

Chief Executive Officer  
Lorraine Cochran-Johnson

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Interim Director  
Cedric W. Hudson, MCRP

**Application for Certificate of Appropriateness**

Date submitted: \_\_\_\_\_ Date Received: \_\_\_\_\_

Address of Subject Property: 1168 Clifton Road

Applicant: Dunlavy Law Group, LLC E-Mail: ldunlavy@dunlavylawgroup.com

Applicant Mailing Address: 245 North Highland Avenue, NE, Suite 230 #905  
Atlanta, GA 30307

Applicant Phone: 404-664-0895

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

\*\*\*\*\*  
Owner(s): AG Development Group LLC Email: anastasiyaarina@icloud.com

Owner(s): \_\_\_\_\_ Email: \_\_\_\_\_

Owner(s) Mailing Address: 1541 Peachcrest Road, Decatur, GA 30032

Owner(s) Telephone Number: 954-594-4356

Approximate date of construction of the primary structure on the property and any other structures affected by this project: 2024

Nature of work (check all that apply):

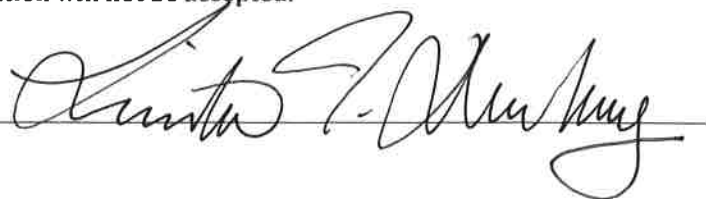
New construction	<input checked="" type="checkbox"/>	New Accessory Building	<input type="checkbox"/>	Other Building Changes	<input type="checkbox"/>
Demolition	<input type="checkbox"/>	Landscaping	<input checked="" type="checkbox"/>	Other Environmental Changes	<input type="checkbox"/>
Addition	<input type="checkbox"/>	Fence/Wall	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Moving a Building	<input type="checkbox"/>	Sign Installation	<input type="checkbox"/>		

Description of Work:

1) Installation or arched entry way; 2) installation of large front dormer with cedar shake siding; 3) installation of cedar shake siding on small front dormers; 4) installation of a 4 foot wrought iron fence in front yard; 5) supplemental plantings to screen front facade from street view

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 [pvjennings@dekalbcountyga.gov](mailto:pvjennings@dekalbcountyga.gov). An incomplete application will not be accepted.**

Signature of Applicant:





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: Anastasiya Arina

being owner(s) of the property at: 1168 Clifton Rd, Altanra, Ga 30307

hereby delegate authority to: Linda Dunlavy

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

Signature of Owner(s): 

Date: 05/17/2025

**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 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.

**STATEMENT IN SUPPORT OF**  
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Owners:

A.G. DEVELOPMENT GROUP, LLC

Property Location:

1168 CLIFTON ROAD

**Request for Certificate of Appropriateness to:**

- 1) Retain arched entry;**
- 2) Retain large dormer on right side of front entry;**
- 3) Install side yard fence;**
- 4) Install supplemental landscaping;**
- 5) Retain cedar shakes on dormers**

Submitted for Owner by Applicant:

Linda I. Dunlavy  
Dunlavy Law Group, LLC  
245 North Highland Avenue  
Suite 230, #905  
Atlanta, Georgia 30030  
(404) 371-4101 Office Phone  
(404) 664-0895 Mobile  
[ldunlavy@dunlavylawgroup.com](mailto:ldunlavy@dunlavylawgroup.com)

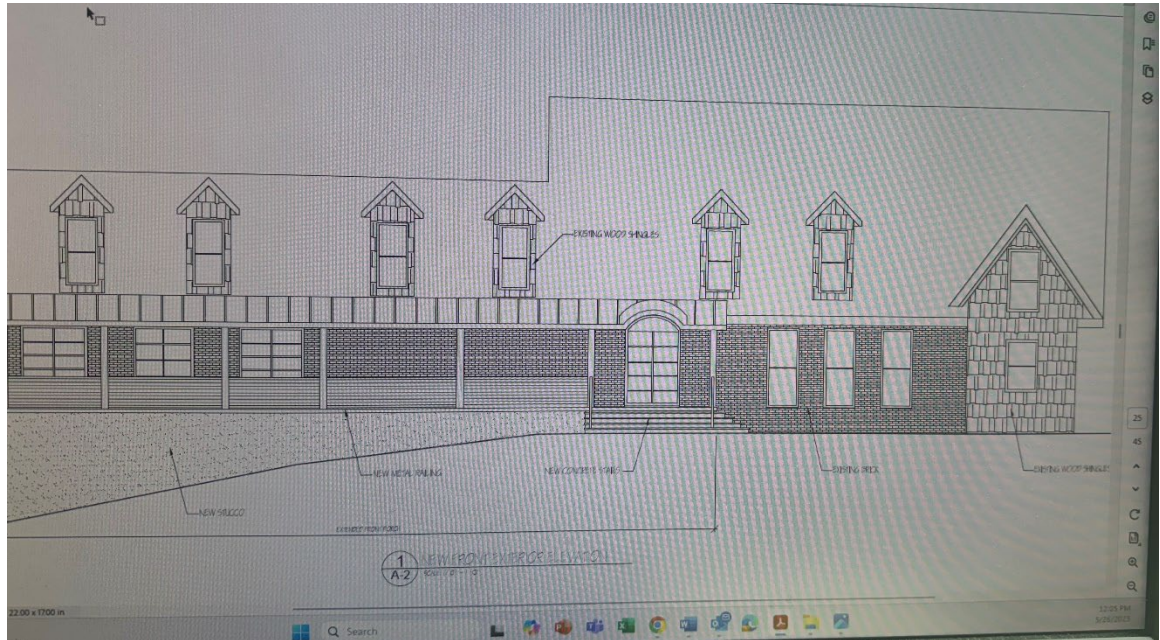
## **BACKGROUND**

**Subject Property.** The Subject Property is located in the local Druid Hills Historic District at 1168 Clifton Road -Tax parcel ID #18-003-06-024 (“Subject Property”). The Subject Property is also within the Druid Hills Character Area #2 and the Druid Hills National Register Historic District. It is immediately across Oxford Road from Burbank Park. Further to the south is Clifton Ridge-a modern contemporary development not within the Druid Hills Historic District. To the north and east on the east side of Clifton are two historic homes (at 1179 and 1183 Clifton Road). On the west side of Clifton Road to the immediate north are historic homes at 1176, 1182, and 1186 Clifton Road. To the west along Oxford Road there are two historic properties, non-historic structures, vacant land, and the beginning of Emory Village at the intersection of North Decatur and Oxford Roads. *.See photos included with this application.*

A.G. Development Group, LLC (“Owner”), a small husband-wife development company purchased the property in February of 2022. *See deed included herein.* At the time of purchase the Subject Property was developed with an aging 1951 residence (non-historic) in need of major remodeling. *See photos of original home included herein and included in application for COA in January of 2023.* It was clad with brick, lap siding and cedar shingles. It was in extremely poor condition. Ultimately, most of the original home needed to be gutted, reframed, and reconstructed. The Owner applied for several COAs from May 2022 through July 2024. As happens with major renovation projects, the remodeling goals and details changed over time with discovery of new and different



issues with the existing structure. In spite of these discoveries, the Owner kept the original footprint of the house and retained the dormer location on the left side of the front door. The first COA was approved by the HPC on March 23, 2023, and a building permit issued shortly thereafter. *See included building permit.* The front elevation approved by the HPC then was as below:



As can be seen from the plan above, the approved façade included four cedar shake clad dormers to the left of an arched front door entry and two similar dormers to the right of the front door entry. The plans also included an arched entry way. Materials approved were stucco, brick, and cedar shake. In October of 2023, *inter alia*, modified plans to simplify the roof line and modify the front deck were approved. In June of 2024, the Owner applied for yet another modification necessitated by discovery during the framing process. To install the two dormers to the right of the front door would require the erection of an interior wall between the two dormers and create two dead, largely unusable spaces exactly where the Owner intended to create the master bedroom space.

Interior walls would need to be removed and new support beams installed in order to structurally support the new dormers. The larger dormer allows for the creation of a master bedroom space which is critical to the functionality of the home. Rightly or wrongly, upon being informed of this by the framing crew, the Owner made an on-site decision to instruct the framers to go with a bigger dormer. The “bigger dormer” measures 11’3” wide and 12’ high, whereas the two smaller dormers approved by the HPC in March of 2023 measure 11’3’ high and 4’2” wide—or combined 8’4” wide. In other words, the “big dormer is 9” taller and 2’11” wider than the two approved smaller dormers. The Owner also allowed the installation of an arched entry way that was larger in size than that approved by the HPC in March of 2023. The originally approved arch was 11’3” tall and 6’8” wide, whereas the installed arch measures 12 feet wide at essentially the same height. Removal of the arch would require removal of the bricks on the façade mimicking the arch, removal and replacement of the copper seam roof to the left of the arch, reframing of the left side and loss of a critical focal point and theme of arches throughout the home. *See interior photos showing arch theme carried throughout house.*

This request in June of 2024 entailed substituting the two gable dormers on the right of the front entry with one large dormer<sup>i</sup> to provide for that necessary interior master bedroom space, providing a more expansive arch above the front entry from that which was originally approved in March of 2023, and cladding the dormer with cedar shake. The staff recommended approval of all modifications requested by the Owner specifically finding that the modifications appeared not to have a substantial adverse effect on the district and appear to meet the guidelines. These latter requests were denied

by the HPC in July of 2024, but the other minor modification requests were approved. During the discussion amongst HPC members on July 24, 2024, certain members expressed concern that the proposed façade contained three different materials<sup>1</sup>, whereas “most houses in the District only have two primary façade materials”. Additionally, concern was expressed that the “arched eyebrow entry” was “not typically seen in the district.” Finally, as to the large dormer, Commission members expressed concern that it created an asymmetrical façade to the detriment of the new house and that the archway was too big. *See link to meeting recording at*

<https://dekalbcountyga.zoom.us/rec/share/0YoN3uYYFL1zHJZCDzs1bHI0EdBMhtbmDT3lFuAlkVE08pkMvCbY-eisUbmNuuZB.f9BNMIonvR4HG4TI>

*Passcode: t1547B?+.* The first motion made by an HPC member was to approve as recommended by staff. However, that motion did not pass—it received a 2-2 tie vote. A new motion was made “to approve with the modifications that the large dormer not be approved, and it must be all single dormers that the siding must be stucco and brick from the view of the right away that includes the siding on the dormers and that the flat roof line remain above the entry and removal of the arch design to comply with the design guidelines. No specific guidelines were cited nor was there any finding that these modifications to the application were necessary because of any adverse impact on the district. It seemed that rather than looking at the required standards under the ordinance i.e., did the proposed modifications have a significant adverse effect, the HPC members were looking at whether the proposal was compatible with historic homes in the area.

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<sup>1</sup> There is nothing in the Guidelines prohibiting more than two different façade materials. While brick is recognized as the primary cladding material, it is noted that stucco and wood shingles are also used. *See Guideline 6.1.1.*

With new information provided herein along with this written analysis of the relevant Guidelines, the Applicant requests that the larger dormer along with the expanded arch be approved. Additionally, the Applicant requests that the submitted supplemental landscape plan and a fence along the lawn running parallel to the front façade also be approved.

**Historic Preservation Ordinance and Guidelines.** Section 13.5-8 (3) of the Historic Preservation Ordinance (HPO), regarding review of certificates of appropriateness (COA) applications, specifically states that in reaching decisions the HPC is to consider architectural style, scale, height, setback, landscaping, general design, arrangement, texture and materials of architectural features, and pertinent features of other properties in the immediate neighborhood. *See Section 13.5-8 (3).* Additionally, Section 13.5-8(7) requires (“shall approve”) the HPC to approve a COA application if the proposed material change would not have a substantial adverse effect on the...significance and value of the historic property or the historic district.”

The only Guideline directly relevant to non-historic properties (those built after 1946) is Guideline 11 which states, in relevant part, that:

*In reviewing an application for a Certificate of Appropriateness for a material change to a non-historic building, the preservation Commission should evaluate the change for its potential impacts to any historic development (architecture and natural and cultural landscapes) in the area of influence of the non-historic property....”*

The effect on the building itself would not be relevant. The “area of influence is defined in Guideline 7.1 as “the area...which will be visually influenced by the building i.e. the area in which visual relationships will occur between historic and new construction.”

Guideline 9.3 provides recommendations for the natural landscape and provides a list of recommended plant materials (although not an exclusive list) for the District.

The final Guideline of relevance to this application is #9.4. This Guideline provides that:

*Fences and walls shall not be built in front yard spaces and are strongly discouraged form corner lot side yard spaces...*

Fence heights not exceeding 6 feet are recommended.

**Application of Standards to current COA application.**

The starting point to any analysis of the impacts of the proposed modifications is to determine where any historic development is relative to the Subject Property.



The historic properties map above depicts the area in which the Subject Property is located. It appears as the corner lot at Oxford and Clifton with a black triangle in its center on page 110 of the Guidelines. Circles represent historic properties, whereas triangles represent non-historic properties. As can be seen, there are only two historic homes on the east side of Clifton opposite the Subject Property ---at 1179 and 1183 Clifton Road. *See tax map included herein for ease of reference.* Otherwise between 1155 and 1195 Clifton Road, all properties on the east side of the road are non-historic. On Oxford 1478 and 1474 are labeled “historic” . These properties’ view, if any, is of the rear of the Subject Property and cannot be impacted one way or the other by the large

dormer, the arch, or the cedar shake on the front façade of the Subject Property. The remainder of Oxford between Clifton and North Decatur Roads contain no residential structures—either vacant or used for commercial purposes. *See photos of houses on Oxford and Clifton included herein.*

All modifications requested by the Applicant entail changes to the front façade. That façade on the residence of the Subject Property is not realistically visible to the motoring or walking public along much of Clifton Road. The Subject property cannot even be seen from 1186 Clifton Road north. 1182 Clifton Road can only see a portion of the driveway on the Subject property and 1176 is largely screened from sight of the façade of the Subject Property due to vegetation that provides screening and due to the siting of structures on the two lots. The same is true for the historic property across the street at 1183 Clifton Road—it can see a portion of the driveway on the Subject Property only. This is largely due to the heavy mature and new vegetation planted on the Subject Property, the topography of the Subject Property (approximately 20+ feet above the road), and the curvature of Clifton Road. *See photos from historic properties on Clifton.* Although the Owner has already planted more than 60 evergreen trees (arborvitae, emeralds, hollies and cypress), which at maturity will be 15-30 feet, the Applicant proposes to install supplemental plantings per the landscape plan included herein to further limit the visibility of the home on the Subject Property from these properties on Clifton. These proposed plantings would be in the northeast corner of the Subject Property since it is the only section of the property highly visible from 1179 Clifton Road. These plantings are listed on the recommended would include Southern Magnolia, Thuja “Green Giant” Arborvitae, Thuja “Emerald” Arborvitae, and groundcover from the

Recommended Plant Material List in Section 9.3 of the Guidelines. *See included landscape plan.* Because of the extremely limited visual relationship between the Subject Property and historic properties, it cannot be said that retention of the arch above the front door entry, the retention of the large dormer nor the cedar shingles<sup>2</sup> on the dormers (which were there on the original house) on the Subject Property would have “**a substantial adverse effect on the...significance and value of the historic property or the historic district**”. This would be especially true once these robust plantings reach maturity.<sup>3</sup> In an effort to reduce contrast between the dormers and the rest of the home, the Owner is currently staining the cedar shingles on the dormer to a shade that blends into the roof shingles. *See attached photos.* However, there are plenty of homes within the District, historic and non-historic that contain the elements for which the Applicant seeks approval—arched entry ways (see particularly photo of 1183 Clifton and one on east side of road), large asymmetrical dormers,(see 1175 Clifton across the road from the Subject Property) and more than two façade materials. *See included photos.* As such it cannot be said that the two historic homes that have a visual relationship with the Subject Property (1179 and 1183 Clifton Road) can be detrimentally impacted let alone significantly adversely effected by the proposed home on the Subject Property and, per the mandate of the Historic Preservation Ordinance, these changes need to be approved by the HPC.

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<sup>2</sup> Not only were the cedar shingles on the dormers for more than 70 years but the Guidelines at 6.1.1 recognize that while less common, shingles are used in the district as accent materials. Approval of shingles has occurred at 1108 Dan Johnson Road and other locations through the years.

<sup>3</sup> The arborvitae are fast growing of up to three feet per year and at maturity, according to growing guides, can reach up to 60 feet tall and 20 feet wide.



Applicant's final and new request of the HPC in this application is to approve the wrought iron 4-foot-tall fencing along the Clifton Road side. This fencing has been installed at the top of the rise from Clifton Road behind mature and newly planted vegetation. *See photos of same included herein.* The Subject Property rises approximately 20 feet from the sidewalk on Clifton to the front lawn of the new house. For safety reasons, fencing is required to prevent accidental falls from the rise by children, pets, and others. While the front façade of the house is oriented towards Clifton, as noted by staff in its staff report of February 21, 2023, since Oxford is the narrowest side of this corner lot, the front yard is technically Oxford Road. The Clifton Road frontage is considered the side yard. *See Zoning Ordinance Section 27-5.1.4 A and B.* As such, the proposed fencing is not subject to the prohibition in Guideline 9.4. The fencing is needed for safety, is largely not visible from the street and cannot be said to have a significant adverse impact on the District. Fencing in side yards has been approved elsewhere in the District on numerous occasions. . For example, the HPC has approved fences at 521 Ridgecrest, 977 Clifton Road, 1938 North Decatur Road, 1179 Clifton Road<sup>4</sup>, 1917 Westminster, 1809 Dyson Drive, 1706 Dyson Drive, 1404 Briarcliff Road, 1271 Briarcliff Road, 1202 the ByWay, 969 Clifton Road, 1533 Emory Road, 1714 Coventry Place, 1275 Briardale Lane and many more.

### **CONCLUSION AND REQUEST**

Based on the foregoing and for all the reasons set forth above, the DeKalb County Historic Preservation Commission should grant the Applicant's request for a Certificate

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<sup>4</sup> This is one of the historic properties immediately across the street from the Subject Property. Additionally it should be noted that the other historic property at 1183 Clifton has a front yard brick wall.

of Appropriateness so that the large dormer, arched entry, and cedar shake can remain and to allow for the supplemental plantings and side yard fencing proposed by the Applicant.

### **PRESERVATION OF CONSTITUTIONAL RIGHTS**

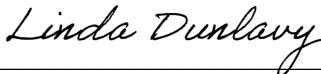
The Owner and Applicant respectfully submit that, should the DeKalb County Historic Preservation Commission refuse to grant the requested Certificate of Appropriateness, such an action would be unconstitutional as a taking of property, a denial of equal protection, an arbitrary and capricious act, and a denial of due process of law under the United States Constitution and the Constitution of the State of Georgia.

Refusal to issue the requested Certificate of Appropriateness would deprive the Owner of any alternative reasonable use and development of the Subject Property without just compensation and would be insubstantially related to the health and welfare of the public while substantially harming the Property Owner.

Applicant and the Owner specifically object to the standing of any party that opposes this Application for Certificate of Appropriateness.

This 26<sup>th</sup> day of May, 2025.

Respectfully submitted,

  
\_\_\_\_\_  
Linda I. Dunlavy

Applicant and Attorney for Owner

Linda I. Dunlavy  
Dunlavy Law Group, LLC  
(404) 371-4101 Office Phone  
(404)664-0895 Mobile Phone  
245 North Highland Avenue,  
Suite 230 #905  
Atlanta, Georgia 30307  
[ldunlavy@dunlavylawgroup.com](mailto:ldunlavy@dunlavylawgroup.com)

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DEPARTMENT OF PLANNING & SUSTAINABILITY

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**How to Obtain a Certificate of Appropriateness**

1. Contact the DeKalb County Department of Planning and Sustainability for an application form. You may make your request by emailing **plansustain@dekalbcountyga.gov** AND **pvjennings@dekalbcountyga.gov**.
2. Complete and submit the application via email. Please provide as much supporting material as possible, (plans, material, color samples, photos, etc.). All documents must be in PDF format except for photographs, which may be in JPEG format. Applications are accepted for a 10-day period each month. See page 3(HPC Calendar). **Email the application and supporting documents to plansustain@dekalbcountyga.gov AND pvjennings@dekalbcountyga.gov**. If all documents are not provided the application will not be complete and will not be accepted.
3. Once the application has been received, the Administrative Specialist for the Department of Planning and Sustainability will provide a sign template and instructions on how to post the required signage on the property at least ten days before the preservation commission meeting. If the applicant does not post the required signage and provide evidence of posting within ten days before the preservation commission meeting, their application may be deferred or denied due to improper public notification.
4. The Preservation Planner may visit the property as part of their review. The commission members may view the property from the right-of-way.
5. Applications will be reviewed by the DeKalb County Historic Preservation Commission at its monthly meeting. The Historic Preservation Commission meets on the third Monday at 6 p.m., via Zoom. In unusual circumstances meeting dates and location may be changed.
6. The Historic Preservation Commission may approve, approve with modifications or deny an application. The applicant or any affected person as defined by county code may appeal the decision to the DeKalb County Board of Commissioners. Please contact the Department of Planning and Sustainability if you wish to file an appeal. The Historic Preservation Commission is required to make a decision on an application within 45 days of the date of filing, although this time can be extended if the applicant agrees to a deferral.
7. Although not required, applicants are encouraged to attend the Historic Preservation Commission meetings. Applicants may make a presentation, but presentations are not required. The commissioners may have questions for the applicant.
8. Approval of a Certificate of Appropriateness does not release the recipient from compliance with all other county, state and federal regulations.



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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 or via e-mail at [pvjennings@dekalbcountyga.gov](mailto:pvjennings@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".

Yes

I have reviewed the DeKalb County Tree Ordinance.

Yes

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

Yes

**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.



## PHOTOS OF SUBJECT PROPERTY























## PHOTOS OF SURROUNDING PROPERTIES





1478 Oxford - Next  
Door





1800306027 01/01/2022

1474 OAGD





1800304015 01/01/2022

1193 Clifton





18 003 04 016 09/14/2016

1191 Clifton





1800304017 01/01/2022

1183 Clifton



1800304018 01/01/2022

1179 Clifton





1800304019 01/01/2022

1175 Clifton



1800304020 01/01/2022

1171 Clinton





18 003 04 021 09/14/2016

1165 Clifton





1800306023 01/01/2022

1176 Clifton - Next  
Door





1800306022 01/01/2022

1182 Clifton

Arch theme photos











## Visual Relationships-Area of Influence





South Snow 1183





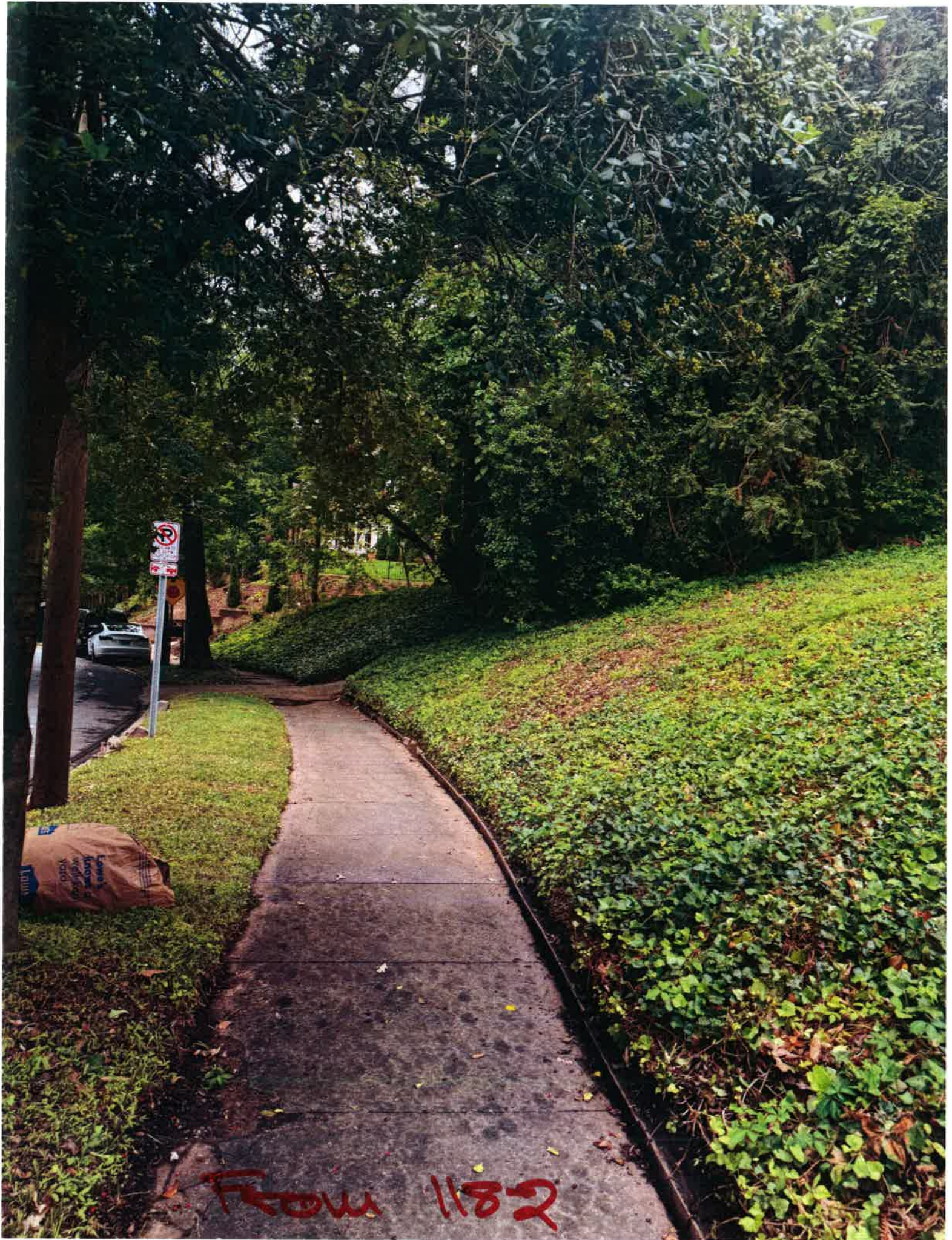
From 1179





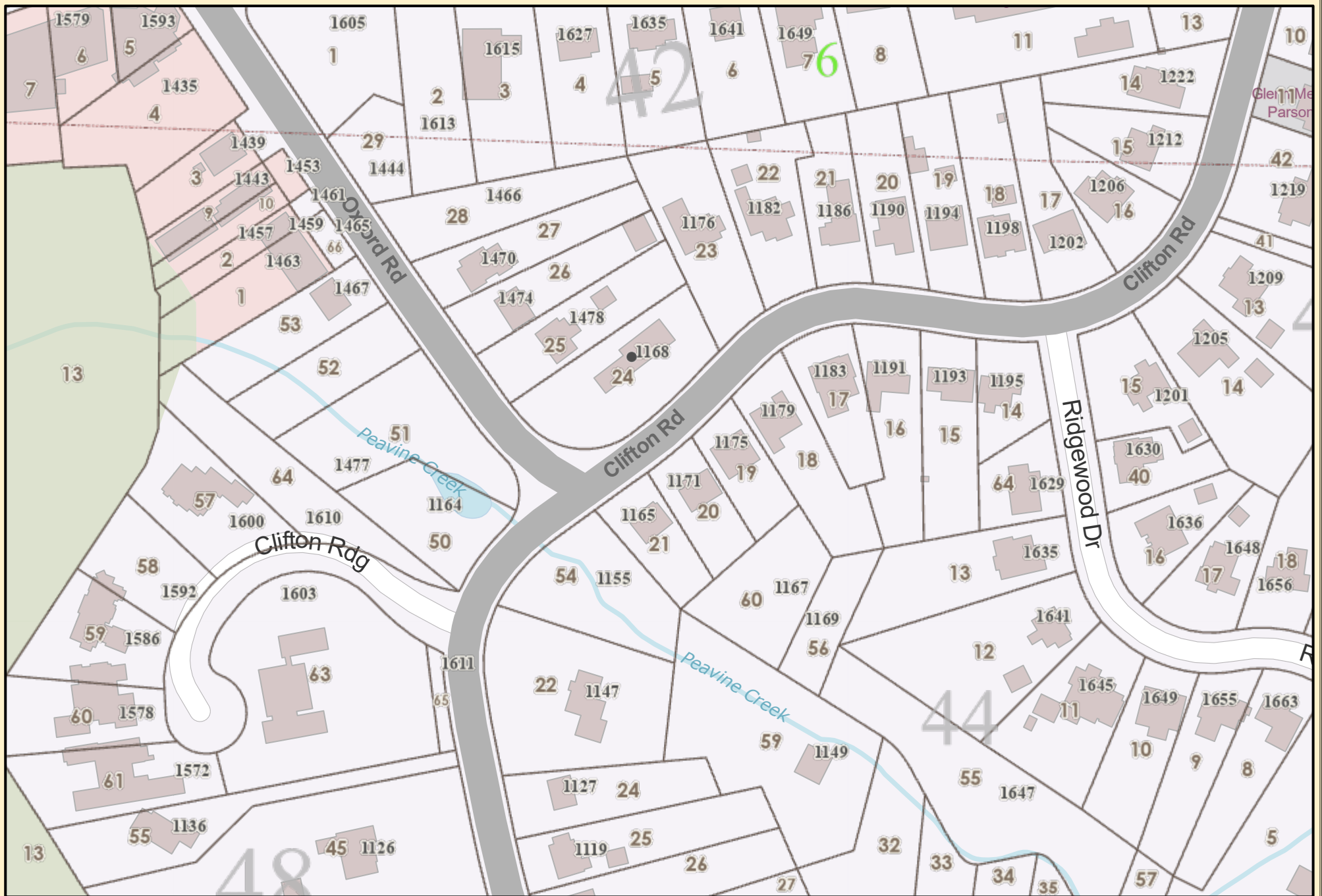
From 1130





From 1182





## DeKalb County Parcel Map

0 0.0075 0.015 0.03 0.045 0.06  
mi

Date Printed: 5/23/2025



### DeKalb County GIS Disclaimer

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2022033279 DEED BOOK 30130 Pg 269  
Filed and Recorded: 2/16/2022 4:33:00 PM  
Recording Fee: \$25.00  
Real Estate Transfer Tax: \$915.00  
Prepared By:  
0013912291  
7067927936

RECORD AND RETURN TO:  
McLain & Merrill, P.C.  
3445 Peachtree Road, N.E., Suite 500  
Atlanta, Georgia 30326-1276  
Order No.: 22-0031B  
PARCEL ID: 18 003 06 024

STATE OF GEORGIA

COUNTY OF FULTON

**TRUSTEE'S DEED**

THIS INDENTURE made this 4th day of February, 2022, by and between **Bruce L. Beasley a/k/a B. L. Beasley**, as Trustee for **Clifton Mission Trust**, a Land Trust (the "Trust"), party of the first part, hereinafter referred to as "Grantor," and **AG Development Group, LLC**, a Georgia limited liability company, as party of the second part, hereinafter referred to as "Grantee";

**WITNESSETH:**

That Grantor, for and in consideration of the sum of TEN AND 00/100 DOLLARS (\$10.00), in hand paid, at or before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, and conveyed, and by these presents does hereby grant, bargain, and convey unto Grantee, their heirs, successors and assigns, the following described property, to wit:

All that tract or parcel of land lying and being in Land Lot 3, 18th District of DeKalb County, Georgia, and being more particularly described as follows:

BEGINNING AT A 1/2 INCH REBAR FOUND ON THE NORTHEASTERN RIGHT OF WAY OF SOUTH OXFORD ROAD 366.7 FEET SOUTHEASTERLY AS MEASURED ALONG THE NORTHEASTERN RIGHT OF WAY OF SOUTH OXFORD ROAD FROM THE CORNER FORMED BY THE INTERSECTION OF THE NORTHEASTERN RIGHT OF WAY OF SOUTH OXFORD ROAD AND THE SOUTHERN RIGHT OF WAY OF NORTH DECATUR ROAD; RUNNING THENCE NORTH 50 DEGREES 30 MINUTES EAST 369.7 FEET TO A 1/2 INCH OPEN TOP PIPE FOUND; RUNNING THENCE SOUTH 22 DEGREES 00 MINUTES EAST 90.0 FEET TO A 1/2 INCH REBAR FOUND ON THE NORTHWESTERN RIGHT OF WAY OF CLIFTON ROAD (50-FOOT RIGHT OF WAY); RUNNING THENCE IN A GENERALLY SOUTHWESTERLY AND NORTHWESTERLY DIRECTION ALONG THE NORTHWESTERN RIGHT OF WAY OF CLIFTON ROAD AND ALONG THE NORTHEASTERN RIGHT OF WAY OF SOUTH OXFORD ROAD THE FOLLOWING COURSES AND DISTANCES: ALONG A CURVE TO THE RIGHT A DISTANCE OF 303.5 FEET (THE ARC OF SAID CURVE BEING SUBTENDED BY A CHORD HAVING A BEARING OF SOUTH 53 DEGREES 00 MINUTES WEST AND A DISTANCE OF 203.2 FEET) TO A POINT; RUNNING THENCE ALONG A CURVE TO THE RIGHT A DISTANCE OF 120.0 FEET (THE ARC OF SAID CURVE BEING SUBTENDED BY A CHORD HAVING A BEARING OF NORTH 57 DEGREES 29 MINUTES WEST AND A DISTANCE OF 119.9 FEET) TO A 1/2 INCH REBAR FOUND ON THE NORTHEASTERN RIGHT OF WAY OF SOUTH OXFORD ROAD AND THE POINT OF BEGINNING; BEING APPROXIMATELY 0.03 ACRES; BEING THE SAME PROPERTY CONVEYED IN DEED RECORDED IN DEED BOOK 1584, PAGE 406, DEKALB COUNTY, GEORGIA RECORDS.

As per the current system of numbering for DEKALB County, Georgia the subject property is commonly known as 1168 CLIFTON ROAD, ATLANTA, GA 30307.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging or in anywise appertaining to the only proper use, benefit and behoof of Grantee, their heirs, successors and assigns forever, in Fee Simple.


The undersigned hereby represent(s) and warrant(s) that he is the sole trustee(s) of the **Clifton Mission Trust**, and that the trust agreement for said Trust remains in full force and effect.

AND THE GRANTOR will warrant and forever defend the right and title to the above-described property unto the Grantee, their heirs, successors and assigns, against the claims of all persons whomsoever.

IN WITNESS WHEREOF, the Grantor has signed and sealed this deed the day and year first above written.

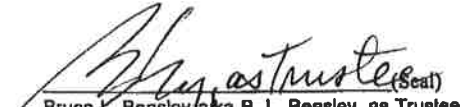
Signed, sealed and delivered in the presence of:

  
Unofficial Witness

  
Notary Public  
My Commission Expires: 03/22/2022

[Notary Seal]

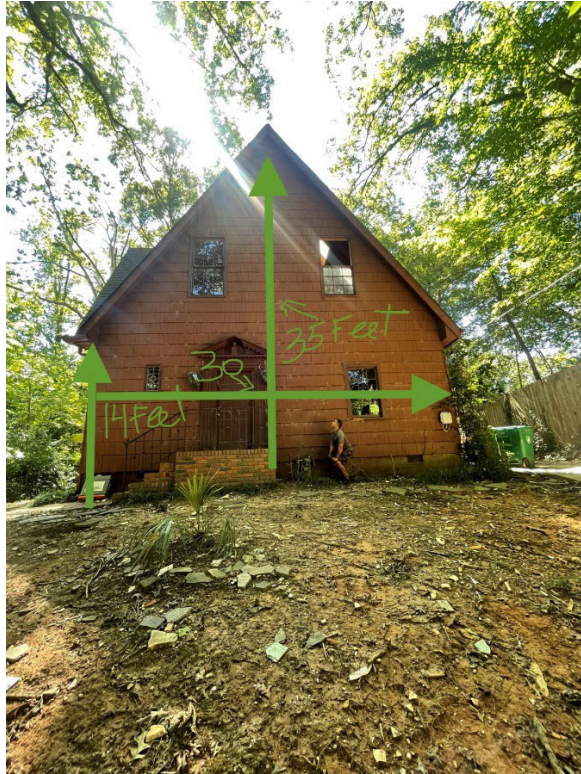


  
Bruce L. Beasley aka B. L. Beasley, as Trustee  
of the Clifton Mission Trust, a Land Trust



Existing Pictures:

Side elevation- (view up the driveway)

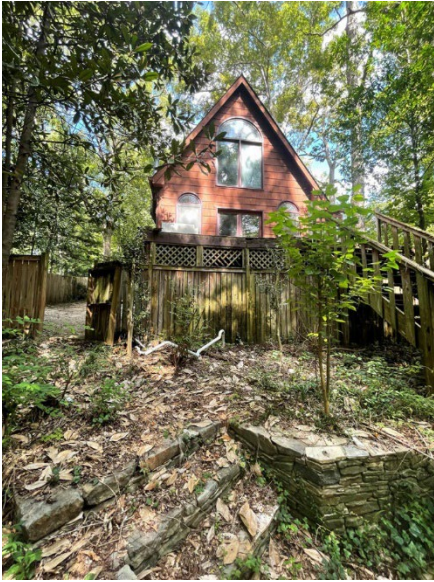


Front elevation facing Clifton Road:





Back elevation facing Oxford Road NE



Side elevation adjacent to 1478 Oxford Road:











Existing Conditions:









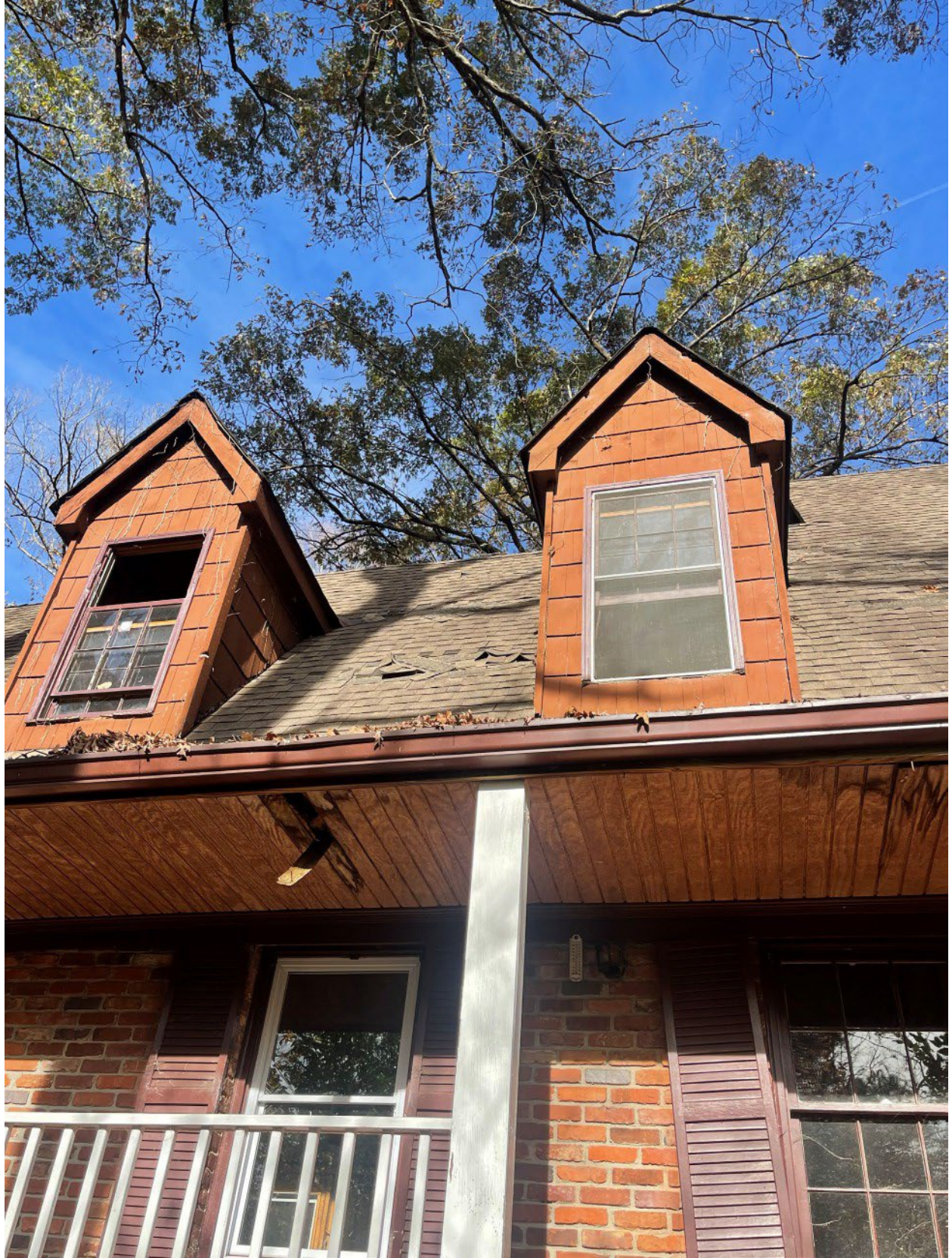


















Department of Planning & Sustainability  
Residential Building Permit  
**PERMIT # 3112054**

To schedule an inspection call: (404)371-3010

**Project**

**Permit Type:** D-STRUCT

**Phone Number of Record:** (954)594-4356

**Project:** 1168 Clifton Road - Interior Repairs Only

**Primary Contact:** ANASTASIYA ARINA\*

**Work Type:** ADDITIONS TO EXISTING STRUCTURES

**Construction Type:** -

**Inspection Zone:** 2

**Occupancy Type:** D-SFD

**Property**

**Address:** 1168 CLIFTON RD ATLANTA GA 30307-

**Parcel ID:** 18 003 06 024

**Zoning:** R-75

**Lot #:** -

**Land Use:** TN

**Septic:** -

**District:** CD02 SD06

**Setbacks:**

**Front:** -

**Rear:** -

**Left:** -

**Right:** -

**Contacts**

**Owner:**

AG DEVELOPMENT GROUP LLC  
1541 PEACHCREST ROAD  
DECATUR  
(954)594-4356  
aa@maragroup.com

**Applicant:**

ANASTASIYA ARINA\*  
2724 KELLY LAKE ROAD  
DECATUR  
(954)594-4356  
Anastasiyaarina@icloud.com

**Contractor:**

JAMES TALTON  
769 SOUTH GORDON ROAD  
AUSTELL

**Contractor's Business License:** RLQA004620

**Trade License:** RLCO004621

**Scope of Work**

# Stories	0.0	Lot Size (SF)	0
# Rooms	0	Heated Area (SF)	0
# Baths	0.0	Basement (SF)	0
# Kitchens	0	Garage (SF)	0
Exterior Finish	N/A	Outdoor Living Space (SF)	0
Roof Finish	N/A	Total Area (SF)	0
		Building Valuation:	\$150,000.00

**Description of Work**

\*3-20-23 SHOW REVISIONS APPROVED BY THE HISTORIC PRESERVATION COMMISSION INCLUDES-Full interior renovation: re-frame, bathrooms, kitchen, flooring, paint, bathrooms, plumbing, electrical, HVAC etc. Replace all windows to match new floor plan. Replace doors to match new floor plan. Replace roof, add brick, stucco to exterior design, new landscape, new driveway, replace existing deck and porch.\*8-22-22 The Zoning Review is approved for interior repairs only (exterior work requires approval from the Historic Preservation Commission to secure a certificate of appropriate) to the existing one-story house with a finished attic under AP #3112054 at 1168 Clifton Road in the R-75 Zoning and Druid Hills Overlay Districts.\* INTERIOR RENOVATION ONLY, RE-FRAMING BATHROOMS, NEW FLOORING, KITCHEN, BATHROOMS, PAINT, TRIM, PLUMBING, ELECTRICAL, HVAC, LIGHT FIXTURES

**Other Permits Required**

HVAC, ELECTRICAL, PLUMBING

**Inspections Required**

P-HISFINAL, P-HISINIT, P-HISROUGH, S-FINAL, S-FRAMING

**Holds**

**Processing**

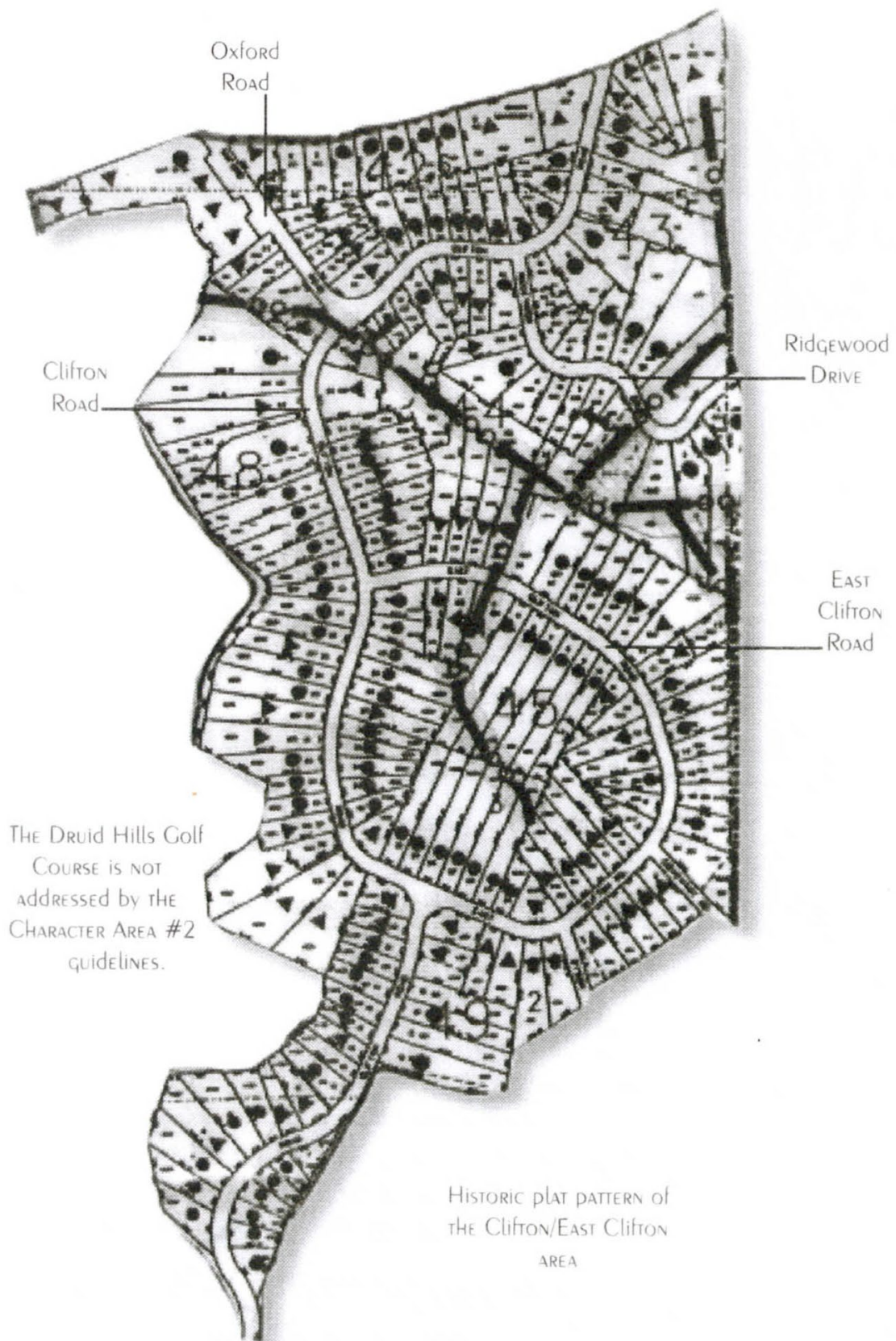
**Total Fees:** \$25.00

**Issue Date:** 09/06/2022

**Processed By:** GYVALENTINE

**Issued By:** DAMCKISSIC





# PHOTOS OF VARIOUS ELEMENTS IN DISTRICT





826 Oakdale





1002 Oakdale





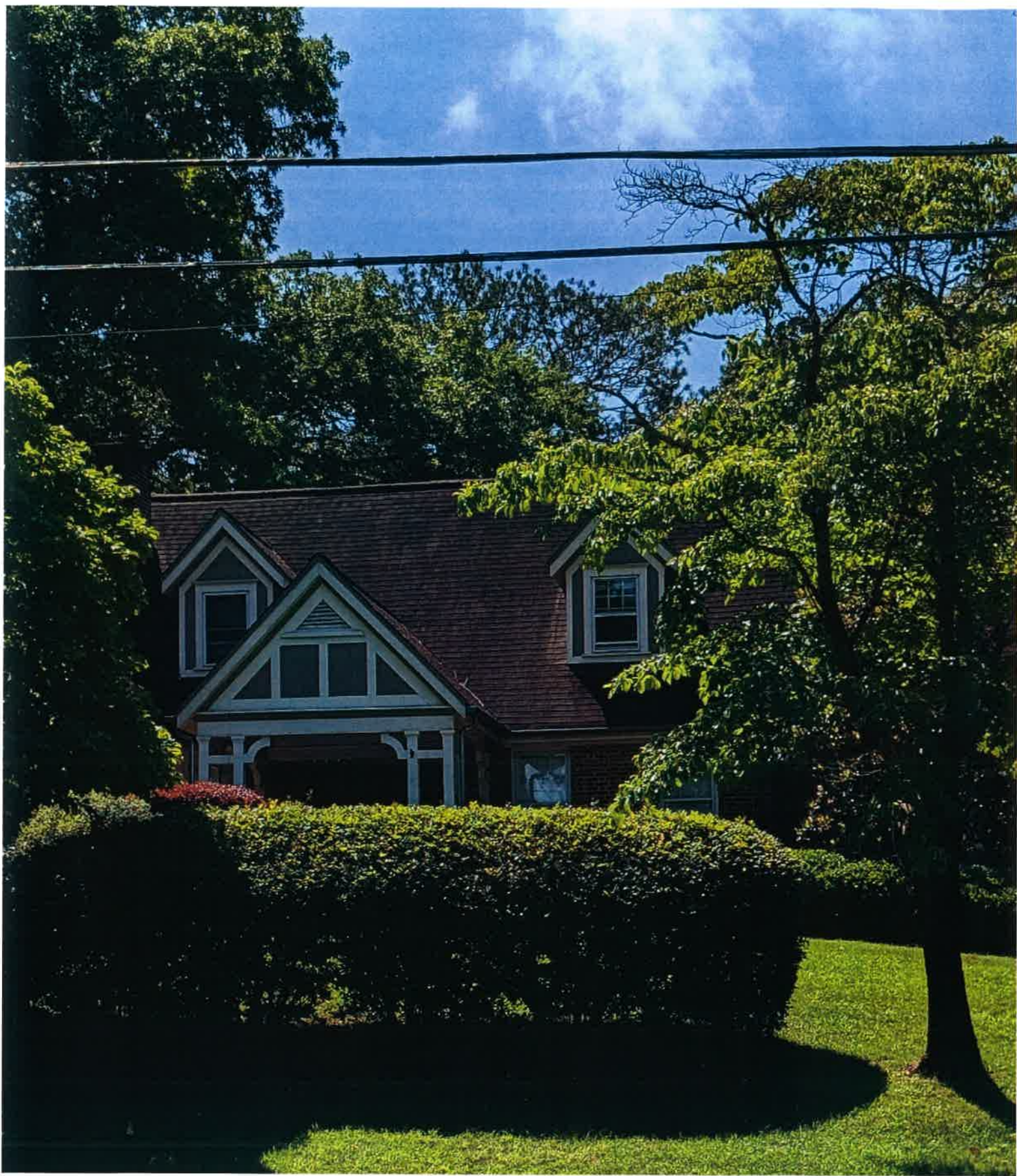
1046 Oakdale





1169 Springdale





1201 Clifton





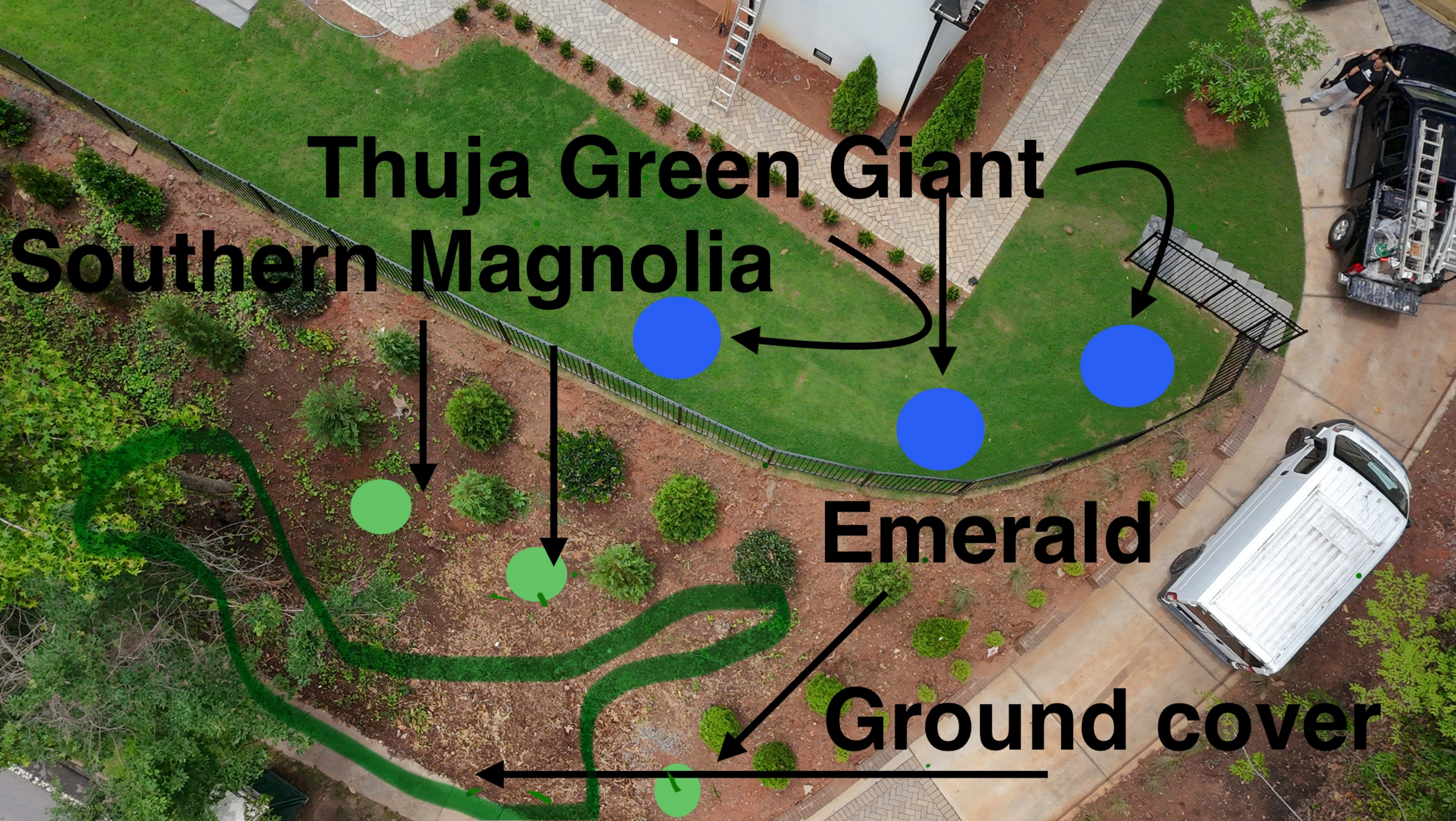
1635 Ridgewood





1645 Ridgewood





**Thuja Green Giant**  
**Southern Magnolia**



**Emerald**

**Ground cover**





An aerial photograph of a residential yard. The yard is divided into a lawn area and a mulched garden bed. A black metal fence runs along the left and back edges of the lawn. A paved driveway is on the right, with a white van parked on it. A black truck is parked further up the driveway. A ladder is leaning against a white wall in the top center. Three green circles are placed in the mulched garden bed, with arrows pointing to them from the labels 'Southern Magnolia', 'Emerald', and 'Ground cover'. A large green scribble is in the bottom left corner.

**Southern Magnolia**

**Emerald**

**Ground cover**



# DeKalb County Historic Preservation Commission

Tuesday, February 21, 2022- 6:00 P.M.

## Staff Report

### Regular Agenda

G. 1168 Clifton Road N.E., Anastasiya Arina (AG Development Group LLC). Full interior renovation, replace and modify all windows and doors, replace roof, add brick and stucco siding to exterior design, install new driveway, replace existing deck and porches, redesign landscape. 1246243

Built 1951. (18 003 06 024)

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

10-97 1168 Clifton Road, Andrew & Eve Fischer. Replacement of porch columns, and railings, and changing the porch roofline of a non-historic house. **Approved**

7-22 1168 Clifton Road, Anastasia Arina c/o AG Development Group, LLC. Remodel the front entry and replace the doors, windows, roofing, and decks. **Denied for failure to provide documentation**

The house is nonhistoric. (*Druid Hills Design Manual*, Glossary, page ii: **Nonhistoric** — Nonhistoric properties within the district are those properties built after 1946.) As a nonhistoric house the application should be reviewed for its effect on historic properties in the area of influence rather than the effect of the changes on the building.

NOTE 1: The applicant describes the color illustrations as “conceptual”. The right end elevation drawing is labeled left, and the left end is labeled right.

NOTE 2: The building faces Clifton Rd, but the zoning code definition is that the narrowest street frontage (facing Oxford Road) is considered the front for zoning purposes. The zoning code will restrict fences on the Oxford side to a height of 4 ft unless the applicant receives a variance from the Zoning Board of Appeals. Compliance with the zoning code is not a prerequisite of receiving a COA.

### Summary

The house is on a hill overlooking the intersection of Clifton Rd and Oxford Rd. Most of the building is about 18’ above street grade, but the exposed left end is only about 22’ above street grade. The slope on the Clifton side is very steep so the house is mostly concealed, but the grade facing Oxford is shallower so that end of the house is easily seen from the right-of-way. The house can also be seen up the driveway at the east end of the Clifton side of the property. The house is 1½ stories, with an exposed basement garage on the left end. The front of the house is mostly painted brick, with wood shingles near the right end, in the dormers and on the rear.

The applicant proposes:

1. The 3.5’ deep front porch will be enlarged to project 7’ from the front of the house. A black iron railing will be installed on part of the porch. The railings will have vertical balusters rather than horizontal shown in some pictures. The porch wraps around the left end of the house. The roof will be standing seam metal. The front entry will be replaced with a tall double door under an arched transom. The doors will be black metal. Some windows will be relocated or removed, and all remaining windows will be replaced with Andersen Fibrex windows. The applicant says she will use aluminum windows if the commission prefers.



Replace lap siding in the lower left gable with stucco and replace the siding in the taller gable with faux brick. Replace the fenced rear deck in kind. Add dormers on the left part of the front roof slope. Roof the house with architectural shingles.

2. A wooden retaining wall near the and wooden fence at the west end of the property will both be replaced, the wall with stacking concrete block and the fence with a 6' tall metal picket-type fence. The entry gate will remain at the left end of the front porch. Both wall and fence will be replaced on their current footprint, set back from the right-of-way. Add retaining wall at left end of the existing rear parking area. This will be concealed by the existing fence and install stone stairs and concrete pathways at various places in front and on the sides.
3. Install plantings.
4. Five oaks and a tulip poplar have been identified as "dead or hazardous" and will be removed. One other 25" oak will be removed.
5. Widen the mouth of the driveway and replace it at a steeper slope, to allow access to a proposed parking area in the right rear corner. A 3' tall masonry retaining wall will be built on the left side of the driveway near the street and a 2' tall retaining wall will be set in front of the corner parking area at the top of the driveway. (The applicant proposes using stacking concrete block for all retaining walls.) The applicant believes the right side of the driveway will be graded to the extent that a retaining wall will not be needed. Another 3' tall retaining wall is shown as being installed at the top of the steep slope in front of the house. A slate chip patio with stone edging will be laid behind the wall.

Staff sent the following questions and comments to the applicant on January 12. The applicant's responses are in **bold**:

- What kind of masonry do you plan to use? Brick, stone, CMUs? **Stacking concrete blocks**
- Pictures show vertical balusters on the railing, but the drawings show horizontal. Please clarify. **Vertical metal.**
- What do you mean by "colonial pattern"? **Windows with grid (on the website it referenced style as colonial.)**
- What kind of faux brick? **Thin brick sheets on the back porch elevation so we do not have to extend the roofline. (Photos provided.)**
- Will existing wood fence remain? **Replace wood fence with more appealing metal fence and use landscape buffer for more privacy per landscape plan. (Photo provided of metal picket-type fence.)**
- Will the existing retaining wall near the fence be changed? **Replace timber retaining wall with a pre-cast stone block wall. (Photos provided.)**
- Right and left side elevations appear to be reversed.
- How wide will the driveway apron be? **Existing apron is about 10 feet, would like to widen to 12 feet.**
- Will you widen the whole driveway? **Will widen the driveway from the street uphill to where it turns behind the house.**
- Provide a legend for the landscape plan showing the plants. **Applicant has requested the list of plants from the landscape architect.**

## **Recommendation**



1. Approve. The changes to the house will not have a substantial adverse effect on the area of influence or historic district.
2. **Approve with modification.** The proposed fences will not have a substantial adverse effect on the area of influence or historic district. The locations of the new retaining walls are appropriate, but the material is not. The use of the stacking concrete blocks would have substantial adverse effect on the area of influence and the historic district. Staff recommends approval with modification that the retaining walls be granite, brick, or stucco.
3. Approve. Although trees are being removed, the canopy of the remaining trees on the property appears to be too dense to provide a practical place to plant new ones.
4. **Approve with modification.** Dense plantings that could be considered hedges are either appropriately placed behind the fence or are at the top of the slope where they will not have a negative effect. The planting plan will not have a substantial adverse effect on area of influence or historic district.
5. **Approve with modification.** The driveway is 8' to 10' wide and set below the grade on both sides. Widening it to 10' and installing retaining wall(s) would not have a substantial adverse effect on the area of influence and historic district so staff recommends approval of this part of the application. The use of the stacking concrete blocks would have substantial adverse effect on the area of influence and the historic district. Staff recommends approval with modification that the retaining walls be granite, brick, or stucco.

## **Relevant Guidelines**

*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.

*7.2.3 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.

*7.2.3 Shape: Building Elements* (p68) Guideline - The principal elements and shapes used on the front facade of a new building should be compatible with those of existing buildings in the area of influence, if dominant patterns are present.

*7.2.3 Shape: Porch Form* (p68) Guideline - The shape and size of a new porch should be consistent with those of existing historic buildings within the area of influence, if dominant patterns are present.

*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.

*7.3.2 New Construction and Subdivision Development* (p75) Guideline - To be compatible with its environment, new construction should follow established design patterns of its historic neighbors, including building orientation, setback, height, scale, and massing.

*7.3.2 New Construction and Subdivision Development* (p75) Guideline - New construction should respect the historic character that makes the area distinctive, but it should not be a mere imitation of historic design.



*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.

*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.

*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.

*9.7 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.

*11.0 Nonhistoric Properties* (p93) Guideline - In reviewing an application for a Certificate of Appropriateness for a material change to a nonhistoric building, the Preservation Commission should evaluate the change for its potential impacts to any historic development (architecture and natural and cultural landscapes) in the area of influence of the nonhistoric property. Guidelines presented in *Section 7.0: Additions and new Construction* are relevant to such evaluations.