

# DeKalb County Historic Preservation Commission

Monday, September 15, 2025- 6:00 P.M.

## Staff Report

### Consent Agenda

F. 1741 South Ponce de Leon Avenue, FIELD Landscape Architecture. Install fencing and gate.

**1247760**

Built in 1930 (15 238 01 016)

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

- 05-20 1741 South Ponce de Leon Avenue (DH), Warner McConaughey/Hammersmith. Replace all the windows. 1243943. **Approved.**
- 08-20 1741 South Ponce de Leon Avenue (DH), Warren McConaughey/Hammersmith. Replace garage and install gate across driveway. 1244189. **Approved.**
- 12-24 1741 South Ponce de Leon Avenue, FIELD Landscape Architecture. Install swimming pool, construct deck, construct outdoor kitchen, and install landscaping in backyard. 1247343. **Approved Automatically after 45-Days.**

## Summary

The applicant proposes installing fencing and a gate around the perimeter of the backyard of the property. A portion of the fencing will be black chain link, while another portion of the fencing and the gate will be wood. The chain link fencing will be installed along the Western side property line, connecting to the existing wall and pedestrian gate on the rear right corner of the house. The wood fencing will be installed along the rear and Eastern side property line, connecting to the wood pedestrian gate to be installed on the front left corner of the house. Both portions of the fencing and the gate will measure 6' in height. The fencing and gate will be installed around the perimeter of a previously approved pool in the backyard to meet DeKalb County Health Code requirements.

## Recommendation

Approve. These proposed changes do not appear to have a substantial adverse effect on 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.

## Application for Certificate of Appropriateness

Date submitted: 8/12/2025 Date Received: \_\_\_\_\_

Address of Subject Property: 1741 S Ponce de Leon Ave

Applicant: FIELD Landscape Architecture E-Mail: davis@fieldla.com

Applicant Mailing Address: 195 Arizona Ave Unit LW4, Atlanta, GA 30307

Applicant Phone: 404-831-7180

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

\*\*\*\*\*

Owner(s): Daniel Berlin Email: dberlin@dberlin.org

Owner(s): Melissa Berlin Email: melissa.s.berlin@gmail.com

Owner(s) Mailing Address: 1741 S Ponce de Leon Ave

Owner(s) Telephone Number: 678-633-8014

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

Nature of work (check all that apply):

New construction	<input type="checkbox"/>	New Accessory Building	<input type="checkbox"/>	Other Building Changes	<input type="checkbox"/>
Demolition	<input type="checkbox"/>	Landscaping	<input 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:

- Installation of new fencing to meet pool enclosure code.
- Solid wood fencing with pedestrian gate
- Black chain link fencing meeting pool enclosure code to replace existing chain link fence
- Plans for surrounding scope of work approved under #1247343

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

Signature of Applicant: Davis Bishop

---

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: Daniel and Melissa Berlin

being owner(s) of the property at: 1741 S Ponce de Leon Ave NE Atlanta GA

hereby delegate authority to: Field Landscape Architecture

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

Signature of Owner(s): 

Date: 8/12/25

**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

---

### 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 email [plansustain@dekalbcountyga.gov](mailto:plansustain@dekalbcountyga.gov) AND [pvjennings@dekalbcountyga.gov](mailto:pvjennings@dekalbcountyga.gov) or visit the website at <https://www.dekalbcountyga.gov/planning-and-sustainability/forms>
2. Complete and submit the application. 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](mailto:plansustain@dekalbcountyga.gov) AND [pvjennings@dekalbcountyga.gov](mailto: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, 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

---

DEPARTMENT OF PLANNING & SUSTAINABILITY

---

**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



## 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.

ZONING:	R-85, (DRUID HILLS)
MINIMUM LOT SIZE:	12,000 SF
SETBACKS	
FRONT:	50 FT
SIDE:	8.5 FT
REAR:	40 FT
MAX COVERAGE:	35%

EXISTING LOT COVERAGE	
HOME FOOTPRINT:	3,110.5 SF
WALLS + HARDSCAPE:	8,018.7 SF
DRIVEWAY:	6,718.9 SF
GARAGE:	1,204.1 SF
TOTAL COVERAGE:	19,052 SF
LOT SIZE:	58,674 SF
COVERAGE PERCENTAGE:	32.5%
REMOVED IMPERVIOUS	
WALLS + HARDSCAPE:	3,270 SF
PROPOSED ADDITIONS	
SWIMMING POOL:	861 SF
POOL DECK + PATIOS:	1,940 SF
PAVERS:	455 SF
RETAINING WALLS:	363 SF
STEPS:	191 SF
LANDSCAPE STEPS:	38 SF
PLAYGROUND PAD:	550 SF
TOTAL PROPOSED:	4,398 SF
NEW COVERAGE PERCENTAGE:	34.4%

**LEGEND**

TP (TREE PROTECTION FENCE)

Sd1-S (SILT FENCE) & LOW (LIMIT OF WORK)

Sd1-H (STAKED HAY BALES)

PROPERTY LINE

SET BACKS

CRITICAL ROOT ZONE

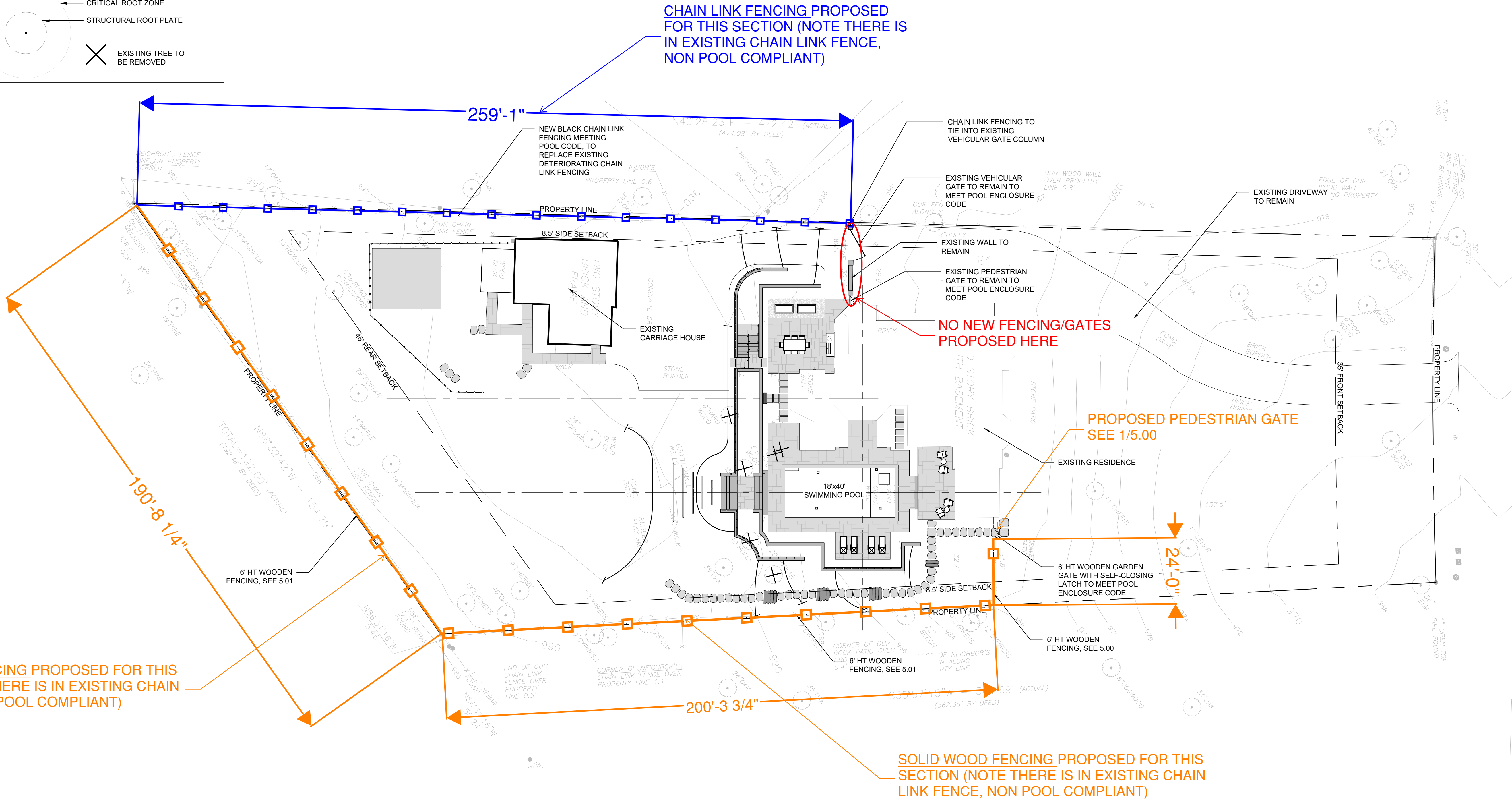
STRUCTURAL ROOT PLATE

EXISTING TREE TO BE REMOVED

NOTE:

COA APPROVAL GRANTED UNDER #1247343

THIS APPLICATION IS FOR THE CONSTRUCTION OF NEW FENCING IN ORDER TO MEET POOL ENCLOSURE CODE



**FIELD** LANDSCAPE ARCHITECTURE

195 ARIZONA AVE Unit LW4  
Atlanta, GA 30307

p: 706.461.6631  
e: brian@fieldla.com  
w: fieldla.com



RELEASED FOR CONSTRUCTION

SEAL:

GEORGIA REGISTERED PROFESSIONAL LANDSCAPE ARCHITECT

No. LA001733

BRIAN H. FIELD

These drawings are the property of FIELD Landscape Architecture LLC and may not be reproduced, published or used in any way in whole or in part without the written consent of FIELD Landscape Architecture LLC.

PROJECT:

BERLIN RESIDENCE

1741 S PONCE DE LEON  
ATLANTA, GA 30307

DRAWING TITLE:  
COA PERMIT SITE PLAN

DRAWN BY: DB + JR	CHECKED BY: BF
SCALE: 1" = 20'-0"	
RELEASES:	
1. 08/12/2025 COA PERMIT	
SHEET:	
L-1.00	

**From:** [Davis Bishop](#)  
**To:** [Paige V. Jennings](#)  
**Subject:** Re: Questions Regarding Application -1741 South Ponce de Leon Avenue  
**Date:** Wednesday, September 10, 2025 9:20:04 AM  
**Attachments:** [image001.png](#)  
[250910 - 1741 S Ponce Notated Plan.pdf](#)

---

Sorry, see attached.

Davis Bishop, PLA  
Landscape Architect



*Please note our address has changed*

FIELD Landscape Architecture LLC  
195 Arizona Ave NE , Unit LW4  
Atlanta, GA 30307  
p: 404-831-7180  
e: [davis@fieldla.com](mailto:davis@fieldla.com)  
w: [www.fieldla.com](http://www.fieldla.com)

On Wed, Sep 10, 2025 at 9:18 AM Davis Bishop <[davis@fieldla.com](mailto:davis@fieldla.com)> wrote:

Hi Paige,

I've attached a marked-up site plan that should clarify the extent of proposed Chain Link + Wooden Fencing we are proposing.

There is only (1) pedestrian gate (opening) that we are proposing in the entire run of the new fence. We are proposing all fencing and gate to be a maximum of 6' height.

Thank you!  
Davis Bishop, PLA  
Landscape Architect



*Please note our address has changed*

FIELD Landscape Architecture LLC  
195 Arizona Ave NE , Unit LW4  
Atlanta, GA 30307  
p: 404-831-7180  
e: [davis@fieldla.com](mailto:davis@fieldla.com)  
w: [www.fieldla.com](http://www.fieldla.com)

On Tue, Sep 9, 2025 at 4:51 PM Paige V. Jennings <[pvjennings@dekalbcountyga.gov](mailto:pvjennings@dekalbcountyga.gov)> wrote:

Good Afternoon,

Hope that this email finds you well!

We are finalizing our staff reviews for the upcoming HPC meeting scheduled for Monday, September 15<sup>th</sup>. Before finalizing our report on the application for 1741 South Ponce de Leon Avenue, could you please provide information for the following questions?

1. Can you provide a site plan to show the location of the proposed fencing and gate, and the portions of the fence that will be chain link or wood?
2. What is the height of the proposed fencing and gate? What is the height of the proposed fencing and gate?

Please provide all information that you can as soon as possible. Our reports will be completed and sent out along with the agenda for the meeting to applicants before the end of the week. If we receive a response after our reports have been completed, your response will be saved to the record for the Commission to review prior to the meeting along with your application.

Thank You,

Paige

**Paige V. Jennings (they/them)**

**Senior Planner, Historic Preservation**

DeKalb County Government | Department of Planning & Sustainability

Current Planning | Zoning Division

Government Services Center | 178 Sams Street | Decatur, GA 30030

Email: [pvjennings@dekalbcountyga.gov](mailto:pvjennings@dekalbcountyga.gov)

County Cell: 470-829-7341



Click here for **Permit Status** [DeKalb County Permit Tracker](#)

Click here for **Permit Guide** [https://app.oncamino.com/dekalb\\_county/](https://app.oncamino.com/dekalb_county/)

Click here for **Zoning Map** [DeKalb County Parcel Viewer](#)