



<b>City of Cartersville Historic Preservation Commission COP Application Staff Report</b>
Case: COP25-06

**HPC Meeting 03/18/2025**

**Application Information**

Address: 32 E Main St.  
 Applicant: Richard E Roberts, Ricky Roberts Construction  
 Historic District: DBD  
 Zoning: DBD  
 Setbacks: Front= oft. Rear= oft. Side=oft.

**Summary Description:** To renovate front and side façade and entryway.

**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
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
<b>Commercial Design Guidelines (Historic Downtown Business District)</b>	
<input checked="" type="checkbox"/>	PART ONE: General Guidelines for Structures Contributing to the District.
<input type="checkbox"/>	PART TWO: Guidelines for New Construction –

## **Project Scope:**

1. Replace oversized commercial window with 4ft x 4ft new window. Anderson, wood clad, no panes on front and side walls.
2. Window trim to be painted PVC.
3. Replace full-light commercial style front door with full-light door.
4. Replace side door with full wood door.
5. Add new brick façade over existing stucco façade on front (south) and side wall (east)
6. Replace exterior lighting fixtures (3).
7. Add fabric awning to front wall.

## **Staff Comments:**

**History of the Property-** Bartow County Tax assessor's records show the original structure was built in 1900. There is no GHRS on file.

No previous COPs on file.

## **Analysis of the COP:**

Existing Building Type: Commercial. Existing style- NA

This project is a continuation of the Harry Daniel Insurance (HDI) renovations that occurred at 19 S. Gilmer St (COP25-02, Jan. 21<sup>st</sup>). The intent is for this building to blend seamlessly with the HDI buildings along Gilmer St. The building interior is being remodeled to serve as an office for out of town employees.

The existing façade has a painted, stucco coating. A new brick façade will be installed over the stucco and tie into the 19 S. Gilmer St. building. All bricks to match. The new brick façade on the front will cover the visible damage to the front corner caused by a truck hitting the building.

The oversized window on the front will be replaced with a 4ft x 4ft window with one, clear pane of glass, no mullions. The existing full-light front door will be replaced with a similar door. The wooden side door that faces Gilmer St will also be replaced with a similar solid wood door.

Other maintenance items include installing a new awning on the front façade and replacing the exterior light fixtures. More information is needed for the goose neck light fixture and awning material. Fabric is the most common material that covers awnings.

Examples of door and window preferences are provided with application as well as photos of 32 E Main St. The proposed renovations are consistent with the approved work for 19 S. Gilmer St.

## Commissioners Work Sheet

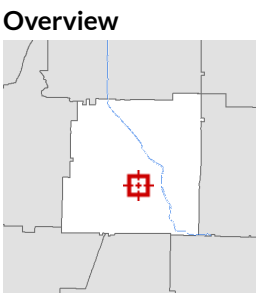
### Materials:

	Existing Materials	Materials to be Used
Roof	Asphalt	
Siding	Block or Brick with stucco	Brick
Windows/Shutters	Wood	Wood/ aluminum clad
Doors	Wood/ glass	Wood/ glass
Exterior Lighting	Metal, gooseneck	TBD
Foundation	slab	
Awning	---	Fabric ( verify)
Steps		
Driveway		

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### Notes:

I move to approve the application for repainting for maintenance purposes and replacing the wrought iron metals on front porch with wooden columns at 405 West Ave as submitted. I find compliance with the guidelines referenced in the staff report and those brought up during discussion.



**Legend**  
□ Parcels  
— Roads

<b>Parcel ID</b>	C001-0012-013	<b>Alternate ID</b>	31881	<b>Owner Address</b>	COVENANT PROPERTIES LLC
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	Commercial		PO BOX 2077
<b>Property Address</b>	32 E MAIN ST	<b>Acreage</b>	0.05		CARTERSVILLE, GA 30120
<b>District</b>	Downtown Development Authority				
<b>Brief Tax Description</b>	LL 455 D 4				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 2/10/2025  
Last Data Uploaded: 2/7/2025 9:06:30 PM

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GEO SPATIAL



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

\*Applicant: Richard E. Roberts / Ricky Roberts Const.  
 Project Address: 32 E. Main St  
 Mailing Address (if different than project address):  
PO Box 12 Taylorsville GA 30178  
 Phone: 404 569 2294  
 Email: Robertscontractor@gmail.com

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

**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 2506  
 Date Received 2/9/25  
 Contributing Y. C 1900  
 Zoning DBD  
 Legal Advertisement 3/11/25  
 Notified Adjacent \_\_\_\_\_  
 HPC Hearing 3/18/25  
 HPC Decision \_\_\_\_\_  
 COP Expiration \_\_\_\_\_  
 Project Completion \_\_\_\_\_  
 Tax Parcel CORP-0012-013

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T

**Existing Building Type:**

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

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

Replace 2 windows + doors. Brick exterior

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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: 3/1/25

Anticipated Completion: 5/1/25

Contractor/Consultant/Architect: Richard Roberts

**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 1/31/25 Signature Richard Roberts

## APPLICATION CHECKLIST

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

### New Buildings and New Additions

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

### Major Restoration, Rehabilitation, or Remodeling

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

### Minor Exterior Changes

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

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

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

### Site Changes – Fences, Walls, Systems

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

### Site Changes – Signs

- specifications
- description of construction materials and illumination

### Demolition

Must include a complete plan for the new development.

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

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

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

## PROJECT DESCRIPTION

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

1. Replace the front door with a wooden full view door, stain finish
2. Replace side door with a stained wood door
3. Change front window to a 4x4 Anderson clad wood window. Same window to be used on the East side. Clear glass, no panes. Trim to be painted PVC. Considering square stock.
4. Adding brick over the existing stucco which joins 13 S Gilmer
5. Adding an awning on the front.
6. Repair exterior lighting.

Interior - total remodel including handicap bathroom

## 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 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.

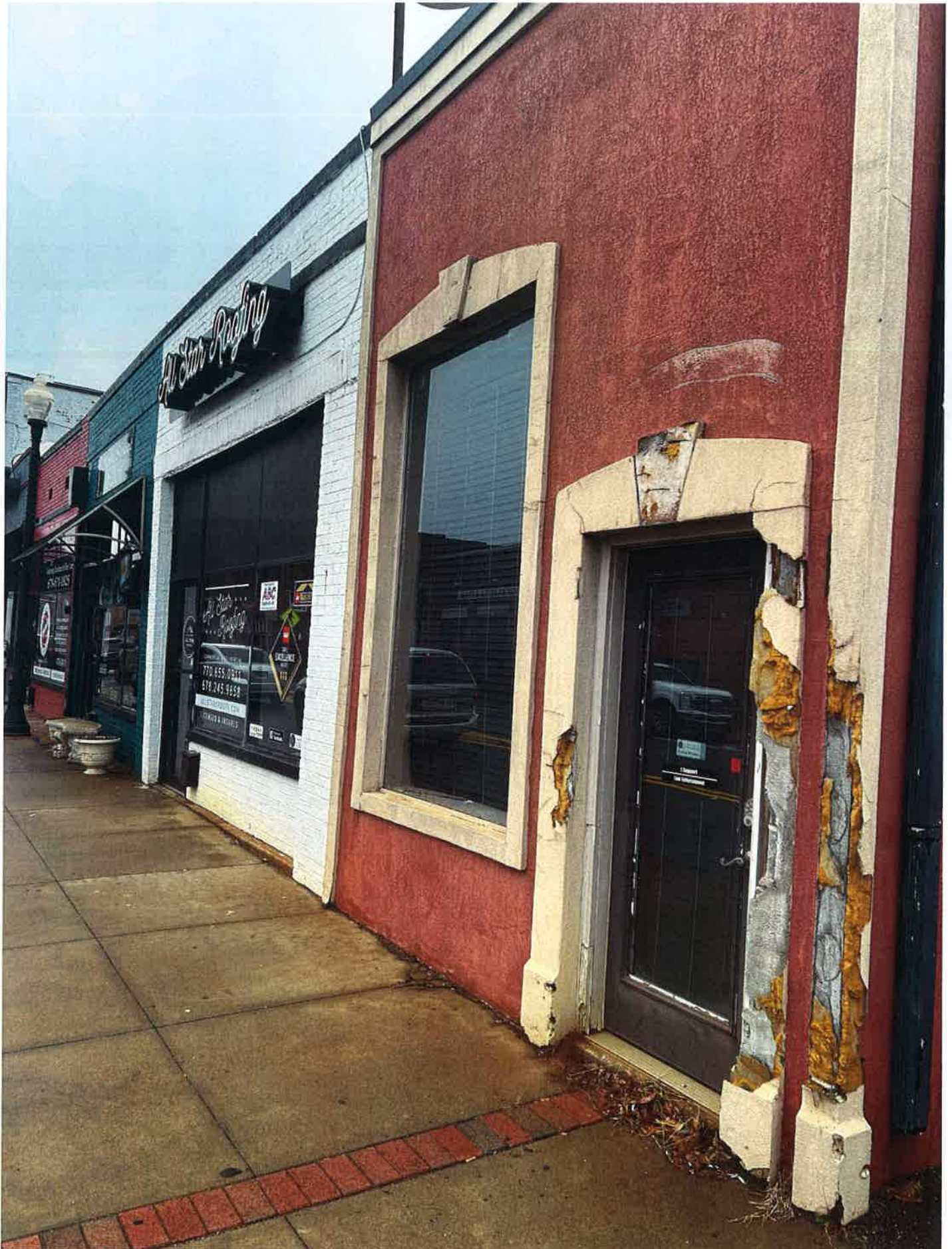
Dear Cartersville HPC,

Please allow Richard Roberts, owner of Ricky Roberts Construction, the ability to act on Covenant Properties, LLCs behalf in regards to the remodel of 32 E Main Street 30120. We look forward to the completion of this project and the enhancement it will be to the Cartersville Historic District.

We sincerely appreciate your consideration.

Two handwritten signatures are present. The top signature is in black ink and is highly stylized, appearing to be 'Lee and Richard Daniel'. The bottom signature is in blue ink and is also stylized, appearing to be 'Lee and Richard Daniel'.

Lee and Richard Daniel  
Owners of Covenant Properties, LLC  
770-382-8954  
15 S Gilmer St  
Cartersville, Ga 30120

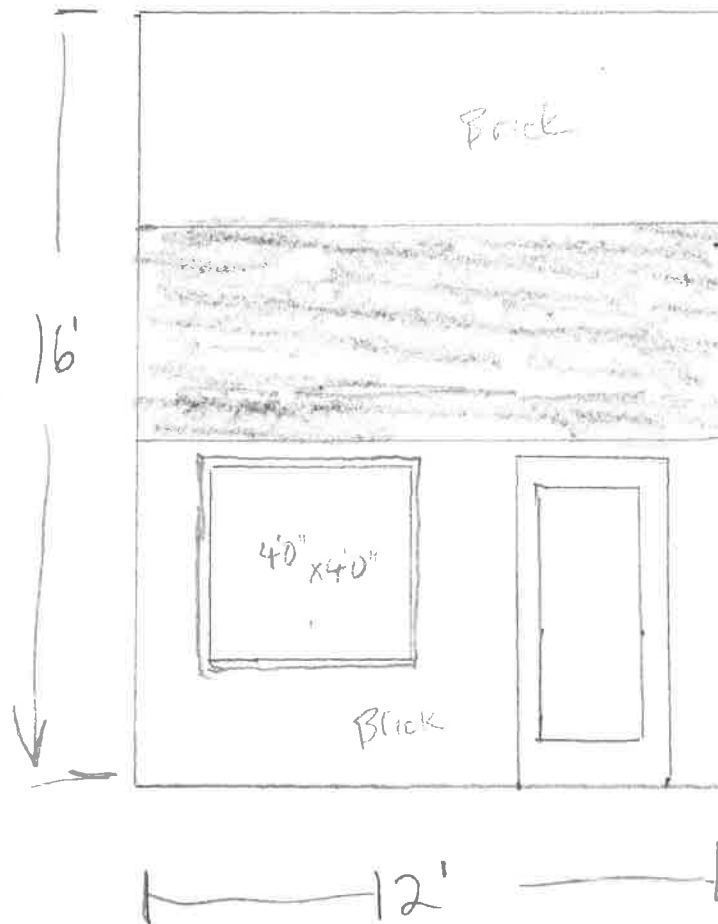






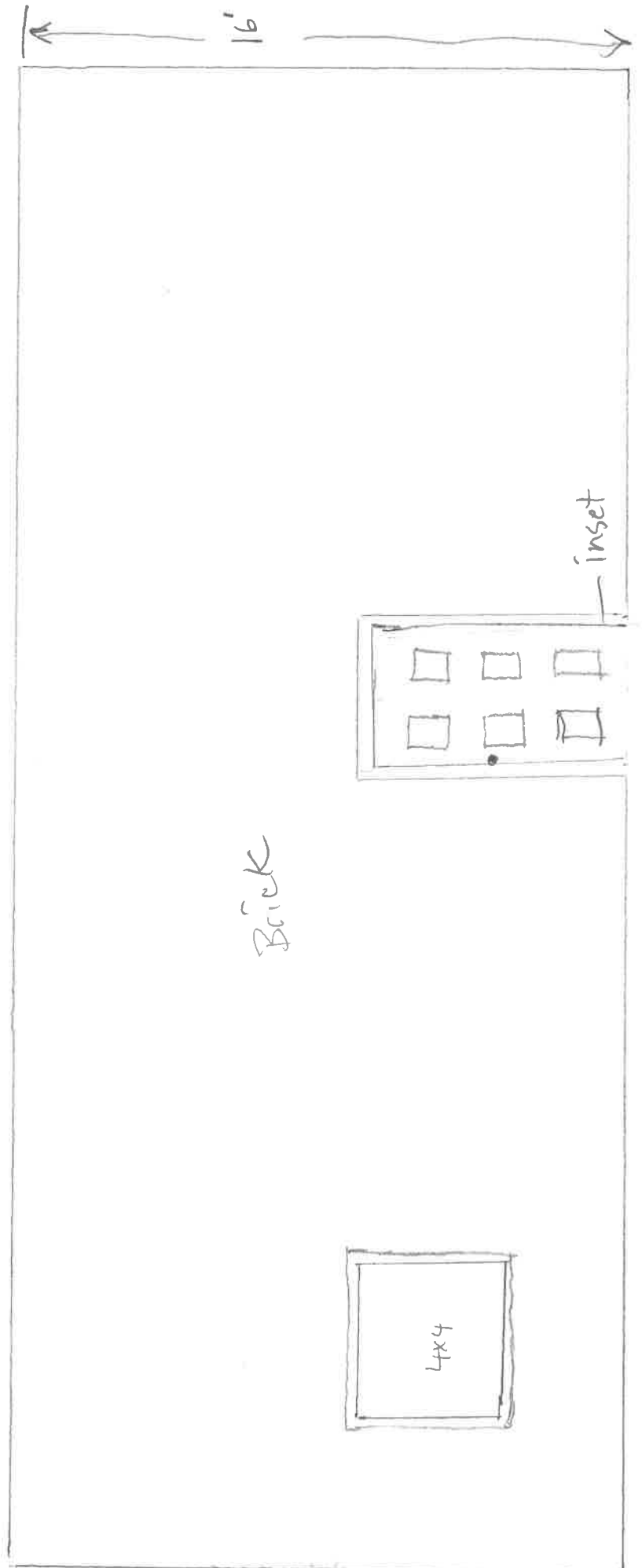


32 E Main  
Front Elevation



32 E Main

EAST Elevation



# Proposed Windows

[Home](#) ▶ [Windows & Doors](#) ▶ [Windows](#) ▶ [Picture Windows](#) ▶ 400 Series Picture Window

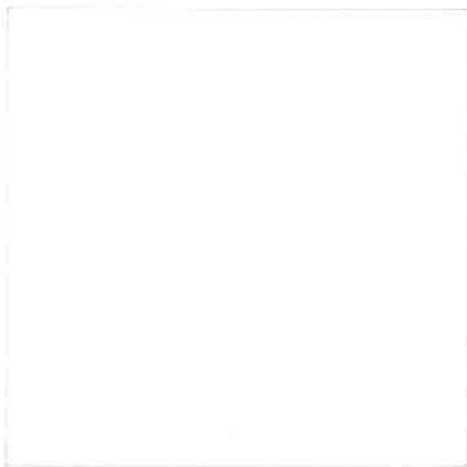
## 400 SERIES PICTURE WINDOW

LEARN

DESIGN IT

TECH SPECS

## 400 SERIES PICTURE WINDOW



Interior



Exterior

## Summary

<b>Product ID#</b>	P4040
<b>Unit Width</b>	48"
<b>Unit Height</b>	48"
<b>Interior Color</b>	White
<b>Glass</b>	Low-E4® Glass

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Example 1949.jpg Front door



1940's





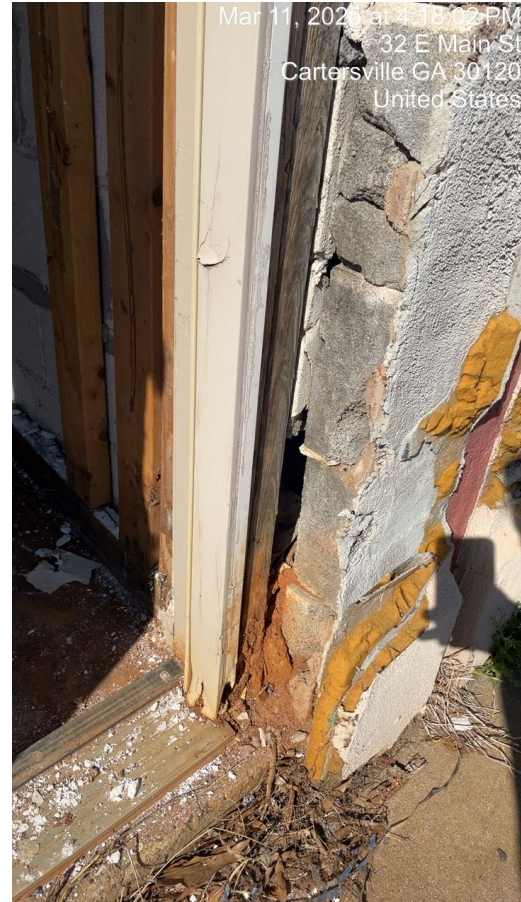
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32 E Main St  
Cartersville GA 30120  
United States



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United States



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Cartersville GA 30120  
United States

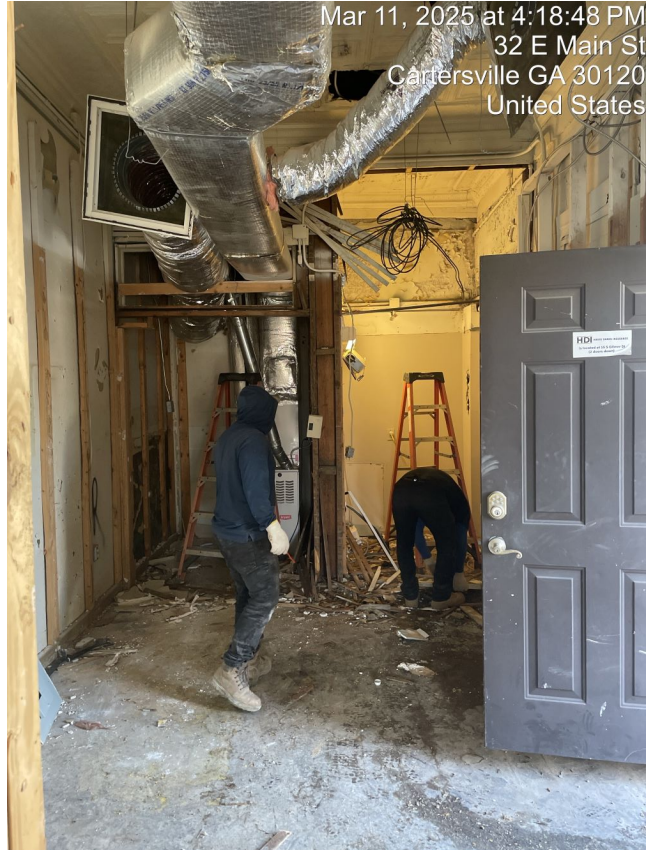


View from front door

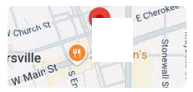
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32 E Main St  
Cartersville GA 30120  
United States



Mar 11, 2025 at 4:18:48 PM  
32 E Main St  
Cartersville GA 30120  
United States



Cartersville, Georgia  
Google Street View  
Oct 2023 See latest date



Cartersville, Georgia  
Google Street View  
Jun 2016 See latest date

