DeKalb County Historic Preservation Commission

Monday, November 16, 2026- 6:00 P.M.

Staff Report

Regular Agenda

F. 396 Chelsea Circle, Victoria Frazer. Replace six windows on a historic house. **1248350.**

Built in 1926 (18 004 15 004)

This property is in the Chelsea Height Character Area but is not in a National Register Historic District.

05-18 396 Chelsea Circle (DH), Architect Studio David Hicks. Replace the side deck with a screened porch and replace the driveway gate. 22325. **Approved.**

04-26 396 Chelsea Circle, Amber Boyd. Replace windows on the rear and side of a historic house. 1248036. **Approved**

Summary

The applicant proposes replacing a total of six windows on the front and side elevations of a historic house. The existing wood windows, one a four-pane casement window and five double-hung four-over-four windows, will be replaced with composite windows of similar design and style with simulated divided lites. The openings and locations of the windows will not be modified.

Recommendation

Approve with Modifications. Staff recommends the approval of the application with the modification that the windows on the front façade of the house should be retained and repaired **if possible** and only replaced if the windows cannot be repaired in accordance with Guideline 6.1.4. In accordance with Guideline 6.1.4, staff recommends that the replacement windows on the front and side elevations, visible from the Right of Way, have raised muntins or simulated raised muntins, rather than interior simulated divided lites.[4]

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

[4] National Park Service, Preservation Briefs: 9, *The Repair of Historic Wooden Windows.*

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* (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.

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.

6.7 *Maintenance* (p60) Recommendation - The most effective and economical way to preserve a historic building and its site features is to provide regular maintenance, thus minimizing the need to replace historic materials.

DeKalb County
GEORGIA

(404) 371-2155 (o)
www.dekalbcountyga.gov

Government Services Center
178 Sams Street
Decatur, GA 30030
www.dekalbcountyga.gov/planning

DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief of Executive Officer
Lorraine Cochran-Johnson

Director
Juliana A. Njoku

Application for Certificate of Appropriateness

Date Submitted: 10/09/2026

Subject Property Address: [redacted]

Property Parcel ID No: [redacted]

Date(s) of Construction on all structures on the property: _____
(This information can be found in the DeKalb County property accessory and tax records database.)

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:

Replacing 6 windows. Please review the Spec Binder attached.

This form must be completed in its entirety and be accompanied by supporting documents, such as plans, list of materials, color samples, photographs, etc.

***PLEASE REVIEW THE FILING GUIDELINES BEGINNING ON PAGE 4. FAILURE TO FOLLOW GUIDELINES MAY RESULT IN SCHEDULING DELAYS OR A DEFERRAL OF APPLICATION.**

Owner ☐ Agent ☑

Victoria Frazer
Applicant/Owner Signature

10/09/2026
Date

To Be Completed by Staff: **Date Received:** _____

CERT[redacted] OF APPROPRIATENESS APPLICATION FEE:

CURRENTLY NO FEE

DeKalb County does not require payment by wire transfer.

Be aware of scammers and fraudulent emails.

DeKalb County
GEORGIA

Lorraine Cochran-Johnson
Chief Executive Officer

Planning & Sustainability Department
Current Planning / Zoning Division

178 Sams Street
Decatur, GA 30030

Juliana A. Njoku
Director

CoA APPLICANT PERSONAL CONTACT INFORMATION PAGE

Date Submitted: 10/09/2026

Subject Property Address: [redacted]

Parcel ID#: [redacted]

Applicant Name: Victoria Frazer

Email: [redacted] **Phone:** [redacted]

Address: [redacted] **City:** Lawrenceville **State:** GA **Zip:** 30043

****

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

Owner Name: [redacted]

Address: [redacted] **City:** Atlanta **State:** GA **Zip:** 30307

Owner Email: [redacted] **Owner Phone:** [redacted]

****

To Be Completed by Staff: **Date Received:** _____

CERTIFICATE OF APPROPRIATENESS APPLICATION FEE: CURRENTLY NO FEE

DeKalb County does not require payment by wire transfer.

Be aware of scammers and fraudulent emails.

Docusign Envelope ID: F27A07B8-9554-8A59-81A1-F0FC882CE8D1

Authorization of a Second Party to Apply for a Certificate of Appropriateness

This form is required if the individual making the request **is not** the owner of the property.

I/ We: [redacted]

being owner(s) of the property at: [redacted]

hereby delegate authority to: [redacted]

to file an application for a certificate of appropriateness in my/our behalf.

Signature of Owner(s): Signed by: [redacted] Date: 10/9/2026 | 1:48 PM EDT

Please review the following information

Approval of this Certificate of Appropriateness does not release the recipient from compliance with all other pertinent county, state, and federal regulations.

Before making any changes to your approved plans, contact the preservation planner via email. Some changes may fall within the scope of the existing approval, but others will require review by the preservation commission. **If work is performed that is not in accordance with the scope of work approved by the issued certificate, a Stop Work Order may be issued for the property and a new Certificate of Appropriateness will need to be obtained.**

If your project requires that the County issue a Certificate of Occupancy at the end of construction, an inspection may be made to verify that the work has been completed in accord with the Certificate of Appropriateness. If the work as completed is not the same as that approved in the Certificate of Appropriateness, a Certificate of Occupancy will not be issued. You may also be subject to other penalties including fines and/or required demolition of the non-conforming work.

If you do not commence construction within twelve months of the date of approval, your Certificate of Appropriateness will become void, and you will need to apply for a new certificate if you still intend to do the work.

Please check the box below to confirm that the applicant has completed the following:

- ✓ Reviewed the information provided and understand the Certificate of Appropriateness process
- ✓ Reviewed the Historic Preservation Commission Meeting calendar
- ✓ Reviewed the appropriated design manual and guidelines for the historic district in which the subject property is located
- ✓ Reviewed the DeKalb County Tree Ordinance.
- ✓ Reviewed applicable zoning codes regarding lot coverage, garage sizes, stream buffers.

The applicant has completed the check list above and understands the process to obtain a Certificate of Appropriateness [X]

Window Replacement Project

[redacted]

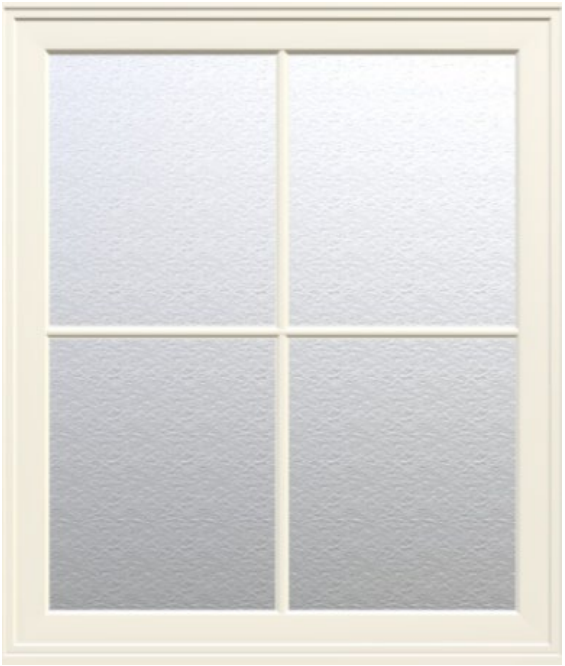
GENERAL:

Renewal by Andersen (RBA) proposes to perform the following work in accordance with the specifications outlined below:

Replacement of 6 windows by Renewal by Andersen of Atlanta. New units will be custom built to fit existing framing; no architectural/structural modifications will be made. Windows are built until approval from the Historic Preservation has been given, so at this time we do not have a start date set, but installation should take one day. RbA will provide all labor, materials, equipment, supervision, and other related services necessary to complete the installation of our exclusive custom windows.

SCOPE OF WORK: -

Replacing windows as specified below:



This is a Picture window with a Base Frame.

- The exterior color of the window will be canvas.
- Grille Style is Simulated Divided Light [FDL w/o spacer]; Grille Pattern is Colonial 2W x 2H.
- We will be changing one window.
- Please see line 101 – Bedroom.

Glass chosen is our clear, High-Performance glass SmartSun glass, which has a subtle green hue due to the Low-E coating on the glass.

[redacted]



This is a Double Hung window with a Flat Sill and insert frame Traditional Checkrail.

- The exterior color of the window will be canvas.
- Screen will be the TruScene, Full Screen.
- Grille Style is Simulated Divided Light [FDL w/o space]; Grille Pattern is Colonial 2W x 2H.
- We will be changing five windows.
- Please see lines 102-106.

Glass chosen is our clear, High-Performance glass SmartSun glass, which has a subtle green hue due to the Low-E coating on the glass.

ESTIMATED START & COMPLETION DATES: 10-12 weeks from date of HOA approval.

PREPARATION BY RBA:

1) Cover all floors in work area with suitable covering to avoid damage to the floor.
2) Cover all carpeted areas in work area with tarps.
3) Cover all furniture surrounding installation areas with canvas drop cloths.
4) Carefully remove all existing windows
5) Clean openings and replace any rotted wood with rough openings. Does not include replacement of any latent damaged wood outside rough opening area.

MATERIALS/PRODUCTS:

1) All windows are custom made by Renewal by Andersen in "Fibrex® material.
2) All windows are custom-built replacements.
3) All windows have High-Performance glass with Low-E^4 High-Performance Glass and filled with Argon/Nitrogen gas for additional insulating ability.
4) All windows are Energy Star, National Fenestration Rating Council and Green Seal certified.
5) All windows will have Fiberglass full-size insect screens.
6) All sealants used will be waterproof silicone-based sealants.

INSTALLATION:

1) Estimated time of installation: 1-2 days.
2) All windows are to be installed in accordance with Renewal by Andersen installation standards, using the highest quality materials available.
3) All work to be done in a professional workman-like manner.
4) Removal of all old windows and debris by RBA.
5) Leave premises clean.









Home Improvement Agreement and Payment Terms

DBA: RENEWAL BY ANDERSEN OF GEORGIA
Legal Name: Atlanta Custom Windows, LLC

[redacted]

[redacted]

[redacted]

10/08/26

BUYER(S) NAME | **CONTRACT DATE**

[redacted]

BUYER(S) STREET ADDRESS | **PRIMARY NUMBER** | **SECONDARY NUMBER**

[redacted]

PRIMARY EMAIL | **SECONDARY EMAIL**

NOTES:

Buyer(s) hereby jointly and severally agrees to purchase the products and/or services of Atlanta Custom Windows, LLC d/b/a Renewal by Andersen of Georgia("Contractor"), in accordance with the terms and conditions described in this Home Improvement Agreement and Payment Terms, any documents listed in the Table of Contents, and any other document attached to this Home Improvement Agreement, the terms of which are all agreed to by the parties and incorporated herein by reference (collectively, this "Agreement"). Buyer(s) hereby agrees to sign a completion certificate after Contractor has completed all work under this Agreement.

TOTAL CONTRACT PRICE: $23,959

DOWN PAYMENT:

BALANCE DUE:

AMOUNT FINANCED:

METHOD OF PAYMENT:

NOTES:

By signing this Agreement, you acknowledge that the Balance Due, and the Amount Financed must be made by personal check, bank check, credit card, or cash.

We schedule installations based on the date of the signed contract and secondarily on the date in which we complete the technical measurements. The installation date that we are providing at this time is only an estimate. We will communicate an official date and time at a later date. Rain and extreme weather are the most common causes for delay.

Buyer(s) agrees and understands that this Agreement constitutes the entire understandings between the parties and that there are no verbal understandings changing or modifying any of the terms of this Agreement. No alterations to or deviations from this Agreement will be valid without the signed, written consent of both the Buyer(s) and Contractor. Buyer(s) hereby acknowledges that Buyer(s) 1) has read this Agreement, understands the terms of this Agreement, and has received a completed, signed, and dated copy of this Agreement, including the two attached Notices of Cancellation, on the date first written above and 2) was orally informed of Buyer's right to cancel this Agreement.

NOTICE TO BUYER: Do not sign this contract if blank. You are entitled to a copy of the contract at the time you sign.

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME NOT LATER THAN MIDNIGHT OF 10/12/2026 OR THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION, WHICHEVER DATE IS LATER. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

[redacted]

SIGNATURE OF SALES PERSON: | **SIGNATURE OF CUSTOMER 1:** | **SIGNATURE OF CUSTOMER 2:**

[redacted]

PRINT NAME OF SALES PERSON | **PRINT NAME** | **PRINT NAME**

Itemized Order Receipt

DBA: RENEWAL BY ANDERSEN OF GEORGIA
Legal Name: Atlanta Custom Windows, LLC

[redacted]

[redacted]

ID#:	ROOM:	SIZE:	DETAILS:	PRICE:
101	Bathroom	32 W 37 H	**Window:** Acclaim™ Picture Base Frame Exterior Canvas Interior White **Performance Calculator:** PG Rating: 50 | DP Rating: + 50 / - 50 **Glass:** All Sash: High Performance SmartSun Glass, Obscure Tempered Glass **Grille Style:** Simulated Divided Light (FDL w/o spacer) Permanently Applied Interior Wood Grille **Grille Pattern:** All Sash: Colonial 2w x 2h **Misc:** None	
102	DIning	32 W 61 H	**Window:** Acclaim™ Double-Hung (DG) 1:1 Flat Sill, Insert Frame Traditional Checkrail Exterior Canvas Interior White **Performance Calculator:** PG Rating: 40 | DP Rating: + 40 / - 40 **Glass:** All Sash: High Performance SmartSun Glass, No Pattern **Hardware:** Bright Brass **Screen:** TruScene Full Screen **Grille Style:** Simulated Divided Light (FDL w/o spacer) Permanently Applied Interior Wood Grille **Grille Pattern:** All Sash: Colonial 2w x 2h **Misc:** Blinds/ Window Treatments Remove and Reinstall	
103	DIning	32 W 61 H	**Window:** Acclaim™ Double-Hung (DG) 1:1 Flat Sill, Insert Frame Traditional Checkrail Exterior Canvas Interior White **Performance Calculator:** PG Rating: 40 | DP Rating: + 40 / - 40 **Glass:** All Sash: High Performance SmartSun Glass, No Pattern **Hardware:** Bright Brass **Screen:** TruScene Full Screen **Grille Style:** Simulated Divided Light (FDL w/o spacer) Permanently Applied Interior Wood Grille **Grille Pattern:** All Sash: Colonial 2w x 2h **Misc:** Blinds/ Window Treatments Remove and Reinstall	
104	DIning	32 W 61 H	**Window:** Acclaim™ Double-Hung (DG) 1:1 Flat Sill, Insert Frame Traditional Checkrail Exterior Canvas Interior White **Performance Calculator:** PG Rating: 40 | DP Rating: + 40 / - 40 **Glass:** All Sash: High Performance SmartSun Glass, No Pattern **Hardware:** Bright Brass **Screen:** TruScene Full Screen **Grille Style:** Simulated Divided Light (FDL w/o spacer) Permanently Applied Interior Wood Grille **Grille Pattern:**	

ID#:	ROOM:	SIZE:	DETAILS:	PRICE:
			All Sash: Colonial 2w x 2h **Misc:** Blinds/ Window Treatments Remove and Reinstall	
105	Living	32 W 61 H	**Window:** Acclaim™ Double-Hung (DG) 1:1 Flat Sill, Insert Frame Traditional Checkrail Exterior Canvas Interior White **Performance Calculator:** PG Rating: 40 | DP Rating: + 40 / -40 **Glass:** All Sash: High Performance SmartSun Glass, No Pattern **Hardware:** Bright Brass **Screen:** TruScene Full Screen **Grille Style:** Simulated Divided Light (FDL w/o spacer) Permanently Applied Interior Wood Grille **Grille Pattern:** All Sash: Colonial 2w x 2h **Misc:** Blinds/ Window Treatments Remove and Reinstall	
106	Living	32 W 61 H	**Window:** Acclaim™ Double-Hung (DG) 1:1 Flat Sill, Insert Frame Traditional Checkrail Exterior Canvas Interior White **Performance Calculator:** PG Rating: 40 | DP Rating: + 40 / -40 **Glass:** All Sash: High Performance SmartSun Glass, No Pattern **Hardware:** Bright Brass **Screen:** TruScene Full Screen **Grille Style:** Simulated Divided Light (FDL w/o spacer) Permanently Applied Interior Wood Grille **Grille Pattern:** All Sash: Colonial 2w x 2h **Misc:** Blinds/ Window Treatments Remove and Reinstall	

WINDOWS: 6 **PATIO DOORS: 0** **ENTRY DOORS: 0** **SPECIALTY: 0** **MISC: 0** PROJECT TOTAL **$23,959**

Renewal by Andersen is committed to our customers' safety by complying with the rules and lead-safe work practices specified by the EPA.