

DeKalb County Historic Preservation Commission

Monday, July 20, 2026- 6:00 P.M.

Staff Report

Consent Agenda

- A. 595 Ridgecrest Road, Chris Nasser for Canopy Home Exteriors. Replace windows on the rear and side of a historic house. **1248170.**

Built in 1929 (15 237 02 016)

This property is in the Druid Hills Character Area #1 and the Druid Hills National Register Historic District.

Summary

The applicant proposes replacing a total of five (5) windows on the rear and side elevations of a historic house. A total of five double-hung, 6-over-6 windows, including one on the rear, two on the left, and two on the right of the house, will be removed and replaced with vinyl, double-hung, one-over-one windows. There will be no change to size, location, or dimensions of the windows, and all work will not be visible from the Right of Way.

Recommendation

Approve. The proposed changes do not appear to have a substantial adverse effect on the property or 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.

6.1.1 *Exterior Materials* (p51) Guideline - The application of artificial or nonhistoric exterior siding materials such as brick veneers; asphalt shingle siding; and cementitious, aluminum, or vinyl siding is discouraged. These materials are not successful in mimicking details of original wood siding (the most common material over which they are applied); subsequently, their use greatly compromises the historic integrity of buildings. Application often results in the loss or distortion of architectural details, and improper installation can result in damage of historic materials.

Use of compatible and high quality "look-a-like" synthetic building materials may be allowable, especially in order to reduce costs, provided (1) the original materials are beyond repair, (2) the substitute material can be installed without irreversibly damaging or obscuring the historic material and architectural features and trim of the building, (3) the substitute material can match the historic material in size, profile, and finish so that there is no change in the historic character of the building.

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 Historic Preservation Commission

Monday, July 20, 2026- 6:00 P.M.

Staff Report

Consent Agenda

- B. 1380 Emory Road, Jennifer Witherspoon. Constructing a new garage with an accessory dwelling unit and repairing the landscaping in the back yard. **1248208.**

Built in 1928 (18 054 11 014)

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

- 03-09 1380 Emory Road (DH), Richard Stevens. Widen driveway. 15673 Approved with Modifications
05-25 1380 Emory Road. William Witherspoon. Replace windows on a historic house. 1247564. Approved with Modifications.

Summary

The applicant proposes constructing a new garage with an accessory dwelling unit on the existing garage pad. The proposed structure will be similar in design to the existing house and have a roof height matching the existing home. The project also includes a new foundation and associated mechanical, electrical, and plumbing systems. Additionally, the applicant proposes rehabilitating the rear yard by installing new grass, repairing or replacing existing fencing, and adding a driveway gate to enclose the yard.

Recommendation

MOVE TO REGULAR AGENDA.

Approved with Modification. Staff recommends that the proposed accessory structure and landscaping of the rear yard be approved with the requirement that the existing external AC unit recorded by Code Compliance be removed in accordance with Guideline 6.2.

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.
- 6.2 *Mechanical Services* (p58) Guideline – The installation of exterior mechanical services, such as HVAC units and solar panels, shall be done in a manner that does not detract from the historic integrity of the building. It is best to install exterior mechanical elements on the side or rear of a property, in order to avoid disrupting the front elevation of the building and keeping it out of sight from the right-of-way. In the event, however, that the installation of a mechanical service on the front of the property cannot be avoided, it should be done so in a manner that decreases its visible impact; this may be accomplished through landscaping with appropriate plantings and vegetation.
- 7.0 *Additions & New Construction - Preserving Form & Layout* The Druid Hills Local Historic District continues to change and evolve over time. For this area to meet contemporary needs, additions are built, uses change, and

new buildings are constructed. The challenge is not to prevent change but to ensure that, when it does inevitably happen, it is compatible with the historic character of the area.

A new building is compatible with its historic setting when it borrows design characteristics and materials from adjacent buildings and integrates them into a modern expression. Before undertaking new development, be it a new building or changes or additions to existing buildings, take time to evaluate what makes the property and the neighborhood distinctive. Evaluate what type of impact the new development will have on the property and neighborhood. Decide how the development can best be designed to complement the property and area.

The underlying guideline for new construction and additions is to consider one's neighbors and nearby structures and reinforce the existing historic character through sensitive, compatible design.

Note that many of these guidelines refer to new development or new construction but are equally applicable to additions to existing buildings.

- 7.1 *Defining the Area of Influence* (p64) Guideline - In considering the appropriateness of a design for a new building or addition in a historic district, it is important to determine the area of influence. This area should be that which will be visually influenced by the building, i.e. the area in which visual relationships will occur between historic and new construction.
- 7.2.3 *Shape: Roof Pitch* (p68) Guideline - The roof pitch of a new building should be consistent with those of existing buildings within the area of influence, if dominant patterns are present.
- 9.4 *Enclosures and Walls* (p90) Guideline - Fences and walls should not be built in front yard spaces and are strongly discouraged from corner lot side yard spaces. Retaining walls should only be used in situations where topography requires their use. In the review of the installation of fencing, the front yard shall be defined as the portion of land between the front entrance of the main structure on the property and the Right of Way of which the property is addressed.
- 9.4 *Enclosures and Walls* (p90) Guideline - The plantings of shrubbery to create a hedge is considered fencing and will require review by the preservation commission.
- 9.4 *Enclosures and Walls* (p90) Recommendation - Fences are appropriate in rear yard spaces. Rear yard fences should be coordinated with existing county codes. Suggested materials include wood and chain link. Vinyl- covered chain link fencing, typically in bronze, brown, or black, assist in making fences less obtrusive. Vines are suggested to "soften" the appearance of metal chain link fencing. If wood fencing is used, the paint color and design should be compatible with the architecture of the adjacent residence. Fence heights can range from 4' to 6' depending on the reason for the enclosure.
- 9.6 *Accessory Buildings* (p91) Guideline - New accessory buildings, such as garages and storage houses, are to be located in rear yard spaces and visually buffered from adjacent property owners and the public right-of-way. Accessory buildings that complement the architecture of the adjacent residence do not require the same level of buffering and may remain more visible within the local district. If the new building will be visible from the street, it should respect the established setbacks and orientations of the historic buildings in the area.

DeKalb County Historic Preservation Commission

Monday, July 20, 2026- 6:00 P.M.

Staff Report

Consent Agenda

C. 1381 Harvard Road, David Price. Extend dormer and install new windows on the rear of a historic house. **1248209.**

Built in 1929 (18 054 02 030)

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

- 09-97 1381 Harvard Road, Bob Connelly. Installation of a window on a side elevation. **Approved.**
02-22 1381 Harvard Road, Laurie Imes. Build a rear addition and modify an accessory building. 1245485. **Approved with modification**
04-22 1381 Harvard Road, Laurie Imes. Build a deck and pergola at the back of the house. 1245686. **Approved.**
09-24 1381 Harvard Road, Dave Price. Convert rear deck to porch and replace front walkway material. 1247202. **Approved.**

Summary

The applicant proposes extending a previously approved shed dormer addition on the rear of a historic house. The existing rear dormer was approved in 2022 and is nonhistoric. A small, gable dormer on the rear of the house, near the Western property line, will be removed and the large, rear shed dormer will be extended across the rear roof of the house. The addition to the dormer will be constructed with shingle and lap siding, fiberglass-shingle roofing, and windows to match the existing dormer. A total of three (3) new windows will be installed on the rear of the existing and proposed dormer; two casement windows and a vertical, sliding window. The roof ridge of the dormer-addition will extend 10" above the roof-ridge of the main structure towards the Western property line; the front face of the main roof will be raised to meet the higher roof ridge of the dormer-addition.

Recommendation

Approve. The proposed changes do not appear to have a substantial adverse effect on the property or 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.
- 6.1.5 *Roofs, Chimneys, and Dormers* (p56) Guideline - The original roof form should be retained to the greatest extent possible. No addition to a house should greatly alter the original form of a roof or render that form unrecognizable. Original or historic roof dormers should also be retained. Skylights should be installed so as to be as unobtrusive as possible. If additional upper-story space is required, consider using dormers placed out-of-view of public right-of-way—to create this space.
- 7.0 *Additions & New Construction - Preserving Form & Layout* The Druid Hills Local Historic District continues to change and evolve over time. For this area to meet contemporary needs, additions are built, uses change, and new buildings

are constructed. The challenge is not to prevent change but to ensure that, when it does inevitably happen, it is compatible with the historic character of the area.

A new building is compatible with its historic setting when it borrows design characteristics and materials from adjacent buildings and integrates them into a modern expression. Before undertaking new development, be it a new building or changes or additions to existing buildings, take time to evaluate what makes the property and the neighborhood distinctive. Evaluate what type of impact the new development will have on the property and neighborhood. Decide how the development can best be designed to complement the property and area.

The underlying guideline for new construction and additions is to consider one's neighbors and nearby structures and reinforce the existing historic character through sensitive, compatible design.

Note that many of these guidelines refer to new development or new construction but are equally applicable to additions to existing buildings.

- 7.2.8 *Individual Architectural Elements* (p73) Guideline - New construction and additions should be compatible and not conflict with the predominant site and architectural elements—and their design relationships—of existing properties in the area of influence.
- 7.3.1 *Additions* (p74) Guideline - Additions should not be added to the main facade of the building and should not appear to dominate the original structure. It is preferable to build new additions to the rear of a historic building, where it will have little or no impact on the streetscape facade. Design and materials should be compatible with the existing building. Avoid obscuring character-defining features of the historic building with the addition.
- 7.3.1 *Additions* (p74) Guideline - Additional stories should be set well back from the roof edge to ensure that the historic building's proportions and profile are not radically changed.
- 7.3.1 *Additions* (p74) Recommendation - The Secretary of the Interior's Standards recommend that an addition be designed so that at a later date it can be removed without compromising the historic character of the building.
- 7.3.1 *Additions* (p74) Recommendation - While an addition should be compatible, it is acceptable and appropriate for it to be clearly discernible as an addition rather than appearing to be an original part of the building. Consider providing some differentiation in material, color, and/or detailing and setting additions back from the historic building's wall plane.
- 7.3.1 *Additions* (p74) Recommendation - These guidelines do not recommend adding false historical details to a noncontributing building in an effort to make it more compatible with surrounding historic buildings. Every effort should be made, however, to ensure that additions and alterations to the property do not detract further from the character of the historic environment, keeping in mind the design concepts discussed in Section 7.2.

DeKalb County Historic Preservation Commission

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Staff Report

Consent Agenda

D. 2265 East Lake Road, Joseph Wilkinson. Repair and replace roofing, gutters, and flashing on a historic house. Install a fence and gate on the rear of historic property. **1248198.**

Built in 1922 (15 237 04 004)

This property is in the Druid Hills Character Area #1 and the Druid Hills National Register Historic District.

- 06-02 2265 East Lake Road (DH), Robert C. and D. Sydney Howel. Build a two-story rear addition. **Approved with stipulation**
- 11-25 2265 East Lake Road, Darlene S. and Robert C. Howel, Jr. Replace the roof on a historic house. 1247862. **Withdrawn.**

Summary

The applicant proposes the following work:

1. Repair portion of historic roofing. The Northwest corner of the original clay tile roof will be repaired due to water damage. The historic clay tiles will be removed and re-installed to access damaged portions, which will then be replaced as needed.
2. Install gutters and downspouts. New drainage system elements, including 6" half-round aluminum gutters and 4" downspouts, will be installed on the columns of the porte-cochere and front porch where there is evidence of previously installed gutters and downspouts. Additionally, 6" aluminum, K-style gutters will be installed along the rear roof-edge of a nonhistoric addition as well.
3. Repair chimney and install chimney cap. The flashing and leak barrier surrounding the historic chimney will be removed and replaced, and the mortar of the chimney will be tuckpoint repaired as needed. A black, metal cap will be installed on the top of the chimney as well.
4. Install fencing. A 6' wood privacy fence will be installed along the Eastern property line in the backyard to match the existing fence on the Western property line.
5. Install gate. A 10' wide, automatic metal gate will be installed across the driveway.

QUESTIONS:

1. Is this application for the fencing and gate as well? Need more info.
2. If fencing and gate are included, need a site-plan to show location of both, images of the proposed gate and fencing material, and clarification on the height of the fence.
3. Need info on the exact location of the gutters and downspouts (front, rear, side??)

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.
- 6.1.1 *Exterior Materials* (p50) Guideline - Original masonry should be retained to the greatest extent possible without the application of any surface treatment, including paint. Repointing of mortar joints should only be undertaken when necessary, and the new mortar should duplicate the original material in composition, color, texture, method of application, and joint profile. Repaired joints should not exceed the width of original joints. The use of electric saws and hammers in the removal of old mortar is strongly discouraged as these methods can seriously damage adjacent bricks.
- 6.1.2 *Architectural Details* (p52) Guideline - Stylistic details should be maintained and treated with sensitivity. The removal of such details or application of details inappropriate to the period or style of a house is strongly discouraged. Damaged elements should be repaired rather than replaced if at all possible. Historic details that have been lost or are beyond repair may be replaced with new materials, provided that their earlier presence can be substantiated by historical documentation and that the new materials match the original in composition, design, color, and texture.
- 6.1.5 *Roofs, Chimneys, and Dormers* (p56) Guideline - The original roof form should be retained to the greatest extent possible. No addition to a house should greatly alter the original form of a roof or render that form unrecognizable. Original or historic roof dormers should also be retained. Skylights should be installed so as to be as unobtrusive as possible. If additional upper-story space is required, consider using dormers placed out-of-view of public right-of-way—to create this space.
- 6.1.5 *Roofs, Chimneys, and Dormers* (p56) Guideline - Historic roofing materials, such as clay tile and slate, should be repaired rather than replaced, if at all possible. While repair or replacement with like materials is often considered to be cost prohibitive, it should be remembered that life expectancies of these roofs (slate, 60 to 125 years and longer; clay tile, 100+ years) is considerably greater than most replacement materials. Clay tile and slate roofs are always character-defining features of their buildings; therefore, if replacement is necessary, new materials should match as closely as possible the scale, texture, and coloration of the historic roofing material.
- 6.1.5 *Roofs, Chimneys, and Dormers* (p57) Guideline - Original chimneys often add to the character of historic houses and should be properly maintained; they should not be covered with stucco or any other material, unless historically covered. A chimney that is no longer in use still functions as an important element in the overall composition of a house and should not be covered, partially or completely removed, or replaced.
- 6.1.6 *Gutters* (p58) Guideline - Gutters and downspouts should be maintained in their original appearance and location if functioning properly.
- 6.1.7 *Gutters* (p58) Guideline - New downspouts should be along the edges and corners of buildings and along porch supports so as to create minimal visual disruption. In locating new downspouts, consideration should be given to water flow with regard to avoiding seepage into basements and impacts to foundation plantings.
- 9.4 *Enclosures and Walls* (p90) Guideline - Fences and walls should not be built in front yard spaces and are strongly discouraged from corner lot side yard spaces. Retaining walls should only be used in situations where topography requires their use. In the review of the installation of fencing, the front yard shall be defined as the portion of land between the front entrance of the main structure on the property and the Right of Way of which the property is addressed.
- 9.4 *Enclosures and Walls* (p90) Recommendation - Fences are appropriate in rear yard spaces. Rear yard fences should be coordinated with existing county codes. Suggested materials include wood and chain link. Vinyl- covered chain link fencing, typically in bronze, brown, or black, assist in making fences less obtrusive. Vines are suggested to “soften” the appearance of metal chain link fencing. If wood fencing is used, the paint color and design should be compatible with the architecture of the adjacent residence. Fence heights can range from 4' to 6' depending on the reason for the enclosure.

DeKalb County Historic Preservation Commission

Monday, July 20, 2026- 6:00 P.M.

Staff Report

Regular Agenda

E. 941 Clifton Road, Brunno Godoi. Install a pool, patio, retaining walls, and landscaping in rear yard, and install retaining walls and landscaping in the front yard of a historic property. **1248206.**

Built in 1924 (18 003 02 017)

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

- 04-19 941 Clifton Road (DH), Michael Detro. Application of limewash to exterior of home. 1243209. **Denied**
07-22 941 Clifton Road, John & Kayla Williams. Limewash the brick on a previously unpainted house. **Denied**
08-24 941 Clifton Road, Heather Shuster. Construct a covered porch and addition on the rear of a historic house. 1247158. **Approved.**
08-24 941 Clifton Road, Richard Shore. Install pool in backyard and install hardscaping in front yard. 1247165. **Approved with Modification.**

Summary

The applicant proposes the following work:

1. Install front walkway.
2. Remove existing parking pad and install a parking court in front of historic house.
3. Install retaining walls in front yard.
4. Construct a patio cover in backyard.

Recommendation

Approve with Modifications. Staff recommends the approval of the proposed work within the backyard of the property, including the construction of a patio cover structure, installation of retaining walls, and proposed pool, with the condition that the proposed work on the front of the property be denied; this includes denial of the proposed front walkway in accordance with Guidelines 5.0 and 9.7, the proposed modification of the existing parking pad and installation of a new parking pad in accordance with Guidelines 5.0, 9.5, and 9.7, and the proposed installation of retaining walls in the front yard in accordance with Guidelines 5.0, 9.4, and 9.7.

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-of-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.
- 8.2 *Trees* (p78) Recommendation - The mature hardwood forest within the Druid Hills Local Historic District should be perpetuated through a district-wide replanting program. Trees should be replaced when mature trees are lost to age or damage or are removed for safety reasons. Replacement trees should be of identical or similar varieties to the original trees. A diversity of tree types is recommended to perpetuate the existing character of most tree groupings.

Replacement trees of adequate size (1.5" caliper minimum) are recommended. Existing ordinances that provide for the protection and replacement of the district's tree resources should be applied to development activities within Druid Hills.

- 8.2 *Trees* (p78) Guideline –The removal of five (5) or more mature specimen trees that are not deemed dead, diseased, or hazardous by the County arborist, shall be reviewed by the preservation commission. The planting of replacement trees may be required to maintain the historic grounds and landscaping of a property or area.
- 8.3 *Protection of the Historic Watershed Design and Design Concept* (p79) - Guideline - All construction within the Druid Hills Local Historic District should follow a 75' setback requirement from the top of bank of creek corridors and drainage ways, as delineated on the official "Historic District Map."
- 8.3 *Protection of the Historic Watershed Design and Design Concept* (p79) - Guideline - Methods used to address bankside erosion should complement the natural character of the creek corridor. Natural materials, such as native rock and plants, should be used as the material in erosion control devices.
- 9.2 *Traditional Streetscape Profile: Granite Curbs and Stone Gutters* (p82) - Guideline - Granite curbs are considered a historic element and should be retained and reused in any street improvements. The stone gutter and grassed swales from the original design were important elements in protecting the district's watershed. This design element should be reconstructed at all possible locations along roadways within the district. The "developed" character of the green space bordering roadways in residential neighborhoods will likely not allow for the introduction of a stone gutter. The reconstruction of stone gutters appears to be possible along roadways bordered by parkland and in other locations where curbing is not present.
- 9.3 *Vegetation* (p83) Recommendation – The plant list is intended to assist in the selection of appropriate plant materials. Olmsted's list and the list from the Georgia Landscapes Project provide guidance in selecting materials appropriate for historic landscape projects. There are other sources that can be consulted to identify additional plants used by Olmsted in Druid Hills, such as historic planting plans and particularly the archival record at the Olmsted National Historic Site in Brookline, Massachusetts. The Olmsted list presented in this document should be considered a beginning. Residents of Druid Hills are encouraged to add to this list with historic plants that can be documented as having been used by Olmsted. The native list should be used for natural areas within the district, such as creek corridors and drainage ways. Places within the district where the retention of healthy ecological environments is critical are best landscaped with native varieties. Since native plants have been available since the colony of Georgia was established in 1733, native plants are also appropriate for historic landscapes.
- 9.4 *Enclosures and Walls* (p90) Guideline - Fences and walls should not be built in front yard spaces and are strongly discouraged from corner lot side yard spaces. Retaining walls should only be used in situations where topography requires their use. In the review of the installation of fencing, the front yard shall be defined as the portion of land between the front entrance of the main structure on the property and the Right of Way of which the property is addressed.
- 9.4 *Enclosures and Walls* (p90) Guideline – The plantings of shrubbery to create a hedge is considered fencing and will require review by the preservation commission.
- 9.4 *Enclosures and Walls* (p90) Recommendation - Fences are appropriate in rear yard spaces. Rear yard fences should be coordinated with existing county codes. Suggested materials include wood and chain link. Vinyl- covered chain link fencing, typically in bronze, brown, or black, assist in making fences less obtrusive. Vines are suggested to "soften" the appearance of metal chain link fencing. If wood fencing is used, the paint color and design should be compatible with the architecture of the adjacent residence. Fence heights can range from 4' to 6' depending on the reason for the enclosure.
- 9.5 *Parking* (p90) Guideline - Parking should be addressed in a manner that does not distract from the overall character of the district. Parking to serve private residential lots should be accommodated on-site, when at all possible, using the pathway of original drives and parking. Front yard parking should not be allowed unless it is a public safety issue. When front yard parking is necessary, it should be added in a manner that does not destroy the unbroken landscaped character of the front yard spaces in Druid Hills. Rear yard spaces should be considered for expansion of parking areas.

- 9.5 *Parking* (p90) Guideline - Curb cuts should not be added or expanded in order to protect the character of the district's streets.
- 9.5 *Parking* (p90) Recommendation - It is preferable to expand an existing driveway for parking rather than to add a separate parking pad, since the result is usually less paved surface. Plant materials can be added around parking spaces to visually buffer the parking from the street.
- 9.5 *Parking* (p90) Recommendation - In surfacing new parking areas, the use of impervious paving materials is discouraged. The intent is to limit the amount of run-off within the district's watershed. Consideration should be given to the use of porous materials that allow water penetration and preserve the open character of the landscape.
- 9.6 *Accessory Buildings* (p91) Guideline - New accessory buildings, such as garages and storage houses, are to be located in rear yard spaces and visually buffered from adjacent property owners and the public right-of-way. Accessory buildings that complement the architecture of the adjacent residence do not require the same level of buffering and may remain more visible within the local district. If the new building will be visible from the street, it should respect the established setbacks and orientations of the historic buildings in the area.
- 9.7 *Residential Landscape Design* (p91) Recommendation - For residential yards, created without the assistance of landscape designers, historic landscape plans for other residential lots within the district should be used for guidance. These plans can be interpreted to create a new landscape plan that is based on historic traditions. Care should be taken to select designs for yards of similar size containing houses of similar style and scale.
- 9.7 *Residential Landscape Design* (p92) Recommendation - Residential yards, originally created by noted landscape designers, will require special attention. Original plans and specifications should be used, if they can be located, in updating plantings. Suggested steps to follow in the redesign of residential landscapes are noted below:
- 1) Understand the original landscape design through historic research; for example, try to locate original plans and specifications and historic photographs;
 - 2) Compare the existing landscape with the documented historic landscape;
 - 3) Identify any features that are part of the historic landscape;
 - 4) Be sensitive to the potential of archaeological features (Refer to Chapter 10.0: Archeology);
 - 5) Identify site needs, develop a program for the site (circulation versus planting zone); and
 - 6) Develop an updated plan for the landscape that retains as much historic material, as possible, and accommodates today's functional needs in a manner that is in the spirit of the historic design.
- 9.7 *Residential Landscape Design* (p92) Guideline – The plantings of individual trees, shrubs, annuals, perennials, and ground covers that are not a part of a landscaping project will not require review by the preservation commission.

DeKalb County Historic Preservation Commission

Monday, July 20, 2026- 6:00 P.M.

Staff Report

Regular Agenda

F. 1194 Clifton Road, Bryan Fuller. Retroactive application to enclose a deck on the rear of a historic house. **1248207.**

Built in 1930 (18 003 06 019)

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

- 03-98 1194 Clifton Road, Sheila McIntosh. Changes to rear dormer. **Approved.**
11-10 1194 Clifton Road (DH), Gregory Cobb. Repair concrete at front steps and replace windows. 16753. **Denied.**
12-10 1194 Clifton Road (DH), Gregory Cobb. Repair concrete at front steps and replace windows. 16753. **Denied.**
02-11 1194 Clifton Road (DH), The Home Depot. Replace windows on front, side and rear. 16895. **Part approved, part denied.**

Summary

The applicant is submitting a retroactive application for a completed accessory structure on the rear of a historic property. The structure is a covered deck, located in the rear yard of the property along the Western property line. The nonhistoric 22'x40' wood deck was constructed approximately 20 years ago and is nonhistoric; it does not appear that a COA was obtained for the construction of the wood deck as well according to available records. In 2020, a multi-side gable roof was constructed over the nonhistoric deck and was converted into a covered accessory structure. The standing-seam metal roof was constructed with 8"x8" cedar and cypress support posts on concrete footings, and measures approximately 15' from grade to ridge; this supersedes height of the neighboring property due to the location of the structure on the higher graded property. The structure is not visible from the Right of Way.

Recommendation

Approve with Modification. Staff recommends that the construction of the accessory structure be retroactively approved with the modification that landscaping be installed along the Western property line to visually buffer the structure from the neighboring property in accordance with Guideline 9.6. Any plantings installed to create the required visual buffer should be listed amongst the recommended vegetation list provided in Guideline 9.3 of the Druid Hills Design Manual.

Due to the structure's location on the property and proximity to the Western property, a variance will need to be acquired from the Zoning Board of Appeals before a building permit can be issued, as the structure does not currently meet zoning set-back requirements.

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.
- 9.3 *Vegetation* (p83) Recommendation – The plant list is intended to assist in the selection of appropriate plant materials. Olmsted's list and the list from the Georgia Landscapes Project provide guidance in selecting materials appropriate for historic landscape projects. There are other sources that can be consulted to identify additional plants used by Olmsted in Druid Hills, such as historic planting plans and particularly the archival record at the Olmsted National

Historic Site in Brookline, Massachusetts. The Olmsted list presented in this document should be considered a beginning. Residents of Druid Hills are encouraged to add to this list with historic plants that can be documented as having been used by Olmsted. The native list should be used for natural areas within the district, such as creek corridors and drainage ways. Places within the district where the retention of healthy ecological environments is critical are best landscaped with native varieties. Since native plants have been available since the colony of Georgia was established in 1733, native plants are also appropriate for historic landscapes.

- 9.4 *Enclosures and Walls* (p90) Guideline – The plantings of shrubbery to create a hedge is considered fencing and will require review by the preservation commission.
- 9.6 *Accessory Buildings* (p91) Guideline - New accessory buildings, such as garages and storage houses, are to be located in rear yard spaces and visually buffered from adjacent property owners and the public right-of-way. Accessory buildings that complement the architecture of the adjacent residence do not require the same level of buffering and may remain more visible within the local district. If the new building will be visible from the street, it should respect the established setbacks and orientations of the historic buildings in the area.
- 9.6 *Accessory Buildings* (p91) Recommendation - Recreational structures, such as tree houses and play houses, should be added only to rear yard spaces in a manner that is compatible with the architecture and siting patterns of the adjacent area.

DeKalb County Historic Preservation Commission

Monday, July 20, 2026- 6:00 P.M.

Staff Report

Regular Agenda

G. 512 Princeton Way, Janet Barker. Replace front door and front steps on a historic house.
1248210.

Built in 1940 (18 052 08 032)

This property is in the Emory Grove Character Area and Emory Grove National Register Historic District.

09-25 512 Princeton Way, Janet Barker. Replace and widen driveway. 1247755. **Approved.**

Summary

The applicant proposes replacing the front door and steps onto a historic house. The existing concrete steps will be removed and replaced with red brick to match the existing front stoop with no change to the dimensions, location, or orientation of the stairs. The existing, solid wood front door will be removed and replaced with a new wood door with a four divided single-pane transom windows. The dimensions, location, and orientation of the front door will not be altered.

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.

6.1.1 Exterior Materials (p51) Guideline - The application of artificial or nonhistoric exterior siding materials such as brick veneers; asphalt shingle siding; and cementitious, aluminum, or vinyl siding is discouraged. These materials are not successful in mimicking details of original wood siding (the most common material over which they are applied); subsequently, their use greatly compromises the historic integrity of buildings. Application often results in the loss or distortion of architectural details, and improper installation can result in damage of historic materials.

Use of compatible and high quality "look-a-like" synthetic building materials may be allowable, especially in order to reduce costs, provided (1) the original materials are beyond repair, (2) the substitute material can be installed without irreversibly damaging or obscuring the historic material and architectural features and trim of the building, (3) the substitute material can match the historic material in size, profile, and finish so that there is no change in the historic character of the building.

6.1.2 Architectural Details (p52) Guideline - Stylistic details should be maintained and treated with sensitivity. The removal of such details or application of details inappropriate to the period or style of a house is strongly discouraged. Damaged elements should be repaired rather than replaced if at all possible. Historic details that have been lost or are beyond repair may be replaced with new materials, provided that their earlier presence can be substantiated by historical documentation and that the new materials match the original in composition, design, color, and texture.

- 6.1.3 *Entrances and Porches* (p53) Guideline - Original porches and steps should be retained. Repair of porches should not result in the removal of original materials (such as balusters, columns, hand rails, brackets, and roof detailing) unless they are seriously deteriorated. If replacement materials must be introduced, the new should match the old in design, color, texture, and, where possible, materials. Replacement of missing features should be substantiated, if possible, by documentary and physical evidence.
- 6.1.3 *Entrances and Porches* (p54) Guideline - Original doors should be retained unless deteriorated beyond repair. Screen and storm doors should not detract from the character of the house and should be designed to be compatible with original doors. In the case of a replacement for a deteriorated door, the new door should be similar to the original in design and materials.

DeKalb County Historic Preservation Commission

Monday, July 20, 2026- 6:00 P.M.

Staff Report

Regular Agenda

H. 1195 Springdale Road, Glenn Kerwin. Construct an addition on the rear of a historic house.
1248211.

Built in 1929 (18 002 02 001)

This property is in the Druid Hills Character Area #1 and the Druid Hills National Register Historic District.

04-98 1195 Springdale Road, Timothy & Sandra Solomon. Second story addition on rear.

09-01 1195 Springdale Road (DH), Tim & Sandy Solomon. Brick in two openings on the side, raise sill on one window on front, replace a pair of windows on rear with French doors, replace rear deck, and add new basement entry on rear. **Approved with Conditions.**

10-21 1195 Springdale Road, Tim Riley. Replace four nonhistoric windows on the back of the house. 1245198.
Approved.

Summary

The applicant proposes the following work:

1. Construct two additions on the rear of a historic house. Two additions will be constructed on the rear of the historic house, on either side of the existing rear porch. The addition proposed to the South of the existing rear porch, located towards the interior property line, will be a multi-story addition with a stepped-down gable roof; the lower gable roof will measure roughly 28' from grade to ridge, and the higher gable roof will measure roughly 32' in from grade to ridge. The lower gable of the Southern addition will include a cat-slide element. The addition proposed to the North of the existing porch, located towards the existing driveway, will be a one-and-a-half story addition with a gable roof measuring roughly 19' from grade to ridge. A low-pitched, hipped roof will be constructed over the existing rear porch, connecting the lower level of the Southern addition to the center of the Northern addition. The two additions will be constructed with brick veneer siding, painted to match the main structure, stone veneer siding on the lower portions of the additions or for decorative purposes, tile roofing, and double-hung or arched-fixed windows in various dimensions and locations.
2. Enclose a rear porch. The existing rear porch will be enclosed with a hipped roof with a gable ridge, wood posts, screening, and an entry door on the upper level, and brick and stone veneer on the lower level. A new set of wood stairs and railings will be installed along the front of the porch.
3. Construct a brick chimney. A brick chimney will be constructed on the three-story block of the proposed Southern addition. The chimney will be installed in the center of the addition, and will extend beyond the roof ridge of the historic house. Due to the grading of the property and the orientation of the house on the parcel, the proposed chimney will be not highly visible from the Right of Way.
4. Replace window on the front of a historic house. The double-hung window on the far-left of the front façade of the house will be removed and replaced with a set of two double-hung windows. The existing window is a six-over-six pane pattern, and the proposed windows will be three-over-three pane pattern in design.

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.
- 7.0 Additions & New Construction - Preserving Form & Layout The Druid Hills Local Historic District continues to change and evolve over time. For this area to meet contemporary needs, additions are built, uses change, and new buildings are constructed. The challenge is not to prevent change but to ensure that, when it does inevitably happen, it is compatible with the historic character of the area.
- A new building is compatible with its historic setting when it borrows design characteristics and materials from adjacent buildings and integrates them into a modern expression. Before undertaking new development, be it a new building or changes or additions to existing buildings, take time to evaluate what makes the property and the neighborhood distinctive. Evaluate what type of impact the new development will have on the property and neighborhood. Decide how the development can best be designed to complement the property and area.
- The underlying guideline for new construction and additions is to consider one's neighbors and nearby structures and reinforce the existing historic character through sensitive, compatible design.
- Note that many of these guidelines refer to new development or new construction but are equally applicable to additions to existing buildings.
- 7.1 *Defining the Area of Influence* (p64) Guideline - In considering the appropriateness of a design for a new building or addition in a historic district, it is important to determine the area of influence. This area should be that which will be visually influenced by the building, i.e. the area in which visual relationships will occur between historic and new construction.
- 7.2 *Recognizing the Prevailing Character of Existing Development* (p65) Guideline - When looking at a series of historic buildings in the area of influence, patterns of similarities may emerge that help define the predominant physical and developmental characteristics of the area. These patterns must be identified and respected in the design of additions and new construction.
- 7.2.8 *Individual Architectural Elements* (p73) Guideline - New construction and additions should be compatible and not conflict with the predominant site and architectural elements—and their design relationships—of existing properties in the area of influence.
- 7.3.1 *Additions* (p74) Guideline - Additions should not be added to the main facade of the building and should not appear to dominate the original structure. It is preferable to build new additions to the rear of a historic building, where it will have little or no impact on the streetscape facade. Design and materials should be compatible with the existing building. Avoid obscuring character-defining features of the historic building with the addition.

- 7.3.1 *Additions* (p74) Guideline - Additional stories should be set well back from the roof edge to ensure that the historic building's proportions and profile are not radically changed.
- 7.3.1 *Additions* (p74) Recommendation - The Secretary of the Interior's Standards recommend that an addition be designed so that at a later date it can be removed without compromising the historic character of the building.
- 7.3.1 *Additions* (p74) Recommendation - While an addition should be compatible, it is acceptable and appropriate for it to be clearly discernible as an addition rather than appearing to be an original part of the building. Consider providing some differentiation in material, color, and/or detailing and setting additions back from the historic building's wall plane.
- 7.3.1 *Additions* (p74) Recommendation - These guidelines do not recommend adding false historical details to a noncontributing building in an effort to make it more compatible with surrounding historic buildings. Every effort should be made, however, to ensure that additions and alterations to the property do not detract further from the character of the historic environment, keeping in mind the design concepts discussed in Section 7.2.

DeKalb County Historic Preservation Commission

Monday, July 20, 2026- 6:00 P.M.

Staff Report

Regular Agenda

I. 1220 Oakdale Road, Tunnell + Tunnell Landscape Architecture. Site and landscape renovations.

Built in 1925 (18 054 05 006)

This property is in the Druid Hills Character Area #1 and the Druid Hills National Register Historic District.

- 05-99 1220 Oakdale Road (DH), Rolf Grun. Copper clad parapets around flat roofs and install copper gutters on the house. Replace asphalt shingles on garage roof with clay tile. **Approved with changes.**
- 08-01 1220 Oakdale Road (DH), Rolf & Leslie Grun. Construct pergola on east side of house. **Approved.**
- 08-17 1220 Oakdale Road (DH), Rolf Grun. Replace a fence around two sides of the backyard and build a small arbor in the front yard. 21773 **Approved**
- 05-20 1220 Oakdale Road (DH), Rolf and Leslie Grun. Replace the nonhistoric windows and door in an enclosed porch. 1243914 The Planning Department director required the meeting be postponed to comply with the CEO's order during the Covid-19 pandemic. **Application approved after 45 days without action by the preservation commission.**
- 10-21 1220 Oakdale Road, Rolf & Leslie Grun. Construct a pergola over an existing terrace on the side of the house. 1245239 **Approved without review after 45 days**

Summary

The applicant proposes removing the existing driveway and parking court, removing the pavement and existing fencing between the main residence and carriage house, removing the carriage house stoop and the wall behind the carriage house, removing the stone and curb west of the main residence, existing vegetation, and one existing window on the main residence. The applicant also proposes installing a new driveway and parking court within the existing footprint with planting bed cutouts, new stairs and a pergola at the carriage house, a new stone patio and tile terrace, a new door in place of the removed window on the main residence, a wood pergola over the new terrace, new site walls, sitting walls, and gates, a water feature, an outdoor fireplace, and a new garden with crushed stone paving and stone curbs.

Recommendation

Approve with Modification. Staff recommends approval of the proposed work with the modifications that any new site walls or gates not extend into the front yard in accordance with Guideline 9.4, and that permeable paving materials be used for the new parking court where feasible in accordance with Guideline 9.5.

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.
- 6.1.1 *Exterior Materials* (p51) *Guideline* - The application of artificial or nonhistoric exterior siding materials such as brick veneers; asphalt shingle siding; and cementitious, aluminum, or vinyl siding is discouraged. These materials

are not successful in mimicking details of original wood siding (the most common material over which they are applied); subsequently, their use greatly compromises the historic integrity of buildings. Application often results in the loss or distortion of architectural details, and improper installation can result in damage of historic materials. Use of compatible and high quality "look-a-like" synthetic building materials may be allowable, especially in order to reduce costs, provided (1) the original materials are beyond repair, (2) the substitute material can be installed without irreversibly damaging or obscuring the historic material and architectural features and trim of the building, (3) the substitute material can match the historic material in size, profile, and finish so that there is no change in the historic character of the building.

- 6.1.2 *Architectural Details* (p52) Guideline - Stylistic details should be maintained and treated with sensitivity. The removal of such details or application of details inappropriate to the period or style of a house is strongly discouraged. Damaged elements should be repaired rather than replaced if at all possible. Historic details that have been lost or are beyond repair may be replaced with new materials, provided that their earlier presence can be substantiated by historical documentation and that the new materials match the original in composition, design, color, and texture.
- 6.1.3 *Entrances and Porches* (p53) Guideline - Original porches and steps should be retained. Repair of porches should not result in the removal of original materials (such as balusters, columns, hand rails, brackets, and roof detailing) unless they are seriously deteriorated. If replacement materials must be introduced, the new should match the old in design, color, texture, and, where possible, materials. Replacement of missing features should be substantiated, if possible, by documentary and physical evidence.
- 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.
- 6.1.7 *Gutters* (p58) Guideline - Gutters and downspouts should be maintained in their original appearance and location if functioning properly.
- 6.1.8 *Gutters* (p58) Guideline - New downspouts should be along the edges and corners of buildings and along porch supports so as to create minimal visual disruption. In locating new downspouts, consideration should be given to water flow with regard to avoiding seepage into basements and impacts to foundation plantings.
- 7.0 *Additions & New Construction - Preserving Form & Layout* The Druid Hills Local Historic District continues to change and evolve over time. For this area to meet contemporary needs, additions are built, uses change, and new buildings are constructed. The challenge is not to prevent change but to ensure that, when it does inevitably happen, it is compatible with the historic character of the area.

A new building is compatible with its historic setting when it borrows design characteristics and materials from adjacent buildings and integrates them into a modern expression. Before undertaking new development, be it a new building or changes or additions to existing buildings, take time to evaluate what makes the property and the neighborhood distinctive. Evaluate what type of impact the new development will have on the property and neighborhood. Decide how the development can best be designed to complement the property and area.

The underlying guideline for new construction and additions is to consider one's neighbors and nearby structures and reinforce the existing historic character through sensitive, compatible design.

Note that many of these guidelines refer to new development or new construction but are equally applicable to additions to existing buildings.

- 8.2 *Trees* (p78) Guideline -The removal of five (5) or more mature specimen trees that are not deemed dead, diseased, or hazardous by the County arborist, shall be reviewed by the preservation commission. The planting of replacement trees may be required to maintain the historic grounds and landscaping of a property or area.

- 9.4 *Enclosures and Walls* (p90) Guideline - Fences and walls should not be built in front yard spaces and are strongly discouraged from corner lot side yard spaces. Retaining walls should only be used in situations where topography requires their use. In the review of the installation of fencing, the front yard shall be defined as the portion of land between the front entrance of the main structure on the property and the Right of Way of which the property is addressed.
- 9.4 *Enclosures and Walls* (p90) Guideline – The plantings of shrubbery to create a hedge is considered fencing and will require review by the preservation commission.
- 9.4 *Enclosures and Walls* (p90) Recommendation - Fences are appropriate in rear yard spaces. Rear yard fences should be coordinated with existing county codes. Suggested materials include wood and chain link. Vinyl-covered chain link fencing, typically in bronze, brown, or black, assist in making fences less obtrusive. Vines are suggested to “soften” the appearance of metal chain link fencing. If wood fencing is used, the paint color and design should be compatible with the architecture of the adjacent residence. Fence heights can range from 4’ to 6’ depending on the reason for the enclosure.
- 9.5 *Parking* (p90) Recommendation - It is preferable to expand an existing driveway for parking rather than to add a separate parking pad, since the result is usually less paved surface. Plant materials can be added around parking spaces to visually buffer the parking from the street.
- 9.5 *Parking* (p90) Recommendation - In surfacing new parking areas, the use of impervious paving materials is discouraged. The intent is to limit the amount of run-off within the district’s watershed. Consideration should be given to the use of porous materials that allow water penetration and preserve the open character of the landscape.
- 9.7 *Residential Landscape Design* (p91) Recommendation - For residential yards, created without the assistance of landscape designers, historic landscape plans for other residential lots within the district should be used for guidance. These plans can be interpreted to create a new landscape plan that is based on historic traditions. Care should be taken to select designs for yards of similar size containing houses of similar style and scale.

DeKalb County Historic Preservation Commission

Monday, July 20, 2026- 6:00 P.M.

Staff Report

Regular Agenda

J. 1680, 1690, and 1700 Henrico Road, Tracey T. Swearingen. Subdivision and parcel modification of multiple parcels in the Soapstone Ridge Historic District. **1248183. For Comment Only.**

Undeveloped (15 046 01 001, 15 046 01 006, and 15 046 01 005)

This property is located in the Soapstone Ridge Local Historic District

Summary

The applicant proposes submitting a sketch plat and Land Disturbance Permit (LDP) to combine a total of three (3) undeveloped parcels in the Soapstone Ridge Local Historic District into a single developed parcel. The combined parcel will be zoned for residential use and will be developed as residential neighborhood with subdivided lots. No building permits are submitted for the project at this time and the project is currently in the planning phase; at this time, the applicant is only seeking comment from the Commission.

The applicant submitted archeological reports for the three established parcels that included the results and findings of previous research and a conducted archeological field survey. The reports noted that no new archeological sites were recorded in the conducted field survey, however, there are at least two existing pre-contact sites located on the parcels that were previously recorded. These sites have been damaged but are still intact.

Staff Comments

As the proposed sketch plat and lot combination applications will not include development of the parcels at this time and are adjustments to the legal boundaries of the parcels, no Certificate of Appropriateness (COA) is required at this time. In accordance with the established guidelines for the Soapstone Ridge Local Historic District, staff does recommend that the applicant submit an application for a Certificate of Appropriateness (COA) prior to beginning any demolition or development on the parcels. The application submitted for review to the Commission should include further documentation of the existing pre-contact sites and a plan for the protection of these sites in congruence with the proposed residential development; furthermore, this plan should also provide procedures in the event that new sites are discovered during the development of the parcels as well.

Relevant Guidelines

Page 11, Archaeological Guidelines for Soapstone Ridge Historic District

"Review Procedure - As soon as a landowner or developer shows interest in developing a tract of land within the limits of the proposed district, he should be informed not only of such things as wetland permits and applicable zoning, but also of what he must do to locate and evaluate the property for significant archaeological remains to make sure that the resource is protected and projects are not unnecessarily delayed"

Page 11 and 12, Archaeological Guidelines for Soapstone Ridge Historic District

"Preliminary Assessment- When the applicant first approaches DeKalb County to inquire about necessary permits and

zoning, etc., or preferably before the property is purchased, he should obtain from the Planning Department:

- By hiring a qualified archaeologist to conduct a preliminary assessment or “risk assessment survey” for the applicant to present to Commission.
- The preliminary assessment should include:
 - A brief (one to two hours on average) walk-over of the property to see if there is any potential for the property to contain significant sites as defined in these guidelines.
 - A letter report from the archaeologist stating that the tract does or does not have the potential for significant sites. If there potential for significant sites, the consultant should present an indication of what types of sites may be present and a map indicating where they might be located. A sample letter is appended to this nomination to be written by the archaeologist and presented to the Historic Preservation Commission with the application for a Certificate of Appropriateness.
 - A discussion of any previously disturbed areas, or areas with little potential for having archaeological sites. These will not require additional investigation.
 - If the archaeologist states that there is no potential for significant sites, this letter should be presented to the Commission in with the application for a Certificate of Appropriateness. Unless the Commission finds an obvious flaw in the study, a Certificate of Appropriateness will be issued
 - If there is a potential for significant archaeological sites, the applicant will prepare cultural resource management plan for submittal with the application for a Certificate of Appropriateness”

Page 14, Archaeological Guidelines for Soapstone Ridge Historic District

“Site Preservation -If a site is deemed significant and can be avoided by development then strong consideration should be given to preserving the site in place. Preservation in place is always the preferred alternative for significant sites and may save the applicant time and money in the long run, as well as enhance the overall quality of the development and provide good public relations. Preservation in place sets aside the site and a buffer zone around it and establishes procedures for protecting the site from vandalism in the future. A site that is thus protected enhances the surrounding area, as well as protecting the scientific data contained in the site, and may be accompanied by tax incentives. If the site is donated to a non-profit conservancy organization, other tax breaks may apply. To preserve the site in place, the previous stages’ reports along with the applicant’s plans for preserving and protecting the site from future harm will need to be presented to the Commission. This plan should include a registered surveyor’s plat of the project area and the site area to be protected; the measures that will be taken to protect the site for the future, including any fencing or other security measures; a contract from a conservancy organization if the site is to be purchased by or donated to such an organization; and provisions for insuring that future owners are committed to protecting and preserving the site. If the Commission agrees that the site can be preserved and protected, a Certificate of Appropriateness can be issued detailing the commitment of the applicant and his role in protecting the site. It might take a week or two to review the preservation plan and revised development plans. Inadequate plans will be sent back for revision and/or additional work. Upon granting of a Certificate of Appropriateness and a 15 day appeal period the project can proceed.”