

Design Review Committee Meeting

700 Doug Davis Drive
Hapeville, GA 30354

August 19, 2020 6:00 PM

Agenda

1. Call to Order
2. Roll Call
 - 2.I. Jonathan Love
Brian Gregory
John Stalvey
Karl Dufrenne
3. Approval of Minutes
 - 3.I. Minutes of July 15, 2020

Documents:

1. DRC Minutes July 15, 2020
4. New Business
 - 4.I. Bianca Howard 3444 North Fulton Avenue - Mural
Background:

Ms. Bianca Howard has submitted an application seeking approval for a 56' x 28' mural to be painted on the outside side wall of the Hoyt Smith Center at 3444 North Fulton Avenue. The property is zoned R-1, One Family Residential.

Documents:

1. Application - 3444 North Fulton Avenue_Redacted
2. Planners Report 3444 North Fulton Avenue
- 4.II. Wells Fargo 590 South Central Avenue - ATM Addition
Background:

Financial Total Leasing dba Southern Bank Equipment & ATMs on behalf of Wells Fargo/Steven L Kaplan has submitted an application seeking approval for the replacement of a drive through teller lane with a drive-up ATM at 590 South Central Avenue. The property is zoned RMU, Residential Mixed Use and located within the Arts District Overlay.

Documents:

1. Application - 590 South Central Avenue_Redacted
2. Planners Report 590 South Central Avenue

4.III Andrea Sharpe 383 Lake Drive - Porch Remodel

. Background:

Ms. Andrea Sharpe has submitted an application seeking approval to remodel a front porch on the existing single-family dwelling at 383 Lake Drive. The property is zoned R-SF, Residential Single Family.

Documents:

1. Application - 383 Lake Drive_Redacted
2. Planners Report 383 Lake Drive

4.IV Joycelyn Lee 3326 Forrest Hill Drive - Addition

. Background:

Ms. Joycelyn Lee has submitted an application seeking approval for a 460-square foot addition to the existing single-family dwelling at 3326 Forrest Hill Drive. The property is zoned R-0, One Family Residential.

Documents:

1. Application - 3326 Forrest Hill Drive_Redacted
2. Planners Report 3326 Forrest Hill Drive

5. Next Meeting Date - Wednesday, September 16, 2020

6. Adjourn

Design Review Committee Meeting Minutes

July 15, 2020

I. Call to Order

Jonathan Love called to order the regular meeting of the Design Review Committee at 6:03 PM on July 15, 2020 at the Hoyt Smith Center.

II. Roll Call

Jonathan Love conducted a roll call. The following persons were present Brian Gregory, John Stalvey, Karl Dufrenne and Planner, Lynn Patterson (non-voting).

III. Meeting Minutes

The Committee reviewed the minutes from July 24, 2020. Mr. Stalvey made a motion to approve the minutes. Mr. Love seconded; motion carried 3-0.

IV. Applications

- a) 3409 North Fulton Ave - Aleksandr Holub attending
Mr. Gregory made a motion to approve the application as submitted. Mr. Dufrenne seconded; motion carried 4-0.
- b) 3259 Dogwood Drive – Reginald Thomas attending
Mr. Stalvey made motion to conditionally approve the application as the applicant agreed to address the outstanding items identified in the Planner’s Report. It was noted in the report that the awning must be at least 5-feet in depth. Additionally, the board did not object to the curved awning style. Mr. Dufrenne seconded; motion carried 4-0.
- c) 551 Woodrow Avenue – Christopher Nieboer attending
Mr. Dufrenne made a motion to approve the application as submitted. Mr. Love seconded; motion carried 4-0.
The applicant expressed a desire for gable over the front-entry. This application does not include a gable over the front entryway and porch and would need to be permitted through a separate application effort.
- d) 3409 Dogwood Drive – Miller Lowry attending
Mr. Gregory made a motion to approve the application as submitted with the following design exceptions and one condition:
 - 1. For existing window style (not changed as part of application)
 - 2. To not have a transom window over doors
 - 3. For the building height less than the required minimum height
 - 4. To allow parking in the supplemental area
 - 5. To not have a lead walkway to the sidewalk
 - 6. For not having landscaping in the supplemental area
 - 7. For awning material (metal)

The applicant agreed to install 4 linear planters under the windows in addition to the planters indicated on the plans. Mr. Stalvey seconded; motion carried 4-0.

- e) 3273 Old Jonesboro Road – Terrence Adams attending
Mr. Stalvey made a motion to conditionally approve the application upon receipt of an approved tree plan. The applicant agreed to address the outstanding items identified in the Planner’s Report. Mr. Dufrenne seconded; motion carried 4-0.
- f) 817 Custer Street – Ardina Pierre attending and Sami Freiji (via phone) attending
Mr. Gregory made a motion to table the application until such a time a complete application is submitted. Mr. Stalvey seconded; motion carried 4-0.
- g) 244 Mt. Zion Road – Justin Honore (via phone) attending
Mr. Gregory made a motion to table the application until such a time the applicant has addressed all outstanding items identified in the Planner’s Report, especially the site plan concerns. Mr. Stalvey seconded; motion carried 4-0.
- h) 3206 Oakdale Road – Ranjan Avasthi attending
Mr. Gregory made a motion to conditionally approve the application with the following conditions:
1. Update the notes on page A-6 to remove the “existing” terms, as this is new construction
 2. Entire foundation walls will be brick covered
 3. Add corner boards on all elevations
 4. Add trim to all doors to match windows
 5. Correct the eaves details on drawings to be shown per the wall section
 6. On side elevations on A-4, add a brick foundation (minimum 18-inches) to the porch
 7. Update drawings to indicate square, tapered columns on front porch
 8. Add porch beam to front-elevation
 9. On rear master-bedroom balcony, remove the columns and add angle brackets below the balcony
 10. Address all items identified in the Planner’s Report
- Mr. Dufrenne seconded; motion and it carried 4-0.

V. New Business

None

VI. Next Meeting

Next scheduled meeting is Wednesday, August 19, 2020 at 6:00 PM

VII. Adjournment

Jonathan Love adjourned the meeting at 8:34 PM.

Minutes submitted by: _____
Brian Gregory, Secretary

Minutes approved by: _____
Jonathan Love, Chairman

CITY OF HAPEVILLE DESIGN REVIEW APPLICATION

SUBMITTAL DATE: July 8, 2020

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: Bianca Howard **Contact Number:** 404-669-8269

Applicants Address: 3468 North Fulton Avenue

E-Mail Address: bhoward@hapeville.org **Zoning Classification:** W

Address of Proposed Work: 3444 North Fulton Avenue

Parcel ID# (INFORMATION MUST BE PROVIDED): 140095 LL0131

Property Owner: City of Hapeville **Contact Number:** 404-669-8269

Project Description (including occupancy type): Building is used as a recreation and conference center. Mural will be painted on the side, facing elementary school, by professional artist. Mural attached

Contractors Name: Muhammad Yungai **Contact Number:** 470-800-6304

Contact Person: Knadijan Pegues-Yungai **Contact Number:** 470-800-6304

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.


Applicants Signature

06/30/2020
Date

Project Class (check one):

____ Residential X 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: n/a

Total Square Footage of existing building: _____

Estimated Cost of Construction: \$9,500

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

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

Will remain brick with paint over.

Exterior Latex Paints

Exterior Latex Primer

Accenting paints: Montana Gold, Acid Free Acrylic Base Paints

Acrylic Paints

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 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 Bianca Howard (BH) 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.



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 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.

☒ **Understood that builder must follow approved plan and that the Certificate of Occupancy will not be issued until a Design Inspection is performed and Architectural Design Standards are met.**

Bianca Howard

Printed Name

Signature

Date

06/30/2020

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.

---56'---

|
28'
|





Department of Planning & Zoning

PLANNER'S REPORT

TO: Tonya Hutson
FROM: Lynn Patterson
RE: Mural – 3444 North Fulton Avenue
DATE: July 20, 2020

BACKGROUND

The City of Hapeville has received a Design Review application from Bianca Howard for a 56' x 28' mural to be painted on the outside side wall of the City of Hapeville's Recreation and Conference Center at 3444 North Fulton Avenue. The property is located in the R-1, One Family Residential zoning district. The application includes a color rendering of the proposed mural.

CODE

Sec. 93-3.3-29. - Original art murals.

Original art murals are original works of visual art produced by hand that are tiled, painted directly on, or affixed directly to a wall or building. This section is intended to allow and encourage content neutral original art murals. Original art murals may be mechanically produced or computer generated prints or images, but shall not include the use of digitally printed vinyl. Such murals shall not contain electrical or mechanical components or feature a changing image. original art murals cannot contain text, graphics, or symbols.

- (a) *Standards for original art murals.* Original art murals shall comply with the following standards:
 - (1) The mural shall remain in place, without alteration, a minimum of five years. The applicant shall attest to this standard on the permit application.
 - (2) No part of any mural shall extend beyond the building wall or freestanding wall on which it is tiled, painted, or affixed.
 - (3) No part of the mural shall extend more than six inches from the plane of the wall upon which it is tiled, painted, or affixed.
 - (4) Only oil based alkyd enamel or polyurethane enamel, or newer 100 percent acrylic exterior paints shall be used to create murals.
 - (5) Murals executed using spray paint shall be limited to air brushing to ensure that high quality paint is used.
 - (6) **An appropriate clear sealer or a suitable varnish or topcoat shall be applied to the finished mural. Graffiti resistant sealers should be chosen.**
- (b) *Prohibited original art murals.* The following forms of original art murals shall be prohibited:
 - (1) Any mural that contains an element that moves, rotates, or otherwise creates a changing image or message.
 - (2) Any mural that uses flashing or scrolling lights, an internal light source, or other light feature.
 - (3) Any mural containing electrical or mechanical components.
 - (4) Any mural that is applied to a surface as a vinyl or other non-permanent material.

Sec. 93-3.3-31. - Mural permitting process.

This section establishes administrative permitting procedures to allow re-creation, preservation, and maintenance of historic murals, and creation of original art murals and limited message murals. The procedures set forth herein establish standards for review and approval of applications for new murals or those proposed for repainting or other maintenance to ensure the appropriateness of the mural with the context and compliance with this division. Administrative permits for such applications shall encompass review and approval by the design

review committee relative to the following standards; compliance with all other aspects of this Code shall be subject to application of the Code by the city planner.

Standards to be used to process mural applications.

- (1) The design review committee shall consider the size, scale, and relationship of a mural to the historic context in the case of historic murals. Original art murals and limited message murals may or may not bear any relationship to the Hapeville context. The content of a mural shall not be the focus of review.
- (2) Repainting of historic advertising shall be guided by exacting documentation concerning the mural.
- (3) A permanent plan for maintenance and exact repainting according to the plan of the original artist shall be submitted with the application. The exact matching of color and application technique shall be specified in the plan.
- (4) Any mural proposed must be on a wall surface that will not mar a key historic feature and will be compatible with the streetscape. The image of any faded advertising murals shall be stabilized using appropriate preservation techniques and shall remain otherwise unchanged.
- (5) The standards of this division applicable to each mural type shall be considered.

FINDINGS

The proposed mural represents artwork consistent with the intent of this section of the code as original art. The mural will be entirely contained on the building wall on which it is to be painted. The mural can be approved provided the applicant agrees to execute the mural according to the Standards for Original Art Murals. This includes but is not limited to the stipulations that murals are to remain in place for a minimum of five years and be executed in accordance with the materials and methods described in the Standards for Original Art.

CITY OF HAPEVILLE

DESIGN REVIEW APPLICATION

SUBMITTAL DATE: 7-1-20

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: Financial Total Leasing dba Southern Bank Equipment & ATMs **Contact Number:** 770-751-1412

Applicants Address: P O Box 938 Duluth GA 30096

E-Mail Address: peter@southernbankequipment.com **Zoning Classification:** BmC1

Address of Proposed Work: 590 S Central Ave Hapeville, GA 30354

Parcel ID# (INFORMATION MUST BE PROVIDED): 14 009800 200 489

Property Owner: Steven L Kaplan **Contact Number:** [REDACTED]

Project Description (including occupancy type): ATM add on existing island at bank branch

Contractors Name: Five Points Construction **Contact Number:** 678.409.5098

Contact Person: Ken Peterka **Contact Number:** 678.409.5098

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.

[REDACTED]
Applicants Signature

6/29/2020
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

☐ ATM ☐ Other

Total Square Footage of proposed New Construction: 15'

Total Square Footage of existing building: N/A

Estimated Cost of Construction: \$4,380

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

N/A

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

Composite

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(Please Print & Initial)

I Peter Hausmann (PH) 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.



DEPARTMENT OF PLANNING AND ZONING

DESIGN REVIEW APPLICATION INSTRUCTIONS AND ACKNOWLEDGEMENT

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PH Ensured that my proposed project meets all of the required criteria per the City of Hapeville Code of Ordinances.

PH Submitted my application materials in full by the published deadline for review by Staff prior to the Design Review Committee meeting.

PH 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.

PH 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.

PH Submitted architectural drawings and details for all projects unless allowed in writing by the Community Services or Planning & Zoning Department.

PH 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.

PH **Understood that builder must follow approved plan and that the Certificate of Occupancy will not be issued until a Design Inspection is performed and Architectural Design Standards are met.**

Peter Hausmann

Printed Name

[Redacted Signature]

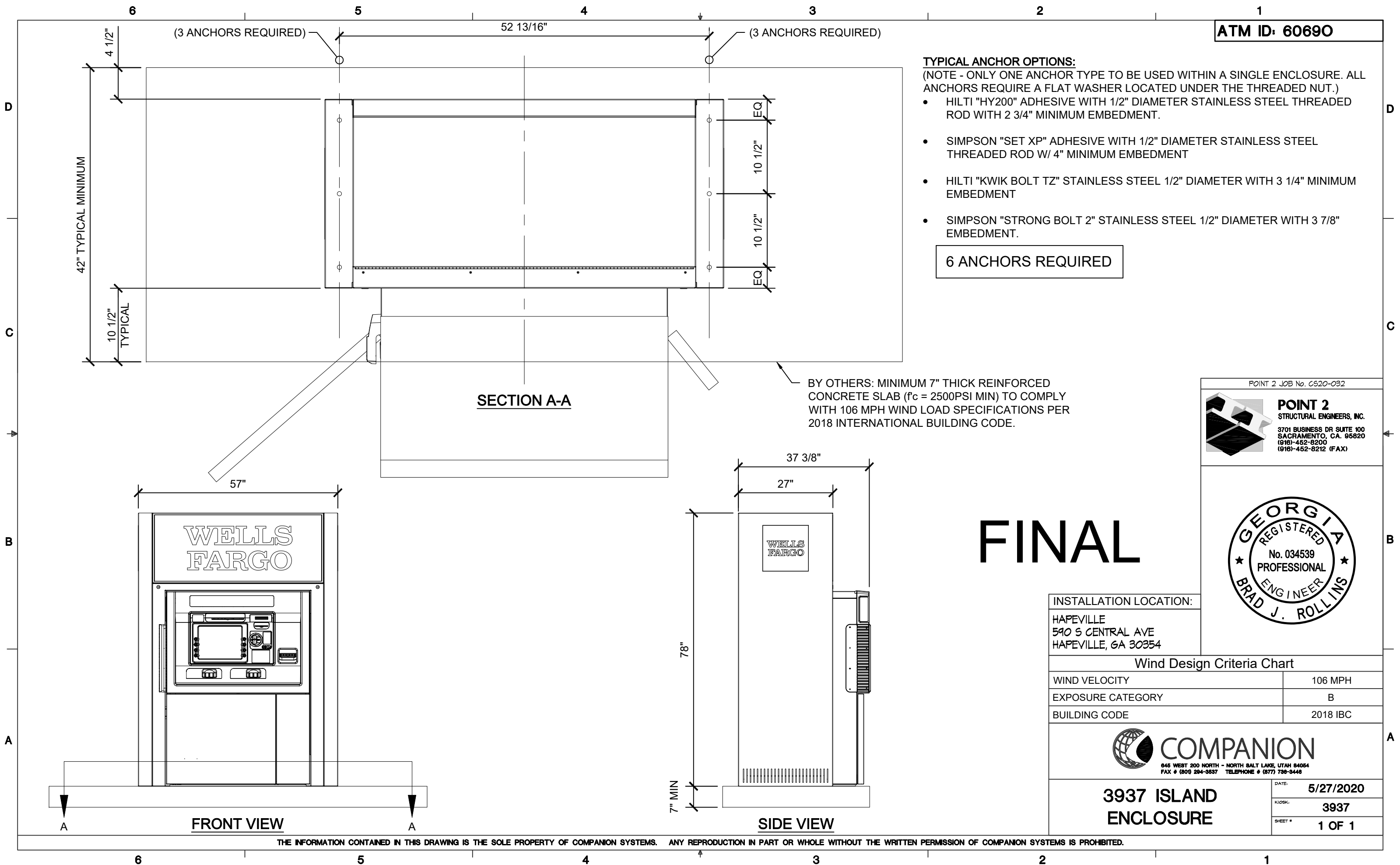
Signature

6-26-20

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.



ATM ID: 60690

- TYPICAL ANCHOR OPTIONS:**
(NOTE - ONLY ONE ANCHOR TYPE TO BE USED WITHIN A SINGLE ENCLOSURE. ALL ANCHORS REQUIRE A FLAT WASHER LOCATED UNDER THE THREADED NUT.)
- HILTI "HY200" ADHESIVE WITH 1/2" DIAMETER STAINLESS STEEL THREADED ROD WITH 2 3/4" MINIMUM EMBEDMENT.
 - SIMPSON "SET XP" ADHESIVE WITH 1/2" DIAMETER STAINLESS STEEL THREADED ROD W/ 4" MINIMUM EMBEDMENT
 - HILTI "KWIK BOLT TZ" STAINLESS STEEL 1/2" DIAMETER WITH 3 1/4" MINIMUM EMBEDMENT
 - SIMPSON "STRONG BOLT 2" STAINLESS STEEL 1/2" DIAMETER WITH 3 7/8" EMBEDMENT.

FINAL

POINT 2 JOB No. C520-032

POINT 2
STRUCTURAL ENGINEERS, INC.
3701 BUSINESS DR SUITE 100
SACRAMENTO, CA. 95820
(916)-452-8200
(916)-452-8212 (FAX)



INSTALLATION LOCATION:
HAPEVILLE
590 S CENTRAL AVE
HAPEVILLE, GA 30354

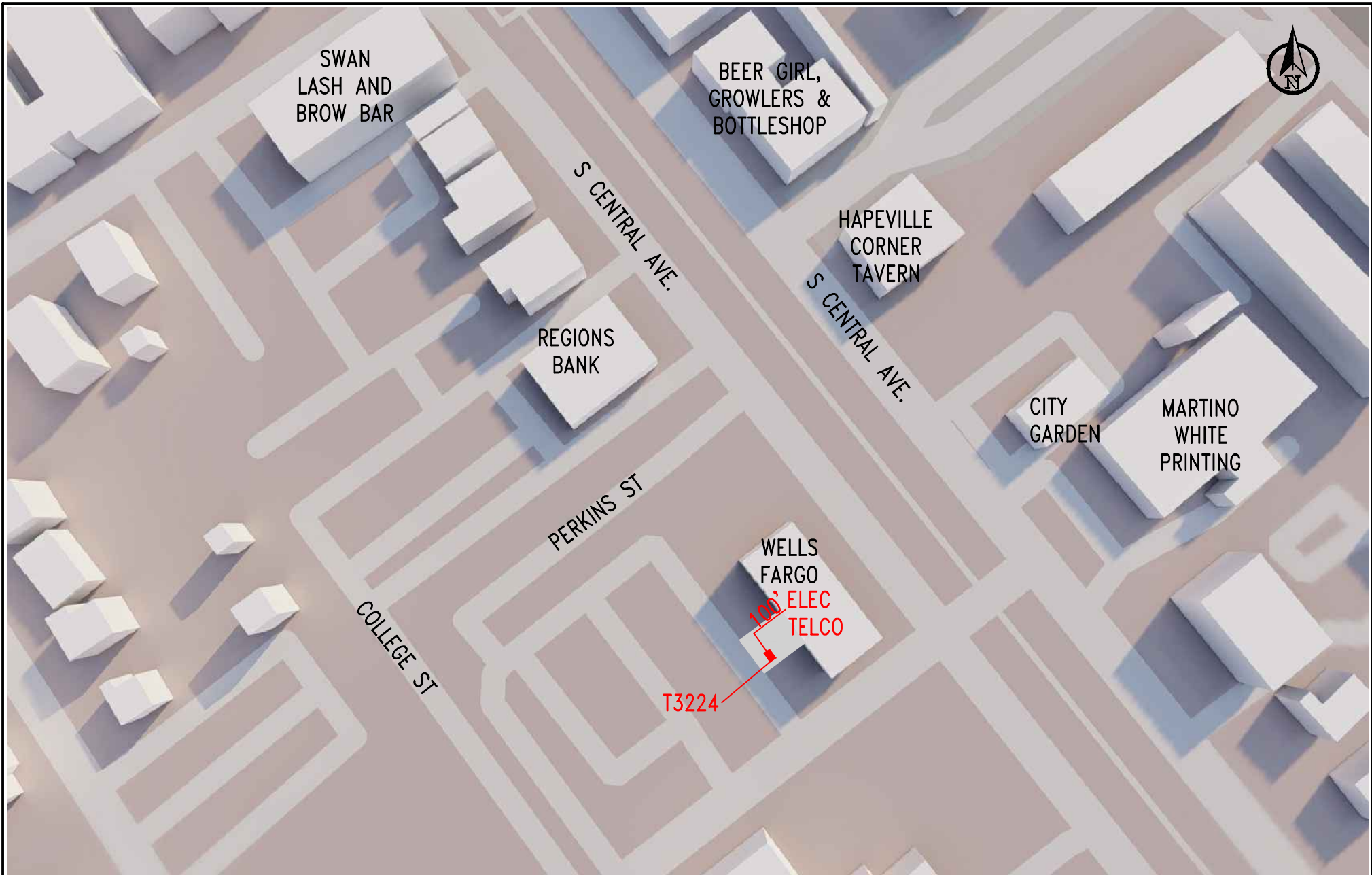
Wind Design Criteria Chart	
WIND VELOCITY	106 MPH
EXPOSURE CATEGORY	B
BUILDING CODE	2018 IBC

COMPANION
845 WEST 200 NORTH - NORTH SALT LAKE, UTAH 84054
FAX # (800) 294-3637 TELEPHONE # (877) 736-3448

3937 ISLAND ENCLOSURE

DATE: 5/27/2020
KIOSK: 3937
SHEET #: 1 OF 1

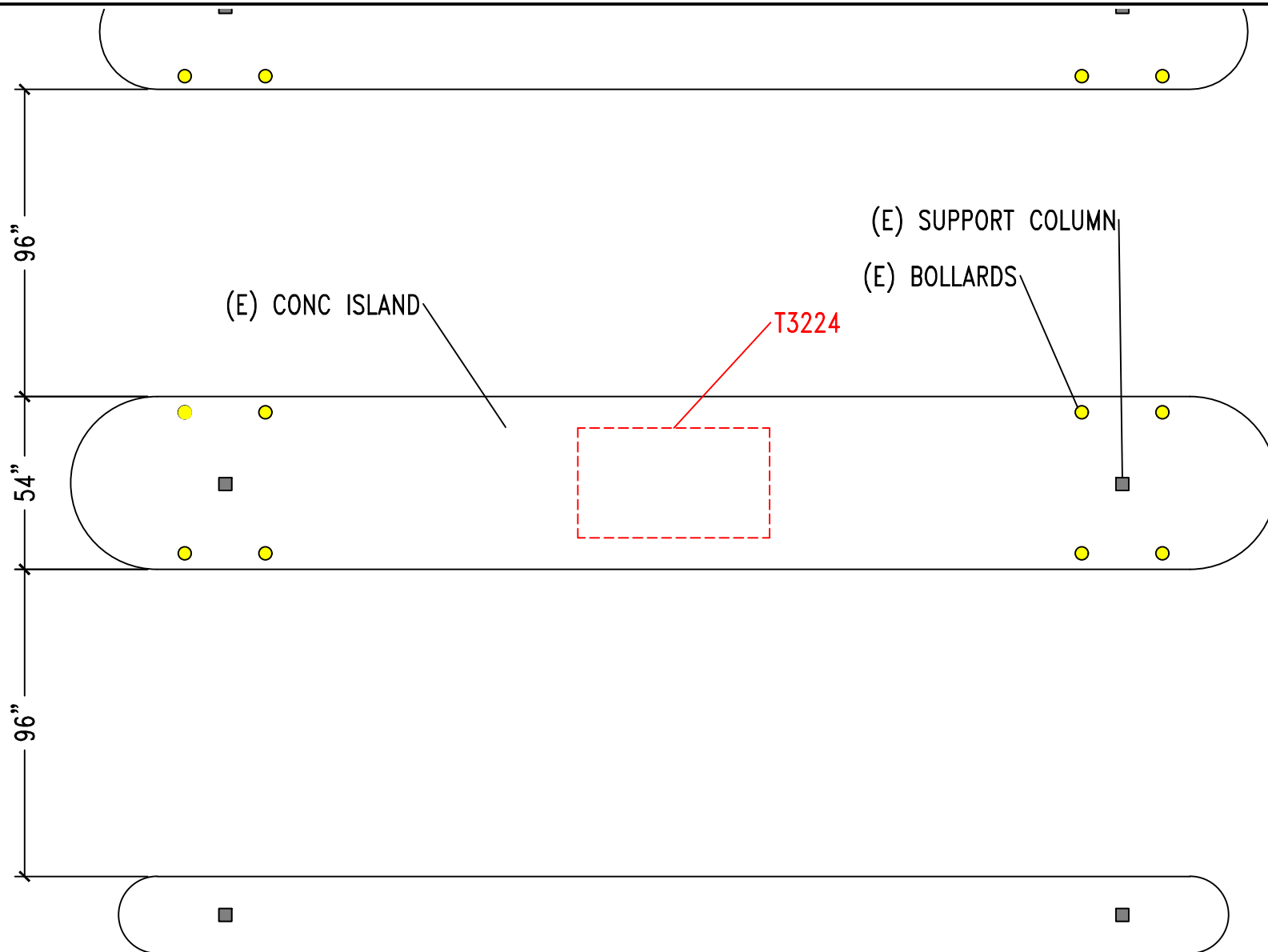
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF COMPANION SYSTEMS. ANY REPRODUCTION IN PART OR WHOLE WITHOUT THE WRITTEN PERMISSION OF COMPANION SYSTEMS IS PROHIBITED.



	 Hapeville 590 S Central Ave. Hapeville, GA 30354	NEW ATM T3224 Site Plan	REVISED - - - OPTION A ISLAND-DU	SCALE: NTS 03/16/20 Page 1 of 7
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		Hapeville 590 S Central Ave. Hapeville, GA 30354	NEW ATM T3224 Aerial View	REVISED - - - OPTION A ISLAND-DU	SCALE: NTS 03/16/20 Page 2 of 7
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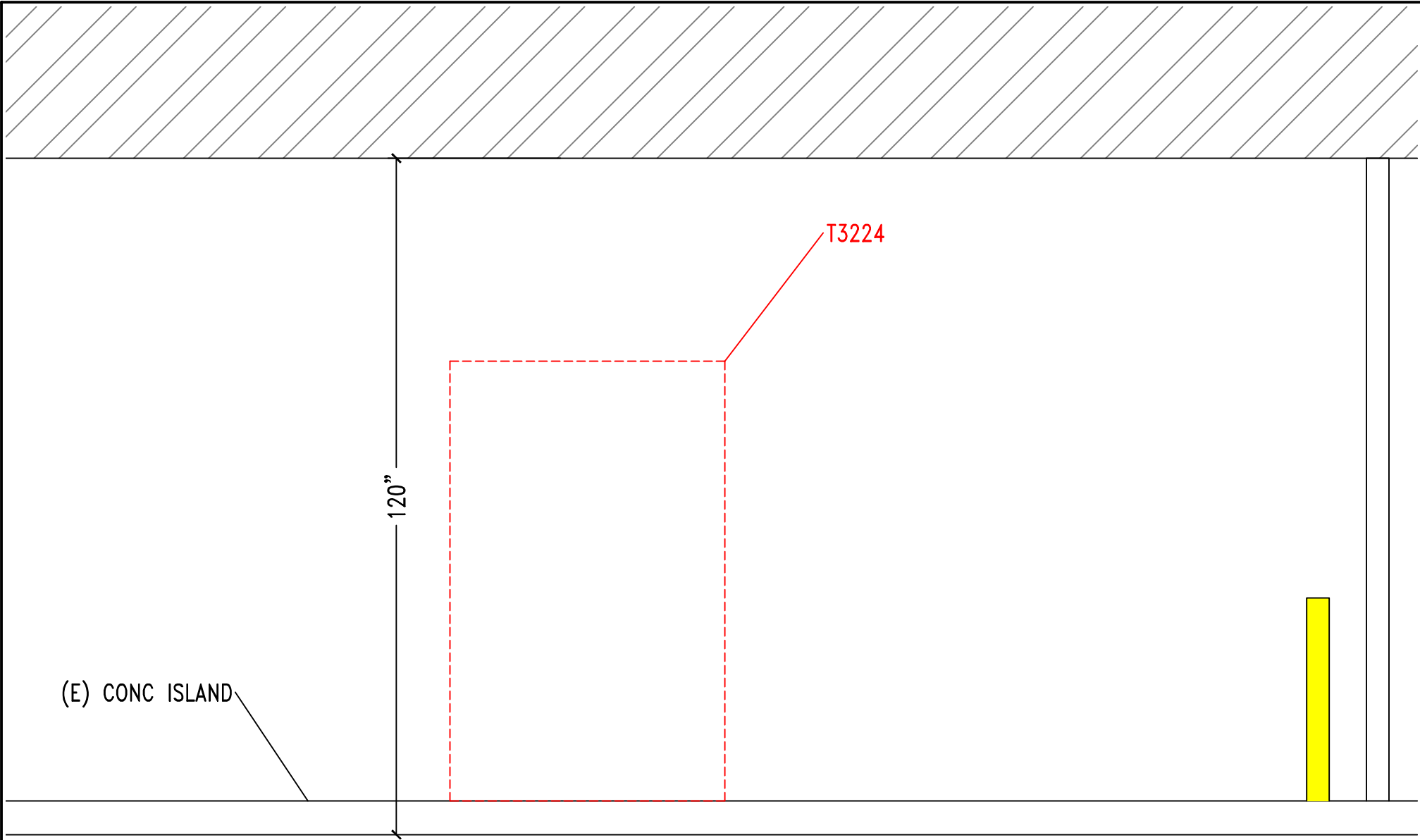
Hapeville
590 S Central Ave.
Hapeville, GA
30354

NEW ATM
T3224

Existing Plan View

REVISED
-
-
-
OPTION A
ISLAND-DU

SCALE:
1/4"=1'-0"
03/16/20
Page 3 of 7

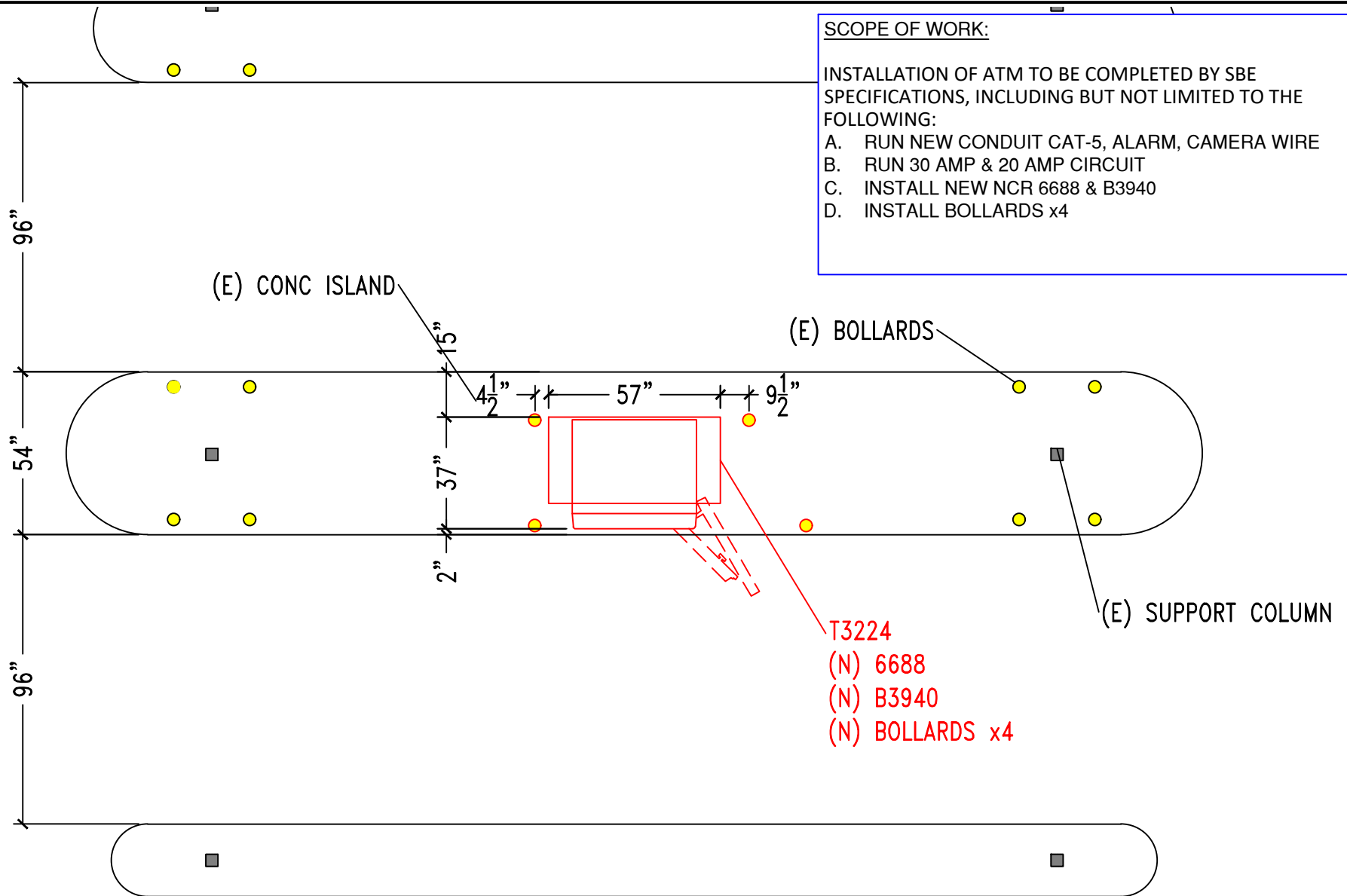


		Hapeville 590 S Central Ave. Hapeville, GA 30354	NEW ATM T3224 Existing Elevation	REVISED - - - OPTION A ISLAND-DU	SCALE: 1/2"=1'-0" 03/16/20 Page 4 of 7
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SCOPE OF WORK:

INSTALLATION OF ATM TO BE COMPLETED BY SBE SPECIFICATIONS, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- A. RUN NEW CONDUIT CAT-5, ALARM, CAMERA WIRE
- B. RUN 30 AMP & 20 AMP CIRCUIT
- C. INSTALL NEW NCR 6688 & B3940
- D. INSTALL BOLLARDS x4



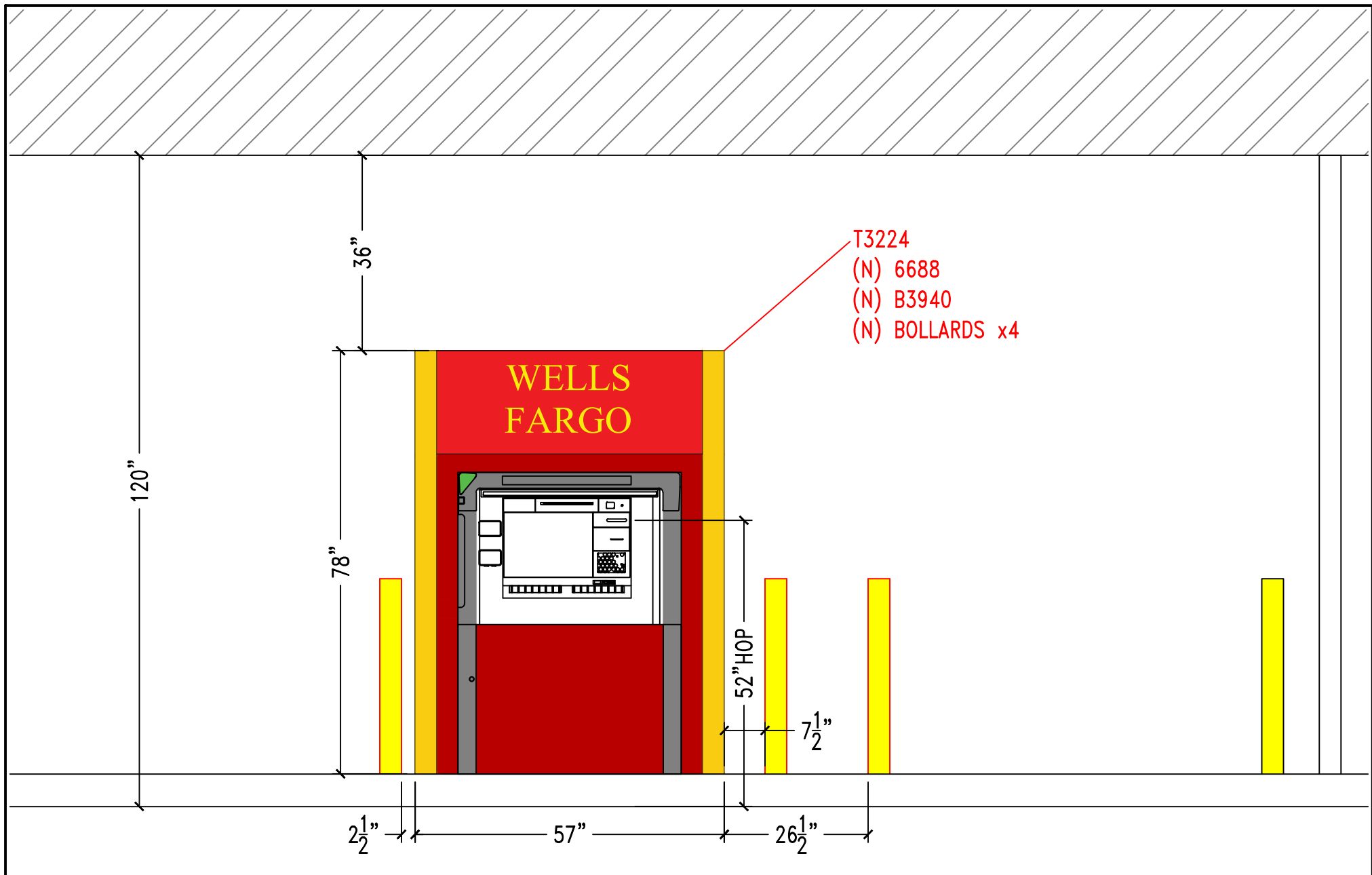
Hapeville
590 S Central Ave.
Hapeville, GA
30354

NEW ATM
T3224

Proposed Plan View

REVISED
-
-
-
OPTION A
ISLAND-DU

SCALE:
1/4"=1'-0"
03/16/20
Page 5 of 7



	 Hapeville 590 S Central Ave. Hapeville, GA 30354	NEW ATM T3224 Proposed Elevation	REVISED - - - OPTION A ISLAND-DU	SCALE: 1/2"=1'-0" 03/16/20 Page 6 of 7
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		Hapeville 590 S Central Ave. Hapeville, GA 30354	NEW ATM T3224 Rendering	REVISED - - - OPTION A ISLAND-DU	SCALE: NTS 03/16/20 Page 7 of 7
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DEPARTMENT OF PLANNING AND ZONING
PLANNER'S REPORT

DATE: July 20, 2020
TO: Tonya Hutson
FROM: Lynn Patterson
RE: **Design Review – 590 South Central Avenue ATM Addition**

Key:

Compliant:	✓
Not Compliant:	✗
Incomplete:	✋
Not Applicable:	⊘

BACKGROUND

The City of Hapeville has received a design review application from Financial Total Leasing dba Southernn Bank Equipment & ATMs on behalf of Wells Fargo/Steven L Kaplan for the replacement of a drive through teller lane with a drive-up ATM.

The property is zoned RMU, Residential Mixed-Use, is located within the A-D, Arts District overlay, and is subject to the requirements of the Commercial/Mixed-Use Area, Subarea B, of the Architectural Design Standards.

CODE

SEC. 81-1-6. COMMERCIAL/MIXED-USE AREA

(e) Parking and traffic standards.

- ✓ Drive-through windows and all vehicular queuing, when permitted by zoning, shall be placed to the rear or side of the building facade, shall not be visible from any public right-of-way, and shall not be located within 25 feet of the back of the required sidewalk.

NOTES: The drive through ATM is at the rear of the building in a designated drive through lane for a current teller tube.

FINDINGS

The application may be approved as submitted.

CITY OF HAPEVILLE

DESIGN REVIEW APPLICATION

SUBMITTAL DATE: July 15, 2020

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Applicant: Andrea Sharpe Contact Number: [REDACTED]

Applicants Address: 383 Lake Dr

E-Mail Address: [REDACTED] Zoning Classification: R-SF

Address of Proposed Work: 383 Lake Dr

Parcel ID# (INFORMATION MUST BE PROVIDED): 14009400070837

Property Owner: Same Contact Number:

Project Description (including occupancy type):

Remove and replace deckboards, railings and skirt on existing porch.

Contractors Name: Homeowner Contact Number:

Contact Person: Contact Number:

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.

[REDACTED]
Applicants Signature

07/15/2020

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: N/A

Total Square Footage of existing building: N/A

Estimated Cost of Construction: \$2000

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

Lumber

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

Lumber; Pine; Pressure Treated

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 must be submitted before the Community Service Department will accept an application and forward the same to the appropriate entity.

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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, **Andrea Sharpe** _____ 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.



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=PTIICOR_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 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.

☒ **Understood that builder must follow approved plan and that the Certificate of Occupancy will not be issued until a Design Inspection is performed and Architectural Design Standards are met.**

Andrea Sharpe

Printed Name

Signature

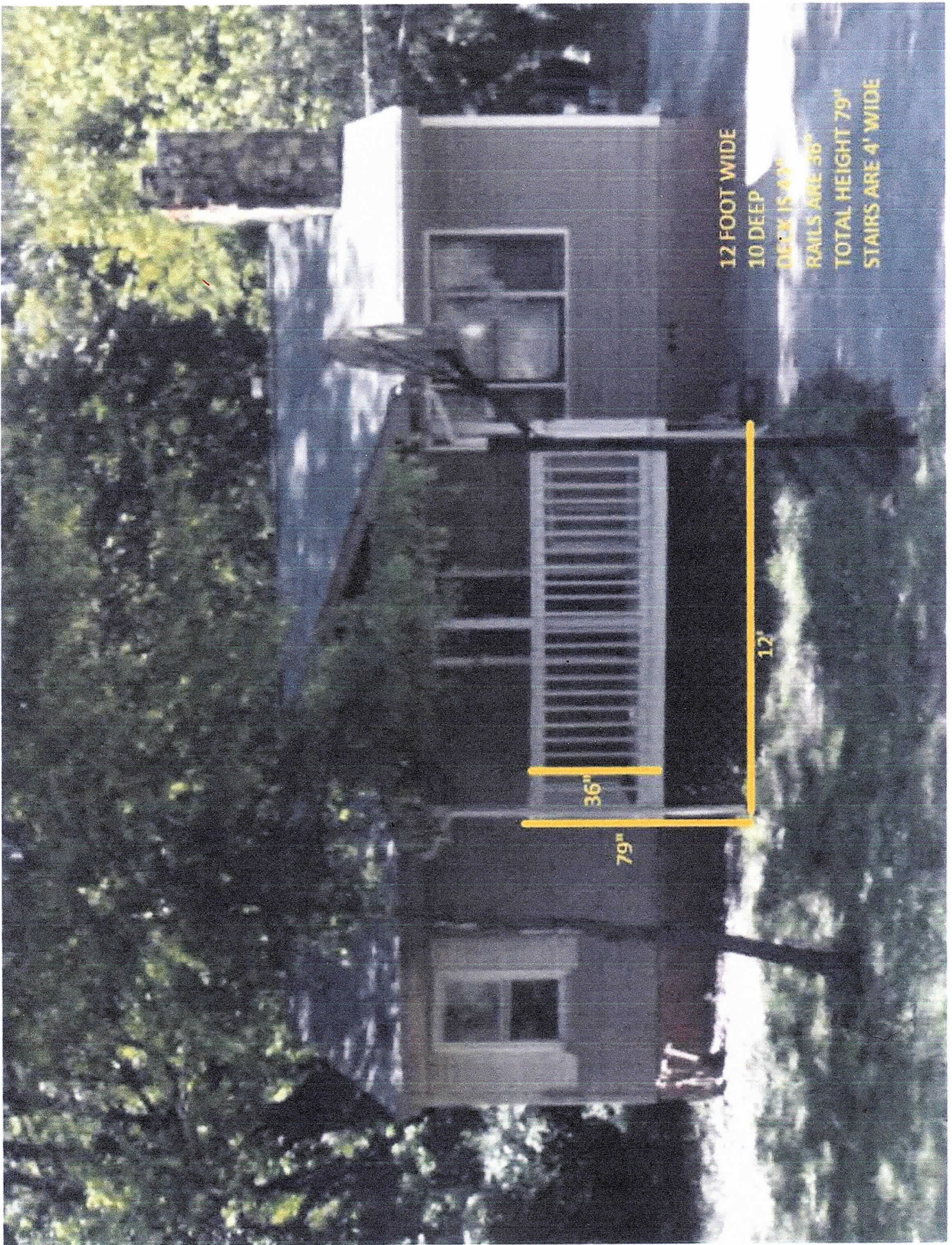
07/15/2020

Date

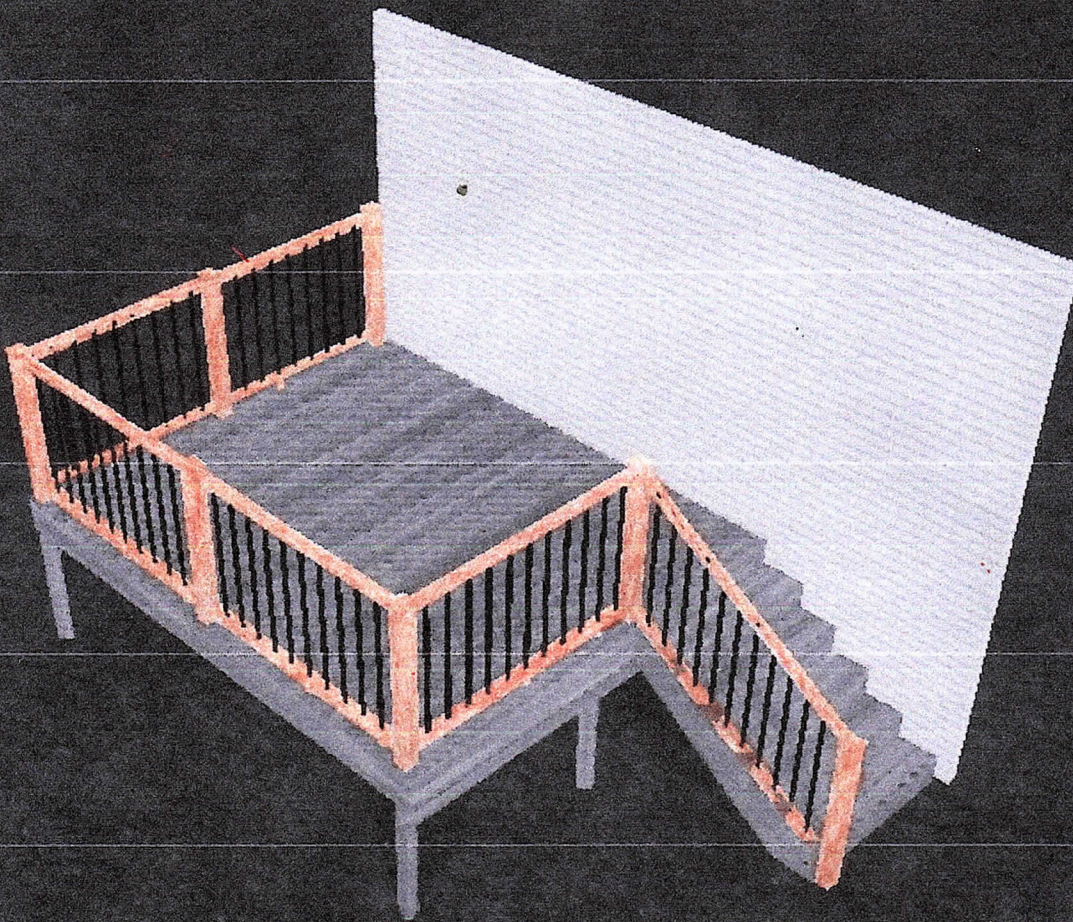
Should you have any questions, please do not hesitate to contact the Community Services Department at 404-669-2120.

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

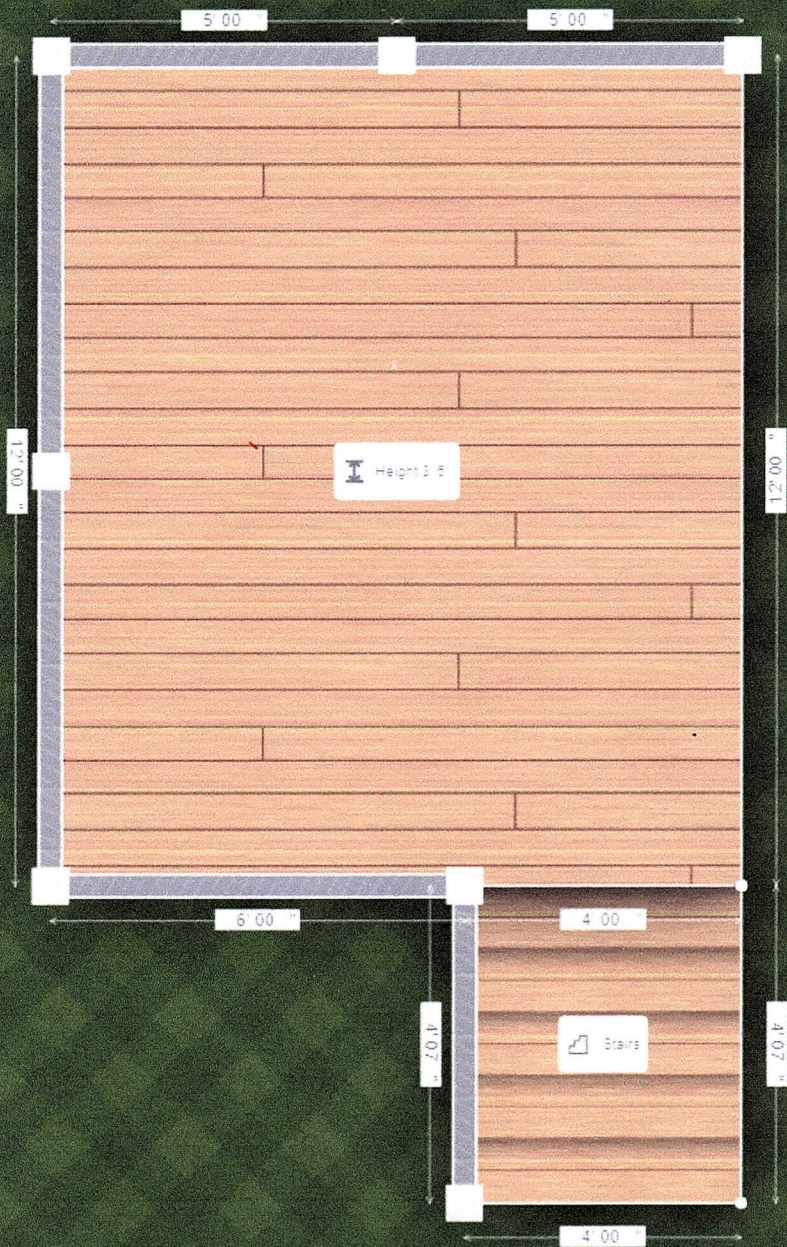




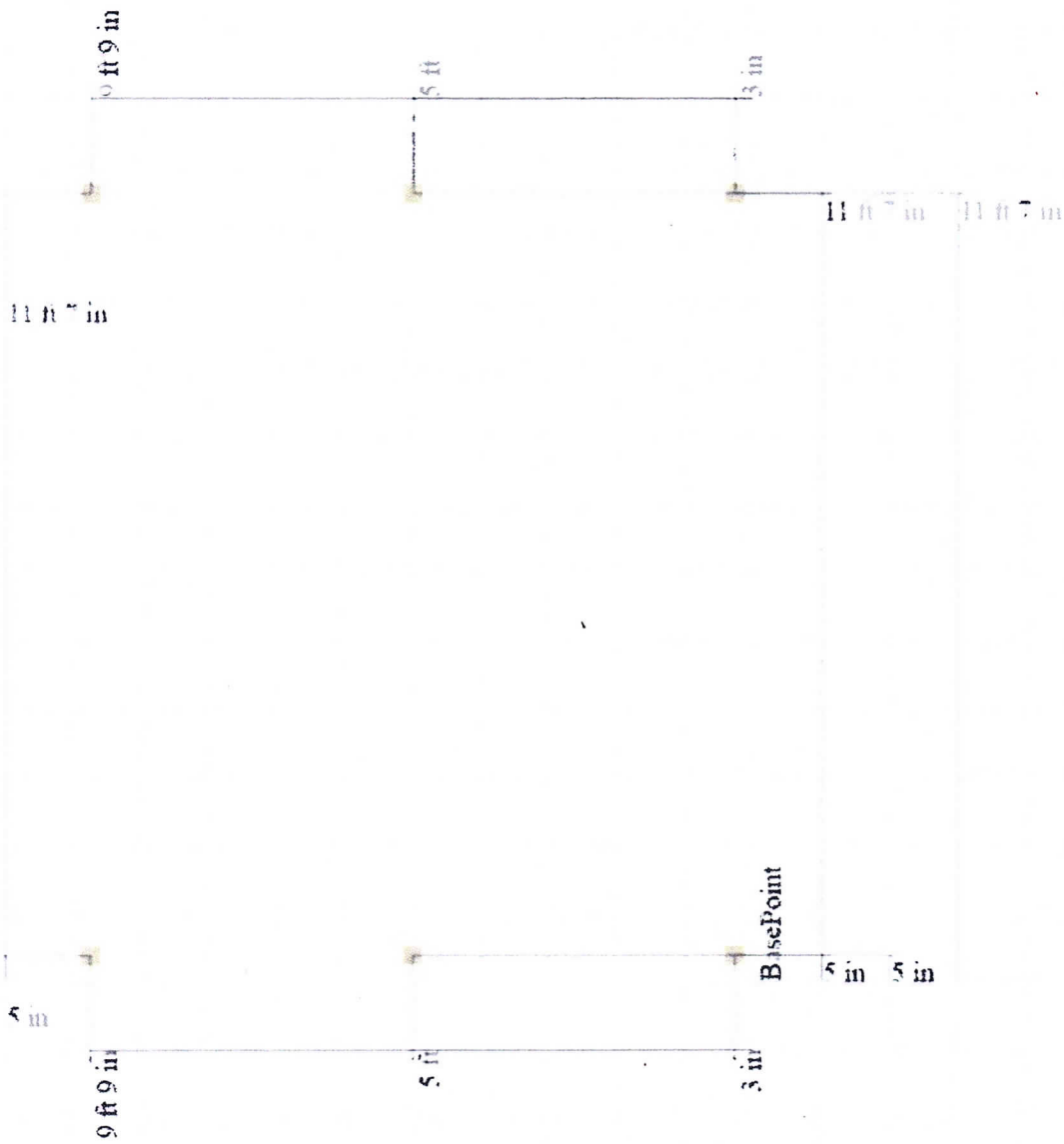




- Top rail and bottom rail members will be constructed of 2x4' lumber. Top hand rail will be constructed of 2x6' lumber. Balusters will be black aluminum as pictured in photo of stairs submitted with application. Porch will be stained to match existing cedar shingles on the front of the house.
- As the porch decking was replaced, it is recommended a design exception be granted for the distance between columns, clear depth of the porch, and width of façade.



Ø Drawing at 3' 6" Height





DEPARTMENT OF PLANNING AND ZONING
PLANNER'S REPORT

DATE: July 20, 2020
TO: Tonya Hutson
FROM: Lynn Patterson
RE: **Design Review 383 Lake Dr**

Key:

Compliant:	✓
Not Compliant:	✗
Incomplete:	✋
Not Applicable:	⊘

BACKGROUND

The City of Hapeville has received a design review application from Andrea Sharpe for remodeling of a front porch to an existing single-family dwelling located at 383 Lake Dr. The applicant replaced the deckboards, railings and skirt on the front porch.

The property is zoned R-SF, Single Family Residential and is subject to the Neighborhood Conservation Area, Subarea E, of the Architectural Design Standards.

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.

STAFF COMMENT:

(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:

The front porch decking and railing was replaced with horizontal boards that do not meet the requirements of the Architectural Design Standards. Namely: Hinders visibility, is not stained or painted, railings do not meet standards.

As the porch decking was replaced, it is recommended a design exception be granted for the distance between columns, clear depth of the porch, and width of façade.

RECOMMENDATIONS

The applicant has not submitted all information required for a full design review of the property. Should the Design Review Committee require any other elements of the site or structure beyond the scope of construction to be brought into compliance with the Architectural Design Standards, the applicant will need to resubmit the application with all required information.

Upon review of the information provided by the Applicant, the following items have been found to be missing or deficient and should be addressed by the Applicant and the Design Review Committee:

- 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.
- 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.
- 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.

The application cannot be approved as submitted.

CITY OF HAPEVILLE DESIGN REVIEW APPLICATION

SUBMITTAL DATE: 7-17-2020

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: Joycelyn LEE Contact Number: [REDACTED]
Applicants Address: 3326 FORREST HILLS DR. HAPEVILLE GA 30354
E-Mail Address: [REDACTED] ing Classification: MO
Address of Proposed Work: SAME

Parcel ID# (INFORMATION MUST BE PROVIDED): 140066000 41063

Property Owner: Joycelyn LEE Contact Number: [REDACTED]

Project Description (including occupancy type): Add bedroom to existing home using Conkert electrical, plumbing + HVAC tie-ins.

Contractors Name: OWNER Contact Number: [REDACTED]

Contact Person: _____ Contact Number: _____

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.

[REDACTED]
Applicants Signature

07-17-2020
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: 460 sq ft

Total Square Footage of existing building: 2000

Estimated Cost of Construction: 18,250

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

Add 400 Square Feet to Existing home using EXISTING Electric,
plumbing & HVAC (Tie-in).

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

Hardy PLANK Siding, Wood

NOTICE

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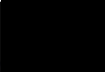
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(Please Print & Initial)

I Joyce Lynn Lee  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.



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=PTIICOR_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.

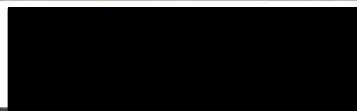
☒ Understood that any deficiencies in the application must be resolved at least 10 days prior to the Design Review Committee meeting or the application may not be presented to the DRC for review.

☒ Submitted 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.

☐ **Understood that builder must follow approved plan and that the Certificate of Occupancy will not be issued until a Design Inspection is performed and Architectural Design Standards are met.**

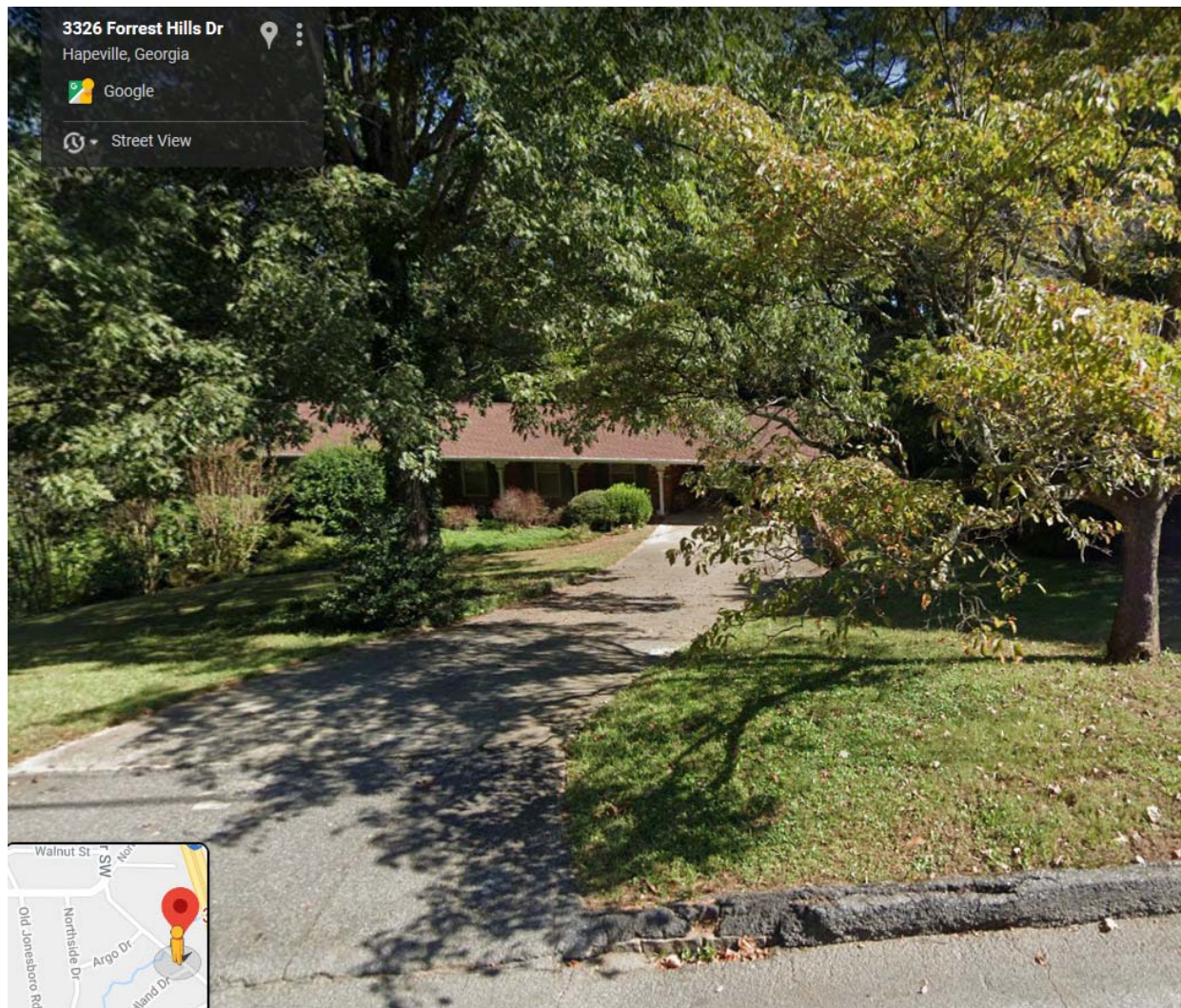
Joyce Lynn LEE
Printed Name


Signature

07/19/2020
Date

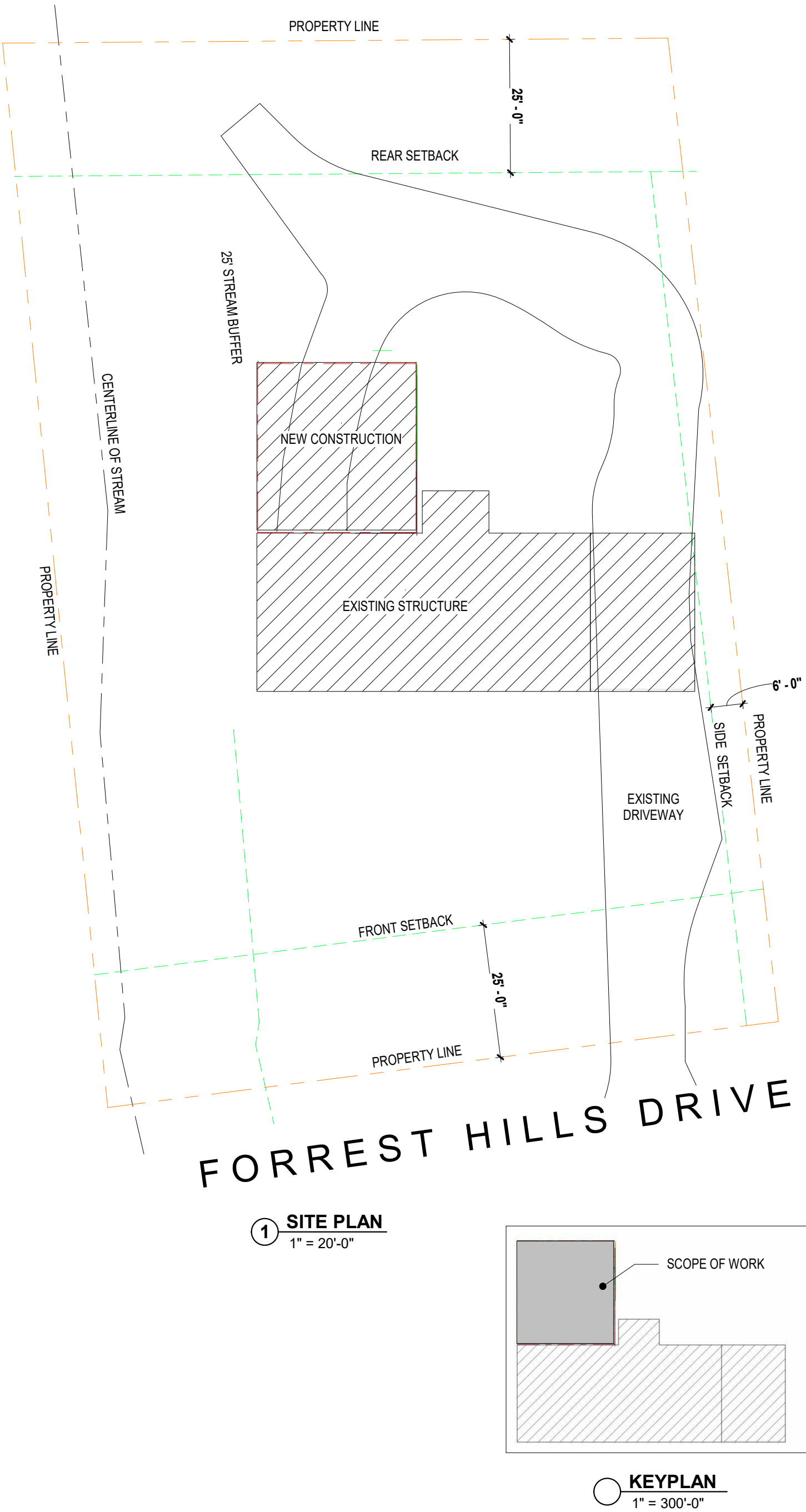
Should you have any questions, please do not hesitate to contact the Community Services Department at 404-669-2120.

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



THE SMITH RESIDENCE ADDITION

3326 FORREST HILLS DRIVE
ATLANTA, GA 30000



DRAWING LIST			
SHEET NO.	SHEET NAME	PRICING SET	PERMIT COMMENTS
A0	COVER SHEET	●	●
A1.0	BASEMENT LEVEL FRAMING PLAN	●	●
A1.1	FLOOR FRAMING PLAN	●	●
A1.2	PROPOSED FLOOR PLAN	●	●
A1.3	PROPOSED ROOF PLAN	●	●
A2.0	REAR AND RIGHT ELEVATIONS	●	●
A2.1	LEFT ELEVATION	●	●
A3.0	PROPOSED ELECTRICAL PLAN	●	●
A4.0	SECTIONS	●	●
A4.2	DETAILS	●	●

PLANS DRAFTED BY:

PLANS TO PICTURES

COMPUTER GENERATED DRAFTING, RENDERING & MODELING

BY Wanda Harmon

(678) 592-3542 landmark404@aol.com

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CONSTRUCTION

PRINT RECORD

NO.	DESCRIPTION	DATE
1	PERMIT SET	7/21/2020
2	PERMIT COMMENTS	7/27/2020

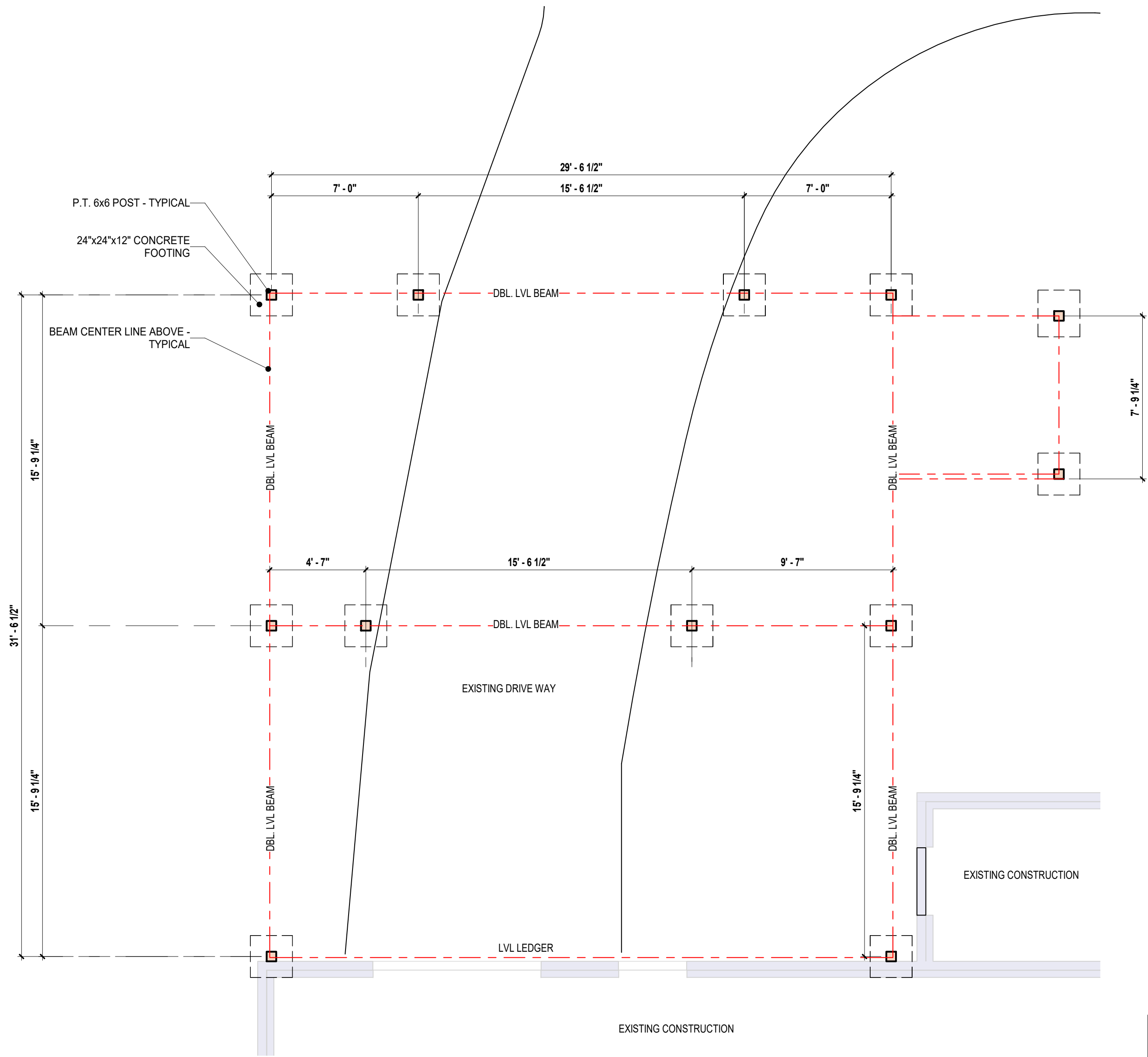
THE SMITH
RESIDENCE

COVER SHEET

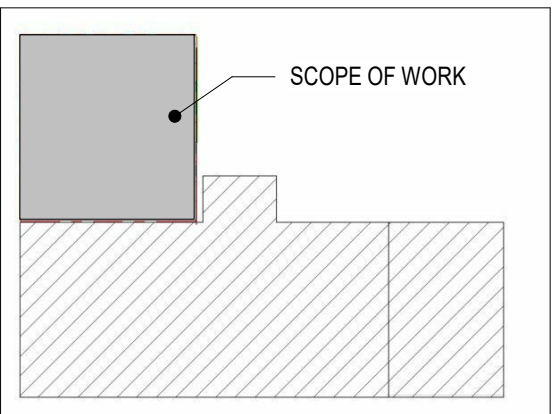
Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A0

Scale As indicated



1 PROPOSED BASEMENT FRAMING
1/4" = 1'-0"



KEYPLAN
1" = 300'-0"

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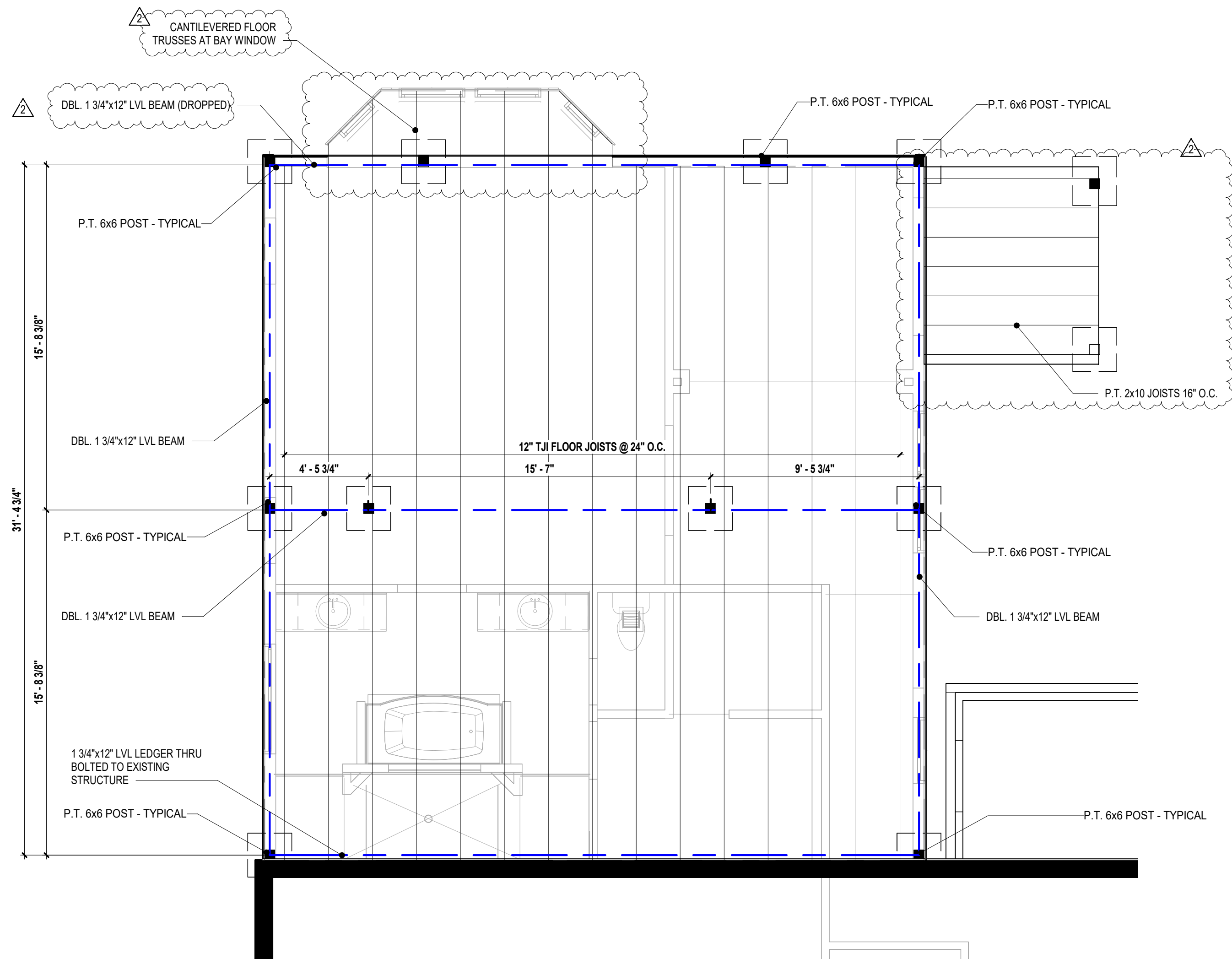
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BASEMENT LEVEL FRAMING PLAN

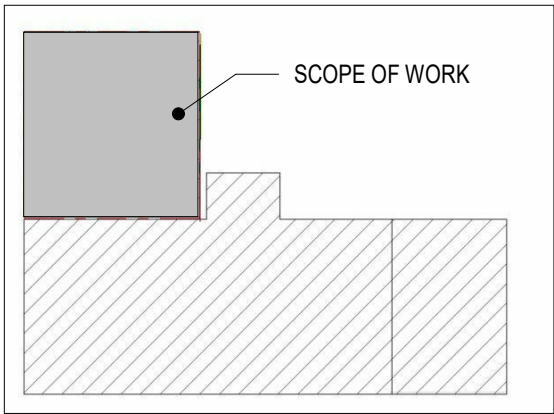
Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A1.0

Scale	As indicated
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1 FLOOR FRAMING PLAN
1/4" = 1'-0"



KEYPLAN
1" = 300'-0"

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THE SMITH
RESIDENCE

FLOOR
FRAMING PLAN

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

A1.1

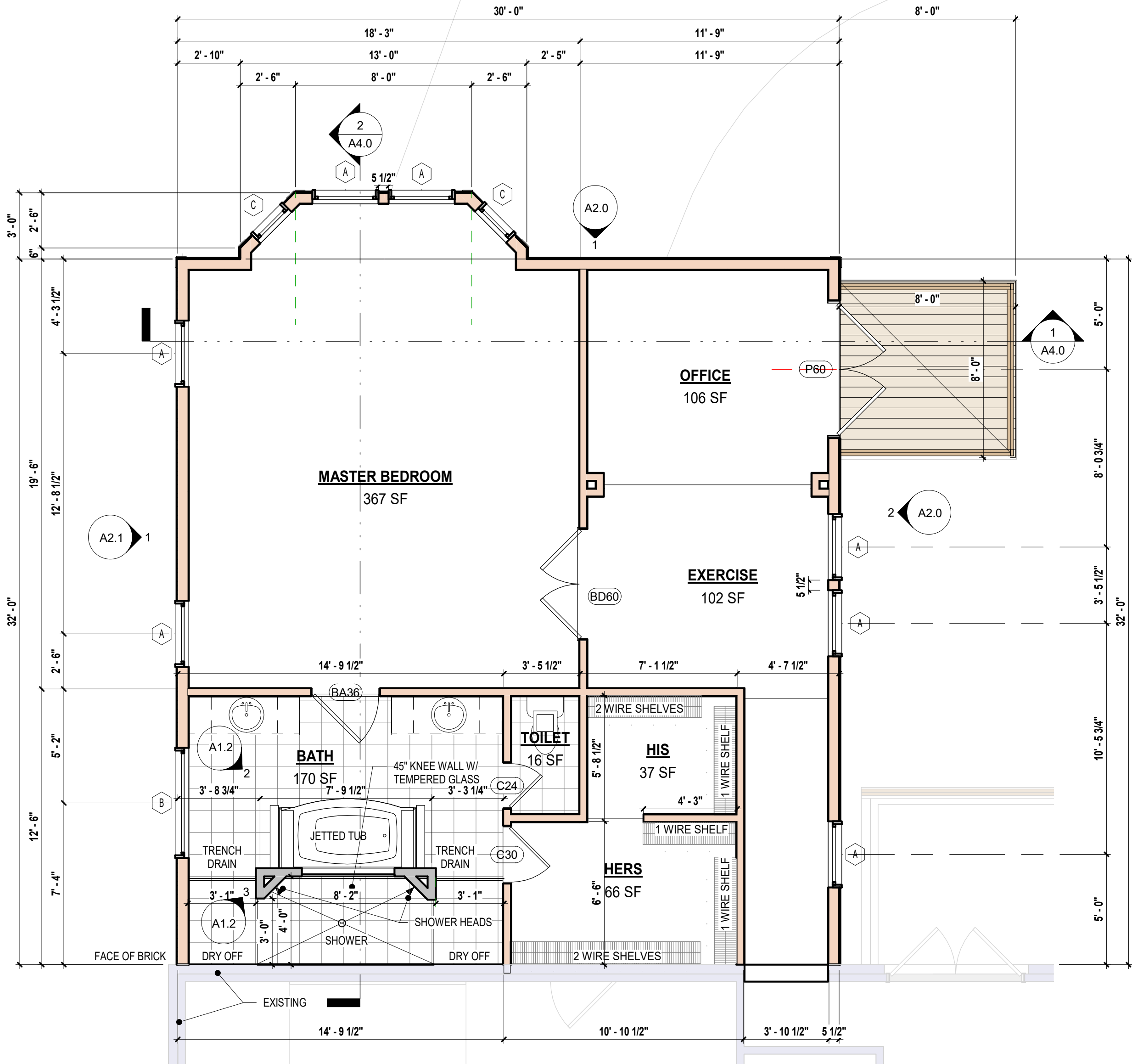
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2 BATH RENDERING
1/8" = 1'-0"



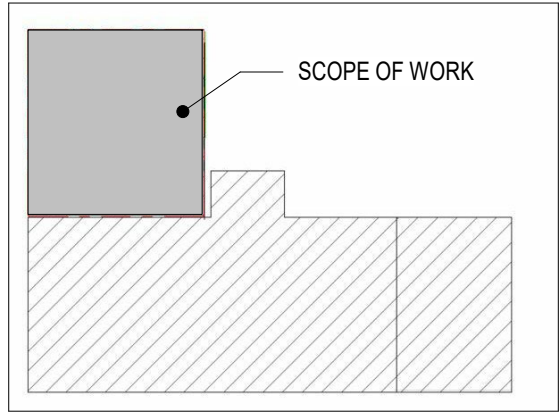
3 BATH RENDERING 2
1/8" = 1'-0"



1 PROPOSED MAIN LEVEL FLOOR PLAN
1/4" = 1'-0"

WINDOW SCHEDULE		
MARK	SIZE	COMMENTS
A	3/0x6/0	GLASS BLOCK
B	5/0x4/0	
C	2/0x6/0	

DOOR SCHEDULE		
MARK	DOOR SIZE	COMMENTS
C24	2'-0" x 6'-8"	
BA36	3'-0" x 6'-8"	
C30	2'-6" x 6'-8"	
BD60	2'-6" x 6'-8" DOUBLE	
P60	3'-0" x 6'-8" DOUBLE	
P60	3'-0" x 6'-8" DOUBLE	



KEYPLAN
1" = 300'-0"

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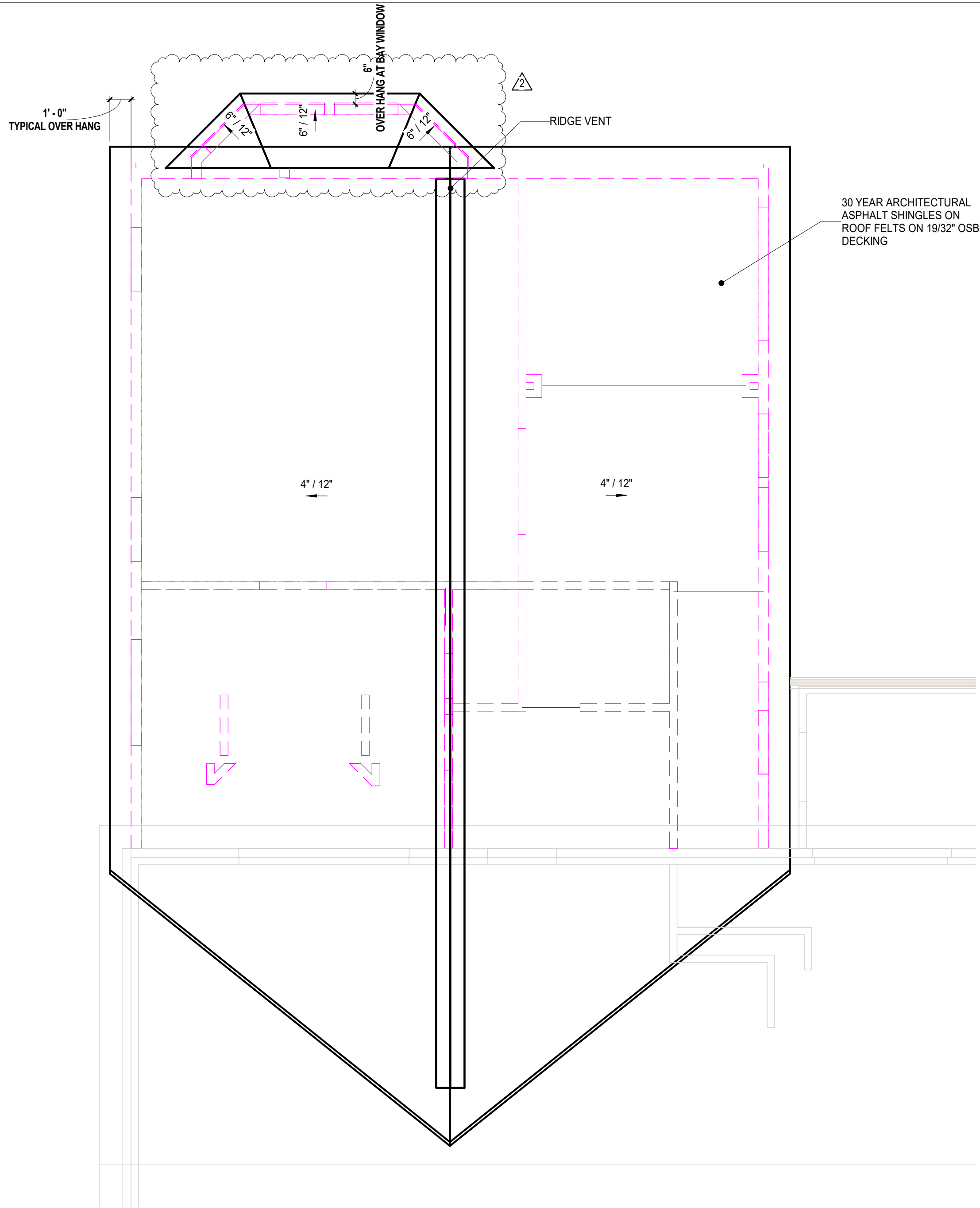
THE SMITH
RESIDENCE

PROPOSED
FLOOR PLAN

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

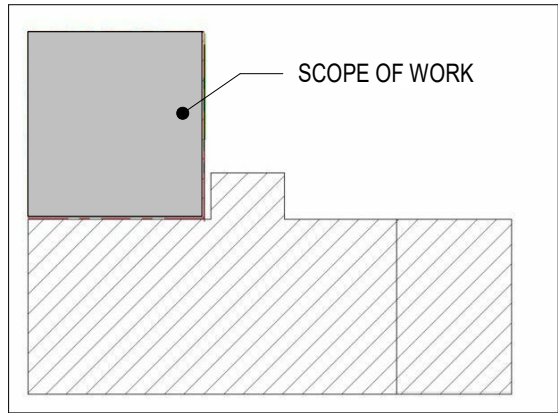
A1.2

Scale As indicated



1 PROPOSED ROOF PLAN
1/4" = 1'-0"

- NOTES
1. PROVIDE ICE AND WATER SHIELD AT ALL ROOF VALLEYS
 2. PROVIDE ICE AND WATER SHIELD 3' WIDE AT ALL ROOF EDGES
 3. PROVIDE ALUMINUM DRIP EDGE AT ALL ROOF EDGES



KEYPLAN
1" = 300'-0"

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BY **Wanda Harmon**

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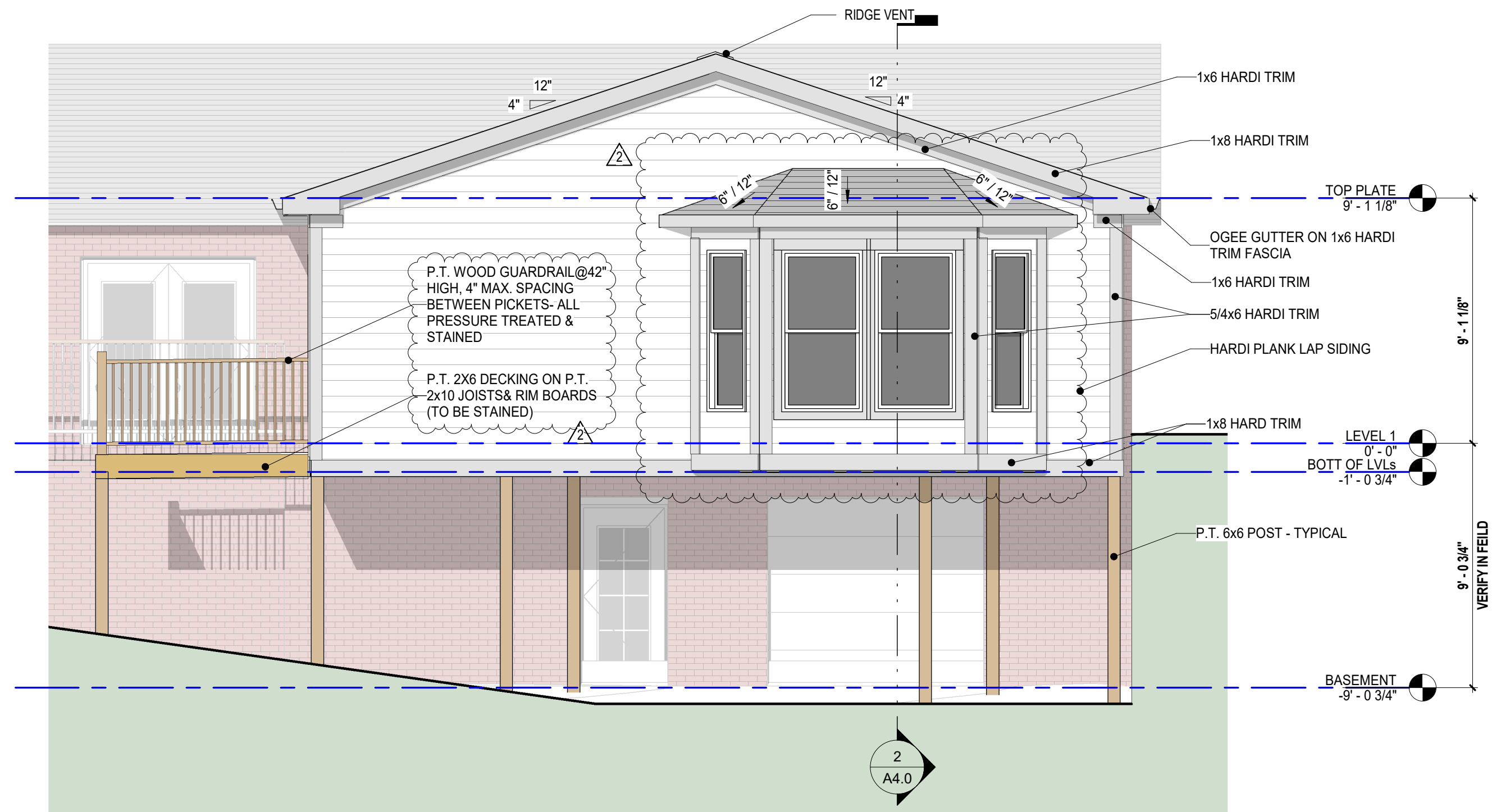
THE SMITH
RESIDENCE

PROPOSED
ROOF PLAN

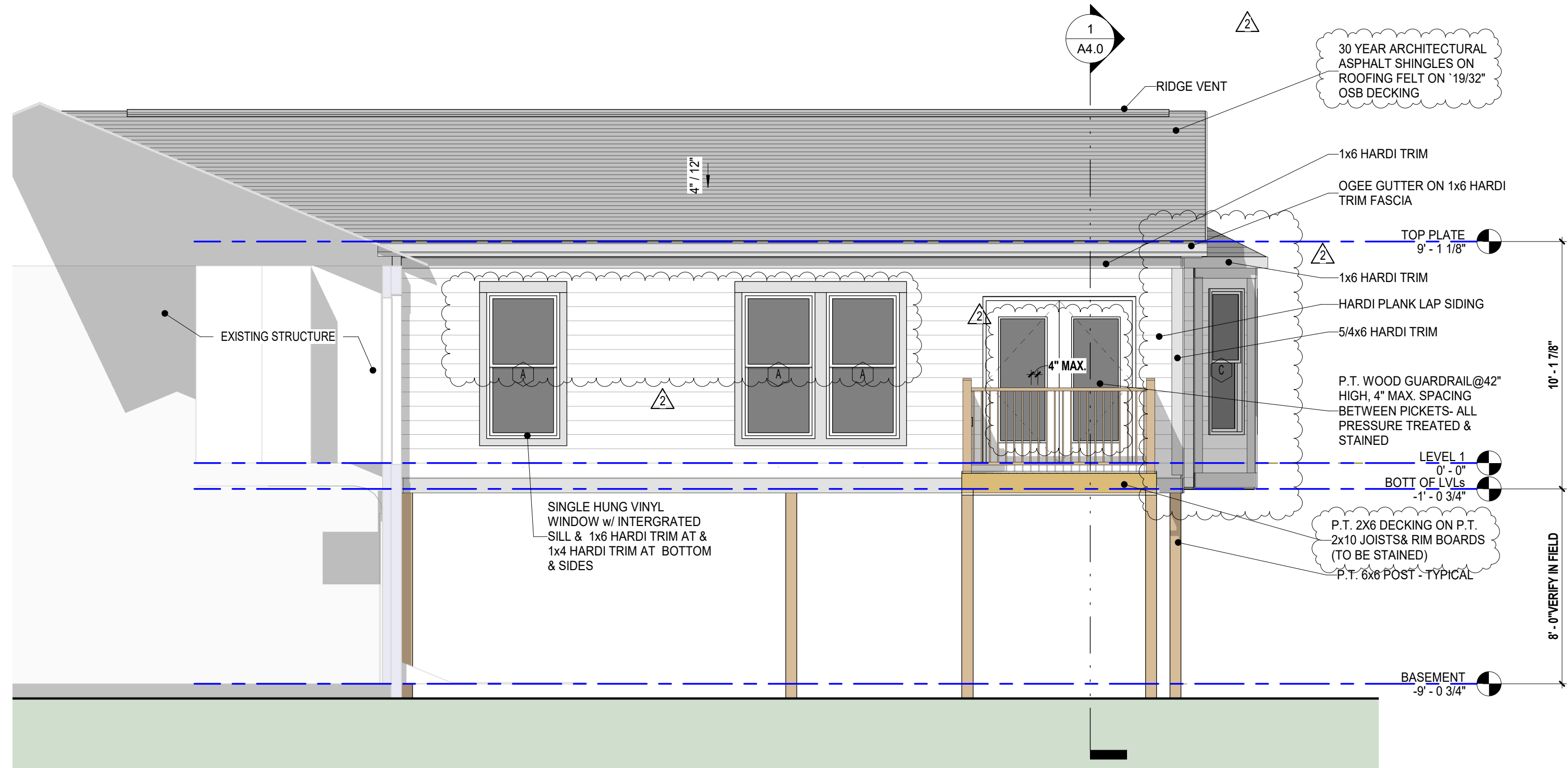
Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A1.3

Scale	As indicated
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1 PROPOSED REAR ELEVATION
1/4" = 1'-0"



2 PROPOSED RIGHT ELEVATION
1/4" = 1'-0"

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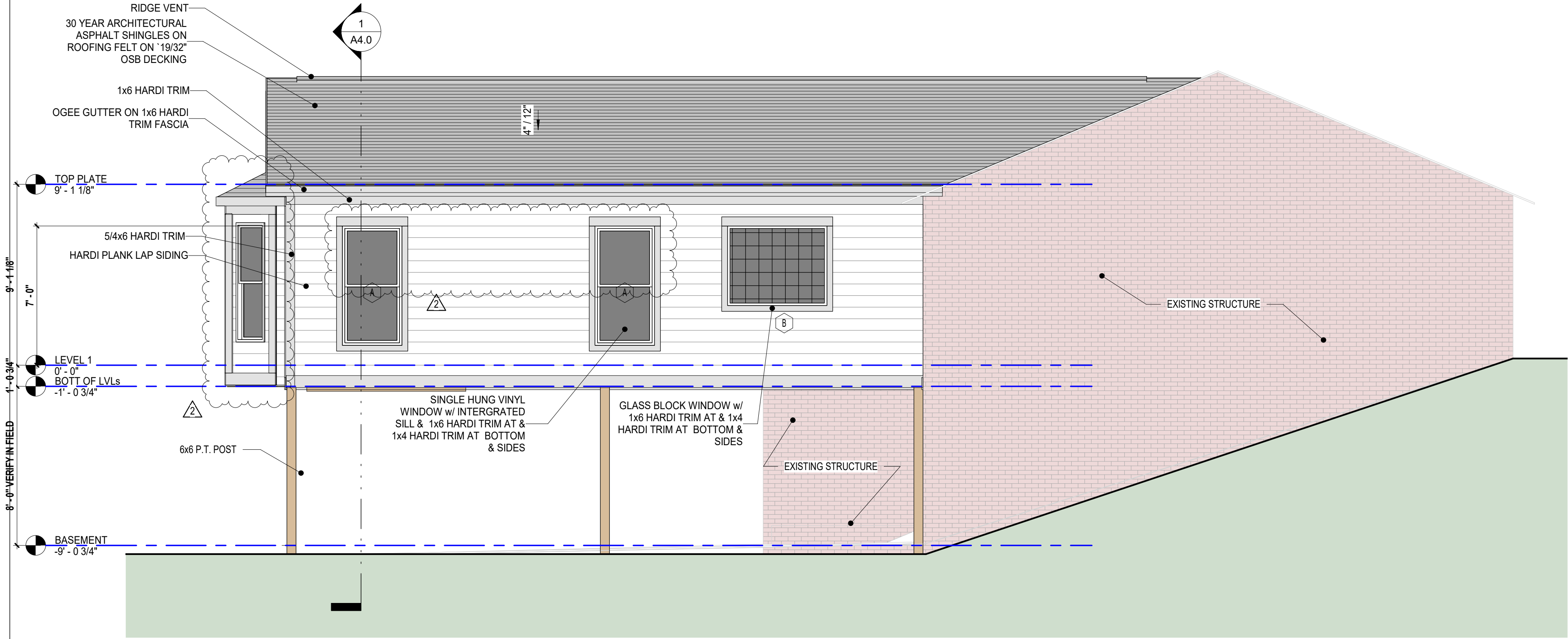
THE SMITH RESIDENCE

REAR AND RIGHT ELEVATIONS

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

A2.0

Scale 1/4" = 1'-0"



1 PROPOSED LEFT ELEVATION
1/4" = 1'-0"

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PLANS TO PICTURES

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CONSTRUCTION

PRINT RECORD

NO.	DESCRIPTION	DATE
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2	PERMIT COMMENTS	7/27/2020

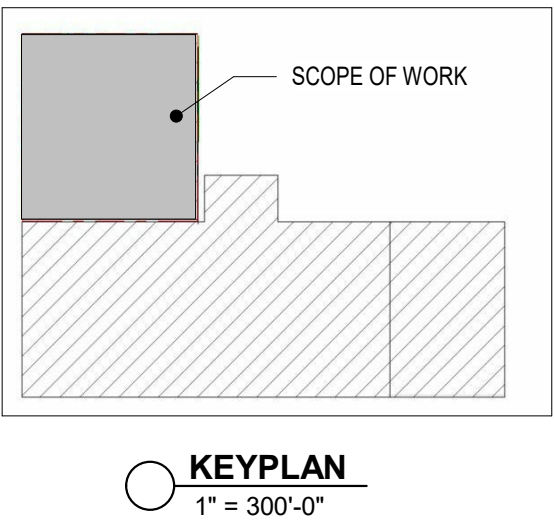
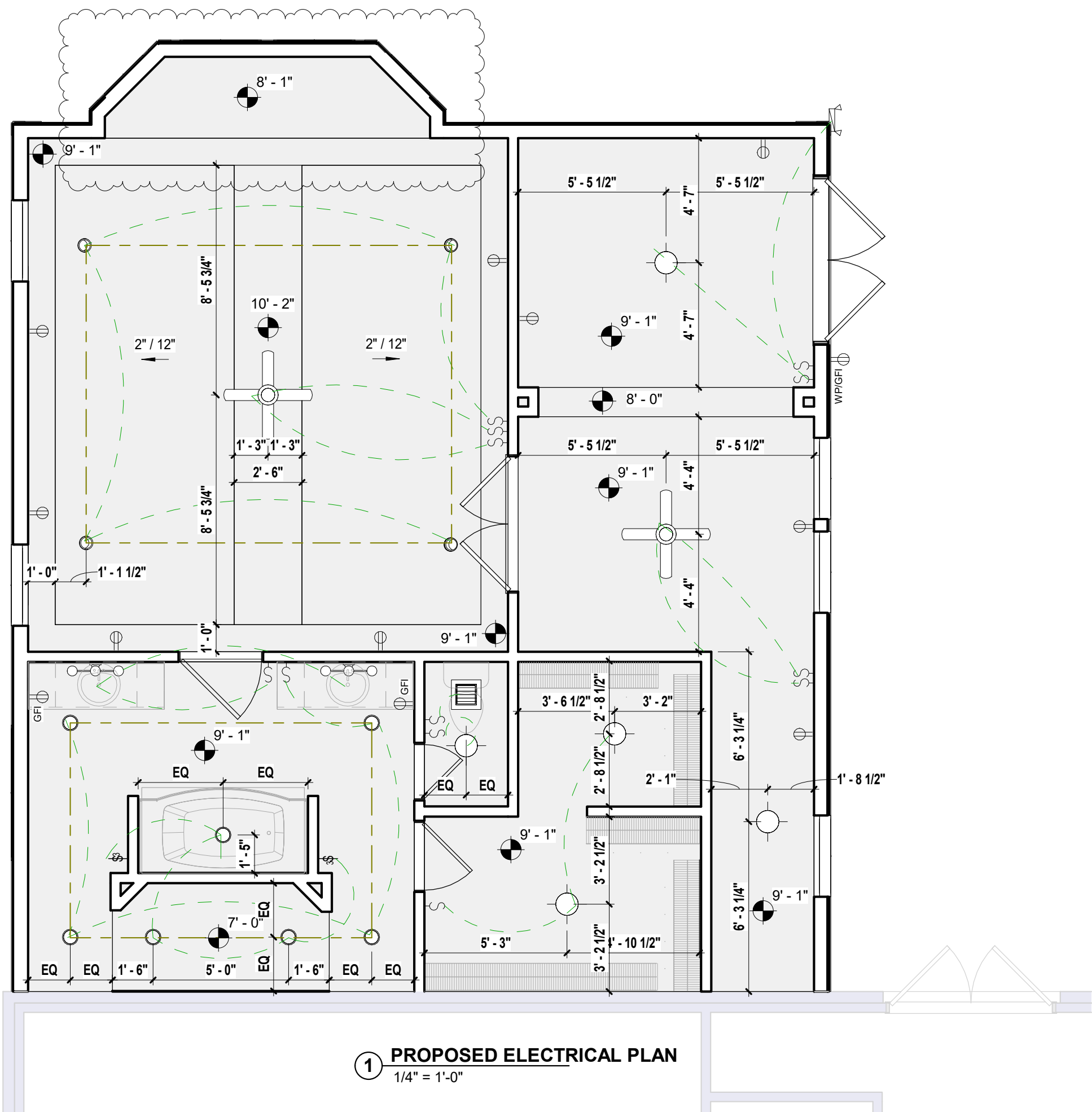
THE SMITH
RESIDENCE

LEFT
ELEVATION

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

A2.1

Scale 1/4" = 1'-0"



PLANS DRAFTED BY:

PLANS TO PICTURES

COMPUTER GENERATED DRAFTING, RENDERING & MODELING

BY Wanda Harmon

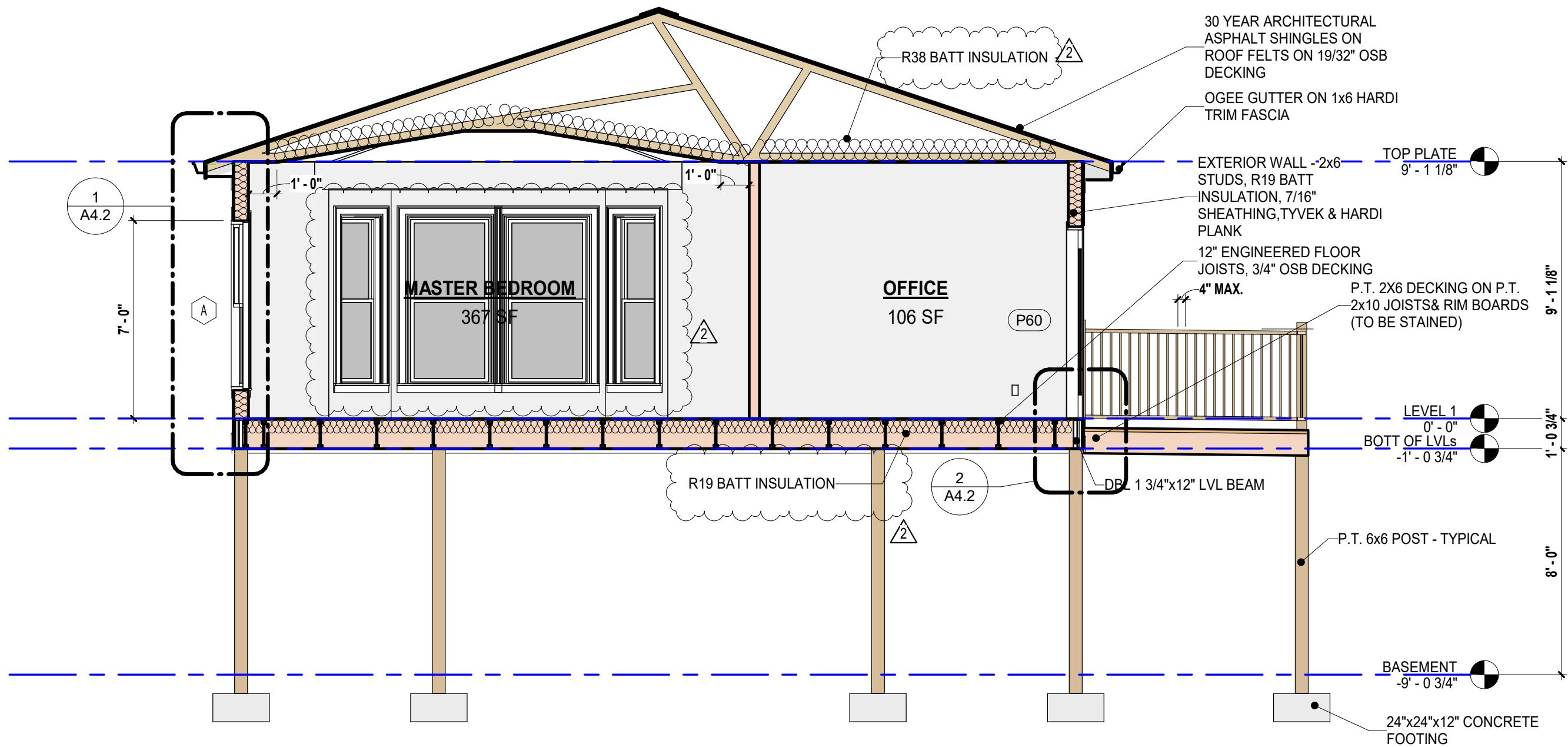
(678) 592-3542 landmark404@aol.com

RELEASED FOR
CONSTRUCTION

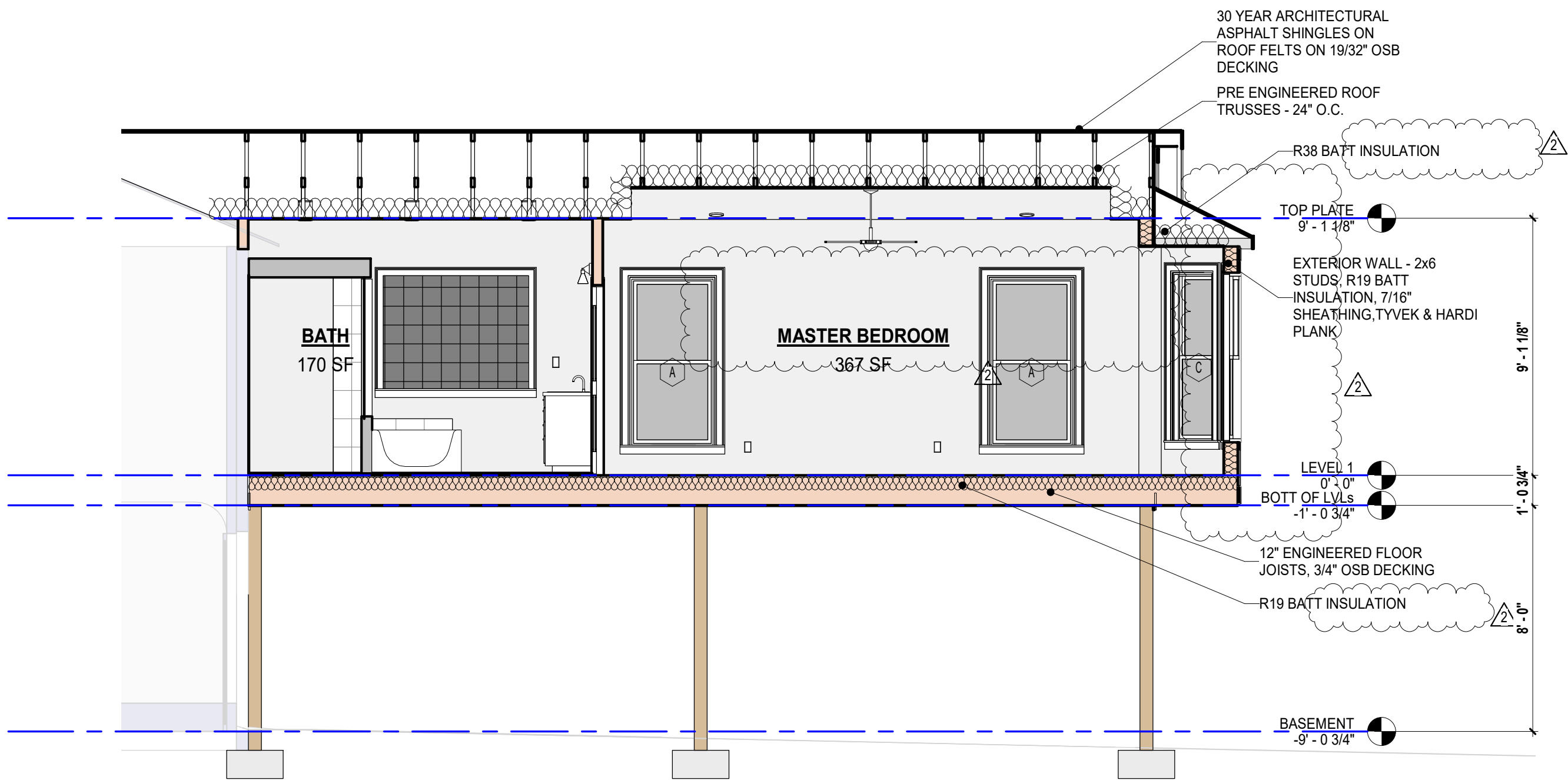
PRINT RECORD

NO.	DESCRIPTION	DATE
1	PERMIT SET	7/21/2020
2	PERMIT COMMENTS	7/27/2020

THE SMITH RESIDENCE	
PROPOSED ELECTRICAL PLAN	
Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker
A3.0	
Scale	As indicated



1 BUILDING SECTION 1
1/4" = 1'-0"



2 BUILDING SECTION 2
1/4" = 1'-0"

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CONSTRUCTION

PRINT RECORD

NO.	DESCRIPTION	DATE
1	PERMIT SET	7/21/2020
2	PERMIT COMMENTS	7/27/2020

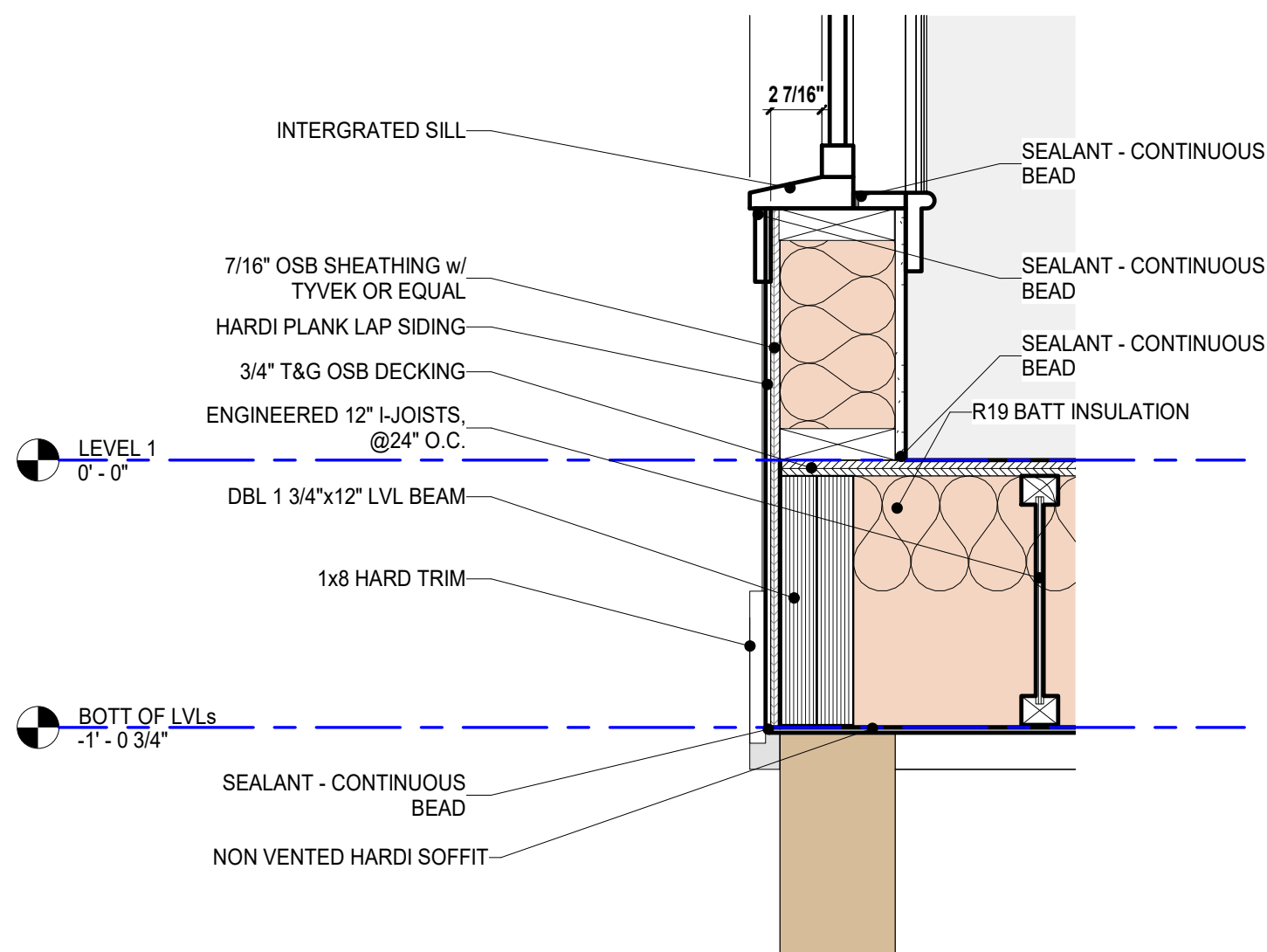
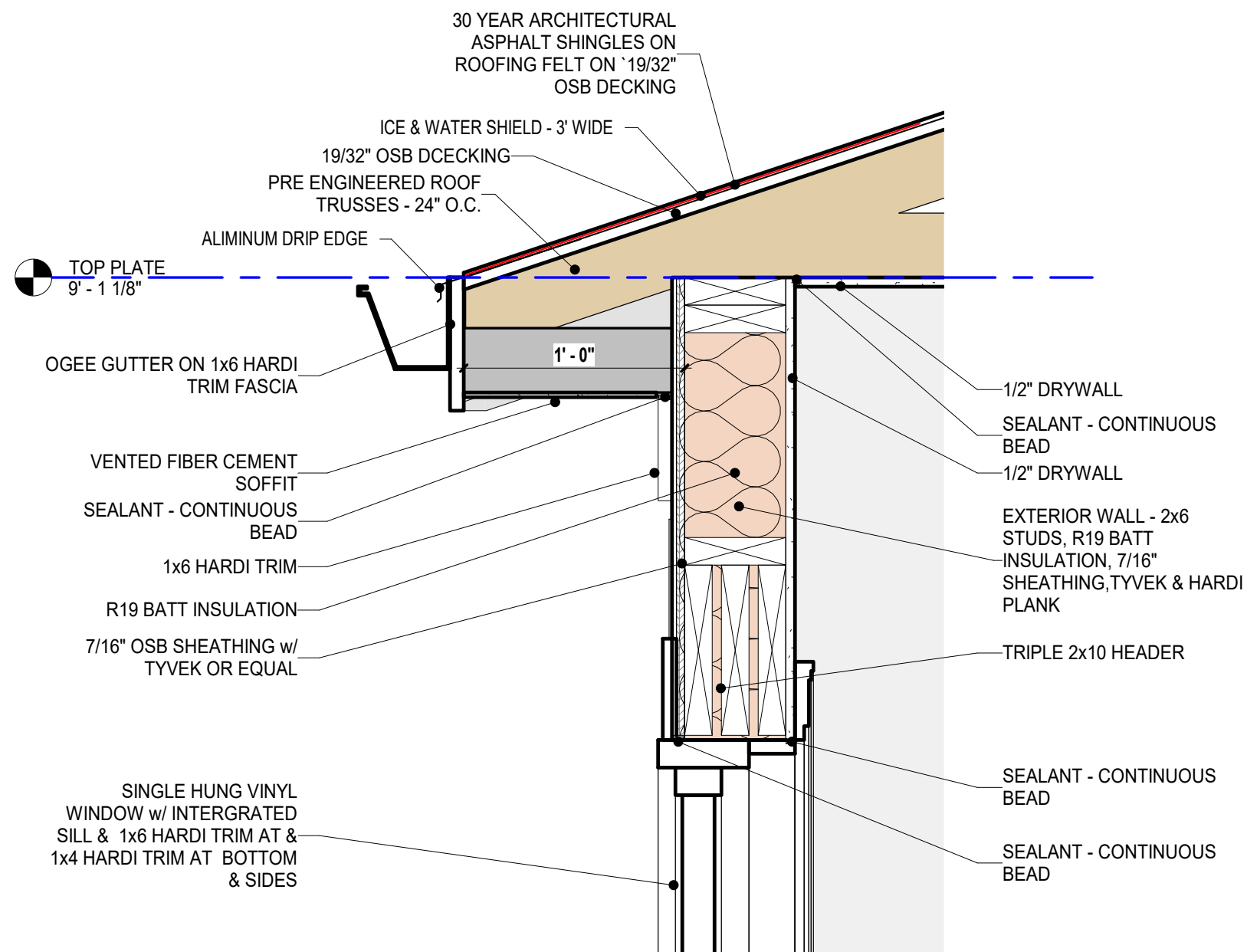
THE SMITH
RESIDENCE

SECTIONS

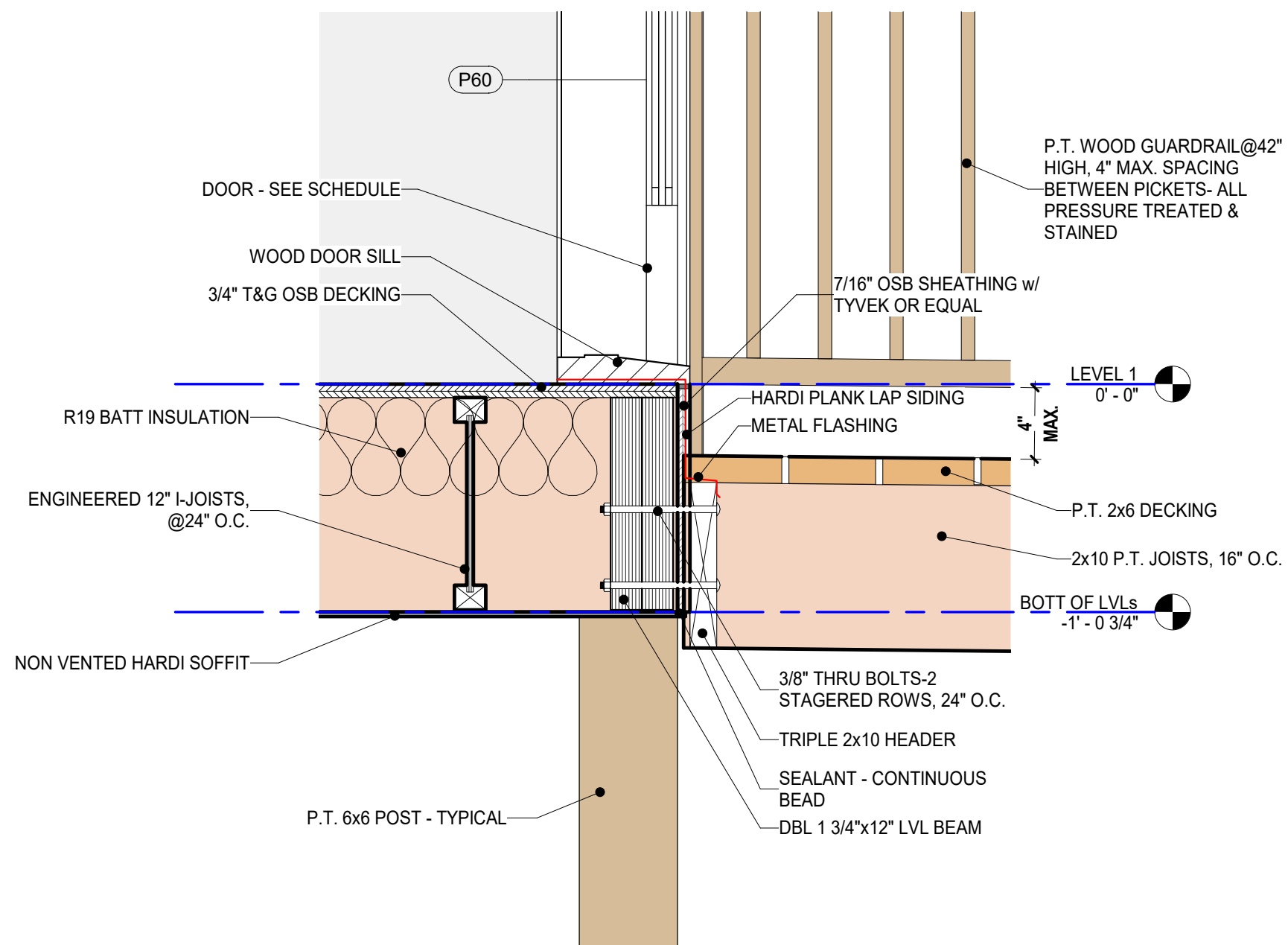
Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A4.0

Scale 1/4" = 1'-0"



1 TYPICAL WALL SECTION
1 1/2" = 1'-0"



2 DECK TO HOUSE DETAIL
1 1/2" = 1'-0"

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PLANS TO PICTURES

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PRINT RECORD

NO.	DESCRIPTION	DATE
2	PERMIT COMMENTS	7/27/2020

THE SMITH RESIDENCE

DETAILS

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

2

A4.2

Scale 1 1/2" = 1'-0"



**DEPARTMENT OF PLANNING AND ZONING
PLANNER'S REPORT**

DATE: July 20, 2020
TO: Tonya Hutson
FROM: Lynn Patterson
RE: **Design Review 3326 Forrest Hill Dr**

Key:

Compliant:	✓
Not Compliant:	✗
Incomplete:	✋
Not Applicable:	⊘

BACKGROUND

The City of Hapeville has received a design review application from Joycelyn Lee for an addition to an existing single-family dwelling located at 3326 Forrest Hills Dr. The addition will consist of a 460 SF master bedroom, bath and office.

The property is zoned R-0, One Family Residential and is subject to the Neighborhood Conservation Area, Subarea E, of the Architectural Design Standards.

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.

STAFF COMMENT:

The addition complies with zoning setback requirements; please provide actual setbacks, not just building setback lines.

(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: **The addition is at the rear of the dwelling and built on a raised deck.
Ensure the deck is stained and railings meet requirements.**

(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:

The addition is to the rear of the structure. No window or door changes are proposed on the enfronting façade.

Window sills should be provided.

Center mullions should be wider than the trim for the grouped windows.

GBG should not be used.

Recess for windows should be provided.

RECOMMENDATIONS

The applicant has not submitted all information required for a full design review of the property. Should the Design Review Committee require any other elements of the site or structure beyond the scope of construction to be brought into compliance with the Architectural Design Standards, the applicant will need to resubmit the application with all required information.

Upon review of the information provided by the Applicant, the following items have been found to be missing or deficient and should be addressed by the Applicant and the Design Review Committee:

- Provide actual setbacks, not just building setback lines.
- Ensure the deck is stained and railings meet requirements.
- Include window sills.
- Center mullions should be wider than the trim for the grouped windows.
- GBG should not be used.
- Recess for windows should be provided.
- Ensure asphalt shingles have a 30 year manufacturer warranty.

Once these items are addressed to the satisfaction of staff and the Design Review Committee, the application can be approved.