

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Interim Director
Cedric W. Hudson, MCRP

Application for Certificate of Appropriateness

Date submitted: 08/22/2025 Date Received: _____

Address of Subject Property: 767 Clifton Rd NE

Applicant: Meghan Shannon E-Mail: mshannon@houserwalker.com

Applicant Mailing Address: Houser Walker Architecture, 1819 Peachtree St, Suite 102
Atlanta, GA 30309

Applicant Phone: 678-271-6812

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

Owner(s): Jimmie Mosely Email: Jimmie.Mosely@fernbankmuseum.org

Owner(s): _____ Email: _____

Owner(s) Mailing Address: 767 Clifton Rd NE, Atlanta, GA 30307

Owner(s) Telephone Number: 404.929.6332

Approximate date of construction of the primary structure on the property and any other structures affected by this project: 04/17/26 - 03/12/27

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 checked="" type="checkbox"/>	Fence/Wall	<input type="checkbox"/>	Other	<input type="checkbox"/>
Moving a Building	<input type="checkbox"/>	Sign Installation	<input type="checkbox"/>		

Description of Work:

Below is an outline of the work, but please refer to the attached narrative for further details.

- Installation of exterior elevator on the rear facade.
- Temporary construction entry on the south facade (facing the parking lot).
- Change of doors on exterior rear facade.
- Removal and replacement of paving at rear facade for construction of the elevator.

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 pvjennings@dekalbcountyga.gov. An incomplete application will not be accepted.

Signature of Applicant: Meghan L. Shannon

Digitally signed by Meghan L. Shannon
DN: C=US, E=mshannon@houserwalker.com, O=Houser
Walker Architecture, CN=Meghan L. Shannon
Date: 2025.08.22 13:47:45-04'00'

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: Jimmie Mosely

being owner(s) of the property at: 767 Clifton Rd NE, Atlanta, GA 30307

hereby delegate authority to: Meghan Shannon

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

Signature of Owner(s): 
Date: 8/22/2025

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.

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, 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.

August 22, 2025

Paige Jennings
Senior Planner, Historic Preservation
178 Sams Street
Decatur, GA 30030

Project Fernbank Thrive Projects
Re: Certificate of Appropriateness Application

Dear Paige and the Historic Preservation Commission,

Fernbank is excited to be working towards new museum exhibits and learning galleries in the near future. While most of the improvements will be interior of the building envelope, one component of the project will be focused on improving accessibility and guest experience that has an effect on the exterior of the building. None of these improvements will be visible from Clifton Road or Ponce de Leon rights-of-way. Additionally, these improvements will potentially only be of limited visibility from the rear yards of properties in Barton Woods.

As part of these projects, a new elevator will be added on the backside (east façade) of the building facing the existing Wildwoods entrance. This elevator will be used exclusively for guests and serve the first through third floors of the building. The new elevator shaft will be on the exterior of the building with tie-ins to the existing floor slabs on each level.

In addition to the elevator exterior improvement, the Changing Earth exhibit will require construction materials to be moved in and out of the building. A temporary opening is proposed on the southwest façade of the building, facing the southernmost part of the parking lot. This temporary opening will allow construction activities to minimize the impact on Fernbank guests and staff.

Elevator Shaft

The elevator shaft will pull from existing materials and elements of the building. The shaft will be primarily a brick veneer with brick to match the existing light-colored brick of the Fernbank Museum. A round, white storefront window will be placed at each floor level to provide views out to Wildwoods while riding the elevator. These windows will replicate the existing round windows on the third floor in materiality and proportion.

Boardwalk Adjustments

To ensure that Wildwoods remains fully accessible over the course of the construction of the new elevator, the first phase will be to make a boardwalk adjustment to extend the opening of the Wildwoods Boardwalk to the north. This will allow a portion of the boardwalk to be closed during elevator construction and keep a clear, accessible path for Fernbank guests.

As part of the boardwalk adjustment and elevator construction, portions of the poured-in-place concrete surface of the Terrace will be replaced to match the existing, adjacent concrete.

Accessible Doors

The elevator addition will require some of the existing exterior doors to be shifted from the existing curtainwall to two of the arched openings to the north. This change also allows these doors to be automatic sliding doors, improving accessibility in and out of the Great Hall. Further to the north on the Terrace, two more pairs of doors will be replaced with automatic sliding doors as well to improve accessibility in and out of the Great Hall and Cafe.

Temporary Opening

The temporary opening will be approximately 7'-4" tall and 6'-0" wide. During construction (approximately 11 months), the opening will be infilled with doors for access directly into the future Changing Earth exhibit. Once construction is complete, the opening will be infilled with reclaimed brick from the temporary opening and new, matching brick if there is not enough whole, reclaimed brick. The brick will be toothed in to create a seamless brick repair, returning the elevation to its existing condition.

In conclusion, the proposed changes meet all the relevant Druid Hills Design Guidelines and will not have a substantial adverse effect on the aesthetic, historic, or architectural significance and value of the historic district.

Please feel free to reach out with any questions or additional documentation needed.

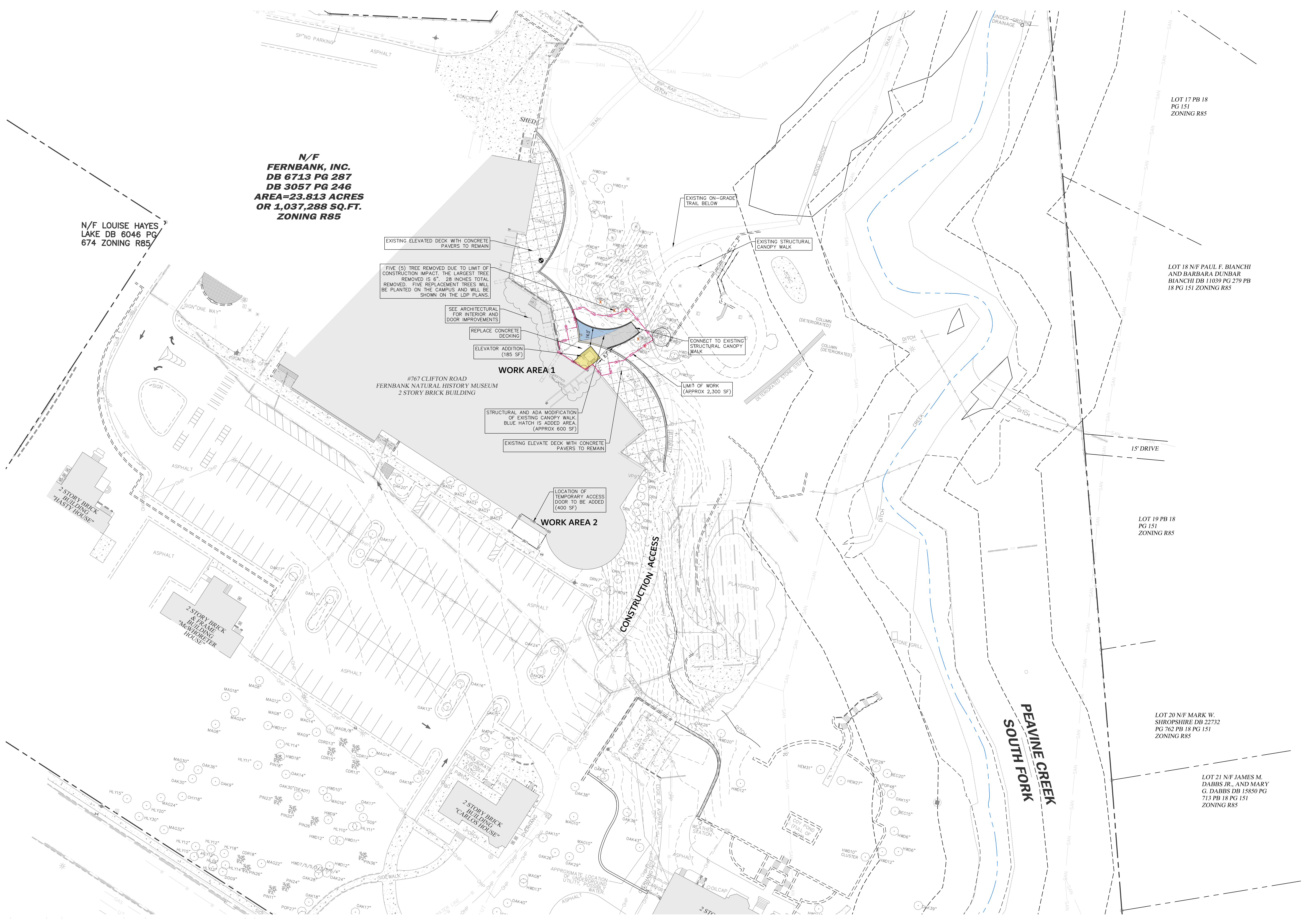
Sincerely,

A handwritten signature in black ink, appearing to read 'MSHannon'.

Meghan Shannon
Houser Walker Architecture

File: W:\PROJECTS\2424_FERNBANK CHANGING EARTH
EXHIBIT\CORRESPONDENCE\AHJ\250822_DEKALB COA NARRATIVE.DOCX





N/F
FERNBANK, INC.
DB 6713 PG 287
DB 3057 PG 246
AREA=23.813 ACRES
OR 1,037,288 SQ.FT.
ZONING R85

N/F LOUISE HAYES
LAKE DB 6046 PG
674 ZONING R85

EXISTING ELEVATED DECK WITH CONCRETE
PAVERS TO REMAIN

FIVE (5) TREE REMOVED DUE TO LIMIT OF
CONSTRUCTION IMPACT. THE LARGEST TREE
REMOVED IS 6" 28 INCHES TOTAL
REMOVED. FIVE REPLACEMENT TREES WILL
BE PLANTED ON THE CAMPUS AND WILL BE
SHOWN ON THE LDP PLANS.

SEE ARCHITECTURAL
FOR INTERIOR AND
DOOR IMPROVEMENTS

REPLACE CONCRETE
DECKING

ELEVATOR ADDITION
(185 SF)

WORK AREA 1

#767 CLIFTON ROAD
FERNBANK NATURAL HISTORY MUSEUM
2 STORY BRICK BUILDING

STRUCTURAL AND ADA MODIFICATION
OF EXISTING CANOPY WALK.
BLUE HATCH IS ADDED AREA.
(APPROX 600 SF)

EXISTING ELEVATE DECK WITH CONCRETE
PAVERS TO REMAIN

LOCATION OF
TEMPORARY ACCESS
DOOR TO BE ADDED
(400 SF)

WORK AREA 2

CONSTRUCTION ACCESS

EXISTING ON-GRADE
TRAIL BELOW

EXISTING STRUCTURAL
CANOPY WALK

LIMIT OF WORK
(APPROX 2,300 SF)

COLUMN
(DETERIORATED)

COLUMN
(DETERIORATED)

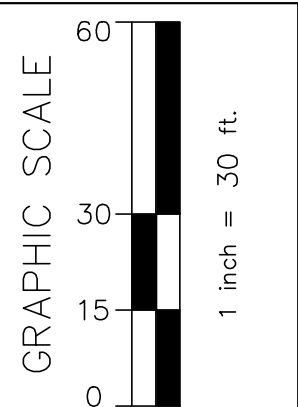
LOT 17 PB 18
PG 151
ZONING R85

LOT 18 N/F PAUL F. BIANCHI
AND BARBARA DUNBAR
BIANCHI DB 11039 PG 279 PB
18 PG 151 ZONING R85

LOT 19 PB 18
PG 151
ZONING R85

LOT 20 N/F MARK W.
SHROPSHIRE DB 22732
PG 762 PB 18 PG 151
ZONING R85

LOT 21 N/F JAMES M.
DABBS JR., AND MARY
G. DABBS DB 15850 PG
713 PB 18 PG 151
ZONING R85



USE STIPULATION

THIS DRAWING WAS PREPARED FOR USE
ON A SPECIFIC SITE AT 767 CLIFTON RD
NE ATLANTA, GA 30307. THESE
DRAWINGS OR PORTIONS OF THESE
DRAWINGS ARE NOT SUITABLE FOR USE
ON A DIFFERENT PROJECT SITE. THESE
DRAWINGS AND SPECIFICATIONS ARE THE
PROPERTY OF THE OWNER AND CIVIL
ENGINEER AND SHALL NOT BE DISPLAYED
BY OTHERS IN ANY MANNER OR USED ON
ANY OTHER WORK EXCEPT BY WRITTEN
AGREEMENT WITH THE PROPERTY
OWNER.

OWNER

FERNBANK, INC.

SEAL



CIVIL ENGINEER

FLIPPO
CIVIL DESIGN
FLIPPO CIVIL DESIGN, LLC
ATLANTA, GEORGIA 30308
PAUL@FLIPPOCIVIL.COM | 404-258-3940
ALEX@FLIPPOCIVIL.COM | 616-340-5064

TITLE

**FERNBANK MUSEUM
OF NATURAL HISTORY**
ELEVATOR ADDITION, STRUCTURAL
MODIFICATIONS, ADA IMPROVEMENTS
767 CLIFTON RD NE, ATLANTA, GA 30307 /COUNTY
PARCEL ID: 15 243 02 032

REVISION SUMMARY

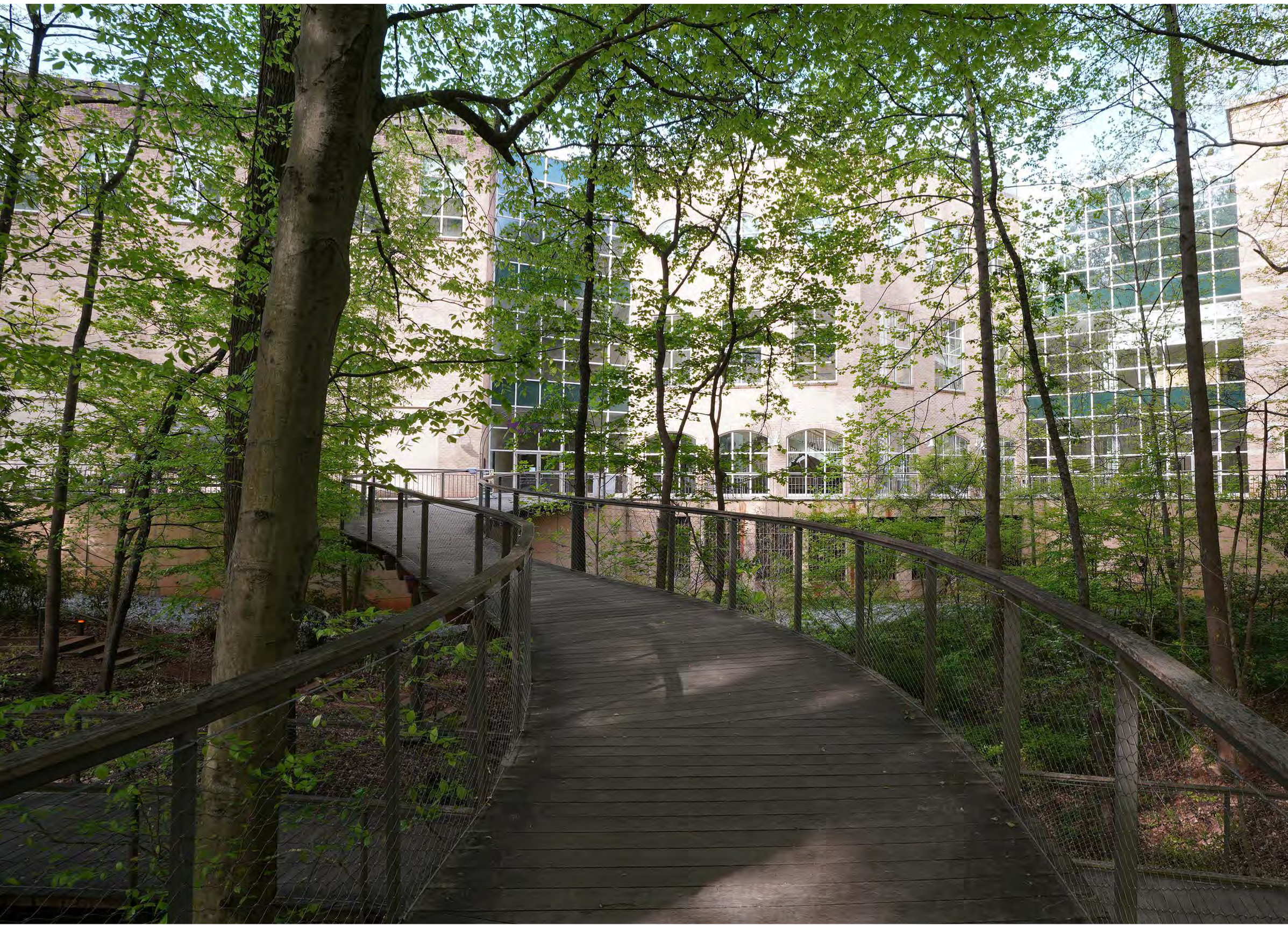
MARK	DATE	DESCRIPTION
1	08/20/2020	COA SITE PLAN
2	08/20/2020	XXX
3	08/20/2020	XXX
4	08/20/2020	XXX
5	08/20/2020	XXX
6	08/20/2020	XXX
7	08/20/2020	XXX
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16	08/20/2020	XXX
17	08/20/2020	XXX
18	08/20/2020	XXX
19	08/20/2020	XXX
20	08/20/2020	XXX

SITE PLAN

NOT RELEASED FOR
CONSTRUCTION



3 VIEW FROM CLIFTON RD NE



4 VIEW FROM WILDWOODS AT ELEVATOR ADDITION

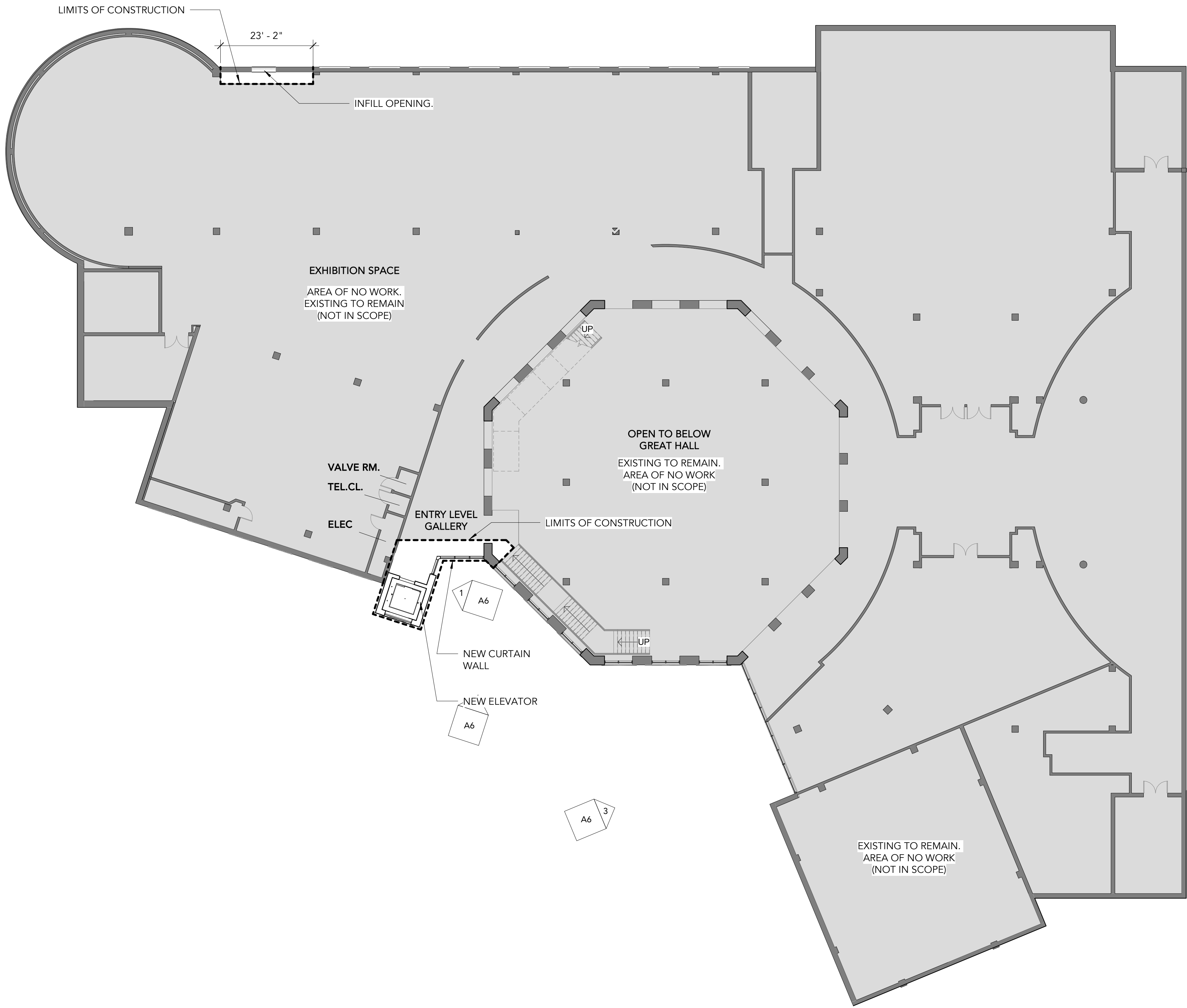


1 VIEW FROM S PONCE DE LEON AVE NE



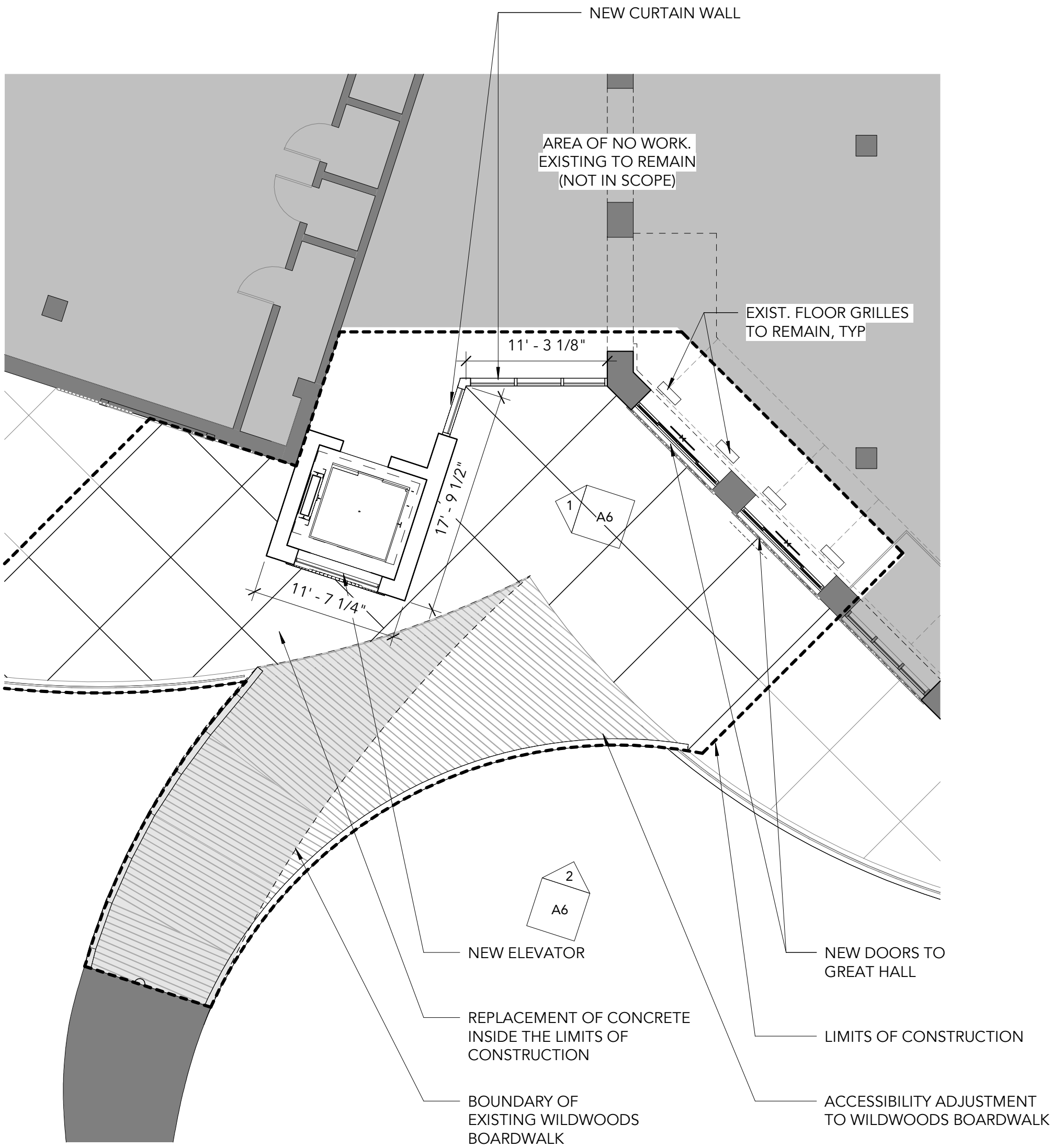
2 VIEW FROM IMMEDIATE RESIDENTIAL NEIGHBOR AT 870 BARTON ROAD NE

EXISTING CONDITION PHOTOGRAPHS



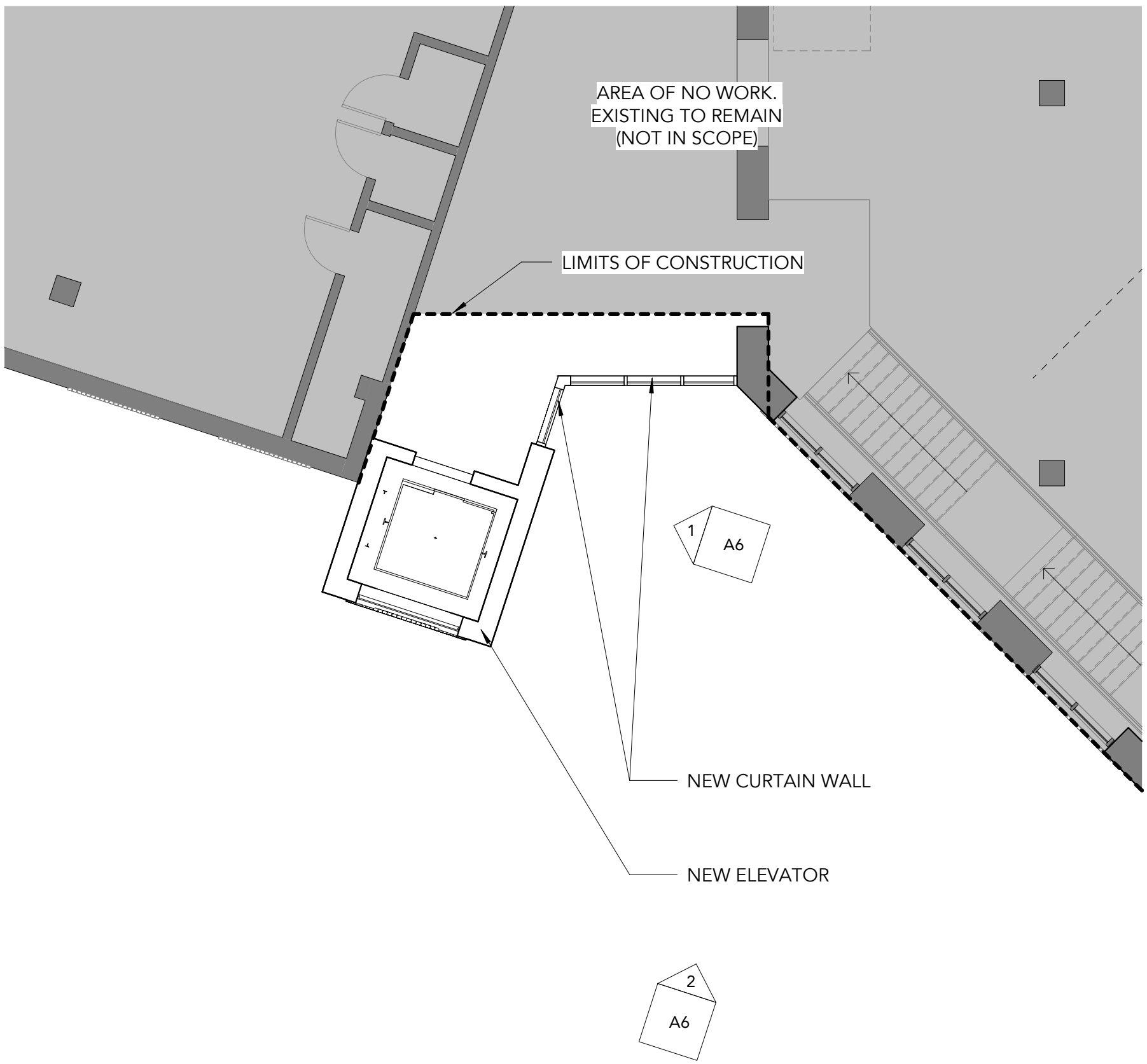
- MATERIALS:**
- CONCRETE - COLOR AND FINISH TO MATCH EXISTING CONCRETE ON TERRACE.
 - PRECAST - COLOR AND FINISH TO MATCH EXISTING PARAPET ON BRICK WALLS.
 - BRICK - SIZE, COLOR, AND FINISH TO MATCH EXISTING BRICK.
 - ALUMINUM - COLOR AND FINISH TO MATCH ALUMINUM ON STOREFRONT SYSTEM, CURTAIN WALL SYSTEM, AND COPING AT CURTAINWALLS TO MATCH EXISTING.
 - STEEL - STRUCTURAL ELEMENTS TO SUPPORT THE ACCESSIBILITY ADJUSTMENT TO THE WILDWOODS.
 - WOOD - DECKING COLOR AND FINISH TO MATCH EXISTING DECKING ON WILDWOODS BOARDWALK.
 - GLAZING - TO MATCH EXISTING GLAZING

- LEGEND**
- LIMITS OF CONSTRUCTION
 - AREA OF NO WORK. EXISTING TO REMAIN. NOT IN SCOPE.
 - EXISTING TO REMAIN
 - NEW CONSTRUCTION

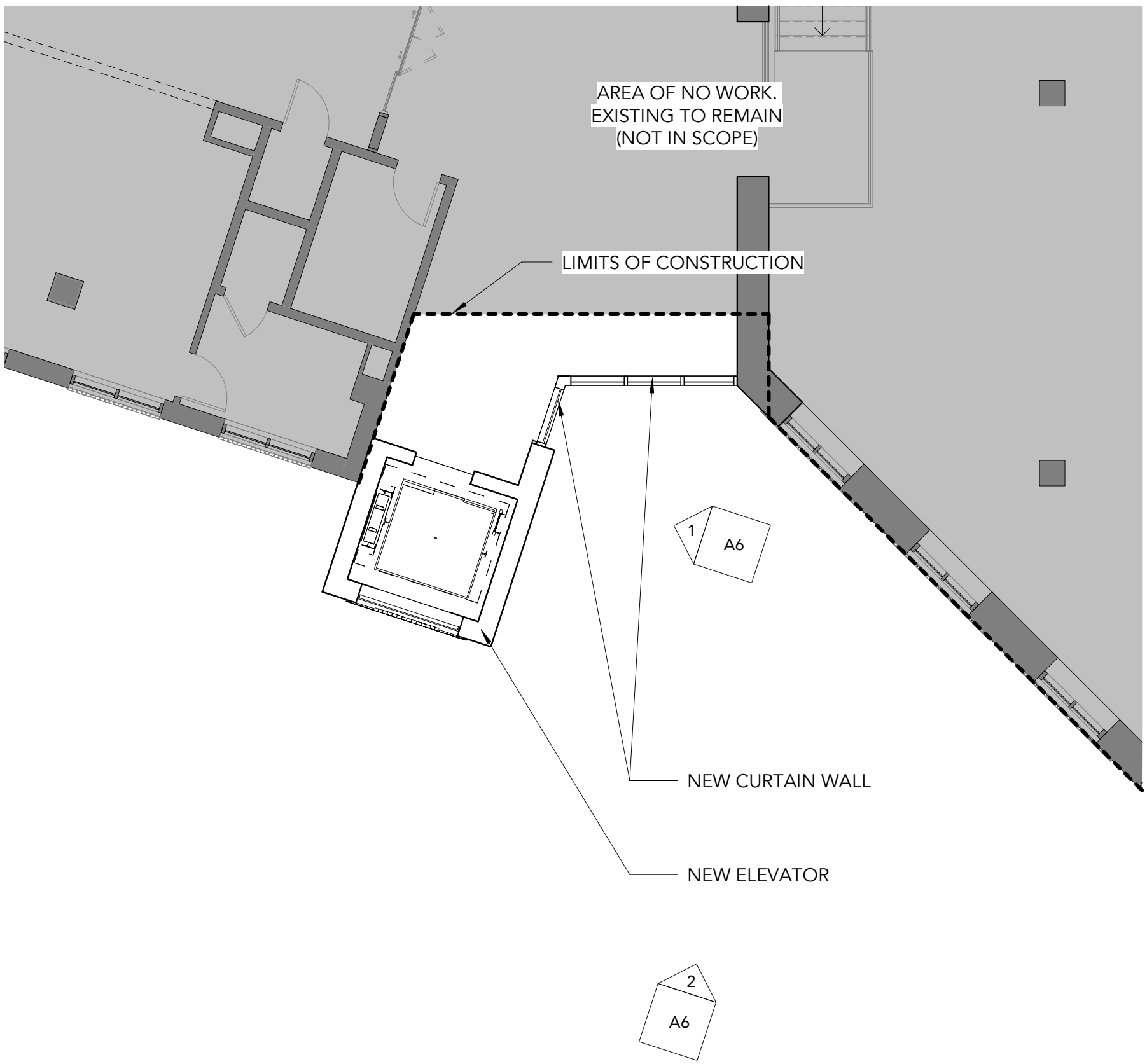


1 LOWER LEVEL - ELEVATOR PLAN

STANDARD ELEVATOR FLOOR PLANS

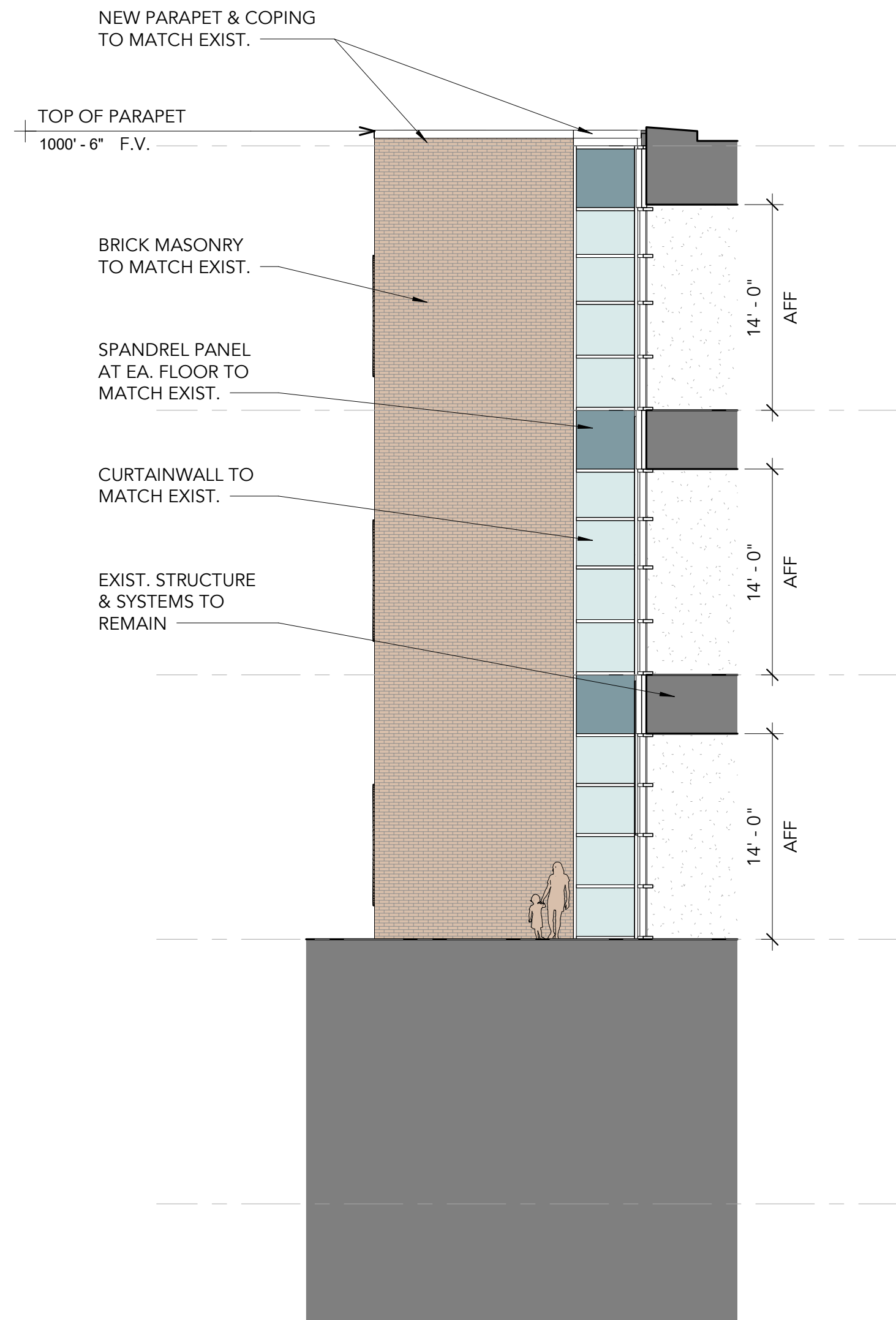


2 ENTRY LEVEL - ELEVATOR PLAN



3 UPPER LEVEL - ELEVATOR PLAN

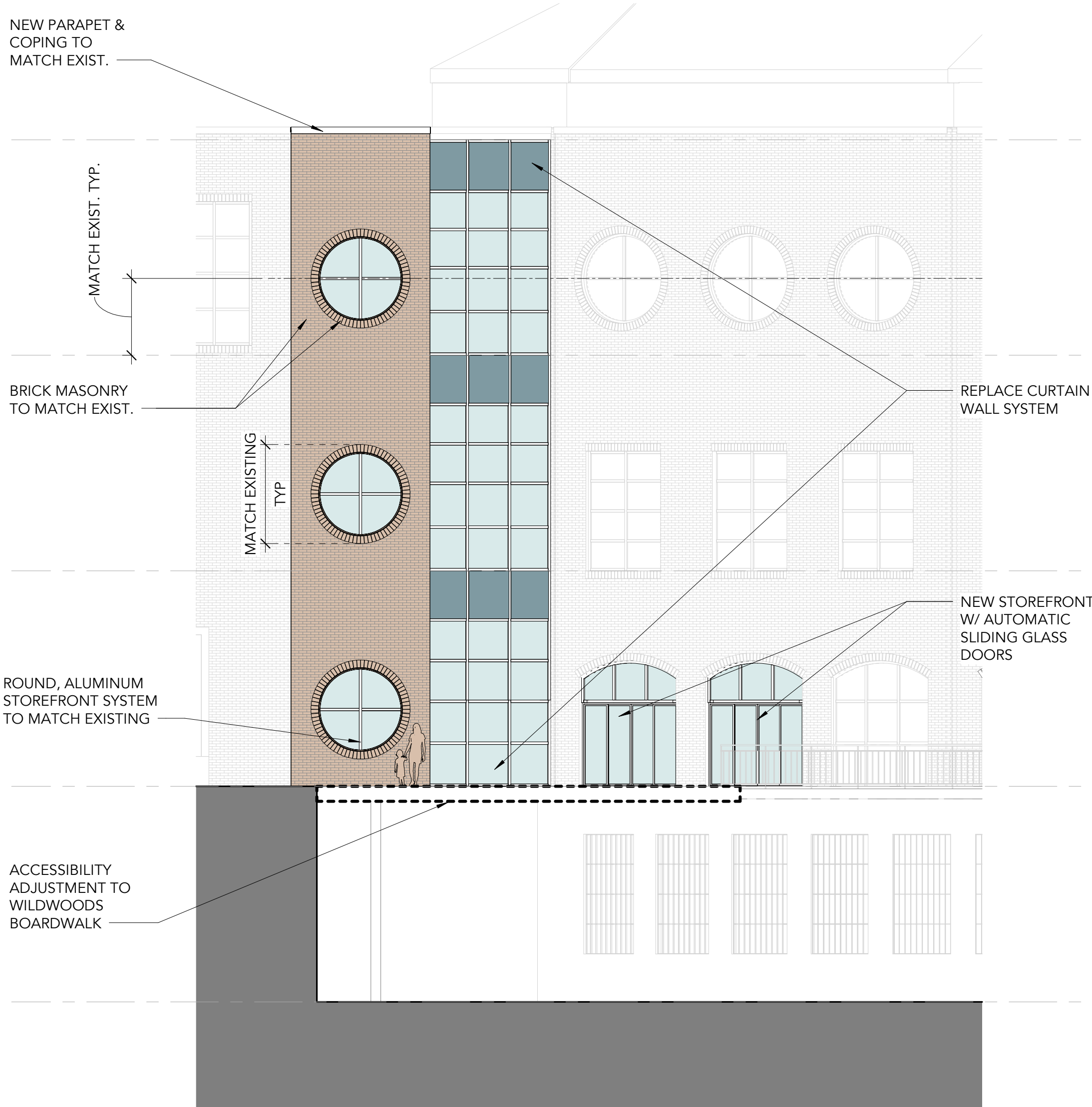




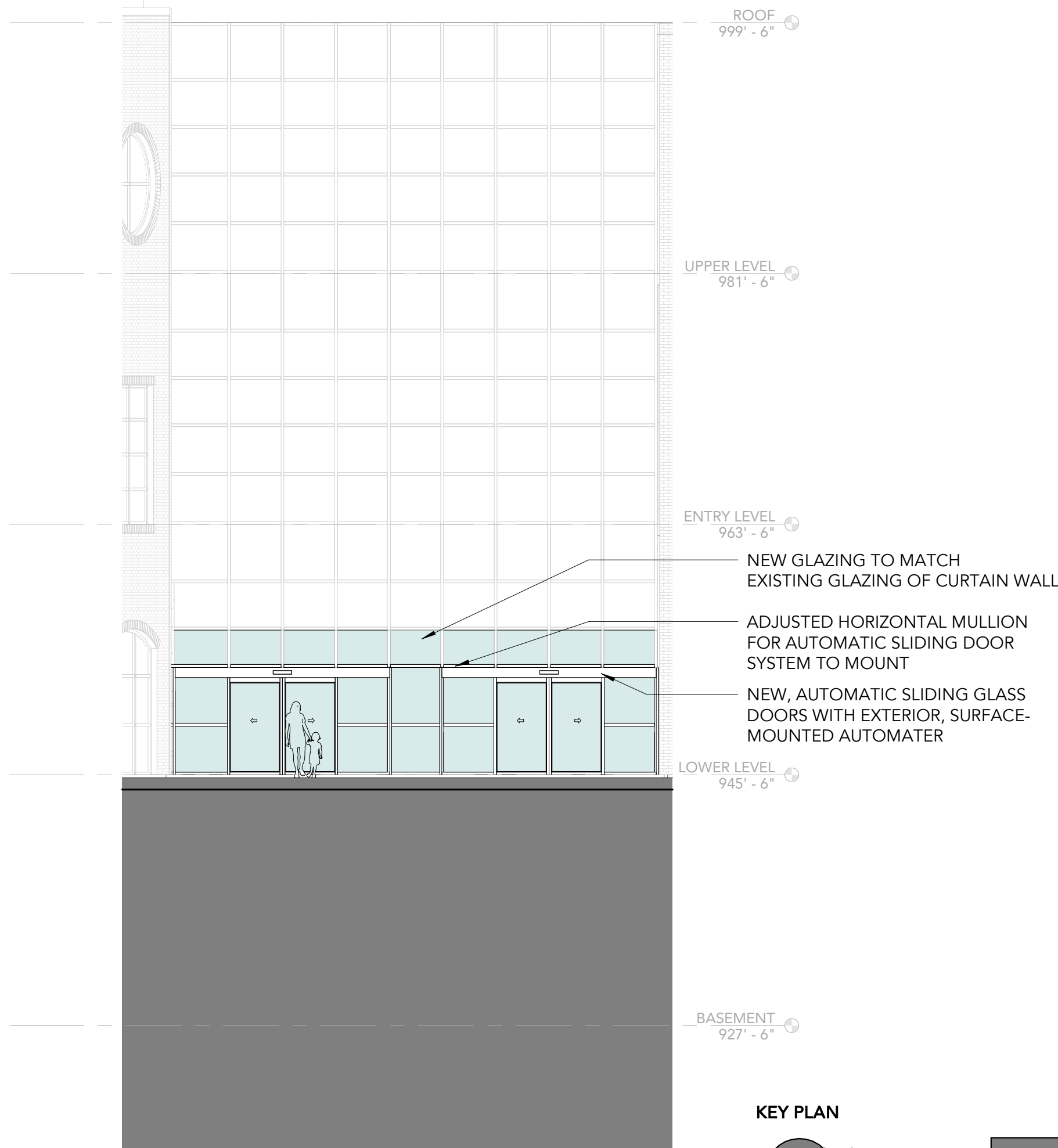
1 ELEVATION - NORTHEAST

BUILDING ELEVATIONS

FERNBANK MUSEUM
Address: 767 Clifton Rd NE, Atlanta, GA 30307 | Owner: Jimmie Mosely | P: 404.929.6332



2 ELEVATION - EAST AT ELEVATOR ADDITION

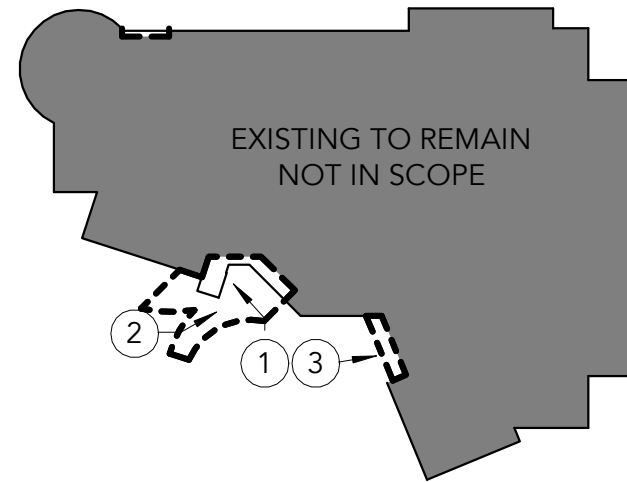


3 ELEVATION - EAST TOWARD CAFETERIA

MATERIALS:

CONCRETE -	COLOR AND FINISH TO MATCH EXISTING CONCRETE ON TERRACE.
PRECAST -	COLOR AND FINISH TO MATCH EXISTING PARAPET ON BRICK WALLS.
BRICK -	SIZE, COLOR, AND FINISH TO MATCH EXISTING BRICK.
ALUMINUM -	COLOR AND FINISH TO MATCH ALUMINUM ON STOREFRONT SYSTEM, CURTAIN WALL SYSTEM, AND COPING AT CURTAINWALLS TO MATCH EXISTING.
STEEL -	STRUCTURAL ELEMENTS TO SUPPORT THE ACCESSIBILITY ADJUSTMENT TO THE WILDWOODS.
WOOD -	DECKING COLOR AND FINISH TO MATCH EXISTING DECKING ON WILDWOODS BOARDWALK.
GLAZING -	TO MATCH EXISTING GLAZING

KEY PLAN





1 3D VIEW - FROM BOARDWALK



2 EXISTING VIEW FROM WILDWOODS BOARDWALK

BEFORE AND AFTER

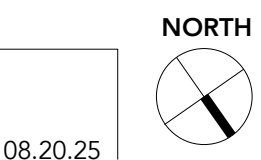
FERNBANK MUSEUM
Address: 767 Clifton Rd NE, Atlanta, GA 30307 | Owner: Jimmie Mosely | P: 404.929.6332

08.22.25



3D - VIEW OF OVERALL

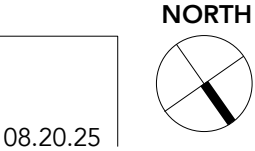
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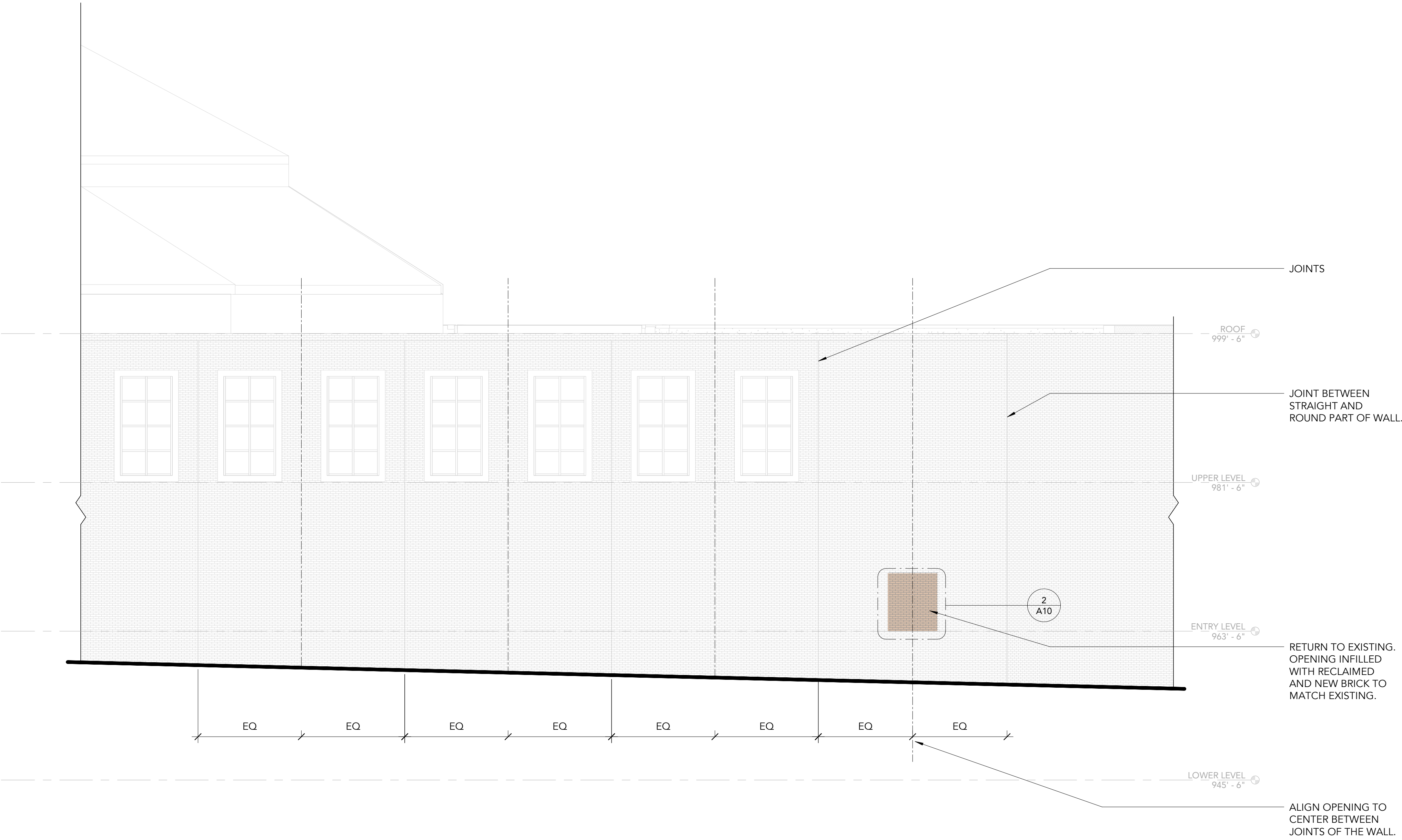




3D - VIEW FROM WILDWOODS

FERNBANK MUSEUM
Address: 767 Clifton Rd NE, Atlanta, GA 30307 | Owner: Jimmie Mosely | P: 404.929.6332





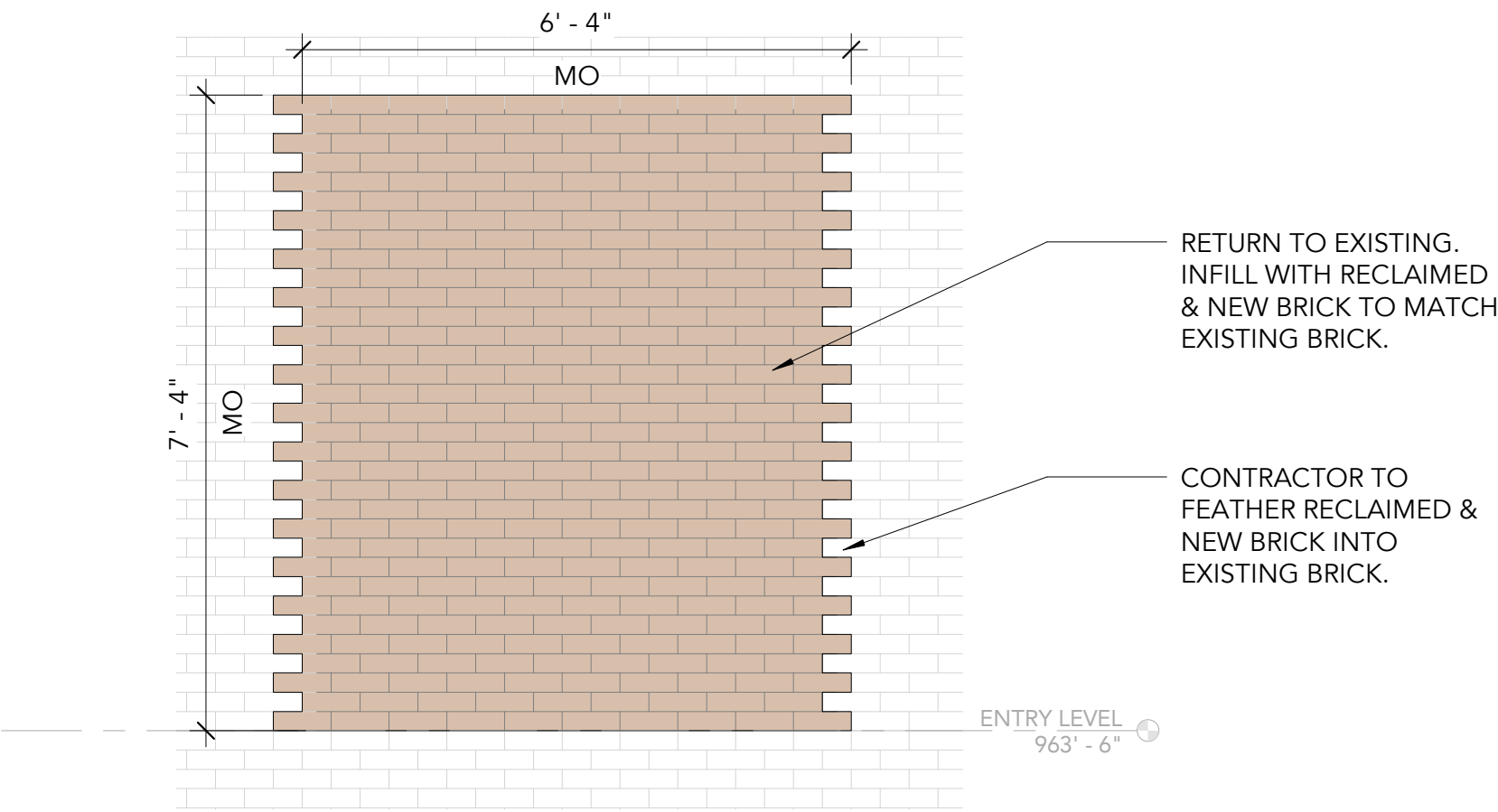
1 ELEVATION - TEMPORARY OPENING INFILL

TEMPORARY OPENING INFILL

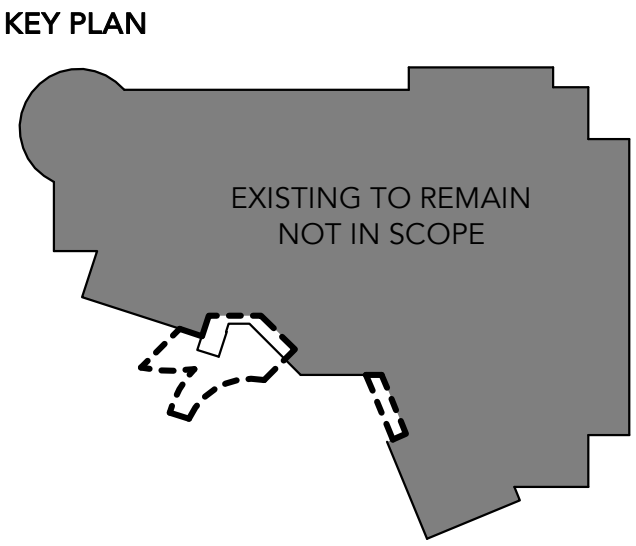
FERNBANK MUSEUM
Address: 767 Clifton Rd NE, Atlanta, GA 30307 | Owner: Jimmie Mosely | P: 404.929.6332



3 EXISTING CONDITION OF ELEVATION OF PROPOSED TEMPORARY OPENING



2 ENLARGED DETAIL - BRICK INFILL RETURN TO EXISTING



NORTH



A10

08.07.25