



Design Review Committee Meeting  
700 Doug Davis Drive  
Hapeville, GA 30354  
June 18, 2025, 6:00 PM

## MINUTES

### 1. Call to Order

John Stalvey called the meeting to order at 6:05PM.

**MOTION ITEM: Jacquie Smyth made a motion, Gregory Morgan seconded elect John Stalvey as Chairman Pro Tem. Motion Carried: 3-0**

### 2. Roll Call

Jonathan Love - absent  
Sophie Brooks  
John Stalvey  
Gregory Morgan  
Jacquie Smyth

### 3. Approval of Minutes

3.1 Minutes of May 21, 2025

**MOTION ITEM: Gregory Morgan made a motion, Sophie Brooks seconded to approve the minutes of May 21, 2025, as submitted. Motion Carried: 4-0**

### 4. Old Business

#### 4.1 3166 Dogwood Drive

Elevation Change

##### Background:

Darrell Harris has submitted a request seeking approval for a design modification of a previously approved law office to be located at 3166 Dogwood Drive. The property is zoned V, Village and is subject to the Commercial/Mixed-Use SubArea C Architectural Design Standards.

**MOTION ITEM: Gregory Morgan made a motion, Sophie Brooks seconded to approve the elevation change with the condition that the revision date is added to the plans and grant a design exception for the rear canopy. Motion Carried: 4-0**

### 5. New Business

#### 5.1 422 Walnut Street

Stair Change

##### Background:

Victoria Vogt Clark has submitted an application seeking approval to modify the location of the front staircase from the left of the house to the right of the 2,200 square-foot single-family dwelling located at 422 Walnut Street. The property is zoned R-SF, One Family Residential and is subject to the Neighborhood Conservation Area Sub Area E section of the Architectural Design Standards.

**MOTION ITEM: Gregory Morgan made a motion, Jacquie Smyth seconded to approve the application as submitted. Motion Carried: 4-0**

#### **4.II 3538 South Fulton Avenue**

#### **Accessory Structure**

##### Background:

Timothy Thomas has submitted an application seeking approval to construct an accessory structure at 3538 South Fulton Avenue. The accessory structure is a 270-square foot wooden pergola with a brick floor. The property is zoned U-V, Urban Village and A-D, Arts District Overlay.

**MOTION ITEM: Sophie Brooks made a motion, Gregory Morgan seconded to approve the application pending the approval of the location of the pergola in the side yard setback and the reduction in parking by the Board of Appeals. Motion Carried: 4-0**

#### **4.III 629 Cofield Drive**

#### **Accessory Structure**

##### Background:

Nathan Smith has submitted an application seeking approval to remove a rear deck, enclose a side patio (237sf) and construct a 285 square-foot rear addition (19' 8" x 17 x 10.25") to an existing single-family dwelling and construct a second 1,025 square-foot accessory building (garage) at 629 Cofield Drive. The property is zoned R-1, One Family Detached and is subject to the Neighborhood Conservation Area Sub Area E section of the Architectural Design Standards.

**MOTION ITEM: Jacquie Smyth made a motion, Gregory Morgan seconded to table the garage until August 20, 2025, and approve the rear addition, and the enclosure of the side patio with the addition of a window. The applicant must also address the following outstanding items:**

- **Roof Shingles should have a 30-year warranty. Please call out on plans.**
- **Roof overhang dimension should be provided. Unless matching existing (with approved Design Exception), overhangs should be 1'.**
- **Window recess of at least 2" should be shown on plans.**
- **Fenestration percentage calculation should be provided.**
- **Trim detail should be provided and meet requirements.**
- **Distinct sills should be provided.**
- **Verify the painting or staining of the porch.**
- **Railing does not meet standard. Please revise.**
- **Provide height of accessory structure.**
- **Applicant should schedule inspections to comply with accessory structure zoning code regulations.**

**Motion carried: 4-0**

#### **5.IV 493 Woodrow Avenue**

#### **New SF Construction**

##### Background:

Charles Askew, on behalf of Heritage Properties, has submitted an application seeking approval for the construction of a 2,973 square-foot single-family home with 4 bedrooms, 3 baths with an attached side entry garage on a vacant lot located at 493 Woodrow Avenue. The property is zoned R-SF, Single Family Residential and is subject to the SubArea E, Neighborhood Conservation Area of the Architectural Design Standards.

**MOTION ITEM: Jacquie Smyth made a motion, Gregory Morgan seconded to approve the application with the condition that the following outstanding items are addressed:**

- Replace birdbox returns with sloped soffit.
- Provide building height.
- Provide overhang dimensions.
- Provide window detail including window recess (min 2”).
- Provide calculations to confirm window percentage of façade for each story compliance.
- Provide trim detail for compliance with requirements.
- Provide sill detail per above requirements.
- Specify 30-year warranty for roof shingles
- Show location of mechanical and screening if required.
- Provide overhang dimensions.
- Show building numbers
- Show front light at door.
- Provide gutters and downspouts details and locations
- Submit Tree Conservation Plan to City for approval by City Arborist.
- If porch is elevated, stair risers must be enclosed, and railings must meet design standards.
- Provide sill height.
- Committee recommended no water table/foundation to be parged

The Committee also granted the following design exceptions:

- Installation of a sidewalk
- Porch depth
- Turn down grade for required elevation and porch at grade

**Motion Carried: 4-0**

#### **5.V 481 Walnut Street**

**New SF Construction**

##### Background:

Anthony Hansen on behalf of JG Anderson LLC has submitted an application seeking approval for the construction of a 2,000 square-foot single-family home with 3 bedrooms, and 2.5 baths with parking pad (no garage) on a vacant lot located at 481 Walnut Street. The property is zoned R-SF, Residential Single Family and is subject to the SubArea E, Neighborhood Conservation Area of the Architectural Design Standards.

**MOTION ITEM: Gregory Morgan made a motion, Sophie Brooks seconded to approve the application as submitted. The Committee also granted a design exception for the width of the front porch (46% of the front façade). Motion Carried: 4-0**

#### **5.VI 651 North Avenue**

**Renovation**

##### Background:

Abdul Khan has submitted an application seeking approval for the renovation of a 1,031 square-foot 3-bedroom, 3-bathroom single-family dwelling with a detached garage located at 651 North Avenue. The property is zoned R-SF, Single Family Residential, and is subject to the Neighborhood Conservation Area of the Architectural Design Standards.

**MOTION ITEM: Gregory Morgan made a motion, Sophie Brooks seconded to approve the application pending the approval of the location of the proposed addition in the side yard setback by the Board of Appeals and the following outstanding items are addressed:**

- **Height for dwelling missing.**
- **Driveway width missing**
- **Specification 30-year roof shingles missing.**
- **Mechanical not shown. Must be properly screened.**
- **Window recess of minimum of 2in missing**
- **Window trim detail is missing**
- **Sill detail missing.**
- **Fenestration calculation to show windows shall be provided for a minimum of thirty (30) percent and a maximum of 50 percent of the total street-facing facade of the principal building, with each facade and story calculated independently, including west elevation missing**
- **Sill height missing**
- **Sidewalk along Lake Avenue not indicated.**
- **No detail has been provided for the garage renovations. The garage appears to be encroaching on the neighbor's property.**
- **Stoop dimensions not provided.**
- **Painting or staining of wood on stoops not indicated.**
- **Railing detail not provided.**
- **The existing wall is concrete block and should be faced with stone, brick or smooth stucco unless a Design Exception is granted.**

**Motion Carried: 4-0**

**6. Next Meeting Date – Wednesday, July 16, 2025, at 6:00PM**

**7. Adjourn**

**MOTION ITEM: Gregory Morgan made a motion, Sophie Brooks seconded to adjourn the meeting at 7:10 PM. Motion Carried: 4-0**

Respectfully submitted by,

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Jacquie Smyth, Secretary

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John Stalvey, Chairman Pro Tem