

# DeKalb County Historic Preservation Commission

Monday, April 15<sup>th</sup>, 2024- 6:00 P.M.

## Staff Report

### Regular Agenda

M. 1228 Oxford Road, John Stubbs and Caroline Quillian Stubbs. Replace driveway, remove nonhistoric stairs, and replace porch tiling. **1246968**

Built in 1929 (18 054 04 009)

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

10-98 1228 Oxford Road, Hammersmith/Caroline Quillian Stubbs & John Stubbs. Remove large oak, brick-in nonhistoric door opening, raise a windowsill, remove a nonhistoric fire escape, and add a French door and deck on the rear.

**Approved**

### Summary

The applicant proposes the following work:

1. Replace the existing concrete driveway with brushed concrete slab. The driveway will be repositioned to pitch toward the slow for drainage purposes, however, the driveway will not be widened or narrowed. There will be no change to the curb cut.
2. Remove non-historic concrete stairs. The stairs are located on the front porch, off centered towards the left. The stairs have separated from the historic masonry on the front porch, and removal will not cause extensive same to the brick face.
3. Replace tile on the front porch/terrace. The front porch runs across the front façade of the home and down a portion of the south elevation of the house. The tiles will be replaced with 6x6 inch red quarry tiles to match the original. The existing tile will be removed, along with possibly the first three courses of brick on the wall face. Bricks that are removed will be salvaged and reused along with previously salvaged bricks. Type O mortar base that matches the color, texture, depth, and width of the current joints will be used to replace the brick that is removed.

### Recommendation

**Approve with Modification.** The tile for the front porch should be replaced without removing or causing harm to the exterior masonry of the house in accordance with Guideline 6.1.1.

### 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.

- 6.1.3 *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.
- 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.



**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Chief Executive Officer  
Michael Thurmond

Interim Director  
Cedric Hudson

**Application for Certificate of Appropriateness**

Date submitted: 3/24/24 Date Received: \_\_\_\_\_

Address of Subject Property: 1228 Oxford Rd NE Atlanta, GA 30306

Applicant: John Stubbs and Caroline Quillian Stubbs E-Mail: johndstubbs@gmail.com

Applicant Mailing Address: 1228 Oxford Rd NE Atlanta, GA 30306

Applicant Phone: 404/731-0045

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

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Owner(s): John Stubbs Email: johndstubbs@gmail.com

Owner(s): Caroline Quillian Stubbs Email: cqstubbs@gmail.com

Owner(s) Mailing Address: 1228 Oxford Rd NE Atlanta, GA 30306

Owner(s) Telephone Number: 404/731-0045, 770/335-7088

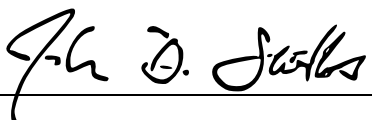
Approximate date of construction of the primary structure on the property and any other structures affected by this project: 1929

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:

Replacement of existing concrete driveway with brushed concrete slab. No changes to the curb cut. Driveway will be slightly pitched to the South to correct drainage issues.  
Removal of off-center non-historic concrete stairs that were added when the house was converted to four rental units.  
Resurface the failing tile porch/terrace across the front of the house and a portion of the south side of the house, replace with 6x6 inch red quarry tiles to match the original tile. This will involve removing the existing tile and possibly the first 3 courses of bricks on the wall face. The brick will be salvaged and reused along with previously salvaged bricks.

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

Signature of Applicant: 

DEPARTMENT OF PLANNING & SUSTAINABILITY

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**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(s) of the property at: \_\_\_\_\_

hereby delegate authority to: \_\_\_\_\_

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

Signature of Owner(s): \_\_\_\_\_

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, a Stop Work Order may be issued.

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 you will not receive a Certificate of Occupancy. 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.

## DEPARTMENT OF PLANNING & SUSTAINABILITY

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### Design Checklist for a Certificate of Appropriateness

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

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

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

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

I have reviewed the DeKalb County Tree Ordinance.

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

#### 1. General

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

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

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

#### 3. Driveways and Walkways

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

**4. Fences & Retaining Walls**

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

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

- a. Plans for all floors (drawn to scale, ¼"=1' preferred);
- b. House orientation on site plan;
- c. Scalable elevations for front, rear, left, right;
- d. Height, grade to ridge;
- e. Streetscape comparison showing heights of two flanking houses on each side;
- f. Height from grade to first floor level at all four corners;
- g. Height from grade or finished floor line to eaves at all four corners;
- h. Ceiling heights of each floor, indicating if rough or finished;
- i. Height of space between the ceiling and finished floor above;
- j. Two people of 5'-6" and 6' height shown;
- k. Landscaping plan

**6. Additions**

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

**7. Roof Plan**

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

**8. Dormers**

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

**9. Skylights**

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

**10. Façade**

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

**11. Entrance**

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

**12. Windows**

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

**13. Materials**

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

**14. Garages / Accessory Buildings**

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

**15. Demolitions**

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

**Application Process Checklist**

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

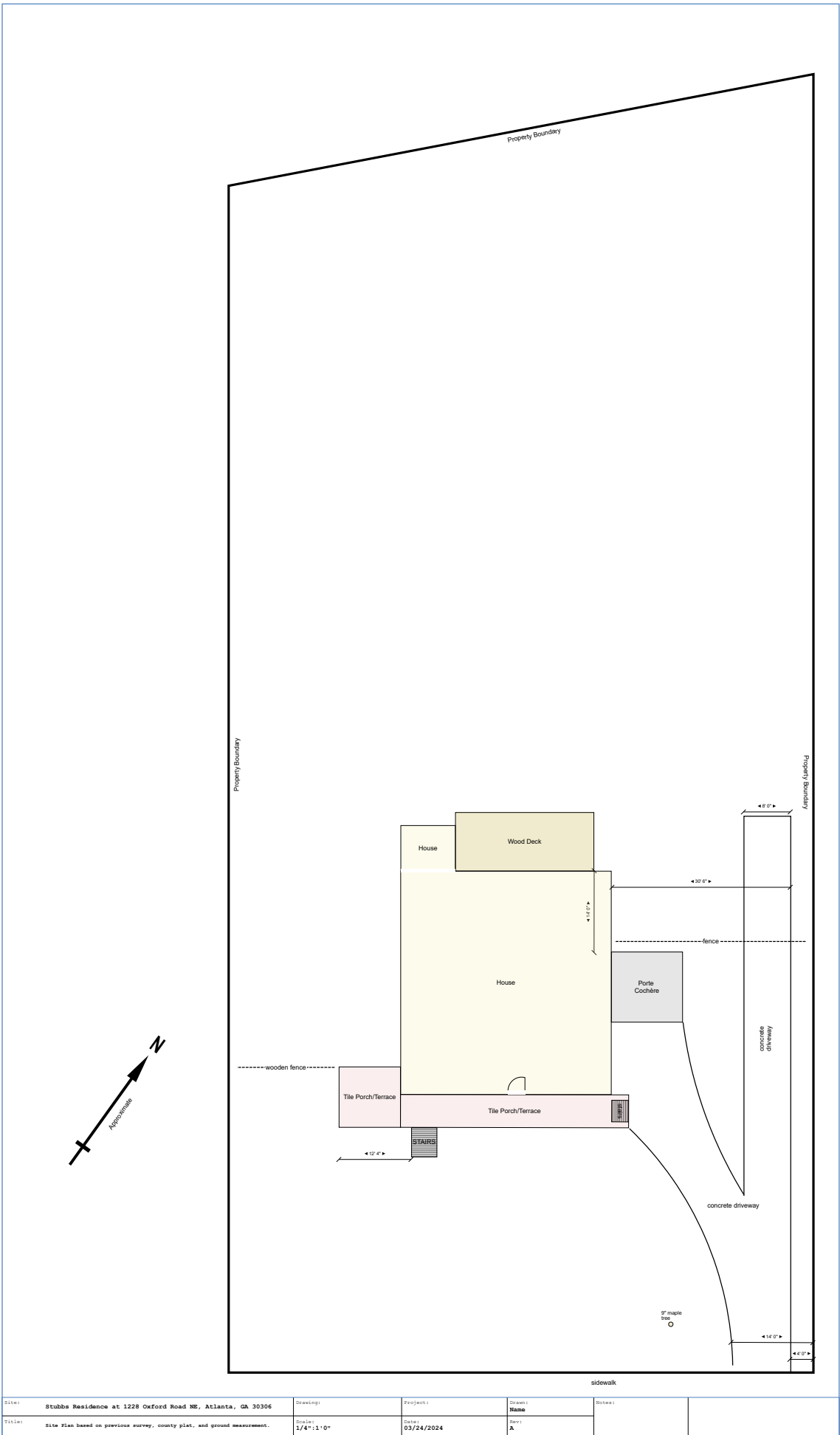
- Applications may only be submitted during the period specified on the calendar for each month. Once the filing deadline has passed and that period has expired, **no new applications will be accepted** to be heard at that month’s commission meeting. If an application has not been submitted before the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

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

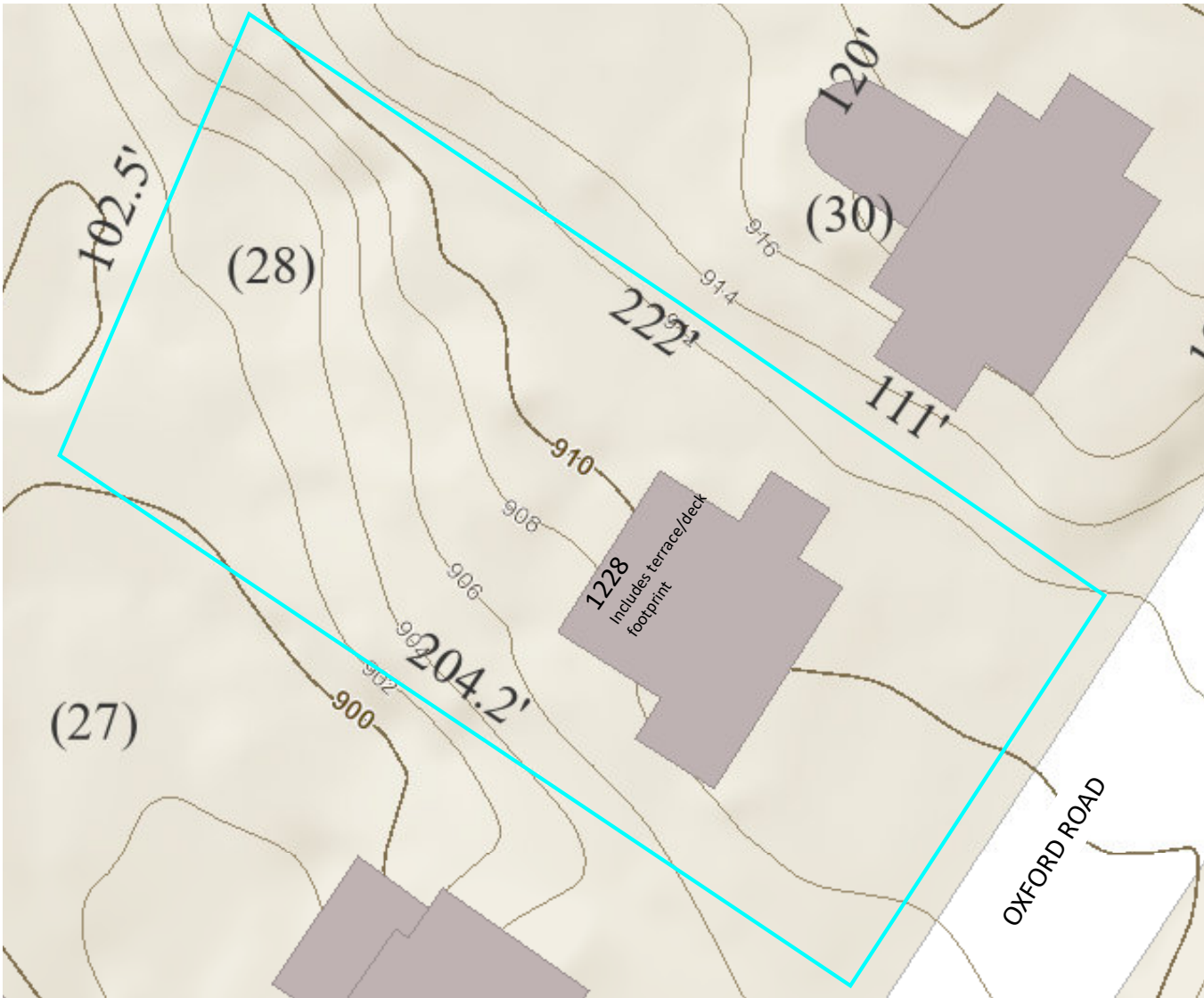
I have reviewed the information above and understand the Certificate of Appropriateness process.

I have reviewed the HPC calendar.





|        |  |          |            |          |            |        |   |        |  |
|--------|--|----------|------------|----------|------------|--------|---|--------|--|
| Site:  | Stubbs Residence at 1228 Oxford Road NE, Atlanta, GA 30306               | Drawing: |            | Project: |            | Drawn: |   | Scale: |  |
| Title: | Site Plan based on previous survey, county plat, and ground measurement. | Scale:   | 1/4"=1'-0" | Date:    | 03/24/2024 | Rev:   | A |        |  |



Stubbs Residence  
1228 Oxford Road NE

Contour map showing current topography. No changes in the topography anticipated.

Source: DeKalb County







Existing conditions: view from street of 1228 Oxford Rd NE



Existing conditions: driveway





Existing conditions: Non-historic concrete stairs to be removed



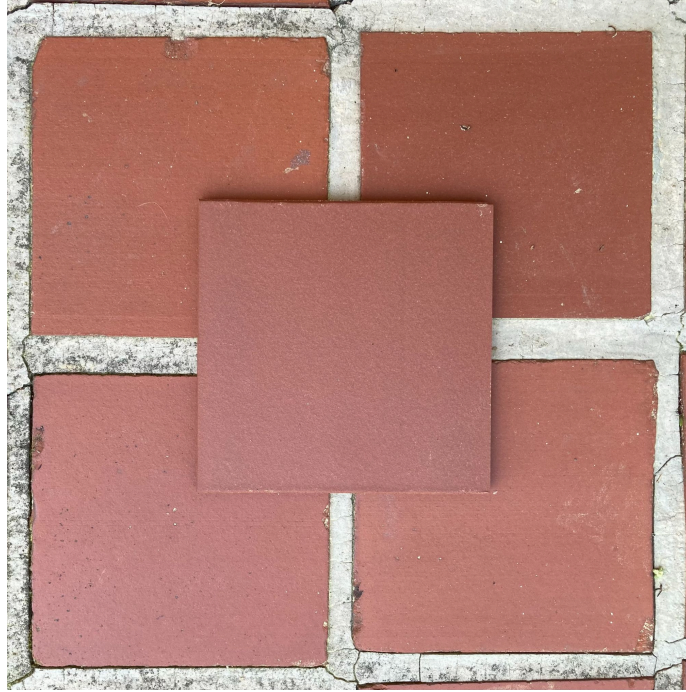


Existing conditions: View of tile porch/terrace from the south

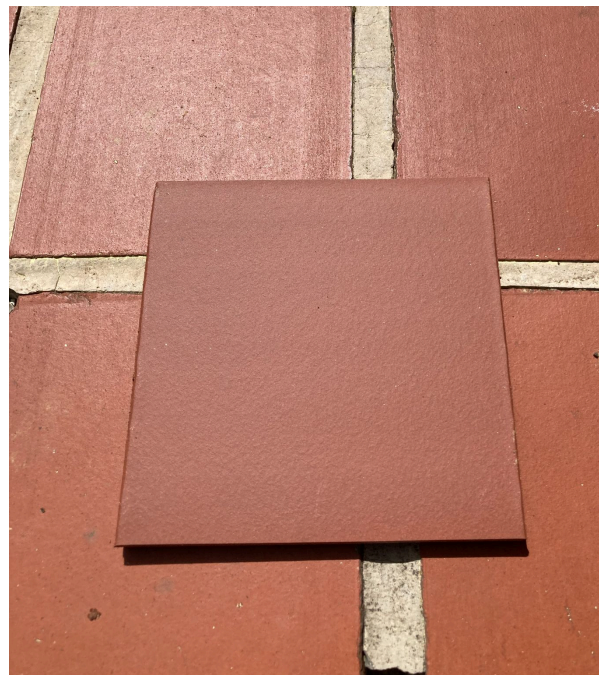




Existing conditions: View of tile porch/terrace from the driveway



Replacement tile for front porch/terrace  
Monterrey Rojo Quarry Tile, 6" x 6"





**From:** [John Stubbs](#)  
**To:** [Paige V. Jennings](#)  
**Cc:** [Caroline](#)  
**Subject:** Re: Inquiry Regarding COA Application - 1228 Oxford Road  
**Date:** Wednesday, April 10, 2024 9:48:15 AM

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Hi Paige,

Here are our best answers to your questions.

**Will the driveway be widened or narrowed?**

The driveway will not be widened or narrowed, we intend to keep the same footprint for the driveway as it exists now.

**How will the brick where the concrete stairs are removed be repaired?**

It appears that the concrete stairs were a poorly done add-on. The stairs have visibly separated from the brick to a small extent, so the yellow bricks behind the stairs may be in reasonably good shape and the stairs have a good chance of simply falling away from the brick during demolition. We will not know the answer until the stairs are removed. As for repair, we would repair/rebuild as needed with reserve salvaged brick on hand. Treatment with a light acid masonry wash could also be used to remove any staining, but that would depend on the conditions encountered.

**What type of mortar will be used to repair the historic brick and possibly to re-lay removed brick from the front wall?**

We would use a mortar that matches the existing mortar as closely as possible in color, texture, depth and width of joints as per the guidelines in 6.1.1 of the Design Manual for the Druid Hills Local Historic District (1997). This was successfully done in renovations to the house back in 1998, so we do not anticipate any difficulties making a match. I imagine it will be a type O mortar base with the appropriate add-ins to make it match or an equivalent mix made by an experienced mason.

I hope that helps answer your concerns. Please let us know if other questions come up. If you would let me know you have received our responses, that would be great. Thanks for your efforts.

John Stubbs  
Caroline Quillian Stubbs

On Tue, Apr 9, 2024 at 11:48 AM Paige V. Jennings <[pvjennings@dekalbcountyga.gov](mailto:pvjennings@dekalbcountyga.gov)> wrote:

Good Morning,

Hope that this email finds you well and enjoying the week so far.



We are in the process of completing our staff level review and compiling our report regarding the application for 1228 Oxford Road. To complete our review, could you please provide information regarding the following questions:

1. Will the driveway be widened or narrowed?
2. How will the brick where the concrete stairs are removed be repaired?
3. What type of mortar will be used to repair the historic brick and possibly to re-lay removed brick from the front wall?

Please provide the requested information as soon as possible, and please let me know if you have any questions.

Thank You,

Paige



Government Services Center  
178 Sams Street  
Decatur, GA 30030

**Paige V. Jennings**

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

[pvjennings@dekalbcountyga.gov](mailto:pvjennings@dekalbcountyga.gov)  
[470.829.7341](tel:470.829.7341) County Cell



[DeKalbCountyGa.gov/planning](http://DeKalbCountyGa.gov/planning)