



Historic Preservation Commission

Regular Meeting
<http://www.roswellgov.com/>
~Agenda~

Chair Philip Mansell
Vice Chair Mark Donnolo
Commissioner Ron Jackson
Commissioner Lossie Lively
Commissioner Gurtej Narang
Commissioner Mary Nichols
Commissioner Michael Sutton
Roswell Historical Society Judy Meer

Wednesday, July 9, 2025

6:00 PM

City Hall - Council Chambers

**** Possible Quorum of Mayor and City Council ****

Welcome

I. Call to Order

II. Certificate of Appropriateness

1. HPC 20252490 - 230 Green Oak Drive – Certificate of Appropriateness for miscellaneous deck improvements

III. Discussion

2. Parking Deck – Green Street/Alpharetta Street

IV. Adjournment



City of Roswell
Historic Preservation Commission
AGENDA ITEM REPORT

ID # - 9929

MEETING DATE: July 9, 2025
DEPARTMENT: Historic Preservation Commission
ITEM TYPE: Public Hearing

HPC 20252490: 230 Green Oak Drive

Item Summary:

The applicants are proposing an extension of the roof of their existing deck at 230 Green Oak Drive to cover the full depth of the deck area.

Staff Recommendation:

Staff recommends approval. No conditions are being recommended by Staff.

Financial Impact:

N/A

Recommended Motion:

"I move to approve the application for a certificate of appropriateness for 230 Green Oak Drive as submitted."

Presented by:

Shea Dixon



PETITION HPC20252490

Application Information

Address:	230 Green Oak Drive
Applicant:	Julia and Matthew Dowd
Request:	Certificate of appropriateness for miscellaneous deck improvements
Classification:	Intrusion on 2003 historic properties map, likely would be reclassified as non-historic
2018 Survey:	N/A; townhouse built in 2004, according to City records
Zoning:	DR (Downtown Residential)

Applicable Guidelines

UDC Design Guidelines 4.14 – Design the mass of a new building to appear subordinate to the historic context
UDC Design Guidelines 4.18 – Incorporate traditional façade elements
UDC Design Guidelines 5.20 – Preserve the original roof form of a historic structure

Recommendation

Staff recommends approval of this application.
Staff are not recommending any additional conditions for approval.

Staff Comments

Overview:

The applicants are proposing an extension of the roof of their existing deck at 230 Green Oak Drive to cover the full depth of the deck area.

The applicants' plans were submitted in June of 2025 and plan reviews completed in the same month.

Property History:

1911: The earliest known map detailing the property, a 1911 Sanborn Fire Map, is published. The property appears vacant, with a single-family residence on Canton Street being the closest residence (this property is now 987 Canton Street).

c.1968: A retail and office plaza is constructed on the property where Canton Walk would eventually be built. These structures would have been located to the immediate north of where the existing townhouse is located, on a off-street of Canton Street called "Renee Court."

1988: The property is included in an expansion of the Historic District.

2003: HPC approves the demolition of some of the Renee Court retail/office plaza, the design of replacement townhouses, as well as other portions of the proposed development (HPC 03-12, 03-27, 03-59).

2004: More of the Renee Court retail/office plaza buildings are approved, by HPC, to be demolished (HPC 04-40).

The final plat is approved for Canton Street Walk Condominium (Phase 1). The approved plat includes the "carport/deck" proposed for changes in that plan.

The adjacent retail plaza is demolished in same year.

The townhouse and decking completes construction in the same year.

2025 June: This HPC application is submitted with the City of Roswell.

Property does not appear in the 2018 Historic Resources Survey under any entry, construction year of structure has been sourced from City records.

Site Plan:

The property includes a townhouse sitting on a 0.05 acre lot. The townhouse is an end unit of a connected series of three townhouses. The property is part of the Canton Street Walk Condos and Retail subdivision, and is surrounded by other townhouse buildings.

Architecture:

As of the publication of this report, Staff was unable to arrange to enter the gated community in order to get photos of the front façade and adjacent structures. Staff was, therefore, unable to do a full and complete survey of the architecture of the building. Based on elevations in City records, it appears to be somewhat similar to new traditional architecture, particularly focusing on being reminiscent of 19th century brick-faced industrial buildings.

Transcripts from the April 9th, 2003 HPC meeting indicate that the goal was to make the building appear in the style of a brick-faced late-19th century building.

The decking and its roofline is not of any significant architectural style. Elements of its design are relatively basic and generally blend with the remainder of the structure.

Analysis:**UDC Design Guidelines**

UDC Design Guidelines 4.14 – Requires that additions to buildings in the Historic District are subordinate to the mass of existing buildings and primary structures. The current design of the deck is subordinate to the mass of the primary structure and to the general historic context of the area.

UDC Design Guidelines 4.18 – Requires that traditional façade elements be incorporated into the design of new buildings and additions. The design of the decking continues the façade elements already in place on the existing deck and the primary structure.

UDC Design Guidelines 5.20 – Requires that the original roof form of a structure be preserved as best as possible. The new roofing does not affect the roofline of the primary structure, other than that of the deck itself. The new extended roofline is designed to be reminiscent of the original roof form.

Reasoning for recommendation

Staff has recommended the **approval** of this application based on the following reasons:

- The addition fully adheres to the UDC Design Guidelines; and,
- That while the primary structure is non-historic, elements of the building that match well with the historic context are protected.

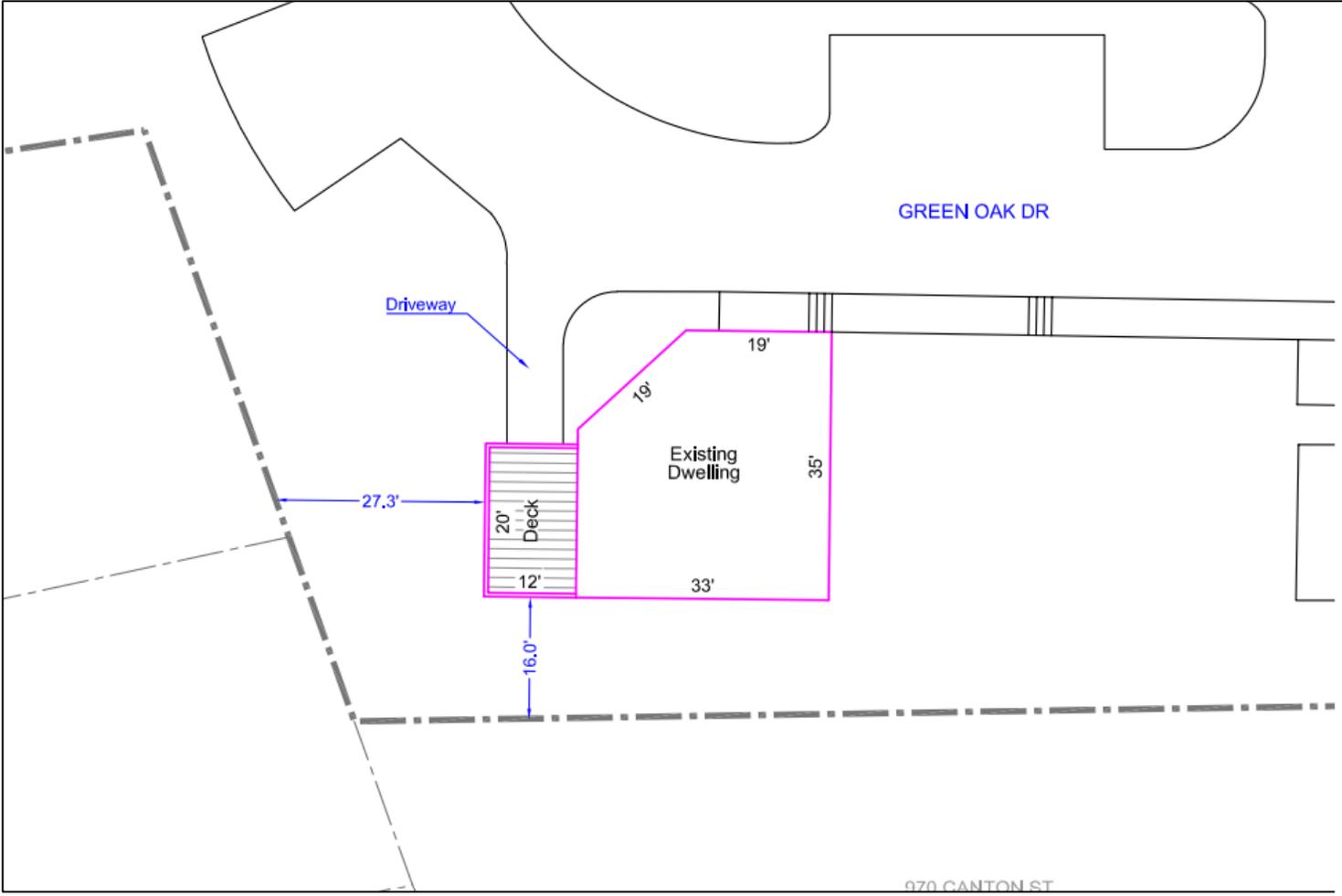


Figure 1: Site plan of proposed changes (provided by applicant)

Attachment: 230 Green Oak Drive_Staff Report Final (HPC20252490230 - 230 Green Oak Drive)

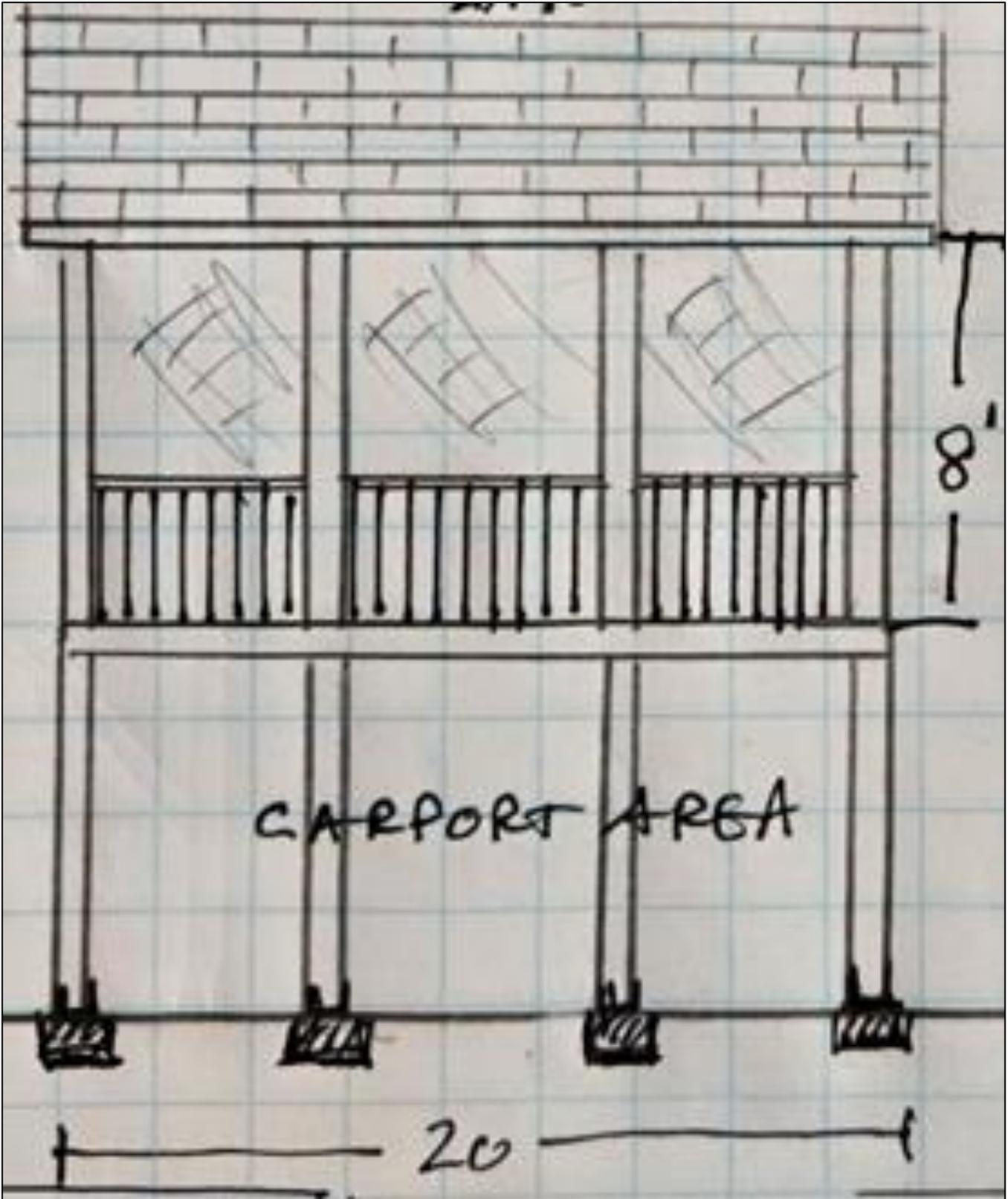


Figure 2: Elevation of proposed deck from side (provided by applicant)



Figure 3: Existing decking at 230 Green Oak Drive (provided by applicant)

Attachment: 230 Green Oak Drive_Staff Report Final (HPC20252490230 - 230 Green Oak Drive)

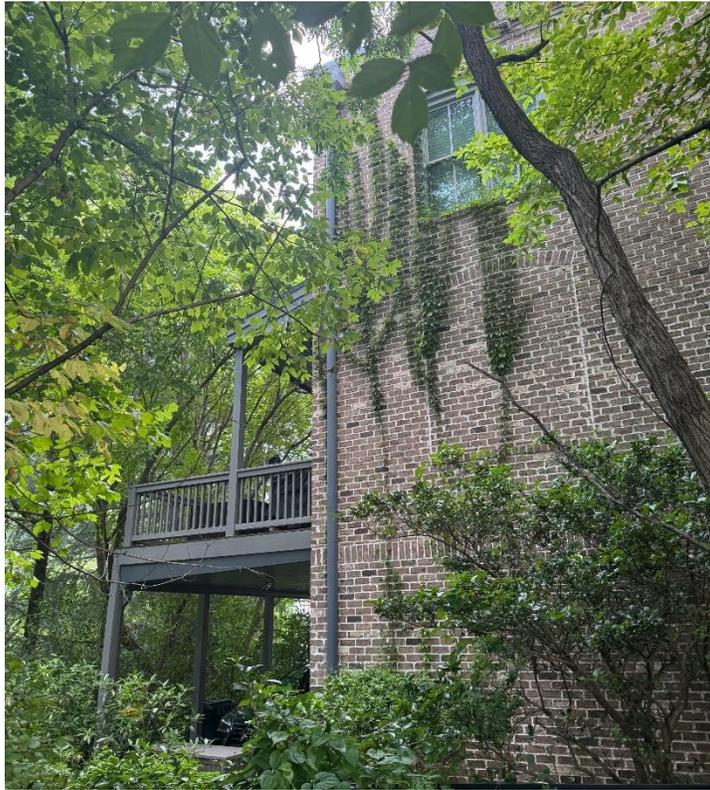


Figure 4: Existing decking at 230 Green Oak Drive, from adjacent property (image from staff)



Figure 5: Public notice sign on property (image from Staff)

Attachment: 230 Green Oak Drive_Staff Report Final (HPC20252490230 - 230 Green Oak Drive)

Department Comments

Fire

Plans reviewed by Robert Major rmajor@roswellgov.com 770-594-6263

Your plans have been approved. Please see below for comments and requirements.

1. This plan approval is for HPC only. No construction please submit drawings by a Georgia certified designer.
2. This will require a separate sprinkler plan submittal by a Georgia licensed sprinkler contractor. For coverage on the deck and the deck. The existing building has and sprinkler system installed. The Roswell Fire Marshal's Office has reviewed the submitted plans and specifications in strict adherence to the prevailing state-adopted minimum Fire Safety Standards at the time of evaluation. Every possible effort has been invested to ensure thorough scrutiny for code compliance. However, it is essential to emphasize that this comprehensive review does not absolve the owner, contractor, architect, or any other accountable party from their obligation to comply with any aspects inadvertently overlooked or undisclosed by the reviewer. Please be aware that the City of Roswell must formally review any proposed changes or modifications to the approved plans before implementation is authorized.

SPRINKLER SYSTEM - Fire Sprinkler design and installation must adhere to the state-adopted Fire Sprinkler standards, as modified by the State Fire Marshal's Office, specifically the 2019 Edition of NFPA 13. All Automatic Sprinkler System installation, alterations, additions, deletions, and testing procedures shall be conducted exclusively by a sprinkler contractor licensed by the state of Georgia.

Before commencing any work or testing, obtaining approval from the City of Roswell Fire Marshal's Office for the plans and the proposed work is essential. Following the completion of permitted work, a written certification, in accordance with the State Fire Marshal's rules, regulations, and the designated Design Standard, must be submitted to the Fire Official. Unless explicitly approved in writing by the Fire Marshal or permitted by applicable NFPA Sprinkler Standards, all areas must be safeguarded by Automatic Fire Sprinklers. Storage areas, including commodities or storage methods, shall not exceed the Fire Sprinkler Design Standard.

Fire Department connections must be located within 100 feet of the nearest approved fire hydrant, subject to approval by the Fire Marshal's Office.

To comply with the state-adopted Building Code and NFPA 72, all Fire Sprinkler systems must have an approved monitoring system. Approval of any Sprinkler system will not be granted until certification of the monitoring system has been received and tested by the alarm service or sprinkler contractor during the final inspection.

Materials installed within air plenum areas or above fire sprinkler protection must be of non-combustible construction. For Fire Sprinkler Systems serving multiple risers or buildings, Fire Department Connections shall be marked with signs subject to approval by the Fire Official.

Hydraulically designed Automatic Fire Sprinkler systems must feature a permanently attached placard displaying design information, conforming to NFPA Design Standard. Additionally, a sign featuring the company name and contact phone numbers of the Fire Sprinkler Monitoring Company must be posted at each Fire Sprinkler Riser. This sign shall be in place during the final inspection.

Fire Sprinkler design must consider and address freeze protection concerns.

Fire Sprinkler System inspections consist of two critical phases:

1. 80% Inspection - This inspection covers piping, hangers, valves, and other components and must occur before any ceiling is covered up.

2. Final Inspection - Once all permitted work is completed, this inspection verifies that above and below-ground test certificates are available and the monitoring system is certified. All required signs must be posted, and all tests shall confirm that all systems are operating properly.

Upon the completion of testing for the sprinkler system, the responsible sprinkler contractor is obligated to upload a copy of the testing report to the designated third-party maintenance and reporting system in compliance with the City of Roswell's requirements.

Planning and Zoning

Reviewer: Shea Dixon, Planner II, 770-594-6437, sdixon@roswellgov.com,

DX - Downtown Mixed Use zoning - Townhouse is an allowed use in DX

This application, as submitted, is approved for review by the HPC. Approval is based off of the following criteria:

- UDC Design Guidelines 4.14: The proposed expansion of the deck roofing continues to leave the deck as subordinate to the primary structure.
- UDC Design Guidelines 4.18: The elements of the facade currently existing will continue to be there and will be extended with roof expansion.

No conditions are being recommended by Staff at this time. Staff may recommend conditions to HPC at any time prior to final decision, HPC may also choose to amend or not accept Staff recommended positions. Please see your final approval letter, as part of your Certificate of Appropriateness, for the final conditions your project is subject to from HPC.

Transportation

Reviewer: Serge Osse - 770-594-6428(direct) 6420(Main) sosse@roswellgov.com

Transportation recommends approval (These improvements do not trigger any required transportation comments or improvements)

Engineering

Reviewer: Osmany Ordenez, Engineering Manager

No comments left.

Arborist

N/A

Stormwater

Reviewer: Krista Thomas kthomas@roswellgov.com

HPC Application - Approved

Please contact me if you have any questions regarding stormwater. FYI - Impervious Thresholds.

If the total combined new/replaced impervious area proposed by a project application is less than 1,000 square feet, the project will not need to meet runoff reduction or water quality provisions of the Unified Development Code. If at any point during demolition and construction operations, however, the limits of proposed new and/or replaced impervious area exceeds the limits shown on the approved plans, work must stop and the construction plans will need to be revised and resubmitted to the City for approval to account for any added impervious on the site. The project is still subject to review but would likely be approved with minimal conditions.

Development or redevelopment that involves creation or replacement of between 1,000 square feet and 5,000 square feet of impervious cover must provide stormwater management to achieve runoff reduction or water quality treatment for new or replaced impervious area. (UDC Section 12.5.2.D.5)

Attachment: 230 Green Oak Drive_Staff Report Final (HPC20252490230 - 230 Green Oak Drive)

If you have any questions moving forward, please don't hesitate to contact me.

Building

1. This approval by the Building Division is an HPC approval. This is not an approval for the construction details
2. Please apply for a building permit. The drawings must show elevations of structure and a plan level view. Show all framing member dimensions, length, spacing and fastening detail; show footing detail; show ledger fastening detail if not freestanding; show any guardrail/stair/handrail detail.
3. Drawings must be compliant with Section 507 Exterior Decks in the 2018 IRC with the 2020 GA Amendments.
4. Any structure beyond a single-level, uncovered deck falls outside of the prescriptive design limits, and some structural detail will require design by a licensed structural engineer.

Water

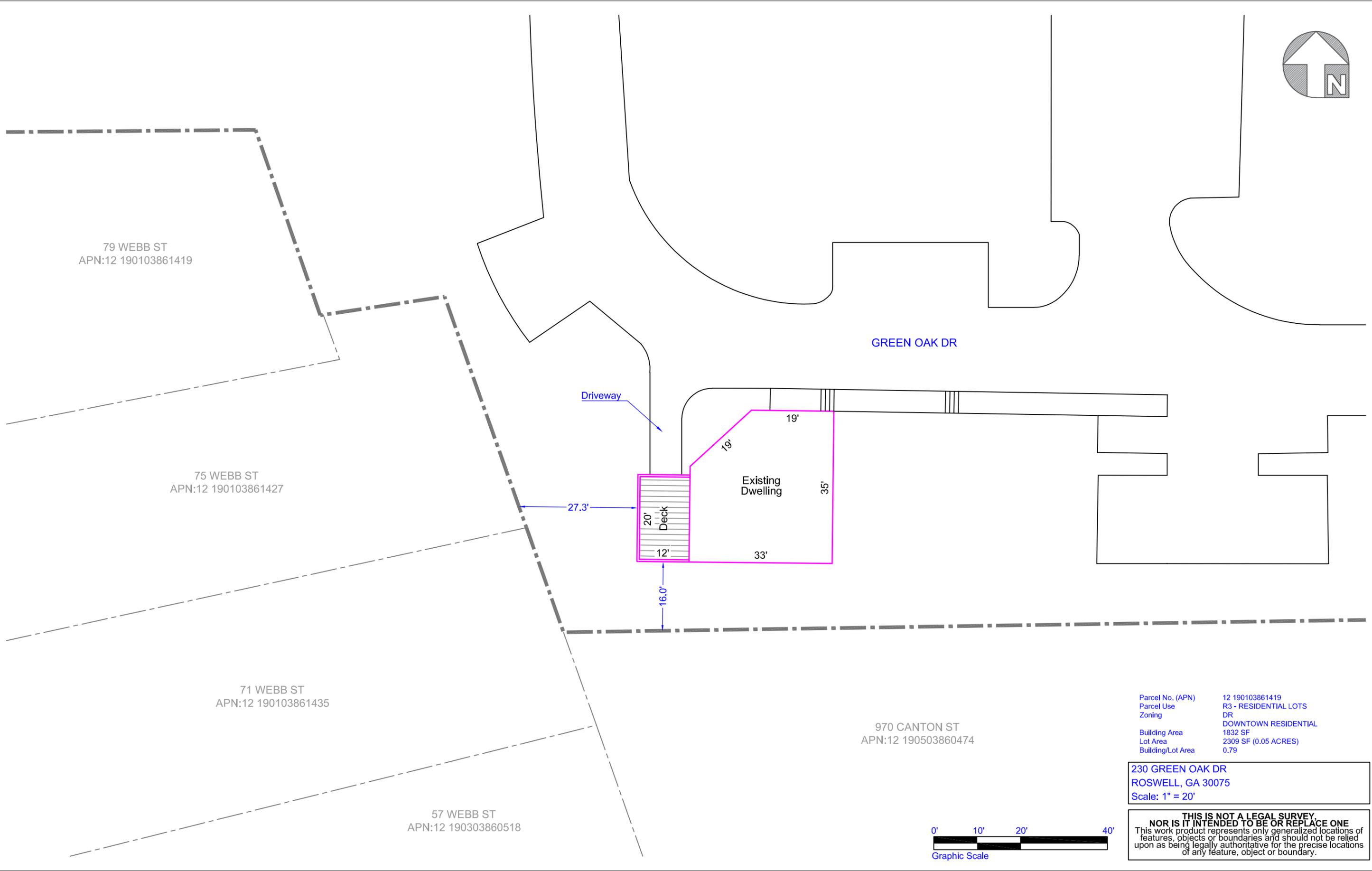
N/A

Sanitation

Reviewer: Nick Pezzello

No comments left.

Attachment: 230 Green Oak Drive_Staff Report Final (HPC20252490230 - 230 Green Oak Drive)



79 WEBB ST
APN:12 190103861419

75 WEBB ST
APN:12 190103861427

71 WEBB ST
APN:12 190103861435

57 WEBB ST
APN:12 190303860518

GREEN OAK DR

Driveway

27.3'

20'
Deck

12'

16.0'

Existing Dwelling

19'

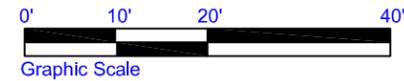
33'

35'

970 CANTON ST
APN:12 190503860474

Parcel No. (APN)	12 190103861419
Parcel Use	R3 - RESIDENTIAL LOTS
Zoning	DR DOWNTOWN RESIDENTIAL
Building Area	1832 SF
Lot Area	2309 SF (0.05 ACRES)
Building/Lot Area	0.79

230 GREEN OAK DR
ROSWELL, GA 30075
Scale: 1" = 20'



THIS IS NOT A LEGAL SURVEY.
NOR IS IT INTENDED TO BE OR REPLACE ONE
This work product represents only generalized locations of features, objects or boundaries and should not be relied upon as being legally authoritative for the precise locations of any feature, object or boundary.

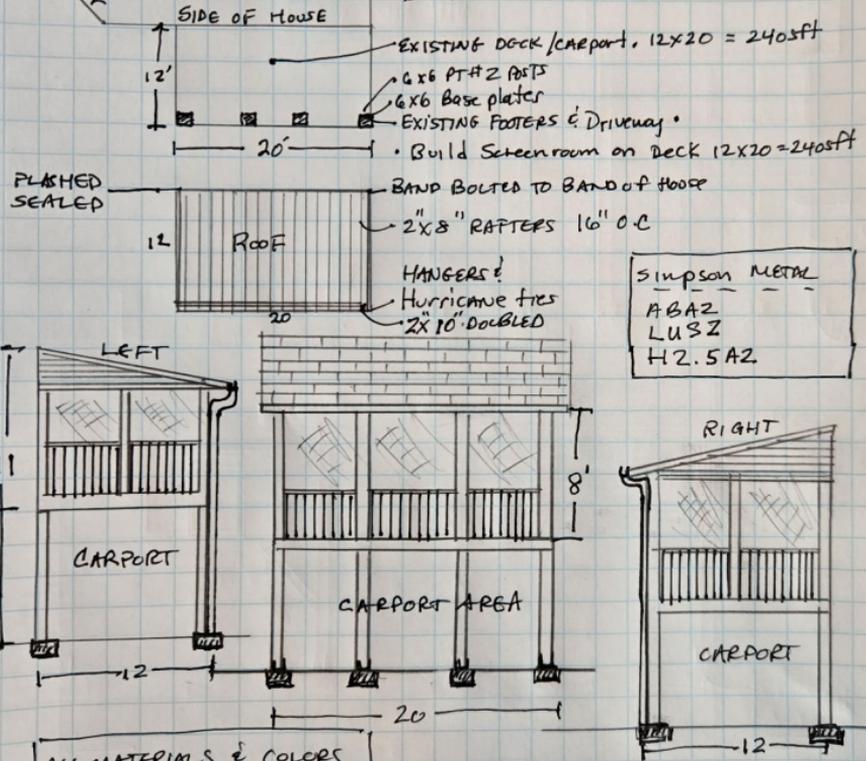
Homeowner
PAULA DOWD
230 GREEN OAK DR.
Roswell Ga 30075
Pdowd11@gmail.com

BUILDER
PATIO PROS INC
STEVEN SOLOMON
404 427 5726
PATIO PROS INC @live.com

2.1.c

230 Green Oak Dr
Roswell Ga 30075

"Deck is EXISTING"



ALL MATERIALS & COLORS
WILL MATCH EXACTLY
TO THE HOUSE MATERIALS
COLORS & STYLE.

EXISTING DECK WILL BE
CERTIFIED BY 3rd PARTY
ENGINEER WITH A CERTIFICATION
LETTER SENT TO ROSWELL PERMITS.

Packet Pg. 15

Attachment: 230 Green Oak Rendering (HPC20252490230 - 230

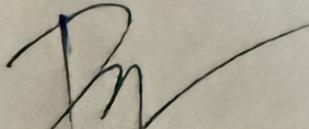
APPLICATION INTAKE

In Person: 8:00 am – 4:00 pm
By Email: planningandzoning@roswellga.gov



HISTORIC PRESERVATION COMMISSION APPLICATION

Before submitting an application, please contact Planning and Zoning to determine if a pre-application meeting is required. Preapplication meeting date: _____

Application Number:			
Type of Request: <input type="checkbox"/> Major <input type="checkbox"/> Administrative			
Estimated Cost: ___ Less Than \$50,000 ___ Greater Than \$50,000			
PROJECT DESCRIPTION			
Name of Project:		PIN:	
Project Address: <u>230 Green Oak Dr., Roswell 30075</u>			
<u>Building/ Renovation</u> ___ New Construction _____ sq. ft. <input checked="" type="checkbox"/> Renovation (No change to building footprint) ___ Building Addition _____ sq. ft.		<u>Site Work</u> ___ Site work greater than 5000 sq. ft. ___ Site work less than 5000 sq. ft.	
CONTACTS			
Applicant/Representative	Name/Company Name: <u>Patio Pros, Inc.</u>		
	Address: <u>6495 Halcyon Garden Dr.</u>		
	City: <u>Alpharetta</u>	State: <u>GA</u>	Zip: <u>30005</u>
	Email: <u>patioprosinc@live.com</u>	Phone: <u>(404) 427-5726</u>	
Property Owner	Name/Company Name: <u>Pama & Matt Dowd</u>		
	Address: <u>230 Green Oak Dr.</u>		
	City: <u>Roswell</u>	State: <u>GA</u>	Zip: <u>30075</u>
	Email: <u>pdowd11@gmail.com</u>	Phone: <u>(310) 871 5510</u>	
I hereby certify that all information provided herein is true and correct.			
 Applicant Signature: Property Owner or Owner's Representative			Date: <u>6/3/25</u>

Attachment: 230 Green Oak Application Page 1 (HPC20252490230 - 230 Green Oak Drive)

SIGNATURE PAGE

READ CAREFULLY BEFORE SIGNING.

- I understand that failure to supply all required information (per the relevant Applicant Checklist and requirements of the *Unified Development Code*) will result in **REJECTION OF THE APPLICATION**.
- I understand that the application may not be approved if applicant plans to attend the Design Review Board meeting without required items or if the applicant presents plans that differ from submittal materials.
- I understand that I will become familiar with applicable zoning code and Design Guidelines.

I understand that failure to respond OR to submit deficient items within six months of receiving comments will result in **THE APPLICATION BEING DEEMED AS WITHDRAWN BY THE CITY**

Applicant or Representative Signature

[Handwritten Signature]

Date

6/3/25

I respectfully petition that this property be considered as described in this application. Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be considered accordingly. Additionally, applicant further acknowledges and fully understand all above statement made by the City of Roswell.

I hereby certify that all information provided herein is true and correct

Property Owner Signature

[Handwritten Signature]

Date

6/3/25

Address:

230 Green Oak Dr.

City:

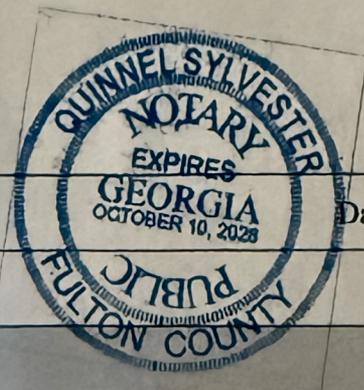
State:

Zip:

NOTARY: Personally appeared before me the above applicant or representative named *Paula Dowd* who on oath says that he/she is the applicant or representative for the foregoing, and that all the above statements are true to the best of his/her knowledge

Notary Signature

[Handwritten Signature]



Date

June 3rd 2025

Date commission expires:

10/10/2028



ADDITIONAL CONTACTS		
Architect	Name/Company Name:	
	Email:	Phone:
Engineer	Name/Company Name: Bert Palmer / Palmer Construction Consultants, Inc.	
	Email: bertpalmer@palmercci.com	Phone: (770) 886-5033
Landscape	Name/Company Name: Steven Solomon / Patio	
	Email:	Phone:
Other Contractor	Name/Company Name: Stephen Solomon / Patio Pros, Inc.	
	Email: patioprosinc@live.com	Phone: (404) 427-5726
Other	Name/Company Name:	
	Email:	Phone:

Fee Schedule – Design Review Board		
	Design plan review – Major (Projects > \$50,000)	\$850
✓	Design plan review – Major (Projects <50,000)	\$500
	Administrative	\$200

Fee Schedule – Historic Preservation Commission		
	Major Certificate of Appropriateness (Projects > \$50,000) * + starred items below	\$850
	Major Certificate of Appropriateness (Projects <50,000) *+ starred items below	\$500
	Demolition*+ starred items below	\$500
	Administrative	\$100
	*Advertising	\$300
	*Public notice signs	\$120/sign

Please refer to Section 13.7 of the Unified Development to determine if your project is categorized as an Administrative or Major Review
 City of Roswell • 38 Hill Street • Suite G-30 • Roswell, Georgia 30075 • 770-817-6720 • www.roswellgov.com
 Planning and Zoning Division Application • Rev 12/27/2024

APPLICATION INTAKE

In Person: 8:00 am – 4:00 pm

By Email: planningandzoning@roswellga.gov



HISTORIC PRESERVATION COMMISSION APPLICATION

Before submitting an application, please contact Planning and Zoning to determine if a pre-application meeting is required. Preapplication meeting date: _____

Application Number:	
Type of Request:	<input type="checkbox"/> Major <input type="checkbox"/> Administrative
Estimated Cost: <input type="checkbox"/> Less Than \$50,000 <input type="checkbox"/> Greater Than \$50,000	
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Name of Project:	PIN:
Project Address: <u>230 Green Oak Dr., Roswell 30075</u>	
<u>Building/ Renovation</u> <input type="checkbox"/> New Construction _____ sq. ft <input checked="" type="checkbox"/> Renovation (No change to building footprint) <input type="checkbox"/> Building Addition _____ sq. ft	<u>Site Work</u> <input type="checkbox"/> Site work greater than 5000 sq. ft. <input type="checkbox"/> Site work less than 5000 sq. ft.
CONTACTS	
Applicant/Representative	Name/Company Name: <u>Paula Dowd</u>
	Address: <u>230 Green Oak Drive</u>
	City: <u>Roswell</u> State: <u>GA</u> Zip: <u>30075</u>
	Email: <u>Pdowd11@gmail.com</u> Phone: <u>310-871-5510</u>
Property Owner	Name/Company Name: <u>Paula & Matt Dowd</u>
	Address: <u>230 Green Oak Dr.</u>
	City: <u>Roswell</u> State: <u>GA</u> Zip: <u>30075</u>
	Email: <u>pdowd11@gmail.com</u> Phone: <u>(310)871 5510</u>
<i>I hereby certify that all information provided herein is true and correct.</i>	
	<u>6/3/25</u>
Applicant Signature: Property Owner or Owner's Representative Date:	

Attachment: 230 Green Oak Updated Signature Page (HPC2025249020 - 230 Green Oak Drive)

Please refer to Section 13.7 of the Unified Development to determine if your project is categorized as an Administrative or Major Review
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Planning and Zoning Division Application • Rev 12/27/2024



City of Roswell
Historic Preservation Commission

AGENDA ITEM REPORT

ID # -9927

MEETING DATE: July 9, 2025
DEPARTMENT: Historic Preservation Commission
ITEM TYPE: Discussion

Parking Deck – Green Street/Alpharetta Street

Item Summary:

Committee or Staff Recommendation:

Financial Impact:

Recommended Motion:

Presented by: