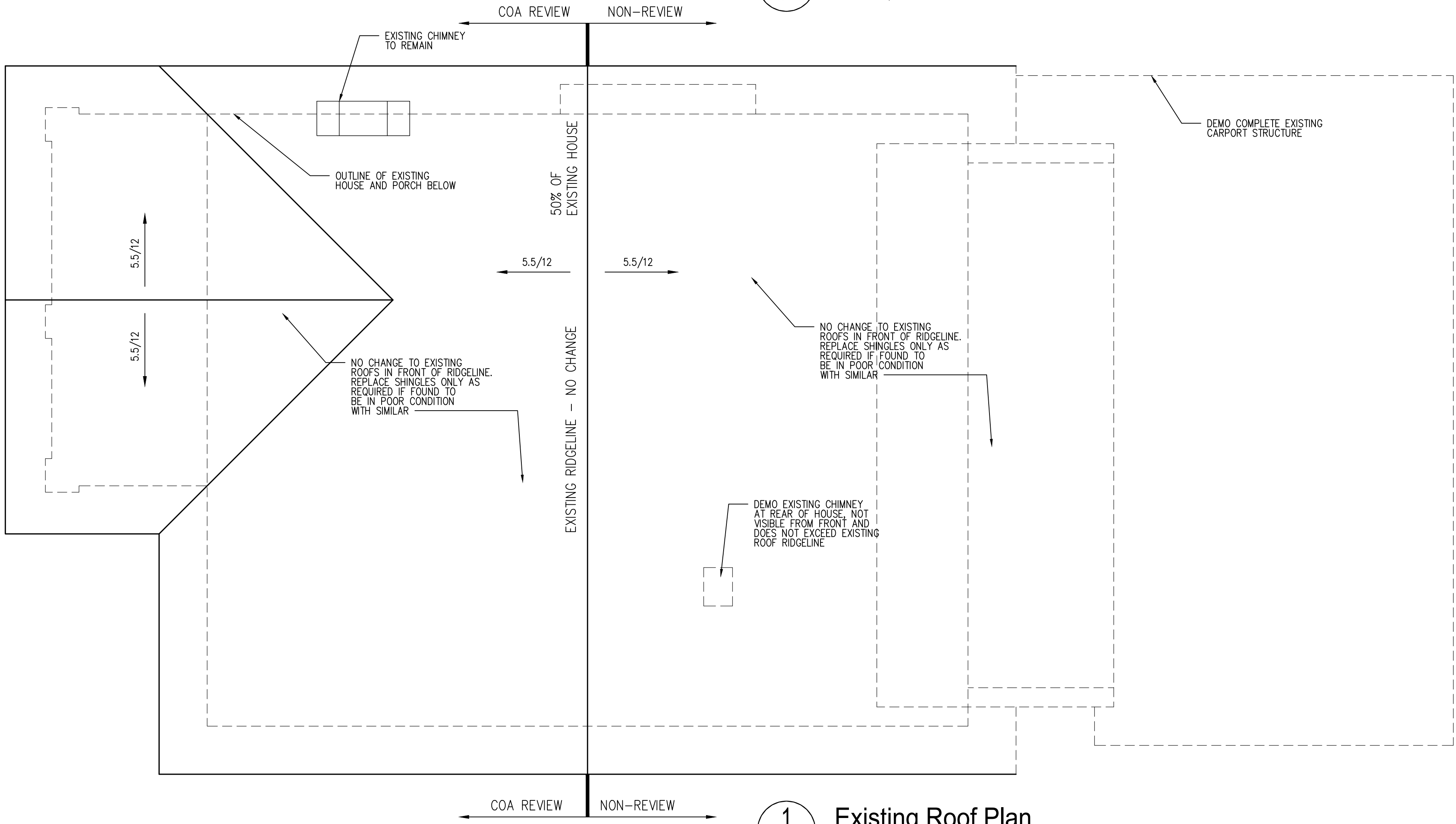
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Existing/Demolition
And Proposed
Roof Plans

SHEET NUMBER
A114



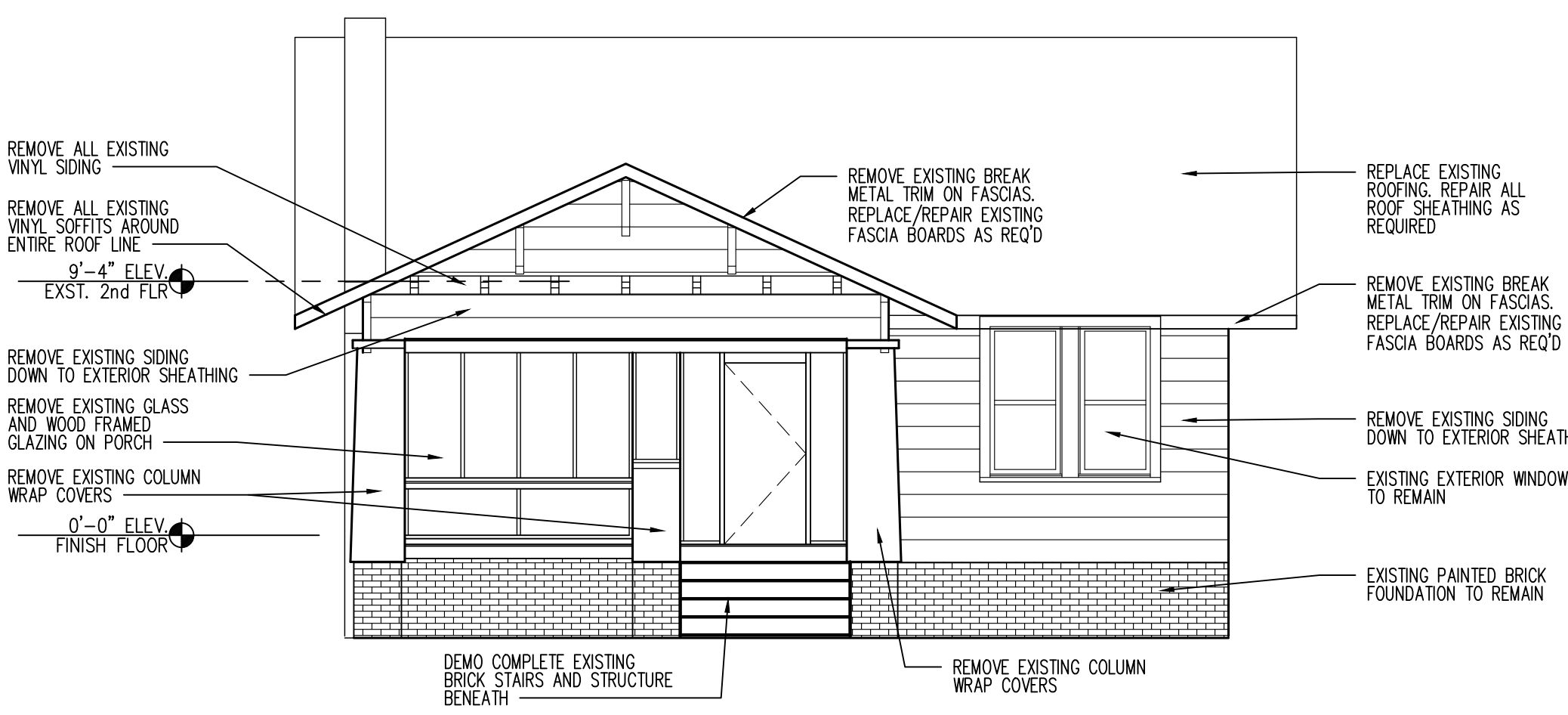
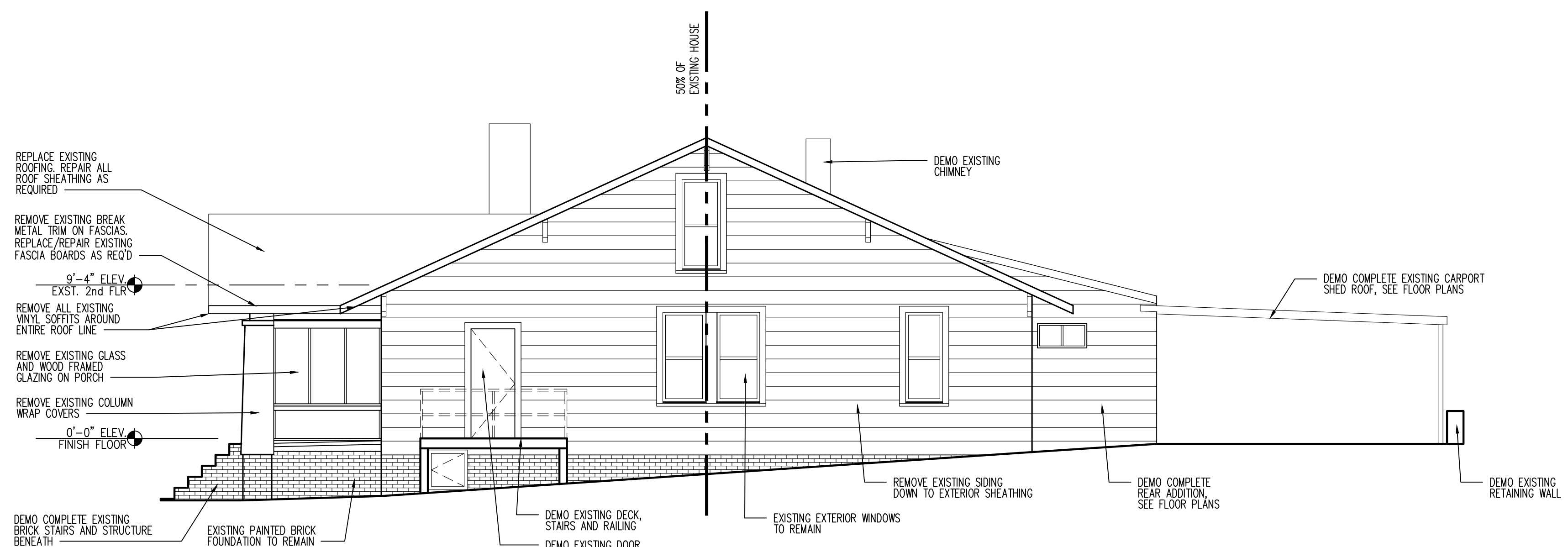
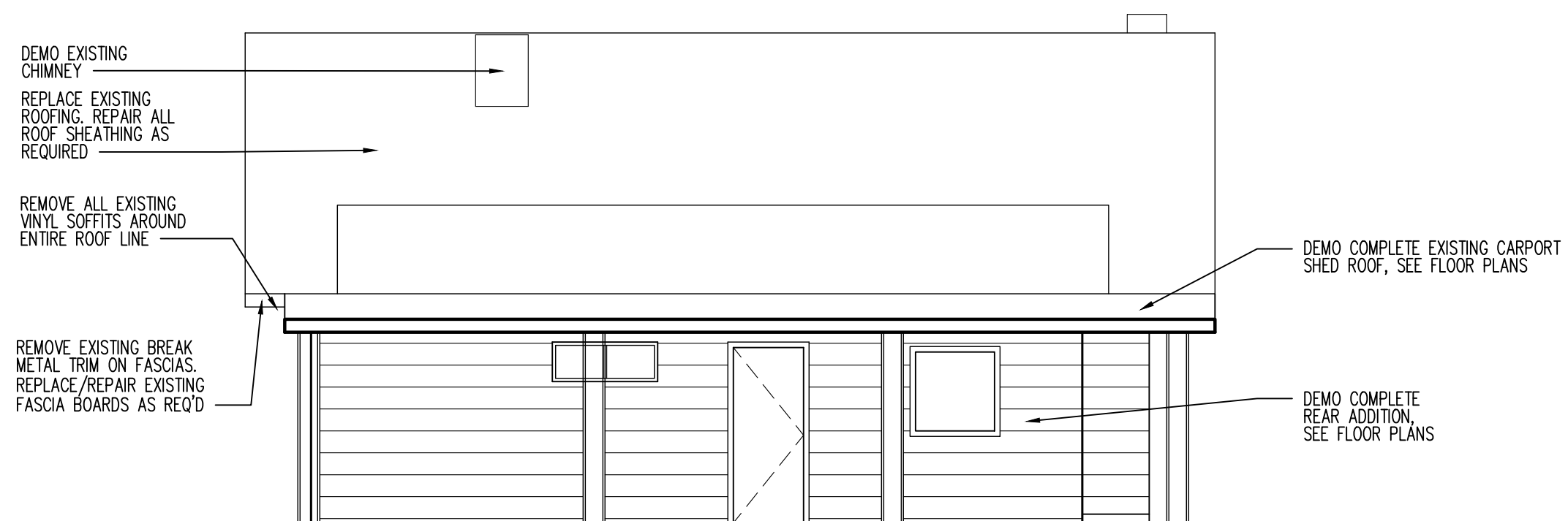
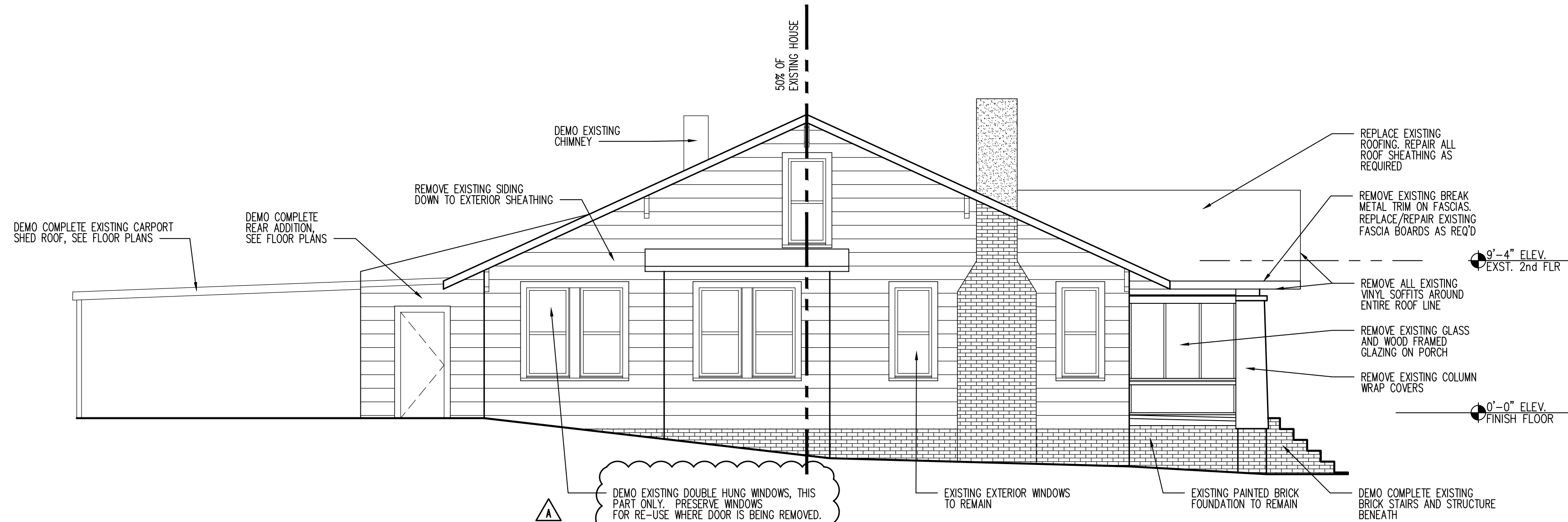
2 Proposed Roof Plan

SCALE: 1/4" = 1'-0"



1 Existing Roof Plan

SCALE: 1/4" = 1'-0"

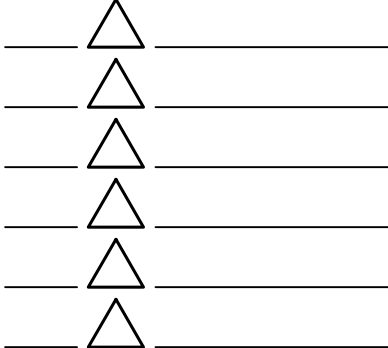


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11.6.25 ▲ Minor COA Comments

12.17.25 ▲ Minor COA Comments



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Home Renovation

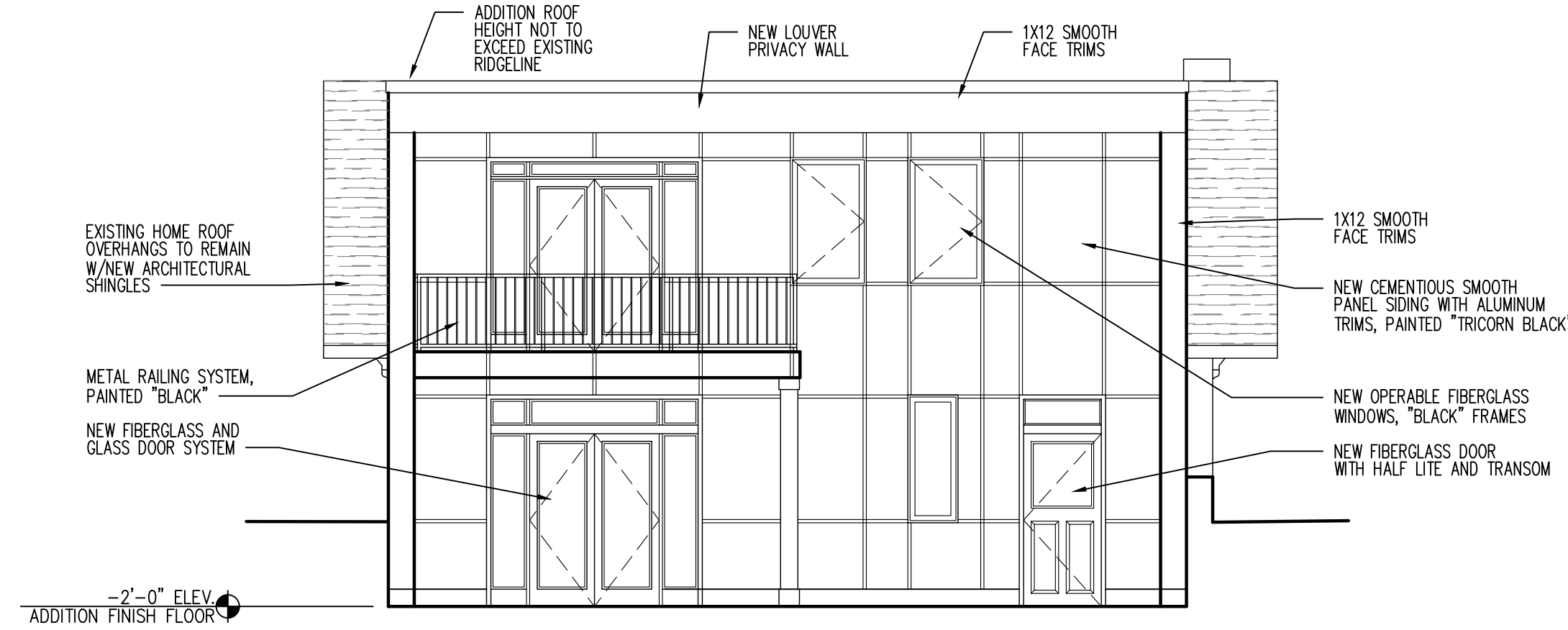
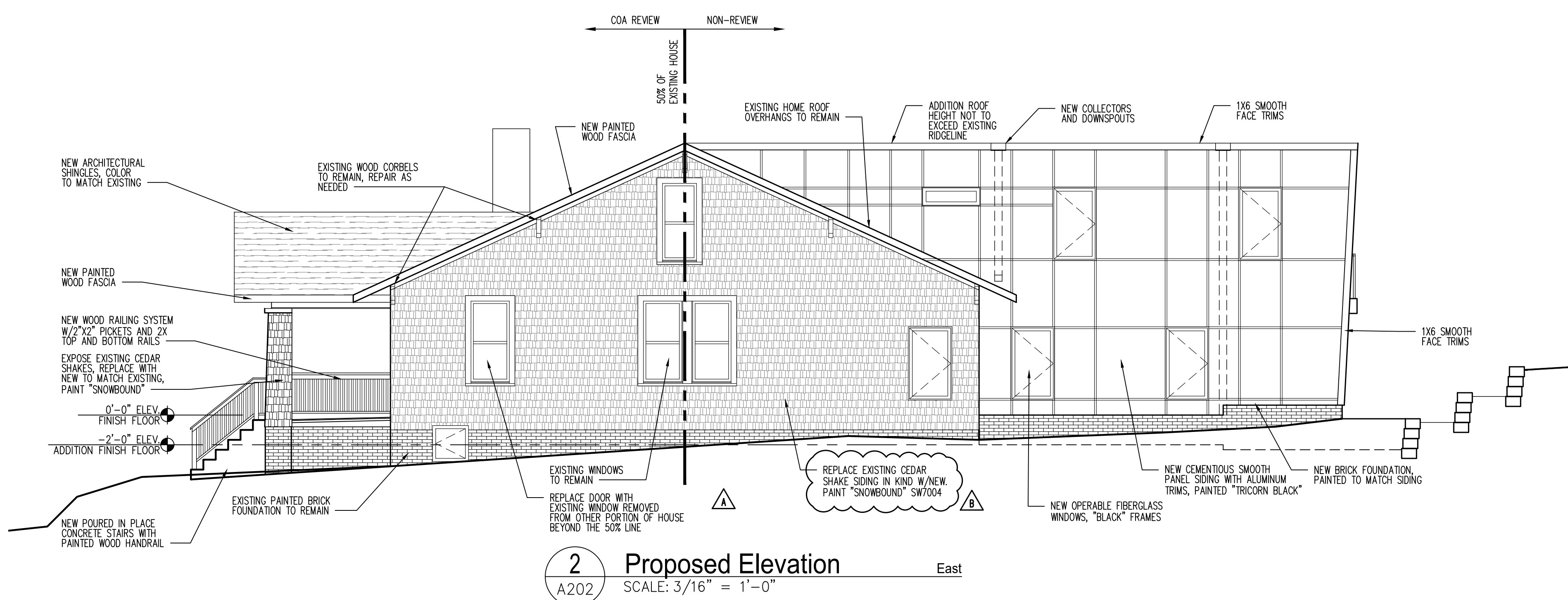
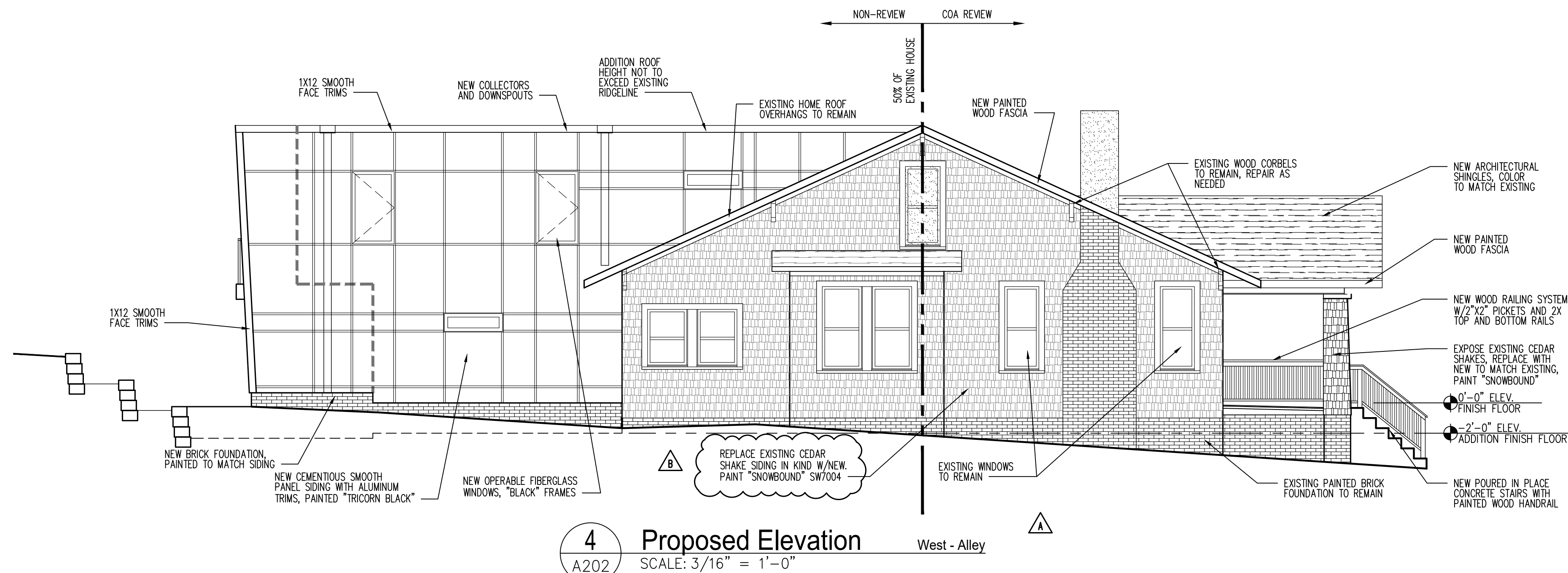
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Raleigh, NC 27605

MINOR COA SUBMISSION

DESIGNER : -
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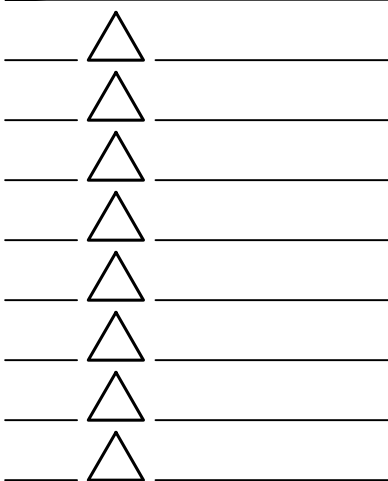
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Proposed
Exterior Elevations

SHEET NUMBER
A202



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Home Renovation

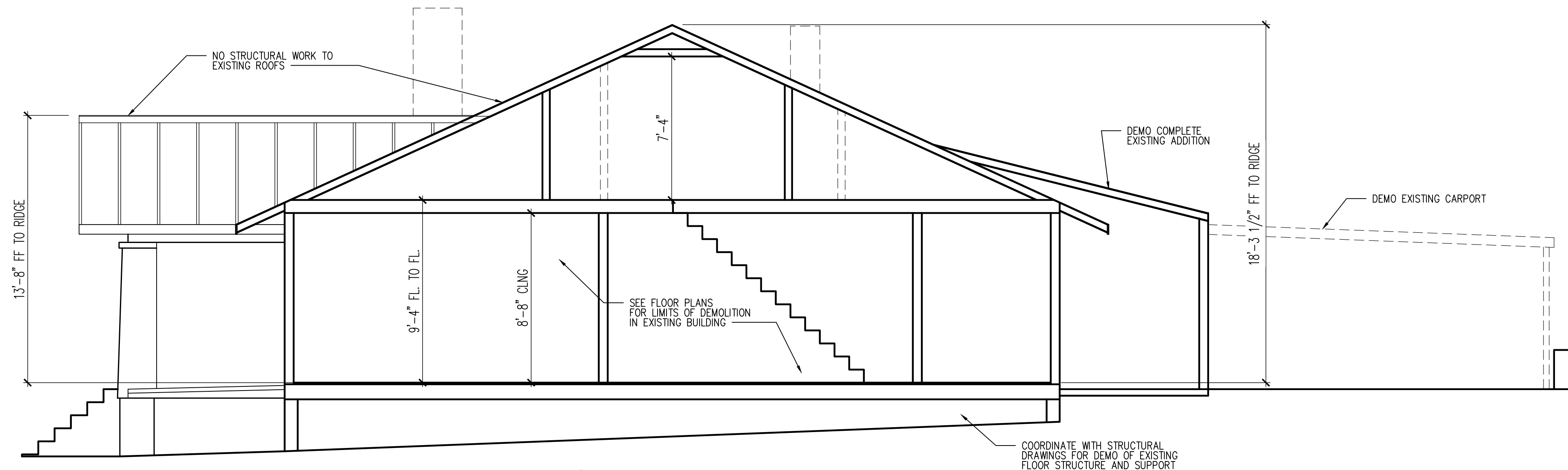
504 Washington St.
Raleigh, NC 27605

MINOR COA SUBMISSION

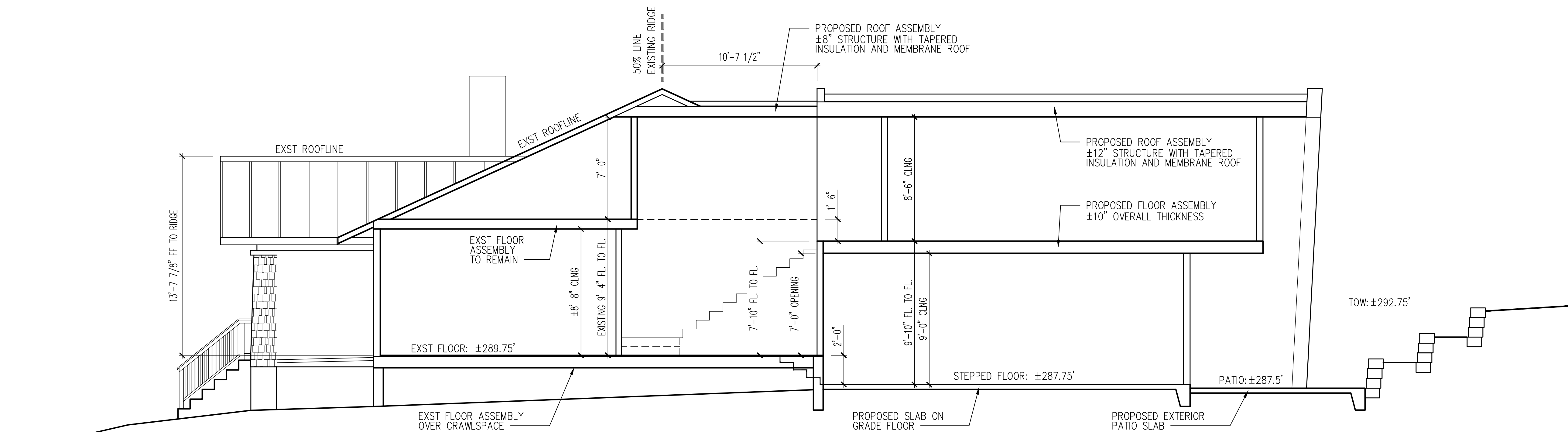
DESIGNER : -
DRAWN : -
CHECKED : -
SCALE : AS SHOWN
JOB NUMBER : 8415

SHEET TITLE
Existing & Proposed
Building Sections

SHEET NUMBER
A301



1 Existing Building Section
A301 SCALE: 1/4" = 1'-0"



2 Proposed Building Section
A301 SCALE: 1/4" = 1'-0"

NOT FOR
CONSTRUCTION

11.6.25 ■ PROGRESS PRINT

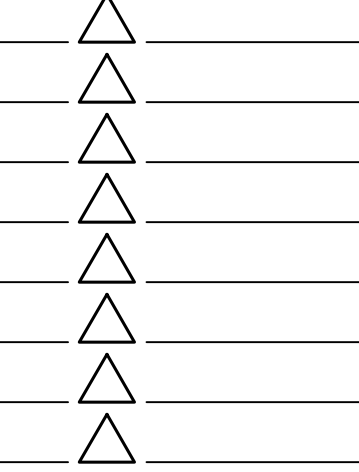
- ☐ HEALTH DEPT. PLAN CHECK

- ☐ BUILDING DEPT. PLAN CHECK

- ☐ BID SET

- ☐ CONSTRUCTION SET

- ☐ SUBMITTAL DOCUMENT



THE DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS PREPARED BY THE ARCHITECT FOR THIS PROJECT ARE INSTRUMENTS OF THE ARCHITECT'S SERVICE FOR USE SOLELY WITH RESPECT TO THIS PROJECT AND UNLESS OTHERWISE PROVIDED, THE ARCHITECT SHALL BE DEEMED THE AUTHOR OF THESE DOCUMENTS AND SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING COPYRIGHT. THE ARCHITECT'S DRAWINGS, SPECIFICATIONS OR OTHER DOCUMENTS SHALL NOT BE USED BY THE OWNER OR OTHERS ON OTHER PROJECTS, FOR ADDITIONS TO THIS PROJECT BY OTHERS EXCEPT BY AGREEMENT IN WRITING BY THE ARCHITECT.

504 Washington St.
Home Renovation

504 Washington St.
Raleigh, NC 27605

MINOR COA SUBMISSION

DESIGNER : -

DRAWN : -

CHECKED : -

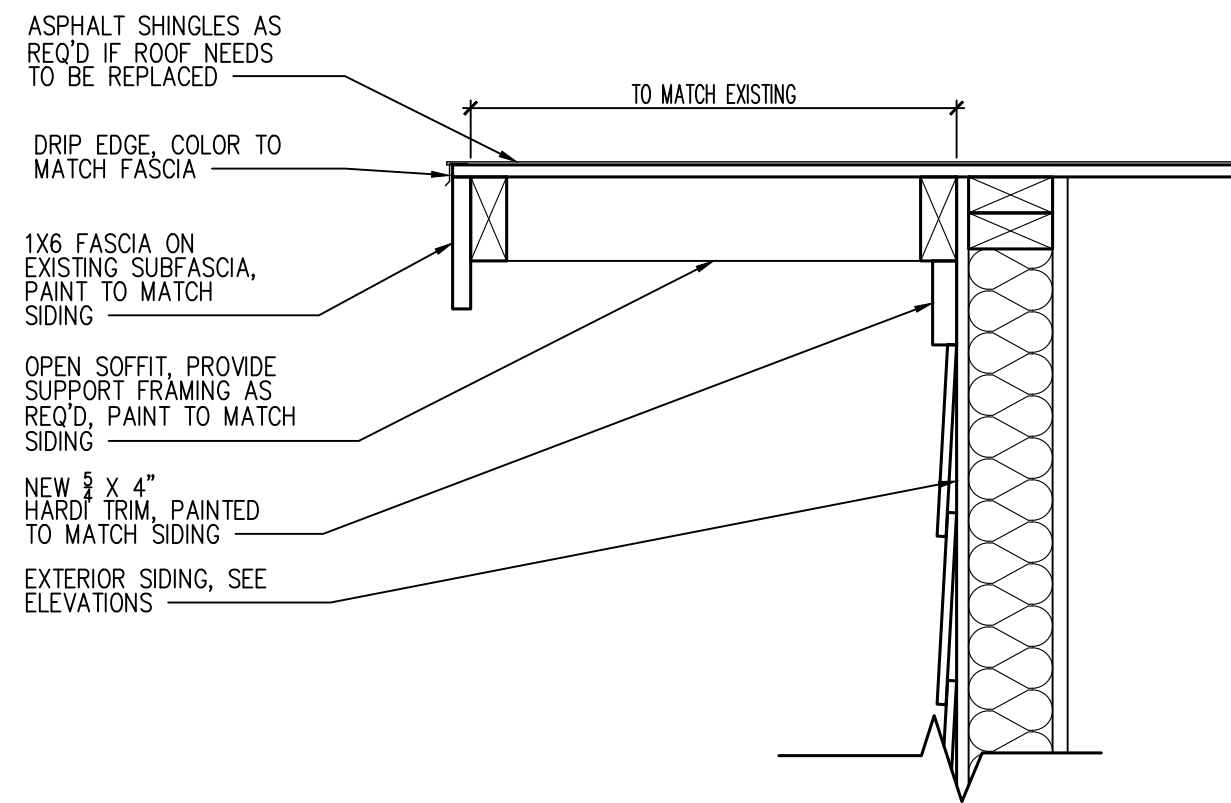
SCALE : AS SHOWN

JOB NUMBER : 8415

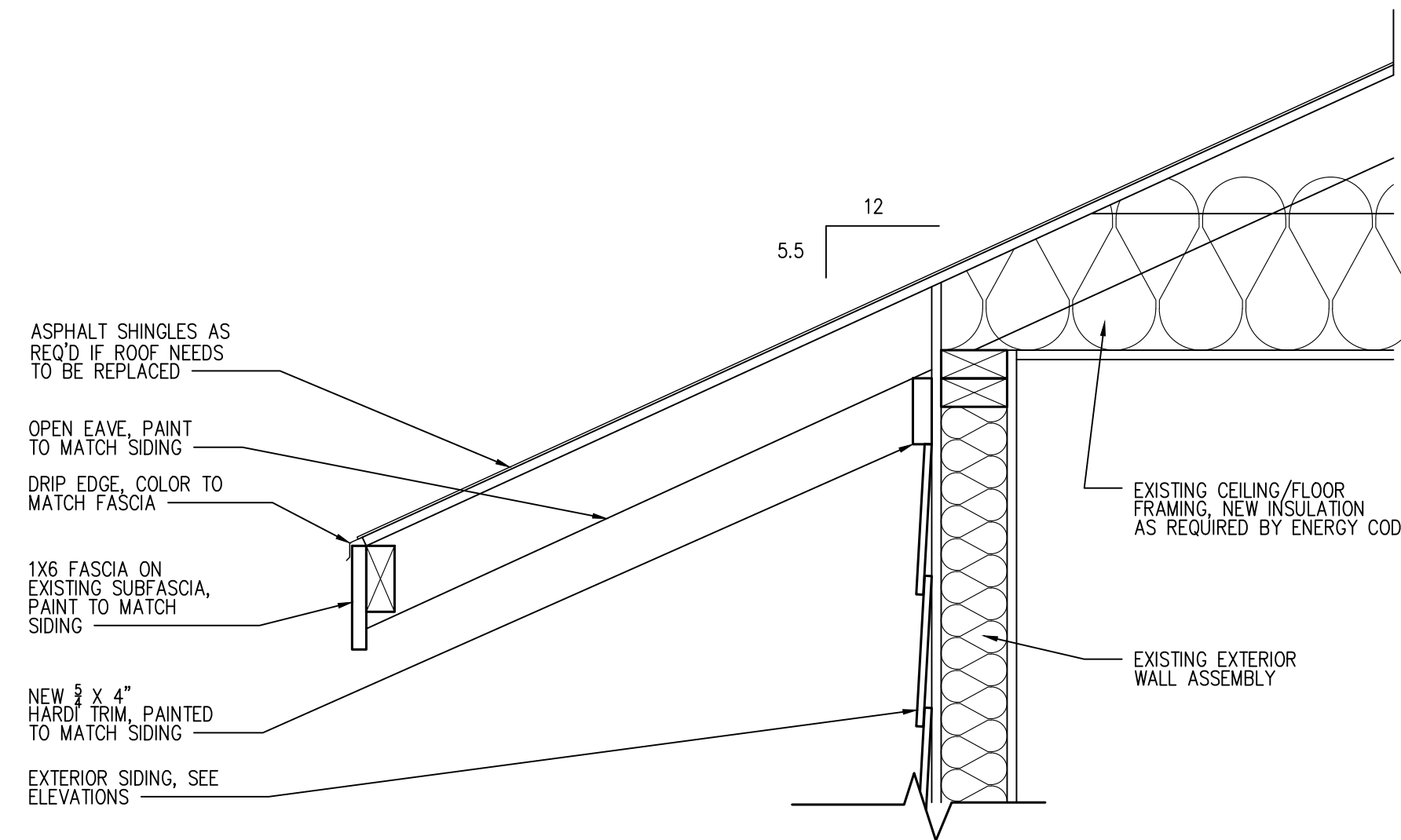
SHEET TITLE
Building Details

SHEET NUMBER

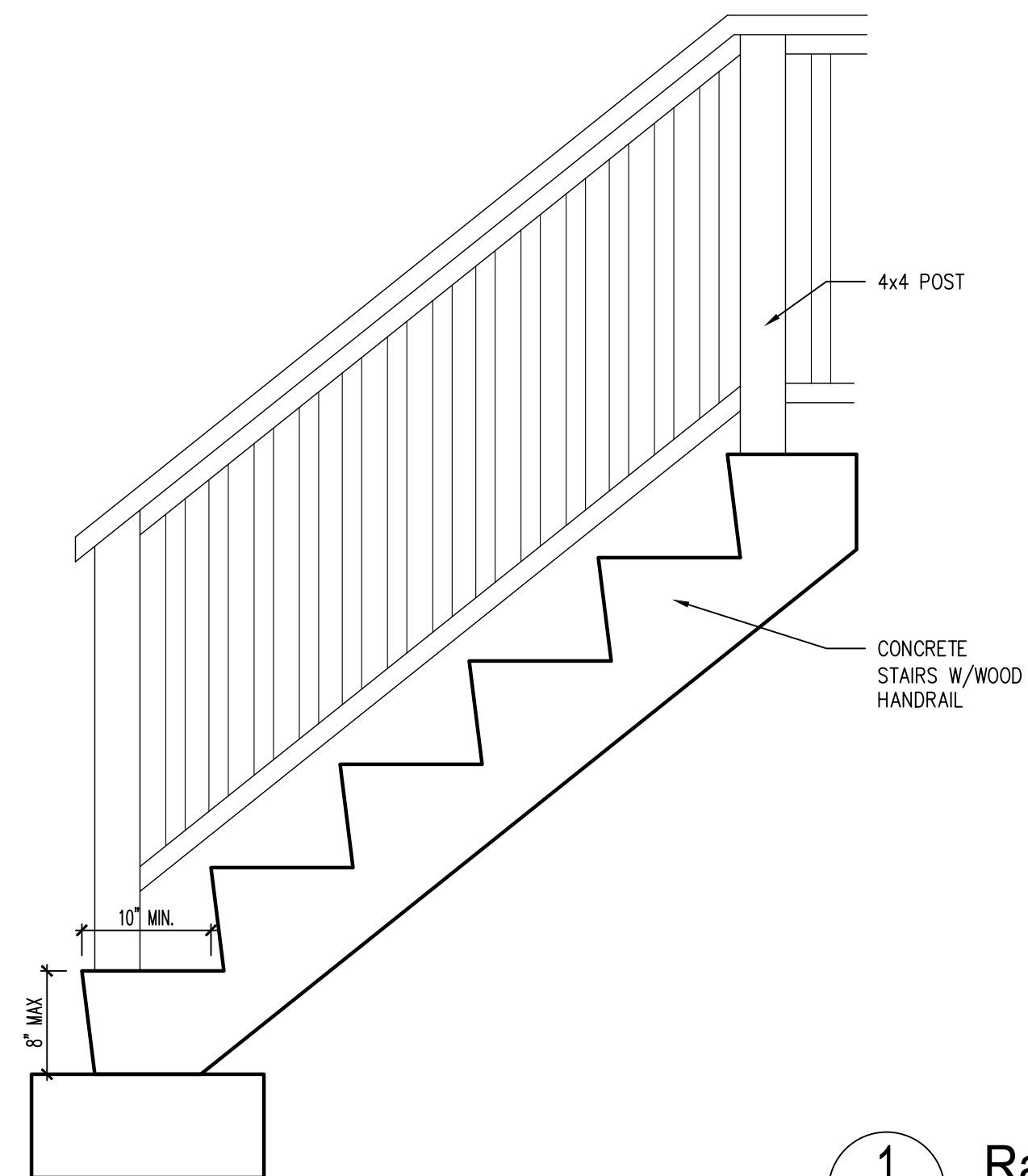
A501



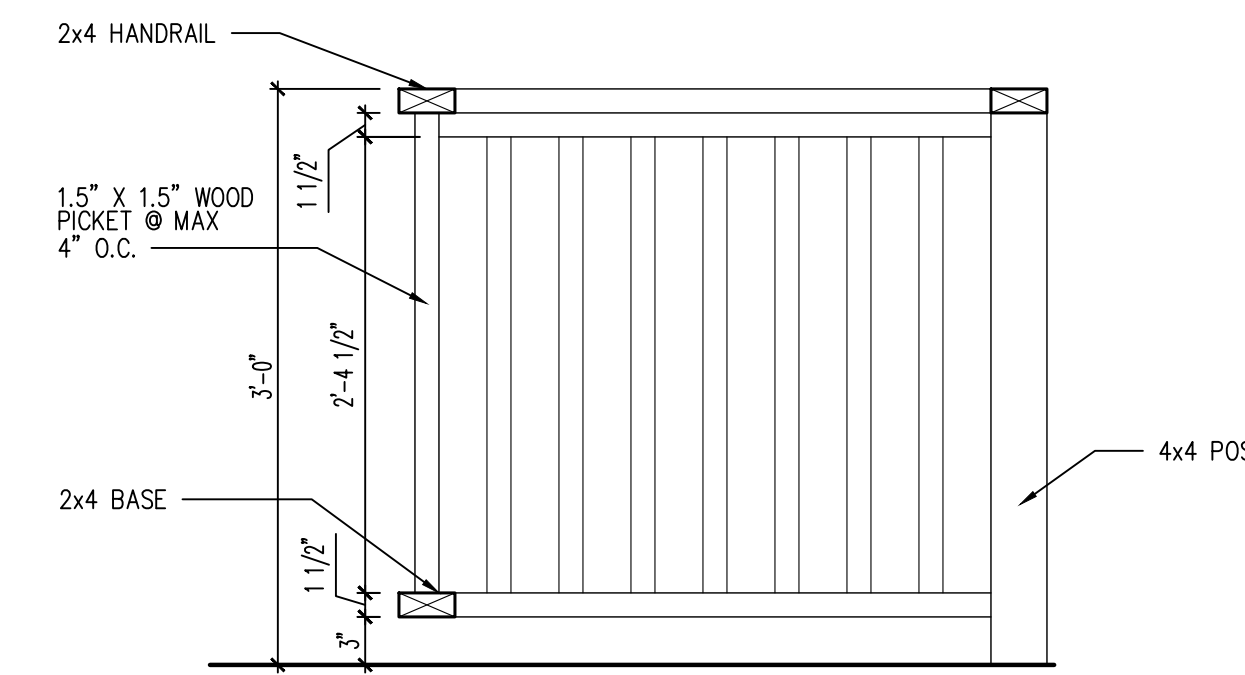
3 Rake Detail - COA
A501 SCALE: 1 1/2" = 1'-0"



2 Eave Detail - COA
A501 SCALE: 1 1/2" = 1'-0"



1 Railing/Stair Detail Section
A501 SCALE: 1" = 1'-0"



STREET SIDE - SOUTH



STREET SIDE - SOUTH
PORCH ELEVATION



WEST ELEVATION



NORTH ELEVATION



NORTH ELEVATION



EAST ELEVATION

