



**CARTERSVILLE  
HISTORIC PRESERVATION COMMISSION  
MEETING**

Council Chambers, Third Floor of City Hall  
Tuesday, February 15, 2022 at 5:30 PM

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**AGENDA**

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**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. January 18, 2022 HPC Minutes

**CERTIFICATE OF PRESERVATION**

2. COP22-04. 101 Fite St. Applicant: Buddy Fitzgerald

**STAFF OR COMMITTEE COMMENTS**

**OTHER**

The next meeting of the Historic Preservation Commission will be March 15th. 5:30pm.

**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](http://www.cityofcartersville.org)**



## HISTORIC PRESERVATION ITEM SUMMARY

<b>MEETING DATE:</b>	February 15, 2022
<b>SUBCATEGORY:</b>	Historic Preservation Commission
<b>DEPARTMENT NAME:</b>	Planning and Development
<b>AGENDA ITEM TITLE:</b>	January 18, 2022 HPC Minutes
<b>DEPARTMENT SUMMARY RECOMMENDATION:</b>	January 18, 2022 HPC Minutes have been uploaded for your approval
<b>LEGAL:</b>	N/A

Historic Preservation Commission Meeting  
10 N. Public Square  
January 18, 2022  
5:30 P.M.

**I. Opening Meeting**

Call to order by Chairman Frisbee

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

**1. Approval of Minutes**

Chairman Frisbee called for a motion to approve the minutes of the last meeting. Board Member Carr made a motion to approve the meeting minutes from December 21, 2021. Board Member Pritchett seconded the motion. Motion carried unanimously. Vote: 4-0.

**2. COP22-01. 754 West Ave. Applicant: Dominic Bamford**

Chairman Frisbee called for the next item on the agenda. David Hardegree, City Planner stated the applicant would like to construct a 26' x 36' detached garage on the southwest corner of the property behind the house complete with architectural shingles and trim to match the home.

Applicant, Dominic Bamford, came forward to answer questions from the Board.

Chairman Frisbee opened the floor for discussion. With none, the floor was closed.

Board Member Pritchett made a motion to approve the detached garage. Board Member Carr seconded the motion. Vote: 4-0.

**3. COP22-02. 9 S. Bartow St. Applicant: Randolph G. Shaw**

Chairman Frisbee called for the next item on the agenda. Mr. Hardegree stated the applicant would like to replace thirteen double hung 6/6 SDL wood windows with thirteen double hung 6/6 SDL vinyl windows. Window patterns and grids remain.

Chairman Frisbee opened the floor for discussion. With none, the floor was closed.

Board Member White made a motion to approve the window replacement. Board Member Gregory seconded the motion. Vote: 4-0.

**4. COP22-03. 318 W. Cherokee Ave. Applicant: UGA Extension Service-  
Bartow County**

Chairman Frisbee called for the next item on the agenda. Mr. Hardegree stated the applicant would like to construct a 16' x 36' Greenhouse on the southern end of the school. In addition, add a 6ft. privacy fence to enclose a storage area at southwest corner of school property.

Paul Pugliese, Bartow County Extension Coordinator, came forward to answer questions from the Board.

Chairman Frisbee opened the floor for discussion.

Ed Kinsel, 115 Tabernacle St, came forward with concerns of the green house placement.

The Board discussed possible barriers and placement of the greenhouse with Mr. Pugliese.

Mr. Pugliese withdrew his application to explore other placement options.

**STAFF OR COMMITTEE COMMENTS**

Chairman Frisbee adjourned the meeting at 6:09 P.M.

/s/ \_\_\_\_\_  
Greg Frisbee  
Chairman



## HISTORIC PRESERVATION COMMISSION ITEM SUMMARY

<b>MEETING DATE:</b>	February 15th, 2022
<b>SUBCATEGORY:</b>	HPC
<b>DEPARTMENT NAME:</b>	Planning and Development
<b>AGENDA ITEM TITLE:</b>	COP22-04. 101 Fite St. Applicant: Buddy Fitzgerald
<b>DEPARTMENT SUMMARY RECOMMENDATION:</b>	COP request to add an accessory structure (office) and extend/enclose rear of existing garage
<b>LEGAL:</b>	N/A



<b>City of Cartersville Historic Preservation Commission COP Application Staff Report</b>
Case: COP 22-04

**HPC Meeting – 2-15-22**

**Application Information**

Address: 101 Fite Street  
 Applicant: Buddy Fitzgerald  
 Historic District: West End  
 Zoning: R-7  
 Setbacks: Front= 20ft. Rear= N/A. Side= 8ft.

**Project Description:** Construct a 12’ x 14’, accessory structure (office) and extend/enclose the rear of the garage, approx. 13’ x 14’.

**Applicable Guidelines to Consider**

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

## **The following scopes of work are proposed:**

### **Accessory Structure- Office**

1. Construct a 12'x 14' accessory structure for use as an office.
2. Add (2) Vinyl windows, 2/2 or 6/6, to front wall (facing Fite St).
3. Add (1) standard door (vinyl) to front wall.
4. Siding to be hardi-plank to match house.
5. Roof to be architectural asphalt shingles to match house.

### **Garage Extension and Enclosure**

1. Extend rear of garage approximately 13'x 14'.
2. Enclose existing open space at rear of garage.
3. Add/ extend garage roof at a lower height over the rear addition.
4. Add (1) standard door (vinyl) to rear wall.
5. Siding to be hardi-plank to match house.
6. Roof to be architectural asphalt shingles to match house.

### **History of the Property-**

GHRIS shows property constructed c. 1900-1909. The tax assessor shows the property constructed in 1940. The property is historic, contributing.

COP07-10: Request to demolish house. Denied. 6-19-07.

COP14-06: Replace siding with cement board siding. Remove carport. Add shutters. Approved 3-8-14.

COP15-15: New detached garage with cement board siding, doors and asphalt shingles. Approved 6-16-15.

V15-06: Variance to reduce side yard setback from 8ft to 5ft for new, detached garage. Approved. 6/22/15.

### **Analysis of the COP:**

A detached, accessory structure, 12' x 14', is proposed between the house and the side property line. The structure will be used as an office. The front wall of the office will face Fite St and will have a standard door and (2) vinyl windows with 2/2 pane configurations based on the sketch. The example provided shows a 6/6 pane configuration which would match the existing house windows and a GBG pane dividers. All materials will match the house materials for siding and roof. Building setbacks can be met.

The detached garage was approved by the HPC and by the BZA in 2015. The roof on the rear of the garage extends to cover an open space approx. 10.5' x 18ft. This space will be enclosed with cement board siding and a new addition, 13' x 14' will be added/extended to create a large, functional space. The extension will be offset 5ft toward the house and generally follow the footprint of the patio. The roof will terminate with the gabled end facing the 105 Fite St. property. There are two different roof pitches on the garage. The new roof extension appears to be proportional to the existing roof over the open area to be enclosed. A single door will be added for access. All materials will match the materials of the house. Building setbacks can be met.

No changes to the house are proposed.

**Commissioners Work Sheet**

**Materials:**

	<b>Existing Materials</b>	<b>Materials to be Used</b>
Roof	Asphalt shingle	Asphalt shingle
Siding	Cement board	Cement board
Windows	Wood (house)	Vinyl (Accessory Structure)
Doors	Varies	Vinyl
Exterior Lighting		
Foundation	Crawlspace/slab	Slab
Decking		
Steps		
Porches		
Ornamentation		

**Hardscaping**

Walkway:

Drives:

Fencing:

Lighting:

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**Notes:**

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



## Sec. 9.25-54. West End Historic District.

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

(a)-(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 - 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.

B. *New building construction:*

1. New site construction shall be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of orientation, and distance from adjacent buildings.
2. Design new construction so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and views are retained.
3. Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
4. Design new buildings to be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of height, form, size, scale, massing, proportion, and roof shape.
5. Design the proportion of the proposed new building's front facade to be compatible with the front facade proportion of surrounding buildings.
6. Design the spacing, placement, scale, orientation, proportion, and size of window and door openings in proposed new construction to be compatible with surrounding buildings that contribute to the special character of the historic district.
7. Select windows and doors for proposed new building that are compatible in material, subdivision, proportion, pattern, and detail with the windows and the doors of surrounding buildings that contribute to the special character of the historic district.
8. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in surrounding buildings that contribute to the special character of the historic district in terms of composition, scale, module, pattern, detail, texture, finish and sheen.
9. Design new buildings so that they are compatible with, but discernible from, historic buildings in the district.

*Recommendations:*

1. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip line of trees.

PART THREE—RELOCATION OF STRUCTURES - Omitted

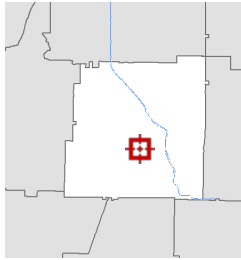
PART FOUR—DEMOLITION - Omitted

(e) *Effective date.* This district shall become effective on April 1, 2006.

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



Overview



Legend

- Parcels
- Structural Numbers**
- <all other values>
- Abandoned or Inactive
- Active
- Proposed
- Roads
- Flood Hazard Area**
- Bartow Regulatory
- FEMA

<b>Parcel ID</b>	C002-0009-003	<b>Alternate ID</b>	32163	<b>Owner Address</b>	FITZGERALD H J
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	Residential		101 FITE ST
<b>Property Address</b>	101 FITE ST	<b>Acreeage</b>	0.19		CARTERSVILLE, GA 30120
<b>District</b>	Cartersville				
<b>Brief Tax Description</b>	LL 485 LD 4				

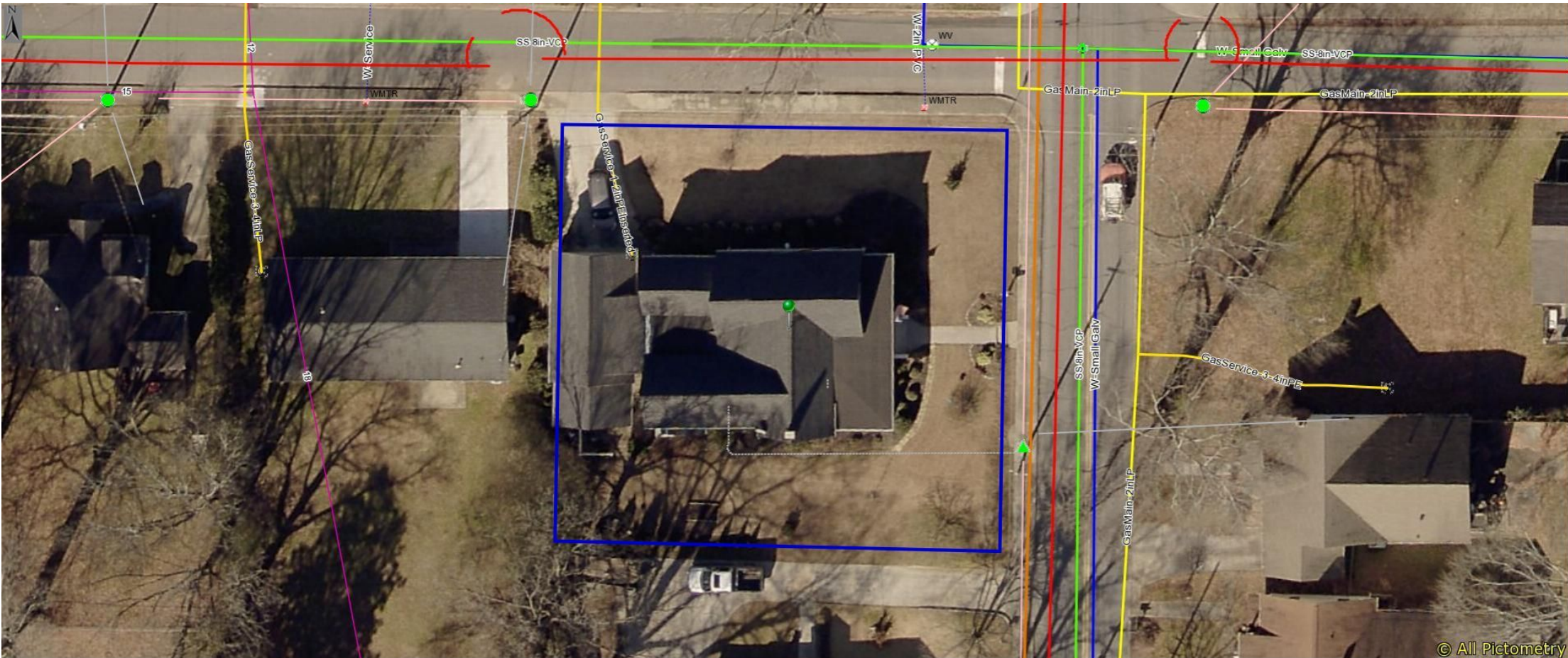
(Note: Not to be used on legal documents)

Date created: 2/10/2022  
 Last Data Uploaded: 2/9/2022 9:34:33 PM

Developed by Schneider  
 GEOSPATIAL

# 101 Fite St. Utilities

Item 2.



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

**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 22-04  
 Date Received 1/19/22  
 Contributing H-Corke C. 1940  
 Zoning R-7  
 Legal Advertisement 2/8/22  
 Notified Adjacent \_\_\_\_\_  
 HPC Hearing 2/15/22  
 HPC Decision \_\_\_\_\_  
 COP Expiration \_\_\_\_\_  
 Project Completion \_\_\_\_\_  
 Tax Parcel C002-0009-003  
West end #17

\*Applicant: Buddy Fitzgerald  
 Project Address: 101 Fite St. Cartersville, Ga.  
 Mailing Address (if different than project address): \_\_\_\_\_  
 Phone: 229 343 4004  
 Email: bfitzgerald10@gmail.com

\*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 the owners phone number and address.

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Existing Building Type

Residential One, Two or Multi-family \_\_\_\_\_  
 Garage, Storage \_\_\_\_\_

Commercial \_\_\_\_\_

Other \_\_\_\_\_

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

\_\_\_\_\_

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: ASAP Late February 2022

Anticipated Completion May 2022

I am a Retired Contractor  
 Contractor/Consultant/Architect \_\_\_\_\_

**AUTHORIZATION**

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

Date \_\_\_\_\_ Signature \_\_\_\_\_

### 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

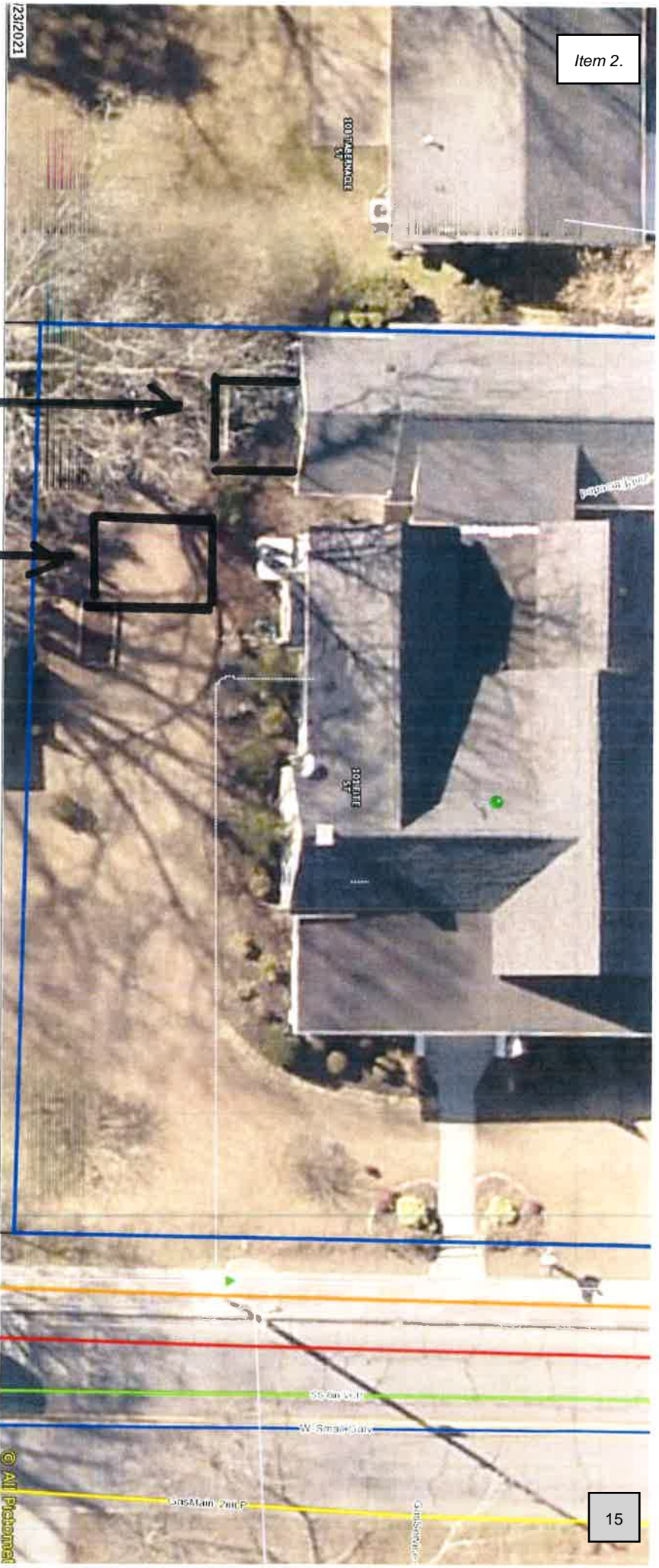
Include support materials and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description. [Example: (1) Addition to rear (2) New roof]

① Extending Present Fence  
 and closing in as per  
 drawings.

② Build home office 12x14  
 as per drawings.

### PRECEDENCE OF DECISIONS

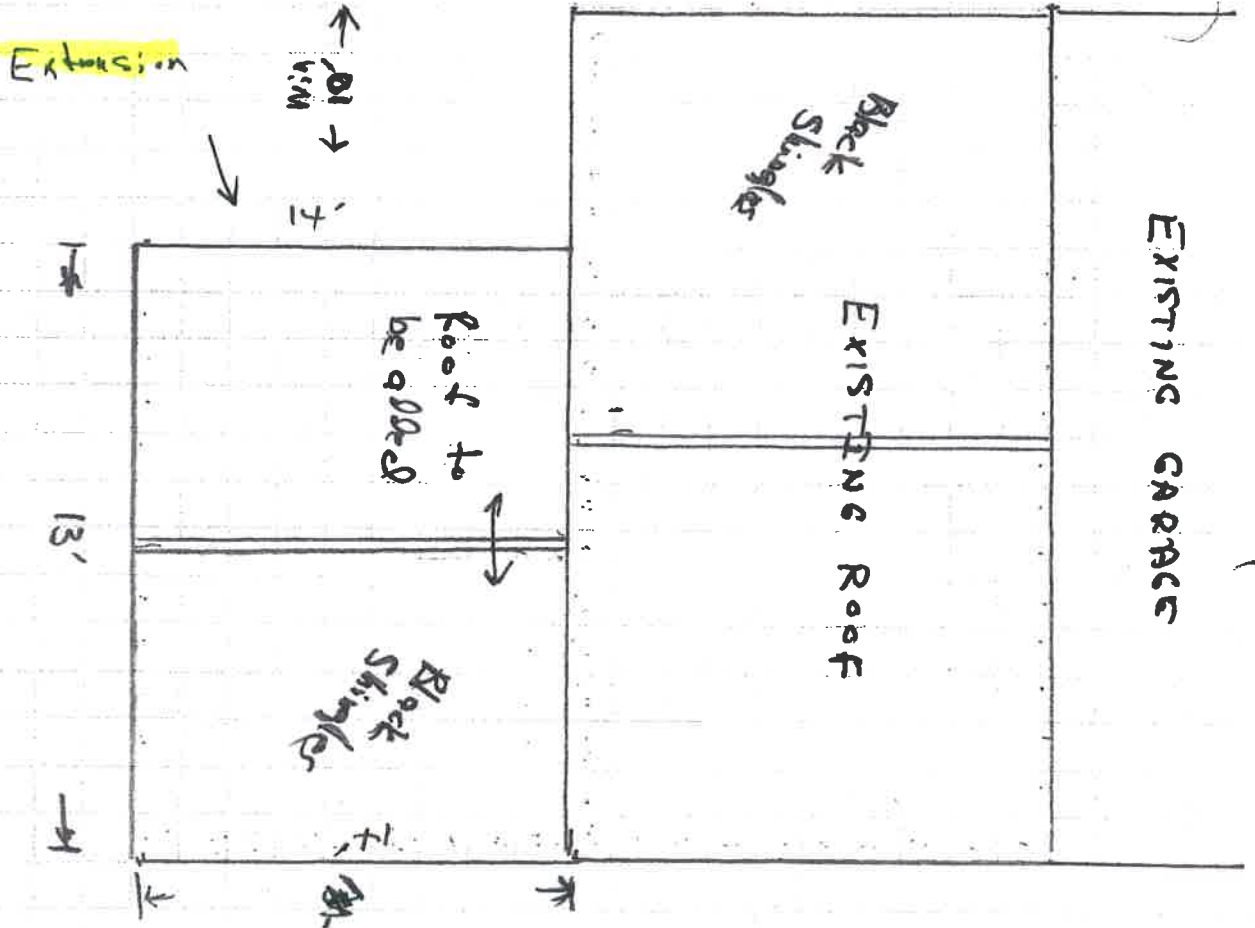
Each application will be considered on it's own merit with reference to the Secretary of the Interior's Standards and the Commission's published Design Standards. While the Historic Preservation Commission may consider past actions when making decisions on an Application for a Certificate of Preservation,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



Proposed extension

Proposed office

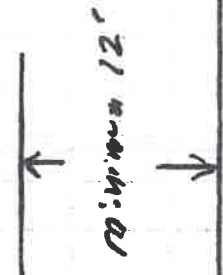
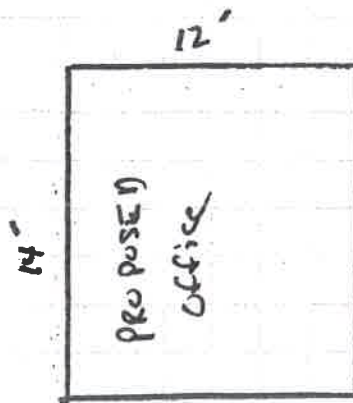
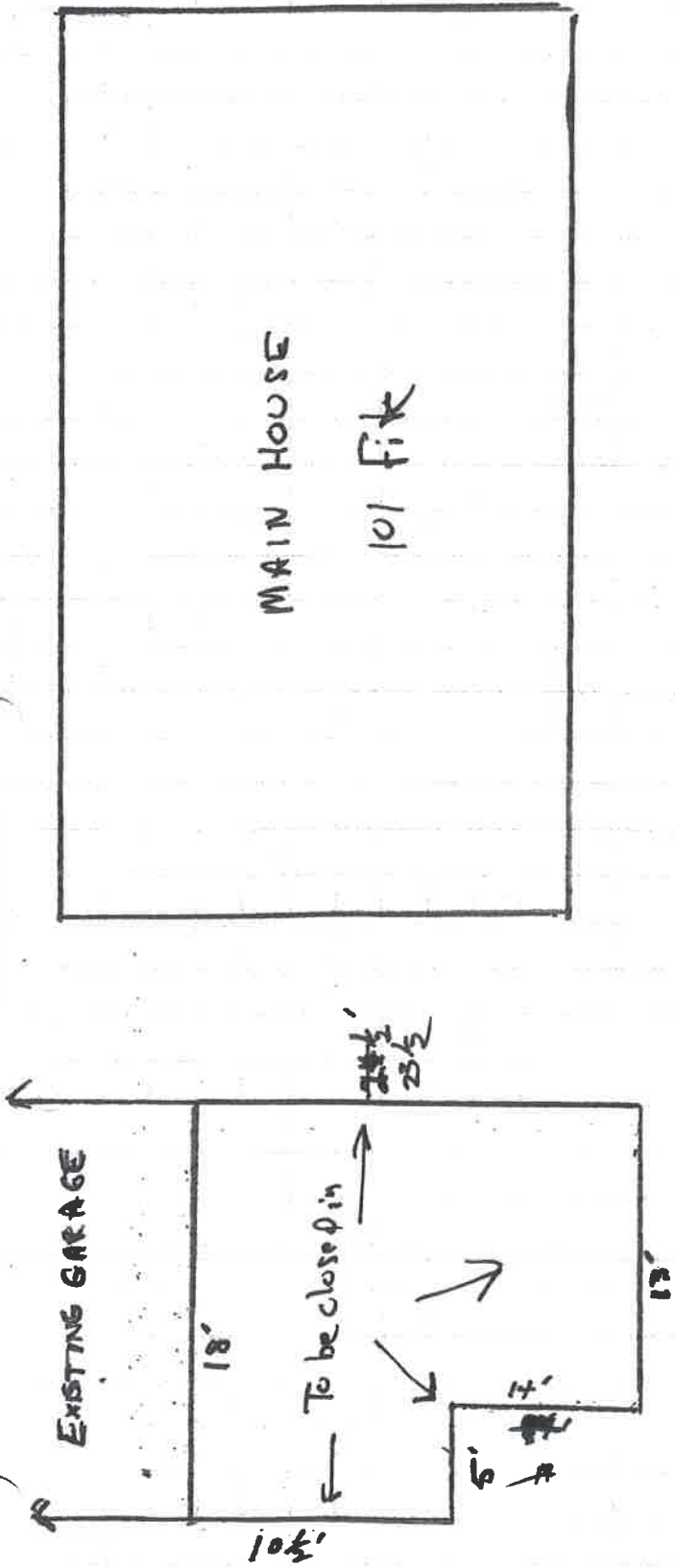
Property line



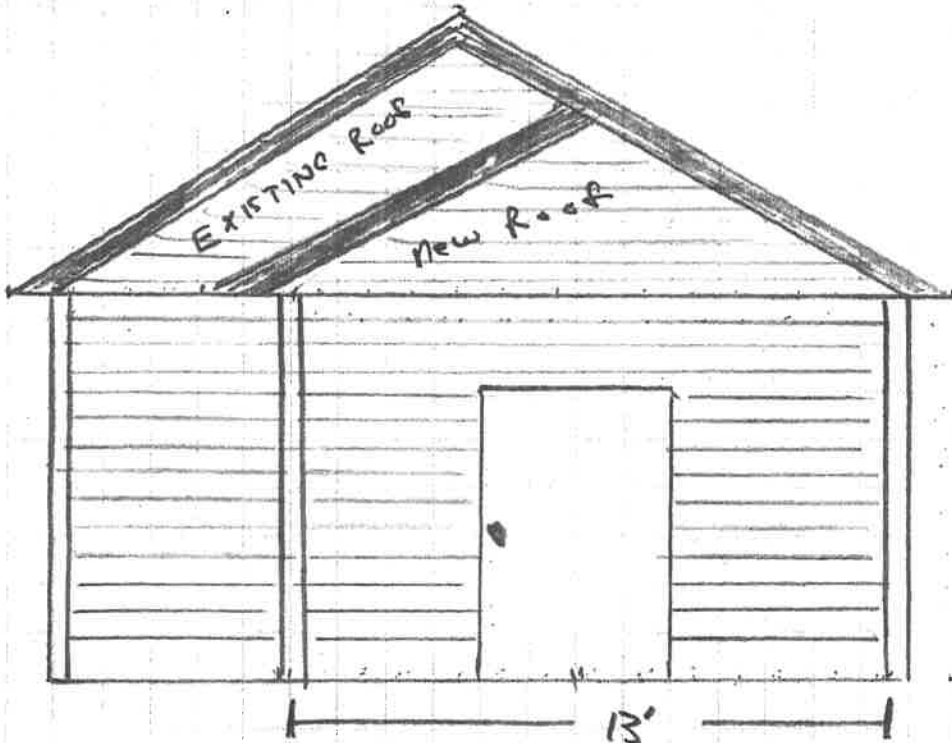


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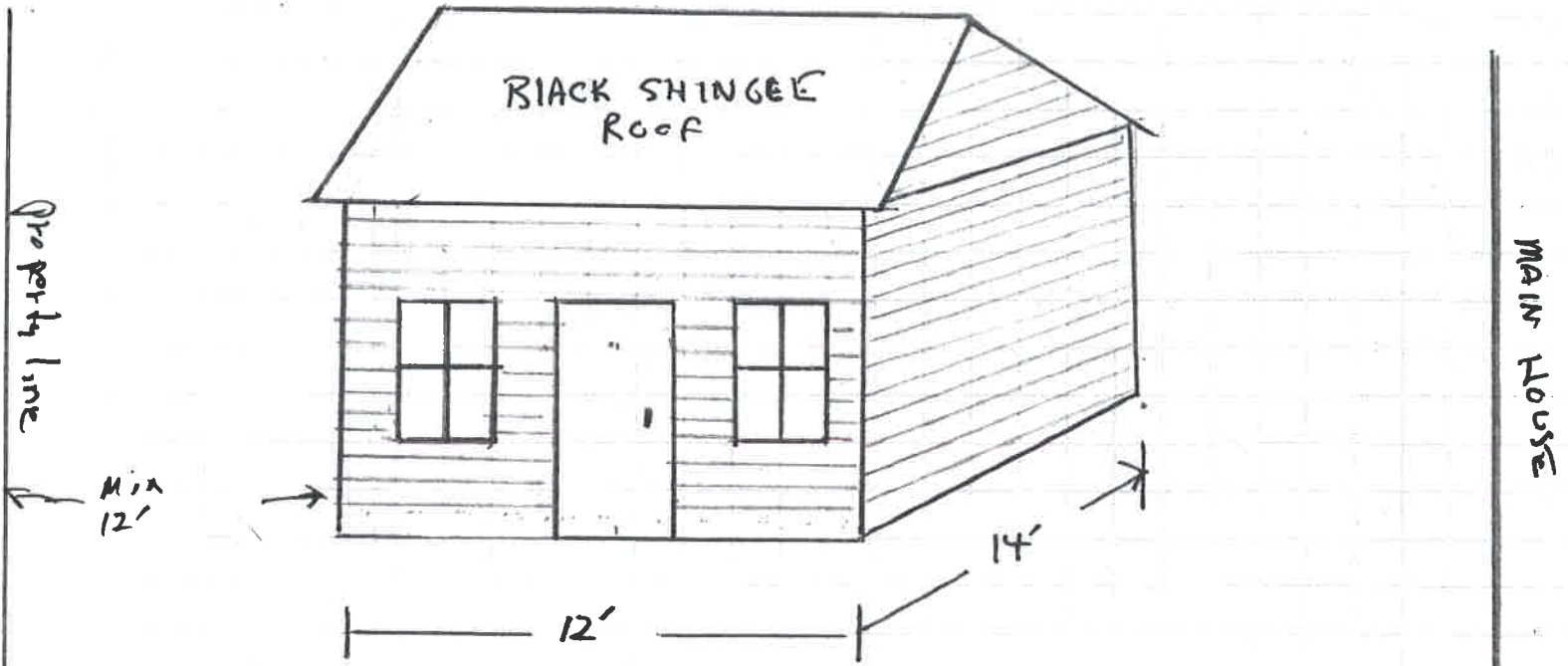
Property line



Extension

This view is facing 105 site

HOME OFFICE



FRONT FACING  
Fite St.

Vinyl windows/door

FITE ST

# Proposed Doors and Windows

Item 2.





Proposed Office Location











