City of Eatonton
Council Meeting Agenda
February 20, 2017
Putnam County Commissioners’ Meeting Room, #203
117 Putnam Drive
Eatonton, Georgia 31024
(706) 485-3311

1. 7:00 PM Call to Order

2. Invocation: Councilwoman Teresa Doster

3. Approval of Minutes: Attachment #1

4. Public Comments:
   Reading of Rules for Public Comments

5. Old Business:
   A.

6. New Business:
   A. Special Main Street Report
   B. Proposed Resolution Recognizing Georgia Cities Week Attachment #6B
   C. Discussion and Possible Action on SPLOST #7 Projects Attachment #6C
   D. Historic Preservation –Request by Dennis and Dorottie McClain for a Certificate of Appropriateness at 412 North Madison Avenue Attachment #6D

7. Zoning:

8. Committee Reports:
   - Finance and Personnel – Council Member Harvey C. Walker, Jr.
   - Public Utilities – Council Member Alvin Butts
• Streets, Buildings and Grounds – Council Member William C. Mangum
• Zoning and Ordinances - Council Member Teresa Doster
• Environmental – Council Member Charles R. Haley
• Community Development – Council Member Alma Stokes
• Public Safety – Council Member James A. Gorley
• City Administrator – Gary Sanders
• City Attorney – Christopher D. Huskins
• City Clerk – Sarah Abrams

9. Executive Session:

10. Motion to Adjourn:
City of Eatonton Council Meeting
Tuesday, February 7, 2017 at 7:00 PM
Putnam County Commissioners’ Meeting Room #203
117 Putnam Drive
Eatonton, Georgia 31024

Elected Officials Present:
Mayor Walter C. Rocker, Jr.
Mayor Pro-Tem Harvey (Chip) Walker, Jr.
Councilman Alvin Butts
Councilwoman Teresa Doster
Councilman James A. Gorley
Councilman Charles R. Haley
Councilman William Mangum, Jr.
Councilwoman Alma Stokes

Elected Officials Absent:
Councilwoman Teresa Doster

Staff Members Present:
City Administrator, Gary Sanders
City Attorney, Christopher Huskins
City Clerk, Sarah Abrams

Mayor Walter Rocker called the February 7, 2017 Council meeting to order at 7:00 PM.

Invocation was given by Councilman Alvin Butts.

Motion was made by Walker and seconded by Gorley to un-table the minutes from the January 3, 2017 meeting. Motion carried by unanimous vote of 6-0.

Motion was made by Haley and seconded by Mangum to approve the minutes from January 3, 2017 Council meeting. Motion carried by a vote of 5-0. Councilman James A. Gorley abstained.

Motion was made by Haley and seconded by Walker to approve the minutes from January 17, 2017 meeting. Motion carried by a unanimous vote of 6-0.
Public Comments: Stewart Aaron - Eatonton Cotton Warehouse and Janet Kelhoffer-Plaza Arts Center

Reading of the Rules for Public Comments: Omitted

Mr. Stewart Aaron asked the Council to approve his beer and wine license for the Eatonton Cotton Warehouse facility and he asked the community to come out and support the Fire and Ice Festival sponsored by Main Street on Saturday, February 11, 2017. Also, Mr. Aaron expressed words of encouragement for others to open businesses in the downtown area.

Mrs. Janet Kelhoffer updated Council on the various events taking place at the Plaza Arts Center. Mrs. Kelhoffer talked about having a workable lease agreement, working with the Senior Citizens, Tai Chi classes, dance classes and after school art classes; she also advised there will be a new video class in March. Mrs. Kelhoffer invited the community to participate in the various activities offered.

Old Business:

New Business:

Main Street Report for City Council Meeting February 7, 2017
Organization

Main Street is seeking members for the Design and Promotions Committee and is also seeking volunteers. A Christmas Decoration subcommittee has been setup and had its first meeting in January.

The Department of Community Affairs requested that all Main Street reports including the Annual Assessment of Accreditation be submitted to them by January 15. This has been accomplished.

January 31st the Opportunity Zone report for 2016 was submitted to the Department of Community Affairs.

Promotion

The reaction to the Fire and Ice Festival Television commercial has been positive. A Banner was placed behind the Courthouse and posters have been put up in various locations in the Lake Country.

Eatonton Main Street Director has arranged a meeting with Fairway Outdoor Advertising in February to discuss a North Facing billboard to encourage traffic into downtown Eatonton.

Design

The Design Committee has set up a Christmas Decorations Sub Committee to see how to enhance the downtown.
Lake Country Physical Therapy used the Facade Grant to help pay 50% of their sign.

The American Cleaners, opposite City Hall, used a Facade Grant to help paint their outside.
The Athens Design Studio proposal document for E. Sumter Street has been put back to February.

**Economic Vitality**

Lake Country Physical Therapy had their grand opening on Tuesday, January 17.

Eatonton Main Street Director met with Terry Schwindler, Director of the Putnam Development Authority, to discuss economic vitality in downtown Eatonton on Wednesday January 18.

Eatonton Main Street Director is working with Krystal Epps of Southern Spice for a restaurant to open downtown.

Foot traffic is down in January and has been noticed financially in both downtown restaurants and retailers.

W. Marion Street continues to see empty store fronts. The old bank building on the corner is the temporary home for the Sumter Street Station Apartments Office.

**Summary**

January is a month where key reports are being sent to the Department of Community Affairs. The results of these reports will be shared later in the year and will determine both Main Street and Opportunity Zone status.

The Fire and Ice Festival continues to gather interest especially from outside the Lake Country area. This can only benefit Eatonton in the long term as a tourism destination location.

**Proposed Ratification of Proclamation Recognizing the Service of Mr. Timothy Thompkins Attachment #6B**

Motion was made by Gorley and seconded by Haley to ratify the action taken by Mayor Rocker in signing a Proclamation recognizing the service of Mr. Timothy Thompkins in the City of Eatonton. Motion carried by a unanimous vote of 6-0.

**Discussion and Possible Action on Old Big Chick Property**

Mayor and Council discussed demolishing the old Big Chick property which was deeded to the City of Eatonton by Mr. and Mrs. James Marshall. Mayor Rocker advised that his equipment would be used to knock down the building and Andy Holder of Holder’s Wrecker Service will haul the blocks and debris. There may be a tipping fee of up to $600.00 associated with the wood and shingles from the structure. A DOT permit may required before the building can be demolished.

Motion was made by Haley and seconded by Walker to pay a tipping fee of up to $600.00 for the demolishing of the old Big Chick property located at 202 East Sumter Street. Motion carried by a unanimous vote of 6-0.

**Request by Gatewood Schools to Close City Streets for Annual Swamp Stomp/5k for Kaye Attachment #6D**
Motion was made by Gorley and seconded Haley to approve the request made by Gatewood Schools to close certain City streets for the Annual Swamp Stomp/5K for Kaye on Sunday, March 12, 2017 at 2:30 PM. Motion carried by a unanimous vote of 6–0.

**Discussion and Possible Action on the 2016-2017 Indigent Defense Service Agreement Attachment #6E**
Motion was made by Gorley and seconded by Mangum to approve the Indigent Defense Service Agreement and authorize Mayor Rocker to sign. Motion carried by a unanimous vote of 6-0.

**Proposed Resolution to Request Technical Assistance from Middle Georgia Regional Commission in Amending the Urban Redevelopment Plan and Revitalization Area Strategy Map Attachment #6F**
Motion was made by Haley and seconded by Gorley to approve the proposed Resolution requesting Technical Assistance from Middle Georgia Regional Commission in amending the Urban Redevelopment Plan and Revitalization Area Strategy Map and authorize Mayor Rocker to sign. Motion carried by a unanimous vote of 6-0.

**Proposed Resolution to Renew the United Healthcare Choice Open Access Insurance Plan Attachment #6G**
Motion was made by Walker and seconded by Gorley to approve the proposed Resolution to renew the United Healthcare Choice Open Access Insurance Plan and authorize the Mayor to sign. Motion carried by vote of 5-1. Councilman Haley opposed.

Councilman Haley advised he would like to see the employees pay for a portion of their healthcare insurance.

**Alcohol Package Sales License Babu Singh d/b/a as Shell Express and Eastside Package Store at 204-A Sumter Street, Eatonton, GA Attachment #6H**
Motion was made by Haley and seconded by Walker to approve Alcohol Package Sales License requested by Babu Singh d/b/a as Schell Express and Eastside Package Store at 204-A Sumter Street, Eatonton, GA. Motion carried by a unanimous vote of 6-0. 
*Business license for 204-A Sumter Street was re-advertised at the request of the Georgia Department of Revenue to show Mr. Singh’s home address.*

**Alcohol License for consumption of beer and wine on the premises — Stewart Aaron d/b/a Eatonton Cotton Warehouse, LLC, 118 North Jefferson Avenue, Eatonton, GA Attachment #6I**
Motion was made by Haley and seconded by Mangum to approve Alcohol License for Consumption of Beer and Wine on the Premises requested by Stewart Aaron d/b/a
Eatonton Cotton Warehouse, LLC located at 118 North Jefferson Avenue, Eatonton. Motion carried by a unanimous vote of 6-0.

Zoning
Request by Hobart Ralston to rezone 6.497 acres at 799 Monticello Road from R-2 to C-1. [Map 049A, Part of Parcel 078] Attachment #7A
Motion was made by Haley and seconded by Walker to accept the recommendation from the Eatonton Planning and Zoning Commission approving the request by Hobart Ralston to rezone 6.497 acres at 799 Monticello Road from R-2 to C-1 [Map 049A, Part of Parcel 078]. Motion carried by a unanimous vote of 6-0.

Committee Reports
Councilman Walker advised scheduling a Finance and Personnel Committee meeting on Wednesday, February 8, at 5:30 PM in City Hall.

Motion was made by Walker and seconded by Gorley to pay the bills if and when funds become available. Motion carried by a unanimous vote of 6-0.

Councilman Butts requested the status on streetlight for 107 Pinecrest Drive.
Administrator Sanders advised that the request has been made and Street Supervisor Hawkins will do a follow up on the matter.

Councilman Haley advised the garbage service agreement is up for renewal this year. There are up to 5 one year options to continue the service agreement as is. Haley advised a committee meeting will be scheduled soon to review the contract.

Councilwoman Stokes advised Council that she agreed with the Proclamation ratified tonight recognizing the services of Mr. Timothy Thompkins to the community. Whenever the City had a project which required acquiring a right-of-way, Mr. Thompkins was always willing to donate the property without cost to the City.

Councilwoman Stokes also discussed Hurts’ name appearing twice on the City Marshal report for code violations; acknowledged Howard McMichael demolished the house at 300 South Madison Avenue and the closing of The Got Junked Market located at 817 South Oak Street. Councilwoman Stokes also wants the City Marshal to look into the continuation of a yard sale on the Greensboro Highway.

Councilman Haley advised City Marshal Veal’s report was informative and up to date.

Councilman Gorley reported the Eatonton Police Department has been busy working a shooting incident over the weekend and a break-in at the CVS Store at 801 Oak Street. Gorley thanked the Department for their outstanding performance.
City Administrator Gary Sanders reported Middle Georgia Regional Commission’s rescheduled the leadership program retreat to Friday, February 17, and Saturday, February 18, 2017 at Lake Lanier. Sanders will attend the retreat.

City Administrator Sanders advised bids for the TE /Streetscape Project will be opened at 11:00 AM on Monday, February 27, 2017 at City Hall.

City Administrator Sanders encouraged all to attend the Fire and Ice Festival this Saturday, from 4:00 PM- 8:00 PM at the Cotton Warehouse and City Event Stage.

City Administrator Sanders advised he would soon be scheduling interviews for the recent vacancies in the Fire Department. In the interim, Chief Hubert is scheduling volunteer firefighters to staff the fire station until permanent replacements are hired.

City Attorney Christopher Huskins reported finalizing the deeds on the Big Chick property and sending the paper work to the clerk’s office for recording.

Councilwoman Stokes thanked Scout Master Willie Frank Thompkins and Boy Scouts Troop members for attending the Council meeting. The Scouts were asked to come to the podium and state their names.

Scouts members attending City Council meeting for Citizenship Badge from Boy Scouts Troop 132 were:

Kaylon Farley
Courtney Clemons
Tymerus Bly

Scout Master
Willie Frank Thompkins

Assistant Scout Master
Robert Parham III - Eagle Scout

Mayor Rocker asked if there was any other business to be discussed; being none, motion was made by Walker and seconded by Haley to adjourn. Motion carried by a unanimous vote of 6-0.

______________________________
Walter C. Rocker, Jr., Mayor

ATTEST:

______________________________
Sarah E. Abrams, City Clerk
RESOLUTION

A RESOLUTION by the Council of the City of Eatonton, Georgia, recognizing Georgia Cities Week, April 23 – 29, 2017 and encouraging all citizens to support the celebration and for other purposes.

WHEREAS, City government is the closest to most citizens, and the one with the most direct daily impact upon its residents; and

WHEREAS, City government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, City government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, Georgia Cities Week is a very important time to recognize the important role played by City government in our lives; and

WHEREAS, this week offers an important opportunity to spread the word to all the citizens of Georgia that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Georgia Municipal Association and its member Cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, Georgia Cities Week offers an important opportunity to convey to all the citizens of Georgia that they can shape and influence government through their civic involvement.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Eatonton, Georgia, that:

THE CITY OF EATONTON DECLARES APRIL 23 – 29, 2017 AS GEORGIA CITIES WEEK. ALL CITIZENS, CITY GOVERNMENT OFFICIALS, AND EMPLOYEES ARE ENCOURAGED TO DO EVERYTHING POSSIBLE TO ENSURE THAT THIS WEEK IS RECOGNIZED AND CELEBRATED ACCORDINGLY.

APPROVED AND ADOPTED by the Council of the City of Eatonton, Georgia on this 20th day of February, 2017.

Walter C. Rocker, Jr., Mayor
City of Eatonton, Georgia

ATTEST:

Clerk, City of Eatonton, Georgia
Our Mission:

The Georgia Municipal Association (GMA) is sponsoring Georgia Cities Week in Georgia April 23-29, 2017 to showcase and celebrate cities and the many services they provide.

Cities provide a higher level of service than most governments, are generally rated higher by the public than any other level of government, and yet, many residents are unaware of how city services impact their lives. Through Georgia Cities Week, GMA and related organizations hope to heighten the public’s awareness of city government’s role in enhancing the quality of life in communities.

GMA’s Georgia Cities Week is part of an on-going effort to raise public awareness about the services that cities perform and to educate the public on how city government works. Cities are encouraged to involve their local schools, businesses, legislators, Chambers of Commerce, media and civic clubs in planning Georgia Cities Week activities.
CITIES IN THE MIX
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<th>Cost</th>
<th>Description</th>
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<td>roads, bridges, sidewalks, culverts</td>
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<tr>
<td>TANKER TRUCK FIRE</td>
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<td>tanker for Fire Dept</td>
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<tr>
<td>SEWER</td>
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<td>POLICE CARS</td>
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<td>Pave parking lot</td>
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<td>Downtown parking lot</td>
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<td>Gas Line Expansion</td>
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<td>Old Senior Center</td>
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<tr>
<td>Re roof Shop complex</td>
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<td>Shop roof replacement</td>
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<td>$6,000,000</td>
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## Estimate

**Date** | **Estimate No.**
---|---
02/13/17 | 7934

**Phone**
478-288-3397

### Name/Address

**JOE HAWKINS**

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<tr>
<td>SENIOR BUILDING</td>
<td>RE-ROOF</td>
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### Description

- REMOVE EXISTING ROOF
- INSTALL RHINO SYNTHETIC FELT PAPER
- INSTALL 30 SQUARES OF 25YR 3-TAB SHINGLES
- INSTALL CONTINUOUS RIDGE VENTS
- INSTALL WALL & VALLEY FLASHING
- INSTALL NEW PIPE ROOTS
- REPLACE 2 ROTTED 18' RAFTERS
- CLEAN UP & HAUL OFF ALL ROOFING DEBRIS
- 6-YEAR WARRANTY (WORKMANSHIP)

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<tr>
<td>$6,600.00</td>
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<td>$600.00</td>
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### Terms & Conditions:

All products to be new and all work to be done in a workmanlike manner, according to standard practices. Any deviation or alteration from the above specifications will require approval of all parties. Acceptance: The above terms, conditions, and description are satisfactory and are hereby accepted.

Note: This estimate will be withdrawn by Joe's Roofing LLC if not accepted within 60 days.

**FULL PAYMENT IS DUE ON INVOICE RECEIPT, NO EXCEPTIONS!**

#### Accepted By:

<table>
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<tr>
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<tbody>
<tr>
<td>$7,200.00</td>
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# Estimate

**JOE'S ROOFING LLC**

766-473-0026  
766-485-9225 (Fax)  
joeroofing@belkouth.net

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<td>SENIOR BUILDING</td>
<td>EPDM ROOF UNDERLAYMENT</td>
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<td>UPPER LOW SLOPE ROOF</td>
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<tr>
<td>REMOVE EXISTING ROLL ROOFING MEMBRANE</td>
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<tr>
<td>INSTALL 1&quot; ISO BOARD AND 14 SQUARES OF EPDM RUBBER ROOF MEMBRANE</td>
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</table>
**JOE'S ROOFING LLC**
706-473-0026
706-485-9225 (Fax)
joesroofing@bellsouth.net

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<th>Project</th>
<th>Terms</th>
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<tr>
<td>JOE HAWKINS</td>
<td>CITY OF EATON ION SHOP</td>
<td>REPAIRS</td>
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<td>INSTALL SUPPORTS BENEATH BUCKET METAL AREAS</td>
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<td>CLEAN ROOF THOROUGHLY</td>
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<tr>
<td>INSTALL Gaco FLEX PRIMER</td>
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<tr>
<td>INSTALL Gaco S2000 OVER 7200 SQ FT</td>
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</tbody>
</table>

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All products to be new and all work to be done in a workmanlike manner, according to standard practices. Any deviation or alteration from the above specifications will require approval of all parties. Acceptance: The above terms, conditions and description are satisfactory and are hereby accepted.

Note: This estimate will be withdrawn by Joe's Roofing LLC if not accepted within 60 days.

FULL PAYMENT IS DUE ON INVOICE RECEIPT. NO EXCEPTIONS!

Accepted By:                                                                 | Total         |
|                                                                         | $26,400.00    |
RESOLUTION

A RESOLUTION by the Council of the City of Eatonton, Georgia, to approve a certificate of appropriateness for renovations at 412 North Madison Avenue and for other purposes.

WHEREAS, the City of Eatonton seeks to foster historic preservation in the City; and

WHEREAS, the City of Eatonton activated its Historic Preservation Commission in 2009 for the purpose of advising the City on historic preservation matters within the designated Historic Preservation District; and

WHEREAS, Mr. Dennis and Mrs. Dottie McClain are seeking a certificate of appropriateness for certain renovations at 412 North Madison Avenue, which lies within the Historic Preservation District; and

WHEREAS, the Historic Preservation Commission has determined that the proposed renovations will not have adverse effects on the historic character of the Historic Preservation District and has recommended that such certificate of appropriateness be approved by the Council of the City of Eatonton.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Eatonton, Georgia, that:

THE CERTIFICATE OF APPROPRIATENESS APPLIED FOR BY MR. DENNIS AND MRS. DOTTIE MCCLAIN FOR THE SPECIFIED RENOVATIONS AT 412 NORTH MADISON AVENUE IS HEREBY APPROVED.

APPROVED AND ADOPTED by the Council of the City of Eatonton, Georgia on this 20th day of February, 2017.

Walter C. Rocker, Jr., Mayor
City of Eatonton, Georgia

ATTEST:

Clerk, City of Eatonton, Georgia
RECOMMENDATIONS FROM THE HPC DESIGN REVIEW FEBRUARY 13, 2017 TO CITY COUNCIL

On February 13th, the HPC reviewed an application for a Certificate of Appropriateness and our recommendations are listed below.

Application 2017-001: From Dennis and Dottie McClain 412 N. Madison Ave. - 1910 Craftsman Style

Request:
1. To move back wall of present den and expand the room using footage from porch.
2. To replace current wood on remaining porch with a composition wood board more resistant to water.
3. To move the one over one window in the butler's pantry on the north side of house and replace it with a transom style window that will match an interior window in the butler's pantry. After removal, matching wood will be used to cover the opening.

Addendum:
1. To add a one over one window in the new north wall created with the expansion of the den.

Recommendations and reasons: The HPC recommended APPROVAL of the application with the addition of the addendum.

All of the proposed material changes are to new construction, additions made years ago, and not the original house. The proposed changes are located in the rear of the structure and not the front façade. The original footprint of the historic house will not be disturbed. The window change that is proposed for the butler's pantry is not a window original to the house, but was installed during an earlier renovation and is necessary for the installation of storage cabinets. The new window being added to the currently proposed den expansion and will stay in scale with the one over one windows that we see in the house.
Application for a Certificate of Appropriateness (COA)
to the City of Eatonton Historic Preservation Commission and City Council.

Property Address/Description: 412 N. Madison Ave.
1909 Craftsman Style

Property Owner: Dennis and Dottie McClain
Note: If applicant is not the owner, written permission from the owner & the owners contact information must be provided.

Applicant/Agent Name: Dennis and Dottie McClain
Telephone(s): 706-485-0764
Mailing Address: 412 N. Madison Ave
Eatonton, GA

Brief Project Description: Changes are to new construction- no change on footprint
(a) Moving wall (interior) to increase size of den.
(b) New flooring (composite board) for deck.
(c) Changing ¼ window to transom- adding outside match siding.

Projected Start Date: Spring

Type of Project (check all that apply):
Construction
☐ New building
☐ Addition to building
☐ Minor exterior change
☐ Major building restoration, rehabilitation, or remodeling

Site Changes
☐ Parking area(s), driveway(s), or walkways
☐ Fence(s), or wall(s),
☐ Sign
☐ Mechanical systems
☐ Non-temporary site feature(s) (e.g. satellite dishes, pools, lighting, arbors, gazebos etc)

Demolition or Relocation
☐ Primary building
☐ Outbuilding
☐ Site feature

Applicant Signature: __________________________

Please see page 2 of application for additional data

OFFICE USE ONLY:
Map/Lot #..............................
HPC: Meeting Date: Feb 13, 2017
City Council: Meeting Date..........................

RETURN FORM TO CITY HALL 201 N JEFFERSON AVE, EATONTON, GA 31024
IMPORTANT NOTE: Work must be completed as presented and approved.

If modifications or amendments become necessary, such changes must be presented to and approved by City Council (via an HPC meeting) prior to beginning work on any aspect of said modification or amendment.

DESIGN GUIDELINES

The HPC uses the Secretary of Interior's Standards and the Eatonton Historic Preservation Guidelines to make informed recommendations. Copies of the latter are available at City Hall or Planning and Development.

REQUwRED MATERIALS for COA

New Buildings and additions:
- Description of project
- Site plan
- Architectural elevations
- Floor plan
- Description of materials
- Photographs of proposed site

Major Restoration, Rehabilitation or Remodeling:
- Architectural elevations or sketches
- Description of project
- Description of materials
- Photographs of existing building

Minor Exterior Changes
- Description of project
- Description of materials
- Photographs of existing building

Site changes: parking, drives, and walks
- Site plans or sketch of site
- Description of materials
- Photographs of site

Site Changes: fences, walls, and other site features
- Site plan or sketch of site
- Architectural elevations or sketches
- Description of materials
- Photographs of site

Site changes: signs
- Architectural elevation or sketch
- Site plan or sketch
- Description of materials and illumination

PROJECT AND MATERIALS DESCRIPTION

- Moving interior wall to form to increase size of dew.
- removing old porch floor (which was an addition) and replacing with composite board that blends with existing materials.
- Removing ½ window which was added in past renovation and replacing it with tan, style window.
- Replacing the window opening with matching wood siding.

All work being done within original footprint to order.

REQUEST FOR PHOTOGRAPh

As part of the application, I hereby grant access to the City of Eatonton Historic Preservation Commission and other agents of the City access to the property in question in order to take photographs (exterior only), if needed.

Signature........................................Date......

See ....................................................for additional information.
January 23, 2017

Dennis & Dottie McClain  
412 N. Madison Ave.  
Eatonon, GA 31024  

Lyn Romine, Chairman  
Historic Preservation Commission  
201 N. Jefferson Ave  
Eatonon, GA 31024  

Re: COA Application  

Dear Lyn:  

Dennis and I want to make material changes to our home, 412 N. Madison Ave. These changes are desired and needed to increase the comfort and usefulness of certain spaces in our home. There have already been changes made since the house was first built in 1909, changes brought about over a period of many years. Outside walls have been added and windows have been moved. As a result, the house is not in its original state.  

We would like approval on two material changes.  

1) We added a porch to the back of the house approximately 18 years ago. This addition was added to a previous addition on the back, a small room that is only 10 feet wide. We now want to extend this small room 9 feet out on the porch. This would still leave a 13 ft. by 20 ft. back porch. There would be a set of French doors from the new enlarged room onto the porch as well as one window on each side of those doors. Looking at the house from Dogwood Lane side, the extended room would hardly be noticeable. Looking at the house from N. Madison and/or Carriage Way, the house would look longer, deeper.  

I am enclosing a photo of the part of the present back porch looking toward the present back door. The lines drawn illustrate the wall movement (French doors and windows are not drawn in). The steps leading from the ground to the porch would not be changed.  

I am also enclosing a diagram illustrating the current small den and addition from the porch. The red line on the diagram indicates where the new wall of that room/porch would be.  

Rationale: We must have a larger casual area for both ourselves and our visitors.  

2) A second change deals with a window in the butler’s pantry on the right side of the house facing Madison Ave. This is not the original window that was there. When I purchased the house in 1991, there was a small window there, and I moved the current window from the kitchen to add more light. Now we want to enlarge our kitchen, add more cabinets for a more open concept in the back of the house to go with the enlarged den. We want to put a transom window in the current window space, enabling us to put cabinets/counter to serve both the kitchen and the formal dining room.
Enclosed is a photo of the north side of the house. One window is the current kitchen window which we will not change. The larger window is the butler’s pantry window (not original to that space). We would like to replace that window with a transom window, one that would be identical to the current transom window on the opposite wall of that room.

We do not know when we will start this work, probably in the spring, if approved. We have spoken with a contractor and a designer, but we must know if what we want to do is permitted. If it is not, then we will more seriously consider other possibilities for how we live the rest of our lives.

Thank you for your consideration and response. We know you will make the best judgment you think you need to make. We look forward to hearing from you.

Yours truly,

Dennis & Dottie McClain