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**Historic Preservation Commission Agenda**

Tuesday, February 14, 2023– 6:00 pm

Perry Events Center

1121 Macon Road, Perry

1. Call to Order
2. Roll Call
3. Citizens with Input
4. Announcements
  - a. Please place cell phones on silent mode.
5. Approval of the Agenda
6. Approval of Minutes – January 24, 2023, Inaugural Meeting
7. Old Business
  - a. Review and Approval of Bylaws
  - b. Review and Approval of Hearing Procedures
8. New Business
  - a. Establish boundaries for proposed district including Clinchfield, Washington, Evergreen, and Duncan area
  - b. Determine contributing and noncontributing structures
9. Other Business
  - a. Commission questions or comments
10. Adjournment

All meetings of the Historic Preservation Commission are open to the public.

(478) 988-2720

<https://perry-ga.gov/historic-preservation-commission>

Historic Preservation Commission Agenda  
Minutes - January 24, 2023

1. Call to Order: Mr. Bryan Wood called the meeting to order at 6:00pm.
2. Roll Call: Bryan Wood – Community Development Director; Commissioners Beroza, Nelson, Sanders, Griffin, and Moore were present.

Staff: Mayor Walker, Holly Wharton – Economic Development Director, and Christine Sewell – Recording Clerk

Guests: Elle Loudermilk and Terre Walker

3. Citizens with Input – none
4. Comments by Mayor Randall Walker- welcomed everyone and thanked them for the willingness to serve. Mayor Walker briefed the Commission on how it was formed and their work to preserving the assets of the community. Mayor Walker advised he and Council support their efforts and are there to assist the Commission.
5. Introductions – Each of the Commissioners introduced themselves and provided some personal background information.
6. Election of Officers – Chair and Vice Chair

Mr. Wood explained the role for each and advised he as staff will be there to support and assist. Commissioner Nelson motioned to nominate Valerie Moore as the Chair; Commissioner Beroza seconded; all in favor and was unanimously approved. Commissioner Beroza motioned to nominate Andrew Griffin as Vice Chair; Commissioner Sanders seconded; all in favor and was unanimously approved.

7. New Business

- a. Review and Approval of Bylaws and Hearing Procedures

Mr. Wood reviewed the bylaws which came from the Department of Community Affairs and had been reviewed by the City Attorney. The policies and procedures are for the governing of the public hearings before the Commission. The Commission requested they have time to review and bring back to the next meeting for adoption.

- b. Development of 2023 Work Plan

Mr. Wood advised the Commission will need to review and re-establish the historic districts and provided a map of the current area for review and discussion. Mr. Wood is recommending to start with one district at a time and suggested to commence with Washington Street and Evergreen Street. Criteria was briefly reviewed which should be based on some type of use and when possible, architecture. The next area suggested was downtown and work outwards. Once the first area is completed this will establish a process moving forward. The Commission suggested examining Clinchfield in the first area review. Mr. Wood advised guidelines will also need to be established, one for residential and one for commercial. From discussion Mr. Wood will update the map with the areas discussed and bring back for discussion and work on getting pictures of the areas, and provide the process and steps.

8. Other Business

a. Commission questions or comments – None

9. Adjournment: there being no further business to come before the Commission the meeting was adjourned at 7:15pm.

DRAFT



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## Memorandum

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To: Historic Preservation Commission  
From: Bryan Wood, Community Development Director  
Date: February 9, 2023  
Re: Policies and Procedures Governing Historic Preservation Public Hearings

All,

At your first meeting there were questions regarding the draft Policies and Procedures Governing Historic Preservation Public Hearings. The original title was Policies and Procedures Governing Historic Preservation Commission Public Hearings.

These policies and procedures will be used by both the HPC and City Council regarding the designation of historic districts and historic properties. They will be used by the HPC regarding the review of Certificates of Appropriateness. Therefore, both the HPC and Mayor and Council must be included in the procedures.

The only change from the original draft discussed at your first meeting is deletion of the word "Commission" from the title. The City Attorney has reviewed this document.



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## Policies and Procedures Governing Historic Preservation Public Hearings

1. The hearing shall be called to order by the presiding officer. The presiding officer shall explain the procedures to be followed in the conduct of the public hearing. After calling the hearing to order, the presiding officer shall request that staff identify the parcels of property and/or references to the code sections which are the subject of the proposal. Following such identification, staff shall present its recommendation which shall include an analysis of each standard provided for in the Land Management Ordinance applicable to the subject proposal. When the hearing is before Mayor and Council, staff shall also present the recommendation of the Historic Preservation Commission. The written recommendation and all documentation of staff and the Historic Preservation Commission shall be made a part of the record.
2. The applicant and other proponents of each proposal shall then be allowed to present data, evidence and opinion concerning the proposal.
3. Opponents of each proposal shall then be allowed to present data, evidence and opinion concerning the proposal.
4. No time limit shall be imposed upon any person speaking at a public hearing, but all speakers are urged to make their comments brief and avoid repeating other comments. Each side, for and against a proposal, shall have an equal minimum time period for its presentation, such minimum time period to be ten (10) minutes per side. At the conclusion of presentations for both sides, Mayor and Council/Commission may ask questions of any party or staff relative to the application under consideration.
5. All speakers shall identify themselves and state their current address. Remarks should be limited to data, evidence, and opinions relevant to the proposal under consideration. Speakers shall address all remarks to the presiding officer.
6. Following public comment, the presiding officer shall announce that the public hearing for the requested decision is closed. The Historic Preservation Commission, in its subsequent business session, shall then consider the proposal and shall, at that time, act on the matter. At the close of the public hearing before the City Council, the governing authority shall consider the recommendation for the decision in its subsequent business session and act on the proposal.
7. Printed copies of these policies and procedures shall be available for distribution to the general public.

Adopted:

# Summary of Historic District Designation Process

- 1. Establish boundaries of the district using “Criteria for selection of historic districts.”**
  - a. A historic district is a geographically definable area, which contains buildings, structures, sites, objects, and landscape features or a combination thereof, which:
    - i. has special character or special historic/aesthetic value or interest,
    - ii. represents one or more periods, styles, or types of architecture typical of one or more eras in the history of the municipality, county, state, or region, and
    - iii. causes such area, by reason of such factors, to constitute a visibly perceptible section of the municipality or county.
- 2. Classify buildings as “contributing” or “noncontributing.”**
  - a. Individual properties within historic districts shall be classified as:
    - i. Contributing (contributes to the district)
    - ii. Non- contributing (does not contribute to the district, as provided for in Criteria above.)
- 3. Prepare a “Report for Nomination.”**
  - a. a Report for Nomination consists of:
    - i. a physical description,
    - ii. a statement of the historical, cultural, architectural and/or aesthetic significance,
    - iii. a map showing district boundaries and classification (i.e., contributing, or non-contributing) of individual properties therein, or showing boundaries of individual historic properties; and
    - iv. representative photographs.
- 4. File Application for Designation.**
- 5. Hold Public Hearings** – one by HPC and one by City Council.
  - a. Publish notice in local newspaper at least 3 consecutive issues prior to hearings.
  - b. Written notice mailed to all property owners and occupants of the affected properties.
  - c. Notices must be published and mailed not less than 10 nor more than 20 days prior to each public hearing.
- 6. Notify the Georgia Department of Community Affairs (DCA)** at least 30 days prior to making a recommendation to City Council.
- 7. Notify Affected Owners.** Within 30 days of adopting an ordinance designating a historic district, mail notice of such action to owners and occupants of the affected properties.