



**Appeal of  
Decision by the  
Historic Preservation Commission  
to City Council**

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## MEMO

**To:** City Council  
**From:** Randy Mannino/David Hardegree  
**CC:** Keith Lovell  
**Date:** May 26, 2021  
**City Council meeting:** June 3, 2021  
**Re:** COP21-12. Appeal of HPC decision denying painting of unpainted brick

Following the appeal of the Womack residence painted brick situation at 716 West Avenue in April 2018, City Council requested that the HPC and staff review the city ordinance and design guidelines to recommend improvements to sections that were vague, ambiguous, or conflicted with other sections or guidelines, specifically pertaining to unpainted brick. Staff and HPC did this and provided a text amendment, T20-01, for review. The State Historic Preservation Office also reviewed the amendments and made comments that were incorporated into the final draft. City Council adopted the text amendment on 3-5-2020.

The original language that generally stated unpainted brick “should not” be painted, coated or waterproofed was revised to state that “one shall not” paint, coat or waterproof unpainted brick without approval from the HPC. This language clearly restricts the painting of unpainted brick, but allows the HPC to approve variances to paint or apply other treatments to unpainted brick when hardships exist as defined by Ordinance Section, 9.25-34 *Application to preservation commission for certificate of preservation, Section K, Undue Hardship*.

In reviewing this COP application at the regular meeting of the HPC on May 18th and holding a public hearing on the application, the Commission found that no undue hardship existed and denied the applicants request to paint the unpainted exterior brick which includes only the two (2) outer wings of the house that were constructed in 1961. The applicants are appealing the Commissions’ decision.

## David Hardegree

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**From:** Leah Phillips <leahphillips@thedeloscompany.com>  
**Sent:** Wednesday, May 19, 2021 2:16 PM  
**To:** David Hardegree  
**Subject:** RE: [External]Phillip's Residence  
**Attachments:** Appeal to the City Council.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

David,

I have attached our letter of appeal. Does this suffice, or do I need to print this and run it down to you?

Do I need to get this to the City Council for their upcoming meeting, or is this something that you handle.

Just want to make sure that we are thorough.

Thank you for your time.

Sincerely,

Leah Phillips  
Cell #: 770.653.6698

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**From:** David Hardegree <[dhardegree@cityofcartersville.org](mailto:dhardegree@cityofcartersville.org)>  
**Sent:** Wednesday, May 19, 2021 12:55 PM  
**To:** 'Delos2' <[leahphillips@thedeloscompany.com](mailto:leahphillips@thedeloscompany.com)>  
**Subject:** RE: [External]Phillip's Residence

There is no standard letter or form to complete. You can draft a standard letter or send me an email with the following information:

Name  
Address  
Phone #  
Case # COP21-12

The item you are appealing  
Why you are appealing  
The justification for the appeal

My schedule seems change by the minute this week. If you have questions about the process or writing the letter, let's schedule a call time. I'll be happy to assist you.  
David

David Hardegree  
O. 770-387-5614

**Name: Leah & Ivan Phillips**

**Address: 23 Etowah Drive**

**Phone #: 770.653.6698**

**Case #: COP21-12**

**Appeal:**

We Would Still Like the Authority to Paint Brick Wings that Were Added Later in 1961

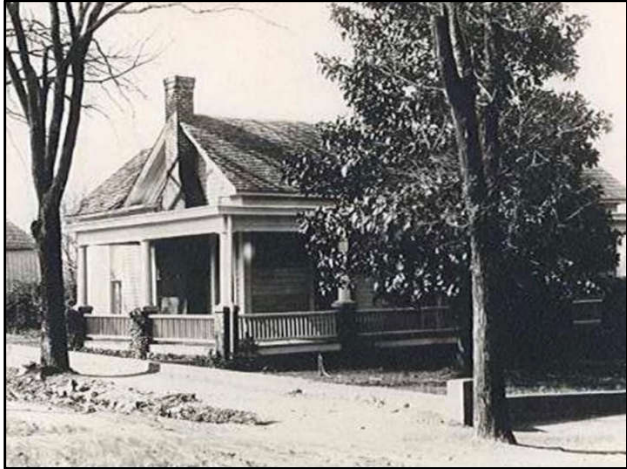
**Why We Are Appealing & Justification:**

Our Home Stopped Being a Contributing Historic Home in January of 1961, When the Brick Wings Were Added, Even Though it is Apparently Still Listed as One. When We Tell People Where We Live, They Typically Remark, Oh Yes, that 60's Ranch.

Our Brick Was Manufactured in the 60's. It is Not Historic Soft/Chalky Brick that Needs to Breathe, Which Was Initially Why Historic Boards Started Restricting This. As a Building Material, it will Not be Compromised by Painting. If We Were to Not Paint, then We Would be Inclined to Use Creeping Fig Vine to Texturally Soften the Look of Both Wings. We Would Prefer Not to Do this Though, because this Could Eventually Compromise the Mortar.

We Can Understand the Committee's Need to Keep the Historic District Historic. When a House is in the Historic District that isn't Historic, or has had Changes Made to it Throughout the Years to Where it No Longer Looks Historic, then Compromising to Achieve a Historic Curb Appeal for the Community Makes the Most Sense.

Our House Would Look More Historic Visually if We Were Allowed to Use Paint to Tie Three Separate Parts Together. If Our Home Had Not Been Historically Compromised, or if it was Entirely Brick, We Would Not be Asking to Unify the Look of the House With Paint. We are Simply Trying to Work with What We Have to Make it Look Like it Truly Belongs in the Historic District.



Original House (1886) Operated as Doctor Wofford's Doctors Office

Stood for 75 Years at 200 West Main Street



The Marler Family Purchased the Home, to Keep it from Being Demolished, When Region's Bank Was Built

On Thursday, January 19<sup>th</sup>, 1961 this House was Moved to a Nearby Vacant Lot Where it Stands Today



Brick "Ranch" Styled Homes Were the Rage of the 60's

This House Was Placed on Top of a 3-sided Brick Basement

And Brick Wings Were Added on Either Side.

This is What the House Looked Like When We Purchased it in 2007



Since 2007 Ivan and I have Raised Ivan's Daughter, Had Two Boys of Our Own

and Gotten into American Manufacturing

We Have Tried to Tie these Three Segments Together the Best that We Can



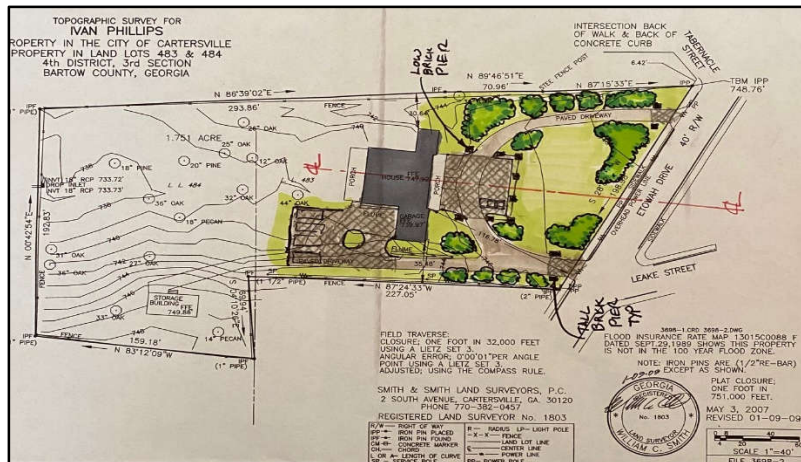
Our Next Goal is to Paint the Wings to Match the Central Part of the House

Giving the Home Curb Appeal that is Appropriate to the Historic District.

Instead of Replacing Asphalt, We Are Going to Go to Pavers and Loose Stone

Our Goal is for the Landscaping to Look Appropriate to the Home

And for the Home to Look Appropriate to the Historic Neighborhood





Historic Preservation Commission Meeting  
10 N. Public Square  
May 18, 2021  
5:30 P.M.

## **I. Opening Meeting**

Call to order by Chairman Frisbee

Present: Greg Frisbee, Becky Carr, Jeff Glover, Brad Galland, Lynne Pritchett, Larry Gregory, and Vandi White

Staff Present: David Hardegree, Samantha Fincher, Meredith Ulmer, and Keith Lovell

Absent:

### **1. Call to Order**

Chairman Frisbee announced a Work Session would be held after the meeting to discuss eligible items for administrative review.

### **2. Approval of Minutes**

Chairman Frisbee called for a motion to approve the minutes of the last meeting. Board Member Pritchett made a motion to approve the meeting minutes from April 20, 2021. Board Member Carr seconded motion. Motion carried unanimously. Vote: 6-0.

### **3. New Business:**

#### **A. COP21-12 23 Etowah Drive Applicant: Ivan and Leah Phillips Scope: New front steps, new garage door, replace driveway and paint brick**

Chairman Frisbee called for the next item on the agenda. Meredith Ulmer, Assistant City Planner stated the applicant would like to make exterior changes to the home, which include an addition of brick stairs, a variance to paint brick exterior, and removal of the metal fence. This home is contributing.

Chairman Frisbee opened the floor for discussion.

The Applicants, Ivan and Leah Phillips came forward to answer questions from the Board. Mrs. Phillips stated that the original home sat at 200 West Main Street. In 1961, the home was moved to 23 Etowah Drive. The center of the home is the original home and the brick wings were added later. They wish to paint the brick exterior to make the home look uniform.

Keith Lovell, Assistant City Attorney informed the applicants they will need to contact Public Works for the approval of the driveway.

The Architect for the project, James Macht came forward in favor of the application and stated this is “new brick” and not the porous brick that was used 100

years ago. Mr. Macht referenced other homes in the district that had painted brick recently.

The Board discussed that most of the work referenced was completed without approval from the Historic Preservation Commission and is subject to fines. The provided drawings for the project included brick piers/fencing that were not mentioned in the write up. Mr. Macht stated that the fence and piers are in the preliminary stage and can be revisited. Board member Glover asked for design solutions be submitted for review at a future date.

Abby Holden, 125 South Avenue came forward in favor of the application.

Board Member Glover made a motion to approve the following: addition of brick stairs, replacement of the asphalt driveway, removal of the chain link fence, and replacement of the garage and doors on rear of home with mahogany doors. The motion omitted the painting of the exterior brick. Board Member Pritchett seconded the motion.

Mr. Lovell asked Board Member Glover to clarify his motion because the project description on the application was slightly different from the staff write up.

Board Member Glover amended the motion to approve the following: addition of brick stairs, replacement of the asphalt driveway, removal of the chain link fence, addition of landscaping to correct drainage issues and replace the garage and doors on rear of home with mahogany doors. The motion omitted the painting of the exterior brick. Board Member Pritchett seconded the motion. Motion carried unanimously. Vote: 6-0.

Board Member White made a motion to grant a variance to allow the exterior brick to be painted. No second. Motion died.

No other motions were made.

Mr. Lovell informed the applicant that they have a right to appeal the denial to City Council. Appeals must be submitted to David Hardegree within 30 days.

**B. COP21-13 125 South Ave Applicant: Abby Holden Scope: New deck, replace windows, paint brick**

Chairman Frisbee called for the next item on the agenda. Mrs. Ulmer stated the applicant proposes to paint exterior unpainted brick, add a deck to rear of house, and replace all windows with single hung colonial style windows.

Chairman Frisbee opened the floor for discussion.

The Applicant, Abby Holden came forward to answer questions from the Board.

Laura Hadaway, 129 South Ave came forward in favor of the application.



Board Member Pritchett made a motion to approve the deck and replacement of all windows with single hung colonial style windows and to deny the request to paint the exterior brick. Board Member Glover seconded the motion. Motion carried. Vote 5-1. Board Member White opposed.

Mr. Lovell informed the applicant that they have a right to appeal the denial to City Council. Appeals must be submitted to David Hardegree within 30 days.

## **5. Adjourn**

With no further business, Chairman Frisbee adjourned the meeting at 6:31 p.m. The next scheduled Historic Preservation meeting is Tuesday, June 15, 2021 at 5:30 PM.

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



**City of Cartersville Historic Preservation Commission  
COP Application Staff Report**

Case: COP21-12

**HPC Meeting – 5-18-2021**

**Application Information**

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

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

**Applicable Guidelines to Consider**

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

**The following scope of work is proposed:**

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

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

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

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

**Previous COPs on file:**

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

**Analysis of the COP:**

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

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

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

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

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

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

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

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

## **Commissioners Work Sheet**

### **Materials:**

Roof  
Siding  
Windows  
Doors

### **Existing Materials**

### **Materials to be Used**

Exterior Lighting

Foundation

Decking (Pool)

Steps

Porches

Ornamentation

Brick

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

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

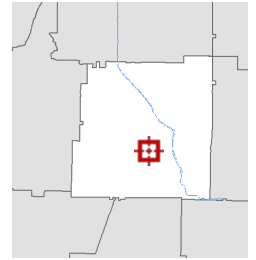


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Bartow County, GA



#### Overview



#### Legend

□ Parcels

#### Structural Numbers

- <all other values>
- Abandoned or Inactive
- Active
- Proposed
- Roads

Parcel ID	C002-0005-002	Alternate ID	32116	Owner Address	PHILLIPS IVAN H & LEAH A
Sec/Twp/Rng	n/a	Class	Residential		23 ETOWAH DRIVE
Property Address	23 ETOWAH DR	Acreage	1.03		CARTERSVILLE, GA 30120
District	Cartersville				
Brief Tax Description	LL 483 DIST 4				

(Note: Not to be used on legal documents)

Date created: 5/14/2021

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

Developed by  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

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

(l) *Requirements of conformance with certificates of preservation.*

- (1) All work performed pursuant to an issued certificate of preservation shall conform to the requirements of such certificate. In the event work is performed not in accordance with such certificate, the building official shall issue a cease and desist order and all work shall cease.

- (2) The city council shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in appearance of a designated historic property or historic district except those changes made in compliance with the provisions of this chapter or to prevent any illegal act or conduct with respect to such historic property or historic district.
- (m) *Certificate of preservation void if construction not commenced.* A certificate of preservation shall become void unless construction is commenced within six (6) months of date of issuance. Certificates of preservation shall be issued for a period of eighteen (18) months and are renewable.
- (n)-(o) omitted
- (p) *Appeals.* Any person adversely affected by any determination made by the commission relative to the issuance of denial of a certificate of preservation may appeal such determination to the city council. Any such appeal must be filed with the city council within thirty (30) days after the issuance of the determination pursuant to section 9.25-34(j)(1) of this chapter. The city council may approve, modify, or reject the determination made by the commission, if the governing body finds that the commission abused its discretion in reaching its decision. Appeals from decision of the city council may be taken to the Superior Court of Bartow County in the manner provided by law for appeals from conviction for city ordinance violations.
- (Ord. No. 19-01, § IV, 5-17-01; Ord. No. 47-04, § 6, 6-17-04)

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

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

(a)-(d) omitted

### DESIGN STANDARDS FOR STRUCTURES CONTRIBUTING TO THE RESIDENTIAL HISTORIC DISTRICTS

#### INTRODUCTION

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

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

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

#### *Generally:*

1. It is not appropriate to introduce structures or contemporary equipment such as satellite dishes, solar collectors, playground equipment, heating and air units, storage units, and

- 
- swimming pools, in locations that compromise the historic character of the building or site. Locate such features unobtrusively, and screen them from view.
2. When planning to alter the topography of a site substantially through grading, filling, or excavation, one shall contact the Cartersville Planning and Development Department to confirm that the proposed changes comply with the city building code and development regulations.
  3. When remodeling historic structures or constructing new structures in historic districts, care shall be taken in retaining and preserving the historic relationship between buildings and related features of the district, to include but not be limited to, site topography, retaining walls, foundation plantings, hedges, walkways, driveways, parking lots, trees, gardens, yards, arbors, ground cover, fences, accessory buildings, patios, terraces, and significant vistas and views.

#### PART ONE—MAINTAINING, REPAIRING, AND REPLACING EXISTING STRUCTURES

##### A. *Wood- Omitted:*

##### B. **Masonry:**

1. Retain and preserve masonry features that contribute to the overall historic character of a building and a site, including walls, foundations, roofing materials, chimneys, cornices, quoins, steps, buttresses, piers, columns, lintels, arches, and sills.
2. Protect and maintain historic masonry materials, such as brick, terra cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their constructive features, including bond patterns, corbels, water tables, and unpainted surfaces.
3. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, patching damaged or deteriorated masonry. One shall not apply a waterproof coating to exposed masonry.
4. Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration.
5. Before repointing, carefully remove deteriorated mortar using hand tools. Replace the mortar with new mortar that duplicates the original in strength, texture, and composition. Match the original mortar joints in width and profile.
6. If replacement of a deteriorated detail, module, or element of a masonry feature or surface is necessary, replace only the deteriorated portion in kind rather than the entire surface or feature. Use compatible substitute materials only if using the original material is not technically feasible.
7. If replacement of a large masonry surface or entire feature is necessary, replace it in kind, with matching, substitute materials only if using the original material is not technically feasible.
8. If a masonry feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, and material of the historic building and district.
9. One shall not paint, coat, or waterproof unpainted masonry surfaces. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
10. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
  - a. Inspect surfaces and features for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
  - b. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers, and rising through capillary action.

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- c. Clean masonry only when necessary to remove heavy soiling or prevent deterioration. Use the gentlest means possible.
  - d. Repaint painted masonry surfaces when needed.
  - e. Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. One shall not clean masonry features and surfaces with destructive methods, including sandblasting, high-pressure water blasting, and power washing.

C. *Architectural metals- Omitted*

D. **Paint:**

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

E. to F. Omitted

G. **Driveways, walkways and off-street parking:**

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

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

H. *Lighting- Omitted:*

I. **Windows and doors:**

1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, and blinds.
2. Retain and preserve doors that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.
3. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of a deteriorated window or door unit is necessary, replace the unit in kind, matching the design and dimension of the original sash or panels, pane configuration, architectural trim, detailing, and materials. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a window or a door is completely missing, replace it with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building.
6. Replace deteriorated or missing wooden shutters with historically appropriate wooden shutters sized to fit the opening. Do not introduce shutters on a historic building if no evidence of earlier shutters exists.
7. If additional windows and doors are necessary for a new use, install them on a rear or non-character-defining facade of the building, but only if they do not compromise the architectural integrity of the building. Design such units to be compatible with the overall design of the building, but not to duplicate the original.
8. One shall not remove original doors, windows, shutters, hardware, and without approval from the Commission.
9. One shall not remove any detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery, unless supported by historic documentation.
10. One shall not use snap-in muntins to create false divided-light appearance.
11. One shall not replace clear glazing with tinted or opaque glazing.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
  - a. Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods:
    1. Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
    2. Clean the surface using the gentlest means possible.
    3. Limit paint removal and reapply protective coatings as necessary.
    4. Reglaze sash as necessary to prevent moisture infiltration.

- 
5. Weather-strip windows and doors to reduce air infiltration and increase energy efficiency.
  - b. Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing, and reinforcing.
  - c. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with the existing meeting rail.
  - d. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door and frame. Select storm doors with a painted, stained, or baked-enamel finish that is compatible with the existing door. Bare aluminum storm doors are not appropriate.
  - e. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.
- J. *Entrances, porches, and balconies:*
1. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including such functional and decorative elements as columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
  2. When repairing historic entrances, porches, balconies and their distinctive features and materials, use recognized preservation methods for patching, consolidating, splicing, and reinforcing.
  3. If replacement of a deteriorated detail or element of an entrance, porch or balcony feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
  4. If replacement of an entire entrance, porch or balcony feature is necessary because of deterioration, replace in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
  5. If a feature or an entire entrance, porch or balcony is missing, replace it with a feature based on accurate historic documentation or a new design compatible with the historic character of the building and the district.
  6. One shall not enclose a front porch or balcony without approval from the Commission.
  7. One shall not remove any detail material associated with entrances and porches, such as graining, spindle-work, beveled glass, or beaded board, unless supported by historic documentation.
  8. One shall not remove an original entrance or porch or add a new entrance or porch on a primary facade.
  9. One shall not introduce features or details to a historic entrance, porch or balcony that would create a false historical appearance.

All remaining sections- Omitted

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

Source: [https://library.municode.com/ga/cartersville/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH9.25HIPR](https://library.municode.com/ga/cartersville/codes/code_of_ordinances?nodeId=COOR_CH9.25HIPR)





## 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	21-12
Date Received	4/23/21
Contributing	
Zoning	
Legal Advertisement	
Notified Adjacent	
HPC Hearing	
HPC Decision	
COP Expiration	
Project Completion	
Tax Parcel	

Submit by: April 23rd  
Meeting: May 18th

## Cartersville Historic Preservation Commission CERTIFICATE OF PRESERVATION APPLICATION

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

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

Property Address: 23 Etowah Drive  
Cartersville, Ga 30120

P  
R  
O  
J  
E  
C  
T

Existing Building Type:

☒ Residential

One, Two or Multi-family \_\_\_\_\_

☐ Commercial

Garage, Storage \_\_\_\_\_

☐ Other \_\_\_\_\_

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

Do several projects to update house.

I  
N  
F  
O  
R  
M  
A  
T  
I  
O  
N

Type of Project (check all that apply)

☐ New building

☐ Addition to building

☐ Relocation of building(s)

☐ Demolition

☐ Fence(s), wall(s), landscaping

☒ Minor exterior change

☐ Major restoration, rehabilitation, or remodeling

☐ Other \_\_\_\_\_

Start Date: May?

Anticipated Completion: June?

Contractor/Consultant/Architect: David Sinclair

#### Precedence of Decisions

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

## APPLICATION CHECKLIST

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

### New Buildings and New Additions

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

### Major Restoration, Rehabilitation, or Remodeling

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

### X Minor Exterior Changes

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

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

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

### X Site Changes – Fences, Walls, Systems

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

### Site Changes – Signs

- ☐ specifications
- ☐ description of construction materials and illumination

### Demolition

Must include a complete plan for the new development.

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

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

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

## PROJECT DESCRIPTION

Include support materials and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description.

[Example: (1) Addition to rear (2) New roof]

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

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

## AUTHORIZATION

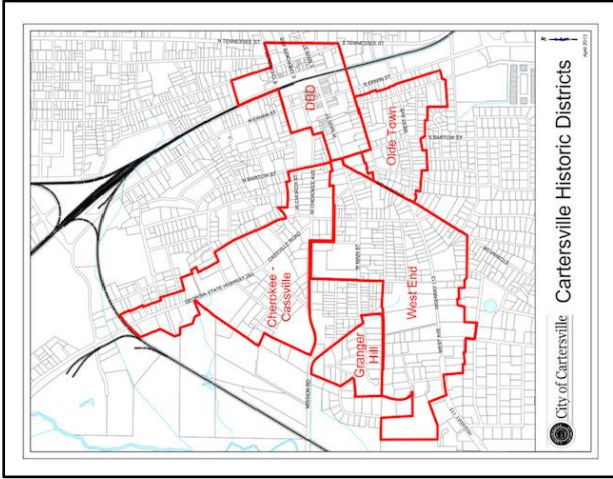
In consideration for the City of Cartersville's review of this application for a proposed change to a locally designated property, the applicant agrees to hereby indemnify and hold harmless the City and its agents and employees from and against any and all claims, damages, and/or liability arising from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

DATE 4/22/21 SIGNATURE Lee Phillips

# 23 Etowah Drive

Preservation Application with  
Cartersville Historic Preservation Commission





**HISTORY OF HOUSE:**

Doctor Wofford’s Office/Residence was Moved

From: 200 West Main Street Where it Had Stood for 75 Years  
To: 23 Etowah Drive (an Empty Lot)  
January 19<sup>th</sup>, 1961

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



### **House as it is Today**

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





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



TOPOGRAPHIC SURVEY FOR  
**IVAN PHILLIPS**  
 PROPERTY IN THE CITY OF CARTERSVILLE  
 PROPERTY IN LAND LOTS 483 & 484  
 4th DISTRICT, 3rd SECTION  
 BARTOW COUNTY, GEORGIA



3698-1.CRD 3698-2.DWG  
 FLOOD INSURANCE RATE MAP 13015C0088 F  
 DATED SEPT.29.1989 SHOWS THIS PROPERTY  
 IS NOT IN THE 100 YEAR FLOOD ZONE.

NOTE: IRON PINS ARE (1/2"RE-BAR)  
 1-09-09 EXCEPT AS SHOWN.

PLAT CLOSURE;  
 ONE FOOT IN  
 751,000 FEET.  
 MAY 3, 2007  
 REVISED 01-09-09



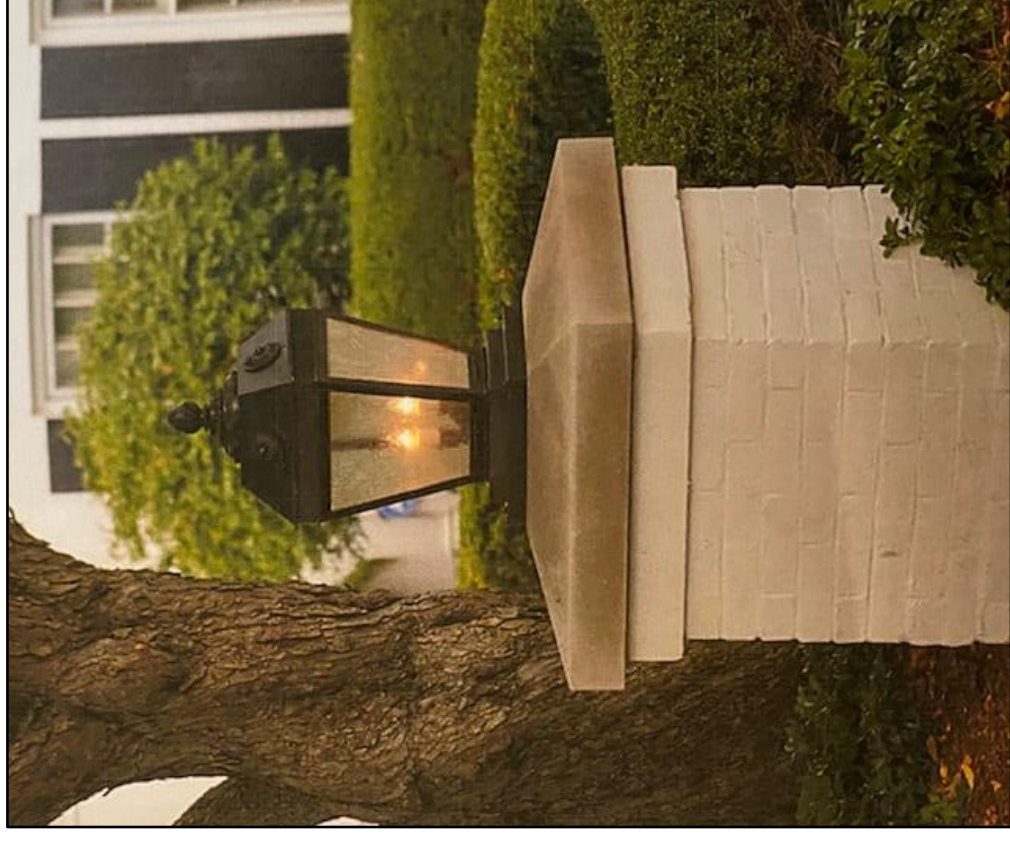
FIELD TRAVERSE:  
 CLOSURE; ONE FOOT IN 32,000 FEET  
 USING A LIETZ SET 3.  
 ANGULAR ERROR: 0'00'01"PER ANGLE  
 POINT USING A LIETZ SET 3.  
 ADJUSTED; USING THE COMPASS RULE.

SMITH & SMITH LAND SURVEYORS, P.C.  
 2 SOUTH AVENUE, CARTERSVILLE, GA. 30120  
 PHONE 770-382-0457

REGISTERED LAND SURVEYOR No. 1803

R/W	RIGHT OF WAY	R	RADIUS	LP	LIGHT POLE
IPP	IRON PIN PLACED	-X-X-	FENCE		
IPF	IRON PIN FOUND	---	LAND LOT LINE		
CM	CONCRETE MARKER	---	CENTER LINE		
CH	CHORD	---	POWER LINE		
L	LENGTH OF CURVE				
SP	SERVICE POLE				





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



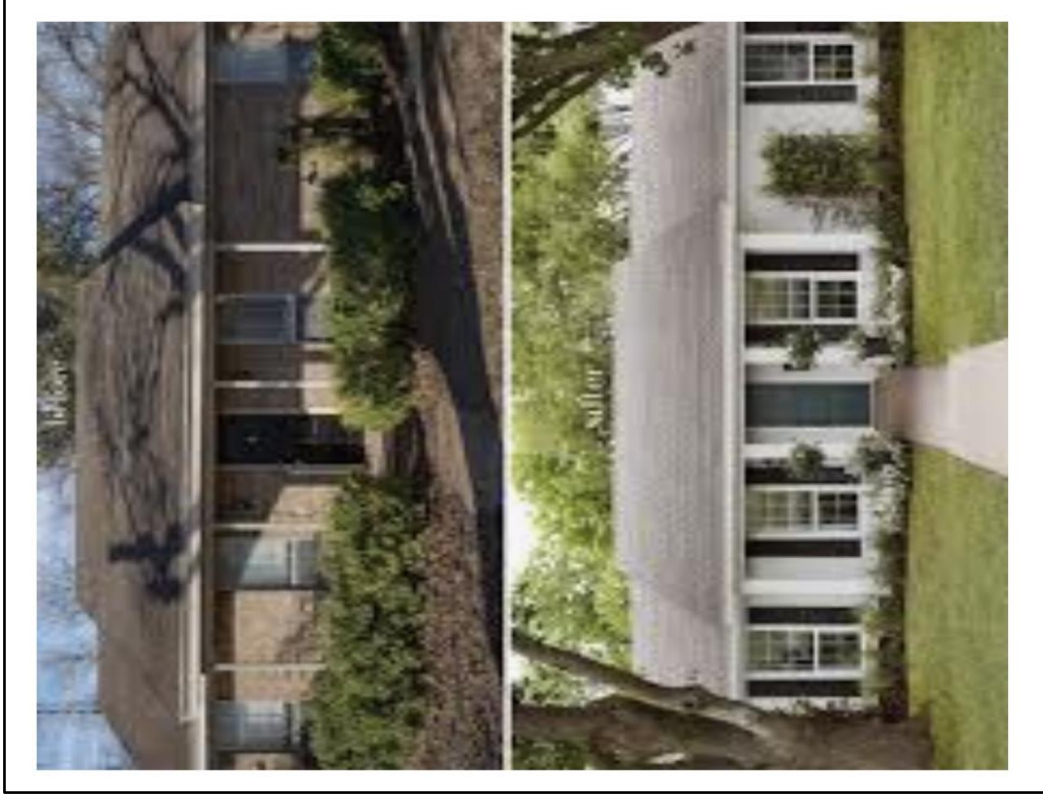
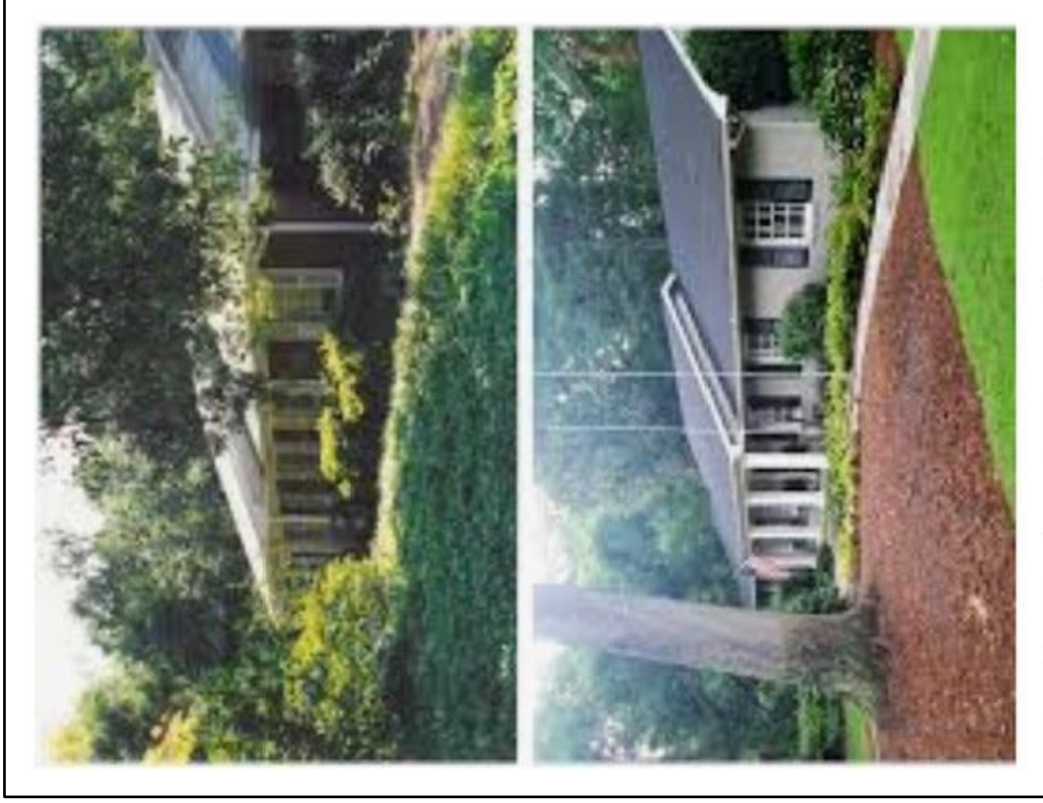
**Other Nearby Ranches that have a Similar Appeal  
Some Updated....Some Not**





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

**Examples of Painted Ranches Shown Below**



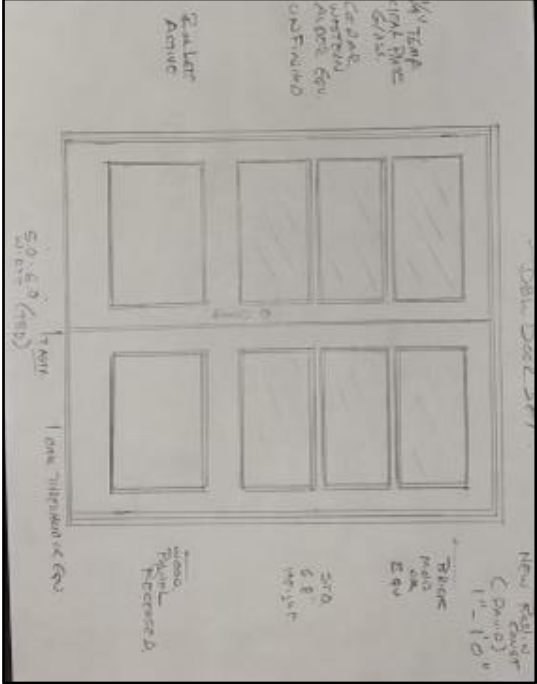
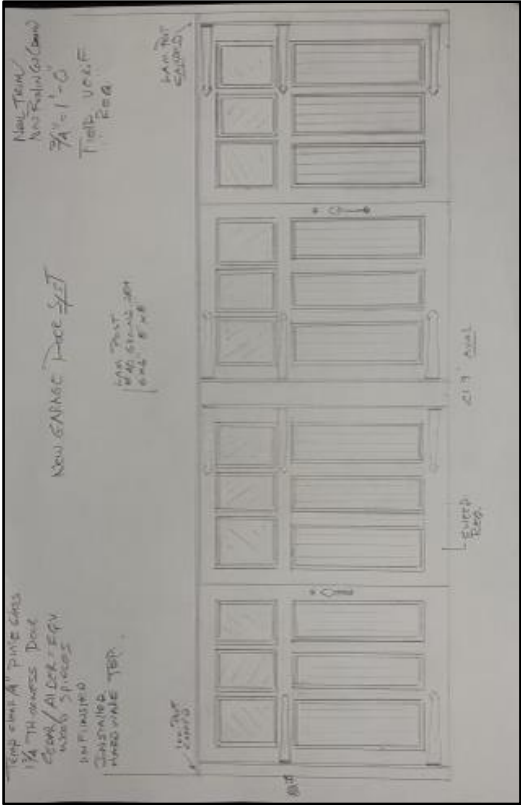


**Olde Town House 700 Feet Away  
Where Natural Brick Was Painted Yellow a Year Ago**

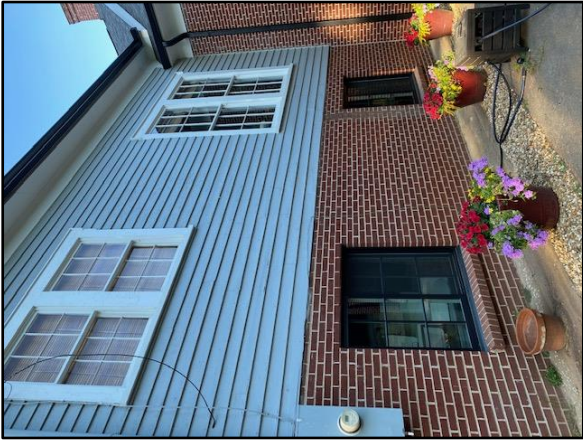


**We Are Requesting this Change Before the Board in Advance  
We Will be Using a Historic Color & a Quality Painter  
We are Not Painting the Entire House.  
Just trying to unify what appears to be Three Different Parts...  
thus Matching the Wings to the Central Part.**

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







## **Information About Our House:**

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

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



# Thank You for Your Time & Consideration

What You Do Makes a Huge Difference to this Community

& Ivan and I Appreciate this





All photos taken 5-14-2021









