

# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

**Project Description:**

Remove non-historic window

325 Polk St

Address

Oakwood

Historic District

Historic Property

COA-0129-2020

Certificate Number

8/17/2020

Date of Issue

2/17/2021

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 R. Kinnel*

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 B. Wooten and Ivan R.M. Bailey

Mailing address: 325 Polk St

City: Raleigh

State: NC

Zip code: 27604


Date: 8/11/2020

Daytime phone #: 1-202-306-0708

Email address: ewooten3030@yahoo.com ivan@dcsolar.io

Applicant signature:

 (Aug 11, 2020 20:10 EDT)

 (Aug 11, 2020 20:04 EDT)

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-0129-2020

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

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

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

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

Property street address: 325 Polk St

Historic district: Oakwood

Historic property/Landmark name (if applicable):

Owner name: Edith B. Wooten and Ivan R.M. Bailey

Owner mailing address: 325 Polk St

**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: <u>84</u>
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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).
2.7/50-51	Windows + Doors	Request removal of a non-historic window. The window has been walled up on the interior.
		The window has horizontal divided lites. All the historic windows are one over one.

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>02/17/2021</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 R</u>	Date <u>08/17/2020</u>









# 325PolkSt\_Certificate of Appropriateness Application-minor

Final Audit Report

2020-08-12

Created:	2020-08-11
By:	Ashley Morris (pellststudio@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAATUVI80vb9FgIQ3ax5KCpc9-M3FBc1iRE

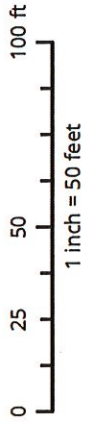
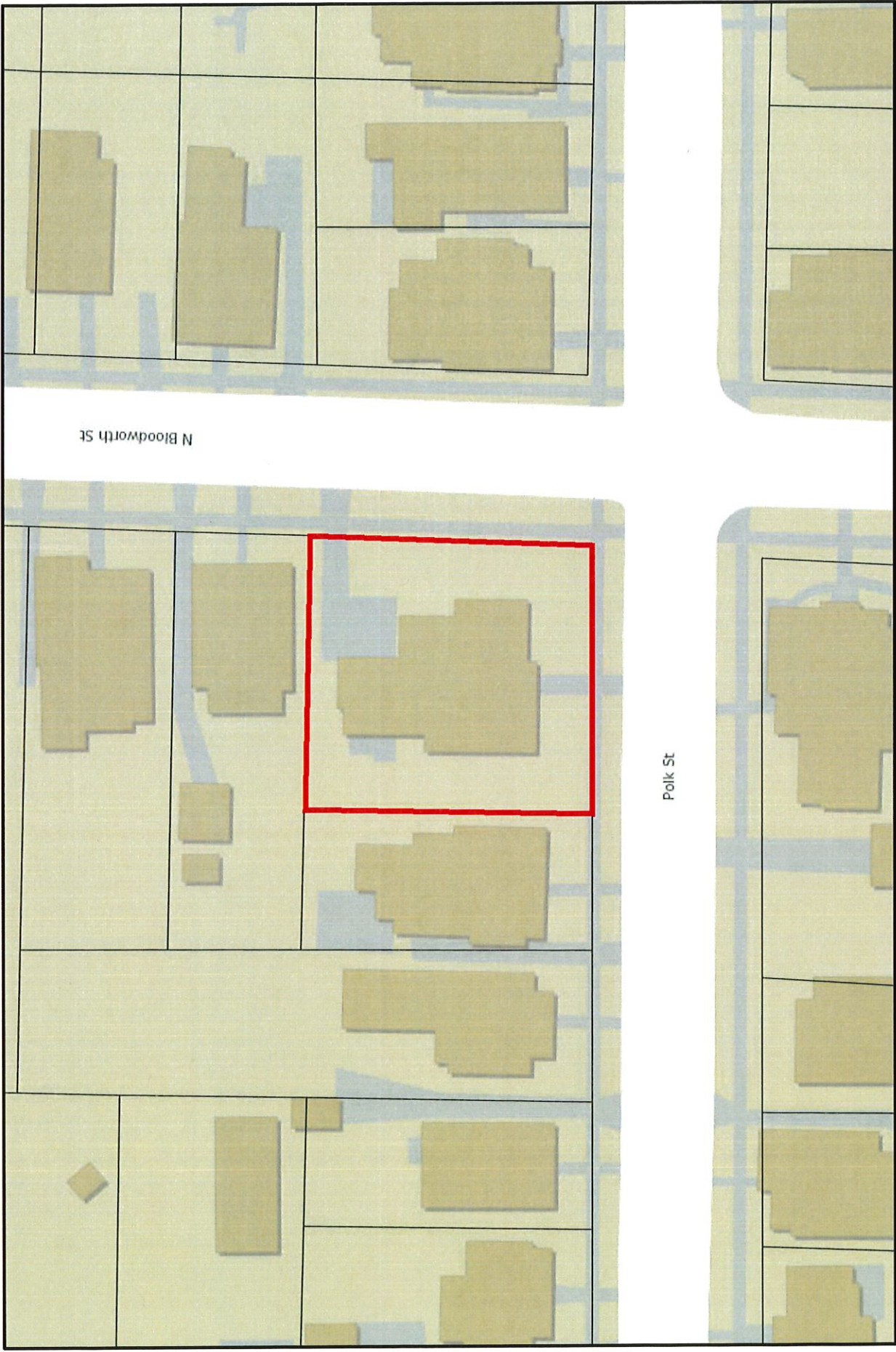
## "325PolkSt\_Certificate of Appropriateness Application-minor" History

-  Document created by Ashley Morris (pellststudio@gmail.com)  
2020-08-11 - 11:09:27 PM GMT- IP address: 104.1.158.156
-  Document emailed to Edith B. Wooten (ewooten3030@yahoo.com) for signature  
2020-08-11 - 11:11:01 PM GMT
-  Email viewed by Edith B. Wooten (ewooten3030@yahoo.com)  
2020-08-12 - 0:01:31 AM GMT- IP address: 209.73.183.102
-  Document e-signed by Edith B. Wooten (ewooten3030@yahoo.com)  
Signature Date: 2020-08-12 - 0:04:05 AM GMT - Time Source: server- IP address: 107.12.24.220
-  Document emailed to Ivan R M Bailey (ivan@dcsolar.io) for signature  
2020-08-12 - 0:04:07 AM GMT
-  Email viewed by Ivan R M Bailey (ivan@dcsolar.io)  
2020-08-12 - 0:04:14 AM GMT- IP address: 66.249.88.144
-  Document e-signed by Ivan R M Bailey (ivan@dcsolar.io)  
Signature Date: 2020-08-12 - 0:10:52 AM GMT - Time Source: server- IP address: 174.194.7.172
-  Signed document emailed to Edith B. Wooten (ewooten3030@yahoo.com), Ashley Morris (pellststudio@gmail.com) and Ivan R M Bailey (ivan@dcsolar.io)  
2020-08-12 - 0:10:52 AM GMT

### Hidden Window Removal Request for 325 Polk St

The home owners are in the middle of an interior renovation of an upstairs hall bathroom. As the contractor was removing the existing prefab shower walls, they found a window that had been walled up. The glass was painted so that it could still be visible on the exterior of the house. It does not appear to be an original window, it's a strange size and has horizontal divided lites so we are guessing it was added or modified in the 50s or 60s. The window is hard to see from the exterior, it's on a gable end that is obscured by the one-story gable addition/original kitchen mass. We have attached photos and clouded the window in question. It was hard to get a clear photograph of the window due to the many roof lines on the rear of the house. If you stand on the side deck, it is about the only spot where you can really get a good view of the window. The photo from the sidewalk on Bloodworth St is about the only place you can catch a glimpse of it from the street. There is a historic window beside it in the same bathroom.

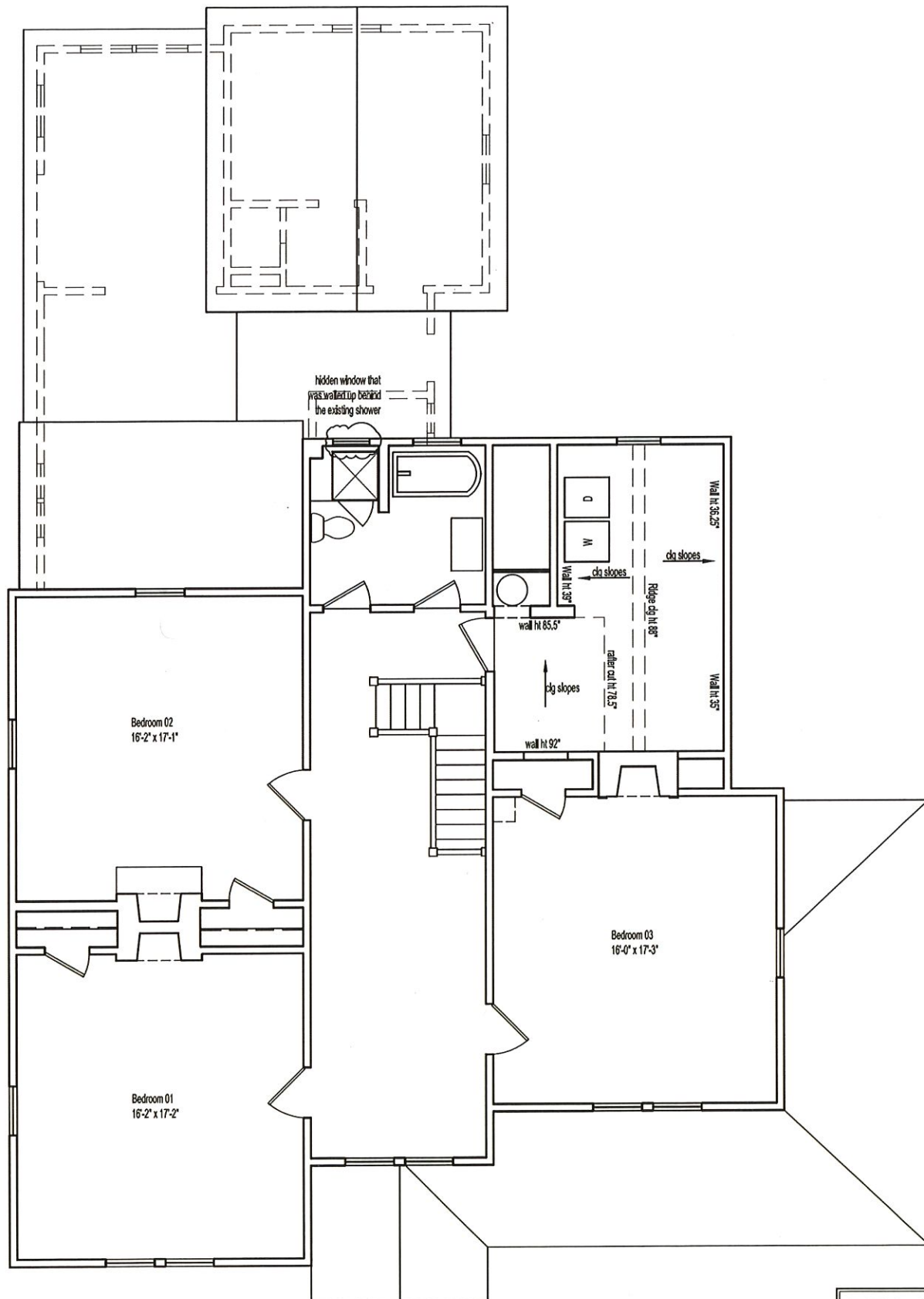
The owners are planning to rent the house soon and are hoping to get approval quickly for the window removal so they can proceed redoing the shower as part of the interior renovation.



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325 Polk St - Existing Second Floor Plan

Scale - 1/8" = 1'-0"

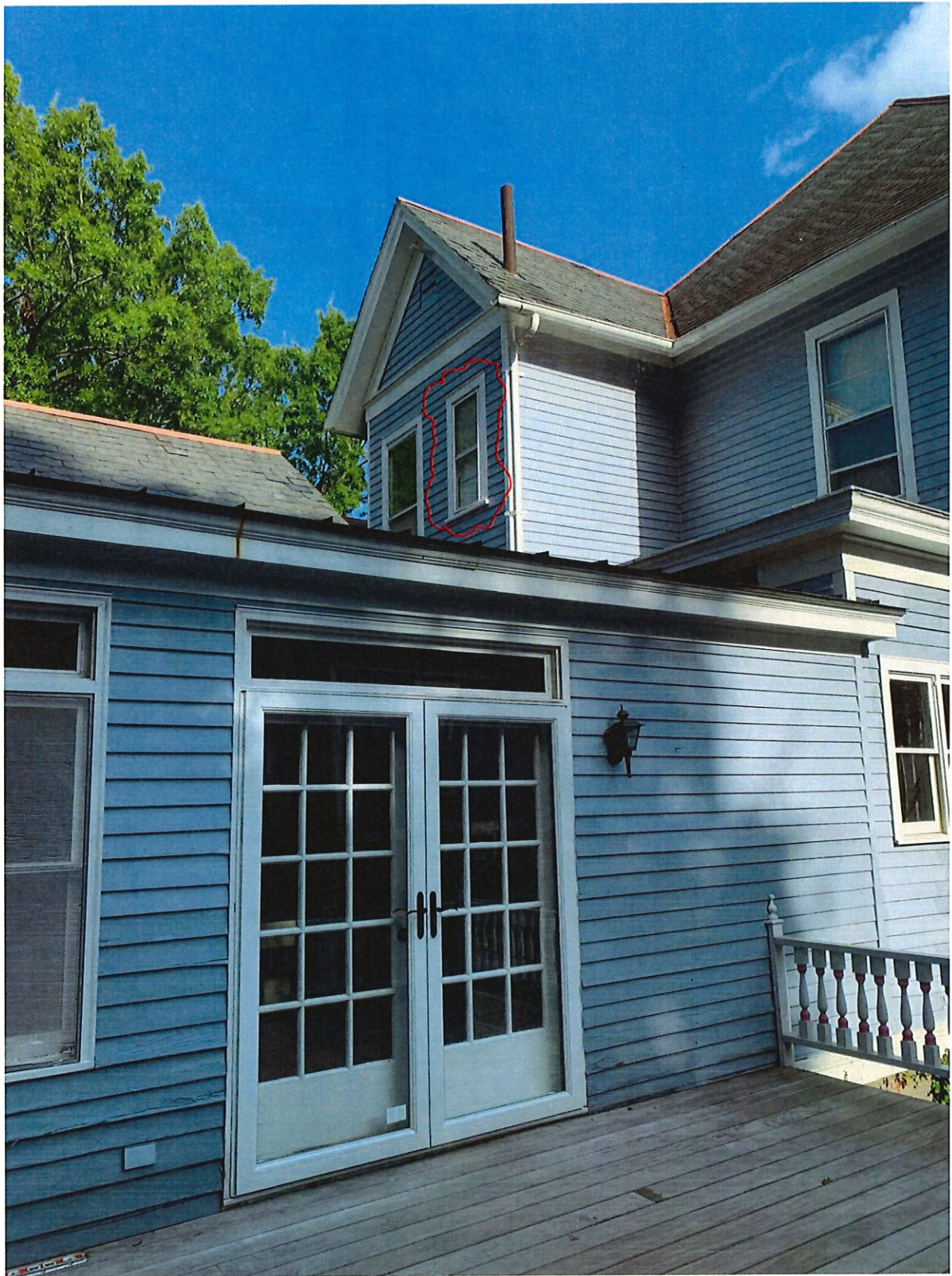


PELL ST studio

Architect  
Ashley Henkel Morris  
306 Pell Street  
Raleigh, NC 27604  
919.696.0970

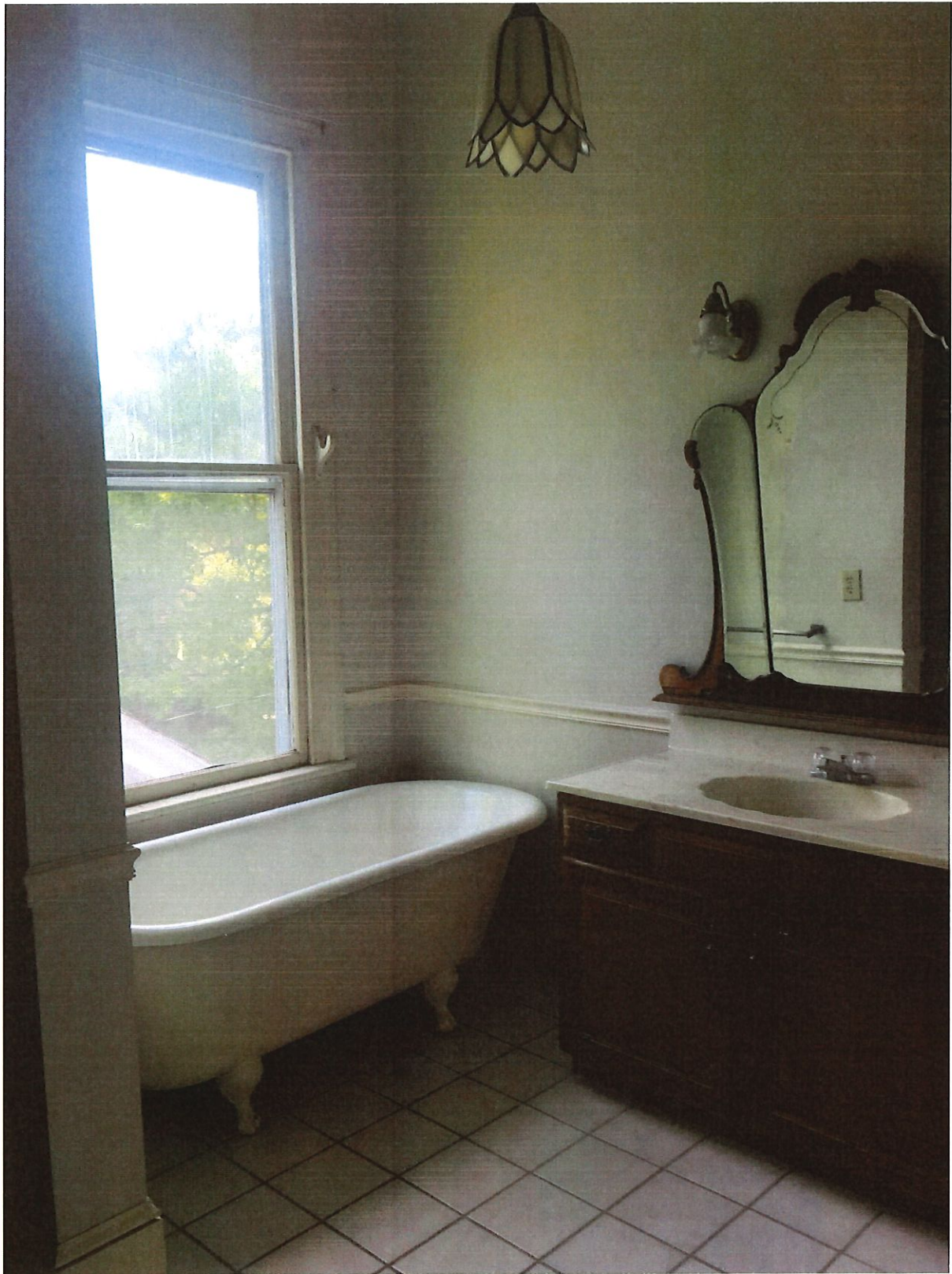
















## Kinane, Collette

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**From:** Ashley Morris <pellststudio@gmail.com>  
**Sent:** Friday, August 14, 2020 3:38 PM  
**To:** Kinane, Collette  
**Cc:** Edith Wooten; Tully, Tania; Morton, Erin; Ivan Bailey (DC Solar); Corey Giddens  
**Subject:** Re: [WARNING: AMP - ATTACHMENT UNSCANNED]Fw: Fwd: Payment Confirmation - Raleigh, NC

**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 Collette

Yes the new siding will be woven into the existing siding so that there will not be lines of vertical seams. You can mail the placard to me and I will get it to Corey to put in the window.

Thank you so much Collette!

Ashley  
306 Pell St, Raleigh, NC 27604

**Ashley Henkel Morris**  
owner/registered architect  
919.696.0970  
<http://pellstreetstudio.com>



Follow Pell Street Studio on our updated new business profile/page on [Instagram!](#)

On Fri, Aug 14, 2020 at 3:29 PM Kinane, Collette <[Collette.Kinane@raleighnc.gov](mailto:Collette.Kinane@raleighnc.gov)> wrote:

Hi, Edith and team –

Removing the window is certainly approvable as a minor work.

Ashley – I didn't see it noted in the application materials, can you confirm that the window location will be enclosed by weaving siding in to the existing to prevent vertical seams?

Should the placard be mailed to the address of the house or Ashley?

Thanks!

Collette

## Collette Kinane

Preservation Planner II

## City of Raleigh

Planning and Development

■ Raleigh Urban Design Center

919-996-2649 | [raleighnc.gov](http://raleighnc.gov)

For Planning and Development COVID-19 updates, [visit our information page](#).

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**From:** Edith Wooten <[ewooten3030@yahoo.com](mailto:ewooten3030@yahoo.com)>

**Sent:** Friday, August 14, 2020 10:25 AM

**To:** [rhdc@rhdc.org](mailto:rhdc@rhdc.org)

**Cc:** Ivan Bailey (DC Solar) <[ivan@dc solar.io](mailto:ivan@dc solar.io)>; Ashley Morris <[pellststudio@gmail.com](mailto:pellststudio@gmail.com)>

**Subject:** [WARNING: AMP - ATTACHMENT UNSCANNED]Fw: Fwd: Payment Confirmation - Raleigh, NC

**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 Colette or RHDC official,

I am forwarding to the address mentioned on your voicemail with the hope you receive and will respond to our emergency request. Please forgive me for any duplication. We are anxious to resolve this issue as soon as possible!

Edith Wooten

202-306-0708

[Sent from Yahoo Mail for iPhone](#)

Begin forwarded message:

On Wednesday, August 12, 2020, 2:15 PM, Edith Wooten <[ewooten3030@yahoo.com](mailto:ewooten3030@yahoo.com)> wrote:

Hi Collette,

I am forwarding below our architect's emergency application for a minor work to remove a hidden, non-historic window we suddenly discovered during our hallway bathroom renovation that we are doing in preparation for a new tenant in September.

We have temporarily halted work on this renovation, pending a response from RHDC. We are anxious to resume work because we have a very tight deadline in order to get a tenant in September, so we are eager to hear your response.

I have also left a voicemail and I know that Ashley will also be in touch with the hope that we can get a speedy approval.

Thanks in advance for your attention and help.

Best regards,

Edith Wooten

325 Polk Street

202-306-0708

PS

I also wanted to thank you for your guidance and support during the RHDC approval process of our garden major work application. We recently installed the fence and will put in the steps and front walk soon. We will need to wait until next spring before we do more outside.

[Sent from Yahoo Mail for iPhone](#)

Begin forwarded message:

On Tuesday, August 11, 2020, 9:44 PM, Ashley Morris <[pellststudio@gmail.com](mailto:pellststudio@gmail.com)> wrote:

I submitted the minor work app. Here are the documents I included in the submission. I am sure Collette will probably have questions or need more information so we will get that to her after she has had time to review everything.

Ashley

**Ashley Henkel Morris**  
owner/registered architect  
919.696.0970  
<http://pellstreetstudio.com>



Follow Pell Street Studio on our updated new business profile/page on [Instagram!](#)

----- Forwarded message -----  
From: <[noreply@mygovpay.com](mailto:noreply@mygovpay.com)>  
Date: Tue, Aug 11, 2020 at 9:42 PM  
Subject: Payment Confirmation - Raleigh, NC  
To: <[pellststudio@gmail.com](mailto:pellststudio@gmail.com)>



**Raleigh, NC**

**Payment Confirmation**

Payment Date	Tuesday, August 11, 2020
Order Number	38804

**Line Items**

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00055677	NONE	1	\$31.00	\$31.00
Item Total				\$31.00
Order Total				\$31.00

Thank you for your payment,

Raleigh, NC