# Certificate of Appropriateness Placard

for Raleigh Historic Resources

**Project Description:**

Move mechanical units; alter retaining wall; install brick pathway; install 42" fence; relocate door; install steps

<table>
<thead>
<tr>
<th>Address</th>
<th>215 N East St</th>
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<tbody>
<tr>
<td>Historic District</td>
<td>Oakwood</td>
</tr>
<tr>
<td>Historic Property</td>
<td>COA-0163-2018</td>
</tr>
<tr>
<td>Certificate Number</td>
<td>10/17/2018</td>
</tr>
<tr>
<td>Date of Issue</td>
<td>4/15/2019</td>
</tr>
<tr>
<td>Expiration Date</td>
<td></td>
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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, [Signature]
Raleigh Historic Development Commission

Pending the resolution of appeals, commencement of work is at your own risk.
**Minors Work (staff review) - 1 copy**

- Major Work (COA Committee review) - 10 copies
  - Additions Greater than 25% of Building Square Footage
  - New Buildings
  - Demo of Contributing Historic Resource
  - All Other

- Post Approval Re-review of Conditions of Approval

**For Office Use Only**

- Transaction #: 570726
- File #: 80A 0113.2018
- Fee: $30.00
- Amount Paid: $20.00
- Received Date: 12/5/18
- Received By: [Signature]

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**Property Street Address:** 215 N East St

**Historic District:** Oakwood

**Historic Property/Landmark name (If applicable):** Mebane-Stilen House

**Owner's Name:** Meghan & Jim Melo

**Lot size:** .12 (width in feet) 51' (depth in feet) 98'

For applications that require review by the COA Committee (Major Work), provide addressed, stamped envelopes to owners of all properties within 100 feet (i.e. both sides, in front (across the street), and behind the property) not including the width of public streets or alleys (Label Creator).

<table>
<thead>
<tr>
<th>Property Address</th>
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I understand that all applications that require review by the commission's Certificate of Appropriateness Committee must be submitted by 4:00 p.m. on the application deadline; otherwise, consideration will be delayed until the following committee meeting. An incomplete application will not be accepted.

Type or print the following:

Applicant: Jim Melo
Mailing Address: 215 N East St.
City: Raleigh
State: NC
Zip Code: 27601
Date: Daytime Phone: 919-451-3483
Email Address: Jim@melo.net
Applicant Signature: [Signature]

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: 35, 50, 83
35, 29, 61

Design Guidelines - Please cite the applicable sections of the design guidelines (www.rhdp.org)

<table>
<thead>
<tr>
<th>Section/Page</th>
<th>Topic</th>
<th>Brief Description of Work (attach additional sheets as needed)</th>
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<tbody>
<tr>
<td>1.4/24</td>
<td>Faces and walls</td>
<td>1. Move gas meter from north side to south side.</td>
</tr>
<tr>
<td>1.5/26-27</td>
<td>Walkways</td>
<td>2. Shrink retaining wall in front of house (non-historic and I believe installed around 2000, there is a COA application by the Hastings). We need to create more walking space on the north side for the new path. Also the reason for moving the meter. We want the retaining wall to line up with the sides of the house. Currently they extend past the house and go the entire distance of our property line.</td>
</tr>
<tr>
<td>2.7/50-51</td>
<td>Windows and Doors</td>
<td>3. Install brick pathway down north side of house. Use same brick as previous COA's (Albamarie OS from Custom Brick)</td>
</tr>
<tr>
<td>Unsure</td>
<td>Move A/C unit and Gas Meter</td>
<td>4. Move A/C unit to accommodate gas meter.</td>
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<td>5. Install fence between 215 N East and 217 N East less than 4 ft in height. See Pic for proposed fence. In use at 206 E Jones St.</td>
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<tr>
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<td>6. Move door to basement apartment from south side of basement to the north side, but facing west. It will replace a non-historic window. The door is original to the house but not the location. It was repurposed by previous owners. In addition, the basement had two known historic entrances which have since been closed off and the new entrance at its current location installed.</td>
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<td>7. Install small landing/steps in front of door.</td>
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</table>
**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 [10/17/2019]. 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)**

**Date** 10/17/2018

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<tr>
<th>TO BE COMPLETED BY APPLICANT</th>
<th>TO BE COMPLETED BY CITY STAFF</th>
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<tr>
<td><strong>YES</strong></td>
<td><strong>N/A</strong></td>
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</tbody>
</table>

**Attach 8-1/2" x 11" or 11" x 17" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete.**

**Minor Work (staff review) – 1 copy**

**Major Work (COA Committee review) – 10 copies**

1. **Written description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.)

2. **Description of materials (Provide samples, if appropriate)**

3. **Photographs of existing conditions are required. Minimum image size 4" x 6" as printed. Maximum 2 images per page.**

4. **Paint Schedule** (if applicable)

5. **Plot plan** (if applicable). A plot plan showing relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, 'ences/walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.

6. **Drawings** showing existing and proposed work

   - Plan drawings
   - Elevation drawings showing the façade(s)
   - Dimensions shown on drawings and/or graphic scale (required)
   - 11" x 17" or 8-1/2" x 11" reductions of full-size drawings. If reduced size is so small as to be illegible, make 11" x 17" or 8-1/2" x 11" snap shots of individual drawings from the big sheet.

7. **Stamped envelopes** addressed to all property owners within 100 feet of property not counting the width of public streets and alleys (required for Major Work). Use the **Label Creator** to determine the addresses.

8. **Fee (See Development Fee Schedule)**
215 N East St - New North Side Elevation with Fence

Scale - $\frac{3}{32}'' = 1'-0''$

PELL ST studio

Architect
Ashley Hanke Morrisey
306 Pell Street
Raleigh, NC 27604
919.596.9979
North East Corner /Brick retaining wall and porch edge

Gas Meter on North Elevation
North Elevation facing backyard

North Elevation Facing backyard
North West Back Corner (site of new door, left basement window)

South West Back Corner
South East Corner

Close up of retaining wall and house/porch foundation
South East Elevation

South Elevation Current A/C and future gas meter location

more A/C
Close up of location of future gas meter and A/C unit

Current Door to Apartment Southern Elevation
Fence at 406 E. Jones St. same will be used.

West Elevation picture from circa 1983 (pics obtained from RHDC)
Front of House circa 1983
Jim,

There's no need to supply a sample of the brick, just make sure the application states it has been used on previously approved COA projects. In a quick glance at these materials I don’t see any questions or issues. Please allow 10-15 business days for the review. We will, of course, do it as quickly as we are able.

Best,
Melissa

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From: Robb, Melissa [mailto:Melissa.Robb@raleighnc.gov]; Kinane, Collette <Collette.Kinane@raleighnc.gov>
Sent: Wednesday, July 11, 2018 11:16 AM
To: Robb, Melissa <Melissa.Robb@raleighnc.gov>; Kinane, Collette <Collette.Kinane@raleighnc.gov>
Subject: 215 N East St COA Review Minor Work

Hello,

We had a property dispute with our neighbors and it looks like we are reaching a settlement. As part of that settlement we need to move a door and create better access to our backyard. Without this work, we will in essence have no access to do work in our yard.

I don’t think you need to be bothered with the details of the dispute but of course we need to obtain a COA for the work to be done. I did discuss this with Tania a while back and it appears that all of the work qualifies as minor work. I would like to submit this as soon as possible so we can begin work immediately. This has been an almost 3 year legal battle so you can imagine we are eager to move forward.

I’ve attached the COA application I will be submitting along with some design plans from Ashley over at Pell St. Studio. I of course will submit current photos of the house and some older photos documenting the placement of the door and the previous doors/windows (or lack thereof). Also a couple of photos from neighbors yards showing the type of fence we plan on installing.

Do I need to submit another sample of the brick? We will be using the same brick we have used throughout various work and prior major work COA’s?

Please let me know if this submission is acceptable as well as the proposed work and I’ll get it submitted ASAP.

Should you have any questions or concerns please do not hesitate to call me at 919-451-3483.

Regards,
Jim Melo
215 N East St.