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## Historic Preservation Commission Agenda

Tuesday, August 12, 2025 – 6:00 pm

Council Chambers, City Hall, 808 Carroll Street, Perry

1. Call to Order
2. Roll Call
3. Citizens with Input
4. Approval of the Agenda
5. Approval of Minutes – July 08, 2025, meeting
6. Announcements
  - a. Procedures for Public Hearings
  - b. Please place cell phones in silent mode
7. Old Business
8. New Business
  - **COA- 0104-2025** – Remove existing rear deck and construct new wood deck with metal roof at 711 Washington Street. The applicant is Richard Thigpen.
  - **COA- 0120-2025**- Replace (29) existing steel frame windows in basement at 1002 Carroll Street. The applicant is Perry Methodist Church.
  - **COA- 0128-2025**- New construction of financial institution at 800 Main Street. The applicant is Morris Bank.
  - **COA-0129-2025**- Exterior renovations to include replacing siding, windows, and front door at 704 Tolleson Avenue. The applicant is Gordon Polston.
  - **COA-0130-2025** – Exterior renovations to include replacing existing carport, windows, roof, shutters, front door, new driveway/front steps/walkway at 705 Washington Street. The applicant is Curtis George.
9. Other Business
  - a. Commission comments and questions
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  
Minutes- July 8, 2025

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

Staff: Brayn Wood – Community Development Director, Emily Carson – Community Planner, Tabitha Clark – Communications Director, and Christine Sewell – Recording Clerk

Guests: Harrison Casey, Dawn Kyle, and Bill McGinnis.

3. Citizens with Input – None
4. Approval of the Agenda – Commissioner Beroza motioned to approve as submitted; Commissioner Taylor seconded; all in favor and was unanimously approved.
5. Approval of Minutes – June 10, 2025, meeting – Commissioner Taylor motioned to approve as presented; Commissioner Hubbard seconded; all in favor and was unanimously approved.
6. Announcements – Chairman Griffin referred to the notices as listed
  - a. Procedures for Public Hearings
  - b. Please place cell phones in silent mode
7. Old Business - None
8. New Business
  - **COA 0092-2025** – Accessory structure and extension of back porch at 701 Evergreen Street. The applicant is Harrison Casey.

Mr. Wood read the request, along with staff responses, which was to install a new 12' X 16' accessory storage shed; remove an existing pergola and extend the porch roof over the area of the pergola. The accessory structure will be clad in cement fiber siding with asphalt shingles to match the primary structure. The proposed extension of the rear porch roof will not be visible from Evergreen Street but will be slightly visible from Duncan Avenue. The new storage shed will be located in the northwest corner of the back yard. While there is a 6' tall privacy fence around the property, the upper portion of the structure will likely be visible from both streets.

Chairman Griffin opened the public hearing for comment in favor or opposed; there was no public comment, and the public hearing was closed at 6:07pm.

Commissioner Beroza asked the applicant which direction the structure would face; the applicant Mr. Harrison Casey advised northwest and the roof line will match the main dwelling.

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

- **COA 0093-2025** – Extend front porch, landscaping, reside exterior, new fence, replace windows at 814 Washington Street. The applicant is James Kyle.

Mr. Wood read the request, along with staff responses which is to remove the vinyl siding and replace with wood lap siding; replace windows with fiberglass-clad wood windows; add windows on the rear addition; extend the front porch across the full width of the front façade; replace porch railing with a traditional picket; replace front door with more windows; and remove façade extension on front left. The house has both Craftsman and English Vernacular Revival elements constructed circa 1942. Mr. Wood noted the following from the staff report:

- Siding Replacement: Replacing the siding is consistent with the design guidelines.
- Window Replacement: The existing and original 1-over-1 windows are not character-defining elements of the house. One 6-over-1 window exists on the rear façade. The applicant proposes custom 6-over-6 Marvin wood windows with a fiberglass exterior cladding. These windows have an integrated exterior grid with appropriate dimensions and depth.
- Window Additions: The area in which additional windows are proposed is clearly an addition on the southeast corner of the house. Additional windows would break up the expanse of siding and be more consistent with openings on other facades of the house.
- Front Porch: The proposed extension of the front porch, if extending to the corner of the actual house, is only about 4 feet from the existing porch. This would not permanently alter the character of the house.
- Porch Railing: Based on the historic photo of the house, porch railings were not used. Because of the height of the porch above the surrounding grade, building codes do not require a railing. The proposed picket railing would not permanently alter the character of the house.
- Front Door Replacement: Based on the historic photo of the house a full- or ¾-light door would be appropriate.
- Remove Façade Extension: Based on the historic photo of the house, the “English Vernacular Revival” extension is original to the house. It should not be removed. Replacing the existing lattice gate with a gate similar to the one in the historic photo would be appropriate.

Mr. Wood advised staff was recommending approval of the proposed modifications, excluding removal of the façade extension.

Chairman Griffin opened the public hearing at 6:12pm and called for anyone in favor or opposed to the request. Ms. Dawn Kyle, owner of the property, understood not removing the façade extension and concurred with staff. There being no further public comment the public hearing was closed at 6:16pm.

Commissioner Beroza asked Ms. Kyle if she would take the patio to the end of the house or would leave as is now; Ms. Kyle advised the front would be left as is and is amendable to not removing the façade extension. Chairman Griffin advised the extension is original to the home and thus the need for it to remain.

Commissioner Hubbard motioned to recommend approval of the application as submitted with the condition the façade extension not be removed; Commissioner Taylor seconded; all in favor and was unanimously approved.

- **COA 0099-2025-** Replace vinyl siding, add garage doors, replace existing handicap ramp with aluminum ramp, and add small parking area at 1100 Swift Street. The applicant is First Baptist Church of Perry, Inc.

Mr. Wood read the request, along with staff responses, which was a proposal to replace existing vinyl siding with new vinyl; replace the existing handicap access ramp with an aluminum ramp; and add an asphalt parking area behind the house with access from First Street. The HPC has determined that replacing vinyl siding with vinyl siding is acceptable. None of the existing details of the house should be removed or covered. The aluminum handicap ramp will be located on the side elevation facing First Street. A black aluminum ramp would be less visually disruptive. Installation of the ramp should not cause permanent damage to the historic structure. The proposed parking area will be located between the existing garage and First Street, in the area of the existing driveway. Because the parking area will be adjacent to First Street, a landscape buffer should be installed adjacent to the public sidewalk. Staff is recommending approval as presented with the following conditions: Aluminum handicap ramp shall be black and landscape buffer, complying with the street buffer requirements, shall be installed between the parking lot and the public sidewalk on First Street.

Chairman Griffin opened the public hearing at 6:21pm for public comment in favor or opposed to the request.

Mr. Bill McGinniss on behalf of the church, reiterated the request, but requested the handicap ramp be wood in lieu of aluminum, and although it was not on the application to the left of the garage there is a glass block wall they wish to remove and close in. Chairman Griffin asked Mr. Wood if they could consider this; Mr. Wood advised the public notice does not specify the request, but the proper notice was done, is not primary on the façade, so therefore would be appropriate for the Commission to consider, if they chose to. Chairman Hubbard asked what the glass was to be replaced with; Mr. McGinnis advised closing it in and with vinyl siding; Commissioner Taylor asked if the stairs and door were to remain; Mr. McGinnis advised they would. Commissioner Beroza asked about the length of the ramp; Mr. McGinnis advised it would follow ADA requirements and turn into the new parking. Commissioner Beroza asked if the tree would be removed; Mr. McGinnis advised it would not be. Chairman Griffin voiced concerned with the modification to the application and possibly setting a precedence; Mr. Wood advised it was possible, but all cases are reviewed on an individual basis.

Commissioner Berzoa motioned to approve the application as submitted and to include enclosing the glass block window on the rear of the structure and using wood rather than aluminum for the ramp and the approval also requires compliance with the street buffer standards in Section 6-3.6 of the City's Land Management Ordinance as the proposal is consistent with the applicable design guidelines for the Washington-Evergreen Historic District; Commissioner Hubbard seconded; all in favor and was unanimously approved.

## 9. Other Business

- a. Discussion of social media posting – Ms. Tabitha Clark presented friendly reminders about posting to social media, although there are no specific guidelines for the various boards and commissions, it is important to remember any posted misinformation could be problematic for the city and its image, and in today's culture there is already a lot of misinformation

posted and staff is always available if there are any questions/concerns. Ms. Clark advised she was not directing the Commission not post just to be mindful and there are avenues the city uses to disseminate information, such as newsletters and podcast.

b. Commission comments and questions – none

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

DRAFT



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## STAFF REPORT

July 30, 2025

**CASE NUMBER:** COA-0104-2025  
**APPLICANT:** Richard Thigpen  
**REQUEST:** Remove existing rear deck and construct new wood deck with metal roof.  
**LOCATION:** 711 Washington Street; Parcel No. 0P0040 58A000

**APPLICANT'S REQUEST:** The applicant proposes to remove an existing rear deck and replace with a new 8' X 24' covered deck in the same location. The proposed replacement will be wood with a metal roof. Steps are proposed to be located on the side of the deck.

**STAFF COMMENTS:** The existing house was constructed in 1920 in a Craftsman style and contributes to the Washington-Evergreen Historic District. The replacement deck is proposed on the rear (west) side of the building and will be screened by an existing fence. Visibility of the deck from the street will be limited due to its location and screening from the street. The applicant does not propose to alter any potentially historic elements of the existing home and does not propose to infill the porch foundation with solid fill. The roof will be metal and match existing roof color.

The proposed addition does not alter the character of the house and should be reversible without a loss of historic materials or elements.

**STAFF RECOMMENDATION:** Staff recommends approval.

**APPLICABLE DESIGN GUIDELINES ATTACHED.** Residential Rehabilitation: Additions; Residential Site and Settings: Modern Features

### APPLICABLE ORDINANCE SECTION:

*3-2.2 Establishment of zoning districts and specific purposes.*

*(3) HP, Historic preservation overlay district. The purpose of this district is to promote the educational, cultural, economic, and general welfare of the community through the preservation and restoration of its historic properties, spaces, neighborhoods, and other elements which serve as visible reminders of the cultural and architectural heritage of the City of Perry and the State of Georgia. Regulations are intended to ensure the construction, reconstruction, alteration, restoration, demolition or moving of buildings and appurtenant fixtures are consistent with the historic or architectural character of the area..*





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# Application for Certificate of Appropriateness

## Historic Preservation Commission

Contact Community Development (478) 988-2720 for information

Application # COA  
0104-2025

	Applicant	Property Owner*
Name	RICHARD H THIGPEN	711 WASHINGTON ST PERRY, GA 31069
Title		OWNER - RICHARD THIGPEN
Address	711 WASHINGTON ST PERRY	
Phone	[REDACTED]	
Email	[REDACTED]	
Signature	<u>CUNDER SCORE</u> <u>RICHARD H THIGPEN</u>	
Date	JUNE 23 2025	

\*If the applicant is not the owner, the owner must sign this form or provide a letter authorizing the proposed work.

Property Address	711 WASHINGTON ST PERRY GA 31069
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Type of Project (Check all that apply):	
<b>Construction</b> <input type="checkbox"/> New building <input checked="" type="checkbox"/> Addition to existing building <input type="checkbox"/> Major building restoration, rehabilitation, or remodel <input type="checkbox"/> Other type of exterior change, explain: _____	<b>Site Changes</b> <input type="checkbox"/> Parking area, driveways, or walkway <input type="checkbox"/> Fence, wall, or landscaping <input type="checkbox"/> Mechanical system or non-temporary structure <input type="checkbox"/> Sign <input type="checkbox"/> Demolition or relocation of building

Describe the proposed project (attach additional sheets as necessary). The description should include proposed materials. Please divide the description if the proposed scope of work will involve more than one type of project. (Example: 1. building addition and 2. sign installation).

- 8 X 24 COVERED DECK - BACK OF HOME  
 - wood CONSTRUCTION WITH METAL ROOF  
 - NOTE: SMALL BACK DECK MUST FIRST BE REMOVED

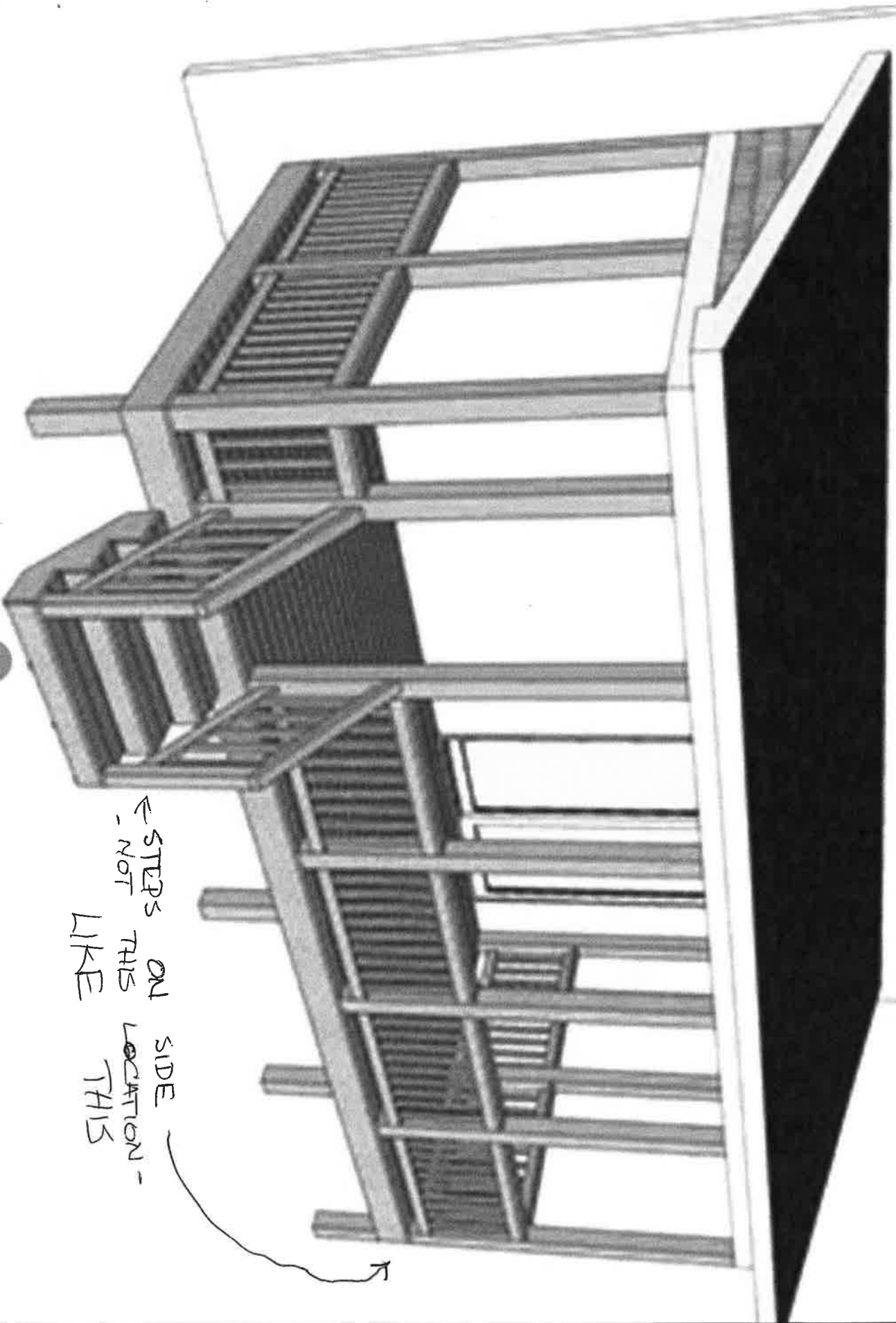
<p><b>Application Requirements.</b> All applications must be complete and include the required support materials (See Application Checklist below). Incomplete applications will not be forwarded to the Preservation Commission for review.</p>
<p><b>Fee.</b> No fee is required for review of an application for Certificate of Appropriateness unless work is started before a Certificate of Appropriateness is approved. In such cases the fee is \$238.00.</p>
<p><b>Application Deadline.</b> Applications and support materials must be submitted 21 days prior to the regular Preservation Commission meeting, the second Tuesday of each month. Applications may be submitted to the Community Development office or online at <a href="https://perryga-energovpub.tylerhost.net/Apps/SelfService#/home">https://perryga-energovpub.tylerhost.net/Apps/SelfService#/home</a></p>
<p><b>Application Representation.</b> The applicant or an authorized representative of the applicant must attend the public hearing to support the application and answer any questions the Commission may have.</p>
<p><b>Expiration of Certificate.</b> The Certificate of Appropriateness is valid for 6 months (180 days) from the date of approval. If work is not completed within that timeframe, the applicant must renew the COA. A COA associated with a permit remains valid for the life of the permit.</p>
<p><b>Permits Required.</b> Approval of a certificate of appropriateness does not waive the need to obtain any required permits.</p>

<p><b>Application Checklist.</b> A complete application requires support materials. The following materials are required for a complete application. Incomplete applications may be removed from the HPC's agenda. Digital photographs and PDFs of plans/elevations may be emailed to <a href="mailto:comm.development@perry-ga.gov">comm.development@perry-ga.gov</a></p>	
<p><b>New Buildings and Additions</b></p> <p>___ site plan</p> <p>___ architectural elevations</p> <p>___ floor plan</p> <p>___ landscape plan (specific vegetation not required)</p> <p>___ description of materials</p> <p>___ photographs of proposed site and adjoining properties</p>	<p><b>Site changes - parking areas, drives, and walks</b></p> <p><input checked="" type="checkbox"/> Site plan or sketch of site with proposed improvements</p> <p><input checked="" type="checkbox"/> description of materials</p> <p>___ photographs of site</p>
<p><b>Major Restoration, Rehabilitation, or Remodeling</b></p> <p>___ architectural elevations or sketches</p> <p>___ description of proposed changes</p> <p>___ description of materials</p> <p>___ photographs of existing building</p> <p>___ for restoration only, documentation of earlier historic appearance</p>	<p><b>Site changes - fences, walls, and mechanical systems</b></p> <p>___ site plan or sketch of site with proposed improvements</p> <p>___ architectural elevations or sketches</p> <p>___ description of materials</p> <p>___ photographs of site</p>
<p><b>Minor exterior changes</b></p> <p>___ description of proposed changes</p> <p>___ description of materials</p> <p>___ photographs of existing building</p>	<p><b>Site changes - signs</b></p> <p>___ drawing of sign with dimensions</p> <p>___ site plan or sketch of site (for ground signs)</p> <p>___ description of materials and illumination</p>

SMED. GRAY  
TO GO WITH HOUSE

METAL ROOF

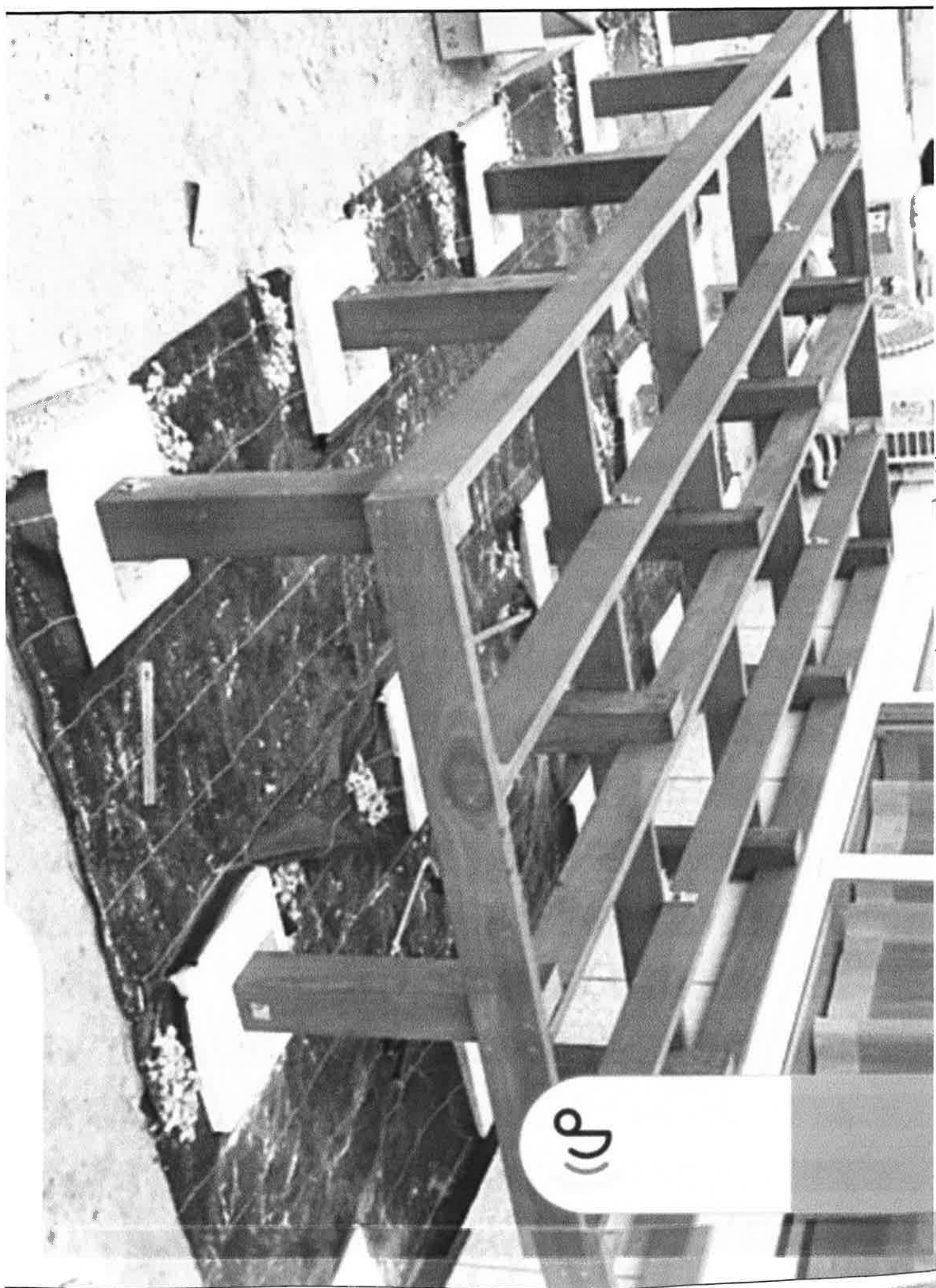
← STEPS ON SIDE -  
NOT THIS LOCATION -  
LIKE THIS



「大木」

「土」

「山」



# POST FOR ROOF SUPPORT

DOUBLE 2X6 HEADER

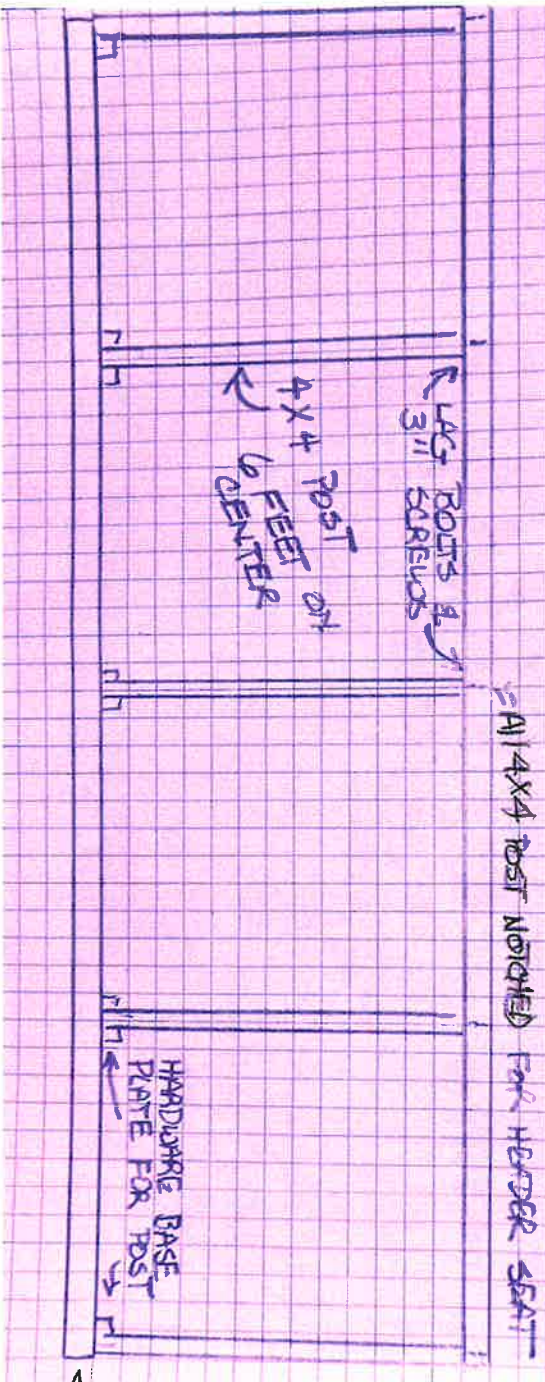
4X4 POST NOTICED FOR HEADER SEAT

4X4 POSTS 4' 3" SQUARES

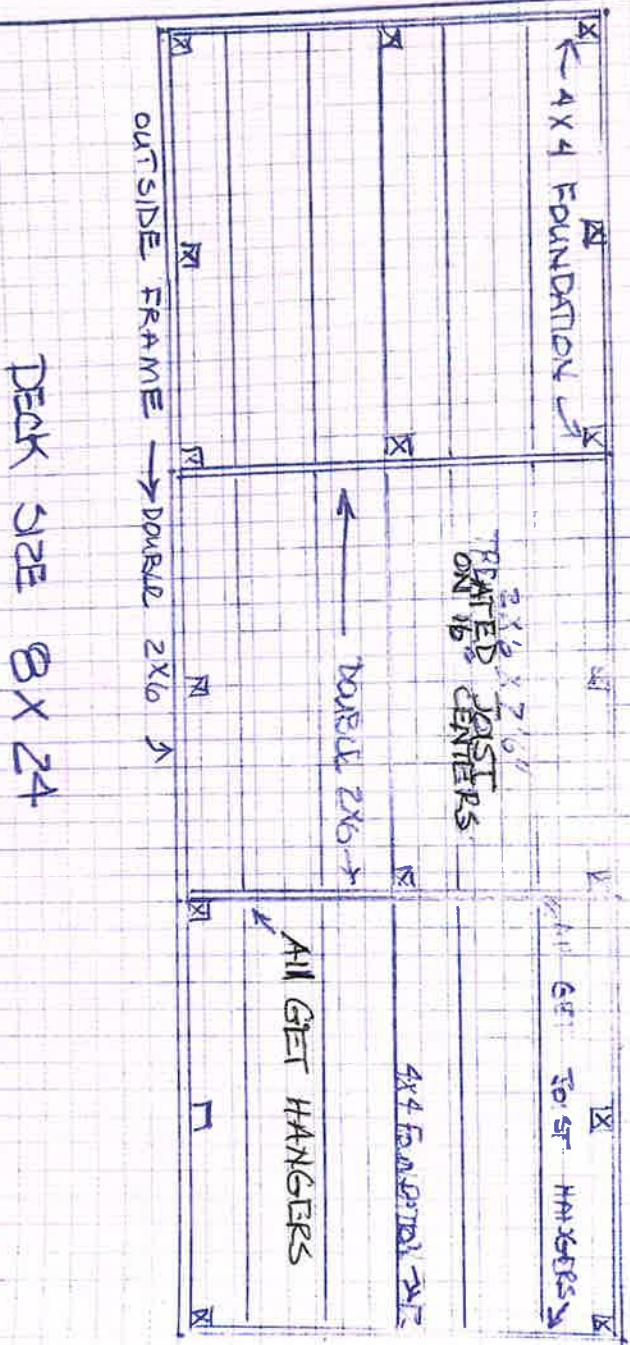
4X4 POST ON 6 FEET CENTER

HARDWARE BASE PLATE FOR POST

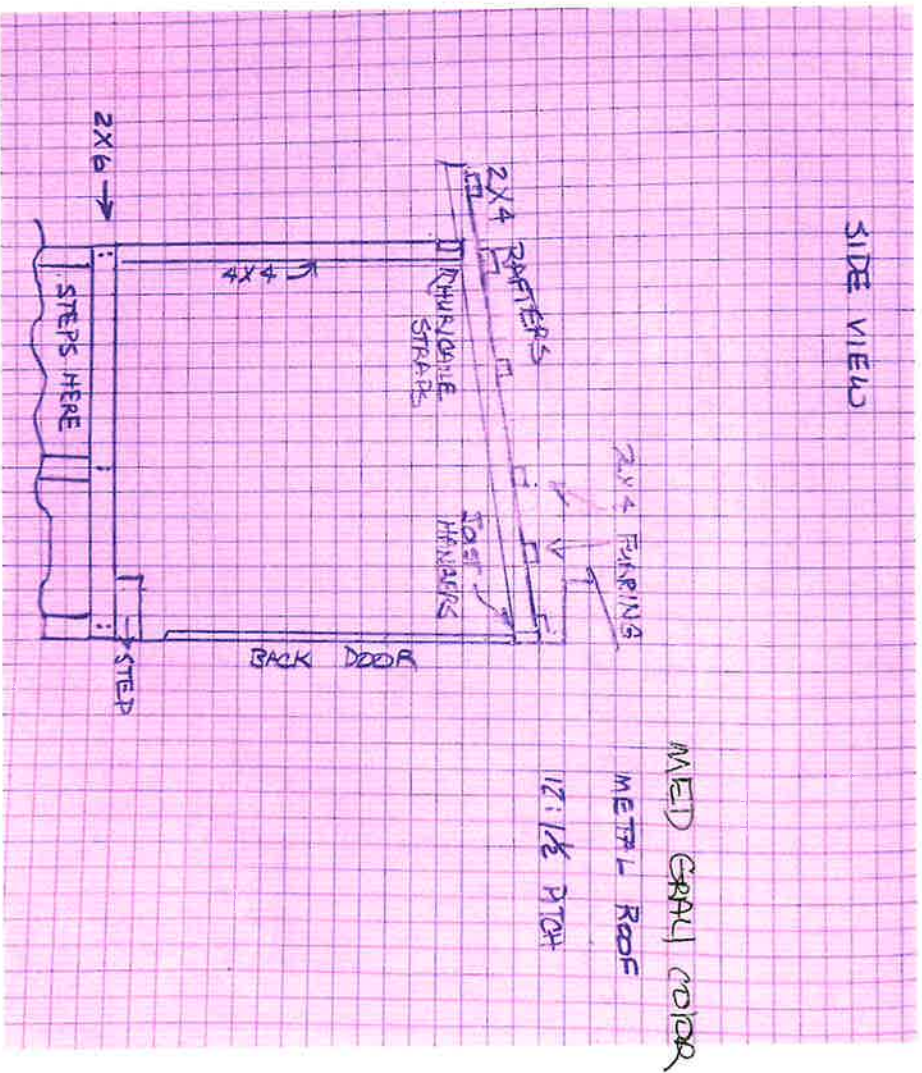
← 2X6



FLOATING DECK FRAME - 2 X 6 TREATED  
 FOUNDATION - 4X4 TREATED POST - IN GROUND WITH  
 CONCRETE BASE  
 DECKED WITH 5/4 TREATED PINE



DECK SIZE 8 X 24



NOTE: DECK ROOF MAY BE  
SUPPORTED BY FASCIA  
OF HOME IF OLD ~~CONSTRUCTION~~  
HOME CONSTRUCTION IS  
SUBSTANTIAL,  
IF NOT: WILL BE BUILT  
AS DRAIN.



## STAFF REPORT

July 25, 2025

**CASE NUMBER:** COA-0120-2025  
**APPLICANT:** Michael Klug for Perry Methodist Church  
**REQUEST:** Replace windows  
**LOCATION:** 1002 Carroll Street; Parcel No. 0P0020 006000

**APPLICANT'S REQUEST:** The applicant proposes to replace 29 existing steel frame, single-pane, casement windows in facility basement with double pane, vinyl frame, picture windows with simulated-divided-light grid to mimic existing windows. Existing windows are described as rusted, broken, and corroded beyond repair.

**STAFF COMMENTS:** Prior staff met with Mr. Klug and a representative of the Church's building committee in early December 2024 regarding this proposal. The Perry Methodist Church is listed as a contributing structure in the Downtown Historic District. The windows are a character-defining element of the building. A list of window restoration companies in the area was provided to the church which was asked to consider restoration of the windows, or replacing them with wood, true divided light windows. Vinyl windows were discussed as a last resort, with assurances any replacements would maintain a similar visual aspect of the existing windows.

The applicant indicated to prior staff they were unable to find contractors to repair the windows in a timely manner. He also indicated that he was unable to find a source for true divided light wood replacement windows, but the cost for this type of window would be approximately a total cost of 3-4 times the cost of vinyl replacements earlier in 2025.

The applicant stated that allowing the existing corroded windows (installed in the 1920s) to remain posed a threat to the building's integrity, risking more damage, as they were allowing water to infiltrate into the walls causing damage to the interior and raising concerns about mold and pests. The applicant indicated the valuation of the installing simulated divided light vinyl windows is \$33,000.

The design guideline for windows suggests repair first, then replacement in kind if windows are beyond repair. Replacing with vinyl windows is not appropriate based on the design guideline.

The historic preservation ordinance provides for "Undue Hardship" which states:

"When, by reason of unusual circumstances, the strict application of any provisions of this ordinance would result in exceptional practical difficulty or undue hardship upon any owner of a specific property, the Preservation Commission, in passing on applications, shall have the power to vary or modify strict adherence to the provisions or to interpret the meaning of the provision so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historic integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this ordinance. An undue hardship shall not be a situation of the owner's or occupant's own making."

**STAFF RECOMMENDATION:** Due to the unavailability of window repair contractors and the costs associated with wood replacement windows, Staff recommend approval of the application as an undue hardship, with the following conditions:

1. The replacement windows shall be the same size as the existing windows and the simulated divided light grids shall match the existing window grids.
2. If physically possible given the window construction, add the simulated divided light grids to the existing vinyl windows for visual consistency of all windows on the building.

## **APPLICABLE DESIGN GUIDELINES ATTACHED: Commercial Rehabilitation – Windows**

### **APPLICABLE ORDINANCE SECTION:**

#### **6-6.3. Design Standards for the Downtown Development District.**

- (A) *Intent.* The intent of this section is to encourage and maintain the viability and visual compatibility of structures and sites in the Downtown Development Overlay District.
- (B) *Applicability.* New construction and exterior modification of buildings and sites in the downtown development overlay district must obtain a certificate of appropriateness prior to starting such work. In addition to other design guidelines adopted by the Main Street Advisory Board, new construction and existing buildings, structures, and sites which are altered, reconstructed, or moved shall be consistent with the architectural styles of commercial buildings constructed prior to 1950 in the downtown development overlay district and the standards of this section.
- (C) *Exemptions.* Nothing in the section shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of structures located in the Downtown Development Overlay District when the repair does not involve a change in design, material, or outer appearance of the structure. Certificates of appropriateness are not required for alterations to the interior of a building or changes in the use of a building, although other permits may be required.
- (D) *Sign standards.* All signs shall require a Certificate of Appropriateness issued by the administrator prior to issuing a sign permit. The administrator may exempt signs which comply with the provisions of Section 6-9.12(C).
- (E) *Site design standards.*
- (1) *Orientation and setback.* The orientation and setback of a building shall be consistent with adjacent buildings.
  - (2) *Spacing of buildings.* The relationship of a building to open space between it and the adjoining buildings shall be visually compatible to the buildings and open spaces to which it is visually related.
  - (3) *Parking.* Parking should be located to the side or rear of a building. When a parking lot must be located adjacent to a public right-of-way, a wall and/or landscape buffer should separate the parking lot from the right-of-way.
  - (4) *Courtyards and outdoor spaces.* Walls, wrought iron fences, evergreen landscape buffers, and/or building facades shall form cohesive walls of enclosure along a street.
- (F) *Building design standards.*
- (1) *Height.* The height of the proposed building shall be visually compatible with adjacent buildings.
  - (2) *Proportion of Building from Facade.* The relationship of the width of building to the height of the front elevation shall be visually compatible with buildings to which it is visually related.
  - (3) *Scale of a Building.* The size of a building, the building mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the buildings to which it is visually related.
  - (4) *Proportion of Openings within the Facility.* The relationship of the width of the windows in a building to the height of the windows shall be visually compatible with buildings to which it is visually related.
  - (5) *Rhythm of Solids to Voids in Front Facades.* The relationship of solids to voids in the front facade of a building shall be visually compatible with buildings to which it is visually related.
  - (6) *Rhythm of Entrance and/or Porch Projection.* The relationship of entrances and porch projections to the sidewalks of a building shall be visually compatible to the buildings to which it is visually related.
  - (7) *Relationship of Materials; Texture and Color.* The relationship of the materials, texture, and color of the facade of a building shall be visually compatible with the predominant materials in the buildings to which it is visually related. Brick or mortared stone shall be the predominant materials on new construction.
  - (8) *Roof Shapes.* The roof shape of a building shall be visually compatible with the buildings to which it is visually related.
  - (9) *Colors.* Colors should be in keeping with color palettes currently in use, or of historical significance to the City of Perry. The Community Development Department may suggest or make available certain color palettes, which are not required to have a Certificate of Appropriateness.







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Application # COA 0120-2025

## Application for Certificate of Appropriateness Historic Preservation Commission

Contact Community Development (478) 988-2720 for information

	Applicant	Property Owner*
Name	Michael Klug	Perry Methodist Church
Title	Facility Superintendent	
Address	1001 Carroll Street, Perry GA	1002 Carroll Street, Perry GA
Phone	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]
Signature		
Date	11 Jul 2025	

\*If the applicant is not the owner, the owner must sign this form or provide a letter authorizing the proposed work.

Property Address	1002 Carroll Street, Perry GA
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Type of Project (Check all that apply):	
<b>Construction</b> <input type="checkbox"/> New building <input type="checkbox"/> Addition to existing building <input type="checkbox"/> Major building restoration, rehabilitation, or remodel <input type="checkbox"/> Other type of exterior change, explain: <u>replace</u> <u>windows in Sanctuary basement</u>	<b>Site Changes</b> <input type="checkbox"/> Parking area, driveways, or walkway <input type="checkbox"/> Fence, wall, or landscaping <input type="checkbox"/> Mechanical system or non-temporary structure <input type="checkbox"/> Sign <input type="checkbox"/> Demolition or relocation of building

Describe the proposed project (attach additional sheets as necessary). The description should include proposed materials. Please divide the description if the proposed scope of work will involve more than one type of project. (Example: 1. building addition and 2. sign installation).

Replace 29 existing steel frame, single-pane, casement windows in facility basement with double pane, vinyl frame, picture windows with simulated-divided-light grid to mimic existing windows. Existing windows are rusted, broken, and corroded beyond repair (see attached photos). We are unable to source exact replacement windows (steel frame casement windows) at a cost sustainable by the church. Purchase and installation of new steel frame divided light casement windows will cost 2 1/2 times the bid price of vinyl frame picture windows with simulated-divided-light grid.

Existing windows were originally installed in the 1920's and have degraded to the point they allow water infiltration into interior walls - resulting in damage to interior spaces as well as pest / mold concerns.

Existing windows need to be replaced as soon as possible in order to mitigate further damage to the Sanctuary structure.

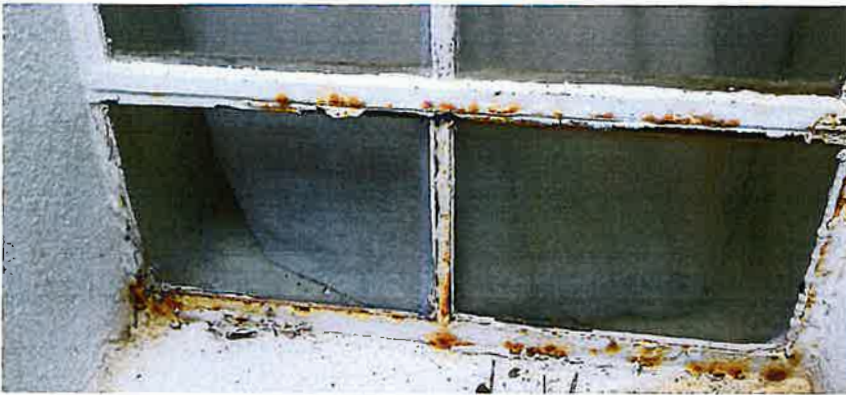
<p><b>Application Requirements.</b> All applications must be complete and include the required support materials (See Application Checklist below). Incomplete applications will not be forwarded to the Preservation Commission for review.</p>
<p><b>Fee.</b> No fee is required for review of an application for Certificate of Appropriateness unless work is started before a Certificate of Appropriateness is approved. In such cases the fee is \$245.00.</p>
<p><b>Application Deadline.</b> Applications and support materials must be submitted 21 days prior to the regular Preservation Commission meeting, the second Tuesday of each month. Applications may be submitted to the Community Development office or online at <a href="https://perryga-energovpub.tylerhost.net/Apps/SelfService#/home">https://perryga-energovpub.tylerhost.net/Apps/SelfService#/home</a></p>
<p><b>Application Representation.</b> The applicant or an authorized representative of the applicant must attend the public hearing to support the application and answer any questions the Commission may have.</p>
<p><b>Expiration of Certificate.</b> The Certificate of Appropriateness is valid for 6 months (180 days) from the date of approval. If work is not completed within that timeframe, the applicant must renew the COA. A COA associated with a permit remains valid for the life of the permit.</p>
<p><b>Permits Required.</b> Approval of a certificate of appropriateness does not waive the need to obtain any required permits.</p>

<p><b>Application Checklist.</b> A complete application requires support materials. The following materials are required for a complete application. Incomplete applications may be removed from the HPC's agenda. Digital photographs and PDFs of plans/elevations may be emailed to <a href="mailto:comm.development@perry-ga.gov">comm.development@perry-ga.gov</a></p>	
<p><b>New Buildings and Additions</b></p> <p>___ site plan</p> <p>___ architectural elevations</p> <p>___ floor plan</p> <p>___ landscape plan (specific vegetation not required)</p> <p>___ description of materials</p> <p>___ photographs of proposed site and adjoining properties</p>	<p><b>Site changes - parking areas, drives, and walks</b></p> <p>___ Site plan or sketch of site with proposed improvements</p> <p>___ description of materials</p> <p>___ photographs of site</p>
<p><b>Major Restoration, Rehabilitation, or Remodeling</b></p> <p>___ architectural elevations or sketches</p> <p>___ description of proposed changes</p> <p>___ description of materials</p> <p>___ photographs of existing building</p> <p>___ for restoration only, documentation of earlier historic appearance</p>	<p><b>Site changes - fences, walls, and mechanical systems</b></p> <p>___ site plan or sketch of site with proposed improvements</p> <p>___ architectural elevations or sketches</p> <p>___ description of materials</p> <p>___ photographs of site</p>
<p><b>Minor exterior changes</b></p> <p>___ description of proposed changes</p> <p>___ description of materials</p> <p>___ photographs of existing building</p>	<p><b>Site changes - signs</b></p> <p>___ drawing of sign with dimensions</p> <p>___ site plan or sketch of site (for ground signs)</p> <p>___ description of materials and illumination</p>

Estimated valuation of proposed modification: \$33,000.00

# Perry Methodist Church

Detail view of failed windows (typical)



COA Application, 11 Jul 25, for replacement of basement windows

# Perry Methodist Church

Sanctuary North Side



No basement windows visible from this side

COA Application, 11 Jul 25, for replacement of basement windows

# Perry Methodist Church

Sanctuary West Side

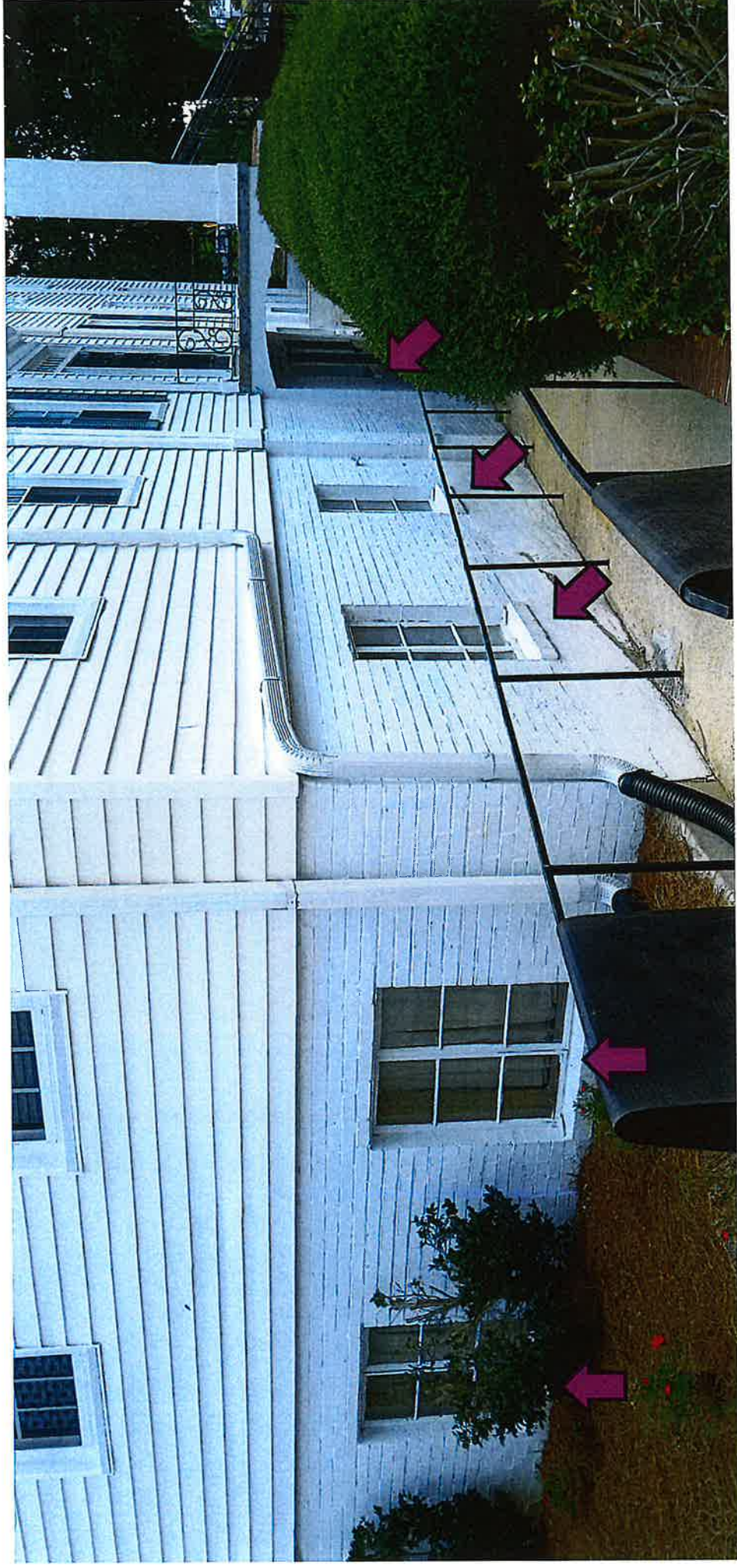


Basement windows visible in courtyard between Sanctuary and Education Bldg.

COA Application, 11 Jul 25, for replacement of basement windows

# Perry Methodist Church

Sanctuary South-West corner



COA Application, 11 Jul 25, for replacement of basement windows

# Perry Methodist Church

Sanctuary South Side

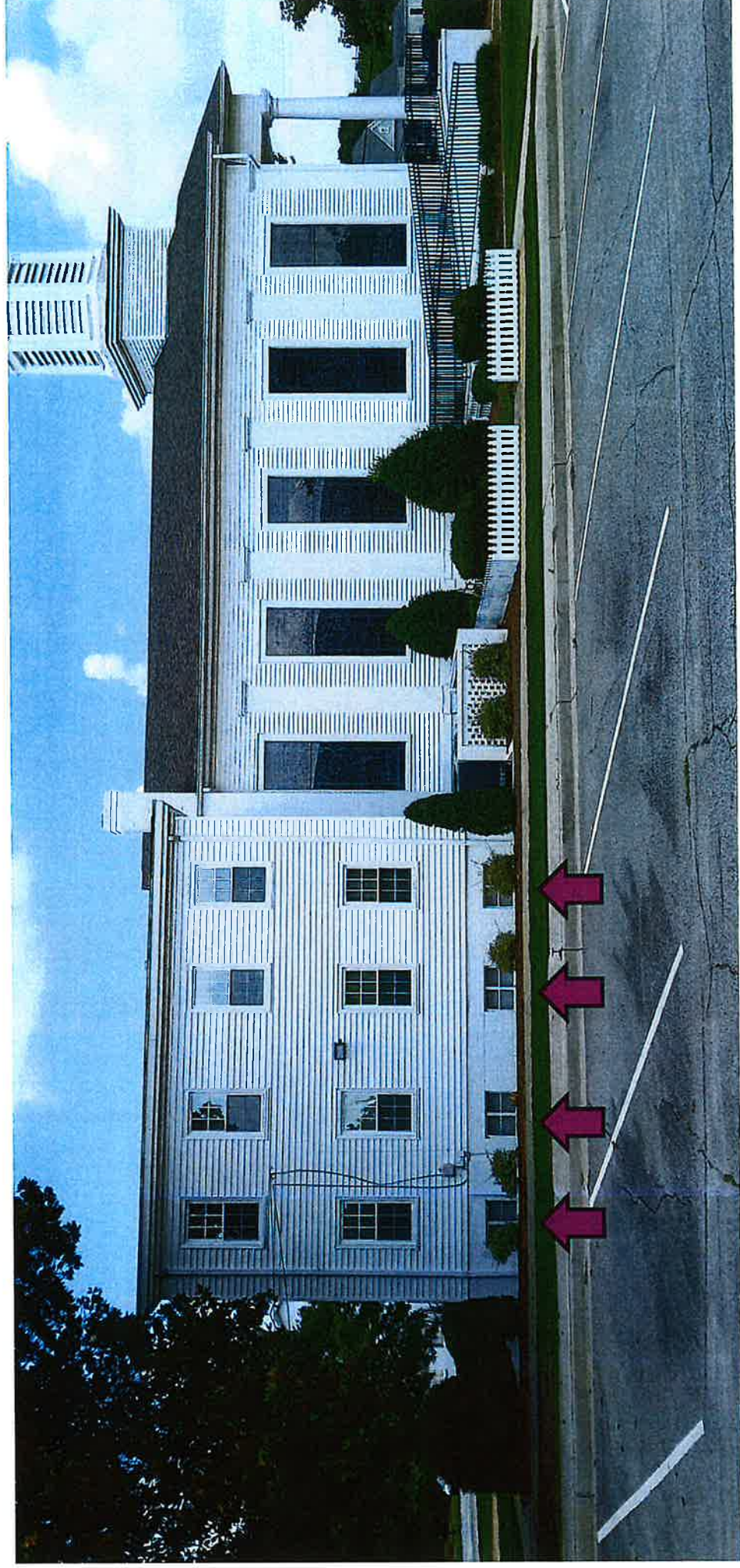


Basement windows largely screened from view by landscaping

COA Application, 11 Jul 25, for replacement of basement windows

# Perry Methodist Church

Sanctuary East Side



COA Application, 11 Jul 25, for replacement of basement windows

# Perry Methodist Church

Proposed new windows with simulated-divided-light grid (example)

Replacement window grid pattern to match existing



Scope: replace inoperable steel frame casement windows  
with vinyl frame picture windows

COA Application, 11 Jul 25, for replacement of basement windows



Manufacturing  
ACKNOWLEDGEMENT

Window Drawings  
Harvey Building Products

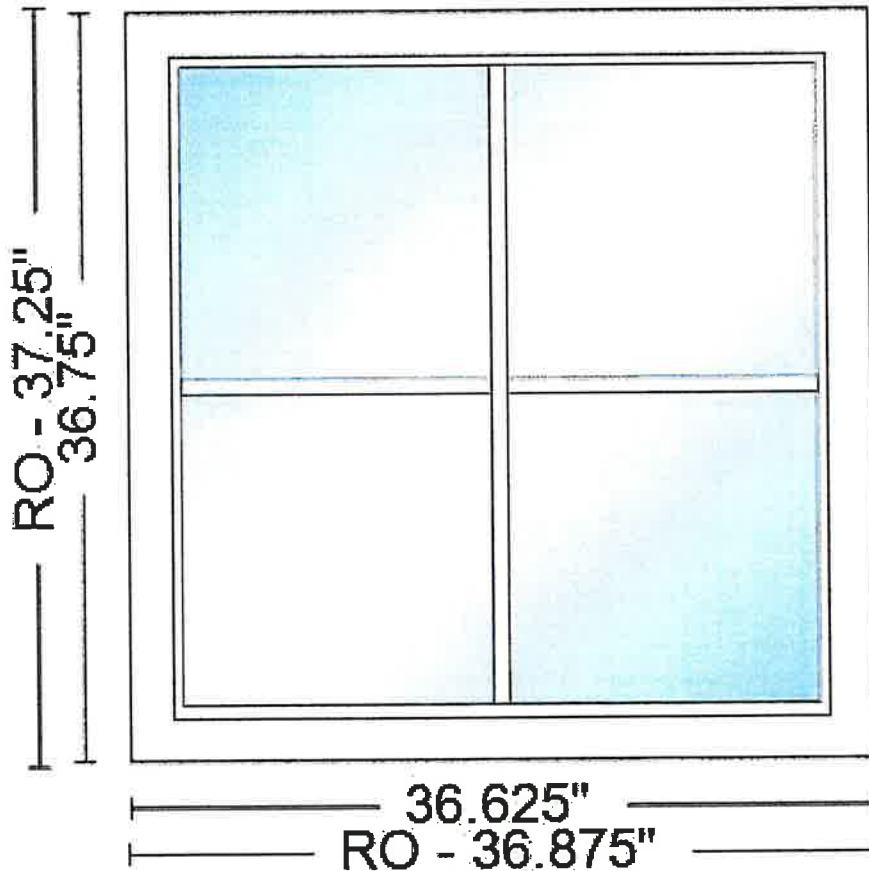
**BILL TO:**

THE WINDOW SRC OF MIDDLE GA  
4093 475 INDUSTRIAL BLVD  
MACON, GA 31210-0000  
Phone: (478) 361 - 4036 Fax:

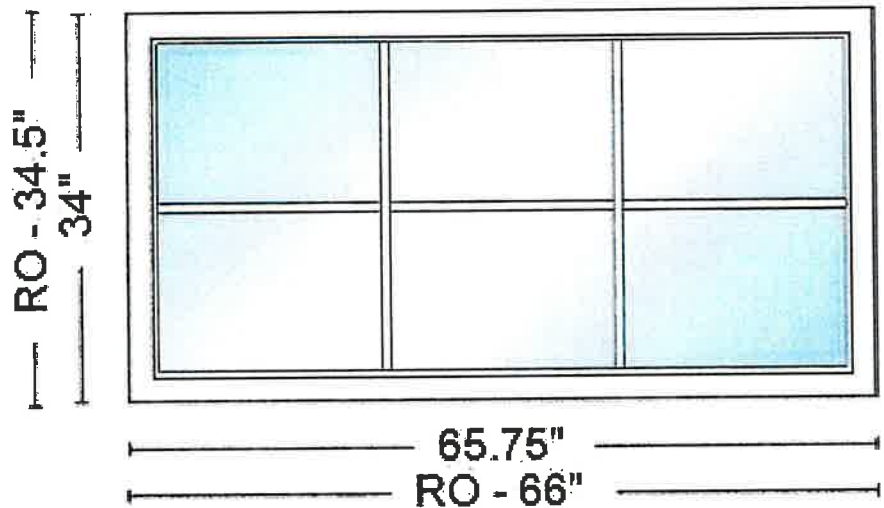
**SHIP TO:**

THE WINDOW SOURCE OF MIDDLE GA  
4093 475 INDUSTRIAL BLVD  
MACON, GA 31210-0000  
Phone: (478) 361 - 4036 Fax:

QUOTE NBR	CUST NBR	ORDERED BY	JOB NAME	STATUS
6177320	1144073	Scott	Perry Meth church	None
CREATED	ORDERED	DEALER PO	CUSTOMER PO	
6/13/2025	Quote Only		06132025	
CLERK			MESSAGE	
S.Carter - Scott Carter				
LINE #				QTY
10000-1				1



QUOTE NBR	CUST NBR	ORDERED BY	JOB NAME	STATUS
6177320	1144073	Scott	Perry Meth church	None
CREATED	ORDERED	DEALER PO	CUSTOMER PO	
6/13/2025	Quote Only		06132025	
CLERK			MESSAGE	
S.Carter - Scott Carter				
LINE #			QTY	
11000-1			1	



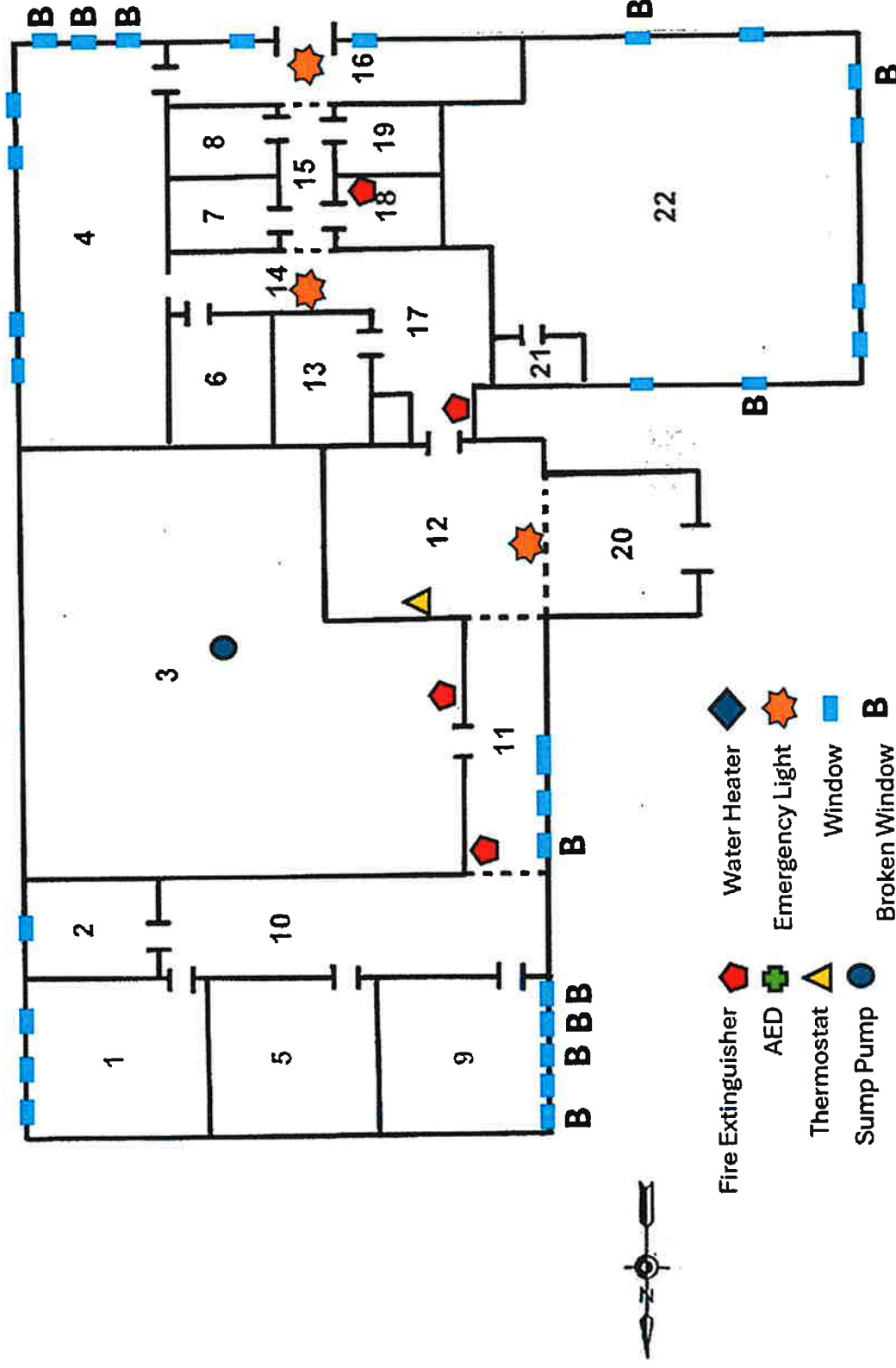
Scan QR code for the Harvey Installation Hub to view installation guides and best practices.



Scan QR code for the Thermo-Tech Resources page to view installation instructions.

# Perry Methodist Church

## Sanctuary Basement



Scope: remove and replace 29 windows

COA Application, 11 Jul 25, for replacement of basement windows



## STAFF REPORT

July 30, 2025

**CASE NUMBER:** COA-0128-2025  
**APPLICANT:** John Hall of Morris Bank  
**REQUEST:** New construction of financial institution.  
**LOCATION:** 800 Main Street; Parcel No. 0P0040 014000

**APPLICANT'S REQUEST:** The applicant proposes constructing a new 8,344 square foot, two story building to house a commercial bank. Additional site improvement proposed are asphalt-paved parking lot, drive areas, pedestrian sidewalks, landscaping, fencing, and a comprehensive stormwater conveyance system meeting standards required across the Downtown Development District.

**STAFF COMMENTS:** The centrally located site is well known across the community for once hosting the New Perry Hotel, an identifiable structure which fell into major disrepair and was demolished in 2024 due to safety concerns. The site has since continued existing underutilized, now as vacant land located on a prominent block located in Perry's Downtown Development District.

Exterior materials will include brick, cast stone window and door casing finishes, a sand stucco finish with aluminum windows and doors. Pilasters will have a brick base and consist of cast stone rising to the building frieze, which itself will be sand finish stucco.

Pilasters will be located on the sides and corners of the building. The building's front entrance faces Main Street and will have a covered portico as well as handicap ramp access. A secondary entrance will face the west side of the building and be accessible from the rear/side parking area. Drive-through teller lanes are proposed for the rear of the building, accessible by vehicles from the parking area (exiting onto Ball Street). Entrances are available from Main and Jernigan Streets. Brick fencing and landscaped screening are proposed to surround much of the parking lot reminiscent of the former New Perry Hotel layout.

Brick sidewalk is proposed to continue facing Main Street, along with a new brick walkway through a Courtyard at the intersection with Ball Street (Northeast corner of site). A landscaping plan was provided which meets the City requirements and preserves existing trees where possible.

The proposed new building has been designed with neighborhood context in mind, and is anticipated to serve downtown as a financial institutional hub and employer. Signage approvals are not a part of the current approval request. The proposed building, parking and landscaping footprint is smaller than that of the former New Perry Hotel, which may allow for additional development behind the business in the future on the remaining 0.73 acres. The building and site are proposed to utilize 0.87 acres of currently vacant land.

**STAFF RECOMMENDATION:** Staff recommends approval.

**APPLICABLE DESIGN GUIDELINES ATTACHED.** Commercial - New Construction

### APPLICABLE ORDINANCE SECTION:

6-6.3. *Design Standards for the Downtown Development District.*

- (A) *Intent.* The intent of this section is to encourage and maintain the viability and visual compatibility of structures and sites in the Downtown Development Overlay District.

- (B) *Applicability.* New construction and exterior modification of buildings and sites in the downtown development overlay district must obtain a certificate of appropriateness prior to starting such work. In addition to other design guidelines adopted by the Main Street Advisory Board, new construction and existing buildings, structures, and sites which are altered, reconstructed, or moved shall be consistent with the architectural styles of commercial buildings constructed prior to 1950 in the downtown development overlay district and the standards of this section.
- (C) *Exemptions.* Nothing in the section shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of structures located in the Downtown Development Overlay District when the repair does not involve a change in design, material, or outer appearance of the structure. Certificates of appropriateness are not required for alterations to the interior of a building or changes in the use of a building, although other permits may be required.
- (D) *Sign standards.* All signs shall require a Certificate of Appropriateness issued by the administrator prior to issuing a sign permit. The administrator may exempt signs which comply with the provisions of Section 6-9.12(C).
- (E) *Site design standards.*
- (1) Orientation and setback. The orientation and setback of a building shall be consistent with adjacent buildings.
  - (2) Spacing of buildings. The relationship of a building to open space between it and the adjoining buildings shall be visually compatible to the buildings and open spaces to which it is visually related.
  - (3) Parking. Parking should be located to the side or rear of a building. When a parking lot must be located adjacent to a public right-of-way, a wall and/or landscape buffer should separate the parking lot from the right-of-way.
  - (4) Courtyards and outdoor spaces. Walls, wrought iron fences, evergreen landscape buffers, and/or building facades shall form cohesive walls of enclosure along a street.
- (F) *Building design standards.*
- (1) *Height.* The height of the proposed building shall be visually compatible with adjacent buildings.
  - (2) *Proportion of Building from Facade.* The relationship of the width of building to the height of the front elevation shall be visually compatible with buildings to which it is visually related.
  - (3) *Scale of a Building.* The size of a building, the building mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the buildings to which it is visually related.
  - (4) *Proportion of Openings within the Facility.* The relationship of the width of the windows in a building to the height of the windows shall be visually compatible with buildings to which it is visually related.
  - (5) *Rhythm of Solids to Voids in Front Facades.* The relationship of solids to voids in the front facade of a building shall be visually compatible with buildings to which it is visually related.
  - (6) *Rhythm of Entrance and/or Porch Projection.* The relationship of entrances and porch projections to the sidewalks of a building shall be visually compatible to the buildings to which it is visually related.
  - (7) *Relationship of Materials; Texture and Color.* The relationship of the materials, texture, and color of the facade of a building shall be visually compatible with the predominant materials in the buildings to which it is visually related. Brick or mortared stone shall be the predominant materials on new construction.
  - (8) *Roof Shapes.* The roof shape of a building shall be visually compatible with the buildings to which it is visually related.
  - (9) *Colors:* Colors should be in keeping with color palettes currently in use, or of historical significance to the City of Perry. The Community Development Department may suggest or make available certain color palettes, which are not required to have a Certificate of Appropriateness.

View from Main Street



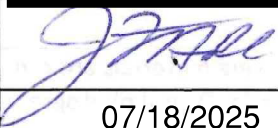
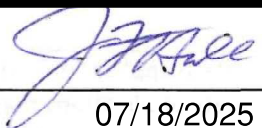


Where Georgia comes together.

Application # \_\_\_\_\_

## Application for Certificate of Appropriateness Historic Preservation Commission

Contact Community Development (478) 988-2720 for information

	Applicant	Property Owner*
Name	Morris Bank	Morris Bank
Title	John Hall, CBO	John Hall, CBO
Address	110 Bill Conn Parkway, Gray, GA 31032	110 Bill Conn Parkway, Gray, GA 31032
Phone	[REDACTED]	
Email	[REDACTED]	
Signature		
Date	07/18/2025	07/18/2025

\*If the applicant is not the owner, the owner must sign this form or provide a letter authorizing the proposed work.

Property Address 800 Main Street, Perry, GA 31069

Type of Project (Check all that apply):

### Construction

- ☒ New building
- ☐ Addition to existing building
- ☐ Major building restoration, rehabilitation, or remodel
- ☐ Other type of exterior change, explain: \_\_\_\_\_

### Site Changes

- ☐ Parking area, driveways, or walkway
- ☐ Fence, wall, or landscaping
- ☐ Mechanical system or non-temporary structure
- ☐ Sign
- ☐ Demolition or relocation of building

Describe the proposed project (attach additional sheets as necessary). The description should include proposed materials. Please divide the description if the proposed scope of work will involve more than one type of project. (Example: 1. building addition and 2. sign installation).

The proposed development consists of the construction of an 8,344-square-foot, two-story commercial bank building. Site improvements will include asphalt-paved parking and drive areas, pedestrian sidewalks, landscaped areas, and a comprehensive stormwater conveyance system designed to meet applicable standards.

(see attached for material descriptions)

<b>Application Requirements.</b> All applications must be complete and include the required support materials (See Application Checklist below). Incomplete applications will not be forwarded to the Preservation Commission for review.
<b>Fee.</b> No fee is required for review of an application for Certificate of Appropriateness unless work is started before a Certificate of Appropriateness is approved. In such cases the fee is \$238.00.
<b>Application Deadline.</b> Applications and support materials must be submitted 21 days prior to the regular Preservation Commission meeting, the second Tuesday of each month. Applications may be submitted to the Community Development office or online at <a href="https://perryga-energovpub.tylerhost.net/Apps/SelfService#/home">https://perryga-energovpub.tylerhost.net/Apps/SelfService#/home</a>
<b>Application Representation.</b> The applicant or an authorized representative of the applicant must attend the public hearing to support the application and answer any questions the Commission may have.
<b>Expiration of Certificate.</b> The Certificate of Appropriateness is valid for 6 months (180 days) from the date of approval. If work is not completed within that timeframe, the applicant must renew the COA. A COA associated with a permit remains valid for the life of the permit.
<b>Permits Required.</b> Approval of a certificate of appropriateness does not waive the need to obtain any required permits.

<b>Application Checklist.</b> A complete application requires support materials. The following materials are required for a complete application. Incomplete applications may be removed from the HPC's agenda. Digital photographs and PDFs of plans/elevations may be emailed to <a href="mailto:comm.development@perry-ga.gov">comm.development@perry-ga.gov</a>	
<b>New Buildings and Additions</b> <input checked="" type="checkbox"/> site plan <input checked="" type="checkbox"/> architectural elevations <input checked="" type="checkbox"/> floor plan <input checked="" type="checkbox"/> landscape plan (specific vegetation not required) <input checked="" type="checkbox"/> description of materials <input checked="" type="checkbox"/> photographs of proposed site and adjoining properties	<b>Site changes - parking areas, drives, and walks</b> <input checked="" type="checkbox"/> Site plan or sketch of site with proposed improvements <input checked="" type="checkbox"/> description of materials <input checked="" type="checkbox"/> photographs of site
<b>Major Restoration, Rehabilitation, or Remodeling</b> <input type="checkbox"/> architectural elevations or sketches <input type="checkbox"/> description of proposed changes <input type="checkbox"/> description of materials <input type="checkbox"/> photographs of existing building <input type="checkbox"/> for restoration only, documentation of earlier historic appearance	<b>Site changes - fences, walls, and mechanical systems</b> <input type="checkbox"/> site plan or sketch of site with proposed improvements <input type="checkbox"/> architectural elevations or sketches <input type="checkbox"/> description of materials <input type="checkbox"/> photographs of site
<b>Minor exterior changes</b> <input type="checkbox"/> description of proposed changes <input type="checkbox"/> description of materials <input type="checkbox"/> photographs of existing building	<b>Site changes - signs</b> <input type="checkbox"/> drawing of sign with dimensions <input type="checkbox"/> site plan or sketch of site (for ground signs) <input type="checkbox"/> description of materials and illumination

Morris Bank  
800 Main Street  
Perry, Ga. 31069

#### Historic Preservation Commission Application-Description

1. New Building-

Two story commercial bank bldg. 8,344 s.f. on .87 acre vacant site (see Site Plan)

The building will be sited close to Main street with the front entrance having a covered portico and handicap ramp access. The West side of the building will have a secondary recessed entrance that is handicap accessible. The rear of the building will have Three covered Drive thru teller lanes. Ceilings at the Front portico, side recessed entrance and the Drive thru tellers will be a sand stucco finish. The building will have a flat (1/4"/ft. slope) roof with rooftop mechanical equipment. Internal roof drains will be hard piped to the storm sewer system. The parapets will be high enough to hide from street level view the mechanical equipment.

Exterior materials – Brick, cast stone, sand stucco finish & aluminum windows and doors. Windows will be fixed casement with divided lites and transoms. Window casing and sills will be cast stone. Exterior doors will have divided lites and transoms. Door casings will be cast stone. The building will have pilasters at the corners and sides of the building. The pilasters will have a brick base and cast stone up to the building frieze. The building frieze and cornice is sand finish stucco. (see elevations)

2. Parking area-

The parking areas will be on the west side of the building and rear of the building. 27 standard and 2 handicap parking spaces are provided. (See Site Plan)

3. Brick Screen wall –

New 4 foot high pierced brick walls with brick piers are proposed to be built along Main street from the West elevation wall toward Jernigan Street to screen the parking area from Main Street. (See Site Plan and Elevations)

4. Landscaping –

A large existing Magnolia tree on the east side of the building will remain and become the centerpiece of a landscaped courtyard area. (See Landscape Plan)

5. Signage –

Signage is shown on the Main Street Elevation Façade but will be submitted at a later date to the Historic Preservation Commission to obtain COA approval.



# Adjacent Property Photos



Project Number	<div></div>
Project Name	<div></div>
Date	<div></div>
Time	<div></div>

Comments	<div></div>
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Time

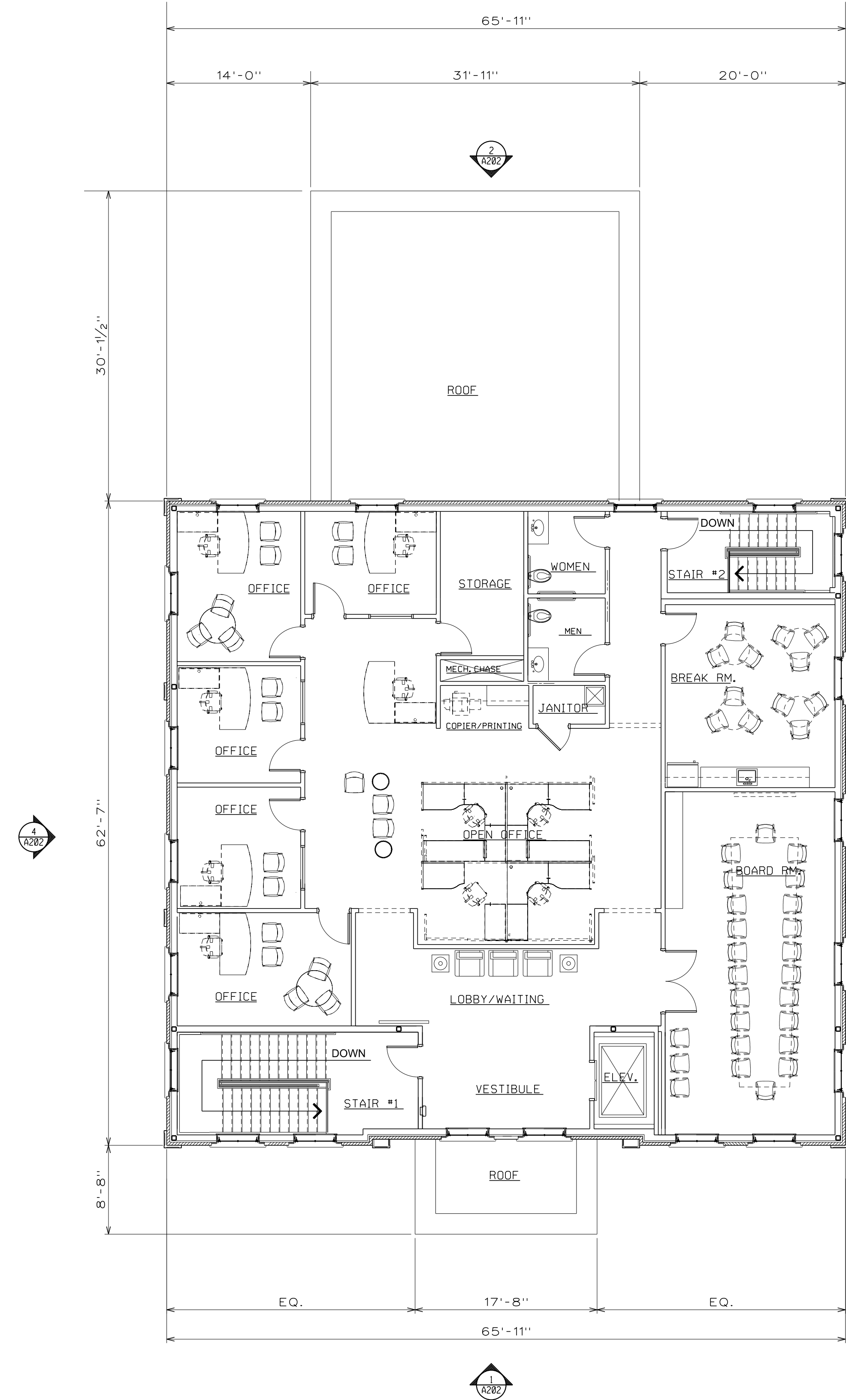
Device Type	Percentage of Respondents
Smartphone	100%
Tablet	95%
Feature Phone	85%
Smartwatch	75%



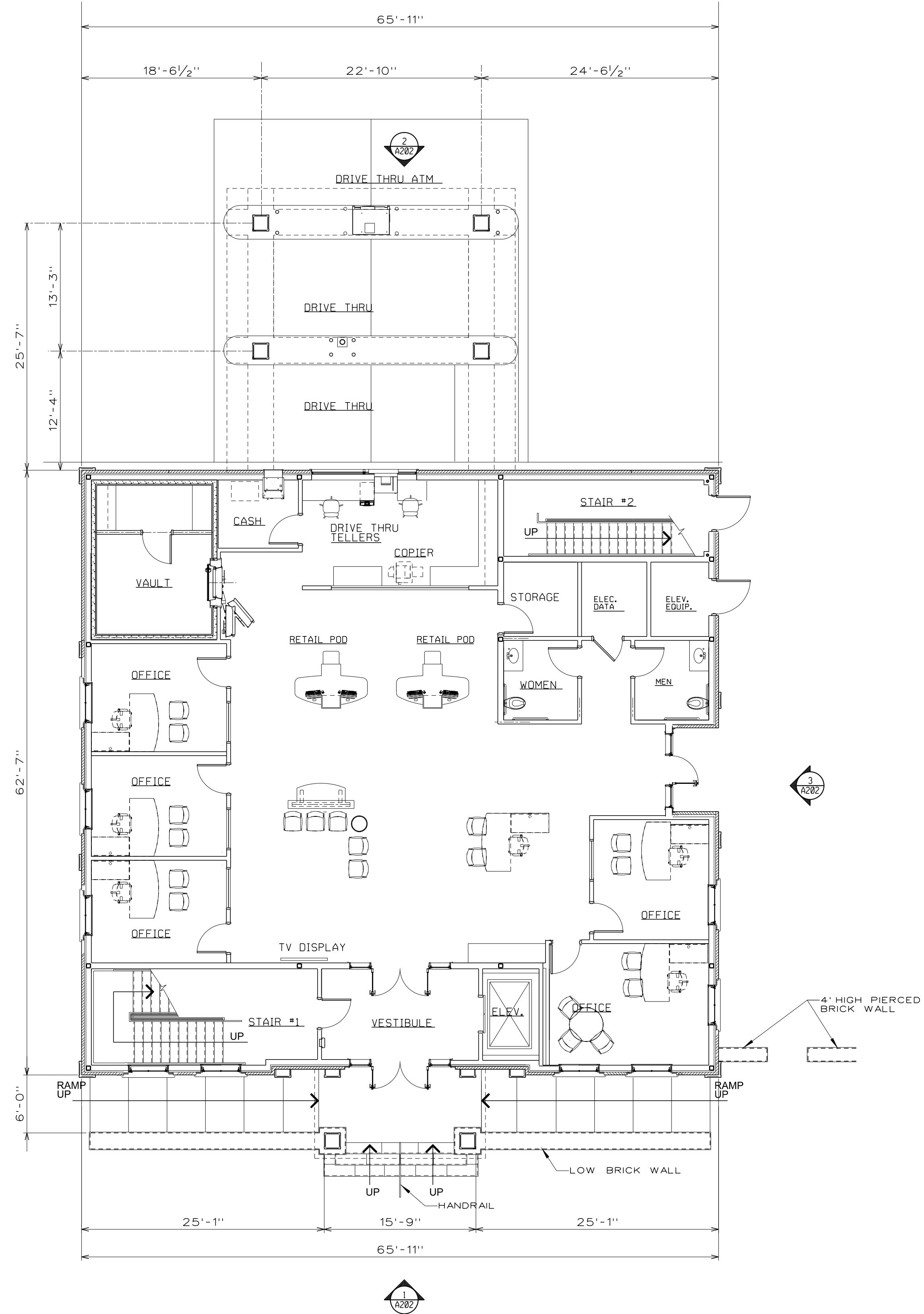




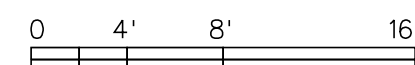
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**2 LEVEL TWO FLOOR PLAN**  
SCALE: 1/8" = 1'-0"



**1 LEVEL ONE FLOOR PLAN**  
SCALE: 1/8" = 1'-0"



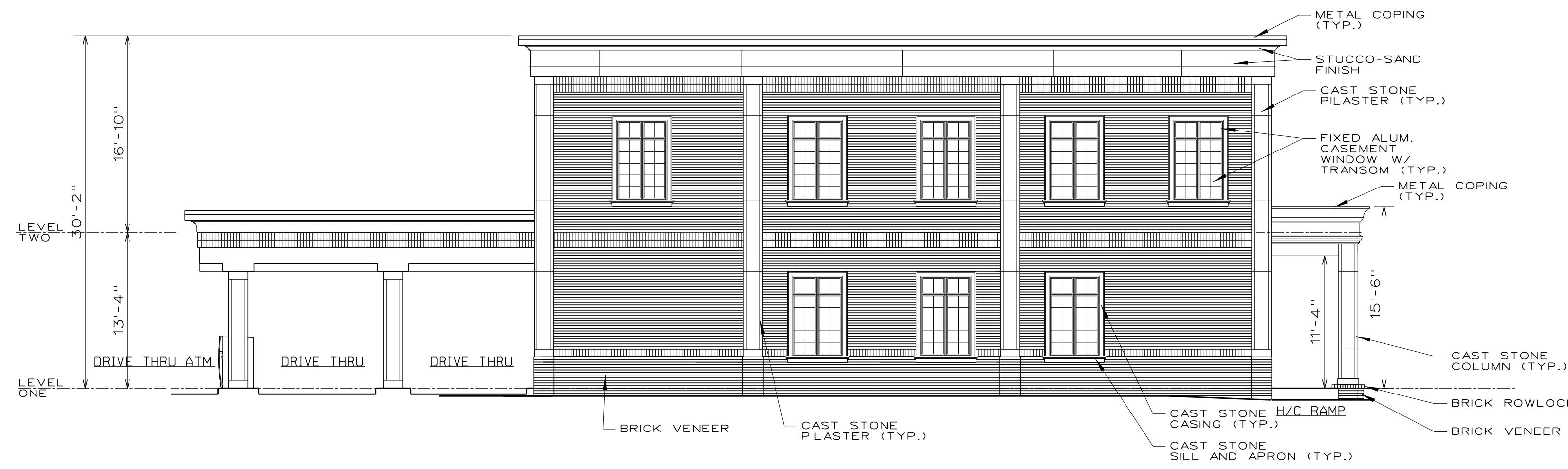
**MORRIS BANK -  
PERRY, GA.  
BRANCH**  
**800  
MAIN STREET  
PERRY, GA. 31069**

LEVEL ONE AND TWO  
FLOOR PLANS

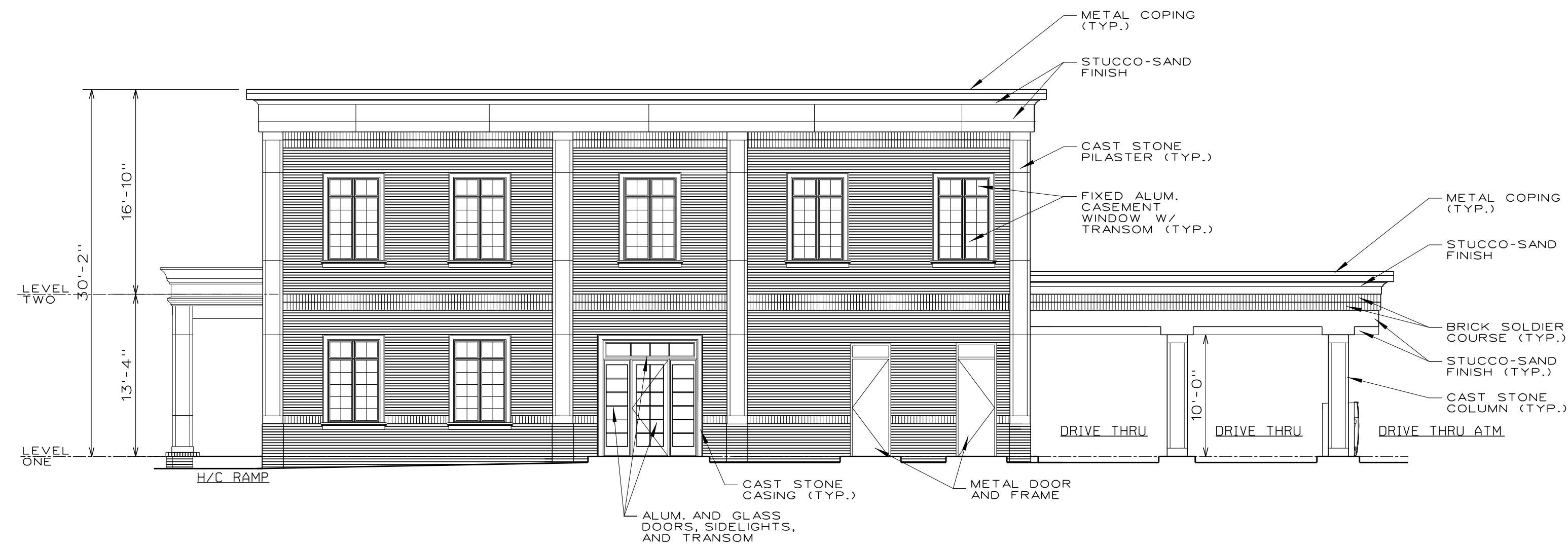
Project No.  
2505

Date  
7-18-2025

A-201



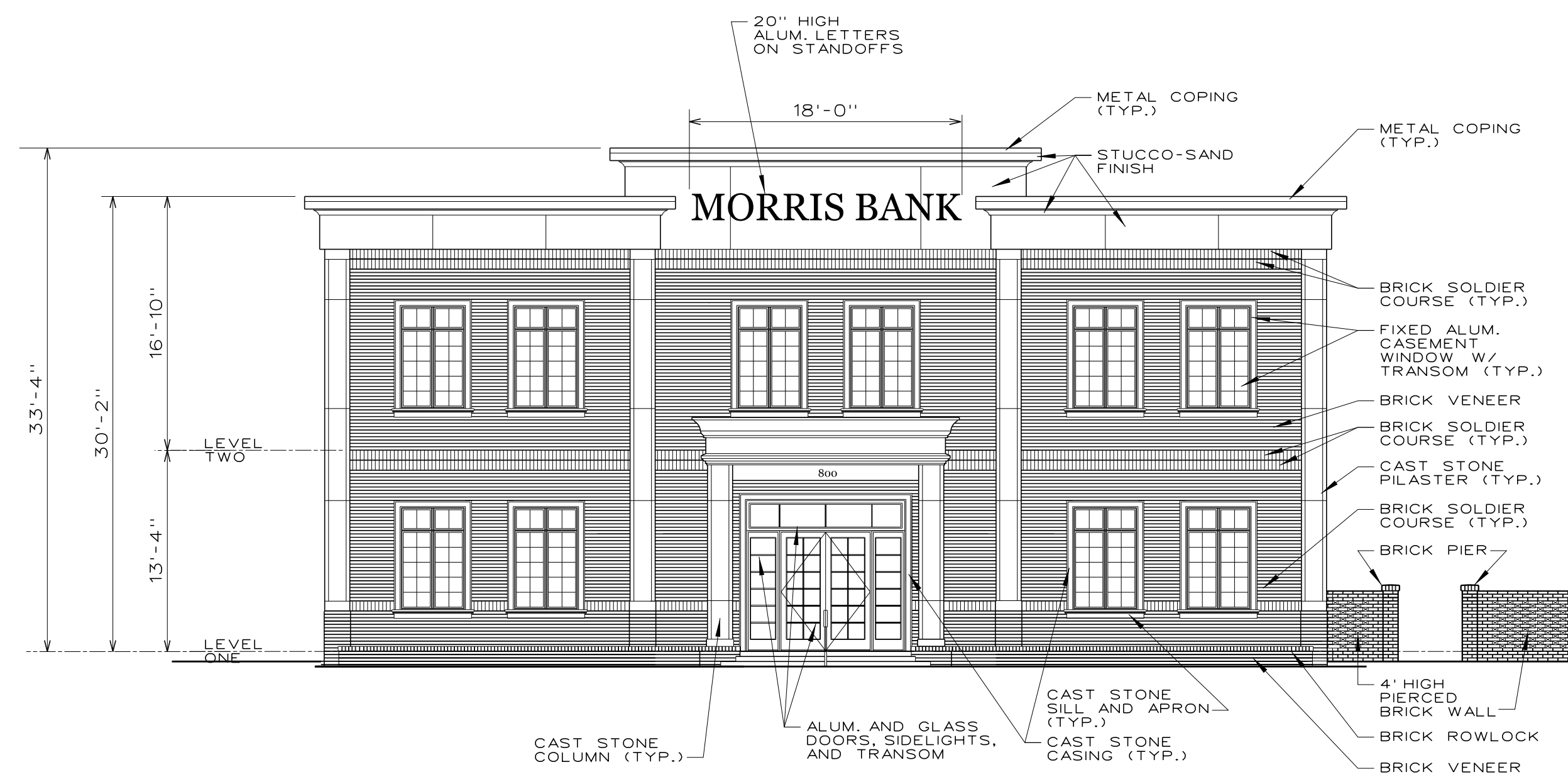
**4 EAST (BALL STREET) ELEVATION**  
SCALE: 1/8" = 1'-0"



**3 WEST (JERNIGAN STREET) ELEVATION**  
SCALE: 1/8" = 1'-0"



**2 SOUTH (REAR) ELEVATION**  
SCALE: 1/8" = 1'-0"



**1 NORTH (MAIN STREET) ELEVATION**  
SCALE: 1/8" = 1'-0"



**MORRIS BANK -  
PERRY, GA.  
BRANCH**  
**800  
MAIN STREET  
PERRY, GA. 31069**

EXTERIOR ELEVATIONS

Project No.  
2505

Date  
7-18-2025

A-202

MORRIS BANK

PERRY, HOUSTON COUNTY, GEORGIA

PREPARED FOR:

AZAR+WALSH ARCHITECTS, LLC



PROPOSED LINE LEGEND	
PROPERTY LINE	—————
RIGHT-OF-WAY	—————
EASEMENT	—————
SETBACK / BUFFER	—————
OVERHEAD POWER	—— P —— P ——
OVERHEAD TELECOMM.	—— T/C —— T/C ——
BUILDING LINE	//////
SANITARY SEWER	—— SS —— SS ——
SANITARY SEWER FORCE MAIN	—— FM> —— FM> ——
STORM SEWER	—————
WATER LINE	—— W —— W ——
NATURAL GAS	—— G —— G ——
SURFACE MAJOR CONTOUR	—————
SURFACE MINOR CONTOUR	—————
DITCH / SWALE	——>>——>>——>>——>>——
SILT FENCE	—— X —— X —— X —— X ——
LIMITS OF DISTURBANCE	—————
PROPOSED SYMBOL LEGEND	
POWER POLE, LIGHT POLE (PP, LP)	PP LP
BACK FLOW PREVENTER (RPZ, DDCV)	DDCV BFP
FIRE DEPT. CONNECTION / POST INDICATOR VALVE / HYDRANT	FDC PIV HYD
METERS (WM, GM)	WM GM
VALVES (WV, GV)	WV GV
CLEANOUT (ST CO, SS CO)	ST CO SS CO
MANHOLES (STMH, SSMH)	ST SS
GRATE INLETS (GI, HGI)	2'x2' DBL 2'x2' 3'x2' HGI
CURB INLETS (STD., SWCI, DWCI)	STD. SWCI DWCI
FLARED/SAFTY END SECTION (FES, SES)	FES SES
HEADWALL (HW)	HW
OUTLET CONTROL STRUCTURE (OCS)	OCS
SIGNS	TRAFFIC MONUMENT PLACON DBL TRAFFIC
DIRECTIONAL TRAFFIC ARROWS	↑ ↗ ↘ ↓
BOLLARD / WHEEL STOP	• ———



DATE:

JULY 2025



Sheet List Table	
Sheet Number	Sheet Title
C1.0	PROJECT COVER
C2.0	GENERAL NOTES
C3.0	EXISTING CONDITIONS & DEMOLITION PLAN
C4.0	SITE PLAN
C5.0	UTILITY PLAN
C6.0	GRADING PLAN
C6.1	DRAINAGE PLAN
C7.0	SANITARY & STORM SEWER PROFILES
C8.0	HYDROLOGY PLAN
C9.0	LANDSCAPE PLAN
C10.0	INITIAL EROSION & SEDIMENTATION CONTROL PLAN
C11.0	INTERMEDIATE EROSION & SEDIMENTATION CONTROL PLAN
C12.0	FINAL EROSION & SEDIMENTATION CONTROL PLAN
C13.0 - C13.1	EROSION, SEDIMENTATION, & POLLUTION CONTROL NOTES
C14.0 - C14.4	CONSTRUCTION DETAILS
C15.0	EROSION CONTROL DETAILS

PROJECT DATA TABLE	
OWNER DEVELOPER	AZAR+WALSH ARCHITECTS, LLC 401 CHERRY STREET, STE 700 MACON, GEORGIA 31201 (478) 750-7117 AZAR@AZARWALSH.COM
PROJECT LOCATION	800 MAIN STREET PERRY, GEORGIA 31069
PARCEL NUMBER	0P0040 014000
ZONING / LAND USE	C-3 (CENTRAL BUSINESS)
OVERLAY DISTRICT	HP (HISTORIC PRESERVATION OVERLAY)
PROJECT AREA / LAND LOT & DISTRICT	1.60 ACRES / LAND LOT 49 LAND DISTRICT 10TH
IMPERVIOUS AREA	0.97 ACRES
PROPOSED USE	A NEW BANK
DISTURBED AREA	1.8 ACRES

REVISIONS

No.	DATE	DESCRIPTION
1	-	-
2	-	-
3	-	-
4	-	-
5	-	-
6	-	-

PROJECT COVER

MORRIS BANK

AXIS ENGINEERING CONSULTANTS  
LEESBURG ★ VALDOSTA ★ WARNER ROBINS

GEORGIA  
★ AXIS ENGINEERING CONSULTANTS  
PE#009117  
06/30/2026  
OFFICE OF AUTHORIZATION

GEORGIA  
REGISTERED  
No. PE#47329  
PROFESSIONAL  
ENGINEER  
EDWARD MCLANDIN

PROJECT NO. 25-25084  
DATE: 07/18/2025  
DRAWN BY: AHF  
CHECK BY: DEM

SHEET NO. C1.0

PROJECT AREA NOTES:

1. AN ALTA/NSPS LAND TITLE SURVEY WAS PROVIDED BY MCLEOD SURVEYING AND DATED 01/15/2025. A COPY CAN BE PROVIDED UPON REQUEST.
2. THE PROPOSED DEVELOPMENT IS LOCATED AT 800 MAIN STREET, PERRY, GEORGIA 31069. THE HORIZONTAL DATA SHOWN ON THE PLANS IS BASED ON NAD83 GEORGIA WEST. THE VERTICAL DATA SHOWN ON THE PLANS IS BASED ON NAVD 88(128).
3. THE PROPOSED PROJECTS CONSISTS OF THE CONSTRUCTION OF A PROPOSED BANK BUILDING INCLUDING ASPHALT PARKING, ASPHALT DRIVE AREAS, PEDESTRIAN SIDEWALKS, LANDSCAPE AREAS, AND A STORMWATER CONVEYANCE SYSTEM.
4. THE PROJECT AREA IS 1.60 ACRES ACRES WITH A DISTURBED AREA OF 1.8 ACRES.
5. NO WETLANDS HAVE BEEN IDENTIFIED WITHIN THE PROJECT AREA.
6. NO STATE WATERS HAVE BEEN IDENTIFIED ON OR WITHIN TWO HUNDRED FEET (200').
7. THE RECEIVING WATERS FOR THE PROJECT HAVE BEEN IDENTIFIED AS BIG INDIAN CREEK.
8. NO IMPAIRED WATERS HAVE BEEN IDENTIFIED WITHIN ONE (1) MILE OF THE PROJECT AREA.
9. THE PROPERTY SHOWN WITHIN THE PLANS IS LOCATED IN FLOOD ZONE X AS PER FLOOD INSURANCE RATE MAP FOR PERRY, HOUSTON COUNTY, GEORGIA, AND SHOWN ON MAP NO. 13153C0153E, WITH AN EFFECTIVE DATE OF 09/28/2007. FLOOD ZONE X DENOTES AREA OF MINIMAL FLOODING.
10. 

REPORTS:

A. A GEOTECHNICAL INVESTIGATION REPORT HAS BEEN PERFORMED BY TERRACON CONSULTANTS, LLC. AND DATED [MONTH DAY, YEAR. A COPY CAN BE PROVIDED UPON REQUEST.

B. AN ENVIRONMENTAL ASSESSMENT HAS BEEN PERFORMED BY TERRACON CONSULTANTS, LLC. AND DATED [MONTH DAY, YEAR]. A COPY CAN BE PROVIDED UPON REQUEST.

C. NO ACM SURVEY HAS BEEN PERFORMED. THE CONTRACTOR SHALL TAKE PRECAUTIONS AS NEEDED WHEN HANDLING ANY MATERIAL SUSPECTED TO CONTAIN ANY ASBESTOS. THE CONTRACTOR SHALL PROPERLY DISPOSE OF ANY MATERIAL CONTAINING ASBESTOS.

D. A HYDROLOGY REPORT HAS BEEN PREPARED BY AXIS ENGINEERING CONSULTANTS, LLC AND DATED [MONTH DAY, YEAR]. A COPY CAN BE PROVIDED UPON REQUEST.

GENERAL NOTES:

1. ALL CONSTRUCTION DOCUMENTS AND REPORTS ARE TO BE REVIEWED BY THE CONTRACTOR. THE CONTRACTOR SHALL BE FAMILIAR WITH THE PROJECT AREA BEFORE COMMENCING ANY CONSTRUCTION ACTIVITIES.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING ALL PERMITS ARE OBTAINED BEFORE COMMENCING ANY CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL ENSURE ALL CONSTRUCTION STANDARDS AND SPECIFICATIONS ARE MET FOR THE PROJECT OF THE LOCAL OR STATE AUTHORITY FOR THE PROJECT AREA.
3. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF RECORD WITHIN TWENTY FOUR (24) HOURS OF ANY DISCREPANCIES OR CONFLICTS OF ALL INFORMATION PROVIDED BY THE CONSTRUCTION PLANS FOR THE PROJECT SCOPE BASED ON UNSATISFACTORY FIELD CONDITIONS. THE CONTRACTOR SHALL NOT COMMENCE ANY CONSTRUCTION ACTIVITIES UNTIL ALL DISCREPANCIES, CONFLICTS, UNSATISFACTORY FIELD CONDITIONS, ETC. ARE RESOLVED.
4. THE CONTRACTOR SHALL PROVIDE A MINIMUM OF SEVENTY TWO (72) HOUR NOTICE TO THE UTILITIES PROTECTION CENTER PRIOR TO COMMENCING ANY CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL PROVIDE ALL REQUIRED PROTECTION FOR ALL EXISTING UTILITIES WITHIN THE PROJECT AREA. THE CONTRACTOR SHALL REPAIR ANY UTILITIES DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER OR DEVELOPER.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING ALL FILL MATERIAL (CLEAN AND FREE OF DEBRIS AND ORGANIC MATERIAL) NEEDED FOR THE PROJECT UNLESS OTHERWISE INSTRUCTED BY THE OWNER OR DEVELOPER.
6. THE CONTRACTOR SHALL MAKE THEIR OWNER INTERPRETATION OF ALL SITE CONDITIONS RELATED TO THE SCOPE OF THE PROJECT REGARDING GRADING. THE CONTRACTOR SHALL MAKE THEIR OWN DETERMINATION OF WHAT IS SUITABLE FILL OR WASTE MATERIAL AS RECOMMENDED BY THE GEOTECHNICAL REPORT.
7. ALL DATA SHOWN HEREON ARE BASED UPON FIELD INVESTIGATION OF THE PROJECT AREA. THIS DATA SHALL BE USED AS INFORMATION ONLY AND IN NO WAY GURANTEE OR BIND THE ENGINEER AS TO THE ACTUAL FIELD CONDITIONS.
8. ALL UNDERGROUND UTILITY INFORMATION SHOWN ON THE PLANS ARE BASED ON ABOVE GROUND STRUCTURES OR GROUND MARKINGS BY OTHERS. THE ENGINEER SHALL NOT BE HELD RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF THE UNDERGROUND UTILITY INFORMATION SHOWN ON THE PLANS.

PROJECT CONTACTS:

1. 

OWNER/DEVELOPER:

AZAR+WALSH ARCHITECTS, LLC  
401 CHERRY STREET, STE 700  
MACON, GEORGIA 31201  
(478) 750-7117  
AZAR@AZARWALSH.COM
2. 

ENGINEER OF RECORD:

DUSTIN E. MCLENDON, PE  
AXIS ENGINEERING CONSULTANTS, LLC.  
102 ED BAYER COURT, SUITE 110  
WARNER ROBINS, GEORGIA 31088  
(888) 653-6350  
DMCLENDON@AECONLLC.NET
3. 

PROJECT MANAGER:

BRIAN H. BRAUN, PE  
AXIS ENGINEERING CONSULTANTS, LLC.  
102 ED BAYER COURT, SUITE 110  
WARNER ROBINS, GEORGIA 31088  
(888) 653-6350  
BBRAUN@AECONLLC.NET

UTILITY CONTACTS:

POWER	GEORGIA POWER (404) 506-6539
WATER	CITY OF PERRY (478) 297-0305
SANITARY SEWER	CITY OF PERRY (478) 297-0305
NATURAL GAS	CITY OF PERRY (478) 297-0305
TELECOMMUNICATION	ATT / D (305) 409-1542
	COX CABLE (337) 281-9889
	HARGRAY COMMUNICATIONS (800) 778-9140
	WINDSTREAM (800) 289-1901



GENERAL NOTES

MORRIS BANK

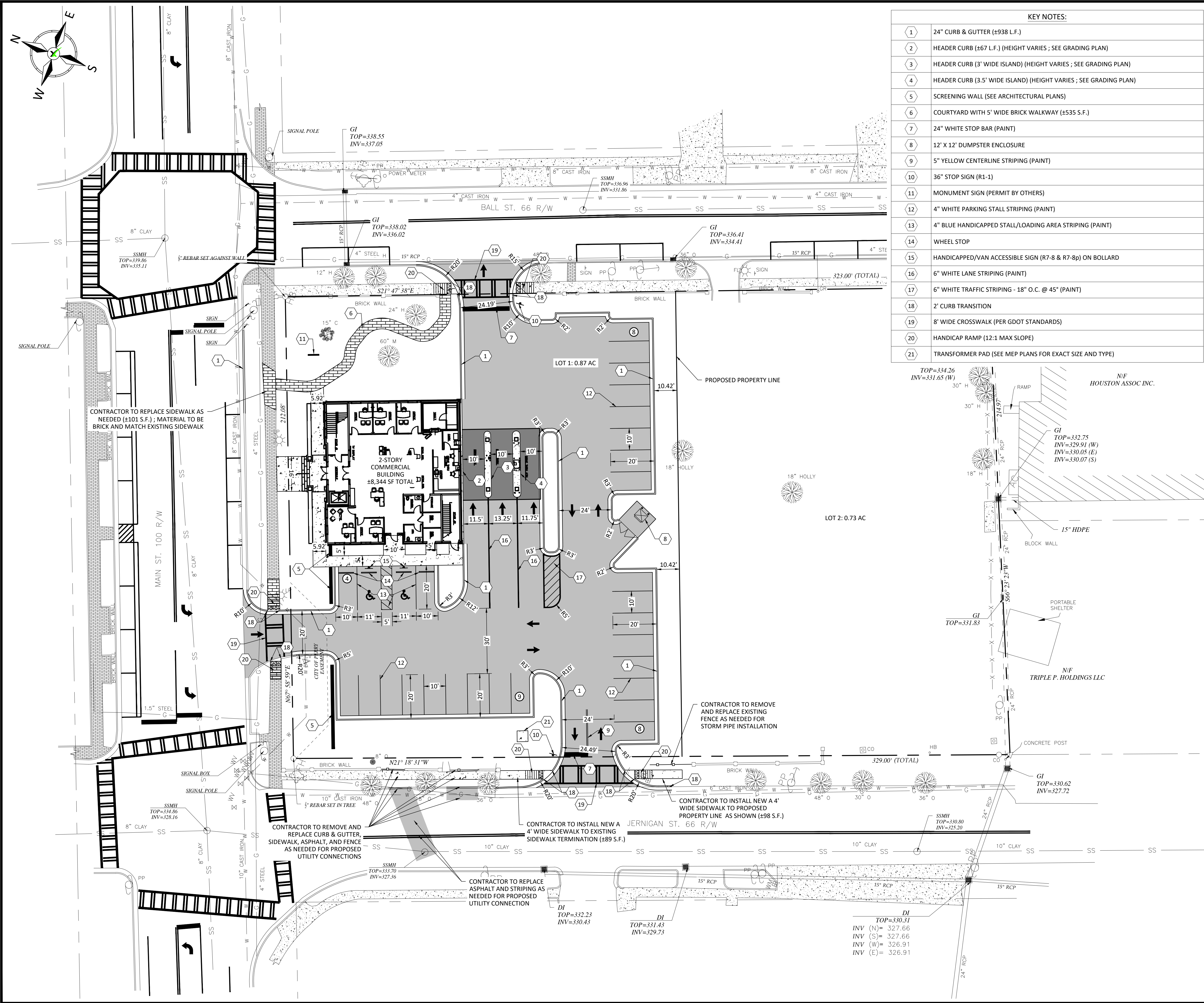
PERRY, HOUSTON COUNTY,  
GEORGIA

PROJECT NO. 25-25084  
DATE: 07/18/2025  
DRAWN BY: AHF  
CHECK BY: DEM

AZAR+WALSH  
ARCHITECTS, LLC

SCALE:  
NOT TO SCALE

SHEET NO.  
C2.0



KEY NOTES:	
1	24" CURB & GUTTER (±938 L.F.)
2	HEADER CURB (±67 L.F.) (HEIGHT VARIES ; SEE GRADING PLAN)
3	HEADER CURB (3' WIDE ISLAND) (HEIGHT VARIES ; SEE GRADING PLAN)
4	HEADER CURB (3.5' WIDE ISLAND) (HEIGHT VARIES ; SEE GRADING PLAN)
5	SCREENING WALL (SEE ARCHITECTURAL PLANS)
6	COURTYARD WITH 5' WIDE BRICK WALKWAY (±535 S.F.)
7	24" WHITE STOP BAR (PAINT)
8	12' X 12' DUMPSTER ENCLOSURE
9	5" YELLOW CENTERLINE STRIPING (PAINT)
10	36" STOP SIGN (R1-1)
11	MONUMENT SIGN (PERMIT BY OTHERS)
12	4" WHITE PARKING STALL STRIPING (PAINT)
13	4" BLUE HANDICAPPED STALL/LOADING AREA STRIPING (PAINT)
14	WHEEL STOP
15	HANDICAPPED/VAN ACCESSIBLE SIGN (R7-8 & R7-8p) ON BOLLARD
16	6" WHITE LANE STRIPING (PAINT)
17	6" WHITE TRAFFIC STRIPING - 18" O.C. @ 45° (PAINT)
18	2' CURB TRANSITION
19	8' WIDE CROSSWALK (PER GDOT STANDARDS)
20	HANDICAP RAMP (12:1 MAX SLOPE)
21	TRANSFORMER PAD (SEE MEP PLANS FOR EXACT SIZE AND TYPE)

SITE DATA TABLE			
PROJECT ADDRESS		800 MAIN STREET, PERRY, GEORGIA 31069	
PARCEL NUMBER (TOTAL AREA)		0P0040 014000 (1.60 ACRES)	
LOT 1 AREA ; LOT 2 AREA		0.87 ACRES ; 0.73 ACRES	
ZONING		C-3 (CENTRAL BUSINESS)	
OVERLAY DISTRICT		HP (HISTORIC PRESERVATION OVERLAY)	
PROJECT AREA		1.60 ACRES	
BUILDING SETBACK		LANDSCAPE SETBACK	
FRONT	0'	FRONT	XX'
SIDE	0'	SIDE	XX'
REAR	0'	REAR	XX'
PARKING CALCULATIONS			
REQUIRED PARKING STALLS		PROVIDED PARKING STALLS	
1 SPACE PER 500 SF GROSS FLOOR AREA		27 STANDARD SPACES	
8,344 SF / 500 SF = 16.7 SPACES		2 HANDICAPPED SPACES	
17 MINIMUM SPACES REQUIRED		29 SPACES PROVIDED	
1 SPACE PER 200 SF GROSS FLOOR AREA		PROVIDED VEHICLE QUEUING AREAS	
8,344 SF / 200 SF = 41.7 SPACES		8 BANK TELLER LANE AREAS	
42 MAXIMUM SPACES ALLOWED		3 AUTOMATED TELLER MACHINE AREAS	
REQUIRED VEHICLE QUEUING AREAS		11 SPACES PROVIDED	
4 SPACES PER BANK TELLER LANE			
3 SPACES PER AUTOMATED TELLER MACHINE			

- SITE NOTES:
- THE HORIZONTAL DATA SHOWN IS BASED ON NAD83 GEORGIA WEST. THE VERTICAL DATA SHOWN IS BASED ON NAVD 88(12B).
  - ALL STRIPING AND SIGNS SHALL CONFORM TO THE LATEST VERSION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), OR THE DEPARTMENT OF TRANSPORTATION STANDARDS AND SPECIFICATIONS.
  - ALL DIMENSIONS SHOWN ARE MEASURED FROM THE FACE OF CURB, EDGE OF ASPHALT, OR EDGE OF BUILDING (WHERE APPLICABLE).
  - HANDICAPPED PARKING AND ACCESSIBLE ROUTES (AT MINIMUM) MEET THE LATEST VERSION OF THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS FOR ACCESSIBLE DESIGN. NO ACCESSIBLE SIDEWALK SHALL EXCEED FIVE PERCENT (5%) LONGITUDINAL SLOPE OR TWO PERCENT (2%) CROSS SLOPE. THE ACCESSIBLE PARKING AREAS SHALL NOT EXCEED TWO PERCENT (2%) SLOPE IN ANY DIRECTION. NO ACCESSIBLE RAMP SHALL NOT EXCEED 12H : 1V GRADE.

HATCH LEGEND:			
	EXISTING CONCRETE SIDEWALK		EXISTING BRICK SIDEWALK
	PROPOSED CONCRETE SIDEWALK		PROPOSED BRICK SIDEWALK
	PROPOSED ASPHALT PAVEMENT		PROPOSED CONCRETE PAVEMENT

**AXIS**  
ENGINEERING CONSULTANTS  
LEESBURG • VALDOSTA • WARNER ROBINS

GEORGIA REGISTERED  
AXIS ENGINEERING CONSULTANTS  
PEF009117  
06/30/2026  
CERTIFICATE OF AUTHORIZATION

GEORGIA REGISTERED  
No. PEA47329  
PROFESSIONAL  
ENGINEER  
JUSTIN EDWARD MCLANDIN

REVISIONS		
No.	DATE	DESCRIPTION
1	-	-
2	-	-
3	-	-
4	-	-
5	-	-
6	-	-

SITE PLAN

MORRIS BANK

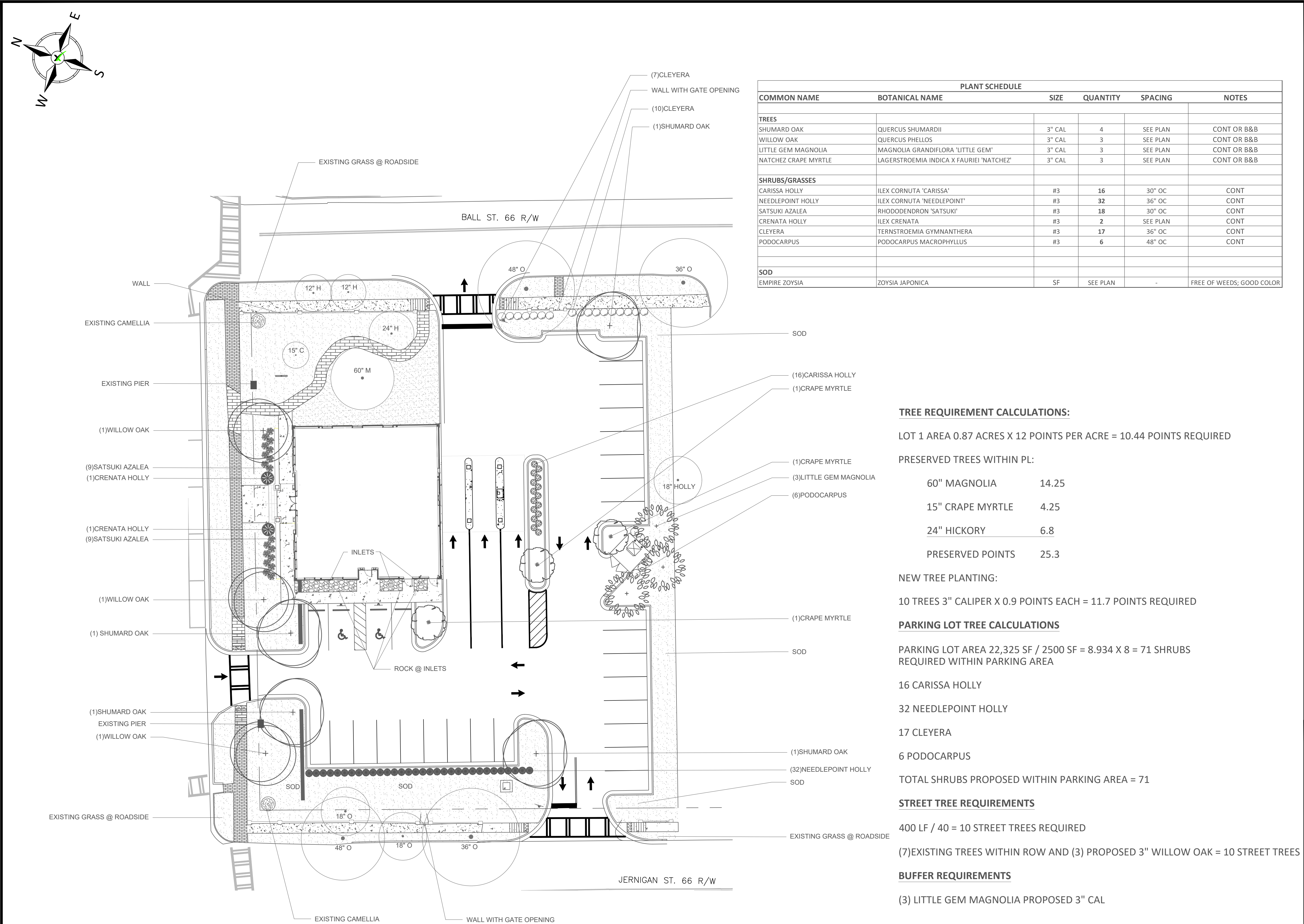
PERRY, HOUSTON COUNTY, GEORGIA

PROJECT NO. 25-25084  
DATE: 07/18/2025  
DRAWN BY: AHF  
CHECK BY: DEM

SCALE: 20' 10' 0' 20'  
GRAPHIC SCALE 1" = 20'

SHEET NO. C4.0

AZAR+WALSH ARCHITECTS, LLC



PLANT SCHEDULE					
COMMON NAME	BOTANICAL NAME	SIZE	QUANTITY	SPACING	NOTES
TREES					
SHUMARD OAK	QUERCUS SHUMARDII	3" CAL	4	SEE PLAN	CONT OR B&B
WILLOW OAK	QUERCUS PHELLOS	3" CAL	3	SEE PLAN	CONT OR B&B
LITTLE GEM MAGNOLIA	MAGNOLIA GRANDIFLORA 'LITTLE GEM'	3" CAL	3	SEE PLAN	CONT OR B&B
NATCHEZ CRAPE MYRTLE	LAGERSTROEMIA INDICA X FAURIEI 'NATCHEZ'	3" CAL	3	SEE PLAN	CONT OR B&B
SHRUBS/GRASSES					
CARISSA HOLLY	ILEX CORNUTA 'CARISSA'	#3	16	30" OC	CONT
NEEDLEPOINT HOLLY	ILEX CORNUTA 'NEEDLEPOINT'	#3	32	36" OC	CONT
SATSUKI AZALEA	RHODODENDRON 'SATSUKI'	#3	18	30" OC	CONT
CRENATA HOLLY	ILEX CRENATA	#3	2	SEE PLAN	CONT
CLEYERA	TERNSTROEMIA GYMNANTHERA	#3	17	36" OC	CONT
PODOCARPUS	PODOCARPUS MACROPHYLLUS	#3	6	48" OC	CONT
SOD					
EMPIRE ZOYSIA	ZOYSIA JAPONICA	SF	SEE PLAN	-	FREE OF WEEDS; GOOD COLOR

TREE REQUIREMENT CALCULATIONS:

LOT 1 AREA 0.87 ACRES X 12 POINTS PER ACRE = 10.44 POINTS REQUIRED

PRESERVED TREES WITHIN PL:

60" MAGNOLIA	14.25
15" CRAPE MYRTLE	4.25
24" HICKORY	6.8
PRESERVED POINTS	25.3

NEW TREE PLANTING:

10 TREES 3" CALIPER X 0.9 POINTS EACH = 11.7 POINTS REQUIRED

PARKING LOT TREE CALCULATIONS

PARKING LOT AREA 22,325 SF / 2500 SF = 8.934 X 8 = 71 SHRUBS REQUIRED WITHIN PARKING AREA

16 CARISSA HOLLY

32 NEEDLEPOINT HOLLY

17 CLEYERA

6 PODOCARPUS

TOTAL SHRUBS PROPOSED WITHIN PARKING AREA = 71

STREET TREE REQUIREMENTS

400 LF / 40 = 10 STREET TREES REQUIRED

(7)EXISTING TREES WITHIN ROW AND (3) PROPOSED 3" WILLOW OAK = 10 STREET TREES

BUFFER REQUIREMENTS

(3) LITTLE GEM MAGNOLIA PROPOSED 3" CAL

LANDSCAPING NOTES:

- THE CONTRACTOR SHALL LOCATE AND VERIFY THE EXISTENCE OF ALL UTILITIES PRIOR TO STARTING WORK.
- THE CONTRACTOR SHALL SUPPLY ALL PLANT MATERIALS IN QUANTITIES SUFFICIENT TO COMPLETE THE PLANTING SHOWN ON ALL DRAWINGS.
- ALL MATERIAL SHALL CONFORM TO THE GUIDELINES ESTABLISHED BY THE CURRENT AMERICAN STANDARD FOR NURSERY STOCK, PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN.
- NO PLANT SHALL BE PUT INTO THE GROUND BEFORE ROUGH GRADING HAS BEEN COMPLETED AND APPROVED BY THE PROJECT ARCHITECT OR EQUAL.
- ALL PLANTS SHALL BEAR THE SAME RELATIONSHIP TO FINISHED GRADE AS THE PLANTS ORIGINAL GRADE BEFORE DIGGING.
- ALL PLANTS SHALL BE BALLED AND WRAPPED OR CONTAINER GROWN AS SPECIFIED. NO CONTAINER GROWN STOCK WILL BE ACCEPTED IF IT IS ROOT BOUND. ALL ROOT WRAPPING MATERIAL MADE OF SYNTHETICS OR PLASTICS SHALL BE REMOVED AT TIME OF PLANTING
- WITH CONTAINER GROWN STOCK, THE CONTAINER SHALL BE REMOVED AND THE CONTAINER BALL SHALL BE CUT THROUGH THE SURFACE IN TWO VERTICAL LOCATIONS.
- THE DAY PRIOR TO PLANTING, THE LOCATION OF ALL TREES AND SHRUB SHALL BE STAKED FOR APPROVAL THE PROJECT LANDSCAPE ARCHITECT OR EQUAL.
- ALL PLANT MATERIAL SHALL BE SELECTED AT THE NURSERIES BY THE PROJECT LANDSCAPE ARCHITECT OR EQUAL.
- ALL PLANTS SHALL BE INSTALLED AS PER DETAILS AND THE CONTRACT SPECIFICATIONS.
- ALL PLANTS AN STAKES SHALL BE SET PLUM UNLESS OTHERWISE SPECIFIED.
- THE LANDSCAPE CONTRACTOR SHALL PROVIDE FILL AS PER THE CONTRACT SPECIFICATIONS.
- ALL PLANTS SHALL BE WATERED THOROUGHLY TWICE DURING THE FIRST 24-HOUR PERIOD AFTER PLANTING. ALL PLANTS SHALL THEN BE WATERED WEEKLY, IF NECESSARY, DURING THE FIRST GROWING SEASON.
- THE LANDSCAPE CONTRACTOR SHALL REFER TO THE CONTRACT SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
- THE LANDSCAPE CONTRACTOR SHALL REFER TO THE PLANT LIST FOR SEASONAL REQUIREMENTS RELATED TO THE TIME OF PLANTING.
- THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR FULLY MAINTAINING ALL PLANTINGS INCLUDING BUT NOT LIMITED TO WATERING, SPRAYING, MULCHING, FERTILIZING, ETC. OF PLANTING AREAS & LAWNS UNTIL THE WORK IS ACCEPTED IN TOTAL BY THE LANDSCAPE ARCHITECT OR THE OWNER.
- ALL PLANTS AND PLANTING AREAS MUST BE COMPLETELY MULCHED AT A MINIMUM DEPTH OF 3" USING A SHREDDED HARDWOOD MULCH, PINESTRAW, OR SIMILAR MATERIAL.
- ALL DISTURBED AREAS NOT COVERED BY STRUCTURES, PAVING OR LANDSCAPING SHALL BE EITHER SEEDED OR SODDED.
- ALL PLANTINGS SHALL BE THOROUGHLY WATERED BY THE LANDSCAPE CONTRACTOR AT THE TIME OF THE PLANTINGS.
- MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER GRASSING. WATER REGULARLY TO KEEP LAWN AREAS MOIST TO MAXIMIZE GERMINATION AND MAINTAIN OPTIMUM GROWTH AND SURVIVAL TO ACHIEVE AN ACCEPTABLE STAND OF ESTABLISHED LAWN.



REVISIONS			
No.	DATE	DESCRIPTION	
1	-	-	
2	-	-	
3	-	-	
4	-	-	
5	-	-	
6	-	-	

PRELIMINARY LANDSCAPE PLAN

MORRIS BANK

PERRY, HOUSTON COUNTY, GEORGIA

PROJECT NO. 25-25084  
DATE: 07/16/2025  
DRAWN BY: AHF  
CHECK BY: DEM

AZAR+WALSH ARCHITECTS, LLC

SCALE: 20' 10' 0' 10'  
GRAPHIC SCALE 1" = 20'

SHEET NO. C9.0

















BALL STREET

PG 8







BALL STREET - PIERCED BRICK WALL PG 11



JERNIGAN STREET AT MAIN STREET - LOOKING SOUTH PG 12









Where Georgia comes together.

## STAFF REPORT

July 30, 2025

**CASE NUMBER:** COA-0129-2025

**APPLICANT:** Gordon Polston

**REQUEST:** Replace front door, siding, and all windows on house and add a storm door.

**LOCATION:** 704 Tolleson Avenue; Parcel No. 0P0030 052000

**DISTRICT:** Washington-Evergreen

**APPLICANT'S REQUEST:** The applicant proposes to replace all existing windows, replace the front door, add a front storm door, remove vinyl siding and replace with plank siding.

**STAFF COMMENTS:** The applicant proposed a renovation of the home, which was built in 1947 in the Minimal Traditional visual character architectural style. The home is 972 square feet in size according to Houston County records. The applicant seeks to replace all windows, the front door (while adding a clear storm door), remove existing decayed vinyl siding and replace with wooden plank siding.

Staff find the removal of the poor condition vinyl siding and replacement with wooden siding to be optimal and aligned with the intent of the City of Perry's Design Guidelines for Perry Historic Documents. The sample front door proposed is of a similar design style to the existing door it is desired to replace, which staff also find to be in accordance with the design guidelines. The storm door proposed is of large panel clear material, and not anticipated to obscure the design details of the replacement front door.

Indicating the window replacement was a highly desired component of the renovation, the applicant provided comparison quotes for window products mirroring the existing windowpane design in their goal to update the home. For replacement of 9 similar windows size 34" x 54" fabricated from wood, the total cost was \$8,057.88. By comparison, similar windows fabricated from argon and polymer, the total cost was \$1,805.22.

The design guideline for windows suggests repair first, then replacement in kind if windows are beyond repair. Replacing with argon and polymer windows is not appropriate based on the design guideline.

The historic preservation ordinance provides for "Undue Hardship" states:

"When, by reason of unusual circumstances, the strict application of any provisions of this ordinance would result in exceptional practical difficulty or undue hardship upon any owner of a specific property, the Preservation Commission, in passing on applications, shall have the power to vary or modify strict adherence to the provisions or to interpret the meaning of the provision so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historic integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this ordinance. An undue hardship shall not be a situation of the owner's or occupant's own making."

**STAFF RECOMMENDATION:** Due to the costs associated with wood replacement windows, Staff recommend approval of the doors and siding as presented and of windows as an undue hardship, with the following conditions:

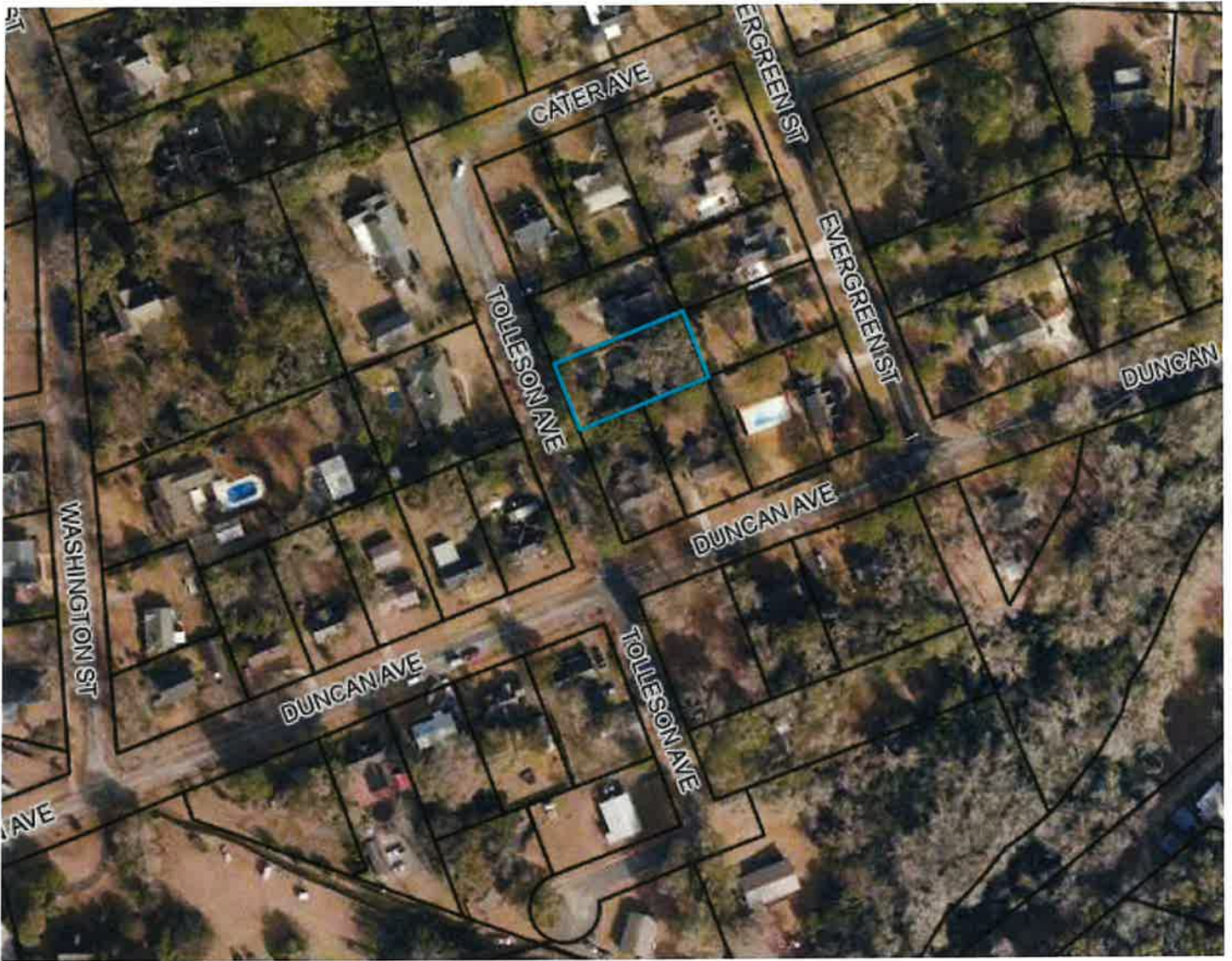
## **APPLICABLE DESIGN GUIDELINES ATTACHED. Residential Rehabilitation**

### **APPLICABLE ORDINANCE SECTION:**

2-3.4.4. Application for certificate of appropriateness.

- (H) Undue hardship. When, by reason of unusual circumstances, the strict application of any provision of this Ordinance would result in exceptional practical difficulty or undue hardship upon any owner of a specific property, the Preservation Commission, in passing upon applications, shall have the power to vary or modify strict adherence to the provisions or to interpret the meaning of the provision so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historical integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this Ordinance. An undue hardship shall not be a situation of the owner's or occupant's own making.







Where Georgia comes together.

Application # COA 0129-  
2025

## Application for Certificate of Appropriateness Historic Preservation Commission

Contact Community Development (478) 988-2720 for information

	Applicant	Property Owner*
Name	GORDON L. POLSTON III	"
Title	204 BRANTLEY	"
Address	204 BRANTLEY RD, WARNER ROBINS	"
Phone		"
Email		"
Signature		"
Date	21 JULY 2025	"

\*If the applicant is not the owner, the owner must sign this form or provide a letter authorizing the proposed work.

Property Address	704 TOLLESON AVE. PERRY GA.
------------------	-----------------------------

Type of Project (Check all that apply):	
<b>Construction</b> <input type="checkbox"/> New building <input type="checkbox"/> Addition to existing building <input checked="" type="checkbox"/> Major building restoration, rehabilitation, or remodel <input type="checkbox"/> Other type of exterior change, explain: _____	<b>Site Changes</b> <input type="checkbox"/> Parking area, driveways, or walkway <input type="checkbox"/> Fence, wall, or landscaping <input type="checkbox"/> Mechanical system or non-temporary structure <input type="checkbox"/> Sign <input type="checkbox"/> Demolition or relocation of building
Describe the proposed project (attach additional sheets as necessary). The description should include proposed materials. Please divide the description if the proposed scope of work will involve more than one type of project. (Example: 1. building addition and 2. sign installation).	
<p>REPLACING WINDOWS → REPLACING OLD SINGLE PANE w/ NEW DOUBLE PANE VINYL</p> <p>REPLACING SIDING → REMOVING VINYL + ORIGINAL PLANK w/ NEW PLANK</p> <p>EXTERIOR PAINTING → LIGHT PAINT AS BEFORE</p> <p>REPLACE FRONT DOOR → HIGH ELEVATION WOOD FOR HIGH ELEVATION WOOD/METAL DOOR OF SIMILAR APPEARANCE</p>	

<p><b>Application Requirements.</b> All applications must be complete and include the required support materials (See Application Checklist below). Incomplete applications will not be forwarded to the Preservation Commission for review.</p>
<p><b>Fee.</b> No fee is required for review of an application for Certificate of Appropriateness unless work is started before a Certificate of Appropriateness is approved. In such cases the fee is \$245.00.</p>
<p><b>Application Deadline.</b> Applications and support materials must be submitted 21 days prior to the regular Preservation Commission meeting, the second Tuesday of each month. Applications may be submitted to the Community Development office or online at <a href="https://perryga-energygovpub.tylerhost.net/Apps/SelfService#/home">https://perryga-energygovpub.tylerhost.net/Apps/SelfService#/home</a></p>
<p><b>Application Representation.</b> The applicant or an authorized representative of the applicant must attend the public hearing to support the application and answer any questions the Commission may have.</p>
<p><b>Expiration of Certificate.</b> The Certificate of Appropriateness is valid for 6 months (180 days) from the date of approval. If work is not completed within that timeframe, the applicant must renew the COA. A COA associated with a permit remains valid for the life of the permit.</p>
<p><b>Permits Required.</b> Approval of a certificate of appropriateness does not waive the need to obtain any required permits.</p>

<p><b>Application Checklist.</b> A complete application requires support materials. The following materials are required for a complete application. Incomplete applications may be removed from the HPC's agenda. Digital photographs and PDFs of plans/elevations may be emailed to <a href="mailto:comm.development@perry-ga.gov">comm.development@perry-ga.gov</a></p>	
<p><b>New Buildings and Additions</b></p> <p><input type="checkbox"/> site plan</p> <p><input type="checkbox"/> architectural elevations</p> <p><input type="checkbox"/> floor plan</p> <p><input type="checkbox"/> landscape plan (specific vegetation not required)</p> <p><input type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of proposed site and adjoining properties</p>	<p><b>Site changes - parking areas, drives, and walks</b></p> <p><input type="checkbox"/> Site plan or sketch of site with proposed improvements</p> <p><input type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of site</p>
<p><b>Major Restoration, Rehabilitation, or Remodeling</b></p> <p><input type="checkbox"/> architectural elevations or sketches</p> <p><input checked="" type="checkbox"/> description of proposed changes</p> <p><input checked="" type="checkbox"/> description of materials</p> <p><input checked="" type="checkbox"/> photographs of existing building</p> <p><input type="checkbox"/> for restoration only, documentation of earlier historic appearance</p>	<p><b>Site changes - fences, walls, and mechanical systems</b></p> <p><input type="checkbox"/> site plan or sketch of site with proposed improvements</p> <p><input type="checkbox"/> architectural elevations or sketches</p> <p><input type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of site</p>
<p><b>Minor exterior changes</b></p> <p><input type="checkbox"/> description of proposed changes</p> <p><input type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of existing building</p>	<p><b>Site changes - signs</b></p> <p><input type="checkbox"/> drawing of sign with dimensions</p> <p><input type="checkbox"/> site plan or sketch of site (for ground signs)</p> <p><input type="checkbox"/> description of materials and illumination</p>

Estimated valuation of proposed modification: \_\_\_\_\_



# Lowe's Custom Order Quote

Quote # 223585906

Quote Name: wood windows

Date Printed: 7/31/2025

Customer: Jennifer Polston

Email: [REDACTED]

Address: 204 BRANTLEY RDG  
WARNER ROBINS, GA 31088

Phone: [REDACTED]

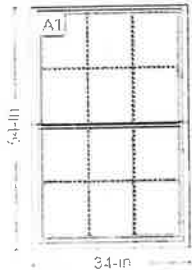
Store: (2478) LOWE'S OF S. WARNER  
ROBINS, GA

Associate: RACQUEL JAMES (2611733)

Address: 1109 HIGHWAY 96  
KATHLEEN, GA 31047-2110

Phone: (478) 988-5160

Item Total: 42  
PreSavings Total: \$13,004.72  
Freight Total: \$0.00  
Labor Total: \$0.00  
Pre-Tax Total: \$10,403.78  
Savings Total: (\$2,600.94)



Pella Lifestyle Series | Double Hung | 34 X 54 |  
Without HGP | White  
Room Location: None Assigned

Product Warranty



Line #	Item Summary	Production	Est. Cmp. Days	Was Price	Now Price	Qty	Total Savings	Pre-Tax Total
100-1	Pella Lifestyle Series   Double Hung   34 X 54   Without HGP   White	35 days		\$1,119.15	\$895.32	9	(\$2,014.47)	\$8,057.88
Valid thru: 08/06/2025								
Line #	Item Summary	Production	Est. Cmp. Days	Was Price	Now Price	Qty	Total Savings	Pre-Tax Total
100-2	Screen Full Screen White InView	35 days		\$80.37	\$64.30	9	(\$144.63)	\$578.70
Valid thru: 08/06/2025								
Line #	Item Summary	Production	Est. Cmp. Days	Was Price	Now Price	Qty	Total Savings	Pre-Tax Total
100-3	Hardware Options White Sash Lift (0F370000)	35 days		\$11.74	\$9.39	9	(\$21.15)	\$84.51
Valid thru: 08/06/2025								
Line #	Item Summary	Production	Est. Cmp. Days	Was Price	Now Price	Qty	Total Savings	Pre-Tax Total
100-4	Hardware Options White Sash Lift (0F370000)	35 days		\$11.74	\$9.39	9	(\$21.15)	\$84.51
Valid thru: 08/06/2025								

# Begin Line 100 Descriptions

## ---- Line 100-1 ----

A1: Non-Standard Size  
Double Hung  
Equal. Frame Size: 34 X 54. Pella Lifestyle  
Series Series. No Program. Without Hinged  
Glass Panel  
South Central  
Climate Zone 3

Clad  
Pine  
5"  
3 11/16"  
Jambliner Color: Gray. Standard Enduraclad  
White. Primed Interior. Glass: Insulated Low-E  
Advanced Low-E Insulating Glass Argon Non  
High Altitude. Cam-Action Lock  
2 Locks  
White  
No Limited Opening Hardware  
Order Sash Lift  
2 Lifts. Full Screen  
White  
InView™. Combination U-Factor 0.3  
U-Factor 0.30  
Combination SHGC 0.27  
SHGC 0.27  
VLT 0.50  
CPD PEL-N-35-00515-00001  
Satisfied Energy Star Zones None  
No  
Performance Class LC  
PG 35  
Calculated Positive DP Rating 35  
Calculated Negative DP Rating 35  
FPA FL12952  
STC 27  
OITC 23  
Clear Opening Width 30.812  
Clear Opening Height 23.75  
Clear Opening Area 5.081841  
Egress Does not meet typical United States  
egress  
but may comply with local code requirements.  
Yes  
Yes,

Remake: No  
In-Store Pick-up  
EA  
07/10/2025  
False  
True  
877-473-5527  
35 Days. 943063  
CMC Pella LS Window. 33070.  
Grille: GBG  
No Custom Grille  
3/4" Contour  
Traditional (3W2H / 3W2H)  
White  
White  
Wrapping Information: No Attachment Method  
Branch Supplied  
4 9/16"  
5 7/8"  
Standard Four Sided Jamb Extension  
Factory Applied  
Manufacturer Recommended Clearance  
Perimeter Length = 176".

## ---- Line 100-2 ----

Screen Full Screen White InView

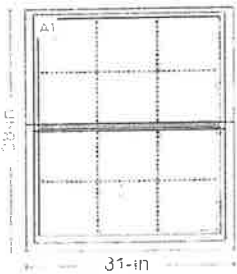
## ---- Line 100-3 ----

Hardware Options White Sash Lift (0F370000)

## ---- Line 100-4 ----

Hardware Options White Sash Lift (0F370000)

# End Line 100 Descriptions



Pella Lifestyle Series | Double Hung | 31 X 38 |  
Without HGP | White  
Room Location: None Assigned

## Product Warranty



Line #	Item Summary	Production	Est. Cmp. Days	Was Price	Now Price	Qty	Total Savings	Pre-Tax Total
200-1	Pella Lifestyle Series   Double Hung   31 X 38   Without HGP   White		35 days	\$921.71	\$737.37	2	(\$368.68)	\$1,474.74

Valid thru: 08/06/2025

Line #	Item Summary	Production	Est. Cmp. Days	Was Price	Now Price	Qty	Total Savings	Pre-Tax Total
200-2	Screen Full Screen White InView	35 days		\$63.01	\$50.41	2	(\$25.20)	\$100.82

Valid thru: 08/06/2025

Line #	Item Summary	Production	Est. Cmp. Days	Was Price	Now Price	Qty	Total Savings	Pre-Tax Total
200-3	Hardware Options White Sash Lift (0F370000)	35 days		\$14.14	\$11.31	2	(\$5.64)	\$22.62

Valid thru: 08/06/2025

# Begin Line 200 Descriptions

## ---- Line 200-1 ----

A1: Non-Standard SizeNon-Standard Size  
Double Hung  
Equal. Frame Size: 31 X 38. Pella Lifestyle  
Series Series. No Program. Without Hinged  
Glass Panel  
South Central  
Climate Zone 3

Clad  
Pine  
5"  
3 11/16"  
Jambliner Color: Gray. Standard Enduraclad  
White. Primed Interior. Glass: Insulated Low-E  
Advanced Low-E Insulating Glass Argon Non  
High Altitude. Cam-Action Lock  
1 Lock  
White  
No Limited Opening Hardware  
Order Sash Lift  
1 Lift. Full Screen  
White  
InView™. Combination U-Factor 0.3  
U-Factor 0.30  
Combination SHGC 0.27  
SHGC 0.27  
VLT 0.50  
CPD PEL-N-35-00515-00001  
Satisfied Energy Star Zones None  
No  
Performance Class LC  
PG 50  
Calculated Positive DP Rating 50  
Calculated Negative DP Rating 50  
FPA FL12952  
STC 27  
OITC 23  
Clear Opening Width 27.812  
Clear Opening Height 15.75  
Clear Opening Area 3.041938  
Egress Does not meet typical United States  
egress  
but may comply with local code requirements.  
Yes  
Yes,

Remake: No  
In-Store Pick-up  
EA  
07/10/2025  
False  
True  
877-473-5527  
. 35 Days. 943063  
CMC Pella LS Window. 33070.  
Grille: GBG  
No Custom Grille  
3/4" Contour  
Traditional (3W2H / 3W2H)  
White  
White  
Wrapping Information: No Attachment Method  
Branch Supplied  
4 9/16"  
5 7/8"  
Standard Four Sided Jamb Extension  
Factory Applied  
Manufacturer Recommended Clearance  
Perimeter Length = 138".

## ---- Line 200-2 ----

Screen Full Screen White InView

## ---- Line 200-3 ----

Hardware Options White Sash Lift (0F370000)

# End Line 200 Descriptions

Accepted by: \_\_\_\_\_

Date: 7/31/2025

Pre-Tax Total	\$10,403.78
---------------	-------------

This quote is an estimate only and valid for 30 days on all regularly priced items. For promotional items please refer to the dates listed above.  
This estimate does not include tax or delivery charges. Estimated arrival will be determined at the time of purchase. All of the above quantities, dimensions, specifications and accessories have been verified and accepted by the customer.

**\*\*\*\* Special order configured products returned or canceled after 72 hours from purchase are subject to a 20% restocking fee. \*\*\*\***



# Lowe's Custom Order Quote

Quote # 223255794

Quote Name: Copy - Package 1-Vendo

Date Printed: 7/31/2025

Customer: Jennifer Polston

Email: [REDACTED]

Address: 204 BRANTLEY RDG  
WARNER ROBINS, GA 31088

Phone: [REDACTED]

Store: (2478) LOWE'S OF S. WARNER  
ROBINS, GA

Associate: RACQUEL JAMES (2611733)

Address: 1109 HIGHWAY 96  
KATHLEEN, GA 31047-2110

Phone: (478) 988-5160

Item Total: 11  
PreSavings Total: \$2,206.38  
Freight Total: \$0.00  
Labor Total: \$0.00  
Pre-Tax Total: \$2,206.38



ReliaBilt  
34-in x 54-in | Series 3201 Best Buy Double  
Hung |  
Equal Sash | White  
Ultra Low-E w/ Argon | Clear | Single Strength |  
5/8-in Contour GBG  
Color Matched Hardware  
Half Screen | Standard Charcoal Fiberglass  
Mesh

Glass Warranty

Product Warranty



Room Location: Window 1

Line #	Item Summary	Production	Est. Cmp. Days	Was Price	Now Price	Qty	Total Savings	Pre-Tax Total
100-1	ReliaBilt 3201 Best Buy Double Hung 34 x 54	15 days		\$200.58	\$200.58	9		\$1,805.22

## Begin Line 100 Description

### ---- Line 100-1 ----

ReliaBilt | Double Hung | 34-in x 54-in | 3201  
Best Buy | Double Hung | Equal None | 34-in |  
54-in |

Complete Unit | White | Ultra Low-E w/ Argon  
| Clear | Single Strength | 5/8-in Contour GBG  
| 3W2H | Colonial | Multi-Cavity Foam Filled  
Frame | Color Matched Hardware | Double  
Sash Lock | Standard Night Latch | Half Screen  
| Standard Charcoal Fiberglass Mesh | Installed  
in Window | Head Expander | Lifetime Glass  
Breakage Only | ADW-M-409-02389-00002 | U  
-Factor = 0.29 | SHGC = 0.19 | CR = 55 | VT =  
0.44 | FL20473 | WIN-1209 | DP35: Size Tested  
36-in x 74-in |

In-Store Pick-Up |

## End Line 100 Description



ReliaBilt  
31-in x 38-in | Series 3201 Best Buy Double  
Hung |  
Equal Sash | White  
Ultra Low-E w/ Argon | Clear | Single Strength |  
5/8-in Contour GBG  
Color Matched Hardware  
Half Screen | Standard Charcoal Fiberglass  
Mesh

Glass Warranty

Product Warranty



Room Location: kitchen

Line #	Item Summary	Production	Est. Cmp. Days	Was Price	Now Price	Qty	Total Savings	Pre-Tax Total
200-1	ReliaBilt 3201 Best Buy Double Hung 31 x 38		15 days	\$200.58	\$200.58	2		\$401.16

Begin Line 200 Description

---- Line 200-1 ----

ReliaBilt | Double Hung | 31-in x 38-in | 3201  
Best Buy | Double Hung | Equal None | 31-in |  
38-in |

Complete Unit | White | Ultra Low-E w/ Argon  
| Clear | Single Strength | 5/8-in Contour GBG  
| 3W2H | Colonial | Multi-Cavity Foam Filled  
Frame | Color Matched Hardware | Double  
Sash Lock | Standard Night Latch | Half Screen  
| Standard Charcoal Fiberglass Mesh | Installed:  
in Window | Head Expander | Lifetime Glass  
Breakage Only | ADW-M-409-02389-00002 | U  
-Factor = 0.29 | SHGC = 0.19 | CR = 55 | VT =  
0.44 | FL20473 | WIN-1209 | DP35: Size Tested  
36-in x 74-in |

In-Store Pick-Up |

End Line 200 Description

Accepted by: \_\_\_\_\_

Date: 7/31/2025

Pre-Tax Total

\$2,206.38

This quote is an estimate only and valid for 30 days on all regularly priced items. For promotional items please refer to the dates listed above.  
This estimate does not include tax or delivery charges. Estimated arrival will be determined at the time of purchase. All of the above  
quantities, dimensions, specifications and accessories have been verified and accepted by the customer.

\*\*\*\* Special order configured products returned or canceled after 72 hours from purchase are subject to a 20% restocking fee. \*\*\*\*



Where Georgia comes together.

## STAFF REPORT

August 6, 2025

**CASE NUMBER:** COA-0130-2025  
**APPLICANT:** Jim Mehserle, JMA Architecture Inc., for Curtis and Theresa George  
**REQUEST:** Renovate and add onto existing house  
**LOCATION:** 705 Washington Street; Parcel No. 0P0040 058000  
**DISTRICT:** Washington-Evergreen

**APPLICANT'S REQUEST:** The applicant proposes a full exterior home renovation and construction of a new carport.

**STAFF COMMENTS:** The applicant proposed a renovation of the home, which was built in 1920 in the Craftsman architectural style. The home is 1313 square feet in size according to Houston County records. The applicant seeks to replace non-original windows and the front door, replace the roof, replace shutters, replace the front steps, add a new car port, a new driveway and new walk-up sidewalk. New siding of a similar surface typology is proposed in locations where replacement is needed.

The sidewalk and driveway are both proposed to be concrete with brick trim which are expected to compliment the foundation of the home along the existing home's floor line. The carport will also maintain the home's exterior brick floor line, and be recessed from the primary structure's front setback.

Siding proposed for repairs and replacement will improve upon the existing condition and maintain the character of the home with a similar appearance to surrounding homes. Building trim will be repainted white in keeping with the existing condition.

Roofing will be replaced and utilize a consistent material across both the home and the detached carport. The applicant described the new roof material as a natural galvalume standing seam.

Proposed modifications and addition do not alter the character of the house and should not compromise the historic integrity of the Washington-Evergreen District.

**STAFF RECOMMENDATION:** Staff recommends approval.

**APPLICABLE DESIGN GUIDELINES ATTACHED.** Residential Rehabilitation: Additions; Residential Site and Settings: Modern Features

### APPLICABLE ORDINANCE SECTION:

*3-2.2 Establishment of zoning districts and specific purposes.*

- (3) *HP, Historic preservation overlay district. The purpose of this district is to promote the educational, cultural, economic, and general welfare of the community through the preservation and restoration of its historic properties, spaces, neighborhoods, and other elements which serve as visible reminders of the cultural and architectural heritage of the City of Perry and the State of Georgia. Regulations are intended to ensure the construction, reconstruction, alteration, restoration, demolition or moving of buildings and appurtenant fixtures are consistent with the historic or architectural character of the area.*



**George Residence**  
**Project Description**  
**August 4, 2025**

**Drive**

Will be slab-on-ground placed concrete. Brick trim.

**Sidewalks**

Will be slab-on-ground placed concrete. Brick trim.

**Existing House**

The exterior of the house will remain largely as currently seen, but with all of the needed maintenance issues resolved. Exterior color to be a light tan as illustrated in the attached documentation. The project has been significantly reduced in scale, with the only addition being a semi-enclosed carport. The carport as required sits significantly behind the current structure. The carport is detailed to maintain the historic look and detailing of the existing home.

**Windows and Doors**

Will be replaced with historically correct replicas – true divided light for the windows and a wood panel for the front door.

**Siding**

Where possible, existing siding will remain. Where not, new siding of similar exposure and surface appearance will be provided.

**Roofing**

Roofing will be changed to a natural galvalume standing seam, similar to the original roof.

**Trim**

Trim will be painted white.







705 WASHINGTON STREET  
CURTIS GEORGE

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705 WASHINGTON STREET  
CURTIS GEORGE

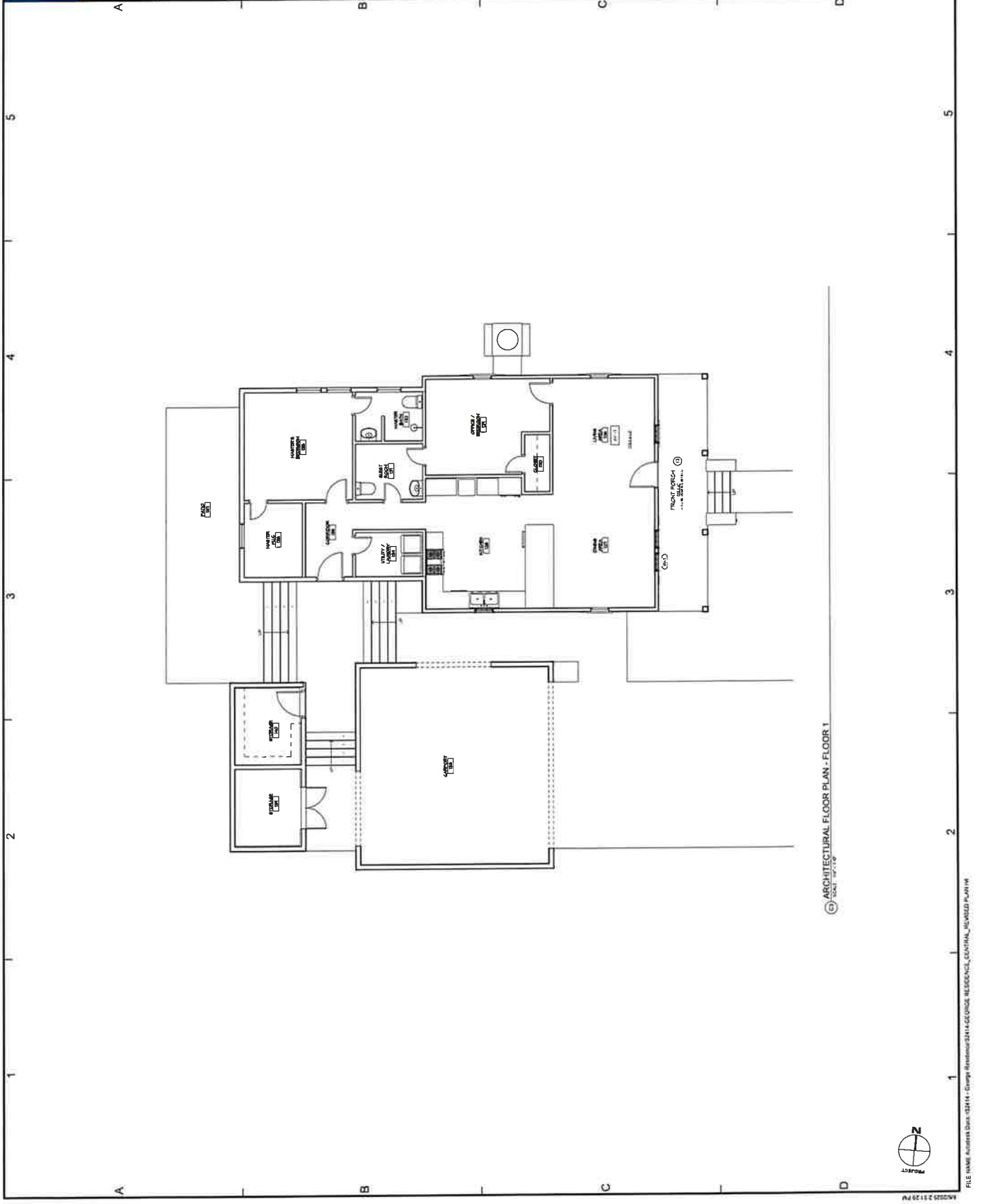
705 WASHINGTON STREET  
CURTIS GEORGE

705 WASHINGTON STREET  
CURTIS GEORGE

705 WASHINGTON STREET  
CURTIS GEORGE

705 WASHINGTON STREET  
CURTIS GEORGE

705 WASHINGTON STREET  
CURTIS GEORGE





GENERAL NOTE
EXISTING ROOF LINE
EXISTING FLOOR LINE
EXISTING GRADE LINE

705 WASHINGTON STREET
CURTIS GEORGE
705 WASHINGTON STREET

EXISTING ROOF LINE
EXISTING FLOOR LINE
EXISTING GRADE LINE

EXISTING ROOF LINE
EXISTING FLOOR LINE
EXISTING GRADE LINE

PROJECT NO. 2014
OWNER: JMA
ARCHITECT: JMA

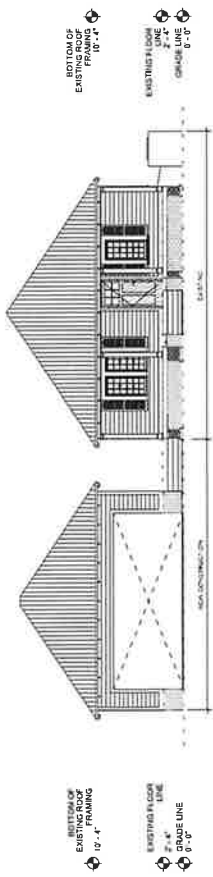
NOT TO SCALE  
THIS DRAWING IS A PART OF A SET OF DRAWINGS FOR THE PROJECT OF 705 WASHINGTON STREET, CURTIS GEORGE. IT IS NOT TO BE USED IN ISOLATION. THE PROJECT IS THE PROPERTY OF JMA. THE PROJECT IS THE PROPERTY OF JMA. THE PROJECT IS THE PROPERTY OF JMA.

EXISTING ROOF LINE
EXISTING FLOOR LINE
EXISTING GRADE LINE

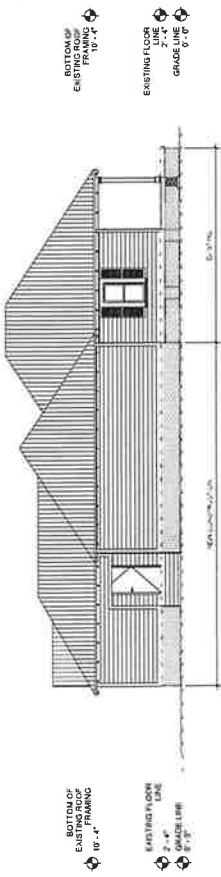
A201.1

5 4 3 2 1

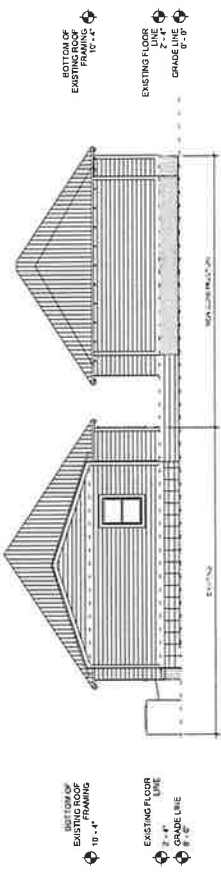
5 4 3 2 1



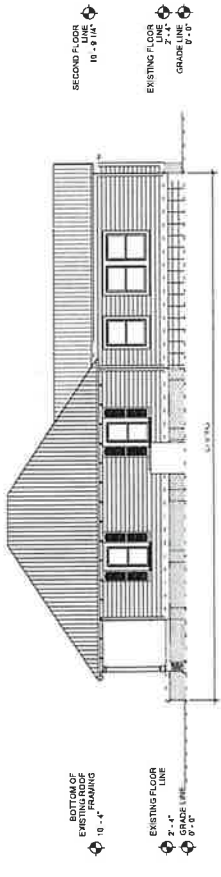
(A) FRONT ELEVATION



(B) SOUTH ELEVATION



(C) WEST ELEVATION



(D) NORTH ELEVATION

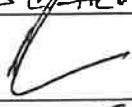


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Application # COA 0130-  
2025

## Application for Certificate of Appropriateness Historic Preservation Commission

Contact Community Development (478) 988-2720 for information

	Applicant	Property Owner*
Name	CURTIS GEORGE	Same
Title	OWNER	
Address	705 WASHINGTON ST	
Phone	305-793-1090	
Email	CURTIS@ACUR.COM	
Signature		
Date	7/21/2025	

\*If the applicant is not the owner, the owner must sign this form or provide a letter authorizing the proposed work.

Property Address	705 WASHINGTON ST
------------------	-------------------

Type of Project (Check all that apply):	
<b>Construction</b> <input type="checkbox"/> New building <input type="checkbox"/> Addition to existing building <input checked="" type="checkbox"/> Major building restoration, rehabilitation, or remodel <input type="checkbox"/> Other type of exterior change, explain: _____	<b>Site Changes</b> <input checked="" type="checkbox"/> Parking area, driveways, or walkway <input type="checkbox"/> Fence, wall, or landscaping <input type="checkbox"/> Mechanical system or non-temporary structure <input type="checkbox"/> Sign <input type="checkbox"/> Demolition or relocation of building
Describe the proposed project (attach additional sheets as necessary). The description should include proposed materials. Please divide the description if the proposed scope of work will involve more than one type of project. (Example: 1. building addition and 2. sign installation).  INTERIOR RENOVATIONS WITH SOME MINOR EXTENSION ADDING NEW CARPORT - REMOVE OLD LAMP REPLACE NON-ORIGINAL WINDOWS REPLACE NON-ORIGINAL FRONT DOOR REPLACE ROOF REPLACE SWITCHES NEW DRIVEWAY NEW WALKWAY TO FRONT STEPS REPLACE FRONT STEPS	

<p><b>Application Requirements.</b> All applications must be complete and include the required support materials (See Application Checklist below). Incomplete applications will not be forwarded to the Preservation Commission for review.</p>
<p><b>Fee.</b> No fee is required for review of an application for Certificate of Appropriateness unless work is started before a Certificate of Appropriateness is approved. In such cases the fee is \$245.00.</p>
<p><b>Application Deadline.</b> Applications and support materials must be submitted 21 days prior to the regular Preservation Commission meeting, the second Tuesday of each month. Applications may be submitted to the Community Development office or online at <a href="https://perryga-energovpub.tylerhost.net/Apps/SelfService#/home">https://perryga-energovpub.tylerhost.net/Apps/SelfService#/home</a></p>
<p><b>Application Representation.</b> The applicant or an authorized representative of the applicant must attend the public hearing to support the application and answer any questions the Commission may have.</p>
<p><b>Expiration of Certificate.</b> The Certificate of Appropriateness is valid for 6 months (180 days) from the date of approval. If work is not completed within that timeframe, the applicant must renew the COA. A COA associated with a permit remains valid for the life of the permit.</p>
<p><b>Permits Required.</b> Approval of a certificate of appropriateness does not waive the need to obtain any required permits.</p>

<p><b>Application Checklist.</b> A complete application requires support materials. The following materials are required for a complete application. Incomplete applications may be removed from the HPC's agenda. Digital photographs and PDFs of plans/elevations may be emailed to <a href="mailto:comm.development@perry-ga.gov">comm.development@perry-ga.gov</a></p>	
<p><b>New Buildings and Additions</b></p> <p><input type="checkbox"/> site plan</p> <p><input checked="" type="checkbox"/> architectural elevations</p> <p><input type="checkbox"/> floor plan</p> <p><input type="checkbox"/> landscape plan (specific vegetation not required)</p> <p><input type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of proposed site and adjoining properties</p>	<p><b>Site changes - parking areas, drives, and walks</b></p> <p><input checked="" type="checkbox"/> Site plan or sketch of site with proposed improvements</p> <p><input type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of site</p>
<p><b>Major Restoration, Rehabilitation, or Remodeling</b></p> <p><input type="checkbox"/> architectural elevations or sketches</p> <p><input checked="" type="checkbox"/> description of proposed changes</p> <p><input checked="" type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of existing building</p> <p><input type="checkbox"/> for restoration only, documentation of earlier historic appearance</p>	<p><b>Site changes - fences, walls, and mechanical systems</b></p> <p><input type="checkbox"/> site plan or sketch of site with proposed improvements</p> <p><input type="checkbox"/> architectural elevations or sketches</p> <p><input type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of site</p>
<p><b>Minor exterior changes</b></p> <p><input type="checkbox"/> description of proposed changes</p> <p><input type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of existing building</p>	<p><b>Site changes - signs</b></p> <p><input type="checkbox"/> drawing of sign with dimensions</p> <p><input type="checkbox"/> site plan or sketch of site (for ground signs)</p> <p><input type="checkbox"/> description of materials and illumination</p>

Estimated valuation of proposed modification: \$100,000