



2194 EMORY STREET N.W. \* P.O. Box 1527  
COVINGTON, GEORGIA 30015

Phone: (770) 385-2000

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Steve Horton - Mayor

E.F. (Tres) Thomas, III - City Manager

**City of Covington**  
**HISTORIC PRESERVATION COMMITTEE BOARD**

October 5<sup>th</sup>, 2022, | 6:00 p.m.

\*No hearing held in September 2022

City Hall Council Chambers, 2116 Stallings Street, Covington, GA

Zoom Link: <https://us06web.zoom.us/j/87074758702>

Dial in 1-646-558-8656 – Meeting ID: 870 7475 8702

**MEMBERS PRESENT:**

Ray Lustenburger (Chair)  
John Conklin  
Jim Maxwell  
Rosie Crawford  
Heather King  
Barbara Schmitt  
Monique Snow  
Janet Goodman

**STAFF PRESENT:**

Marc Beechuk (Director)  
Renee Criswell (Planner)

**MEMBERS ABSENT:**

**I. CALL TO ORDER/OPENING REMARKS:**

Chair called the meeting to order at 6:08 PM. Meeting statement read as follows: “This HPC meeting is being held recorded Zoom for the official record. All participants are urged to conduct themselves according. Please keep your microphone muted unless you are called upon by the chair to speak. Planning staff reserves the right to mute participants and if repeated outbursts occur, can remove a participant from the meeting.

**II. DETERMINATION OF QUORUM:**

Quorum was present.

**III. APPROVAL OF THE AGENDA:**

Agenda approved by board.

**IV. OLD BUSINESS:**

A. Approval of the August 3<sup>rd</sup>, 2022, minutes. No hearing held on September 7<sup>th</sup>, 2022. Heather King motioned to approve those minutes. Rosie Crawford seconded. Motion passed unanimously.



**V. NEW BUSINESS:**

**A. COA# - PCA19-0002 –**

**Request: Renewal of COA from February 2019 for  
Construction of a new garage, deck, roof elevation and porch enclosure.**

Location: 2156 Hicks Ave.,

TMP# C020 0001 010

Owner/Applicant: Nancy Jean Cartledge

**Staff report:**

Staff presented to board that the applicant was seeking to renew a Certificate of Appropriateness (COA), for addition of a new garage, deck, raised roof and porch enclosure, that was previously approved by the Board (HPC) on April 3<sup>rd</sup>, 2019 under Case No. PCA19-0002. Staff continued that the applicant had some unforeseen hardships, which halted commencement of construction.

**Site Conditions:**

Staff relayed the existing structure was constructed in 1921 having approximately 1260 heated square feet with asphalt shingles and vinyl siding.

**Staff recommendation:**

Staff recommended **Approval with conditions.**

**Conditions:**

- All proposed materials match with existing and all other historical guidelines as followed;
- New garage roof matches that of the existing primary;
- New rear roof addition/elevation does not impact the existing roofline; If feasible, raise - preserving existing style OR if architectural condition no longer allows, contractor submit details with building plans;
- New deck and porch enclosure conforms to design guidelines;
- Prior to construction, a building permit must be obtained.

**Applicant's presentation:**

Cartledge reiterated staff summed up the request regarding renewal of the 2019 COA and that she was now able to begin the project.

**Public comments:**

Chair opened floor to public comment. No one presented. Chair closed floor.

**Deliberation:**

Board had no questions and/or comments



**Motion:**

Rosie Crawford motion to approve renewal of COA. Monique Snow seconded. The passed unanimously.

B.

**COA# - PMOD22-0007**

**Request: One story, 16 x 24 workshop**

Location: 4148 Elizabeth St.

TMP#: **C010 0009 001**

Owner/Applicant: Mark Duncan

**Staff report:**

Staff reported the applicant was requesting to construct a one-story, 16x24 workshop with hardiboard siding with a board and batten style, similar to the primary structure, to include a two (2) foot wide concrete apron at entryway.

**Site Conditions:**

Staff relayed the existing conditions was a structure constructed in 2018, which had replaced the original home built in 1937. Staff found that the 2018 HPC Board determined the original 1937 structure was beyond repair and approved demolition of the original structure and construction of what was now the existing, 3091 approximate square foot, single-family residence.

**Staff recommendation:**

Staff recommended **Approval with conditions.**

Conditions:

- Roof pitch must be consistent with the existing structure having a hipped-roof design consistent with the primary residence with roofing shingles being architectural/composite;
- The accessory structure's garage door is for design and not drive-in vehicular parking and if feasible, elevation above the garage door should incorporate a three-pane transom window, similar to the one above the primary's residential door entrance;
- Accessory structure's height cannot exceed the primary structure;
- Hard-board siding must be a minimum of 5/8-inch thickness to give a more wood-like appearance;



- Windows need to closely match those used for the primary residence and be of a vertical, 3 over 1 pattern. Wood casements are appropriate and required.
- Garage doors need to be an insulated metal, carriage style door;
- Exterior lighting needs to be consistent with the historic residence;
- No parking of any kind in front or beside the proposed addition; only additional parking should be kept within ordinance and HPC guidelines, within the one allowable, existing driveway;
- Siting standards and a properly scaled drawing of the structures and property shall be required.

**Applicant's presentation:**

Duncan explained to the board that he was wanting to build small workshop for his father-in-law to "piddle" in and that he understood there would be no parking in the yard or at the workshop, etc. The bare patch of land mentioned belonged to the neighbor's property.

**Public comments:**

Chair opened floor to public comment. No one presented. Chair closed floor.

**Deliberation:**

Board had some questions regarding the golf cart garage and placement of the workshop. Staff and applicant went over location again with explanation and going back over the PowerPoint. Board was satisfied with answers and presentation regarding.

**Motion:**

Heather King motioned to approve the 16x24 workshop with 2-foot concrete apron. Rosie Crawford seconded. Motion passed unanimously.

**VI. DISCUSSION**

**A. HPC Guideline revisions**

**STAFF/BOARD DISCUSSION:**

Staff began discussions on the edited guidelines that were emailed out the previous week for review. Staff made comments regarding certain items pertaining to flow chart, windows, doors and other director edits. The director then explained he would make corrections pertaining and resend guidelines for final review at the next HPC hearing.



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**VII. ADJOURNMENT**

Rosie Crawford motioned to adjourn. Jim Maxwell seconded. Motion carried unanimously.

**VIII. CITIZENS PRESENT**

Nancy Jean Cartledge – 2852 Club Forest Drive

Mark Duncan – 4181 Elizabeth St.

Respectfully Submitted,

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Renee' Criswell, City Planner  
Planning & Development

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Chair  
Historic Preservation Commission (HPC) Board