



# CITY OF ATLANTA

ANDRE DICKENS  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308  
404-330-6145 – FAX: 404-658-7491  
[www.atlantaga.gov](http://www.atlantaga.gov)

Jahnee Prince  
Commissioner  
  
Doug Young  
Director  
OFFICE OF DESIGN

## MEMORANDUM

**TO:** Atlanta Urban Design Commission  
**FROM:** Matt Adams, Executive Director  
**ADDRESS:** 1163 Wilmington Avenue  
**APPLICATION:** CA2-23-323  
**MEETING DATE:** December 13, 2023, deferred since October 11, 2023

---

### **FINDINGS OF FACT:**

**Historic Zoning:** Oakland City Historic District    **Other Zoning:** R4-A

**Date of Construction:** 1945

**Property Location** Corner of Richland and Oakland Drive

**Contributing (Y/N)?** Yes,    **Building Type / Architectural form/style:** Queen Ann

**Project Components Subject to Review by the Commission:** Alterations

**Project Components NOT Subject to Review by the Commission:** Interior

**Relevant Code Sections:** Sec. 16-20M.

**Deferred Application (Y/N)?** No

**Previous Applications/Known Issues:** 9/19/23 a Stop Work was applied for substantial work. The siding, original windows have been removed. And door openings have been removed. The house was gutted. So the recommendations require the Applicant install the appropriate material and abide by the correct procedure to allow for the residence to be used as a duplex.

**SUMMARY CONCLUSION / RECOMMENDATION:** Deferral to the February 28<sup>th</sup>, UDC meeting

**CONCLUSIONS:** The following conclusions pertinent to this request are in accordance with Chapter 20 and Chapter 20G of the City of Atlanta Zoning Ordinance.

The house is on a corner. All sides will be reviewed.

**EDITS in RED for November 20, 2023**  
**New EDITs Requirements for DECEMBER 13, 2023**

### **INTENTIONS**

**The existing house at one time was a duplex. However, the house has gone dormant for many years and since that time the District underlying zoning has changed to R4-A, single family. The Applicant intentions were to use the dwelling as a duplex. This can not happen straight away. For the house to be used as a duplex that Applicant must petition Zoning for non-conformity.**

**Same comment stands.**

### **ALTERATIONS**

The original material on listed alteration has been removed. This review is centered on replacement.

#### **Front Porch**

##### *railings*

Photos provided for the house show most of the railings on the front porch have been removed or are not original to the house. The Applicant proposes to install railings that appear to comply to the District requirements: two-part railing construction, with the top railing be no higher then the bottom of the front windows. Staff are not concerned with the railings.

**Same recommendation stands. The Applicant has shown the proposed work on the plans.**

##### *columns*

The columns are not drawn correctly. The base of the column and top of the column has the same pattern. The Applicant has not reflected this. Staff recommend, the Applicant make the correction and show the column exactly like the original. The brick base on the column is fine.

**The Applicant has shown this and noted this recommendation on the plans.**

##### *steps*

The current steps are concrete. The Applicant has proposed a wood closed riser and ends with the steps as concrete. Porch material is governed by compatibility stand on the blockface. On this blockface, there are no other standing houses for comparisons so the adjacent blockface will be used for comparison. On the adjacent blockface most houses' steps are concrete, and the railings are wood. Staff are not concerned with this proposal.

**Same recommendation stands. Staff recommend the Applicant note this proposal on the plans.**

##### *porch ceiling*

**The ceiling is not visible for Staff to determine what the ceiling was. However, the typical recommendation for porch ceiling is to be bead board. Staff recommends the Applicant install a bead board ceiling.**

**The Applicant notes the bead board ceiling as being the proposed work.**

### **Windows and Trim**

**After further examination, it has been determined that the Applicant has changed windows on the house which is not permitted.**

### **Right Elevation**

- **The groupings are double windows in three sections. The Applicant shows on the existing and proposed front window as being double windows. The rest being single.**

### **Left Elevation**

- **There are no up-close photos of the left elevation, however the floor plan indicates the Applicant has removed one window on the rear side. This is problematic.**

District regulations require, **“replacement windows units shall maintain the size and shape of the original window opening.”** The Applicant has not maintained the same groups and position of all the windows. Staff recommends that Applicant maintain the size and shape of all windows and windows openings. He cannot turn them into doors.

Provided photos show the windows are not on the house. The windows are boarded. Staff believe most of the original windows are no longer on the house and have been disposed of. Photos provided by Code Enforcement do show a few windows. The wood trim appears to be in good shape. The Applicant proposes new one-over-one wood windows with the intact wood trim. Since there is no record of the original wood windows style, it is hard to determine what style the windows were originally. With this being the case, the window design will become a compatibility standard issue. With two houses on the adjacent blockface, one is one-over-one and the other has simulated lites. The one-over-one pattern the Applicant proposes is of no concern to Staff.

**After looking at the 2007 photo called out by the neighborhood, Staff did see that the windows were 6 over 6 woods. Staff modifies the recommendation and require the Applicant to install 6 over 6 wood windows to match in-kind the original wood windows on the house.**

In the gable, the Applicant proposes double four-over-four wood windows. Staff are not concerned about this proposal. However, Staff does recommend the lite be integral to sash and permanently affixed to the exterior face of the glass.

**Staff modify the recommendation and requires the Applicant to install 6 over 6 wood windows that match the original woods as well as match the original wood trim. And must be shown on the plans.**

### ***Missing Trim***

**The trim above the front door must be retained and shown on the plan. The Applicant has not done this. Staff recommend all trim be retained and shown on the plan.**

**The Applicant has shown the trim on the plans and indicating the proposed work.**

### ***Shutters roof brackets***

The Applicant proposes replacing shutters to be in-kind. The current shutters do not appear to be original to the house. Staff are not concerned with this proposal.

**Roof brackets are missing on the plans that must be retained because of their defining feature. Staff recommends the Applicant retain the exact amount of roof brackets and show them on the plan.**

### ***Attic Windows***

**The original windows on the gable attic were casement windows. The Applicant shown a double window as replaced. This is problematic, as the windows must replicate in-kind the original windows in this case that would be wood casement windows.**

The Applicant has satisfied some of the recommendations and put them on the plans such as the windows and trim. While the Applicant has not shown what is required, such as 6 over 6 wood windows. Staff recommends the Applicant not only state the requirement but show it as well on the plans. For instance, the 6 over 6 wood windows need to show 6 over 6 windows on the plans.

As well the roof brackets are not reflected as required, the attic is a casement window that must be stated if the Applicant depicts it correctly.

### **Siding**

The Applicant proposes smooth-faced cementitious siding. However, the original siding on the house is wood. While cementitious siding is permitted, when known wood siding existed, it is expected the replacement be wood. Looking at photos, the woods siding is in fair condition except for repairs and painting. Staff just learned all the siding has been removed. Staff recommend the Applicant replace all the siding to match in-kind with the wood siding in reveal that was on the house.

**The Applicant is still proposing cementitious siding for replacement. Staff recommendation for wood for replacement stands for the reason listed above.**

### **Doors**

All the doors are missing but the Applicant proposes all the exterior doors will comply with the District regulation which states, exterior doors shall be wood panel or fixed glass panel in wood framing. Staff are not concerned with this proposal.

**After neighborhood comments, it must be noted that doors appear to be missing on the plans.**

**The Applicant is showing on the plans the doors and new wood doors that complies with the District regulations.**

### **Foundation**

In the front, the current foundation is brick covered with stucco. The Applicant proposes the same in-kind material. Staff are not concerned with this proposal.

**Recommendation stands.**

### **Site Work**

*walkway*

The existing walkway at the top level is too wide. Staff recommend the walkway take out the excessive walkway at the top and have it comply with other's walkway in the District.

**Staff has since realized that the current design possibly can be historic and recommend the Applicant repair and replace in-kind to match the original pattern. The Applicant has as identified the walkway but has not indicated the proposal. Staff also recommend the Applicant note the recommendation on the plans.**

*sidewalk*

The sidewalk exists. Staff recommend if needed the sidewalk be repaired or replaced in kind to match the existing one.

**The Applicant has indicated the proposed work on the plans.**

*retaining wall*

The retaining wall appears to be in good condition. Staff recommend any repair should be done in-kind to match the existing.

**The Applicant has indicated the proposed work on the plans.**

**STAFF RECOMMENDATION: Deferral to the February 28<sup>th</sup> UDC Meeting**

1. The steps proposal shall be noted on the plans, per Sec.16-20M.013(2)(i);
2. The windows shall be 6 over 6 woods windows and be shown on the plans in written form as well as in the window pattern per Sec.16-20M.013(2)(o);
3. The window's lites shall be integral to the sash and permanently affixed to the exterior of the window, Sec.16-20M.013(2)(n)(2);
4. The Applicant has noted the wood roof brackets but have not shown them all. They shall be shown on the plans as well, per Sec.16-20M.
5. The replacement siding shall be wood to match the original wood siding, per Sec.16-20M.013(2)(q);
6. The walkway shall be noted to be replace in-kind or repaired in-kind, Sec.16-20M.013(2)(c) and
7. Staff shall review and if appropriate, approve the final plans and documentation.

cc: Applicant  
Neighborhood  
File



# CITY OF ATLANTA

JAHNEE PRICE  
Commissioner

ANDRE DICKENS  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308

DOUG YOUNG  
Director, Office of Design

## MEMORANDUM

**TO:** Atlanta Urban Design Commission  
**FROM:** Matt Adams, Executive Director  
**ADDRESS:** 378 Grant Park Place SE  
**APPLICATION:** CA2-23-346  
**MEETING DATE:** January 24, 2024

---

### **FINDINGS OF FACT:**

**Historic Zoning:** Grant Park Historic District, Subarea 1

**Other Zoning:** R-5

**Date of Construction:** 1908

**Property Location:** North side of Grant Park Place SE.

**Contributing (Y/N)?:** Yes

**Building Type / Architectural form/style:** Queen Anne Cottage

**Project Components Subject to Review by the Commission:** Retroactive Approval of Alterations

**Project Components NOT Subject to Review by the Commission:** n/a

**Relevant Code Sections:** Sec. 16-20K

**Deferred Application (Y/N)?:** Yes, deferred October 25, 2023 and November 20<sup>th</sup>.

**Previous Applications/Known Issues:** Yes, CA2S-23-231, 23CAP-00001347

**SUMMARY CONCLUSION / RECOMMENDATION:** Approval with Conditions

**CONCLUSIONS:** The following conclusions pertinent to this request are in accordance with Sec. 16-20K of the Zoning Ordinance of the City of Atlanta.

In July of 2023 the Applicant received an approval with conditions for a proposed project (CA2S-23-231). The scope of the work was proposed as minor repairs (not to exceed 20% of the existing historic material) to the tongue-in-groove porch flooring, porch railing, porch ceiling, broken glass in existing windows, and removal of the non-historic aluminum siding. The approval with conditions also included work outside the purview of Staff including interior renovations, full window replacement on the side and rear elevations, a side gabled dormer addition, and removal of one chimney. The original scope of work was limited to The Applicant received a stop work order 23CAP-00001347 on September 12, 2023, for exceeding the scope of work for CA2S-23-231. Staff and code enforcement determined that the following were violations exceeding the approved scope of work:

- **Porch Decking Replaced.** The conditions of approval for CA2S-23-231 indicated this work would require a separate Historic Preservation application. This work was done outside the scope and not permitted. Staff notes that the porch flooring was replaced in-kind using historically appropriate tongue-in-groove flooring, Staff is not concerned with this work.
- **Porch Columns Replaced.** Application CA2S-23-231 did not indicate such work. The existing porch supports which were installed do not match the historic features which were removed. The Applicant will remove the unpermitted porch supports. The Applicant will replace the porch supports which were removed with four square wooden supports which match the historic features which were removed in dimensions, material, and design. **Staff still has concerns with the porch as depicted on the updated plans. The materials, depth, and dimensions still appear to not match the elements which were removed. The Applicant will submit specifications for the proposed column replacement and update the street-facing elevations to accurately depict the porch features to scale, including annotation of features to be replaced. The Applicant has updated the elevations but Staff is still concerned that the proposed porch supports are thinner and do not match the style of those that were removed. Staff requires the elevations to accurately depict these features, including a detail of the proposed porch support. The revised plans submitted on January 17, 2024, accurately depict the columns.**
- **Porch Railings.** The condition of approval for CA2S-23-231 indicated this work require a separate Historic Preservation application. The original plans only indicated the removal of the screen enclosing the porch and minor repairs. The Applicant will install a two-part, butt-jointed railing which matches the design of the one which was illegally removed and is not taller than the bottom of the historic window sills. The Applicant may install a plane extension as needed to meet the requirements of the building code. **The proposed porch elevations do not depict a porch railing. As this element was removed without authorization it must be replaced in-kind. The proposed plans still do not show porch railings. These must be added and must be of two-part, butt-joint construction, no higher than the bottom**

of the window sills. The revised plans submitted on January 17, 2024, accurately depict the railings.

- **Window and Door Replacement.** CA2S-23-231 required a separate application required would be needed for door and window replacement. Repairs were limited to 20% of the cubic inches PER window. It is not clear based on the new application what the proposed scope of work is for windows on the front elevation. Staff notes that the front door, with its historic sidelights is extant and appears to be in excellent condition. The Applicant will clarify the scope of work in terms of windows on the street-facing elevation. The Applicant will retain the historic front door unit including the historic sidelights. **It appears that all windows and doors present on the house will be retained, with the exception of the street-facing dormer and gable window. The Applicant will provide specifications for all proposed new windows. Specifications have not been provided. A window schedule has been provided and the windows meet the zoning code in terms of design and size, but actual manufacturers specifications are still outstanding.**
- **Wood siding.** The scope of work indicates that the non-historic aluminum siding would be removed, and the conditions of approval for CA2S-23-231 require retention of the historic wood siding beneath for the front elevation. It is not entirely clear based on the submitted elevations if this is the intention. It is notes that the siding will be replaced with 8-inch cementitious siding on the sides and rear. Staff is not concerned with this proposal. The Applicant will retain the historic wooden siding on the front elevation. The Applicant will submit any proposed repairs to the historic wooden siding to Staff for approval. **No scope for the street-facing elevation repairs has been submitted. The revised plans clarify the scope of work.**
- **Porch Steps Replaced.** The application did not indicate such work. Staff notes that while the steps were replaced in-kind in terms of material (wood) they are not an appropriate historic method, but rather are constructed with gaps in the risers similar to deck steps. The Applicant will remove the unpermitted steps and reconstruct them as fully closed risers. **No scope for the street-facing elevation repairs has been submitted. While a separate scope of work has not been provided, the plans accurately depict the proposed steps as closed risers.**
- **Stucco applied to the foundation.** The application did not indicate such work. The brick foundation was a character defining feature of the structure. “New additions, exterior alterations, or related new construction will not destroy historic materials that characterize the property.” The Applicant will remove the unpermitted stucco and restore the historic brick foundation. **The plans show a concrete block porch foundation, it is not clear to Staff if it was already replaced unpermitted. Regardless, the Applicant must remove the stucco and if the porch was reconstructed, the brick foundation must be restored. This is not noted on the revised plans. The revised plans submitted on January 17, 2024, accurately depict the porch foundation and skirt board.**
- **The removal of the western chimney.** The removal of this chimney is not an issue, and the newly submitted plans) dated September 23, 2023, indicate this removal.



- **Dormer is installed in the wrong location and incorrect size.** The dormer which was constructed is a completely different style (hipped) and three times as large as what is shown on the previously approved plans. Though the dormer as proposed was not reviewable, the as-built dormer stretches to the front plane of the roof making it reviewable. The Applicant has submitted a second set of plans (dated September 23, 2023) which still show the original plan for the dormer. The larger dormer is neither an appropriate style for the house, nor does it reflect the proposed plans. There is an existing, end-gabled dormer on the tree-facing elevation. The proposed dormer fits the existing character of the house and distinctive architectural features. The dormer as-built is a hipped Craftsman-style which is inappropriate for the style of the house and out of scale. The Applicant will remove the unpermitted dormer. The Applicant will construct an end-gabled dormer as shown on the approved plans on the side roof plane. **The updated plans illustrate the dormer returned to its previous planned dimensions.**
- **Site Work.** The application did not indicate any site work would be completed. The existing historic walkway, composed of hexagonal pavers has been removed and discarded. The Applicant will restore the walkway to its historic proportions using in-kind materials. The Applicant will clarify if any additional site work is proposed. The Applicant will submit an updated site plan showing all features present on the property. **The updated site plan does not indicate that this unpermitted work will be corrected. No updated site plan was included with the newly submitted plans on January 17<sup>th</sup>.**

Staff has **highlighted** the outstanding conditions below, which still must be addressed.

**STAFF RECOMMENDATION: Approval with the Following Conditions:**

- 1.) The Applicant will remove the unpermitted porch supports.
- 2.) The Applicant will replace the porch supports which were removed with four square wooden supports which match the historic features which were removed in dimensions, material, and design. **The Applicant will submit specifications for the proposed column replacement and update the street-facing elevations to accurately depict the porch features to scale, including annotation of features to be replaced. The Applicant has submitted revised plans which accurately depict the porch supports.**
- 3.) The Applicant will install a two-part, but-jointed railing which matches the design of the one which was illegally removed and is not taller than the bottom of the historic window sills. **The proposed plans accurately depict the proposed railings.**
- 4.) The Applicant may install a plane extension as needed to meet the requirements of the building code.
- 5.) The Applicant will clarify the scope of work in terms of windows on the street-facing elevation.
- 6.) **The Applicant will provide specifications for all proposed new windows.** Specifications have been provided, but do not match the windows which have been removed. One of the windows is a 12-light fixed window, the other a pair of 12-over-one double-hung windows. Specifications must be submitted for windows which match those that were

removed. Staff also notes that the proposed plans do not accurately depict the windows on the street-facing addition, which have transoms above.

7.) The Applicant will update the plans to accurately depict the windows.

8.) The Applicant will retain the historic front door unit including the historic sidelights.

9.) The Applicant will retain the historic wooden siding on the front elevation.

10.) The Applicant will submit any proposed repairs to the historic wooden siding to Staff for approval.

11.) The Applicant will remove the unpermitted steps and reconstruct them as fully closed risers.

12.) The Applicant will remove the unpermitted stucco and restore the historic brick foundation.

13.) The Applicant will remove the unpermitted dormer.

14.) The Applicant will construct an end-gabled dormer as shown on the approved plans on the side roof plane.

15.) The Applicant will restore the walkway to its historic proportions using in-kind materials.

16.) The Applicant will clarify if any additional site work is proposed.

17.) The Applicant will submit an updated site plan showing all features present on the property.

18.) The Applicant shall submit all revised materials to Staff, no later than eight (8) days prior to the next hearing of the Urban Design Commission.

cc: Applicant  
Neighborhood  
File



# CITY OF ATLANTA

JAHNEE PRICE  
Commissioner

ANDRE DICKENS  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308  
404-330-6145 – FAX: 404-658-7491

DOUG YOUNG  
Director, Office of Design

## MEMORANDUM

**TO:** Atlanta Urban Design Commission

**FROM:** Matt Adams, Executive Director

**ADDRESS:** 432 Hopkins Street SW

**APPLICATION:** CA2-23-353

**MEETING DATE:** January 24, 2024

---

### **FINDINGS OF FACT:**

**Historic Zoning:** West End Historic District

**Other Zoning:** R-4A, Beltline

**Date of Construction:** 1920

**Property Location:** East side of Hopkins Street SW

**Contributing (Y/N)?:** Yes

**Building Type / Architectural form/style:** Bungalow

**Project Components Subject to Review by the Commission:** Alterations and Site Work

**Project Components NOT Subject to Review by the Commission:** Interior work

**Relevant Code Sections:** Sec. 16-20G

**Deferred Application (Y/N)?:** Yes, deferred November 8, December 13, 2023, January 10, 2024

**Previous Applications/Known Issues:** Yes, 23CAP-00001072

**SUMMARY CONCLUSION / RECOMMENDATION:** Approval with Conditions

**CONCLUSIONS:** The following conclusions pertinent to this request are in accordance with Sec. 16-20G of the Zoning Ordinance of the City of Atlanta.

The Applicant received a stop work order (23CAP-00001072) on July 12, 2023, for unpermitted exterior work. It appears that there has been complete siding and window replacement. No specifications have been provided for these replacement materials, so Staff is unable to comment on whether or not they meet the requirements of the code. Staff has significant concerns that key features have not been included on the plans, particularly the entire upper floor. The Applicant will submit a full plan set including all four elevations, and interior floor plans for all levels.

The walkway and driveway have been removed and repoured. The walkway does not connect to the sidewalk as it originally did. While the current L-shape can remain, the walkway must be returned to its original configuration, connecting with the sidewalk. Staff also finds that the site plan does not have the correct scale (listed as  $\frac{1}{4}'' = 1$  foot). It appears that this scale is incorrect as the measurements do not line up with what the survey states. As such Staff cannot determine if the new driveway is the appropriate width. Further the driveway is non-compliant. Sec. 16-20G.006 (13)(a) states, "off-street parking shall not be permitted in the front yard or half-depth front yard." The existing drive appears to stop at the front façade and must extend at least 20 feet past the front elevation. The sidewalk in front of the structure has also been repoured with concrete. Sec. 16-20G.006(12)(a) requires, "the original layout, patterns and paving materials of sidewalks, driveways, alleyways, curbs and streets shall be retained." Photographs from prior to the unpermitted work show that the sidewalk was historically hexagonal pavers. The Applicant will submit a revised site plan with correct scale. The Applicant will restore the walkway to its previous configuration extending it to the sidewalk. The Applicant will submit a proposal to bring the driveway into compliance with Sec. 16-20G.006 (13)(a). The Applicant will remove the unpermitted concrete sidewalk and restore the hexagonal pavers.

It appears that all windows on the house have been replaced without a permit or approval. Many of these windows appear to be significantly smaller than the windows which were existing. Sec. 16-20G.006 (3) (a) Architecturally significant windows and doors, including details, trimwork, and framing, shall be retained." Further, "(b)Original window and door openings shall not be blocked or enclosed, in whole or in part." Further, "(c) Replacement windows and doors shall be permitted only when originals cannot be rehabilitated. Replacement windows and doors shall match the original in style, materials, shape and size, with no more than a one-inch width or height difference from the original size." No specifications for the windows have been submitted, no justification has been provided for the replacement of windows, including photos of their condition prior to removal. The Applicant proposes reconfiguration of windows on the left, right, and rear elevations, though based on photographs taken by the code enforcement team this change was already made. Staff is confused by the proposed window reconfiguration as it appears that the internal floor plan is not changing. Sec. 16-20G.006(e) states, "the replacement and reconfiguration of windows on the side elevations to accommodate kitchens and bathrooms is permitted." It appears that the interior layout remains the same, and the removal of windows was not appropriate. The Applicant will submit specifications for the unpermitted windows. The Applicant will restore the original window configuration and size, with no more than an inch difference in size.

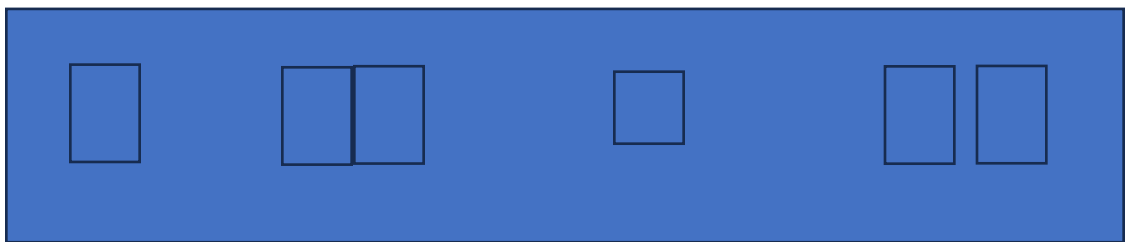
With the updated submittal of the interior floor plans, Staff notes that a second story has been added to the interior. This includes two rooms labelled as attic, but which are finished, and bathroom. There is no egress window access to this upper level. Given that the house is end-gabled, Staff would recommend that this egress be added on the rear elevation to minimize the visual impact, versus adding a side dormer or a street-facing window on the upper story. The Applicant will revise the plans to add an egress window to the new upper level.

New plans were submitted by the Applicant on January 5, 2024. Staff has determined the items highlighted below, remain outstanding.

**STAFF RECOMMENDATION: Approval with the following conditions:**

- 1.) The Applicant will submit a full plan set including all four elevations, and interior floor plans for all levels. **The Applicant has submitted updated elevations and floorplans.**
- 2.) The Applicant will submit a revised site plan with correct scale. **The Applicant has submitted an updated site plan with the scale corrected.**
- 3.) The Applicant will restore the walkway to its previous configuration extending it to the sidewalk. **The proposed restoration of the sidewalk is not shown on the site plan. I see that the correct walkway configuration has been added. This issue is resolved.**
- 4.) The Applicant will submit a proposal to bring the driveway into compliance with Sec. 16-20G.006 (13)(a). **The Applicant has clarified that the driveway will be restored to its previous configuration, with the full paved drive transitioning to concrete strips with a planting strip in the center.**
- 5.) The Applicant will remove the unpermitted concrete sidewalk and restore the hexagonal pavers. **This is not shown on the proposed site plan. I see that the correct material has been added. This issue is resolved.**
- 6.) **The Applicant will submit specifications for the unpermitted windows. The Applicant has submitted specifications for the windows which were installed. Staff finds that they do not meet the requirements of Sec. 16-20G.006 (3)(c). On the most recent set of plans the description provided (which refers to all windows as wood, does not match the proposed which clearly states that they are constructed of PVC. In the West End Historic District per Se. 16-20G.006 (3)(c), "Replacement windows and doors shall be permitted only when originals cannot be rehabilitated. Replacement windows and doors shall match the original in style, materials, shape, and size, with no more than a one-inch width or height difference from the original size. The use of simulated divided lite windows is permitted." This requires that the replacement windows must be wood, with no more than an inch difference in size. No vinyl windows are permitted.**
- 7.) **The Applicant will restore the original window configuration and size, with no more than an inch difference in size. The Applicant must submit new specifications for appropriate windows which match the originals in material, design, and size, with no more than an inch difference in size. Staff notes in particular that the windows on the right elevation have been enclosed, rather than reconfigured to accommodate a kitchen and a bathroom. This is**

not permitted. The windows must be restored to their original number, with none removed. Staff further notes that the lower-level windows on the left elevation have significant infill around them and must be removed and replaced with appropriate size windows which meet the requirements of the code. **The number of windows is still not correct on the right elevation. Originally there were 6 windows, five full-sized, one slightly smaller, in the configuration pictured below. The code allows for reconfiguration, but not removing/enclosing windows or changing their size. Likewise, the size requirements mean that all windows must match those that were removed, no transom or smaller windows may be permitted. I understand your concern over the kitchen window, but a single smaller window is permitted based on the original configuration. Based on the current plans it appears that there are two full-sized windows which must be added.**



- 8.) The Applicant will submit photos showing the exterior prior to the siding replacement. The Applicant has supplied photos. Staff has determined that the siding is Masonite and was installed prior to designation of this portion of the West End Historic District. No further documentation is required.
- 9.) The Applicant will revise the plans to add an egress window to the new upper level should egress be required to meet code. **This continues to be a concern as the house is again being advertised as having 5 beds and 5 baths. While Staff understands the Applicant reluctant to add egress, failing to do so may mean the Applicant will need to go before the Commission again for further approval if it is required by the buildings department.**
- 10.) Staff shall review, and if appropriate, issue final approval of the proposed plans.



# CITY OF ATLANTA

Andre Dickens  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308  
404-330-6145 – FAX: 404-658-7491  
[www.atlantaga.gov](http://www.atlantaga.gov)

Jahnee Prince  
Commissioner

Doug Young  
Interim Director  
OFFICE OF DESIGN

## MEMORANDUM

**TO:** Atlanta Urban Design Commission  
**FROM:** Matt Adams, Interim Executive Director  
**ADDRESS:** 1177 Lucile  
**APPLICATION:** CA2-23-382  
**MEETING DATE:** January 24, 2024 deferred since December 13, 2023

---

### FINDINGS OF FACT:

**Historic Zoning:** West End Historic District      **Other Zoning:** R-4/ Beltline

**Date of Construction:** 1966

**Project Components Subject to Review by the Commission:** Alterations and Sign installation

**Project Components NOT Subject to Review by the Commission:** Interior

**Relevant Code Sections:** Sec. 16-20G.

**Deferred Application (Y/N)?** No

**Previous Applications/Known Issues:** The Applicant performed the following unauthorized work and received a building permit that was void for painting the brick foundation; erected a sign in the front of the property; built a mailbox; built two decks.

**SUMMARY CONCLUSION / RECOMMENDATION:** Defer to the Feb. 28<sup>th</sup> UDC meeting.

**CONCLUSIONS:** The following conclusions pertinent to this request are in accordance with Chapter 20 and Chapter 20G of the City of Atlanta Zoning Ordinance.

**Updates for the Jan. 24<sup>th</sup> is in RED**

**PLANS**

The Applicant is proposing porch additions, that requires elevation. Additionally, the proposal for the signage needs elevation. The Applicant has not provided and photos but proposes window repairs.

Staff recommends the Applicant provided, elevations reflecting the proposed changes including photos for windows repair or replacement.

**The Applicant has not provided updated plans or photos.**

**ALTERATIONS**

***Front Structure***

**The Applicant has installed an authorized two front structure that resembles a decks. Decks are only permitted at the rear of the house. The front structure is not considered a front porch either because it doesn't conform to the porch requirements stated in the regulations. Staff recommends the structure to me taken down. If the Applicant want to install a front porch, the Applicant must comply by the District regulations and porch constructions.**

***Mailbox Enclosure***

**The Applicant has not provided any photos on information of the enclosed mailbox. Being that the District does all out requirements for mailboxes, this proposal will be governed by the compatibility rule. The proposed mailbox must be built according to what is predominate on the blockface for like uses. And if there is nothing on the blockface, the block can be used and so forth and forth. Since the Applicant has not provided use information, Staff recommends the Applicant provide the information so Staff can determine if the proposed mailbox complies.**

***Painted Brick***

**The Applicant has painted unpainted masonry. This is not permitted. Staff recommends the Applicant be removed in a manner that isn't abrasive to the masonry. Sandblasting is permitted.**

**SIGNAGE**

The Applicant has installed a signage for the buildings but has not provided any information to Staff so that Staff can determine if the Applicant has complied to the Sign Ordinance for Westend. Staff recommends the Applicant provide this information to allow Staff to determine if the proposed signage complies.

**STAFF RECOMMENDATION: Defer to February 28, 2024 UDC Meeting**

1. The Applicant shall provide new elevations, site plans and photographic evidence, per Sec. 16-20G.006;
2. The two front decks shall be removed, per Sec.16-20G.006(3);
3. The Applicant shall provide photos and information so that Staff can determine if the mailbox in in compliance, per Sec. 16-20G.005(2);



4. The Applicant shall remove the painted in a manner that is not abrasive to the masonry, per Sec. 16-20G.006;
5. The Applicant shall provide information demonstrates the signage complies the Sign Ordinance for Westend, per Sec.16-28.010 and
6. Staff shall review and if appropriate, approve the final plans and documentation.

cc: Applicant  
Neighborhood  
File



# CITY OF ATLANTA

ANDRE DICKINS  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308  
404-330-6145 – FAX: 404-658-7491  
[www.atlantaga.gov](http://www.atlantaga.gov)

Janide Prince  
Commissioner  
  
Design Studio  
Doug Young  
Director

## MEMORANDUM

**TO:** Atlanta Urban Design Commission  
**FROM:** Matt Adams, Executive Director  
**ADDRESS:** 140 Short Street  
**APPLICATION:** CA2-23-430  
**MEETING DATE:** January 24, 2024

---

### FINDINGS OF FACT:

**Historic Zoning:** Cabbage Town Landmark District (SA3)      **Other Zoning:** N/A

**Date of Construction:** 1920

**Contributing (Y/N)?** Yes,      **Building Type / Architectural form/style:** Folk Victorian/Bungalow

**Project Components Subject to Review by the Commission:** Partial Porch rebuild.

**Project Components NOT Subject to Review by the Commission:** Interior

**Relevant Code Sections:** Sec. 16-20A.

**Deferred Application (Y/N)?** No

**Previous Applications/Known Issues:** Staff review approval for siding replacement. The Applicant received a building permit (BB-202307446)

**SUMMARY CONCLUSION / RECOMMENDATION:** Approval

**CONCLUSIONS:** The following conclusions pertinent to this request are in accordance with Chapter 28 and Chapter 201 of the City of Atlanta Zoning Ordinance.

## **ALTERATION**

### ***Porch***

After receiving an approval for siding replacement and receiving a building permit, the Applicant unexpectedly discovered rot on the front porch siding. The Applicant proposes to partially rebuild the front porch by keeping the same footprint, replacing the beams in-kind which are not stable on the foundation wall. While the columns are not the exact location as the previous columns, Staff are not concerned with the proposal. The Applicant has indicated all repairs will be replaced in-kind to match the original material.

cc: Applicant  
Neighborhood  
File



# CITY OF ATLANTA

JAHNEE PRICE  
Commissioner

ANDRE DICKENS  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308  
404-330-6145 – FAX: 404-658-7491

DOUG YOUNG  
Director, Office of Design

## MEMORANDUM

**TO:** Atlanta Urban Design Commission

**FROM:** Matt Adams, Executive Director

**ADDRESS:** 229 Walker Street NW

**APPLICATION:** CA3-23-206

**MEETING DATE:** January 24, 2024

---

### FINDINGS OF FACT:

**Historic Zoning:** Castleberry Hill Landmark District, Subarea 1    **Other Zoning:** n/a

**Date of Construction:** 1952, 1989

**Property Location:** Southwest corner of the intersection of Peters and Fair Streets NW

**Contributing (Y/N)?:** No

**Building Type / Architectural form/style:** Commercial Warehouse

**Project Components Subject to Review by the Commission:** Alterations

**Project Components NOT Subject to Review by the Commission:** Interior Renovations

**Relevant Code Sections:** Sec. 16-20N

**Deferred Application (Y/N)?:** Yes, deferred July 26, September 13, October 11, 2023, and October 25, 2023

**Previous Applications/Known Issues:** No

**SUMMARY CONCLUSION / RECOMMENDATION:** Denial without Prejudice

**CONCLUSIONS:** The following conclusions pertinent to this request are in accordance with Sec. 16-20N of the Zoning Ordinance of the City of Atlanta.

The Applicant proposes total renovation of the existing non-contributing structure on the property. The existing structure is a prefabricated, industrial warehouse, constructed of corrugated metal. The proposed renovations would construct a brick façade, which would create a parapet enclosure extending 6 feet 6 inches from the existing eave of the gabled roof, giving the building the appearance of a flat roof. This parapet wall would have an elaborate Mission-style detailing. Inset into the façade would be two storefronts facing Peters Street and six storefronts all facing the Fair Street entrance off the street. Specifications have not been provided for the form of the storefronts, though they appear to be standard commercial storefronts.

Staff has several concerns regarding the proposal. First, though a document was submitted labeled “site plan” it does not depict the full lot and all features. It is identical to the submission of elevations. The Applicant will submit an existing and proposed site plan, drawn to scale, illustrating the existing lot coverage, and the proposed alterations including all features present on the lot.

Secondly, no compatibility data has been submitted for the proposal. A number of featured elements including façade organization, proportions, scale, roof form and pitch, materials, fenestration patterning, style, and materials are all subject to the compatibility rule. The Applicant will submit compatibility data for all elements which are subject to the compatibility rule and establish how the proposed design meets the compatibility standards of the zoning code. **The Applicant has submitted a several photos, located, with the exception of one, elsewhere in the Castleberry Hill Landmark District. Staff find that this information is not relevant due to not being on the adjacent block face, and they cannot be used for compatibility purposes without a variance. Staff has examined the two contributing structures present on the block face and notes that the proposed fenestration does not meet the compatibility rule. The existing businesses all have knee walls that extend approximately three feet above grade, as does the example submitted by the Applicant from elsewhere in the landmark district. The proposed fenestration must be revised to reflect this style, with windows above three-foot brick knee walls. The proposed door should be aluminum-framed. Staff is not concerned with the proposed transoms above the windows and doors, as they meet the compatibility rule. The Applicant will revise the proposed fenestration to be located above a three-foot brick knee wall to meet the compatibility rule.**

Staff has significant concerns with the elaborate Mission-style parapet ornamentation. This element does not exist anywhere within the landmark district, particularly not on the block of the subject property. It is far too elaborate and an inappropriate style for the district. The Applicant will revise the proposed design to simplify the proposed parapet in a design which meets the compatibility rule. Staff also has concerns regarding the proposed mixture of stone and brick veneer. The design appears to largely be based on suburban strip-mall style design and is not tailored to the landmark district and surrounding historic architecture. The Applicant will utilize materials which meet the compatibility rule. The Applicant will revise the proposed design to simplify the proposed parapet in a design which meets the compatibility rule. **The parapet has been simplified considerably, but**

Staff still notes that the building materials do not comply with the compatibility rule. Sec. 16-20N.008 (1)(c) requires, “All building elements shall be utilized in a meaningful, coherent manner, rather than a mere aggregation of random historic elements, including but not limited to their: design, size, dimension, scale, material, location on the building, orientation, pitch, reveal and amount of projection from the façade.” Specifically the proposed stone veneer and stucco are not present anywhere on the block face. The only existing building materials present on the block face are brick. All materials which do not meet the compatibility rule must be removed. The Applicant will revise the proposed design to use only unornamented red brick, with no decorative veneers, or extraneous detailing. The Applicant has also not submitted specifications for any of the proposed materials to be utilized in the design. The Applicant will provide specifications for all new materials to be used on the façade renovations.

### **Signage**

The updated elevation submitted by the Applicant show a significant amount of proposed signage. The proposal illustrates five separate units inside the proposed development. Sec. 16-28A.010 (49) (8), requires, “The combined area of these permitted building signs shall not exceed ten percent of the total area of the front wall of each said business establishment, and in no case shall any individual sign exceed 200 square feet. Notwithstanding these provisions, every business establishment shall be entitled to at least 60 square feet total combined sign area.” The front business space, has its primary entrance Walker Street elevation. The current proposal for this business is to have two 72 square foot signs on the Walker Street elevation. This does not include proposed signage to be placed on the door or awning. The proposed 144 square feet of signage far exceeds the allowable 60 square feet. The Applicant will revise the two signs from the Walker Street elevation of the building to meet the requirements of Sec. 16-28A.010 (49) (8).

The three central units on the Fair Street elevation all propose 28 square feet of signage, which meets the requirements of the zoning code. The rear unit on the Fair Street elevation has a proposed sign of 60 square feet, with an additional sign of 64 square feet proposed on the rear elevation. While the Fair Street elevation sign meets the allowable square footage, the combined 124 square feet of signage between the elevations does not. Staff would further note that the proposed 60 feet of signage is the maximum allowed for this unit and would recommend reducing the size to allow flexibility for additional signage on the door. The Applicant will remove the proposed rear elevation sign from the plans. The Applicant will note on the proposed plans that no signs may be internally illuminated to be in compliance with Sec. 16-28A.010 (49) (10).

As the proposed project has a number of outstanding conditions **highlighted** below, and has exceeded the allowable amount of deferrals permitted by the zoning code, Staff recommends denial without prejudice.

No new materials have been submitted since the December 13, 2023, hearing. As such, given the now 7 month deferral of this project, Staff recommends denial without prejudice.

**STAFF RECOMMENDATION: Denial without Prejudice**

- 1.) The Applicant will submit an existing and proposed site plan, drawn to scale, illustrating the existing lot coverage, and the proposed alterations including all features present on the lot. There is still no site plan which shows all four corners of the property with lot coverage calculated.
  - 2.) The Applicant will submit compatibility data for all elements which are subject to the compatibility rule and establish how the proposed design meets the compatibility standards of the zoning code.
  - 3.) The Applicant will revise the proposed fenestration to be located above a three-foot brick knee wall to meet the compatibility rule.
  - 4.) The Applicant will utilize materials which meet the compatibility rule.
  - 5.) The Applicant will revise the proposed design to use only unornamented red brick, with no decorative veneers, or extraneous detailing.
  - 6.) The Applicant will revise the proposed design to simplify the proposed parapet in a design which meets the compatibility rule.
  - 7.) The Applicant will provide specifications for all new materials to be used on the façade renovations.
  - 8.) The Applicant will revise the two signs from the Walker Street elevation of the building to meet the requirements of Sec. 16-28A.010 (49) (8).
  - 9.) The Applicant will remove the proposed rear elevation sign from the plans.
  - 10.) The Applicant will note on the proposed plans that no signs may be internally illuminated to be in compliance with Sec. 16-28A.010 (49) (10).
  - 11.) The Applicant will supply all revised materials to Staff no later than eight (8) days prior to their next hearing.
  - 12.)
- cc: Applicant  
Neighborhood  
File



# CITY OF ATLANTA

JAHNEE PRICE  
Commissioner

ANDRE DICKENS  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308  
404-330-6145 – FAX: 404-658-7491

DOUG YOUNG  
Director, Office of Design

## MEMORANDUM

**TO:** Atlanta Urban Design Commission  
**FROM:** Matt Adams, Executive Director  
**ADDRESS:** 1168 Lucile Avenue SW  
**APPLICATION:** CA3-23-334  
**MEETING DATE:** January 24, 2024

---

### FINDINGS OF FACT:

**Historic Zoning:** West End Historic District      **Other Zoning:** R-4A, Beltline

**Date of Construction:** 1906

**Property Location:** South side of Lucile Avenue SW.

**Contributing (Y/N)?:** Yes

**Building Type / Architectural form/style:** Gabled-El Cottage

**Project Components Subject to Review by the Commission:** Addition and Accessory Structure

**Project Components NOT Subject to Review by the Commission:** n/a

**Relevant Code Sections:** Sec. 16-20G

**Deferred Application (Y/N)?:** Yes, deferred October 25, November 20, January 10

**Previous Applications/Known Issues:** 23CAP-00000526

**SUMMARY CONCLUSION / RECOMMENDATION:** Approval with Conditions



**CONCLUSIONS:** The following conclusions pertinent to this request are in accordance with Sec. 16-20G of the Zoning Ordinance of the City of Atlanta.

Staff notes that the submitted site plan does not show all features present on the lot, nor does it show lot coverage. The Applicant will submit a revised site plan which illustrates all features present on the lot and calculates lot coverage. **The Applicant has submitted an updated site plan.**

The Applicant received a stop work order (23CAP-00000526) on April 14, 2023, for an unpermitted addition and enlargement of an accessory structure and has received multiple citations for continued work including erection of a fence. The existing structure is a non-conforming triplex. The Applicant proposes an addition and conversion of the property into a duplex. As the lot is zoned R4-A, the property must first be confirmed as an existing non-conformity. **As this function is outside the purview of the Office of Design, Staff would note that only once legal non-conformity has been established, can the further entitlements which allow the expansion of the existing non-conforming triplex and an accessory dwelling unit be approved per the zoning code. Absent these Staff cannot further comment on the proposed addition. The Applicant must submit all required documentation to construct the proposed addition permitting the expansion of the non-conforming duplex. The Applicant will submit evidence of communication regarding the required entitlements from the Department of Buildings and the Department of Zoning and Development prior to final approval of the plans.**

Staff has additional concerns that the elevations as submitted do not accurately reflect the existing conditions, particularly reconfiguration of windows on side elevations. Staff has particular concerns regarding the addition of several windows, and complete removal of the bay window on the right elevation. The bay window in particular is a character defining feature visible from the public right of way. While Staff understands that the reconfiguration of windows on the side elevations is permitted to accommodate kitchens and bathrooms, and that the bay is proposed to become a bathroom; however, this is an extreme alteration that removes a key historic structural feature. **The Applicant still does not appear to be retaining the bay, but rather replacing it with a double window. There is a bay window and a projecting bump out on the right elevation. The bay cannot be removed, but reconfiguration of the windows on this bump out may.** It also appears that several windows are being added to increase the number of bedrooms and to add windows to a living room, which is not permitted by code. There is also annotation on the plans which describes, "Existing roof pitch is estimated to be at a 12/12 slope. The proposed roof is to be at an 8/12 slope." It is not clear to staff precisely what this means. Is this the proposed addition roof slope? Is there a proposal to remove the existing roof and replace with a different form and slope? The Applicant will clarify the scope of all proposed roof work. **The Applicant has clarified that they are proposing to replace the existing shed roof over the bump out on the right elevation with a new hipped roof. Staff is not concerned with this proposal.** Given that unpermitted work has taken place, Staff needs the floorplans and elevations to accurately depict all changes. The Applicant will submit floorplans and elevations which accurately depict the structure prior to the unpermitted work. The Applicant will remove the proposed new windows being added to increase the number of bedrooms and living room and retain the bay window on the right elevation.

Staff is also concerned with the current scope of work because notations suggest that alterations would be carried out which are not clearly outlined, such as “fix or replace” in regards to balustrades and columns on the porch. The Applicant will clarify the scope of proposed work to the porches. No information has been supplied regarding the existing doors, windows, siding, or other exterior features. The Applicant will clarify if any alterations are proposed to the existing doors, windows, or siding. No specifications have been provided for any of the features to be used on the proposed addition. The Applicant will submit specifications for the proposed siding, windows, and doors to be utilized on the addition. **Staff has discussed the alterations with the Applicant who states minimal changes will be made and all materials used will be in-kind, but specifications have not been submitted.**

Staff also has considerable concerns regarding the proposed accessory dwelling unit. The existing structure must be demolished, as it does not meet the requirements of the zoning code in terms of height or square footage. The proposed ADU also does not meet the requirements of the zoning code as it covers 936 square feet (768 conditioned, 168 unconditioned deck). No accessory dwelling unit can exceed 750 square feet of conditioned space. Total rear yard coverage cannot exceed 25%, or 867 square feet. At most the Applicant would be permitted an ADU of 750 square feet with and exterior unconditioned space that cannot exceed 117 square feet. The Applicant will revise the proposed ADU to bring it into compliance. **The conditioned space of the ADU still exceeds the allowable 750 square feet and the unconditioned space still falls outside the acceptable range (the square footage is unchanged). In addition, the site plan shows that the footprint of the proposed ADU is within the side yard setback. The Applicant will move the proposed ADU to be within the buildable area of the lot.**

The Applicant has installed fencing on the property. This is not shown on the site plans, nor has it been outlined in the scope of work. The Applicant will clarify the scope of work regarding fencing. **The Applicant has clarified that the fencing installed in front of the property (and for which a stop-work order was issued) was only installed as a temporary deterrent to stop illegal entry and that it will be removed after construction is complete.**

Staff finds that the conditions **highlighted** below remain outstanding.

**STAFF RECOMMENDATION: Approval with the Following Conditions:**

- 1.) The Applicant will submit a revised site plan which illustrates all features present on the lot and calculates lot coverage.
- ~~2.) The Applicant will submit a letter of legal non-conformity for the property.~~
- ~~3.) The Applicant will not construct the proposed addition without a special exception.~~
- 4.) The Applicant will clarify the scope of all proposed roof work.
- 5.) The Applicant will submit floorplans and elevations which accurately depict the structure prior to the unpermitted work. **The Applicant has submitted updated plans.**
- 6.) The Applicant will remove the proposed new windows being added to increase the number of bedrooms and retain the bay window.**
- 7.) The Applicant will clarify the scope of proposed work to the porches.

- 8.) The Applicant will clarify if any alterations are proposed to the existing doors, windows, or siding.
- 9.) The Applicant will submit specifications for the proposed siding, windows, and doors to be utilized on the addition.
- 10.) The Applicant will submit evidence of communication regarding the required entitlements from the Department of Buildings and the Department of Zoning and Development prior to final approval of the plans.
- ~~11.) The Applicant will revise the proposed ADU to bring it into compliance.~~
- 12.) The Applicant will move the proposed ADU to be within the buildable area of the lot. The site plan has been updated for the ADU to be within the buildable area of the lot.
- 13.) The Applicant will clarify the scope of work regarding fencing.
- 14.) Staff shall review, and if appropriate issue final approval of the plans.

cc: Applicant  
Neighborhood  
File



# CITY OF ATLANTA

JAHNEE PRICE  
Commissioner

ANDRE DICKENS  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308

DOUG YOUNG  
Director, Office of Design

## MEMORANDUM

**TO:** Atlanta Urban Design Commission

**FROM:** Matt Adams, Executive Director

**ADDRESS:** 713 Wylie Street SE

**APPLICATION:** CA3-23-366

**MEETING DATE:** January 24, 2024

---

### FINDINGS OF FACT:

**Historic Zoning:** HC-20A, SA3

**Other Zoning:** Beltline

**Date of Construction:** circa 1911

**Property Location:** East side of Wylie Street SE

**Contributing (Y/N)?:** Yes

**Building Type / Architectural form/style:** New South Cottage

**Project Components Subject to Review by the Commission:** Variance to allow use of a material that would otherwise be prohibited and fence height that would otherwise be prohibited, and site work.

**Project Components NOT Subject to Review by the Commission:** n/a

**Relevant Code Sections:** Sec. 16-20A

**Deferred Application (Y/N)?:** No

**Previous Applications/Known Issues:** Yes, 23CAP-00001293

**SUMMARY CONCLUSION / RECOMMENDATION:** Approval with Conditions

**CONCLUSIONS:** The following conclusions pertinent to this request are in accordance with Sec. 16-20A of the Zoning Ordinance of the City of Atlanta.

The Applicant received a stop work order 23CAP-00000489 on August 29, 2023, for unpermitted construction of a fence. This fence would be wood framed, with repurposed sheet metal panels. In addition to the fence, the Applicant proposes repaving of a driveway and walkway with crushed stone.

### **Variance CA3-23-366**

The Applicant requests to allow a fence between the principal structure and the side walk, a height of 11 feet, and a fencing material (repurposed sheet metal) which would otherwise be prohibited;

There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography;

The Applicant cites the location, of the lot, adjacent to both the Beltline, the popular tourist attraction Krog Street tunnel, and the bar located at the intersection of Wylie and Estoria streets (97 Estoria), directly adjacent to , his property which would require a variance to the code. The location of the lot means that it is subject to a great deal of foot traffic including graffiti artists. The Applicant has had numerous issues with intoxicated bar patrons trespassing in his yard and urinating. For this reason, he desires to install a fence to enclose the property, but due to the urination issue cannot use a traditional wood picket fence which would absorb stains and smells. The extension of the height would incorporate a covered gate for access, this height would not be continuous along the fence.

The application of the Zoning Ordinance of the City of Atlanta to this particular piece of property would create an unnecessary hardship;

The Applicant cites the inability to erect a fence which would be both effective, aesthetically pleasing, and sanitary as an unnecessary hardship. The prohibition on enclosure of the property with durable materials is creating a hardship by allowing trespassing and damage to the Applicant's property. The prohibition on materials, which would require wood be used on a fence adjacent to a public street, creates a hardship due to issues of sanitation caused by public urination.

Such conditions are peculiar to the particular piece of property involved;

The Applicant cites the location of the property adjacent to the Beltline, Krog Street tunnel, and the bar at 97 Estoria as peculiar to the property.

Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of the Zoning Ordinance of the City of Atlanta.

The Applicant states that the project will not negatively impact the public good or impair the purposes or intent of the zoning ordinance, as the granting of the variance allows for safety and increased sanitation of the area and is aesthetically in keeping with the historic industrial nature of the Cabbagetown Landmark District, as a mill village adjacent to the

railroad. The use of repurposed metal combined with wood would not detract from the historic character of the area. Further as a construction material it is more durable eliminating the threat of deterioration. Allowing a fence, where otherwise it otherwise would be prohibited means that the Applicant would be able to fully utilize their property without the threat of damage or vandalism.

IN general, Staff finds that the Applicant's request meets the criteria for granting a variance. Staff finds that the prohibition of the use of sustainable materials has created an unnecessary hardship for the Applicant causing vandalism and damage to their property. Further Staff finds that that proposed material, which minimizes the permeable wood to a small portion of the overall construction will provide a more sanitary and durable method of construction. The use of repurposed sheet metal is not only more durable, but not at odds with the historic industrial nature of the Cabbagetown Landmark District. Regarding the proposed height variance to a total height of 11 feet at the entrance gate, the Applicant has not provided sufficient evidence for the need for a height extension. The lych gate does not need to be covered and can simply exist at a height consistent with the remainder of the fence. The Applicant will remove the 11-foot portion of the fence and maintain a consistent height along the length of the fence. Staff does have questions regarding the proposed repaving of the driveway and walkways also proposed as part of the site work. While the overall dimensions appear to meet the requirements of the zoning code, lot coverage has not been calculated. The Applicant will submit an updated site plan calculating overall lot coverage with the proposed stie work.

Questions regarding the position of the fence were raised at the November 20<sup>th</sup> hearing. The Applicant has submitted a site plan, which illustrates that the fencing is entirely located on his lot and does not encroach on the neighboring property. The submitted survey still does not show calculated lot coverage, and that condition remains outstanding.

**STAFF RECOMMENDATION: Approval with the Following Conditions:**

- 1.) The Applicant will remove the 11-foot portion of the fence and maintain a consistent height along the length of the fence.
- 2.) The Applicant will submit an updated site plan calculating overall lot coverage with the proposed site work.
- 3.) Staff shall review, and if appropriate issue final approval of plans.

cc: Applicant  
Neighborhood  
File



# CITY OF ATLANTA

ANDRE DICKENS  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308  
404-330-6145 – FAX: 404-658-7491  
[www.atlantaga.gov](http://www.atlantaga.gov)

Jahnee Prince  
Commissioner  
OFFICE OF DESIGN  
Doug Young  
Director

## MEMORANDUM

**TO:** Atlanta Urban Design Commission  
**FROM:** Doug Young, Executive Director  
**ADDRESS:** 779 Lynwood Street  
**APPLICATION:** CA3-23-442  
**MEETING DATE:** January 24, 2024

---

### FINDINGS OF FACT:

**Historic Zoning:** Grant Park Historic District **Other Zoning:** R-5

**Date of Construction:** New Construction

**Contributing (Y/N)?** No **Building Type / Architectural form/style:** New Construction

**Project Components Subject to Review by the Commission:** Exterior

**Project Components NOT Subject to Review by the Commission:** Interior

**Relevant Code Sections:** Sec. 16-20K.

**Deferred Application (Y/N)?** No

**Previous Applications/Known Issues:** The vacant lot was subdivided from the back of Delmar.

**SUMMARY CONCLUSION:** Approval

**CONCLUSIONS:** The following conclusions pertinent to this request are in accordance Chapter 20 and Chapter 20I of the City of Atlanta Zoning Ordinance.

## **NEW CONSTRUCTION**

The Applicant proposes to construct a new duplex with porches that will sit over crawlspaces, attached garages, driveway, fence, and walkways.

### **Development Controls**

#### Setbacks

Front yard—27 ft

Side yards—7 feet for both sides

Rear yards—7 feet

Staff are not concerned with the proposed setbacks. The maximum setback for the front is 38.0 feet and the minimum setback for the front is 22.5 feet. As well, that Applicant has complied to the 7 feet respectfully for the side setbacks and the rear.

#### Lot Coverage and FAR

The proposed lot coverage of 54.7% is under the max lot coverage of 55%. Staff are not concerned with this proposal.

The FAR of .59 is of no concern to Staff. It complies to the max FAR of .60

#### Height

The proposed new construction height is 18ft. Staff are not concerned with this proposal.

## **ARCHITECTURAL**

#### Roof

The proposed roof line is a gable front with a shed roof over the full porch with a hip extension that expands into a gable back. The pitch is 6/12. District regulations require the front roof to be gabled or hipped with a 6/12 pitch with asphalt shingles. Staff are not concerned about the roof proposal.

#### Porch

The Applicant proposes for each unit 3/4 width porch that will face the front and rear side porches. This proposal meets the District's requirement. Staff are not concerned with this proposal.

The proposed steps have at least two steps, the proposed columns are box wood. The railings are a two-part construction with a simple plan extension. The porch floor is p.t wood. Staff are not concerned with this proposal.

#### Siding

The proposed siding is Smooth-faced cementitious siding with 7-1/4 reveal. Staff are not concerned with this proposal.

#### Window and Trim

Most windows are three over one with 5 4x6 window trim with drip cap for each duplex with one single solid three divided window on each unit. All windows will be wood simulated divided lights with permanently affixed exterior muntins. All the trim is wood. Staff are not concerned with this proposal.



Doors

All doors are wood simulated with divided light. Staff are not concerned with this proposal.

Foundation

Parge Coat Stucco is proposed for the foundation with a vent. Staff are not concerned with the proposal.

The Applicant also proposes lattice on the foundation. Staff are not concerned with this proposal.

Accessories

The proposal for eaves brackets, trim band with drip CAP, Ogee gutter on fascia, frieze trim beneath boxed eave, skirt trim is all in compliance with the District regulations and are of no concern for Staff.

**SITE WORK.**

Drive

The proposed concrete driveway is 10ft wide, which complies with the City's requirement for driveway. Staff are not concerned with this proposal.

Walkway

Staff are not concerned with the walkway proposal.

Sidewalk

The Applicant has a sidewalk waiver. Staff are not concerned with the proposal.

Fence

Staff are not concerned with the privacy 6 ft wood fence.

HVAC Equipment

The proposed HVAC equipment will be screened in with shrubs. Staff are not concerned with this proposal.

Permeable Pavers

The permeable pavers are not concerning to Staff especially since they have been accounted for in the lot coverage.

**STAFF RECOMMENDATION: Approval**

cc: Applicant  
Neighborhood  
File



# CITY OF ATLANTA

JAHNEE PRICE  
Commissioner

ANDRE DICKENS  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308

DOUG YOUNG  
Director, Office of Design

## MEMORANDUM

**TO:** Atlanta Urban Design Commission  
**FROM:** Matt Adams, Executive Director  
**ADDRESS:** 539 Robinson Avenue SE  
**APPLICATION:** CA3-23-433 (variance) & CA3-23-437 (addition and alterations)  
**MEETING DATE:** January 24, 2024

---

### FINDINGS OF FACT:

**Historic Zoning:** Grant Park Historic District, Subarea 1

**Other Zoning:** R-5, Beltline

**Date of Construction:** 1920

**Property Location:** South side of Robinson Avenue SE

**Contributing (Y/N)?:** Yes

**Building Type / Architectural form/style:** Craftsman Bungalow

**Project Components Subject to Review by the Commission:** Variance to allow a reduction of the front yard setback from 15 feet 6 inches (required) to 13 feet 8 inches (proposed), porch addition

**Project Components NOT Subject to Review by the Commission:** n/a

**Relevant Code Sections:** Sec. 16-20K

**Deferred Application (Y/N)?:** No

**Previous Applications/Known Issues:** No

**SUMMARY CONCLUSION / RECOMMENDATION:** CA3-23-433 (variance): Approval;  
CA3-23-437 (addition): Approval with Conditions

**CONCLUSIONS:** The following conclusions pertinent to this request are in accordance with Sec. 16-20K of the Zoning Ordinance of the City of Atlanta.

The Applicant proposes removal of an existing sun porch, and reconstruction of a new sunporch over a one-car carport.

**Variance CA3-23-433**

The Applicant requests a variance to allow a reduction of the front yard setback from 15 feet 6 inches (required) to 13 feet 8 inches (proposed) to construct a porch addition.

There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography;

The Applicant cites the placement of the house on the lot, which as the house with the smallest front yard setback, also sets the standard for the smallest allowable setback per the compatibility rule.

The application of the Zoning Ordinance of the City of Atlanta to this particular piece of property would create an unnecessary hardship;

The Applicant cites that the compatibility rule in this instance is a limiting factor. The requirements of Sec. 16-20K.007 (B)(3) state that, "Front porches on the principal structure shall be required and shall be a minimum of one-third the width of the front façade and a minimum of seven feet in depth" To meet the setback requirement, as the exiting house has the narrowest front yard setback, the porch would have to only be 6 feet and 2 inches in depth. The existing house has a non-conforming porch that was enclosed into a sunroom at an unknown period in the past. To create a porch, which meets district regulations a variance would be required for the front yard setback.

Such conditions are peculiar to the particular piece of property involved;

The Applicant cites the position of the house on the lot, as the shallowest front yard setback on the block face as a limiting factor which does not allow for construction of a front porch which meets the requirements of the zoning code.

Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of the Zoning Ordinance of the City of Atlanta.

The Applicant states that the project will not negatively impact the public good or impair the purposes or intent of the zoning ordinance, as the variance would facilitate construction of a front porch which meets the requirements of Sec. 16-20K.007 (B)(3).

IN general, Staff finds that the Applicant's request meets the criteria for granting a variance. Staff finds that the unusual position of the house, with an extremely shallow front yard setback compared to the majority of houses on the block limits the ability to build a compliant porch in terms of depth. The variance to reduce the setback by 1 foot 10 inches permits the construction of a porch of adequate depth to meet the zoning code. Staff is in support of the variance to allow for the creation of a porch which meets the requirements of Sec. 16-20K.007 (B)(3). As such, Staff recommends approval of the proposed variance.

**STAFF RECOMMENDATION: Approval**

**Porch Addition and Alterations CA3-23-437**

**Porch Addition**

The proposed porch addition would have a brick foundation, with square wooden columns supporting a shed roof, and a balustrade no taller than the window sills. Staff does have concerns with the proposed roofing material, which is proposed as standing seam metal. This material is prohibited. Per Sec. 16-20K.007 (15)(d), "Roofing: Asphalt shingles, wood shingles, metal shingles, slate, and pre-finished metal panels shall be permitted." The Applicant will revise the proposed porch roofing material to meet the requirements of Sec. 16-20K.007 (15)(d).

**Alterations**

The scope of work also proposes alteration to the existing enclosed porch (used as a sunroom). The proposed alterations would remove the non-historic vinyl windows, which do not match the original style, size, or materials for the house and replace them with a windows configuration more appropriate to the original date of construction as well as matching the style, size, and materials of the historic windows on the house. The scope of work also proposes to replace the non-historic, vinyl siding with smooth-face cementitious siding. This alteration would also replace the fascia board, corner boards, and trim, which were removed in the non-historic period. Staff is not concerned with this proposal. The Applicant shall submit specifications for all proposed materials to be used in the alterations to the front façade elevation.

**STAFF RECOMMENDATION: Approval with the following conditions:**

- 1.) The Applicant shall revise the proposed porch roofing material to meet the requirements of Sec. 16-20K.007 (15)(d).
- 2.) The Applicant shall submit specifications for all proposed materials to be used in the alterations to the front façade elevation.
- 3.) Staff shall review, and if appropriate, issue final approval of the proposed plans.

cc: Applicant  
Neighborhood  
File



# CITY OF ATLANTA

ANDRE DICKENS  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308  
404-330-6145 – FAX: 404-658-7491  
[www.atlantaga.gov](http://www.atlantaga.gov)

Jahnee Prince  
Commissioner

DOUG YOUNG  
Director, Office of Design

## MEMORANDUM

**TO:** Atlanta Urban Design Commission  
**FROM:** Matthew Adams, Executive Director  
**ADDRESS:** 229 Auburn Ave.  
**APPLICATION:** CA3-23-440  
**MEETING DATE:** January 24, 2024

---

### FINDINGS OF FACT:

**Historic Zoning:** Martin Luther King, Jr. Landmark District (Subarea 4) **Other Zoning:** N/A

**Date of Construction:** 1920 – per the District inventory: A branch office of the Atlanta Life Insurance Company was housed in this building from the 1920's to the 1980's. During WWII, the third floor was used as a dormitory for Atlanta Life workers.

**Property Location:** Southeast corner of Auburn Ave. and Jesse Hill Dr.

**Contributing (Y/N)?:** Yes

**Building Type / Architectural form/style:** early 20<sup>th</sup> Century Commercial

**Project Components Subject to Review by the Commission:** Lot Consolidation.

**Project Components NOT Subject to Review by the Commission:** N/A

**Relevant Code Sections:** Sec. 16-20 & Sec. 16-20C

**Deferred Application (Y/N)?:** No

**Previous Applications/Known Issues:** The Commission has reviewed, approved, and issued comments on several applications at this address, most recently CA3-23-086, CA3-23-315, CA3-23-370, & RC-23-438.

**SUMMARY CONCLUSIONS / RECOMMENDATIONS:** Approval.

CA3-23-440 for 229 Auburn Ave. (Lot Consolidation)

January 24, 2024

Page 2 of 2

***CONCLUSIONS:*** *The following conclusions pertinent to this request are in accordance with Sec. 16-20 & Sec. 16-20C of the Code of Ordinances of the City of Atlanta.*

**Lot Consolidation**

In the Staff Report for the April 12, 2023, review of CA3-23-086, Staff inquired about the intent of the Applicant to submit for lot consolidation. In their response for the August 23, 2023, hearing, the Applicant indicated that they would apply in the future and understood that this would require a separate review by the Atlanta Urban Design Commission as it was not included in their original submission. The Applicant is now applying for this consolidation to close out the project elements requiring review by the Commission. Staff would still note for the benefit of the Applicant, that final sign-off by the Office of Design will be required before permits can be submitted for any exterior portions of the construction.

As the consolidation is in service to the approvals previously issued by the Commission, the proposal could not be implemented without granting the lot consolidation, and Staff's finding is that the proposed lot configuration would meet the District regulations, Staff supports the request.

**STAFF RECOMMENDATION: Approval.**

Cc: Applicant  
Neighborhood  
File



# CITY OF ATLANTA

JAHNEE PRICE  
Commissioner

ANDRE DICKENS  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308  
404-330-6145 – FAX: 404-658-7491  
[www.atlantaga.gov](http://www.atlantaga.gov)

DOUG YOUNG  
Director, Office of Design

## MEMORANDUM

**TO:** Atlanta Urban Design Commission  
**FROM:** Matt Adams, Executive Director  
**ADDRESS:** 892 Springdale Road NE  
**APPLICATION:** CA3-23-441  
**MEETING DATE:** January 24, 2024

---

### FINDINGS OF FACT:

**Historic Zoning:** Druid Hills Landmark District                      **Other Zoning:** n/a

**Date of Construction:** 1915

**Property Location:** West side of Springdale Road NE

**Contributing (Y/N)?:** Yes

**Building Type / Architectural form/style:** Mediterranean Revival

**Project Components Subject to Review by the Commission:** Addition

**Project Components NOT Subject to Review by the Commission:** n/a

**Relevant Code Sections:** Sec. 16-20B

**Deferred Application (Y/N)?:** No

**Previous Applications/Known Issues:** No

**SUMMARY CONCLUSION / RECOMMENDATION:** Approval with Conditions

**CONCLUSIONS:** The following conclusions pertinent to this request are in accordance with Sec. 16-20B of the Zoning Ordinance of the City of Atlanta.

The Applicant proposes a rear addition and site work to the rear elevation of the existing house. This addition will require removal of a non-historic addition, including a chimney, and patio added to the house in 1996. The Applicant proposes that the new addition will be covered in stucco with brick quoins, which would be salvaged from the existing non-historic addition. The double hipped roofline of the U-shaped addition would sit behind and below the existing hipped roof. Staff is not concerned with the proposed design. No specifications have been provided for the proposed materials, including windows and doors to be used on the addition. The Applicant will submit specifications for all proposed materials to be used on the addition.

### **Roofing**

The Applicant has submitted historic photographs showing the original barrel tiled roof on the house. The Applicant proposes to restore the roofing of both the house and garage to the historic material. While Staff is not concerned with this proposal, no specifications for the proposed tile have been submitted to illustrate they area a match for the original design. The Applicant will submit specifications for the proposed roofing material.

### **Carraige House**

The Applicant proposes replacement of the existing garage doors present on the carriage house. No photos of the existing conditions have been submitted, clarification has not been provided as to the age or condition of the doors and the need for replacement. The Applicant will submit photos of the existing conditions.

### **Site Work**

The Applicant shows the addition of a fence and gate on the plans; however, it is not clear from the proposal what the material, dimensions, or exact location of this fence and gate. The Applicant will clearly mark the location of the fence and gate, with specifications on the proposed site plan. Further it appears that there is new work proposed where the existing patio will be removed. The Applicant has not clarified the extent of this work. The Applicant will clarify the proposed sitework in the area of the patio. Further given the addition and extent of the alterations to both the principal structure and the site, a full site plan with lot coverage calculations is required. The Applicant will submit an updated site plan with lot coverage calculated.

### **STAFF RECOMMENDATION: Approval with the Following Conditions:**

- 1.) The Applicant will submit specifications for all proposed materials to be used on the addition.
- 2.) The Applicant will submit specifications for the proposed roofing material.
- 3.) The Applicant will submit photos of the existing conditions.



CA3-23-441 892 Springdale Road NE

January 24, 2024

Page 3 of 3

- 4.) . The Applicant will clearly mark the location of the fence and gate, with specifications on the proposed site plan.
- 5.) The Applicant will clarify the proposed sitework in the area of the patio.
- 6.) The Applicant will submit an updated site plan with lot coverage calculated.
- 7.) Staff shall review, and if appropriate, issue final approval of the plans.

cc: Applicant  
Neighborhood  
File



# CITY OF ATLANTA

Andre Dickens  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308  
404-330-6145 – FAX: 404-658-7491  
[www.atlantaga.gov](http://www.atlantaga.gov)

Jahnee Prince  
Commissioner

Doug Young  
Director  
OFFICE OF DESIGN

## MEMORANDUM

**TO:** Atlanta Urban Design Commission

**FROM:** Matt Adams- Executive Director

**ADDRESS:** 2801 Valley Heart

**APPLICATION:** CA3-23-442

**MEETING DATE:** January 24, 2024

---

### FINDINGS OF FACT:

**Historic Zoning:** Collier Heights Historic District **Other Zoning:** R-4

**Date of Construction:** 1960

**Contributing (Y/N)?** Yes, **Building Type / Architectural form/style:** Ranch

**Project Components Subject to Review by the Commission:** Alterations

**Project Components NOT Subject to Review by the Commission:** Interior work

**Relevant Code Sections:** Sec. 16-20Q.

**Deferred Application (Y/N)?** Yes,

**Previous Applications/Known Issues:** The same proposed work came before the Commission in November. See CA3-23-351. Staff recommendation was Approval with Conditions.

**SUMMARY CONCLUSION / RECOMMENDATION:** Approval with Conditions

## **ALTERATIONS**

The Applicant proposes the following alterations:

### ***Garage Alterations***

As before, the Applicant proposes to alter the front façade of the garage for conversion to a den. Currently, the front is enclosed and is a solid brick wall. The Applicant proposes to install two set of wood doors allowing for access. The District's regulations permit carports to be enclosed and existing garages to be enclosed for conditioned space. The regulations do not permit for destroy of historic material to allow for the conversion. So, this is problematic to Staff. The proposal for wood doors would destroy the historic brick that defines the house. As before, Staff recommend the proposed wood doors on the front side of the garage not be added.

**Staff still stand on this recommendation and state, that it would not be a problem if the Applicant remove the current garage door and install wood windows that is reflective of a room since the original character of the garage remains visibly intact from the public street.**

### ***Front Window Alterations***

As before, the Applicant proposes to remove the current door and window configuration at the front façade to install an updated window configuration. Being that these are not new openings, the removal of the existing windows and doors would destroy historic windows if they were historic. **Doing further research Staff agree with the Applicant, this configuration and windows are more than likely not original to the house, the removal of the current configuration would not be problematic.**

### ***Door removal***

The Applicant is proposing to seal the door on the left elevation. Sealing door is not problematic to Staff, removing the door would be problematic. Sealing would allow the opening to remain and be retained in the future. Historic doors and openings shall be retained. If the door is historic, the door can be repaired or replaced in-kind to match. Additionally, removing the opening would throw off the fenestration of opening to solid.

### ***Rear Alterations***

The Applicant has several rear alterations proposals. However, since the purview of the commission does not include the rear of the property, this review will be only for the rear deck. The deck is in the rear of the property and will not exceed the setback. Staff are not concerned.

## **SITE WORK**

### ***Fence***

On the site plan, there is mention of chain link fences. Chain link fences are permitted. Staff are not concerned.

**CONCLUSIONS:** The following conclusions pertinent to this request are in accordance with Chapter 20 and Chapter 20I of the City of Atlanta Zoning Ordinance.

### **STAFF RECOMMENDATION: Approval with Conditions.**

1. The proposed doors shall not be added on the front side of the garage, per Sec.16-20Q.005(1)(b)(ix);

2. The door shall only be sealed. The door shall not be removed. All original windows and doors shall be retained or repaired or replaced in-kind to match the original windows and doors, per Sec.16-20Q.006(2)(a)(f) and
3. Staff shall review and if appropriate, approve the final plans and documentation.



# CITY OF ATLANTA

JAHNEE PRICE  
Commissioner

ANDRE DICKENS  
MAYOR

DEPARTMENT OF CITY PLANNING  
55 Trinity Avenue, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308

DOUG YOUNG  
Director, Office of Design

## MEMORANDUM

**TO:** Atlanta Urban Design Commission

**FROM:** Matt Adams, Executive Director

**ADDRESS:** 846 Ashland Avenue NE

**APPLICATION:** CA3-23-444

**MEETING DATE:** January 24, 2024

---

### FINDINGS OF FACT:

**Historic Zoning:** Inman Park Historic District, Subarea 1 **Other Zoning:** R-5/ Beltline

**Date of Construction:** 1885

**Property Location:** North side of Ashland Avenue NE.

**Contributing (Y/N)?:** Yes

**Building Type / Architectural form/style:** Queen Anne

**Project Components Subject to Review by the Commission:** Alterations and Addition

**Project Components NOT Subject to Review by the Commission:** Interior renovation

**Relevant Code Sections:** Sec. 16-20L

**Deferred Application (Y/N)?:** No

**Previous Applications/Known Issues:** n/a

**SUMMARY CONCLUSION / RECOMMENDATION:** Approval with Conditions

**CONCLUSIONS:** The following conclusions pertinent to this request are in accordance with Sec. 16-20L of the Zoning Ordinance of the City of Atlanta.

The Applicant proposes enclosure of a rear stoop to create an interior staircase to access the lower level. No information has been provided regarding the age of this stoop, nor have detailed photographs been provided to understand how this portion of the structure interacts with the remainder of the historic fabric. The photos provided are too far away to see all details. As the stoop is offset, based on the submitted floor plans and elevations it may not be visible from the public right-of-way; however, Staff feels additional documentation is needed to ensure this alteration meets the requirements of the zoning code. The Applicant will clarify if this stoop is non-historic. The Applicant will provide detailed photographs of all impacted areas of the side and rear elevations.

Staff has noted that proposed materials have been listed in the application, but no material specifications have been provided. Staff also has questions regarding the proposed fenestration on the left elevation of this enclosure. The elevations show a fixed window with a smaller fixed window above. They further note that this window is a stained-glass window being reused, but it is not clear from the notes where the window is being reused from (no other windows on the elevation appear to match the dimensions of this window). While the code would not prevent the enclosure of this stoop and removal of the door, Staff wants to ensure consistency of design, and the overall fenestration patterning is two-over-two, wood, double-hung, and it is not clear the need to remove the existing window (which matches this design from the way it is depicted on the elevations). The Applicant will clarify the scope of work in relation to the relocation of the stained-glass window. The Applicant will provide evidence for the need to replace the existing window present on the stoop portion of the left elevation. The Applicant will provide specifications for all materials proposed to be used on the enclosure, including siding, windows, and doors.

**STAFF RECOMMENDATION: Approval with the Following Conditions:**

- 1.) The Applicant will provide photographs of all impacted areas of the side and rear elevations.
- 2.) The Applicant will clarify the scope of work in relation to the relocation of the stained-glass window.
- 3.) The Applicant will provide evidence for the need to replace the existing window present on the stoop portion of the left elevation.
- 4.) The Applicant will provide specifications for all materials proposed to be used on the enclosure, including siding, windows, and doors.
- 5.) Staff shall review, and if appropriate, issue final approval of the project.

cc: Applicant  
Neighborhood  
File