

Historic Preservation Commission Minutes  
Minutes - March 14, 2023

1. Call to Order: Chairman Moore called the meeting to order at 6:00pm.
2. Roll Call: Chairman Moore; Commissioners Beroza, Nelson, Sanders, Griffin were present.

Staff: Bryan Wood – Community Development Director, Emily Carson – Community Planner, and Christine Sewell – Recording Clerk

Guests – Terre Walker

3. Citizens with Input – None
4. Announcements
  - a. Please place cell phones on silent mode; Chairman Moore asked for cell phones to be silent.
5. Approval of the Agenda

Commissioner Beroza motioned to approve the agenda as presented; Commissioner Sanders seconded; all in favor and was unanimously approved.

6. Approval of Minutes – February 14, 2023, Meeting

Commissioner Griffin motioned to approve as submitted; Commissioner Beroza seconded; all in favor and was unanimously approved.

7. Old Business – None
8. New Business
  - a. Update on Report of Nomination

Mr. Wood advised he had requested an example from the state and it is an depth report and reviewed the information that would need to be provided. The state's report includes contributing and non-contributing properties. Once the city's report is complete, it will be submitted to the state for review and approval. On approval it will be provided to those in the district. Mr. Wood advised he and Ms. Carson started the ground work of photographing the properties in the area of Washington/Evergreen/Tolleson/and part of Cater. There will also be a map produced of the area. Mr. Wood noted the format will be similar as the examples provided from the state, will include a general boundary description, and reference the map. There will also be a classification of contributing or non-contributing, vacant or undeveloped, and accessory structures. Mr. Wood noted while photographing the properties they are trying to note any modifications and detached structures. Mr. Wood advised they hope to have complete by the next meeting for review and if approved by the Commission forward to the state. On the boundaries Mr. Wood advised 904 Duncan was not originally included, but will now be, and on Beckham Circle the Moore house will be non-contributing, as well as the Head Start facility on Evergreen. There is a total of 112 parcels; 7 vacant for the district, which will be listed as Washington/Evergreen.

b. Discuss design guidelines

Mr. Wood in thinking ahead after public notice is provided and the questions that most likely will be raised, felt there should be some type of guidance. The Secretary of Interior Standards is what is currently in the ordinance but additional design guidelines can be adopted. Mr. Wood then presented a copy from the City of Acworth. This was being provided as the Main Street Advisory Board had recently adopted for their reviews of downtown projects. The guidelines address maintenance, repair, replacement and new construction. Mr. Wood noted in the future it would be recommended that specific guidelines be developed for the city. Chairman Moore explained the process of the guidelines for the Main Street Board's review of Certificate of Appropriateness (COA) and staff provides and presents a report and the guidelines are referenced and very clear to understand and interpret. The Commission concurred to have staff proceed with guidelines based on the City of Acworth and edited to reflect the City of Perry.

Mr. Wood suggested the Commission start with required a COA for all applications as well as define minor items that would not require one. Commissioner Griffin asked if a COA was not filed what is the process; Mr. Wood advised a stop work order would be issued. Commissioner Sanders asked the process for a non-contributing property; Mr. Wood advised as COA would still be required, but there would most likely be more leniency.

9. Other Business

- a. Commission questions or comments – Ms. Walker advised the Historical Society had only six more street signs available to complete the project.

10. Adjournment – there being no further business to come before the Commission the meeting was adjourned at 6:46pm.

*Approved 04.11.23*