Historic Preservation Commission

Meeting Date: October 21, 2026

SUBJECT: Application for a Certificate of Appropriateness (COA) to renovate front yard porch and install bronze gutters and downspouts.

HPC2026 – 18 090 15 001 **G. Shan**

Project Information

Owner / Applicant	Katherine Meers
Location	1038 Forest Avenue
Acreage	0.6200
Parcel ID	18 090 15 001
Zoning District	Traditional residential (R-2)

SUMMARY:

The applicant requests the Historic Preservation Commission (HPC) to approve the project at 1038 Forest Avenue. This proposed scope of work includes:

- Renovation of the front yard porch
- Installation of bronze gutters and downspouts
- Re-roofing (shingles)

HISTORIC AND ARCHITECTURAL SIGNIFICANCE:

Constructed in 1953 and then remodeled in 2004, this residential structure reflects the Inline Ranch building type of 1935 – 1975. Architecturally, the building exhibits best with the Craftsman style.

ANALYSIS:

The applicant proposes renovating their front yard porch and installing bronze gutters and downspouts at 5305 Cloud Street. This proposed work includes replacing rotting porch decking with like-kind material, replace the porch posts with pressure treated 6x6 wood posts, install gutters and downspouts where applicable on the house, and remove current roof and decking and replace with IKO Dynasty Performance Monaco Red shingles and new decking.

The applicable standard(s) for the proposed scope of work are found in Section(s) 5.3.1 - 5.3.3, 5.5.2, and 5.5.15 of the Historic Preservation Design Guidelines. These standards address the residential rehabilitation guidelines of the historic district.

Staff evaluated the proposed porch renovation in accordance with Sections 5.3.1–5.3.3. These standards emphasize retaining the porch's architectural characteristics, maintaining its historic features, and limiting the replacement of original materials to what is necessary. Where replacement materials are introduced, they should be compatible with the existing materials in design, color, texture, and, where possible, material.

The proposed replacement of deteriorated porch decking and existing posts should be evaluated based on the compatibility of the proposed materials and their relationship to the porch's existing design. The proposed roof replacement should likewise be reviewed for compatibility with the residence's existing architectural character and the applicable rehabilitation standards.

Section 5.5.15 addresses the installation of gutters and downspouts. The proposed bronze gutters and downspouts should be installed in an unobtrusive manner that minimizes their visual impact on the residence's exterior appearance.

CONCLUSIONS:

The proposed front porch renovation and installation of bronze gutters and downspouts are consistent with the applicable Historic Preservation Design Guidelines, Sections 5.3.1–5.3.3 and 5.5.15, provided that original architectural features are retained, replacement materials are compatible with the existing structure, and gutters and downspouts are installed in an unobtrusive manner. The proposed improvements are not expected to adversely affect the historic character of the residence or the surrounding historic district.

Staff Recommendation:

Staff recommend **APPROVAL** for the applicant to renovate the front yard porch and install bronze gutters and downspouts at 1038 Forest Avenue.

Attachments/Exhibits:

Attachment 1 – Certificate of Appropriateness Application

Attachment 2 – Pictures and supporting documents for the improvements

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Approval by the Historic Preservation Commission (HPC) is limited to compliance with the City of Stone Mountain's Historic Preservation Design Guidelines. This approval does not constitute zoning approval, building permit approval, or authorization under any other

applicable City ordinance, code, or permitting requirement. The applicant is responsible for obtaining all additional approvals, permits, and authorizations required prior to commencing work.

Certificate of Appropriateness (COA) Application

Application Fee: Residential - $50.00 Commercial - $100.00
Routine Maintenance does not require an application fee.

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Date Received: _____

Permit Number: _____ Date Complete: _____

Meeting Date: _____ Date Processed: _____

HPC Action Taken: _____

PROPERTY ADDRESS (address at which the work is to be performed)

Property Address: 1038 Forest Ave, Stone Mountain, GA 30083

APPLICANT CONTACT INFORMATION

Applicant Nam[redacted]

Mailing Addres[redacted]

Email Address:[redacted]

PROPERTY OWNER'S INFORMATION (if different from applicant information above)

Property[redacted]

Address[redacted]

PROJECT DESCRIPTION

☐ **Routine Maintenance or Repair** *Routine maintenance does not involve a change in materials or in appearance. A COA is not required, but the HPC requests that an application be submitted to be kept on file to ensure that work performed is per the application.* ***If the project makes a change in materials or appearance, then a COA is required.*** Routine maintenance includes but is not limited to the following:

☑ Re-roofing (shingles) ☑ Wood repair (only a portion of siding, porch, fence, etc.) ☐ Windows (repair) ☐ Doors (repair) ☐ Other_____

☐ **Exterior Changes** (visible changes to exterior of existing structure), include but are not limited to the following:

☐ Window(s) ☐ Door(s) ☑ Porch ☐ Lighting ☐ Awning ☐ Other_____

☐ **Construction,** includes but is not limited to the following:

☐ New Building ☐ Additions ☐ Accessory Building ☐ Other_____

☐ Major building restoration, rehabilitation, or remodeling

☐ **Site Changes,** include but are not limited to the following:

☐ Fence/Wall ☐ Pool ☐ Mechanical system ☐ Walkway/Sidewalk/Driveway ☐ Other_____

☐ **Demolition or Relocation,** include but are not limited to the following:

☐ Primary Building ☐ Accessory Building ☐ Site Feature ☐ Trees/Vegetation ☐ Other_____

☑ **Other** Add gutters

Certificate of Appropriateness (COA) Application

Describe the proposed project in detail, including the materials, finishes, and measurements. Additional pages may be attached if necessary. Removal of current roof and decking and replace with IKO Dynasty Performance Monaco Red shingles and new decking.
Install bronze gutters and downspouts where applicable.
Replace wood 4x4 porch posts with pressure treated 6x6 wood porch posts.
Remove siding and plywood on side of porch roof.
Replace rotting porch decking with like-kind material.

REQUIRED MATERIALS CHECKLISTS

Depending on your project, the following materials are the minimum required by the HPC in order to have a complete application. **Incomplete applications will not be reviewed by the HPC until all information is submitted.**

Exterior Changes
- [x] description of project
- [x] description of construction materials
- [x] photographs of existing building
- [x] proposed finishes (attach samples)

Construction
- [ ] description of project
- [ ] stamped set of architectural elevations (all sides)
- [ ] stamped site plan (building, fencing, paving)
- [ ] landscaping plan (saved and proposed vegetation)
- [ ] description of construction materials
- [ ] photographs of proposed site and adjacent sites
- [ ] stamped set of architectural floor plans
- [ ] proposed finishes (attach samples)
- [ ] documentation of earlier historic appearance (restoration, rehabilitation, or remodeling only)

Site Changes
- [ ] description of project
- [ ] sketch diagram of proposed project
- [ ] site plan showing current features---buildings, paving, fencing, mature vegetation, etc.
- [ ] description of construction materials
- [ ] photographs of existing site and adjacent sites
- [ ] proposed finishes (attach samples)

Demolition or Relocation
- [ ] description of project
- [ ] site plan showing existing structures
- [ ] site plan showing proposed development
- [ ] description of construction materials
- [ ] photographs of existing site and adjacent sites
- [ ] proposed finishes (attach samples)
- [ ] landscaping plan (saved and proposed vegetation)

AUTHORIZATIONS

I HEREBY CERTIFY that I am the owner(s) of the property or that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her authorized agent. Furthermore, I certify I have read and understand the procedures and guidelines set forth in the *Stone Mountain Design Guidelines for Historic Preservation*.

Signature of Owner(s) 10/5/20 Date

Signature of Applicant Date

Signature of Authorized Agent Date

Certificate of Appropriateness (COA) Application

PROCEDURES FOR APPLYING

Application Requirements:
All applications must be complete and must include all required materials listed on the previous page to be considered for review. All materials should be in an 8½" x 11" format in addition to any large-scale format needed for detail. ***Incomplete applications WILL NOT be reviewed by the Historic Preservation Commission.***

Application Deadline:
Applications are to be submitted to Stone Mountain City Hall by 12:00 noon, fourteen (14) days prior to the regular scheduled HPC meeting to be placed on that month's agenda. Should this day of the month fall on a weekend or holiday, applications are due the next business day by 12:00 noon. The HPC meets on the third Wednesday of each month at 6:30 p.m. at Stone Mountain City Hall, unless otherwise posted outside City Hall.

Application Representation:
The **applicant** or an **authorized representative** for the applicant shall be present at the public meeting to support the application. If neither is in attendance, the result will be the **denial** of the application.

Building Permit Requirements:
All building permits must be acquired from the governing authority prior to any work commencing. Building permits will not be issued without proof of an approved COA. Work must comply with all applicable codes.

Deadline for Project Completion:
A COA shall become void unless construction (foundation and framing) is commenced within **twelve (12) months** from the date of issuance. A COA is issued for a period of **eighteen (18) months** only and is not renewable.

Required Submittals:
Applicants are required to submit electronic applications or a copy of the required materials at City Hall.

DESIGN GUIDELINES

Copies of the *Stone Mountain Design Guidelines for Historic Preservation* are available at City Hall for a minimal fee. The HPC uses the United States Secretary of the Interior's Standards for Preservation, Rehabilitation, Restoration, and Reconstruction, and the *Design Guidelines* to guide all decisions. Past actions of the HPC may be considered in review of a COA, but the HPC is not bound to confer the same resolution on a similar application.

IMPORTANT NOTES

Pending Approvals:
Are there any approvals pending by any other regulatory or administrative authority, which may have a bearing on the modifications or improvements which are the subject of this application? If so, specify: _____

_____

Penalties:
Failure to apply for a certificate of appropriateness shall warrant the applicant to be fined in the same manner as provided in Section 1-11 (Code 1976, § 1-1012 of the City of Stone Mountain).

Modifications or Amendments:
If modifications or amendments become necessary, such changes must be presented to and approved by the HPC prior to beginning work on any aspect of said modification or amendment.

Certificate of Appropriateness (COA) Application

***********APPLICANT KEEPS THIS PAGE************

PROCEDURES FOR APPLYING

Application Requirements:
All applications must be complete and must include all required materials listed on page two (2) of the application form to be considered for review. Applicants are required to submit seven (7) copies of the signed application and supporting materials to be reviewed. All materials should be in an 8½" x 11" format in addition to any large-scale format needed for detail. ***Incomplete applications WILL NOT be reviewed by the Historic Preservation Commission.***

Pending Approvals:
If approvals are pending by other regulatory or administrative authorities, which may have a bearing on the modifications or improvements which are the subject of this application, please notify the HPC upon submittal of the COA application.

Application Deadline:
Applications are to be submitted to Stone Mountain City Hall by 12:00 noon, fourteen (14) days prior to the regular scheduled HPC meeting to be placed on that month's agenda. Should this day of the month fall on a weekend or holiday, applications are due the next business day by 12:00 noon. The HPC meets on the third Wednesday of each month at 6:30 p.m. at Stone Mountain City Hall, unless otherwise posted outside City Hall.

Application Representation:
The **applicant** or an **authorized representative** for the applicant shall be present at the public meeting to support the application. If neither is in attendance to answer any questions which may arise concerning the COA application, the result will be the **denial** of the application.

Building Permit Requirements:
All building permits must be acquired from the governing authority prior to any work commencing. Building permits will not be issued without proof of an approved COA. Work must comply with all applicable state and local codes.

Modifications or Amendments:
If modifications or amendments become necessary, such changes must be presented to and approved by the HPC prior to beginning work on any aspect of said modification or amendment.

Deadline for Project Completion:
A COA shall become void unless construction (foundation and framing) is commenced within **twelve (12) months** from the date of issuance. A COA is issued for a period of **eighteen (18) months** only and is not renewable.

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***********APPLICANT KEEPS THIS PAGE************

Owner Permission Affidavit

Subject Property Address: 1038 Forest Ave, Stone Mountain, GA 30083

Property Owner:

Name (Person, Firm, Corporation, or Agency): [redacted]

Mailing Address: [redacted]

Phone [redacted]

Email: [redacted]

Authorized Applicant:

Name (Person, Firm, Corporation, or Agency): Katherine Meers

Mailing Address: 5305 Cloud St., Stone Mountain, GA 30083

Phone [redacted]

Email: [redacted]

I (Property owner/agent) am applying for, or I hereby give authority to the authorized applicant to file an application for the following address: 1038 Forest Ave., Stone Mountain, GA 30083

Type of Application: COA

Property Owner's signature

Katherine Meers

Property Owner's printed name

This instrument was signed before me on this date: October 5, 2024

County: DeKalb Georgia Notary Signature:

Affix seal/stamp as close to signature as possible

CAROLYN JEWELL
NOTARY PUBLIC
DEKALB COUNTY, GEORGIA
MY COMMISSION EXPIRES
MAY 15 2027

Credit Card Authorization Form

City of Stone Mountain
875 Main Street
Stone Mountain, GA 30083

Sign and complete this form to authorize the merchant below to make a one-time charge to your credit listed below.

By signing this form, you give us permission to debt your account for the amount indicated **plus a 5% service fee** on or after the indicated date. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

CREDIT CARD INFORMATION

Card Type: [redacted]

Cardholder Name (as shown on card): [redacted]

Card Number : [redacted] Security Code (CVV): [redacted]

Expiration Date (mm/yy): [redacted]

BILLING INFORMATION

Billing Address: [redacted]

City, State, Zip: [redacted]

Phone [redacted]

Email [redacted]

Reason for Payment: COA

I, Katherine Meers, authorize the City of Stone Mountain to charge my credit card indicated above for $ 60 on 10/5/26 (date).

Customer Signature

10/5/26
Date

***Authorization form must be accompanied by a copy of the card holder's driver's license or valid I.D.**

Rev. 03.08.24



PHOTOGRAPHS OF EXISTING BUILDING










Replace wood 4x4 porch posts with pressure treated 6x6 wood porch posts.
Remove siding and plywood on side of porch roof.



PROJECT MATERIALS



Example of gutters



Per applicant, "There is no brand as gutters are made on site with bulk material."

