

Michael A. Neel Jr.
2052 Westminster Way NE
Atlanta, GA 30307

August 2, 2023

To whom it may concern,

I am writing in conjunction with the enclosed Application for Certificate of Appropriateness for the replacement of windows on the side of my home at 2052 Westminister Way NE.

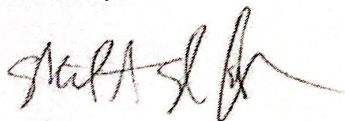
I moved to Atlanta from Ohio in June of 2022 and was not aware that the home I purchased is in a historic district governed by a Historic Preservation Commission. I had a major water intrusion event in June of 2023 that severely damaged the windows on the side of the house. I immediately replaced the four windows with exactly the same design and paint as the original (I did the work myself). I did not pull a permit because I understood that the replacement did not require a permit under Dekalb County code.

On August 1, 2023, I received a Code Compliance Official Warning Notice from Officer Wright (11130). She kindly explained to me that despite the windows matching exactly, any change to the outside of the home requires an application for Certificate of Appropriateness because the home is located in a historic district. I had no idea that I had violated the code and hope to ameliorate the situation as soon as possible.

Please find attached before and after pictures of the windows along with a description of the relatively straightforward project.

See my contact information below, if anyone has additional questions.

Sincerely,



Michael A. Neel Jr.
mneel@mac.com
205-249-8125

Description of Work Completed in June 2023

1. Removal of 4 floor to ceiling windows (32inx 80) damaged by water intrusion event
2. Replacement of 4 floor to ceiling windows: <https://www.homedepot.com/p/Masonite-32-in-x-80-in-15-Lite-Unfinished-Fir-Front-Exterior-Door-Slab-76415/301301599>
3. Caulk and paint to match the exterior of the home: Kilz primer followed by Behr Flat White Exterior Paint

Please see photos enclosed

Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Andrew A. Baker, AICP

Application for Certificate of Appropriateness

Date Received: _____ Application No.: _____

Address of Subject Property: 2052 Westminister Way NE

Applicant: Michael Neel Jr E-Mail: mneel@mac.com

Applicant Mailing Address: 2052 Westminister Way NE
Atlanta, GA 30307

Applicant Phone(s): 205-249-8125 Fax: _____

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

Owner(s): _____ E-Mail: _____

E-Mail: _____

Owner(s) Mailing Address: _____

Owner(s) Telephone Number: _____

Approximate age or date of construction of the primary structure on the property and any secondary structures affected by this project: 1941 (original) 1995 (secondary)

Nature of work (check all that apply):

New construction ☐ Demolition ☐ Addition ☐ Moving a building ☐ Other building changes ☒
New accessory building ☐ Landscaping ☐ Fence/Wall ☐ Other environmental changes ☐
Sign installation or replacement ☐ Other ☐

Description of Work:

Replace windows damaged by water intrusion - replaced
exactly same model & color as those replaced
(see attached letter)

This form must be completed in its entirety before the Planning Department accepts it. The form must be accompanied by supporting documents (plans, material, color samples, photos, etc.). Provide eight (8) collated sets of the application form and all supporting documentation. If plans/drawings are included, provide eight (8) collated sets on paper no larger than 11" x 17" and three (3) additional sets at scale. All documents submitted in hard copy must also be submitted in digital form (.pdf format). All relevant items from the application checklist must be addressed. An application which lacks any of the required attachments shall be determined incomplete and will not be accepted.

[Signature]
Signature of Applicant/Date
Revised 1/26/17

DEPARTMENT OF PLANNING & SUSTAINABILITY

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),

being (owner) (owners) of the property _____,
hereby delegate authority to _____
to file an application in (my) (our) behalf.

Signature of Owner/Date

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.

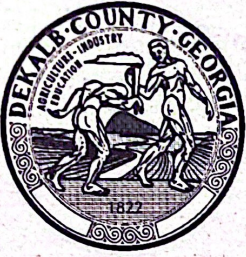
Before making any changes to your approved plans, contact the preservation planner (404/371- 2155). Some changes may fall within the scope of the existing approval, but others will require review by the preservation commission. If work is performed which is not in accordance with your certificate, the Preservation Commission will issue a cease and desist order and you may be subject to other penalties including monetary fines and/or required demolition of the non-conforming work.

If your project requires that the county issue a Certificate of Occupancy at the end of construction, the preservation planner will need to inspect the completed project to ensure that the work has been completed in accord with the Certificate of Appropriateness. The review may be conducted either before or after your building inspection. If you will be requiring a Certificate of Occupancy, please notify the preservation planner when your project nears completion. If the work as completed is not the same as that approved in the Certificate of Appropriateness you will not receive a Certificate of Occupancy. You may also be subject to other penalties including monetary 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. You will need to apply for a new certificate if you still intend to do the work.

Please contact the preservation planner, David Cullison (404/371-2155), if you have any questions.

Revised 1/26/17



Code Compliance Administration

1807 Candler Road, Decatur, GA 30032

(P) 404-687-3700 (F) 404-534-1270

codeenforce@dekalbcountyga.gov

252412

Map Ref: 18-051

Svc. Req: 3802393

Case#: 1281952

Certificate of Appropriateness

CODE COMPLIANCE OFFICIAL WARNING NOTICE

DATE: 8.1.23

*TIME: _____

TO: Alan Michael Neel

ADDRESS: 2052 Westminister Way Atlanta, Ga 30307

☒ Owner ☐ Occupant ☐ Agent ☐ Contractor
EMAIL: _____

LOCATION OF VIOLATION: _____ CITY _____ STATE _____ ZIP _____

DURING AN INSPECTION OF THE ABOVEMENTIONED PROPERTY, THE FOLLOWING VIOLATION(S) WAS/WERE OBSERVED:

INOPERABLE, UNLICENSED VEHICLE(S)	BUSINESS LICENSE	SIGNAGE
PARKING ON UNPAVED SURFACE	VACANT, UNSECURED STRUCTURE	NO PERMIT
HIGH WEEDS AND GRASS	UNPERMITTED DAY CARE	NO HVAC, ELECTRICITY OR WATER
OPEN STORAGE TRASH & DEBRIS	IMPROPER ZONING	EXTERIOR DAMAGE
RECREATIONAL/COMMERCIAL VEHICLE	BUSINESS IN HOME	OTHER

CODE SECTION(S): 18-104, 13.5-8(1)

YOU ARE HEREBY NOTIFIED TO PERFORM THE FOLLOWING CORRECTIVE ACTIONS BEFORE

THE 29 DAY OF August, 2023; *TIME: _____
(IF MORE TIME IS NEEDED FOR COMPLIANCE, CONTACT THE OFFICER AT THE NUMBER LISTED BELOW BEFORE THIS DATE TO REQUEST AN EXTENSION.)

☐ Cease/Desist ☐ Remove from Property ☒ Obtain Permit ☐ Cut & Maintain ☐ Repair/Replace ☐ Secure ☐ Other

SPECIAL INSTRUCTIONS/COMMENTS

Apply for certificate of appropriateness for the replacement of windows etc. Obtain permit for renovations

FAILURE TO CORRECT WILL RESULT IN ISSUANCE OF A COURT SUMMONS TO APPEAR IN MAGISTRATE COURT. MAXIMUM FINE PER COURT SUMMONS IS \$1,000.00 AND/OR 60 DAYS IN JAIL. EACH DAY IS A SEPARATE OFFENSE.

TYPE OF SERVICE: ☒ POSTED ☐ PERSONAL ☐ MAILED ☐ OTHER

Officer Name: Wright Badge # 11130 Telephone# 4049008329

Received By Name: _____ Date: 8.1.23 ☐ REFUSED TO SIGN

WHITE COPY: ORIGINAL

YELLOW COPY: DEFENDANT

PINK COPY: CASE FILE

AMBER COPY: FILE

Before - Approximately 8/2022 when we
purchased house & before water intrusion





After - primed not painted (7/1/23)



After - primed & painted (