



**CARTERSVILLE
HISTORIC PRESERVATION COMMISSION
MEETING**

Council Chambers, Third Floor of City Hall
Tuesday, June 15, 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. May 18, 2021 HPC Minutes

CERTIFICATE OF PRESERVATION

2. COP21-14. 24 Neel Street
3. COP21-15. 25 Hillside Drive
4. COP21-16. 108/112 W. Cherokee St.

STAFF OR COMMITTEE COMMENTS

ADJOURNMENT

The next meeting of the Historic Preservation Commission will be July 20, 2021 at 5:30 P.M.

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: | June 15, 2021 |
| SUBCATEGORY: | Historic Preservation Commission |
| DEPARTMENT NAME: | Planning and Development |
| AGENDA ITEM TITLE: | May 18, 2021 HPC Minutes |
| DEPARTMENT SUMMARY RECOMMENDATION: | May 18, 2021 HPC Minutes have been uploaded for your approval |
| LEGAL: | N/A |

Historic Preservation Commission Meeting
10 N. Public Square
May 18, 2021
5:30 P.M.

I. Opening Meeting

Call to order by Chairman Frisbee

Present: Greg Frisbee, Becky Carr, Jeff Glover, Brad Galland, Lynne Pritchett, Larry Gregory, and Vandi White

Staff Present: David Hardegree, Samantha Fincher, Meredith Ulmer, and Keith Lovell

Absent:

1. Call to Order

Chairman Frisbee announced a Work Session would be held after the meeting to discuss eligible items for administrative review.

2. Approval of Minutes

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

3. New Business:

A. COP21-12 23 Etowah Drive Applicant: Ivan and Leah Phillips Scope: New front steps, new garage door, replace driveway and paint brick

Chairman Frisbee called for the next item on the agenda. Meredith Ulmer, Assistant City Planner stated the applicant would like to make exterior changes to the home, which include an addition of brick stairs, a variance to paint brick exterior, and removal of the metal fence. This home is contributing.

Chairman Frisbee opened the floor for discussion.

The Applicants, Ivan and Leah Phillips came forward to answer questions from the Board. Mrs. Phillips stated that the original home sat at 200 West Main Street. In 1961, the home was moved to 23 Etowah Drive. The center of the home is the original home and the brick wings were added later. They wish to paint the brick exterior to make the home look uniform.

Keith Lovell, Assistant City Attorney informed the applicants they will need to contact Public Works for the approval of the driveway.

The Architect for the project, James Macht came forward in favor of the application and stated this is “new brick” and not the porous brick that was used 100

years ago. Mr. Macht referenced other homes in the district that had painted brick recently.

The Board discussed that most of the work referenced was completed without approval from the Historic Preservation Commission and is subject to fines. The provided drawings for the project included brick piers/fencing that were not mentioned in the write up. Mr. Macht stated that the fence and piers are in the preliminary stage and can be revisited. Board member Glover asked for design solutions be submitted for review at a future date.

Abby Holden, 125 South Avenue came forward in favor of the application.

Board Member Glover made a motion to approve the following: addition of brick stairs, replacement of the asphalt driveway, removal of the chain link fence, and replacement of the garage and doors on rear of home with mahogany doors. The motion omitted the painting of the exterior brick. Board Member Pritchett seconded the motion.

Mr. Lovell asked Board Member Glover to clarify his motion because the project description on the application was slightly different from the staff write up.

Board Member Glover amended the motion to approve the following: addition of brick stairs, replacement of the asphalt driveway, removal of the chain link fence, addition of landscaping to correct drainage issues and replace the garage and doors on rear of home with mahogany doors. The motion omitted the painting of the exterior brick. Board Member Pritchett seconded the motion. Motion carried unanimously. Vote: 6-0.

Board Member White made a motion to grant a variance to allow the exterior brick to be painted. No second. Motion died.

No other motions were made.

Mr. Lovell informed the applicant that they have a right to appeal the denial to City Council. Appeals must submitted to David Hardegree within 30 days.

B. COP21-13 125 South Ave Applicant: Abby Holden Scope: New deck, replace windows, paint brick

Chairman Frisbee called for the next item on the agenda. Mrs. Ulmer stated the applicant proposes to paint exterior unpainted brick, add a deck to rear of house, and replace all windows with single hung colonial style windows.

Chairman Frisbee opened the floor for discussion.

The Applicant, Abby Holden came forward to answer questions from the Board.

Laura Hadaway, 129 South Ave came forward in favor of the application.

Board Member Pritchett made a motion to approve the deck and replacement of all windows with single hung colonial style windows and to deny the request to paint the exterior brick. Board Member Glover seconded the motion. Motion carried. Vote 5-1. Board Member White opposed.

Mr. Lovell informed the applicant that they have a right to appeal the denial to City Council. Appeals must be submitted to David Hardegree within 30 days.

5. Adjourn

With no further business, Chairman Frisbee adjourned the meeting at 6:31 p.m. The next scheduled Historic Preservation meeting is Tuesday, June 15, 2021 at 5:30 PM.

/s/ _____
Greg Frisbee
Chairman

DRAFT



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|---|
| City of Cartersville Historic Preservation Commission COP Application Staff Report |
| Case: COP21-14 |

HPC Meeting – 6-15-2021

Application Information

Address: 24 Neel Street
 Applicant: Matt and Anthia Santini
 Historic District: Olde Town
 Zoning: R7
 Setbacks: Front= 20ft. Rear= 20ft. Side= 8ft.

Brief Description: Applicant proposes to add a sunroom to the rear of the house

Applicable Guidelines to Consider

| 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. Additions to Historic Buildings |
| D. Paint | N. Aesthetic Recommendations |
| E. Roofs | |
| F. Exterior Walls | X 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) | |
| PART ONE: General Guidelines for Structures Contributing to the District. | |
| PART TWO: Guidelines for New Construction – | |

Project Description:

Task List:

1. Add 12’x36’ sunroom to rear of house.
2. Add (9) windows to match existing. SH. Double pane.
3. Add (1) door

History of the Property- Bartow County Tax assessor’s records state the house was built in 1994. No GHRS form available.

Previous COP on file:

COP 06-04: Enclose Carport. Approved 3-21-06.
 COP07-07. Add privacy fence. Approved 3-20-07.

Analysis of the COP:

The house is non-historic, non-contributing.
 New windows will match existing.
 New Door expected to be metal with full lite glass.
 Vinyl siding to match existing. Asphalt shingle to match existing.

There is no section of the Olde Town ordinance, Sec. 9.25-53 that covers additions to NH/NC houses.

The sunroom addition seems appropriate for the house and district.

Commissioners Work Sheet

Materials:

| | Existing Materials | Materials to be Used |
|-------------------|---------------------------|-----------------------------|
| Roof | Asphalt shingle | Same to match |
| Siding | Vinyl siding | Same to match |
| Windows | Alum. Or vinyl/SH | Same to match |
| Doors | --- | Metal/ full-lite |
| Exterior Lighting | | |
| Foundation | | |
| Decking | | |
| Steps | | |
| Porches | | |
| Ornamentation | | |

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. 9.25-34. Application to preservation commission for certificate of preservation.

(a)-(d) omitted

(e) *Commission reaction to application for certificates of preservation.*

- (1) The commission shall approve or approve with conditions the application and issue a certificate of preservation if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the historic, or architectural significance of the historic property or historic district. In making this determination, the historic preservation commission shall consider, in addition to other pertinent factors, the historical and architectural significance, architectural style, general design arrangements, texture, and material of the architectural features involved, and the relationship thereof to the exterior architectural style, and pertinent features of the other structures, buildings, objects, or works of art in the immediate neighborhood.
- (2) The commission shall deny a certificate of preservation if it finds that the proposed new construction or material change(s) in the appearance of an existing structure(s) would have substantial adverse effects on the historic, or architectural significance of the historic property or the historic district. A certificate of preservation may not be denied on the basis of exterior paint color.

(f) *Necessary action to be taken by commission upon rejection of application for certificate of preservation.*

- (1) In the event the commission rejects an application, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons, in writing, to the applicant. The commission may suggest alternative courses of action it thinks proper if it disapproves of the application submitted. The applicant, if he or she so desires, may make modifications to the plans and may resubmit the application at any time after doing so.
- (2) In cases where the application covers a material change in the appearance of a structure, building, object, or work of art which would require the issuance of a building permit, the rejection of the application for a certificate of preservation by the commission shall be binding upon the building official or other administrative officer charged with issuing building permits, and in such a case, no building permit shall be issued.

(g)-(j) omitted

(j) *Deadline for approval or rejection of application for certificate of preservation.*

- (1) The commission shall approve, approve with conditions, or deny an application for certificate of preservation within forty-five (45) days after the filing of a complete application by the owner or authorized agent of a historic property, or of a structure, site, object, or work of art located within a historic district. An application will not be considered filed until all required information is submitted with the application. Evidence of approval shall be a certificate of preservation issued by the commission. Failure of the commission to act with such forty-five (45) days shall constitute approval and no other evidence of approval shall be needed.

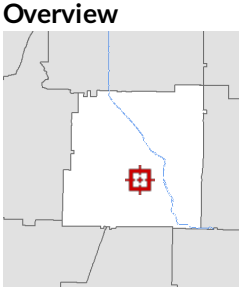
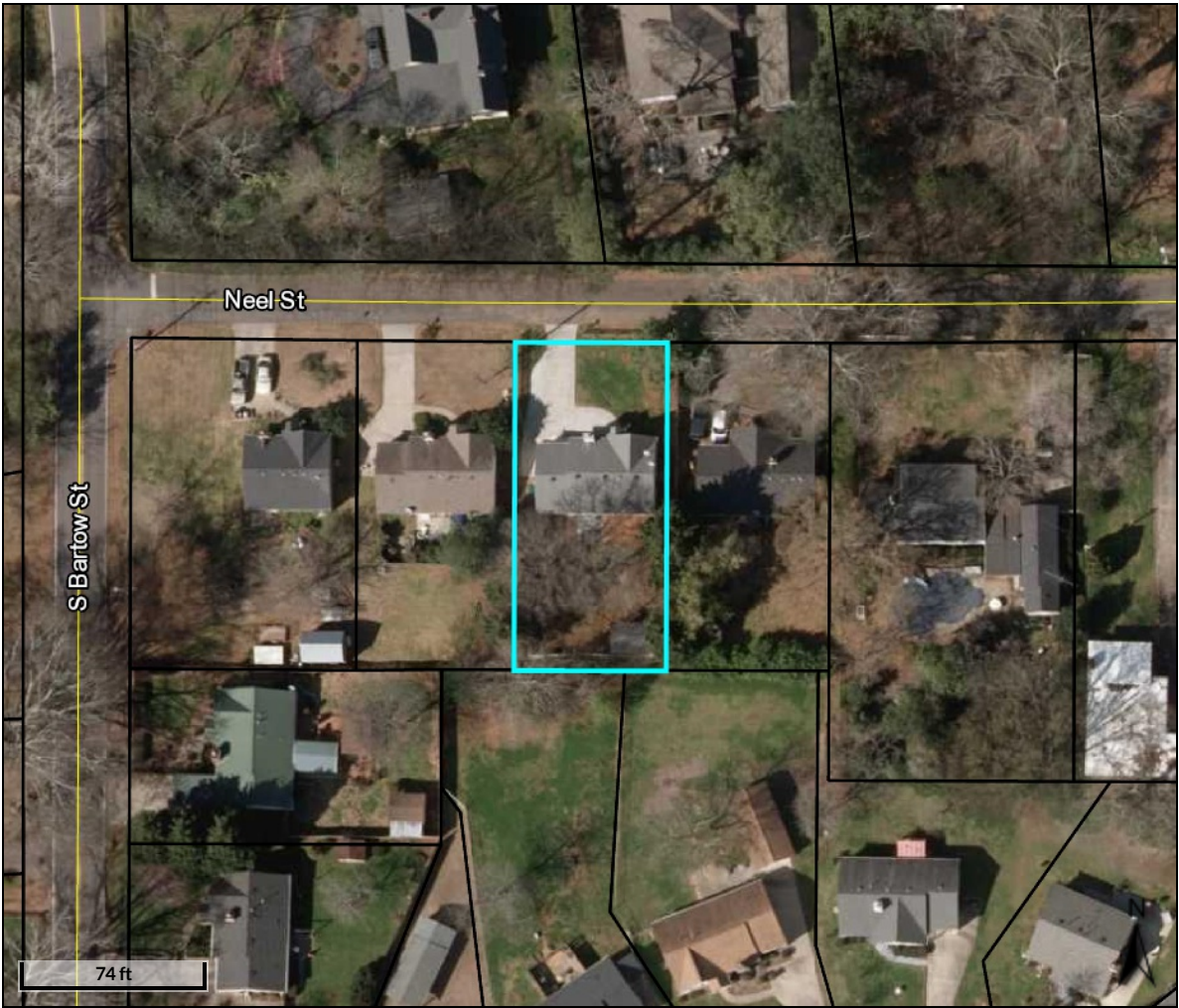
(k) *Undue hardship.* Where, by reason of unusual circumstance, the strict application of any provision of this chapter would result in the exceptional practical difficulty or undue hardship upon any owner of a specific property, the commission, in passing upon applications, shall have the power to vary or modify strict adherence to said provisions, or to interpret the meaning of such provisions, so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historical integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this chapter. An undue hardship shall not be a situation of the person's own making.





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- (l) *Requirements of conformance with certificates of preservation.*
- (1) All work performed pursuant to an issued certificate of preservation shall conform to the requirements of such certificate. In the event work is performed not in accordance with such certificate, the building official shall issue a cease and desist order and all work shall cease.
 - (2) The city council shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in appearance of a designated historic property or historic district except those changes made in compliance with the provisions of this chapter or to prevent any illegal act or conduct with respect to such historic property or historic district.
- (m) *Certificate of preservation void if construction not commenced.* A certificate of preservation shall become void unless construction is commenced within six (6) months of date of issuance. Certificates of preservation shall be issued for a period of eighteen (18) months and are renewable.
- (n)-(o) omitted
- (p) *Appeals.* Any person adversely affected by any determination made by the commission relative to the issuance of denial of a certificate of preservation may appeal such determination to the city council. Any such appeal must be filed with the city council within thirty (30) days after the issuance of the determination pursuant to section 9.25-34(j)(1) of this chapter. The city council may approve, modify, or reject the determination made by the commission, if the governing body finds that the commission abused its discretion in reaching its decision. Appeals from decision of the city council may be taken to the Superior Court of Bartow County in the manner provided by law for appeals from conviction for city ordinance violations.

(Ord. No. 19-01, § IV, 5-17-01; Ord. No. 47-04, § 6, 6-17-04)

Source:

https://library.municode.com/ga/cartersville/codes/code_of_ordinances?nodeld=COOR_CH9.25HIPR_ARTIIHIPRCO_S9.25-34APPRCOCEPR



- Legend**
-  Parcels
 -  Roads
 - Flood Hazard Area**
 -  Bartow Regulatory
 -  FEMA

| | | | | | |
|------------------------------|--|---------------------|-------------|----------------------|------------------------|
| Parcel ID | C016-0008-006 | Alternate ID | 34009 | Owner Address | SANTINI MATTHEW J |
| Sec/Twp/Rng | n/a | Class | Residential | | MCSTATTS ANTHIA E |
| Property Address | 24 NEEL ST | Acreage | 0.24 | | PO BOX 640 |
| | | | | | CARTERSVILLE, GA 30120 |
| District | Cartersville | | | | |
| Brief Tax Description | LOT 2 GREEN IVES I | | | | |
| | <i>(Note: Not to be used on legal documents)</i> | | | | |

Date created: 6/11/2021
 Last Data Uploaded: 6/10/2021 9:39:27 PM

Developed by 



Cartersville Historic Preservation Commission CERTIFICATE OF PRESERVATION APPLICATION

*Applicant: Matt & Antina Santini
 Mailing Address: 24 Neel St.
Cartersville, GA 30120
 Phone: 678-878-1279

*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 COP 21-14
 Date Received _____
 Contributing N-1994
 Zoning R-7
 Legal Advertisement 6-8-21
 Notified Adjacent _____
 HPC Hearing 6-15-21
 HPC Decision _____
 COP Expiration _____
 Project Completion _____
 Tax Parcel C 016-0008-006

Property Address: 24 Neel St.
Cartersville, GA 30120

Existing Building Type:

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

Commercial

Other _____

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

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 _____

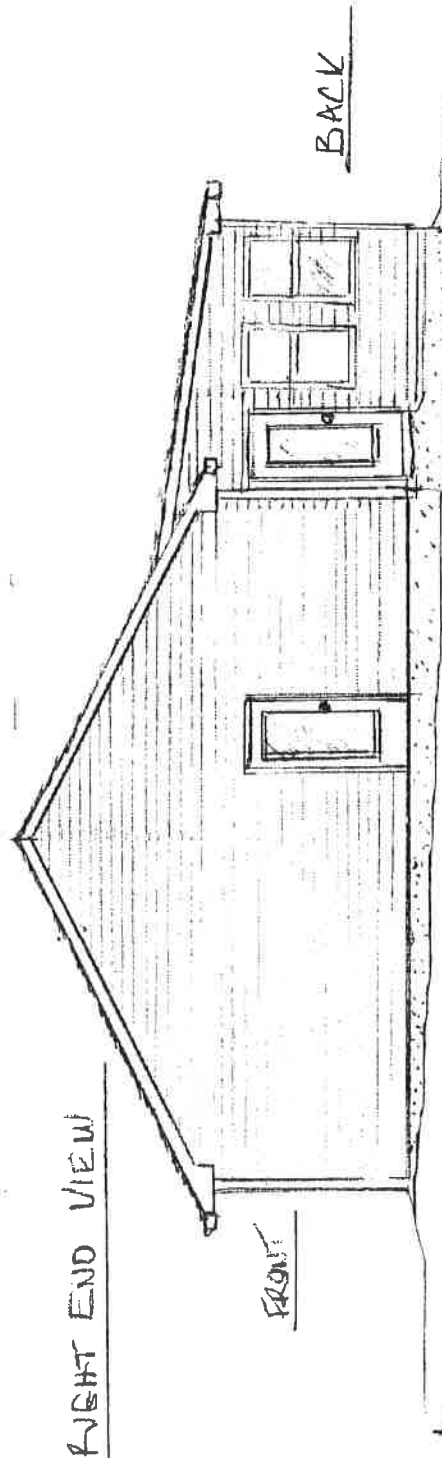
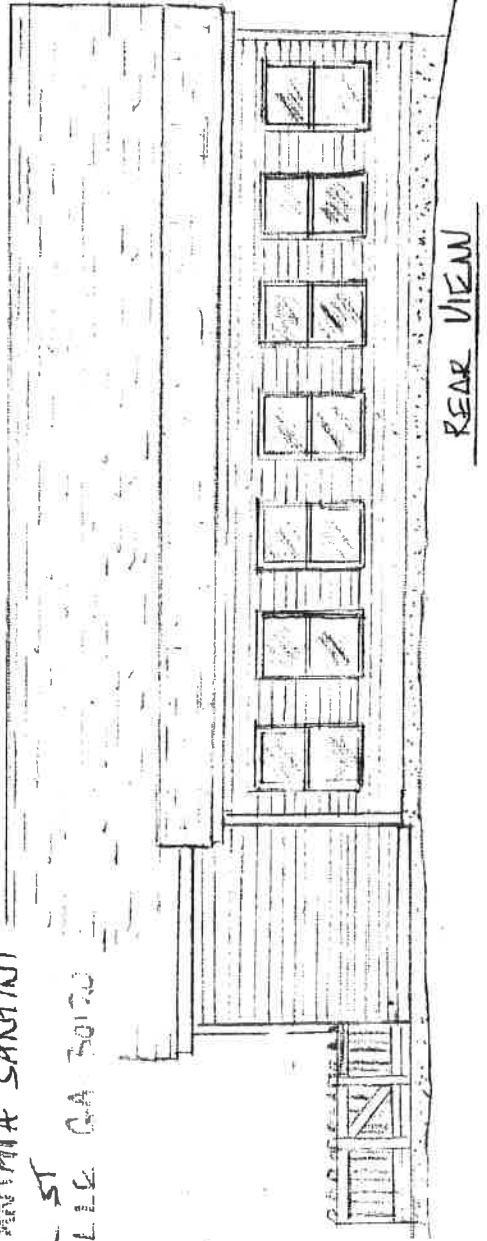
Start Date: 6/15/21
 Anticipated Completion: 8/15/21

Contractor/Consultant/Architect: Matt Santini
Kevin Lynch - consultant

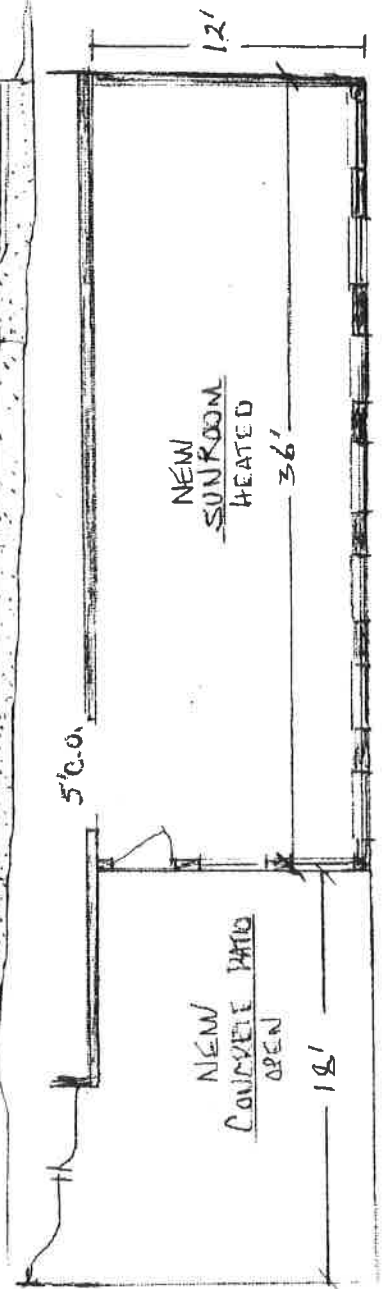
Precedence of Decisions

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.

MATT E. ANTONIA SANTINI
24 NEEL ST
CARROLLVILLE GA 30130



FRONT END VIEW



Project Description:

We are adding a sunroom to the back of our home at 24 Neel Street. The home was constructed in 1994 and is a non-contributing part of the South Town Historic District. We plan to match the existing shingles for the roof and matching the existing vinyl siding for the exterior. The windows will be double pane with screens that are consistent with the window that are currently on our house.









HISTORIC PRESERVATION COMMISSION ITEM SUMMARY

| | |
|---|---|
| MEETING DATE: | June 15th, 2021 |
| SUBCATEGORY: | HPC |
| DEPARTMENT NAME: | Planning and Development |
| AGENDA ITEM TITLE: | COP21-14. 24 Neel Street |
| DEPARTMENT SUMMARY RECOMMENDATION: | COP request to add a sunroom to rear of house |
| LEGAL: | N/A |



| |
|---|
| City of Cartersville Historic Preservation Commission COP Application Staff Report |
| Case: COP21-15 |

HPC Meeting – 6-15-2021

Application Information

Address: 25 Hillside Drive
 Applicant: Tyler and Heather Price
 Historic District: Cherokee – Cassville District
 Zoning: R-20
 Setbacks: Front= 20ft. Side= 10ft. Rear= NA (Corner Lot).

Brief Description: Applicant proposes addition of (5) windows to the foundation to allow light into finished basement.

Applicable Guidelines to Consider

| 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. Additions to Historic Buildings |
| D. Paint | N. Aesthetic Recommendations |
| E. Roofs | |
| F. Exterior Walls | PART TWO: New Construction |
| G. Driveways, Walkways, and Off-Street Parking | |
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| X I. Windows and Doors | |
| J. Entrances, Porches and Balconies | PART FOUR: Demolition |
| | |
| Commercial Design Guidelines (Historic Downtown Business District) | |
| PART ONE: General Guidelines for Structures Contributing to the District. | |
| PART TWO: Guidelines for New Construction – | |

Project Description:

Task List:

1. Add (1) 2/0 x 4/0 sliding window.
2. Replace glass blocks with (3) 14” x 36” transom windows.
3. Replace (1) DH window in shower area with (1) 12” x 24” transom window.

All windows to be vinyl, clear glass with no grid.

All work to be performed to the house foundation to provide light to the finished basement.

History of the Property- Bartow County Tax assessor’s records state the house was built in 1909. GHRS form lists the age range as 1875-1915.

Previous COP on file:

COP08-05: Add second story living quarters and connect garage with breezeway.

Denied 5-20-08.

Analysis of the COP:

The house is Historic, contributing. This is a corner lot with Hillside Dr. and Green St.

There is no record of when the existing foundation windows were installed. All new windows will occupy existing or former window spaces. No new openings will be cut into the basement foundation.

The windows will be visible from the Green Street ROW.

The project seems appropriate for the house and district.

Commissioners Work Sheet

Materials:

| | Existing Materials | Materials to be Used |
|-------------------|---------------------------|-----------------------------|
| Roof | | |
| Siding | | |
| Windows | Glass block/ metal | Vinyl |
| Doors | | |
| Exterior Lighting | | |
| Foundation | | |
| Decking | | |
| Steps | | |
| Porches | | |
| Ornamentation | | |

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. 9.25-34. Application to preservation commission for certificate of preservation.

(a)-(d) omitted

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(g)-(j) omitted

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(k) *Undue hardship.* Where, by reason of unusual circumstance, the strict application of any provision of this chapter would result in the exceptional practical difficulty or undue hardship upon any owner of a specific property, the commission, in passing upon applications, shall have the power to vary or modify strict adherence to said provisions, or to interpret the meaning of such provisions, so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historical integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this chapter. An undue hardship shall not be a situation of the person's own making.

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- (n)-(o) omitted
- (p) *Appeals.* Any person adversely affected by any determination made by the commission relative to the issuance of denial of a certificate of preservation may appeal such determination to the city council. Any such appeal must be filed with the city council within thirty (30) days after the issuance of the determination pursuant to section 9.25-34(j)(1) of this chapter. The city council may approve, modify, or reject the determination made by the commission, if the governing body finds that the commission abused its discretion in reaching its decision. Appeals from decision of the city council may be taken to the Superior Court of Bartow County in the manner provided by law for appeals from conviction for city ordinance violations.

(Ord. No. 19-01, § IV, 5-17-01; Ord. No. 47-04, § 6, 6-17-04)

Source:

https://library.municode.com/ga/cartersville/codes/code_of_ordinances?nodeld=COOR_CH9.25HIPR_ARTIIHIPRCO_S9.25-34APPRCOCEPR

Sec. 9.25-55. - Cherokee-Cassville 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:

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

Sections A-H omitted

I. Windows and doors:

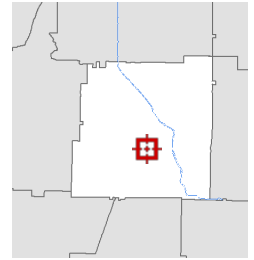
1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, and blinds.

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.



Overview



Legend

-  Parcels
-  Roads
- Flood Hazard Area**
 -  Bartow Regulatory
 -  FEMA

| | | | | | |
|------------------------------|---|---------------------|-------------|----------------------|-----------------------------------|
| Parcel ID | C014-0001-012 | Alternate ID | 33597 | Owner Address | PRICE TYLER W & HEATHER MCBREARTY |
| Sec/Twp/Rng | n/a | Class | Residential | | 25 HILLSIDE DRIVE |
| Property Address | 25 HILLSIDE DR | Acreage | 0.5 | | CARTERSVILLE, GA 30120 |
| District | Cartersville | | | | |
| Brief Tax Description | LL452 LD4 PLAT 29-192 | | | | |
| | (Note: Not to be used on legal documents) | | | | |

Date created: 6/11/2021
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Developed by 



**Cartersville Historic Preservation Commission
CERTIFICATE OF PRESERVATION APPLICATION**

*Applicant: Tyler & Heather Price
 Mailing Address: 25 Hillside Dr
Cartersville, GA 30120
 Phone: 770 577 3122

*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 COP 21-15
 Date Received 5-21-21
 Contributing C - C1900
 Zoning R-20
 Legal Advertisement 6-8
 Notified Adjacent _____
 HPC Hearing 6-15
 HPC Decision _____
 COP Expiration _____
 Project Completion _____
 Tax Parcel C94-0001-012

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Property Address: 25 Hillside Dr

Existing Building Type:

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

Commercial _____

Other _____

Brief Project Description (example: addition of sunroom, installation of fence):
add windows to basement

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: 6/20/21

Anticipated Completion: 7/20/21

Contractor/Consultant/Architect: Womack
Custom 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]

We want to add 5 windows to the foundation to allow light into the newly finished basement. See attached pics

1-2/0 x 4/0 sliding window clear glass (vinyl)
 3-14" x 36" transom windows to replace glass block
 1-12" x 24" transom to replace double hung in what will be a shower

All windows will be white vinyl w/ no grids

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 5/21/21 SIGNATURE [Signature]







HISTORIC PRESERVATION COMMISSION ITEM SUMMARY

| | |
|---|---|
| MEETING DATE: | June 15th, 2021 |
| SUBCATEGORY: | HPC |
| DEPARTMENT NAME: | Planning and Development |
| AGENDA ITEM TITLE: | COP21-15. 25 Hillside Drive |
| DEPARTMENT SUMMARY RECOMMENDATION: | COP request to replace existing windows in foundation |
| LEGAL: | N/A |



HISTORIC PRESERVATION COMMISSION ITEM SUMMARY

| | |
|---|--|
| MEETING DATE: | June 15th, 2021 |
| SUBCATEGORY: | HPC |
| DEPARTMENT NAME: | Planning and Development |
| AGENDA ITEM TITLE: | COP21-16. 108/112 W. Cherokee St. |
| DEPARTMENT SUMMARY RECOMMENDATION: | COP request to replace stain (5) glass windows with acrylic. |
| LEGAL: | N/A |



| |
|---|
| City of Cartersville Historic Preservation Commission COP Application Staff Report |
| Case: COP21-16 |

HPC Meeting – 6-15-2021

Application Information

Address: 108/112 W Cherokee Street
 Applicant: Bartow County and Cartersville FBC
 Historic District: DBD District
 Zoning: DBD
 Setbacks: Front=20ft. Rear= 0ft. Side= 0ft.

Brief Description: Applicant proposes replacement of west side Rose stain glass window with acrylic.

Applicable Guidelines to Consider

| 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. Additions to Historic Buildings |
| D. Paint | N. Aesthetic Recommendations |
| 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. |
| | PART TWO: Guidelines for New Construction – |

Project Description:

Task List:

1. Remove (1) large stain glass window on west side of historic Cartersville FBC;
2. Remove (4) small stain glass windows on west side of historic Cartersville FBC;
3. Add acrylic panels to replace stain glass windows.
4. Reinstall Lexan covers over the acrylic panels.

History of the Property- Bartow County Tax assessor’s records state the Church was built in 1904. GHRS states church was constructed in 1904.

Previous COP on file:

COP 20-06: Construction of a parking deck. Approved 3-17-20.

Analysis of the COP:

The church is historic, contributing. The church building is currently owned and occupied by Bartow County. When Cartersville First Baptist Church moved to their new location on Douthit Ferry Rd, they created an agreement with Bartow County that would allow them to retrieve the stain glass windows at a future date. The church is returning to claim the large Rose stain glass and the four lower glass panels to install in the new church location.

The stain glass will be replaced with white acrylic panels, likely similar to what is currently installed in few window locations.

All other stain glass will remain.

The project seems appropriate as the window openings are not being modified and the stained glass is being relocated and reused per agreement.

Commissioners Work Sheet

Materials:

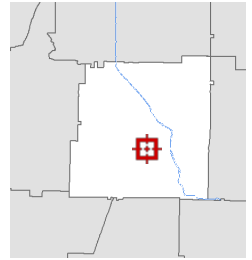
| | Existing Materials | Materials to be Used |
|-------------------|---------------------------|-----------------------------|
| Roof | | |
| Siding | | |
| Windows | Stain glass panels | Acrylic panels |
| Doors | | |
| Exterior Lighting | | |
| Foundation | | |
| Decking | | |
| Steps | | |
| Porches | | |
| Ornamentation | | |

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.



Overview



Legend

-  Parcels
-  Roads
- Flood Hazard Area**
-  Bartow Regulatory
-  FEMA

| | | | | | |
|------------------------------|--------------------|---------------------|--------|----------------------|----------------------------|
| Parcel ID | C002-0013-002 | Alternate ID | 32212 | Owner Address | BARTOW COUNTY |
| Sec/Twp/Rng | n/a | Class | Exempt | | 135 W CHEROKEE AVE STE 126 |
| Property Address | 108 W CHEROKEE AVE | Acreage | 1.08 | | CARTERSVILLE, GA 30120 |
| District | Cartersville | | | | |
| Brief Tax Description | LL 483 D 4 | | | | |

(Note: Not to be used on legal documents)

Date created: 6/11/2021
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Developed by 

Sec. 9.25-34. Application to preservation commission for certificate of preservation.

(a)-(d) omitted

(e) *Commission reaction to application for certificates of preservation.*

- (1) The commission shall approve or approve with conditions the application and issue a certificate of preservation if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the historic, or architectural significance of the historic property or historic district. In making this determination, the historic preservation commission shall consider, in addition to other pertinent factors, the historical and architectural significance, architectural style, general design arrangements, texture, and material of the architectural features involved, and the relationship thereof to the exterior architectural style, and pertinent features of the other structures, buildings, objects, or works of art in the immediate neighborhood.
- (2) The commission shall deny a certificate of preservation if it finds that the proposed new construction or material change(s) in the appearance of an existing structure(s) would have substantial adverse effects on the historic, or architectural significance of the historic property or the historic district. A certificate of preservation may not be denied on the basis of exterior paint color.

(f) *Necessary action to be taken by commission upon rejection of application for certificate of preservation.*

- (1) In the event the commission rejects an application, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons, in writing, to the applicant. The commission may suggest alternative courses of action it thinks proper if it disapproves of the application submitted. The applicant, if he or she so desires, may make modifications to the plans and may resubmit the application at any time after doing so.
- (2) In cases where the application covers a material change in the appearance of a structure, building, object, or work of art which would require the issuance of a building permit, the rejection of the application for a certificate of preservation by the commission shall be binding upon the building official or other administrative officer charged with issuing building permits, and in such a case, no building permit shall be issued.

(g)-(j) omitted

(j) *Deadline for approval or rejection of application for certificate of preservation.*

- (1) The commission shall approve, approve with conditions, or deny an application for certificate of preservation within forty-five (45) days after the filing of a complete application by the owner or authorized agent of a historic property, or of a structure, site, object, or work of art located within a historic district. An application will not be considered filed until all required information is submitted with the application. Evidence of approval shall be a certificate of preservation issued by the commission. Failure of the commission to act with such forty-five (45) days shall constitute approval and no other evidence of approval shall be needed.

(k) *Undue hardship.* Where, by reason of unusual circumstance, the strict application of any provision of this chapter would result in the exceptional practical difficulty or undue hardship upon any owner of a specific property, the commission, in passing upon applications, shall have the power to vary or modify strict adherence to said provisions, or to interpret the meaning of such provisions, so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historical integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this chapter. An undue hardship shall not be a situation of the person's own making.

-
- (l) *Requirements of conformance with certificates of preservation.*
- (1) All work performed pursuant to an issued certificate of preservation shall conform to the requirements of such certificate. In the event work is performed not in accordance with such certificate, the building official shall issue a cease and desist order and all work shall cease.
 - (2) The city council shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in appearance of a designated historic property or historic district except those changes made in compliance with the provisions of this chapter or to prevent any illegal act or conduct with respect to such historic property or historic district.
- (m) *Certificate of preservation void if construction not commenced.* A certificate of preservation shall become void unless construction is commenced within six (6) months of date of issuance. Certificates of preservation shall be issued for a period of eighteen (18) months and are renewable.
- (n)-(o) omitted
- (p) *Appeals.* Any person adversely affected by any determination made by the commission relative to the issuance of denial of a certificate of preservation may appeal such determination to the city council. Any such appeal must be filed with the city council within thirty (30) days after the issuance of the determination pursuant to section 9.25-34(j)(1) of this chapter. The city council may approve, modify, or reject the determination made by the commission, if the governing body finds that the commission abused its discretion in reaching its decision. Appeals from decision of the city council may be taken to the Superior Court of Bartow County in the manner provided by law for appeals from conviction for city ordinance violations.

(Ord. No. 19-01, § IV, 5-17-01; Ord. No. 47-04, § 6, 6-17-04)

Source:

https://library.municode.com/ga/cartersville/codes/code_of_ordinances?nodet=COOR_CH9.25HIPR_ARTIIHIPRCO_S9.25-34APPRCOCEPR

Sec. 9.25-52. Downtown Business Historic District.

CARTERSVILLE
HISTORIC PRESERVATION COMMISSION
DOWNTOWN BUSINESS HISTORIC DISTRICT
GENERAL STANDARDS

INTRODUCTION

The following Downtown Business Historic District 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.

Preservation of character-defining elements of historic buildings is a priority, and alterations and repairs should accurately represent the historic qualities of the buildings. Original documentation shall be used for restoration work, if available. Where original documentation is unavailable, interpretations of similar elements that occurred in the area may be considered.

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.

PART 1—EXISTING STRUCTURES:

1. *Changes in use:*

A change in use is not regulated, but every reasonable effort should be made to provide a compatible use for the building that will require minimal alteration to the building and its site.

2. *Original design character:*

Adhere to the original design character of the building. Analyze the building to determine which elements are essential to its character. Do not alter the structures' facade to make it appear newer or older than it actually is. The historic character of the Downtown Business Historic District should be expressed.

3. *Historical changes:*

Preserve older alterations that have achieved historic significance. An example is an addition or entryway that was added to the original building early in its history. More recent alterations that are not historically significant may be removed.

4. *Plan and implement strategies:*

- A. Evaluate the historic property and create a plan for implementing strategies for preservation, rehabilitation, restoration, reconstruction, alterations to the exterior, and additions.

- B. Rehabilitation work shall not destroy the distinguishing character of the structure. Match the original material when feasible. Alternative materials shall be considered by the Commission. Deteriorated architectural features shall be repaired, rather than replaced, whenever possible. Patch, piece-in, splice, consolidate, or otherwise upgrade the existing material using recognized preservation methods whenever possible. Alternative materials shall be considered by the Commission.
- C. Replacement of missing architectural elements shall be based on accurate duplications of original features. In the event replacement is necessary, the new material shall match that being replaced in design, color, texture, and other physical qualities. The design shall be substantiated by physical or pictorial evidence.
- D. Where reconstruction of an element is impossible because of lack of historical evidence, a new design that relates to the building in general size, scale and material shall be considered using design elements that reflect the building's style.
- E. During repair or rehabilitation, protect and maintain historic features that survive in generally good condition. Treatments include rust removal, caulking, sealing and repainting. Original materials and details that contribute to the historic significance of the structure shall be preserved.
- F. When disassembly of a historic element is necessary for its rehabilitation, one shall use methods that minimize damage to the original materials. Devise methods of replacing the disassembled materials in their original configuration.

Items 5 – 11 Omitted.

12. *Windows—Storefront:*

- A. Retain large display windows characteristic of commercial buildings in their original size, shape, and proportions. Preserve original window components, replacing only damaged portions. When replacing glass or restoring windows, retain the original configuration, size and shape of the storefront opening.
- B. Display windows shall use clear glass only; transom windows can be clear, tinted or stained. Neither shall have dividing mullions.
- C. Restore previously enclosed display windows when the original design is documented.
- D. One shall not fill in window spaces or add storm windows which obscure the historic windows. If dropped ceilings cover part of the window openings, have the drop setback so the entire window space appears open from the outside. One shall not add decorative exterior shutters that do not fit the windows.

13. *Windows—Upper front:*

- A. Existing windows shall be repaired unless an alternative is approved by the Commission. If required, replacement windows shall fill the entire opening and match the original windows in material, configuration, and style. If an aluminum frame is used, it shall be painted to match the remaining windows. Storm windows shall be either mounted inside or painted to match the window sash.
- B. Upper story windows help tie together all the facades on a street. They give a building the appearance of vitality and shall not be filled in or covered.

Items 14- 16 Omitted

PART TWO—NEW BUILDING CONSTRUCTION (Omitted)

(e) *Effective date.* This district shall become effective on April 1, 2004.

(Ord. No. 04-04, § 2, 2-5-04; Ord. No. 03-20, § 1, 3-5-20)



Cartersville Historic Preservation Commission
CERTIFICATE OF PRESERVATION APPLICATION

Bartow County AND

*Applicant: Cartersville 1st Baptist Church

Mailing Address: 241 Douthit Ferry Rd.

Cartersville, GA 30120

Phone: 770-382-4994

*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 COP 21-116
Date Received 5-26-21
Contributing C-c. 1904
Zoning DBD
Legal Advertisement 618
Notified Adjacent _____
HPC Hearing 6/15
HPC Decision _____
COP Expiration _____
Project Completion _____
Tax Parcel C002-0013-002

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R
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Property Address: Bartow County Annex
112 W. Cherokee St.

Cartersville, GA 30120

Existing Building Type:

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

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

Remove existing stained glass windows and replace with acrylic

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 Removal of existing stained glass & replace w/ acrylic

Start Date: July 21, 2021 (or sooner if possible)

Anticipated Completion: 3 days to complete

Contractor/Consultant/Architect: Leeds Stained Glass
TERRY Barnes
205-936-9410

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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
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Site Changes – Parking areas, Drives, Walks

- site plan or sketch of site
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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]

- Remove 1 stained glass rose window (West side)
- Remove 4 stained glass panels that are below the rose window
- Install acrylic (white) in same configuration, where stained glass windows currently exist
- Reinstall the existing outside Lexan covers over the new acrylic windows

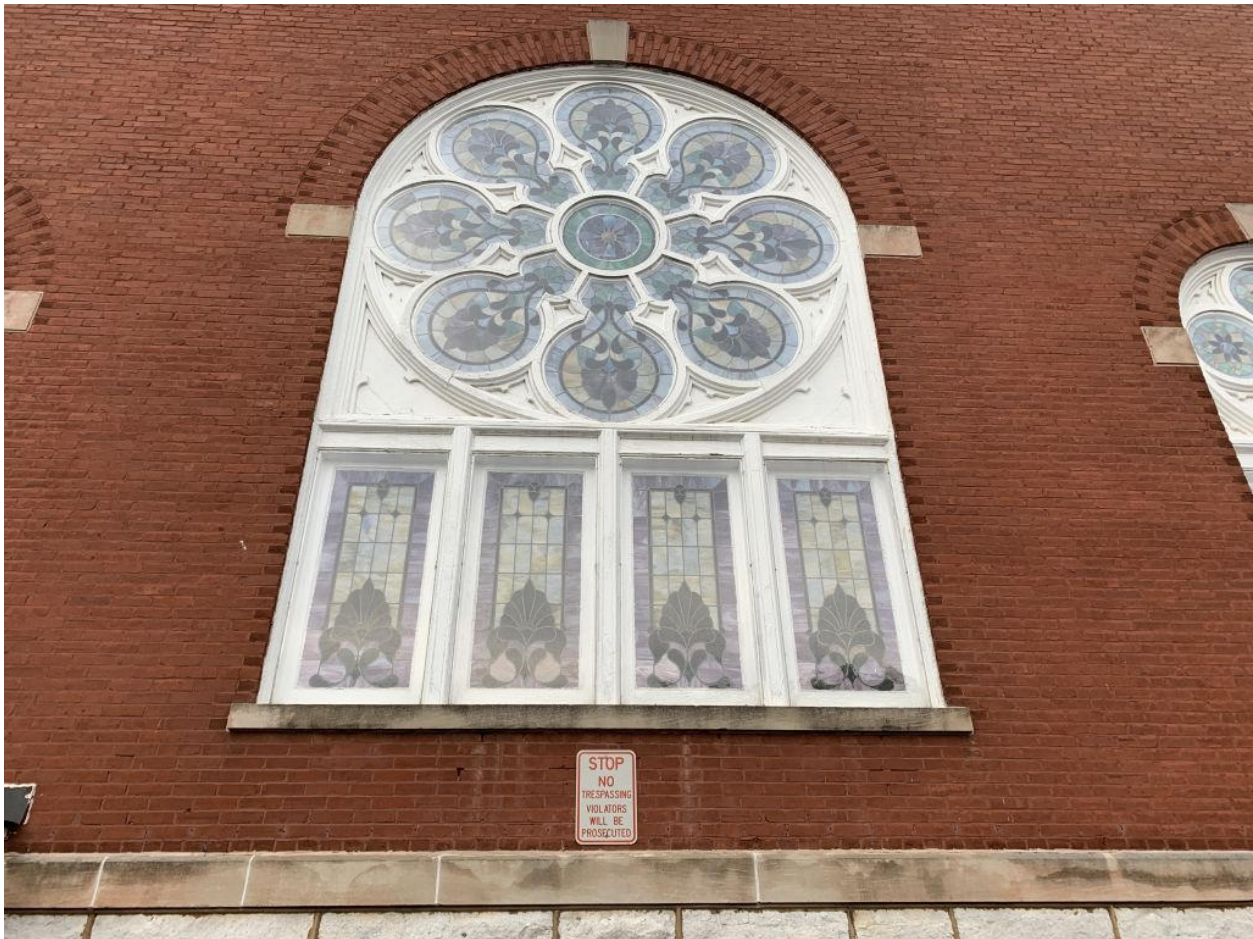
NOTE: Rose window and stained glass panels are being installed into the new chapel being built at

Cartersville 1st Baptist Church
 241 Douthitt Ferry Rd.
 Cartersville, GA

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 5/26/2021 SIGNATURE [Signature]





Existing windows appear to be acrylic.