

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Interim Director
Cedric W. Hudson, MCRP

Application for Certificate of Appropriateness

Date submitted: 10/20/2025 Date Received: _____
Address of Subject Property: 2265 E Lake Rd, NE. Atlanta, GA 30307
Applicant: Darlene S. & Robert C Howel, Jr. E-Mail: sydh@fairwaymc.com
Applicant Mailing Address: 3443 Longleaf Dr, Decatur, Ga. 30032
Applicant Phone: 678-296-9030

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

Owner(s): Darlene Sydney Howel Email: sydh@fairwaymc.com
Owner(s): Robert Clay Howel, Jr Email: chiphowel48@gmail.com
Owner(s) Mailing Address: 3443 Longleaf Dr, Decatur, Ga 30032
Owner(s) Telephone Number: 678-296-9030 or 404-314-9819

Approximate date of construction of the primary structure on the property and any other structures affected by this project: 1921

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:

Roof replacement with matching architectural shingles. Roof is original to the house and is at the end of it's life per the contractor. The cost of replacing the roof with like material is cost prohibitive. Please see estimates.

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.

Darlene S Howel Digitally signed by Darlene S Howel
Date: 2025.10.20 15:03:26 -04'00'
Signature of Applicant: _____

DEPARTMENT OF PLANNING & SUSTAINABILITY

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

This form is required if the individual making the request is **not** the owner of the property.

I/ We: _____

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 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

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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

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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

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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.

ROOFING

2265 East Lake Road with THERMAL, Atlanta, GA September 24, 2025

Report No. 56102

www.home-probe.com

KEY FACTOR

ROOFING

EXTERIOR

STRUCTURE

ELECTRICAL

HEATING

COOLING

INSULATION

PLUMBING

INTERIOR

THERMAL IM

NON-SCOPE

REFERENCE

Observations and Recommendations

RECOMMENDATIONS \ Overview

1. Condition: • Multiple Roofing Issues

There are multiple issues with the roof covering identified in this inspection report. Our experience is there will most likely be additional issues with this roof that will only be discovered with time or certain weather circumstances or conditions. For this reason, it is recommended that the entire roof system be evaluated by a qualified roofing contractor to determine what immediate repairs will be required and to gain a clear understanding of the associated costs.

Location: Roofs

Task: Consult with qualified Roofing Contractor

Time: As soon as possible

Cost: Recommend getting estimates

ROOF \ Roofing Material

2. Condition: • Damage, missing, loose, torn

Task: Consult with a qualified contractor

Time: As soon as possible

Cost: Depends on preferred method of remedy



1. Damage, missing, loose, torn



2. Damage, missing, loose, torn



3. Damage, missing, loose, torn



4. Damage, missing, loose, torn

3. Condition: • Moss

Removing this growth may expose damaged areas that are not currently visible.

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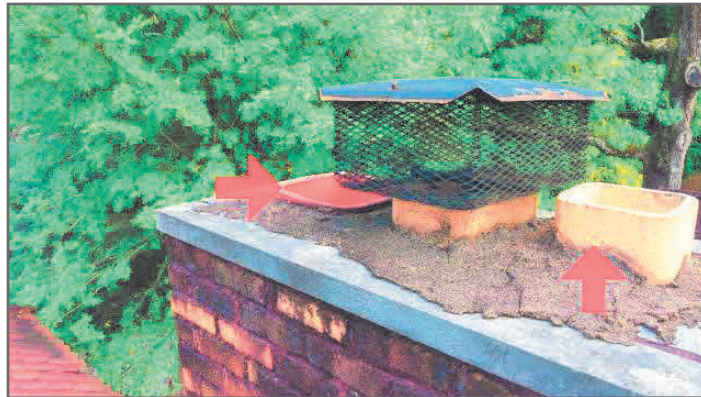
PLUMBING

INTERIOR

THERMAL IM

NON-SCOPE

REFERENCE



11. Chimney Screen Missing

8. Condition: • Chimney Screen Missing

Task: Provide

Time: As Soon As Possible

Cost: \$200 - \$400

9. Condition: • Chimney cap rusted or ponding

Location: Chimney Cap

Task: Remove Rust and Paint

Time: As Soon As Possible

Cost: Regular maintenance item



12. Chimney cap rusted or ponding

Description

Roofing Material:

- Asphalt 3-Tab - Life Expectancy 15-20 Years

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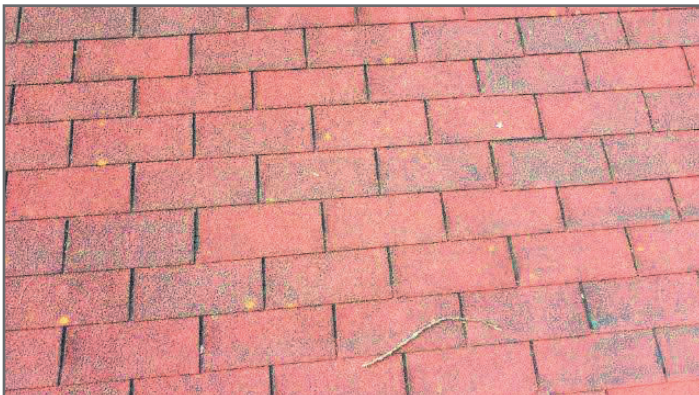
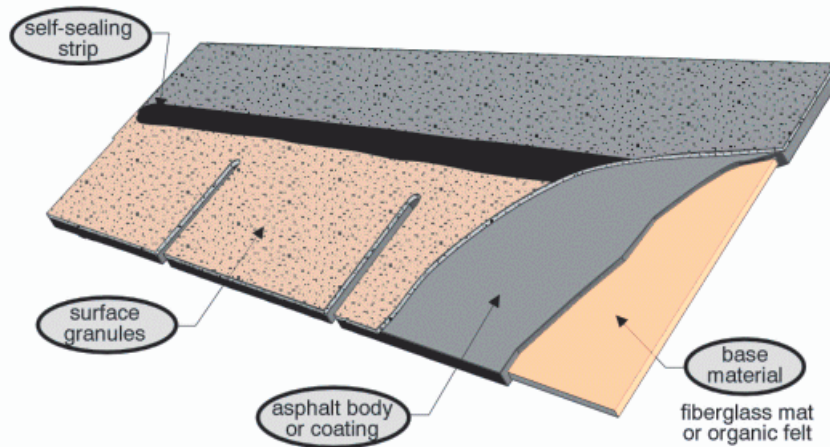
INTERIOR

THERMAL IM

NON-SCOPE

REFERENCE

Asphalt shingle composition



13. Architectural - Life Expectancy 20-25 Years



14. Architectural - Life Expectancy 20-25 Years



15. Architectural - Life Expectancy 20-25 Years



16. Architectural - Life Expectancy 20-25 Years

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17. Architectural - Life Expectancy 20-25 Years



18. Architectural - Life Expectancy 20-25 Years



19. Architectural - Life Expectancy 20-25 Years



20. Architectural - Life Expectancy 20-25 Years



21. Architectural - Life Expectancy 20-25 Years



22. Architectural - Life Expectancy 20-25 Years

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23. Architectural - Life Expectancy 20-25 Years



24. Architectural - Life Expectancy 20-25 Years



25. Architectural - Life Expectancy 20-25 Years



26. Architectural - Life Expectancy 20-25 Years

Roofing Material: • Terracotta



27.



28.

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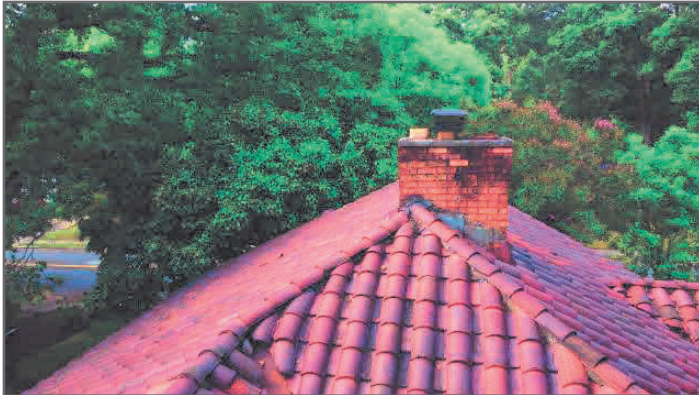
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29.



30.



31.



32.



33.



34.

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35.



36.



37.



38.



39.



40.

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41.



42.



43.



44.



45.



46.

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47.



48.



49.

Approximate age:

- 15-20 years
 - Original Roof
- Terracotta

Inspection Methods and Limitations

Inspection performed: • With a drone

Age determined by: • Drone Photography Assistance

MK Roofing & Restoration
2572 Walnut Tree Ln
Buford, GA 30519
Office: 770-885-7336

PROPOSAL

Lisa Cronic

Date: September, 30, 2025

Phone: 678-641-4325

lisacronic@gmail.com

We hereby propose to furnish the materials and perform the labor for the completion of roof replacement at the following address: 2265 East Lake Rd. NE Atlanta, GA

1. Remove existing 1 layer of roofing, tile and felt
2. Inspect and replace all rotted decking at \$55/sheet and \$5.50/ft for 1x6 (1 sheet or 10' included in price)
3. Install CertainTeed RoofRunner synthetic felt with button caps
4. Install CertainTeed WinterGuard Ice and Water Shield in valleys, low slope areas and around all walls and penetrations
5. Inspect and replace all wall and chimney flashings as needed
6. Install drip edge around perimeter of home
7. Replace all sewer vent pipe collars
8. Install CertainTeed SwiftStart starter shingles
9. Install CertainTeed Landmark lifetime architectural shingle
10. Remove existing vents and install shingle over ridgevent
11. Install CertainTeed Shadow Ridge hip and ridge shingles
12. Paint all penetrations with Rustoleum paint
13. Clean gutters
14. A thorough clean-up to include the complete removal of all job-related debris. A drag magnet will be used around the perimeter of the house to remove old roofing nails

Additional notes: Dumpster and material to be placed in driveway. Due to the weight of the tile, we anticipate having to use 3 total dumpsters.

Warranties: Shingles: Lifetime year material and 10 year labor

Price includes CertainTeed's 4-star SureStart extended warranty

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of: SEVENTEEN THOUSAND DOLLARS (\$17,000.00)

Upgrade to Landmark Pro: \$18,000.00

Install new 6" K style covers and 3x4 downspouts: \$3,000.00

Install solid gutter covers: \$2,600.00

Payment Schedule: upon completion

By: MICHAEL J. KONANEC, JR.
Mike Konanec

Acceptance of Proposal: _____

ESTIMATE



Prepared For

Lisa Cronic
2265 E Lake Rd. NE
Atlanta , Ga. 30307

E.E. Dudley Roofing, LLC

1658 N Van Wert Rd
Villa Rica, GA 30180
Phone: (678) 524-9592
Email: roof1ed33@gmail.com

Estimate # 231
Date 10/09/2025

Description	Total
1-Remove all roof tiles--this is a Ludowici straight barrel mission tiles.	\$0.00
2-Replace any rotten or damaged decking.	
3-Install copper valleys, copper eave metals and copper wall flashings.	
4-Install Mid-State ice and water-shield for underlayment.	
5-Install tiles back with 1 3/4 inch copper nails.	
6-Back section of house has shingles. We will remove shingles and install a synthetic dry material.	
7-Install a 30 year dimensional shingle, replace all pipe flashings.	
Material and Labor:	\$185,000.00
NOTE: Job site will be kept clean at all times.	
Subtotal	\$185,000.00
Total	\$185,000.00

Thank you for choosing EE Dudley Roofing

By signing this document, the customer agrees to the services and conditions outlined in this document.

Lisa Cronic