

DeKalb County Historic Preservation Commission

Monday, August 18, 2025- 6:00 P.M.

Staff Report

Consent Agenda

- C. 1715 East Clifton Road, Sherrill Abbott. Remove and install fencing in backyard, remove parking pad, install side stairs and railing, and replace windows, doors, and shutters on a nonhistoric house. **1247713.**

Built in 1950 - Nonhistoric (18 003 04 048)

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

Summary

The applicant proposes the following work:

1. Repair exterior of a nonhistoric house. The proposed repairs to the exterior of the property includes:
 - a. Replace all exterior windows. The existing windows will be replaced with vinyl double-hung windows in the same di
 - b. Replace the roof. The asphalt shingle roof will be replaced in-kind with no changes to the pitch or shape of the roof.
 - c. Replace or repair the soffits and fascia as needed with like materials.
 - d. Replace shutters on the front façade. The current shutters on the front façade will be replaced with the same style of shutters in a new color.
 - e. Remove front porch awning. The metal awning above the front entrance will be removed.
 - f. Replace front door and surroundings. The current windows will be replaced with double-hung vinyl windows. The front door and sidelights will be removed and replaced with a new fiberglass exterior door and new glass sidelights.
 - g. Remove the carport addition. The addition on the carport in the backyard will be removed and replaced with nonpermanent sunshade canopies.
 - h. Remove and replace shed in backyard. The shed on the rear of the property will be removed and replaced with a similar shed structure in the same location. The new shed will be 48" longer than the existing shed but will match the exiting shed in width and height.
2. Remove and replace fencing in backyard. The wire fencing around the rear of the property will be removed and replaced with a 6' wood fence in the same location, around the perimeter of the backyard. The two existing metal gates will be replaced as well with wood gates in the same location.
3. Remove concrete pad in front yard. The concrete pad, located in the front yard and connect to the driveway, will be removed as it is encroaching on the front yard and the oak tree located beside the driveway.
4. Install a set of stairs and railing. A set of wood stairs will be added to the right side of the driveway on the front of the property, along the Southern property line. Black metal railing will be installed on the right side of the stairs. The stairs will run along the driveway from East Clifton Road to the carport.

Recommendation

Approve. The proposed changes do not appear to have a substantial adverse effect on the property or the district. This application appears to meet the guidelines and the staff recommends approval.

Relevant Guidelines

- 5.0 *Design Review Objective* (p45) - When making a material change to a structure that is in view from a public right-of-way, a higher standard is required to ensure that design changes are compatible with the architectural style of the structure and retain character-defining features. When a proposed material change to a structure is not in view from the public-right-way, the Preservation Commission may review the project with a less strict standard so as to allow the owner more flexibility. Such changes, however, shall not have a substantial adverse effect on the overall architectural character of the structure.
- 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.
- 9.7 *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.

Chief Executive Officer

Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Interim Director

Cedric W. Hudson, MCRP

Application for Certificate of Appropriateness

Date submitted: July 28, 2025

Date Received: _____

Address of Subject Property: 1715 E. Clifton Road, NE Atlanta, Georgia 30307

Applicant: Sherrill Abbott E-Mail: sherrill.abbott@apsk12.org

Applicant Mailing Address: 1266 Woodland Ave, SE Atlanta, Georgia 30316

Applicant Phone: 404-217-2232

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

Owner(s): Sherrill Abbott Email: sherrill.abbott@apsk12.org

Owner(s): Martha Abbott-Shim Email: martha.abbottshim@gmail.com

Owner(s) Mailing Address: 1266 Woodland Ave, SE Atlanta, Georgia 30316

Owner(s) Telephone Number: 404-217-2232

Approximate date of construction of the primary structure on the property and any other structures affected by this project: September, 2025

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:

The property is recently purchased and requires the following repairs: replace all exterior windows, replace the roof, replace or repair the soffits and fascia as needed, replace the shutters on the three front facing exterior windows, remove the collapsing front porch awning, replace the front door and adjacent glass inset and remove the collapsing add-on in the back yard which is attached to the carport. I would also like to make the following changes: remove the current wire fencing in the back yard and replace it with a 6 ft. wood fence on all sides of the backyard, remove a concrete parking pad which is in the front yard, and remove the boxwood hedges directly in front of the house with hydrangeas. I would also like to add in a set of stairs with a railing on the side of the driveway closest to the property line.

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 and pjennings@dekalbcountyga.gov. An incomplete application will not be accepted.

Signature of Applicant: Sherrill Abbott & Martha Abbott Shim, July 28, 2025

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(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 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.



Government Services Center
178 Sams Street
Decatur, GA 30030
www.dekalbcountyga.gov/planning
404-371-2155 (o); 404-371-4556 (f)

DEPARTMENT OF PLANNING & SUSTAINABILITY

DEKALB COUNTY HISTORIC PRESERVATION COMMISSION 2025 Calendar

This calendar is subject to change. Please visit the [Department of Planning and Sustainability](http://www.dekalbcountyga.gov/planning) website for the current calendar, agenda, and applications.

<u>Applications Accepted</u>	<u>Filing Deadline</u>	<u>Sign Must Be Posted</u>	<u>HPC Meeting Date</u>	<u>Last Date to File Appeal (approximate)</u>
December 16	December 30	January 10	January 21	February 5
January 13	January 27	February 7	February 18	March 5
February 10	February 24	March 7	March 18	April 2
March 10	March 24	April 11	April 21	May 6
April 7	April 28	May 9	May 19	June 3
May 12	May 26	June 6	June 16	July 2
June 9	June 23	July 11	July 21	August 5
July 14	July 28	August 8	August 18	September 2
August 11	August 25	September 5	September 15	September 30
September 8	September 22	October 10	October 20	November 4
October 13	October 27	November 7	November 17	December 2
November 10	November 24	December 5	December 15	January 2
December 15	December 29	January 9	January 20	February 5

Tuesday meeting due to holiday

DEPARTMENT OF PLANNING & SUSTAINABILITY

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.

DEPARTMENT OF PLANNING & SUSTAINABILITY

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.

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, $\frac{1}{4}''=1'$ 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

DEPARTMENT OF PLANNING & SUSTAINABILITY

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.

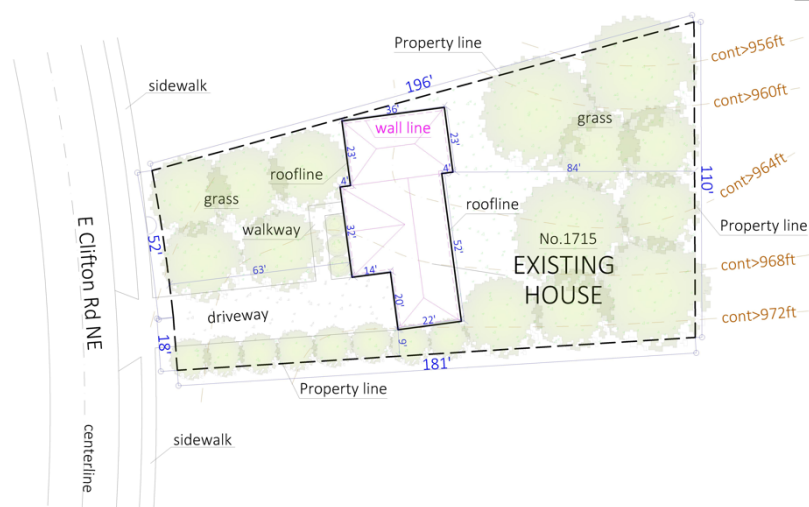
I have reviewed the information above and understand the Certificate of Appropriateness process.

I have reviewed the HPC calendar.

1. General & 2. Site Plan

Description of the Work: The property is recently purchased and requires the following repairs: replace all exterior windows, replace the roof, replace or repair the soffits and fascia as needed, replace the shutters on the three front facing exterior windows, remove the collapsing front porch awning, replace the front door and adjacent glass inset and remove the collapsing add-on in the back yard which is attached to the carport. I would also like to make the following changes: remove the current wire fencing in the back yard and replace it with a 6 ft. wood fence on all sides of the backyard, remove a concrete parking pad which is in the front yard, and remove the boxwood hedges directly in front of the house with hydrangeas. I would also like to add in a set of stairs with a railing on the side of the driveway closest to the property line.

1715 E Clifton Rd NE
Atlanta, GA 30316
Parcel ID: 18 003 04 048
Lot area: 0.38 Acres
Paper Size: 11"x17"



Disclaimer

This is not a Legal Survey, nor is it intended to be or replace one.

These measurements are approximate and are for illustrative purposes only.

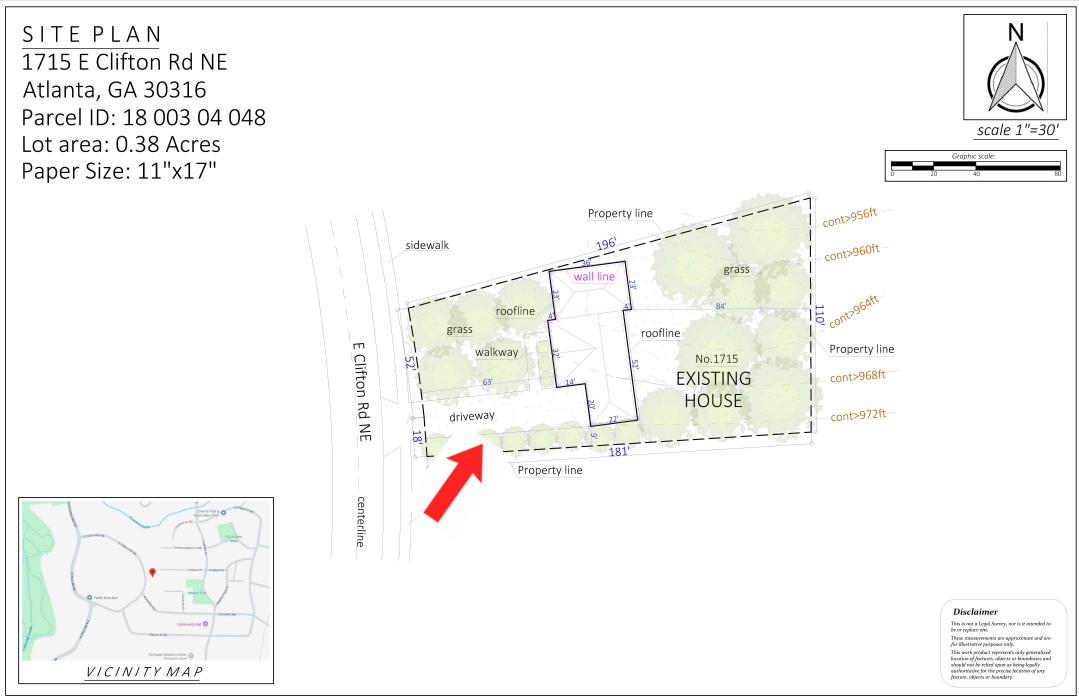
This work product represents only generalized location of features, objects or boundaries and should not be relied upon as being legally authoritative for the precise location of any feature, objects or boundary.





3. Driveway Stairs

A. Wooden stairs would be added to the right side of the driveway, closest to the property line of the driveway. A black metal railing would be added only on the right side of the stairs. The stairs would run from the bottom of the driveway to the carport



1715 E. Clifton Rd NE, Atlanta
30307
Sherrill Abbott & Martha Abbott
Shim
404-217-2232
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B. 30 inches
C. 4x4 Wood Pressure Treated Lumber and black metal stair railing,
"Hand Rails for Outdoor Steps, Wrought Iron Railing, Porch and Stair Railing"

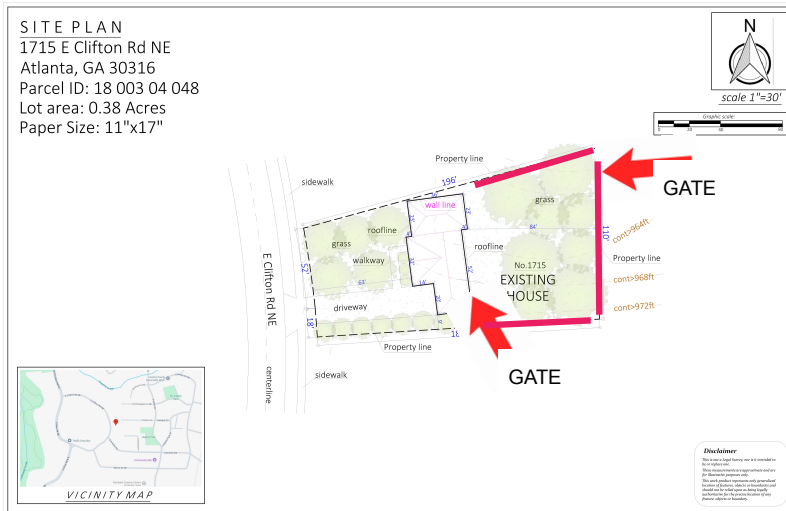


The stairs would be constructed in the same manner as these stairs but much more narrow



4. Fences

4A. The old fencing in the backyard is a combination of chain link metal and chicken wire. It will be removed and replaced with a wooden 6' privacy fence along the same lines as the current fence. Gates will be added in the exact same spots to replace the two current gates.



4B. Six Feet

4C. 6' pressure treated wood for the fence and Cabot Wood toned stain and sealer. This picture has been stained with Cabot Wood toned stain



7. Roof Plan

7A. Shingles will be replaced on the roof. The pitch and shape of the roof will not change. Broken or rotted fascia and gutters will be replaced with identical materials.



7B. - Duration® Shingles Owens Corning 30 year architectural shingles in Quarry Gray - 25 year algae resistant - Color Gray



7D. Vents will be added to the roof as appropriate for the roof size.

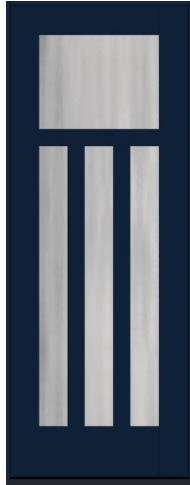
11. Entrances

11A. The front door and sidelight will be replaced.

11B. The door is 80 x 36 inches with one sidelight that is 80 by 12 inches

11C. Therma True Fiberglass Exterior Single Door in Indigo Dye by Sherwin Williams. The sidelight will be full glass as it is currently.

11D. Fiberglass



11D. The porch overhang is dilapidated and will be removed



12. Windows and Shutters

12A. The windows will remain the same size: 36 x 48

12D. Builders™ Vinyl (V-2500) Window: Double-Hung

12I The three shutters will be replaced with the same style of shutters, Premier Louvered Shutters
by Perfect Shutters in "Bedford Blue



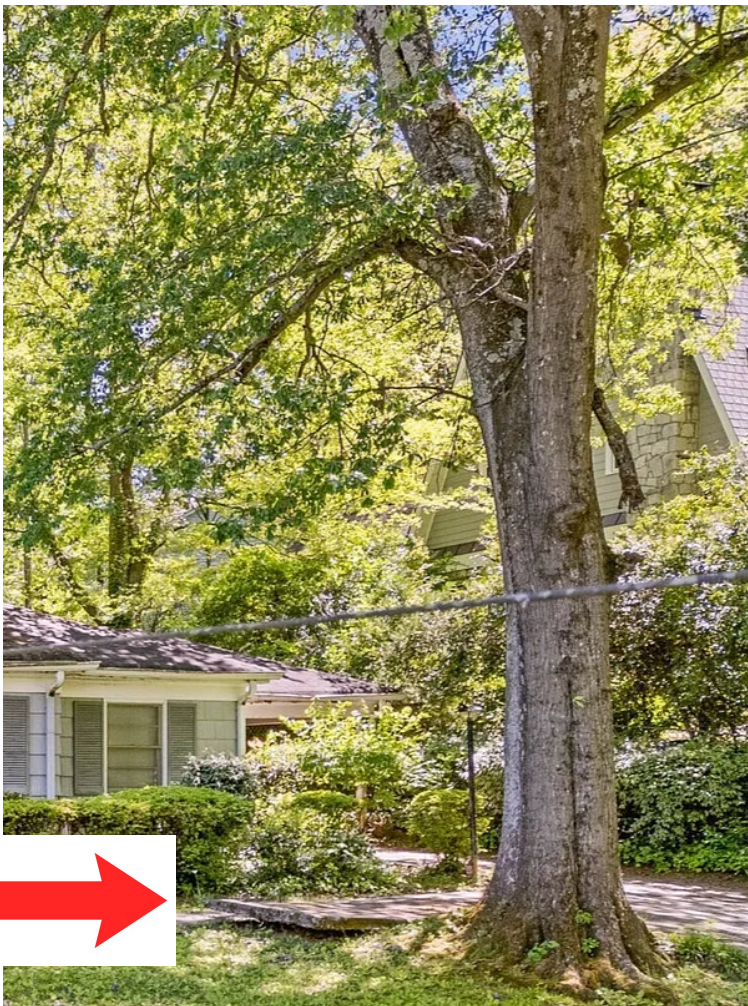
12. Windows

Builders™ Vinyl (V-2500) Window: Double-Hung
Jeld Wen



15. Demolitions

15B. The concrete pad in the front of the house will be removed. It is encroaching on the front yard and the front oak.



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15B. The addition to the carport, which is in the backyard, is collapsing will be removed and replaced with sun shades which are not permanent structures and similar to outside umbrellas.



Replacement: LOVE STORY 12' x 12' x 12' Triangle Turquoise Blue Sun Shade Sail Canopy.
This is not a permanent shade.



15B. The shed in the backyard will be demolished. It will be replaced with a structure that is identical to the original structure in shape and color except that will be 48 inches longer. The width of the structure will remain in line with the wall line as the previous structure was.

