



<b>City of Cartersville Historic Preservation Commission COP Application Staff Report</b>
Case: COP 23-15

**HPC Meeting – 6/20/23**

**Application Information**

Address: 411 W. Main St.  
 Applicant: Hollie Ellenburg  
 Historic District: West End  
 Zoning: R-7  
 Setbacks: Front= 20ft. Rear= 20ft. Side=8ft.

Brief Description: Construct a 2-tier, natural stone retaining wall along W. Main St.

**Applicable Guidelines to Consider- Sec. 9.25-54. West End Historic District**

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

**Project Tasks:**

1. Construct a 2-tier, natural stone retaining wall along W. Main St, approx. length: 60ft. per tier;
2. Add landscape plantings between tiers and above upper tier.
3. Add sod to area between lower tier and sidewalk.

**Staff Comments:**

**History of the Property-** The home was constructed c.1940 according to the Bartow County Tax Assessor. GHRS shows date range as c.1895-1904.

COP15-08. Multiple exterior and site renovations. Approved 4/21/15.  
Replace front-east wall with board & batten siding. Denied 4/21/15.

**Analysis of the COP:**

The owner wishes to improve the appearance of the property by minimizing the front yard slope along W. Main St. The slope to the sidewalk was grass prior to the initial disturbance. A Stop Work Order was posted once the unreviewed work was observed.

New wall type – Natural stone boulders and/ or stacked stone.

See application for wall examples.

Landscape material and sod will be installed to complete the wall and stabilize the soil.

HPC review guidelines are limited to Sec. 9.25-54, Part 1, Sec. M:

***M. Aesthetic recommendations:***

- 1. Survey in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.*
- 2. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip lines of trees.*
- 3. Limit the size and scale of an addition in relationship to the historic building so that it does not diminish or visually overpower the building.*

The proposed retaining wall type, dimensions and location are compliant with the zoning ordinance per Sec. 4.16.

The water department requires that the water meter be relocated. It is in conflict with the proposed wall location. See attached sketch with notes.

Also, the wall should maintain a min. 5ft. separation from the natural gas line.

Call “811” for a utility locate before installing the wall. Allow up to 10 days for utilities to be located.

**Commissioners Work Sheet**

**Materials:**

**Hardscaping**

Retaining Wall:      N/A                              Natural Stone- boulders or stacked

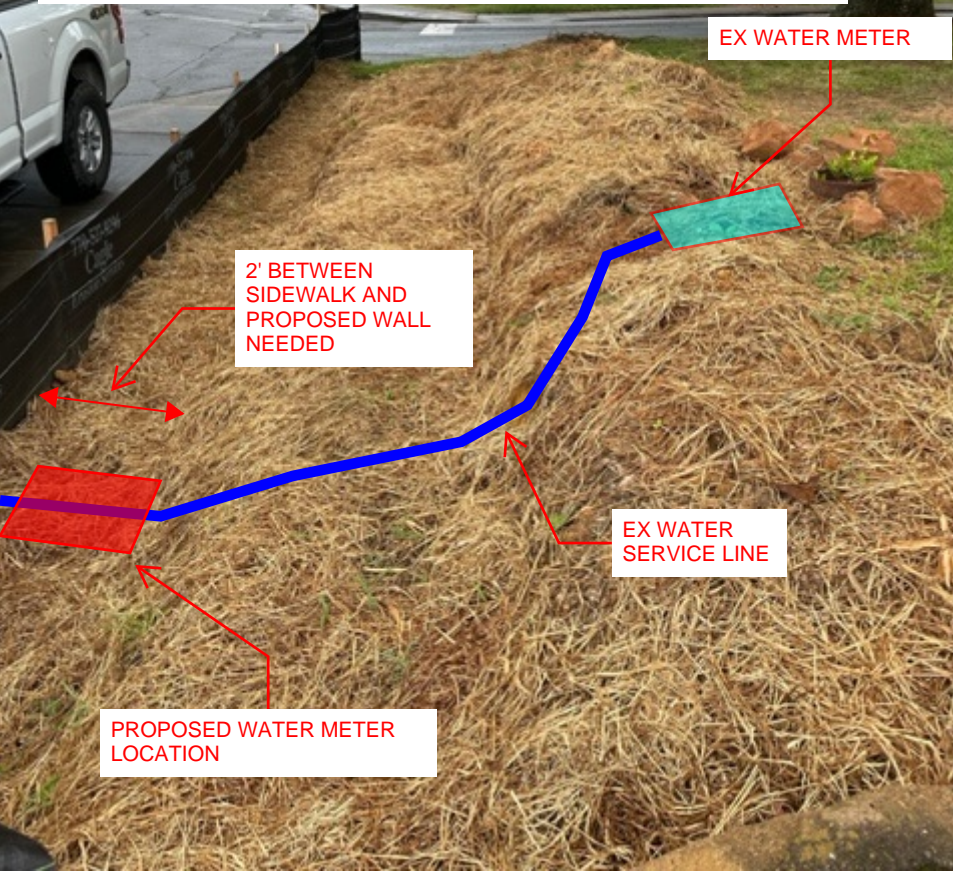
Drives:  
Fencing:  
Lighting:

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**Notes:**

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

City of Cartersville has an existing water meter that is on the bank. If a wall is installed, the meter will need to be relocated at owner's expense in front of the wall. This is so the City will not have a service crossing under the wall, it will be the owners service that crosses under the wall. That cost can be given by Terry Jordan 770-655-2740. The City Water will require 2 feet from the sidewalk to the the footing of wall to have adequate distance for the new meter location. If the wall is in conflict with the existing service once meter has been moved, it will be the owners responsibility to relocate the private service.



EX WATER METER

2' BETWEEN SIDEWALK AND PROPOSED WALL NEEDED

EX WATER SERVICE LINE

PROPOSED WATER METER LOCATION



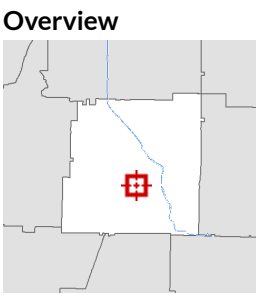
GasService-3-4inLP

Gas M. In

Provide a min.  
5ft. offset from  
gas line.

GasService-3-4inLP

GasService-3-4inLP-Main



**Legend**

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

<b>Parcel ID</b>	C002-0009-007	<b>Alternate ID</b>	32167	<b>Owner Address</b>	MAIN STREET CARTERSVILLE LLC
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	Residential		660 OSCEOLA AVE UNIT 101
<b>Property Address</b>	411 W MAIN ST	<b>Acreage</b>	0.28		WINTER PARK, FL 32789
<b>District</b>	Cartersville				
<b>Brief Tax Description</b>	LL 84 D 4				
	(Note: Not to be used on legal documents)				

Date created: 6/5/2023  
 Last Data Uploaded: 6/2/2023 8:59:57 PM





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

\*Applicant: Hollie Ellenburg  
 Project Address: 411 West Main St.  
 Mailing Address (if different than project address):  
18 Mountainview Ct.  
 Phone: 770-773-5091  
 Email: Dustnsunshine1968@yahoo

\*NOTE: If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owners phone number and address.

**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.

<i>Office Use Only</i>	
Case Number	COP23-15
Date Received	5-30-23
Contributing	y- c.1940
Zoning	R-7
Legal Advertisement	6-14-23
Notified Adjacent	
HPC Hearing	6-20-23
HPC Decision	
COP Expiration	
Project Completion	
Tax Parcel	C002-0009-007

I N F O R M A T I O N

Existing Building Type:

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

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

Type of Project (check all that apply)

- New building
- Addition to building
- Relocation of building(s)
- Demolition
- Fence(s), wall(s), landscaping
- Minor exterior change
- Major restoration, rehabilitation, or remodeling
- Other \_\_\_\_\_

Start Date: \_\_\_\_\_

Anticipated Completion: \_\_\_\_\_

Contractor/Consultant/Architect: \_\_\_\_\_

**AUTHORIZATION**

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

Date 5-3-23 Signature [Signature]

## APPLICATION CHECKLIST

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

### New Buildings and New Additions

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

### Major Restoration, Rehabilitation, or Remodeling

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

### Minor Exterior Changes

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

### Site Changes – Parking areas, Drives, Walks

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

### Site Changes – Fences, Walls, Systems

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

### Site Changes – Signs

- specifications
- description of construction materials and illumination

### Demolition

Must include a complete plan for the new development.

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

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

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

## PROJECT DESCRIPTION

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

I Am wanting to build  
A 2 tierd stone wall.  
1st wall will be 2-2 1/2 ft  
tall. 2ft off of side walk.  
the 2ft will be planted with  
sod.  
the second tier will be  
1-2ft tall.  
The material I would  
like to use are boulders,  
flagstone & stackstone.  
~~stackstone~~

## PRECEDENCE OF DECISIONS

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



April 28, 2023

To: Cartersville Historic Preservation Committee  
Zack Arnold, Cartersville Planning Office

Dear Mr Arnold,

I, Gary Rupp, give Hollie Ellenburg of Foxglove & Wildflowers Landscaping permission to submit and application on my behalf. Also, Foxgloves will be performing the as well. The application is for consideration to build a two tiered stone retaining wall on the front of my property near the West Main Street sidewalk. We want very much for this improvement to be consistent with your committee's work to keep historic nature that first attracted us to this part of Cartersville. Please feel free to contact me if you have any questions or concerns about our project. Thank you for your time and consideration.

Best regards,  
Gary Rupp

411 West Main Street  
Cartersville, GA  
30120

Cell: 407-739-8584

Hollie Ellenburg  
 7-773-5091  
 Dust n sunshine 1968.  
 Yahoo  
 5/30/23

**GENERAL NOTES:**

- (1) This plat represents a boundary retracement survey of land front adjacent to West Main Street located in District 484, 4th Section, Bartow County, Georgia, which has been established by deed, recorded in the Public Records of Bartow County, Georgia, and has been measured and marked by John H. Hester, a Licensed Professional Land Surveyor, with due consideration of adjacent lots and lines of possession.
- (2) Area of lot is 0.291 ± AC (20,383 sq ft).
- (3) Date of plan preparation is 5/24/2023. Date of field work is 5/22/2023.
- (4) Nearby visible adjacent property owners are listed as follows: Deane Properties, LLC, 121 Hawks Farm Lane, Ball Ground, Georgia 30107; and the address for the adjacent property is 121 Hawks Farm Lane, Ball Ground, Georgia 30107.
- (5) The land to be surveyed is located on the east side of West Main Street, between School Street and West Main Street.
- (6) The land to be surveyed is located on the east side of West Main Street, between School Street and West Main Street.
- (7) The land to be surveyed is located on the east side of West Main Street, between School Street and West Main Street.
- (8) The land to be surveyed is located on the east side of West Main Street, between School Street and West Main Street.
- (9) The land to be surveyed is located on the east side of West Main Street, between School Street and West Main Street.
- (10) The land to be surveyed is located on the east side of West Main Street, between School Street and West Main Street.

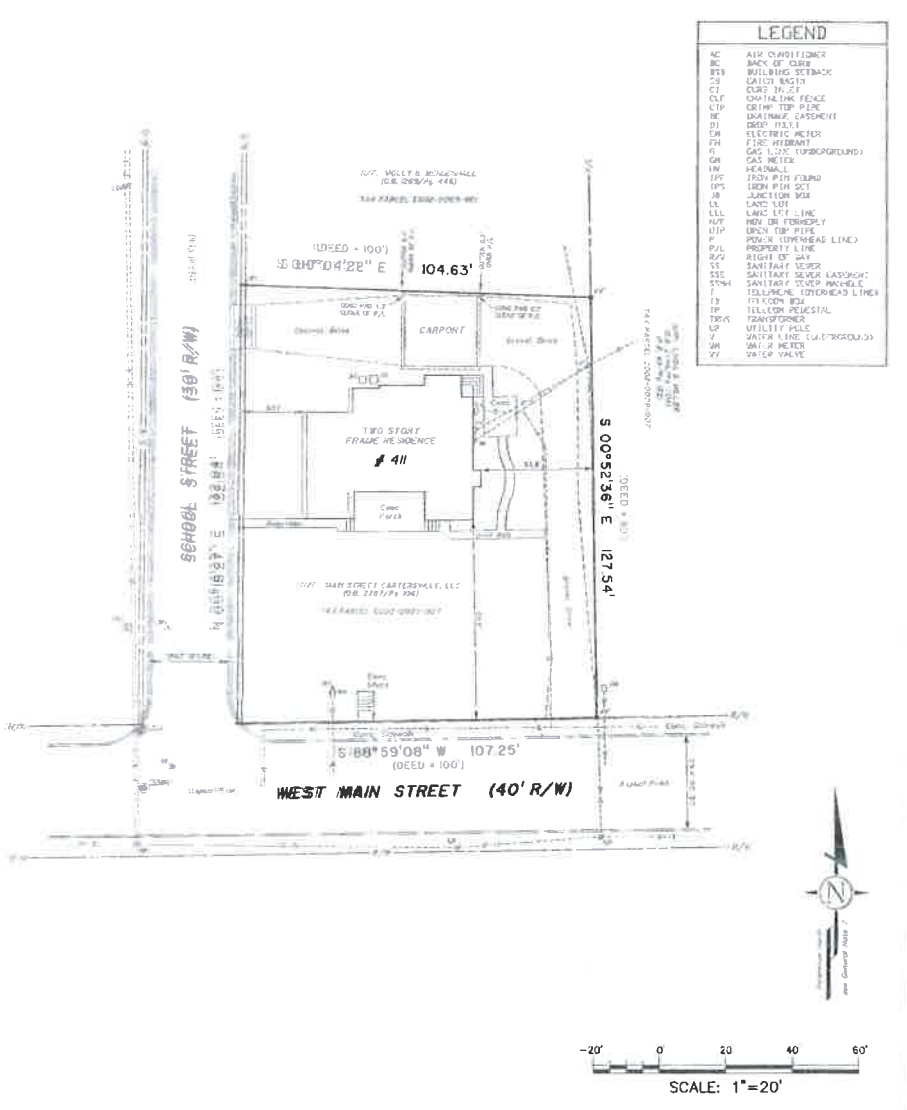
**SURVEYOR'S CERTIFICATION:**

I, the undersigned, being a duly qualified and licensed Professional Land Surveyor in the State of Georgia, do hereby certify that the foregoing is a true and correct copy of the original field notes and computations upon which this plat is based, and that I am a duly qualified and licensed Professional Land Surveyor in the State of Georgia.

*John H. Hester*  
 John H. Hester, L.S. No. 10223  
 Date: 5/24/2023



LEGEND	
AC	AREA CALCULATION
BC	BACK OF CURB
BS	BUILDING SETBACK
CB	CURB BACK
CT	CURB TOP
CL	CONCRETE CURB
CTP	CRIMP TOP PILE
IC	IRREGULAR CURBMENT
DJ	DRAIN DUCT
EM	ELECTRIC METER
FH	FIRE HYDRANT
GI	GAS INLET (UNDERGROUND)
GM	GAS METER
HM	HEADWALL
IFP	IRON PIPE FOUND
IPS	IRON PIPE SET
JV	JUNCTION VALVE
LL	LAND LOT
LLP	LAND LOT - LINE
NUT	NUT OR FORKPILE
OP	OPEN TOP PIPE
P	POLE (OVERHEAD LINE)
PL	PROPERTY LINE
R/L	RIGHT OF WAY
SS	SANITARY SEWER
SSC	SANITARY SEWER CASSIDY
SSM	SANITARY SEWER MANHOLE
T	TELEPHONE OVERHEAD LINE
TR	TRUCK STOP
TRP	TRUCK STOP
TRV	TRANSFORMER
UP	UTILITY POLE
V	VALVE LINE (UNDERGROUND)
WH	WATER VALVE
WV	WATER VALVE

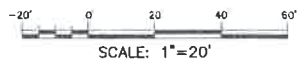


**PINNACLE**  
 LAND SURVEYING SERVICES  
 121 HAWKS FARM LANE  
 BALL GROUND, GEORGIA 30107  
 TEL: (770) 910-4388

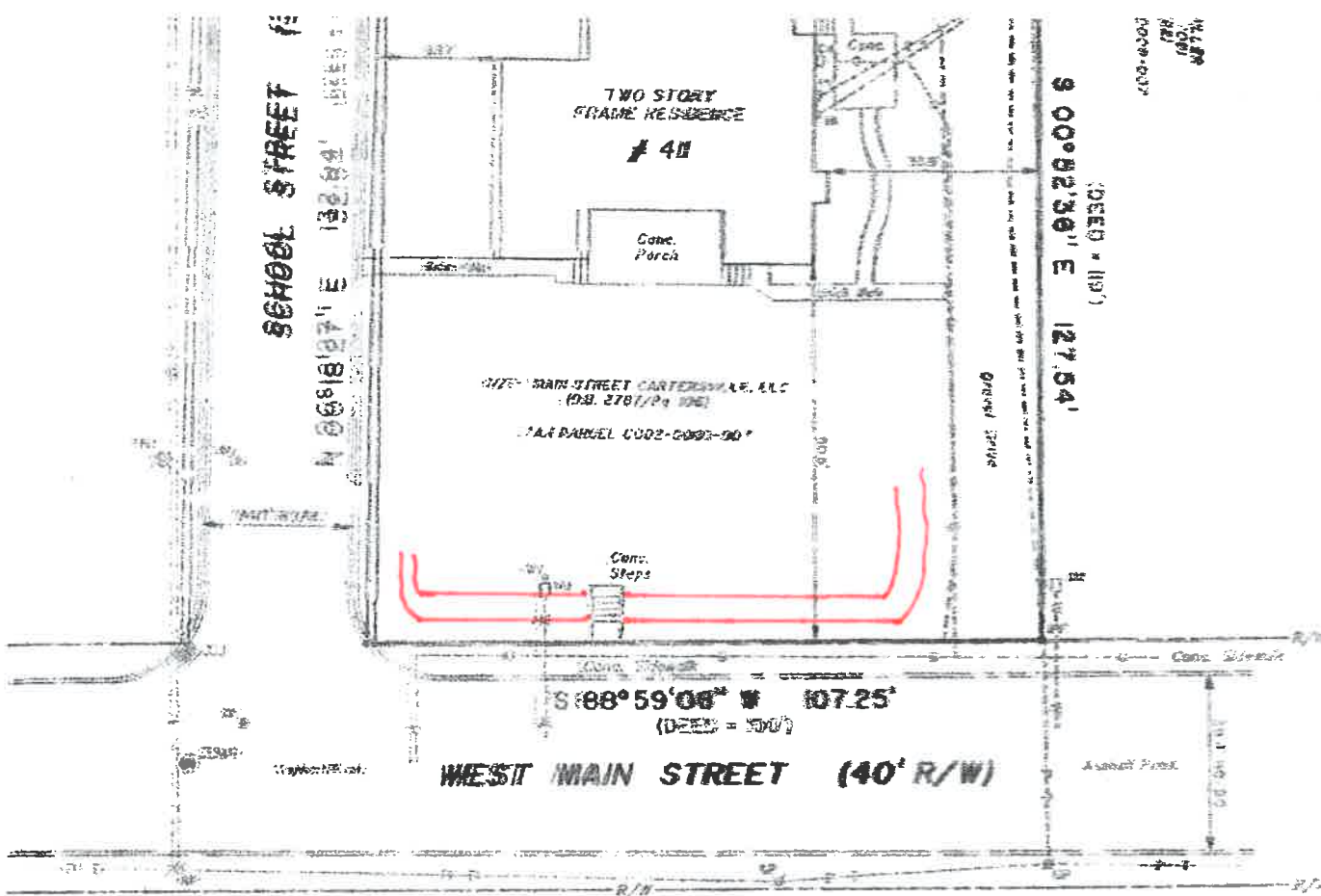
**REVISIONS**

No.	Description

BOUNDARY RETRACEMENT SURVEY FOR  
 MAIN STREET, CARTERSVILLE, LLC  
 411 WEST MAIN STREET, CARTERSVILLE, GEORGIA 30120  
 LAND LOT 484, 4th DISTRICT, 3rd SECTION  
 CITY OF CARTERSVILLE, BARTOW COUNTY, GEORGIA



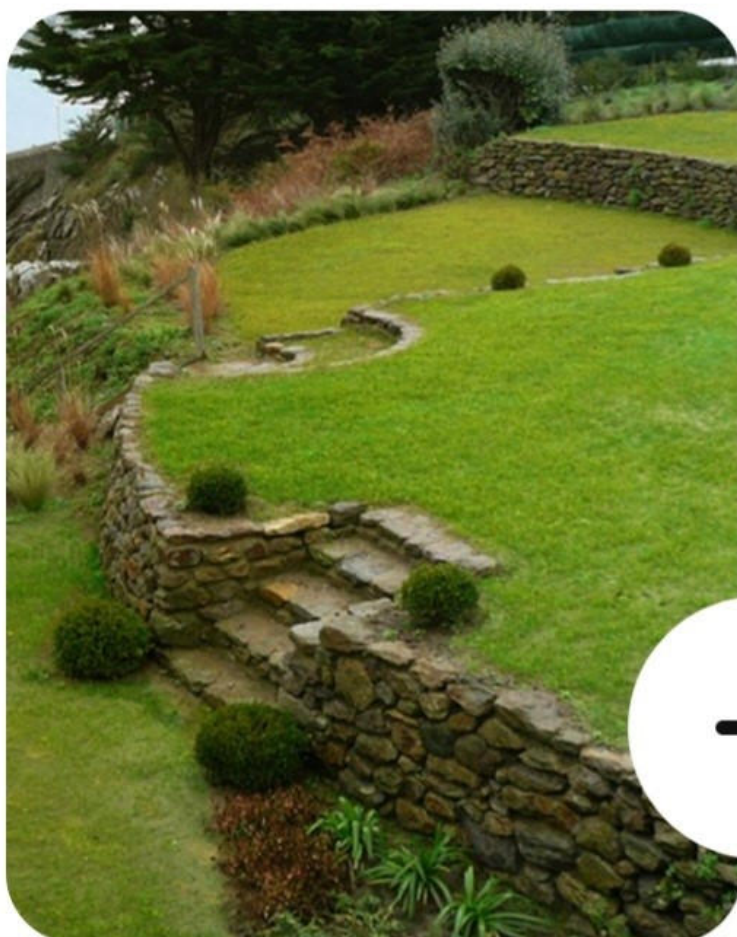
1  
 Job No. 23-038  
 MAY 24, 2023



LOWER WALL will be 2' off sidewalk - 1 1/2' to 3' high  
 sod will be installed in that 2' AREA  
 UPPER WALL will be 3' off (set back) from upper wall  
 2 to 3 1/2' high

Plantings BETWEEN walls thrift  
 upper wall boxwoods

Concept 1



Concept 2



Retaining Walls |  
Landscape Desig...



Concept 3



Retaining wall



DIY Stone Flowerbeds | Hou...



Concept 4



Retaining wall



DIY Stone  
Flowerbeds | Hou...



Site Visit 6-13-23









Images taken 6-13-23

