



**CARTERSVILLE
HISTORIC PRESERVATION COMMISSION
MEETING**

Council Chambers, Third Floor of City Hall
Tuesday, May 18, 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. April 20, 2021 HPC Minutes

CERTIFICATE OF PRESERVATION

2. COP21-12. 32 Etowah Drive
3. COP21-13. 125 South Avenue

STAFF OR COMMITTEE COMMENTS

The next meeting of the Historic Preservation Commission will be June 15, 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: | May 18, 2021 |
| SUBCATEGORY: | Historic Preservation Commission |
| DEPARTMENT NAME: | Planning and Development |
| AGENDA ITEM TITLE: | April 20, 2021 HPC Minutes |
| DEPARTMENT SUMMARY RECOMMENDATION: | April 20, 2021 HPC Minutes have been uploaded for your approval |
| LEGAL: | N/A |

Historic Preservation Commission Meeting
10 N. Public Square
April 20, 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, and Larry Gregory
Staff Present: David Hardegree, Samantha Fincher, Meredith Ulmer, and Keith Lovell
Absent Vandi White

1. Call to Order

2. Approval of Minutes

Chairman Frisbee called for a motion to approve the minutes of the last meeting. Board Member made a motion to approve the meeting minutes from March 16, 2021. Board Member seconded motion. Motion carried unanimously. Vote: 5-0.

3. New Business:

A. COP21-09 4 Jones St Applicant: Steve Erickson Scope: Window Replacement

Chairman Frisbee called for the next item on the agenda. Meredith Ulmer, Assistant City Planner stated the applicant wishes to replace of all original 6/6 wood windows with 6/6 aluminum Extreme 3000 Norandex windows, with the exception of the windows located at the basement and carport. The home is historic and contributing.

Chairman Frisbee opened the floor for discussion.

Steve Erickson, 4 Jones Street came forward in favor if the application and stated the proposed windows will be the same type used in the 2015 renovation.

Board Member Glover made a motion to approve the replacement of the wood windows with 6/6 aluminum Extreme 3000 Norandex windows. Board Member Pritchett seconded the motion. Motion carried unanimously. Vote: 5-0.

B. COP21-10 746 West Ave. Applicant: James “Trey” Jordan Scope: Construct pool in front yard of a corner lot

Chairman Frisbee called for the next item on the agenda. Mrs. Ulmer stated the applicant wishes to construct an in ground swimming pool. This is a corner lot with two road frontages. The proposed pool is in the front yard facing Terrell Drive. The house is Historic and Noncontributing. This case will also go before the Board of Zoning Appeals,

Case Number V21-05. Mr. Jordan met with Public Works on site and it was determined that the fence currently in place needed to be moved out of the Right of Way. Both the fence and pool will need to be at least 14ft. from the edge of travel way. The pool will be screened by a fence and landscaping, therefore barely visible from Terrell Drive.

Chairman Frisbee opened the floor for discussion.

Trey Jordan, owner of Latitude Blue came forward in favor of the application and stated this is a classic rectangular pool. It is undecided if they will reuse the current white fence or add a new wrought iron fence for the pool barrier.

Board Member Pritchett made a motion to approve the application with the option to reuse the current white fence or use wrought iron as the pool barrier. Board Member seconded the motion. Motion carried unanimously. Vote: 5-0.

C. COP21-11 7 Oakland St. Applicant: Marcia Mein Scope: Major renovations and additions

Chairman Frisbee called for the next item on the agenda. Board Member Glover recused himself, as he is the contractor for this project. David Hardegree, City Planner stated the applicant wishes renovate the home extensively. The ranch home is historic, and non-contributing. It is currently clad with several different materials: Brick, board and batten and horizontal wood siding. Various windows styles are also used.

Chairman Frisbee opened the floor for discussion.

Jeff Glover, Contractor came forward and stated proposed exterior changes are driven by the interior renovations. The major exterior changes include the enclosure of the drive-thru carport, the addition of the secondary entry on the right-front, the addition of a new porch over the front door, the addition of a plant room to the rear of the home and the reconfiguration of the roofline. Mr. Glover wishes to paint the brick due to the difficulty in finding an exact match for new brick. There is concern that the mismatch in color tones will be inappropriate for the house, as new brick is needed to fill in voids created by window removals, room additions, and areas that need repair. There is also an interest in the addition of solar panels but it is undetermined where they will be located.

Chairman Frisbee stated the proposed renovation is a major redesign and uncommon to most projects in the historic district. Keith Lovell, Assistant City Attorney explained the difference between contributing and non-contributing homes and stated each case should be addressed accordingly.

The Board discussed the style of the home and recognized each of the ranch homes on Oakland Street have their own unique style. Board Member Pritchett recommended revisiting the Board when the location of the solar panels is determined.

Board Member Pritchett made a motion to approve the application as submitted with the deletion of the solar panels at this time. Motion failed.

Mr. Lovell reminded the Board they have 45 days to make a decision. Otherwise, the case is approved.

Board Member Pritchett made a motion to approve the application as submitted with the deletion of the solar panels at this time. Motion failed.

The Board went into discussion.

Board Member Pritchett made a motion to approve the application as submitted with the deletion of the solar panels at this time. Board Member Galland seconded the motion. Motion carried unanimously. Vote: 4-0.

Board Member Gregory made a motion to approve the variance to allow the brick to be painted. Board Member Pritchett seconded the motion. Motion carried unanimously. Vote: 4-0.

Board Member Glover returned to the Board.

4. Staff or Commission Comments

Design Standard Revisions Phase 2

Mr. Hardegree asked the Board to consider topics they would like to address as phase 2 of the design standard revision. The Board discussed some areas of concern: murals, contributing vs. noncontributing standards, fences, demolitions, and administrative approvals. The Board was encouraged to send recommendations to Mr. Hardegree and Mrs. Ulmer.

Michael Tidwell, 23 Cassville came forward in interest of the Board reviewing the design standards that cover demolitions.

5. Adjourn

Chairman Frisbee adjourned the meeting at 7:05 p.m. The next scheduled Historic Preservation meeting is Tuesday, May 18, 2021 at 5:30 PM.

/s/ _____
Greg Frisbee
Chairman



PLANNING COMMISSION ITEM SUMMARY

| | |
|---|--|
| MEETING DATE: | May 18 th , 2021 |
| SUBCATEGORY: | HPC |
| DEPARTMENT NAME: | Planning and Development |
| AGENDA ITEM TITLE: | COP21-12. 32 Etowah Drive |
| DEPARTMENT SUMMARY RECOMMENDATION: | COP request to replace garage door, add front step and paint brick |
| LEGAL: | N/A |



| |
|---|
| City of Cartersville Historic Preservation Commission COP Application Staff Report |
| Case: COP21-12 |

HPC Meeting – 5-18-2021

Application Information

Address: 23 Etowah Drive
 Applicant: Ivan and Leah Phillips
 Historic District: West End
 Zoning: R7
 Setbacks: Front= 20ft. Rear= 20ft. Side= 8ft.

Brief Description: Applicant proposes exterior changes to the house which include: addition of brick stairs, a variance to paint brick exterior, and remove metal fence.

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 |
| X | B. Masonry | L. Accessibility, Health, and Safety Considerations |
| | C. Architectural Metals | M. Additions to Historic Buildings |
| X | D. Paint | N. Aesthetic Recommendations |
| | E. Roofs | |
| | F. Exterior Walls | PART TWO: New Construction |
| X | 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: Exterior changes as described:

The following scope of work is proposed:

1. add brick stairs across the front porch, approx. 16in. in height and 50ft in length;
2. paint exterior brick to match front porch siding – variance needed for approval;
3. replace asphalt driveway with brick pavers and gravel;
4. replace existing garage doors and standard door at basement on rear of house;
5. remove chain link fence on either side of the front yard.

History of the Property- Bartow County Tax assessor’s records state the house was built in 1886. Georgia Historic Resources Survey states the house was built between 1960-1969.

Applicant provided evidence that the former Dr. Wofford’s house, a 75-yr old, double gabled wing cottage, was relocated from 200 W. Main St. to 23 Etowah Dr. on January 19, 1961. Brick wings were added to each end after the move in 1961 to create a brick ranch styled house. Over time other modifications have occurred that disguise the original house structure. The gabled wings have been removed, possibly with the 1961 modifications.

The original house structure would be dated c.1886. Major renovations and modifications would be dated 1961.

Previous COPs on file:

COP20-31: replacement of metal windows with Andersen Series Fibrex windows. Approved. November 17, 2020.

Analysis of the COP:

The house is Historic and Contributing. A brick step, approx. 10ft in width, currently provides access from the circular driveway to the front porch. This step would be expanded or replaced with the new brick step that is proposed across the entire length of the front porch, approx. 50ft. This feature can be found on other homes in the historic districts and throughout the city.

The bricks of the wings and front porch appear to match and be in good condition. The mortar joints appear to be in good condition. The bricks and mortar are not the soft bricks or contain the quicklime content of the 1880-1940 era materials that are often deemed incompatible with modern day paints, grout and portland cement. The wing additions are now historic, 60 yrs old, and, as part of the original house, were determined to be contributing to the district when the district was created in 2006.

The applicant does not indicate if the new steps will be painted. The photoshop picture of the painted house appears to show unpainted brick steps. The applicant does indicate that

the entire house will not be painted, but it is unclear if just the front facade will be painted or if the side and rear of the wing additions will also be painted. Brick currently exists on the basement, too.

Per *Sec. 9.25-54, West End Historic District, Part 1 (B), Masonry, item 9, and (D) Paint, item 2*, unpainted brick shall not be painted. The commission may grant a variance to permit the painting of unpainted brick per *Ord. Sec. 9.25-34 (k), Undue Hardship*.

The proposed garage doors and standard door are located on the rear of the house and are not visible from the ROW. The applicant did not indicate where the basement door is located, only the garage door. The doors will be of high quality (mahogany) and styled and stained to complement the refinished interior doors. The proposed doors seem appropriate for the district per *Sec. 9.25-54, West End Historic District, Part 1 (I), Windows and Doors, item 7*.

The applicant also proposes to remove the chain link fence found in the side yards and to replace the asphalt driveway with a brick and gravel driveway. The use of brick and gravel as driveway materials is appropriate for the district per *Sec. 9.25-54, West End Historic District, Part 1 (G), Driveways, walkways, and Off-Street Parking*.

If columns are installed at the driveway entry points as shown on the site plan, they should be located at least one car length from Etowah Drive to allow unimpeded visibility at Etowah Drive. The column heights are limited to 8ft.

Commissioners Work Sheet

Materials:

- Roof
- Siding
- Windows
- Doors

Existing Materials

Materials to be Used

Exterior Lighting

Foundation

Decking (Pool)

Steps

Porches

Ornamentation

Brick

Notes: a separate motion is needed for the painted brick proposal whether the painted brick is approved or not.

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

(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)

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)-(d) omitted

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. *Wood- 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. *Architectural metals- Omitted*

D. Paint:

1. Preserve and protect original exterior building surfaces and site features that were painted by maintaining a sound paint film on them.
2. One shall not paint brick, stone, copper, bronze, concrete, or cement block surfaces that were historically unpainted. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
3. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
4. One shall not remove paint films through destructive methods such as sandblasting, water blasting, power washing, or the use of propane or butane torches.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain previously painted exterior surfaces in appropriate ways:
 1. Inspect painted surfaces for signs of discoloration, moisture damage, mildew, and dirt buildup.
 2. Clean painted surfaces to avoid unnecessary repainting. Use the gentlest means possible.
 3. Remove deteriorated and peeling paint films to the first sound paint layer before repainting. Use the gentlest means possible, such as hand scraping and hand sanding. Use electric heat guns and plates with caution and only if gentler methods are ineffective.
 4. Ensure that surfaces to be repainted are clean and dry, and that any exposed wood or metal surface has been primed so that new paint will bond properly.
 - b. Repaint previously painted surfaces with compatible paint.

E. to F. Omitted

G. Driveways, walkways and off-street parking:

1. During rehabilitation and/or repair which requires a Certificate of Preservation the following standards shall be observed:
 - a. Driveways, walkways and off-street parking should be gravel, brick, concrete, or paved with appropriate textured asphalt.
 - b. Care should be taken not to injure nearby trees by intruding on the root areas.
 - c. Design new driveways, walkways to be compatible in location, spacing, configuration, and dimension with existing walkways and driveways that contribute to the overall historic character of the district.

- d. One shall not locate new parking areas where they are visible from the street, or to significantly alter the proportion of built area to yard area.
- e. One shall not locate parking where it will obstruct the principal structure.

H. *Lighting- 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. *Entrances, porches, and balconies:*
1. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including such functional and decorative elements as columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
 2. When repairing historic entrances, porches, balconies and their distinctive features and materials, use recognized preservation methods for patching, consolidating, splicing, and reinforcing.
 3. If replacement of a deteriorated detail or element of an entrance, porch or balcony feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. 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 an entire entrance, porch or balcony feature is necessary because of deterioration, replace in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
 5. If a feature or an entire entrance, porch or balcony is missing, replace it with a feature based on accurate historic documentation or a new design compatible with the historic character of the building and the district.
 6. One shall not enclose a front porch or balcony without approval from the Commission.
 7. One shall not remove any detail material associated with entrances and porches, such as graining, spindle-work, beveled glass, or beaded board, unless supported by historic documentation.
 8. One shall not remove an original entrance or porch or add a new entrance or porch on a primary facade.
 9. One shall not introduce features or details to a historic entrance, porch or balcony that would create a false historical appearance.

All remaining sections- Omitted

(Ord. No. 06-06, § 2, 2-16-06; Ord. No. 51-08, § 1, 12-4-08; Ord. No. 05-20, § 1, 3-5-20)

Source: https://library.municode.com/ga/cartersville/codes/code_of_ordinances?nodeId=COOR_CH9.25HIPR

Submit by: April 23rd
Meeting: May 18th

Item 2.



Cartersville Historic Preservation Commission

CERTIFICATE OF PRESERVATION APPLICATION

*Applicant Ivan & Leah Phillips
 Mailing Address 23 Etowah Drive
Cartersville, Ga 30120
 Phone 770.653.6698

*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>21-12</u> |
| Date Received | <u>4/23/21</u> |
| Contributing | _____ |
| Zoning | _____ |
| Legal Advertisement | _____ |
| Notified Adjacent | _____ |
| HPC Hearing | _____ |
| HPC Decision | _____ |
| COP Expiration | _____ |
| Project Completion | _____ |
| Tax Parcel | _____ |

Property Address: 23 Etowah Drive
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)
Do several projects to update house.

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: May?

Anticipated Completion: June?

Contractor/Consultant/Architect: David Sinclair

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)

X 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

X 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]

- 1) Add brick stairs across front porch matching brick as close as possible.
Material: Brick
- 2) Paint brick wings that were added in 1961 to turn this house into a ranch the same color as the siding under the porch to unify look.
Material: High Quality Paint and Paint job by Scott Edwards.
- 3) Re-do old asphalt drive-way.
Materials: Brick pavers, and gravel
- 4) Remove metal fence on either side of front yard to class up yard.
Material: Removal of old metal fence
- 5) Will need to add dirt and grade the front yard to correct drainage issues.
- 6) Will add some landscaping to provide some appeal to the front yard.

7. Replace garage and standard doors on rear of house with mahogany doors to match style and stain of interior doors.

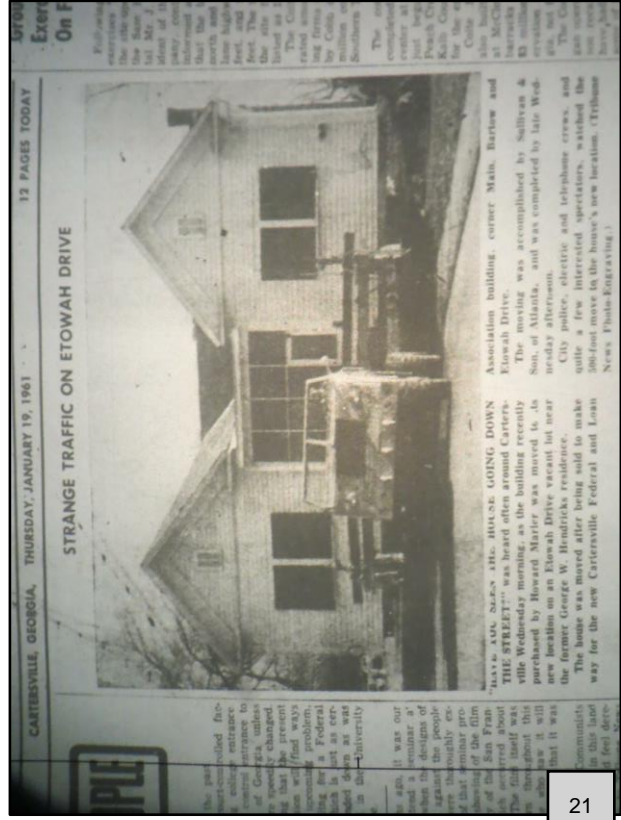
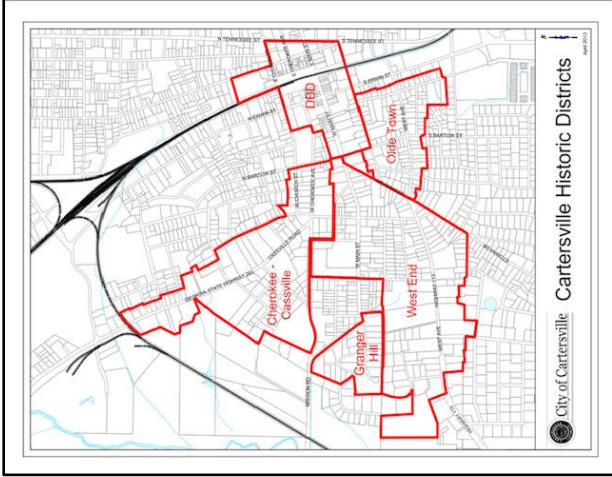
AUTHORIZATION

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 4/22/21 SIGNATURE Lee Phillips

23 Etowah Drive

Preservation Application with
Cartersville Historic Preservation Commission



HISTORY OF HOUSE:
 Doctor Wofford's Office/Residence was Moved
 From: 200 West Main Street Where it Had Stood for 75 Years
 To: 23 Etowah Drive (an Empty Lot)
 January 19th, 1961

Brick Wings Were Added in 1961 to Change the Styling
 of this House to What Was Preferable at the time
 ...a Brick Ranch.



House as it is Today
Stained Original Door, New Roof, New Gutters
All Sashes Are in the Process of Being Painted as Are Columns
We Currently have an Aged Asphalt Driveway

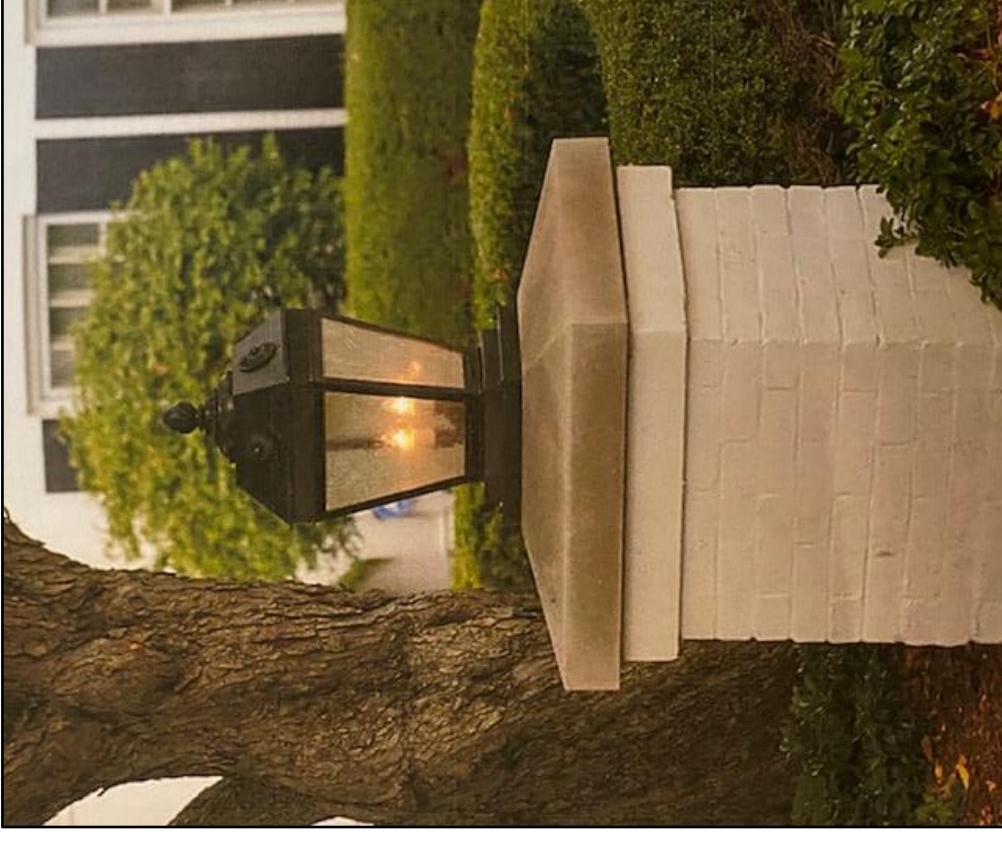


**Photoshop Photo of What Our House Will Look Like
With Welcoming Stairs Down the Front
And Paint on the Sides that Match the Central Siding Color**





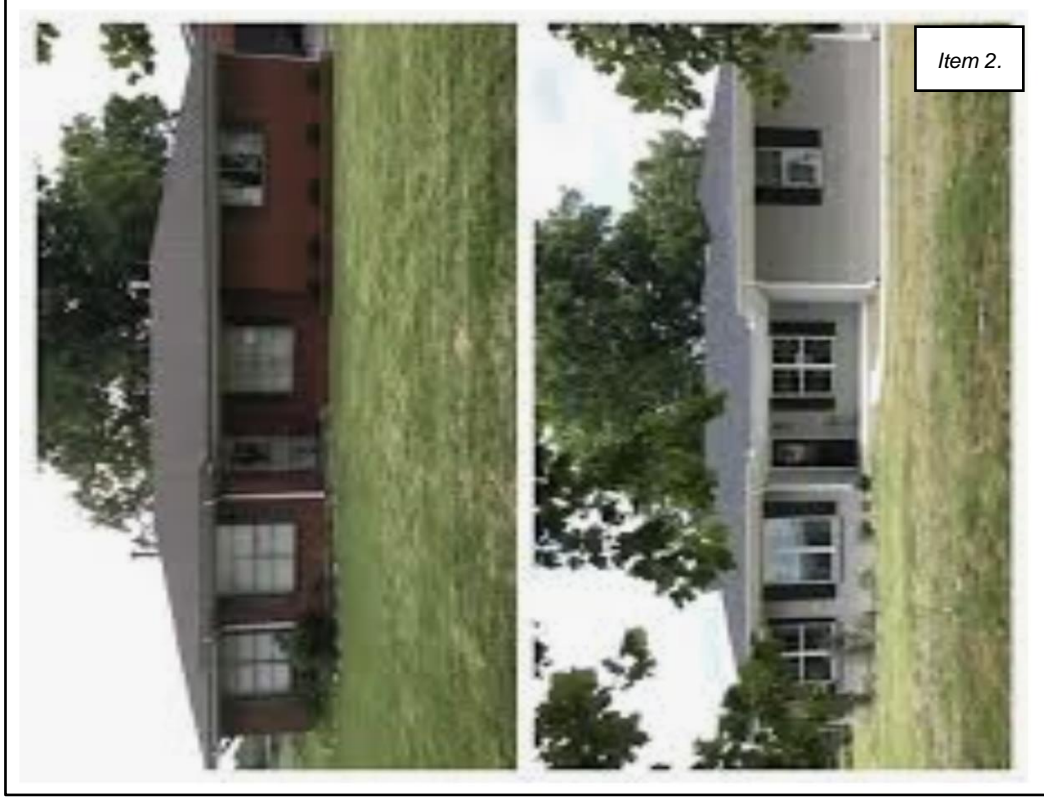
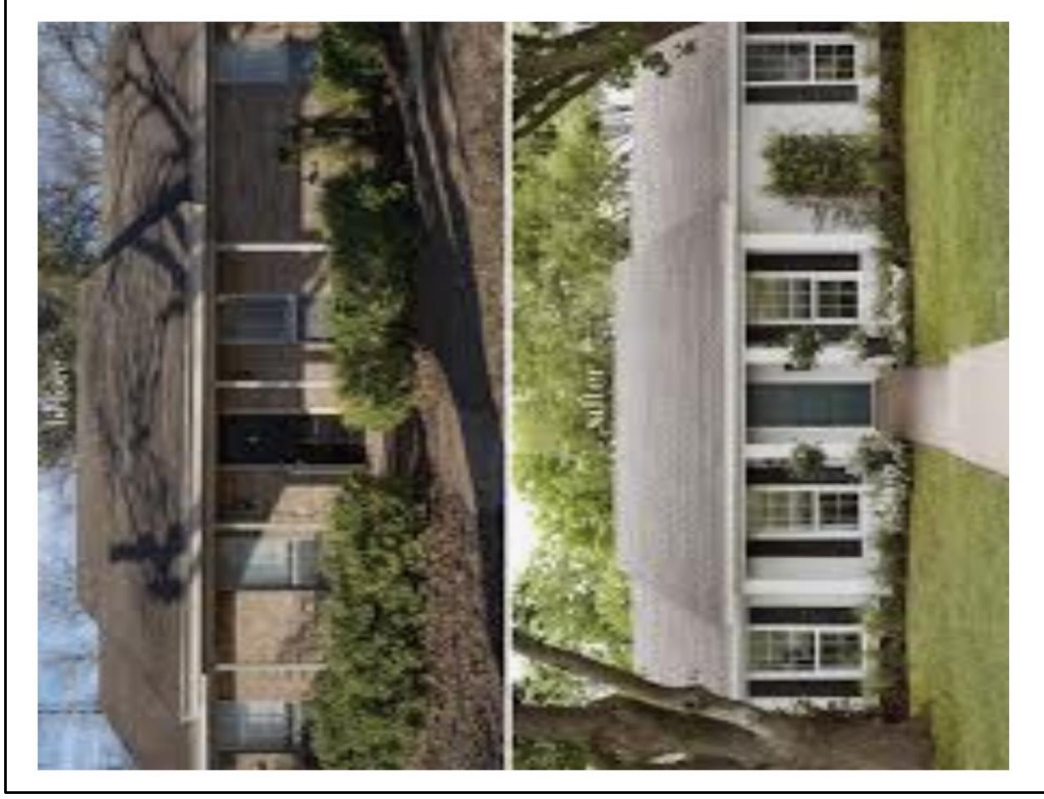
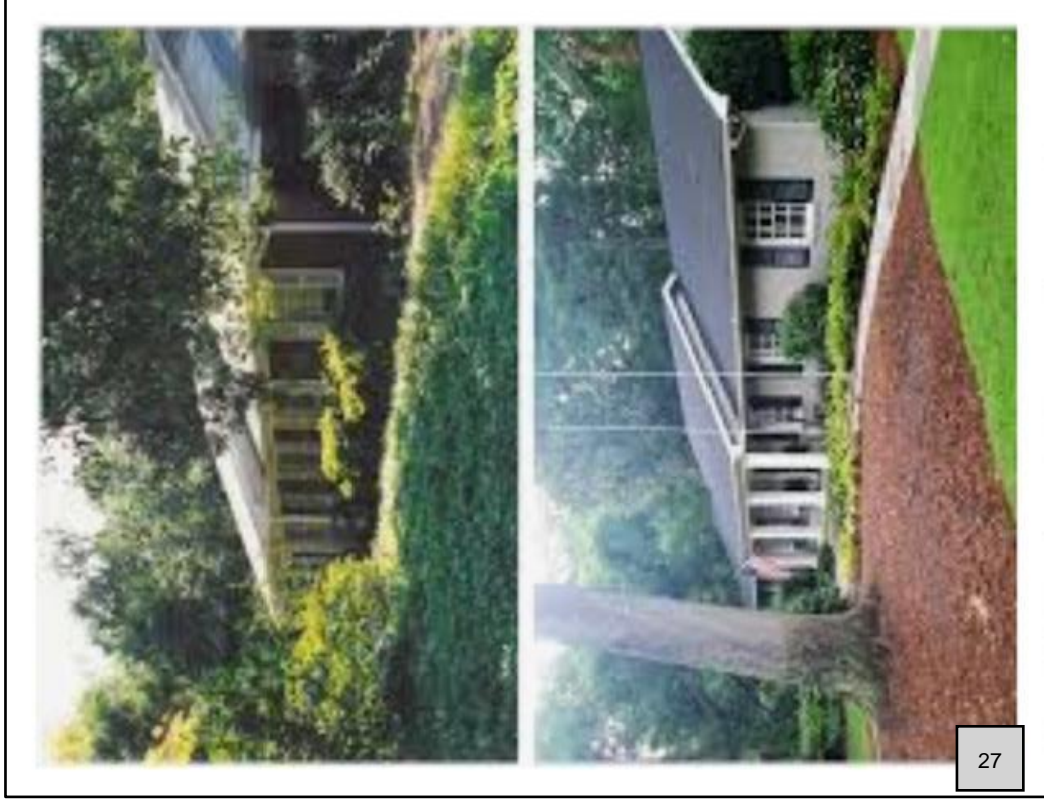
**Inspiration Photo for Front Stairs to Spill Over Entire Front
Example of a Similar Pier**



**Other Nearby Ranches that have a Similar Appeal
Some Updated....Some Not**



**Since this Historic Home Transitioned into a Non-Historic Ranch in 1961
With 60's Brick that isn't as Compromised by Paint as Truly Historic Brick Is
The Only Way to Make it Look Unified and More Stately is to Paint It
Examples of Painted Ranches Shown Below**



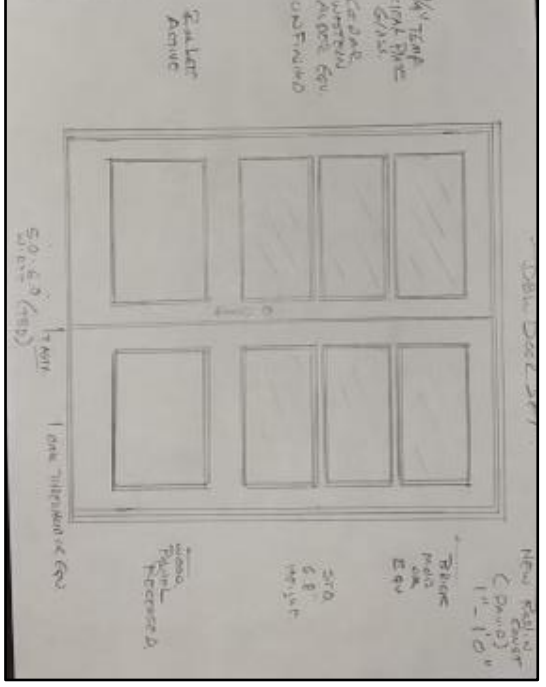
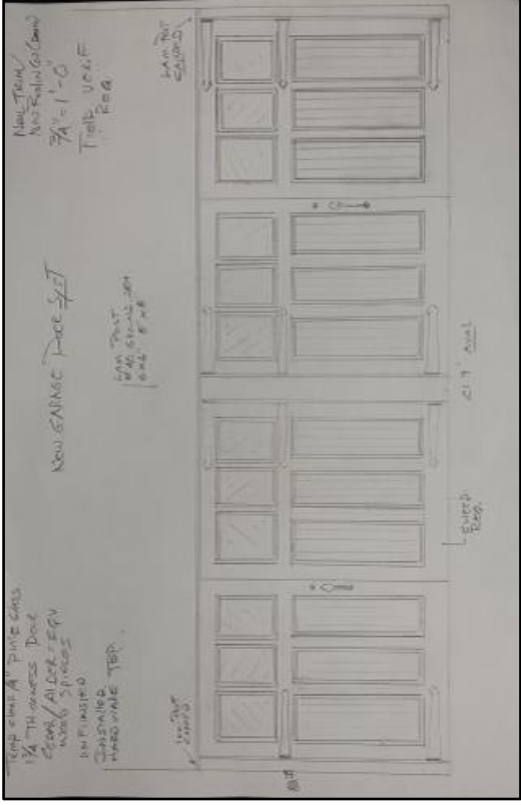
Item 2.

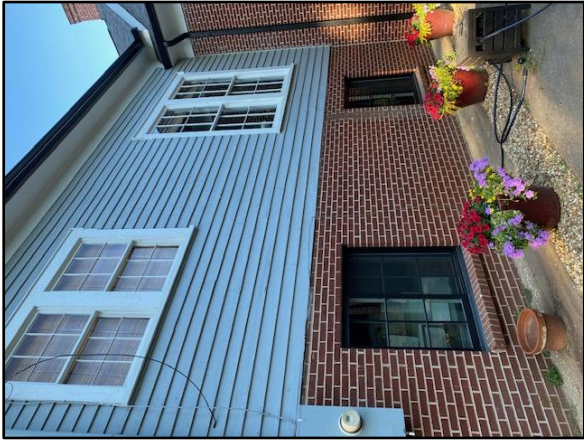
**Olde Town House 700 Feet Away
Where Natural Brick Was Painted Yellow a Year Ago**



**We Are Requesting this Change Before the Board in Advance
We Will be Using a Historic Color & a Quality Painter
We are Not Painting the Entire House.
Just trying to unify what appears to be Three Different Parts...
thus Matching the Wings to the Central Part.**

Mahogany Stained Garage Door Shown in Drawing Below are Currently in Process with Black Trellis Above. French Doors in Stained Mahogany Will Lead Out of Basement.





Information About Our House:

We First Came in Front of the Board to Replace our Metal Basement Windows. These are the Black Windows Installed. Sashes Around Back Are Currently Being Painted Black.

There are Three Sets of Large Pocket Doors within the Main Part of the House. All Interior Doors have Been Striped and Stained. It's the Predominant Interior Theme.



Thank You for Your Time & Consideration

What You Do Makes a Huge Difference to this Community
& Ivan and I Appreciate this



All photos taken 5-14-2021





Item 2.





PLANNING COMMISSION ITEM SUMMARY

| | |
|---|--|
| MEETING DATE: | May 18 th , 2021 |
| SUBCATEGORY: | HPC |
| DEPARTMENT NAME: | Planning and Development |
| AGENDA ITEM TITLE: | COP21-13. 125 South Avenue |
| DEPARTMENT SUMMARY RECOMMENDATION: | COP request to replace windows, add deck and paint brick |
| LEGAL: | N/A |



| |
|---|
| City of Cartersville Historic Preservation Commission COP Application Staff Report |
| Case: COP21-13 |

HPC Meeting – 5.18.2021

Application Information

Address: 125 South Avenue
 Applicant: Abby Holden
 Historic District: Olde Town
 Zoning: R7
 Setbacks: Front= 20ft. Rear= 20ft. Side= 8ft.

Brief Description: Exterior renovations which include: paint exterior unpainted brick, add deck to rear of house, and replace all windows with single hung colonial style windows.

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 | X M. Additions to Historic Buildings |
| X | 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 |
| 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 – | |

The following scope of work is proposed:

1. paint unpainted brick, whole house;
2. add 17ft X 20ft deck to rear of house;
3. replace (19) 1/1 windows, multiple dimensions;
4. replace (1) 6/0 window (half window- rear of house);
5. replace (4) 1/5 casement windows on rear porch.
* all new windows to be single hung, aluminum clad colonial style windows.

History of the Property- Bartow County Tax assessor's records state the house was built in 1939. Georgia Historic Resources Survey states the house was built c.1939.

Previous COPs on file: No previous COP's on file.

Analysis of the COP:

The house is historic, contributing. The style of house is American Small House with English Vernacular Revival properties. The applicant wishes to paint the entire house which is currently all unpainted brick. There are some cracked brick near the rear porch that may have been damaged when a pergola or trellis structure abutted the house. Also, paint residue transferred onto the brick from this structure as evidenced in the pictures. The residue can likely be removed using a gel type paint remover.

Per Sec. 9.25-53, *Olde Town Historic District, Part 1 (B), Masonry, item 9, and (D) Paint, item 2*, unpainted brick shall not be painted. The commission may grant a variance to permit the painting of unpainted brick per *Ord. Sec. 9.25-34 (k), Undue Hardship*.

The applicant wishes to replace all windows with an aluminum clad, single hung, colonial style window. Limited information was provided regarding new pane configuration, but the commission historically would prefer to see the same pane configurations used. However colonial style windows are traditionally a multi-pane configuration like 6/6 which would be appropriate for the district. Discussion will be needed on the pane configuration, appropriateness of internal or external grids and muntin profiles.

Refer to Sec. 9.25-53, Olde Town Historic District, Part 1 (I), Windows and Doors

The deck addition to the rear of the house and the proposed materials seem appropriate for the district. Similar deck additions have been approved previously. Currently, the deck will be accessed from the back yard. No internal access is planned.

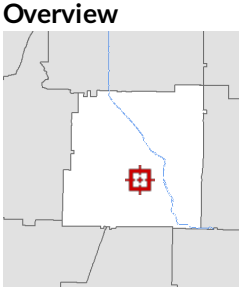
Refer to *Sec. 9.25-53, Olde Town Historic District, Part 2 (A), Additions to Historic Buildings*.

**Commissioners Work Sheet
Materials:**

| | Existing Materials | Materials to be Used |
|-------------------|---------------------------|-----------------------------|
| Roof | | |
| Siding | | |
| Windows | Undetermined | Aluminum clad |
| Doors | | |
| Exterior Lighting | | |
| Foundation | | |
| Deck | NA | Trex (Composite) |
| 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.



- Legend**
- Parcels
 - Structural Numbers**
 - <all other values>
 - Abandoned or Inactive
 - Active
 - Proposed
 - Roads

| | | | | | |
|------------------------------|---------------|---------------------|-------------|----------------------|------------------------|
| Parcel ID | C017-0017-006 | Alternate ID | 34428 | Owner Address | KNZ HOLDINGS LLC |
| Sec/Twp/Rng | n/a | Class | Residential | | 21 RETREAT RIDGE SE |
| Property Address | 125 SOUTH AV | Acres | 0.59 | | CARTERSVILLE, GA 30120 |
| District | Cartersville | | | | |
| Brief Tax Description | LL 537 D 4 | | | | |

(Note: Not to be used on legal documents)

Date created: 5/14/2021
 Last Data Uploaded: 5/13/2021 10:15:07 PM

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

(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)

Sec. 9.25-53. Olde Town Historic District.

(a)-(d) omitted

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. *Wood- 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.

D. Paint:

- 1. Preserve and protect original exterior building surfaces and site features that were painted by maintaining a sound paint film on them.
- 2. One shall not paint brick, stone, copper, bronze, concrete, or cement block surfaces that were historically unpainted. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
- 3. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
- 4. One shall not remove paint films through destructive methods such as sandblasting, water blasting, power washing, or the use of propane or butane torches.
- 5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain previously painted exterior surfaces in appropriate ways:
 - 1. Inspect painted surfaces for signs of discoloration, moisture damage, mildew, and dirt buildup.
 - 2. Clean painted surfaces to avoid unnecessary repainting. Use the gentlest means possible.
 - 3. Remove deteriorated and peeling paint films to the first sound paint layer before repainting. Use the gentlest means possible, such as hand scraping and hand sanding. Use electric heat guns and plates with caution and only if gentler methods are ineffective.
 - 4. Ensure that surfaces to be repainted are clean and dry, and that any exposed wood or metal surface has been primed so that new paint will bond properly.
 - b. Repaint previously painted surfaces with compatible paint.

E.-J. 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. *Entrances, porches, and balconies:*

1. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including such functional and decorative elements as columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
2. When repairing historic entrances, porches, balconies and their distinctive features and materials, use recognized preservation methods for patching, consolidating, splicing, and reinforcing.
3. If replacement of a deteriorated detail or element of an entrance, porch or balcony feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. 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 an entire entrance, porch or balcony feature is necessary because of deterioration, replace in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a feature or an entire entrance, porch or balcony is missing, replace it with a feature based on accurate historic documentation or a new design compatible with the historic character of the building and the district.
6. One shall not enclose a front porch or balcony without approval from the Commission.
7. One shall not remove any detail material associated with entrances and porches, such as graining, spindle-work, beveled glass, or beaded board, unless supported by historic documentation.
8. One shall not remove an original entrance or porch or add a new entrance or porch on a primary facade.
9. One shall not introduce features or details to a historic entrance, porch or balcony that would create a false historical appearance.

K.-M. Omitted

PART TWO—ADDITIONS AND NEW BUILDING CONSTRUCTION

A. *Additions to historic buildings:*

1. Design an addition to be compatible with the historic building in mass, materials, and relationship of solids to windows and doors in the exterior walls, yet make the addition discernible from the original.
2. One shall not construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature.
3. One shall not construct an addition that significantly changes the proportion of built mass to open space on the individual site.
4. Construct new additions so that there is the least possible loss of historic fabric and so that the character-defining features of the historic building are not destroyed, damaged, or obscured.

5. Design new additions so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and view are retained.
6. Locate a new addition on an inconspicuous elevation of the historic building, usually the rear one.

All remaining sections- Omitted

(Ord. No. 04-04, § 2, 2-5-04; Ord. No. 51-08, § 1, 12-4-08; Ord. No. 04-20, § 1, 3-5-20)

Source:

https://library.municode.com/ga/cartersville/codes/code_of_ordinances?nodemd=COOR_CH9.25HIPR

Cartersville Historic Preservation Commission CERTIFICATE OF PRESERVATION APPLICATION



*Applicant: Abby Holden

Mailing Address: 125 South Ave

Cartersville, GA 30120

Phone: 770-548-5517

*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 | _____ |
| Date Received | _____ |
| Contributing | _____ |
| Zoning | _____ |
| Legal Advertisement | _____ |
| Notified Adjacent | _____ |
| HPC Hearing | _____ |
| HPC Decision | _____ |
| COP Expiration | _____ |
| Project Completion | _____ |
| Tax Parcel | _____ |

P
R
O
J
E
C
T

Property Address: 125 South Ave

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):

I
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F
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A
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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: May 20th 2021

Anticipated Completion: July 5th 2021

Contractor/Consultant/Architect: _____

Self/ Juarez Painting

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

Item 3.

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]

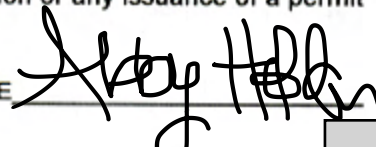
1. Paint the entire exterior of the house. Exterior Color: Sherwin Williams Oyster White SW7637

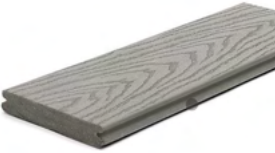
2. Add a 20ft x17ft Deck to the rear of house. Material: Trex Decking

3. Replace all exterior windows of the house with Single hung colonial style windows

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 4/23/2021 SIGNATURE 



Exterior Paint Color

SW 7637
Oyster White
Interior / Exterior
Location Number: 254-C7



254 Oyster White

