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Historic Preservation Commission Agenda
Tuesday, December 10, 2024– 6:00 pm
Council Chambers, City Hall, 808 Carroll Street, Perry

1. Call to Order
2. Roll Call
3. Citizens with Input
4. Announcements
 - a. Please place cell phones in silent mode.
5. Approval of the Agenda
6. Approval of Minutes – November 12, 2024, meeting
7. Old Business
8. New Business
 - a. Preliminary Comments – window replacement at 906 Evergreen Street
 - b. Preliminary Comments – carport enclosure at 703 Evergreen Street
9. Other Business
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 - November 12, 2024

1. Call to Order: Chairman Griffin called the meeting to order at 6:01pm.
2. Roll Call: Chairman Griffin; Commissioners Beroza, Hubbard, Sanders and Taylor were present.

Staff: Bryan Wood – Community Development Director, Alicia Hartley – Downtown Manager, and Christine Sewell – Recording Clerk

Guests: Jim Lay

3. Citizens with Input – None
4. Announcements
 - a. Please place cell phones in silent mode- Chairman Griffin asked for cellphones to be silenced
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 – October 8, 2024, meeting – Commissioner Hubbard motioned to approve as submitted; Commissioner Beroza seconded; all in favor and was unanimously approved.
7. Old Business
 - a. Review Downtown Report of Designation

Chairman Griffin asked for comments on the report. Commissioner Beroza asked if DCA provided any specific properties they should reexamine from their review; Mr. Wood advised they did not. Discussion ensued on the report with Commissioner Sanders noting the Orleans on Carroll building was a wonderful restoration and it still has the historic feel and same form and does not want to see it removed from the district. Mr. Wood stated that building and those surrounding it create the downtown core.

In regard to the 700 block of Carroll Street and the Village Shops discussion began noting that the motor court had been there before the interstate was developed and was what brought travelers into Perry. The Commission desired for the property to remain in the district as a contributing property and noted it has potential to be redeveloped within the guidelines.

On conclusion of discussion the Commission agreed to proceed with the current draft report with some additional property description notations. Mr. Wood advised once the draft was finalized notice will be sent for the public hearing, which will not be held until the after the first of the year and from that there may be modifications before finalizing and forwarding to Council.

8. New Business – None
9. Other Business - Mr. Wood asked the Commission for comments from the joint meeting with the Main Street Advisory Board and DDA.

Commissioner Taylor doesn't want the Commission to be a rubber stamp for approvals and there has to be communication and basic respect for the Commission and their processes. Also, they had been asked what they would have done with regard to the New Perry Hotel if brought to them but noted the owner chose to purchase the property knowing it was historic and if he didn't want to care for it and follow regulations there are other areas in the city for development and part of the attraction to Perry are structures that are historic.

Commissioner Sanders did not believe the only properties left to develop downtown were the 700 block of Carroll Street; there is a brewery proposed on Jernigan Street, the former New Perry Hotel site, and with Walgreens closing it can be re-developed, and there are other opportunities as well.

Commissioner Beroza noted the Commission is representing the community, and they are all citizens of Perry, and they can differentiate between the two and do what's best for the community, but there will be an impact to property owners, and he agrees there needs to be better communication among the boards.

Commissioner Hubbard felt there needs to be clarity on what the three boards are responsible for and respect for various opinions.

Chairman Griffin voiced concern about the perception that the Commission is to discourage growth, which it is not, the proposed district for downtown is small, as they want merchants and visitors in downtown and a district is more than just residential properties. Felt with a historic district allows for grant and tax relief opportunities. Chairman Griffin advised he did some research and in the state there are over a hundred Historic Preservation Commissions, and they all work alongside Main Street and DDA boards. Feels the process is streamlined so there are no additional steps for applicants and the Commission can be flexible in hearing cases. Encourages the Commission to attend Council meetings when the public hearings are set for the district.

Chairman Griffin advised with the upcoming Christmas parade it may be a way for the Commission to participate and engage the public; the Commission concurred.

Mr. Wood advised the Swift Street district is nearing completion and asked for clarity on the boundary.

10. Adjournment – there being no further business to come before the Commission the meeting was adjourned at 6:50pm.



**Where Georgia comes together.
Memorandum**

To: Historic Preservation Commission
From: Bryan Wood, Community Development Director
Date: December 2, 2024
Re: Window Replacement at 906 Evergreen

Brandon James has inquired about replacing the windows in the house located at 906 Evergreen Street. In our phone conversation he indicated that many of the windows in the house are drafty and broken. I suggested he look into repair rather than replacement. I also suggested that replacements should have true divided lights or an exterior grid with dimensions similar to the existing window grid. He indicated he would check options prior to the upcoming meeting.

The design guidelines suggest that historic windows should be repaired rather than replaced. If beyond repair, they should be replaced in kind. The design guideline for windows is attached.

The windows on this house are a character defining element. Mr. James and I also discussed maintaining at least the windows on the front of the house.

This meeting is for the HPC to provide guidance to Mr. James regarding the windows.



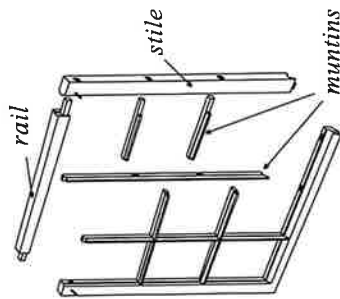


GOAL:

The primary goal is to maintain the historic windows, their design, and placement.

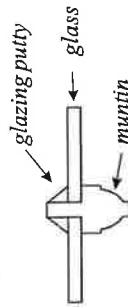
Actions to achieve the goal:

- ▶ Maintain and preserve historic windows – repair damaged portions of windows rather than replacing them in total.
- ▶ Historic windows damaged beyond repair should be replaced with windows of matching size, materials, pane configuration, and muntin profile. Aluminum clad wood windows may be allowed in some instances.
- ▶ Maintain or restore the historic window configuration on the facade.
- ▶ New windows on side and rear elevations should relate to historic windows in the following ways:
 - a) use matching materials,
 - b) be of matching or similar size, and
 - c) use matching or similar design.
- ▶ Only use storm windows which match the color of the window frame and hide the window as little as possible.



Replace only deteriorated sections rather than the entire window.

Section of historic muntin.



Windows refers to glazed openings in the exterior walls of the building.

Glossary terms:

Beyond repair.

When such a large portion of an element is damaged that repair becomes infeasible, generally, but not specifically, more than 50%.

Double hung window.

A window having two sashes, one sliding vertically over the other.

Fanlight.

An semicircular or semi-elliptical window with radiating muntins suggesting a fan.

Fenestration.

The arrangement of window openings in a building.

Lintel.

A horizontal beam over a door or window which carries the weight of the wall above; usually made of stone or wood.

Muntin.

A secondary framing member to divide and hold the panes of glass in a window.

Sash.

The portion of a window that holds the glass and which moves.

Sill.

The horizontal member located at the top of a foundation supporting the structure above; also the horizontal member at the bottom of a window or door.

Solid-to-void.

The total area of wall in comparison to the total area of openings on an elevation.

- more terms found in the Glossary, p. 96

Changes requiring a COA
Examples:

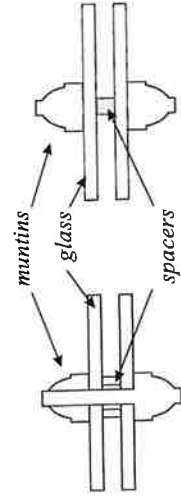
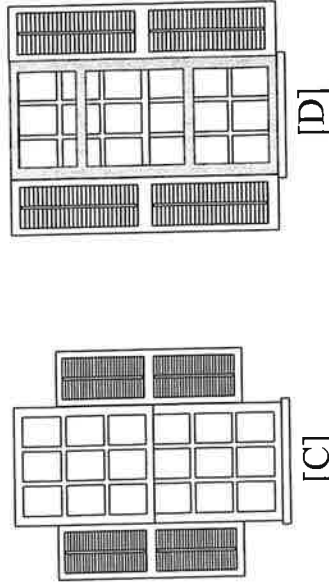
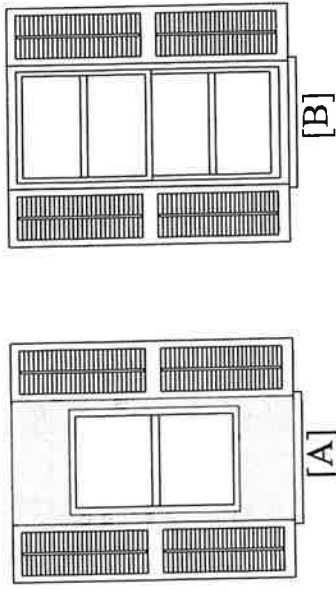
- * Removing and replacing windows.
- * Closing existing window openings.
- * Adding new window opening.
- * Adding new storm windows.

Changes not requiring a COA
Examples:

- * Replacing broken window glass.
- * Repairing damaged portions of existing window sashes.
- * Weatherstripping, caulking, painting and other general maintenance.

Common Mistakes

- ▶ Replacing deteriorated but repairable historic windows with new windows, even similar looking windows. [A]
- ▶ Replacing damaged windows with stock windows of a different size, design, or with flat muntins. [A], [B], [E]
- ▶ Using vinyl or aluminum replacement windows. [C]
- ▶ Adding or removing windows on the facade. [D]
- ▶ Adding shutters which do not fit the window or adding shutters to paired windows. [C]
- ▶ Adding storm windows of “raw” aluminum or which hide the historic window. [D]



Use actual divided lights (ADLs), shown left, or simulated divided lights (SDLs), shown right, when replacing windows; **NOT** single light windows with grilles, shown below. [E]





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Memorandum

To: Historic Preservation Commission
From: Bryan Wood, Community Development Director
Date: December 2, 2024
Re: Carport Enclosure at 703 Evergreen

Lynn Nelson inquired about the possibility of enclosing the existing attached carport into a garage. The carport was added ca. 2000. The design guidelines do not address this particular situation. The most pertinent design guidelines are attached. I contacted the Preservation Planner in Madison to discuss the issue. While he has not encountered a similar situation, he suggested the HPC may want to consider:

1. Is it more appropriate to view the vehicles parked under the carport or garage doors?
2. Based on the age of the house (1941) attached garages were beginning to become more common.

The existing carport is set back from the front façade of the house 5'- 8', creating an offset for an "addition."

This meeting is for the HPC to provide guidance to the Nelsons regarding the enclosure.

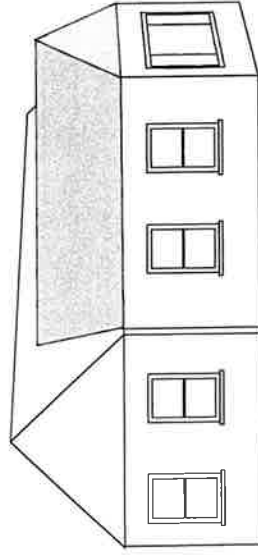
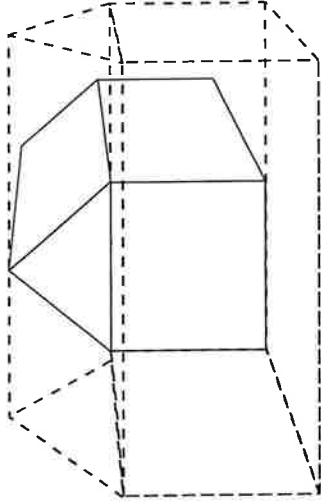


GOAL:

The primary goal is to allow for the expansion of a house while maintaining its historic character.

Actions to achieve the goal:

- ▶ Additions should respect the original portion of the house by:
 - a) being placed away from the public view on the rear elevation or on a side elevation well behind the facade,
 - b) not obscuring the form, orientation, or symmetry of the original structure,
 - c) creating a discernible break at the juncture with the original structure,
 - d) using matching or similar materials for roofing and siding,
 - e) using matching or similar elements, such as windows, on side elevations and reserving more modern elements for the rear elevation,
 - f) not exceeding the degree of ornamentation on the original structure, and
 - g) being reversible with a limited loss of historic materials and elements.



Additions refers to any increase in the square footage of a house.

Glossary terms:**Elevation.**

Any of the external faces of a building.

Facade.

The front elevation or “face” of a building.

Public view.

That which can be seen from any public right-of-way.

Reversible.

Constructing additions or new elements in such a manner that if removed in the future original form and material would be largely unchanged.

Routine maintenance.

Any action performed in order to preserve a historic property including minor replacement of material with like material providing no change is made to the appearance of the structure or grounds.

Orientation.

The direction that the building (usually includes the primary entrance) faces.

- more terms found in the *Glossary*, p. 96

Changes requiring a COA
Examples:

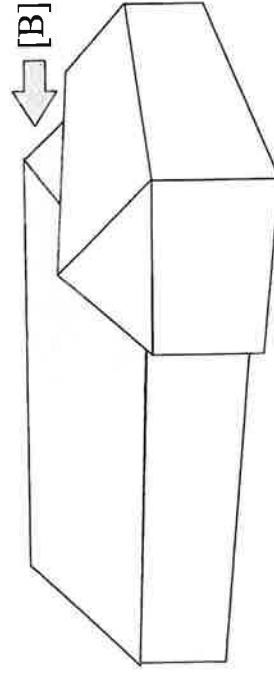
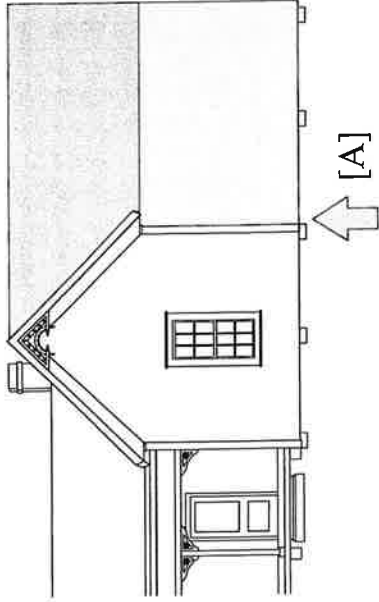
- * Adding an addition to a house.
- * Removing an addition from a house.

Changes not requiring a COA
Examples:

- * Routine maintenance to existing additions.

Common Mistakes

- ▶ *Placing a side addition flush with the facade of the house. [A]*
- ▶ *Constructing an addition out of scale which greatly alters the original form or roof of the house. [B]*
- ▶ *Using incompatible materials or details on an addition.*
- ▶ *Removing a large amount of original material to add an addition.*



GOAL:

The primary goal is to preserve historic outbuildings and to pattern new outbuildings after historic examples.

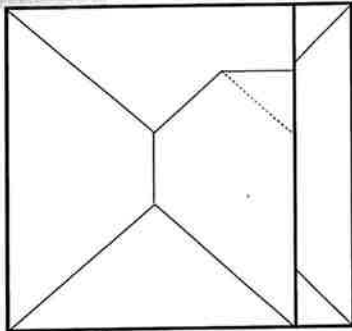
Actions to achieve the goal:

- ▶ Historic outbuildings should be preserved and maintained.
- ▶ Rehabilitation of historic outbuildings should be consistent with the rehabilitation guidelines for houses with regard to foundations, materials, details, windows, doors, and roofs.
- ▶ New outbuildings should:
 - a) use traditional placement, generally well behind the rear wall of the house,
 - b) should not be attached to the house,
 - c) should not be out of scale with the house, and
 - d) should use materials and design compatible with the house when within the public view.

Outbuilding Locations

*modern design
and
construction
acceptable*

*traditional
design and
construction
acceptable*



Outbuildings refers to historic and modern structures secondary to the main structure on the property.

Glossary terms:**Facade line.**

An imaginary line established by the fronts of buildings on a block.

Public view.

That which can be seen from any public right-of-way.

Routine maintenance.

Any action performed in order to preserve a historic property including minor replacement of material with like material providing no change is made to the appearance of the structure or grounds.

- more terms found in the *Glossary*, p. 96

Changes requiring a COA

Examples:

- * Demolition of an outbuilding.
- * Construction of garage or carport.
- * Construction of a storage shed.
- * Construction of any other type of outbuilding.
- * Adding to an outbuilding.
- * Relocation of an outbuilding.

Changes not requiring a COA

Examples:

- * Painting an outbuilding.
- * Reroofing an outbuilding.
- * Routine maintenance to an outbuilding.

Common Mistakes

- ▶ *Placing outbuildings, including garages and carports, at the front of the property. [A]*
- ▶ *Attaching carports or garages to the house.*
- ▶ *Constructing outbuildings of an incompatible design when within the public view. [B]*
- ▶ *Using modern materials when the outbuilding is within the public view.*
- ▶ *Constructing outbuildings of an inappropriate scale.*

