



**STAFF REPORT**  
(Final Review of Building Plan)

**PROPERTY INFORMATION**

Address: 12930 Highway 9, Milton, GA 30004  
District/Land Lot: 22 / 1048  
Character Area: Deerfield  
Existing Zoning: T5  
Overlay/FBC: Deerfield Form-Based Code  
Acres: 1.43 acres  
Existing Use: Office Building

**Owner:** Michael James  
**Address:** 3473 Thompson Bridge Road, Gainesville, GA 30506

**Applicant:** Michael James  
**Address:** 3473 Thompson Bridge Road, Gainesville, GA 30506



# SITE MAP



## 12930 Highway 9 Building Review

City of Milton  
2025

-  Street Centerlines
-  Subject Site
-  Parcels
-  City Limits

0 0.01 0.03 0.05 0.08 0.1 Miles



**MILTON**  
ESTABLISHED 1905

Building Plan Review – Michael James Remodeling Office, 12930 Hwy 9  
Prepared by the Community Development Department for the  
Design Review Board Meeting on April 1, 2025



## STAFF ANALYSIS

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### Background

The subject property is located at 12930 Highway 9 within the Deerfield District. This one-story commercial building was built in 1985. This structure is currently vacant and was previously the office building for an insurance company. In 2025, Michael James (applicant) purchased the property and planned to renovate the existing building to serve as an office for *Michael James Remodeling Company*. The applicant is requesting a DRB review and consideration of the proposed exterior materials and finishes.

### Existing Conditions



This ranch-style building is 4,208 square feet in total. It has 8 parking spaces which includes 1 ADA parking space at the front. The exterior building comprises wood siding, a shingle roof, vinyl railing, vinyl posts, and a stone water table at the lower right corner of the façade.

Staff visited the property and noted the following observations:

- The shingle roof and wood siding are in better condition, with no signs of decay.
- The porch has old wood flooring that shows discoloration and unevenness, including the staircase.
- Old windows and doors
- Outdated shrubs in the front of the building
- Temporary sign along Highway 9
- Crawl space and concrete slab foundations

### Scope of Work

- Existing roof shingle, roof lines, wood siding, gutter, asphalt driveway, and parking spaces will stay.
- Paint existing wood siding, trims, outside corner posts, and stone.
- Replace and install new windows and doors.

- Remove vinyl posts and railing and replace them with rough sawn columns and rails.
- Remove the existing ADA ramp railing.
- Add a new French door with an ADA-compliant ramp that will serve as the new entrance to the office building.
- Add decorative elements, including barn light, wood lentils on two windows, wooden brackets, gooseneck light fixtures, and metal roof awning above the new entrance door.
- Replace wood decking at the back of the building.
- Install wall sign and monument sign.
- Add gravel driveway.

### Architectural Standards

Applicable UDC standards: *Deerfield Form Based Code Section 7B.4.18*. The proposed renovation meets the architectural standards.



Standards	Proposed Renovation
Architectural treatment must continue on all sides of a building	All sides of the building will be renovated, and the architectural materials used will be consistent on all elevations.
The principal entrance of a building must be articulated and expressed in greater architectural detail than other building entrances.	The French Door (ADA compliant) with metal awning overhead facing the parking lot will serve as the principal entrance of the building. This new entrance door has architectural elements distinct from the other entry door to the right side of the façade.
Windows must be vertically shaped with a height greater than the width.	All existing windows will be replaced with windows that meet the standard.

Enfronting façade must be articulated and designed to create additional visual interest.	The addition of decorative accents such as wood brackets, metal roof awning, and decorative stained wood lentils above the windows contribute to the aesthetic appeal of the building's facade. The color palette and adding rough sawn posts and rails elevates the overall appearance of the facade.
No more than three different materials, textures, colors, or combinations thereof may be used on a single building.	The existing building is predominantly wood siding. No additional major material(s) has been added. There are only two paint colors proposed for this renovation.
Permitted colors for exterior walls, building components, accents and decorative elements are specified on Sec. 7B.4.18 (F)	There are two proposed finishes: SW 9130 Evergreen Fog for the wood siding and SW 6258 Tricorn Black for all trim work and corner posts. Both colors are permitted and match the Pantone 415 C and Pantone Black outlined in code.
Roof materials are asphalt shingles, composition shingles, wood shingles, tin, galvanized metal, standing seam metal, and wood shake.  Roofs must be black, gray, dark gray, brown, red, or green.	The existing roof is asphalt shingles in a dark gray color (possibly black at one point but potentially having lost its rich color to dull gray due to prolonged exposure to sunlight and weathering).
Building exterior light fixtures must be a cutoff luminary whose source is completely concealed with opaque housing.	Three gooseneck barn light fixtures are concealed with an opaque housing, light is directed downwards to minimize light pollution and glare since these fixtures are visible from Hwy 9. These fixtures are attached to the façade and will provide lighting for the wall sign, staircase, and parking lot.  No parking lights or streetlights were proposed.

#### Staff Recommendations:

The proposed style is consistent with the architectural standards envisioned in the Deerfield District. Therefore, staff recommends **approval** of the building plan for exterior alterations/remodeling as presented with the following comments:

1. All exterior lighting must not exceed the maximum wattage outlined in the code (Sec. 7B.4.12).
2. Submit a building permit application for exterior and interior alterations.
3. A grading permit is required for the proposed gravel drive (see Sheets C-1 and C-5).
4. Apply for a tree permit if any trees are disturbed.
5. Submit a sign permit application for the proposed wall sign and monument sign.