



City of Cartersville

P.O Box 1390 – 10 Public Square – Cartersville, Georgia 30120

Telephone: 770-387-5616 – Fax 770-386-5841 – www.cityofcartersville.org

COUNCILPERSONS:

Matt Santini – Mayor
Calvin Cooley – Mayor Pro Tem
Gary Fox
Kari Hodge
Cary Roth
Jayce Stepp
Taff Wren

AGENDA

Council Chambers, Third Floor of City Hall– 7:00
PM – 3/5/2020
Work Session – 6:00PM

CITY MANAGER:

Tamara Brock

CITY ATTORNEY:

David Archer

CITY CLERK:

Meredith Ulmer

I. Opening of Meeting

- Invocation
- Pledge of Allegiance
- Roll Call

II. Regular Agenda

A. Council Meeting Minutes

1. February 20, 2020 (Pages 1 - 17)

[Attachments](#)

B. Second Reading of Ordinances

1. Alarm Registration Ordinance (Pages 18 - 20)

[Attachments](#)

2. Food Truck Ordinance (Pages 21 - 25)

[Attachments](#)

3. T20-01 HPC Design Standard Revisions (Pages 26 - 132)

[Attachments](#)

C. Other

1. Consent to Demolish Structure(s) at 12 Aubrey Street (Pages 133 - 136)

[Attachments](#)

2. Demolition of 12 Aubrey Street (Pages 137 - 140)

[Attachments](#)

D. First Reading of Ordinances

1. Pub Crawl Emergency Ordinance (Pages 141 - 144)

[Attachments](#)

E. Resolutions

1. Festival Zones for 2020 Events (Pages 145 - 147)

[Attachments](#)

F. Contracts/Agreements

1. Property Damage Release Form (Pages 148 - 149)

[Attachments](#)

2. Advanced Metering Program Phase 2 (Pages 150 - 157)

[Attachments](#)

G. Bid Award/Purchases

1. Overhead Door Company Garage Door Repair (Pages 158 - 163)

[Attachments](#)

2. Patch Management Software (Page 164)

[Attachments](#)

3. Fiber Splicing Trailer (Pages 165 - 168)

[Attachments](#)

4. Bartow County Motorola Radio Invoice (Pages 169 - 170)

[Attachments](#)

5. WPCP Maintenance Truck (Pages 171 - 175)

[Attachments](#)

H. Other

1. Review and Approval of 2020 Goals (Pages 176 - 177)

[Attachments](#)

2. Alcohol Control Board Decision Appeal (Pages 178 - 200)

[Attachments](#)

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES OFFICE, ADA COORDINATOR, 48 HOURS IN ADVANCE OF THE MEETING AT 770-387-5616.



City of Cartersville

City Council Meeting
3/5/2020 7:00:00 PM
February 20, 2020

SubCategory:	Council Meeting Minutes
Department Name:	Clerk
Department Summary Recommendation:	The minutes have been uploaded for your review and approval.
City Manager's Remarks:	The minutes are recommended for approval with any modifications you may have.
Financial/Budget Certification:	
Legal:	
Associated Information:	

City Council Meeting
 10 N. Public Square
 February 20, 2020
 6:00 P.M. – Work Session
 7:00 P.M. – Council Meeting

I. Opening Meeting

Invocation by Council Member Roth.

Pledge of Allegiance led by Council Member Hodge.

The City Council met in Regular Session with Matt Santini, Mayor presiding and the following present: Kari Hodge, Council Member Ward One; Jayce Stepp, Council Member Ward Two Cary Roth, Council Member Ward Three; Calvin Cooley Council Member Ward Four; Gary Fox, Council Member Ward Five; Taff Wren, Council Member Ward Six; Tamara Brock, City Manager; Meredith Ulmer, City Clerk and Keith Lovell, Assistant City Attorney.

II. Regular Agenda

A. Council Meeting Minutes

1. February 6, 2020 City Council Minutes

A motion to approve the February 6, 2020 City Council Meeting Minutes as presented was made by Council Member Cooley and seconded by Council Member Wren. Motion carried unanimously. Vote: 6-0.

B. Resolutions

1. Historic District Moratorium

Keith Lovell, Assistant City Attorney stated this resolution will extend the current moratorium on all new applications for renovations or improvements of any properties within the Cherokee-Cassville Historic District and the West End Historic District until July 6, 2020.

Motion to approve the resolution was made by Council Member Fox and seconded by Council Member Stepp. Motion carried unanimously. Vote: 6-0.

RESOLUTION NO: _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF CARTERSVILLE, IN THE STATE OF GEORGIA, EXTENDING THE TEMPORARY MORATORIUM ON ALL NEW APPLICATIONS FOR RENOVATIONS OR IMPROVEMENTS OF ANY PROPERTIES WITHIN THE CHEROKEE-CASSVILLE HISTORIC DISTRICT AND THE WEST END HISTORIC DISTRICT

WHEREAS, on August 15, 2019, the Mayor and City Council approved a resolution placing a moratorium on the Cherokee-Cassville Historic District and the West End Historic District for one hundred twenty days (120) days, being Resolution 20-19; and

WHEREAS, on November 7, 2019, the Mayor and City Council approved a resolution to extend the moratorium on the Cherokee-Cassville Historic District and the West End Historic District until March 6, 2020, being Resolution 26-19; and

WHEREAS, the Mayor and City Council have received the data, documents, and recommendations and compilations from the public, staff, and the Historic Preservation Committee as requested by Resolution 20-19; and

WHEREAS, after reviewing the submitted information, the Mayor and City Council are still evaluating the documents received, reviewing, and considering the information and issues, in order to determine which, if any, recommendations should be made to staff with regard to submitting ordinances for their consideration; and

WHEREAS, due to the anticipated scheduling of the work sessions, and regular scheduled meetings in January and February 2020, and the time needed to adopt any new proposed ordinances, it will be necessary to extend the moratorium; and

WHEREAS, the Mayor and City Council of the City of Cartersville have determined that it is in the best interest of the City of Cartersville, and promotes the general public welfare, health and happiness as well as the historical integrity of the Cherokee-Cassville Historic District and West End Historic District to extend the current one hundred twenty (120) day moratorium which expires on March 6, 2020 until July 8, 2020 on the issuance of demolition permits, application of variances to the Board of Zoning appeals, rezoning applications, and the application and appeal of the subdividing of any contributing property within said districts.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CARTERSVILLE, GEORGIA, AS FOLLOWS:

1) Effective from the 6th day of March, 2020, the temporary moratorium currently in effect until March 6, 2020, is extended to July 6, 2020 for contributing properties as defined in City of Cartersville Code Section 4.25-33(a)3(a) located in the Cherokee-Cassville Historic District and West End Historic District be extended to prohibit the following:

- a) issuance of drive cuts;**
- b) issuance of demolition permits;**
- c) filing of an application for variance from the building codes and fire codes of the City of Cartersville;**
- d) filing of rezoning applications;**
- e) application and approval of subdivision of property;**
- f) application and approval of preliminary or final plat; and**

- g) the following are exempt from the requirements of this temporary moratorium:
- i) projects with an active land disturbance permit issued by the City of Cartersville prior to the date of the adoption of this moratorium;
 - ii) projects that have been granted variances or a zoning amendment prior to the date of adoption of this moratorium;
 - iii) projects for Bartow County, the City of Cartersville and/or the State of Georgia;
 - iv) projects for which building permits have been issued prior to the date of the adoption of this moratorium;
 - v) demolition permits for buildings declared to be unfit for human habitation by order of the City of Cartersville Municipal Court Judge; and
 - vi) properties that have been issued a preliminary plat prior to the date of adoption of this temporary moratorium.

The current moratorium remains in effect until March 6, 2020, and is hereby extended until July 6, 2020, but is subject to change by the Mayor and City Council.

BE IT AND IT IS HEREBY RESOLVED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CARTERSVILLE, THIS ____ day of _____, 2020.

/s/ _____
Matthew J. Santini, Mayor
City of Cartersville, Georgia

ATTEST:

/s/ _____
Meredith Ulmer, City Clerk
City of Cartersville, Georgia

C. First Reading of Ordinances

1. Food Truck Ordinance

Randy Mannino, Planning and Development Department Head stated based on questions and comments from the Mayor and Council, the City Attorney's office has prepared a "Mobile Retail Food Establishment" (FOOD TRUCK) ordinance. Said ordinance provides for definitions

and standards for the operation of mobile retail food establishments. The Code Enforcement Office and City Fire Marshal's office have reviewed said ordinance, but Council may want to discuss or consider additional guidelines.

This is a first reading and does not require a vote.

Ordinance no. _____

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES. CHAPTER 10 - LICENSES, TAXATION AND MISCELLANEOUS BUSINESS REGULATIONS. its amended by creating a new ARTICLE XIX. MOBILE RETAIL FOOD ESTABLISHMENTS as follows:

1.

ARTICLE XIX. MOBILE RETAIL FOOD ESTABLISHMENTS.

Sec. 10-606. - Definitions.

- A. Mobile retail food establishment shall mean a retail food establishment that reports to and operates from a commissary and is readily moveable, is a motorized wheeled vehicle, or a towed wheeled vehicle designed and equipped to serve food.
- B. Pushcart shall mean a non-self-propelled vehicle limited to serving commissary prepared or prepackaged food and non-potentially hazardous food, unless the equipment is commercially designed and approved to handle food preparation and service. Pushcarts shall not be required to comply with mobile vehicular safety requirements.
- C. Temporary retail food establishment, including pushcart, shall mean a retail food establishment, other than a licensed mobile retail food establishment, that is not intended to be permanent and that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration.

Sec. 10-607. - License required.

- A. It shall be unlawful for any person to sell, offer for sale, food of any type from a commissary, mobile retail food establishment, pushcart or temporary food establishment without a license first having been granted under this section, except for city sponsored events.
- B. An application for a license or a permit hereunder shall be submitted to the Planning and Development Department of the City of Cartersville setting forth all information required hereunder and in compliance with this ordinance. The business license manager may develop a form of application for the purpose of compliance with this article. The review process for said application shall be conducted in conformity with Cartersville Code Section 10-3 as now existing or as may be hereafter amended.

Sec. 10-608. - Prohibited conduct and requirements.

- A. The mobile retail food establishment shall not conduct business or operate under this article on the public right-of-way.
- B. The mobile retail food establishment shall not operate on any private property without the prior consent of the owners.
- C. The mobile retail food establishment shall maintain a \$1,000,000.00 liability policy. Proof of current liability insurance, issued by an insurance company licensed to do business in the state, protecting the licensee, the public and the city from all claims for damage to property and bodily injury, including death, which may arise from operation under or in connection with the permit. Such insurance shall name the city as an additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration dated without 30 days' advanced written notice to the city.
- D. The mobile retail food establishment shall not emit sounds, outcry, speaker, amplifier or announcements while traveling on the public rights-of-way.
- E. The mobile retail food establishment shall maintain all state licenses and follow all laws of the state and county health departments.
- F. The license under which a mobile retail food establishment is operating must be firmly attached and visible on the mobile retail food establishment or pushcart at all times.
- G. The Planning and Development Department and the Cartersville Police Department shall make such investigation of each applicant for a permit as in the Planning and Development Department and Cartersville Police Department's judgment may be appropriate. The Cartersville Police Department shall require the applicant to be fingerprinted and photographed. One copy of such photograph shall be permanently attached to the license required to be displayed.
- H. No permit shall be issued to or held by any person unless that person is satisfactory with respect to character and record. In making a determination as to good moral character the Planning and Development Department and the Cartersville Police Department shall consider whether or not the applicant has, at some time prior to the filing of the application, been convicted of a felony or other offense involving moral turpitude, and pertinent circumstances connected with such conviction.
- I. In addition to the grounds shown in Chapter 10 of this Code, the Cartersville Police Department may refuse to issue any permit to any applicant whose record shows one or more convictions for an alcohol related offense within the previous 12-month period or a drug related offense within the previous 36-month period or a pattern of convictions for traffic violations.
- J. The following requirements shall be applicable to all mobile retail food establishments and temporary retail food establishment:
 - 1. The premises where such temporary business is located shall be kept in a clean and sanitary condition.
 - 2. The vendor shall have sufficient parking on the premises to provide parking for the customers and must not allow parking on the streets or adjoining property.

3. The vendor shall meet all the requirements and conditions of the Zoning Code of Cartersville, Georgia.
 4. The vendor's tent and/or mobile retail food establishment shall comply with the fire code provisions.
 5. The vendor shall not be located within any public right-of-way.
 6. The vendor may not sell any goods or services by means of any outcry, sound, speaker or amplifier of any kind.
 7. The vendor shall possess any and all other occupation tax certificates required by federal, state or county law.
- K. No sale or offer for sale shall be made by any licensee between 11:00 p.m. and 6:30 a.m.
- L. No sale or offer for sale of ice cream, frozen milk, frozen dairy or ice confection products shall be made from a mobile retail food establishment unless each side of the vehicle is marked, in letters and numbers at least three inches in height, with the name and address of the mobile retail food establishment licensee.
- M. The mobile retail food establishment shall comply with all state, federal and local health and safety regulations and requirements and shall obtain and maintain any and all licenses required by any other health, organization or governmental organization having jurisdiction over this subject matter.
- N. The following safety regulations shall apply to any and all vehicles operating under this article or used for mobile retail food establishments:
1. Every vehicle shall be equipped with a reverse gear signal alarm with a sound distinguishable from the surrounding noise level.
 2. Every vehicle shall be equipped with two rear-vision mirrors, one at each side, firmly attached to the outside of the motor vehicle, and so located as to reflect to the driver a view of the highway to the rear, along both sides of the vehicle.
- O. The mobile retail food establishment shall sell food and beverage items only.
- P. The mobile retain food establishment shall not be parked overnight on a residentially zoned or used property unless parked in a fully enclosed garage.
- Q. Food preparation for a mobile retain food establishment shall not be allowed on a residentially zoned or used property.
- R. The mobile retail food establishment prior to the issuance of a permit and during its operation, shall comply with all applicable fire codes.
- S. All grease and food preparation related by-products must be disposed of in an appropriate manner as required by federal, state, and city laws, regulations, and ordinances. Additionally, a log for six (6) months must be kept detailing the date, time, and location of disposal of grease and food preparation related by-products.
- T. No alcoholic beverages may be provided or sold from a mobile retail food establishment.

Sec. 10-609. - Indemnity.

As part of the permitting process set forth herein, any person or entity receiving a permit set forth herein shall execute an indemnity agreement indemnifying and releasing the City of Cartersville, its agents, employees and elected officials from any and all liability against any and all claims, actions and suits of any type whatsoever.

Sec. 10-610 - Appeals.

Appeals from the grant or denial of a license shall be filed and processed in accordance with the procedures set forth in Cartersville Code Section 10-4 as now existing or as may be hereafter amended.

Sec. 10-611. - Revocation and suspension.

The city shall have the right to revoke or suspend any license granted hereunder in accordance with the procedures set forth in Cartersville Code Sec. 10-4 as now existing or as may be hereafter amended and appeals from the revocation or suspension shall likewise be governed by that section. Sec. 10-612 - Fee.

In addition to the occupation tax, every application for license under this section shall be accompanied by a nonrefundable processing fee of \$100.00.

2.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____
SECOND READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____
MEREDITH ULMER, CITY CLERK

2. T20-01 HPC Design Standard Revisions

David Hardegree, City Planner stated this amendment addresses concerns expressed by City Council and the HPC regarding conflicts, vagueness and inconsistencies in the HPC ordinance and design guidelines. The revisions are intended to define what is a requirement versus recommendation; eliminate or clarify confusing text or references; provide clearer direction and instruction to property owners; and, clearly state what preservation actions are allowed, or not allowed, improving HPCs ability to enforce or vary a requirement.

This is a first reading and does not require a vote.

A copy of the design standards is located upon request in the Clerk's Office.

3. Alarm Registration Ordinance

Mr. Lovell stated the Cartersville Police Department is requesting a change to the existing city ordinance regulating burglar alarms. The request is being made so the agency can adequately track repetitive false alarms and submit invoices to those who violate the ordinance as it currently stands. In order to do so, the agency needs accurate resident/business information, such as alarm company, billing address, and contact information. As it stands now, our New World reporting system generates monthly invoices and assigns the mailing address of the alarm location. However, many of residents of the false alarms do not receive mail at the location of the alarm but at different locations such as a post office box. A majority of the businesses receiving invoices do not receive mail locally and rely on a corporate office to pay the invoices (Chick-fil-A, Tractor Supply, Aldi, etc.). In addition, when residents move or businesses change, we are left invoicing based on old data, which can easily be corrected if the ordinance is amended requiring the resident/business to register their alarms and provide updated, accurate information.

This is a first reading and does not require a vote.

Ordinance No. _____

Now be it and it is hereby ORDAINED by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES CHAPTER 3. ALARM SYSTEMS is hereby amended by adding Section 3-11 - Registration as follows:

1.

Sec. 3-11. *Registration.*

- 1) All alarm systems must be registered within 30 days of installation by the property owner or lessee.**
- 2) All existing alarm systems must be registered within sixty (60) days of the adoption of this ordinance.**

- 3) Registration is not transferable. Each property owner or lessee must register all new installations or transferred systems.
- 4) There will be no registration fee for alarms.
- 5) The list should include the name of the alarm owner, phone number, and physical address and billing address, if different.
- 6) Failure to register/re-register an alarm system within the allotted time will result in a fine payable by the property owner or lessee as shown in the following schedule:

FINE SCHEDULE

a)	Failure to register alarm	\$50.00
b)	Respond to unregistered alarm	\$100.00
c)	Failure to comply with Ordinance	
	First Violation	\$50.00
	Second Violation	\$100.00
	Third Violation	\$250.00

2.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia and the sections of this ordinance may be renumbered to accomplish such intention.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____
SECOND READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____
MEREDITH ULMER, CITY CLERK

D. Contracts/Agreements

1. Professional Probation Services, Inc.

Mr. Lovell stated this is an addendum to the probation contract with PPSI that provides probation services for the City of Cartersville Municipal Court. It increases the basic fee from \$35.00 to \$40.00 per month, which is still less than the State charges. All fees are listed out on the addendum. This is provided at no cost to the City, as all fees are paid by the probationers. It is recommended by the Judge for your approval.

A motion to approve the Professional Probation Services, Inc. was made by Council Member Wren and seconded by Council Member Fox. Motion carried unanimously. Vote: 6-0.

2. Cost of Service Study Contract

John Dooley, Assistant Director of the Electric Department stated a Cost of Service Study (CoSS) is a comprehensive study that is performed by an analyst for the purpose of determining the actual cost of each kilowatt-hour we sell, and then using that data to determine where our rates and riders need to be set. In order to ensure that our rates remain fair and competitive, it is recommended that a Study be performed every ten years or less. It has been ten years since the Electric Department has initiated a CoSS.

The Electric Department is requesting authorization for the Mayor and City Clerk to approve a service contract with McLean Engineering. The scope of work will include consulting services to perform a CoSS as well as a rate calculator that we can use to make tweaks later, if we chose to do so. There will be draft version submitted for our approval before reaching the final product.

The cost of the completed study is not to exceed \$15,000. This is a budgeted item, and we recommend approval.

A motion to approve Cost of Service Study Contract was made by Council Member Fox and seconded by Council Member Hodge. Motion carried unanimously. Vote: 6-0.

3. Cartersville Little League

Tom Gilliam, Parks and Recreation Department Head stated this is a programming contract with Cartersville Little League to continue offering Baseball to the youth of our community for ages 7 - 14. Cartersville Parks and Recreation and Cartersville Little League has had a partnership as early as the 1960's. We want to continue this partnership with the same terms of agreement as Little League has operated by since they began. Little League will reinvest the profits from their program back into the facility and fields at Hicks Park. Little League will pay the utilities for the concession stand and the restrooms while the Parks and Rec Dept will pay the utilities for the field lighting and the irrigation. The Parks and Rec Dept has had a great relationship with Little League and we are looking forward to an even greater relationship moving forward.

A motion to approve Cartersville Little League was made by Council Member Cooley

and seconded by Council Member Fox. Motion carried unanimously. Vote: 6-0.

4. Southern Soccer Academy

Mr. Gilliam stated this is a programming contract with Southern Soccer Academy to continue offering Soccer to the youth & adults of our community. Cartersville Parks and Recreation and Southern Soccer Academy have had a partnership dating back to another organization called Clash. SSA took over Clash in 2017 to continue offering soccer through the Parks and Recreation Dept. We want to continue this partnership with the same terms of agreement as SSA has operated by since they have been in Cartersville. SSA will reinvest the profits from their program back into the facility and fields at the Soccer Complex. SSA will pay the City the \$20 non-resident fee per player per season. The Parks and Rec Dept has had a great relationship with SSA and we are looking forward to an even greater relationship moving forward.

Motion to approve the Southern Soccer Academy was made by Council Member Roth and seconded by Council Member Cooley. Motion carried unanimously. Vote: 6-0.

5. One Beacon Insurance Settlement

Dan Porta, Assistant City Manager stated with the completion of the new Gas Department Building, Storage Building, Fiber Node Building and Fuel Station, it was time to submit a final claim request to One Beacon Insurance for the July 2015 sinkhole claim. One Beacon had previously paid the city \$781,747 for some of the damage to these structures and left open a reserve for when the buildings and fuel facility were replaced. One Beacon had determined a reserve amount of \$882,318 and initially was not willing to cover the loss of the fuel station previously located at 4 Cook Street.

After going through the total cost for the construction of the new facilities and equipment, a letter was sent to One Beacon requesting reimbursement as follows:

Gas Dept. Administration Building	\$ 500,000
Fiber Dept. Node Building	215,900
Balance on New Storage Building	96,065
Fuel Canopy, Pumps & Equipment	190,404
Demolition of Old Fuel Station	14,829
Total Amount Requested	\$1,017,198

The amount requested was \$134,880 more than One Beacon had originally determined for the loss. After reviewing the letter, One Beacon has agreed to pay the city \$1,007,198, which is the amount requested less our \$10,000 insurance deductible as final settlement for the sinkhole insurance claim. I recommend acceptance of this final settlement amount with One Beacon Insurance.

Motion to approve the One Beacon Insurance Settlement was made by Council Member Stepp and seconded by Council Member Fox. Motion carried unanimously. Vote: 6-0.

Motion add an item to the agenda was made by Council Member Hodge and seconded by Council Member Fox. Motion carried unanimously. Vote: 6-0.

6. Sales Tax Refund Consultant

Bob Jones, Water Department Head stated the Water Department would like to retain the services of Tax Specialists of Georgia Southeast, LLC (TSG) to apply for sales tax refunds on two completed projects at the Water Treatment Plant (WTP). They are former Department of Revenue employees who processed sales tax requests when employed by the State. TSG has successfully recovered sales tax refunds for various water projects and come highly recommended.

TSG works solely on commission. They take 25% of the amount recovered, which is due within ten (10) days after receipt of the refund payment from the State. I recommend approval of the agreement with TSG and authorization of the Mayor to sign all documents needed by TSG to recover sales tax paid on the designated projects.

Motion to approve the Sales Tax Refund Consultant was made by Council Member Stepp and seconded by Council Member Fox. Motion carried unanimously. Vote: 6-0.

E. Change Order

1. WTP – Filter Controls Integration Revision

Mr. Jones stated we are required by state law to be a member of the UPC. This is our annual membership dues invoice in the amount of \$10,655.38. I recommend Council approval of this invoice.

Motion to approve the WTP – Filter Controls Integration Revision was made by Council Member Fox and seconded by Council Member Roth. Motion carried unanimously. Vote: 6-0.

2. Added Item: EPD Fine

Mr. Jones stated the Water Pollution Control Plant exceeded the permit limit for Biochemical Oxygen Demand. The plant is permitted to discharge a weekly average of 45 mg/L and discharged 48.6 mg/L for approximately 20 hours. The exceedance was caused by high flows due to torrential rainfall. The Environmental Protection Agency has proposed a \$463.00 fine. Mr. Jones recommended the Mayor and Clerk to sign related documents in order to pay the fine.

Motion to approve was made by Council Member Roth and seconded by Council Member Fox. Motion carried unanimously. Vote: 6-0.

3. Douthit Ferry Road Widening

Tommy Sander, Public Works Department Head stated Southland Engineering has submitted a change order on the Douthit Ferry Road Widening Project. The change order is an

increase from \$15,000 to \$32,925 from the sub-consultant Geo-Hydro for the Bridge and Wall Foundation investigations. The increase is due to the requirements changing since the project was originally bid and inflation. We recommend approval of this \$17,925 increase.

Motion to approve the Douthit Ferry Road Widening was made by Council Member Stepp and was seconded by Council Member Roth. Motion carried unanimously. Vote: 6-0.

E. Bid Award/Purchases

1. Residential Garbage Cart

Mr. Sanders stated Solid Waste solicited bids for 400 residential garbage carts and recommend the award to Toter, LLC for \$19,164.55. Toter, LLC was not the lowest bid, but we recommend these carts because they are easier to dump and attach better to our cart flippers. We have purchased from them three times in the past and their carts hold up better and require less maintenance. This is a budgeted item.

A motion to approve Residential Garbage Carts was made by Council Member Cooley and seconded by Council Member Wren. Motion carried unanimously. Vote: 6-0.

2. Residential Recycling Cart

Mr. Sanders stated Solid Waste needs 200 residential recycling carts and recommend the award to Otto Environmental Systems for \$8,300.00. We have purchased recycling carts from Otto several times and they keep a good stock of spare parts for maintenance; therefore, we would like to remain with this vendor. This is a budgeted item.

Motion to approve the Residential Recycling Carts was made by Council Member Cooley and seconded by Council Member Wren. Motion carried unanimously. Vote: 6-0.

3. Commercial Front Loader Repair

Mr. Sanders stated Solid Waste needs to replace the rear door, bumper, and skirt on a commercial front loader, truck number 6233. The estimate for this repair from our garage is \$23,043.62 which includes work from Steel Materials totaling \$15,736.01. We are hopeful that we can get a few more years of service out of this truck if this repair is made. This is a budgeted item.

Motion to approve the Commercial Front Loader Repair was made by Council Member ___Roth and seconded by Council Member Stepp. Motion carried unanimously. Vote: 6-0.

4. Commercial Front Loader Lease Renewal

Mr. Sanders stated Solid Waste would like to renew the lease agreement with RDK Truck Sales with financing provided by Leasing 2, Inc. This proposal would provide a new commercial front loader garbage truck on a 13-month lease term for \$6,172.77 per month with a balloon

payment option on the end. RDK guarantees buyback of the truck by paying the balloon payment if we decide not to purchase the truck.

The benefits of this proposal is we keep a truck that is less than one year old to reduce maintenance costs, reduce workload of the garage and reduce downtime.

We are seeking permission for the Mayor to sign all related documents including but not limited to the proposal, application, and agreement. This is a budgeted item.

Motion to approve the Commercial Front Loader Lease Renewal was made by Council Member Roth and seconded by Council Member Stepp. Motion carried unanimously. Vote: 6-0.

5. Transco Steel Line Pipe

Michael Hill, Gas Department Head stated we requested bids from six (6) pipe suppliers, and Consolidated Pipe was the only bid proposal we received. Attached is the tabulation of the bid. I recommend Council approval of the steel pipe bid proposal in the amount of \$230,396.80 for the Transco Delivery Point at Brown Farm Road.

Motion to approve the Transco Steel Line Pipe subject to approval from the City Manager and the City Attorney's Office was made by Council Member Fox and seconded by Council Member Stepp. Motion carried unanimously. Vote: 6-0.

G. Contracts/Agreements

1. Old Alabama Road Relocation

Mr. Hill stated The Old Alabama Road widening and reconstruction requires the Gas System to relocate the existing facilities within the City of Cartersville utility easements that are in conflict with the road construction. The estimate prepared by our office to perform this relocation totals \$16,168.40 and was forwarded to GDOT on Jan 9, 2020. This includes a lump sum agreement and a resolution that must be executed. I recommend Council approval of this agreement and resolution.

Motion to approve the Old Alabama Road Relocation was made by Council Member Stepp and seconded by Council Member Wren. Motion carried unanimously. Vote: 6-0.

H. Grant Application/Acceptance

1. GA/EMS Grant Acceptance

Chief Carter stated he respectfully requests approval to accept a reimbursement grant from the Georgia Emergency Medical Services Association. This is a reimbursement program funded by the State of Georgia through the Georgia Trauma Care Network Commission. These funds in the amount \$4859.50 are to offset the costs incurred by our department and City for the EMTB program of FY 2019-20. There is no match or obligation. The funds are based on the

successful completion of the program by our firefighters. We recommend approval and ask that these funds be applied to our FY 2019-20 budget to offset these training expenditures with a budget adjustment in the amount of \$4859.50 to reflect this change.

A motion to approve GA/EMS Grant Acceptance was made by Council Member Cooley and seconded by Council Member Hodge. Motion carried unanimously. Vote: 6-0.

I. Bid Award/Purchases

2. Rent for Old Fire Station #3

Mr. Porta stated the city received an invoice from Lisa Walker, the new owner of old fire station #3, for \$11,600 for rent at 1220 West Avenue from December 1, 2019 through January 27, 2020. This invoice was due to the additional time our fire personnel stayed in the old fire station while the new one was still under construction. After reviewing the construction schedule and the reasons for the delayed opening of the new station, I recommend that the city be responsible for 20 days or \$4,000 of the 58 days we are being invoiced and that Abuck Inc., the Construction Manager for this project be responsible for the remaining 38 days.

A motion to approve Rent for Old Fire Station #3 was made by Council Member Roth and seconded by Council Member Fox. Motion carried unanimously. Vote: 6-0. _____

J. Monthly Financial Report

1. December 2019 Financial Report

Tom Rhinehart, Finance Department Head gave the financial report comparing December 2019 to December 2018.

Motion to add an item to the agenda was made by Council Member Wren and seconded by Council Member Fox. Motion carried 5-1 with Council Member Roth voting in opposition.

Discussion Item: Pub Crawl

The proposition was to have participants in the Pub Crawl to have the ability to walk site to site with beer in their event designated cup. Council had several options. Ask Staff to move forward and put something in place. Do not ask Staff move forward and put something in place. Put something in place, but only for the Fall Pub Crawl. Do not put anything in place at all.

Mr. Lovell stated if Council directs Staff to move forward with it for the Spring Pub Crawl it would require an emergency reading and a Special Called Meeting of the Alcohol Control Board.

Council Member Roth made a motion to table the item. With no second, the motion died. Motion to approve moving forward and directing staff to bring and ordinance forward

was made by Council Member Stepp and seconded by Council Member Wren. Motion carried 5-1 with Council Member Roth voting in opposition.

Public Hearing: HPC Design Standards

Mayor Santini opened the floor for a public hearing with no one coming forward to speak about the HPS Design Standards the hearing was closed.

Mayor Santini asked the audience if there anything else that needed to come before Council:

Hoyt Hatfield, 46 Wellington Drive came forward to speak in opposition of the moratorium.

Greg Cordell, 401 West Ave came forward to speak in opposition of the moratorium. Mr. Cordell stated he believed the process has taken too long and is causing hardships.

After announcements a motion to adjourn the meeting was made by Council Member Wren and needing no second. Motion carried unanimously. Vote: 6-0.

Meeting Adjourned

/s/ _____
Matthew J. Santini, Mayor

ATTEST:

/s/ _____
Meredith Ulmer, City Clerk



City of Cartersville

City Council Meeting
3/5/2020 7:00:00 PM
Alarm Registration Ordinance

SubCategory:	Second Reading of Ordinances
Department Name:	Administration
Department Summary Recommendation:	<p>The Cartersville Police Department is requesting a change to the existing city ordinance regulating burglar alarms. The request is being made so the agency can adequately track repetitive false alarms and submit invoices to those who violate the ordinance as it currently stands. In order to do so, the agency needs accurate resident/business information, such as alarm company, billing address, and contact information. As it stands now, our New World reporting system generates monthly invoices and assigns the mailing address of the alarm location. However, many of residents of the false alarms do not receive mail at the location of the alarm but at different locations such as a post office box. A majority of the businesses receiving invoices do not receive mail locally and rely on a corporate office to pay the invoices (Chick-fil-A, Tractor Supply, Aldi, etc.). In addition, when residents move or businesses change, we are left invoicing based on old data, which can easily be corrected if the ordinance is amended requiring the resident/business to register their alarms and provide updated, accurate information.</p>
City Manager's Remarks:	<p>Since the last meeting, Frank and Tom R discussed the PD using our Cogsdale software to build their alarm database. If Cogsdale is used, an ordinance that would require citizens to inform the PD would not be necessary. Council can either vote the item down, vote to remove the item from the agenda or take no action and consider it denied.</p>
Financial/Budget Certification:	
Legal:	
Associated Information:	



City of Cartersville

P O L I C E D E P A R T M E N T

To : Tamara Brock
From : Jason DiPrima
Date : February 17, 2020
Ref : Burglar alarm ordinance amendment

The Cartersville Police Department is requesting a change to the existing city ordinance regulating burglar alarms. The request is being made so that the agency can adequately track repetitive false alarms and submit invoices to those who violate the ordinance as it currently stands. In order to do so, the agency needs accurate resident/business information, such as alarm company, billing address, and contact information. As it stands now, our New World reporting system generates monthly invoices and assigns the mailing address of the alarm location. However, many of residents of the false alarms do not receive mail at the location of the alarm but at different locations such as a post office box. A majority of the businesses receiving invoices do not receive mail locally and rely on a corporate office to pay the invoices (Chick-fil-A, Tractor Supply, Aldi, etc.). In addition, when residents move or businesses change, we are left invoicing based on old data, which can easily be corrected if the ordinance is amended requiring the resident/business to register their alarms and provide updated, accurate information.

Ordinance No. _____

Now be it and it is hereby ORDAINED by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES CHAPTER 3. ALARM SYSTEMS is hereby amended by adding Section 3-11 - Registration as follows:

1.

Sec. 3-11. Registration.

- 1) All alarm systems must be registered within 30 days of installation by the property owner or lessee.
- 2) All existing alarm systems must be registered within sixty (60) days of the adoption of this ordinance.
- 3) Registration is not transferable. Each property owner or lessee must register all new installations or transferred systems.
- 4) There will be no registration fee for alarms.
- 5) The list should include the name of the alarm owner, phone number, and physical address and billing address, if different.
- 6) Failure to register/re-register an alarm system within the allotted time will result in a fine payable by the property owner or lessee as shown in the following schedule:

FINE SCHEDULE

a)	Failure to register alarm	\$50.00
b)	Respond to unregistered alarm	\$100.00
c)	Failure to comply with Ordinance	
	First Violation	\$50.00
	Second Violation	\$100.00
	Third Violation	\$250.00

2.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia and the sections of this ordinance may be renumbered to accomplish such intention.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____

SECOND READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____
MEREDITH ULMER, CITY CLERK



City of Cartersville

**City Council Meeting
3/5/2020 7:00:00 PM
Food Truck Ordinance**

SubCategory:	Second Reading of Ordinances
Department Name:	Planning and Development
Department Summary Recommendation:	Based on questions and comments from the Mayor and Council, the City Attorney's office has prepared a "Mobile Retail Food Establishment" (FOOD TRUCK) ordinance. Said ordinance provides for definitions and standards for the operation of mobile retail food establishments. The Code Enforcement Office and City Fire Marshal's office have reviewed said ordinance, but Council may want to discuss or consider additional guidelines.
City Manager's Remarks:	There have been no changes made since the first reading. This is the second reading of the food truck ordinance. Your approval is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	

Ordinance no. _____

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES. CHAPTER 10 - LICENSES, TAXATION AND MISCELLANEOUS BUSINESS REGULATIONS. its amended by creating a new ARTICLE XIX. MOBILE RETAIL FOOD ESTABLISHMENTS as follows:

1.

ARTICLE XIX. MOBILE RETAIL FOOD ESTABLISHMENTS.

Sec. 10-606. - Definitions.

- A. Mobile retail food establishment shall mean a retail food establishment that reports to and operates from a commissary and is readily moveable, is a motorized wheeled vehicle, or a towed wheeled vehicle designed and equipped to serve food.
- B. Pushcart shall mean a non-self-propelled vehicle limited to serving commissary prepared or prepackaged food and non-potentially hazardous food, unless the equipment is commercially designed and approved to handle food preparation and service. Pushcarts shall not be required to comply with mobile vehicular safety requirements.
- C. Temporary retail food establishment, including pushcart, shall mean a retail food establishment, other than a licensed mobile retail food establishment, that is not intended to be permanent and that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration.

Sec. 10-607. - License required.

- A. It shall be unlawful for any person to sell, offer for sale, food of any type from a commissary, mobile retail food establishment, pushcart or temporary food establishment without a license first having been granted under this section, except for city sponsored events.
- B. An application for a license or a permit hereunder shall be submitted to the Planning and Development Department of the City of Cartersville setting forth all information required hereunder and in compliance with this ordinance. The business license manager may develop a form of application for the purpose of compliance with this article. The review process for said application shall be conducted in conformity with Cartersville Code Section 10-3 as now existing or as may be hereafter amended.

Sec. 10-608. - Prohibited conduct and requirements.

- A. The mobile retail food establishment shall not conduct business or operate under this article on the public right-of-way.
- B. The mobile retail food establishment shall not operate on any private property without the prior consent of the owners.
- C. The mobile retail food establishment shall maintain a \$1,000,000.00 liability policy. Proof of current liability insurance, issued by an insurance company licensed to do business in the state, protecting the licensee, the public and the city from all claims for damage to property and bodily injury, including death, which may arise from operation under or in connection with the permit. Such insurance shall name the city as an additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration dated without 30 days' advanced written notice to the city.
- D. The mobile retail food establishment shall not emit sounds, outcry, speaker, amplifier or announcements while traveling on the public rights-of-way.
- E. The mobile retail food establishment shall maintain all state licenses and follow all laws of the state and county health departments.
- F. The license under which a mobile retail food establishment is operating must be firmly attached and visible on the mobile retail food establishment or pushcart at all times.
- G. The Planning and Development Department and the Cartersville Police Department shall make such investigation of each applicant for a permit as in the Planning and Development Department and Cartersville Police Department's judgment may be appropriate. The Cartersville Police Department shall require the applicant to be fingerprinted and photographed. One copy of such photograph shall be permanently attached to the license required to be displayed.
- H. No permit shall be issued to or held by any person unless that person is satisfactory with respect to character and record. In making a determination as to good moral character the Planning and Development Department and the Cartersville Police Department shall consider whether or not the applicant has, at some time prior to the filing of the application, been convicted of a felony or other offense involving moral turpitude, and pertinent circumstances connected with such conviction.
- I. In addition to the grounds shown in Chapter 10 of this Code, the Cartersville Police Department may refuse to issue any permit to any applicant whose record shows one or more convictions for an alcohol related offense within the previous 12-month period or a drug related offense within the previous 36-month period or a pattern of convictions for traffic violations.
- J. The following requirements shall be applicable to all mobile retail food establishments and temporary retail food establishment:
 - 1. The premises where such temporary business is located shall be kept in a clean and sanitary condition.
 - 2. The vendor shall have sufficient parking on the premises to provide parking for the customers and must not allow parking on the streets or adjoining property.

3. The vendor shall meet all the requirements and conditions of the Zoning Code of Cartersville, Georgia.
 4. The vendor's tent and/or mobile retail food establishment shall comply with the fire code provisions.
 5. The vendor shall not be located within any public right-of-way.
 6. The vendor may not sell any goods or services by means of any outcry, sound, speaker or amplifier of any kind.
 7. The vendor shall possess any and all other occupation tax certificates required by federal, state or county law.
- K. No sale or offer for sale shall be made by any licensee between 11:00 p.m. and 6:30 a.m.
- L. No sale or offer for sale of ice cream, frozen milk, frozen dairy or ice confection products shall be made from a mobile retail food establishment unless each side of the vehicle is marked, in letters and numbers at least three inches in height, with the name and address of the mobile retail food establishment licensee.
- M. The mobile retail food establishment shall comply with all state, federal and local health and safety regulations and requirements and shall obtain and maintain any and all licenses required by any other health, organization or governmental organization having jurisdiction over this subject matter.
- N. The following safety regulations shall apply to any and all vehicles operating under this article or used for mobile retail food establishments:
1. Every vehicle shall be equipped with a reverse gear signal alarm with a sound distinguishable from the surrounding noise level.
 2. Every vehicle shall be equipped with two rear-vision mirrors, one at each side, firmly attached to the outside of the motor vehicle, and so located as to reflect to the driver a view of the highway to the rear, along both sides of the vehicle.
- O. The mobile retail food establishment shall sell food and beverage items only.
- P. The mobile retain food establishment shall not be parked overnight on a residentially zoned or used property unless parked in a fully enclosed garage.
- Q. Food preparation for a mobile retain food establishment shall not be allowed on a residentially zoned or used property.
- R. The mobile retail food establishment prior to the issuance of a permit and during its operation, shall comply with all applicable fire codes.
- S. All grease and food preparation related by-products must be disposed of in an appropriate manner as required by federal, state, and city laws, regulations, and ordinances. Additionally, a log for six (6) months must be kept detailing the date, time, and location of disposal of grease and food preparation related by-products.
- T. No alcoholic beverages may be provided or sold from a mobile retail food establishment.

Sec. 10-609. - Indemnity.

As part of the permitting process set forth herein, any person or entity receiving a permit set forth herein shall execute an indemnity agreement indemnifying and releasing the City of Cartersville, its agents, employees and elected officials from any and all liability against any and all claims, actions and suits of any type whatsoever.

Sec. 10-610 - Appeals.

Appeals from the grant or denial of a license shall be filed and processed in accordance with the procedures set forth in Cartersville Code Section 10-4 as now existing or as may be hereafter amended.

Sec. 10-611. - Revocation and suspension.

The city shall have the right to revoke or suspend any license granted hereunder in accordance with the procedures set forth in Cartersville Code Sec. 10-4 as now existing or as may be hereafter amended and appeals from the revocation or suspension shall likewise be governed by that section.

Sec. 10-612 - Fee.

In addition to the occupation tax, every application for license under this section shall be accompanied by a nonrefundable processing fee of \$100.00.

2.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____
SECOND READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____
MEREDITH ULMER, CITY CLERK



City of Cartersville

City Council Meeting
3/5/2020 7:00:00 PM
T20-01 HPC Design Standard Revisions

SubCategory:	Second Reading of Ordinances
Department Name:	Planning and Development
Department Summary Recommendation:	This amendment addresses concerns expressed by City Council and the HPC regarding conflicts, vagueness and inconsistencies in the HPC ordinance and design guidelines. The revisions are intended to define what is a requirement versus recommendation; eliminate or clarify confusing text or references; provide clearer direction and instruction to property owners; and, clearly state what preservation actions are allowed, or not allowed, improving HPCs ability to enforce or vary a requirement.
City Manager's Remarks:	These are design standard revisions relative to HPC. This is the second reading.
Financial/Budget Certification:	
Legal:	
Associated Information:	

Ordinance no. _____

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES, CHAPTER 9.25 – HISTORIC PRESERVATION. ARTICLE III. HISTORIC DISTRICTS is hereby amended by deleting Sections 9.25-36 and 9.25-37 in their entirety and replacing them as follows:

1.

Section 9.25-36 – Design Standards

- (a) *Identification of design standards:* Concurrent with, or immediately following, the designation of any historic district, site, object, building, structure, or work of art, the historic preservation commission shall recommend to the city council a set of "design standards." The standards are intended to identify the characteristic features of the designation that will be used in determining the compatibility of new construction or alteration of size, location, materials, style, rhythm, and any other quality deemed by the historic preservation commission to contribute to the character of the historic property. Standards will be used in evaluating the appropriateness of a project for both contributing and non-contributing properties and structures.
- (b) Procedure for adoption of design standards. The historic preservation commission shall draft and recommend the proposed design standards or amendments to the standards, to the city council at a public hearing. Adoption of the standards or revisions to the standards by the city council may only be considered after the historic preservation commission's recommendation and following a public hearing as follows: The city council shall hold a public hearing on the adoption of the design standards or revisions to the standards. Notice of the hearing shall be published in at least three (3) consecutive issues in the legal organ newspaper within Cartersville, Georgia. All such notices shall be published not less than ten (10) nor more than twenty (20) days prior to the date set for the public hearing.
- (c) Concurrent action: The historic preservation commission may recommend, and the city council may consider and adopt, the design standards or revisions to the standards at the same public hearing and/or meeting as the designation of the corresponding historic district or historic property. The legal notices for the guidelines and designated area(s) may be combined into one notice if the hearings are to be combined.

2.

Sec. 9.25-37 - Definitions.

Certificate of Preservation. A document representing approval by the historic preservation commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district. This is also

referred to as a certificate of appropriateness in O.C.G.A. 44-10-20 et seq. and the terms are interchangeable under the ordinance.

Design Guideline. A Design Guideline, or Guideline, is hereby defined as a recommendation by the Historic Preservation Commission that adheres to traditional and commonly recognized historic preservation practices. A guideline is not a requirement.

Design Standard. A Design Standard, or Standard, is hereby defined as a design requirement for a Certificate of Preservation but may be varied or deemed not applicable by the Historic Preservation Commission.

Exterior architectural features. The architectural style, general design and arrangement of the exterior of a building or other structure, including, but not limited to building material and the type and style of windows, doors, signs, and other appurtenant architectural fixtures, features, details or elements relative to the foregoing.

Exterior environmental and, features; landscape features. All those aspects of the landscape or the development of a site which affect the historical character of the property, i.e., walls, fences, paving, walks, drives, etc., but not plants, trees, or flowers of any kind.

Historic: For the purposes of historic preservation, a historic structure is one that is 50 years of age or older. A historic structure may be contributing or non-contributing.

Historic district. A geographically definable area which contains structures, buildings, objects, sites, works of art, or a combination thereof which exhibit a special historical, architectural, or environmental character as designated by the Commission.

Historic property. An individual building, structure, site, object, or work of art which exhibits a special historical or architectural character as designated by the Commission.

Material change in appearance. A change that will affect either the exterior architectural or environmental features of a historic property or any buildings, structure site, object, landscape feature or work of art within a historic district, such as:

- (1) A reconstruction or alteration of the size, shape, or facade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details, or elements;
- (2) Demolition or relocation of a historic structure;
- (3) Commencement of excavation for construction purposes;
- (4) A change in the location or design of advertising visible from the public right-of-way on any historic property; or
- (5) The erection, alteration, restoration, or removal of any building, structure, object, or work of art within a historic property, including walls, fences, steps, and pavements or other appurtenant features.

3.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____
SECOND READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____
MEREDITH ULMER, CITY CLERK

Ordinance no. _____

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES, CHAPTER 9.25 – HISTORIC PRESERVATION. ARTICLE III. HISTORIC DISTRICTS, SECTION 9.25-52 DOWNTOWN BUSINESS HISTORIC DISTRICT, PARAGRAPH (d) is hereby amended by deleting section (d) in its entirety and replacing it as follows:

1.

(d) Design standards. The following design standards are adopted for the Downtown Business Historic District:

CARTERSVILLE HISTORIC PRESERVATION COMMISSION
DOWNTOWN BUSINESS HISTORIC DISTRICT

GENERAL STANDARDS

INTRODUCTION

The following Downtown Business Historic District Design Standards are intended to identify the character-defining features of a site or structure used in determining the compatibility of the proposed alteration, repair, renovation, rehabilitation or restoration of an existing structure or the construction of a new structure regarding the appropriateness of the size, location, materials, style, rhythm, and any other quality deemed as contributing to the character of a historic property or structure as determined by the Historic Preservation Commission (Commission).

For items not addressed by the following standards or guidelines, the Commission will refer to the *U.S. Department of the Interior, Secretary of the Interior Standards for the Treatment of Historic Properties*, latest edition, for guidance.

Preservation of character-defining elements of historic buildings is a priority, and alterations and repairs should accurately represent the historic qualities of the buildings. Original documentation shall be used for restoration work, if available. Where original documentation is unavailable, interpretations of similar elements that occurred in the area may be considered.

In filing for a Certificate of Preservation all standards shall be complied with and so demonstrated on said application and supporting documentation. Guidelines, as indicated herein, may or may not be demonstrated in the application or supporting documentation for a Certificate of Preservation. Maintenance recommendations, if any, are included for informational purposes only and are not required to be included in an application for a Certificate of Preservation and as such shall not be considered by the Commission in reviewing said applications.

PART 1- EXISTING STRUCTURES:

1

K:\Zonings\Z cases 2020\Text Amendments\T20-01_CoC HPC guidelines Phs1\Ordinance Drafts\Ord Draft_Rev to HPC- 9.25-52 DBD.docx

1. *Changes in use:*

A change in use is not regulated, but every reasonable effort should be made to provide a compatible use for the building that will require minimal alteration to the building and its site.

2. *Original design character:*

Adhere to the original design character of the building. Analyze the building to determine which elements are essential to its character. Do not alter the structures' facade to make it appear newer or older than it actually is. The historic character of the Downtown Business Historic District should be expressed.

3. *Historical Changes:*

Preserve older alterations that have achieved historic significance. An example is an addition or entryway that was added to the original building early in its history. More recent alterations that are not historically significant may be removed.

4. *Plan and implement strategies:*

- A. Evaluate the historic property and create a plan for implementing strategies for preservation, rehabilitation, restoration, reconstruction, alterations to the exterior, and additions.
- B. Rehabilitation work shall not destroy the distinguishing character of the structure. Match the original material when feasible. Alternative materials shall be considered by the Commission. Deteriorated architectural features shall be repaired, rather than replaced, whenever possible. Patch, piece-in, splice, consolidate, or otherwise upgrade the existing material using recognized preservation methods whenever possible. Alternative materials shall be considered by the Commission.
- C. Replacement of missing architectural elements shall be based on accurate duplications of original features. In the event replacement is necessary, the new material shall match that being replaced in design, color, texture, and other physical qualities. The design shall be substantiated by physical or pictorial evidence.
- D. Where reconstruction of an element is impossible because of lack of historical evidence, a new design that relates to the building in general size, scale and material shall be considered using design elements that reflect the building's style.
- E. During repair or rehabilitation, protect and maintain historic features that survive in generally good condition. Treatments include rust removal, caulking, sealing and repainting. Original materials and details that contribute to the historic significance of the structure shall be preserved.
- F. When disassembly of a historic element is necessary for its rehabilitation, one shall use methods that minimize damage to the original materials. Devise methods of replacing the disassembled materials in their original configuration.

5. *Roofs:*

- A. Preserve original pitch and shape of the roof forms where they contribute to the historic character of the building. Replace existing roof materials with the same type of material where it is visible from the street unless an alternative material is approved by the Commission. Rooftop mechanical systems, satellite dishes, and similar devices shall be unobtrusive and located out of public view unless approved by the Commission.
 - B. Maintain historic chimneys.
 - C. Do not remove ornamental roof features.
 - D. Do not use shingled, mansard roofs.
6. *Cornices:*
- A. A cornice is the decorative strip along the top of most historic commercial buildings. It caps off the facade physically and visually. Cornices are usually constructed of brick, wood, cast iron, or sheet metal, and occasionally, the horizontal supporting beam acts as a cornice.
 - B. Original cornices shall be preserved. Damaged cornices shall be repaired without disturbing the rest of the cornice, using like materials, unless an alternative material is approved by the Commission.
7. *Upper Fronts:*
- A. The upper front of a building is the section of the facade above the main storefront. Do not fill in upper window openings.
 - B. A second story addition shall maintain the historical architecture of the building. The addition of a front porch or balcony where none existed previously is prohibited unless approved by Commission.
8. *Facades:*
- A. The basic commercial facade consists of two (2) main parts: the storefront and entrance with display windows; and the upper front, usually with regularly spaced windows and a cornice. The storefront and upper front are visually important.
 - B. The elements of the facade shall be retained as closely as possible to those of the original structure, using existing original materials unless an alternative material is approved by the Commission.
 - C. If parts of the facade are missing, design and reconstruction shall be based on historical, pictorial, or physical documentation. When documentation is unavailable, a new design for a missing element shall be compatible with the size, scale, and material of the historic building.
9. *Exterior walls:*

- A. Painting, sealing or applying other types of coatings to unpainted masonry is prohibited without Commission approval. One shall not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials. When repointing brick or other masonry walls, one shall use a historic mortar mix (softer than modern mixes), matching the original mortar joints.
- B. Maintain historic exterior materials. As part of a renovation, repair damaged exterior materials with like materials only in the area of damage. One shall not use imitation or faux brick, stone, wood siding, metal siding or aggregates on the building façade unless approved by the Commission.
- C. Maintain historic exterior materials. As part of maintenance, repair damaged exterior materials with like materials only in the area of damage. One shall not use imitation or faux brick, stone, wood siding, metal siding or aggregates on the building façade unless approved by the Commission.

10. Storefronts

- A. Common historic storefront design consists of large, thinly framed windows and a recessed entrance. Frequently, there is a cornice at the top of the storefront to separate it from the upper facade, and low bulkheads at the base of the storefront to protect the windows and define the entrance.
- B. Historic storefronts shall be repaired rather than replaced or covered. Retain historic elements, such as bulkheads or cast iron columns. Storefronts can consist of a variety of materials similar to those of the rest of the building. If replacement of elements is required, new materials shall match the original in placement, composition, design, texture and other visual qualities. The frame can be wood, cast iron, or anodized aluminum. Bulkheads are generally wood panels, aluminum-clad plywood, polished stone, glass, or tile.
- C. Where the original storefront no longer exists, replacement shall be based on historical research, physical or pictorial evidence, and be compatible with nearby historic buildings. One shall not extend the storefront out of its place in the facade. It should be in the same plane as the upper facade and shall not extend beyond the original opening.
- D. One shall retain transom windows, reopening previously covered transoms whenever possible. One shall not enclose, replace the window type, cover, or install air conditioning units in transom windows.

11. Exterior details

- A. Details can be some of the most striking elements of a building's facade. Since the design and size of many commercial buildings are quite similar, their unique decorations should be noted and preserved.
- B. Subtle wood details, such as window moldings, shall be retained. One shall not add architectural details where none existed before, such as colonial doors, small windowpanes, or storefront shutters unless approved by the Commission.

- C. Decorative tile and structural, pigmented, beveled, stained, leaded or etched glass contributing to the original historic value of the structure shall be retained.
- D. All decorative terra cotta and all forms of brick work and stonework shall be repaired and maintained. Historic cast iron and sheet metal decorations, common on many nineteenth century buildings, shall be preserved.

12. Windows--- Storefront:

- A. Retain large display windows characteristic of commercial buildings in their original size, shape, and proportions. Preserve original window components, replacing only damaged portions. When replacing glass or restoring windows, retain the original configuration, size and shape of the storefront opening.
- B. Display windows shall use clear glass only; transom windows can be clear, tinted or stained. Neither shall have dividing mullions.
- C. Restore previously enclosed display windows when the original design is documented.
- D. One shall not fill in window spaces or add storm windows which obscure the historic windows. If dropped ceilings cover part of the window openings, have the drop setback so the entire window space appears open from the outside. One shall not add decorative exterior shutters that do not fit the windows.

13. Windows--- Upper front

- A. Existing windows shall be repaired unless an alternative is approved by the Commission. If required, replacement windows shall fill the entire opening and match the original windows in material, configuration, and style. If an aluminum frame is used, it shall be painted to match the remaining windows. Storm windows shall be either mounted inside or painted to match the window sash.
- B. Upper story windows help tie together all the facades on a street. They give a building the appearance of vitality and shall not be filled in or covered.

14. Awnings and canopies

- A. The canvas awning was an important design element common in the traditional storefront. Awnings shelter passersby, reduce glare, and conserve energy by controlling the amount of sunlight that hits the store windows. Movable awnings can be retracted allowing the sun to shine into a building in the winter and can be extended to shade the storefront from summer heat. Awnings can also effectively and tactfully disguise inappropriate storefront alterations.
- B. There are a variety of materials for awnings, including canvas, vinyl-coated canvas, and carillon, a synthetic material. Standard street-level awnings shall be mounted between the display windows and the first-floor cornice or sign panel with the valance about seven (7) feet above the sidewalk. They shall reinforce the frame of

the storefront without covering up the side piers, and shall project four (4) to seven (7) feet from the building. A twelve-inch valance flap is usually attached at the awning bar and can serve as a sign panel.

- C. Canopies that are intact and are an integral part of the building shall be preserved. For smaller canopies one may consider the addition of a canvas over the rails, and a twelve- to twenty-four-inch skirt along the front and sides.

Guidelines:

Since the average life of an awning is between four (4) and seven (7) years, the only records of authentic awnings are old photographs or renderings, unless awnings have been maintained regularly through the years. Reference old photographs to determine an awning appropriate for a building. An awning can bring attention to a building, but care should be given to its design. Consider how it will appear in relation to the scale of a building to others on the street. An appropriately designed and placed awning can save money, identify a storefront, and create a pleasant sidewalk experience.

15. Entrances and doors:

- A. Retain original recessed entries where they exist. Use building symmetry to suggest location, preferably recessed and canted. Retain tiled entryway floors. On upper levels, maintain historic door placements. One shall not add new entrances to secondary levels on the facade.
- B. Entrance doors on historic commercial buildings usually have a large, clear glass panel and are made of wood, steel, or aluminum. Replacement doors shall resemble the original in design, materials, size and proportions.
- C. Retain doors, hardware, trim and the original number of doors and their original locations. One shall not install unfinished aluminum doors or residential doors. One shall not add transom or sidelight windows where none existed previously.

16. Building additions:

- A. Design an addition to be compatible with the historic building in mass, form, materials, and relationship of solid surfaces to windows and doors in the exterior walls, yet make the addition discernible from the original.
- B. One shall not construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature.
- C. Construct new additions so that there is the least possible loss of historic fabric and that the character-defining features of the historic building are not destroyed, damaged, or obscured.
- D. Design new additions so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and views are retained.

- E. Locate a new addition to the rear of the structure or behind the front façade.
- F. New parking lots shall be located to the side or rear of a structure unless an alternate location is approved by the Commission.

PART TWO- NEW BUILDING CONSTRUCTION

1. *Building form and scale:*

- A. Any new building constructed in the Downtown Business Historic District will make a significant visual impact on the streetscape. It is important to consider the character and scale of the surroundings and adjacent buildings to insure the new structure will be compatible. New buildings shall appear similar in mass and scale to historic structures in the area. Use building forms and roof forms that match those used historically.
- B. Building height shall be comparable to adjacent structures. Where new building facades will be wider than those found traditionally, subdivide the surface into proportions similar in scale to historic facades by varying setback, roof forms, and materials. New construction shall be sensitive to the size, scale, proportion, material, shape, texture, and rhythm of its neighbors.

2. *Reconstruction*

- A. Infill designs should not attempt to duplicate the period and style of the adjacent buildings, or try to look "old" by using period proportions and materials. The designs should complement the buildings in the area but represent the style of the period in which it is built.
- B. Reconstruction may be considered as a treatment when: 1) a contemporary depiction is required to understand and interpret a property's historic value, (2) no other property with the same associative value has survived; and, 3) when sufficient historical documentation exists to ensure an accurate reproduction.

3. *Building orientation and site placement*

- A. New buildings will respect the placement of nearby historic buildings by being placed at a setback equal to that of nearby similar historic buildings or similar buildings within the district. It is required to align new buildings with the established setbacks of the area. Nontraditional lots can be given special consideration by the HPC.
- B. Buildings with party walls, such as those along Wall Street, Main Street, Public Square, and East Church Street (under the bridge) shall maintain zero lot line placement. New buildings on these streets will not have side setbacks, but will use party walls.

4. *Entrance orientation*

New construction will face the same street as nearby similar buildings. Respect traditional designs used for building entrances of similar buildings in the district, using, for example, a recessed entrance where appropriate.

5. *Windows*

The size and proportion of window and door openings of a building shall be similar to those on surrounding facades. The same applies to the ratio of window area to solid wall for the facade as a whole. Maintain the rhythm of the surrounding windows.

6. *Materials*

- A. Use building materials that are similar to those employed historically for all major surfaces. Brick, stone and terra cotta may be used in unlimited quantities.
- B. Wood may be used on the first story (store-front level) for architectural elements such as pilasters, cornices, decorative raised panels, etc., but wood shall not be used as a general siding material.
- C. Concrete and precast concrete use is limited to architectural elements such as window hoods, cornices, columns and capitals. Glazed block or ceramic tile may be used as accent material only.
- D. Prohibited materials on building facades include metal, aluminum, or vinyl siding and preformed panels, or porcelain or baked enamel metal panels. Other materials may be used if their appearances are similar to those of historic building materials.

7. *Plant beds and plantings*

The goal is to beautify the district and make it more pleasant for pedestrian traffic. Locate plantings in traditional areas of the site, such as along fences, walks, and foundations. Well-maintained concrete planters that harmonize with nearby buildings and existing streetscape are recommended.

8. *Walls and fences*

- A. The goal is to maintain the pattern of existing fencing in the Downtown Business Historic District and to use fencing and walls to screen parking and storage areas. Maintain traditional fence lines or dominant fence lines in the vicinity. New fence and wall designs shall be appropriate for the primary structure and reinforce the pedestrian scale instead of forming barriers or exclusionary walls.
- B. Privacy fences shall not be placed flush with the facade of a building.
- C. New fences should limit their impact by being placed behind the rear elevation and by using traditional materials, such as wood. Any obtrusive fence shall be further screened from public view by evergreen vegetation or a second traditional fence.

9. *Pavement*

Historic walks and drives shall be repaired rather than replaced. If replacement is required, new materials shall match the original in placement, composition, design, texture and other visual qualities as determined by the Commission.

10. *Parking lots*

- A. Parking lots shall not be allowed in the front yard. Side or rear locations are required. Plan parking lots to be subdivided into small components so that the visual

impact of large paved areas is reduced. Include islands of plantings in the interior of lots, and provide planting buffers at the edges of parking lots.

- B. If walls are required to screen parking lots, then they shall be constructed at a height that screens parked vehicles. The facade line of nearby historic buildings shall be maintained. Traditional materials, such as brick, shall be used.

11. Service areas and equipment:

Screen service equipment and trash containers from public view. The visual impact of mechanical and electrical equipment shall be minimized. (See also walls and fences).

12. Signs

- A. Signs shall be subordinate to the architecture and overall character throughout the district. Sign materials shall be compatible with the building materials. The types and sizes of signs allowed are defined in the sign ordinance of the City of Cartersville.
- B. Position flush-mounted signs so they will fit within architectural features. Locate flush signs so they do not extend beyond the outer edges of the building front. Avoid obscuring ornament and detail.
- C. Locate projecting signs along the first floor level of the facade. Positions near the building's entrance are encouraged. Locate pole-mounted signs in landscaped areas.
- D. Where several businesses share a building, coordinate the signs. Align several smaller signs, or group them onto a single panel. Use similar forms or backgrounds for the signs to visually tie them together.

13. Additions:

- A. New additions shall not obscure or confuse the essential form and character of the original building. Exteriors shall be compatible with the size, scale, material, and character of the main building and its environment.
- B. New additions shall not be allowed that would hinder the ability to interpret the design character of the historic period of the district. Site additions back from the building front so they will not alter the historic rhythm of building fronts.
- C. When locating additions to historic buildings, maintain the pattern created by the repetition of building fronts in the area. Locate additions so they will not obscure or damage significant ornamentation or detail. Special moldings, decorative windows, or dormers shall be preserved. Generally, additions shall be sited to the side or rear of the original structure.

14. Demolition:

- A. Before demolition, one shall submit a site plan to the Commission for review that illustrates the proposed site development or plantings to follow demolition.
- B. During and after demolition, protect the trees on the site from damage due to compaction of the soil by equipment or materials.

- C. After demolition, clear the site promptly and thoroughly. Plant or develop the site promptly as approved in the proposed site plan.

2.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____
 SECOND READING: _____

 MATTHEW J. SANTINI, MAYOR

ATTEST: _____
 MEREDITH ULMER, CITY CLERK

Ordinance no. _____

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES, CHAPTER 9.25 – HISTORIC PRESERVATION. ARTICLE III. HISTORIC DISTRICTS, SECTION 9.25-53, OLDE TOWN HISTORIC DISTRICT, PARAGRAPH (d) is hereby amended by deleting section (d) in its entirety and replacing it as follows:

1.

(d) Design standards. The following design standards are adopted for the Olde Town Historic District:

DESIGN STANDARDS FOR STRUCTURES
CONTRIBUTING TO THE RESIDENTIAL HISTORIC DISTRICTS

INTRODUCTION

The following Residential Design Standards are intended to identify the character-defining features of a site or structure used in determining the compatibility of the proposed alteration, repair, renovation, rehabilitation or restoration of an existing structure or the construction of a new structure regarding the appropriateness of the size, location, materials, style, rhythm, and any other quality deemed as contributing to the character of a historic property or structure as determined by the Historic Preservation Commission (Commission).

For items not addressed by the following standards or guidelines, the Commission will refer to the U.S. Department of the Interior, Secretary of the Interior Standards for the Treatment of Historic Properties, latest edition, for guidance.

In filing for a Certificate of Preservation all standards shall be complied with and so demonstrated on said application and supporting documentation. Guidelines, as indicated herein, may or may not be demonstrated in the application or supporting documentation for a Certificate of Preservation. Maintenance recommendations, if any, are included for informational purposes only and are not required to be included in an application for a Certificate of Preservation and, as such, shall not be considered by the Commission in reviewing said applications.

Generally:

1. It is not appropriate to introduce structures or contemporary equipment such as satellite dishes, solar collectors, playground equipment, heating and air units, storage units, and swimming pools, in locations that compromise the historic character of the building or site. Locate such features unobtrusively, and screen them from view.
2. When planning to alter the topography of a site substantially through grading, filling, or excavation, one shall contact the Cartersville Planning and Development

Department to confirm that the proposed changes comply with the city building code and development regulations.

3. When remodeling historic structures or constructing new structures in historic districts, care shall be taken in retaining and preserving the historic relationship between buildings and related features of the district, to include but not be limited to, site topography, retaining walls, foundation plantings, hedges, walkways, driveways, parking lots, trees, gardens, yards, arbors, ground cover, fences, accessory buildings, patios, terraces, and significant vistas and views.

PART ONE- MAINTAINING, REPAIRING, AND REPLACING EXISTING STRUCTURES

A. Wood:

1. Repair historic wooden features using the recognized preservation methods for patching, consolidating, splicing, and reinforcing.
 2. If replacement of a deteriorated detail or element of a wooden feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials only if using the original material is not feasible.
 3. If replacement of an entire wooden feature is necessary, replace it in kind, matching the original in design, dimension, detail, and texture. Use compatible substitute materials only if using the original material is not feasible.
 4. If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, material, and texture with the historic building and district.
 5. One shall not clean wooden features and surfaces with destructive methods such as sandblasting, power washing, and using propane or butane torches. Clean using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Chemical strippers can be used only if gentler methods are ineffective.
 6. One shall not strip historically painted surfaces down to bare wood and apply clean stains or finishes to create a natural wood appearance.
 7. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
 8. One shall not replace or cover wooden siding, trim, or window sashes with contemporary substitute materials such as aluminum, masonite or vinyl without approval from the Commission. However, in order to maintain continuity, material for additions[RS1], as well as out buildings, shall closely match the house.
 9. One shall not introduce wooden features or details to a historic building [to] [RS2]create a false historic appearance.
 10. Preserve wooden features that contribute to the overall historic character of a building and site, including such functional and decorative elements as siding, shingles, cornices, architrave, brackets, pediments, columns, balustrades, and architectural trim.

11. During rehabilitation and/or repair [which requires a Certificate of Preservation][RS3], the following standards shall be observed.
 - a. When retaining and cleaning painted surfaces, it is required that the gentlest means possible be used. It is further required that historic structures be painted only when the paint film is damaged or deteriorated.
 - b. Protect and maintain wooden surfaces and features through appropriate methods. Inspect for and repair signs of moisture damage, mildew, and fungal or insect infestation. Keep wooden joints properly sealed or caulked to prevent moisture infiltration.
 - c. Treat traditionally unpainted, exposed wooden features with chemical preservatives to prevent or slow their decay and deterioration.
 - d. Retain protective surface coatings, such as paint, to prevent damage from ultraviolet light and moisture.

B. *Masonry:*

1. Retain and preserve masonry features that contribute to the overall historic character of a building and a site, including walls, foundations, roofing materials, chimneys, cornices, quoins, steps, buttresses, piers, columns, lintels, arches, and sills.
2. Protect and maintain historic masonry materials, such as brick, terra cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their constructive features, including bond patterns, corbels, water tables, and unpainted surfaces.
3. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, patching damaged or deteriorated masonry. One shall not apply a waterproof coating to exposed masonry.
4. Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration.
5. Before repointing, carefully remove deteriorated mortar using hand tools. Replace the mortar with new mortar that duplicates the original in strength, texture, and composition. Match the original mortar joints in width and profile.
6. If replacement of a deteriorated detail, module, or element of a masonry feature or surface is necessary, replace only the deteriorated portion in kind rather than the entire surface or feature. Use compatible substitute materials only if using the original material is not technically feasible.
7. If replacement of a large masonry surface or entire feature is necessary, replace it in kind, with matching, substitute materials only if using the original material is not technically feasible.
8. If a masonry feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, and material of the historic building and district.
9. One shall not paint, coat, or waterproof unpainted masonry surfaces. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.

10. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Inspect surfaces and features for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
 - b. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers, and rising through capillary action.
 - c. Clean masonry only when necessary to remove heavy soiling or prevent deterioration. Use the gentlest means possible.
 - d. Repaint painted masonry surfaces when needed.
 - e. Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. One shall not clean masonry features and surfaces with destructive methods, including sandblasting, high-pressure water blasting, and power washing.

C. Architectural metals:

1. Retain and preserve architectural metal features that contribute to the overall historic character of a building and a site, including such functional and decorative elements as roofing, flashing, cornices, railings, hardware, casement windows, and fences.
2. Retain and preserve architectural metals, such as copper, tin, brass, cast iron, wrought iron, lead, and terneplate, which contribute to the overall historic character of the district.
3. If replacement of deteriorated detail or element of an architectural metal feature is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible
4. If replacement of an entire architectural feature is necessary, replace it in kind, matching the original feature in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible
5. If an architectural metal feature is completely missing, replace it with a new feature based on accurate documentation of the original design or a new design compatible in scale, size, and material with the historic building and district.
6. Repair deteriorating architectural metal features and surfaces using recognized preservation methods for splicing, patching, and reinforcing.
7. One shall not introduce architectural metal features or details to a historic building in an attempt to create a false historical appearance.
8. One shall not patch metal roofs or flashing with tar or asphalt products.
9. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:

- a. Protect and maintain architectural metal surfaces and features through appropriate methods:
 1. Inspect for signs of moisture damage, corrosion, structural failure or fatigue, galvanic action, and paint film failure.
 2. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
 3. Clear metal roofs and gutters of leaves and debris.
- b. Retain protective surface coatings, such as paint and lacquers, to prevent corrosion.
- c. Clean when necessary to remove corrosion or to prepare for recoating. Use the gentlest effective method.
- d. Repaint promptly when paint film deteriorates.
- e. Clean soft metals, including lead, tin, terneplate, and copper, with chemical solutions after pretesting them to ensure that they do not damage the metal surface. It is not appropriate to clean soft metal surfaces with destructive methods like grit blasting.
- f. Clean hard metals such as cast iron, wrought iron, and steel using the gentlest means possible. Consider low-pressure glass bead blasting only if hand scraping and wire brushing have been ineffective.

D. *Paint:*

1. Preserve and protect original exterior building surfaces and site features that were painted by maintaining a sound paint film on them.
2. One shall not paint brick, stone, copper, bronze, concrete, or cement block surfaces that were historically unpainted. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
3. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
4. One shall not remove paint films through destructive methods such as sandblasting, water blasting, power washing, or the use of propane or butane torches.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain previously painted exterior surfaces in appropriate ways:
 1. Inspect painted surfaces for signs of discoloration, moisture damage, mildew, and dirt buildup.
 2. Clean painted surfaces to avoid unnecessary repainting. Use the gentlest means possible.
 3. Remove deteriorated and peeling paint films to the first sound paint layer before repainting. Use the gentlest means possible, such as hand scraping and hand sanding. Use electric heat guns and plates with caution and only if gentler methods are ineffective.

4. Ensure that surfaces to be repainted are clean and dry, and that any exposed wood or metal surface has been primed so that new paint will bond properly.

b. Repaint previously painted surfaces with compatible paint.

E. *Roofs:*

1. Retain and preserve roofs and roof forms that contribute to the overall historic character of a building, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices, unless approved by the Commission.
2. If replacement of a partially deteriorated roof feature is necessary, replace only the deteriorated portion in kind to match the original feature in design, dimension, detail, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
3. If full replacement of a deteriorated historic roofing material or feature is necessary, replace it in kind, matching the original in scale, detail, pattern, design, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If a roof feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, and material, with the historic building and district.
5. One shall not remove a roof feature that is important in defining the overall historic character of a building rather than repair and replace it.
6. If new gutters and downspouts are needed, install them so that no architectural features are lost or damaged. Retain the shape of traditional half-round gutters and downspouts if replacing them.
7. One shall not replace concealed, built-in gutter systems with exposed gutters.
8. One shall not introduce new roof features such as skylights, dormers, or vents if they will compromise the historic roof design, or damage character-defining roof materials or the character of the historic district.
9. One shall not install ventilators, solar collectors, antenna, skylights, or mechanical equipment in locations that compromise character defining roofs or on roof slopes prominently visible from the street.
10. One shall not install exposed tarpaper rolls as a finished roofing material or roofing tar as a replacement for valley flashing.
11. One shall not patch any roofing or flashing with tar or asphalt product.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain the metal, wooden, and masonry elements of historic roofs through appropriate methods:
 1. Inspect for signs of deterioration and moisture penetration.
 2. Clean gutters and downspouts to ensure proper drainage.

3. Replace deteriorated flashing as necessary.
 4. Reapply appropriate protective coats to metal roofs as necessary.
 5. Maintain adequate ventilation of roof sheathing to prevent moisture damage.
 6. Ensure that roofing materials are adequately anchored to resist wind and water.
 7. Re-fasten loose (or replace damaged) shingles, slates, or tiles.
- b. Repair historic roofs and their distinctive features through recognized preservation methods for resetting or reinforcing.

F. *Exterior walls:*

1. Retain and preserve exterior walls that contribute to the overall historic form and character of a building, including their functional and decorative features, such as cornices, foundations, bays, quoins, arches, water tables, brackets, and entablatures.
2. Retain and preserve exterior wall materials that contribute to the overall historic character of a building, including brickwork, stucco, stone, wooden shingles, wooden siding, asbestos siding, and metal, wooden, or masonry trim work.
3. Repair exterior wall surfaces, details, and features using recognized preservation repair methods for the surface material or coating.
4. If the replacement of a deteriorated detail or element of an exterior wall is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original in design, dimension, detail, texture, pattern, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If replacement of an entire exterior wall or feature is necessary because of deterioration, replace it in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
6. If an exterior wall or feature is completely missing, replace it with a new wall or feature based on accurate documentation of the original or new design compatible with the historic character of the building and the district.
7. One shall not introduce new features such as window or door openings, bays, vents, balconies, or chimneys to character-defining exterior walls if this will compromise the architectural integrity of the building.
8. One shall not remove or cover any material detail associated with exterior walls, including decorative shingles, panels, brackets, bargeboards, and corner boards unless supported by historic documentation.
9. One shall not cover historic wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or contemporary substitute materials.
10. It is not appropriate to introduce features or details to an exterior wall that would create a false historical appearance.

G. *Driveways, walkways and off-street parking:*

1. During rehabilitation and/or repair which requires a Certificate of Preservation the following standards shall be observed:
 - a. Driveways, walkways and off-street parking should be gravel, brick, concrete, or paved with appropriate textured asphalt.
 - b. Care should be taken not to injure nearby trees by intruding on the root areas.
 - c. Design new driveways, walkways to be compatible in location, spacing, configuration, and dimension with existing walkways and driveways that contribute to the overall historic character of the district.
 - d. One shall not locate new parking areas where they are visible from the street, or to significantly alter the proportion of built area to yard area.
 - e. One shall not locate parking where it will obstruct the principal structure.

H. *Lighting:*

1. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Lighting of walkways, driveways and off-street parking shall retain and preserve mechanically sound exterior fixtures that contribute to the overall historic character of a building, site or streetscape.
 - b. If replacing missing or deteriorated historical exterior fixtures, replace with fixtures that are similar in appearance, scale, and material to the original.
 - c. The introduction of indiscriminate permanent area lighting, illuminating facades of houses with harsh floodlight, or creating a runway effect with multiple footlights along front walks is not allowed unless approved by the Commission.

I. *Windows and doors:*

1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, and blinds.
2. Retain and preserve doors that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.
3. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of a deteriorated window or door unit is necessary, replace the unit in kind, matching the design and dimension of the original sash or panels, pane configuration, architectural trim, detailing, and materials. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a window or a door is completely missing, replace it with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building.

6. Replace deteriorated or missing wooden shutters with historically appropriate wooden shutters sized to fit the opening. Do not introduce shutters on a historic building if no evidence of earlier shutters exists.
7. If additional windows and doors are necessary for a new use, install them on a rear or non-character-defining facade of the building, but only if they do not compromise the architectural integrity of the building. Design such units to be compatible with the overall design of the building, but not to duplicate the original.
8. One shall not remove original doors, windows, shutters, hardware, and without approval from the Commission.
9. One shall not remove any detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery, unless supported by historic documentation.
10. One shall not use snap-in muntins to create false divided-light appearance.
11. One shall not replace clear glazing with tinted or opaque glazing.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods:
 1. Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
 2. Clean the surface using the gentlest means possible.
 3. Limit paint removal and reapply protective coatings as necessary.
 4. Reglaze sash as necessary to prevent moisture infiltration.
 5. Weather-strip windows and doors to reduce air infiltration and increase energy efficiency.
 - b. Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing, and reinforcing.
 - c. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with the existing meeting rail.
 - d. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door and frame. Select storm doors with a painted, stained, or baked-enamel finish that is compatible with the existing door. Bare aluminum storm doors are not appropriate.
 - e. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.

J. *Entrances, porches, and balconies:*

1. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including such functional and decorative elements as columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
2. When repairing historic entrances, porches, balconies and their distinctive features and materials, use recognized preservation methods for patching, consolidating, splicing, and reinforcing.
3. If replacement of a deteriorated detail or element of an entrance, porch or balcony feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of an entire entrance, porch or balcony feature is necessary because of deterioration, replace in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a feature or an entire entrance, porch or balcony is missing, replace it with a feature based on accurate historic documentation or a new design compatible with the historic character of the building and the district.
6. One shall not enclose a front porch or balcony without approval from the Commission. 7. One shall not remove any detail material associated with entrances and porches, such as graining, spindle-work, beveled glass, or beaded board, unless supported by historic documentation.
8. One shall not remove an original entrance or porch or add a new entrance or porch on a primary facade.
9. One shall not introduce features or details to a historic entrance, porch or balcony that would create a false historical appearance.

K. *Utilities and energy retrofit:*

1. If a new mechanical system is needed, install it so that it causes the least amount of alteration to the building's exterior facades, historic building fabric, and site features.
2. Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather stripping and caulking, and by introducing energy-efficient features, such as awnings, operable shutters, and storm windows and doors, where appropriate.
3. Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, and operable windows, transoms, shutters, and blinds.
4. Locate portable window air-conditioning units on rear facades or inconspicuous side facades.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:

- a. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with existing meeting rails.
- b. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door or frame. Select storm doors with a painted, stained, or baked-enamel finished that is compatible with the existing door. Bare aluminum storm doors and storm windows are not appropriate.
- c. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.
- d. In general, the introduction of underground utility lines to reduce the intrusion of additional overhead lines and poles is encouraged. However, in trenching, take care to avoid archaeological resources and the roots of trees.

L. *Accessibility, health, and safety considerations:*

1. In considering changes to a historic building, review accessibility and life safety code implications to determine if the proposed change is compatible with the building's historic character and setting or will compromise them.
2. Meet accessibility and life-safety building code requirements in such a way that the historic building's character-defining facades, features, and finishes are preserved.
3. Determine appropriate solutions to accessibility with input from the Commission, historic preservation specialists and local disability groups.
4. Introduce new or additional means of access that are reversible and that do not compromise the original design of a historic entrance or porch.
5. Work with code officials to explore alternative methods of equal or superior effectiveness in meeting safety code requirements while preserving significant historic features.
6. Locate fire doors, exterior fire stairs, or elevator additions on side or rear facades. Design such elements to be compatible in character, materials, scale, proportion, and finish with the historic building.

M. *Aesthetic recommendations:*

1. Survey in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
2. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip lines of trees.
3. Limit the size and scale of an addition in relationship to the historic building so that it does not diminish or visually overpower the building.

PART TWO- ADDITIONS AND NEW BUILDING CONSTRUCTION

A. Additions to historic buildings:

1. Design an addition to be compatible with the historic building in mass, materials, and relationship of solids to windows and doors in the exterior walls, yet make the addition discernible from the original.
2. One shall not construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature.
3. One shall not construct an addition that significantly changes the proportion of built mass to open space on the individual site.
4. Construct new additions so that there is the least possible loss of historic fabric and so that the character-defining features of the historic building are not destroyed, damaged, or obscured.
5. Design new additions so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and view are retained.
6. Locate a new addition on an inconspicuous elevation of the historic building, usually the rear one.

B. New Building Construction:

1. New site construction shall be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of orientation, and distance from adjacent buildings.
2. Design new construction so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and views are retained.
3. Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
4. Design new buildings to be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of height, form, size, scale, massing, proportion, and roof shape.
5. Design the proportion of the proposed new building's front facade to be compatible with the front facade proportion of surrounding buildings.
6. Design the spacing, placement, scale, orientation, proportion, and size of window and door openings in proposed new construction to be compatible with surrounding buildings that contribute to the special character of the historic district.
7. Select windows and doors for proposed new building that are compatible in material, subdivision, proportion, pattern, and detail with the windows and the doors of surrounding buildings that contribute to the special character of the historic district.
8. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in surrounding buildings that contribute to the special character of the historic district in terms of composition, scale, module, pattern, detail, texture, finish and sheen.

9. Design new buildings so that they are compatible with, but discernible from, historic buildings in the district.

Recommendations:

1. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip line of trees.

PART THREE- RELOCATION OF STRUCTURES

1. Before moving a historic structure, document its original setting and context. Use photographs, site plans, or other graphic or written statements to record existing site conditions.
2. Enlist contractors experienced in moving historic buildings to do the following:
 - a. Determine the structural condition of the property before the move.
 - b. Coordinate the move with the utility companies and appropriate city departments.
 - c. Protect the structure from vandalism or weather damage before, during and after the move.
 - d. Minimize structural damage during the move.
3. Relocate a structure within the historic district only if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines for new construction.
4. Relocate a structure on a site within a historic district according to new construction guidelines for siting, orientation, plantings, and other pertinent aspects of site and setting.
5. Ensure that the relocation of a structure will not diminish or damage existing historic district buildings or the overall character of the district. Pay particular attention to the tree canopy along the route of the move.
6. Provide the HPC with site plan information for the proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.
7. If the original site of the structure to be relocated is within a historic district, before the move, submit to the Commission a site plan for proposed site features and plantings of the original site after the relocation.
8. Protect significant site features of the original site, the new site, and the route of the move during relocation.

PART FOUR- DEMOLITION

1. Before demolition, submit a site plan to the Commission illustrating proposed site development or plantings to follow demolition.
2. During demolition, ensure the safety of any adjacent properties and historic resources. Also, during and after demolition, protect the trees on the site from damage due to compaction of the soil by equipment or materials.
3. After demolition, clear the site promptly and thoroughly.
4. After demolition, plant or develop the site promptly as approved in the proposed site plan.

2.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____
 SECOND READING: _____

 MATTHEW J. SANTINI, MAYOR

ATTEST: _____
 MEREDITH ULMER, CITY CLERK

Ordinance no. _____

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES, CHAPTER 9.25 – HISTORIC PRESERVATION. ARTICLE III. HISTORIC DISTRICTS, SECTION 9.25-54, WEST END HISTORIC DISTRICT, PARAGRAPH (d) is hereby amended by deleting section (d) in its entirety and replacing it as follows:

1.

(d) Design standards. The following design standards are adopted for the West End Historic District:

DESIGN STANDARDS FOR STRUCTURES
CONTRIBUTING TO THE RESIDENTIAL HISTORIC DISTRICTS

INTRODUCTION

The following Residential Design Standards are intended to identify the character-defining features of a site or structure used in determining the compatibility of the proposed alteration, repair, renovation, rehabilitation or restoration of an existing structure or the construction of a new structure regarding the appropriateness of the size, location, materials, style, rhythm, and any other quality deemed as contributing to the character of a historic property or structure as determined by the Historic Preservation Commission (Commission).

For items not addressed by the following standards or guidelines, the Commission will refer to the U.S. Department of the Interior, Secretary of the Interior Standards for the Treatment of Historic Properties, latest edition, for guidance.

In filing for a Certificate of Preservation all standards shall be complied with and so demonstrated on said application and supporting documentation. Guidelines, as indicated herein, may or may not be demonstrated in the application or supporting documentation for a Certificate of Preservation. Maintenance recommendations, if any, are included for informational purposes only and are not required to be included in an application for a Certificate of Preservation and, as such, shall not be considered by the Commission in reviewing said applications.

Generally:

1. It is not appropriate to introduce structures or contemporary equipment such as satellite dishes, solar collectors, playground equipment, heating and air units, storage units, and swimming pools, in locations that compromise the historic character of the building or site. Locate such features unobtrusively, and screen them from view.
2. When planning to alter the topography of a site substantially through grading, filling, or excavation, one shall contact the Cartersville Planning and Development

Department to confirm that the proposed changes comply with the city building code and development regulations.

3. When remodeling historic structures or constructing new structures in historic districts, care shall be taken in retaining and preserving the historic relationship between buildings and related features of the district, to include but not be limited to, site topography, retaining walls, foundation plantings, hedges, walkways, driveways, parking lots, trees, gardens, yards, arbors, ground cover, fences, accessory buildings, patios, terraces, and significant vistas and views.

PART ONE- MAINTAINING, REPAIRING, AND REPLACING EXISTING STRUCTURES

A. Wood:

1. Repair historic wooden features using the recognized preservation methods for patching, consolidating, splicing, and reinforcing.
 2. If replacement of a deteriorated detail or element of a wooden feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials only if using the original material is not feasible.
 3. If replacement of an entire wooden feature is necessary, replace it in kind, matching the original in design, dimension, detail, and texture. Use compatible substitute materials only if using the original material is not feasible.
 4. If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, material, and texture with the historic building and district.
 5. One shall not clean wooden features and surfaces with destructive methods such as sandblasting, power washing, and using propane or butane torches. Clean using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Chemical strippers can be used only if gentler methods are ineffective.
 6. One shall not strip historically painted surfaces down to bare wood and apply clean stains or finishes to create a natural wood appearance.
 7. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
 8. One shall not replace or cover wooden siding, trim, or window sashes with contemporary substitute materials such as aluminum, masonite or vinyl without approval from the Commission. However, in order to maintain continuity, material for additions[RS1], as well as out buildings, shall closely match the house.
 9. One shall not introduce wooden features or details to a historic building [to] [RS2]create a false historic appearance.
 10. Preserve wooden features that contribute to the overall historic character of a building and site, including such functional and decorative elements as siding, shingles, cornices, architrave, brackets, pediments, columns, balustrades, and architectural trim.

11. During rehabilitation and/or repair [which requires a Certificate of Preservation][RS3], the following standards shall be observed.
 - a. When retaining and cleaning painted surfaces, it is required that the gentlest means possible be used. It is further required that historic structures be painted only when the paint film is damaged or deteriorated.
 - b. Protect and maintain wooden surfaces and features through appropriate methods. Inspect for and repair signs of moisture damage, mildew, and fungal or insect infestation. Keep wooden joints properly sealed or caulked to prevent moisture infiltration.
 - c. Treat traditionally unpainted, exposed wooden features with chemical preservatives to prevent or slow their decay and deterioration.
 - d. Retain protective surface coatings, such as paint, to prevent damage from ultraviolet light and moisture.

B. *Masonry:*

1. Retain and preserve masonry features that contribute to the overall historic character of a building and a site, including walls, foundations, roofing materials, chimneys, cornices, quoins, steps, buttresses, piers, columns, lintels, arches, and sills.
2. Protect and maintain historic masonry materials, such as brick, terra cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their constructive features, including bond patterns, corbels, water tables, and unpainted surfaces.
3. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, patching damaged or deteriorated masonry. One shall not apply a waterproof coating to exposed masonry.
4. Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration.
5. Before repointing, carefully remove deteriorated mortar using hand tools. Replace the mortar with new mortar that duplicates the original in strength, texture, and composition. Match the original mortar joints in width and profile.
6. If replacement of a deteriorated detail, module, or element of a masonry feature or surface is necessary, replace only the deteriorated portion in kind rather than the entire surface or feature. Use compatible substitute materials only if using the original material is not technically feasible.
7. If replacement of a large masonry surface or entire feature is necessary, replace it in kind, with matching, substitute materials only if using the original material is not technically feasible.
8. If a masonry feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, and material of the historic building and district.
9. One shall not paint, coat, or waterproof unpainted masonry surfaces. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.

10. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Inspect surfaces and features for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
 - b. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers, and rising through capillary action.
 - c. Clean masonry only when necessary to remove heavy soiling or prevent deterioration. Use the gentlest means possible.
 - d. Repaint painted masonry surfaces when needed.
 - e. Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. One shall not clean masonry features and surfaces with destructive methods, including sandblasting, high-pressure water blasting, and power washing.

C. *Architectural metals:*

1. Retain and preserve architectural metal features that contribute to the overall historic character of a building and a site, including such functional and decorative elements as roofing, flashing, cornices, railings, hardware, casement windows, and fences.
2. Retain and preserve architectural metals, such as copper, tin, brass, cast iron, wrought iron, lead, and terneplate, which contribute to the overall historic character of the district.
3. If replacement of deteriorated detail or element of an architectural metal feature is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible
4. If replacement of an entire architectural feature is necessary, replace it in kind, matching the original feature in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible
5. If an architectural metal feature is completely missing, replace it with a new feature based on accurate documentation of the original design or a new design compatible in scale, size, and material with the historic building and district.
6. Repair deteriorating architectural metal features and surfaces using recognized preservation methods for splicing, patching, and reinforcing.
7. One shall not introduce architectural metal features or details to a historic building in an attempt to create a false historical appearance.
8. One shall not patch metal roofs or flashing with tar or asphalt products.
9. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:

- a. Protect and maintain architectural metal surfaces and features through appropriate methods:
 1. Inspect for signs of moisture damage, corrosion, structural failure or fatigue, galvanic action, and paint film failure.
 2. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
 3. Clear metal roofs and gutters of leaves and debris.
- b. Retain protective surface coatings, such as paint and lacquers, to prevent corrosion.
- c. Clean when necessary to remove corrosion or to prepare for recoating. Use the gentlest effective method.
- d. Repaint promptly when paint film deteriorates.
- e. Clean soft metals, including lead, tin, terneplate, and copper, with chemical solutions after pretesting them to ensure that they do not damage the metal surface. It is not appropriate to clean soft metal surfaces with destructive methods like grit blasting.
- f. Clean hard metals such as cast iron, wrought iron, and steel using the gentlest means possible. Consider low-pressure glass bead blasting only if hand scraping and wire brushing have been ineffective.

D. *Paint:*

1. Preserve and protect original exterior building surfaces and site features that were painted by maintaining a sound paint film on them.
2. One shall not paint brick, stone, copper, bronze, concrete, or cement block surfaces that were historically unpainted. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
3. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
4. One shall not remove paint films through destructive methods such as sandblasting, water blasting, power washing, or the use of propane or butane torches.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain previously painted exterior surfaces in appropriate ways:
 1. Inspect painted surfaces for signs of discoloration, moisture damage, mildew, and dirt buildup.
 2. Clean painted surfaces to avoid unnecessary repainting. Use the gentlest means possible.
 3. Remove deteriorated and peeling paint films to the first sound paint layer before repainting. Use the gentlest means possible, such as hand scraping and hand sanding. Use electric heat guns and plates with caution and only if gentler methods are ineffective.

4. Ensure that surfaces to be repainted are clean and dry, and that any exposed wood or metal surface has been primed so that new paint will bond properly.

b. Repaint previously painted surfaces with compatible paint.

E. *Roofs:*

1. Retain and preserve roofs and roof forms that contribute to the overall historic character of a building, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices, unless approved by the Commission.
2. If replacement of a partially deteriorated roof feature is necessary, replace only the deteriorated portion in kind to match the original feature in design, dimension, detail, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
3. If full replacement of a deteriorated historic roofing material or feature is necessary, replace it in kind, matching the original in scale, detail, pattern, design, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If a roof feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, and material, with the historic building and district.
5. One shall not remove a roof feature that is important in defining the overall historic character of a building rather than repair and replace it.
6. If new gutters and downspouts are needed, install them so that no architectural features are lost or damaged. Retain the shape of traditional half-round gutters and downspouts if replacing them.
7. One shall not replace concealed, built-in gutter systems with exposed gutters.
8. One shall not introduce new roof features such as skylights, dormers, or vents if they will compromise the historic roof design, or damage character-defining roof materials or the character of the historic district.
9. One shall not install ventilators, solar collectors, antenna, skylights, or mechanical equipment in locations that compromise character defining roofs or on roof slopes prominently visible from the street.
10. One shall not install exposed tarpaper rolls as a finished roofing material or roofing tar as a replacement for valley flashing.
11. One shall not patch any roofing or flashing with tar or asphalt product.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain the metal, wooden, and masonry elements of historic roofs through appropriate methods:
 1. Inspect for signs of deterioration and moisture penetration.
 2. Clean gutters and downspouts to ensure proper drainage.

3. Replace deteriorated flashing as necessary.
 4. Reapply appropriate protective coats to metal roofs as necessary.
 5. Maintain adequate ventilation of roof sheathing to prevent moisture damage.
 6. Ensure that roofing materials are adequately anchored to resist wind and water.
 7. Re-fasten loose (or replace damaged) shingles, slates, or tiles.
- b. Repair historic roofs and their distinctive features through recognized preservation methods for resetting or reinforcing.

F. *Exterior walls:*

1. Retain and preserve exterior walls that contribute to the overall historic form and character of a building, including their functional and decorative features, such as cornices, foundations, bays, quoins, arches, water tables, brackets, and entablatures.
2. Retain and preserve exterior wall materials that contribute to the overall historic character of a building, including brickwork, stucco, stone, wooden shingles, wooden siding, asbestos siding, and metal, wooden, or masonry trim work.
3. Repair exterior wall surfaces, details, and features using recognized preservation repair methods for the surface material or coating.
4. If the replacement of a deteriorated detail or element of an exterior wall is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original in design, dimension, detail, texture, pattern, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If replacement of an entire exterior wall or feature is necessary because of deterioration, replace it in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
6. If an exterior wall or feature is completely missing, replace it with a new wall or feature based on accurate documentation of the original or new design compatible with the historic character of the building and the district.
7. One shall not introduce new features such as window or door openings, bays, vents, balconies, or chimneys to character-defining exterior walls if this will compromise the architectural integrity of the building.
8. One shall not remove or cover any material detail associated with exterior walls, including decorative shingles, panels, brackets, bargeboards, and corner boards unless supported by historic documentation.
9. One shall not cover historic wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or contemporary substitute materials.
10. It is not appropriate to introduce features or details to an exterior wall that would create a false historical appearance.

G. *Driveways, walkways and off-street parking:*

1. During rehabilitation and/or repair which requires a Certificate of Preservation the following standards shall be observed:
 - a. Driveways, walkways and off-street parking should be gravel, brick, concrete, or paved with appropriate textured asphalt.
 - b. Care should be taken not to injure nearby trees by intruding on the root areas.
 - c. Design new driveways, walkways to be compatible in location, spacing, configuration, and dimension with existing walkways and driveways that contribute to the overall historic character of the district.
 - d. One shall not locate new parking areas where they are visible from the street, or to significantly alter the proportion of built area to yard area.
 - e. One shall not locate parking where it will obstruct the principal structure.

H. *Lighting:*

1. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Lighting of walkways, driveways and off-street parking shall retain and preserve mechanically sound exterior fixtures that contribute to the overall historic character of a building, site or streetscape.
 - b. If replacing missing or deteriorated historical exterior fixtures, replace with fixtures that are similar in appearance, scale, and material to the original.
 - c. The introduction of indiscriminate permanent area lighting, illuminating facades of houses with harsh floodlight, or creating a runway effect with multiple footlights along front walks is not allowed unless approved by the Commission.

I. *Windows and doors:*

1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, and blinds.
2. Retain and preserve doors that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.
3. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of a deteriorated window or door unit is necessary, replace the unit in kind, matching the design and dimension of the original sash or panels, pane configuration, architectural trim, detailing, and materials. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a window or a door is completely missing, replace it with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building.

6. Replace deteriorated or missing wooden shutters with historically appropriate wooden shutters sized to fit the opening. Do not introduce shutters on a historic building if no evidence of earlier shutters exists.
7. If additional windows and doors are necessary for a new use, install them on a rear or non-character-defining facade of the building, but only if they do not compromise the architectural integrity of the building. Design such units to be compatible with the overall design of the building, but not to duplicate the original.
8. One shall not remove original doors, windows, shutters, hardware, and without approval from the Commission.
9. One shall not remove any detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery, unless supported by historic documentation.
10. One shall not use snap-in muntins to create false divided-light appearance.
11. One shall not replace clear glazing with tinted or opaque glazing.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods:
 1. Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
 2. Clean the surface using the gentlest means possible.
 3. Limit paint removal and reapply protective coatings as necessary.
 4. Reglaze sash as necessary to prevent moisture infiltration.
 5. Weather-strip windows and doors to reduce air infiltration and increase energy efficiency.
 - b. Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing, and reinforcing.
 - c. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with the existing meeting rail.
 - d. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door and frame. Select storm doors with a painted, stained, or baked-enamel finish that is compatible with the existing door. Bare aluminum storm doors are not appropriate.
 - e. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.

J. *Entrances, porches, and balconies:*

1. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including such functional and decorative elements as columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
2. When repairing historic entrances, porches, balconies and their distinctive features and materials, use recognized preservation methods for patching, consolidating, splicing, and reinforcing.
3. If replacement of a deteriorated detail or element of an entrance, porch or balcony feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of an entire entrance, porch or balcony feature is necessary because of deterioration, replace in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a feature or an entire entrance, porch or balcony is missing, replace it with a feature based on accurate historic documentation or a new design compatible with the historic character of the building and the district.
6. One shall not enclose a front porch or balcony without approval from the Commission. 7. One shall not remove any detail material associated with entrances and porches, such as graining, spindle-work, beveled glass, or beaded board, unless supported by historic documentation.
8. One shall not remove an original entrance or porch or add a new entrance or porch on a primary facade.
9. One shall not introduce features or details to a historic entrance, porch or balcony that would create a false historical appearance.

K. *Utilities and energy retrofit:*

1. If a new mechanical system is needed, install it so that it causes the least amount of alteration to the building's exterior facades, historic building fabric, and site features.
2. Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather stripping and caulking, and by introducing energy-efficient features, such as awnings, operable shutters, and storm windows and doors, where appropriate.
3. Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, and operable windows, transoms, shutters, and blinds.
4. Locate portable window air-conditioning units on rear facades or inconspicuous side facades.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:

- a. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with existing meeting rails.
- b. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door or frame. Select storm doors with a painted, stained, or baked-enamel finished that is compatible with the existing door. Bare aluminum storm doors and storm windows are not appropriate.
- c. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.
- d. In general, the introduction of underground utility lines to reduce the intrusion of additional overhead lines and poles is encouraged. However, in trenching, take care to avoid archaeological resources and the roots of trees.

L. *Accessibility, health, and safety considerations:*

1. In considering changes to a historic building, review accessibility and life safety code implications to determine if the proposed change is compatible with the building's historic character and setting or will compromise them.
2. Meet accessibility and life-safety building code requirements in such a way that the historic building's character-defining facades, features, and finishes are preserved.
3. Determine appropriate solutions to accessibility with input from the Commission, historic preservation specialists and local disability groups.
4. Introduce new or additional means of access that are reversible and that do not compromise the original design of a historic entrance or porch.
5. Work with code officials to explore alternative methods of equal or superior effectiveness in meeting safety code requirements while preserving significant historic features.
6. Locate fire doors, exterior fire stairs, or elevator additions on side or rear facades. Design such elements to be compatible in character, materials, scale, proportion, and finish with the historic building.

M. *Aesthetic recommendations:*

1. Survey in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
2. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip lines of trees.
3. Limit the size and scale of an addition in relationship to the historic building so that it does not diminish or visually overpower the building.

PART TWO- ADDITIONS AND NEW BUILDING CONSTRUCTION

A. Additions to historic buildings:

1. Design an addition to be compatible with the historic building in mass, materials, and relationship of solids to windows and doors in the exterior walls, yet make the addition discernible from the original.
2. One shall not construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature.
3. One shall not construct an addition that significantly changes the proportion of built mass to open space on the individual site.
4. Construct new additions so that there is the least possible loss of historic fabric and so that the character-defining features of the historic building are not destroyed, damaged, or obscured.
5. Design new additions so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and view are retained.
6. Locate a new addition on an inconspicuous elevation of the historic building, usually the rear one.

B. New Building Construction:

1. New site construction shall be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of orientation, and distance from adjacent buildings.
2. Design new construction so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and views are retained.
3. Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
4. Design new buildings to be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of height, form, size, scale, massing, proportion, and roof shape.
5. Design the proportion of the proposed new building's front facade to be compatible with the front facade proportion of surrounding buildings.
6. Design the spacing, placement, scale, orientation, proportion, and size of window and door openings in proposed new construction to be compatible with surrounding buildings that contribute to the special character of the historic district.
7. Select windows and doors for proposed new building that are compatible in material, subdivision, proportion, pattern, and detail with the windows and the doors of surrounding buildings that contribute to the special character of the historic district.
8. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in surrounding buildings that contribute to the special character of the historic district in terms of composition, scale, module, pattern, detail, texture, finish and sheen.

9. Design new buildings so that they are compatible with, but discernible from, historic buildings in the district.

Recommendations:

1. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip line of trees.

PART THREE- RELOCATION OF STRUCTURES

1. Before moving a historic structure, document its original setting and context. Use photographs, site plans, or other graphic or written statements to record existing site conditions.
2. Enlist contractors experienced in moving historic buildings to do the following:
 - a. Determine the structural condition of the property before the move.
 - b. Coordinate the move with the utility companies and appropriate city departments.
 - c. Protect the structure from vandalism or weather damage before, during and after the move.
 - d. Minimize structural damage during the move.
3. Relocate a structure within the historic district only if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines for new construction.
4. Relocate a structure on a site within a historic district according to new construction guidelines for siting, orientation, plantings, and other pertinent aspects of site and setting.
5. Ensure that the relocation of a structure will not diminish or damage existing historic district buildings or the overall character of the district. Pay particular attention to the tree canopy along the route of the move.
6. Provide the HPC with site plan information for the proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.
7. If the original site of the structure to be relocated is within a historic district, before the move, submit to the Commission a site plan for proposed site features and plantings of the original site after the relocation.
8. Protect significant site features of the original site, the new site, and the route of the move during relocation.

PART FOUR- DEMOLITION

1. Before demolition, submit a site plan to the Commission illustrating proposed site development or plantings to follow demolition.
2. During demolition, ensure the safety of any adjacent properties and historic resources. Also, during and after demolition, protect the trees on the site from damage due to compaction of the soil by equipment or materials.
3. After demolition, clear the site promptly and thoroughly.
4. After demolition, plant or develop the site promptly as approved in the proposed site plan.

2.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____
 SECOND READING: _____

 MATTHEW J. SANTINI, MAYOR

ATTEST: _____
 MEREDITH ULMER, CITY CLERK

Ordinance no. _____

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES, CHAPTER 9.25 – HISTORIC PRESERVATION. ARTICLE III. HISTORIC DISTRICTS, SECTIONS 9.25-55, CHEROKEE-CASSVILLE HISTORIC DISTRICT, PARAGRAPH (d) is hereby amended by deleting section (d) in its entirety and replacing it as follows:

1.

(d) *Design standards.* The following design standards are adopted for the Cherokee-Cassville Historic District:

DESIGN STANDARDS FOR STRUCTURES
CONTRIBUTING TO THE RESIDENTIAL HISTORIC DISTRICTS

INTRODUCTION

The following Residential Design Standards are intended to identify the character-defining features of a site or structure used in determining the compatibility of the proposed alteration, repair, renovation, rehabilitation or restoration of an existing structure or the construction of a new structure regarding the appropriateness of the size, location, materials, style, rhythm, and any other quality deemed as contributing to the character of a historic property or structure as determined by the Historic Preservation Commission (Commission).

For items not addressed by the following standards or guidelines, the Commission will refer to the U.S. Department of the Interior, Secretary of the Interior Standards for the Treatment of Historic Properties, latest edition, for guidance.

In filing for a Certificate of Preservation all standards shall be complied with and so demonstrated on said application and supporting documentation. Guidelines, as indicated herein, may or may not be demonstrated in the application or supporting documentation for a Certificate of Preservation. Maintenance recommendations, if any, are included for informational purposes only and are not required to be included in an application for a Certificate of Preservation and, as such, shall not be considered by the Commission in reviewing said applications.

Generally:

1. It is not appropriate to introduce structures or contemporary equipment such as satellite dishes, solar collectors, playground equipment, heating and air units, storage units, and swimming pools, in locations that compromise the historic character of the building or site. Locate such features unobtrusively, and screen them from view.
2. When planning to alter the topography of a site substantially through grading, filling, or excavation, one shall contact the Cartersville Planning and Development

Department to confirm that the proposed changes comply with the city building code and development regulations.

3. When remodeling historic structures or constructing new structures in historic districts, care shall be taken in retaining and preserving the historic relationship between buildings and related features of the district, to include but not be limited to, site topography, retaining walls, foundation plantings, hedges, walkways, driveways, parking lots, trees, gardens, yards, arbors, ground cover, fences, accessory buildings, patios, terraces, and significant vistas and views.

PART ONE- MAINTAINING, REPAIRING, AND REPLACING EXISTING STRUCTURES

A. Wood:

1. Repair historic wooden features using the recognized preservation methods for patching, consolidating, splicing, and reinforcing.
 2. If replacement of a deteriorated detail or element of a wooden feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials only if using the original material is not feasible.
 3. If replacement of an entire wooden feature is necessary, replace it in kind, matching the original in design, dimension, detail, and texture. Use compatible substitute materials only if using the original material is not feasible.
 4. If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, material, and texture with the historic building and district.
 5. One shall not clean wooden features and surfaces with destructive methods such as sandblasting, power washing, and using propane or butane torches. Clean using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Chemical strippers can be used only if gentler methods are ineffective.
 6. One shall not strip historically painted surfaces down to bare wood and apply clean stains or finishes to create a natural wood appearance.
 7. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
 8. One shall not replace or cover wooden siding, trim, or window sashes with contemporary substitute materials such as aluminum, masonite or vinyl without approval from the Commission. However, in order to maintain continuity, material for additions[RS1], as well as out buildings, shall closely match the house.
 9. One shall not introduce wooden features or details to a historic building [to] [RS2]create a false historic appearance.
 10. Preserve wooden features that contribute to the overall historic character of a building and site, including such functional and decorative elements as siding, shingles, cornices, architrave, brackets, pediments, columns, balustrades, and architectural trim.

11. During rehabilitation and/or repair [which requires a Certificate of Preservation][RS3], the following standards shall be observed.
 - a. When retaining and cleaning painted surfaces, it is required that the gentlest means possible be used. It is further required that historic structures be painted only when the paint film is damaged or deteriorated.
 - b. Protect and maintain wooden surfaces and features through appropriate methods. Inspect for and repair signs of moisture damage, mildew, and fungal or insect infestation. Keep wooden joints properly sealed or caulked to prevent moisture infiltration.
 - c. Treat traditionally unpainted, exposed wooden features with chemical preservatives to prevent or slow their decay and deterioration.
 - d. Retain protective surface coatings, such as paint, to prevent damage from ultraviolet light and moisture.

B. *Masonry:*

1. Retain and preserve masonry features that contribute to the overall historic character of a building and a site, including walls, foundations, roofing materials, chimneys, cornices, quoins, steps, buttresses, piers, columns, lintels, arches, and sills.
2. Protect and maintain historic masonry materials, such as brick, terra cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their constructive features, including bond patterns, corbels, water tables, and unpainted surfaces.
3. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, patching damaged or deteriorated masonry. One shall not apply a waterproof coating to exposed masonry.
4. Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration.
5. Before repointing, carefully remove deteriorated mortar using hand tools. Replace the mortar with new mortar that duplicates the original in strength, texture, and composition. Match the original mortar joints in width and profile.
6. If replacement of a deteriorated detail, module, or element of a masonry feature or surface is necessary, replace only the deteriorated portion in kind rather than the entire surface or feature. Use compatible substitute materials only if using the original material is not technically feasible.
7. If replacement of a large masonry surface or entire feature is necessary, replace it in kind, with matching, substitute materials only if using the original material is not technically feasible.
8. If a masonry feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, and material of the historic building and district.
9. One shall not paint, coat, or waterproof unpainted masonry surfaces. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.

10. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Inspect surfaces and features for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
 - b. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers, and rising through capillary action.
 - c. Clean masonry only when necessary to remove heavy soiling or prevent deterioration. Use the gentlest means possible.
 - d. Repaint painted masonry surfaces when needed.
 - e. Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. One shall not clean masonry features and surfaces with destructive methods, including sandblasting, high-pressure water blasting, and power washing.

C. Architectural metals:

1. Retain and preserve architectural metal features that contribute to the overall historic character of a building and a site, including such functional and decorative elements as roofing, flashing, cornices, railings, hardware, casement windows, and fences.
2. Retain and preserve architectural metals, such as copper, tin, brass, cast iron, wrought iron, lead, and terneplate, which contribute to the overall historic character of the district.
3. If replacement of deteriorated detail or element of an architectural metal feature is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible
4. If replacement of an entire architectural feature is necessary, replace it in kind, matching the original feature in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible
5. If an architectural metal feature is completely missing, replace it with a new feature based on accurate documentation of the original design or a new design compatible in scale, size, and material with the historic building and district.
6. Repair deteriorating architectural metal features and surfaces using recognized preservation methods for splicing, patching, and reinforcing.
7. One shall not introduce architectural metal features or details to a historic building in an attempt to create a false historical appearance.
8. One shall not patch metal roofs or flashing with tar or asphalt products.
9. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:

- a. Protect and maintain architectural metal surfaces and features through appropriate methods:
 - 1. Inspect for signs of moisture damage, corrosion, structural failure or fatigue, galvanic action, and paint film failure.
 - 2. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
 - 3. Clear metal roofs and gutters of leaves and debris.
- b. Retain protective surface coatings, such as paint and lacquers, to prevent corrosion.
- c. Clean when necessary to remove corrosion or to prepare for recoating. Use the gentlest effective method.
- d. Repaint promptly when paint film deteriorates.
- e. Clean soft metals, including lead, tin, terneplate, and copper, with chemical solutions after pretesting them to ensure that they do not damage the metal surface. It is not appropriate to clean soft metal surfaces with destructive methods like grit blasting.
- f. Clean hard metals such as cast iron, wrought iron, and steel using the gentlest means possible. Consider low-pressure glass bead blasting only if hand scraping and wire brushing have been ineffective.

D. *Paint:*

- 1. Preserve and protect original exterior building surfaces and site features that were painted by maintaining a sound paint film on them.
- 2. One shall not paint brick, stone, copper, bronze, concrete, or cement block surfaces that were historically unpainted. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
- 3. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
- 4. One shall not remove paint films through destructive methods such as sandblasting, water blasting, power washing, or the use of propane or butane torches.
- 5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain previously painted exterior surfaces in appropriate ways:
 - 1. Inspect painted surfaces for signs of discoloration, moisture damage, mildew, and dirt buildup.
 - 2. Clean painted surfaces to avoid unnecessary repainting. Use the gentlest means possible.
 - 3. Remove deteriorated and peeling paint films to the first sound paint layer before repainting. Use the gentlest means possible, such as hand scraping and hand sanding. Use electric heat guns and plates with caution and only if gentler methods are ineffective.

4. Ensure that surfaces to be repainted are clean and dry, and that any exposed wood or metal surface has been primed so that new paint will bond properly.

b. Repaint previously painted surfaces with compatible paint.

E. *Roofs:*

1. Retain and preserve roofs and roof forms that contribute to the overall historic character of a building, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices, unless approved by the Commission.
2. If replacement of a partially deteriorated roof feature is necessary, replace only the deteriorated portion in kind to match the original feature in design, dimension, detail, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
3. If full replacement of a deteriorated historic roofing material or feature is necessary, replace it in kind, matching the original in scale, detail, pattern, design, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If a roof feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, and material, with the historic building and district.
5. One shall not remove a roof feature that is important in defining the overall historic character of a building rather than repair and replace it.
6. If new gutters and downspouts are needed, install them so that no architectural features are lost or damaged. Retain the shape of traditional half-round gutters and downspouts if replacing them.
7. One shall not replace concealed, built-in gutter systems with exposed gutters.
8. One shall not introduce new roof features such as skylights, dormers, or vents if they will compromise the historic roof design, or damage character-defining roof materials or the character of the historic district.
9. One shall not install ventilators, solar collectors, antenna, skylights, or mechanical equipment in locations that compromise character defining roofs or on roof slopes prominently visible from the street.
10. One shall not install exposed tarpaper rolls as a finished roofing material or roofing tar as a replacement for valley flashing.
11. One shall not patch any roofing or flashing with tar or asphalt product.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain the metal, wooden, and masonry elements of historic roofs through appropriate methods:
 1. Inspect for signs of deterioration and moisture penetration.
 2. Clean gutters and downspouts to ensure proper drainage.

3. Replace deteriorated flashing as necessary.
 4. Reapply appropriate protective coats to metal roofs as necessary.
 5. Maintain adequate ventilation of roof sheathing to prevent moisture damage.
 6. Ensure that roofing materials are adequately anchored to resist wind and water.
 7. Re-fasten loose (or replace damaged) shingles, slates, or tiles.
- b. Repair historic roofs and their distinctive features through recognized preservation methods for resetting or reinforcing.

F. *Exterior walls:*

1. Retain and preserve exterior walls that contribute to the overall historic form and character of a building, including their functional and decorative features, such as cornices, foundations, bays, quoins, arches, water tables, brackets, and entablatures.
2. Retain and preserve exterior wall materials that contribute to the overall historic character of a building, including brickwork, stucco, stone, wooden shingles, wooden siding, asbestos siding, and metal, wooden, or masonry trim work.
3. Repair exterior wall surfaces, details, and features using recognized preservation repair methods for the surface material or coating.
4. If the replacement of a deteriorated detail or element of an exterior wall is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original in design, dimension, detail, texture, pattern, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If replacement of an entire exterior wall or feature is necessary because of deterioration, replace it in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible. 6. If an exterior wall or feature is completely missing, replace it with a new wall or feature based on accurate documentation of the original or new design compatible with the historic character of the building and the district.
7. One shall not introduce new features such as window or door openings, bays, vents, balconies, or chimneys to character-defining exterior walls if this will compromise the architectural integrity of the building.
8. One shall not remove or cover any material detail associated with exterior walls, including decorative shingles, panels, brackets, bargeboards, and corner boards unless supported by historic documentation.
9. One shall not cover historic wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or contemporary substitute materials.
10. It is not appropriate to introduce features or details to an exterior wall that would create a false historical appearance.

G. *Driveways, walkways and off-street parking:*

1. During rehabilitation and/or repair which requires a Certificate of Preservation the following standards shall be observed:
 - a. Driveways, walkways and off-street parking should be gravel, brick, concrete, or paved with appropriate textured asphalt.
 - b. Care should be taken not to injure nearby trees by intruding on the root areas.
 - c. Design new driveways, walkways to be compatible in location, spacing, configuration, and dimension with existing walkways and driveways that contribute to the overall historic character of the district.
 - d. One shall not locate new parking areas where they are visible from the street, or to significantly alter the proportion of built area to yard area.
 - e. One shall not locate parking where it will obstruct the principal structure.

H. *Lighting:*

1. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Lighting of walkways, driveways and off-street parking shall retain and preserve mechanically sound exterior fixtures that contribute to the overall historic character of a building, site or streetscape.
 - b. If replacing missing or deteriorated historical exterior fixtures, replace with fixtures that are similar in appearance, scale, and material to the original.
 - c. The introduction of indiscriminate permanent area lighting, illuminating facades of houses with harsh floodlight, or creating a runway effect with multiple footlights along front walks is not allowed unless approved by the Commission.

I. *Windows and doors:*

1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, and blinds.
2. Retain and preserve doors that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.
3. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of a deteriorated window or door unit is necessary, replace the unit in kind, matching the design and dimension of the original sash or panels, pane configuration, architectural trim, detailing, and materials. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a window or a door is completely missing, replace it with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building.

6. Replace deteriorated or missing wooden shutters with historically appropriate wooden shutters sized to fit the opening. Do not introduce shutters on a historic building if no evidence of earlier shutters exists.
7. If additional windows and doors are necessary for a new use, install them on a rear or non-character-defining facade of the building, but only if they do not compromise the architectural integrity of the building. Design such units to be compatible with the overall design of the building, but not to duplicate the original.
8. One shall not remove original doors, windows, shutters, hardware, and without approval from the Commission.
9. One shall not remove any detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery, unless supported by historic documentation.
10. One shall not use snap-in muntins to create false divided-light appearance.
11. One shall not replace clear glazing with tinted or opaque glazing.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods:
 1. Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
 2. Clean the surface using the gentlest means possible.
 3. Limit paint removal and reapply protective coatings as necessary.
 4. Reglaze sash as necessary to prevent moisture infiltration.
 5. Weather-strip windows and doors to reduce air infiltration and increase energy efficiency.
 - b. Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing, and reinforcing.
 - c. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with the existing meeting rail.
 - d. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door and frame. Select storm doors with a painted, stained, or baked-enamel finish that is compatible with the existing door. Bare aluminum storm doors are not appropriate.
 - e. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.

J. *Entrances, porches, and balconies:*

1. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including such functional and decorative elements as columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
2. When repairing historic entrances, porches, balconies and their distinctive features and materials, use recognized preservation methods for patching, consolidating, splicing, and reinforcing.
3. If replacement of a deteriorated detail or element of an entrance, porch or balcony feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of an entire entrance, porch or balcony feature is necessary because of deterioration, replace in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a feature or an entire entrance, porch or balcony is missing, replace it with a feature based on accurate historic documentation or a new design compatible with the historic character of the building and the district.
6. One shall not enclose a front porch or balcony without approval from the Commission. 7. One shall not remove any detail material associated with entrances and porches, such as graining, spindle-work, beveled glass, or beaded board, unless supported by historic documentation.
8. One shall not remove an original entrance or porch or add a new entrance or porch on a primary facade.
9. One shall not introduce features or details to a historic entrance, porch or balcony that would create a false historical appearance.

K. *Utilities and energy retrofit:*

1. If a new mechanical system is needed, install it so that it causes the least amount of alteration to the building's exterior facades, historic building fabric, and site features.
2. Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather stripping and caulking, and by introducing energy-efficient features, such as awnings, operable shutters, and storm windows and doors, where appropriate.
3. Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, and operable windows, transoms, shutters, and blinds.
4. Locate portable window air-conditioning units on rear facades or inconspicuous side facades.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:

- a. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with existing meeting rails.
- b. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door or frame. Select storm doors with a painted, stained, or baked-enamel finished that is compatible with the existing door. Bare aluminum storm doors and storm windows are not appropriate.
- c. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.
- d. In general, the introduction of underground utility lines to reduce the intrusion of additional overhead lines and poles is encouraged. However, in trenching, take care to avoid archaeological resources and the roots of trees.

L. *Accessibility, health, and safety considerations:*

1. In considering changes to a historic building, review accessibility and life safety code implications to determine if the proposed change is compatible with the building's historic character and setting or will compromise them.
2. Meet accessibility and life-safety building code requirements in such a way that the historic building's character-defining facades, features, and finishes are preserved.
3. Determine appropriate solutions to accessibility with input from the Commission, historic preservation specialists and local disability groups.
4. Introduce new or additional means of access that are reversible and that do not compromise the original design of a historic entrance or porch.
5. Work with code officials to explore alternative methods of equal or superior effectiveness in meeting safety code requirements while preserving significant historic features.
6. Locate fire doors, exterior fire stairs, or elevator additions on side or rear facades. Design such elements to be compatible in character, materials, scale, proportion, and finish with the historic building.

M. *Aesthetic recommendations:*

1. Survey in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
2. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip lines of trees.
3. Limit the size and scale of an addition in relationship to the historic building so that it does not diminish or visually overpower the building.

PART TWO- ADDITIONS AND NEW BUILDING CONSTRUCTION

A. Additions to historic buildings:

1. Design an addition to be compatible with the historic building in mass, materials, and relationship of solids to windows and doors in the exterior walls, yet make the addition discernible from the original.
2. One shall not construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature.
3. One shall not construct an addition that significantly changes the proportion of built mass to open space on the individual site.
4. Construct new additions so that there is the least possible loss of historic fabric and so that the character-defining features of the historic building are not destroyed, damaged, or obscured.
5. Design new additions so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and view are retained.
6. Locate a new addition on an inconspicuous elevation of the historic building, usually the rear one.

B. New Building Construction:

1. New site construction shall be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of orientation, and distance from adjacent buildings.
2. Design new construction so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and views are retained.
3. Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
4. Design new buildings to be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of height, form, size, scale, massing, proportion, and roof shape.
5. Design the proportion of the proposed new building's front facade to be compatible with the front facade proportion of surrounding buildings.
6. Design the spacing, placement, scale, orientation, proportion, and size of window and door openings in proposed new construction to be compatible with surrounding buildings that contribute to the special character of the historic district.
7. Select windows and doors for proposed new building that are compatible in material, subdivision, proportion, pattern, and detail with the windows and the doors of surrounding buildings that contribute to the special character of the historic district.
8. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in surrounding buildings that contribute to the special character of the historic district in terms of composition, scale, module, pattern, detail, texture, finish and sheen.

9. Design new buildings so that they are compatible with, but discernible from, historic buildings in the district.

Recommendations:

1. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip line of trees.

PART THREE- RELOCATION OF STRUCTURES

1. Before moving a historic structure, document its original setting and context. Use photographs, site plans, or other graphic or written statements to record existing site conditions.
2. Enlist contractors experienced in moving historic buildings to do the following:
 - a. Determine the structural condition of the property before the move.
 - b. Coordinate the move with the utility companies and appropriate city departments.
 - c. Protect the structure from vandalism or weather damage before, during and after the move.
 - d. Minimize structural damage during the move.
3. Relocate a structure within the historic district only if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines for new construction.
4. Relocate a structure on a site within a historic district according to new construction guidelines for siting, orientation, plantings, and other pertinent aspects of site and setting.
5. Ensure that the relocation of a structure will not diminish or damage existing historic district buildings or the overall character of the district. Pay particular attention to the tree canopy along the route of the move.
6. Provide the HPC with site plan information for the proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.
7. If the original site of the structure to be relocated is within a historic district, before the move, submit to the Commission a site plan for proposed site features and plantings of the original site after the relocation.
8. Protect significant site features of the original site, the new site, and the route of the move during relocation.

PART FOUR- DEMOLITION

1. Before demolition, submit a site plan to the Commission illustrating proposed site development or plantings to follow demolition.
2. During demolition, ensure the safety of any adjacent properties and historic resources. Also, during and after demolition, protect the trees on the site from damage due to compaction of the soil by equipment or materials.
3. After demolition, clear the site promptly and thoroughly.
4. After demolition, plant or develop the site promptly as approved in the proposed site plan.

2.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____
 SECOND READING: _____

 MATTHEW J. SANTINI, MAYOR

ATTEST: _____
 MEREDITH ULMER, CITY CLERK

Ordinance no. _____

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES, CHAPTER 9.25 – HISTORIC PRESERVATION. ARTICLE III. HISTORIC DISTRICTS, SECTION 9.25-56, GRANGER HILL HISTORIC DISTRICT, PARAGRAPH (d) is hereby amended by deleting section (d) in its entirety and replacing it as follows:

1.

(d) *Design standards.* The following design standards are adopted for the Granger Hill Historic District:

DESIGN STANDARDS FOR STRUCTURES
CONTRIBUTING TO THE RESIDENTIAL HISTORIC DISTRICTS

INTRODUCTION

The following Residential Design Standards are intended to identify the character-defining features of a site or structure used in determining the compatibility of the proposed alteration, repair, renovation, rehabilitation or restoration of an existing structure or the construction of a new structure regarding the appropriateness of the size, location, materials, style, rhythm, and any other quality deemed as contributing to the character of a historic property or structure as determined by the Historic Preservation Commission (Commission).

For items not addressed by the following standards or guidelines, the Commission will refer to the U.S. Department of the Interior, Secretary of the Interior Standards for the Treatment of Historic Properties, latest edition, for guidance.

In filing for a Certificate of Preservation all standards shall be complied with and so demonstrated on said application and supporting documentation. Guidelines, as indicated herein, may or may not be demonstrated in the application or supporting documentation for a Certificate of Preservation. Maintenance recommendations, if any, are included for informational purposes only and are not required to be included in an application for a Certificate of Preservation and, as such, shall not be considered by the Commission in reviewing said applications.

Generally:

1. It is not appropriate to introduce structures or contemporary equipment such as satellite dishes, solar collectors, playground equipment, heating and air units, storage units, and swimming pools, in locations that compromise the historic character of the building or site. Locate such features unobtrusively, and screen them from view.
2. When planning to alter the topography of a site substantially through grading, filling, or excavation, one shall contact the Cartersville Planning and Development

Department to confirm that the proposed changes comply with the city building code and development regulations.

3. When remodeling historic structures or constructing new structures in historic districts, care shall be taken in retaining and preserving the historic relationship between buildings and related features of the district, to include but not be limited to, site topography, retaining walls, foundation plantings, hedges, walkways, driveways, parking lots, trees, gardens, yards, arbors, ground cover, fences, accessory buildings, patios, terraces, and significant vistas and views.

PART ONE- MAINTAINING, REPAIRING, AND REPLACING EXISTING STRUCTURES

A. Wood:

1. Repair historic wooden features using the recognized preservation methods for patching, consolidating, splicing, and reinforcing.
 2. If replacement of a deteriorated detail or element of a wooden feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials only if using the original material is not feasible.
 3. If replacement of an entire wooden feature is necessary, replace it in kind, matching the original in design, dimension, detail, and texture. Use compatible substitute materials only if using the original material is not feasible.
 4. If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, material, and texture with the historic building and district.
 5. One shall not clean wooden features and surfaces with destructive methods such as sandblasting, power washing, and using propane or butane torches. Clean using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Chemical strippers can be used only if gentler methods are ineffective.
 6. One shall not strip historically painted surfaces down to bare wood and apply clean stains or finishes to create a natural wood appearance.
 7. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
 8. One shall not replace or cover wooden siding, trim, or window sashes with contemporary substitute materials such as aluminum, masonite or vinyl without approval from the Commission. However, in order to maintain continuity, material for additions[RS1], as well as out buildings, shall closely match the house.
 9. One shall not introduce wooden features or details to a historic building [to] [RS2]create a false historic appearance.
 10. Preserve wooden features that contribute to the overall historic character of a building and site, including such functional and decorative elements as siding, shingles, cornices, architrave, brackets, pediments, columns, balustrades, and architectural trim.

11. During rehabilitation and/or repair [which requires a Certificate of Preservation][RS3], the following standards shall be observed.
 - a. When retaining and cleaning painted surfaces, it is required that the gentlest means possible be used. It is further required that historic structures be painted only when the paint film is damaged or deteriorated.
 - b. Protect and maintain wooden surfaces and features through appropriate methods. Inspect for and repair signs of moisture damage, mildew, and fungal or insect infestation. Keep wooden joints properly sealed or caulked to prevent moisture infiltration.
 - c. Treat traditionally unpainted, exposed wooden features with chemical preservatives to prevent or slow their decay and deterioration.
 - d. Retain protective surface coatings, such as paint, to prevent damage from ultraviolet light and moisture.

B. *Masonry:*

1. Retain and preserve masonry features that contribute to the overall historic character of a building and a site, including walls, foundations, roofing materials, chimneys, cornices, quoins, steps, buttresses, piers, columns, lintels, arches, and sills.
2. Protect and maintain historic masonry materials, such as brick, terra cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their constructive features, including bond patterns, corbels, water tables, and unpainted surfaces.
3. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, patching damaged or deteriorated masonry. One shall not apply a waterproof coating to exposed masonry.
4. Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration.
5. Before repointing, carefully remove deteriorated mortar using hand tools. Replace the mortar with new mortar that duplicates the original in strength, texture, and composition. Match the original mortar joints in width and profile.
6. If replacement of a deteriorated detail, module, or element of a masonry feature or surface is necessary, replace only the deteriorated portion in kind rather than the entire surface or feature. Use compatible substitute materials only if using the original material is not technically feasible.
7. If replacement of a large masonry surface or entire feature is necessary, replace it in kind, with matching, substitute materials only if using the original material is not technically feasible.
8. If a masonry feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, and material of the historic building and district.
9. One shall not paint, coat, or waterproof unpainted masonry surfaces. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.

10. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Inspect surfaces and features for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
 - b. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers, and rising through capillary action.
 - c. Clean masonry only when necessary to remove heavy soiling or prevent deterioration. Use the gentlest means possible.
 - d. Repaint painted masonry surfaces when needed.
 - e. Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. One shall not clean masonry features and surfaces with destructive methods, including sandblasting, high-pressure water blasting, and power washing.

C. Architectural metals:

1. Retain and preserve architectural metal features that contribute to the overall historic character of a building and a site, including such functional and decorative elements as roofing, flashing, cornices, railings, hardware, casement windows, and fences.
2. Retain and preserve architectural metals, such as copper, tin, brass, cast iron, wrought iron, lead, and terneplate, which contribute to the overall historic character of the district.
3. If replacement of deteriorated detail or element of an architectural metal feature is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible
4. If replacement of an entire architectural feature is necessary, replace it in kind, matching the original feature in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible
5. If an architectural metal feature is completely missing, replace it with a new feature based on accurate documentation of the original design or a new design compatible in scale, size, and material with the historic building and district.
6. Repair deteriorating architectural metal features and surfaces using recognized preservation methods for splicing, patching, and reinforcing.
7. One shall not introduce architectural metal features or details to a historic building in an attempt to create a false historical appearance.
8. One shall not patch metal roofs or flashing with tar or asphalt products.
9. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:

- a. Protect and maintain architectural metal surfaces and features through appropriate methods:
 1. Inspect for signs of moisture damage, corrosion, structural failure or fatigue, galvanic action, and paint film failure.
 2. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
 3. Clear metal roofs and gutters of leaves and debris.
- b. Retain protective surface coatings, such as paint and lacquers, to prevent corrosion.
- c. Clean when necessary to remove corrosion or to prepare for recoating. Use the gentlest effective method.
- d. Repaint promptly when paint film deteriorates.
- e. Clean soft metals, including lead, tin, terneplate, and copper, with chemical solutions after pretesting them to ensure that they do not damage the metal surface. It is not appropriate to clean soft metal surfaces with destructive methods like grit blasting.
- f. Clean hard metals such as cast iron, wrought iron, and steel using the gentlest means possible. Consider low-pressure glass bead blasting only if hand scraping and wire brushing have been ineffective.

D. *Paint:*

1. Preserve and protect original exterior building surfaces and site features that were painted by maintaining a sound paint film on them.
2. One shall not paint brick, stone, copper, bronze, concrete, or cement block surfaces that were historically unpainted. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
3. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
4. One shall not remove paint films through destructive methods such as sandblasting, water blasting, power washing, or the use of propane or butane torches.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain previously painted exterior surfaces in appropriate ways:
 1. Inspect painted surfaces for signs of discoloration, moisture damage, mildew, and dirt buildup.
 2. Clean painted surfaces to avoid unnecessary repainting. Use the gentlest means possible.
 3. Remove deteriorated and peeling paint films to the first sound paint layer before repainting. Use the gentlest means possible, such as hand scraping and hand sanding. Use electric heat guns and plates with caution and only if gentler methods are ineffective.

4. Ensure that surfaces to be repainted are clean and dry, and that any exposed wood or metal surface has been primed so that new paint will bond properly.

b. Repaint previously painted surfaces with compatible paint.

E. *Roofs:*

1. Retain and preserve roofs and roof forms that contribute to the overall historic character of a building, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices, unless approved by the Commission.
2. If replacement of a partially deteriorated roof feature is necessary, replace only the deteriorated portion in kind to match the original feature in design, dimension, detail, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
3. If full replacement of a deteriorated historic roofing material or feature is necessary, replace it in kind, matching the original in scale, detail, pattern, design, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If a roof feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, and material, with the historic building and district.
5. One shall not remove a roof feature that is important in defining the overall historic character of a building rather than repair and replace it.
6. If new gutters and downspouts are needed, install them so that no architectural features are lost or damaged. Retain the shape of traditional half-round gutters and downspouts if replacing them.
7. One shall not replace concealed, built-in gutter systems with exposed gutters.
8. One shall not introduce new roof features such as skylights, dormers, or vents if they will compromise the historic roof design, or damage character-defining roof materials or the character of the historic district.
9. One shall not install ventilators, solar collectors, antenna, skylights, or mechanical equipment in locations that compromise character defining roofs or on roof slopes prominently visible from the street.
10. One shall not install exposed tarpaper rolls as a finished roofing material or roofing tar as a replacement for valley flashing.
11. One shall not patch any roofing or flashing with tar or asphalt product.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain the metal, wooden, and masonry elements of historic roofs through appropriate methods:
 1. Inspect for signs of deterioration and moisture penetration.
 2. Clean gutters and downspouts to ensure proper drainage.

3. Replace deteriorated flashing as necessary.
 4. Reapply appropriate protective coats to metal roofs as necessary.
 5. Maintain adequate ventilation of roof sheathing to prevent moisture damage.
 6. Ensure that roofing materials are adequately anchored to resist wind and water.
 7. Re-fasten loose (or replace damaged) shingles, slates, or tiles.
- b. Repair historic roofs and their distinctive features through recognized preservation methods for resetting or reinforcing.

F. *Exterior walls:*

1. Retain and preserve exterior walls that contribute to the overall historic form and character of a building, including their functional and decorative features, such as cornices, foundations, bays, quoins, arches, water tables, brackets, and entablatures.
2. Retain and preserve exterior wall materials that contribute to the overall historic character of a building, including brickwork, stucco, stone, wooden shingles, wooden siding, asbestos siding, and metal, wooden, or masonry trim work.
3. Repair exterior wall surfaces, details, and features using recognized preservation repair methods for the surface material or coating.
4. If the replacement of a deteriorated detail or element of an exterior wall is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original in design, dimension, detail, texture, pattern, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If replacement of an entire exterior wall or feature is necessary because of deterioration, replace it in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
6. If an exterior wall or feature is completely missing, replace it with a new wall or feature based on accurate documentation of the original or new design compatible with the historic character of the building and the district.
7. One shall not introduce new features such as window or door openings, bays, vents, balconies, or chimneys to character-defining exterior walls if this will compromise the architectural integrity of the building.
8. One shall not remove or cover any material detail associated with exterior walls, including decorative shingles, panels, brackets, bargeboards, and corner boards unless supported by historic documentation.
9. One shall not cover historic wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or contemporary substitute materials.
10. It is not appropriate to introduce features or details to an exterior wall that would create a false historical appearance.

G. *Driveways, walkways and off-street parking:*

1. During rehabilitation and/or repair which requires a Certificate of Preservation the following standards shall be observed:
 - a. Driveways, walkways and off-street parking should be gravel, brick, concrete, or paved with appropriate textured asphalt.
 - b. Care should be taken not to injure nearby trees by intruding on the root areas.
 - c. Design new driveways, walkways to be compatible in location, spacing, configuration, and dimension with existing walkways and driveways that contribute to the overall historic character of the district.
 - d. One shall not locate new parking areas where they are visible from the street, or to significantly alter the proportion of built area to yard area.
 - e. One shall not locate parking where it will obstruct the principal structure.

H. *Lighting:*

1. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Lighting of walkways, driveways and off-street parking shall retain and preserve mechanically sound exterior fixtures that contribute to the overall historic character of a building, site or streetscape.
 - b. If replacing missing or deteriorated historical exterior fixtures, replace with fixtures that are similar in appearance, scale, and material to the original.
 - c. The introduction of indiscriminate permanent area lighting, illuminating facades of houses with harsh floodlight, or creating a runway effect with multiple footlights along front walks is not allowed unless approved by the Commission.

I. *Windows and doors:*

1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, and blinds.
2. Retain and preserve doors that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.
3. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of a deteriorated window or door unit is necessary, replace the unit in kind, matching the design and dimension of the original sash or panels, pane configuration, architectural trim, detailing, and materials. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a window or a door is completely missing, replace it with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building.

6. Replace deteriorated or missing wooden shutters with historically appropriate wooden shutters sized to fit the opening. Do not introduce shutters on a historic building if no evidence of earlier shutters exists.
7. If additional windows and doors are necessary for a new use, install them on a rear or non-character-defining facade of the building, but only if they do not compromise the architectural integrity of the building. Design such units to be compatible with the overall design of the building, but not to duplicate the original.
8. One shall not remove original doors, windows, shutters, hardware, and without approval from the Commission.
9. One shall not remove any detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery, unless supported by historic documentation.
10. One shall not use snap-in muntins to create false divided-light appearance.
11. One shall not replace clear glazing with tinted or opaque glazing.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods:
 1. Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
 2. Clean the surface using the gentlest means possible.
 3. Limit paint removal and reapply protective coatings as necessary.
 4. Reglaze sash as necessary to prevent moisture infiltration.
 5. Weather-strip windows and doors to reduce air infiltration and increase energy efficiency.
 - b. Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing, and reinforcing.
 - c. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with the existing meeting rail.
 - d. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door and frame. Select storm doors with a painted, stained, or baked-enamel finish that is compatible with the existing door. Bare aluminum storm doors are not appropriate.
 - e. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.

J. *Entrances, porches, and balconies:*

1. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including such functional and decorative elements as columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
2. When repairing historic entrances, porches, balconies and their distinctive features and materials, use recognized preservation methods for patching, consolidating, splicing, and reinforcing.
3. If replacement of a deteriorated detail or element of an entrance, porch or balcony feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of an entire entrance, porch or balcony feature is necessary because of deterioration, replace in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a feature or an entire entrance, porch or balcony is missing, replace it with a feature based on accurate historic documentation or a new design compatible with the historic character of the building and the district.
6. One shall not enclose a front porch or balcony without approval from the Commission. 7. One shall not remove any detail material associated with entrances and porches, such as graining, spindle-work, beveled glass, or beaded board, unless supported by historic documentation.
8. One shall not remove an original entrance or porch or add a new entrance or porch on a primary facade.
9. One shall not introduce features or details to a historic entrance, porch or balcony that would create a false historical appearance.

K. *Utilities and energy retrofit:*

1. If a new mechanical system is needed, install it so that it causes the least amount of alteration to the building's exterior facades, historic building fabric, and site features.
2. Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather stripping and caulking, and by introducing energy-efficient features, such as awnings, operable shutters, and storm windows and doors, where appropriate.
3. Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, and operable windows, transoms, shutters, and blinds.
4. Locate portable window air-conditioning units on rear facades or inconspicuous side facades.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:

- a. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with existing meeting rails.
- b. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door or frame. Select storm doors with a painted, stained, or baked-enamel finished that is compatible with the existing door. Bare aluminum storm doors and storm windows are not appropriate.
- c. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.
- d. In general, the introduction of underground utility lines to reduce the intrusion of additional overhead lines and poles is encouraged. However, in trenching, take care to avoid archaeological resources and the roots of trees.

L. *Accessibility, health, and safety considerations:*

1. In considering changes to a historic building, review accessibility and life safety code implications to determine if the proposed change is compatible with the building's historic character and setting or will compromise them.
2. Meet accessibility and life-safety building code requirements in such a way that the historic building's character-defining facades, features, and finishes are preserved.
3. Determine appropriate solutions to accessibility with input from the Commission, historic preservation specialists and local disability groups.
4. Introduce new or additional means of access that are reversible and that do not compromise the original design of a historic entrance or porch.
5. Work with code officials to explore alternative methods of equal or superior effectiveness in meeting safety code requirements while preserving significant historic features.
6. Locate fire doors, exterior fire stairs, or elevator additions on side or rear facades. Design such elements to be compatible in character, materials, scale, proportion, and finish with the historic building.

M. *Aesthetic recommendations:*

1. Survey in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
2. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip lines of trees.
3. Limit the size and scale of an addition in relationship to the historic building so that it does not diminish or visually overpower the building.

PART TWO- ADDITIONS AND NEW BUILDING CONSTRUCTION

A. Additions to historic buildings:

1. Design an addition to be compatible with the historic building in mass, materials, and relationship of solids to windows and doors in the exterior walls, yet make the addition discernible from the original.
2. One shall not construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature.
3. One shall not construct an addition that significantly changes the proportion of built mass to open space on the individual site.
4. Construct new additions so that there is the least possible loss of historic fabric and so that the character-defining features of the historic building are not destroyed, damaged, or obscured.
5. Design new additions so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and view are retained.
6. Locate a new addition on an inconspicuous elevation of the historic building, usually the rear one.

B. New Building Construction:

1. New site construction shall be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of orientation, and distance from adjacent buildings.
2. Design new construction so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and views are retained.
3. Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
4. Design new buildings to be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of height, form, size, scale, massing, proportion, and roof shape.
5. Design the proportion of the proposed new building's front facade to be compatible with the front facade proportion of surrounding buildings.
6. Design the spacing, placement, scale, orientation, proportion, and size of window and door openings in proposed new construction to be compatible with surrounding buildings that contribute to the special character of the historic district.
7. Select windows and doors for proposed new building that are compatible in material, subdivision, proportion, pattern, and detail with the windows and the doors of surrounding buildings that contribute to the special character of the historic district.
8. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in surrounding buildings that contribute to the special character of the historic district in terms of composition, scale, module, pattern, detail, texture, finish and sheen.

9. Design new buildings so that they are compatible with, but discernible from, historic buildings in the district.

Recommendations:

1. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip line of trees.

PART THREE- RELOCATION OF STRUCTURES

1. Before moving a historic structure, document its original setting and context. Use photographs, site plans, or other graphic or written statements to record existing site conditions.
2. Enlist contractors experienced in moving historic buildings to do the following:
 - a. Determine the structural condition of the property before the move.
 - b. Coordinate the move with the utility companies and appropriate city departments.
 - c. Protect the structure from vandalism or weather damage before, during and after the move.
 - d. Minimize structural damage during the move.
3. Relocate a structure within the historic district only if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines for new construction.
4. Relocate a structure on a site within a historic district according to new construction guidelines for siting, orientation, plantings, and other pertinent aspects of site and setting.
5. Ensure that the relocation of a structure will not diminish or damage existing historic district buildings or the overall character of the district. Pay particular attention to the tree canopy along the route of the move.
6. Provide the HPC with site plan information for the proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.
7. If the original site of the structure to be relocated is within a historic district, before the move, submit to the Commission a site plan for proposed site features and plantings of the original site after the relocation.
8. Protect significant site features of the original site, the new site, and the route of the move during relocation.

PART FOUR- DEMOLITION

1. Before demolition, submit a site plan to the Commission illustrating proposed site development or plantings to follow demolition.
2. During demolition, ensure the safety of any adjacent properties and historic resources. Also, during and after demolition, protect the trees on the site from damage due to compaction of the soil by equipment or materials.
3. After demolition, clear the site promptly and thoroughly.
4. After demolition, plant or develop the site promptly as approved in the proposed site plan.

2.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____
 SECOND READING: _____

 MATTHEW J. SANTINI, MAYOR

ATTEST: _____
 MEREDITH ULMER, CITY CLERK

MEMO

To: Mayor Santini & City Council
 From: Randy Mannino and David Hardegree
 Date: February 14, 2020
 Re: *Text Amendment T20-01. Historic Preservation Ordinance Chapters 9.25-36, -37, -52 to -56; Design Standards, Definitions and District Design Standards (guidelines)*

RE: Summary of HPC Ordinance and Design Standards, Phase 1 Revisions

The purpose of this text amendment is to address concerns expressed by City Council and by the HPC regarding design guideline conflicts, vagueness and inconsistencies that most likely originated by adopting the HPC ordinance and design guidelines in multiple phases, drafted by multiple authors, as the ordinance evolved from 2000-2010.

These revisions are the first step in what may be a multi-step process to update the HPC ordinance, design standards, and historic resource surveys. No content changes were made to the guidelines with the exception of aligning the residential guideline for painted brick with that of the DBD design guideline. The DBD guidelines prohibit painting or coating unpainted brick.

All revisions are intended to clarify the standards (formerly guidelines), by stating which standards “shall” be followed versus “should” be followed. This should reduce the “gray” areas making the guidelines more “black and white,” and HPC decisions more defensible.

The general scope of the text amendments includes:

- Clearly defining what is a Requirement versus Recommendation;
- Eliminating or clarifying confusing text or references.
- Providing clearer direction and instruction to property owners regarding the rehabilitation, renovation, restoration, modification or demolition of structures; and,
- Clearly stating what preservation actions are allowed, or not allowed, thereby improving the HPCs ability to review a project and waive or vary a requirement for unique circumstances.
- Substituting “shall” for “must” to maintain consistent terminology.

The HPC approved these amendments at their regular meeting on December, 17th 2019.

Examples of conflicting language:

- (i.e 9.25-52, Part 1 (**Requirements**), item 4, parag 2... Rehabilitation work **should** not destroy the distinguishing character of the property)
- (i.e DBD Design Guidelines, Part 1,, par. 2: In filing for a certificate of appropriateness all requirements **must shall** be complied with and so indicated....)

Major changes are **highlighted**.

Historic Preservation Commission Called Meeting
10 N. Public Square
December 17, 2019
5:30 P.M.

I. Opening Meeting

Call to order by Chairman Frisbee

Present: Greg Frisbee, Becky Carr, Lynne Pritchett, Brad Galland, Jeff Glover
Staff Present: David Hardegree, Keith Lovell and Samantha Fincher
Absent: Larry Gregory, Vandi White

1. Call to Order

2. Approval of Minutes

Chairman Frisbee called for a motion to approve the minutes of the last meeting. A motion to approve the meeting minutes from November 19, 2019 was made by Board Member Carr and seconded by Board Member Glover. Motion carried unanimously. Vote: 4-0.

3. New Business:

A. COP19-31: 8 Oakland St. Applicant: Kyle Russell

Chairman Frisbee called for the next item on the agenda. David Hardegree, City Planner stated the applicant is the new owner of the property and wishes to remodel the interior as well make changes to the exterior. Currently, the right front side of the house has a second entrance with a porch and gabled roof. The applicant is proposing to: Replace vinyl siding and cornice with hardi-plank siding; Replace door and gabled entryway with bay windows; Replace front door with new door; Clean and paint stucco crawlspace wall; Replace tile flooring on front porch with brick pavers or wood plank or composite material; Replace four sets dual wood columns on front porch with four craftsman style columns; Remove, or replace right side window on front porch (bathroom window); Replace three round support columns on carport with new wood column supports; Add a lattice screen to new carport support columns.

Mr. Hardegree stated the house is recently historic, but is non-contributing. The proposed changes will likely not harm the home structurally or devalue the home.

Kyle Russell, Applicant, came forward to answer questions from the Board. The Board discussed: the age of the home, windows, painting the stucco and options for the carport.

Chairman Frisbee opened the floor for public hearing, with no one coming

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forward the public hearing was closed.

Board Member Glover made a motion to approve the application as submitted with the option for the applicant to enclose the entire garage with the same siding as house (add garage door as needed), or to add a lattice screen to new carport support columns. Motion was seconded by Board Member Galland. Motion carried unanimously. Vote: 4-0.

B. COP19-32: 210 W. Main St. Applicant: Ben and Stephanie Harbour

Chairman Frisbee called for the next item on the agenda. David Hardegree, City Planner stated the applicant is proposing to add 2-story porch to the front façade of home and an 8ft privacy fence along western property line adjacent to 214 W. Main St. The proposed changes will also require a variance approval from the Board of Zoning Appeals due to setback encroachment.

Stephanie Harbour, Applicant, came forward to answer questions from the Board. She explained that the residential home behind her requested an 8-foot privacy fence after the over-grown bamboo was removed. She stated that they have made improvements to the interior of the home and are now looking to update the exterior.

The Board discussed that the craftsman-style proposed porch is not appropriate for the home, and were not in favor of a balcony addition. The Board recommended for the applicant to redesign the porch to incorporate more simplistic and colonial revival-styled elements. The revised design submittal should include side and front elevations.

Mrs. Harbour withdrew her application submittal for the porch and side awning and agreed to reapply with a new design.

Board Member Glover made a motion to approve the installment of a wooden, shadow box fence, 6 foot in height, along the western property line. Motion was seconded by Board Member Carr. Motion carried unanimously. Vote: 4-0.

C. COP18-08 REV2: 553 W. Main St. Applicant: Rodney and Rita Beegle

Chairman Frisbee called for the next item on the agenda. David Hardegree, City Planner stated the applicant was previously approved to build a 22' x 24' master bedroom and bath addition to the left front corner of home. The Applicant would like to add a 24'' x 36'' awning window to the porch-side addition to allow ventilation and natural light.

Rodney Beegle, Applicant, came forward to answer questions from the Board. The Board thanked Mr. Beegle for returning to the Board with the change. Mr. Beegle confirmed that the window will match the existing windows.

Board Member Pritchett made a motion to approve the 24'' x 36'' awning window. Motion was seconded by Board Member Carr. Motion carried unanimously. Vote:4-0.

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4. Staff or Commission Comments

A. Anverse Microwave Dish. 13 Wall St.

Mr. Hardegree stated that Anverse Inc. (Radio Station) is relocating a 12ft. diameter microwave dish from an off-site location to the Anverse location at 13 Wall Street. Initial discussions placed the dish on top of the radio station, a very conspicuous location. The new location places the dish to the rear of the building in the courtyard adjacent to Gilmer St. The satellite will be pointed to the southwest over the building. A landscape screen may be added along Gilmer St. to disguise the dish.

B. Design Standards Update


Mr. Hardegree gave the Board an update on the Design Standards. The first hearing for the Text Amendment will be heard at the second meeting in January, and the second reading will be heard the first week in February. The Board thanked Mr. Hardegree for all his hard work. The Design Standards are unrelated to the Moratorium.

Board Member Pritchett made a motion to approve the new Design Standards. Motion was seconded by Board Member Carr. Motion carried unanimously. Vote:5-0.

Board Member Gregory voted to approve via proxy letter. Letter will be attached to the Minutes.

5. Adjourn

Board Member Pritchett made the motion to adjourn. The meeting adjourned at 7 p.m. The next scheduled HPC meeting is Tuesday, January 21st, 2019 at 5:30 PM

/s/ 
Greg Frisbee
Chairman

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LAWRENCE D. GREGORY
HPC Board Member
321 W. Cherokee Ave.
P.O. Box 1744
Cartersville, Ga. 30120
770-382-8087 (h) 470-334-6154 (c)

12/15/2019

Proxy Letter:

Cartersville Historic Preservation Commission

Board Members,

I have read the summary of the Phase 1 revisions to the HPC Ordinances and Design Standards dated December 13th, 2019.

I would like to vote my approval of these revisions.

I would like my approval vote, per this proxy, entered into the December 17th, 2019 HPC meeting minutes.

Thank You,

**Larry Gregory
Cartersville HPC
Board Member**

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**Cartersville Historic Preservation Commission
Memo**

December 13th, 2019

RE: Summary of HPC Ordinance and Design Standards, Phase 1 Revisions

To all HPC members,

The following pages represent a summary of the Phase 1 revisions to the HPC ordinance and Design Standards. Major changes have been highlighted in the final document draft. A summary of SHPO comments is included.

The purpose of these revisions is to address concerns expressed by City Council and by you regarding conflicts, vagueness and inconsistencies that, in my judgement, originated by adopting the HPC ordinance and design guidelines in multiple phases, drafted by multiple authors, as the ordinance evolved from 2000-2010.

These revisions are the first step in what may be a multi-step process to update the HPC ordinance, design standards, and historic resource surveys.

The revisions are intended to:

- Clearly define what is a Requirement versus Recommendation;
- Eliminate or clarify confusing text or references;
- Provide clearer direction and instruction to property owners regarding the rehabilitation, renovation, restoration, modification or demolition of structures; and,
- Clearly state what preservation actions are allowed, or not allowed, thereby improving the HPCs ability to review a project and waive or vary a requirement for unique circumstances.

This final draft also includes the following revisions that were not discussed at a previous meeting:

- Substitute “shall” for “must” to maintain consistent terminology. Fifteen substitutions were made. *(i.e DBD Design Guidelines, Part 1., par. 2: In filing for a certificate of appropriateness all requirements **must shall** be complied with and so indicated....)*
- Remove (7) references to “color.”

Please review the final draft document and be prepared to discuss any final revisions at Tuesday’s HPC meeting. If the commission takes action to approve these draft revisions, it is my intention to include an ordinance text amendment at the January 16th and Feb 6th Council meetings

Sincerely,

David

Cc: KLovell, Esq

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Sec 9.25-36. - Design guidelines Standards. (Major Revisions highlighted)

- (a) *Identification of design guidelines standards:* Concurrent with, or immediately following, the designation of any historic district, site, object, building, structure, or work of art, the historic preservation commission shall recommend to the city council a set of "design guidelines standards." The guidelines standards are intended to identify the characteristic features of the designation that will be used in determining the compatibility of new construction or alteration of size, location, materials, style, rhythm, and any other quality deemed by the historic preservation commission to contribute to the character of the historic property. Standards will be used in evaluating the appropriateness of a project for both contributing and non-contributing properties and structures.
- (b) Procedure for adoption of design guidelines standards. The historic preservation commission shall draft and recommend the proposed design guidelines standards or amendments to the standards, to the city council at a public hearing. Adoption of the guidelines standards or revisions to the standards by the city council may only be considered after the historic preservation commission's recommendation and following a public hearing as follows: The city council shall hold a public hearing on the adoption of the design guidelines standards or revisions to the standards. Notice of the hearing shall be published in at least three (3) consecutive issues in the legal organ newspaper within Cartersville, Georgia. All such notices shall be published not less than ten (10) nor more than twenty (20) days prior to the date set for the public hearing.
- (c) Concurrent action: The historic preservation commission may recommend, and the city council may consider and adopt, the design guidelines standards or revisions to the standards at the same public hearing and/or meeting as the designation of the corresponding historic district or historic property. The legal notices for the guidelines and designated area(s) may be combined into one notice if the hearings are to be combined.

(Ord. No. 19-01, § VI, 5-17-01)

Sec. 9.25-37. – Definitions

Certificate of Preservation. A document evidencing approval by the historic preservation commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district. This is also referred to as a certificate of appropriateness in O.C.G.A. 44-10-20 et seq. and the terms are interchangeable under the ordinance.

Design Guideline. A Design Guideline, or Guideline, is hereby defined as a recommendation by the Historic Preservation Commission that adheres to traditional and commonly recognized historic preservation practices. A guideline is not a requirement.

Design Standard. A Design Standard, or Standard, is hereby defined as a design requirement for a Certificate of Preservation but may be varied or deemed not applicable by the Historic Preservation Commission.

Exterior architectural features. The architectural style, general design and arrangement of the exterior of a building or other structure, including, but not limited to building material and the type and style of windows, doors, signs, and other appurtenant architectural fixtures, features, details or elements relative to the foregoing.

Text Amendments to HPC DBD and Residential Design Standards Updated 12-12-19

Exterior environmental and, features; landscape features. All those aspects of the landscape or the development of a site which affect the historical character of the property, i.e., walls, fences, paving, walks, drives, etc., but not plants, trees, or flowers of any kind.

Historic: For the purposes of historic preservation, a historic structure is one that is 50 years of age or older. A historic structure may be contributing or non-contributing.

Historic district. A geographically definable area which contains structures, buildings, objects, sites, works of art, or a combination thereof which exhibit a special historical, architectural, or environmental character as designated by the Commission.

Historic property. An individual building, structure, site, object, or work of art which exhibits a special historical or architectural character as designated by the Commission.

Material change in appearance. A change that will affect either the exterior architectural or environmental features of a historic property or any buildings, structure site, object, landscape feature or work of art within a historic district, such as:

- (1) A reconstruction or alteration of the size, shape, or facade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details, or elements;
- (2) Demolition or relocation of a historic structure;
- (3) Commencement of excavation for construction purposes;
- (4) A change in the location or design of advertising visible from the public right-of-way on any historic property; or
- (5) The erection, alteration, restoration, or removal of any building, structure, object, or work of art within a historic property, including walls, fences, steps, and pavements or other appurtenant features.

(Ord. No. 19-01, § VII, 5-17-01; Ord. No. 47-04, § 8, 6-17-04)

Sec. 9.25-52. - Downtown Business Historic District.

The City Council of the City of Cartersville adopts the Downtown Business Historic District as indicated herein.

- (a) *Boundaries.* The boundaries of the Downtown Business Historic District are as follows:

Begin at the point of intersection of the northern right-of-way of Leake Street with the Eastern right-of-way of S. Bartow Street, said point being the Point of Beginning.

Thence along the northern right-of-way of Leake Street to the point of intersection with the western right-of-way of S. Tennessee Street; thence along the western right-of-way of S. Tennessee Street and N. Tennessee Street to the point of intersection with the northern right-of-way of Church Street, thence along the northern right-of-way of Church Street to the point of intersection with the western right-of-way of Gilmer Street; thence along the western right-of-way of Gilmer Street to the point of intersection with the northern property line of Bartow County Tax Parcel C00100001004; thence along the northern property line of Bartow County Tax Parcel C00100001004 and C00100001001 to the point of intersection with the eastern right-of-way of Railroad Street a/k/a Museum Drive; thence along the eastern right-of-way of Railroad Street a/k/a Museum Drive to the point of intersection with the southern right-of-way of Church Street; thence along the southern right-of-way of Church Street to the point of intersection on the southern right-of-way of Church Street with western property line of Bartow County Tax Parcel C00200014001; thence along the eastern property line in a southerly direction to the point of intersection with the southern right-of-way of W. Cherokee Avenue being approximately 335 ' and being the point of intersection of the with the western property line of Bartow County Tax Parcel C00200013004; thence along the southern right-of-way of W. Cherokee Avenue to the point of intersection with the western right-of-way of Noble Street; thence along the western right-of-way of Noble Street to the point of intersection with the northern property line of Bartow County Tax Parcel C00200012002; thence along the northern property line of Bartow County Tax Parcels C00200012002, C00200012013, C00200012012, and C00200012011 to the point of intersection with the eastern right-of-way of N. Bartow Street; thence along the eastern right-of-way of N. Bartow Street and S. Bartow Street to the point of intersection with the northern right-of-way of Leake Street, said point being the Point of Beginning.

- (b) *Designation of contributing/non-contributing property owners list.* The following is a list of all properties and property owners of the Downtown Business Historic District and designation of each property as contributing or non-contributing pursuant to the City of Cartersville Historic Preservation Ordinance.

*Status N - Non Contributing C-Contributing

[Table of addresses omitted for TA revisions]

- (c) *Overlay map.* The zoning map of the City of Cartersville shall be amended to show the Downtown Business Historic District as an overlay on said zoning map and said overlay on said zoning map and said overlay shall be designated as the Downtown Business Historic District.

(d) The following design standards are adopted for the Downtown Business Historic District:

CARTERSVILLE HISTORIC PRESERVATION COMMISSION DOWNTOWN BUSINESS HISTORIC DISTRICT

GENERAL STANDARDS

INTRODUCTION

The following Downtown Business Historic District Design Standards are intended to identify the character-defining features of a site or structure used in determining the compatibility of the proposed alteration, repair, renovation, rehabilitation or restoration of an existing structure or the construction of a new structure regarding the appropriateness of the size, location, materials, style, rhythm, and any other quality deemed as contributing to the character of a historic property or structure as determined by the Historic Preservation Commission (Commission).

For items not addressed by the following standards or guidelines, the Commission will refer to the *U.S. Department of the Interior, Secretary of the Interior Standards for the Treatment of Historic Properties*, latest edition, for guidance.

Preservation of character-defining elements of historic buildings is a priority, and alterations and repairs should accurately represent the historic qualities of the buildings. Original documentation shall be used for restoration work, if available. Where original documentation is unavailable, interpretations of similar elements that occurred in the area may be considered.

In filing for a Certificate of Preservation all standards shall be complied with and so demonstrated on said application and supporting documentation. Guidelines, as indicated herein, may or may not be demonstrated in the application or supporting documentation for a Certificate of Preservation. Maintenance recommendations, if any, are included for informational purposes only and are not required to be included in an application for a Certificate of Preservation and as such shall not be considered by the Commission in reviewing said applications.

PART 1- EXISTING STRUCTURES:

1. *Changes in use:*

A change in use is not regulated, but every reasonable effort should be made to provide a compatible use for the building that will require minimal alteration to the building and its site.

2. *Original design character:*

Adhere to the original design character of the building. Analyze the building to determine which elements are essential to its character. Do not alter the structures' facade to make it appear newer or older than it actually is. The historic character of the Downtown Business Historic District should be expressed.

3. *Historical changes:*

Preserve older alterations that have achieved historic significance. An example is an addition or entryway that was added to the original building early in its history. More recent alterations that are not historically significant may be removed.

4. *Plan and implement strategies:*

Evaluate the historic property and create a plan for implementing strategies for preservation, rehabilitation, restoration, reconstruction, alterations to the exterior, and additions.

Rehabilitation work shall not destroy the distinguishing character of the structure. Match the original material when feasible. Alternative materials shall be considered by the Commission. Deteriorated architectural features shall be repaired, rather than replaced, whenever possible. Patch, piece-in, splice, consolidate, or otherwise upgrade the existing material using recognized preservation methods whenever possible. Alternative materials shall be considered by the Commission.

Replacement of missing architectural elements shall be based on accurate duplications of original features. In the event replacement is necessary, the new material shall match that being replaced in design, color, texture, and other physical qualities. The design shall be substantiated by physical or pictorial evidence.

Where reconstruction of an element is impossible because of lack of historical evidence, a new design that relates to the building in general size, scale and material shall be considered using design elements that reflect the building's style.

During repair or rehabilitation, protect and maintain historic features that survive in generally good condition. Treatments include rust removal, caulking, sealing and repainting. Original materials and details that contribute to the historic significance of the structure shall be preserved.

When disassembly of a historic element is necessary for its rehabilitation, one shall use methods that minimize damage to the original materials. Devise methods of replacing the disassembled materials in their original configuration.

5. *Roofs:*

Preserve original pitch and shape of the roof forms where they contribute to the historic character of the building. Replace existing roof materials with the same type of material where it is visible from the street unless an alternative material is approved by the Commission. Rooftop mechanical systems, satellite dishes, and similar devices shall be unobtrusive and located out of public view unless approved by the Commission.

Maintain historic chimneys.

Do not remove ornamental roof features.

Do not use shingled, mansard roofs.

6. *Cornices:*

A cornice is the decorative strip along the top of most historic commercial buildings. It caps off the facade physically and visually. Cornices are usually constructed of brick, wood, cast iron, or sheet metal, and occasionally, the horizontal supporting beam acts as a cornice.

Original cornices shall be preserved. Damaged cornices shall be repaired without disturbing the rest of the cornice, using like materials, unless an alternative material is approved by the Commission.

7. *Upper fronts:*

The upper front of a building is the section of the facade above the main storefront. Do not fill in upper window openings.

A second story addition **shall** maintain the historical architecture of the building. The addition of a front porch or balcony where none existed previously is prohibited unless approved by Commission.

8. *Facades:*

The basic commercial facade consists of two (2) main parts: the storefront and entrance with display windows; and the upper front, usually with regularly spaced windows and a cornice. The storefront and upper front are visually important.

The elements of the facade **shall** be retained as closely as possible to those of the original structure, using existing original materials unless an alternative material is approved by the Commission.

If parts of the facade are missing, design and reconstruction **shall** be based on historical, pictorial, or physical documentation. When documentation is unavailable, a new design for a missing element shall be compatible with the size, scale, and material of the historic building.

9. *Exterior Walls:*

Painting, sealing or applying other types of coatings to unpainted masonry is prohibited without Commission approval. One shall not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.

When repointing brick or other masonry walls, one **shall** use a historic mortar mix (softer than modern mixes), matching the original mortar joints.

Maintain historic exterior materials. As part of a renovation, repair damaged exterior materials with like materials only in the area of damage. One **shall** not use imitation or faux brick, stone, wood siding, metal siding or aggregates on the building façade unless approved by the Commission.

Maintain historic exterior materials. As part of maintenance, repair damaged exterior materials with like materials only in the area of damage. One **shall** not use imitation or faux brick, stone, wood siding, metal siding or aggregates on the building façade unless approved by the Commission.

10. *Storefronts:*

Common historic storefront design consists of large, thinly framed windows and a recessed entrance. Frequently, there is a cornice at the top of the storefront to separate it from the upper facade, and low bulkheads at the base of the storefront to protect the windows and define the entrance.

Historic storefronts **shall** be repaired rather than replaced or covered. Retain historic elements, such as bulkheads or cast iron columns. Storefronts can consist of a variety of materials similar to those of the rest of the building. If replacement of elements is required, new materials **shall** match the original in placement, composition, design, texture and other visual qualities. The frame can be wood, cast iron, or anodized

aluminum. Bulkheads are generally wood panels, aluminum-clad plywood, polished stone, glass, or tile.

Where the original storefront no longer exists, replacement **shall** be based on historical research, physical or pictorial evidence, and be compatible with nearby historic buildings. One **shall not** extend the storefront out of its place in the facade. It should be in the same plane as the upper facade and shall not extend beyond the original opening.

One **shall** retain transom windows, reopening previously covered transoms whenever possible. One **shall not** enclose, replace the window type, cover, or install air-conditioning units in transom windows.

11. *Exterior details:*

Details can be some of the most striking elements of a building's facade. Since the design and size of many commercial buildings are quite similar, their unique decorations should be noted and preserved.

Subtle wood details, such as window moldings, **shall** be retained. One **shall not** add architectural details where none existed before, such as colonial doors, small windowpanes, or storefront shutters unless approved by the Commission.

Decorative tile and structural, pigmented, beveled, stained, leaded or etched glass contributing to the original historic value of the structure **shall** be retained.

All decorative terra cotta and all forms of brick work and stonework **shall** be repaired and maintained. Historic cast iron and sheet metal decorations, common on many nineteenth century buildings, **shall** be preserved.

12. *Windows—Storefront:*

Retain large display windows characteristic of commercial buildings in their original size, shape, and proportions. Preserve original window components, replacing only damaged portions. When replacing glass or restoring windows, retain the original configuration, size and shape of the storefront opening.

Display windows shall use clear glass only; transom windows can be clear, tinted or stained. Neither shall have dividing mullions.

Restore previously enclosed display windows when the original design is documented.

One shall not fill in window spaces or add storm windows which obscure the historic windows. If dropped ceilings cover part of the window openings, have the drop setback so the entire window space appears open from the outside. One shall not add decorative exterior shutters that do not fit the windows.

13. *Windows—Upper front:*

Existing windows shall be repaired unless an alternative is approved by the Commission. If required, replacement windows shall fill the entire opening and match the original windows in material, configuration, and style. If an aluminum frame is used, it shall be painted to match the remaining windows. Storm windows shall be either mounted inside or painted to match the window sash.

Upper story windows help tie together all the facades on a street. They give a building the appearance of vitality and shall not be filled in or covered.

14. *Awnings and canopies:*

The canvas awning was an important design element common in the traditional storefront. Awnings shelter passersby, reduce glare, and conserve energy by controlling the amount of sunlight that hits the store windows. Movable awnings can be retracted allowing the sun to shine into a building in the winter and can be extended to shade the storefront from summer heat. Awnings can also effectively and tactfully disguise inappropriate storefront alterations.

There are a variety of materials for awnings, including canvas, vinyl-coated canvas, and carillon, a synthetic material. Standard street-level awnings shall be mounted between the display windows and the first-floor cornice or sign panel with the valance about seven (7) feet above the sidewalk. They shall reinforce the frame of the storefront without covering up the side piers, and shall project four (4) to seven (7) feet from the building. A twelve-inch valance flap is usually attached at the awning bar and can serve as a sign panel.

Canopies that are intact and are an integral part of the building shall be preserved. For smaller canopies one may consider the addition of a canvas over the rails, and a twelve- to twenty-four-inch skirt along the front and sides.

Guidelines:

Since the average life of an awning is between four (4) and seven (7) years, the only records of authentic awnings are old photographs or renderings, unless awnings have been maintained regularly through the years. Reference old photographs to determine an awning appropriate for a building. An awning can bring attention to a building, but care should be given to its design. Consider how it will appear in relation to the scale of a building to others on the street. An appropriately designed and placed awning can save money, identify a storefront, and create a pleasant sidewalk experience.

15. *Entrances and Doors:*

Retain original recessed entries where they exist. Use building symmetry to suggest location, preferably recessed and canted. Retain tiled entryway floors. On upper levels, maintain historic door placements. One shall not add new entrances to secondary levels on the facade.

Entrance doors on historic commercial buildings usually have a large, clear glass panel and are made of wood, steel, or aluminum. Replacement doors shall resemble the original in design, materials, size and proportions.

Retain doors, hardware, trim and the original number of doors and their original locations. One shall not install unfinished aluminum doors or residential doors. One shall not add transom or sidelight windows where none existed previously.

16. *Building Additions:*

1. Design an addition to be compatible with the historic building in mass, form, materials, and relationship of solid surfaces to windows and doors in the exterior walls, yet make the addition discernible from the original.
2. One shall not construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature.
3. Construct new additions so that there is the least possible loss of historic fabric and that the character-defining features of the historic building are not destroyed, damaged, or obscured.
4. Design new additions so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and views are retained.
5. Locate a new addition to the rear of the structure or behind the front façade.
6. New parking lots shall be located to the side or rear of a structure unless an alternate location is approved by the Commission.

PART TWO- NEW BUILDING CONSTRUCTION1. *Building form and scale:*

Any new building constructed in the Downtown Business Historic District will make a significant visual impact on the streetscape. It is important to consider the character and scale of the surroundings and adjacent buildings to insure the new structure will be compatible. New buildings shall appear similar in mass and scale to historic structures in the area. Use building forms and roof forms that match those used historically.

Building height shall be comparable to adjacent structures. Where new building facades will be wider than those found traditionally, subdivide the surface into proportions similar in scale to historic facades by varying setback, roof forms, and materials. New construction shall be sensitive to the size, scale, proportion, material, shape, texture, and rhythm of its neighbors.

2. *Reconstruction*

Infill designs should not attempt to duplicate the period and style of the adjacent buildings, or try to look "old" by using period proportions and materials. The designs should complement the buildings in the area but represent the style of the period in which it is built.

Reconstruction may be considered as a treatment when: 1) a contemporary depiction is required to understand and interpret a property's historic value, (2) no other property with the same associative value has survived; and, 3) when sufficient historical documentation exists to ensure an accurate reproduction.

3. *Building orientation and site-placement:*

New buildings will respect the placement of nearby historic buildings by being placed at a setback equal to that of nearby similar historic buildings or similar buildings within the district. It is required to align new buildings with the established setbacks of the area. Nontraditional lots can be given special consideration by the HPC.

Buildings with party walls, such as those along Wall Street, Main Street, Public Square, and East Church Street (under the bridge) shall maintain zero lot line placement. New buildings on these streets will not have side setbacks, but will use party walls.

4. *Entrance orientation:*

New construction will face the same street as nearby similar buildings. Respect traditional designs used for building entrances of similar buildings in the district, using, for example, a recessed entrance where appropriate.

5. *Windows:*

The size and proportion of window and door openings of a building shall be similar to those on surrounding facades. The same applies to the ratio of window area to solid wall for the facade as a whole. Maintain the rhythm of the surrounding windows.

6. *Materials:*

Use building materials that are similar to those employed historically for all major surfaces. Brick, stone and terra cotta may be used in unlimited quantities.

Wood may be used on the first story (store-front level) for architectural elements such as pilasters, cornices, decorative raised panels, etc., but wood shall not be used as a general siding material.

Concrete and precast concrete use is limited to architectural elements such as window hoods, cornices, columns and capitals. Glazed block or ceramic tile may be used as accent material only.

Prohibited materials on building facades include metal, aluminum, or vinyl siding and preformed panels, or porcelain or baked enamel metal panels. Other materials may be used if their appearances are similar to those of historic building materials.

7. *Plant beds and plantings:*

The goal is to beautify the district and make it more pleasant for pedestrian traffic. Locate plantings in traditional areas of the site, such as along fences, walks, and foundations. Well-maintained concrete planters that harmonize with nearby buildings and existing streetscape are recommended.

8. *Walls and fences:*

The goal is to maintain the pattern of existing fencing in the Downtown Business Historic District and to use fencing and walls to screen parking and storage areas. Maintain traditional fence lines or dominant fence lines in the vicinity. New fence and wall designs shall be appropriate for the primary structure and reinforce the pedestrian scale instead of forming barriers or exclusionary walls.

Privacy fences shall not be placed flush with the facade of a building.

New fences should limit their impact by being placed behind the rear elevation and by using traditional materials, such as wood. Any obtrusive fence shall be further screened from public view by evergreen vegetation or a second traditional fence.

9. *Pavement:*

Historic walks and drives shall be repaired rather than replaced. If replacement is required, new materials shall match the original in placement, composition, design, texture and other visual qualities as determined by the Commission.

10. *Parking lots:*

Parking lots shall not be allowed in the front yard. Side or rear locations are required. Plan parking lots to be subdivided into small components so that the visual impact of large paved areas is reduced. Include islands of plantings in the interior of lots, and provide planting buffers at the edges of parking lots.

If walls are required to screen parking lots, then they shall be constructed at a height that screens parked vehicles. The facade line of nearby historic buildings shall be maintained. Traditional materials, such as brick, shall be used.

11. *Service areas and equipment:*

Screen service equipment and trash containers from public view. The visual impact of mechanical and electrical equipment shall be minimized. (See also walls and fences.)

12. *Signs:*

Signs shall be subordinate to the architecture and overall character throughout the district. Sign materials shall be compatible with the building materials. The types and sizes of signs allowed are defined in the sign ordinance of the City of Cartersville.

Position flush-mounted signs so they will fit within architectural features. Locate flush signs so they do not extend beyond the outer edges of the building front. Avoid obscuring ornament and detail.

Locate projecting signs along the first floor level of the facade. Positions near the building's entrance are encouraged. Locate pole-mounted signs in landscaped areas.

Where several businesses share a building, coordinate the signs. Align several smaller signs, or group them onto a single panel. Use similar forms or backgrounds for the signs to visually tie them together.

13. *Additions:*

New additions shall not obscure or confuse the essential form and character of the original building. Exteriors shall be compatible with the size, scale, material, and character of the main building and its environment.

New additions shall not be allowed that would hinder the ability to interpret the design character of the historic period of the district. Site additions back from the building front so they will not alter the historic rhythm of building fronts.

When locating additions to historic buildings, maintain the pattern created by the repetition of building fronts in the area. Locate additions so they will not obscure or damage significant ornamentation or detail. Special moldings, decorative windows, or

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dormers shall be preserved. Generally, additions shall be sited to the side or rear of the original structure.

14. *Demolition:*

Before demolition, one shall submit a site plan to the Commission for review that illustrates the proposed site development or plantings to follow demolition.

During and after demolition, protect the trees on the site from damage due to compaction of the soil by equipment or materials.

After demolition, clear the site promptly and thoroughly. Plant or develop the site promptly as approved in the proposed site plan.

(e) *Effective date.* This district shall become effective on April 1, 2004.

(Ord. No. 04-04, § 2, 2-5-04)

Sec. 9.25-XX (53 to 56) All Residential Districts (Olde Town, West End, Cherokee-Cassville, Grainger Hill). The design standards for the four residential districts may be replaced by one set of residential design standards.

INTRODUCTION

The following Residential Design Standards are intended to identify the character-defining features of a site or structure used in determining the compatibility of the proposed alteration, repair, renovation, rehabilitation or restoration of an existing structure or the construction of a new structure regarding the appropriateness of the size, location, materials, style, rhythm, and any other quality deemed as contributing to the character of a historic property or structure as determined by the Historic Preservation Commission (Commission).

For items not addressed by the following standards or guidelines, the Commission will refer to the U.S. Department of the Interior, Secretary of the Interior Standards for the Treatment of Historic Properties, latest edition, for guidance.

In filing for a Certificate of Preservation all standards shall be complied with and so demonstrated on said application and supporting documentation. Guidelines, as indicated herein, may or may not be demonstrated in the application or supporting documentation for a Certificate of Preservation. Maintenance recommendations, if any, are included for informational purposes only and are not required to be included in an application for a Certificate of Preservation and, as such, shall not be considered by the Commission in reviewing said applications.

Generally:

1. It is not appropriate to introduce structures or contemporary equipment such as satellite dishes, solar collectors, playground equipment, heating and air units, storage units, and swimming pools, in locations that compromise the historic character of the building or site. Locate such features unobtrusively, and screen them from view.
2. When planning to alter the topography of a site substantially through grading, filling, or excavation, one shall contact the Cartersville Planning and Development Department to confirm that the proposed changes comply with the city building code and development regulations.
3. When remodeling historic structures or constructing new structures in historic districts, care shall be taken in retaining and preserving the historic relationship between buildings and related features of the district, to include but not be limited to, site topography, retaining walls, foundation plantings, hedges, walkways, driveways, parking lots, trees, gardens, yards, arbors, ground cover, fences, accessory buildings, patios, terraces, and significant vistas and views.

PART ONE- MAINTAINING, REPAIRING, AND REPLACING EXISTING STRUCTURES**A. Wood:**

1. Repair historic wooden features using the recognized preservation methods for patching, consolidating, splicing, and reinforcing.
2. If replacement of a deteriorated detail or element of a wooden feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials only if using the original material is not feasible.
3. If replacement of an entire wooden feature is necessary, replace it in kind, matching the original in design, dimension, detail, and texture. Use compatible substitute materials only if using the original material is not feasible.
4. If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, material, and texture with the historic building and district.
5. One shall not clean wooden features and surfaces with destructive methods such as sandblasting, power washing, and using propane or butane torches. Clean using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Chemical strippers can be used only if gentler methods are ineffective.
6. One shall not strip historically painted surfaces down to bare wood and apply clean stains or finishes to create a natural wood appearance.
7. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
8. One shall not replace or cover wooden siding, trim, or window sashes with contemporary substitute materials such as aluminum, masonite or vinyl without approval from the Commission. However, in order to maintain continuity, material for additions, as well as out buildings, shall closely match the house.
9. One shall not introduce wooden features or details to a historic building to create a false historic appearance.
10. Preserve wooden features that contribute to the overall historic character of a building and site, including such functional and decorative elements as siding, shingles, cornices, architrave, brackets, pediments, columns, balustrades, and architectural trim.
11. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed.
 - a. When retaining and cleaning painted surfaces, it is required that the gentlest means possible be used. It is further required that historic structures be painted only when the paint film is damaged or deteriorated.
 - b. Protect and maintain wooden surfaces and features through appropriate methods. Inspect for and repair signs of moisture damage, mildew, and fungal or insect infestation. Keep wooden joints properly sealed or caulked to prevent moisture infiltration.
 - c. Treat traditionally unpainted, exposed wooden features with chemical preservatives to prevent or slow their decay and deterioration.

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- d. Retain protective surface coatings, such as paint, to prevent damage from ultraviolet light and moisture.

B. *Masonry:*

1. Retain and preserve masonry features that contribute to the overall historic character of a building and a site, including walls, foundations, roofing materials, chimneys, cornices, quoins, steps, buttresses, piers, columns, lintels, arches, and sills.
2. Protect and maintain historic masonry materials, such as brick, terra cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their constructive features, including bond patterns, corbels, water tables, and unpainted surfaces.
3. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, patching damaged or deteriorated masonry. One shall not apply a waterproof coating to exposed masonry.
4. Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration.
5. Before repointing, carefully remove deteriorated mortar using hand tools. Replace the mortar with new mortar that duplicates the original in strength, texture, and composition. Match the original mortar joints in width and profile.
6. If replacement of a deteriorated detail, module, or element of a masonry feature or surface is necessary, replace only the deteriorated portion in kind rather than the entire surface or feature. Use compatible substitute materials only if using the original material is not technically feasible.
7. If replacement of a large masonry surface or entire feature is necessary, replace it in kind, with matching, substitute materials only if using the original material is not technically feasible.
8. If a masonry feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, and material of the historic building and district.
9. **One shall not paint, coat, or waterproof unpainted masonry surfaces.** Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
10. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Inspect surfaces and features for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
 - b. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers, and rising through capillary action.
 - c. Clean masonry only when necessary to remove heavy soiling or prevent deterioration. Use the gentlest means possible.
 - d. Repaint painted masonry surfaces when needed.
 - e. Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. One

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shall not clean masonry features and surfaces with destructive methods, including sandblasting, high-pressure water blasting, and power washing.

C. *Architectural metals:*

1. Retain and preserve architectural metal features that contribute to the overall historic character of a building and a site, including such functional and decorative elements as roofing, flashing, cornices, railings, hardware, casement windows, and fences.
2. Retain and preserve architectural metals, such as copper, tin, brass, cast iron, wrought iron, lead, and terneplate, which contribute to the overall historic character of the district.
3. If replacement of deteriorated detail or element of an architectural metal feature is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible
4. If replacement of an entire architectural feature is necessary, replace it in kind, matching the original feature in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible
5. If an architectural metal feature is completely missing, replace it with a new feature based on accurate documentation of the original design or a new design compatible in scale, size, and material with the historic building and district.
6. Repair deteriorating architectural metal features and surfaces using recognized preservation methods for splicing, patching, and reinforcing.
7. One shall not introduce architectural metal features or details to a historic building in an attempt to create a false historical appearance.
8. One shall not patch metal roofs or flashing with tar or asphalt products.
9. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain architectural metal surfaces and features through appropriate methods:
 1. Inspect for signs of moisture damage, corrosion, structural failure or fatigue, galvanic action, and paint film failure.
 2. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
 3. Clear metal roofs and gutters of leaves and debris.
 - b. Retain protective surface coatings, such as paint and lacquers, to prevent corrosion.
 - c. Clean when necessary to remove corrosion or to prepare for recoating. Use the gentlest effective method.
 - d. Repaint promptly when paint film deteriorates.
 - e. Clean soft metals, including lead, tin, terneplate, and copper, with chemical solutions after pretesting them to ensure that they do not damage the metal surface.

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It is not appropriate to clean soft metal surfaces with destructive methods like grit blasting.

- f. Clean hard metals such as cast iron, wrought iron, and steel using the gentlest means possible. Consider low-pressure glass bead blasting only if hand scraping and wire brushing have been ineffective.

D. *Paint:*

1. Preserve and protect original exterior building surfaces and site features that were painted by maintaining a sound paint film on them.
2. One shall not paint brick, stone, copper, bronze, concrete, or cement block surfaces that were historically unpainted. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
3. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
4. One shall not remove paint films through destructive methods such as sandblasting, water blasting, power washing, or the use of propane or butane torches.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain previously painted exterior surfaces in appropriate ways:
 1. Inspect painted surfaces for signs of discoloration, moisture damage, mildew, and dirt buildup.
 2. Clean painted surfaces to avoid unnecessary repainting. Use the gentlest means possible.
 3. Remove deteriorated and peeling paint films to the first sound paint layer before repainting. Use the gentlest means possible, such as hand scraping and hand sanding. Use electric heat guns and plates with caution and only if gentler methods are ineffective.
 4. Ensure that surfaces to be repainted are clean and dry, and that any exposed wood or metal surface has been primed so that new paint will bond properly.
 - b. Repaint previously painted surfaces with compatible paint.

E. *Roofs:*

1. Retain and preserve roofs and roof forms that contribute to the overall historic character of a building, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices, unless approved by the Commission.
2. If replacement of a partially deteriorated roof feature is necessary, replace only the deteriorated portion in kind to match the original feature in design, dimension, detail, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
3. If full replacement of a deteriorated historic roofing material or feature is necessary, replace it in kind, matching the original in scale, detail, pattern, design, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.

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4. If a roof feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, and material, with the historic building and district.
5. One shall not remove a roof feature that is important in defining the overall historic character of a building rather than repair and replace it.
6. If new gutters and downspouts are needed, install them so that no architectural features are lost or damaged. Retain the shape of traditional half-round gutters and downspouts if replacing them.
7. One shall not replace concealed, built-in gutter systems with exposed gutters.
8. One shall not introduce new roof features such as skylights, dormers, or vents if they will compromise the historic roof design, or damage character-defining roof materials or the character of the historic district.
9. One shall not install ventilators, solar collectors, antenna, skylights, or mechanical equipment in locations that compromise character defining roofs or on roof slopes prominently visible from the street.
10. One shall not install exposed tarpaper rolls as a finished roofing material or roofing tar as a replacement for valley flashing.
11. One shall not patch any roofing or flashing with tar or asphalt product.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain the metal, wooden, and masonry elements of historic roofs through appropriate methods:
 1. Inspect for signs of deterioration and moisture penetration.
 2. Clean gutters and downspouts to ensure proper drainage.
 3. Replace deteriorated flashing as necessary.
 4. Reapply appropriate protective coats to metal roofs as necessary.
 5. Maintain adequate ventilation of roof sheathing to prevent moisture damage.
 6. Ensure that roofing materials are adequately anchored to resist wind and water.
 7. Re-fasten loose (or replace damaged) shingles, slates, or tiles.
 - b. Repair historic roofs and their distinctive features through recognized preservation methods for resetting or reinforcing.

F. *Exterior walls:*

1. Retain and preserve exterior walls that contribute to the overall historic form and character of a building, including their functional and decorative features, such as cornices, foundations, bays, quoins, arches, water tables, brackets, and entablatures.
2. Retain and preserve exterior wall materials that contribute to the overall historic character of a building, including brickwork, stucco, stone, wooden shingles, wooden siding, asbestos siding, and metal, wooden, or masonry trim work.
3. Repair exterior wall surfaces, details, and features using recognized preservation repair methods for the surface material or coating.

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4. If the replacement of a deteriorated detail or element of an exterior wall is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original in design, dimension, detail, texture, pattern, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
 5. If replacement of an entire exterior wall or feature is necessary because of deterioration, replace it in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible. 6. If an exterior wall or feature is completely missing, replace it with a new wall or feature based on accurate documentation of the original or new design compatible with the historic character of the building and the district.
 7. One shall not introduce new features such as window or door openings, bays, vents, balconies, or chimneys to character-defining exterior walls if this will compromise the architectural integrity of the building.
 8. One shall not remove or cover any material detail associated with exterior walls, including decorative shingles, panels, brackets, bargeboards, and corner boards unless supported by historic documentation.
 9. One shall not cover historic wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or contemporary substitute materials.
 10. It is not appropriate to introduce features or details to an exterior wall that would create a false historical appearance.
- G. *Driveways, walkways and off-street parking:*
1. During rehabilitation and/or repair which requires a Certificate of Preservation the following standards shall be observed:
 - a. Driveways, walkways and off-street parking should be gravel, brick, concrete, or paved with appropriate textured asphalt.
 - b. Care should be taken not to injure nearby trees by intruding on the root areas.
 - c. Design new driveways, walkways to be compatible in location, spacing, configuration, and dimension with existing walkways and driveways that contribute to the overall historic character of the district.
 - d. One shall not locate new parking areas where they are visible from the street, or to significantly alter the proportion of built area to yard area.
 - e. One shall not locate parking where it will obstruct the principal structure.
- H. *Lighting:*
1. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Lighting of walkways, driveways and off-street parking shall retain and preserve mechanically sound exterior fixtures that contribute to the overall historic character of a building, site or streetscape.
 - b. If replacing missing or deteriorated historical exterior fixtures, replace with fixtures that are similar in appearance, scale, and material to the original.

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- c. The introduction of indiscriminate permanent area lighting, illuminating facades of houses with harsh floodlight, or creating a runway effect with multiple footlights along front walks is not allowed unless approved by the Commission.

I. *Windows and doors:*

1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, and blinds.
2. Retain and preserve doors that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.
3. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.4. If replacement of a deteriorated window or door unit is necessary, replace the unit in kind, matching the design and dimension of the original sash or panels, pane configuration, architectural trim, detailing, and materials. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a window or a door is completely missing, replace it with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building.
6. Replace deteriorated or missing wooden shutters with historically appropriate wooden shutters sized to fit the opening. Do not introduce shutters on a historic building if no evidence of earlier shutters exists.
7. If additional windows and doors are necessary for a new use, install them on a rear or non-character-defining facade of the building, but only if they do not compromise the architectural integrity of the building. Design such units to be compatible with the overall design of the building, but not to duplicate the original.
8. One shall not remove original doors, windows, shutters, hardware, and without approval from the Commission.
9. One shall not remove any detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery, unless supported by historic documentation.
10. One shall not use snap-in muntins to create false divided-light appearance.
11. One shall not replace clear glazing with tinted or opaque glazing.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods:
 1. Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
 2. Clean the surface using the gentlest means possible.
 3. Limit paint removal and reapply protective coatings as necessary.

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4. Reglaze sash as necessary to prevent moisture infiltration.
 5. Weather-strip windows and doors to reduce air infiltration and increase energy efficiency.
- b. Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing, and reinforcing.
 - c. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with the existing meeting rail.
 - d. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door and frame. Select storm doors with a painted, stained, or baked-enamel finish that is compatible with the existing door. Bare aluminum storm doors are not appropriate.
 - e. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.

J. *Entrances, porches, and balconies:*

1. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including such functional and decorative elements as columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
2. When repairing historic entrances, porches, balconies and their distinctive features and materials, use recognized preservation methods for patching, consolidating, splicing, and reinforcing.
3. If replacement of a deteriorated detail or element of an entrance, porch or balcony feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of an entire entrance, porch or balcony feature is necessary because of deterioration, replace in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible..
5. If a feature or an entire entrance, porch or balcony is missing, replace it with a feature based on accurate historic documentation or a new design compatible with the historic character of the building and the district.
6. One shall not enclose a front porch or balcony without approval from the Commission. 7. One shall not remove any detail material associated with entrances and porches, such as graining, spindle-work, beveled glass, or beaded board, unless supported by historic documentation.
8. One shall not remove an original entrance or porch or add a new entrance or porch on a primary facade.

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9. One shall not introduce features or details to a historic entrance, porch or balcony that would create a false historical appearance.

K. *Utilities and energy retrofit:*

1. If a new mechanical system is needed, install it so that it causes the least amount of alteration to the building's exterior facades, historic building fabric, and site features.
2. Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather stripping and caulking, and by introducing energy-efficient features, such as awnings, operable shutters, and storm windows and doors, where appropriate.
3. Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, and operable windows, transoms, shutters, and blinds.
4. Locate portable window air-conditioning units on rear facades or inconspicuous side facades.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
 - a. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with existing meeting rails.
 - b. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door or frame. Select storm doors with a painted, stained, or baked-enamel finished that is compatible with the existing door. Bare aluminum storm doors and storm windows are not appropriate.
 - c. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.
 - d. In general, the introduction of underground utility lines to reduce the intrusion of additional overhead lines and poles is encouraged. However, in trenching, take care to avoid archaeological resources and the roots of trees.

L. *Accessibility, health, and safety considerations:*

1. In considering changes to a historic building, review accessibility and life safety code implications to determine if the proposed change is compatible with the building's historic character and setting or will compromise them.
2. Meet accessibility and life-safety building code requirements in such a way that the historic building's character-defining facades, features, and finishes are preserved.
3. Determine appropriate solutions to accessibility with input from the Commission, historic preservation specialists and local disability groups.
4. Introduce new or additional means of access that are reversible and that do not compromise the original design of a historic entrance or porch.
5. Work with code officials to explore alternative methods of equal or superior effectiveness in meeting safety code requirements while preserving significant historic features.

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6. Locate fire doors, exterior fire stairs, or elevator additions on side or rear facades. Design such elements to be compatible in character, materials, scale, proportion, and finish with the historic building.

M. *Aesthetic recommendations:*

1. Survey in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
2. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip lines of trees.
3. Limit the size and scale of an addition in relationship to the historic building so that it does not diminish or visually overpower the building.

PART TWO- ADDITIONS AND NEW BUILDING CONSTRUCTION

A. Additions to historic buildings:

1. Design an addition to be compatible with the historic building in mass, materials, and relationship of solids to windows and doors in the exterior walls, yet make the addition discernible from the original.
2. One shall not construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature.
3. One shall not construct an addition that significantly changes the proportion of built mass to open space on the individual site.
4. Construct new additions so that there is the least possible loss of historic fabric and so that the character-defining features of the historic building are not destroyed, damaged, or obscured.
5. Design new additions so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and view are retained.
6. Locate a new addition on an inconspicuous elevation of the historic building, usually the rear one.

B. New Building Construction:

1. New site construction shall be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of orientation, and distance from adjacent buildings.
2. Design new construction so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and views are retained.
3. Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
4. Design new buildings to be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of height, form, size, scale, massing, proportion, and roof shape.

Text Amendments to HPC DBD and Residential Design Standards Updated 12-12-19

5. Design the proportion of the proposed new building's front facade to be compatible with the front facade proportion of surrounding buildings.
6. Design the spacing, placement, scale, orientation, proportion, and size of window and door openings in proposed new construction to be compatible with surrounding buildings that contribute to the special character of the historic district.
7. Select windows and doors for proposed new building that are compatible in material, subdivision, proportion, pattern, and detail with the windows and the doors of surrounding buildings that contribute to the special character of the historic district.
8. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in surrounding buildings that contribute to the special character of the historic district in terms of composition, scale, module, pattern, detail, texture, finish and sheen.
9. Design new buildings so that they are compatible with but discernible from historic buildings in the district.

Recommendations:

1. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip line of trees.

PART THREE- RELOCATION OF STRUCTURES

1. Before moving a historic structure, document its original setting and context. Use photographs, site plans, or other graphic or written statements to record existing site conditions.
2. Enlist contractors experienced in moving historic buildings to do the following:
 - a. Determine the structural condition of the property before the move.
 - b. Coordinate the move with the utility companies and appropriate city departments.
 - c. Protect the structure from vandalism or weather damage before, during and after the move.
 - d. Minimize structural damage during the move.
3. Relocate a structure within the historic district only if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines for new construction.
4. Relocate a structure on a site within a historic district according to new construction guidelines for siting, orientation, plantings, and other pertinent aspects of site and setting.
5. Ensure that the relocation of a structure will not diminish or damage existing historic district buildings or the overall character of the district. Pay particular attention to the tree canopy along the route of the move.

Text Amendments to HPC DBD and Residential Design Standards Updated 12-12-19

6. Provide the HPC with site plan information for the proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.
7. If the original site of the structure to be relocated is within a historic district, before the move, submit to the Commission a site plan for proposed site features and plantings of the original site after the relocation.
8. Protect significant site features of the original site, the new site, and the route of the move during relocation.

PART FOUR- DEMOLITION

1. Before demolition, submit a site plan to the Commission illustrating proposed site development or plantings to follow demolition.
 2. During demolition, ensure the safety of any adjacent properties and historic resources. Also, during and after demolition, protect the trees on the site from damage due to compaction of the soil by equipment or materials.
 3. After demolition, clear the site promptly and thoroughly.
 4. After demolition, plant or develop the site promptly as approved in the proposed site plan.
- (e) *Effective date.* This district shall become effective on April 1, 2004.

(Ord. No. 04-04, § 2, 2-5-04; Ord. No. 51-08, § 1, 12-4-08)

HPC Design Standard Revisions---Phase 1
 SHPO comments from Sarah Rogers dated 11-7-19.

Comment No.	SHPO Comment	Comment Incorporated into Phase 1 Revisions?	Comment to be Considered in a Future Revision?	City Ord. Section Affected	Residential (R) or DBD
1	50 years of age or older	Y	---	9.25-37	---
2	consider: if a rezoning is required for a use change, formally ask the HPC for comment. If so, define process.	N	Not likely for zoning review. Likely for defining process	9.25-52, Part 1 (1)	DBD
3	historic	Y		9.25-52, Part 1 (2)	DBD
4	---	---	---	---	DBD
5	How are you defining this? What qualifies something as historically significant? What if the removal of recent alterations will damage the historic fabric?	N	Y	9.25-52, Part 1 (3)	DBD
6	When replacement is required, new features shall (should?) match the old in terms of design, texture, and when possible, materials.	N	Y	9.25-52, Part 1 (4)(par. 2)	DBD
7	consider having some rubric or guide for the commission about how they should determine if the level of deterioration warrants replacement vs. if it's able to be repaired.	N	Y	9.25-52, Part 1 (4)(par. 2)	DBD
8	consider having a separate style guide (either that you create yourself, pulled out of recent survey report, or use academic source) for common styles in the district & their character-defining features to cite if needed.	N	Y	9.25-52, Part 1 (4)(par. 4)	DBD
9	at closely resembles the makeup of the original mortar mix.	N	Y	9.25-52, Part 1; (9)(par. 4)	DBD
10	historic instead of original to capture historic elements that have come of age	Y	---	9.25-52, Part 1; (9)(par. 10)	DBD
11	such as	Y	---	9.25-52, Part 1; (11)(par. 2)	DBD
12	comma	Y	---	9.25-52, Part 1; (11)(par. 2)	DBD
13	remove	Y	---	9.25-52, Part 1; (11)(par. 4)	DBD
14	, configuration, and	Y	---	9.25-52, Part 1; (12)(par. 1)	DBD
15	when added, storm windows should be removable & framing elements should line up with existing window framing.	N	Y	9.25-52, Part 1; (12)(par. 4)	DBD
16	same comment as above re: storm windows	N	Y	9.25-52, Part 1; (13)(par. 1)	DBD

Item # 4

HPC Design Standard Revisions---Phase 1
 SHPO comments from Sarah Rogers dated 11-7-19.

Comment No.	SHPO Comment	Comment Incorporated into Phase 1 Revisions?	Comment to be Considered in a Future Revision?	City Ord. Section Affected	Residential (R) or DBD
17	remove	Y	---	9.25-52, Part 1; (14)(par. 4)	DBD
18	If restoring previously-enclosed entrances,	N	Y	9.25-52, Part 1; (15)(par. 1)	DBD
19	formatting + additional standard suggestion: ensure new construction is secondary to the historic building.	N	Y	9.25-52, Part 1; (16)(5)	DBD
20	---	---	---	---	DBD
21	move to materials section? Doesn't fit here.	N	Y	9.25-52, Part 2; (2)(par. 1)	DBD
22	remove	Y	N	9.25-52, Part 2; (6)(par. 4)	DBD
23	this seems more appropriate for rehab section, not new construction.	N	Y	9.25-52, Part 2; (9)	DBD
24	was this for additions or new construction or non-contributing buildings? Not internally consistent with additions section in part 1.	N	Y	9.25-52, Part 2; (13)(par. 2)	DBD
25	Also consider having staff reviewer reach out to HPD archaeologists to confirm if any known archaeological sites are within the project area.	N	Y	9.25-xx (53 to 56) Intro/ Generally (2)	R
26	Passive voice – use: care should be taken...	Y	---	9.25-xx (53 to 56) Intro/ Generally (3)	R
27	Remove. Anything within the district boundaries is designated, doesn't need to be explicitly called out.	Y	---	9.25-xx (53 to 56) Intro/ Generally (3)	R
28	parking lots	Y	---	9.25-xx (53 to 56) Intro/ Generally (3)	R
29	Font different than rest of document	Y	---	9.25-xx (53 to 56) Part 1; (A)(2)	R
30	OK for additions and outbuildings to have contemporary materials if they are contemporary construction.	N	Y	9.25-xx (53 to 56) Part 1; (A)(8)	R
31	That would create.... Applicants intent to create false history doesn't matter, just that the end product would result in it.	Y	---	9.25-xx (53 to 56) Part 1; (A)(9)	R
32	Recommend having a chart somewhere in here that IDs what kind of projects need a CoP/what level review (staff, HPC, no CoP needed)	N	Y	9.25-xx (53 to 56) Part 1; (A)(11)	R

HPC Design Standard Revisions---Phase 1
 SHPO comments from Sarah Rogers dated 11-7-19.

Comment No.	SHPO Comment	Comment Incorporated into Phase 1 Revisions?	Comment to be Considered in a Future Revision?	City Ord. Section Affected	Residential (R) or DBD
33	These could also be incorporated into a property maintenance section to help target demolition by neglect issues if they are present here	N	Y	9.25-xx (53 to 56) Part 1; (A)(11)(a-d)	R
34	Remove, qualifies this statement to only when repair is necessary. Some folks will want to apply waterproof coatings when repair is not necessary.	Y	---	9.25-xx (53 to 56) Part 1; (B)(3)	R
35	...cover, paint, coat, or waterproof...	N	Y (what does "cover" mean tarp, plywood, stucco, other?)	9.25-xx (53 to 56) Part 1; (B)(9)	R
36	remove	Y	---	9.25-xx (53 to 56) Part 1; (C)(9)(e)	R
37	unless supported by historic documentation.	Y	---	9.25-xx (53 to 56) Part 1; (F)(8)	R
38	That would	Y	---	9.25-xx (53 to 56) Part 1; (F)(10)	R
39	Add: Do not introduce new fixtures that would create a false historic appearance.	N	Y	9.25-xx (53 to 56) Part 1; (H)	R
40	Remove. Blinds are interior change that is not in commission's purview.	Y	---	9.25-xx (53 to 56) Part 1; (I)(8)	R
41	remove	Y	---	9.25-xx (53 to 56) Part 1; (I)(8)	R
42	unless supported by historic documentation	Y	---	9.25-xx (53 to 56) Part 1; (I)(9)	R
43	consider using positive tone here: one shall use true divided light windows.	N	Y	9.25-xx (53 to 56) Part 1; (I)(10)	R
44	Remove all references to color + add this language somewhere: when added, storm windows should be removeable & framing elements of the new storm window should line up with existing framing elements	N	Y	9.25-xx (53 to 56) Part 1; (I)(12)(c)	R
45	historic	Y	---	9.25-xx (53 to 56) Part 1; (J)(5)	R
46	unless supported by historic documentation	Y	---	9.25-xx (53 to 56) Part 1; (J)(6)	R
47	remove	Y	---	9.25-xx (53 to 56) Part 1; (J)(8)	R
48	that would	Y	---	9.25-xx (53 to 56) Part 1; (J)(9)	R

HPC Design Standard Revisions---Phase 1
 SHPO comments from Sarah Rogers dated 11-7-19.

Comment No.	SHPO Comment	Comment Incorporated into Phase 1 Revisions?	Comment to be Considered in a Future Revision?	City Ord. Section Affected	Residential (R) or DBD
49	see comments about storms in previous section	N	Y	9.25-xx (53 to 56) Part 1; (K)(6)(a & b)	R
50	add: ramps should be located on a non-primary elevation, when feasible. They should not be anchored into the building.	N	Y	9.25-xx (53 to 56) Part 1; (L)	R
51	Move to next section	N	Y	9.25-xx (53 to 56) Part 1; (M)	R
52	Think about explicitly addressing dormer/ or second floor/pop-top additions somewhere in here	N	Y	9.25-xx (53 to 56) Part 2; (M)	R
53	To be secondary to the historic building	N	Y	9.25-xx (53 to 56) Part 2; (A)(1)	R
54	Add: new buildings should be representative of their own time.	N	Y	9.25-xx (53 to 56) Part 2; (B)(9)	R
55	Internal recommendation: if relocation is within a National Register-listed district or is an individually-listed property, contact HPD's National Register staff to discuss how the relocation may impact the NR status.	N	Y	9.25-xx (53 to 56) Part 3	R



City of Cartersville

City Council Meeting

3/5/2020 7:00:00 PM

Consent to Demolish Structure(s) at 12 Aubrey Street

SubCategory:	Other
Department Name:	Planning and Development
Department Summary Recommendation:	The City condemned the house and structure(s) located at 12 Aubrey Street due to several reasons (sub-standard, unsanitary, unsafe to occupy, creating a nuisance and hazard, and it is unfit for human habitation). Per court order, the property owner had a choice to tear down the home or have it repaired and able to pass inspection within 90 days from October 21, 2019. There have been no improvements and the property owner has not complied with said court order. With that, we are requesting consent from Council to tear said house down, and place a lien on the property to cover all costs associated with demolition and removal.
City Manager's Remarks:	Your consent to tear down the structure at 12 Aubrey Street is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	

IN THE MUNICIPAL COURT OF THE CITY OF CARTERSVILLE
STATE OF GEORGIA

CITY OF CARTERSVILLE,)
THROUGH DONNA L. FRITZ, SENIOR)
CODE ENFORCEMENT OFFICER,)

Complainant,)

v.)

THE PROPERTY OF VANESSA)
CHAMBLISS a/k/a VANESSA STRONG)
BEING 12 AUBREY STREET,)

Owner.)

CONDEMNATION DOCKET
NUMBER: 02-2019

CITY OF CARTERSVILLE
GEORGIA
OCT 21 2019
FILED
MUNICIPAL COURT
FILED
MUNICIPAL COURT
OCT 21 2019
CITY OF CARTERSVILLE
GEORGIA

Item # 5

FINAL ORDER

This matter having come before the Court on the 21st day of October, 2019, and after presentation of the evidence, hearing from the Complainant, and the Owner having failed to appear, this Court finds as follows:

1. The premises and building known as 12 Aubrey Street, Cartersville, Georgia is sub-standard, unsanitary, unsafe to occupy, is creating a nuisance and hazard, and is unfit for human habitation.

THEREFORE, IT IS HEREBY ORDERED, that building located at 12 Aubrey Street, Cartersville, Bartow County, Georgia 30120 is declared to be unfit for human habitation, is a public nuisance and hazard, and that Owner has the choice of having the building torn down and removed within ninety (90) days from the date of this Order, or having the building repaired and able to pass inspection by the City of Cartersville within ninety (90) from the date of this Order.

IT IS FURTHER ORDERED, that if said building is not torn down and removed within ninety (90) days from the date of this Order, or repaired and able to pass inspection by the City of Cartersville within ninety (90) days from the Order of this Court, ~~a fine of Three Hundred and~~

No/100 ~~(\$300.00)~~ Dollars per day ~~will be imposed against Owner and~~ the City shall have the right to tear down and remove the building and place a lien upon the property for the ~~\$300.00~~ per ~~day~~, and all costs associated with the demolition and removal of the building.

SO ORDERED, this 21st day of October, 2019.



JUDGE, CITY OF CARTERSVILLE
MUNICIPAL COURT

ORDER PREPARED BY:



E. Keith Lovell,
Assistant City Attorney
Georgia Bar No. 459390

Archer & Lovell, PC
PO Box 1024
Cartersville, GA 30120
(770) 386-1116
keithlovell11@gmail.com

Item # 5

IN THE MUNICIPAL COURT OF THE CITY OF CARTERSVILLE
STATE OF GEORGIA

CITY OF CARTERSVILLE,)
THROUGH DONNA L. FRITZ, SENIOR)
CODE ENFORCEMENT OFFICER,)

Complainant,)

) CONDEMNATION DOCKET
) NUMBER: 02-2019

v.)

THE PROPERTY OF VANESSA)
CHAMBLISS a/k/a VANESSA STRONG)
BEING 12 AUBREY STREET,)

Owner.)

Item # 5

CERTIFICATE OF SERVICE

This is to certify that on this day I served the foregoing FINAL ORDER on the owner by
hand delivery
United States Mail postage-prepaid and addressed to:

Vanessa Chambliss a/k/a Vanessa Strong,
4006 Mercer University Drive, Apt 106D,
Macon, GA 31204 and

Vanessa Chambliss a/k/a Vanessa Strong
19 Mull Street
Cartersville, GA 30120

This 21st day of October, 2019.

Archer & Lovell, P.C.



E. Keith Lovell
Georgia Bar No. 459390
Archer & Lovell, P.C.
P.O. Box 1024
Cartersville, Georgia 30120
770-386-1116
keithlovell11@gmail.com



City of Cartersville

City Council Meeting
3/5/2020 7:00:00 PM
Demolition of 12 Aubrey Street

SubCategory:	Other
Department Name:	Planning and Development
Department Summary Recommendation:	We solicited bids for the removal of the structures located at 12 Aubrey Street, and only received two estimates. A&M Contracting provided the lowest estimate at \$8,950.00, and later provided an asbestos clearance letter. We recommend awarding demolition of 12 Aubrey Street to A&M Contracting.
City Manager's Remarks:	Your approval of demolition of 12 Aubrey Street for \$8,950 by A&M Contracting is recommended.
Financial/Budget Certification:	This is a budgeted item.
Legal:	
Associated Information:	

**CRANE GRADING COMPANY
375 PEEPLES VALLEY RD
CARTERSVILLE, GA 30121
770-382-6344**

January 27, 2020

City Of Cartersville
P. O. Box 1390
Cartersville, GA 30120

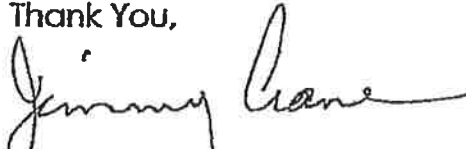
Charlie Waits

Crane Grading & Construction would like to submit the following proposal, for the Job located at 12 Aubrey St.

Demolish and remove the structure and debris in entirety. Includes house, out building, mailbox and seed & straw Disturbed area.

Total \$9,200

Thank You,


Jimmy Crane

Item # 6



January 30, 2020

1458 Grist Mill Drive
Acworth, GA. 30101
Office: (770) 974-8759
Fax: (770) 529-5279
Email: amdemo2003@yahoo.com

TO: City of Cartersville
EMAIL: cwalts@cityofcartersville.org

Re: Demolition proposal for 12 Aubrey Street, Cartersville, GA. 30120.

1. Demolish and remove house, slabs and footings for \$8,200.00.
2. Remove shed for \$750.00.
3. Have not inspected for asbestos containing materials.

Pricing excludes (if applicable): Removing any concrete or asphalt greater than 6 inches in depth or removing concrete that is found under an asphalt driveway(s) and/or parking lot(s), permit(s), rodent letter(s), asbestos abatement, retaining wall(s) and/or sidewalk(s) removal, tree and/or tree debris removal, grading, digging a basement, miscellaneous trash removal, lead testing and/or removal, locating sewer lines, oil and/or septic tank pumping, well closures, silt fence, tree save, construction entrances and/or stabilization. We will file the required notifications to the Georgia EPD and verify with the gas and electric company meters and lines are removed from the structure(s), gas is killed at the street and call as required by law the Utilities Protection Center before demolition begins. We comply with state and federal regulations and are insured with standard subcontractor demolition Insurance requirements, additional Insurance required will be added to the total price of project. Thank you for the opportunity to bid this project, we look forward to doing business with you. Please call me with any questions at (770) 318-5858.

* Terms are net 30 days. If payment is not received in 30 days, 1.5% per month interest charge will be imposed on the outstanding balance. Customer will be assessed any collection fees incurred. This contract is valid for 60 days.

Sincerely,

Authorized by,

Mr. Bob McCaughtry Jr.

City of Cartersville

Item # 6



February 19, 2020

**1458 Grist Mill Drive
Acworth, GA. 30101
Office: (770) 974-8759
Fax: (770) 529-5279
Email: amdemo2003@yahoo.com**

**TO: City Of Cartersville
Email: cwaits@cityofcatersville.org**

An asbestos inspection and assessment were conducted on the structure located at 12 Aubrey Street, Cartersville, GA. 30120.

Mr. Robert McCaughtry completed the inspection. Mr. McCaughtry has completed the asbestos and assessment course work and passed an exam that meets all requirements for EPA/AHERA/ASHARA approved accreditation and NESHAP Regulation training. A copy of Mr. McCaughtry' Asbestos Inspectors training certificate is attached.

The asbestos survey identified joint mud compound as suspected asbestos containing material (ACM). 6 samples of suspect materials were collected.

Samples of the suspect materials were submitted to Call Analytical Laboratories, Inc. 554 County Rd 62, Gaylesville, AL. 35973. Each sample was analyzed using Polarized Light Microscopy.

Sample ID	Sample Description
Sample #1	Hallway, J.C., tested negative
Sample #2	Left front room, J.C., tested negative
Sample #3	Rear room off kitchen, J.C., tested negative
Sample #4	Kitchen and bathroom, stick down floor tile, tested negative
Sample #5	Front right room, floor tile, tested negative
Sample #6	Window, glazing, tested negative

This structure has no asbestos containing materials and will not require abatement prior to demolition.

Mr. Robert McCaughtry

Item # 6



City of Cartersville

City Council Meeting
3/5/2020 7:00:00 PM
Pub Crawl Emergency Ordinance

SubCategory:	First Reading of Ordinances
Department Name:	Administration
Department Summary Recommendation:	This ordinance is for a one-time event scheduled for March 13 and 14, 2020. The ordinance includes the purpose of the event, the coordinator(s) and license required by the participating businesses as well as other necessary details.
City Manager's Remarks:	There was a discussion at the last Council meeting regarding a pub crawl ordinance. Should Council decide to approve, it will be for a one-time event on March 13 and 14, 2020.
Financial/Budget Certification:	
Legal:	
Associated Information:	

Ordinance no. _____

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES. CHAPTER 4 – ALCOHOLIC BEVERAGES is hereby amended by creating a new Article VI. PUB CRAWLS.

1.

ARTICLE VI. PUB CRAWLS

Sec. 4-220. - Purpose.

1. Unregulated pub crawl events pose a risk to public health and safety and increase the likelihood of underage drinking and drunk and disorderly conduct.

2. Rules and regulations mitigate these risks and provide a safe environment and maintain the public safety.

3. The City of Cartersville, by regulating pub crawl events, maintains a legitimate and compelling state interest to ensure public safety and welfare of persons who participate in pub crawl events as well as the general public.

Sec. 4-221. - Definition. The following words and phrases, when used in this section, shall have the following message:

“Establishment.” An establishment in the City of Cartersville having a pouring license or being a licensed microbrewer to serve alcoholic beverages.

“Pub Crawl Event.” Is a one-time event scheduled for March 13 and 14, 2020. A group of establishments participating in the promotion of an event featuring the sale or service of alcoholic beverages at more than one licensed establishment during a specified time period, said participants are allowed to have open containers during the hours of the Pub Crawl as defined in the approval application pursuant to the requirements herein.

“Organizer.” The Downtown Development Authority or anyone who contracts or is designated by one or more alcohol establishments for the purpose of organizing, controlling, and advertising increasing notoriety and popularity of a Pub Crawl Event.

“Coordinator.” A person over the age of 21 stationed at a particular licensed establishment participating in a Pub Crawl Event.

Sec. 4-222. - Pub Crawl License.

1. In order to hold a Pub Crawl Event, all participating establishments must hire or designate one person to serve as Organizer of the event and each establishment must designate one or more coordinators to be present on their premises for the entire duration of the event.

2. Prior to holding the Pub Crawl Event, an Organizer must obtain a Pub Crawl License from the Planning and Development Department Director or his/her designee. The Organizer must provide to the Planning and Development Director or his/her designee the following:

- a. The names and addresses of all licensed establishments expected to participate;
- b. The location (s) and/or geographic area(s) where the event will take place;
- c. The actual hours of the event;
- d. The operational plan and security plan, which shall include:
 - i. the name and number of security personnel contracted for the event;
 - ii. a plan for controlling underage drinking; and
 - iii. the method to be used for checking participant's identification.
- e. The location of the designated registration area(s);
- f. The number of tickets they intend to sell or anticipated number of participants;
- g. A silicone container clearly labeled and within the labeling indicating that it is for the Pub Crawl Only, as approved by the Planning and Development Director and
- h. Include a map to be provided to each participant; and
- i. To require the Organizer to have two (2) off-duty police officers for a four (4) hour minimum, to monitor the event.

3. No establishment whose license has been suspended for one day or more for a violation of City of Cartersville Code of Ordinance Section 4-13 and Section 4-21 within the previous year may participate in a Pub Crawl Event.

4. Establishments that serve food are required to have food available either for purchase or as a part of the event during the hours of the Pub Crawl Event.

5. All advertising and promotional materials for Pub Crawl Events shall include the statement "You must be twenty-one (21) or older to participate in this event."

6. The issuance of a Pub Crawl License shall be solely at the discretion of the Planning and Development Director. The Planning and Development Director may place restrictions upon the hours, participating licensed establishments, and the nature and size of the Pub Crawl Events held under the license in order to protect the public safety.

7. The City of Cartersville may fine, suspend, or revoke the Pub Crawl License and/or any participating licensed establishments if the Organizer and/or licensed establishments:

- a. Fails to control the area;
- b. Has sustained community complaints or police action.
- c. Fails to comply with the terms of its Pub Crawl License; or
- d. Otherwise violates the City of Cartersville Code of Ordinances relating to alcohol sales.

e. Hearings shall be before the Alcohol Control Board pursuant to their requirements in Article V of this Chapter.

8. A licensed establishment shall not be permitted to participate in more than one Pub Crawl Event at any one time.

9. The Pub Crawl Event shall be permitted as recommended by the Cartersville Downtown Development Authority and shall be limited to the boundaries of the Downtown Business District, and microbreweries, adjacent to said district.

Sec. 4-223. - Penalties.

1. Violations of this section shall be punishable by a fine of \$1,000.00 for each offense.

2. Any violation of this section shall be adjudicated and disposed of by the Municipal Court of the City of Cartersville, pursuant to state law.

3. Nothing in this section shall preclude the imposition of other civil and/or criminal penalties for other violations as permitted under state and/or local law, including the suspension and/or revocation of a license after a hearing by the Alcohol Control Board.

Sec. 4-224. - Severability. If any section or application of this section shall be adjudged by any court of competent jurisdiction to be unconstitutional, the validity, legality and enforceability of the remaining sections or applications shall not in any way be affected or impaired thereby.

2.

CHAPTER 4. ALCOHOL BEVERAGES. ARTICLE V. ALCOHOL CONTROL BOARD. is hereby amended by adding the following:

Sec. 4-210 – 4-219. Reserved.

3.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention, and is declared an emergency ordinance as unless said ordinance is approved at the March 5, 2020 City Council Meeting, the currently scheduled Pub Crawl shall not be allowed.

BE IT AND IT IS HEREBY ORDAINED

EMERGENCY READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____
MEREDITH ULMER, CITY CLERK



City of Cartersville

City Council Meeting
3/5/2020 7:00:00 PM
Festival Zones for 2020 Events

SubCategory:	Resolutions
Department Name:	Downtown Development Authority
Department Summary Recommendation:	These are the annual events for which the DDA is requesting Festival Zone approval. They have been recommended for approval by the DDA Board and Staff.
City Manager's Remarks:	Your approval of the festival zones for the 2020 events is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	

Resolution No. - _____

of the

City of Cartersville, Georgia

WHEREAS, the Cartersville City Council approved a Festival Ordinance in 2014; and

WHEREAS, the Downtown Development Authority (DDA) wishes to establish a Festival Zone for the following events to be held downtown in 2020:

April 4 – Saturday – BBQ & Brews (downtown square, 11am-11pm)
 May 16 – Saturday – Music by the Tracks (Friendship Plaza, 4-10pm)
 June 20 – Saturday – Music by the Tracks (Friendship Plaza, 4-10pm)
 July 18 – Saturday – Music by the Tracks (Friendship Plaza, 4-10pm)
 August 15 – Saturday – Music by the Tracks (Friendship Plaza, 4-10pm)
 August 22 – Saturday – Backpack Buddies 5K (Friendship Plaza, 8am-12pm)
 September 19 – Saturday – Music by the Tracks (Friendship Plaza, 4-10pm)
 September 26 – Saturday – Special Feature Concert, sponsored by Cole Law (Friendship Plaza, 4-10pm)
 October 17 – Saturday – Bluegrass & Folk Festival (Depot side of downtown square, 11am-9pm)
 December 21 – Saturday – Christmas Karaoke (Friendship Plaza, 4-8pm); and

WHEREAS, the DDA Board recommends that these events be designated a controlled Festival Zone; and

WHEREAS said Festival Zone will allow those of 21 years and older, who show proof of identification and receive a wristband or other means of identification, be allowed to consume purchased alcoholic beverages within the Festival Zone; and

WHEREAS, DDA board, staff, or an approved festival manager will, in conjunction with event staff and volunteers, place signage around each event to identify the boundaries of the allotted Festival Zone; and

WHEREAS, the Director of Planning and Development will receive all necessary proposals and applications prior to each event with the understanding that alcoholic beverages will only be sold by an approved alcohol-license holding businesses.

NOW, THEREFORE BE IT RESOLVED by the City of Cartersville that the Downtown Cartersville 2020 Events Calendar, as planned and implemented by the DDA, and approved by the Director of Planning and Development, be designated a Community Festival Zone.

ADOPTED this the 5th day of March 2020.

/s/ _____
Matt Santini
Mayor

ATTEST:

/s/ _____
Meredith Ulmer
City Clerk

Proposed areas for 2020 festival zones



To include:

- Yellow box – BBQ and Brews (April 4)
- Blue box – Bluegrass and Folk Festival (October 17)
- Green box – All other festival zone events



City of Cartersville

**City Council Meeting
3/5/2020 7:00:00 PM
Property Damage Release Form**

SubCategory:	Contracts/Agreements
Department Name:	Electric
Department Summary Recommendation:	<p>On January 15, 2020, there was an incident where an impaired driver crashed at 314 West Main Street while trying to elude the police. This crash involved breaking one of our poles, which required a notable amount of time, materials and labor to repair. We have settled on a reimbursement amount with the driver's insurance company that equals \$7,331.96. In order to receive the payment, we are requesting authorization for the Mayor to sign the standard release form, as requested by the insurance company. This document has been reviewed by the City's attorney, and his requested modification has been made.</p>
City Manager's Remarks:	<p>This is a property damage release that would allow the electric department to receive payment for property damages they received to a pole. Your approval is recommended.</p>
Financial/Budget Certification:	
Legal:	
Associated Information:	

Georgia Property Damage Release

NOW COMES CITY OF CARTERSVILLE, (hereinafter referred to as the "Undersigneds"), being of lawful age, for the sole consideration of SEVEN THOUSAND THREE HUNDRED THIRTY ONE 96/00 dollars (\$7,331.96) United States funds, in hand paid, the receipt and sufficiency of which is hereby acknowledged, do hereby release, remise and forever discharge, CURTIS L HOBBS, HEIDI M HOBBS, PROGRESSIVE PREMIER INSURANCE COMPANY OF ILLINOIS their successors and assigns, heirs, executors, administrators, insurers, and all other persons, firms, corporations (hereinafter collectively referred to as "Releasees"), of and from any and all property damage claims, demands, rights, and causes of action of whatsoever kind and nature, arising from, and by reason of, any property damage and any and all claims for exemplary and punitive damages, and the consequences thereof, resulting from a certain accident which happened on or about January 15, 2020 at or near 314 W MAIN ST CARTERSVILLE GA ("Subject Accident") resulting in property damage to the ELECTRIC POLE for which the Undersigneds have claimed the said Releasees to be legally liable. The Undersigneds agree, understand and acknowledge that this release specifically includes all elements of the property damage claims including diminution of value and loss of use, but this release specifically excludes any personal injury claims.

The Undersigneds agree, understand, acknowledge and represent that they have full authority to execute a binding release of the above-referenced claim. The Undersigneds further agree, understand, acknowledge and represent that they have not assigned this claim to anyone else. There is no guardian, trustee, executor, administrator, or other person or entity with power to approve or disapprove settlement of the above-referenced claim.

The Undersigneds agree, understand, acknowledge and represent that they do not have any bankruptcy petition currently pending. The Undersigneds further understand that a false statement under oath pertaining to bankruptcy may result in denial of discharge from debts in bankruptcy, and federal criminal penalties of up to five years in prison, a \$5,000 fine, or both.

The Undersigneds agree, understand and acknowledge that this settlement and this Property Damage Release shall not be deemed an admission, acknowledgement, acceptance or stipulation as to negligence, fault or responsibility for the Subject Accident.

The Undersigneds acknowledge and represent that they understand and agree that the consideration stated is paid by the liability insurance carrier for a party released hereby. The Undersigneds have been informed, prior to executing this instrument, that the payment is made by the insurance carrier as an independent contractor without consent to settle on behalf of any person released hereby, and that payment to the undersigned shall have no effect upon, nor preclude any claims, if any, by any party released against the Undersigneds or those through whom the Undersigneds, who may make a claim. The Undersigneds hereby acknowledge the foregoing notice, furnished in accordance with Georgia law, and also receiving a copy of this instrument.

Mayor Signature: _____ Date: _____

City Clerk Signature: _____ Date: _____



City of Cartersville

**City Council Meeting
3/5/2020 7:00:00 PM
Advanced Metering Program Phase 2**

SubCategory:	Contracts/Agreements
Department Name:	Administration
Department Summary Recommendation:	<p>UMS, who has been contracted to assist the city with the Advanced Metering Program project, has submitted Task Order #1.2 in the amount of \$82,350. This Task Order will authorize UMS to assist staff in reviewing the request for proposal (RFP) responses, technical evaluation of vendor responses, and vendor contracting assistance and negotiation. This is the next phase in the process and will provide the city with the best price for the metering equipment that would be used if the city decides to proceed with the Advanced Metering Program.</p> <p>I recommend approval of Task Order #1.2 in the amount of \$82,350 with UMS.</p>
City Manager's Remarks:	Your approval for the UMS Task Order 1.2 for \$82,350 is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	

TASK ORDER 1.2: SCOPE OF SERVICES AND PRICING**AMI Software and Hardware Procurement**

Task Number	Project	Proposed Start Date
1.2	Advanced Metering Program	
Task Order Cost	Contingency Allowance	Target Completion Date:
\$82,350		
Package Includes:		
UMS Services <input checked="" type="checkbox"/> CLIENT Requirements <input checked="" type="checkbox"/> Service Fee Applied <input type="checkbox"/>		
Software / Material Purchase <input type="checkbox"/> Sub-Consultant Services <input type="checkbox"/> Special Conditions <input type="checkbox"/>		
Resources Assigned:		Interdependencies:
MB – Margaret KingBolar <input checked="" type="checkbox"/>		Before: Release of AMI RFP Developed in TO 1.1.
TB – Todd Barlow <input checked="" type="checkbox"/>		
JM – Joey Mitchell <input checked="" type="checkbox"/>		
Task Scope Summary: See Attached		After: N/A
UMS Project Manager:		
Margaret KingBolar		
CLIENT Project Manager:		
Dan Porta		
UMS Signature		Date:
CLIENT Signature		Date:

TASK ORDER 1.2: SCOPE OF SERVICES AND PRICING

AMI Software and Hardware Procurement

OVERVIEW:

The Procurement phase takes the deliverables from the AMI Planning and Readiness phase and uses it as the basis to manage the solicitation and contracting phases for the various AMI equipment, meter manufactures and software vendors.

UMS will conduct the necessary due diligence in order to arrive at a recommended "short list". The short-listed vendors are invited to the client site to present their solution. References are checked and site visits follow. The shortlist candidates are again scored, and final vendors are selected. The last and key step - Vendor Contracting - occurs in conjunction with the City of Cartersville staff to ensure that the system acceptance criteria are captured and memorialized in the executed contract(s).

The outline of the tasks associated with this phase are as follows:

1. Proposal solicitation
2. Develop RFP response evaluation tools
3. Assist with technical evaluation of vendor responses
4. Assist with vendor summurization and notification
5. Vendor contracting assistance and negotiation

This procurement will take place over a period of 5 months. This effort will require 2 on-site work sessions. Workgroup sessions will be scheduled by UMS and done in collaboration with Cartersville staff.

ASSUMPTIONS:

- UMS was selected to both assist Cartersville in technology evaluations and to provide the installation / implementation of the selected AMI vendor components, which remain at the sole decision of the City.
- UMS understands that the results of the AMI vendor procurement process may demand different forms of service agreements / task orders. Further, UMS understands that their current Master Service Agreement was developed to accommodate a variety of delivery requests that may arise during the project and that Cartersville expects such flexibility.

TASK ORDER 1.2: SCOPE OF SERVICES AND PRICING

AMI Software and Hardware Procurement

Task 1: Proposal Solicitation

UMS will provide the City of Cartersville support with the administration and management of the RFP process. UMS will also provide assistance and guidance in responding to all vendor questions.

Task 1 Deliverables

Item 1: Provide assistance as required

Task 2: Develop RFP Response Evaluation Tools

UMS will support Cartersville's selection team in establishing weighted evaluation criteria including responsiveness to technical requirements, total life-cycle cost, and qualifications of the respondents. The process adopted should reflect Cartersville's standard procurement procedures adapted to the nature of the Advanced Metering Program.

By using established UMS templates and best practices for proposal evaluation and risk assessments, UMS will help Cartersville develop detailed technical score sheets for the RFP with scoring criteria and weights for the requirements. Weights reflect the relative importance or value of each requirement with respect to the rest and should support traceability to the benefits impacted by the requirement.

A key area of the vendor proposal evaluation is the establishment of critical qualification or vendor pass/fail gates. UMS will help the Cartersville selection team identify these critical requirements within the RFP specifications. Another key area of vendor proposal evaluation is the assessment of risks. The risk assessments typically cover technology risks (bleeding edge or obsolescence), quality of delivery, vendor company viability and commitment to industry and product, project cost and schedule, and ongoing maintenance and support. The UMS vendor proposal evaluation process includes methodical assessments of these risks.

The use of the existing UMS evaluation methodology and framework ensures a disciplined, fair, and consistent evaluation process that is fully documented, traceable and defensible, thus providing substantial credibility to staff, executive leadership, board members or any regulatory agency.

Task 2 Deliverables

Item 1: Developing scoring and risk assessment workbooks

TASK ORDER 1.2: SCOPE OF SERVICES AND PRICING

AMI Software and Hardware Procurement

Task 3: Evaluate Vendor Responses

As part of the selection process, we will guide Cartersville's evaluation team through a thorough review of the proposals. In its evaluation of technical responses, Cartersville's review team should not be prematurely influenced by price; we will inspect / normalize pricing tables to make sure that they are complete and responsive. If there are a sufficient number of proposals, we expect to create a short list. UMS will prepare demonstration scripts and lists of questions to make sure vendors focus on Cartersville's major concerns in their presentations. We will attend the vendor demonstrations and assist in responding to follow-up information requests.

We will assist Cartersville's team in evaluating the proposals based on the written documents, vendor presentations, references, and additional due diligence (e.g., "problem" deployments). UMS will analyze the life-cycle costs associated with each proposal and facilitate the project team's final selection. UMS will provide a summary score sheet that combines the detailed technical proposal evaluations, reference checks and interviews and risk assessments.

Task 3 Deliverables

Item 1: Demonstration / Interview/ Reference Scripts

Item 2: Attend vendor demonstrations and assist in responding to follow-up information requests (1 trip / 2-day allowance)

Item 3: Analysis of the life-cycle cost and normalize cost proposals

Assumption: Vendor short list interviews will be scheduled with at least three weeks' notice and the committee will provide its final, consolidated vendor scoring within two weeks of the last vendor interview.

Task 4: Administrative Support on Vendor Responses

Consistent with the solicitation framework, selection criteria, and results of interviews and demonstrations developed previously, UMS will provide administrative support to summarize responses and aid drafting rejection and acceptance letters.

Task 4 Deliverables

Item 1: Summarize vendor responses

Item 2: Aid in drafting rejection and acceptance letters.

TASK ORDER 1.2: SCOPE OF SERVICES AND PRICING

AMI Software and Hardware Procurement

Task 5: Vendor Contracting Assistance and Negotiation

UMS will provide guidance to Cartersville's project team in strategizing for contract negotiations and participate in key contract negotiation meetings and contract review. UMS personnel have negotiated AMI contracts for dozens of clients and will use lessons learned to avoid pitfalls and leverage experience gained from actual implementations on how contract terms can ensure successful implementations and protect Cartersville's interests.

Since the RFP and vendors' responses are detailed, contract negotiations for AMI projects typically focus on installation protocols, performance requirements, defaults and cures, and data collector location. The Scope of Work (SOW) attached to the draft contract should convert all the promises of the proposal into specific provisions and deliverables. It should cover equipment delivery, training, "standard" and "non-standard" installations, acceptance criteria, invoicing and performance reporting. A Project Schedule exhibit should be attached to the contract.

With adequate pre-negotiation planning and concentrated effort, contract negotiations can be concluded quickly, although review and approval will take additional time. During this interval, the detailed project procedures can be finalized and preparations for implementation can commence.

UMS will review the final contract and ensure adherence with all the previously developed criteria, requirements and processes. UMS will also assist Cartersville staff in preparing presentations to management and use case studies and other experience to help explain decisions and rationale. As part of this task, UMS will share lesson-learned in other negotiations and work diligently to develop a vendor contract that will achieve the desired outcomes for the project.

UMS will condense all the details related to installation procedures, customer communications, project organizational charts and contact information, meeting schedules, project report formats, etc., into the Detailed Project Procedures document rather than the vendor contract or Scope of Work. Minor adjustments to procedures and schedule are inevitable, and the former is easier to modify.

Task 5 Deliverables

Item 1: Vendor Scope(s) of work with firm pricing

Item 2: Presentation to Management or Boards (1 trip / 1-day allowance)

Assumptions:

- UMS will be responsible for oversight and editing related to a clean Scope of Work and a clean bill of material with a corresponding pricing list
- Cartersville will be responsible for all legal reviews

TASK ORDER 1.2: SCOPE OF SERVICES AND PRICING

AMI Software and Hardware Procurement

- UMS and Cartersville will work together to insure appropriate language for performance and warranty are incorporated into the contract documents.
- As a project start date with the selected vendor emerges from contracting efforts, Cartersville and UMS will enter into additional Task Orders to provide appropriate planning, procedural or installation activities that work in concert with the vendor's proposed Scope of Work. UMS and Cartersville are in agreement to start the project in Q1/2020.
- Maximum duration from "intent to negotiate" with the selected vendor to "board approval" of the contract package should not exceed ninety (90) days.

TASK ORDER 1.2: SCOPE OF SERVICES AND PRICING**AMI Software and Hardware Procurement**

Task Order	Total
Procurement	\$82,350.00
Sub Total	\$82,350.00
Contingency	
Total	\$82,350.00

PRICING ASSUMPTIONS

1. Net 30-day payment terms. UMS reserves the right to impose a 1.5% late payment fee if payments are not received on-time.

STANDARD RATES

Standard Personnel Rates	Qty.	Unit Price	Line Total
Senior Principle	0	295.00	\$ -
Engineer	0	260.00	\$ -
Consultant	0	275.00	\$ -
Business Analyst	0	205.00	\$ -
Information Technology Technician	0	180.00	\$ -
Field Technician	0	119.00	\$ -
Survey Crew Member	0	96.00	\$ -
		Total	\$ -

Travel and Lodging Rates	Qty.	Unit Price	Line Total
Airline	0	400.00	\$ -
Hotel Daily Rate	0	175.00	\$ -
Food Daily Rate	0	35.00	\$ -
		Total	\$ -

STANDARD RATE ASSUMPTIONS

1. Rates are for calendar year 2020. Subsequent years will be adjusted at 3% with the adjustment occurring on January 1st.
2. Direct UMS expenses are billed at cost; outside services or material will be billed at cost plus 15%.
3. Standard Rates provided are used to provide future cost estimates or to address changes in scope



City of Cartersville

City Council Meeting
3/5/2020 7:00:00 PM

Overhead Door Company Garage Door Repair

SubCategory:	Bid Award/Purchases
Department Name:	Administration
Department Summary Recommendation:	Roof Management, the roofing contractor hired to replace the library roof, damaged the garage door at the Cartersville-Bartow Public Library with a large garbage dumpster. Roof Management has agreed to pay for the repair costs in the amount of \$5,726.50. Since the city has an account with Overhead Garage Door Company, the invoices are being billed directly to the city and I recommend approval for payment of these invoices.
City Manager's Remarks:	This is unbudgeted, but the City will be reimbursed by Roof Management, who damaged the door at the library. Your approval of the invoice from Overhead Door Company is recommended.
Financial/Budget Certification:	This is an unbudgeted item but will be reimbursed by Roof Management, who damaged the door while performing work at the library.
Legal:	
Associated Information:	

Overhead Door Co. of Atlanta

a Division of D. H. Pace Co.
 5105 Avalon Ridge Parkway NW
 Peachtree Corners, Georgia 30071

Paul Nelson--Inside Sales Representative
 Office: (404) 872-3667
 Direct; (404) 253-1040 Ext. 3341
 Email: Paul.nelson@dhpace.com

The Genuine. The Original.

Proposal #: PN-92932

PROPOSAL SUBMITTED TO: City of Cartersville			Date 2/13/2020	Attention Carmen Sims
STREET PO Box 1390			Job Name Bartow County library	
City Cartersville	State GA	ZipCode 30120	Job Location 429 West Main St. Cartersville, GA 30120	
Phone Number 770-607-6527	Fax Number carmen@bartowlibrary.org		Job Phone 770-607-6527	

OHD Scope of Work:**Rolling Steel Door:**

- Remove damaged slats, bottom bar and safety edge.
- Install new slats.
- Install new bottom bar with safety edge.
- Wire safety edge to operator.
- Set operator limits.
- Cycle door for proper operation.

Quoted price contingent upon customer having opening(s) clear of all obstructions and available during the day of work. Excessive wait time to clear opening will result in hourly charges being added to the work order. **QUOTED PRICE DOES NOT INCLUDE CURRENT CHARGES**Quoted assuming that existing doors are functional, any material or labor to repair or replace anything not specifically listed above will be quoted separately. ***Material and freight costs are anticipated to rise at unpredictable rates over the next several months. This quotation is based on current pricing from our suppliers and includes surcharges levied by the steel industry. Final pricing will be determined at the time the order is released for fabrication, if not accepted within date range noted below***

All applicable taxes, labor, and material included in price. Please allow 4-6 weeks from receipt of signed proposal and credit approval to receive and install. All work to be performed during regular business hours, Monday-Friday 7AM - 5PM. Standard warranty is (1) year against defects of material and workmanship.

We hereby propose to complete in accordance with above specification, for the sum of:

Five Thousand Four Hundred Ten Dollars and No Cents**\$5,410.00**

Signature _____

Estimator

Direct Dial: 404-253-1034

TERMS AND CONDITIONS

Payment to be made as follows: NET AR

Prices subject to change if not accepted in 30 days.

Terms. The products ("Products") described above and the labor necessary to install the Products ("Labor") are herein collectively referred to as the "Work".

Condition Precedent. Buyer and Seller agree that if, following Buyer's acceptance hereof, a contract is to be executed by them, Seller's performance hereunder shall be subject to the condition precedent that the terms and conditions of such contract are acceptable to Seller.

Scope of Work. Seller agrees to perform for Buyer the Work at the Project. Buyer acknowledges and agrees that: (i) the prices quoted by Seller for the Products are based upon plans, specifications, verbal information or sketches as indicated herein and the addenda hereto; and (ii) that the Work contemplated under this Proposal is fully and correctly described herein. Unless included in the description of and prices quoted for Products, glass, glazing, painting and electrical wiring is excluded under this Proposal and will be provided only upon receipt of a supplemental order signed by Buyer. This quotation is based upon a visual inspection; it does not take into account concealed deficiencies in the substrata. Immediately upon discovery of said deficiencies the customer will be notified of additional cost before corrective work is performed. If this estimate includes cutting into existing concrete/asphalt structure, it is the responsibility of the customer to advise OHD Co of Atlanta of any concealed utilities or other hazards prior to the start of work. All testing to locate or determine location of said utilities or hazards by others.

Proposal Price. Conditional upon Seller's prior approval of Buyer's credit, Buyer will pay Seller the unpaid balance for performance of the Work within 30 days of the date of Seller's invoice. If performance of the Work extends over 30 days, Buyer agrees to pay Seller progress payments under Seller's regular billing terms and if Products have been delivered to the Project or stored in a mutually agreed location, Buyer agrees to pay an amount not to exceed 90% of the Proposal Price in payment of the cost of such Products. If payment of any sum is not made when and as due under this Proposal, Buyer shall pay interest on such delinquent sums at the rate of 1.50% per month or, the highest contract rate allowed under applicable law. If Buyer's check is dishonored or returned for any reason, Buyer's account will be electronically debited for the amount of the check plus the state maximum processing fee. If following Buyer's default Seller refers this account to an attorney for collection, Buyer agrees to pay all attorney's fees and all other costs of collection and litigation incurred by Seller whether or not a lawsuit for collection is instituted.

Contract Time. Installation dates are estimates only and Seller cannot guarantee commencement of Work or completion thereof on any given date. Completion dates cannot be given until Seller has been furnished with complete approved drawings and any additional information it may request. Seller shall not be liable for total or partial failure to complete or for any delay in delivering Products or Labor under this Proposal. Seller shall not be liable in any event for any special or consequential damages on account of failure or delay in performance, regardless of cause. Quoted price contingent upon customer having opening(s) clear of all obstructions and available during the day of work. Excessive wait time to clear opening will result in hourly charges being added to the work order.

Recurring Services. The following terms and conditions apply only to recurring service transactions and modify the terms set out above accordingly: [1] Although Seller agrees as a courtesy to contact Buyer at such times as or with the frequency requested by Buyer, Buyer agrees that Buyer retains sole responsibility for scheduling the Work that Buyer desires Seller to perform hereunder. [2] Following the initial one-year term of this agreement this contract shall automatically renew for successive one-year terms up to a total of five years from the date of the initial order, unless either party hereto provides the other party no less than sixty (60) days notice of termination in advance of any such renewal date. [3] Annually as of the renewal date, Seller shall have the right to increase the rates provided herein, either by an amount up to the percentage change in the Consumer Price Index over the previous 12 months or 5%, whichever is greater.

Work Performance. Performance of the Work will be made by Seller in a prompt manner but Seller cannot be responsible for damage or delay due to acts of God, accidents, civil disturbances, delays in transportation by common carrier, strikes, war, unavailability of material or other cause beyond the reasonable control of Seller. If Products are installed before a finished floor is completed, warranty is limited and Seller assumes no responsibility for fitting the Product to the floor. An additional charge may be made to Buyer for returning to the Project for adjustments to the Product. Seller assumes no responsibilities for failure of installation of the Product due to structural deficiencies in an existing building. Buyer shall prepare the Project for installation in accordance with requirements of Seller. If special work, requiring additional material and labor is required to meet conditions other than those specifically described in this Proposal, Buyer agrees to pay an additional charge therefore. Seller shall be allowed uninterrupted and exclusive access to the Project during performance of the Work. No Product may be returned without Seller's prior written approval. All Product returned is subject to a minimum of 25% restocking fee.

Cancellation. In the event Buyer cancels this Proposal after the Seller has commenced Work, Buyer shall forfeit the amount of the down payment given to Seller at the time of the execution of this Proposal, and in addition, shall pay to the Seller such proportion of the total Proposal Price as the amount of Work bears to the total amount of Work agreed upon to be furnished under this

Price Proposal for City of Cartersville by Overhead Door Co. of Atlanta
 Proposal Number PN - 92932
 Job Name: Bartow County library

Proposal, plus a sum equal to 25% of the total Proposal Price as liquidated damages, which amount is to be paid within 30 days from the date of such cancellation. In the event of Buyer's insolvency this Proposal shall be cancelled and Seller shall have no further obligations to Buyer hereunder.

Insurance. Seller shall carry workmen's compensation and public liability insurance to cover the Work. Seller shall not be liable to indemnify, hold harmless or protect in any way the Buyer, or any other party involved in the Work, whether an employee of Seller or Buyer or any third party, except to the extent of the workmen's compensation and public liability insurance maintained by Seller. Buyer shall keep the Project adequately insured against any loss to Seller by reason of damage to Seller's Product or Work or Seller's vehicles, equipment and tools by vandalism, fire, water, windstorm and any other occurrence during the course of Work.

Alterations. Any alterations or modifications initiated by Buyer must be agreed upon between the parties and the price fixed by them before work on such alteration or modification shall commence. Payment for such alteration or modification shall be made at the time of the completion of the Work.

Permits and Licenses. Buyer shall be responsible for securing the necessary permits and licenses for the Work at Buyer's own cost and expense.

Limited Warranty on Defective Products, Parts or Services. In addition to any warranty offered by the manufacturer, Seller offers the following exclusive LIMITED WARRANTY on products, parts and services: Seller warrants that any complete door unit installed or supplied during original construction shall be free from defects in material and workmanship for a period of one (1) year after such unit is supplied to Buyer. Wood products are warranted only if properly protected by Buyer no later than ten (10) days after delivery, and per the manufacturer's instructions, with prime and finish coats of the manufacturer's recommended paint. Seller warrants that all parts and equipment replaced by Seller or its authorized representative shall be free from defects for a period of ninety (90) days after replacement. For a period of thirty (30) days after service, Seller warrants that its services were performed in a professional and workmanlike manner. Buyer must notify Seller of any problem within the warranty period. This LIMITED WARRANTY does not apply to any part or equipment which has been tampered with or subjected to misuse or abuse, or which has been repaired by anyone other than persons authorized by Seller. ALL WARRANTIES FOR THESE PRODUCTS AND SERVICES, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY AND THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, ARE ONLY VALID FOR THE TIME PERIODS SPECIFIED HEREIN, AND IN NO EVENT FOR LONGER THAN ONE (1) YEAR FROM THE DATE OF PURCHASE. IN CASE OF BREACH OF ANY OF THESE WARRANTIES, SELLER'S OBLIGATIONS SHALL BE LIMITED TO THE REPAIR OR REPLACEMENT OF ANY DEFECTIVE WORKMANSHIP OR PART WITHOUT CHARGE. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LIABILITY FOR BUYER'S EXPENSES OR LOSS OF INCOME WHILE PRODUCTS OR EQUIPMENT ARE OUT OF OPERATION) IN CONNECTION WITH THE EQUIPMENT, PRODUCTS, SERVICES, PARTS AND LABOR PROVIDED HEREUNDER, OR THE BREACH OF ANY RELATED IMPLIED OR EXPRESS WARRANTY, EXCEPT THAT DAMAGES FOR PERSONAL INJURY SHALL NOT BE PRECLUDED. THIS EXCLUSION OF DAMAGES DOES NOT APPLY IN KANSAS.

Modification of Proposal. Any modification of this Proposal or additional obligation assumed by either party in connection with this Proposal shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

Governing Law. It is agreed that this Proposal shall be governed by, construed and enforced in accordance with the laws of the state in which the Project is located.

NOTICE TO OWNER

FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSM. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Purchaser: _____

Signature

Title

Date of Acceptance

The Genuine. The Original.



Overhead Door Company
of Atlanta™
A **DH**PACE Company
5105 Avalon Ridge Parkway
Peachtree Corners, GA 30071
404-872-3667
OverheadDoorAtlanta.com

Overhead Door Company
of Greater Hall County™
A **DH**PACE Company
2171 Hilton Drive
Gainesville, GA 30501
770-535-1009
OverheadDoorGreaterHallCounty.com

Overhead Door Company
of Northeast Georgia™
A **DH**PACE Company
190 Ben Burton Rd, Suite E
Bogart, GA 30622
706-543-3667
OverheadDoorNortheastGA.com

SVC/1095554

02-12-2020

INVOICE NUMBER**24-HOUR EMERGENCY
REPAIR SERVICE**

SOLD TO:

419096
City Of Cartersville
P O Box 1390
One North Erwin Street
Cartersville, GA
30120
(770) 607-6527 Sims, Carmen

SHIP TO:

008
Bartow County Library
429 West Main Street
Cartersville, GA
30120
(770) 382-5657

QUOTE • CONTRACT • P.O. NUMBER	DEPARTMENT • SALES REPRESENTATIVE	TERMS	ORDER DATE	PROJECT
None	139001 170723	Net 30 days	02-07-2020	

COMPLETED 02-10-2020

measure rolling steel for quote

QTY	UOM	DESCRIPTION	
			LABOR 247.50
			TRUCK & EQUIP FEE 69.00

IMPORTANT NOTICE RELATING TO MECHANIC'S LIEN LAW ON REVERSE SIDE OF INVOICE	TAXABLE	0.00
Tax Paid Materials and Sub-Contracts	NON-TAXABLE	316.50
PLEASE PAY FROM THIS INVOICE NO STATEMENT WILL BE SENT <i>A service charge of 1.5% per month will be charged on all past-due balances</i>	SUB-TOTAL	316.50
	Tax: 0.000%	0.00
	<small>Georgia Non Taxable Labor</small>	
	TOTAL [USD]	316.50

419096 - 008

INVOICE: SVC/1095554

City Of Cartersville

AMOUNT
ENCLOSED**The Genuine. The Original.**

Item # 11®

REMIT TO: **Overhead Door Company of Atlanta**
1901 E. 119th Street

Olathe, KS 66061

NOTICE TO CHECK PAYORS

IF YOUR CHECK IS DISHONORED OR RETURNED FOR ANY REASON, YOUR ACCOUNT WILL BE ELECTRONICALLY DEBITED FOR THE AMOUNT OF THE CHECK PLUS THE STATE MAXIMUM PROCESSING FEE.

NOTICE TO MISSOURI OWNERS

FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429 RSMo. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

RETURN POLICY FOR COUNTER SALES

RETURNED GOODS MUST BE IN ORIGINAL, UNUSED CONDITION AND ACCOMPANIED BY THIS RECEIPT. A 25% RESTOCKING FEE WILL BE APPLIED. NO RETURN/EXCHANGES ON ELECTRICAL PARTS, SPECIAL ORDERS AND CUSTOM BUILT ITEMS. REFUNDS ON MERCHANDISE PURCHASED MORE THAN 24 HOURS BEFORE RETURN WILL BE MADE BY CREDIT IF PURCHASED BY USE OF A CREDIT CARD, OR BY CHECK, MAILED WITHIN 10 DAYS FOLLOWING RETURN OF THE MERCHANDISE. RETURNS ARE ACCEPTED WITHIN 10 DAYS OF PURCHASE.

Item # 11



City of Cartersville

City Council Meeting
3/5/2020 7:00:00 PM
Patch Management Software

SubCategory:	Bid Award/Purchases
Department Name:	Fiber
Department Summary Recommendation:	Staff has researched available security patch software that can patch critical vulnerabilities on all city computers/servers with Windows and 3 rd party software updates. This software also comes with remote access capabilities which currently is provided by another third party vendor at a cost of approximately \$3,000 per year. By purchasing this new security patch management software, the city will save by not having to purchase Team Viewer software. The yearly cost for this subscription is \$7,622.46 and is recommended for your approval.
City Manager's Remarks:	This will help the IT Staff patch critical vulnerabilities on all city computers. The software has remote access capabilities included as well. Your approval of the purchase is recommended.
Financial/Budget Certification:	This is not a budgeted item, but is needed as a result of the breach.
Legal:	
Associated Information:	



City of Cartersville

**City Council Meeting
3/5/2020 7:00:00 PM
Fiber Splicing Trailer**

SubCategory:	Bid Award/Purchases
Department Name:	Fiber
Department Summary Recommendation:	<p>The Fiber Department would like to purchase a fiber splicing trailer that is much needed for the crew. The proposed new splicing trailer will come with a built in heater and air conditioner which is needed at times when fiber splicing is done. During the past couple of weekends, Fiber Department employees have been working in a make shift 15 year old trailer in very cold conditions without adequate heat while trying to repair customer fiber connections. The new trailer from ATC Trailers at \$24,619 will greatly enhance the working conditions that our staff has to endure at times.</p> <p>Funding for this new trailer is available in the 2020 SPLOST and is recommended for your approval.</p>
City Manager's Remarks:	This trailer is needed, as the one currently being used is inadequate. Your approval of the fiber splicing trailer is recommended.
Financial/Budget Certification:	This is not a budgeted item. However, there have been no SPLOST 2020 collections from the County.
Legal:	
Associated Information:	

Quote #: 38216
ATC STOCK 6 x 10 (4K)

Status: Version: Created: Revised:
Quote 28.0.0 2/6/2017 1/7/2020



SALES CONTACT:

ATC STOCK
stock@aluminumtrailer.com

751 N. Tomahawk Trail
Nappanee, IN 46550
574-773-2440
574-773-7769 (Fax)
aluminumtrailer.com

CONTACT INFORMATION

NOTES

MODEL INFO

Configured Model #: QSTAB6010+0-2T3.5K

COLOR: POLAR WHITE

Quest Aluminum Trailer

COLOR REAR: NONE

6'W x 10'L x 7.0'H, (2) 3500# Torsion
Axle(s)

COLOR - CABINETS: POLAR WHITE

Warranty: 5 YR STR, 3 YR LTD, 1 YR ELEC
WARRANTY

SPECIFICATIONS

Part Name	Qty	UOM	Total Ext \$	Ref.
Base Model				
QSTAB6010+0-2T3.5K	1	ea	\$20,462	STD
Frame				
AXLE - 3500# - TORSION - EZ LUBE HUBS - ELECTRIC BRAKES • GROUND CLEARANCE: RAISE APPROX. 4" FROM STANDARD	2	ea		STD
AXLE SPACING - NO SPREAD	1	ea		STD
ALL TUBE CONSTRUCTION	10	ft		STD
COUPLER - ADJUSTABLE - 2-5/16" - 20,000#	1	ea		STD
CROSS MEMBERS - FLOOR - 16" O/C	10	ft		STD
CROSS MEMBERS - ROOF - 16" O/C - 1" X 2"	10	ft		STD
CROSS MEMBERS - WALL - CS - 16" O/C - 1" X 1.5"	10	ft		STD
CROSS MEMBERS - WALL - RS - 16" O/C - 1" X 1.5"	10	ft		STD
TRUCK PLUG - 7 WAY - BUMPER PULL	1	ea		STD
FLOOR DESIGN - FLAT	1	ea		STD
FRAME - FULL PERIMETER - ALUMINUM	10	ft		STD
FRAME - 8"	10	ft		STD
FRONT DESIGN - FLAT	1	ea		STD
TANK - FUEL - GAS - 24 GALLON - END FILL - IN FRAME	1	ea		STD
JACK - STABILIZER - SCISSOR - 24" - 5000# • LOCATION: REAR	1	pr		STD
JACK - TONGUE - TOP WIND - 5000# - ZINC	1	ea		STD
JACK - FOOT PAD	1	ea		STD
FRAME PROTECTION - SKID PLATES	1	pr		STD

TIRE/WHEEL - ST205/75R15/LRD - RADIAL ON GREY MOD	4 ea	STD
SPARE TIRE/WHEEL - ST205/75R15/LRD - RADIAL ON GREY MOD	1 ea	STD
SPARE TIRE MOUNT - EXTERIOR WALL - 5 LUG	1 ea	STD
TONGUE - EXTENDED TRIPLE TUBE - 12"	1 ea	STD
Exterior		
WHEEL CHOCK - TRAILER - RUBBER - SHIPPED LOOSE	2 ea	STD
EXTERIOR FASTENER - SCREWLESS	10 ft	STD
EXTERIOR ALUMINUM - STANDARD COLOR	10 ft	STD
• COLOR: POLAR WHITE		
EXTERIOR ALUMINUM THICKNESS - .030	10 ft	STD
FENDERS - AL	2 ea	STD
GRAVEL GUARD - ATP - 24" - WITH J RAIL	1 ea	STD
ROOF - ONE PIECE - ALUMINUM	10 ft	STD
TRIM - VERTICALS - FRONT - COLOR MATCHED	1 ea	STD
TRIM - RUB RAIL - LOWER - ALUMINUM - 3"	10 ft	STD
TRIM - HEADER - REAR - COLOR MATCHED	1 ea	STD
TRIM - VERTICALS - REAR - COLOR MATCHED	1 ea	STD
TRIM - RUB RAIL - UPPER - ALUMINUM - 3"	10 ft	STD
VENT - ROOF - MANUAL - 14" - W/MAXXAIR COVER	1 ea	STD
WINDOW - SLIDER W/ SCREEN - 30"W X 22"H - ROADSIDE	1 ea	STD
Doors		
DOOR - CABLE ACCESS - 405 SERIES - 16" X 16" - BUILT IN HINGED DOOR & BRISTLES	1 ea	STD
• 4" GAP		
DOOR - FUEL - CAST ALUMINUM - LOCKABLE	1 ea	STD
DOOR - ENTRANCE - 405 SERIES - 32" X 78" - W/ INTEGRATED CABLE SPLICING DOOR - FLUSH LOCK	1 ea	STD
• RIGHT HINGE		
DOOR ACCESSORIES - ADD TINTED WINDOW TO ENTRANCE DOOR	1 ea	\$100 OPT
STEP - FIXED - NON SLIP GRID - ALUMINUM - 72" X 12"	1 ea	STD
Electrical		
BREAKER BOX - 50 AMP - 120V ONLY - 60 AMP CONVERTER - 12V FUSE PANEL - INTELL-POWER UNIT	1 ea	STD
BATTERY - 12V AGM (930 CA, 775 CCA)	1 ea	STD
BATTERY - 12V AGM (930 CA, 775 CCA)	1 ea	STD
• REQUIRES CONNECTION TO CONVERTER		
SWITCH - POWER CUT-OFF - MANUAL - 12V	1 ea	STD
GENERATOR - RV - 4.0 KW ONAN - GAS - (120V ONLY)	1 ea	\$4,057 PKG
• GEN MOUNTING PLATE		
• INCLUDES: 4" x 4" WEATHERPROOF JUNCTION BOX		
• INCLUDES: 2" x 4" WEATHERPROOF JUNCTION BOX		
TRANSFER SWITCH - AUTO - 50A	1 ea	STD
FUEL GAUGE	1 ea	STD
• INCLUDES: 12V POWER AND SWITCH		
REMOTE START	1 ea	STD
LIGHT - CLEARANCE - LED - 12V - AMBER - LOWER	2 ea	STD
LIGHT - CLEARANCE - LED - 12V - AMBER - UPPER	5 ea	STD
LIGHT - CLEARANCE - LED - 12V - RED - LOWER	2 ea	STD
LIGHT - CLEARANCE - LED - 12V - RED - UPPER	5 ea	STD
LIGHT - SCENE - LED - HIGH OUTPUT - 12V - NON RECESSED - 7" X 3"	2 ea	STD
SWITCH - WALL - 12V	1 ea	STD
• USED FOR: EXTERIOR SCENE LIGHTS		

LIGHT - RECTANGULAR - LED - 14" - 12V - SURFACE MOUNT	3 ea	STD
SWITCH - WALL - 12V	2 ea	STD
• (1) USED FOR UNDER CABINET LIGHTS, (1) USED FOR CEILING LIGHTS		
LIGHT - RECTANGULAR - LED - 14" - 12V - SURFACE MOUNT	2 ea	STD
• LOCATION: UNDER CABINET		
LIGHT - STROBE - LED - ROOF MOUNT - AMBER	2 ea	STD
SWITCH - WALL - 12V	1 ea	STD
• USED FOR: STROBE LIGHT		
LIGHT - TAILLIGHT - SLIMLINE - LED - 12V - RED	1 pr	STD
RECEPT - EXTERIOR - 120V - 15A - GFI PROTECTED	1 ea	STD
RECEPT - INTERIOR - 120V - 15A	4 ea	STD
• GFCI PROTECTED WHERE REQUIRED BY CODE		
POWER INLET - MOTORBASE - 50A - W/ SHORE CORD - 25'	1 ea	STD
WIRING - STUB WIRE - 12V - TEW 14/2	1 ea	STD
• INCLUDES: WEATHERPROOF JUNCTION BOX		
• FOR OPTIONAL DIRECTIONAL LIGHT		

Heating & Air Conditioning

A/C - 13,500 BTU - LOW PROFILE - 10.5" - WHITE - W/ MANUAL CONTROLS	1 ea	STD
HEATER - WALL MOUNT - 120V - 1000W - 3412 BTU - ELECTRIC - CHROME GRILL	1 ea	STD

Interior

CABINET - ALUMINUM - LOWER - STRAIGHT - 24"W - W/ 1-5"H DRAWER INSERT	2 ea	PKG
• INCLUDES: BLACK LAMINATE COUNTERTOP		
• Color: POLAR WHITE		
CARGO NETTING	1 ea	PKG
• INSTALLED AT OVERHEAD SHELVES		
• (2) 8" x 36"		
CO DETECTOR	1 ea	STD
COUNTERTOP - LAMINATE - FIXED - 72"W X 24"D - BLACK	1 ea	STD
• INCLUDES: SPEED BRACES		
COUNTERTOP - LAMINATE - FIXED - 48"W X 24"D - BLACK	1 ea	PKG
• INCLUDES: SPEED BRACES		
FIRE EXTINGUISHER - 2.5# BC	1 ea	STD
FLOORING - TPO - BLACK COIN	10 ft	STD
INSULATION - CEILING - EPS - 1" - R-3	10 ft	STD
INSULATION - WALLS - EPS - 1" - R-3	10 ft	STD
• BUBBLE FOIL INSULATION INSTALLED ALONG WIRING RUNS		
• NOT RECOMMENDED FOR COLD TEMPERATURES		
INTERIOR HEIGHT - 7.0'	10 ft	STD
INTERIOR CEILING - SCREWLESS ALUMINUM	10 ft	STD
• CEILING COLOR: POLAR WHITE		
• COVE COLOR: POLAR WHITE		
INTERIOR WALLS - SCREWLESS ALUMINUM	10 ft	STD
• WALL COLOR: POLAR WHITE		
SHELF - ALUMINUM - FIXED - 36"W X 14"D	2 ea	PKG
• COLOR: MILL FINISH		
SMOKE DETECTOR	1 ea	STD

TOTALS

Subtotal \$24,619.00

Total \$24,619.00



City of Cartersville

City Council Meeting
3/5/2020 7:00:00 PM
Bartow County Motorola Radio Invoice

SubCategory:	Bid Award/Purchases
Department Name:	Administration
Department Summary Recommendation:	Bartow County has submitted the fourth quarter 2019 Motorola Radio invoice in the amount of \$11,520.36 that covers the maintenance on the county wide radio system. This radio system is used by several city departments and payment of this invoice is recommended for your approval.
City Manager's Remarks:	Your approval of the Bartow County Motorola Radio invoice for \$11,520.36 is recommended.
Financial/Budget Certification:	This is a budgeted item.
Legal:	
Associated Information:	

**STEVE TAYLOR, COMMISSIONER
BARTOW COUNTY
P.O. BOX 543
135 W. CHEROKEE AVE., SUITE 251
CARTERSVILLE, GEORIGIA 30120
770-387-5030**

Invoice Date: February 17, 2020

Due Date: March 3, 2020

TO: City of Cartersville
PO Box 1390
Cartersville, GA 30120

Please mail payment
Attn: Alecia Hendrix

To bill for **Motorola Radios** for 4th Quarter 2019

Agency	# of Radios	Cost per Radio	Total
Police	135	\$38.27	\$5,166.94
Fire	85	\$38.27	\$3,253.26
Fibercom	1	\$38.27	\$38.27
Gas	30	\$38.27	\$1,148.21
Public Works, Rec, etc	10	\$38.27	\$382.74
Electric	40	\$38.27	\$1,530.95

Total Due: \$11,520.36



City of Cartersville

**City Council Meeting
3/5/2020 7:00:00 PM
WPCP Maintenance Truck**

SubCategory:	Bid Award/Purchases
Department Name:	Water Department
Department Summary Recommendation:	<p>Sealed bids were opened on February 21, 2020 at 1:00pm for a maintenance truck to be used by the Water Pollution Control Plant (WPCP). The following bids met or exceeded specifications:</p> <ul style="list-style-type: none"> · Wade Ford \$126,513.00 · Alan Jay Auto \$130,689.00 · Hardy Ford – Option 1 \$135,317.60 · Hardy Ford – Option 2 \$136,184.60 · Prater Ford \$135,986.00 <p>One bid from Prater Ford was disqualified because it did not meet the required specification. I recommend approval of the Wade Ford bid in the amount of \$126,513.00.</p>
City Manager's Remarks:	This is for a maintenance truck at the Water Pollution Control Plant. Your approval of the bid from Wade Ford for \$126,513 is recommended.
Financial/Budget Certification:	This is a budgeted item. All expenses related to the purchase will pass through account 505.3330.54.2200 Motor Vehicles.
Legal:	
Associated Information:	



City of Cartersville

W A T E R D E P A R T M E N T

INVITATION TO BID

The City of Cartersville Water Department located in Cartersville, Georgia invites your company to submit a bid on the item(s) as specified in this bid request.

All terms and conditions below are a part of this request, and no bid will be accepted unless all of these conditions have been complied with. The City reserves the right to reject any or all bids, in whole or in part and waive all technicalities and informalities in any bid.

INSTRUCTIONS TO BIDDERS

1. All bids must be in possession of the City of Cartersville Water Department prior to the time of the bid closing. Bids may be mailed to the following address:

Cartersville Water Department
Attn: Bob Jones
P.O. Box 1390
Cartersville, GA 30120

2. For hand delivered bids please deliver to the following address:

Cartersville Water Department
148 Walnut Grove Road SE
Cartersville, GA 30120

3. All bids must be submitted on the form provided by the City and must be signed by an authorized representative of the company placing the bid.
4. In the event of an error in extending the total cost of any item, the unit price submitted will prevail where applicable.
5. Bidder may bid on one or more items where applicable.
6. Bid prices shall include delivery without additional cost to the City.
7. Do not include tax with your bid. The City of Cartersville Tax Exempt ID# is 008-004-528 (copy of certificate included).
8. Bid awards are not official until a Purchase Order number is provided to the vendor.
9. All bids must be sealed and marked on the outside of the envelope with the following:

- Vendor Name
- Item description – "WPCP Maintenance Truck"
- Bid closing date/time

BID CLOSING DATE: February 21, 2020

BID CLOSING TIME: 1:00 p.m.

PLEASE REPLY IF NO BID

Item # 15

City of Cartersville
Water Department
 Contact: Bart Sears 770-607-5816

Extended Crew Cab and Chassis
Model Year: 2019 or 2020

Quantity: 1

Vendor Information:

The vehicle offered shall be comparable with detailed requirements listed below (unless otherwise noted). Bidders are to indicate in the "Meets or Exceeds Specifications" column if bid specifications are met and can provide additional comments if necessary. **If the Meets or Exceeds Specifications column is not properly marked, or it is incomplete, your bid will not be considered for award.**

Supporting Data:

Bidders must furnish catalog pages, specification sheets, or similar data to support statements made in Meets or Exceeds Specifications Column. Failure to furnish required data may be considered as a cause for rejection of bid.

WPCP Maintenance Truck	Meets Specifications		COMMENTS
	YES	NO	
1.0 - Cab & Chassis			
Crew/Ext Cab (6-passenger) with Electronic 4x4	✓		EXTENDED CAB
Wheelbase Minimum of 192" (Cab to Axel 84")	✓		
Maximum Fuel Capacity Available	✓		INCLUDES DUAL TANKS CERRAL CAP
Turbo Diesel Engine	✓		
6 Speed Heavy Duty Automatic Transmission	✓		10 SPEED
Power Steering	✓		
Power Disc Brakes	✓		
Factory Air Conditioning	✓		
Heavy Service Suspension Package - Min 19,500 lb GVWR	✓		
High Capacity Trailer Tow Package w/ Trailer hitch, Trailer receiver and Trailer Brake Controller and wiring	✓		
Limited Slip Rear Axle - Minimum 4.10	✓		4.98 W/19500 GVWR
Heavy Duty Alternator - Min 150 Amp	✓		240 AMP
110v outlet inside Cab	✓		
AM/FM/CD Radio	✓		
Backup Camera (installed in service body)	✓		
Factory installed handsfree bluetooth (not dealer installed)	✓		
Heavy Duty Vinyl Bench Seat - Rear	✓		
Heavy Duty Vinyl 40/20/40 Split or Bench Seat - Front	✓		
Intermittent Wipers	✓		
Manual Trailer/Tow Mirrors	✓		
Exterior Back Up Alarm	✓		
Factory installed running boards	✓		
Interior Color - Grey	✓		
Exterior Color - White	✓		
rubber or vynl color matching floor	✓		
Full Coverage Rubber Floor Mat (weather tech)	✓		
All Terrain BSW Tires	✓		
Painted 19.5-inch wheels (Dual Rears)	✓		
Tire Jack and tools	✓		
Full size spare wheel/tire	✓		

Item # 15

Front Bumper Mount Warn 16.5ti winch (Warn Part No. 68801 or equivalent to fit year model of truck)	✓		
Warn HD Bumper w/ Brush Guard (Warn Part No. 99396 or equivalent to fit year model of truck)	✓		
3 Sets of Keys	✓		
Tow Hooks	✓		
Full Skid Plate Package	✓		
2.0 - Utility Bed			
Auto Crane Titan 38 Service 11 ft Body	✓		1MT DOMINATOR
52" Side Pack height w/ Ocy/Ace Comp. being 58" Height	✓		60"
Wheel Chock Cut outs, one per side of body	✓		
White in color, with zolatone painted interior compartments	✓		
Rear Step Bumper	✓		
Spray-In Bed Liner, top of body, walls, floor and top of bumper	✓		
Standard Shelving Package	✓		
Masterlock for for titan 38 body	✓		
Interior Compartment Lighting, all compartments	✓		LED ROPE LIGHTS
Oxy/Ace Divider w/ Sheving in compartment	✓		
1st compartment SS Toolbox (5) 3", (2) 5" and (1) 7" Drawer	✓		
20" Workbench Bumper	✓		
Receiver Hitch and 7 way plug (see above for more specs)	✓		
4 Work lights (2-boom tip lights, 2- adjustable bed lights on end of body)	✓		
Auto Crane HC8X NexStar III Hydraulic Crane mounted on Curbside of rear of body	✓		1MT 7500-30
NexStar III Wireless Remote Controller - Cradle mounted in last compartment streetside	✓		
Crane Boom Support	✓		
Spring Reinforcement	✓		
Hydraulic Outriggers	✓		
Pto and Pump	✓		
CSW2012-X 2000 Watt Pure Sine 12V inverter with one outlet mounted in body, Fully installed on Dealer provided Chassis.	✓		

TOTAL \$ 126,513⁰⁰

Anticipated number of weeks until delivery (after approval):

24 WEEKS ESTIMATED

Bid Submitted By: Vendor

WADE FORD INC

Contact Person

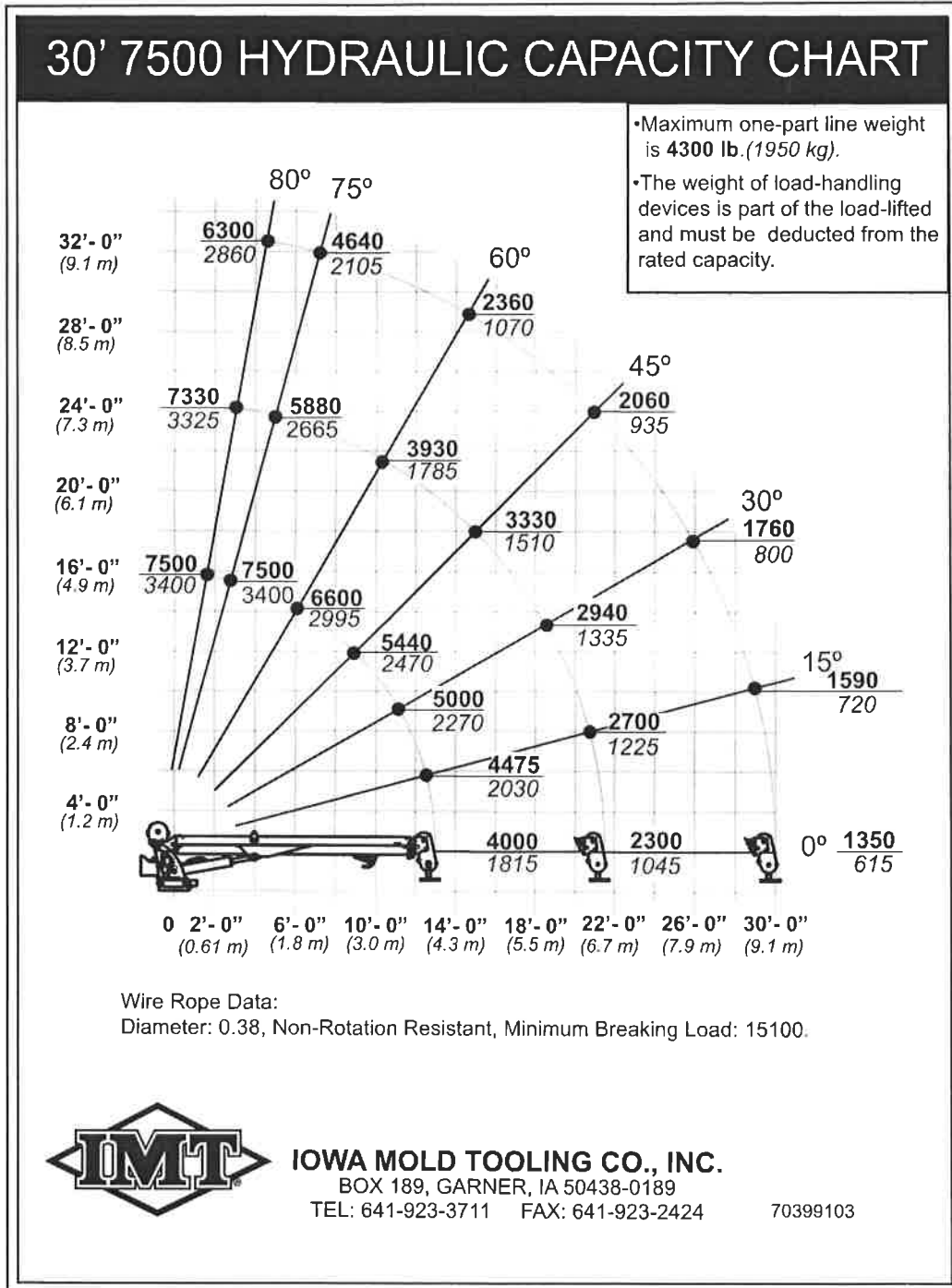
JACK EASTLAND

Telephone Number

678 385-3452

OPTIONS- AUTO CRANE BODY ADD \$ 7,816⁰⁰
 CROW CAB 140 SUPPLY CAB ADD 767⁰⁰
 OPERATOR COMMAND BOOM ADD 228⁰⁰
 40 GAL TANK 140 DUAL DEDUCT \$ 556⁰⁰

Load Capacity Chart



Item # 15



City of Cartersville

City Council Meeting
3/5/2020 7:00:00 PM
Review and Approval of 2020 Goals

SubCategory:	Other
Department Name:	Administration
Department Summary Recommendation:	<p>The report from the 2020 City's Visioning Session is attached. It includes a list of goals submitted by Council and Department heads that are important to each of them.</p> <p>This report is submitted for discussion and/or Council approval. Approving the attached will serve as a guide for the City in the year ahead.</p>
City Manager's Remarks:	Your approval of the 2020 Goals is recommended with any changes or modifications you may have.
Financial/Budget Certification:	
Legal:	
Associated Information:	

2020 Mayor & Council Goals



GOAL	COST	FUNDING SOURCE	TIMELINE
City Funded Redevelopment (i.e. Downtown Green Spaces)	TBD	General Fund/Grants	1-3 Years
CPD Salary and Holiday pay for Public Safety	\$100,000	General Fund	Begin FY2020-2021
Working Relationship with Housing Authority	\$500,000	HUD/Determine Additional Sources	Action Now
Establish cash reserve levels in each proprietary fund and once reached increase transfers	None	None	June 2020
Salary-Benefits -Retention- Determine where we are compared to cities our size	TBD	General Fund	FY2020-2021
Connect Sidewalk on Both Sides of West Avenue	\$50,000	General Fund	FY2020-2021
Increase Permit Fees and business license fees to match County to fund additional Clerk in Planning and Development	\$80,000 (NET \$0)	Fee	1/1/2021
Feasibility & Potential Completion of Trail System	\$800,000-\$1 Million	Grants and General Fund	2-3 Years
Development/Redevelopment Regulations & Incentive Programs	TBD	General Fund/ Potentially Specific Department Budgets	FY2020-2021
Implement Quiet Zone	\$2.5 Million	2020 SPLOST, Grant, General Fund	January 2022



City of Cartersville

**City Council Meeting
3/5/2020 7:00:00 PM
Alcohol Control Board Decision Appeal**

SubCategory:	Other
Department Name:	Clerk
Department Summary Recommendation:	During the February Alcohol Control Board meeting, business owner Fadi Shreiteh, at 1139 N Tennessee Street, did not appear for his case. This was a second violation. The Board voted to revoke his license. Since that time, the owner of the establishment stated he was confused about the date of the hearing and filed an appeal. He would like the decision of the Alcohol Control Board to be reconsidered.
City Manager's Remarks:	Mr. Shreiteh will be at the meeting on Thursday to appeal the ACB decision to revoke his license.
Financial/Budget Certification:	
Legal:	
Associated Information:	

ARCHER & LOVELL, P.C.

ATTORNEYS AT LAW
 336 S. TENNESSEE STREET
 P. O. BOX 1024
 CARTERSVILLE, GEORGIA 30120

David G. Archer
 E. Keith Lovell

Phone: (770) 386-1116
 Fax: (770) 382-7484

January 30, 2020

Ranjha Investment, Inc.
 1139 N. Tennessee St.
 Cartersville, GA 30120
 Attn: Fadi Shreiteh

***THIS NOTICE LETTER IS ALSO BEING HAND
 DELIVERED TO THE ESTABLISHMENT
 LOCATION IN CARTERSVILLE, GEORGIA***

IN RE: **NOTICE OF SUSPENSION, PROBATION, FINE AND/OR REVOCATION
 HEARING ON FEBRUARY 12, 2020 at 10:00 AM**
 Alcohol License Certificate Number: LL201902731
 Customer Number: LCB201700520
 License Type: Retail Package: Beer
 License Holder: Ranjha Investment Inc.
 Establishment: Mack's Chevron, 1139 N. Tennessee St. Cartersville, GA

Ladies and Gentlemen:

You are hereby notified by the Mayor and City Council of the City of Cartersville, Georgia, that Anwar Merei Al Baradan, an employee of Mack's was charged and issued a citation for selling alcohol to minors on January 8, 2020. Mr. Al Baradan is scheduled for trial on March 9, 2020, at 3:00 pm in the City of Cartersville Municipal Court for is citation of selling to minors.

Selling alcohol to minors is a violation of the City of Cartersville Code of Ordinance Section 4-21. It is also a violation by the license holder, pursuant to Sec. 4-13 of the City of Cartersville Code of Ordinances. The Alcohol Control Board of the City of Cartersville has scheduled a hearing to determine whether or not your Malt Beverage and Wine Package License should be fined, suspended, revoked, placed on probation and/or any combination thereof pursuant to City of Cartersville Code of Ordinances Sections 4-203 and 4-209. *The Alcohol Control Board has not taken action to suspend your license pending said hearing; however, please be advised this establishment is currently on probation for selling alcohol to a minor from March 2017. A copy of the Order in said case is attached to this notice letter. This is your second violation in less than three years and the maximum penalties are a fine of up to \$1,000.00, 3 years' probation, and a 30-day suspension of your alcohol license.*

Please be advised that if found guilty of the alleged violations, you have the right to appeal pursuant to the requirements of City of Cartersville Code of Ordinances Section 4-209(e)(1), (2) and (3).

Ranjha Investment Inc.
January 30, 2020
Notice of Hearing – Alcohol Control Board
Establishment: Mack’s – 1139 N. Tennessee St.
Page 2

You are hereby ordered to be and appear at said Alcohol Control Board hearing at 10:00 am on February 12, 2020, at the City Council Chambers, Third Floor, City Hall, Cartersville, Georgia, to show cause why your license should not be suspended, probated, revoked and/or a fine imposed. You have the right to plead guilty, not guilty, or no contest to the charges. Grounds for this hearing is that your establishment violated Sections 4-13 and 4-21 of the City of Cartersville Code of Ordinances.

This hearing does not concern any other licenses which are held by the license holder. This letter is being sent pursuant to the requirement of the City of Cartersville Code of Ordinance Section 4-209(e).

Additionally, you have the right to be represented by counsel and to all subpoena powers which are available to the Alcohol Control Board at said hearing.

This 30th day of January, 2020.

Very truly yours,

ARCHER & LOVELL, P.C.



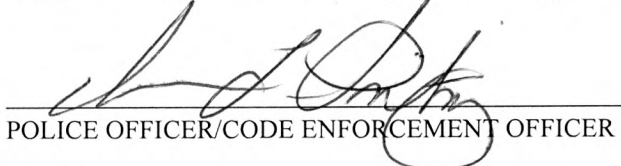
E. Keith Lovell
Assistant Attorney for the City of Cartersville

EKL/slf

cc: City Manager, City of Cartersville
Planning and Development Director, City of Cartersville
Chief of Police, City of Cartersville
City Clerk, City of Cartersville

.....
This letter was served upon BUSHRA at Mack's Chevron 1139 N. Tenn. St. on the 30 day of January, 2020 by the undersigned Police Officer/Code Enforcement Officer and service is hereby acknowledged.

Bushra
Signature of Person Served


POLICE OFFICER/CODE ENFORCEMENT OFFICER

BEFORE THE ALCOHOL CONTROL BOARD
CITY OF CARTERSVILLE

CITY OF CARTERSVILLE, GEORGIA)	CARTERSVILLE ALCOHOL
)	CONTROL BOARD
Licensor,)	VIOLATION HEARING NO: 1701
)	
v.)	
)	
SHAHID MUSHTAQ,)	
)	
Licensee.)	
)	
Establishment: Smart Mart)	
Address: 1139 N. Tennessee Street)	
Cartersville, GA 30120)	
)	
)	
Malt Beverage and Wine Package)	
License No: MBWPK-000000271)	

ORDER

On March 8, 2017, the Cartersville Alcohol Board held a hearing on alleged violations of the City of Cartersville Code of Ordinances, specifically Section 4-21 as stated in the Notice Letter of February 16, 2017.

The Licensee pled no contest to the charges of selling alcohol to a minor on January 31, 2017.

After consideration, and on motion, the Board unanimously accepted the Licensee's plea of no contest and imposed the following penalty:

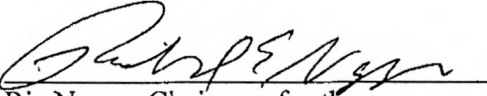
1. A fine in the amount of: \$ 1500; and
2. 3 years' probation from March 8, 2017.

Payment of the fine is to be made at the City of Cartersville Community Development Department Office located at 10 North Public Square 2nd Floor, P.O. Box 1390 Cartersville Georgia 30120, and is due by Wednesday, March 22, 2017, at 3:00 p.m.

Additionally, pursuant to the City of Cartersville Code Section 4-14(e)(1)(2) and (3), the Licensee has the right to appeal this Order to the Mayor and City Council. If no appeal is filed by March 22, 2017, at 3:00 p.m., this Order becomes final. If an appeal is filed, the probation and fine are stayed until said appeal is heard.

Appeals shall be filed at the City Manager's office by mail to: City of Cartersville, Attn: Sam Grove, PO Box 1390, Cartersville, GA 30120.

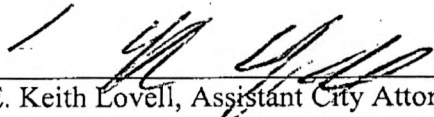
BE IT AND IT IS ORDERED, this 8th day of March, 2017.



Ric Napps, Chairman for the
Cartersville Alcohol Control Board

CERTIFICATE OF SERVICE

This is to certify I have this day served the above Licensee or their representative via hand delivery, this 8th day of March, 2017.



E. Keith Lovell, Assistant City Attorney
City of Cartersville

P. O. Box 1024
Cartersville, Georgia 30120
(770) 386-1116

Alcohol License

City of Cartersville, Georgia



Business Mailing Address:

FADI SHREITEH
 SMART MART
 1139 N TENNESSEE ST
 CARTERSVILLE, GA 30120

Certificate Number
 LL201902731

Business Address	1139 N TENNESSEE ST
Alcohol License Type	Retail Package: Beer
Business Type	447110 - Gasoline Stations with Convenience Stores
	722410 - Alcoholic Beverages
Customer Number	LCB201700520
Certificate Issued to	RANJHA INVESTMENT INC
Certificate Amount	\$ 500.00
Expiration Date	12/31/2020

Date Issued: November 15, 2019

Director of Planning and Development

DISPLAY IN A CONSPICUOUS PLACE. MAY BE
 REVOKED FOR CAUSE

Item # 17
 MISC00000889315

Occupational Tax Certificate

City of Cartersville, Georgia

**Business Mailing Address:**

FADI SHREITEH
SMART MART
1139 N TENNESSEE ST
CARTERSVILLE, GA 30120

Certificate Number
0001201902210

Business Address: 1139 N TENNESSEE ST

Business Type: 447110 - Gasoline Stations with
Convenience Stores 722410 - Alcoholic
Beverages

Customer Number: LCB201700520

Certificate Issued To: NOSHABA CORPORATION

Certificate Amount: 180.00

Expiration Date: 12/31/2020

Date Issued: December 05, 2019

Director of Planning and Development

DISPLAY IN A CONSPICUOUS PLACE. MAY BE
REVOKED FOR CAUSE

MISC00000889315

Item # 17



Cartersville Police Department

Criminal Investigation Division

Face Sheet

Case Number : 2020-493

Specific Offense : Sales to Underage Person (M)

Suspect : Anwar Al Baradan

Victim : City of Cartersville

Date of Offense : 1/8/2020

Date Case Opened : 1/8/2020

Investigator : D.W. Herron

Approvals

Cleared by Arrest	<input checked="" type="checkbox"/>	Case Suspended	<input type="checkbox"/>
Cleared Exceptionally	<input type="checkbox"/>	Case Unfounded	<input type="checkbox"/>

 SigPlus1

01/28/2020 03:51:28 pm

Approving Supervisor Signature / Date

CARTERSVILLE POLICE DEPARTMENT**FIELD CASE REPORT**CASE# **2020-00000493**

EVENT	REPORTED DATE/TIME 01/08/2020 21:35	OCCURRED INCIDENT TYPE Traffic/City	
	OCCURRED FROM DATE/TIME 01/08/2020 21:35	OCCURRED THRU DATE/TIME 01/08/2020 21:46	LOCATION OF OCCURRENCE MACK'S MARATHON 1139 N TENNESSEE ST SE CARTERSVILLE, GA

OFFENSES	STATUTE/DESCRIPTION	COUNTS	ATTEMPT/COMMIT
	01	4-21 Purchase by or sales to underaged persons	1

SUBJECT	JACKET/SUBJECT TYPE Adult Arrestee	NAME (LAST, FIRST, MIDDLE SUFFIX) AL BARADAN, ANWAR MEREI					
	DOB 01/01/1983	AGE or AGE RANGE 37	ADDRESS (STREET, CITY, STATE, ZIP) 1195 NATCHEZ TRCE C MARIETTA, GA 30008				
	RACE White	SEX Male	HEIGHT or RANGE 5'9 5'9	WEIGHT or RANGE 174 174	HAIR Black	EYE Black	
	DL NUMBER/STATE 060108426 / GA	PRIMARY PHONE (404)573-3814	PHONE #2	PHONE #3			

SUBJECT	JACKET/SUBJECT TYPE Business Victim	NAME (LAST, FIRST, MIDDLE SUFFIX) CITY OF CARTERSVILLE,					
	DOB	AGE or AGE RANGE	ADDRESS (STREET, CITY, STATE, ZIP) 1 N ERWIN ST SE CARTERSVILLE, GA 30120				
	RACE	SEX	HEIGHT or RANGE	WEIGHT or RANGE	HAIR	EYE	
	DL NUMBER/STATE	PRIMARY PHONE	PHONE #2	PHONE #3			

SUBJECT	JACKET/SUBJECT TYPE Officer Complainant	NAME (LAST, FIRST, MIDDLE SUFFIX) HERRON, D W					
	DOB	AGE or AGE RANGE	ADDRESS (STREET, CITY, STATE, ZIP) 195 CASSVILLE RD SE CARTERSVILLE, GA 30120				
	RACE	SEX	HEIGHT or RANGE	WEIGHT or RANGE	HAIR	EYE	
	DL NUMBER/STATE	PRIMARY PHONE (770)607-6227	PHONE #2	PHONE #3			

REPORTING OFFICER 181 Herron	DATE 01/08/2020	REVIEWED BY Belcher, A.L.	DATE 01/09/2020
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1 OF 2

Item # 17

CARTERSVILLE POLICE DEPARTMENT

FIELD CASE REPORT

CASE# 2020-00000493

NARRATIVE

On Wednesday, January 8, 2020, between the hours of 1800-2300, the Cartersville Police Department's Criminal Investigation Division conducted an alcohol license compliance check at businesses within the City Of Cartersville. During the compliance check, multiple businesses were checked for their compliance with the regulations for identifying and selling alcohol to minors. During the compliance check, Anwar Al Baradan was working as the clerk at 1139 N. Tennessee Street (Mack's Marathon). Mr. Al Baradan was observed selling alcohol to an underage minor after checking the minor's ID. Mr. Al Baradan was issued a misdemeanor citation form for Sale of Alcohol to Minor, City Ordinance 4-21.

Nothing further.

REPORTING OFFICER	DATE	REVIEWED BY	DATE
181 Herron	01/08/2020	Belcher, A.L.	01/09/2020

2 OF 2

Item # 17



Cartersville Police Department

Criminal Investigation Division

Investigative Summary

Case Number : 2020-493
Investigator : D.W. Herron
Date : 1/24/2020
Reference : Alcohol Purchase

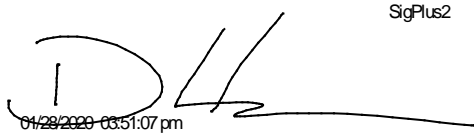
On Wednesday, January 8, 2020, Sgt. Belcher, Sgt. Hichez, Inv. Payne, and I conducted an alcohol license compliance check at Mack's Marathon, 1139 N. Tennessee Street. The compliance check was conducted utilizing Confidential Informant (CI) #20-05 (an underage cooperating citizen). Prior to the operation, the CI and his/her vehicle were searched for contraband, but none was located. The CI was checked for personal money and found to have none. The CI was issued \$10 of government funds and equipped with an audio/video recording device. The CI was instructed to enter the business and attempt to purchase alcohol. Sgt. Hichez and I monitored a live video feed nearby.

At 9:35 P.M., the CI entered the business. The CI grabbed a Straw-ber-rita and was able to purchase it from the clerk, Anwar Al Baradan. The CI paid \$3.20 for the beverage. The CI left the business and met with Investigators at a prearranged location. The CI was provided additional funds to purchase more alcohol from the business. The CI entered the business the second time at 9:46 P.M., and again purchased a Straw-ber-rita from Mr. Al Baradan for \$3.20. The CI left the business and met with investigators. Physical and technical surveillance was maintained throughout the entirety of the operation.

Sgt. Hichez and I made contact with Mr. Al Baradan. I explained the alcohol license compliance check and alcohol license regulations to Mr. Al Baradan. Mr. Al Baradan was issued a Misdemeanor Citation Form (#2020-493) for City Ordinance 4-21 Sale of Alcohol to a Minor.

I met with the CI and recovered the remaining government funds that he/she was provided. I also recovered the audio/video recording device from the CI. The video footage was entered into evidence. The remaining government funds and a voucher were turned over to Sgt. Belcher at the conclusion of the operation.

This case is cleared by arrest.

 SigPlus2
01/28/2020 03:51:07 pm

Reporting Investigator Signature / Date

 SigPlus1
01/28/2020 03:50:53 pm

Approving Supervisor Signature / Date

CARTERSVILLE POLICE DEPARTMENTCASE# **2020-00000493****ARREST INFORMATION SHEET**

DETAILS	ARREST DATE/TIME 01/08/2020 21:50	ARRESTED AT SCENE Summoned/Cited	ARRESTING OFFICER 181 Herron
	LOCATION OF ARREST MACK'S MARATHON 1139 N TENNESSEE ST SE CARTERSVILLE, GA		

ARRESTEE							
ARRESTEE	JACKET TYPE Adult	NAME (LAST, FIRST, MIDDLE SUFFIX) AL BARADAN, ANWAR MEREI					
	DOB 1/1/1983	AGE 37	ADDRESS (STREET, CITY, STATE, ZIP) 1195 NATCHEZ TRCE C MARIETTA, GA 30008				
	RACE White	SEX Male	HEIGHT 5'9	WEIGHT 174	HAIR Black	EYE Black	
	DL NUMBER/STATE 060108426 / GA	PRIMARY PHONE (404)573-3814	PHONE #2	PHONE #3			

CHARGES			
CHARGES	STATUTE / DESCRIPTION	COUNTS	ATTEMPT/COMMIT
	01 4-21 Purchase by or sales to underaged persons	1	Completed

NARRATIVE
SEE CASE NARRATIVE.

ADDITIONAL CHARGES and NARRATIVE MAY BE PRINTED ON FOLLOWING PAGES

REPORTING OFFICER 181 Herron	DATE 01/08/2020	REVIEWED BY Belcher, A.L.	DATE 01/09/2020
--	---------------------------	-------------------------------------	---------------------------

1 OF 1

Item # 17



Cartersville Police Department

Criminal Investigation Division

Witness List

Case Number : 2020-493
 Victim : City of Cartersville
 Date : 1/24/2020
 Investigator : D.W. Herron

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
Anwar Al Baradan	1195 Natchez Trace Marietta 30008	404-573-3814
D.W. Herron	195 Cassville Road	770-607-6227
A.L. Belcher	195 Cassville Road	770-607-6212
O.A. Hichez	195 Cassville Road	770-606-6994
A.D. Payne	195 Cassville Road	770-606-6990

STATE OF GEORGIA
UNIFORM CITATION, ACCUSATION & SUMMONS
GA 0080100
NCIC NUMBER

CITATION NUMBER

COURT COPY

Page 1 of 2

COUNTY OF Barlow		AGENCY Cartersville Police Department			LATITUDE 34.1955	AGENCY INCIDENT/ CASE NO 2020-493
CITY OF (IF APPLICABLE) Cartersville					LONGITUDE -84.7975	COURT CASE NUMBER
DAY OF WEEK WEDNESDAY	MONTH JAN	DAY 8	YEAR 2020	TIME OF DAY 2145		
LOCATION OF OCCURRENCE 1139 N TENNESSEE ST				LOCATION DESCRIPTION CHEVRON		

PERSON(S)

DEFENDANT	NAME (FIRST) ANWAR	NAME (MIDDLE) MEREL	NAME (LAST) AL BARADAN	DATE OF BIRTH & AGE 01/01/1983	JUV N	R W	S M	HGT 509	WGT 175	HAIR BR	EYES BRO	
	OTN		PLACE OF BIRTH	DLN / ID NUMBER 060109425	STATE GA	TYPE OF I.D. OLN		ID EXPIRES 09/19/2022		ENDORSEMENTS		
	SCARS/MARKS/TATTOOS											
	STREET 1195 NATCHEZ TRCE SW APT C				CITY MARIETTA		STATE GA	ZIP CODE 30008	PROBATION / PAROLE <input type="checkbox"/> Yes <input type="checkbox"/> No			
	DATE OF ARREST		LOCATION OF ARREST		DEFENDANT CELL # 404-573-3814							

VEHICLE(s)

TAG / REG	STATE	EXPIRATION	VIN	YEAR	MAKE	MODEL / COLOR
-----------	-------	------------	-----	------	------	---------------

CHARGE(S)

IN VIOLATION OF <input type="checkbox"/> GEORGIA CODE CODE SECTION		CODE DESCRIPTION	VIOLETION LEVEL <input checked="" type="checkbox"/> MUST APPEAR BEFORE JUDGE
IN VIOLATION OF <input type="checkbox"/> COUNTY ORDINANCE CODE SECTION		<input checked="" type="checkbox"/> CITY ORDINANCE CODE DESCRIPTION	
4-21		SALES TO UNDERAGE PERSON	

NARRATIVE(S)

The undersigned certifies and swears that he/she has just and reasonable grounds to believe that the above named Defendant did commit, at the place and time aforementioned, the above violation(s) of law.

SHORT NARRATIVE DESCRIPTION

SAID ACCUSED DID SELL BUD LIGHT STRAWBERITA (AN ALCOHOLIC BEVERAGE) TO AN UNDERAGE PERSON

OFFICER NAME HERRON, D.W.

OFFICER'S SIGNATURE

ID NO 181

ORGANIZATION / UNIT CID

COURT INFORMATION

YOU ARE HEREBY ORDERED TO APPEAR BEFORE / REPORT TO THE

Cartersville Municipal Court
 178 West Main Street
 Cartersville Georgia 30120

PHONE: (770) 607-6307

DEFENDANT SIGNATURE:

COURT DATE: MARCH 9 2020

COURT TIME: 1500

To answer to the above charge. Your failure to appear shall result in a warrant issued for your arrest to be brought to court to answer the charge(s) above. By my signature, I authorize the court or a third party on their behalf to send text messages or phone calls to my cell phone to convey information regarding court appearances. I understand that standard text messaging rates will apply. I also understand that I may revoke this permission in writing at any time by filing a notice to "opt-out" with the clerk. THIS SUMMONS/CITATION IS ISSUED BY AUTHORITY OF THE LAWS OF THE STATE OF GEORGIA.

Item # 17

Version 12.7.18

STATE OF GEORGIA
 CITATION, ACCUSATION, & SUMMONS
 GA 0080100 NCIC NUMBER
 CITATION NUMBER

2020-493

DEFENDANT COPY

NOTICE TO APPEAR

If you do NOT sign the summons, you may be arrested and held in custody until bail is determined.

You have been served with a citation and summons. Signing the summons is not agreement with the charge or the information contained on the front of this citation. It is an agreement to appear at the time and place shown on the summons. By signing the summons and providing your e-mail address and/or cellular phone number, you agree that the court may use these, in addition to your address, to contact you. **If you do not appear in court to answer the charge, a warrant will be issued for your arrest.**

SPECIAL CONDITIONS

All charges require that you DO NOT VIOLATE THE LAW WHILE YOUR CASE IS BEING RESOLVED.

If you are charged with a violation of O.C.G.A. § 16-7-21 (CRIMINAL TRESPASS); O.C.G.A. § 16-8-14 (THEFT BY SHOPLIFTING); or O.C.G.A. § 16-8-14.1 (REFUND FRAUD), the Court requires that you:

- 1) DO NOT RETURN TO THE LOCATION WHERE THE OFFENSE IS ALLEGED TO HAVE HAPPENED; &
- 2) DO NOT HAVE CONTACT WITH ANY VICTIM(S) OR WITNESS(ES) NAMED IN THE CITATION;

These conditions remain in place until the Court modifies the conditions of your release or your charges are disposed of.

If you are to be released, any additional Bond Procedures will be explained to you.

WAIVER AND PLEA OF GUILTY FOR CHARGES NOT REQUIRING A COURT APPEARANCE
[DOES NOT APPLY IF "MUST APPEAR BEFORE JUDGE" BOX ON REVERSE SIDE IS CHECKED]

I, the undersigned, do hereby enter my written, rather than personal appearance in the court case resulting from the charge on the reverse side of this citation. I understand that by paying my fine and not personally appearing before the court I am waiving any right that I might have had to a trial by judge or jury and to be represented by counsel. I further understand that by paying the fine, I have pled guilty to the offense as charged. I further agree to mail this waiver and plea to the address shown below or to deliver it in person to the court. **This waiver will not be accepted for any charge requiring a court appearance before a judge.**

SIGNATURE OF ACCUSED _____
 SIGNATURE OF ATTORNEY _____

DATE _____
 BAR NO _____

HOW TO CONTACT THE COURT

Requests to continue a case or change a court date must be in writing only, received prior to the court date, and approved by the court. You CANNOT be imprisoned solely for inability to pay a fine, but you MAY face imprisonment for failing to appear at a scheduled court date.

You may contact the Court at 770-607-6307, write the Court at PO Box 1390 Cartersville Ga 30120, or use the website <http://www.cartersvillepay.com> or pay by phone 1-844-776-9157 by midnight the date before your court date. When paying your citation, please include a copy of the citation and write your name, drivers license number and citation number on the money order/certified check.

STATE OF GEORGIA
CITATION, ACCUSATION, & SUMMONS
GA 0080100 NCIC NUMBER
CITATION NUMBER

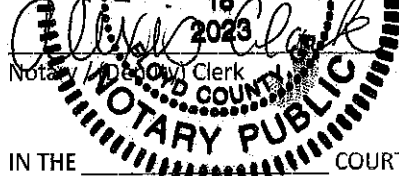
COURT COPY

2020-49

ARRESTING OFFICER CERTIFICATE

The undersigned, _____, sworn upon his/her oath, deposes and states that s/he has just and reasonable grounds to believe, and does believe that the person named on the reverse side committed the offense therein set forth, contrary to the law.

Sworn and subscribed before me this 08 day of January 2020.



Officer

10
Badge #

PROSECUTING OFFICIAL CERTIFICATE

IN THE _____ COURT OF _____

On behalf of the people of the State of Georgia, the undersigned, as prosecuting attorney for the city or county and state aforesaid, does hereby charge and accuse the person named on the reverse side of this citation with the offense named on the reserve side of this citation and that said offense was committed in the city/county and at the location named and at the time named on the reverse side of this citation. This offense was committed contrary to the laws of this state, the good order, peace and dignity thereof.

DISTRICT ATTORNEY/SOLICITOR/PROSECUTING OFFICIAL _____

APPEARANCE, PLEA, AND WAIVER

I, _____ have been advised that I am being charged with the offense named on the reserve side of this citation and that the minimum punishment that I can receive is _____ months imprisonment and/or a \$ _____ fine; and that the maximum punishment that I can receive is _____ months imprisonment and/or a \$ _____ fine. I have been advised of my rights to be represented by an attorney or that an attorney will be provided for me if I am determined to be indigent; to plead not guilty and be tried by a judge or jury; to confront the witnesses against me; and to not give incriminating evidence against myself. I hereby waive these rights; state that I have not been induced by any threat or promise to enter this plea, and do freely and voluntarily enter my plea.

This _____ day of _____, 20____.

ACCUSED _____
ATTORNEY _____

As Judge of the _____ COURT of _____, I have advised the above named accused as indicated of his/her rights, the nature of the charge against him/her, and possible consequences of the plea as entered. I am satisfied that there is a factual basis for the plea which the accused has entered and that it was entered freely and voluntarily with the nature of the charge and the consequences of the plea.

JUDGE _____

DISPOSITION AND SENTENCE

COURT: _____ COURT DATE: _____ CASE #: _____
DEFENDANT PLEA: GUILTY NOT GUILTY NOLO CONTENDERE IN PERSON BY MAIL
TRIAL: JURY NON-JURY BENCH VERDICT: GUILTY NOT GUILTY ATTORNEY: _____
OTHER ACTION: BOND FORFEITURE NOL PROS NO RECORD DEAD DOCKET DISMISSED
 1ST OFFENDER CONDITIONAL DISCHARGE
SENTENCE: Fine / Fee \$ _____ Probation: _____
CONDITIONS/OTHER: _____
JUDGE: _____

You may contact the Court at 770-607-6307, write to the address of PO Box 1390 Cartersville Ga 30120 or use the website <http://www.cartersvillepay.com> or pay by phone at 1-844-775-9167 by midnight the day before the assigned court date. When paying your citation, please include a copy of the citation or write your name, drivers license number and citation number on the money order/ certified check. No hearings are held on Court Date. If you want a hearing or jury trial, notify the Court Clerk at 770-607-6307.

NOTICE: You have been served with a citation and summons. If you fail to appear, a warrant will be issued for your ARREST and your drivers license SHALL be suspended by the Georgia Department of Drivers Services. If you were permitted to display your license instead of posting a bail, this does not excuse you from appearing in court or answering the charges against you.

**WELCOME TO
FOOD MART**00380945
Mack Chevr
1139 N Tenn St.
Cartersville GA

Description	Qty	Amount
T BUDLIGHT RITA 25oz	1	2.99
Subtotal		2.99
Tax		0.21
TOTAL		3.20
CASH \$		10.00
Change \$		-6.80

THANKS, COME AGAINST# AB123 TILL XXXX DR# 1 TRAN# 1012472
CSH: 2 01/08/20 21:38:00

#2

**WELCOME TO
FOOD MART**

00380945
Mack Chevr
1139 N Tenn St.
Cartersville GA

Description	Qty	Amount
T BUDLIGHT RITA 25oz	1	2.99
Subtotal		2.99
Tax		0.21
TOTAL		3.20
CASH \$		5.00
Change \$		-1.80

THANKS, COME AGAIN

ST# AB123 TILL XXXX DR# 1 TRAN# 1012475
CSH: 2 01/08/20 21:45:43

ATTN: MAYOR AND CITY COUNCIL OF THE CITY
OF CARTERSVILLE.

RANJHA INVESTMENT, INC.

1139 N. TENNESSEE ST.

CARTERSVILLE, GA 30120

LIC # LL201902731

Item # 17

I apologize for missing the hearing on Feb 12, 2020. ~~The~~ The reason I started reading the first paragraph of the letter in which it states "Mr. Al Baradan is scheduled for trial on March 09, 2020".

With all due respect we looking for appeal.

Sincerely,
Fadi Shreiteh

Feb 17, 2020

Fadi

RETURN COPY

ARCHER & LOVELL, P.C.

ATTORNEYS AT LAW
 336 S. TENNESSEE STREET
 P. O. BOX 1024
 CARTERSVILLE, GEORGIA 30120

David G. Archer
 E. Keith Lovell

Phone: (770) 386-1116
 Fax: (770) 382-7484

February 25, 2020

Ranjha Investment, Inc.
 1139 N. Tennessee St.
 Cartersville, GA 30120
 Attn: Fadi Shreiteh

*VIA CERTIFIED MAIL/RETURN RECEIPT
 ARTICLE NO. 7019 1120 0001 0132 9540
 AND VIA HAND DELIVERY*

IN RE: **NOTICE OF HEARING ON APPEAL – MARCH 5, 2020, 7:00 P.M.**
 Alcohol License Certificate Number: LL201902731
 Customer Number: LCB201700520
 License Type: Retail Package: Beer
 License Holder: Ranjha Investment Inc.
 Establishment: Mack's Chevron, 1139 N. Tennessee St. Cartersville, GA

Ladies and Gentlemen:

The City of Cartersville received your appeal to the Order issued by the Alcohol Control Board for the alcohol licensee listed above. **You are hereby notified that the Mayor and City Council of the City of Cartersville, Georgia, will hear said appeal at 7:00 pm on March 5, 2020, at the City Council Chambers, Third Floor, City Hall, 10 North Public Square, Cartersville, Georgia 30120.**

Very truly yours,

ARCHER & LOVELL, P.C.



E. Keith Lovell
 Assistant Attorney for the City of Cartersville

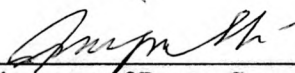
EKL/slf

cc: City Manager, City of Cartersville
 Planning and Development Director, City of Cartersville
 Chief of Police, City of Cartersville
 City Clerk, City of Cartersville

Item # 17

Ranjha Investment Inc.
February 25, 2020
Notice of Appeal Hearing – Mayor & City Council
Establishment: Mack’s – 1139 N. Tennessee St.
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This letter was served upon Amjad Ali at
1139 N. Tenn St on the 25 day of Feb, 2020 by the
undersigned Police Officer/Code Enforcement Officer and service is hereby acknowledged.



Signature of Person Served



POLICE OFFICER/CODE ENFORCEMENT OFFICER