



CIVILITY PLEDGE

The way we govern ourselves is often as important as the positions we take. Our collective decisions will be better when differing views have had the opportunity to be fully vetted and considered. All people have the right to be treated with respect, courtesy and openness. We value all input. We commit to conduct ourselves at all times with civility and courtesy to each other.

DESIGN REVIEW COMMITTEE

700 Doug Davis Drive
Hapeville, GA 30354

December 17, 2025 6:00 PM

AGENDA

1. Call to Order

2. Roll Call

Jonathan Love
John Stalvey
Gregory Morgan
Jacquie Smyth
Sophie Brooks

3. Approval of Minutes

3.I. Minutes of October 15, 2025

Documents:

1. DRC Minutes October 15, 2025

4. Old Business

4.I. 831 Custer Street New Construction

Background:

Greg Patel has submitted an application seeking approval for the construction of a 6,500 square-foot single-family dwelling with 3 bedrooms, 3 full baths, and 2 ½ baths with an attached side entry garage on a vacant lot located at 831 Custer Street. The property is zoned R-SF, Single Family Residential and is subject to the Neighborhood Conservation Area of the Architectural Design Standards.

4.II. 3335 Dogwood Drive Elevation Change

Background: Gordon Smith of Norhaven Partners is requesting approval to modify the exterior facades of the townhomes located at 3335 Dogwood Drive. The requested modification is to reverse/mirror the window configuration for Unit 9 Building 1000, Unit 18 Building 3000, Unit 25 Building 3000, Unit 26 Building 4000, and Unit 32 Building 4000.

Documents:

1. Planners Report 3335 Dogwood Drive
2. 3335 Dogwood Drive

5. New Business

5.I. 3384 North Whitney Avenue Replacement/Addition

Background: Bonnie Ochoa has submitted an application seeking approval for the installation of a front stoop/deck and the addition of a 239 square foot rear addition and rear deck/stairs on an existing single-story single-family dwelling at 3384 North Whitney Avenue. The property is zoned R-1, One Family Residential and is subject to the Neighborhood Conservation Area of the Architectural Design Standards.

Documents:

1. Planners Report 3384 North Whitney Avenue
2. Application - 3384 North Whitney Avenue_Redacted

5.II. 3388 North Whitney Avenue Replacement/Addition

Background: Bonnie Ochoa has submitted an application seeking approval for the replacement of a front stoop/deck and the addition of a 239 square foot rear addition and rear deck/stairs on an existing single-story single-family dwelling at 3388 North Whitney Avenue. The property is zoned R-1, One Family Residential and is subject to the Neighborhood Conservation Area of the Architectural Design Standards.

Documents:

1. Planners Report 3388 North Whitney Avenue
2. Application - 3388 North Whitney Avenue_Redacted

6. Next Meeting Date - Wednesday, January 21, 2026

7. Adjourn



Design Review Committee Meeting
700 Doug Davis Drive
Hapeville, GA 30354
October 15, 2025, 6:00 PM

MINUTES

1. **Call to Order**

Jonathan Love called the meeting to order at 6:00PM.

2. **Roll Call**

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

3. **Approval of Minutes**

3.1 Minutes of August 20, 2025

MOTION ITEM: Gregory Morgan made a motion, Jacquie Smyth seconded to approve the minutes of August 20, 2025, as submitted. Motion Carried: 4-0

4. **Old Business**

4.1 Towns at Asbury Park (Pods D, E, F)

Design Change

Background:

Jason Braga of D.R. Horton, Inc. is requesting approval for the townhomes in Pods D, E, and F to modify the exterior facades in accordance with a reduction in depth for the townhomes. The properties are zoned RMU, Residential Mixed Use and subject to the Neighborhood Conservation section of the Architectural Design Standards.

MOTION ITEM: Gregory Morgan made a motion, Sophie Brooks seconded to approve the submitted revisions with the following conditions:

- **Keep third story front windows as approved on elevation "C" on Pods D, E, and F**
- **Shift front doors back to original design on all front elevations (potentially remove interior closet)**
- **Keep brick element to second story as approved for street-facing units**
- **Add two additional windows on all side street-facing elevations**
- **Truss under gable on all street-facing end units**
- **Make sure matching the approved pitch for the roofs (approved 8/12, submitted 6/12 on primary roofs)**

Motion Carried: 4-0

5. New Business

5.I 3046 Gordon Circle

New Construction

Background:

Philip Belt has submitted an application seeking approval for the construction of a 3,416 square-foot single-family dwelling with three bedrooms, three bathrooms, a front porch, and a rear entry attached garage located at 3046 Gordon Circle. The property is zoned R-1, One Family Detached and is subject to the Neighborhood Conservation Area of the Architectural Design Standards.

MOTION ITEM: Jacquie Smyth made a motion, Sophie Brooks seconded to approve the application with two design exceptions granted for the proposed railing material and the sidewalk requirement. Motion Carried: 3-0; Gregory Morgan recused himself

5.II 3417 Orchard Street

Accessory Structure

Background:

Laura Hall has submitted an application seeking approval for the construction of a 675 square-foot detached garage on the property with an existing 2,126 square-foot single-family dwelling located at 3417 Orchard Street. The property is zoned R-SF, Residential Single Family and is subject to the Neighborhood Conservation Area of the Architectural Design Standards.

MOTION ITEM: Gregory Morgan made a motion, Jonathan Love seconded to approve the application with the condition the applicant resubmits the plans addressing the outstanding items identified in the Planners Report. Motion Carried: 4-0

5.III 2026 Design Review Committee Meeting Schedule

Background:

Consideration and action to approve the 2026 Design Review Committee meeting schedule.

MOTION ITEM: Gregory Morgan made a motion, Sophie Brooks seconded to approve the 2026 Design Review Committee Meeting Schedule. Motion carried: 4-0

6. Next Meeting Date – Wednesday, November 19, 2025, at 6:00PM

7. Adjourn

MOTION ITEM: Jacquie Smyth made a motion, Sophie Brooks seconded to adjourn the meeting at 6:58 PM. Motion Carried: 4-0

Respectfully submitted by,

Jacquie Smyth, Secretary

Jonathan Love, Chairman



DATE: December 12, 2025
TO: Tonya Hutson
FROM: Lynn Patterson
RE: **Design Review – 3335 Dogwood Drive Revision**

BACKGROUND

The City of Hapeville had received revisions for the townhomes at 3335 Dogwood Drive to modify the exterior facades. The requested modification is to reverse/mirror the window configuration for Unit 9 Building 1000, Unit 18 Building 3000, Unit 25 Building 3000, Unit 26 Building 4000, and Unit 32 Building 4000. A comparison of the approved plans and proposed plans are provided. The request is based upon a drafting error by the architect.

FINDINGS

As this is a simple reversal of the window order, Staff recommends approval of the requested change.

Lot # 9 – Building 1000

Currently
Approved



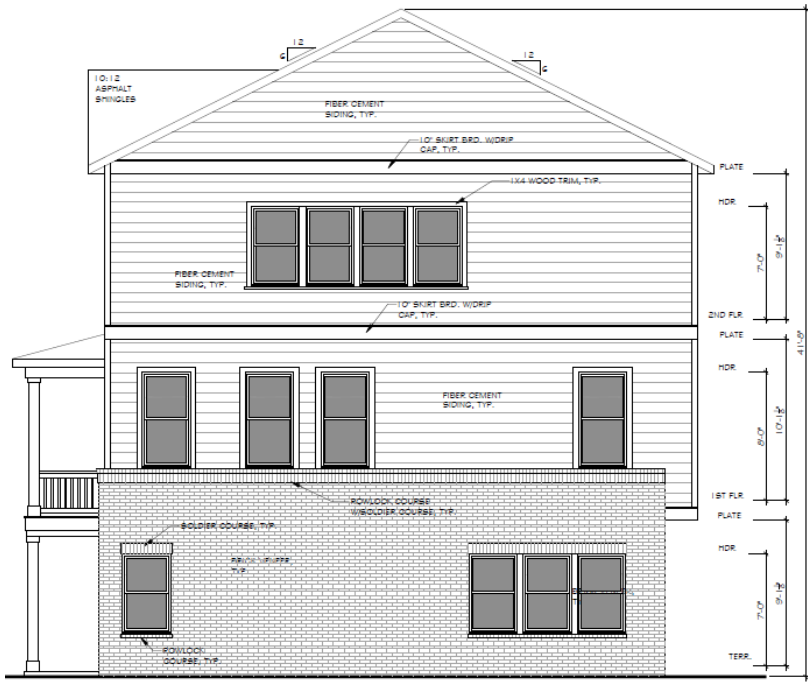
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New
Proposed

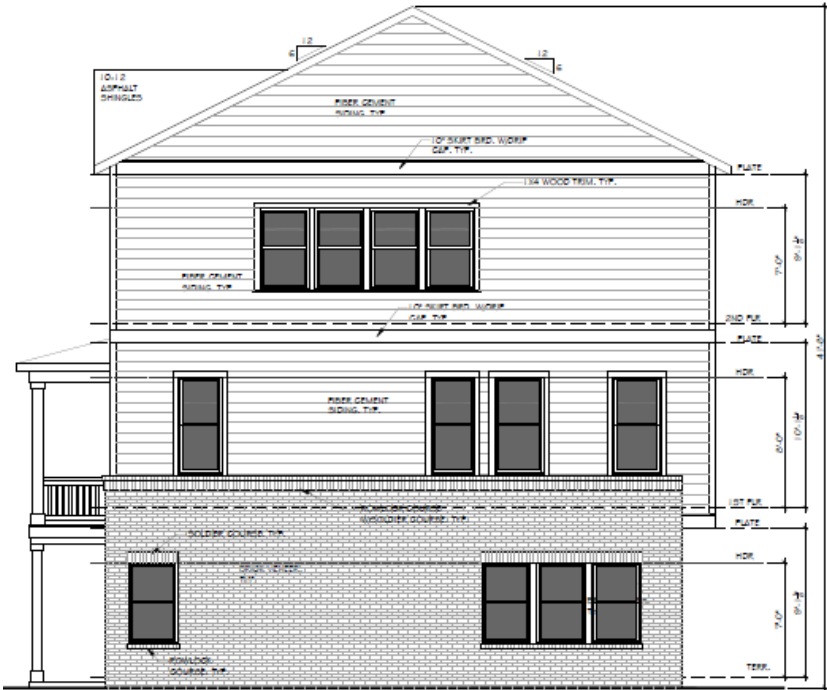


Lot # 18 – Building 3000

Currently
Approved

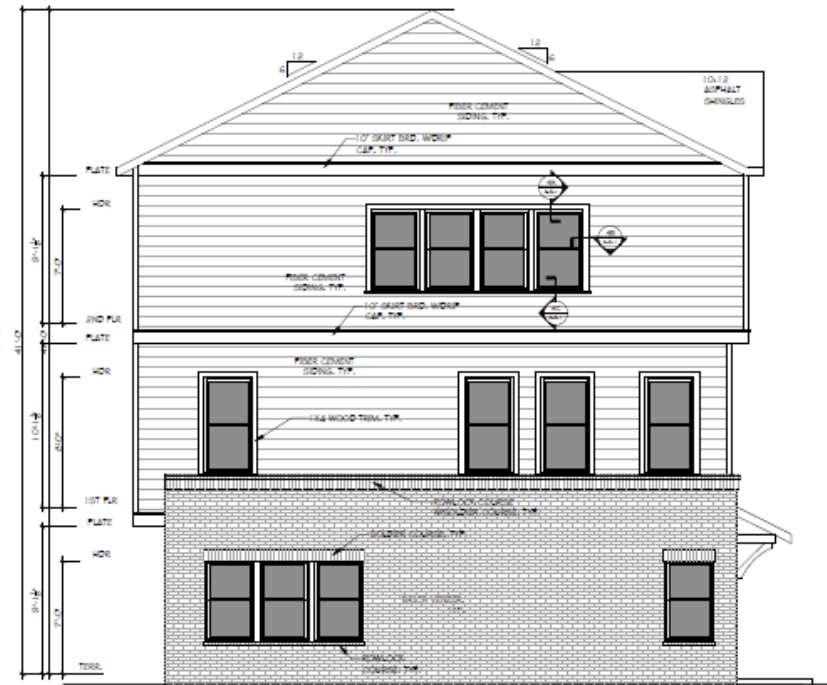


New
Proposed

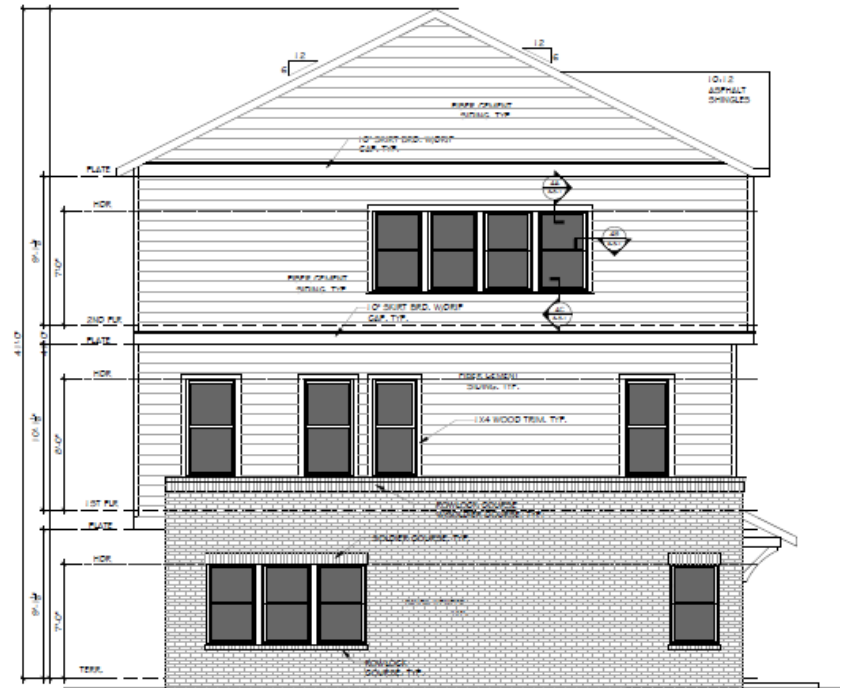


Lot # 25 – Building 3000

Currently
Approved

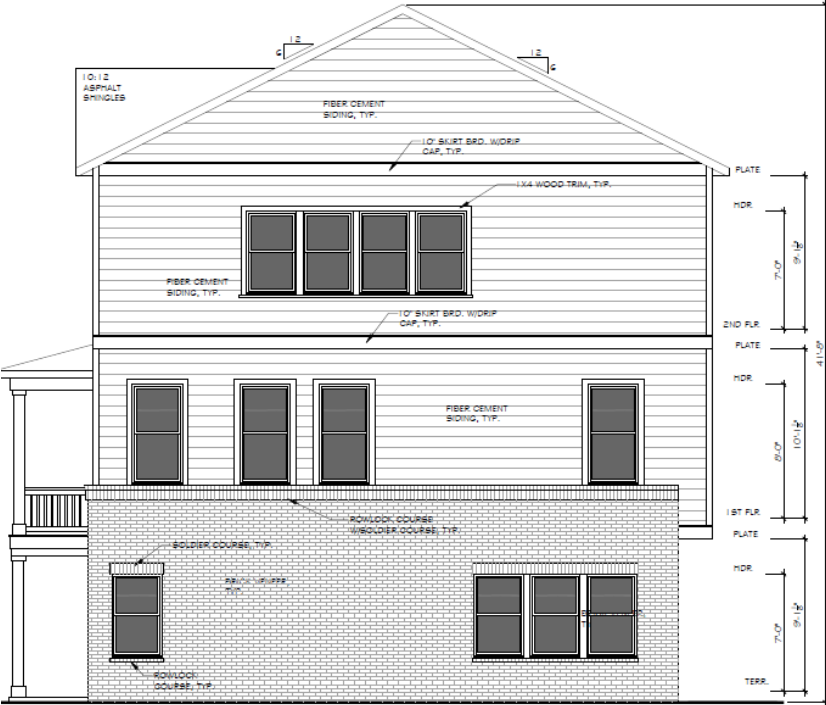


New
Proposed



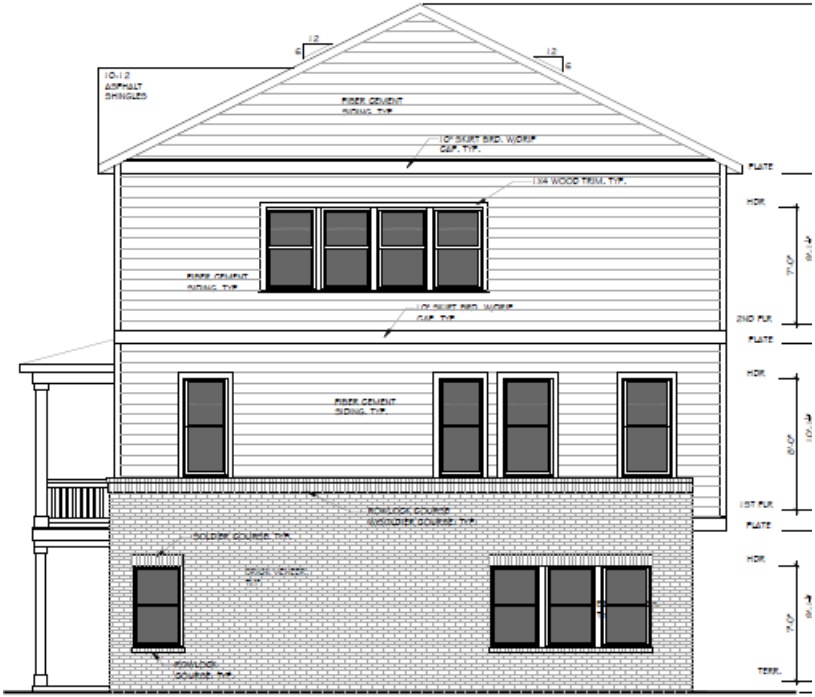
Lot # 26 – Building 4000

Currently
Approved



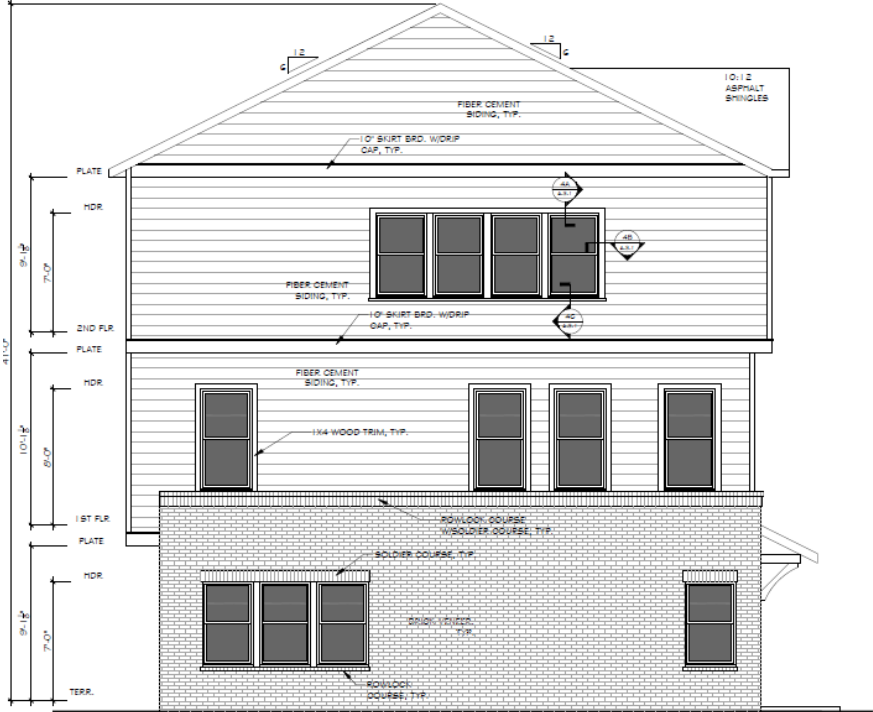
RIGHT ELEVATION

New
Proposed

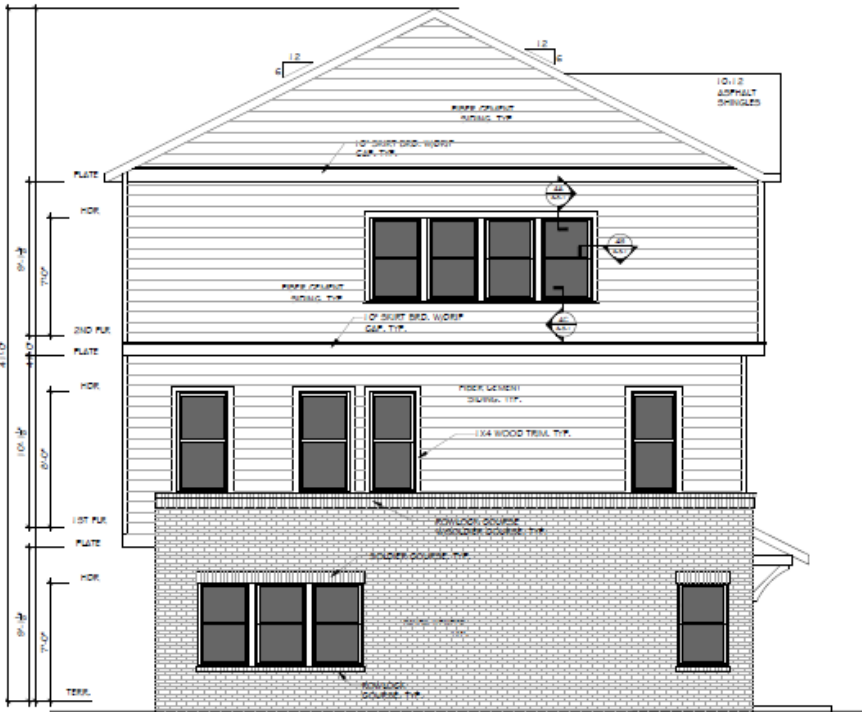


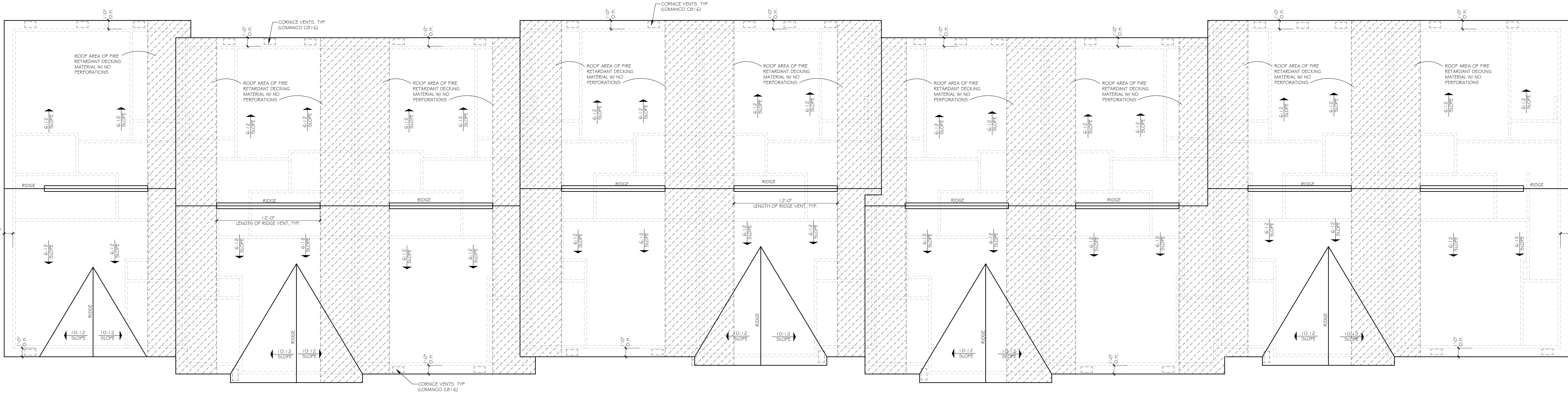
Lot # 32 – Building 4000

Currently
Approved

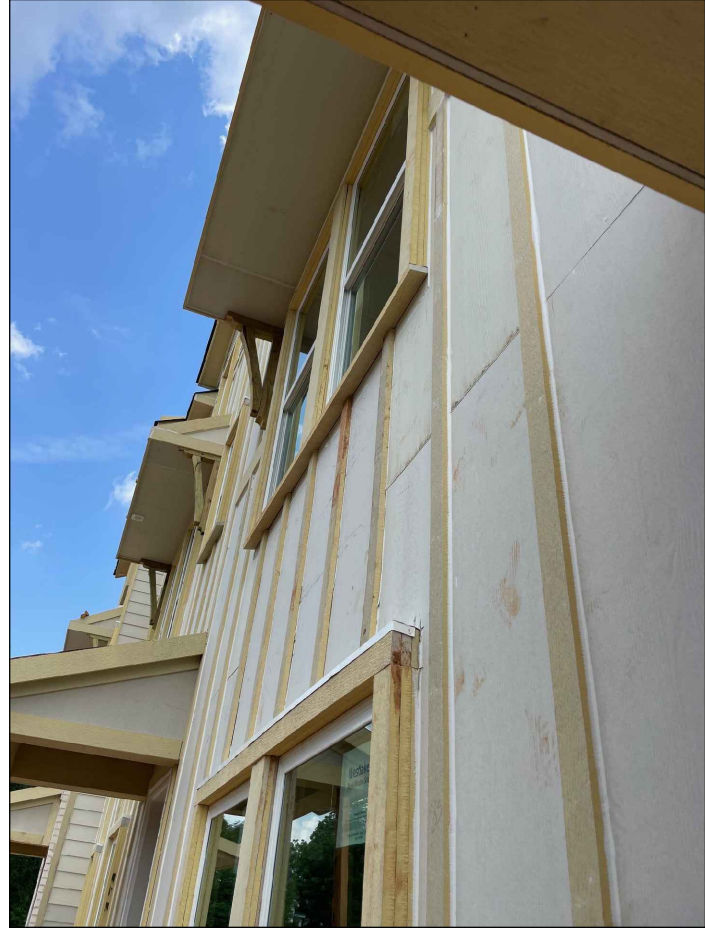


New
Proposed

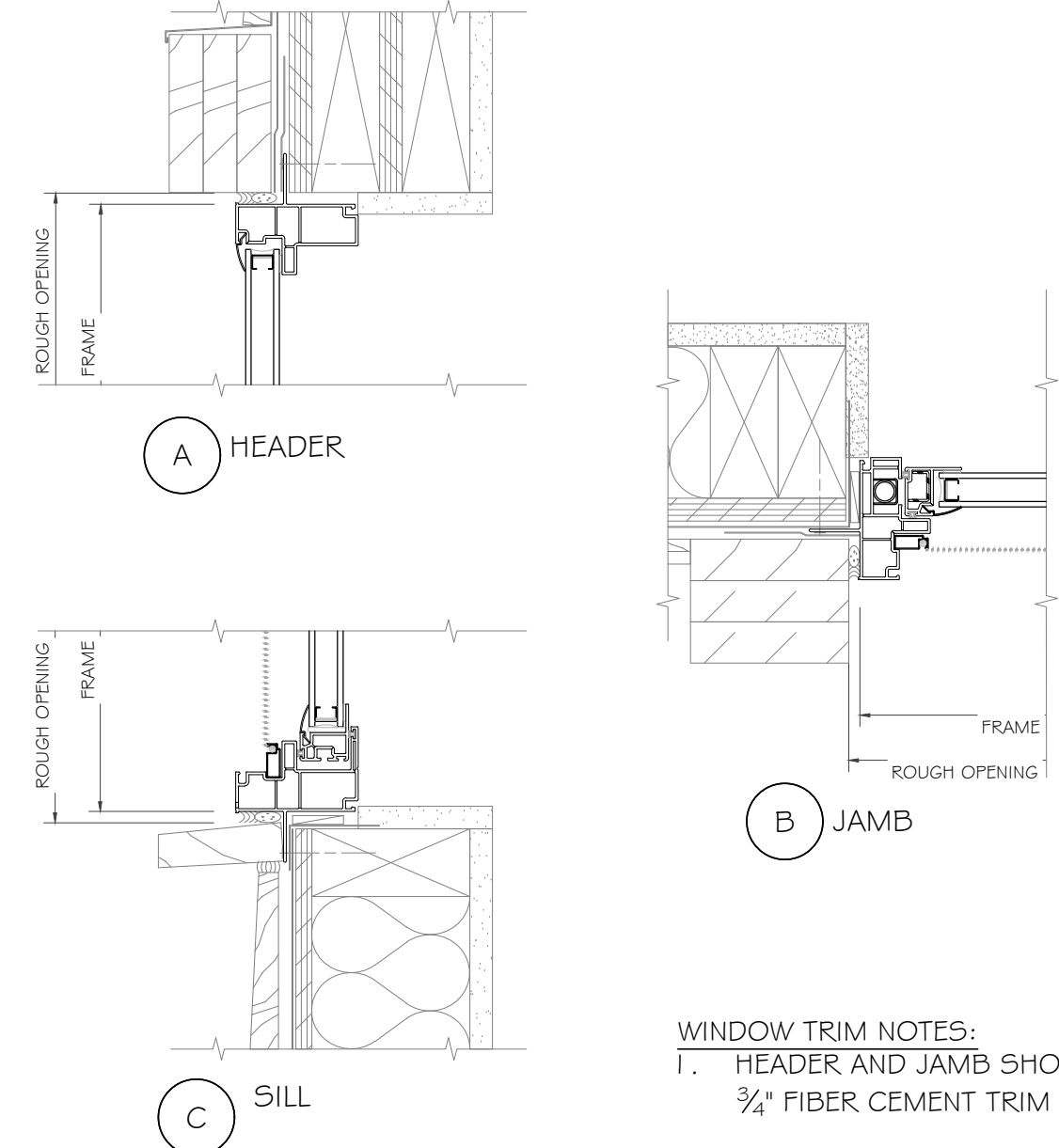




5 ROOF PLAN (BLDG. 1000)
SCALE: 3/16" = 1'-0"

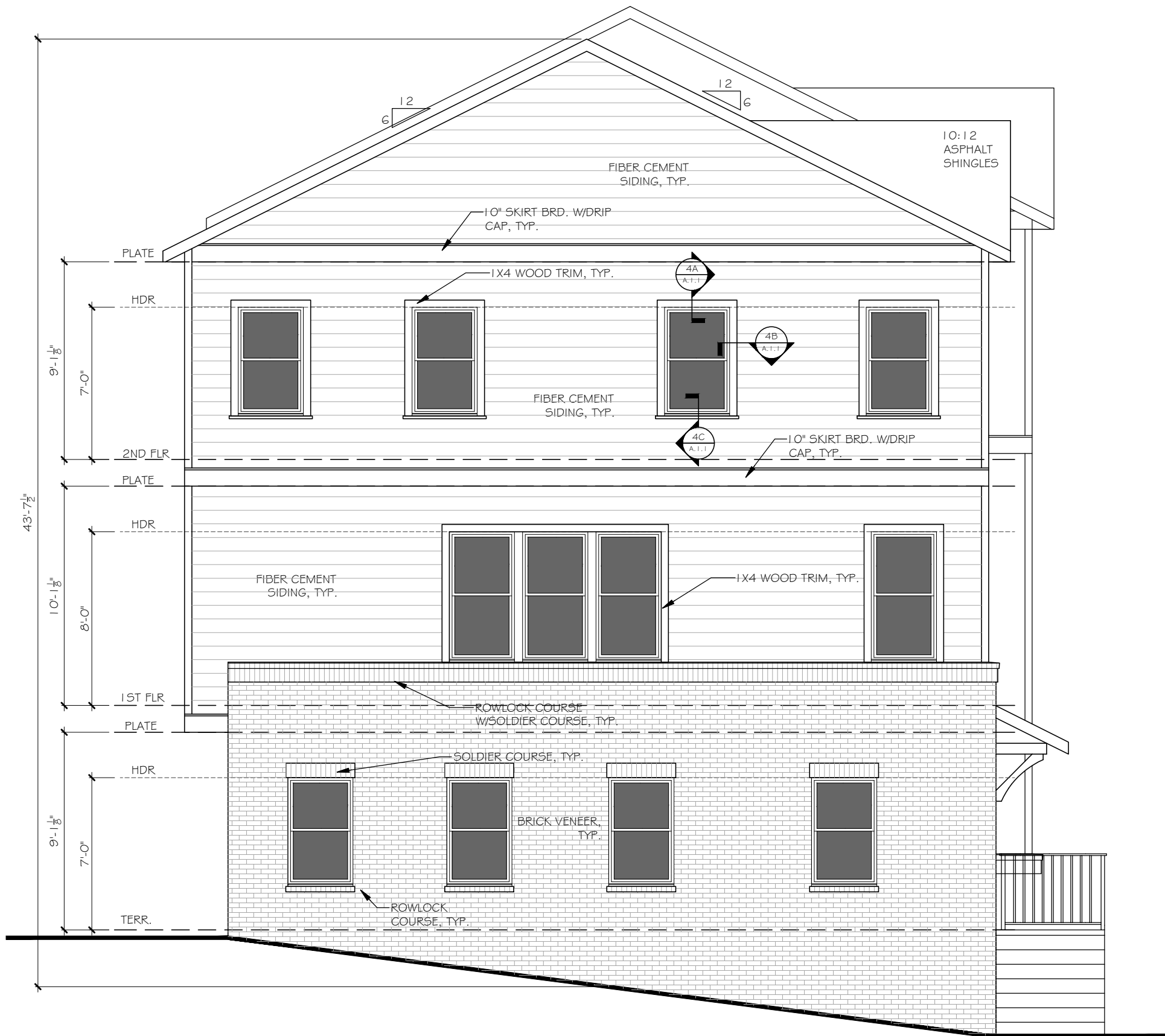


3 WINDOW TRIM EXAMPLE
SCALE: NTS



WINDOW TRIM NOTES:
1. HEADER AND JAMB SHOW (3) LAYERS
3/4" FIBER CEMENT TRIM BOARD, TYP.

4 TRIM DETAIL AT WINDOWS
SCALE: NTS



2 LEFT ELEVATION (BLDG. 1000)
SCALE: 3/16" = 1'-0"



1 RIGHT ELEVATION (BLDG. 1000)
SCALE: 3/16" = 1'-0"

The
Hartwin
Group

252 BLACK BIRCH PASS, LILBURN, GA 30047
PHONE: (770) 231-2344 FAX: (888) 415-2782

REVISION CHANGES:

REV. NO.	REV. DATE

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3335 DOGWOOD DR.- BLDG. 1000

SIDE ELEVATIONS; ROOF PLAN; DETAILS

SUBDIVISION COLLECTION:

START DATE: 12/10/2025

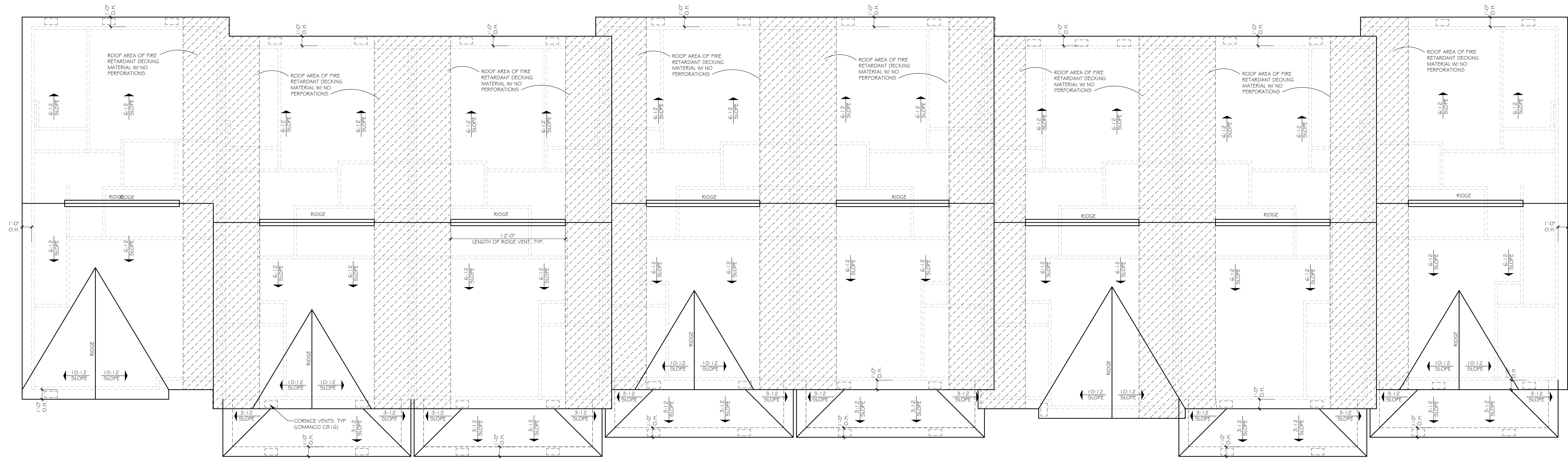
DRAWN BY:
MHART

SCALE:

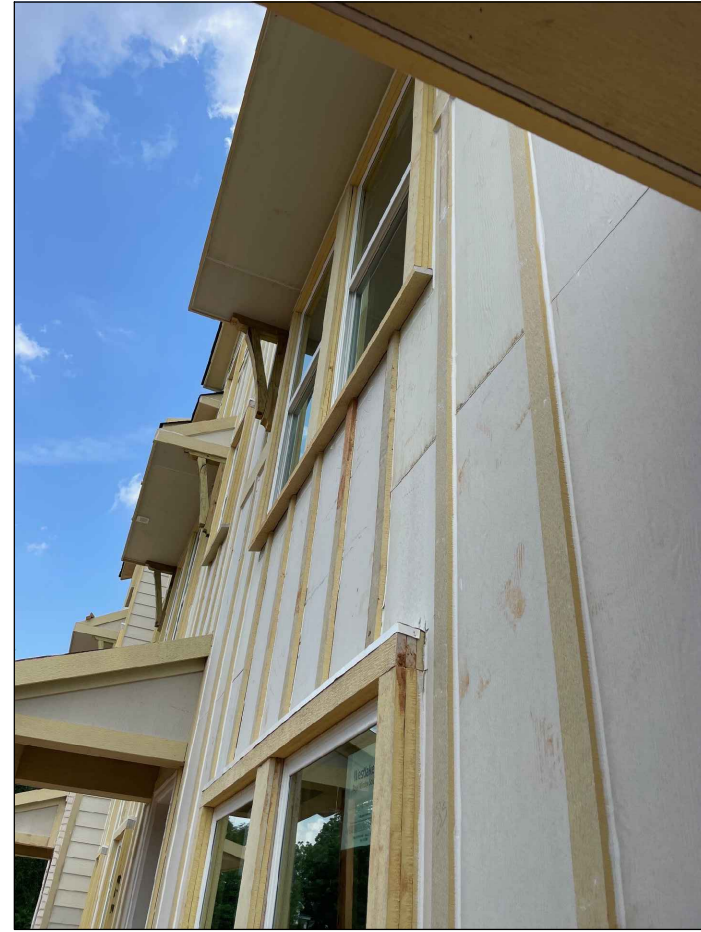
SHEET NO.

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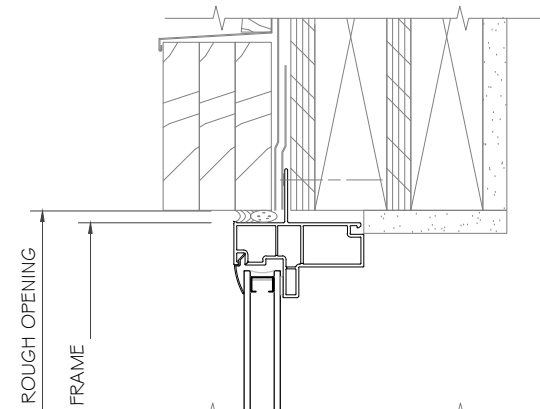
OF



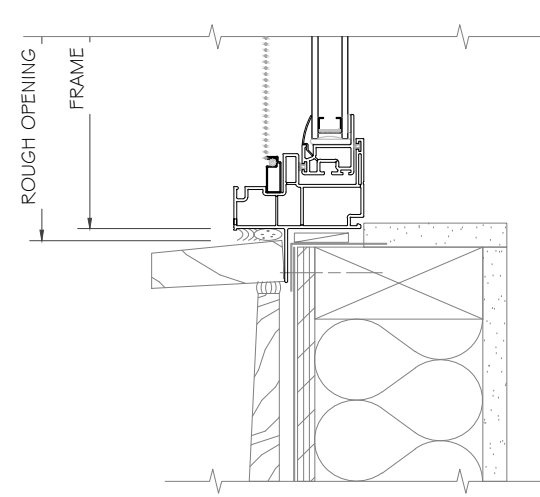
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SCALE: 3/16" = 1'-0"



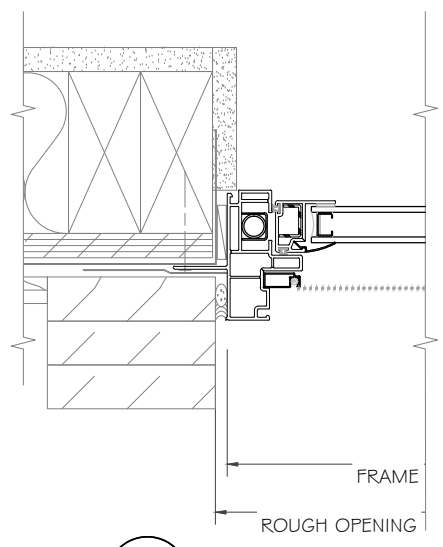
3 WINDOW TRIM EXAMPLE
SCALE: NTS



A HEADER



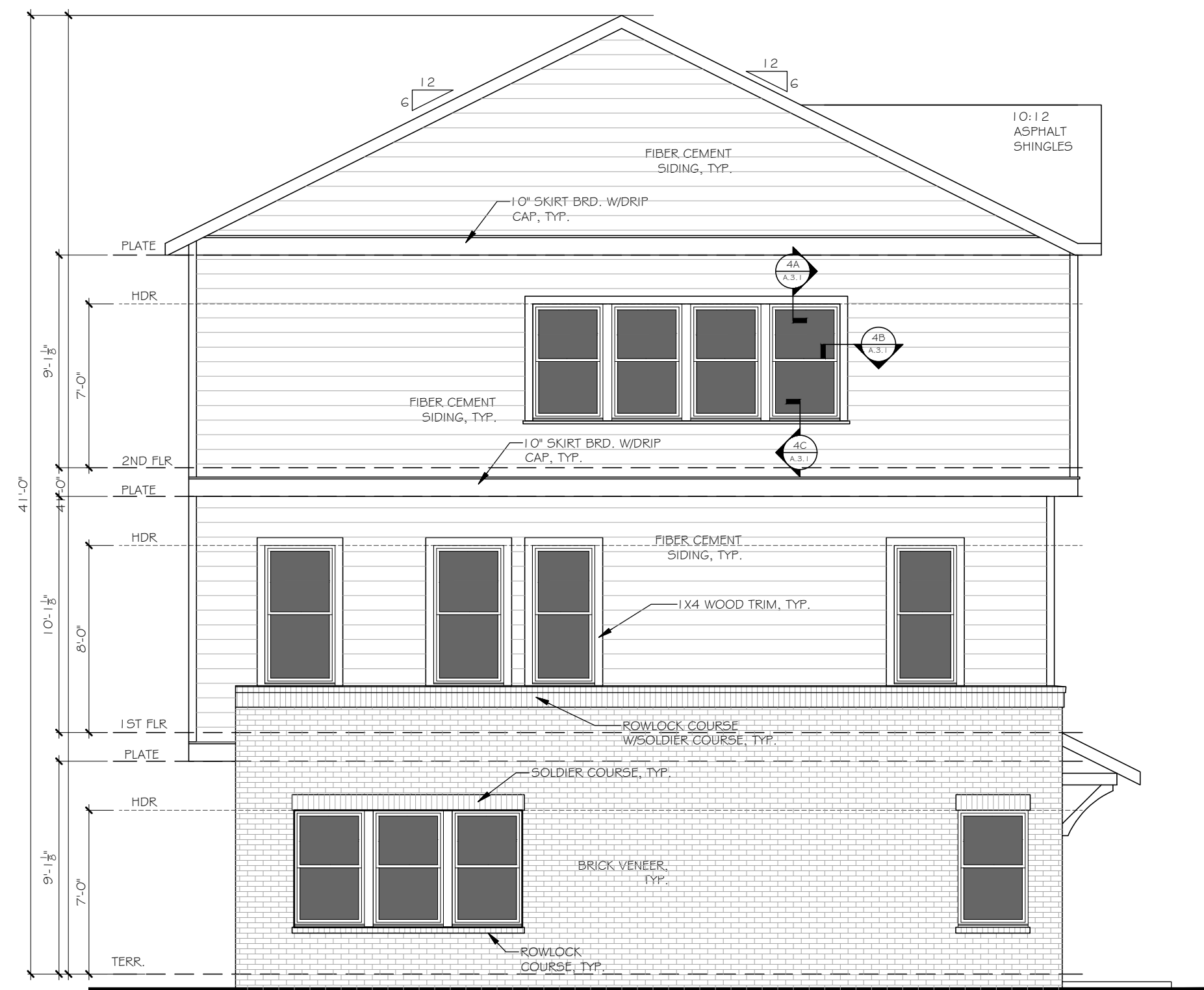
C SILL



B JAMB

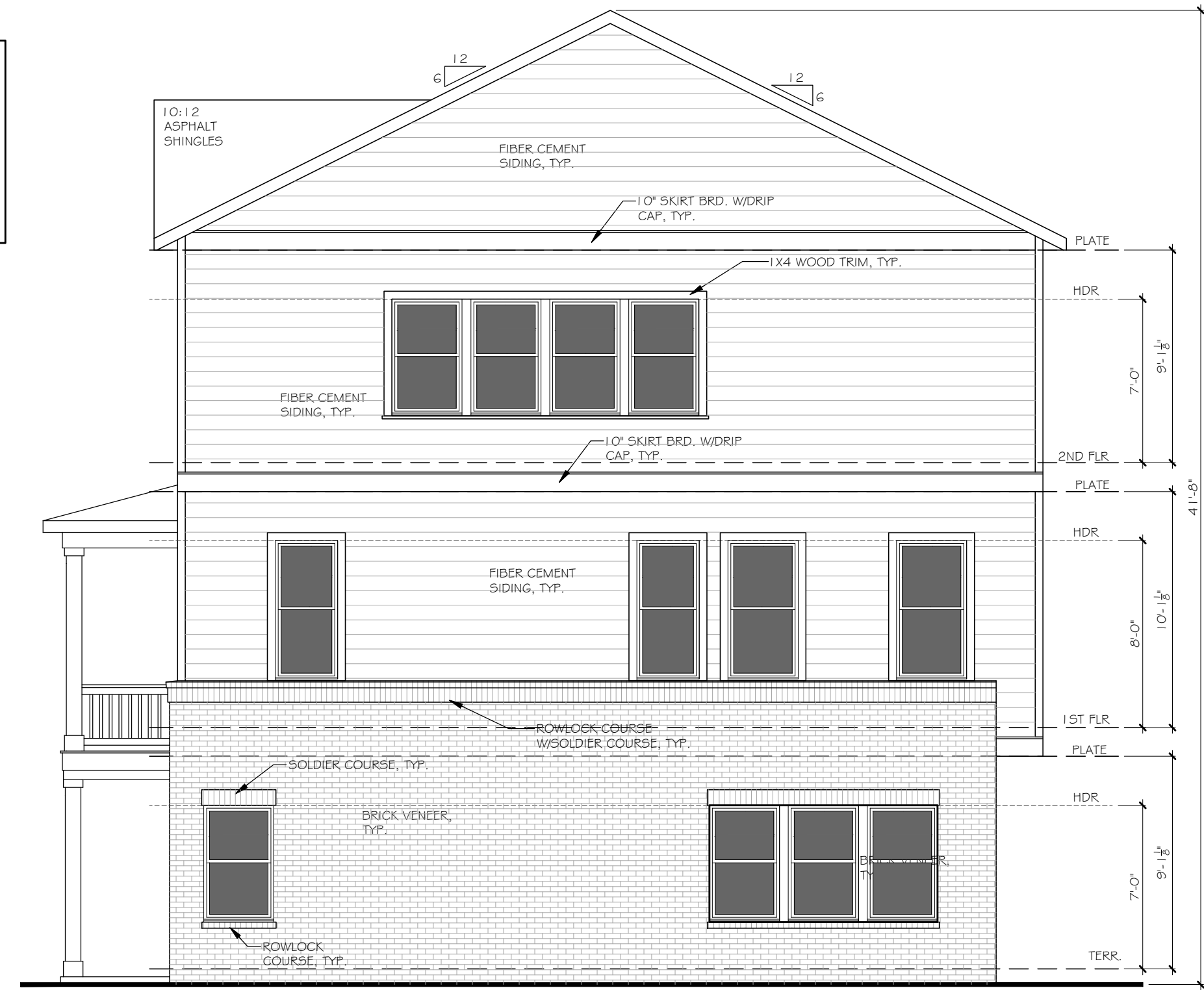
WINDOW TRIM NOTES:
1. HEADER AND JAMB SHOW (3) LAYERS
3/4" FIBER CEMENT TRIM BOARD, TYP.

4 TRIM DETAIL AT WINDOWS
SCALE: NTS



2 LEFT ELEVATION
SCALE: 3/16" = 1'-0"

- ELEVATION NOTES:
1. DO NOT SCALE PLANS FOR CONSTRUCTION PURPOSES
 2. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL DETAILS AND DIMENSIONS
 3. VERIFY WITH WINDOW MFG. ALL WINDOW SIZES AND EGRESS REQ.
 4. GUTTERS SHALL BE ALUMINUM OR GALVANIZED STEEL
 5. ALL ROOF PLAN OVERHANGS TO BE 12" UNLESS NOTED OTHERWISE
 6. ALL SOFFITS TO BE SLOPED
 7. ALL SHINGLES TO HAVE 30 YEAR WARRANTY



1 RIGHT ELEVATION
SCALE: 3/16" = 1'-0"

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3335 DOGWOOD DR.- BLDG. 3000

ELEVATIONS FOR 20x35 PRODUCT

SUBDIVISION COLLECTION:

START DATE: 12/10/2025

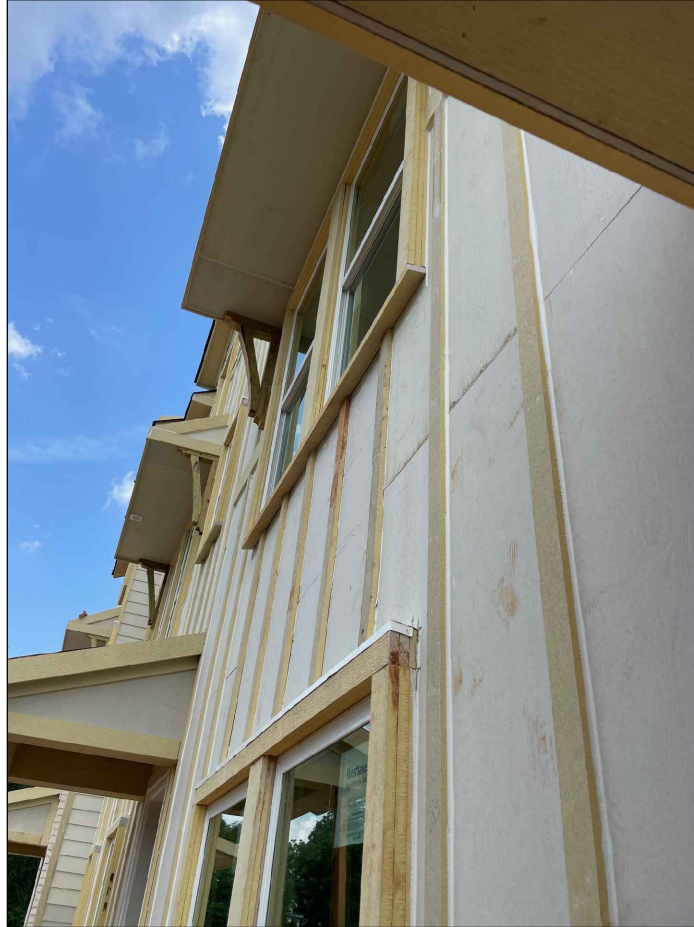
DRAWN BY:
MHART

SCALE:

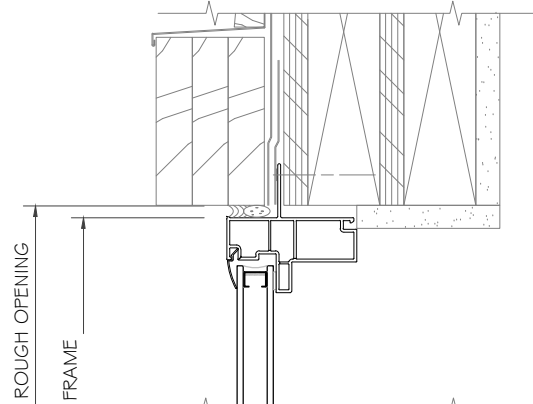
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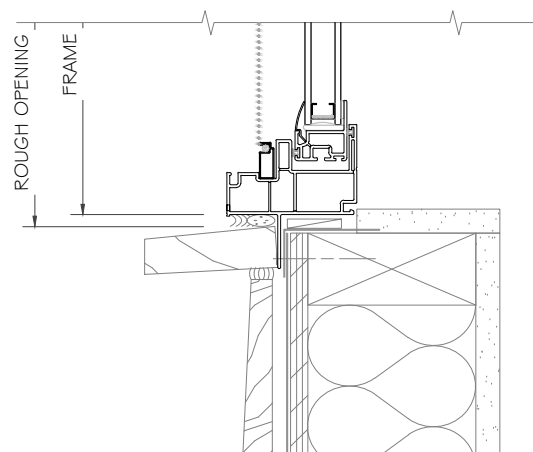
OF



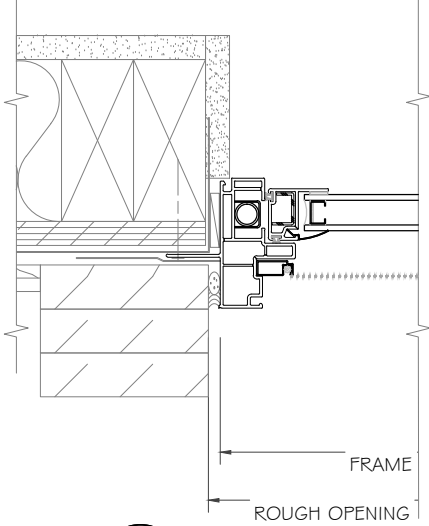
3 WINDOW TRIM EXAMPLE
SCALE: NTS



A HEADER



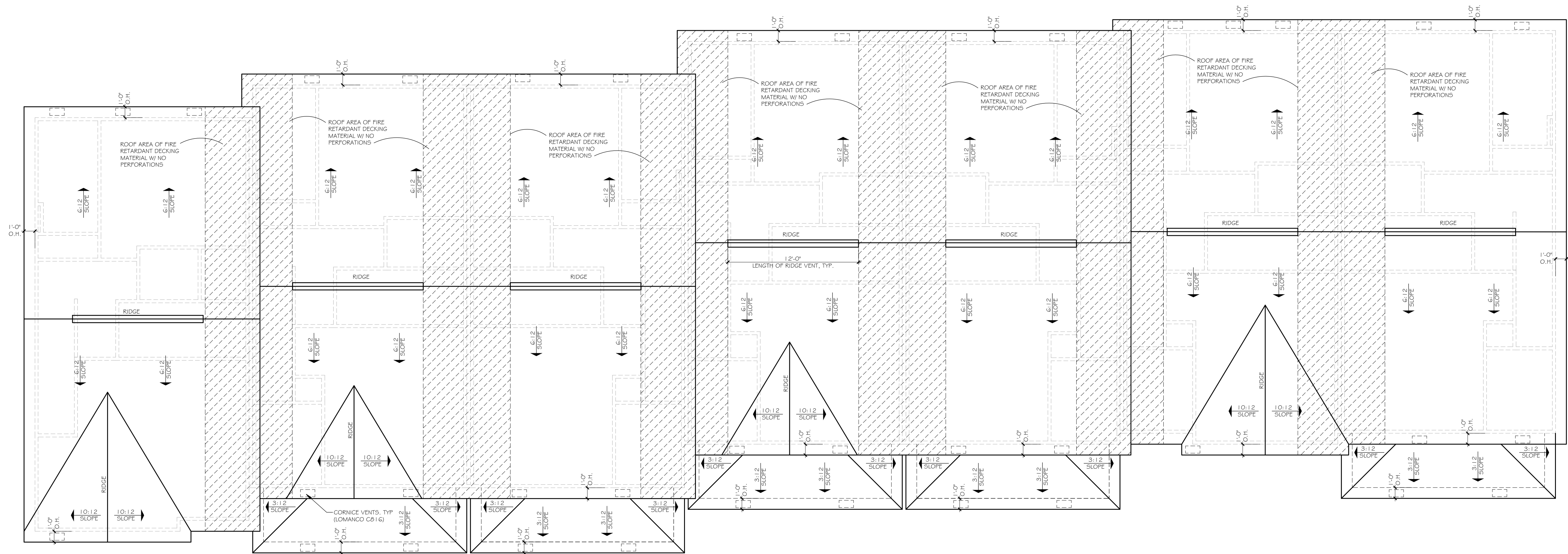
C SILL



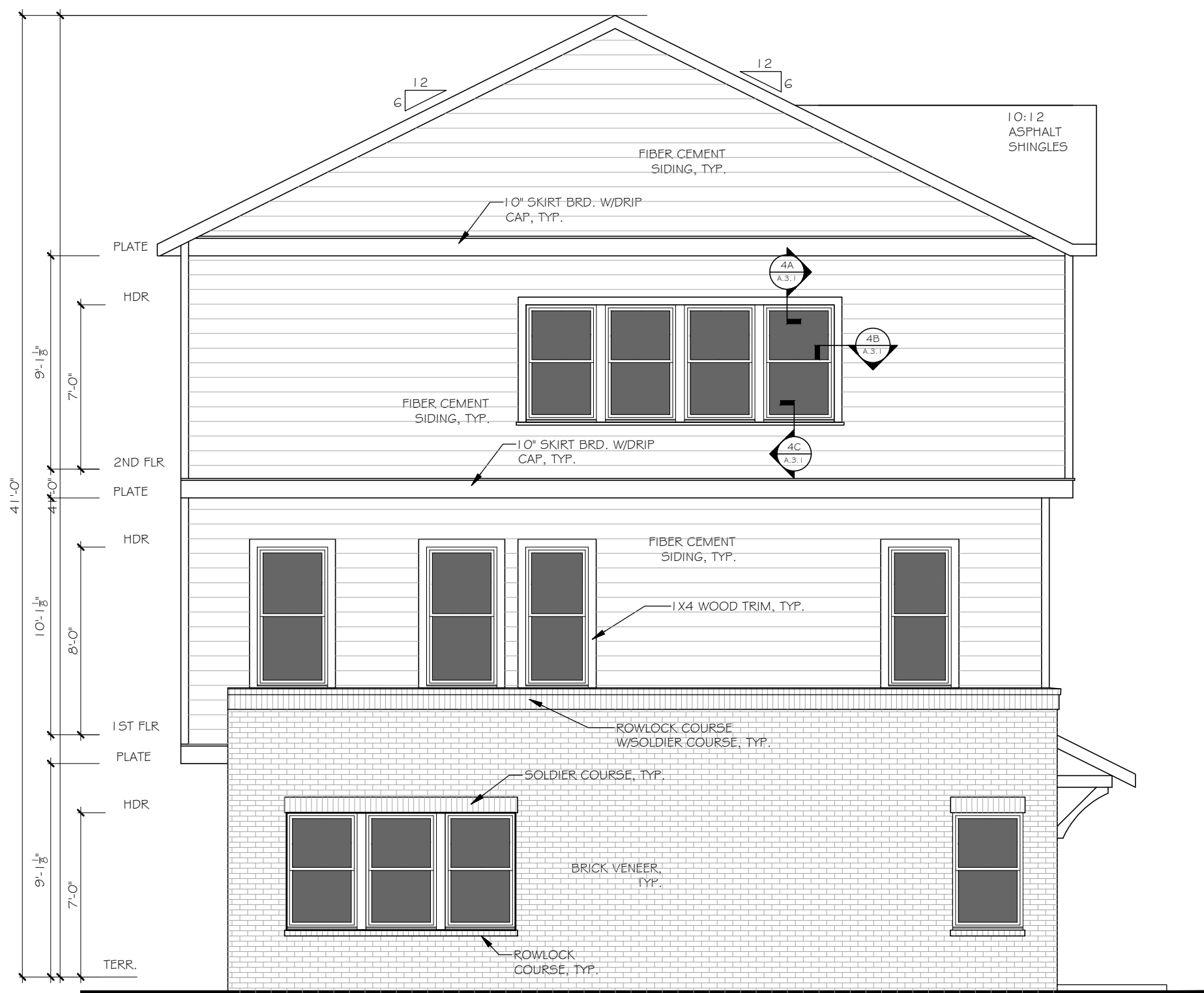
B JAMB

WINDOW TRIM NOTES:
1. HEADER AND JAMB SHOW (3) LAYERS
3/4" FIBER CEMENT TRIM BOARD, TYP.

4 TRIM DETAIL AT WINDOWS
SCALE: NTS

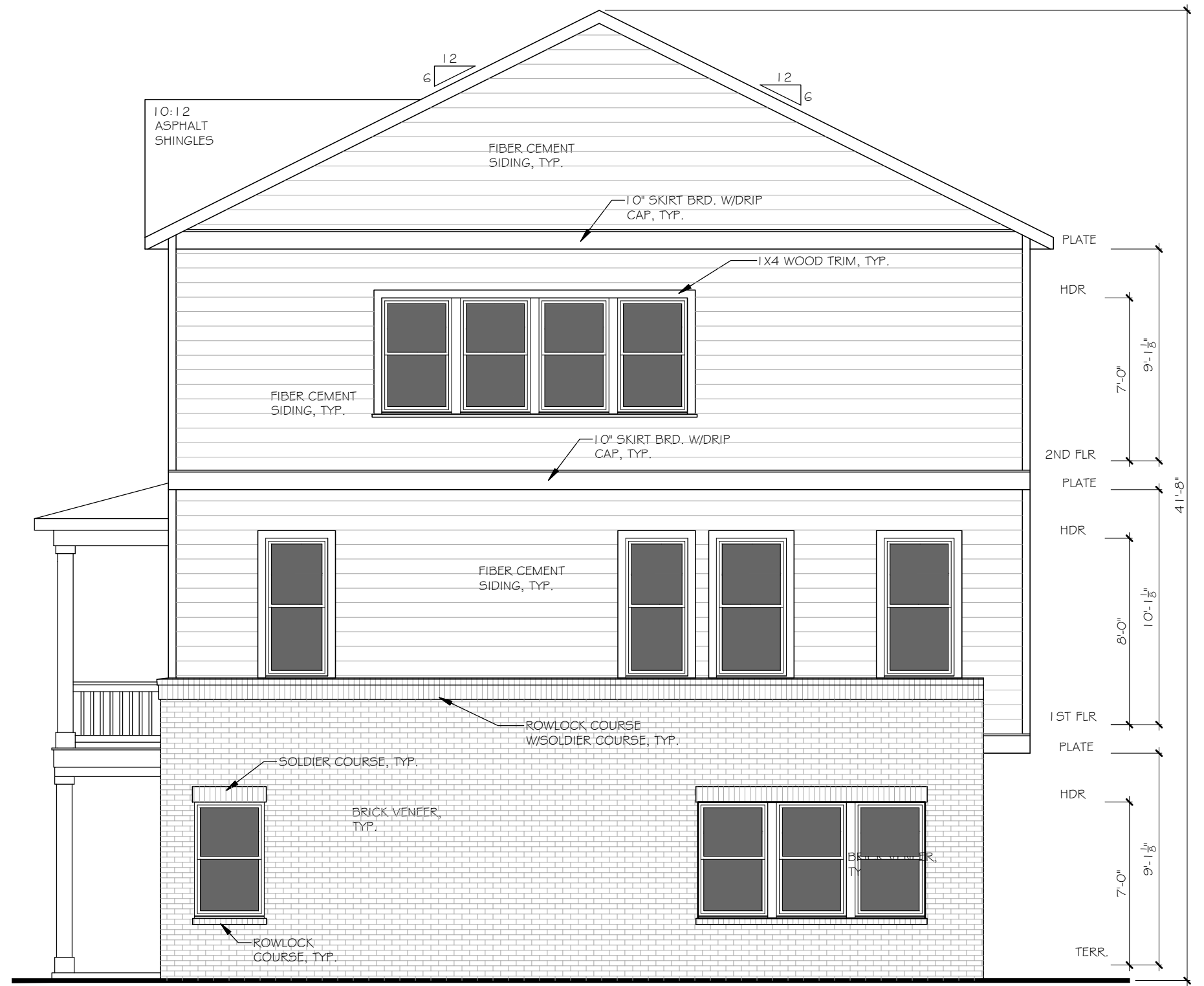


5 ROOF PLAN (BLDG. 4000)
SCALE: 3/16" = 1'-0"



2 LEFT ELEVATION
SCALE: 3/16" = 1'-0"

- ELEVATION NOTES:
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3335 DOGWOOD DR.- BLDG. 4000

ELEVATIONS FOR 20x35 PRODUCT

SUBDIVISION COLLECTION:

START DATE: 12/10/2025

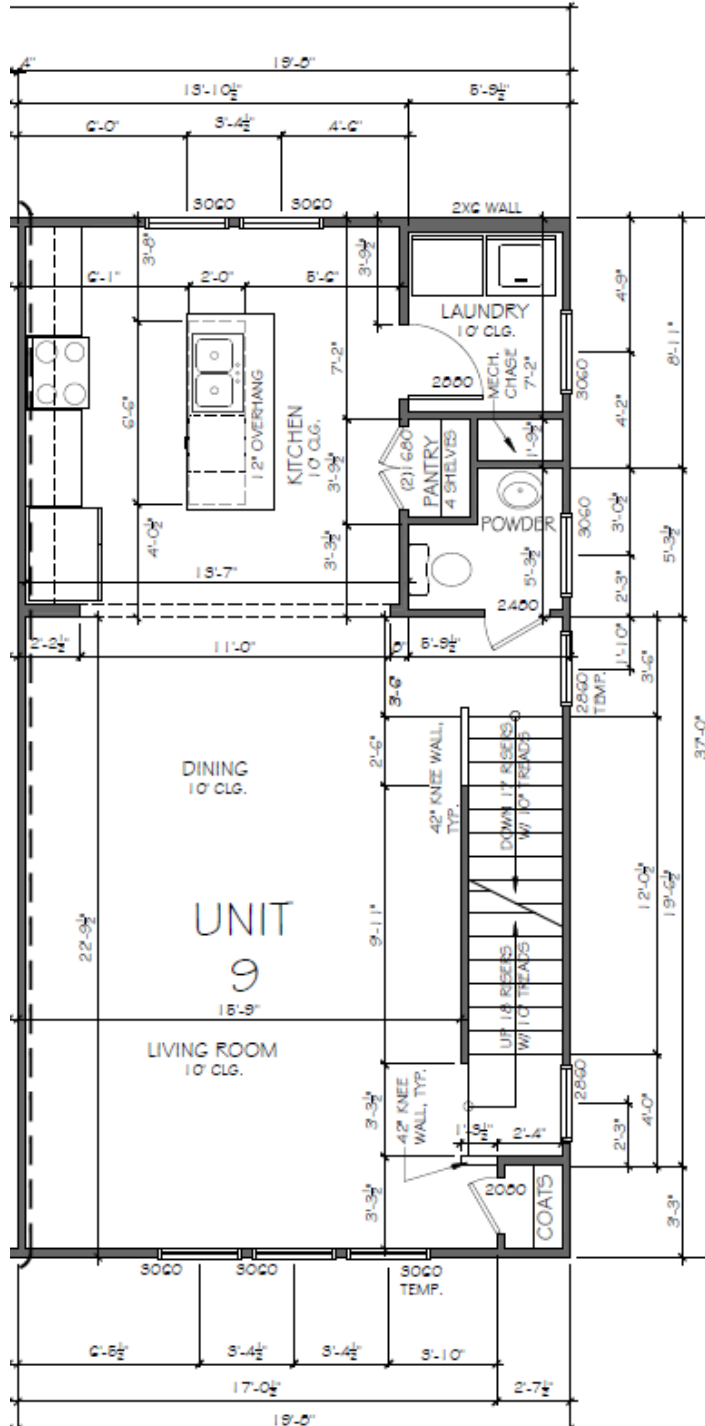
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SCALE:

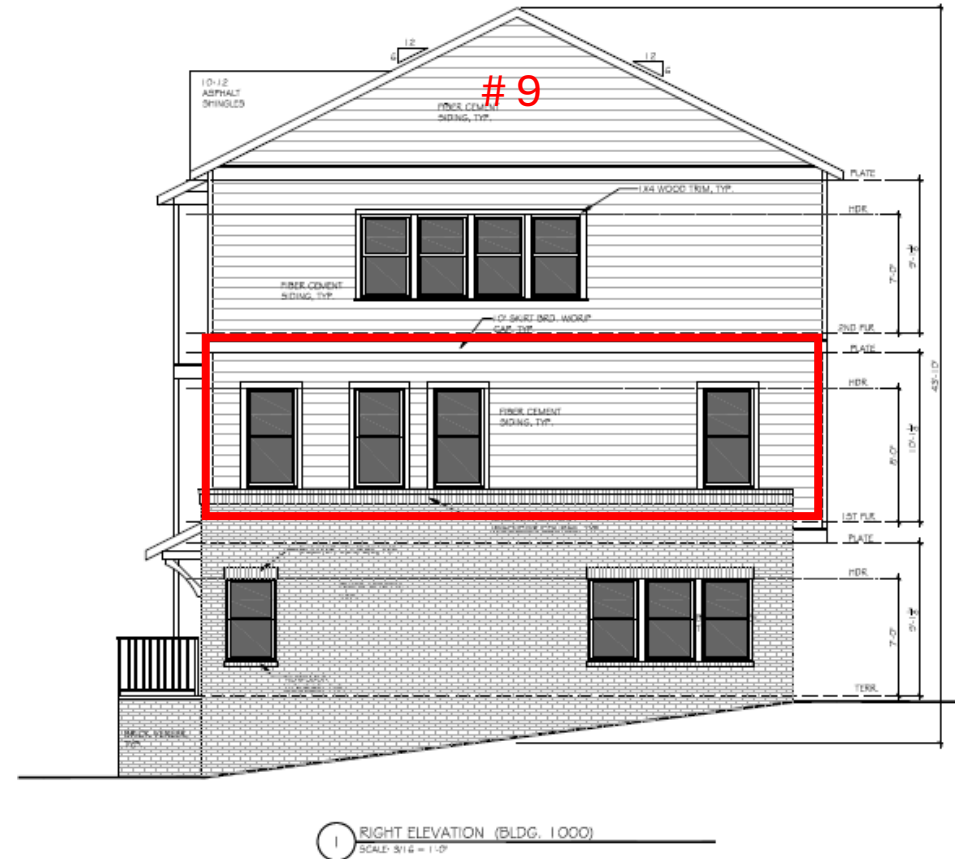
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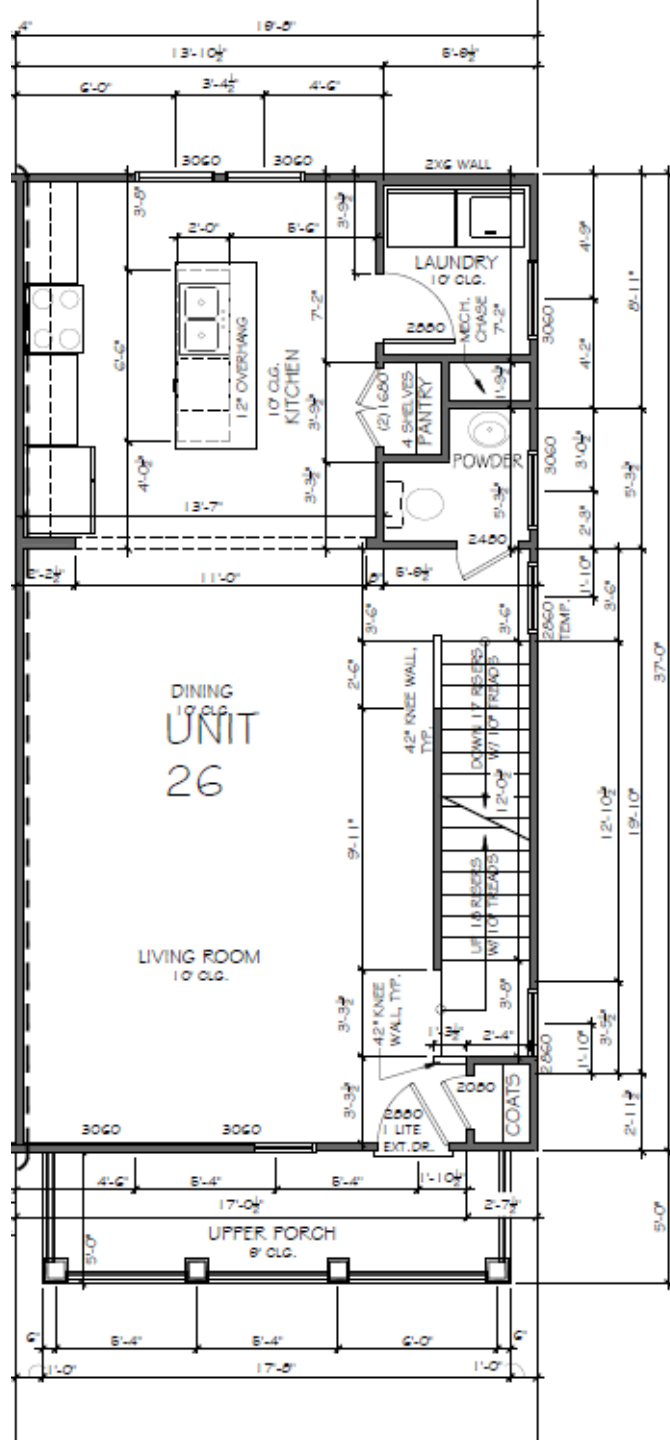
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OF

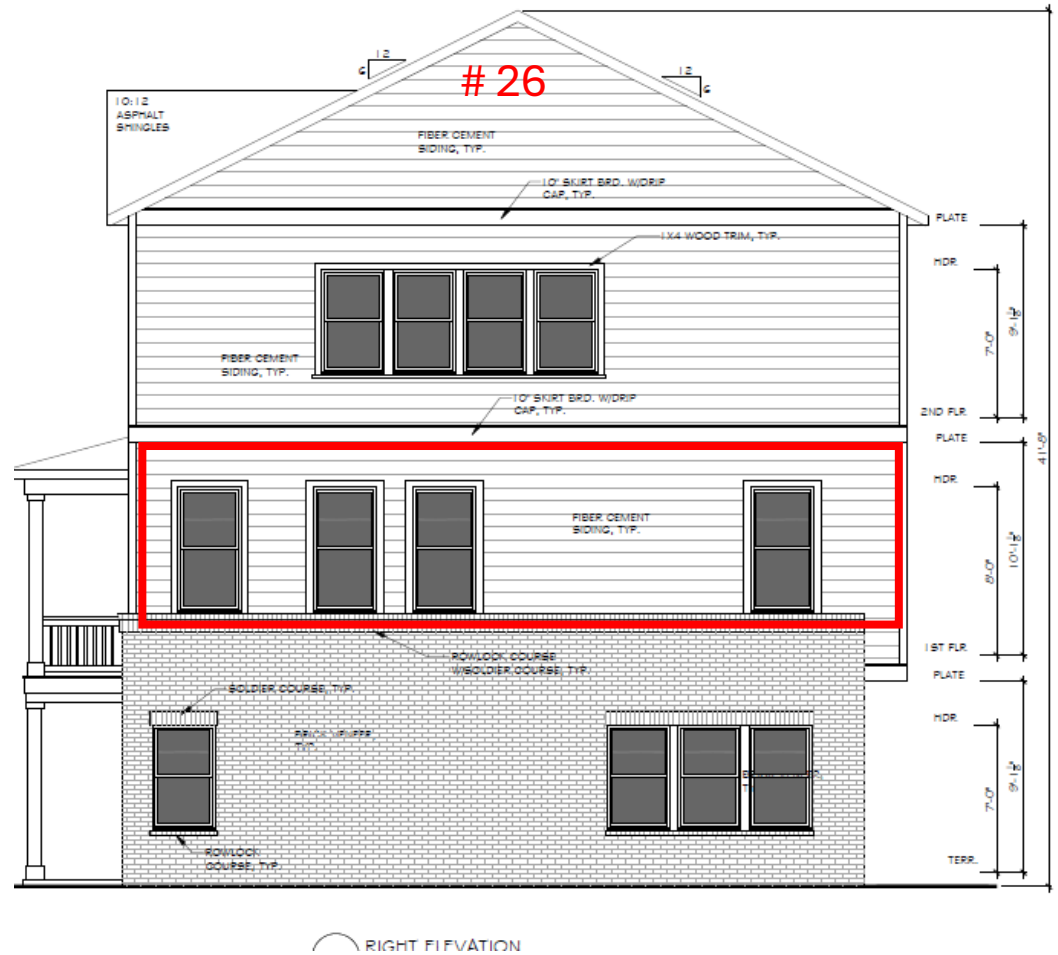


Windows on 2nd story of elevation of unit 9 in building 1000 need to be flipped/mirrored to match floorplans





Windows on 2nd story of elevation of unit 26 in building 4000 need to be flipped/mirrored to match floorplans





DEPARTMENT OF PLANNING AND ZONING
PLANNER'S REPORT

DATE:	December 3, 2025	Key:	
TO:	Tonya Hutson	Compliant:	✓
FROM:	Lynn Patterson	Not Compliant:	✗
RE:	Design Review – 3384 North Whitney - Front stoop and rear addition	Incomplete:	✋
		Not Applicable:	⊘

BACKGROUND

The City of Hapeville has received a design review application from Bonnie Ochoa for the installation of a front stoop/deck and the addition of a 239 SF rear addition and rear deck/stairs on an existing single-story single-family dwelling at 3384 North Whitney. Materials will be asphalt shingles, fiber cement siding, and brick foundation to match existing.

The property is zoned R-1 One Family Residential and is subject to the Neighborhood Conservation Area of the Architectural Design Standards. The existing dwelling is located in the side setback, however, the Board of Appeals granted a variance in November 2025 to allow for the expansion of the footprint.

CODE

SEC. 81-1-7. NEIGHBORHOOD CONSERVATION AREA

Based on goals established in this chapter, the following standards are required in the neighborhood conservation area identified in section 81-1-3. This includes two subareas: subarea D and subarea E. All of the standards contained in this section shall apply to all development in all subareas. Subarea requirements are found within the applicable subsection.

This section shall govern subarea C of the commercial/mixed-use area. It may also govern one-family detached dwellings and two-family dwellings in the commercial/mixed-use area, provided that the section is applied in its entirety.

(a) Site development standards

- ✓ Except where indicated, setbacks shall be established by zoning.
- ⊘ On corner lots the principal building shall be located adjacent to the street intersection, subject to setback or build-to line requirements of zoning.
- ✓ Minimum building heights shall be established by zoning.
- ⊘ Within subareas D and E maximum building heights shall be as established by zoning, except that:
 - Where this chapter provides a more-stringent standard as compared to the zoning code, the more-stringent standard shall prevail. The only exception to this shall be a use grandfathered under the zoning code.
 - Portions of buildings equal to or less than five feet from a side or rear lot line shall be limited in height to the greater of 16 feet.
 - Portions of buildings between five and ten feet of a side or rear lot line shall be limited

in height to the greater of 25 feet.

Portions of buildings ten feet or greater from a side or rear lot line shall be limited in height to 35 feet.

- ✓ Outside of subareas D and E maximum building heights shall be as established by zoning.
- ✓ All buildings shall provide first-story occupiable space, for the first ten feet of building depth along the enfronting facade.

Sidewalks shall be located along all public and private streets. Sidewalks shall consist of two areas: a landscape area and a clear area.

Developments less than one acre shall provide a minimum one-foot landscape zone and a minimum four-foot clear zone.

Development of one acre or more shall provide a minimum two-foot landscape zone and a minimum five-foot clear zone.

The above notwithstanding, multifamily developments and all developments along Dogwood Drive shall provide a minimum five-foot landscape zone and a minimum six-foot clear zone.

STAFF COMMENT: There is an existing sidewalk.

(b) Supplemental Area and Fence Standards

-  Developments shall locate landscape supplemental areas adjacent to first-story residential uses and place a minimum of one tree every 50 feet in the supplemental area. See list of allowed trees in section 93-2-14.
- ⊖ Chain link fencing is not permitted in areas visible from a public right-of-way.
- ⊖ On all lots a fence, wall, curb or hedge between six and 48 inches in height is encouraged at the back of the required sidewalk, except at openings to access steps, drives or pedestrian walkways.
- ⊖ Fences adjacent to the street shall be picket-wood, stone, composite materials or ornamental metal, with the finished side facing the street.

Retaining walls adjacent to the required sidewalk shall not exceed 32 inches in height unless required by topography.
- ⊖ All street-facing walls shall be faced with stone, brick, or smooth stucco.
- ⊖ Small planting between retaining walls and the required sidewalk are encouraged and should have a minimum width of six inches.

STAFF COMMENT: There is no front yard tree, DRC may require it at their discretion.

(c) Utility Standards

-  Mechanical features shall not be located in the supplemental area or front yard and shall be screened from view from any park or along any public right-of-way with planting, walls or fences of equal or greater height. Acceptable materials for screening shall include those materials found in subsection (f)1., provided they are compatible with the principal structure.
- ⊖ When located on rooftops, mechanical features shall be incorporated in the design of the building and screened with materials similar to the building.
- ⊖ Street lights may be provided by the developer in an effort to maintain a safe, walkable and well-lit public area throughout the city; pedestrian-scale street lights as approved by the DRC and the department of community services shall be provided by the developer, subject to site plan and design review in new development.
-  All developments shall provide a light at the front door. Lighting designed to illuminate the path to the front door is allowed. Spotlighting may be provided as long as it is properly shielded and does not become an annoyance to adjacent property owners or the public. General area illumination with

oversized flood lights is prohibited. Specifically, lighting shall be shielded so that the source of light is not visible from adjacent properties or the public right-of-way.

✓ Trees shall not be planted directly above storm drains.

STAFF COMMENT: Mechanical is not shown. Mechanical must be screened from view of public right of way. DRC may require light at front door if not existing.

(d) Parking and Traffic Standards

⊙ One-family detached dwellings and two-family dwellings shall meet the following requirements:

Driveways shall have a minimum width of nine feet and a maximum width of 15 feet.

Circular drives are permitted.

A grass strip in the middle of driveways is encouraged.

⊙ All other buildings shall meet the following requirements:

Parcels are permitted a maximum of one driveway curb cut per street. In cases where a property abuts multiple streets the total number of curb cuts or portions thereof may be allocated to a single street.

Driveways shall have a maximum width of 12 feet for one-way and 24 feet for two-way.

Two curb cuts serving two one-way driveways shall be counted as one curb cut.

Public or private alleys, or driveway providing vehicular access to two or more parcels shall not constitute a curb cut.

New public streets shall not count as curb cuts.

Parcels are permitted a maximum of one driveway curb cut per street frontage. In cases where a property abuts multiple streets the total number of curb cuts or portions thereof may be allocated to a single street.

⊙ Carports are only permitted subject to the following requirements:

Carports shall be located in the rear or side yard, but shall not be visible from a public right-of-way.

Carport roofs shall be supported by columns with a minimum width and depth of eight inches.

The base of carport columns shall be faced in stacked brick or stacked stone to a minimum height of three feet above grade.

✓ On-site parking shall be prohibited in the supplemental areas. This shall not be interpreted as restricting on-street parking located along a public street.

⊙ Garage access on single-family lots shall be prohibited in the front yard of the home.

STAFF COMMENT: No change to driveway proposed.

(e) Roof and Chimney Standards

👉 Principal building roofs for one-family detached dwellings shall have a minimum usable life of thirty (30) years, per manufacturer's warranty.

✓ Roof shingles shall be slate, cedar, or asphalt.

⊙ Roof tiles shall be clay, terra cotta or concrete.

⊙ Metal roofs are:

Allowed on one-family and two-family detached dwellings;

Permitted on multifamily and townhouse dwellings only when screened from the adjacent street by a parapet wall.

- ✎ Gutters shall be copper, aluminum or galvanized steel.
- ✎ Downspouts shall match gutters in material and finish.
- ✓ Roof forms shall be based on architectural style.
- ✎ All roofs, excluding dormers, shall overhang a minimum of 12 inches beyond the facade.
- ⊘ Dormers are permitted on all style homes (unless specified), but shall not be taller than the main roof to which they are attached.
- ⊘ Chimneys exposed to the public view may not be faced in wood or cement based siding and may not be of an exposed metal or ceramic pipe. All chimneys shall be wrapped in a brick, stone or suitable masonry finish material.
- ⊘ Chimneys on exterior building walls shall begin at grade.
- ⊘ Chimneys shall begin at grade and be faced with brick or stacked stone; extend chimneys between three and six feet above the roof line.

**STAFF COMMENT: No detail is provided for warranty.
Gutters and downspouts must meet material standards.**

(f) Street Facing Facade and Style Standards.

- ⊘ Exterior facade materials shall be limited to:
 - Full-depth brick;
 - Natural or cast stone;
 - Smooth natural-wood siding and/or cement-based siding;
 - Shake siding;
 - Painted fish-scale style shingles, but only when used in front gables;
 - True, smooth hard-coat stucco, provided that its use is limited to gables of Tudor revival-style buildings.
- Exterior building materials shall not be:
 - Simulated brick veneer, such as Z-Brick;
 - Exterior insulation and finish systems (EIFS);
 - Exposed concrete block;
 - Metal siding or other metal exterior treatment;
 - Glass curtain walls;
 - Liquid vinyl;
 - T-1-11 siding;
 - Vinyl siding, except that existing one-family detached homes with vinyl siding covering more than 70 percent of the exterior facade may replace said siding or construct an addition faced in vinyl siding.
- ⊘ Facade materials shall be combined horizontally, with the heavier below the lighter.
- ⊘ Blank, windowless walls are prohibited along all facades. See subsection 81-1-7(g)11.
- ⊘ Foundations shall be constructed as a distinct building element that contrasts with facade materials. Foundations that are exposed above the ground, must be parged with cement, stuccoed over or be faced in brick, natural stone, or cast stone.
- ⊘ All exterior stair risers visible from a street shall be enclosed.
- ✓ Porches, stoops, and balconies may be located in the front or side yard.
- ✓ Porches, stoops, and balconies along front and side building facades shall not be enclosed with screens, plastics, or other materials that hinder visibility and/or natural air flow.

- ✎ Porches, stoops, and balconies shall be made of painted or stained wood, stone, brick, or ornamental metal, subject to the additional restrictions below.
- ✎ Wooden porches, stoops, and balconies shall provide top and bottom horizontal members on railings. The top railing shall consist of two elements. The upper element shall measure two [inches] by six inches and the lower element shall measure two [inches] by four inches. The bottom railing shall measure two [inches] by four inches.
- ✓ Front porches and front stoops of principal buildings shall face and be parallel to the front lot line or build-to line.
- ✎ Porch and stoop foundations shall be enclosed.
- ✎ Front and side porches and stoops shall not have unpainted, unstained or otherwise untreated or exposed pressure treated lumber along the building line that abuts a public right-of-way.
- ⊖ Balconies shall have not less than two clear unobstructed open or partially open sides. Partially open is to be constructed as 50 percent open or more. The total combined length of the open or partially open sides shall exceed 50 percent of the total balcony perimeter.
- ✓ Stoops and porch[es] shall be a minimum of two feet and a maximum of four feet from grade to the top of the stairs, unless existing topography is greater.
- ✓ Stoops shall provide a minimum top landing of four feet by four feet.
- ✓ Stoop stairs and landings shall be of similar width.
- ✓ Stoops may be covered or uncovered.
- ⊖ When provided, porches shall have a minimum clear depth of eight feet from building facade to outside face of column.
- ⊖ Front porch widths shall be between 80 percent and 100 percent of the adjacent facade.
- ⊖ Side porch widths (including wraparound porches) shall be between 25 percent and 100 percent of the adjacent facade.
- ⊖ Enfronting porches may have multistory verandas, living space, or balconies above.
- ⊖ Porch columns shall be spaced a maximum distance of eight feet on center.
- ⊖ Front porch columns shall have foundation piers extending to grade.
- ⊖ All porches shall be covered.
- ⊖ Enfronting balconies are only permitted on attached or detached one-family home facades when porches are not provided on said facades.
- ⊖ Enfronting balconies shall have a minimum clear depth of four feet.
- ⊖ Enfronting balcony widths shall be between 25 percent and 100 percent of the adjacent facade.
- ⊖ Balconies may be covered or uncovered.

STAFF COMMENT:

Stoop finish not provided. Ensure railings meet standard above, ensure foundation is enclosed,

(g) Door and window standards.

- ⊖ The main entry door to enfronting principal buildings shall face, be visible from, and be accessible from the adjacent public sidewalk.
- ⊖ The main entry door to all uses shall be linked to the sidewalk via a pedestrian walkway or wheelchair access.
- ⊖ Building numbers at least six inches in height shall be located above or beside the street-facing pedestrian entrance, or above or beside the stairs accessing a front porch.
- ⊖ Doors that operate as sliders are prohibited along enfronting facades.



Window panes shall be recessed a minimum of three inches and a maximum of eight inches from the adjacent facade, except on frame houses, on which panes shall be recessed a minimum of two inches.



Where windows lights are utilized they shall be true divided lights, simulated divided lights, or one-over-one lights. Grids-between-glass (GBGs) are prohibited.



Window trim shall not be flush with the exterior facade and shall provide a minimum relief of one-quarter inch or greater.



Where used, window shutters shall match one-half the width of the window opening.



Painted window or door glass is prohibited.



Enfronting windows and door glass (except on churches and fire stations) shall utilize clear glass or tinted glass. Tinted glass shall have a transmittance factor of 50 percent or greater and shall have a visible light reflectance factor of ten or less.



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.



Street-facing window units shall not exceed 28 square feet with minimum height of three feet, with the exception of transoms and fan lights.



Wood trim between four and six inches wide shall surround windows of wood frame structures. Windows grouped together shall have center mullions two inches wider than the side trim.



Sills shall be of masonry, wood, stone, cast stone, or terra cotta.

STAFF COMMENT: No detail has been provided for window recess, trim or sills. Drawings should meet standards or match existing.

RECOMMENDATIONS

To comply with the Architectural Design Standards, please provide the following on all relevant plan sheets. A summary document should be provided detailing compliance with each item below.

- Mechanical must be shown and screened if visible from right of way.
- DRC may require light at front porch
- Stoop and rear stair/deck should be painted or stained.
- Railings should meet standards
- Windows and trim should match existing or meet standards.
- Gutters and downspouts should match existing.

The Design Review Committee may approve the application for the addition subject to the satisfaction of the aforementioned issues.

CITY OF HAPEVILLE

DESIGN REVIEW APPLICATION

SUBMITTAL DATE:

9/2/25

NOTE:

All applications must be typed or neatly printed. Applications or an authorized representative is required to personally appear at the Design Review Meeting to answer questions.

The Design Review Committee meets the third Wednesday of each month. Every attempt will be made to place your application for review on the next month's agenda following the submittal of a completed application with supporting documents; however, that may not always be possible. The City reserves the right to schedule applications as deemed necessary.

Applicant:

Bonnie Ochoa

Contact Number:

[REDACTED]

Applicants Address:

5517 Big A Rd Douglasville GA 30135

E-Mail Address:

[REDACTED]

Zoning Classification:

Residential

Address of Proposed Work:

3384 N. Whitney Avenue, Hapeville GA 30354

Parcel ID# (INFORMATION MUST BE PROVIDED):

14-0098-0017-035-1

Property Owner:

Novae Undae LLC

Contact Number:

678-468-2697

Project Description (including occupancy type):

New front porch with step access to front yard and future rear addition

Contractors Name:

~~Bonnie Ochoa~~
~~Renan Munguia~~

Contact Number:

[REDACTED]

Contact Person:

Renan Munguia

Contact Number:

[REDACTED]

I hereby make application to the City of Hapeville, to the Design Review Committee for the above referenced property. I do hereby swear or affirm that the information provided here and above is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand that the City of Hapeville, Georgia, reserves that right to enforce any and all ordinances regardless of any action or approval on this application. I further understand that it is my/our responsibility to conform with all of City of Hapeville's Ordinances in full. I hereby acknowledge that all requirements of the City of Hapeville shall be adhered to. I can read and write the English language and/or this document has been read and explained to me and I have full and voluntarily completed this application. I understand that it is a felony to make false statements or writings to the City of Hapeville, Georgia pursuant to O.C.G.A. 16-10-20 and I may be prosecuted for violation thereof.

Bonnie Ochoa
Applicants Signature

Date

9/1/25

Project Class (check one):

☒ Residential ☐ Commercial ☐ Mixed-Use Development

Project Type:

☐ New Commercial Construction ☐ Addition to Existing Commercial Building
☒ Addition to Existing Residential Structure ☐ Accessory Structure
☐ Site Plan, Grading & Landscaping ☐ New Single-Family Residential Construction
☐ Other

Total Square Footage of proposed New Construction: 82.26 sqft

Total Square Footage of existing building: 1100.2 sqft

Estimated Cost of Construction: \$ 2300.00

List/Describe Building Materials on the exterior of the **existing** structure: _____

The house is a woodframed, aluminium siding structure
with a 31'inch brick foundation and concrete
footing.

List/Describe Building Materials **proposed** for the exterior facade of the new structure: _____

The new porch will be made of wood framing
and poly fiber boards.

Will any trees be removed to accommodate the project? no

NOTICE

Please be advised that the Community Service Department is here to assist all applicants regarding application procedures, meeting schedules and necessary deadlines. The Community Service Department does **NOT** make any final decisions for the Design Review Committee, Sign Committee, Planning Commission, Board of Appeals or rezoning request to Mayor and Council.

A complete application and dimensioned architectural drawings must be submitted before the Community Service Department will accept an application and forward the same to the appropriate entity.

Building inspections issued by the City of Hapeville are contracted out to State of Georgia Certified Inspectors. These inspectors make the final decisions regarding building, electrical, plumbing and HVAC work completed in the City of Hapeville. The Hapeville Fire Marshal conducts inspections issued through the Community Services Department as needed. Both the Certified Inspectors and Fire Marshal make the final decisions before Certificates of Occupancy's are issued.

Please be advised that the Community Service Department shall not be responsible for your purchasing materials, equipment, items, signs, etc... before you receive final approval by any entity whose approval is required.

I understand that it is a felony to make false statements or writings to the City of Hapeville, Georgia pursuant to O.C.G.A. 16-10-20 and I may be prosecuted for a violation thereof.

(Please Print & Initial)

I Bonnie Ochoa BO swear or affirm that before receipt of an application, I have received this notice and I read and write the English language or I have had someone read and explain this document to me.



imagine
Hapeville
georgia

DEPARTMENT OF PLANNING AND ZONING

DESIGN REVIEW APPLICATION INSTRUCTIONS AND ACKNOWLEDGEMENT

I, the undersigned, agree that with my signature and submission to the City of Hapeville, I have done the following:

- ☒ Read the City of Hapeville's Architectural Design Guidelines and relevant Code sections for my proposed project. The Architectural Design Guidelines may be found here:
[https://www.hapevillega.gov/DocumentCenter/View/1000/Architectural-Design-Guidelines-2018-2020-Adopted-06-2018](#)
- ☒ Ensured that my proposed project meets all of the required criteria per the City of Hapeville Code of Ordinances.
- ☒ Submitted my application materials in full by the published deadline for review by Staff prior to the Design Review Committee meeting.
- ☒ Identified and explained all deficiencies or components of the proposed project that do not meet with the requirements set forth in the Code. This explanation should be submitted as a separate document in the application.
- ☒ Understood that any deficiencies in the application must be resolved at least 10 days prior to the Design Review Committee meeting or the application may not be presented to the DRC for review.
- ☒ Submitted dimensioned architectural drawings and details for all projects unless allowed in writing by the Community Services or Planning & Zoning Department.
- ☒ Agreed to submit any required revisions by the Design Review Committee with updated drawings to the Community Services Department for review prior to requesting any permits.

Bonnie Carhoa

Printed Name

Bonnie C Carhoa

Signature

9/1/25

Date

Should you have any questions, please do not hesitate to contact the Community Services Department at 404-669-2120.

Thank you for interest and investment in the City of Hapeville.

North Whitney Avenue

321.6' TO
CENTRAL AVE.

35'-00"

35'-00"

55'

1'-06"

23'-03"

14.9'

1 STORY
FRAME
(ALUM.
SIDING)

NO. 3388

44'-06"

27'-06"

1'-06"

174'-02"

106'-06"

178.6'

FR. GAR.
10.2' 10.2'
10.4' 10.4'
20.4'

25'-02"

14.9'

1 STORY
FRAME
(ALUM.
SIDING)

NO. 3384

6'-05" 6'-08"

7'-01" 6'-06"

18" CONC. PIPE

183.3'

FR.
GAR.

251.6'

36.25'

38.75'

70.2'

45'

SURVEY FOR
MRS. J.W. REEVES
(ALMA C. REEVES)
LAND LOT 98 14TH. DIST.
FULTON COUNTY, GA.
SCALE 1"=20' MARCH, 1966

STEED & ASSOCIATES, INC.
LAND SURVEYORS HAPEVILLE, GA.

I certify that this plan is correct and
a true representation of the conditions
on the property.
Joseph W. Steed
Georgia Registered Surveyor No. 1205
Member of Georgia Association of



FULTON COUNTY ASSESSORS OFFICE

235 Peachtree St. NE, Suite 1400
 Atlanta, GA 30303
 (404) 612-6440

NOVAE UNDAE LLC
 5517 BIG A
 DOUGLASVILLE GA 30135

Official Tax Matter - 2025 Tax Year

This correspondence constitutes an official notice of ad valorem assessment for the tax year shown above.

Annual Assessment Notice Date: 06/17/2025

Last date to file a written appeal: 08/01/2025

County property records are available online at:
www.fultonassessor.org

The amount of your ad valorem tax bill for the year shown above will be based on the Appraised (100%) and Assessed (40%) values specified in BOX 'B' of this notice. You have the right to submit an appeal regarding this assessment to the County Board of Tax Assessors. If you wish to file an appeal, you must do so in writing no later than 45 days after the date of this notice. If you do not file an appeal by this date, your right to file an appeal will be lost. Appeal forms which may be used are available at : <http://dor.georgia.gov/documents/property-tax-appeal-assessment-form>.

At the time of filing your appeal you must select one of the following appeal methods:

- A
- (1) County Board of Equalization (value, uniformity, denial of exemption, or taxability)
 - (2) Arbitration (value)
 - (3) County Hearing Officer (value or uniformity, on non-homestead real property or wireless personal property valued, in excess of \$500,000)

All documents and records used to determine the current value are available upon request. For further information regarding this assessment and filing an appeal, you may contact the county Board of Tax Assessors which is located at 235 Peachtree St. NE, Ste. 1400, Atlanta and which may be contacted by telephone at: 404-612-6440. Your staff contact is ~~Koderick Boggs~~.

Additional information on the appeal process may be obtained at <http://dor.georgia.gov/property-tax-real-and-personal-property>

Account Number	Property ID Number	Acreage	Tax Dist	Covenant Year	Homestead
5570436	14 -0098-0017-035-1	.17	HAPEVILLE		NO
Property Description	R1 - Residential Improvement NBHD - 1443				
Property Address	3384 WHITNEY AVE				
	Taxpayer Returned Value	Previous Year Fair Market Value	Current Year Fair Market Value	Current Year Other Value *	
100% <u>Appraised</u> Value		190,200	192,000		
40% <u>Assessed</u> Value		76,080	76,800		

* The "Current Year Other Value" reflects appraised and assessed value of any preferential assessment for properties or any portion of properties meeting certain requirements. The exemptions to "Current Year Fair Market Value" assessed values for these types of properties are provided under "Other Exemption Value".

Reasons for Assessment Notice

Value adjusted to reflect current market or uniformity

C The following Taxing Authority provided a certified Estimated Roll-Back Millage Rate of the Taxing Authority's general operation and maintenance fund to the county board of tax assessors for inclusion on your annual notice of assessment pursuant to O.C.G.A. 48-5-306(b)(1)(i).

Taxing Authority	Other Exemption Value	Homestead Exemption Value	Net Taxable Value	Estimated Roll-Back Millage Rate
FULTON OPER			76,800	.008870
FUL SCHOOL OPER			76,800	.017080
HAPEVILLE			76,800	.017146

The "Other Exemption Value" and "Homestead Exemption Value" may not reflect all exemptions provided locally by municipal authorities.

Lueder, Larkin & Hunter, LLC
ALTA Universal ID:
12345 Veterans Memorial Highway
Douglasville, GA 30134

File No./Escrow No. : GA-DG-24-0869-PUR
 Print Date & Time: August 29, 2024 1:54 pm
 Officer/Escrow Officer : Heather M. Ison
 Settlement Location : 12345 Veterans Memorial Highway
 Douglasville, GA 30134

Property Address: 3384 N Whitney Ave
 Hapeville, GA 30354

Borrower: Novae Undae, LLC
 5517 Big A Road
 Douglasville, GA 30135

Seller: Edward Nichols and Mary C. Nichols
 3384 N Whitney Ave
 Hapeville, GA 30354

Settlement Date: August 30, 2024
 Disbursement Date: August 30, 2024

Seller		Description	Borrower	
Debit	Credit		Debit	Credit
		Financial		
	173,216.57	Sale Price of Property	173,216.57	
		Prorations/Adjustments		
	14.23	Solid Waste/Sanitation 08/30/24 - 01/01/25	14.23	
158.49		City/Town Taxes 01/01/24 - 08/30/24		158.49
		Other Loan Charges		
		E-Recording Service/Review Fee to Simplifile/Lueder, Larkin & Hunter, LLC	20.00	
		Title Charges and Escrow/Settlement Charges		
		Closing Fee (Purchase) to Lueder, Larkin & Hunter, LLC	450.00	
75.00		Seller Post-Closing Fee to Lueder, Larkin & Hunter, LLC		
		Title Exam/Review to Lueder, Larkin & Hunter, LLC	275.00	

Seller		Description	Borrower	
Debit	Credit		Debit	Credit
		Title Charges and Escrow/Settlement Charges (continued)		
		Owner's Title Insurance to Lueder, Larkin & Hunter, LLC Coverage: 173,216.57 Premium: 1,089.40	1,089.40	
		Government Recording and Transfer Charges		
		Transfer Tax to Clerk of Superior Court	173.30	
		Payoff(s)		
173,268.75		Payoff of First Mortgage Loan to Rocket Mortgage Loan Payoff 173,103.95 Additional Interest From: 164.80 08/30/24 Through: 09/04/24 @ 32.960000 Per Diem Total Payoff <u>173,268.75</u>		
		Miscellaneous		
		Deed Prep / Recording Fees to Clerk of Superior Court / LLH	150.00	
Seller			Borrower	
Debit	Credit		Debit	Credit
173,502.24	173,230.80	Subtotals	175,388.50	158.49
	271.44	Due from Seller/Borrower		175,230.01
173,502.24	173,502.24	Totals	175,388.50	175,388.50





ISSUED FOR CONSTRUCTION

KARE ASSOCIATES LLC

SINA BILICI:
BILICI.SINA@GMAIL.COM
571.383.13.26

MEHMET ARIF OZELGUL:
ARIFMEHMETKENNESAW@GMAIL.COM
470.659.27.97

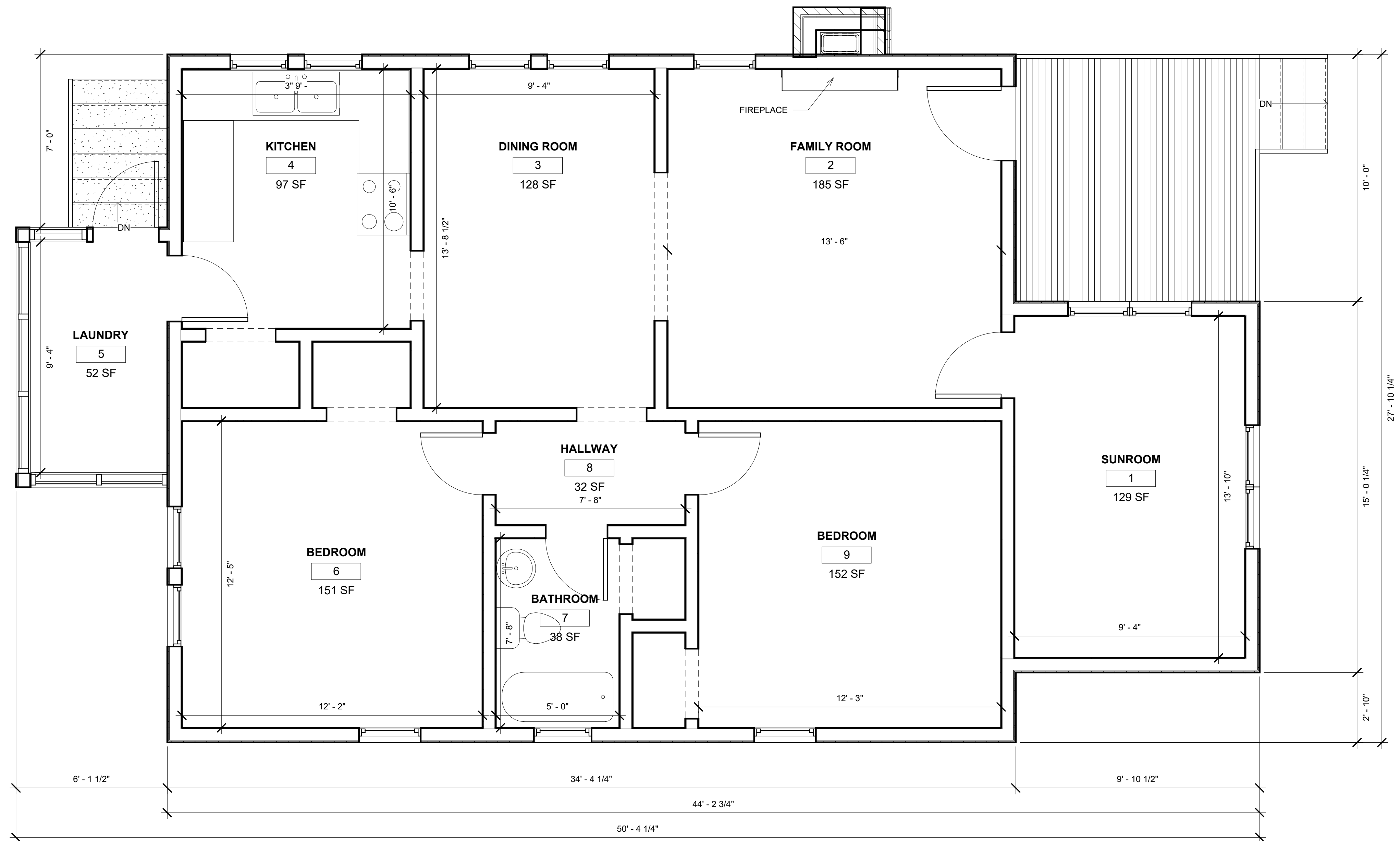
COPYRIGHT

[illegible]

3384 N WHITNEY AVE.
HAPEVILLE, GA 30354

EXISTING - LEVEL
ONE

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker
A1	
Scale	3/8" = 1'-0"



Existing - Level One Floor Plan
3/8" = 1'-0"

Legend	
	Existing Partition
	New Fired-Rated Partition
	New Non-Rated Partition
	Demo Partition
	Header Above
	Fire Extinguisher



SINA BILICI:
BILICI.SINA@GMAIL.COM
571.383.13.26

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3384 N WHITNEY AVE.
HAPEVILLE, GA 30354

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

Scale $3/8" = 1'-0"$



Legend

	Existing Partition
	New Fired-Rated Partition
	New Non-Rated Partition
	Demo Partition
	Header Above
	Fire Extinguisher



ISSUED FOR CONSTRUCTION

KARE ASSOCIATES LLC

SINA BILICI:
BILICI.SINA@GMAIL.COM
571.383.13.26

MEHMET ARIF OZELGUL:
ARIFMEHMETKENNESAW@GMAIL.COM
470.659.27.97

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[illegible]

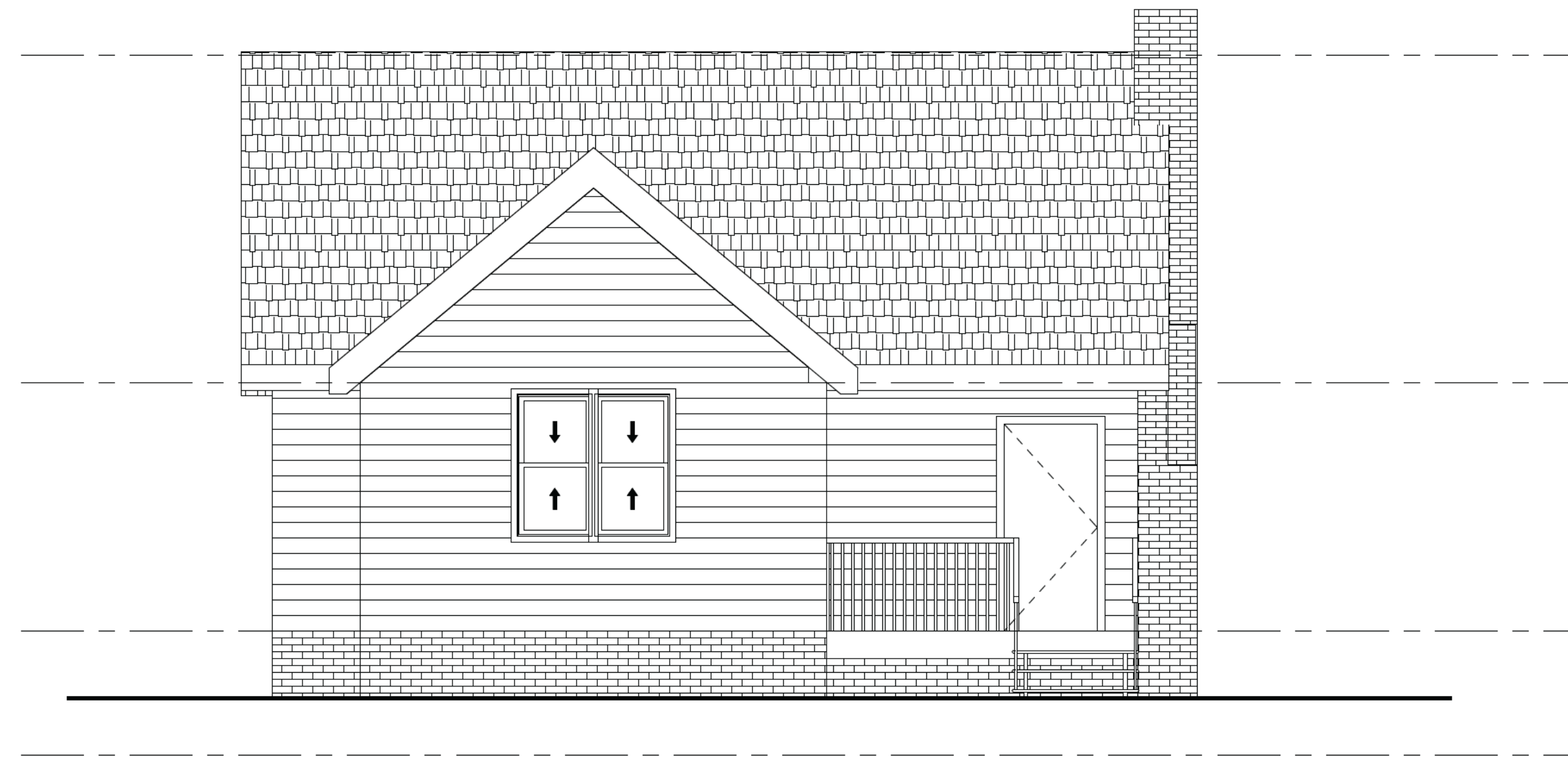
3384 N WHITNEY AVE.
HAPEVILLE, GA 30354

EXISTING - ELEVATIONS

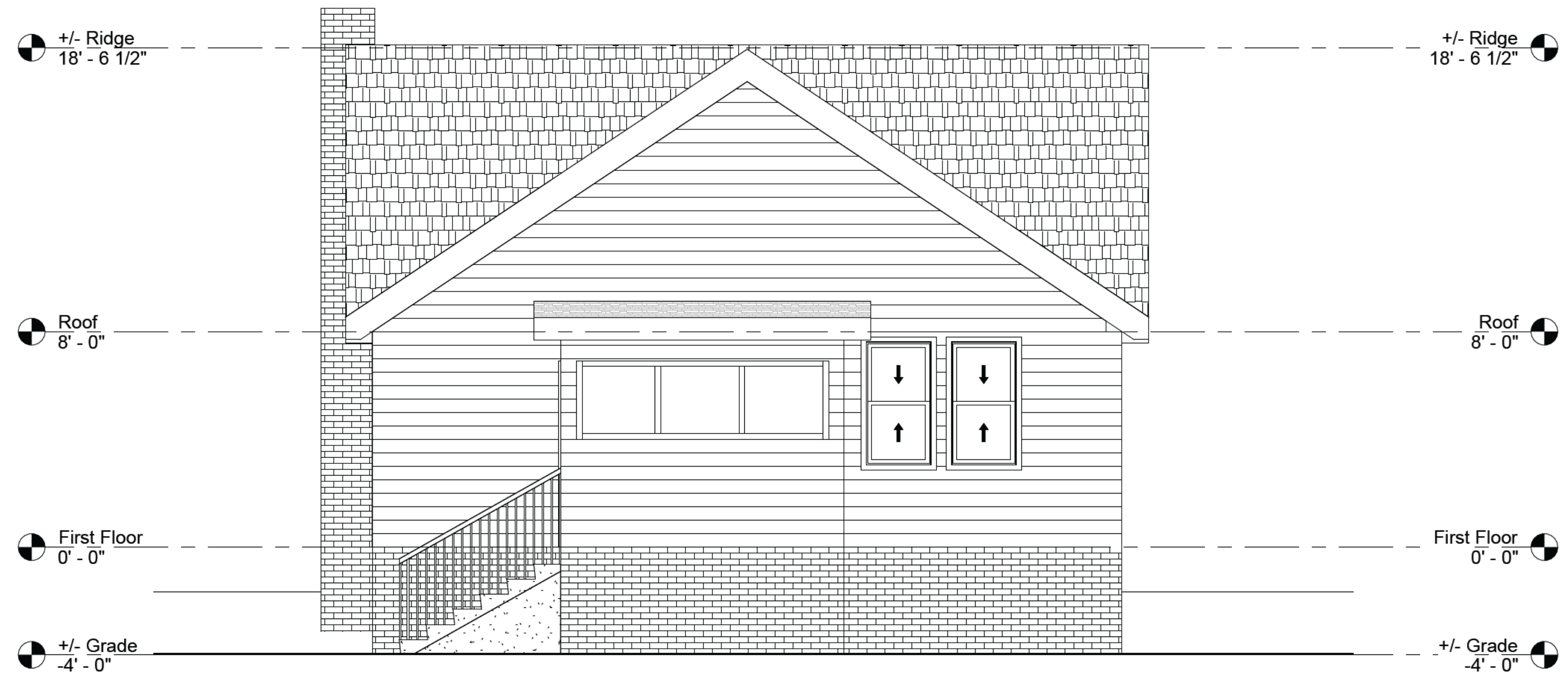
Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A6

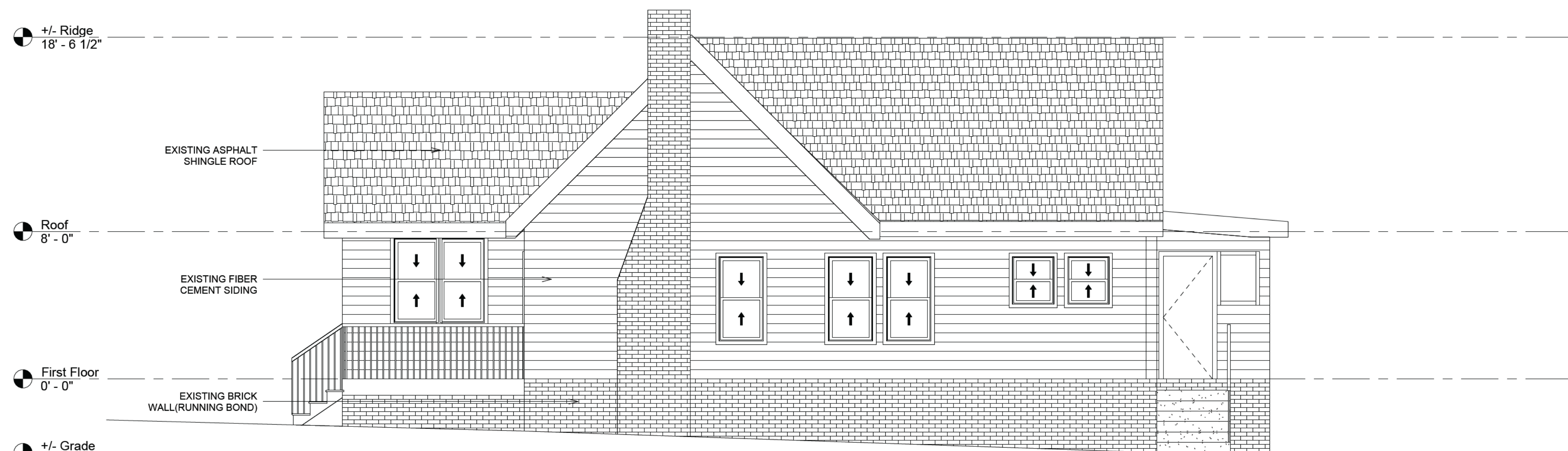
Scale	1/4" = 1'-0"
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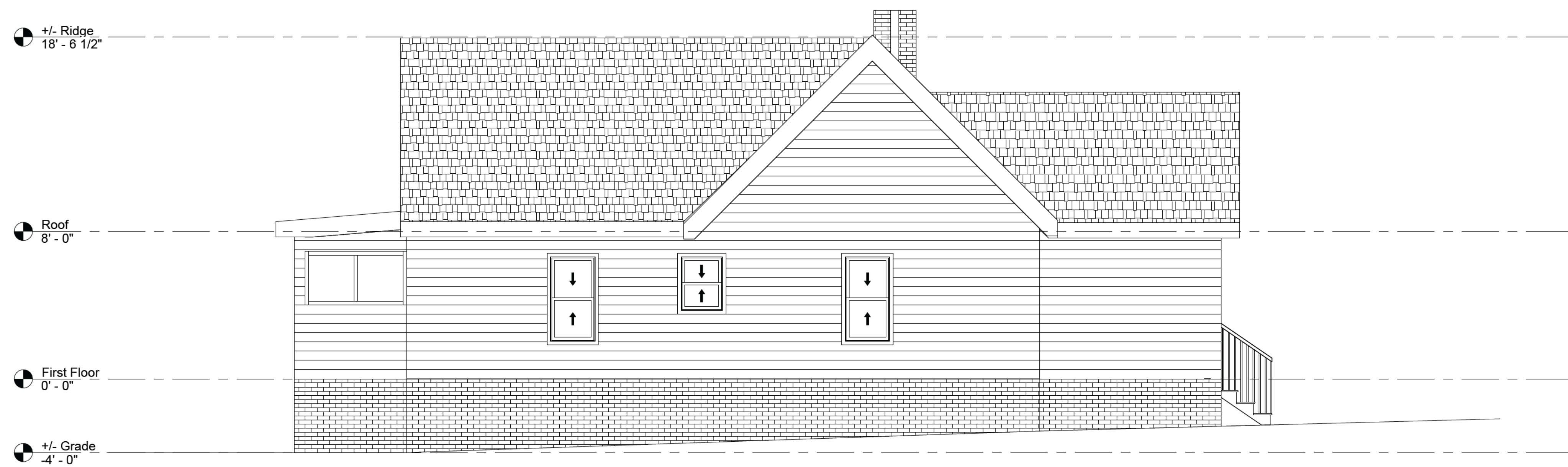
EXISTING - FRONT ELEVATION $\frac{1}{4}" = 1'-0"$



EXISTING - REAR ELEVATION



EXISTING - SIDE ELEVATION 1



④ EXISTING - SIDE ELEVATION 2
1/4" = 1'-0"



DEPARTMENT OF PLANNING AND ZONING
PLANNER'S REPORT

DATE:	December 3, 2025	Key:	
TO:	Tonya Hutson	Compliant:	✓
FROM:	Lynn Patterson	Not Compliant:	✗
RE:	Design Review – 3388 North Whitney - Front stoop replacement and rear addition	Incomplete:	✋
		Not Applicable:	⊘

BACKGROUND

The City of Hapeville has received a design review application from Bonnie Ochoa for the replacement of a front stoop/deck and the addition of a 239 SF rear addition and rear deck/stairs on an existing single-story single-family dwelling at 3388 North Whitney. Materials will be asphalt shingles, fiber cement siding, and brick foundation to match existing.

The property is zoned R-1 One Family Residential and is subject to the Neighborhood Conservation Area of the Architectural Design Standards. The existing dwelling is located in the side setback, however, the Board of Appeals granted a variance in November 2025 to allow for the expansion of the footprint.

CODE

SEC. 81-1-7. NEIGHBORHOOD CONSERVATION AREA

Based on goals established in this chapter, the following standards are required in the neighborhood conservation area identified in section 81-1-3. This includes two subareas: subarea D and subarea E. All of the standards contained in this section shall apply to all development in all subareas. Subarea requirements are found within the applicable subsection.

This section shall govern subarea C of the commercial/mixed-use area. It may also govern one-family detached dwellings and two-family dwellings in the commercial/mixed-use area, provided that the section is applied in its entirety.

(a) Site development standards

- ✓ Except where indicated, setbacks shall be established by zoning.
- ⊘ On corner lots the principal building shall be located adjacent to the street intersection, subject to setback or build-to line requirements of zoning.
- ✓ Minimum building heights shall be established by zoning.
- ⊘ Within subareas D and E maximum building heights shall be as established by zoning, except that:
 - Where this chapter provides a more-stringent standard as compared to the zoning code, the more-stringent standard shall prevail. The only exception to this shall be a use grandfathered under the zoning code.
 - Portions of buildings equal to or less than five feet from a side or rear lot line shall be limited in height to the greater of 16 feet.
 - Portions of buildings between five and ten feet of a side or rear lot line shall be limited

in height to the greater of 25 feet.

Portions of buildings ten feet or greater from a side or rear lot line shall be limited in height to 35 feet.

- ✓ Outside of subareas D and E maximum building heights shall be as established by zoning.
- ✓ All buildings shall provide first-story occupiable space, for the first ten feet of building depth along the enfronting facade.
Sidewalks shall be located along all public and private streets. Sidewalks shall consist of two areas: a landscape area and a clear area.
Developments less than one acre shall provide a minimum one-foot landscape zone and a minimum four-foot clear zone.
Development of one acre or more shall provide a minimum two-foot landscape zone and a minimum five-foot clear zone.
The above notwithstanding, multifamily developments and all developments along Dogwood Drive shall provide a minimum five-foot landscape zone and a minimum six-foot clear zone.

STAFF COMMENT: There is an existing sidewalk.

(b) Supplemental Area and Fence Standards

-  Developments shall locate landscape supplemental areas adjacent to first-story residential uses and place a minimum of one tree every 50 feet in the supplemental area. See list of allowed trees in section 93-2-14.
- ⊖ Chain link fencing is not permitted in areas visible from a public right-of-way.
- ⊖ On all lots a fence, wall, curb or hedge between six and 48 inches in height is encouraged at the back of the required sidewalk, except at openings to access steps, drives or pedestrian walkways.
- ⊖ Fences adjacent to the street shall be picket-wood, stone, composite materials or ornamental metal, with the finished side facing the street.
Retaining walls adjacent to the required sidewalk shall not exceed 32 inches in height unless required by topography.
- ⊖ All street-facing walls shall be faced with stone, brick, or smooth stucco.
- ⊖ Small planting between retaining walls and the required sidewalk are encouraged and should have a minimum width of six inches.

STAFF COMMENT: There is no front yard tree, DRC may require it at their discretion.

(c) Utility Standards

-  Mechanical features shall not be located in the supplemental area or front yard and shall be screened from view from any park or along any public right-of-way with planting, walls or fences of equal or greater height. Acceptable materials for screening shall include those materials found in subsection (f)1., provided they are compatible with the principal structure.
- ⊖ When located on rooftops, mechanical features shall be incorporated in the design of the building and screened with materials similar to the building.
- ⊖ Street lights may be provided by the developer in an effort to maintain a safe, walkable and well-lit public area throughout the city; pedestrian-scale street lights as approved by the DRC and the department of community services shall be provided by the developer, subject to site plan and design review in new development.
-  All developments shall provide a light at the front door. Lighting designed to illuminate the path to the front door is allowed. Spotlighting may be provided as long as it is properly shielded and does not become an annoyance to adjacent property owners or the public. General area illumination with

oversized flood lights is prohibited. Specifically, lighting shall be shielded so that the source of light is not visible from adjacent properties or the public right-of-way.

✓ Trees shall not be planted directly above storm drains.

STAFF COMMENT: Mechanical is not shown. Mechanical must be screened from view of public right of way. DRC may require light at front door if not existing.

(d) Parking and Traffic Standards

⊙ One-family detached dwellings and two-family dwellings shall meet the following requirements:

Driveways shall have a minimum width of nine feet and a maximum width of 15 feet.

Circular drives are permitted.

A grass strip in the middle of driveways is encouraged.

⊙ All other buildings shall meet the following requirements:

Parcels are permitted a maximum of one driveway curb cut per street. In cases where a property abuts multiple streets the total number of curb cuts or portions thereof may be allocated to a single street.

Driveways shall have a maximum width of 12 feet for one-way and 24 feet for two-way.

Two curb cuts serving two one-way driveways shall be counted as one curb cut.

Public or private alleys, or driveway providing vehicular access to two or more parcels shall not constitute a curb cut.

New public streets shall not count as curb cuts.

Parcels are permitted a maximum of one driveway curb cut per street frontage. In cases where a property abuts multiple streets the total number of curb cuts or portions thereof may be allocated to a single street.

⊙ Carports are only permitted subject to the following requirements:

Carports shall be located in the rear or side yard, but shall not be visible from a public right-of-way.

Carport roofs shall be supported by columns with a minimum width and depth of eight inches.

The base of carport columns shall be faced in stacked brick or stacked stone to a minimum height of three feet above grade.

✓ On-site parking shall be prohibited in the supplemental areas. This shall not be interpreted as restricting on-street parking located along a public street.

⊙ Garage access on single-family lots shall be prohibited in the front yard of the home.

STAFF COMMENT: No change to driveway proposed.

(e) Roof and Chimney Standards

👉 Principal building roofs for one-family detached dwellings shall have a minimum usable life of thirty (30) years, per manufacturer's warranty.

✓ Roof shingles shall be slate, cedar, or asphalt.

⊙ Roof tiles shall be clay, terra cotta or concrete.

⊙ Metal roofs are:

Allowed on one-family and two-family detached dwellings;

Permitted on multifamily and townhouse dwellings only when screened from the adjacent street by a parapet wall.

- ☞ Gutters shall be copper, aluminum or galvanized steel.
- ☞ Downspouts shall match gutters in material and finish.
- ✓ Roof forms shall be based on architectural style.
- ☞ All roofs, excluding dormers, shall overhang a minimum of 12 inches beyond the facade.
- ⊖ Dormers are permitted on all style homes (unless specified), but shall not be taller than the main roof to which they are attached.
- ⊖ Chimneys exposed to the public view may not be faced in wood or cement based siding and may not be of an exposed metal or ceramic pipe. All chimneys shall be wrapped in a brick, stone or suitable masonry finish material.
- ⊖ Chimneys on exterior building walls shall begin at grade.
- ⊖ Chimneys shall begin at grade and be faced with brick or stacked stone; extend chimneys between three and six feet above the roof line.

**STAFF COMMENT: No detail is provided for warranty.
Gutters and downspouts must meet material standards.**

(f) Street Facing Facade and Style Standards.

- ⊖ Exterior facade materials shall be limited to:
 - Full-depth brick;
 - Natural or cast stone;
 - Smooth natural-wood siding and/or cement-based siding;
 - Shake siding;
 - Painted fish-scale style shingles, but only when used in front gables;
 - True, smooth hard-coat stucco, provided that its use is limited to gables of Tudor revival-style buildings.
- Exterior building materials shall not be:
 - Simulated brick veneer, such as Z-Brick;
 - Exterior insulation and finish systems (EIFS);
 - Exposed concrete block;
 - Metal siding or other metal exterior treatment;
 - Glass curtain walls;
 - Liquid vinyl;
 - T-1-11 siding;
 - Vinyl siding, except that existing one-family detached homes with vinyl siding covering more than 70 percent of the exterior facade may replace said siding or construct an addition faced in vinyl siding.
- ⊖ Facade materials shall be combined horizontally, with the heavier below the lighter.
- ⊖ Blank, windowless walls are prohibited along all facades. See subsection 81-1-7(g)11.
- ⊖ Foundations shall be constructed as a distinct building element that contrasts with facade materials. Foundations that are exposed above the ground, must be parged with cement, stuccoed over or be faced in brick, natural stone, or cast stone.
- ⊖ All exterior stair risers visible from a street shall be enclosed.
- ✓ Porches, stoops, and balconies may be located in the front or side yard.
- ✓ Porches, stoops, and balconies along front and side building facades shall not be enclosed with screens, plastics, or other materials that hinder visibility and/or natural air flow.

- ✎ Porches, stoops, and balconies shall be made of painted or stained wood, stone, brick, or ornamental metal, subject to the additional restrictions below.
- ✎ Wooden porches, stoops, and balconies shall provide top and bottom horizontal members on railings. The top railing shall consist of two elements. The upper element shall measure two [inches] by six inches and the lower element shall measure two [inches] by four inches. The bottom railing shall measure two [inches] by four inches.
- ✓ Front porches and front stoops of principal buildings shall face and be parallel to the front lot line or build-to line.
- ✎ Porch and stoop foundations shall be enclosed.
- ✎ Front and side porches and stoops shall not have unpainted, unstained or otherwise untreated or exposed pressure treated lumber along the building line that abuts a public right-of-way.
- ⊖ Balconies shall have not less than two clear unobstructed open or partially open sides. Partially open is to be constructed as 50 percent open or more. The total combined length of the open or partially open sides shall exceed 50 percent of the total balcony perimeter.
- ✓ Stoops and porch[es] shall be a minimum of two feet and a maximum of four feet from grade to the top of the stairs, unless existing topography is greater.
- ✓ Stoops shall provide a minimum top landing of four feet by four feet.
- ✓ Stoop stairs and landings shall be of similar width.
- ✓ Stoops may be covered or uncovered.
- ⊖ When provided, porches shall have a minimum clear depth of eight feet from building facade to outside face of column.
- ⊖ Front porch widths shall be between 80 percent and 100 percent of the adjacent facade.
- ⊖ Side porch widths (including wraparound porches) shall be between 25 percent and 100 percent of the adjacent facade.
- ⊖ Enfronting porches may have multistory verandas, living space, or balconies above.
- ⊖ Porch columns shall be spaced a maximum distance of eight feet on center.
- ⊖ Front porch columns shall have foundation piers extending to grade.
- ⊖ All porches shall be covered.
- ⊖ Enfronting balconies are only permitted on attached or detached one-family home facades when porches are not provided on said facades.
- ⊖ Enfronting balconies shall have a minimum clear depth of four feet.
- ⊖ Enfronting balcony widths shall be between 25 percent and 100 percent of the adjacent facade.
- ⊖ Balconies may be covered or uncovered.

STAFF COMMENT:

Stoop finish not provided. Ensure railings meet standard above, ensure foundation is enclosed,

(g) Door and window standards.

- ⊖ The main entry door to enfronting principal buildings shall face, be visible from, and be accessible from the adjacent public sidewalk.
- ⊖ The main entry door to all uses shall be linked to the sidewalk via a pedestrian walkway or wheelchair access.
- ⊖ Building numbers at least six inches in height shall be located above or beside the street-facing pedestrian entrance, or above or beside the stairs accessing a front porch.
- ⊖ Doors that operate as sliders are prohibited along enfronting facades.



Window panes shall be recessed a minimum of three inches and a maximum of eight inches from the adjacent facade, except on frame houses, on which panes shall be recessed a minimum of two inches.



Where windows lights are utilized they shall be true divided lights, simulated divided lights, or one-over-one lights. Grids-between-glass (GBGs) are prohibited.



Window trim shall not be flush with the exterior facade and shall provide a minimum relief of one-quarter inch or greater.



Where used, window shutters shall match one-half the width of the window opening.



Painted window or door glass is prohibited.



Enfronting windows and door glass (except on churches and fire stations) shall utilize clear glass or tinted glass. Tinted glass shall have a transmittance factor of 50 percent or greater and shall have a visible light reflectance factor of ten or less.



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.



Street-facing window units shall not exceed 28 square feet with minimum height of three feet, with the exception of transoms and fan lights.



Wood trim between four and six inches wide shall surround windows of wood frame structures. Windows grouped together shall have center mullions two inches wider than the side trim.



Sills shall be of masonry, wood, stone, cast stone, or terra cotta.

STAFF COMMENT: No detail has been provided for window recess, trim or sills. Drawings should meet standards or match existing.

RECOMMENDATIONS

To comply with the Architectural Design Standards, please provide the following on all relevant plan sheets. A summary document should be provided detailing compliance with each item below.

- Mechanical must be shown and screened if visible from right of way.
- DRC may require light at front porch
- Stoop and rear stair/deck should be painted or stained.
- Railings should meet standards
- Windows and trim should match existing or meet standards.
- Gutters and downspouts should match existing.

The Design Review Committee may approve the application for the addition subject to the satisfaction of the aforementioned issues.

CITY OF HAPEVILLE DESIGN REVIEW APPLICATION

SUBMITTAL DATE: 7/30/2025 9/2/25 go

NOTE: All applications must be typed or neatly printed. Applications or an authorized representative is required to personally appear at the Design Review Meeting to answer questions.

The Design Review Committee meets the third Wednesday of each month. Every attempt will be made to place your application for review on the next month's agenda following the submittal of a completed application with supporting documents; however, that may not always be possible. The City reserves the right to schedule applications as deemed necessary.

Applicant: Bonnie Ochoa Contact Number: [REDACTED]

Applicants Address: 5517 Big A Rd Douglasville, GA 30135

E-Mail Address: [REDACTED] Zoning Classification: Residential

Address of Proposed Work: 3388 North Whitney Ave Hapeville, GA 30354

Parcel ID# (INFORMATION MUST BE PROVIDED): 14-0098-0017-036-9

Property Owner: Bonnie Ochoa Contact Number: [REDACTED]

Project Description (including occupancy type): Kitchen and bathroom addition to residential property and porch (front) replacement.

Contractors Name: Bonnie Ochoa Contact Number: [REDACTED]

Contact Person: Renan Munguia Contact Number: [REDACTED]

I hereby make application to the City of Hapeville, to the Design Review Committee for the above referenced property. I do hereby swear or affirm that the information provided here and above is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand that the City of Hapeville, Georgia, reserves that right to enforce any and all ordinances regardless of any action or approval on this application. I further understand that it is my/our responsibility to conform with all of City of Hapeville's Ordinances in full. I hereby acknowledge that all requirements of the City of Hapeville shall be adhered to. I can read and write the English language and/or this document has been read and explained to me and I have full and voluntarily completed this application. I understand that it is a felony to make false statements or writings to the City of Hapeville, Georgia pursuant to O.C.G.A. 16-10-20 and I may be prosecuted for violation thereof.

Bonnie C Ochoa
Applicants Signature

7/28/25
Date

Project Class (check one):

☒ Residential ☐ Commercial ☐ Mixed-Use Development

Project Type:

☐ New Commercial Construction ☐ Addition to Existing Commercial Building
☒ Addition to Existing Residential Structure ☐ Accessory Structure
☐ Site Plan, Grading & Landscaping ☐ New Single-Family Residential Construction
☐ Other

Total Square Footage of proposed New Construction: 216

Total Square Footage of existing building: 1050

Estimated Cost of Construction: \$18,000

List/Describe Building Materials on the exterior of the **existing** structure: _____

The building is a wood framed structure with fiber cement siding and a 31" brick foundation with concrete footing.

List/Describe Building Materials **proposed** for the exterior facade of the new structure: _____

The addition will be made to match the existing building with the wood framed structure, fiber cement siding, and a brick facade.

Will any trees be removed to accommodate the project? No

NOTICE

Please be advised that the Community Service Department is here to assist all applicants regarding application procedures, meeting schedules and necessary deadlines. The Community Service Department does **NOT** make any final decisions for the Design Review Committee, Sign Committee, Planning Commission, Board of Appeals or rezoning request to Mayor and Council.

A complete application and dimensioned architectural drawings must be submitted before the Community Service Department will accept an application and forward the same to the appropriate entity.

Building inspections issued by the City of Hapeville are contracted out to State of Georgia Certified Inspectors. These inspectors make the final decisions regarding building, electrical, plumbing and HVAC work completed in the City of Hapeville. The Hapeville Fire Marshal conducts inspections issued through the Community Services Department as needed. Both the Certified Inspectors and Fire Marshal make the final decisions before Certificates of Occupancy's are issued.

Please be advised that the Community Service Department shall not be responsible for your purchasing materials, equipment, items, signs, etc... before you receive final approval by any entity whose approval is required.

I understand that it is a felony to make false statements or writings to the City of Hapeville, Georgia pursuant to O.C.G.A. 16-10-20 and I may be prosecuted for a violation thereof.

(Please Print & Initial)

I Bonnie Ochia BO swear or affirm that before receipt of an application, I have received this notice and I read and write the English language or I have had someone read and explain this document to me.



imagine
Hapeville
georgia

DEPARTMENT OF PLANNING AND ZONING

DESIGN REVIEW APPLICATION INSTRUCTIONS AND ACKNOWLEDGEMENT

I, the undersigned, agree that with my signature and submission to the City of Hapeville, I have done the following:

- ☒ Read the City of Hapeville's Architectural Design Guidelines and relevant Code sections for my proposed project. The Architectural Design Guidelines may be found here:
https://library.municode.com/ga/hapeville/codes/code_of_ordinances?nodeId=PTIICOOR_CH81ARDEST
- ☒ Ensured that my proposed project meets all of the required criteria per the City of Hapeville Code of Ordinances.
- ☒ Submitted my application materials in full by the published deadline for review by Staff prior to the Design Review Committee meeting.
- ☒ Identified and explained all deficiencies or components of the proposed project that do not meet with the requirements set forth in the Code. This explanation should be submitted as a separate document in the application.
- ☒ Understood that any deficiencies in the application must be resolved at least 10 days prior to the Design Review Committee meeting or the application may not be presented to the DRC for review.
- ☒ Submitted dimensioned architectural drawings and details for all projects unless allowed in writing by the Community Services or Planning & Zoning Department.
- ☒ Agreed to submit any required revisions by the Design Review Committee with updated drawings to the Community Services Department for review prior to requesting any permits.

BONNIE OCHOA
Printed Name

Bonnie C Ochoa
Signature

7/28/25
Date

Should you have any questions, please do not hesitate to contact the Community Services Department at 404-669-2120.

Thank you for interest and investment in the City of Hapeville.

321.6' TO
CENTRAL AVE.

35'-00"

35'-00"

55'

1'-06"

23'-03"

25'-02"

1 STORY
FRAME
(ALUM.
SIDING)
NO. 3388

1 STORY
FRAME
(ALUM.
SIDING)
NO. 3384

1 STORY
FRAME
NO. 3380

44'-06"

27'-06"

1'-06"

106'-06"

174'-02"

178.6'

183.3'

251.6'

FR. GAR.
10.4' 10.2' 10.2' 10.4'

FR.
GAR.
12'

36.25'

38.75'

70.2'

45'

SURVEY FOR
MRS. J.W. REEVES
(ALMA C. REEVES)
LAND LOT 98 14TH. DIST.
FULTON COUNTY, GA.
SCALE 1"=20' MARCH, 1966

STEED & ASSOCIATES, INC.
LAND SURVEYORS HAPEVILLE, GA.

I certify that this plan is correct and
a true representation of the conditions
on the property.
Joseph W. Steed
Georgia Registered Surveyor No. 1205
Member of Georgia Association of









ISSUED FOR CONSTRUCTION

KARE ASSOCIATES LLC

SINA BILICI:
BILICI.SINA@GMAIL.COM
571.383.13.26

MEHMET ARIF OZELGUL:
ARIFMEHMETKENNESAW@GMAIL.COM
470.659.27.97

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[illegible]

OCHOA RESIDENCE

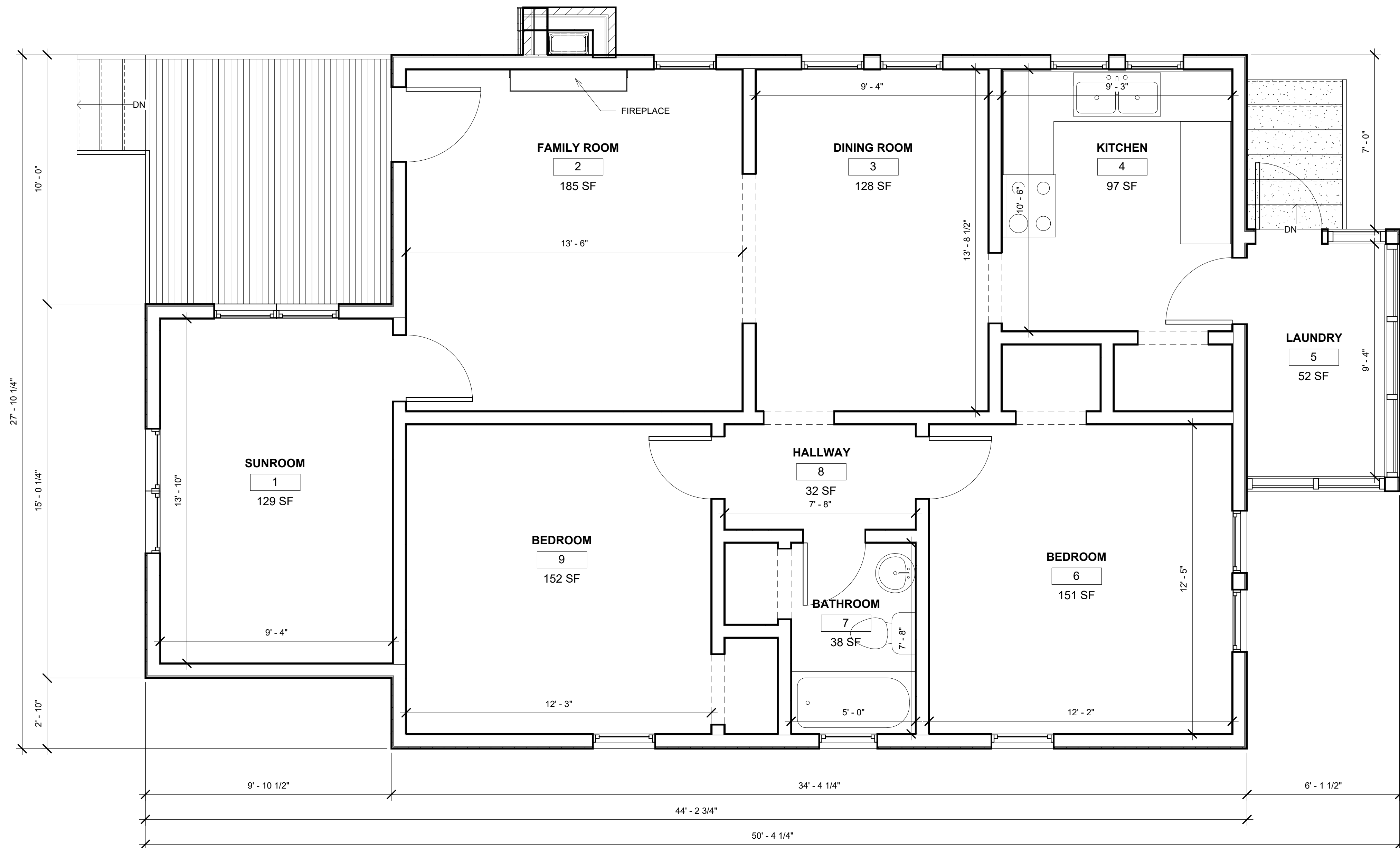
3388 N WHITNEY AVE.
HAPEVILLE, GA 30354

EXISTING - LEVEL
ONE

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A1

Scale	$3/8" = 1'-0"$
-------	----------------



1 Existing - Level One Floor Plan
3/8" = 1'-0"

Legend	
	Existing Partition
	New Fired-Rated Partition
	New Non-Rated Partition
	Demo Partition
	Header Above
	Fire Extinguisher



ISSUED FOR CONSTRUCTION

KARE ASSOCIATES LLC

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OCHOA RESIDENCE

3388 N WHITNEY AVE.
HAPEVILLE, GA 30354

PROPOSED- LEVEL
ONE

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A2

Scale	$3/8" = 1'-0"$
-------	----------------



1 Proposed - Level One Floor Plan
3/8" = 1'-0"

Legend	
	Existing Partition
	New Fired-Rated Partition
	New Non-Rated Partition
	Demo Partition
	Header Above
	Fire Extinguisher



ISSUED FOR CONSTRUCTION

KARE ASSOCIATES LLC

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OCHOA RESIDENCE

3388 N WHITNEY AVE.
HAPEVILLE, GA 30354

EXISTING - ELEVATIONS

Project number	Project Number
----------------	----------------

Date	Issue Date
------	------------

Drawn by	Author
----------	--------

Checked by	Checker
------------	---------

A6

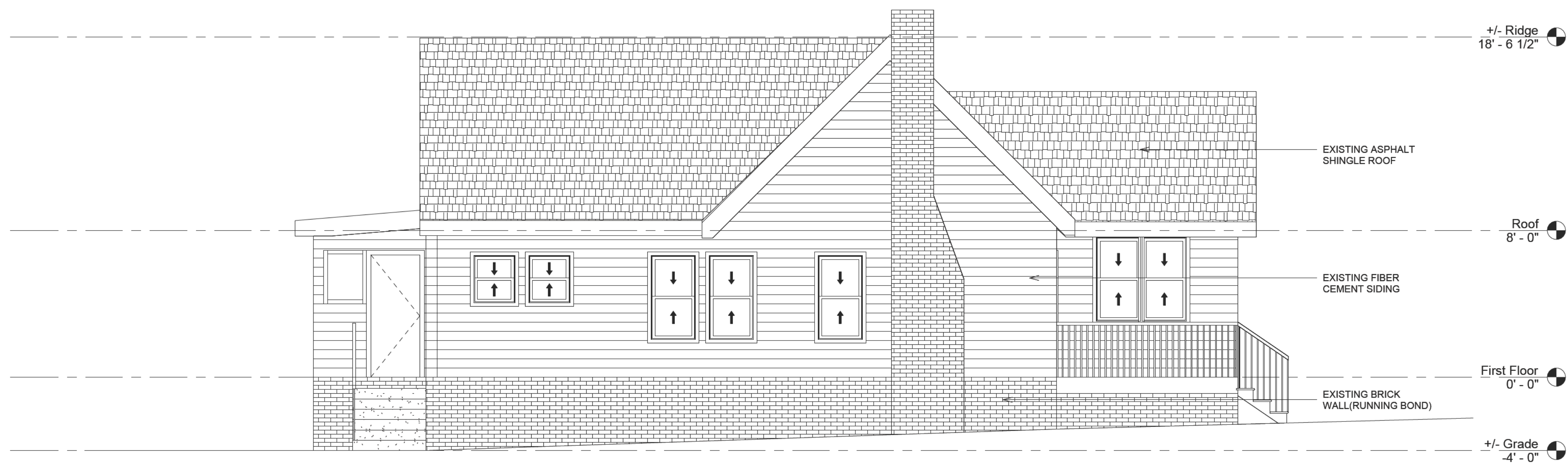
Scale	1/4" = 1'-0"
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1 EXISTING - REAR ELEVATION
1/4" = 1'-0"



② EXISTING - FRONT ELEVATION
1/4" = 1'-0"



③ EXISTING - SIDE ELEVATION 1
1/4" = 1'-0"



4 EXISTING - SIDE ELEVATION 2
1/4" = 1'-0"



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3388 N WHITNEY AVE.
HAPEVILLE, GA 30354

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

Scale $1/4" = 1'-0"$

