

DeKalb County Historic Preservation Commission

Tuesday, January 21, 2025 - 6:00 P.M.

Staff Report

Consent Agenda

A. 1467 Oxford Road, Tse Chih Chang. Replace window. **1247320.**

Built in 1910 (18 003 01 053)

This property is in the Druid Hills Character Area #2 and the Druid Hills National Register Historic District.

04-15 1467 Oxford Road (DH), Tse Chih Chang. Demolish a house in Emory Village. 19834. **Denied**

11-24 1467 Oxford Road, Tse Chih Chang. Replace window. 1247320. **Denial.**

Summary

The applicant proposes replacing front windows. The original windows were damaged, and the replacement windows match the dimensions of the original windows. The replacement windows are wood double-hung windows to match the original windows as well. The replacement windows have simulated divided lites that were not present on the original windows, which were single pane windows with no divided lites. This work has been completed, and this is a retroactive application.

Recommendation

Approve. These proposed changes do not appear to have a substantial adverse effect on the district. This application appears to meet the guidelines and the staff recommends approval.

Relevant Guidelines

- 5.0 *Design Review Objective* (p45) - When making a material change to a structure that is in view from a public right-of-way, a higher standard is required to ensure that design changes are compatible with the architectural style of the structure and retain character-defining features. When a proposed material change to a structure is not in view from the public-right-way, the Preservation Commission may review the project with a less strict standard so as to allow the owner more flexibility. Such changes, however, shall not have a substantial adverse effect on the overall architectural character of the structure.
- 6.1.4 *Windows* (p55) Guideline - Existing windows, including sashes, lights, lintels, sills, frames, molding, shutters, and all hardware should be retained and repaired through routine maintenance whenever possible. When deteriorated elements must be replaced, new elements should be compatible with the original in terms of material, design and hardware. Should it be necessary to replace an entire window, the replacement should be sized to the original opening and should duplicate all proportions and configurations of the original window.



DeKalb County

Development Services Center
178 Sams Street
Decatur, GA 30030
www.dekalbcountyga.gov/planning
404-371-2155 (o), 404-371-4556 (f)

Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Interim Director
Cedric Hudson

Application for Certificate of Appropriateness

Date submitted: 10/5/2024 Date Received: _____

Address of Subject Property: 1467 Oxford Rd, Atlanta, GA 30307

Applicant: Tse Chih Chang E-Mail: tsechihchang@yahoo.com

Applicant Mailing Address: 2905 Peachtree Rd., NE, Atlanta, GA 30305

Applicant Phone: 404-731-4773

Applicant's relationship to the owner: Owner Architect Contractor/Bulder Other

Owner(s): TSE CHIH CHANG Email: TSECHIHCHANG@YAHOO.COM

Owner(s): _____ Email: _____

Owner(s) Mailing Address: 2905 PEACHTREE RD NE, ATLANTA, GA 30305

Owner(s) Telephone Number: 404-791-0262 Cell

Approximate date of construction of the primary structure on the property and any other structures affected by this project: 45 days

Nature of work (check all that apply):
New construction New Accessory Building Other Building Changes
Demolition Landscaping Other Environmental Changes
Addition Fence/Wall Other
Moving a Building Sign Installation

Description of Work:

replace broken front windows which were damaged by street bullets

This form must be completed in its entirety and be accompanied by supporting documents, such as plans, list of materials, color samples, photographs, etc. All documents should be in PDF format, except for photographs, which may be in JPEG format. Email the application and supporting material to plansustain@dekalbcountyga.gov and pvjennings@dekalbcountyga.gov. An incomplete application will not be accepted.

Signature of Applicant: Tse Chih Chang Digitally signed by Tse Chih Chang
Date: 2024.11.07 21:22:30 -05'00'

Re: DEPARTMENT OF PLANNING & SUSTAINABILITY - COA Application for 1467 Oxford Road

From: Tse Chih Chang (tsechihchang@yahoo.com)
To: pvjennings@dekalbcountyga.gov
Date: Friday, November 8, 2024 at 12:28 AM EST

Attached application file. Thanks,

On Thursday, November 7, 2024 at 11:57:34 AM EST, Paige V. Jennings <pvjennings@dekalbcountyga.gov> wrote:

Good Morning,

Hope that this email finds you well!

Following up again on the COA application that was submitted for 1467 Oxford Road. As stated in the previous email, the application that was received for 1467 Oxford was blank. Please complete the attached COA form and sent it back to me as soon as possible so that we can keep the application on the agenda for the HPC meeting scheduled of November 18th. **If we do not receive a completed application before the end of the day, we will remove the application from the agenda.**

Please let me know if you have any questions and thank you for your time!

Thank You,

Paige



Government Services Center
132 South Street
Decatur, GA 30030

Paige V. Jennings

Senior Planner (they/them)
Historic Preservation
Planning & Sustainability Department
Current Planning Division

pvjennings@dekalbcountyga.gov
470.829.7341 County Cell



DeKalbCountyGa.gov/planning

From: Paige V. Jennings
Sent: Wednesday, October 30, 2024 4:35 PM

To: 'Tse Chih Chang' <tsechihchang@yahoo.com>
Subject: RE: DEPARTMENT OF PLANNING & SUSTAINABILITY - COA Application for 1467 Oxford Road
Importance: High


Good Afternoon,

Hope that this email finds you well!

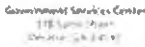
I just wanted to follow up on the COA application that was submitted for 1467 Oxford Road. As stated in the previous email, the application that was received for 1467 Oxford was blank. Please complete the attached COA form and sent it back to me as soon as possible so that we can keep the application on the agenda for the HPC meeting scheduled of November 18th.

Thank You,


Paige



DeKalb County
GEORGIA




Government Services Center
118 Spring Street
Doraville, GA 30095



Paige V. Jennings

Senior Planner (they/them)
Historic Preservation
Planning & Sustainability Department
Current Planning Division
pjennings@dekalbcountyga.gov
470.829.7341 County Cell



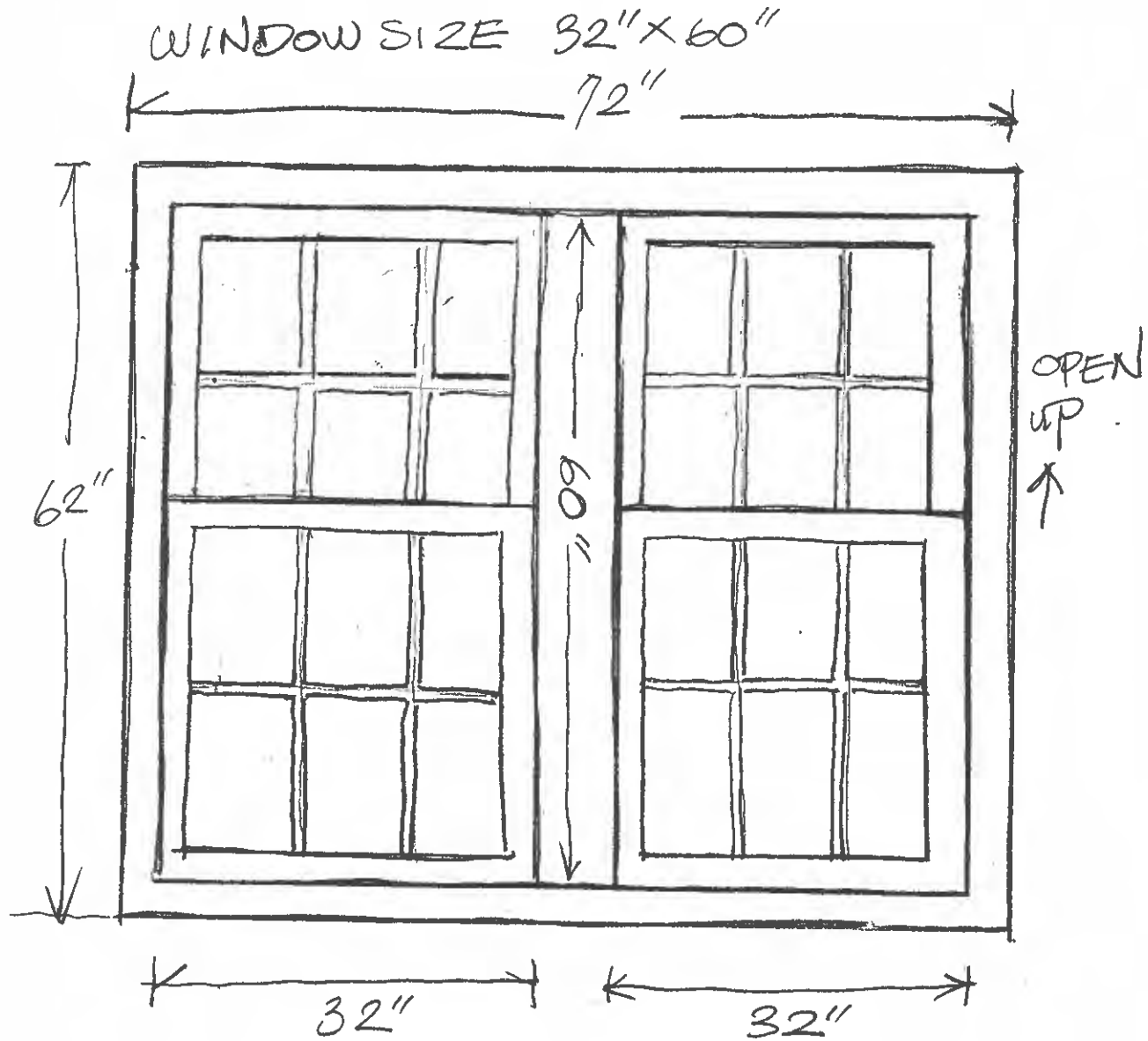
DeKalbCountyGa.gov/planning

From: Paige V. Jennings
Sent: Monday, October 21, 2024 2:13 PM
To: Tse Chih Chang <tsechihchang@yahoo.com>
Subject: RE: DEPARTMENT OF PLANNING & SUSTAINABILITY

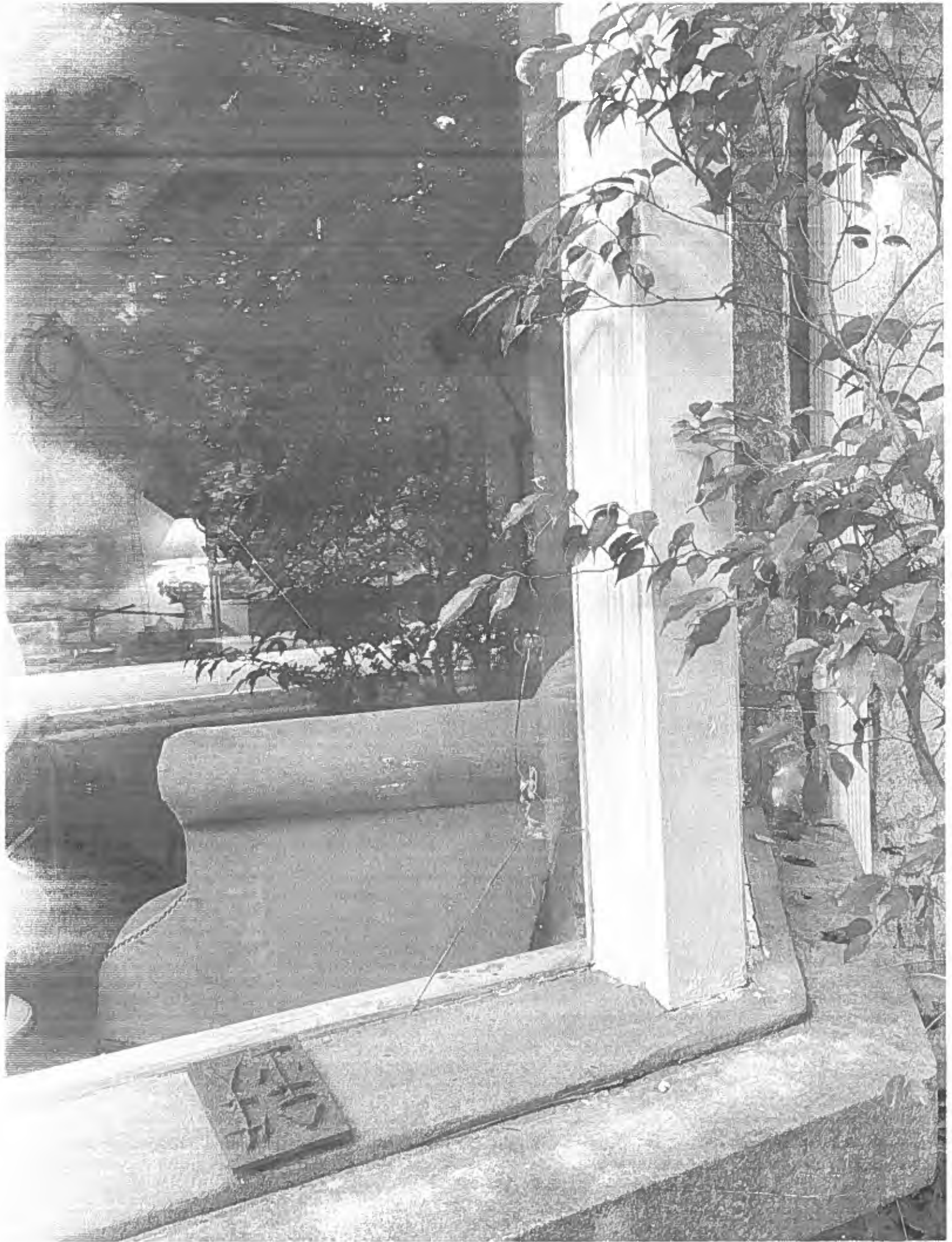
Good Afternoon,

Hope that this email finds you well and enjoying the week ahead!

It appears that there was an error with the previously attached COA application, and it appears blank. Could you complete the form and re-send it as soon as possible? The application will still be added to the agenda for the November 18th meeting.

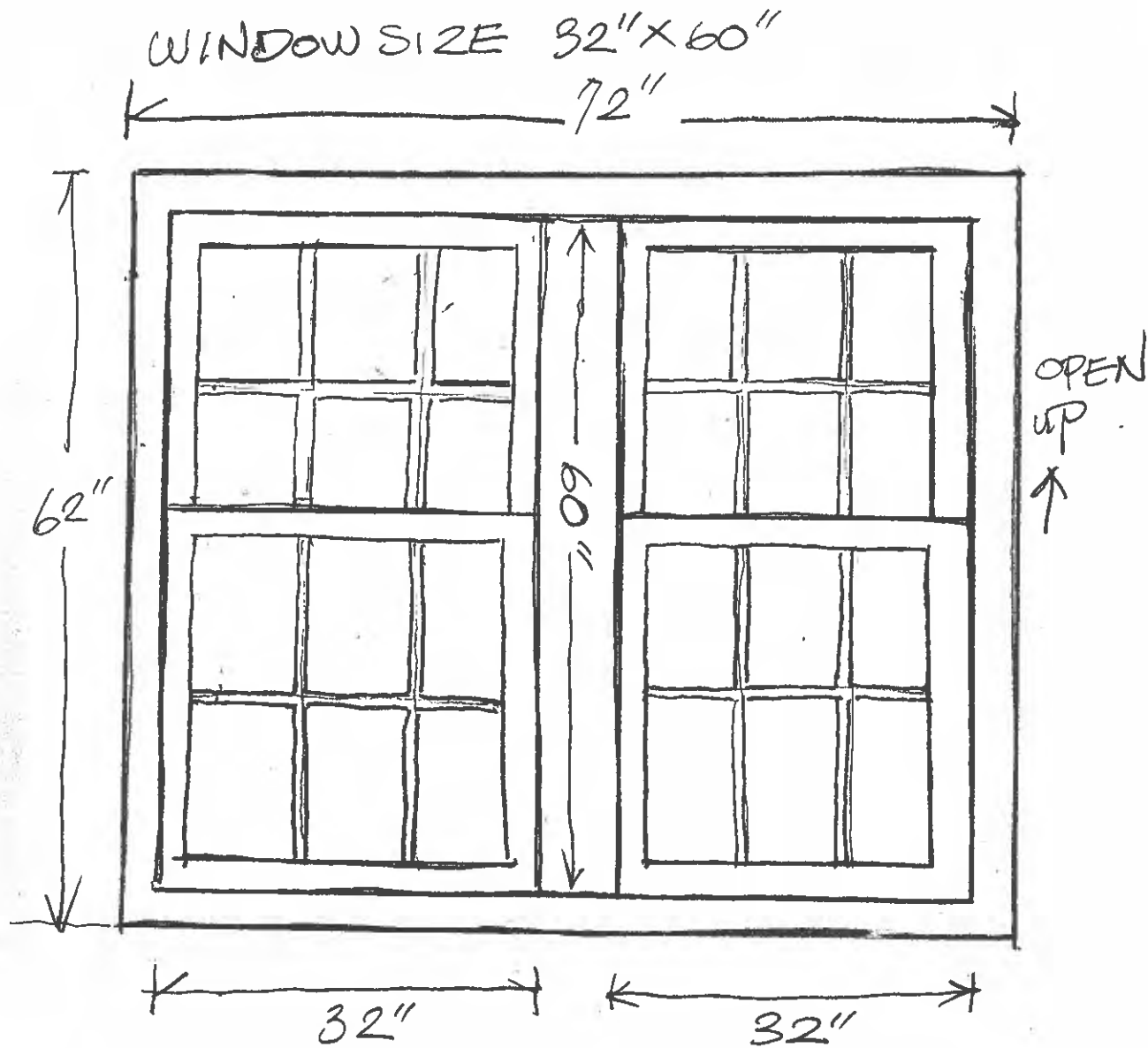


1467 Oxford Rd Front Window Replacement









1467 Oxford Rd Front Window Replacement



DEPARTMENT OF PLANNING & SUSTAINABILITY

Design Checklist for a Certificate of Appropriateness

This checklist was created to help applicants prepare a complete application. Omissions and inaccurate information can lead to deferrals and/or denials of applications. Please review the checklist with the project’s architect, designer, or builder. All items will not be applicable to all projects. New construction will involve all categories. One copy of drawings at scale (plus nine reduced sets) should be submitted.

Please address questions regarding applicability to your project to the DeKalb County Preservation Planner at 404-687-3945, e-mail pvjennings@dekalbcountyga.gov and rlbragg@dekalbcountyga.gov.

Applicants are also referred to the DeKalb County website, http://www.dekalbcountyga.gov/planning_and_sustainability/planning-sustainability.

I have reviewed the “Design Manual for the Druid Hills Local Historic District”.

I have reviewed the DeKalb County Tree Ordinance.

I have reviewed applicable zoning codes regarding lot coverage, garage sizes, stream buffers.

1. General

- a. Label all drawings with the address of the site, owners’ name, and contact phone number.
- b. Number all drawings.
- c. Include a graphic scale on reductions.
- d. Date all revisions.
- e. Indicate all unverified numbers with +/- signs
- f. Include photos of the existing condition of the property.

2. Site Plan (existing and proposed) to include:

- a. Topographical plan with significant trees sized and located;
- b. Setback compared to adjacent houses (ask surveyor to show corners of adjacent houses);
- c. Distance between houses;
- d. Façade width to finished face of material;
- e. Grading and elevations across site;
- f. Dirt removal or regrading if more than 18”;
- g. Tree protection plan;
- h. Tree removal and replacement plan

3. Driveways and Walkways

- a. Location and relationship to house;
- b. Width;
- c. Material;
- d. Curb cut and apron width



DEPARTMENT OF PLANNING & SUSTAINABILITY

4. Fences & Retaining Walls

- a. Placement on lot;
- b. Height of fence or wall. If retaining wall, height on both sides;
- c. Material;
- d. Railing if necessary

5. Elevations and Floor Plans: <<Indicate all unverified numbers with +/- signs>>

- a. Plans for all floors (drawn to scale, 1/4"=1' preferred);
- b. House orientation on site plan;
- c. Scalable elevations for front, rear, left, right;
- d. Height, grade to ridge;
- e. Streetscape comparison showing heights of two flanking houses on each side;
- f. Height from grade to first floor level at all four corners;
- g. Height from grade or finished floor line to eaves at all four corners;
- h. Ceiling heights of each floor, indicating if rough or finished;
- i. Height of space between the ceiling and finished floor above,
- j. Two people of 5'-6" and 6' height shown;
- k. Landscaping plan

6. Additions

- a. Placement shown on elevations and floor plan;
- b. Visibility from rights-of-way and paths;
- c. Photos of all facades;
- d. Design proportioned to main house;
- e. Landscaping plan;
- f. Materials and their combinations

7. Roof Plan

- a. Shape and pitch of roof
- b. Roofing material;
- c. Overhang;
- d. Louvers and vents;
- e. Chimney height and material

8. Dormers

- a. Construction details provided;
- b. Shape and size of dormer (show dimensions on drawings);
- c. Overhang;
- d. Size of window(s), with nominal size of sash (show dimensions on drawings)

9. Skylights

- a. Profile;
- b. Visibility from right-of-way;
- c. Material (plastic lens or glass);
- d. Shown in plan and elevation to scale

10. Façade

- a. Consistency in style;
- b. Materials and their combinations
 - brick size and color
 - stone type and color
 - fiber-cement (e.g., Hardie-plank) or wood siding
 - shake or shingle
 - other
- c. Height of foundation at corners;
- d. Ceiling heights comparable to area of influence: basement, first floor, second floor;
- e. Detailing: soldier course, brackets, fascia board; water table;
- f. Height from grade to roof ridge;
- g. Dimensions, proportions and placement of windows, doors

11. Entrance

- a. Height and width of door;
- b. Design of door (e.g., 6-panel, craftsman);
- c. Material of door;
- d. Overhang;
- e. Portico height;
- f. Size and height of columns or posts;
- g. Railing

12. Windows

- a. Consistent with original as well as the area of influence;
- b. Size and proportion similar to original;
- c. Pane orientation and size similar to original;
- d. Type (e.g., double hung, casement);
- e. Fenestration on walls visible from right-of-way;
- f. Simulated divided light (SDL) or true divided light (TDL): location of muntins between the glass, behind the glass or permanently affixed on exterior;
- g. Material of window and any cladding;
- h. Width of muntins compared to original (show dimensions on drawings);
- i. Shutters or canopies
- j. Dimensions of windows and doors.

13. Materials

- a. Show all materials and label them on drawings;
- b. Provide samples of brick or stone;
- c. Provide samples if new or unusual materials



DEPARTMENT OF PLANNING & SUSTAINABILITY

14. Garages / Accessory Buildings

- a. Visibility from street;
- b. Placement on site;
- c. Scale, style appropriate for house;
- d. Show dimensions on drawings;
- e. Materials;
- f. Square footage appropriate for lot size;
- g. Garage door size and design
- h. Show height from grade to eaves and to top of roof

15. Demolitions

- a. Provide documentation from engineer concerning feasibility of rehabilitation;
- b. Provide photographs of structure to be demolished;
- c. Provide plan for proposed redevelopment

Application Process Checklist

This checklist is to ensure that applicants understand the Certificate of Appropriateness (COA) application process from beginning to end. Please verify that you have read over the process shown below and understand the procedures and timeline that will be followed for all submitted COA applications.

- Applications may only be submitted during the period specified on the calendar for each month. Once the filing deadline has passed and that period has expired, **no new applications will be accepted** to be heard at that month's commission meeting. If an application has not been submitted before the filing deadline, it cannot be submitted again until the next period for applications has opened.
- Additional materials submitted after the staff's report have been finalized and posted to the public will not be taken into consideration for the staff report. Staff reports will not be edited once finalized and published – any new materials may be submitted for the record for the commission but will not affect the staff's report for the application.
- Any additional materials submitted after the staff's report has been finalized and posted to the public may be added to the record for the historic preservation commission to review as supplemental materials for the submitted application. Supplemental materials includes:
 - Representative photos
 - Letters of support/opposition
 - Architectural drawings
 - Updated site plans

Supplemental materials **do not** include documents for new work to be added to the already submitted application. Any materials that propose new work that was not included in the original application, will not be added to the record. Any proposed new work that was not included in the original application will need to be included in a new application to be submitted for next month's commission meeting.

I have reviewed the information above and understand the Certificate of Appropriateness process. Yes

I have reviewed the HPC calendar. Yes