



**CARTERSVILLE
HISTORIC PRESERVATION COMMISSION
MEETING**

Council Chambers, Third Floor of City Hall
Tuesday, September 21, 2021 at 5:30 PM

AGENDA

COMMISSIONERS:

Greg Frisbee – Chair
Lynn Pritchett – Vice Chair
Becky Carr
Brad Galland
Jeff Glover
Larry Gregory
Vandi White

CITY PLANNER:

David Hardegree

CITY CLERK:

Julia Drake

DEPUTY CITY CLERK:

Samantha Fincher

ASSISTANT CITY ATTORNEY:

Keith Lovell

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) August 17, 2021 HPC Minutes

CERTIFICATE OF PRESERVATION

- [2.](#) COP21-22. 201 W. Main St. Applicant: Evan Crowe

STAFF OR COMMITTEE COMMENTS

- [3.](#) Design Standards Update

OTHER

The next meeting of the Historic Preservation Commission will be October 19, 2021 at 5:30 P.M.

ADJOURNMENT

Persons with disabilities needing assistance to participate in any of these proceedings should contact the human resources office, ADA coordinator, 48 hours in advance of the meeting at 770-387-5616.

P.O Box 1390 – 10 N. Public Square – Cartersville, Georgia 30120
Telephone: 770-387-5616 – Fax 770-386-5841 – www.cityofcartersville.org



HISTORIC PRESERVATION ITEM SUMMARY

MEETING DATE:	September 21, 2021
SUBCATEGORY:	Historic Preservation Commission
DEPARTMENT NAME:	Planning and Development
AGENDA ITEM TITLE:	August 17, 2021 HPC Minutes
DEPARTMENT SUMMARY RECOMMENDATION:	August 17, 2021 HPC Minutes have been uploaded for your approval
LEGAL:	N/A

Historic Preservation Commission Meeting
10 N. Public Square
August 17, 2021
5:30 P.M.

I. Opening Meeting

Call to order by Chairman Frisbee

Present: Greg Frisbee, Becky Carr, Jeff Glover, Lynne Pritchett, Vandi White, Larry Gregory and Brad Galland
Staff Present: David Hardegree, Samantha Fincher and Caity Hungate
Absent Keith Lovell

- 1. **Call to Order**
- 2. **Approval of Minutes**

Chairman Frisbee called for a motion to approve the minutes of the last meeting. Board Member Carr made a motion to approve the meeting minutes from July 20, 2021. Board Member Pritchett seconded motion. Motion carried unanimously. Vote: 6-0.

3. New Business:

A. COP21-19. 223 West Ave.

Chairman Frisbee called for the next item on the agenda. David Hardegree, City Planner stated the home is Historic and Contributing. The applicant proposes to replace the roof shingles, remove the awnings, and replace windows on the home and garage with new three-over-one vinyl windows.

The Applicant, David Floyd, 19 Forest Hill Drive, came forward to answer questions from the Board. He added that he would also like to replace the garage door with a modernized rollup style door, frame to remain the same.

Chairman Frisbee opened the floor for discussion.

Board Member Glover made a motion to approve the application as submitted with clarification of using three-over-one vinyl SDL windows. Modernized garage door permitted as long as the frame remains the same. Board Member Pritchett seconded the motion. Motion carried unanimously. Vote: 6-0.

B. COP21-21. 155 W. Main St.

Chairman Frisbee called for the next item on the agenda. Mr. Hardegree stated the building is Historic, and Contributing. The applicant would like to remove the drive-thru metal roof/awning on the west side of the building. Replace seven six-over-six wooden windows, and six four-over four wooden windows with single light windows. In addition,

construct a 5' X 8' storage shed on the rear of the building.

The Applicant & Contractor, Garrett Dickerson, 45 Arbor Lane, Acworth Ga came forward to answer questions from the Board. Fadi Obed, Property Owner, accompanied Mr. Dickerson.

Chairman Frisbee opened the floor for discussion. The Board discussed the history of the building. The building was once a greyhound station.

Board Member Pritchett made a motion to approve the application as submitted with the clarification of using seven six-over-six SDL windows and four-over-four SDL windows instead of single light. Board Member White seconded the motion. Motion carried unanimously. Vote: 6-0.

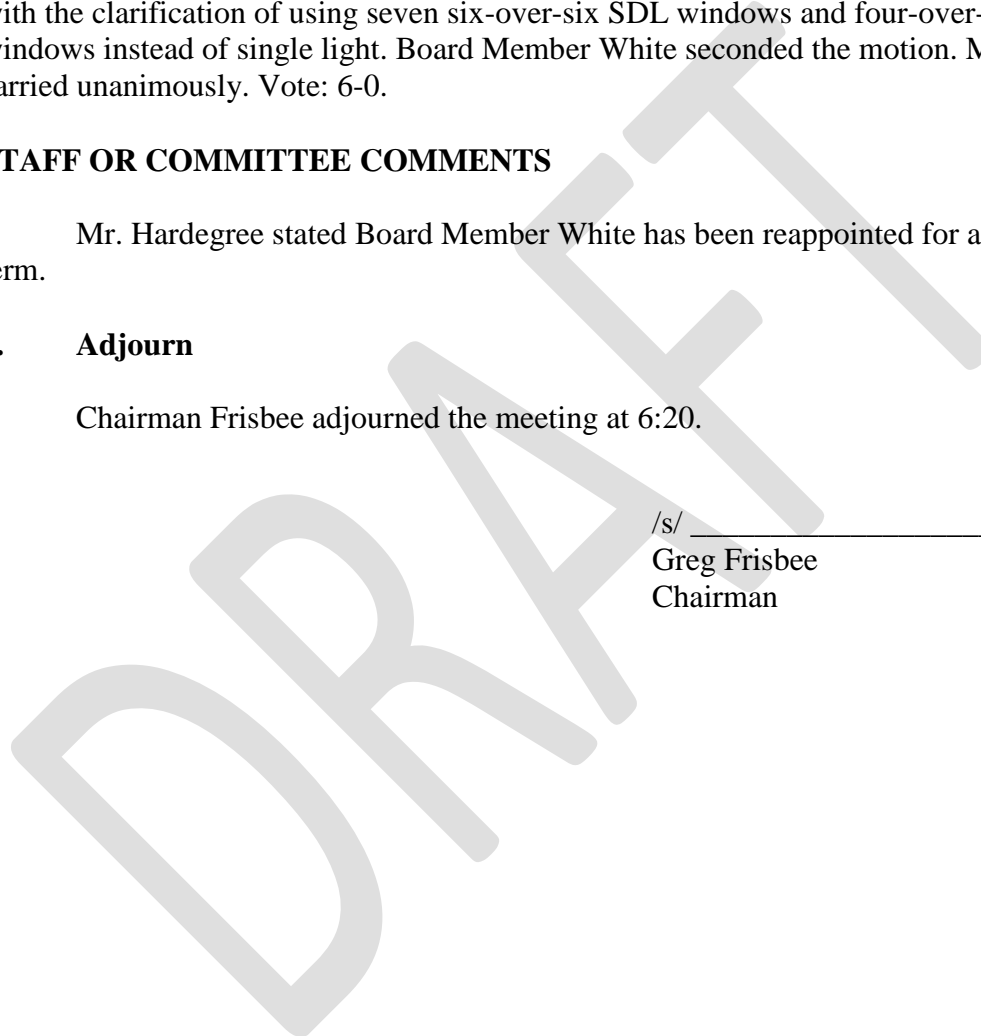
STAFF OR COMMITTEE COMMENTS

Mr. Hardegree stated Board Member White has been reappointed for another term.

2. Adjourn

Chairman Frisbee adjourned the meeting at 6:20.

/s/ _____
Greg Frisbee
Chairman





HISTORIC PRESERVATION COMMISSION ITEM SUMMARY

MEETING DATE:	September 21, 2021
SUBCATEGORY:	HPC
DEPARTMENT NAME:	Planning and Development
AGENDA ITEM TITLE:	COP21-22. 201 W. Main St. Applicant: Evan Crowe
DEPARTMENT SUMMARY RECOMMENDATION:	COP request to replace (50) windows and rebuild (2) chimneys.
LEGAL:	N/A



City of Cartersville Historic Preservation Commission COP Application Staff Report
Case: COP21-22

HPC Meeting – 9-21-2021

Application Information

Address: 201 West Main Street
 Applicant: Evan Crowe
 Historic District: West End Historic District
 Zoning: P-S
 Setbacks: Front= 20, Side= 10, Rear= 20

Brief Description: Replace (50) single pane, double hung windows with new aluminum clad double hung insulated windows, and remove and rebuild two chimneys with existing brick.

Applicable Guidelines to Consider- Sec. 9.25-54. West End Historic District

Residential Design Guidelines		
<i>Part One: Maintaining, Repairing, Replacing Structures Contributing to a Historic District.</i>		
	A. Wood	K. Utilities and Energy Retrofit
	B. Masonry	L. Accessibility, Health, and Safety Considerations
	C. Architectural Metals	M. Aesthetic Recommendations
	D. Paint	
	E. Roofs	
	F. Exterior Walls	PART TWO: New Construction
	G. Driveways, Walkways, and Off-Street Parking	
	H. Lighting	PART THREE: Relocation
	I. Windows and Doors	
	J. Entrances, Porches and Balconies	PART FOUR: Demolition
Commercial Design Guidelines (Historic Downtown Business District)		
X	PART ONE: General Guidelines for Structures Contributing to the District.	
X	PART TWO: Guidelines for New Construction –	

Task List:

1. *Replace approximately 50 single pane windows with 50 white Jeld Wen 2500 aluminum clad, double hung insulated windows. The window patterns/grids will be maintained with the new windows.*

The following is a window inventory.

South face (W. Main St.):

- (4) six-over-six;
- (6) four-over-four windows.

West face:

- (6) six-over-six
- (3) three-over-three
- (2) four-over-four
- (1) two-over-two
- (1) single light

North face:

- (7) six-over-six
- (1) eight-over-eight
- (2) four-over-four
- (1) two-over-two
- (1) one-over-one

East face (Bartow St.):

- (4) eight-over-eight
- (3) six-over-six
- (4) single light
- (1) four-over-four
- (3) faux trellised

2. *Remove and rebuild two chimneys with existing bricks to maintain the house's historic character. A chimney cap will be added to the top of both chimneys.*

History of the Property- Bartow County Tax assessor's records state the building was built in 1907. GHRS state that the building was built c. 1908.

Previous COPs on file:

COP14-15. Remove brick pavers and replace with concrete walkway. Denied initially, then approved with the condition that the applicant replaces the pavers with "like material". The HPC discussed the situation and then stated that replacing the pavers with like material is considered normal maintenance and would not need HPC approval. August 19, 2014.

Analysis of the COP:

The building is Historic, Contributing.

The applicant proposes to replace (50) windows with (50) white Jeld Wen 2500 aluminum clad, double pane insulated sash windows. Only the windows will be replaced; the original wooden window casements/frames will remain intact. The windows will look identical to the existing windows. Applicant stated that the existing windows need to be replaced due to severe leaking problems. It was observed that the majority of the above-mentioned windows have simulated divided lights. It would be appropriate for the HPC to request for the applicant to use simulated divided light windows.

Additionally, it is proposed that the two chimneys will be removed and rebuilt using the existing historic brick. A chimney cap will be added to both of the chimneys.

The proposed exterior modifications may be appropriate for the building and district.

Commissioners Work Sheet

Materials:

	Existing Materials	Materials to be Used
Roof		
Siding		
Windows	Wood/Glass	Aluminum/Glass
Doors		
Storage Addition		
Foundation		
Decking		
Steps		
Porches		
Ornamentation	--- Brick/mortar Chimney	Brick/mortar chimney

Notes:

I move to (approve, approve w/ conditions, or deny) the application for (state proposed changes) at (address) (as submitted, or with the following conditions). I find (compliance or noncompliance) with the guidelines referenced in the staff report and those brought up during discussion.

Sec. 9.25-54. West End Historic District.

The City Council of the City of Cartersville adopts the West End Historic District as indicated herein.

- (a) *Boundaries.* The boundaries of the West End Historic District as indicated herein.

The West End District encompasses an area commencing with the property at the NW corner of the intersection of West Main Street and Bartow Street. The district continues SW on Etowah Drive to the intersection with Lee Street then west to include the properties on the north side on Lee Street (approximately eight (8) properties). The boundary then extends west to the intersection of Woodland Drive and Terrell Drive (includes the properties on the south side of West Avenue (SR 61/113). The district turns north and west for approximately four (4) properties to West Avenue (Highway 113). The district boundary turns west onto West Avenue (SR 61/113) past Attaway Drive. The boundary to Elm Street then east to Knight Way and Knight Street the intersection with Lee Street. The boundary extends north on Lee Street to West Cherokee Avenue. The boundary extends east on West Cherokee Avenue to School Street then south on School Street to Tabernacle Street. The boundary then follows east on Tabernacle Street to Bartow Street then south on Bartow Street to the intersection with West Main Street.

- (b) *Designation of contributing and non-contributing and owner list.* The following is a list of all properties and property owners of the West End Historic District and designation of each property as contributing or noncontributing pursuant to the City of Cartersville Historic Preservation Ordinance.
- (c) *Overlay map.* The zoning map of the City of Cartersville shall be amended to show the West End Historic District as an overlay on said zoning map and said overlay on said zoning map and said overlay shall be designated as the H-1WE Historic District.
- (d) *Design standards.* The following design standards are adopted for the West End Historic District:

DESIGN STANDARDS FOR STRUCTURES CONTRIBUTING TO THE RESIDENTIAL HISTORIC DISTRICTS

INTRODUCTION

The following Residential Design Standards are intended to identify the character-defining features of a site or structure used in determining the compatibility of the proposed alteration, repair, renovation, rehabilitation or restoration of an existing structure or the construction of a new structure regarding the appropriateness of the size, location, materials, style, rhythm, and any other quality deemed as contributing to the character of a historic property or structure as determined by the Historic Preservation Commission (Commission).

For items not addressed by the following standards or guidelines, the Commission will refer to the U.S. Department of the Interior, Secretary of the Interior Standards for the Treatment of Historic Properties, latest edition, for guidance.

In filing for a Certificate of Preservation all standards shall be complied with and so demonstrated on said application and supporting documentation. Guidelines, as indicated herein, may or may not be demonstrated in the application or supporting documentation for a Certificate of Preservation. Maintenance recommendations, if any, are included for informational purposes only and are not required to be included in an application for a Certificate of Preservation and, as such, shall not be considered by the Commission in reviewing said applications.

Generally:

1. It is not appropriate to introduce structures or contemporary equipment such as satellite dishes, solar collectors, playground equipment, heating and air units, storage units, and swimming pools, in locations that compromise the historic character of the building or site. Locate such features unobtrusively, and screen them from view.

2. When planning to alter the topography of a site substantially through grading, filling, or excavation, one shall contact the Cartersville Planning and Development Department to confirm that the proposed changes comply with the city building code and development regulations.
3. When remodeling historic structures or constructing new structures in historic districts, care shall be taken in retaining and preserving the historic relationship between buildings and related features of the district, to include but not be limited to, site topography, retaining walls, foundation plantings, hedges, walkways, driveways, parking lots, trees, gardens, yards, arbors, ground cover, fences, accessory buildings, patios, terraces, and significant vistas and views.

PART ONE—MAINTAINING, REPAIRING, AND REPLACING EXISTING STRUCTURES

A. Omitted

B. *Masonry:*

1. Retain and preserve masonry features that contribute to the overall historic character of a building and a site, including walls, foundations, roofing materials, chimneys, cornices, quoins, steps, buttresses, piers, columns, lintels, arches, and sills.
2. Protect and maintain historic masonry materials, such as brick, terra cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their constructive features, including bond patterns, corbels, water tables, and unpainted surfaces.
3. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, patching damaged or deteriorated masonry. One shall not apply a waterproof coating to exposed masonry.
4. Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration.
5. Before repointing, carefully remove deteriorated mortar using hand tools. Replace the mortar with new mortar that duplicates the original in strength, texture, and composition. Match the original mortar joints in width and profile.
6. If replacement of a deteriorated detail, module, or element of a masonry feature or surface is necessary, replace only the deteriorated portion in kind rather than the entire surface or feature. Use compatible substitute materials only if using the original material is not technically feasible.
7. If replacement of a large masonry surface or entire feature is necessary, replace it in kind, with matching, substitute materials only if using the original material is not technically feasible.
8. If a masonry feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, and material of the historic building and district.
9. One shall not paint, coat, or waterproof unpainted masonry surfaces. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
10. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Inspect surfaces and features for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
 - b. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers, and rising through capillary action.

- c. Clean masonry only when necessary to remove heavy soiling or prevent deterioration. Use the gentlest means possible.
- d. Repaint painted masonry surfaces when needed.
- e. Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. One shall not clean masonry features and surfaces with destructive methods, including sandblasting, high-pressure water blasting, and power washing.

C.-H. Omitted

I. *Windows and doors:*

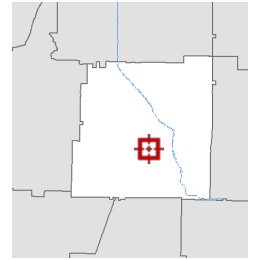
1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, and blinds.
2. Retain and preserve doors that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.
3. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of a deteriorated window or door unit is necessary, replace the unit in kind, matching the design and dimension of the original sash or panels, pane configuration, architectural trim, detailing, and materials. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a window or a door is completely missing, replace it with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building.
6. Replace deteriorated or missing wooden shutters with historically appropriate wooden shutters sized to fit the opening. Do not introduce shutters on a historic building if no evidence of earlier shutters exists.
7. If additional windows and doors are necessary for a new use, install them on a rear or non-character-defining facade of the building, but only if they do not compromise the architectural integrity of the building. Design such units to be compatible with the overall design of the building, but not to duplicate the original.
8. One shall not remove original doors, windows, shutters, hardware, and without approval from the Commission.
9. One shall not remove any detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery, unless supported by historic documentation.
10. One shall not use snap-in muntins to create false divided-light appearance.
11. One shall not replace clear glazing with tinted or opaque glazing.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:

-
- a. Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods:
 1. Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
 2. Clean the surface using the gentlest means possible.
 3. Limit paint removal and reapply protective coatings as necessary.
 4. Reglaze sash as necessary to prevent moisture infiltration.
 5. Weather-strip windows and doors to reduce air infiltration and increase energy efficiency.
 - b. Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing, and reinforcing.
 - c. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with the existing meeting rail.
 - d. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door and frame. Select storm doors with a painted, stained, or baked-enamel finish that is compatible with the existing door. Bare aluminum storm doors are not appropriate.
 - e. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.


J.-M. Omitted



Overview



Legend

-  Parcels
-  Roads

Parcel ID	C002-0011-003	Alternate ID	32186	Owner Address	RANDOLPHSCOTT PROPERTIES LLC
Sec/Twp/Rng	n/a	Class	Commercial		P O BOX 1298
Property Address	201 W MAIN ST	Acreage	0.62		CARTERSVILLE, GA 30120
District	Cartersville				
Brief Tax Description	201 W MAIN ST				
	(Note: Not to be used on legal documents)				

Date created: 9/1/2021
 Last Data Uploaded: 8/31/2021 10:18:11 PM

Developed by 



Cartersville Historic Preservation Commission CERTIFICATE OF PRESERVATION APPLICATION

*Applicant: Evan Crowe

Mailing Address: 13 Creekview Dr
Cartersville, GA 30120

Phone: 678-492-1750

*NOTE: If applicant is not the owner, as listed on the Property Deed, a letter from the owner authorizing the proposed work must be included along with owner's phone number and address.

PROCEDURE

Application Requirements

All Applications must be complete and include support materials listed on the reverse of this form and a \$25 non-refundable application fee.

Application Deadlines

See 3rd page of application for application submittal deadlines.

Application Representation

The applicant or authorized representative of the applicant should attend the public hearing to support the application.

Building Permits Requirements

In Addition to a COP application, building permits must be acquired from the Community Development Department. Building permits will not be issued without proof of a COP.

Deadline for Project Completion

After approval, the COP is valid for 18 months and void if construction does not begin within 6 months of approval.

Office Use Only

Case Number	<u>CoP21-22</u>
Date Received	<u>8/31/21</u>
Contributing	<u>YES</u>
Zoning	<u>PS</u>
Legal Advertisement	<u>9/14/21</u>
Notified Adjacent	_____
HPC Hearing	<u>9/21/22</u>
HPC Decision	_____
COP Expiration	_____
Project Completion	_____
Tax Parcel	<u>C002-0011-003</u>

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Property Address: 201 W Main St

Existing Building Type:

- Residential One, Two or Multi-family _____
- Commercial Garage, Storage _____
- Other _____

Brief Project Description (example: addition of sunroom, installation of fence):

Replace window sashes and rebuild chimney

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N

Type of Project (check all that apply)

- New building
- Addition to building
- Relocation of building(s)
- Demolition
- Fence(s), wall(s), landscaping
- Minor exterior change
- Major restoration, rehabilitation, or remodeling
- Other _____

Start Date: 10/1/21

Anticipated Completion: 12/1/21

Contractor/Consultant/Architect: CroweBuilt Homes

Precedence of Decisions

Each application will be considered on its own merit with reference to the Secretary of the Interior's Standards and the Commission's published guidelines. While the Historic Preservation Commission may consider past actions when making decisions on an Application for a Certificate of Preservation, it is not held by those decisions when considering new applications that may appear similar in character.

APPLICATION CHECKLIST

The following list includes the support material necessary for review of a particular project.

New Buildings and New Additions

- site plan
- architectural elevations
- floor plan
- landscape plan (vegetation not required)
- description of construction materials
- photographs of proposed site and adjoining properties

Major Restoration, Rehabilitation, or Remodeling

- architectural elevations or sketches
- description of proposed changes
- description of construction materials
- photographs of existing building
- documentation of earlier historic appearances (restoration only)

Minor Exterior Changes

- description of proposed changes
- description of construction materials
- photographs of existing building

Site Changes – Parking areas, Drives, Walks

- site plan or sketch of site
- description of construction materials
- photographs of site

Site Changes – Fences, Walls, Systems

- site plan or sketch of site
- architectural elevations or sketches
- description of construction materials
- photographs of site

Site Changes – Signs

- specifications
- description of construction materials and illumination

Demolition

Must include a complete plan for the new development.

- timetable
- demolition budget
- new construction budget
- evidence of adequate financing

NOTE: Only complete applications will be placed on the agenda for design review. Submit to:

City of Cartersville
 Planning and Development Department
 P.O. Box 1390
 Cartersville, GA 30120

PROJECT DESCRIPTION

Include support materials and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description. [Example: (1) Addition to rear (2) New roof]

Replace leaking single pane windows with Jeld Wen 2500 aluminum clad sash packs in white to match existing

Remove and rebrick chimneys with existing bricks to maintain look

AUTHORIZATION

In consideration for the City of Cartersville's review of this application for a proposed change to a locally designated property, the applicant agrees to hereby indemnify and hold harmless the City and its agents and employees from and against any and all claims, damages, and/or liability arising from or related to this application or any issuance of a permit hereunder.

DATE _____ SIGNATURE _____



JELD WEN
WINDOWS & DOORS

W-2500™ With Traditional Sash
Clad-Wood Windows
Double-Hung

Architectural Design Manual



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Jamb Extender & Prep for Stool Options.....	7
Trim & Sill Nose Options	8
Mullion Options	9

Section Details

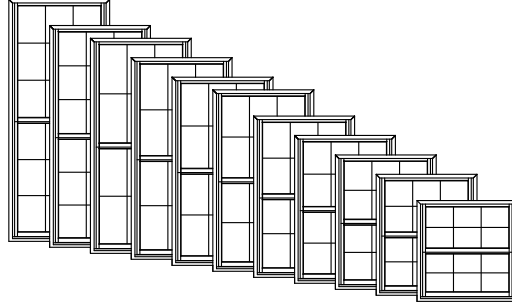
Operator Sections	10
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GENERAL INFORMATION



Dimensional Windows

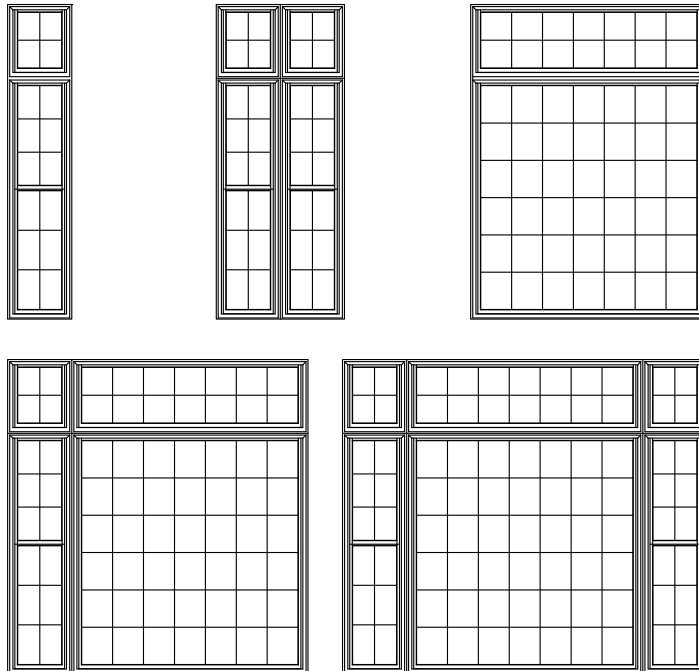
W-2500™ With Traditional Sash Clad-Wood Double-Hung windows may be specified as "dimensional" by adjusting the desired rough opening width or height.

Operation

W-2500™ With Traditional Sash Clad-Wood Double-Hung windows are available in operating or stationary (non-venting) configurations.

Multiple Assemblies

W-2500™ With Traditional Sash Clad-Wood Double-Hung windows may be mullered to other clad-wood awning windows, or to other clad-wood window products, to fulfill a variety of architectural design needs.

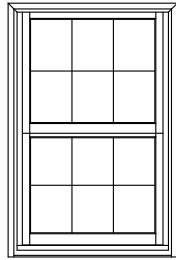




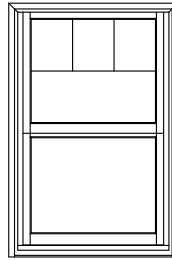
GRID PATTERNS

W-2500™ With Traditional Sash Clad-Wood Double-Hung windows are available with removable grilles, Grilles Between Glass (GBG), or Simulated Divided Lites (SDL) in various widths and styles. The standard grid patterns are shown below.

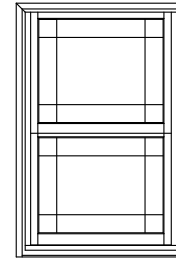
Special grid patterns can include a wide variety of straight line and radius patterns. Non-standard patterns are subject to factory approval.



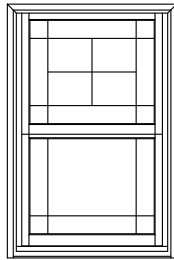
Colonial



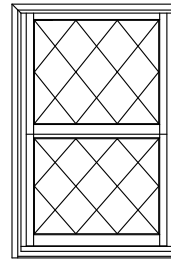
Colonial From Top Down



Prairie



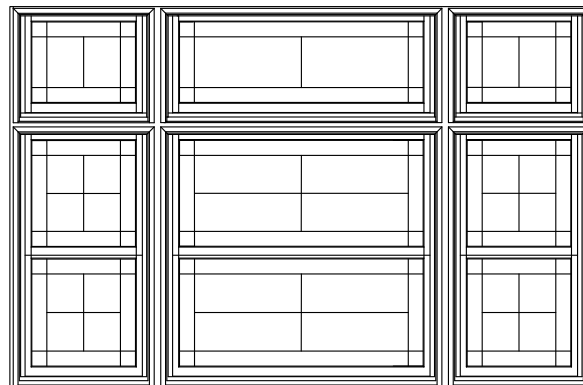
Uneven



Diamond

Bar Alignment

Alignment of bars from product to product is often required. SDL, GBG, and wood grilles may be specified with bars aligned.



Images taken
9/14/2021









HISTORIC PRESERVATION COMMISSION ITEM SUMMARY

MEETING DATE:	September 21, 2021
SUBCATEGORY:	HPC
DEPARTMENT NAME:	Planning and Development
AGENDA ITEM TITLE:	Design Standards Update
DEPARTMENT SUMMARY RECOMMENDATION:	Update on the Design Standards revisions. Outline to be provided at meeting.
LEGAL:	N/A