

STAFF REPORT  
RHDC Certificate of Appropriateness Committee: COA Application

Case Number: COA-0032-2026

Property Address: 325 E EDENTON ST

PIN: 1703896449

Zoning: DX-3 w/ HOD-G

HOD: OAKWOOD HISTORIC DISTRICT

Property Owner: WILLIAM E BREWER JR

Applicant: WILLIAM E BREWER JR AND JO ANNE SANFORD

Project Contact: ASHLEY MORRIS FOR PELL ST STUDIO

Received: 03/10/2026

Complete date + 180 days: 09/23/2026

Meeting Date(s): 1) 04/23/2026

Staff Contact: Collette Kinane, collette.kinane@raleighnc.gov

### **Certificate of Appropriateness Request**

Construct rear addition; remove non-historic rear addition; remove non-historic doors; install new doors; replace porch columns

### **Application Attachments**

- COA application form
- Written description
- Current site photographs
- Sanborn Fire Insurance Maps
- Scaled existing site survey
- Existing and proposed site, roof, and floor plans and elevation drawings
- Tree protection plan
- Built area and built mass calculations
- Comparable project images and drawings
- Manufacturer's specifications for doors

### **Staff Notes**

- The application states that some material repair or replacement will be required on the historic house. Pieced repair of historic materials in-kind to match existing is considered routine maintenance and does not require COA approval. A more substantial volume replacement of historic materials, such as more than 50% removal of historic siding on any one façade of a contributing building, is required to receive review.
- The application notes that existing window air conditioning units will be removed. As a non-permanent feature, the removal of these units does not require COA approval.

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### **Property Description**

0.19 acres; "Contributing, ca. 1889... Probably built during the 1890s, this house shows on the 1903 Sanborn map... The one-story, triple-A frame cottage has parallel rear gabled wings and a joined cross-gable wing at the rear. Across most of the front elevation is a porch with square columns and railings with heavy, turned balusters. Beneath the porch is a central doorway with transom flanked by sets of French doors with transoms. Window sash on the side elevations have six over six sashes. The front and side gables also have Gothic-arched vents." See:

[“Oakwood National Register of Historic Places Inventory-Nomination Form”](#), 1975 (adopted as historic overlay district report in 1975); page 56.

**Standard of Review**

The COA Committee shall not refuse to issue a certificate of appropriateness except for the purpose of preventing the construction, reconstruction, alteration, restoration, moving or demolition of buildings, structures, appurtenant features, outdoor advertising signs or other significant features in the -HOD-G, -HOD-S or for Historic Landmarks, which would be incongruous with the special character of the district or Landmark. See: N.C. Gen. Stat. [§ 160D-947\(a\)](#) and UDO [10.2.15.D.4E](#).

**Applicable Design Guidelines**

<i>Sections</i>	<i>Applicable Guidelines</i>	<i>Description of Work</i>
1.3	1.3.1, 1.3.2, 1.3.3, 1.3.6, 1.3.7, 1.3.8, 1.3.9	Construct addition; remove addition
2.7	2.7.1, 2.7.2, 2.7.5, 2.7.9, 2.7.11	Construct addition; remove non-historic doors; install new doors
2.8	2.8.1, 2.8.4, 2.8.5, 2.8.6, 2.8.7, 2.8.10	Remove doors; install doors; replace porch columns
3.2	3.2.1, 3.2.2, 3.2.4, 3.2.5, 3.2.6, 3.2.7, 3.2.8, 3.2.9, 3.2.10, 3.2.11, 3.2.12	Construct addition; remove addition

See: [Design Guidelines for Raleigh Historic Districts and Landmarks](#) (2017)

**Congruity Analysis**

Per the Applicable Standards & Submittal Requirements:

1. A non-historic small cinderblock addition is proposed to be removed to facilitate the proposed addition. (*Guidelines 1.3.1, 3.2.1, 3.2.2*)
2. *Built area to open space analysis:* According to the application, the lot historically totaled 11,345 SF with an original built area of 4,345 SF. The original built area to open space was 38%. The lot was reduced in size at some point and is now 8,105 SF with an existing built area of 4,379 SF, or 54%. The proposed alterations result in an increase to 57%. The application notes that the average built area in the surrounding block ranges from 24% to 98%. (*Guidelines 1.3.8, 1.5.7*)
3. *Built mass to open space analysis:* According to the application, the lot historically totaled 11,345 SF with an original built mass of 2,145 SF. The original built mass to open space was 19%. The lot was reduced in size at some point and is now 8,105 SF with an existing built mass of 2,135 SF, or 26%. The proposed alterations result in an increase to 29%. The application notes that the average built mass in the surrounding block ranges from 20% to 78%. (*Guidelines 3.2.11, 3.2.12*)

Height

4. The height of the proposed one-story rear addition matches the existing one-story rear addition and extrudes from the ridge of that earlier addition. The ridge of the previous rear addition is lower than the ridge of the main mass of the house. (*Guidelines 3.2.2, 3.2.6, 3.2.7*)

5. "Things to Consider as You Plan" on page 66 of the *Design Guidelines* states "New additions should never compromise the integrity of the original structure or site either directly through destruction of historic features and materials or indirectly through their location, size, height, or scale. The impact of an addition on the original building can be significantly diminished by locating it on the least-character-defining facade and by keeping it deferential in volume. It should never overpower the original building through height or size. The form, design, relationship of openings, scale, architectural style, and selection of materials, details, colors, and features of proposed new additions should be reviewed in terms of compatibility with the original building."

#### Form and Design

6. The proposed rear addition is located immediately behind the historic house where later additions currently stand. The screened porch addition extends the existing one-story rear addition to the rear/north. The screened porch is inset from the existing right/east and left/west walls of the house. An existing side porch that is set behind the primary mass of the historic house is proposed to be enclosed. This existing rear porch is likely part of the later additions to the house, but it is unclear whether the porch dates to Oakwood's period of significance. (*Guidelines* 2.8.7, 3.2.1, 3.2.6, 3.2.7, 3.2.10)
7. The main roof form of the addition is a cross gable that matches the pitch of the historic primary roof. This is a common roof type in the historic district. (*Guidelines* 2.5.1, 3.2.9)
8. The fenestration of the side porch enclosure consists of paired six-over-six double hung windows. The new windows are shorter than the historic window openings in the main body of the historic house and feature a more horizontal proportion. (*Guidelines* 2.7.9, 2.8.7, 3.2.8, 3.2.9)
9. An existing non-historic side deck on the east side of the structure is proposed to be replaced. The existing concrete block foundation is proposed to be replaced with brick. A section detail of the railing was provided. (*Guidelines* 2.8.7, 3.2.1, 3.2.6, 3.2.7, 3.2.10)
10. The proposed window style and trim is to match or be complementary to the existing historic windows. The proposed windows are proposed to be wood. The proposed window trim is to match the existing windows. (*Guidelines* 2.7.9, 3.2.9)

#### Materials and Details

11. The proposed screened porch will be built on an exposed brick foundation to match the existing. (*Guidelines* 3.2.8, 3.2.9)
12. The siding for the proposed addition will match existing. (*Guidelines* 3.2.8, 3.2.9)
13. Eave and fascia details will match existing. A detail drawing was provided. (*Guidelines* 3.2.8, 3.2.9)
14. The screen porch flooring and steps are proposed to be composite decking. The screened porch columns will be chamfered 7 ½" square and painted with painted wood handrails and no pickets. The porch screening is proposed to be mounted on the interior of the rails. The screened porch ceiling is proposed to be painted beadboard. A detail drawing was provided. (*Guidelines* 3.2.9)
15. One new full-lite wood door will be installed at rear addition to provide access to the screened porch. Manufacturer's specifications for doors were provided. (*Guidelines* 2.7.9, 3.2.8, 3.2.9)

16. Both the existing and screened porch will be reroofed with new asphalt shingles. (Guidelines 2.5.1, 2.5.8, 3.2.8, 3.2.9)

#### Front Porch Alterations

17. The existing front porch decking is proposed to be replaced with ~3" wide tongue and groove wood flooring. This size is typical of historic porch floors in Oakwood. (Guidelines 2.8.1, 2.8.4, 2.8.5, 2.8.6, 2.8.10)
18. The existing front porch columns appear to have been replaced or altered. The project proposes replacing the existing columns with 8" chamfered square columns. Evidence was provided of similar style columns on contributing properties of the same age. (Guidelines 2.8.1, 2.8.4, 2.8.5, 2.8.6, 2.8.10)
19. A single masonry step is proposed to be added on the west edge of the porch to provide direct access to the driveway. (Guidelines 1.3.9, 2.8.1, 2.8.6, 2.8.10)
20. Significant alterations have occurred to the doors and windows on the front porch. The existing French doors located in the west window were installed in 2001 after an "After-the-Fact" COA application. The previous French doors had been replaced with a window and infill siding without COA approval. The current doors were modeled after doors at 111 N Bloodworth. The door located on the east side is assumed to have been installed after the period of significance, when the house was converted to a duplex. No detailed photos of the historic fenestration configuration exist. The project proposes the replacement of the French doors to the east and west of the front door. Manufacturer's specifications and details were provided. (Guidelines 2.7.1, 2.7.2, 2.7.5, 2.7.7, 2.7.11, 2.8.1, 2.8.6, 2.8.10)
21. The existing solid front door is proposed to be replaced with a half-lite wood door. Manufacturer's specifications and details were provided. (Guidelines 2.7.2, 2.7.7, 2.8.1, 2.8.6, 2.8.10)

#### Site

22. A tree protection plan was provided. The provided tree protection plan notes construction access/storage/laydown. A few small trees are identified as possible removals. Trees smaller than 10" DBH are not subject to COA regulation. (Guidelines 1.3.1, 1.3.6, 1.3.7, 3.1.5, 3.1.8, 3.2.2, 3.2.5)

#### **Staff Concerns - Additional Details**

Per staff analysis, the following items lack the detail necessary to clearly determine the final design intent and could be resolved through conditions, should the application be approved:

1. Manufacturer's specifications for windows were not provided. (Guidelines 2.7.9)
2. Manufacturer's specifications for shingles were not provided. (Guideline 2.5.1)
3. The application notes that the exterior will be painted, color and manufacturer's samples were not provided, if changing. (Guidelines 2.4.1, 2.4.3, 2.4.5)
4. Installation locations and specifications for gutters and downspouts (if any) were not provided. (Guidelines 2.5.8, 3.2.8, 3.2.9)
5. HVAC location and screening were not noted, if changing. (Guideline 1.3.11)
6. Exterior lighting, if any, was not shown, nor were specifications provided. (Guidelines 1.7.4, 1.7.8, 1.7.9)

7. Beyond the trees noted on the tree protection plan, no information was provided regarding proposed changes to landscaping or foundation plantings, if any. (*Guideline 1.3.1, 3.2.4, 3.2.5*)

### **Potential Conditions**

Based on the congruity analysis, staff concerns, and previous, similar applications, the following conditions are listed for consideration by the Committee, should the Committee choose to approve the application:

1. That if a historic preservation professional experienced in wood window and siding rehabilitation determines a historic window sash or more than 50% of the historic siding on any single façade requires replacement, a new major work COA application shall be submitted for review by staff prior to removal.
2. That the following be provided to and accepted by staff prior to issuance of the blue placard:
  - a. Manufacturer's specifications and details for windows;
3. That the following be provided to and accepted by staff prior to installation or construction:
  - a. Manufacturer's samples for paint, if changing;
  - b. HVAC location and screening, if changing;
  - c. Manufacturer's specifications for shingles;
  - d. Gutters and downspouts location and specifications, if any;
  - e. Exterior lighting (if any) installation location and specifications;
  - f. Landscaping plan (anything more than groundcover, foundation plantings and/or trees must be submitted as a new COA application).