



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

HPC Meeting – 6-15-2021

Application Information

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

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

Applicable Guidelines to Consider

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

Project Description:

Task List:

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

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

Previous COP on file:

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

Analysis of the COP:

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

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

All other stain glass will remain.

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

Commissioners Work Sheet

Materials:

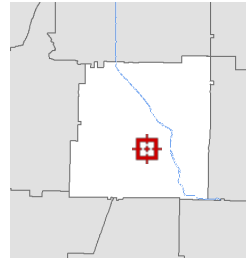
	Existing Materials	Materials to be Used
Roof		
Siding		
Windows	Stain glass panels	Acrylic panels
Doors		
Exterior Lighting		
Foundation		
Decking		
Steps		
Porches		
Ornamentation		

Notes:

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



Overview



Legend

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

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

(Note: Not to be used on legal documents)

Date created: 6/11/2021
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Developed by  Schneider
 GEOSPATIAL

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

(a)-(d) omitted

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

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

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

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

(g)-(j) omitted

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

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

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

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

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

Source:

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

Sec. 9.25-52. Downtown Business Historic District.

CARTERSVILLE
HISTORIC PRESERVATION COMMISSION
DOWNTOWN BUSINESS HISTORIC DISTRICT
GENERAL STANDARDS

INTRODUCTION

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

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

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

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

PART 1—EXISTING STRUCTURES:

1. *Changes in use:*

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

2. *Original design character:*

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

3. *Historical changes:*

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

4. *Plan and implement strategies:*

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

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

Items 5 – 11 Omitted.

12. *Windows—Storefront:*

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

13. *Windows—Upper front:*

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

Items 14- 16 Omitted

PART TWO—NEW BUILDING CONSTRUCTION (Omitted)

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

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



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

Bartow County AND

*Applicant: Cartersville 1st Baptist Church
 Mailing Address: 241 Douthit Ferry Rd.
Cartersville, GA 30120
 Phone: 770-382-4994

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

PROCEDURE

Application Requirements

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

Application Deadlines

See 3rd page of application for application submittal deadlines.

Application Representation

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

Building Permits Requirements

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

Deadline for Project Completion

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

Office Use Only	
Case Number	<u>COP 21-116</u>
Date Received	<u>5-26-21</u>
Contributing	<u>C - c. 1904</u>
Zoning	<u>DBD</u>
Legal Advertisement	<u>618</u>
Notified Adjacent	_____
HPC Hearing	<u>6/15</u>
HPC Decision	_____
COP Expiration	_____
Project Completion	_____
Tax Parcel	<u>C002-0013-002</u>

PROJECT

Property Address: Bartow County Annex
112 W. Cherokee St.
Cartersville, GA 30120

Existing Building Type:

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

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

Remove existing stained glass windows and replace with acrylic

Type of Project (Check all that apply):

- New building
- Addition to building
- Relocation of building(s)
- Demolition
- Fence(s), wall(s), landscaping
- Minor exterior change
- Major restoration, rehabilitation, or remodeling
- Other Removal of existing stained glass & replace w/ acrylic

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

Anticipated Completion: 3 days to complete

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

INFORMATION

Precedence of Decisions

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

APPLICATION CHECKLIST

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

New Buildings and New Additions

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

Major Restoration, Rehabilitation, or Remodeling

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

Minor Exterior Changes

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

Site Changes – Parking areas, Drives, Walks

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

Site Changes – Fences, Walls, Systems

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

Site Changes – Signs

- specifications
- description of construction materials and illumination

Demolition

Must include a complete plan for the new development.

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

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

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

PROJECT DESCRIPTION

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

• Remove 1 stained glass rose window (West side)

• Remove 4 stained glass panels that are below the rose window

• Install acrylic (white) in same configuration, where stained glass windows currently exist

• Reinstall the existing outside Lexan covers over the new acrylic windows

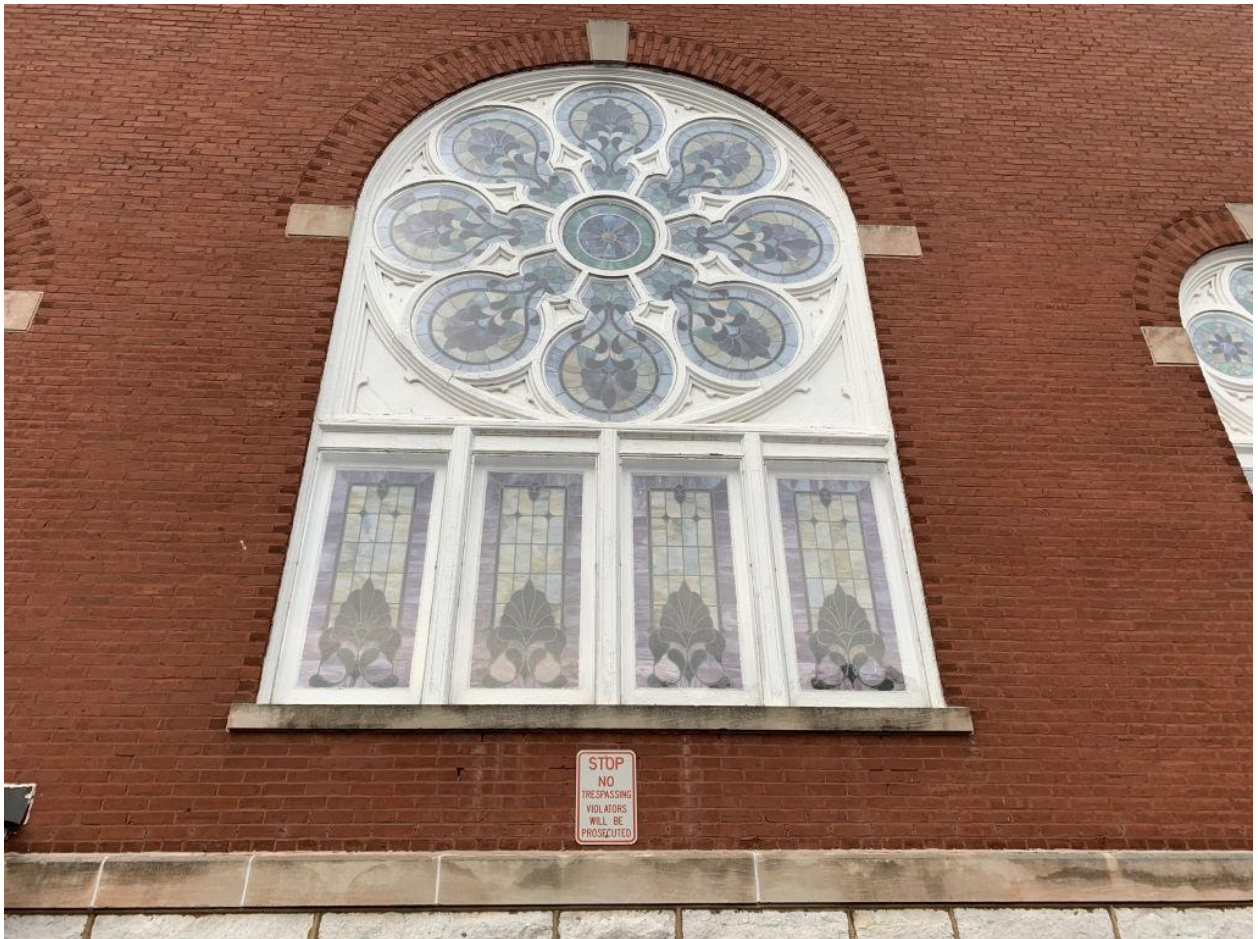
NOTE: Rose window and stained glass panels are being installed into the new chapel being built at

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

AUTHORIZATION

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

DATE 5/26/2021 SIGNATURE [Signature]





Existing windows appear to be acrylic.