

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

Chief Executive Officer
Michael Thurmond

# **DEPARTMENT OF PLANNING & SUSTAINABILITY**

Interim Director
Cedric Hudson

# **Application for Certificate of Appropriateness**

			•				
Date submitted: 10.24.2025		Date Re	eceived:				
Address of Subject Property: 174	9 Ridgecres					-	
Applicant: Brandon Spenc				E-Mail:	Brandon	@Victoryandma	ain.com
Applicant Mailing Address: 1506							
Applicant Phone: 678.851.57	23						
Applicant's relationship to the owne	r: Owner	Arch	litect	Contrac	tor/Builder	Other	
**********	*******	******	******	*****	******	*********	***
Doug Witten			Email:				
Dwner(s): Holly Witten					llywitter	ndesigns.com	
Owner(s) Mailing Address: 1749						<b>J</b>	
Owner(s) Telephone Number: 404							
Approximate date of construction of	the primary structu	ire on the	property and a	ny other	structures a	ffected by this project:	1.01.2025
Nature of work (check all that apply):	New construction		New Accessor	y Building		Other Building Changes	П
	Demolition		Landscaping			Other Environmental Ch	anges
	Addition	<b>✓</b>	Fence/Wall			Other	
Description of Work:	Moving a Building		Sign Installatio	n			
here will be a addition off of itchen and screen porch. A construction drawings.	of the back of A portion of the	the SV e existi	V corner of ng deck wi	the ho	me which	h will act as the ce as shown in th	owners nev e

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 <a href="mailto:plansustain@dekalbcountyga.gov">plansustain@dekalbcountyga.gov</a> and <a href="mailto:pvjennings@dekalbcountyga.gov">pvjennings@dekalbcountyga.gov</a>. An incomplete application will not be accepted.

Signature of Applicant



# Authorization of a Second Party to Apply for a Certificate of Appropriateness

This form is required if the individual making the request is  $\underline{\textbf{not}}$  the owner of the property.

I/We:Holly and Doug Witten	
being owner(s) of the property at:	1749 Ridgecrest Court, NE, Atlatna, GA 30307
hereby delegate authority to:	andon Spencer with Victory and Main, LLC
to file an application for a certifica	te of appropriateness in my/our behalf.
	Signature of Owner(s): Jon A. Winh Man
	Date: 0/24/25

# 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.



# **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 <a href="mailto:pvjennings@dekalbountyga.gov">pvjennings@dekalbountyga.gov</a> and <a href="mailto:rlbragg@dekalbountyga.gov">rlbragg@dekalbountyga.gov</a>.

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

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

I have reviewed the DeKalb County Tree Ordinance.

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

### 1. General

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

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

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

### 3. Driveways and Walkways

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



### 4. Fences & Retaining Walls

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

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

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

### 6. Additions

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

### 7. Roof Plan

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

### 8. Dormers

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

### 9. Skylights

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



### 10. Façade

- a. Consistency in style;
- b. Materials and their combinations

brick size and color

stone type and color

fiber-cement (e.g., Hardie-plank) or wood siding

shake or shingle

other

- c. Height of foundation at corners;
- d. Ceiling heights comparable to area of influence: basement, first floor, second floor;
- e. Detailing: soldier course, brackets, fascia board; water table;
- f. Height from grade to roof ridge;
- g. Dimensions, proportions and placement of windows, doors

### 11. Entrance

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

### 12. Windows

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

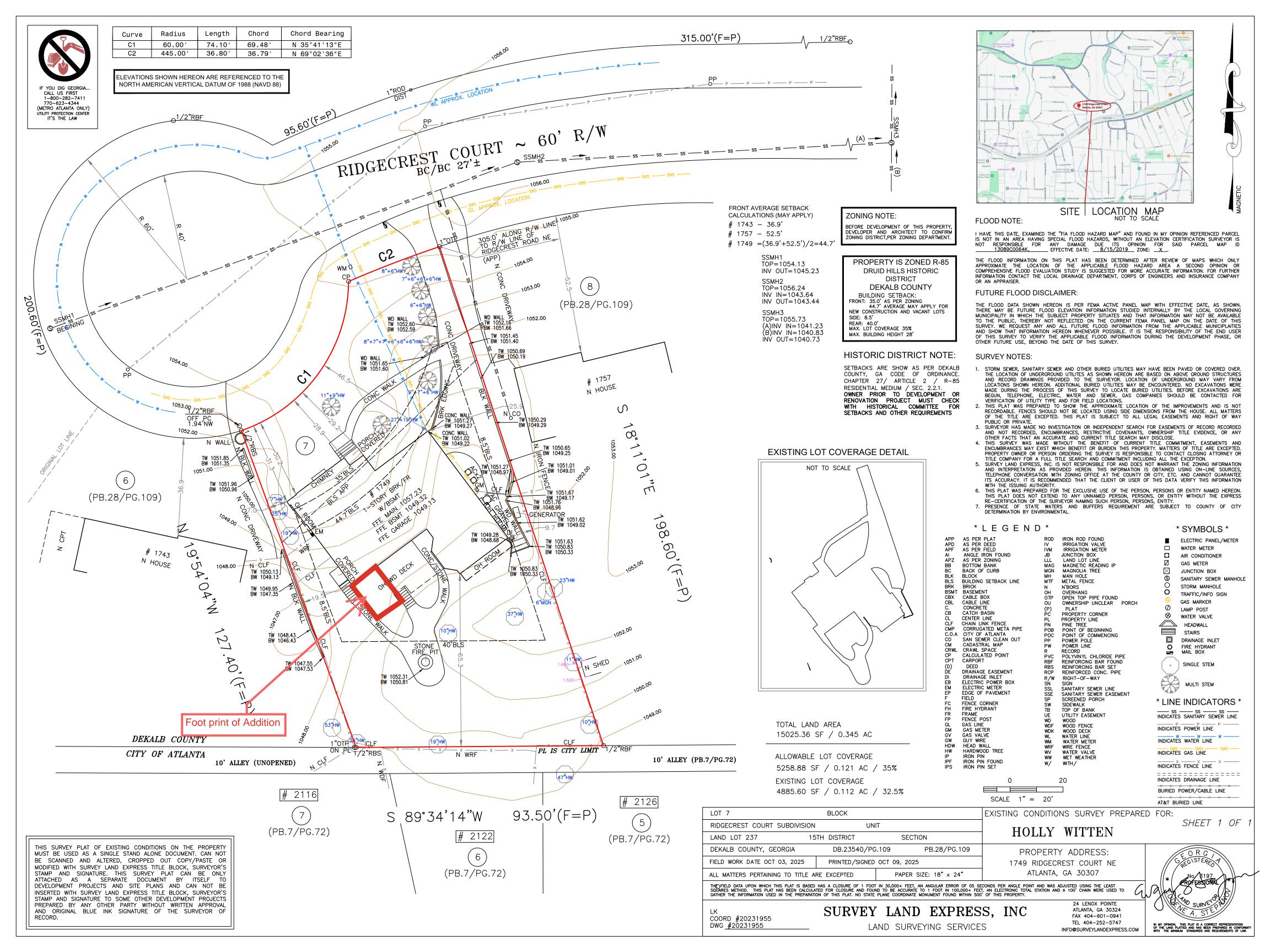
This checklist is to ensure that applicants understand the Certificate of Appropriateness (COA) application process from beginning to end. Please verify that you have read over the process shown below and understand the procedures and timeline that will be followed for all submitted COA applications.

- 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.

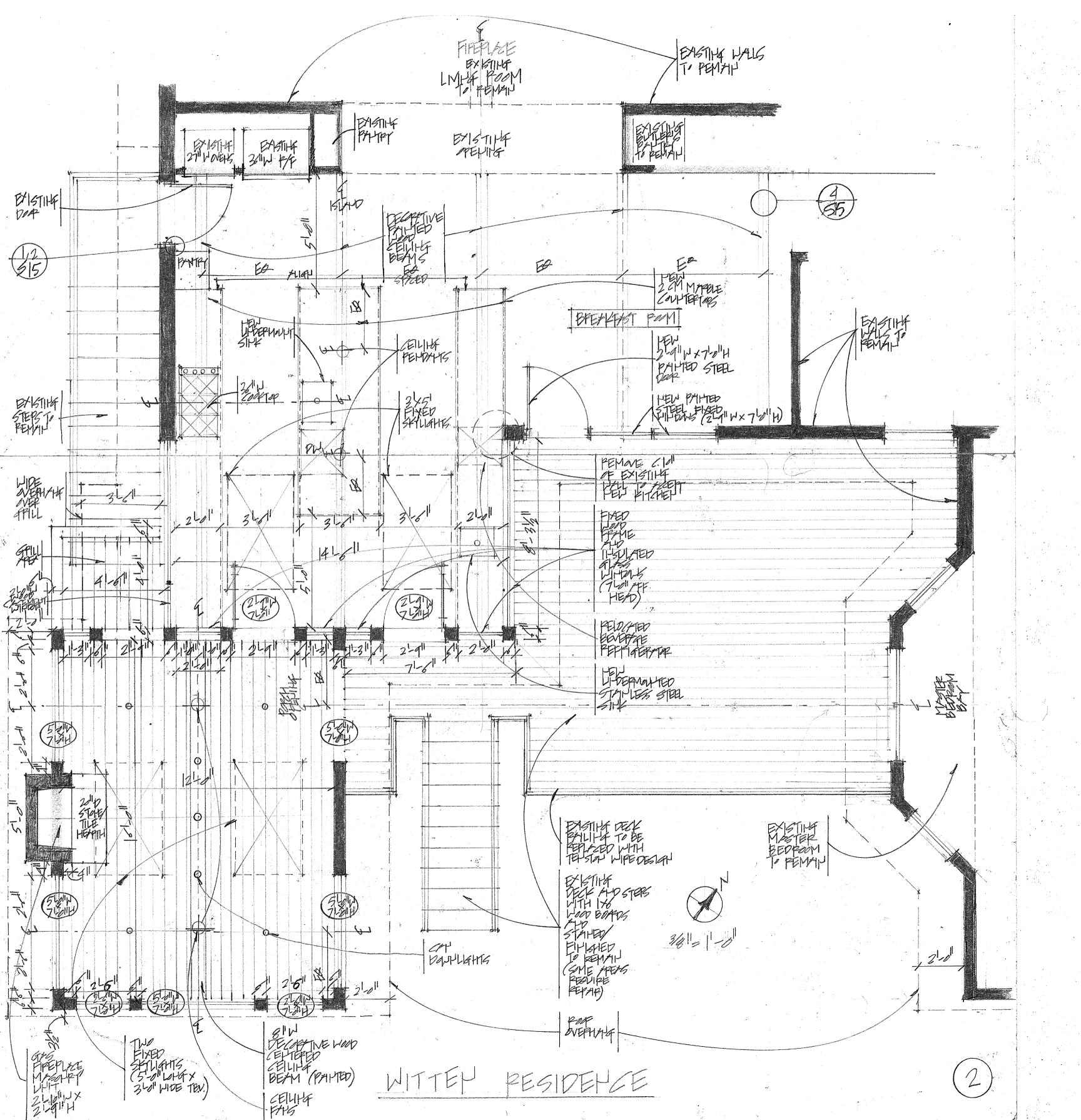
I have reviewed the HPC calendar.

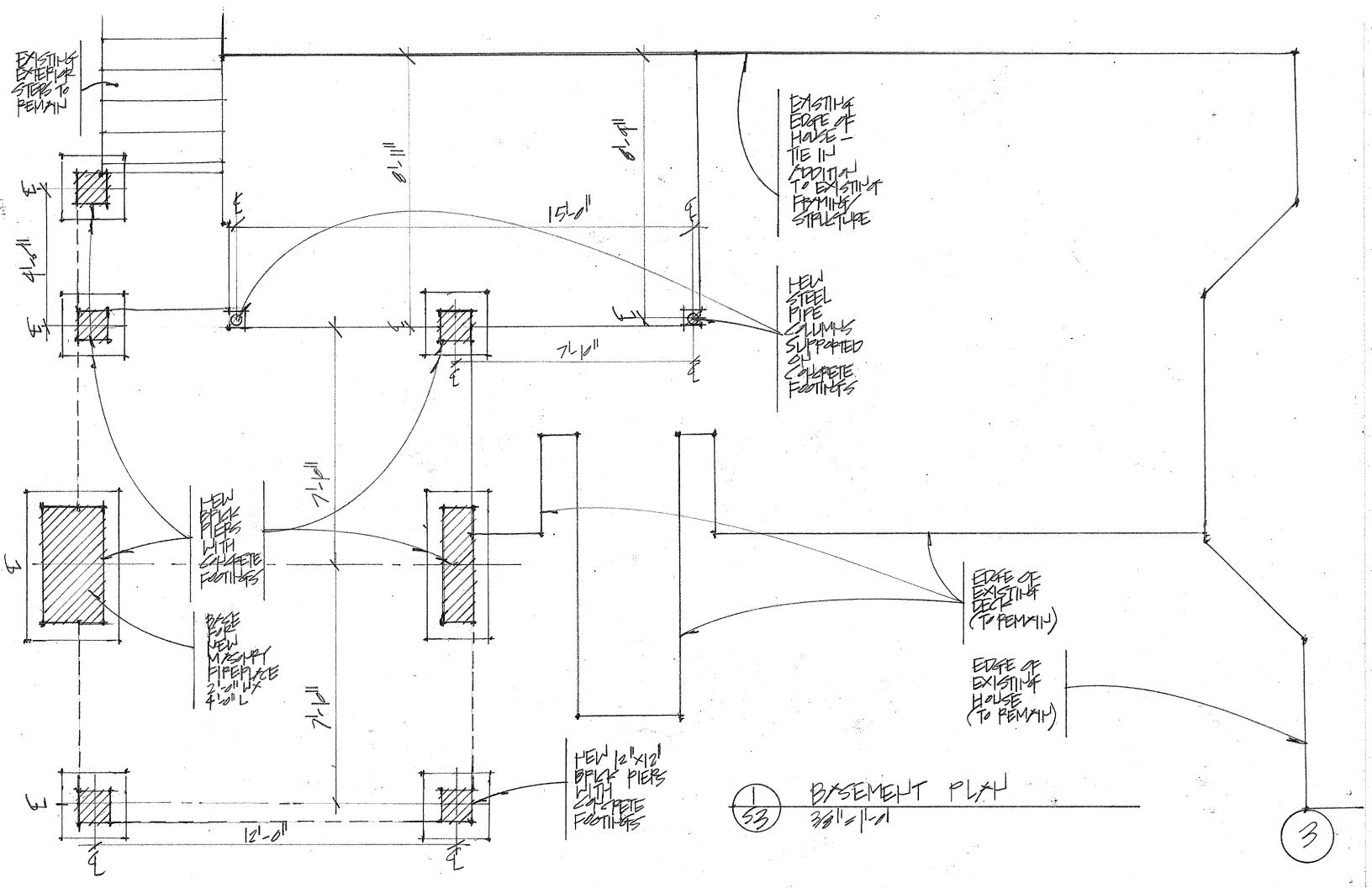


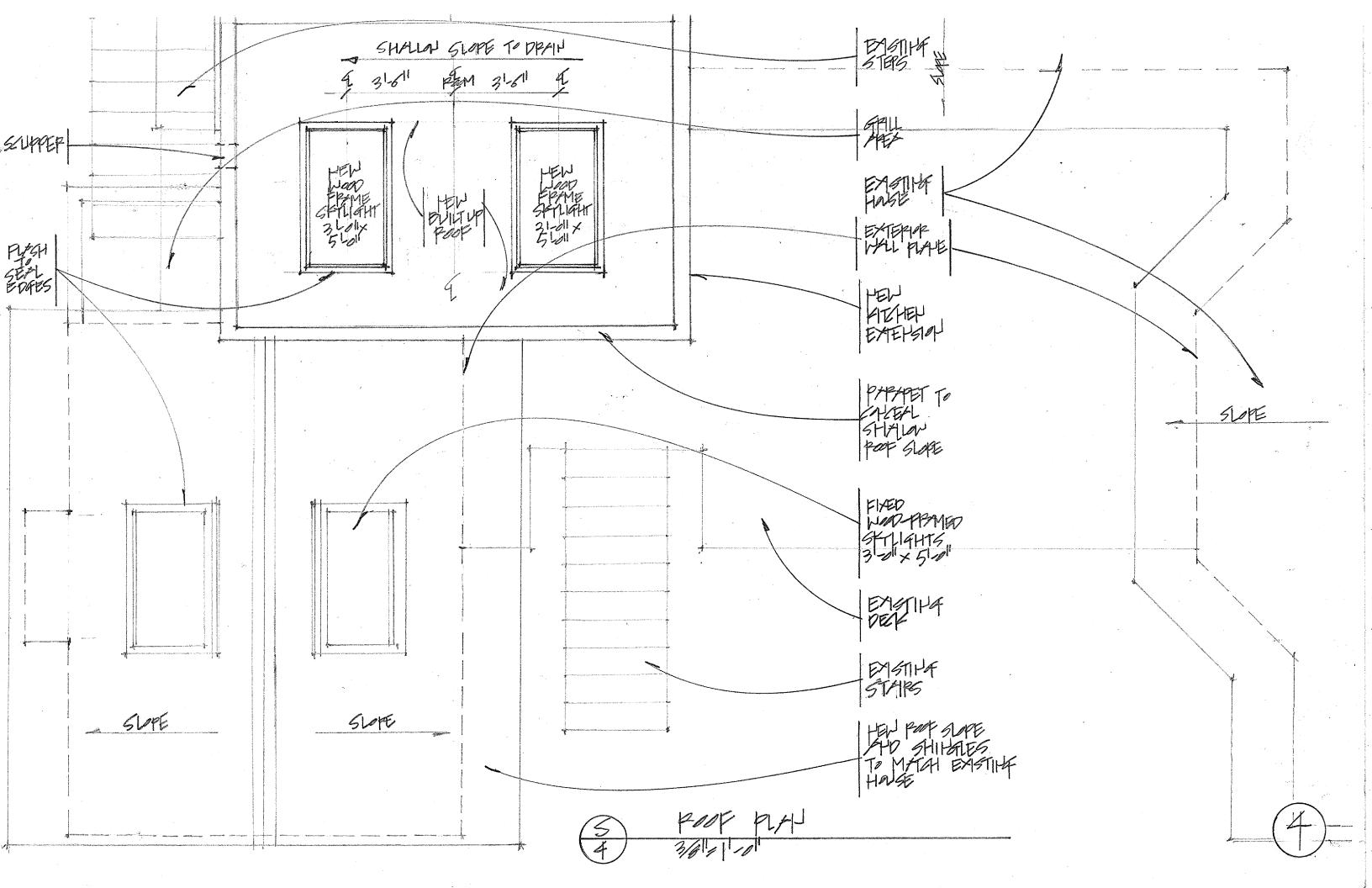
# ADDITION AND ALTERATIONS TO WITTEN. RESIDENCE

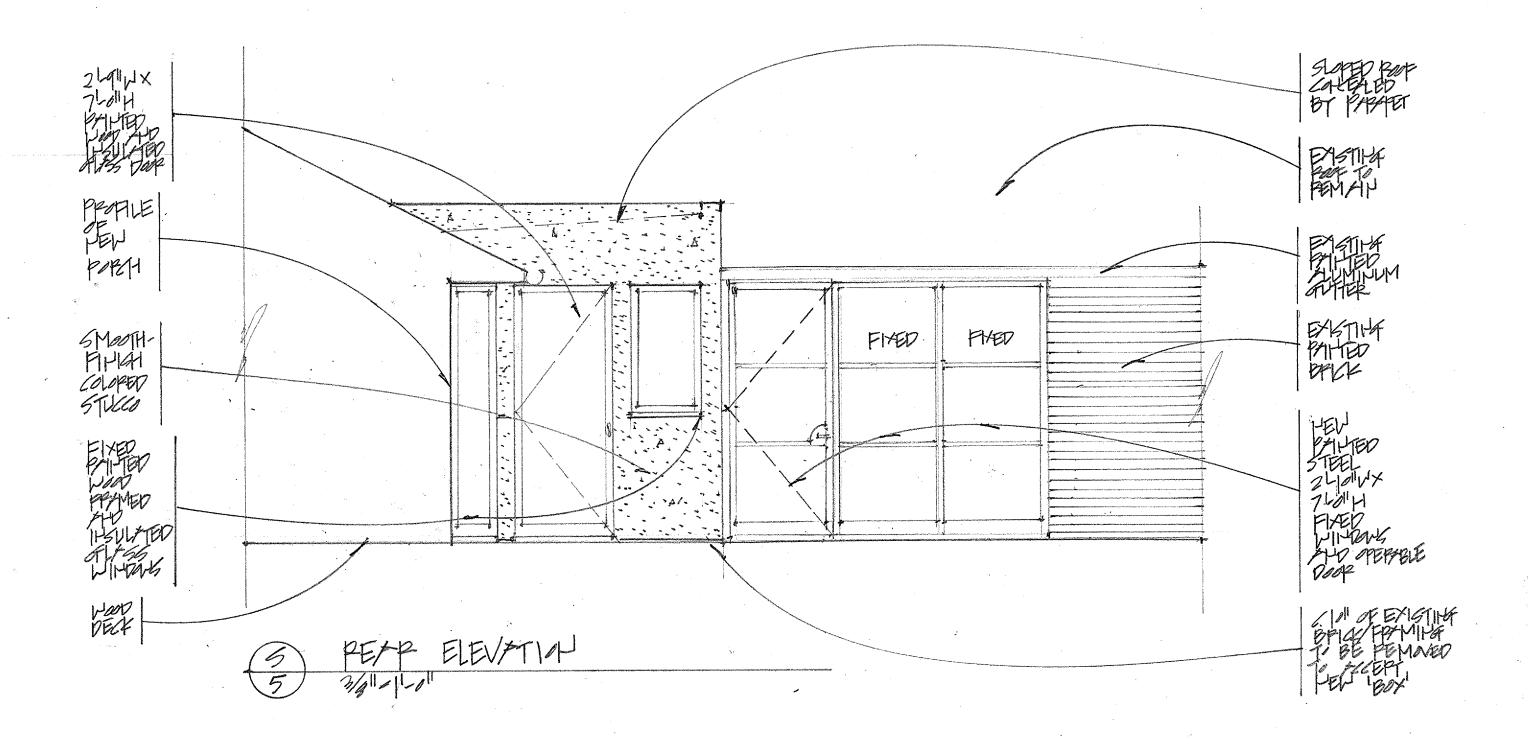


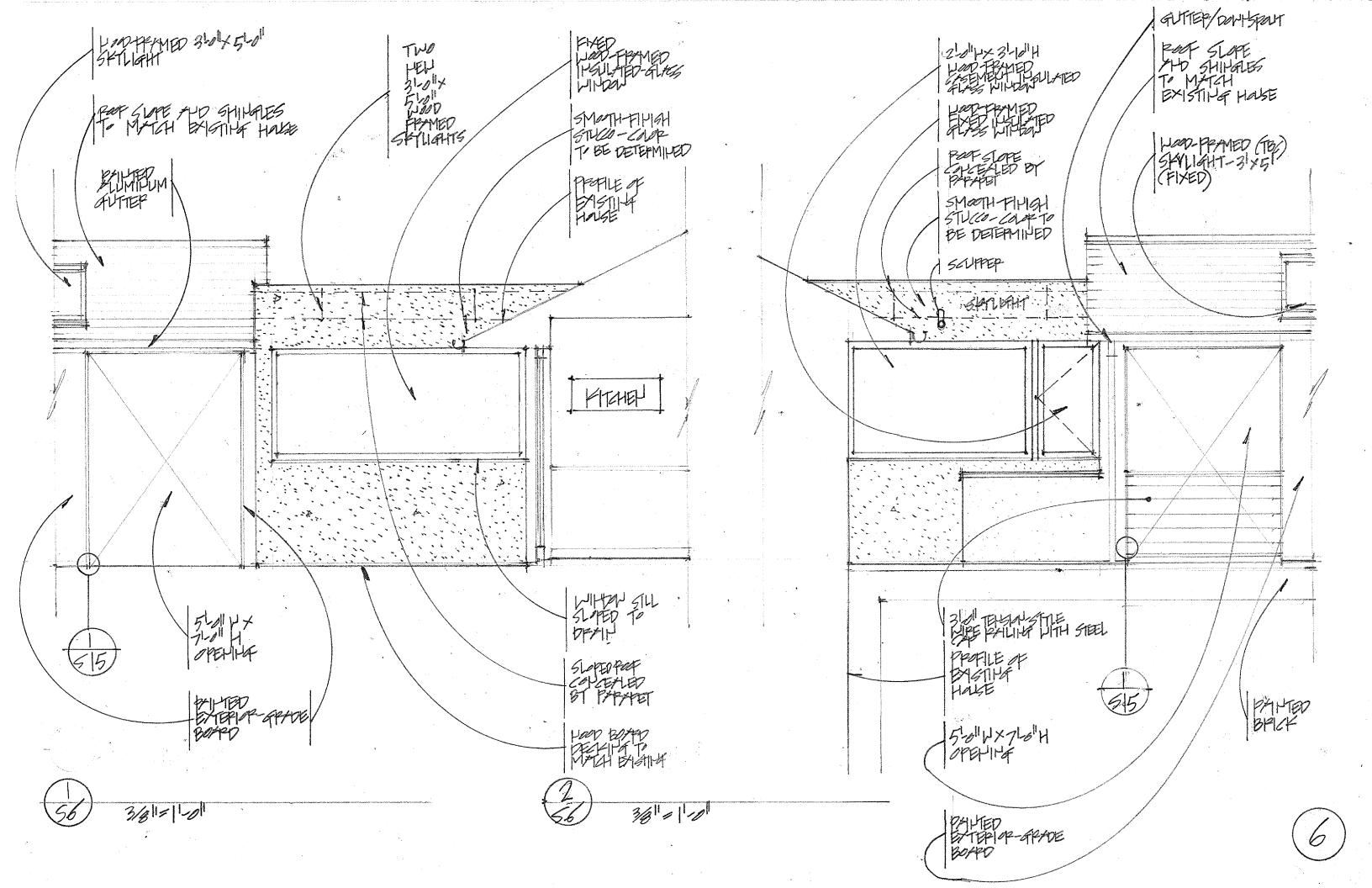
JAT A. WARDHKER, ARCHITECT

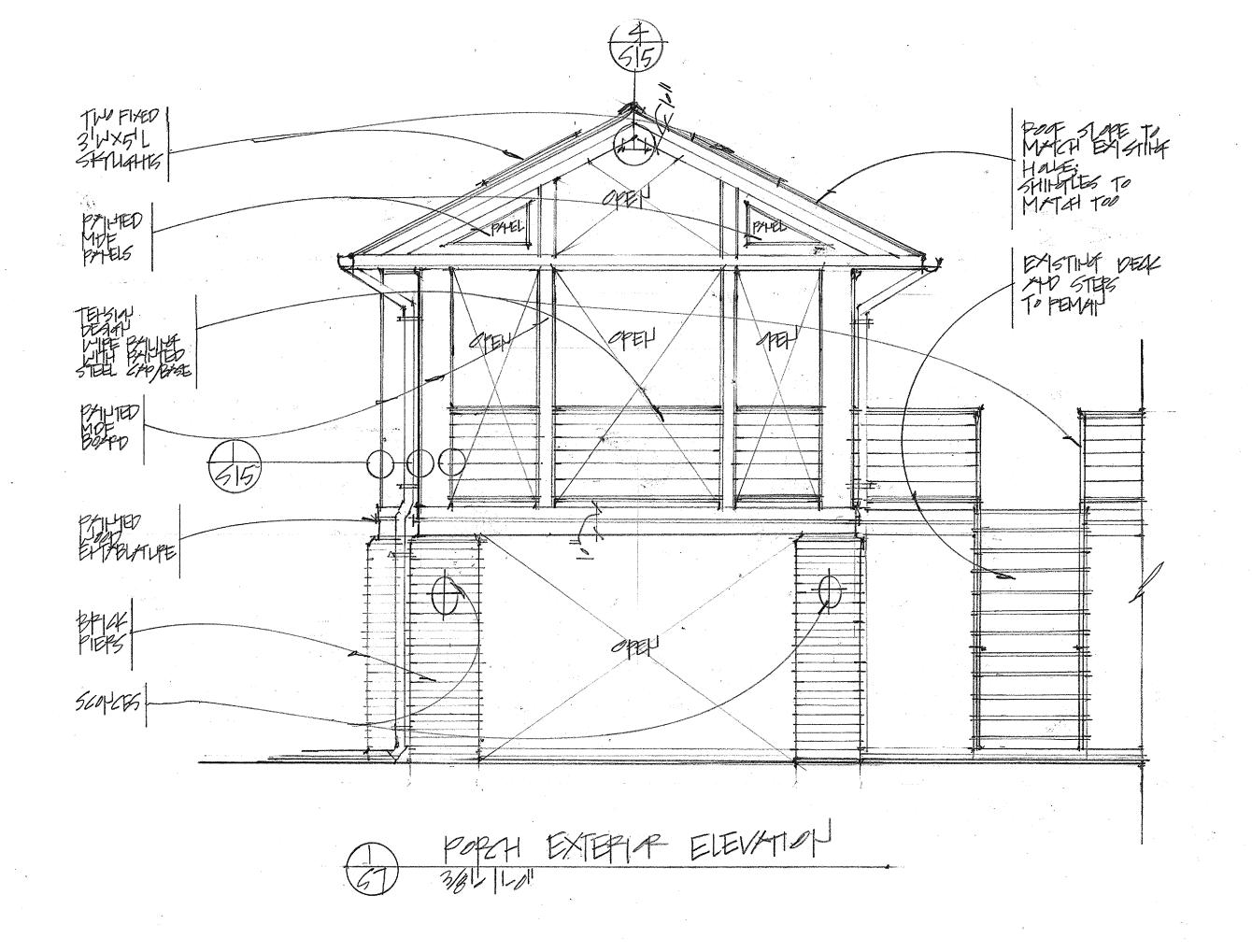


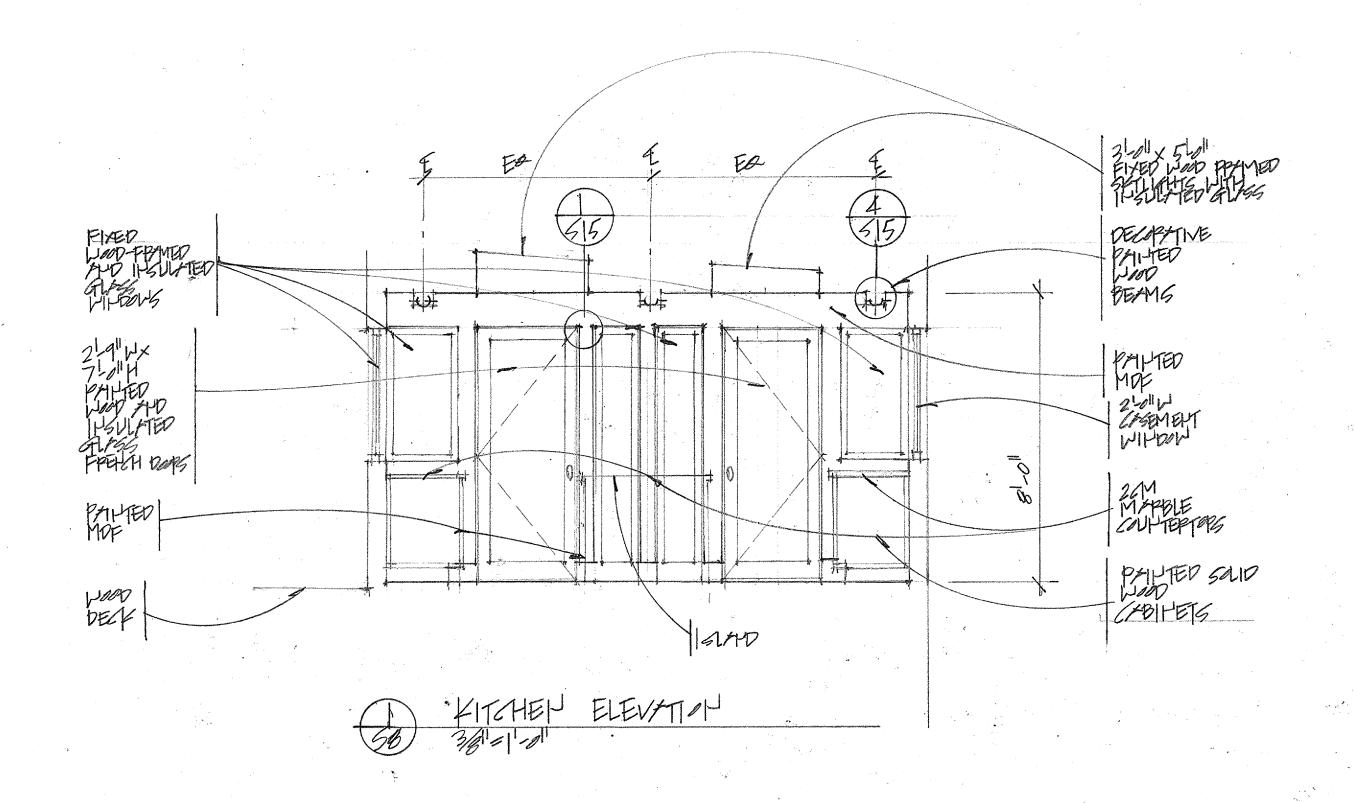


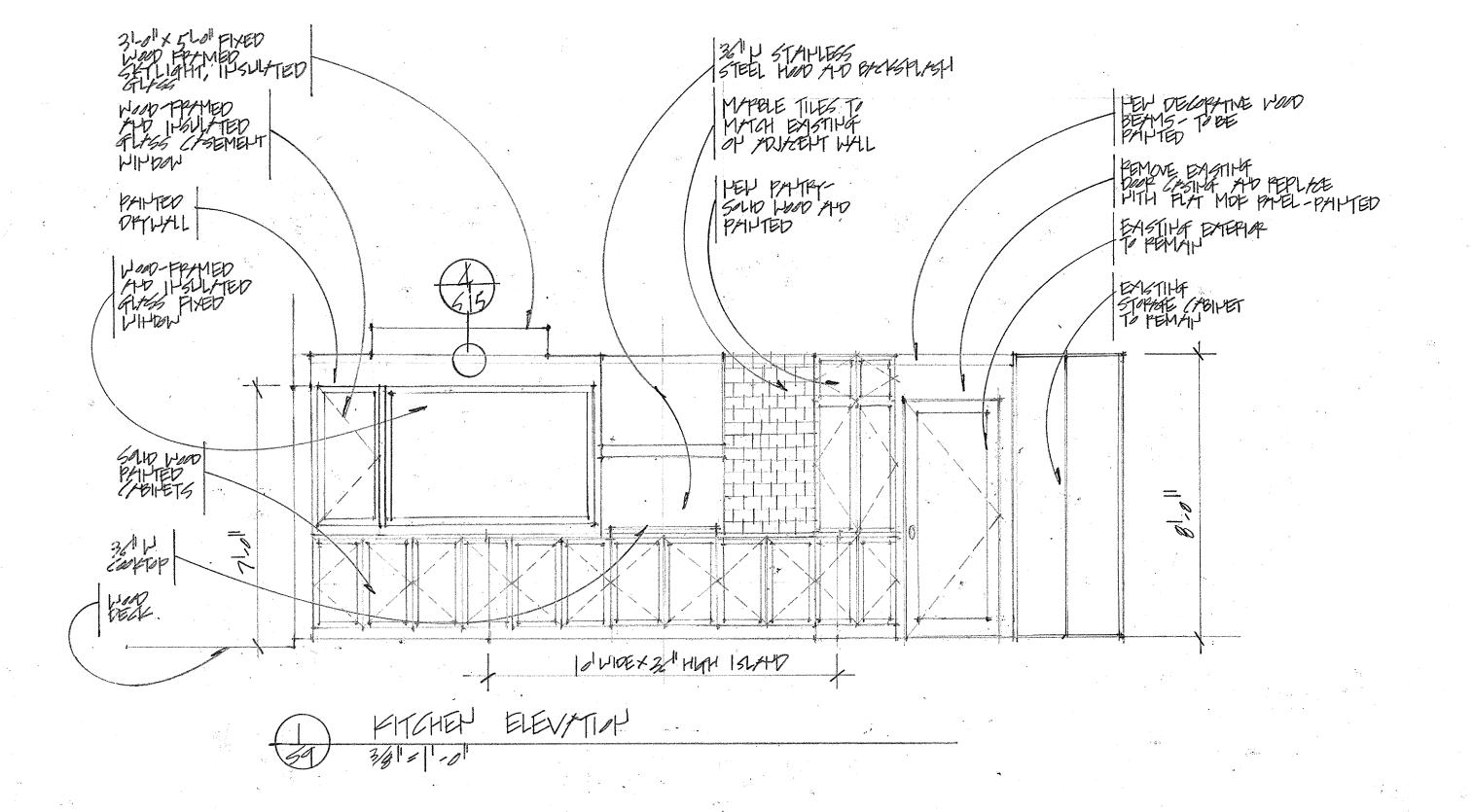




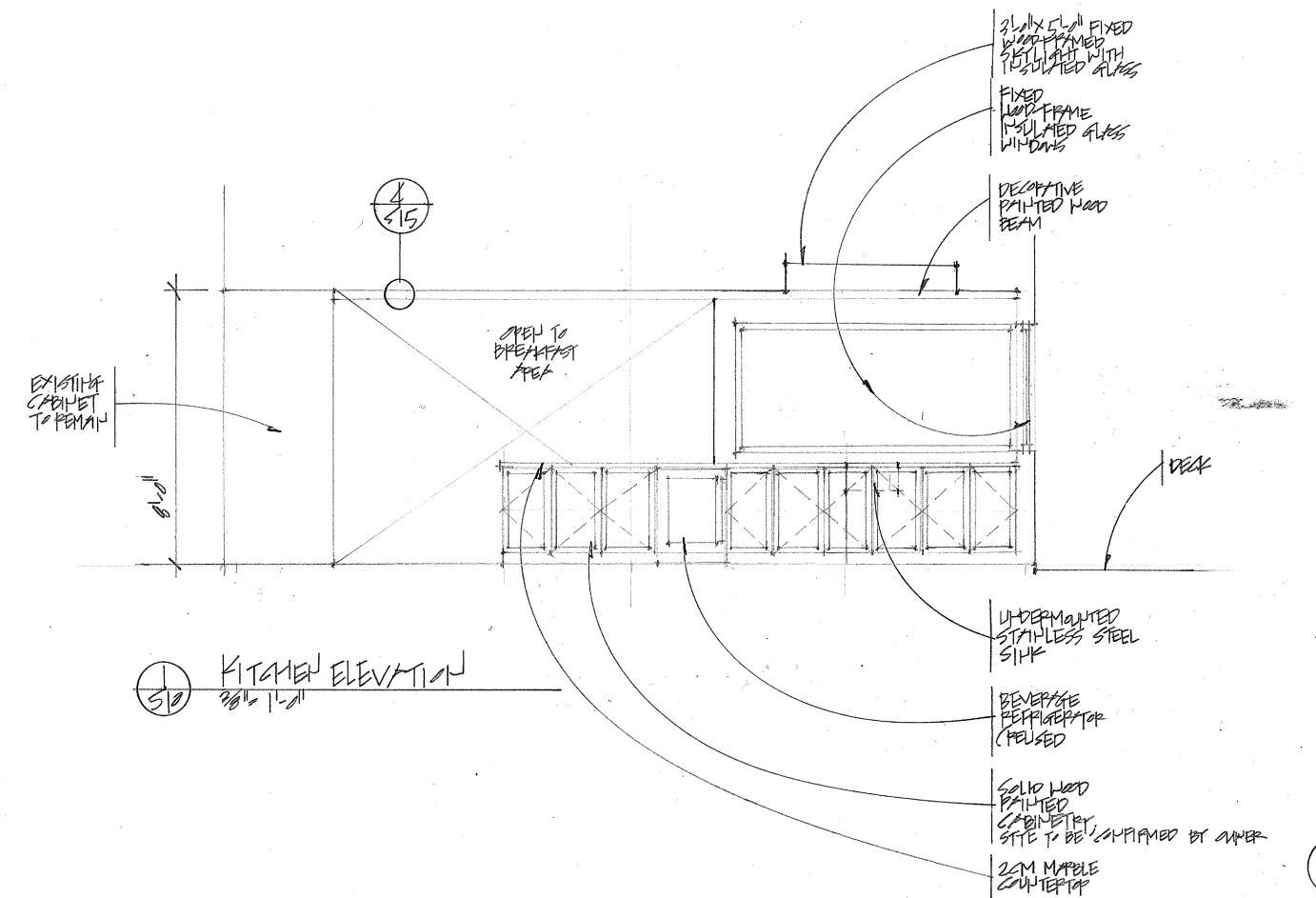


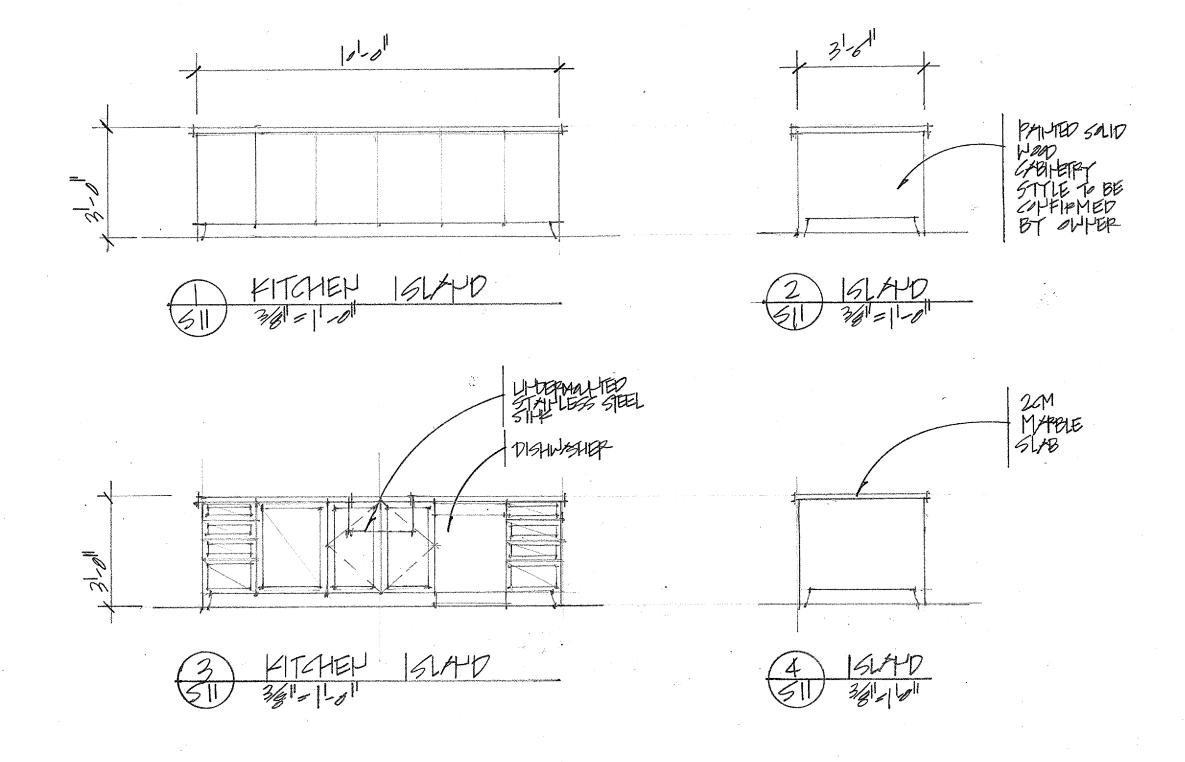


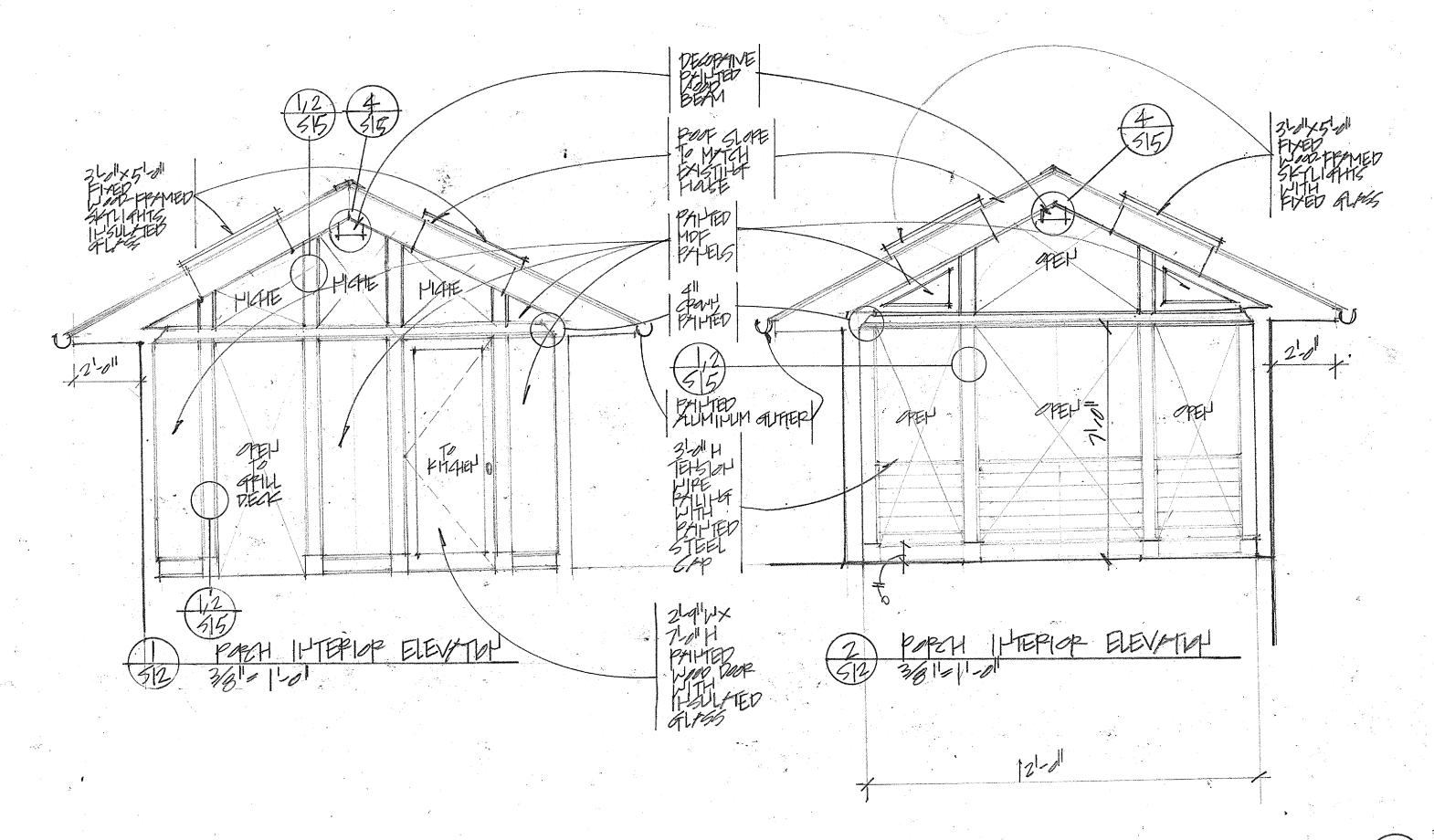


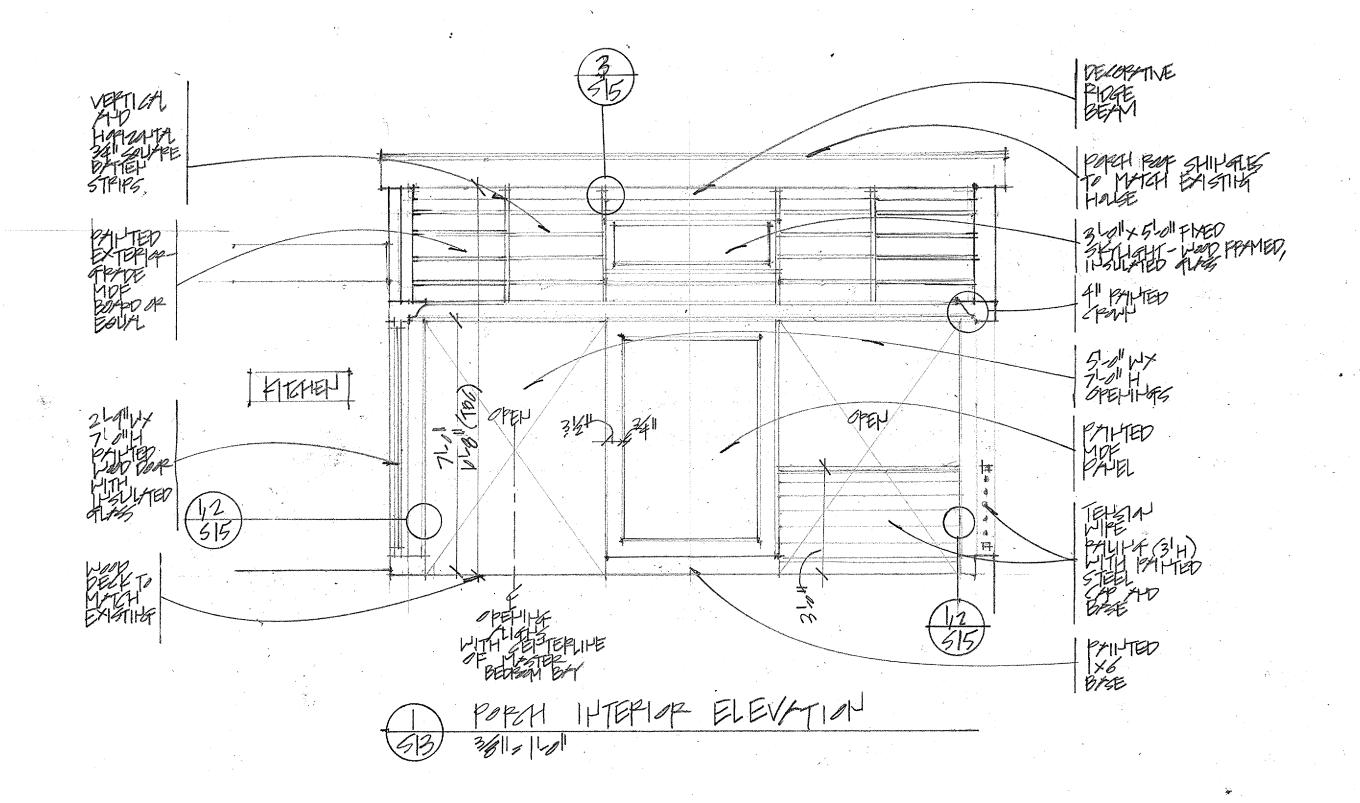


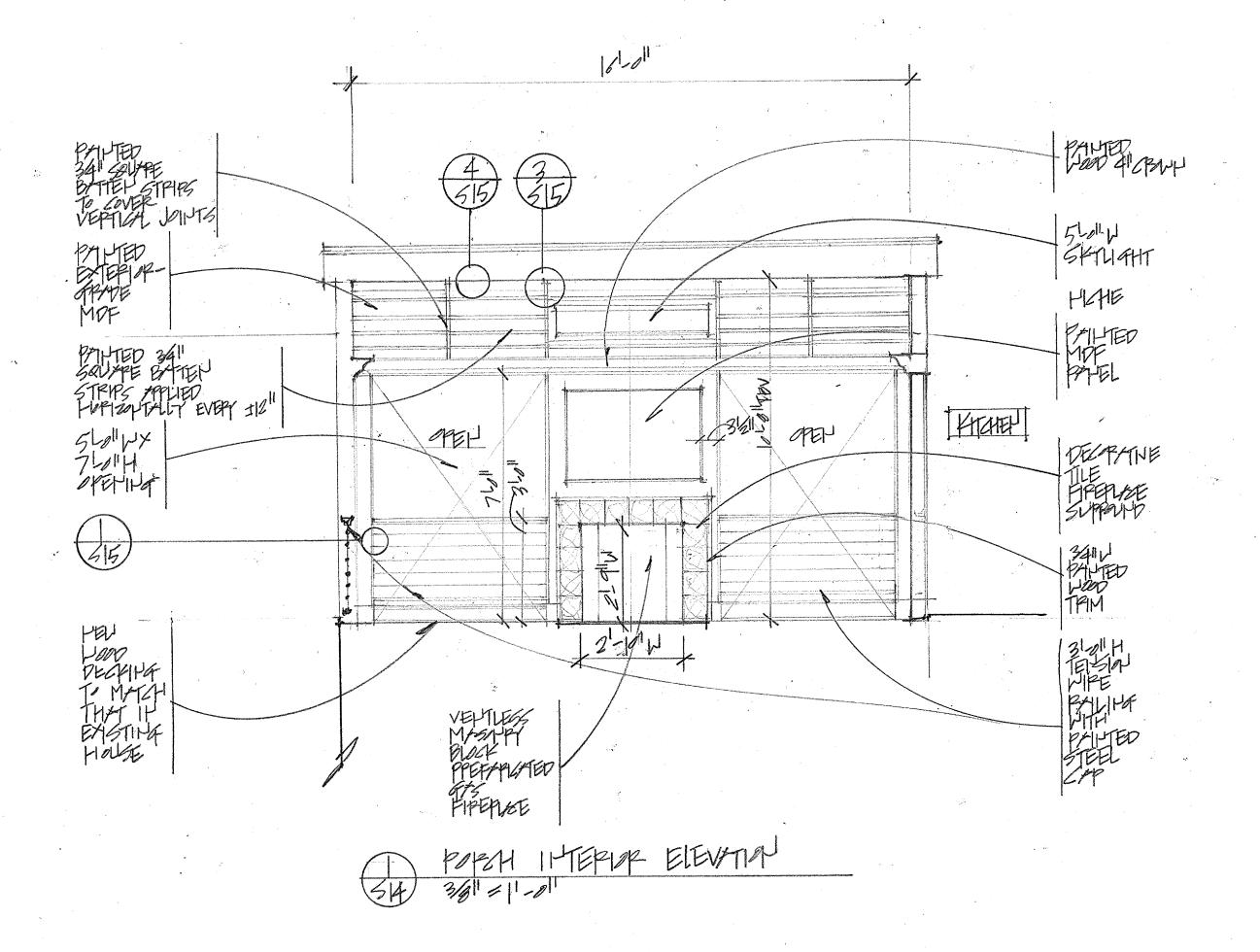
HOTE: CABITET DESIGNATION AND COLOR TO BE SPECIFIED BY OWNER

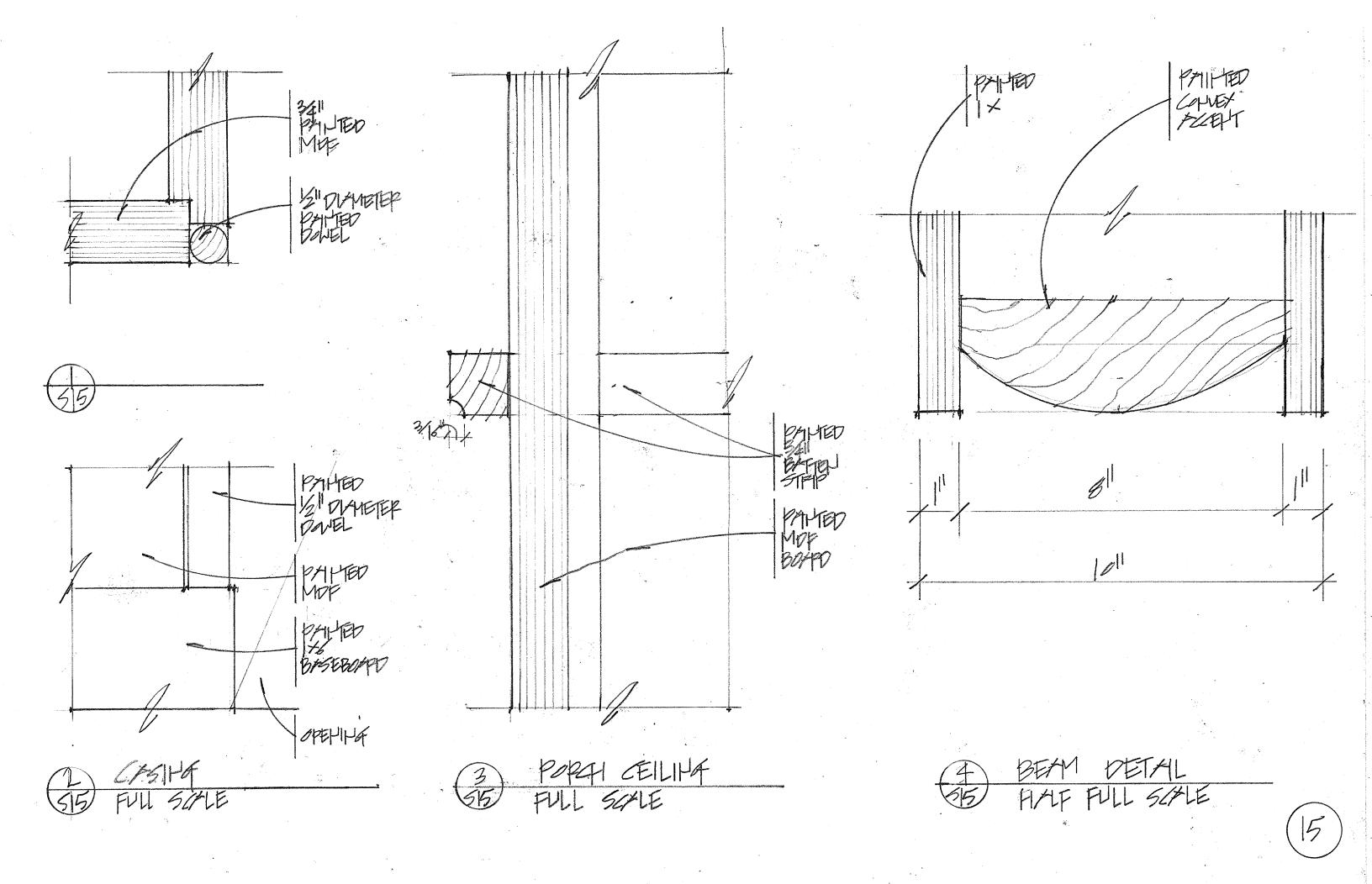












### WITTEN RESIDENCE SPECIFICATION

# **Project Description**

The scope of work includes reorienting the existing kitchen, made possible by expanding the room at the back of the house. The room addition will be in the form of an 8'-3' deep x 14'-6" wide stucco 'box' with a shallow-pitched roof concealed by a parapet. All new kitchen cabinetry, new kitchen countertops, and some new appliances will be installed. Some existing appliances will be reused, either left in place or relocated. The work also includes a new 12' wide x 16' deep covered open porch with a fireplace off the kitchen – its position shifted off the center of the kitchen 'box.' The project also encompasses minor alterations to the existing rear deck, featuring a new railing. The project likewise includes replacing a wood and glass door and a pair of wood double-hung windows at the existing breakfast room with a steel glass door and a pair of fixed steel units. To accommodate the kitchen addition and changes to the breakfast area, the rear wall of the house will be significantly altered.

# Ceiling

The new porch's sloped ceiling will be finished in exterior-grade MDF board, to be painted. To conceal the board joints,  $\frac{3}{4}$ " batten strips with a square profile will be arranged vertically. To complete the aesthetic, the same batten strips will be placed horizontally around the ceiling, uniformly spaced every  $\pm 12$ ". Refer to the Interior Elevations on Sheets 13 and 14 and Trim Detail 3 on Sheet 15 for the ceiling configuration.

# <u>Utilities</u>

The new porch will not be heated or air-conditioned, but it will have electrical service that includes two ceiling fans positioned along the room's decorative ridge beam. Exterior grade electrical receptacles will be installed horizontally in the 1 x 6 painted baseboard. Recessed 'can' lights will be set in the sloped ceiling and ridge beam; reference the Floor Plan on Sheet 2 for locations. The porch will be installed with a sound system (to be confirmed).

### Roof

The new porch's roof slope, finish material, and installation will match the existing house. Refer to the Roof Plan on Sheet 3 for the shape and the overhangs of the new porch roof. The roof of the kitchen addition 'box,' which will be concealed by a parapet, will be a shed one that minimally slopes to drain. The type of shed room will need to be discussed between the Contractor, Owner, and Architect. Options, based on costs, installation, and longevity, can include a traditional built-up, metal-seamed, modified bitumen, or PVC roof. The house's existing roof overhang where the new kitchen 'box' will be constructed will need to be cut away to accept this extension.

### Floor

The floor of the new porch will maintain the existing decking material: 6" wide (nominal) wood strips. Refer to the Floor Plan on Sheet 2 for the direction of the floor strips. The floor of the porch will need to be finished below to seal it from insects and pests. The existing decking has deteriorated in areas and requires some repairs/replacement.

# Kitchen 'Box'

The kitchen extension, the so-called 'box,' will be framed with 1 x 6s, fully sheathed, lathed, and with a smooth-finish stucco veneer. The finish and color of the stucco will be selected and approved by the Owner and Architect.

# Walls

The exterior and interior walls of the new porch will be exterior-grade flat siding, paint-grade.

# **Porch Openings**

Refer to Details 1 and 2 on Sheet 15 for porch opening casing design.

# **Skylights**

The new porch will include two fixed glass and metal-framed 3' wide x 5' long (to be confirmed) skylights. Refer to the Floor and Roof Plans on Sheets 2 and 4 and the Interior Elevations on Sheets 13 and 14 to clarify configuration and locations. The pitch/slope of the skylight will match the room's roof pitch/slope. The skylight will be fabricated by VELUX or an equivalent manufacturer.

### **Gutters and Leaders**

The new porch will feature painted aluminum gutters and leaders to match the existing house. The kitchen extension 'box' will not have gutters or leaders, but instead a scupper with a drainage pipe extending horizontally from the wall. Refer to Sheet 6, Elevation 2 for clarity.

### **Structural**

The kitchen addition 'box' and new porch will be considerably heavier than the existing deck, so the space below will need to be engineered to accept the weight of the new rooms above. This will include steel pipe and brick columns. Refer to Sheet 3 for the Basement Plan.

# Guardrails

The new porch will be installed with a guardrail of the tension wire (run horizontally) variety that includes a painted steel cap and base. The guardrail on the existing deck will be replaced with this same design. The design of the guardrail will be in accordance with the local building code.



# WITTEN RESIDENCE SPECIFICATION, CONTINUED

# Kitchen Cabinetry

All existing kitchen cabinetry will be replaced with entirely new cabinetry. This cabinetry will be a painted, solid wood, full-overlay product selected and approved by the Owner. Refer to the Interior Elevations on Sheets 8, 9, 10, and 11 for the cabinet's general design and layout.

# **Kitchen Countertops**

All existing kitchen countertops will be replaced with new slabs of marble (or equivalent), to be sourced, hand-selected, and coordinated by the Owner. Refer to the Floor Plan on Sheet 2 and Interior Elevations on Sheets 8, 9, 10, and 11 for countertop layout and quantity.

# Kitchen Appliances

Some existing appliances, such as the built-in refrigerator, wall ovens, beverage refrigerator, and dishwasher, will be kept in place or relocated/reused. The cooktop may be replaced. Two new kitchen sinks and a new microwave oven will be installed. Refer to the Floor Plan on Sheet 2 and Interior Elevations on Sheets 8, 9, 10, and 11 for appliance locations.

# Kitchen Floor

The kitchen addition will be finished with the same type and layout of hardwood strips and finish as in the existing house.

# Trim Work

The new kitchen, including the 'box,' and the porch, will include stock-available casing, baseboard, crown, decorative ceiling beams, and accent pieces, all paint grade, per the Architect's design.

# <u>Furniture</u>

Not included in the scope of work; all furniture and interior design accessories shall be supplied independently by the Owner.

# **Building Permit, Inspections, and Site Protection**

To be filed, paid for as part of the Contractor/Owner contract, coordinated, and managed by the Contractor.

# Project Planning

The Wittens plan on living in their home during much of the construction period, so a 'habitability' plan will need to be considered to avoid as much disturbance as possible.

















