



CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

Project Description:

Remove existing retaining wall along driveway, primary walkway and stairs; install new retaining wall, primary walkway and stairs; install secondary walkway and stairs; install exterior lighting; plant new tree

613 Polk St

Address

Oakwood

Historic District

Historic Property

COA-0165-2025

Certificate Number

12/15/2025

Date of Issue

6/15/2026

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: Emily Vikojan-Reece

Mailing address: 613 Polk St.

City: Raleigh

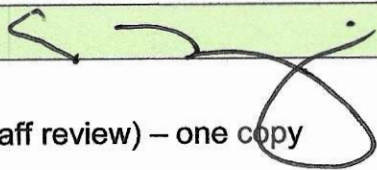
State: NC

Zip code: 27604

Date: 11/12/2025

Daytime phone #: 919-606-1287

Email address: evlkojan@gmail.com

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-0165-2025

Fee: _____

Amount paid: _____

Received date: _____

Received by: _____

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

Historic district: Historic Oakwood

Historic property/Landmark name (if applicable):

Owner name: Kyle Reece and Emily Vikojan-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="checkbox"/> No <input checked="" type="checkbox"/>	Office Use Only Type of work: <u>35; 48; 66; 67; 82; 83</u>
Did you consult with staff prior to filing the application? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

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).
1.4/25	Alteration of Walls 42" or less	Replace existing retaining wall with new retaining wall
1.5/26	Alteration of Existing Walkways	Replace primary concrete walkway with new brick walkway and add secondary walkway/stairs
1.7/30	Installation of Exterior Lighting	Add exterior lighting to steps and tree uplighting
1.3/22	Alteration of Shrubbery	Remove 3 small trees, replace with maple tree and grass

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>06/15/2026</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>12/15/2025</u>

613 Polk Street Minor Work Application

We are experiencing significant stormwater issues resulting in crawl space flooding and excessive humidity inside of our home. To remedy these issues, we need to redesign our gutter and stormwater drainage system, integrating it into our retaining walls.

Section 1.4/Page 25 Topic: Fences & Walls Description:

- *Alteration/Construction of walls 42" or less in height:* Remove the existing stucco retaining wall (not original) and rebuild it with brick facing and concrete block caps.
 - o A new retaining wall will be built using concrete block with brick facing (Statesville Brick – Chestnut Blend) and a concrete cap. New Retaining Wall Dimensions: Left Wing: 3' L, Wall (Left side of steps): 21' L, Wall (Right side of steps): 16'6" L, Wall Adjacent to Driveway 25' L with stair cut out.
 - o Cap Dimensions: (15" wide, extending 1.5" over each side). Cap will be made of ready-mix concrete sourced from a local supplier.
 - o Install gray granite cobblestone edging along the left property line, tying into the retaining wall to demarcate from the neighbor's yard. Cobblestones are sized 5x5x9.
 - o A major encroachment application has been submitted to the City and will be reviewed by Town Council on December 2, 2025.
- *Alteration of Shrubbery affecting less than 25% of the front yard area:* Extend grass to the edge of the retaining wall. Remove two crepe myrtles and one unknown bush/tree that will interfere with the walkway and drainage line (all with a combined stem girth of less than 8 inches in diameter), replace with a Japanese maple tree.
- Lightly grade yard between the front wall and the house to be level for proper water management and prevent excess runoff (in line with levelly graded yards at 605 & 609 Polk).
- *Alteration of gutters and downspouts:* Tie front gutters into a perforated drainage pipe that will discharge through weep holes in the base of the brick retaining wall.

Section 1.5/Page 26 Topic: Walkways Description:

- *Alterations of existing walks:* Remove existing concrete porch landing and walkway. Replace concrete landing with traditional brick pavers in a herringbone pattern (all walkway bricks will be Pine Hall Brick – English Edge F/R 4x8). Construct the primary walkway from the sidewalk to the house with traditional brick pavers five feet wide.
- *Construction of new walk:* Construct a secondary walkway, three feet wide, branching from the primary walkway towards the driveway, also using the same traditional brick pavers in a herringbone pattern.
- *Alteration of Exterior Steps:* Re-pour existing steps connecting the primary walkway to the sidewalk in concrete approximately five feet wide. This has been included in our Major Encroachment Application to the City.
- *Construction of new exterior steps:* Add a set of concrete steps (matching the primary walkway steps) connecting the secondary walkway to the driveway approximately three feet wide.

Section 1.7/Page 30 Topic: Lighting Description:

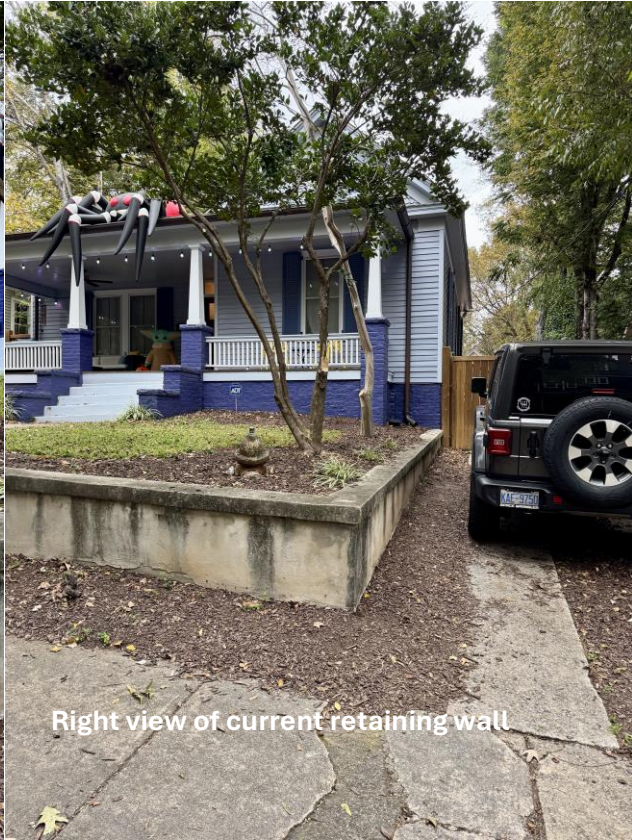
- *Installation of Exterior Lighting Fixtures:* Add simple, discreet low voltage LED footlights at primary, secondary and entrance steps. Two lights flanking each step, evenly spaced. Add 4

discreet low voltage directional bullet lighting to illuminate the Japanese maple. All lighting will be on a dusk to dawn timer that can be adjusted as needed.

Alteration/Construction of Exterior Entrance Steps & Walls 42" or less in height Photos





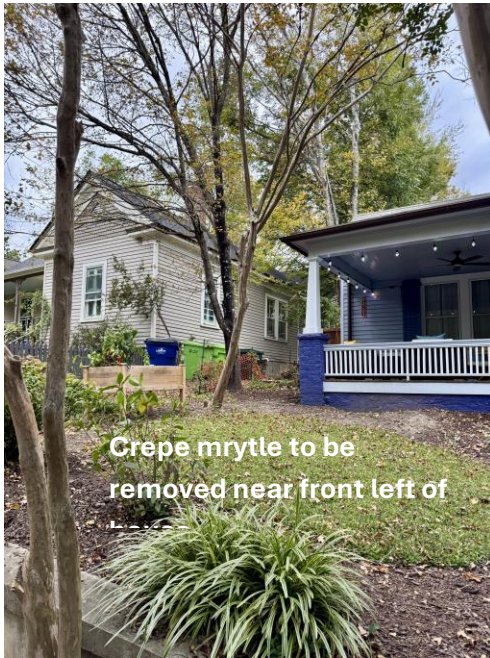


Photos of proposed retaining wall, cobblestone edging, and steps





Alteration of Shrubbery Affecting less than 25% of the Front Yard Area Photos



Crepe myrtle to be removed near front left of



Crepe myrtle and bush/tree to remove

Proposed maple tree replacement and views of grass extending to edge of retaining wall



Installation of Exterior Lighting Fixtures Photos



Materials Used



EDGING

Granite
Cobblestones
Regular 5x5x9
size.



WALKWAY

Pine Hall Brick English Edge Full Range 4x8 clay pavers feature beveled edges for crisp clean lines and spacer bars to provide optimal spacing for sand joints and interlock between the pavers. The dimensions are 4" by 8" by 2.25" thick. The paver complies with ASTM C902, Class SX, Type I, Application PX and ASTM C67 for Freeze/Thaw.



WALL

Statesville Brick- Chestnut Blend
Straight Edge "Woodfired"
Series
Modular Sized



MORTAR

Roanoke Gray



Lights -steps and driveways

- Light source: LED
- Light reach: 3 ft
- Dimensions: 2.7" x 2.7" x 1.6" (L x W x H)
- Voltage: 12v AC/DC (low-voltage)
- Color temp: 3000 °K (Warm White)
- Wattage: 0.8 W
- Material: Polycarbonate

4 Bullet Lights casting up on Japanese Maple



Heavy Duty Black Cast Aluminum Construction
Dual Silicone O-Rings for Watertight Seal
Five Year Warranty on Fixture & Lamp
Heat-Resistant Clear Convex Glass Lens
High-Temperature Ceramic Socket w/ Nickel Contacts
EPDM Rubber Plug-In Base
Weather-Resistant SPT-2W Wire

