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## Historic Preservation Commission Agenda

Tuesday, September 9, 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 – August 12, 2025, meeting and special called meeting of August 18, 2025
6. Announcements
  - a. Procedures for Public Hearings
  - b. Please place cell phones in silent mode
7. Old Business
8. New Business
  - **COA- 0147-2025** –Renovation of front façade at 921 Carroll Street. The applicant is Trey Moody.
  - **COA- 0148-2025**-Renovation of front façade at 910 Commerce Street. The applicant is Trey Moody.
  - **COA- 0149-2025**-Installation of concrete driveway at 808 Washington Street. The applicant is Lee Gilmour.
  - **COA-0158-2025**-Repair front porch steps and replace front porch railing at 1218 Main Street. The applicant is Nicholas Bedgood.
  - **COA-0162-2025**- Exterior renovations to include foundation pillars, landscaping, privacy fence, removal of concrete pads in rear yard, remove and redesign front porch, walkways, remove vinyl siding/soffit/facia, remove and replace vinyl shutters, and remove satellite dish at 906 Washington Street. The applicant is Mark Byrd.
  - **COA-0163-2025**-Exterior renovations to include replacing soffit, installing cedar planks under awning, and landscaping at 731 Carroll Street. The applicant is Burke B. Murph, III.
9. Other Business
  - a. Change in Commission by-laws- IV Meetings – location of meetings shall be at Perry City Hall, 808 Carroll Street.
  - b. 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 - August 12, 2025

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

Staff: Joe Duffy – Community Development Director, Emily Carson – Community Planner, and Christine Sewell – Recording Clerk

Guests – Richard Thigpen, Mike Klug, Brandon James, Roland Berry, Brian Braun, Kamal Azar, John Hall, Kevin Flannigan, Gordon Polston, Jim Mehserle.

3. Citizens with Input – None
4. Approval of the Agenda- Commissioner Beroza motioned to approve as presented; Commissioner Sanders seconded; all in favor and was unanimously approved.
5. Approval of Minutes – July 08, 2025, meeting – Commissioner Taylor motioned to approve with correction; Commissioner Beroza 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- 0104-2025** – Remove existing rear deck and construct new wood deck with metal roof at 711 Washington Street. The applicant is Richard Thigpen.

Mr. Duffy read the applicants' request which was 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. 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 and staff recommends approval.

Chairman Griffin opened the public hearing at 6:05pm and called for anyone in favor of the request. The applicant, Mr. Thigpen, advised he was seeking a covered area for outdoor sitting and has also been working with the building department for a permit if approved. Mr. Thigpen advised it can be seen from Ball Street but is barely visible from Washington Street.

Chairman Griffin called for anyone opposed; there being none the public hearing was closed at 6:07pm.

Commissioner Sanders advised it can be seen from Ball Street, but that is not in the district and not certain it will be from Washington Street.

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

- **COA- 0120-2025-** Replace (29) existing steel frame windows in basement at 1002 Carroll Street. The applicant is Perry Methodist Church.

Mr. Duffy read the applicants' request which was 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. Mr. Duffy advised prior staff met with Mr. Klug and a representative of the church's building committee in early December 2024 regarding the 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, and 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 and 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 guidelines 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; however, the ordinance provides for "Undue Hardship", which the Commission can consider. Mr. Duffy further advised he brought for the application to the Main Street Advisory Board (MSAB) and they had not comment and he has visited the site, and the current windows are in bad shape.

Chairman Griffin opened the public hearing at 6:14pm and called for anyone in favor of the request. Mr. Mike Klug on behalf of the church advised the current windows have been in since the 1920's and over the last twenty years there has been no maintenance and they have extensive corrosion, broken panes and are allowing the elements in. If in kind steel frame to match it is three times the cost with a one-year lead time. The church desires to replace with what was done on the upper story windows early this year. Mr. Klug advised most of the windows are below street level and cannot be seen. Commissioner Beroza asked if the windows will be vinyl; Mr. Klug advised they would be; Commissioner Sanders commented the windows were not original to the building; Mr. Klug advised they were not; Commissioner Hubbard asked for a

proposal for exact replacement; Mr. Klug advised had only for the windows not the removal and the proposed windows for approval have a lifetime warranty whereas the others only one year. Ms. Carson requested the applicant provide the estimate for the record.

Mr. Brandon James – supported the church’s application, however, had a question as guidelines on making repairs consistently with either historic materials or like kind and the visibility as historically it has been the Commission’s consideration and had impacted his property with respect to the hardship consideration; is visibility being taken into consideration and is the location of replacement also considered and would properties in the historic districts have the same consideration. Chairman Griffin advised it would be taken into consideration and the more prominent windows have already been changed to vinyl and are not the original. Commissioner Taylor, as stated by applicant, they are not the original windows and for this case the location of them being in the basement, with most not being seen, and all the upper windows have been replaced; all those factors will be taken into consideration.

Ms. Ellie Loudermilk – supported the application and advised she is updating the church’s history, and the windows were installed in the 1920’s when the basement was dug deeper.

Mr. Roland Berry – member of church and in support of application and there is only one window visible from the street; preservation of the building is most important and the current basement windows are deteriorated and causing water intrusion and damage.

Chairman Griffin called for anyone opposed; there being none the public hearing was closed at 6:30pm.

Ms. Carson advised MSAB had approved the upper window replacement earlier in the year when the property was not in the historic district.

Chairman Griffin noted most of the windows cannot be seen from the road, the upper windows have already been replaced and in his research on basement windows and wood windows can and/or will swell and rot. Commissioner Hubbard felt for an undue hardship decision documentation should be provided and included in a motion. Commissioner Beroza asked Mr. Duffy to read his conditions if approved, which were, 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 and 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. Commissioner Beroza stated concessions have been made previously for undue hardships for non-front facing windows and if approved as an undue hardship concerned with property owner being in a position of providing personal financial information; need to clarify. Commissioner Taylor felt documentation is important and assists with decisions and reiterated the windows are at the basement level and the upper have already been replaced and MSAB had approved before property was in the district. Commissioner Sanders from Ms. Loudermilk’s comments they are not original to building and need replaced.

Commissioner Taylor motioned to approve pending receipt of quote for windows of repair due to an undue hardship; Commissioner Hubbard seconded; all in favor with Commissioner Beroza abstaining; Commissioner Hubbard then abstained from the vote. Ms. Sewell asked for clarification of motion and vote as Commissioner Hubbard now abstained after seconding. Discussion ensued on tabling application for additional information and the Commission

elected to table. Ms. Sewell asked for the original motion to be rescinded; Chairman Griffin called for original motion to be rescinded; Commissioner Taylor motioned to rescind original motion; Commissioner Hubbard seconded; all in favor and original motion was rescinded. Commissioner Taylor motioned to table application until further information received; Commissioner Beroza seconded; all in favor and application was tabled.

- **COA- 0128-2025-** New construction of financial institution at 800 Main Street. The applicant is Morris Bank.

Mr. Duffy read the applicants' request which was to construct 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. Exterior materials will include brick, cast stone window and door casing finishes, a sand stucco finish with aluminum windows and doors. Pilasters will give 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. Mr. Duffy advised staff recommends approval.

Chairman Griffin opened the public hearing at 6:45pm and called for anyone in favor of the request. Mr. Brian Braun, project engineer, reiterated the request and was available for any questions. Commissioner Sanders asked if the listed materials will have a historical look. Mr. Kamla Azar, project architect, responded and advised the proposed architecture compliments the integrity of the area and will withstand for fifty years. Mr. John Hall, bank president reiterated request.

Chairman Griffin called for anyone opposed. Mr. Kevin Flangan questioned where stormwater runoff would be. Mr. Duffy advised all new projects are subject to stormwater requirements and this parcel requires underground detention. There being no further public comments the public hearing was closed at 6:48pm.

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

- **COA-0129-2025**- Exterior renovations to include replacing siding, windows, and front door at 704 Tolleson Avenue. The applicant is Gordon Polston.

Mr. Duffy read the applicants' request which was to replace all existing windows, replace the front door, add a front storm door, remove vinyl siding and replace with plank siding. 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 finds the removal of the poor condition vinyl siding and replacement with wooden siding to be optimal and aligned with the intent of the design guidelines. 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. Mr. Duffy advised the window replacement was a highly desired component of the renovation, and the applicant provided comparison quotes for window products mirroring the existing windowpane design in their goal of updating 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.

Chairman Griffin opened the public hearing at 6:58pm and called for anyone in favor of the application. Mr. Gordon Polston, applicant, reiterated the request and further advised the wood plank was installed over 20 years again and is deteriorating and when removed there had been plank siding, the door replacement is being done as it has a short step and saves the threshold and framing from water intrusion and will be the same type of door. Regarding the windows what is currently there is not from 1947, they are not wood and there is a mix of vinyl and aluminum; and not only is it a hardship for him but could be for future owners. Commissioner Sanders inquired if the existing siding is salvageable and if there are currently any wood windows; Mr. Polston advised it was not, it was rotted and there are no wood windows. Commissioner Sanders asked if the storm door would be clear; staff advised it would be.

Chairman Griffin called for anyone opposed; there being none the public hearing was closed at 7:08pm. Commissioner Beroza questioned a hardship if the windows were not original; Chairman Griffin agreed there is no undue hardship as they are not original to the structure.

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

- **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.

Mr. Duffy read the applicants' request, which was a proposed 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 complement 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 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.

Chairman Griffin opened the public hearing at 7:12pm and called for anyone in favor of the request. Mr. Jim Mehserle, project architect, and on behalf of the applicant reiterated the request and advised the applicant from previous proposal, is now electing to rehab on a smaller scale. Chairman Griffin asked why the carport was moved to the opposite side; Mr. Mehserle advised it works better with the layout of the home. Chairman Griffin called for anyone opposed; there being none the public hearing was closed at 7:15pm.

Commissioner Sanders was pleased with the revised proposal and felt it conforms better with the neighborhood and complies with the guidelines; Chairman Griffin agreed. Commissioner Hubbard was in favor of the proposed carport.

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

9. Other Business
  - a. Commission comments and questions – The Commission welcomed Mr. Duffy and looked forward to working with him.
10. Adjournment – there being no further business to come before the Commission the meeting was adjourned at 7:21pm.

Historic Preservation Commission  
Special Called Meeting Minutes  
August 18, 2025 – 6:00 pm

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

Staff: Joe Duffy – Community Development Director and Christine Sewell – Recording Clerk

Guests: Mike Klug, Roland Berry, Buddy Roper, Kelly Hillis, Pastor Tom Carruth

3. Citizens with Input – None
4. Approval of the Agenda – Commissioner Beroza motioned to approve as presented; Commissioner Sanders seconded; all in favor and was unanimously approved.
5. Announcements – Chairman Griffin referred to the notices as listed.
  - a. Procedures for Public Hearings
  - b. Please place cell phones in silent mode
6. Old Business
  - **COA- 0120-2025-** Replace (29) existing steel frame windows in basement at 1002 Carroll Street. The applicant is Perry Methodist Church.

Mr. Duffy advised the applicant provided additional information from previous meeting which was as follows: Total cost of 29 Vinyl windows: \$19,778 supplies only (+ \$11,600 installation, no shipping charge) and Total cost of 29 Steel windows: \$33,760 supplies only (+ shipping, installation costs not provided).

Pastor Carruth thanked the Commission for calling the meeting and for the work they do and it is intention of the church to have it aesthetically pleasing and ensure the integrity of the building. Mr. Mike Klug, advised they will maintain the church's appearance as it is now, but the basement windows are in dire need of replacement due to weather and water intrusion. Mr. Buddy Roper advised the labor costs would be significant for steel windows.

Chairman Griffin called for comments from the Commissioners. Commissioner Hubbard advised he had done some additional research and although staff noted for approval as an undue hardship and he has found resources from the National Park Service and the State of Georgia Historic Preservation that basements are generally considered secondary structures and are utilitarian in nature, as they are paritally obstructed, not character defining and generally a secondary structure. Commissioner Hubbard for the record and application provided documentation regarding this from both sources. Chairman Griffin agreed. Commissioner Sanders noted there is no question the windows need to be replaced, but does not want to set precedent. Commissioner Taylor agrees with the basement as a secondary structure, and noted again with the exception of one, the windows are not visible from the street and all of the upper windows have been replaced. Mr. Klug advised the basement windows will be replaced with the same as the upper windows.

Commissioner Sanders motioned to approve the application based on the secondary structure

guidelines by the National Park Service Secondary Structure Guidelines; Commissioner Hubbard seconded; all in favor and was unanimously approved.

7. Adjournment – there being no further business to come before the Commission the meeting was adjourned at 6:20pm.

DRAFT



## STAFF REPORT

August 26, 2025

**CASE NUMBER:** COA-0147-2025  
**APPLICANT:** Trey Moody  
**REQUEST:** Façade Renovation and New Lighting  
**LOCATION:** 921 Carroll Street; Parcel No. 0P0010 44A000  
**DISTRICT:** Downtown District

**APPLICANT'S REQUEST:** The applicant proposes a front façade renovation of an existing commercial storefront.

**STAFF COMMENTS:** The downtown commercial building was constructed in 1910 and is 1,375 square feet in size according to Houston County records. The building appears to have gone through several renovations since its original construction.

The applicant seeks a full façade enhancement by removing existing wooden trim below the storefront windows, while repairing and replacing the same area with brick. Tile flooring is also proposed to be replaced outside of the primary entrance.

Trim work above the windows is proposed following removal of the existing awning. The trim work will support the addition of new signage more representative of the building's era of construction. New "goose neck" lighting is also proposed above the planned signage.

Storefront windows are proposed for replacement with new black frame windows, believed to be made of "Low Emittance" insulated glass. The façade will be painted "urban bronze" (SW 7048), with the trim being accented with "tricorn black" (SW 6258).

The design guideline suggests actions should maintain the historic exterior materials, repair damaged exterior materials in-kind and only in the area of damage, and maintain the original configurations of storefronts.

**STAFF RECOMMENDATION:** Staff recommend approval of the application.

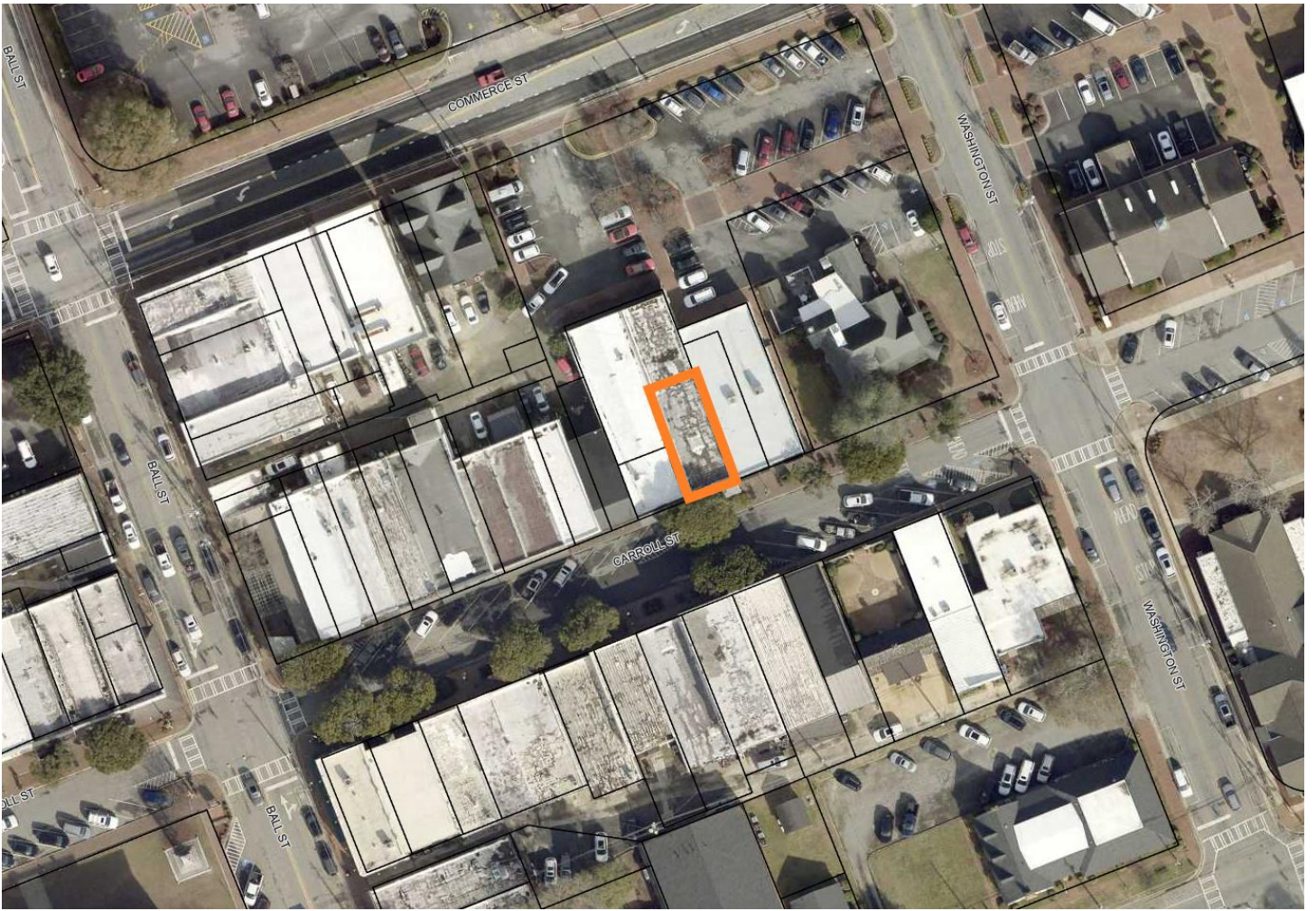
**APPLICABLE DESIGN STANDARDS ATTACHED:** Commercial Rehabilitation

### 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.
- (G) *Temporary structures.* Temporary structures are permitted for construction projects or catastrophic losses. These structures require approval by the administrator, subject to section 4-5.







Where Georgia comes together.

Application # COA0147-  
2025

## Application for Certificate of Appropriateness Historic Preservation Commission

Contact Community Development (478) 988-2720 for information

	Applicant	Property Owner*
Name	Trey Moody	Trey Moody
Title	Owner	
Address	921 Carroll St	Same
Phone	[REDACTED]	
Email	[REDACTED]	
Signature	X [Signature]	
Date	8-5-2025	

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

Property Address 921 Carroll St

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

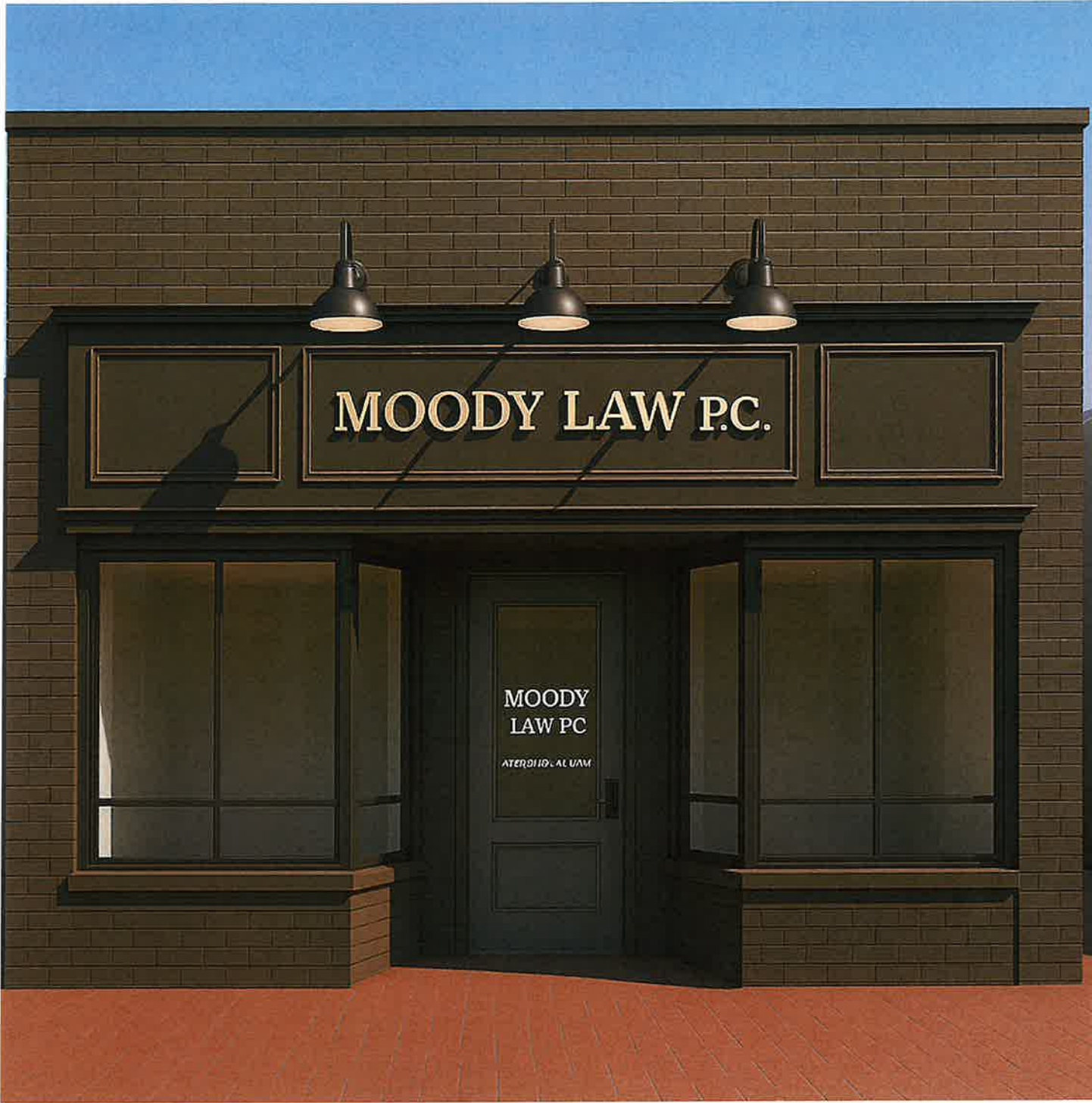
- ☐ Parking areas, driveways, or walkway
- ☐ Fence wall or landscaping
- ☐ Mechanical system or non-temporary structure
- ☒ Sign
- ☐ Demolition or relocation of building

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).

see email

**921 Carroll Street**  
**Front Façade Renovation**

- Replace windows & install new store front black frame windows
- Remove existing wooden trim under windows and repair and paint brick
- Add trim work above windows (see rendering)
- Paint entire façade (SW 7048 Urbane Bronze)
- Paint exterior trim (SW 6258 Tricorn Black)
- Replace tile flooring outside front door
- Add Moody Law PC sign above door
- Install “goose neck” lights







## STAFF REPORT

August 26, 2025

**CASE NUMBER:** COA-0148-2025  
**APPLICANT:** Trey Moody  
**REQUEST:** Exterior Renovation  
**LOCATION:** 910 Commerce Street; Parcel No. 0P0010 044000  
**DISTRICT:** Downtown District

**APPLICANT'S REQUEST:** The applicant proposes an exterior renovation of an existing commercial building.

**STAFF COMMENTS:** The downtown commercial building was constructed in 1910 and is 2,464 square feet in size according to Houston County records. The building appears to have gone through several renovations since its original construction.

The applicant performed exploratory demolition concluding in July 2024, removing a dilapidated portion of the building's front paneling.

Through this process it was determined that the western-most window (right side) did not have a lintel, and the applicant proposes to replace this window with a high performance "Low Emittance" insulated glass, of a dark bronze shade. A new public facing 36" wide door is planned for replacement next to this window, in compliance with the American for Disabilities Act. The combined new window, door and sidelight will be approximately 6' high and 13' wide, with a 10" bottom rail. The eastern-most window and door (left side) will not be replaced.

Underling brick was found to be in generally good condition, however will require tuck pointing for maintenance. New brick is anticipated for installation beneath the eastern window with Hardie board to supplement a portion of the roof parapet which was partially removed. The front and side façades will be painted an "urban bronze" color (SW 7048).

Front facing components of the gutter and roof draining system, comprised primarily of PVC pipe, were identified as visually distracting. The applicant proposes removal and reworking of the drainage piping to a singular French drain. The partially removed parapet will be topped with a metal cap.

The design guideline suggests actions should maintain the historic exterior materials, repair damaged exterior materials in-kind and only in the area of damage, and maintain the original configurations of storefronts. While not canvas, staff found the proposed metal awnings to match the shape of the windows and door entryways.

**STAFF RECOMMENDATION:** Staff recommend approval of the application.

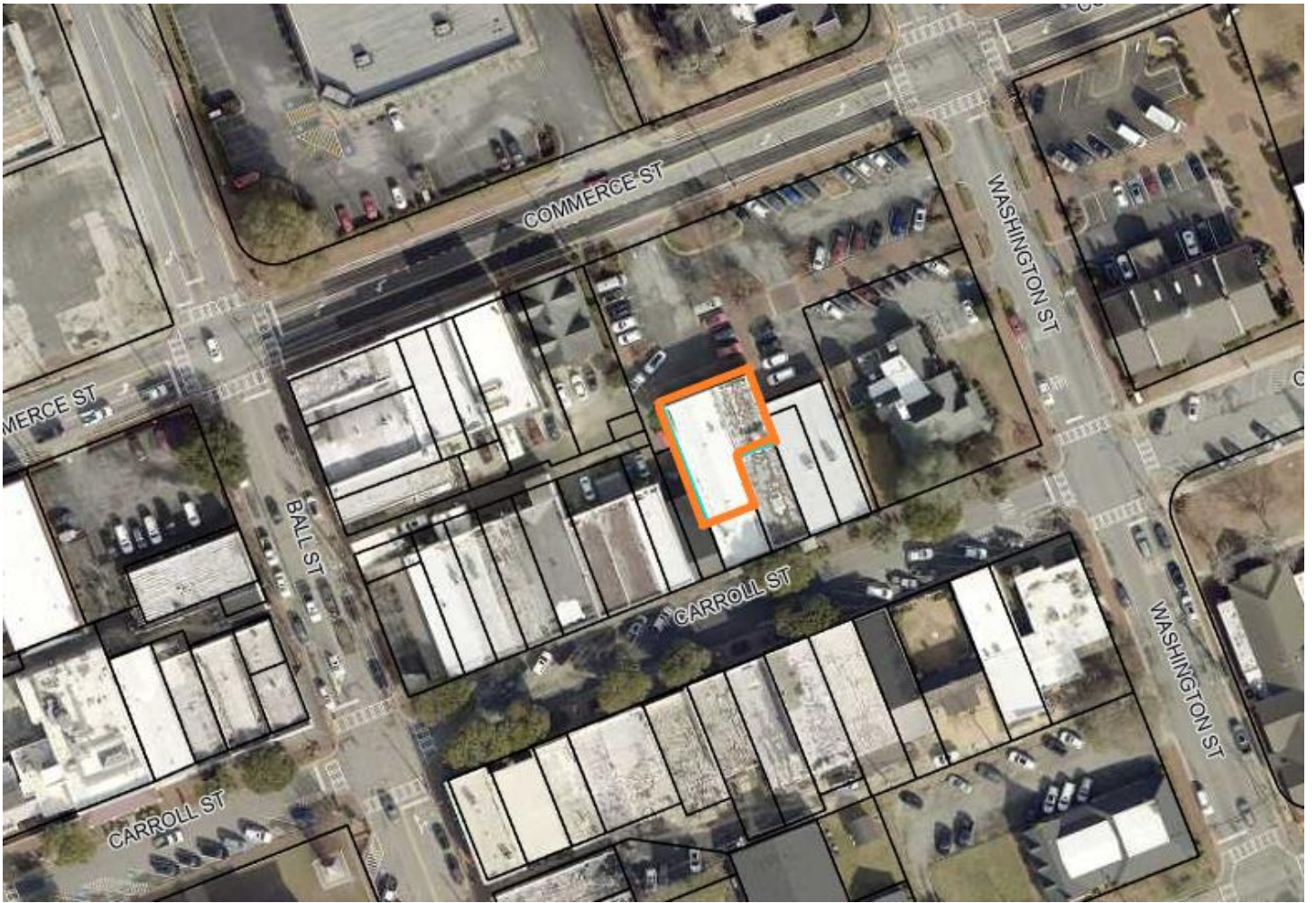
**APPLICABLE DESIGN STANDARDS ATTACHED:** Commercial Rehabilitation

**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.
- (G) *Temporary structures.* Temporary structures are permitted for construction projects or catastrophic losses. These structures require approval by the administrator, subject to section 4-5.





## 910 Commerce Street Scope of Work

### Exploratory Demolition (concluded in July 2025)

- Window on right side did not have a lentil
- Brick was in good condition but may need some re-pointing
- A portion of the roof parapet was removed, the remainder will be removed in phase 2

### Drainage System

- Gutter and downspouts were oversized (probably because alterations were made over time without a master plan)
- The current drainage does drain into efficiently into the city's storm sewer system
- Our plan is to modernize & consolidate the downspouts and collection system keeping the current storm sewer entry points

### Windows and Doors

- The current window, door and sidelight on the left side of the building will not be replaced
- We propose replacing the right side window and door with a new high performance Low E insulated glass, (Dark Bronze)
- The 36" door will have a sidelight and will open out
- The window/sidelight/door will be approximately 6' h x 13' w and will include a 10" bottom rail

### Roof

- The roof parapet on the left side will be dropped (as shown in the rendering)
- The parapet will be capped with a metal cap (as shown in the rendering)

### Exterior Finishes

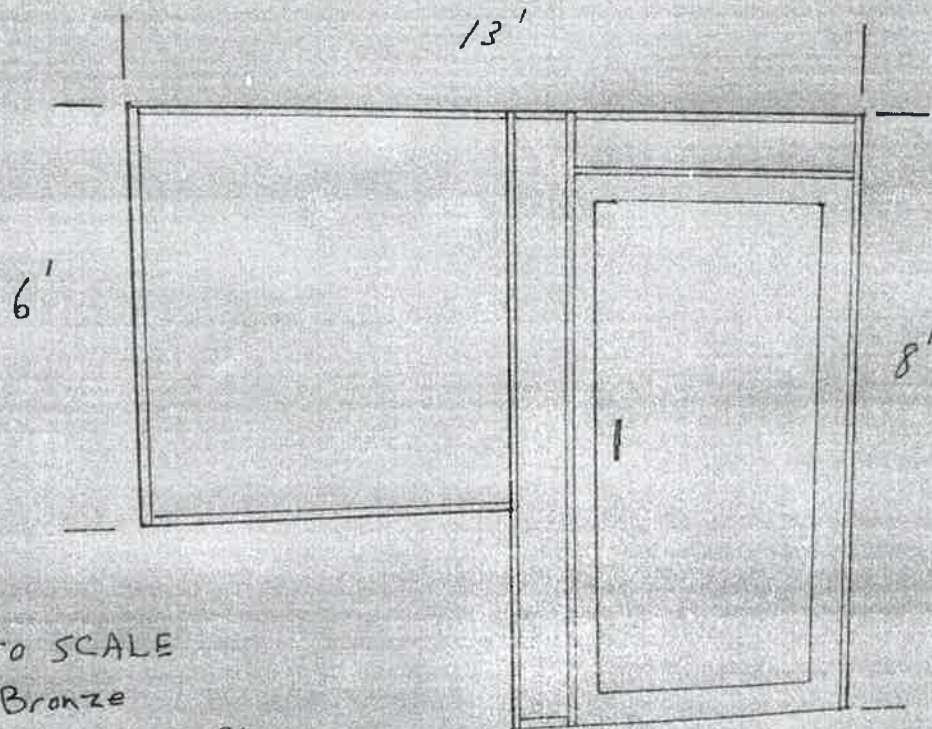
- Brick will be installed below the left window and Hardie board above that window
- The entire back and sides of building will be painted "Urbane Bronze"

— No lentil

### Awnings

- Black awnings will be installed over both doors

# 910 Commerce (Rear View) (Right Side Window/Door Plan)



NOT TO SCALE  
Dark Bronze  
LOW-E Insulated Glass  
10" Bottom Rail



Where Georgia comes together.

Application # 0148-2025

0148-2025

## Application for Certificate of Appropriateness Historic Preservation Commission

Contact Community Development (478) 983-2720 for information

	Applicant	Property Owner
Name	Trey Moody	Trey Moody
Title	Owner	
Address	910 Commerce St.	
Phone	[REDACTED]	Same
Email	[REDACTED]	
Signature	X <i>[Signature]</i>	
Date	8/5-2025	

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

Property Address 910 Commerce St.

Type of Project (Check all that apply):

Construction	Site Changes
<input type="checkbox"/> New building	<input type="checkbox"/> Parking area, driveways, or walkway
<input type="checkbox"/> Addition to existing building	<input type="checkbox"/> Fence, wall, or landscaping
<input checked="" type="checkbox"/> Major building restoration, rehabilitation, or remodel	<input type="checkbox"/> Mechanical system or non-temporary structure
<input type="checkbox"/> Other type of exterior change, explain: _____	<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).

*see attached email*







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## STAFF REPORT

August 26, 2025

**CASE NUMBER:** COA-0149-2025  
**APPLICANT:** Lee Gilmour  
**REQUEST:** Install a new concrete driveway.  
**LOCATION:** 808 Washington Street; Parcel No. 0P0030 022000  
**DISTRICT:** Washington-Evergreen

**APPLICANT'S REQUEST:** The applicant proposes to install a new concrete driveway.

**STAFF COMMENTS:** The existing residence was constructed in 1875 and is 3,227 square feet according to Houston County records. The building reflects unique qualities emblematic of both Queen Anne and Folk Victorian architectural styles.

The proposed new concrete driveway mimics the path of the existing gravel driveway, with an extension to connect beneath the building's portico and with additional parking located behind the residential structure.

Staff do not find the proposed driveway to visually conflict with the existing historical home, or otherwise diminish or detract from surrounding neighborhood character.

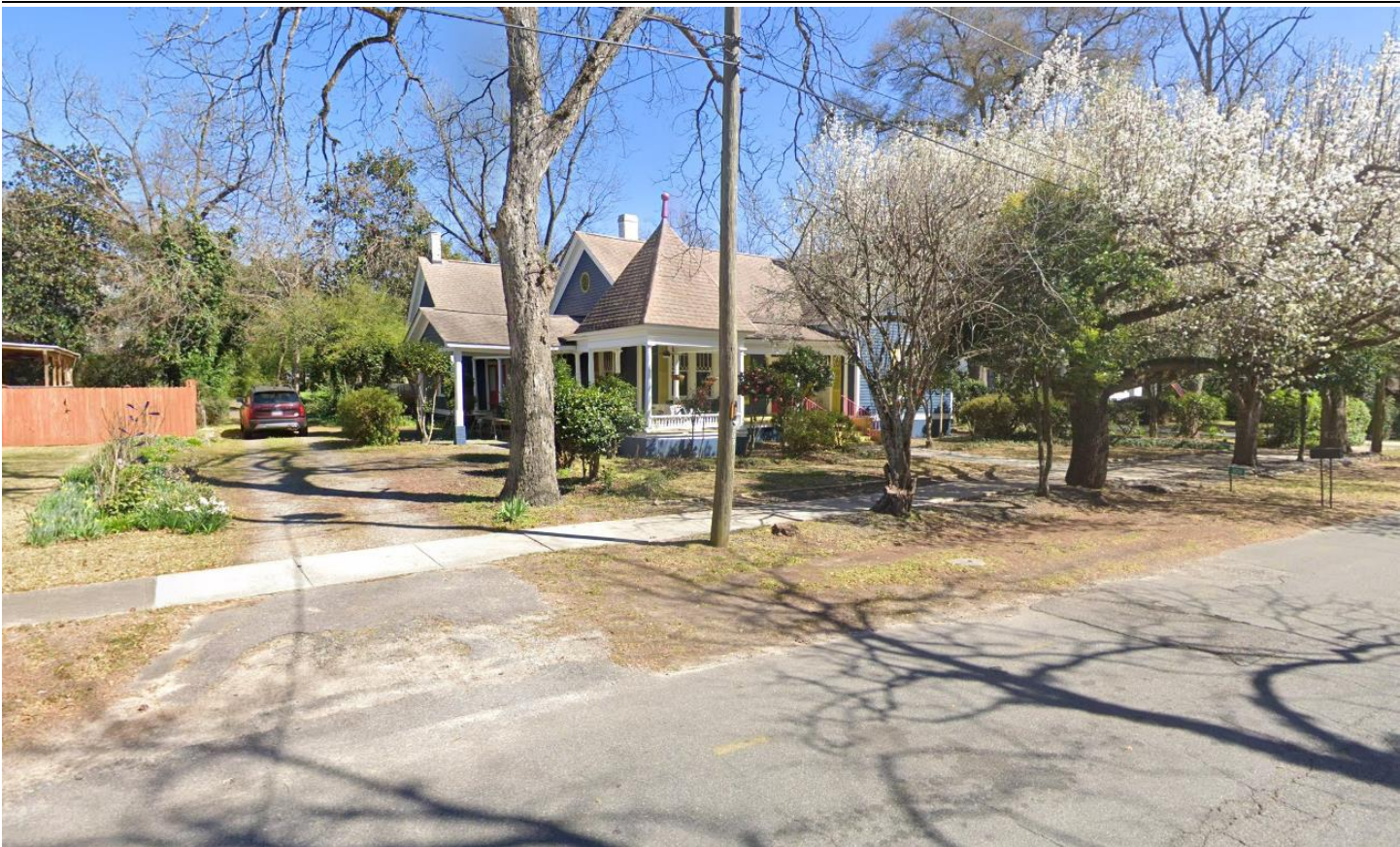
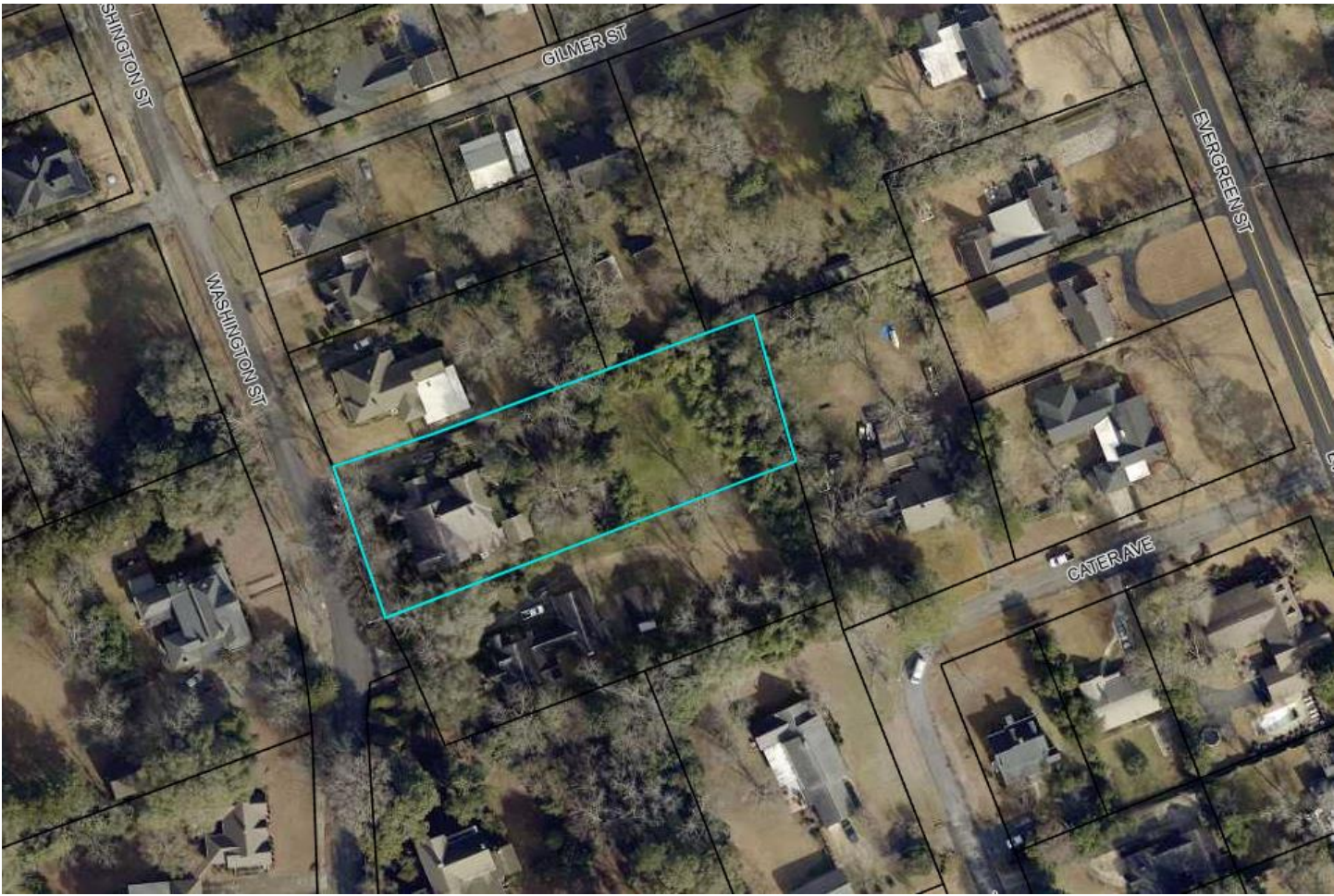
**STAFF RECOMMENDATION:** Staff recommends approval.

**APPLICABLE DESIGN GUIDELINES ATTACHED.** Residential Site and Setting: Walks & Drives

### 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 # COA D149-  
2025

## Application for Certificate of Appropriateness Historic Preservation Commission

Contact Community Development (478) 988-2720 for information

	Applicant	Property Owner*
Name	LEE Gilmore	Lee Gilmore
Title		
Address	808 Washington St.	
Phone		
Email		
Signature		
Date	8/6/25	

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

Property Address 808 Washington

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).

Install concrete driveway. No current paving.

SEE SKETCH

<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 \$245.00.
<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> ___ site plan ___ architectural elevations ___ floor plan ___ landscape plan (specific vegetation not required) ___ description of materials ___ 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 ___ description of materials ___ photographs of site
<b>Major Restoration, Rehabilitation, or Remodeling</b> ___ architectural elevations or sketches ___ description of proposed changes ___ description of materials ___ photographs of existing building ___ for restoration only, documentation of earlier historic appearance	<b>Site changes - fences, walls, and mechanical systems</b> ___ site plan or sketch of site with proposed improvements ___ architectural elevations or sketches ___ description of materials ___ photographs of site
<b>Minor exterior changes</b> ___ description of proposed changes ___ description of materials ___ photographs of existing building	<b>Site changes - signs</b> ___ drawing of sign with dimensions ___ site plan or sketch of site (for ground signs) ___ description of materials and illumination

Estimated valuation of proposed modification: [REDACTED]





## STAFF REPORT

August 26, 2025

**CASE NUMBER:** COA-0158-2025  
**APPLICANT:** Nicholas Bedgood, State Farm Insurance  
**REQUEST:** Exterior Renovation  
**LOCATION:** 910 Commerce Street; Parcel No. 0P0010 044000  
**DISTRICT:** Washington-Evergreen

**APPLICANT'S REQUEST:** The applicant proposes an exterior renovation of an existing commercial building.

**STAFF COMMENTS:** The commercial building was constructed in 1925 and is 1,508 square feet in size according to Houston County records. While predating the understood time period by 5 years, the building aligns with the "Minimal-Traditional" architectural characteristics. It is located both in the Downtown Development District, as well as the Washington-Evergreen Historic District.

The applicant proposes a general face-lift of the building's commercial entrance area. Plans call for replacement of the dilapidated front steps with new brick steps – expressed to be of like material to the existing building foundation.

The front railing (existing deteriorated wood) is proposed to be replaced with black aluminum, and includes 8" columns.

Lighting and landscaping improvements have been proposed, and the applicant is informed these 2 items are subject to staff approval in the C-2 Zoning District.

The design guidelines suggest actions should maintain the historic exterior materials, repair damaged exterior materials in-kind and only in the area of damage.

While the front handrail differs in material by changing from the existing wood to black aluminum, staff found the proposed update to be in keeping with the building's commercial use characteristics, conveying a welcoming image overall and in keeping with this section of the Main Street corridor.

**STAFF RECOMMENDATION:** Staff recommend approval of the application.

**APPLICABLE DESIGN STANDARDS ATTACHED:** Commercial Rehabilitation

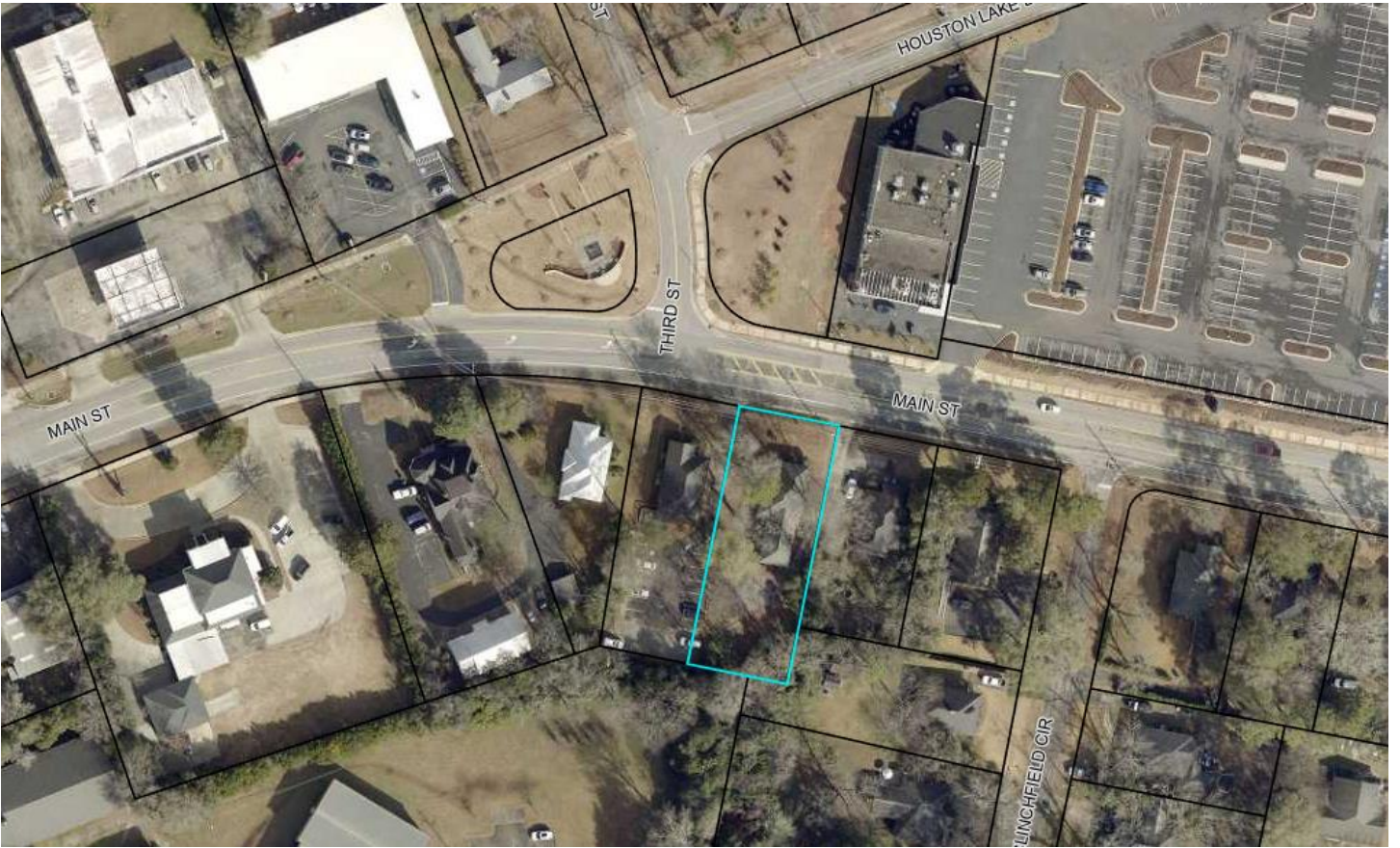
**APPLICABLE ORDINANCE SECTION:**

### 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.

### 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.
- (G) *Temporary structures.* Temporary structures are permitted for construction projects or catastrophic losses. These structures require approval by the administrator, subject to section 4-5.







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Application # COA 0158-2025

## Application for Certificate of Appropriateness Historic Preservation Commission

Contact Community Development (478) 988-2720 for information

	Applicant	Property Owner*
Name	AKTDB Properties, LLC (Nick Bedgood State Farm)	Nicholas Bedgood
Title	Owner	Owner
Address	1218 Main St Perry, GA 31069	110 Twelfth Fairway Warner Robins, GA 31088
Phone	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]
Signature		
Date	08/14/2025	08/14/2025

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

Property Address	1218 Main Street
------------------	------------------

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: _____	<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).

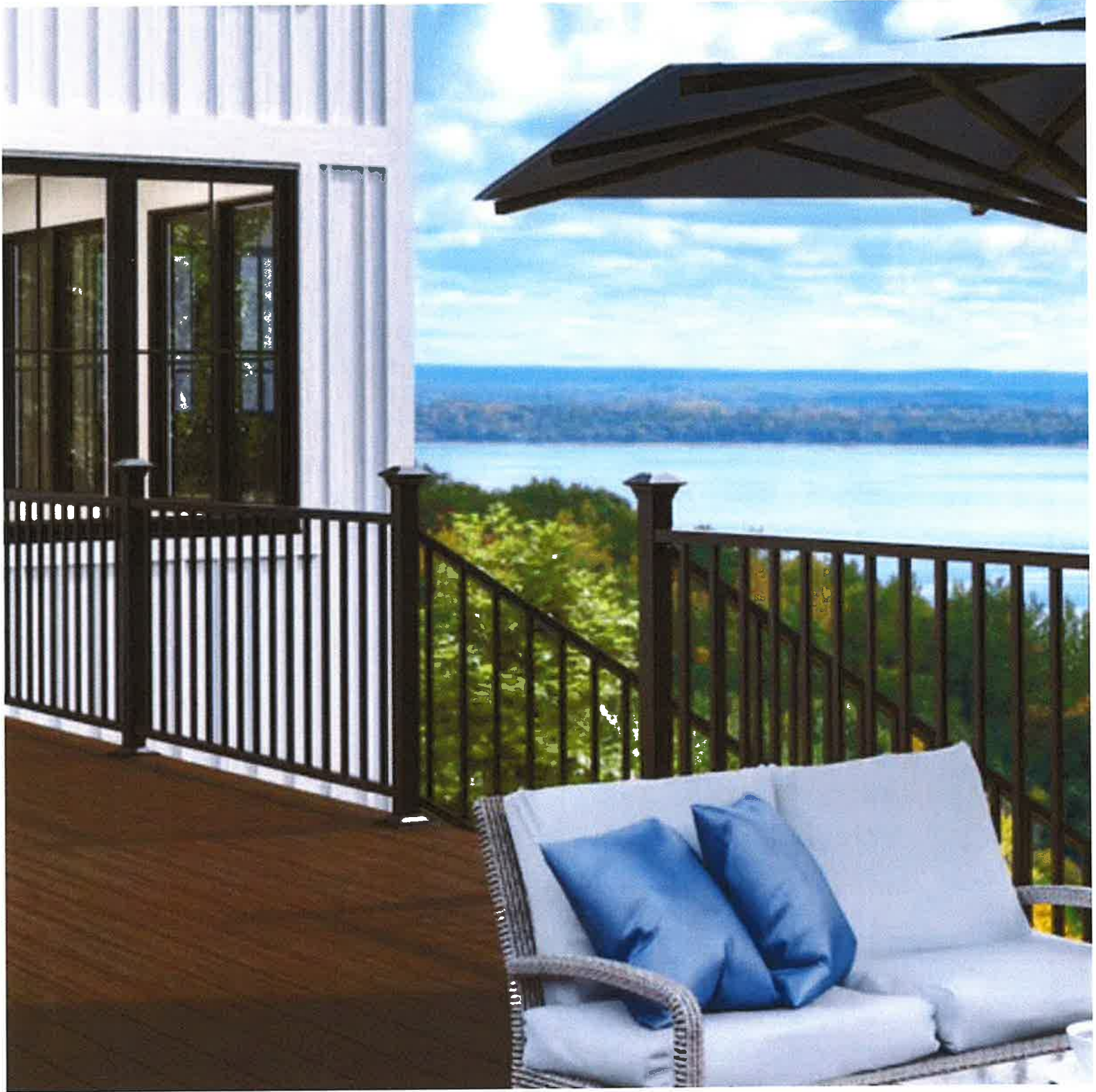
Repair front steps with like brick and materials currently on property to meet code.

Replace front porch railing to meet code with black aluminum with 8" columns on front porch.

Replace front porch lights with lights provided in application.

Replace front shrubbery with new plants as well as tear out old plants in front

Add "Nick Bedgood State Farm" sign to front of property. Sign will not be backlit and will be 4'4" W X 6' L and will stand right at 6' total height.













## STAFF REPORT

August 26, 2025

**CASE NUMBER:** COA-0162-2025  
**APPLICANT:** Mark Byrd  
**REQUEST:** Assorted renovations, upgrades and site adjustments.  
**LOCATION:** 906 Washington Street; Parcel No. OP0030 003000  
**DISTRICT:** Washington-Evergreen

**APPLICANT'S REQUEST:** The applicant proposes building renovation and site enhancements.

**STAFF COMMENTS:** The existing residence was constructed in 1920 and is 2,045 square feet according to Houston County records. The building reflects a Craftsman architectural style.

Foundation repairs are proposed to encapsulate brick for moisture and add air flow vents along the sides of the existing brick skirt. A new sidewalk is proposed from the City sidewalk to the front steps of the porch. Landscaping adjustments are proposed to improve drainage flow from the foundation.

Removal of a dilapidated fence bordering the property's northern edge is proposed, with replacement to consist of a "picture frame" style fence which will be designed to not interfere with a large oak tree on site.

Chippendale-style railing is proposed for the front porch, coinciding with removal of the existing screening. The front storm door is proposed for replacement with a screen door, and a "short awning" around the front porch perimeter. Damaged rear doors on the garage addition are proposed for replacements of like styling.

Two obsolete concrete pads in the backyard are proposed for removal, with the addition of an 8' x 12' concrete pad supporting columns and a roof in keeping with the primary structure's aesthetic.

The shingle roof is proposed to be replaced with architectural style shingles and coincide with removal of a satellite dish from the current roof.

Vinyl siding is proposed to be removed and replaced with a Hardi-plank lap style siding on all sides. The soffit and fascia are also proposed to be replaced with a Hardi-based product with considerations to leave open depending on conditions of the otherwise exposed roof rafter tails.

Vinyl shutters are proposed to be replaced with wood louver style shutters on the front and sides of the property expected to be more in keeping with the building's original appearance.

There are no plans to alter the existing windows.

The applicant proposes an optional request to explore relocation of the existing gable after assessing the roof structure during construction. Considerations for aligning the gable with the roof line stem from a concern that the existing placement is causing a sagging in the front porch floor due to weight displacement. Options for correcting this with a matching sized gable are requested from the Historic Preservation Commission.

Staff do not find the proposed renovations to negatively alter the character of the house and should be reversible without a loss of historic integrity. The proposed improvements are expected to prolong the useful life of the structure and strengthen the neighborhood fabric.

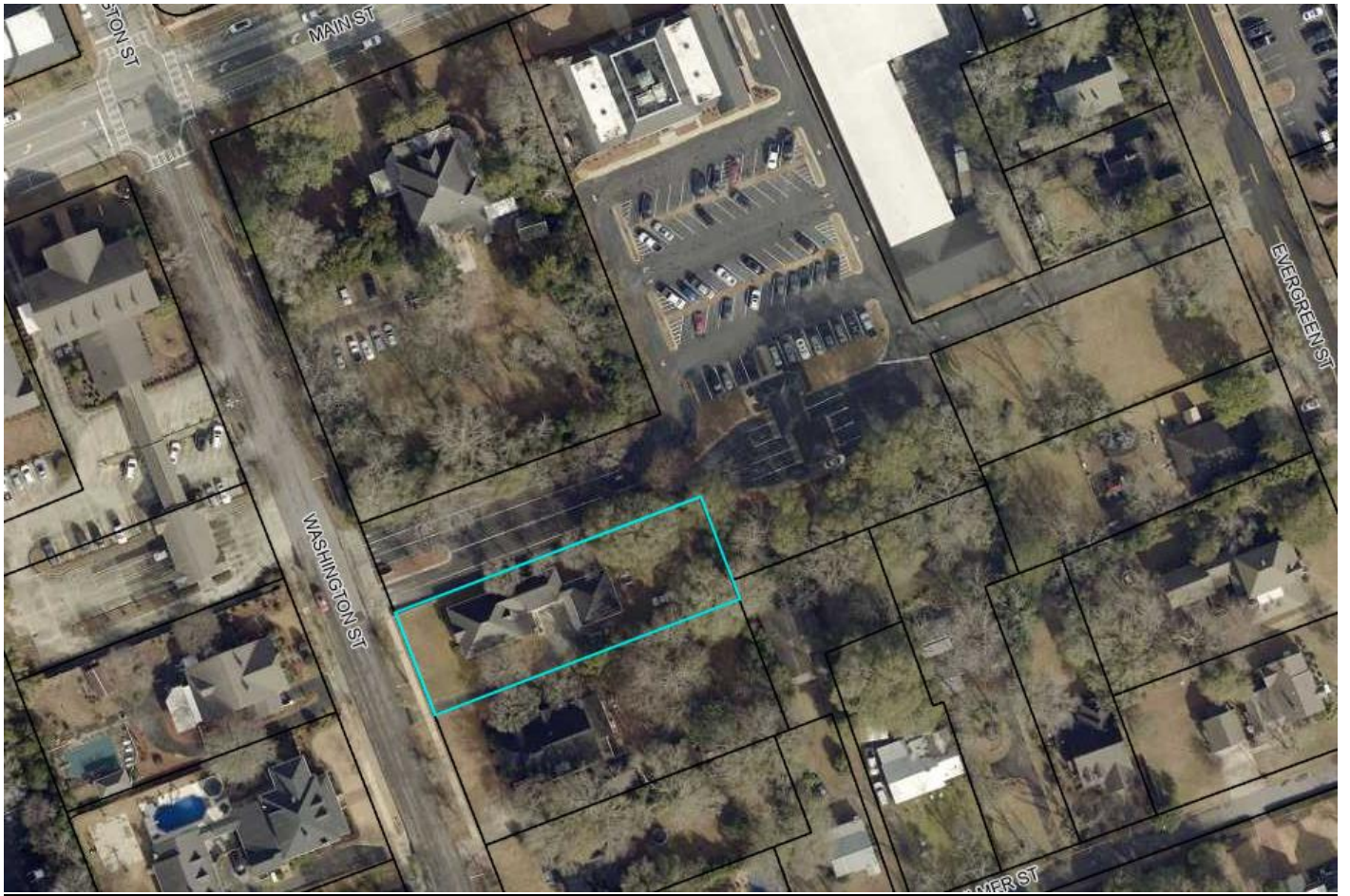
**STAFF RECOMMENDATION:** Staff recommends approval of the plan as outlined, pending discussion of relocating the existing gable to align with the roof line.

**APPLICABLE DESIGN GUIDELINES ATTACHED.** Residential Rehabilitation; Residential Site and Setting: Walks & Drives

**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 # COA  
0162-2025

## Application for Certificate of Appropriateness Historic Preservation Commission

Contact Community Development (478) 988-2720 for information

	Applicant	Property Owner*
Name	Mark Byrd	Mark Byrd
Title	Owner	Owner
Address	906 Washington Street	100 Champions Way
Phone	[REDACTED]	[REDACTED]
Email	[REDACTED]	[REDACTED]
Signature	MByrd	MByrd
Date	8-18-25	8-18-25

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

Property Address	906 Washington Street	Perry, GA
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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 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 checked="" 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).	
See attached	

<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 \$245.00.
<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 type="checkbox"/> architectural elevations <input type="checkbox"/> floor plan <input type="checkbox"/> landscape plan (specific vegetation not required) <input type="checkbox"/> description of materials <input type="checkbox"/> photographs of proposed site and adjoining properties	<b>Site changes - parking areas, drives, and walks</b> <input type="checkbox"/> Site plan or sketch of site with proposed improvements <input type="checkbox"/> description of materials <input type="checkbox"/> photographs of site
<b>Major Restoration, Rehabilitation, or Remodeling</b> <input type="checkbox"/> architectural elevations or sketches <input checked="" type="checkbox"/> description of proposed changes <input type="checkbox"/> description of materials <input checked="" 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 checked="" 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 checked="" type="checkbox"/> photographs of site
<b>Minor exterior changes</b> <input checked="" type="checkbox"/> description of proposed changes <input type="checkbox"/> description of materials <input checked="" 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

Estimated valuation of proposed modification: TBD

August 18, 2025

Proposed changes to 906 Washington Street  
Presented to City of Perry Historic Preservation Commission  
From Mark Byrd

1. Repair foundation pillars under home; encapsulate foundation to minimize moisture; add foundation vents to existing brick skirt (sides of home only) to create air flow to crawlspace.
2. Remove all existing landscaping; install raised beds with topsoil to create positive drainage away from house and add new plant material on front and sides of house to beautify property.
3. Remove failing privacy fence on north property line; replace with new “picture frame” style privacy fence approximately 3 feet south of current fence location (current fence is across property line); notch out fence around big oak tree to protect health of oak tree.
4. Remove abandoned concrete pads in backyard that appear to have previously been floors for utility buildings that are no longer located on property; will not replace concrete pads.
5. Remove existing screen on front porch; add Chippendale style railing on front porch; add new screen and new screen door on front porch; remove storm door on front door and add matching screen door to front door; add “short awning” around perimeter of front porch.
6. Add walkway from city sidewalk to front steps.
7. Remove existing vinyl siding, soffit, and fascia on entire structure; replace siding with Hardi-Plank style lap style siding on entire structure; replace soffit and fascia with hardi type product or will leave exposed rafter tails on original structure, if conditions will allow.
8. Remove existing vinyl shutters and replace with wood louver style shutters on front and sides of property.
9. Remove existing satellite dish from roof of property.

10. Remove existing shingle roof from entire structure and replace with architectural style shingles.
11. Remove rear doors (with multiple bullet holes) currently on garage addition; replace with new exterior doors; add 8 x 12 foot concrete pad outside rear garage doors with "lean to" columns and roof to match primary structure.
12. Optional: considering relocation of existing front gable after assessing roof structure when shingles are removed; if feasible, will remove existing gable and move "up the roof" so that front line of gable is aligned with front line of roof; if moved or not moved, refurbished or new gable will match old size of old gable, but will have new siding and roof; current gable hangs approximately 2 feet over front roof line and weight of gable may be contributing to sag in front porch floor in that location.
13. No plans to touch existing windows.

Walkway

Backs with  
landscaping

Picture  
frame fence  
privacy fence



existing fencing not to be removed (X)

Will not be removed (X)

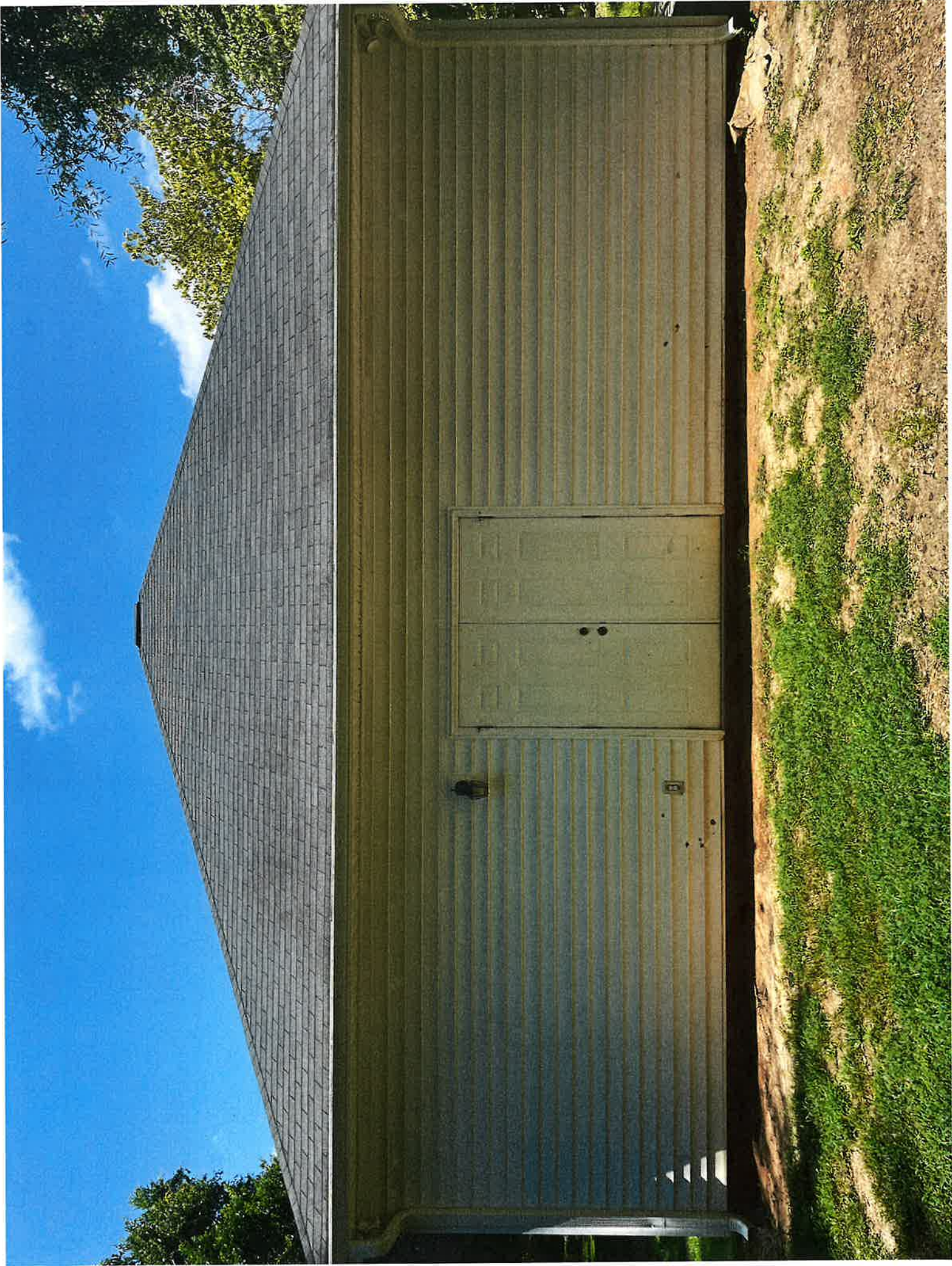










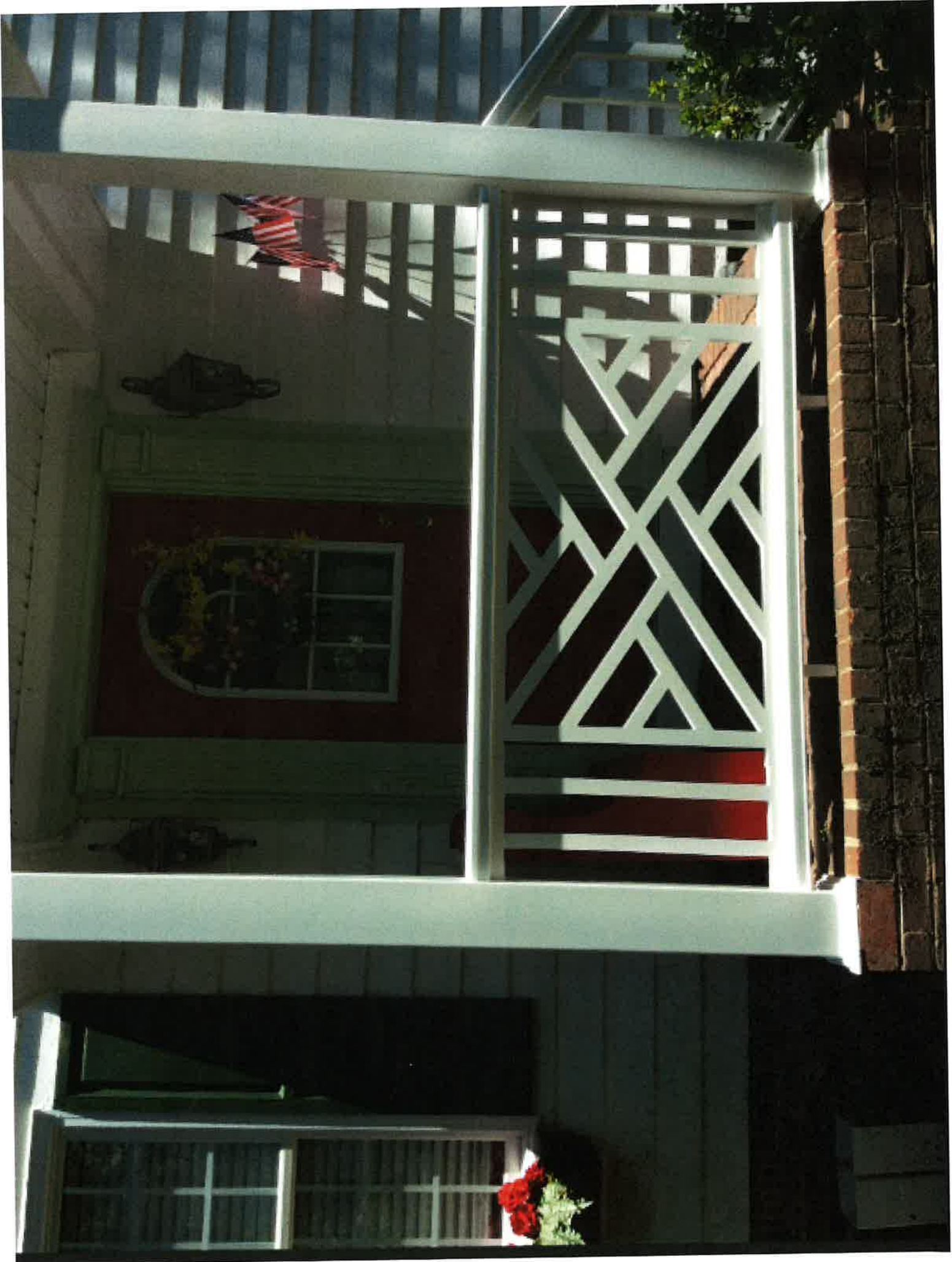


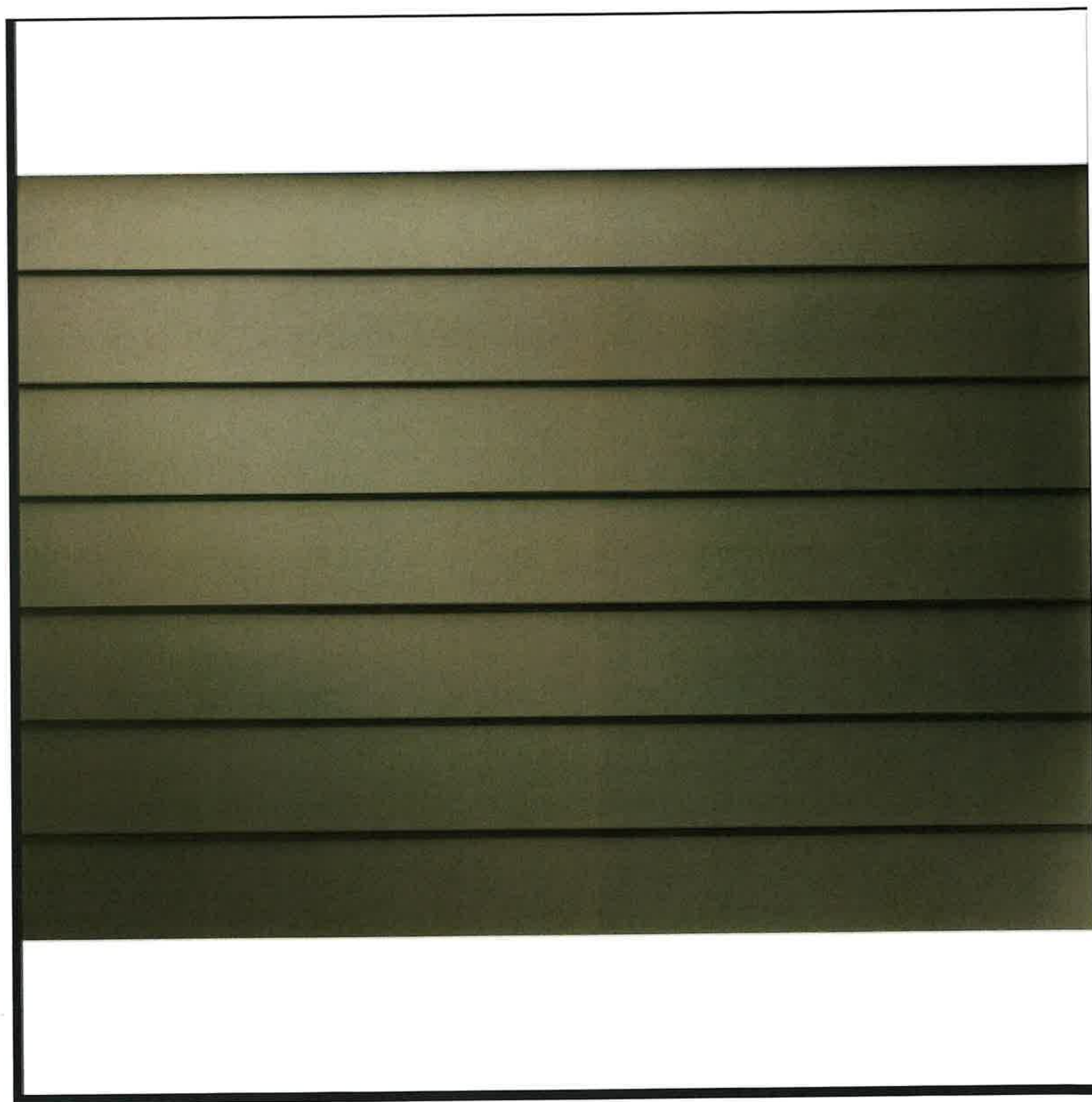


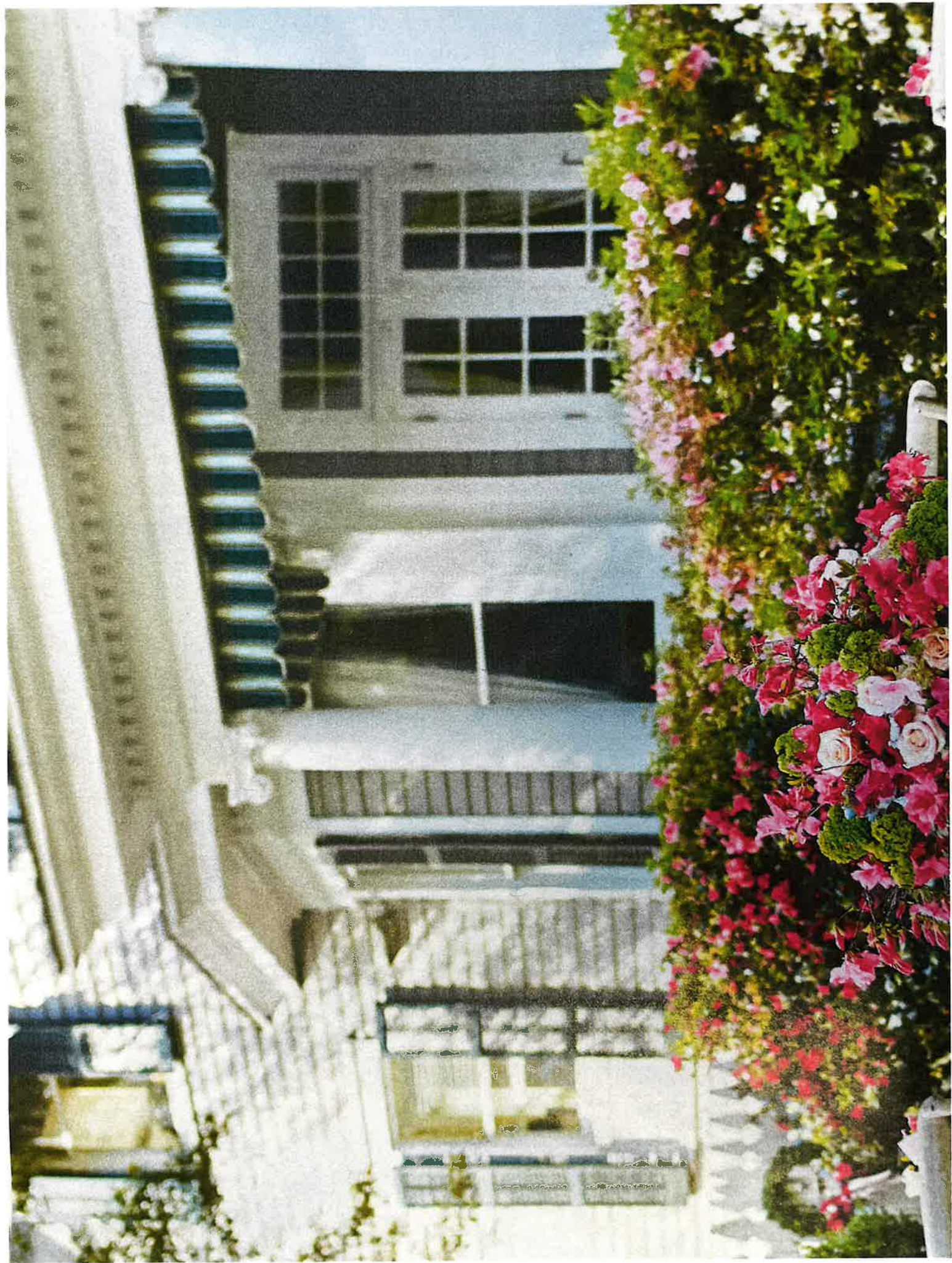
















## STAFF REPORT

August 26, 2025

**CASE NUMBER:** COA-0163-2025  
**APPLICANT:** Burke Murph III  
**REQUEST:** Exterior Renovation  
**LOCATION:** 731 Carroll Street; Parcel No. 0P0050 003000  
**DISTRICT:** Downtown District

**APPLICANT'S REQUEST:** The applicant proposes an exterior renovation of an existing commercial building.

**STAFF COMMENTS:** The commercial building was constructed in 1973 and is 2,920 square feet in size according to Houston County records. The building has served several purposes in its time since construction and reflects mid-century design characteristics, although was considered a non-contributing building in the Downtown Historic District at time of adoption. It is also located in the Downtown Development District.

The applicant proposes exterior renovations with intent to match neighboring properties. Renovations include cleaning, painting where necessary (SW 2827 Colonial Revival Stone anticipated), replacement of the soffits and entryway enhancements. The existing awning and trim are proposed to be repainted SW 6258 Tricorn Black. Cedar posts are proposed on each side of the awning entrance area, with the intent of establishing a cohesive aesthetic alongside the neighboring buildings.

The design guidelines suggest actions should maintain the historic exterior materials, repair damaged exterior materials in-kind and only occur in an area of damage.

**STAFF RECOMMENDATION:** Staff recommend approval of the application.

**APPLICABLE DESIGN STANDARDS ATTACHED:** Commercial Rehabilitation

### 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.*

*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.
- (G) *Temporary structures.* Temporary structures are permitted for construction projects or catastrophic losses. These structures require approval by the administrator, subject to section 4-5.



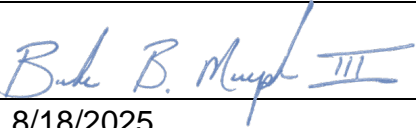


Where Georgia comes together.

Application # COA 0163-2025

## Application for Certificate of Appropriateness Historic Preservation Commission

Contact Community Development (478) 988-2720 for information

	Applicant	Property Owner*
Name	Burke B. Murph, III	East Coast Butcher, LLC
Title	Partner Owner	
Address	731 Carroll Street, Perry, GA 31069	PO BOX 30721 Savannah, GA 31410
Phone	[REDACTED]	
Email	[REDACTED]	
Signature		
Date	8/18/2025	

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

Property Address 731 Carroll Street, Perry, GA 31069
--

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 checked="" type="checkbox"/> Other type of exterior change, explain: <u>Paint building exterior, replace soffit, install cedar planks under awning to match 733 Carroll, landscaping</u>	<b>Site Changes</b> <input type="checkbox"/> Parking area, driveways, or walkway <input checked="" 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
<p>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> <p>1. Exterior changes will include cleaning exterior of building and possibly paint if needed the body of the building SW 2827 Colonial Revival Stone to update to the standards of the historic district thus blending in with the historical character of downtown Perry. Replacing the soffits will be part of the upgrade as well. Lastly, the front of the building as well as the entryway will be updated to match 733 Carroll Street next door. This will include painting awning and the solid surface pieces on the front fascade SW 6258 Tricorn Black. Cedar posts to match those next door will be placed on each side of the awning adding to the architecture and updating the complete appearance of the building matching next door.</p> <p>2. Landscaping will be done as well to add curb appeal and give the building an overall fresh new look. The landscaping will be similar to the landscaping of 733 Carroll Street with small evergreens, crape myrtles, and seasonal flower beds.</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.
<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.
<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-energopub.tylerhost.net/Apps/SelfService#/home">https://perryga-energopub.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 type="checkbox"/> site plan <input type="checkbox"/> architectural elevations <input type="checkbox"/> floor plan <input type="checkbox"/> landscape plan (specific vegetation not required) <input type="checkbox"/> description of materials <input type="checkbox"/> photographs of proposed site and adjoining properties	<b>Site changes - parking areas, drives, and walks</b> <input type="checkbox"/> Site plan or sketch of site with proposed improvements <input type="checkbox"/> description of materials <input 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 checked="" type="checkbox"/> description of proposed changes <input checked="" type="checkbox"/> description of materials <input checked="" 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

**Estimated valuation of proposed modification:** \$12,000.00



731 Carroll Street



SW 6258  
Tricorn  
Black (trim,  
solid  
surfaces as  
seen in the  
below  
image)

733 Carroll Street



731 Carroll Street



Paint SW 6258  
Tricorn Black

Cedar posts  
to be added  
like the ones  
in the below image

733 Carroll Street



731 Carroll Street

Paint  
SW 6258  
Tricorn Black

Paint SW 2827  
Colonial  
Revival Stone



**H** Historic Color

SW 2827

# Colonial Revival Stone

**FULL DETAILS** ✓

Get this color in a:



Color Sample



Paint Sample



Interior Paint



Exterior Paint

*Expert Pick*

SW 6258

# Tricorn Black

**FULL DETAILS** ✓

Smarten up your space with this trendy, never-boring black. Pair it with white for a classic contrast. Since it's a true black, it works with any undertone.

Get this color in a:



Color Sample



Paint Sample



Interior Paint



Exterior Paint

731 Carroll Street



733 Carroll Street

Landscaping to include Evergreens as seen in below image in front of brick walls. Smaller plants and/or seasonal beds in between as shown in the lower images.



# Perry Historic Preservation Commission Bylaws

Adopted: February 14, 2023

## I. Authority

The Perry Historic Preservation Commission (hereinafter referred to as the "preservation commission") has been created pursuant to the Georgia Historic Preservation Act, O.C.G.A. Section 44-10-21, and a local historic preservation ordinance adopted by the City of Perry and shall be governed by the terms thereof.

## II. Membership and Vacancies

Should a member die, resign, fail to attend 70% of the regular meetings of the preservation commission in a calendar year (and should there be no adequate excuse for such absences), or move his permanent residence outside of the City of Perry, the Chair shall recommend to the governing authority that a vacancy be declared and that the vacant position be filled for the remainder of that member's unexpired term. Unless disqualified as provided above, members shall serve until their successors are appointed and qualified.

## III. Officers

- a. Chair - A Chair shall be elected by the members of the commission from among its membership. The Chair shall preside at all meetings and hearings. The Chair shall decide all points of order and procedure, subject to the historic preservation ordinance, these bylaws, any rules of procedure, and guidelines adopted by the preservation commission, unless directed otherwise by a majority of the members in session at the time. The Chair may discuss and shall vote on any matters before the body.
- b. Vice Chair - A Vice Chair shall be elected by the members of the preservation commission from among its membership in the same manner as the Chair. The Vice Chair shall serve as acting Chair in the absence of the Chair, or when the Chair shall refrain from participation because of a conflict of interest and shall have the same powers and duties as the Chair when acting in that capacity.
- c. Secretary - The Secretary shall be a member of the Community Development Department staff. The Secretary shall cause a record to be made of each meeting of the preservation commission which shall include, at a minimum, a record of all resolutions, proceedings, and actions of the body.
- d. Absence of Chair and Vice Chair. In the absence of both the Chair and Vice Chair, the commission shall select a member from those in attendance to serve as Chair and that member shall have the same powers and duties as the Chair when acting in that capacity.
- e. Elections - Officers shall serve one-year terms and shall be eligible for reelection. The preservation commission shall elect officers at their regular meeting in January of each year. If a vacancy should occur in any office, a member shall be elected to serve for the remainder of the unexpired term.

## IV. Meetings

- a. Regular Meetings - Regular meetings of the preservation commission shall be held on the second Tuesday of each month at 6:00 pm at ~~Perry Events Center, 1121 Macon Road~~, Perry City Hall, 808 Carroll Street, Downtown Perry provided that meetings may be held at some other convenient place if directed by staff, after consulting the Chair, in advance of the meeting. If a regularly scheduled meeting occurs on a legal holiday, the Chair may set an alternate day for the meeting.
- b. Special Meetings - Special meetings of the preservation commission may be called at any time by the Chair. At least twenty-four hours' notice of the time and place of special meetings shall be given to each member, provided that this requirement may be waived by consent of all the members. The purpose of the special meeting must be stated in the notice.

- c. Cancellation of Meetings - Whenever there is no business to be conducted, the staff, after consulting the Chair, may dispense with a regular meeting by giving notice to all members not less than twenty-four hours prior to the time set for the meeting.
- d. Adjourned Meetings - Should the business before the preservation commission not be completed, the Chair may adjourn the same from day to day until the matters before the body are disposed of.
- e. Quorum - A quorum shall consist of three (3) members.
- f. Open Meetings - All meetings of the preservation commission shall be open to the public, except where otherwise provided by the Georgia Open Meetings Law. However, members of the public shall not address the preservation commission unless invited to do so by the Chair. A time limit may be set by the preservation commission for the presentations or remarks of non-members.
- g. Agenda - The agenda for each meeting shall be prepared by staff. The normal order of business at each meeting shall be: (1) call to order, (2) determination of quorum, (3) announcements, (4) approval of the agenda, (5) approval of minutes of the previous meeting, (6) citizen input, (7) old business, (8) new business, (9) other business, (10) adjournment.
- h. Decisions - Decisions of the preservation commission shall be by a majority of those members present and voting, a quorum being present. Decisions may be made by voice vote unless any member requests a roll call vote.
- i. Committees - The Chair shall appoint any committees found necessary to facilitate business before the preservation commission and shall be an ex-officio member of all committees. With the concurrence of the preservation commission, committees may include residents of the city who are not members of the commission.

#### V. Staff

The Community Development Department shall provide technical and clerical assistance as the preservation commission may require and shall maintain permanent and complete records of the activities of the preservation commission.

#### VI. Conflict of Interest

A member shall not cast a vote on any issue before the preservation commission which involves the interests of that member, that member's immediate family, or an organization in which that member has an ownership interest or position of control or directly represents. Neither shall a member cast a vote on any matter which could provide direct financial benefit to that member. Whenever a conflict-of-interest situation arises in the conduct of business the following actions shall be taken:

- a. The individual member shall divulge the existence and reason(s) for the potential conflict.
- b. The preservation commission shall decide if such a conflict exists.
- c. If it is decided that a conflict exists, the affected member shall leave the hearing room and refrain from presenting, discussing, or voting on the project.
- d. Should the preservation commission determine that a conflict of interest does not exist, the nature of the alleged conflict and the reason(s) for determining a conflict did not exist shall be entered into the minutes.

#### VII. Code of Conduct

Each member of the preservation commission shall adhere to the following code of conduct as contained in Section 45-10-3 of the Official Code of Georgia Annotated:

- a. Uphold the Constitution, laws, and regulations of the United States, the State of Georgia, and all governments therein and never be a party to evasion,
- b. Never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration,
- c. Not engage in any business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties,
- d. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit,
- e. Expose corruption wherever discovered.
- f. Never solicit, accept, or agree to accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person, association, or corporation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the member's official duties,
- g. Never accept any economic opportunity under circumstances where he knows or should know that there is a substantial possibility that the opportunity is being afforded him with intent to influence his conduct in the performance of his official duties,
- h. Never engage in other conduct which is unbecoming to a member, or which constitutes a breach of public trust, and
- i. Never take any official action with regard to any matter under circumstances in which he knows or should know that he has a direct or indirect monetary interest in the subject matter of such matter or in the outcome of such official action.

VIII. Designation of historic properties and historic districts

- a. Requirements. Application for designation of historic districts or historic properties shall follow the requirements specified in the Land Management Ordinance.
- b. Deadline for submission. Applications for designation of historic districts or historic properties shall be submitted by the filing deadline indicated on the annual Historic Preservation Commission Schedule.
- c. Public Notice. Public Notice of applications for designation of historic districts or historic properties shall comply with the requirements of the Land Management Ordinance.
- d. Public Hearings. The preservation commission shall hold a public hearing in accordance with the requirements of the Land Management Ordinance, and the Policies and Procedures for Historic Preservation Commission Hearings.
- e. Recommendation. The preservation commission shall prepare a report for nomination and shall make a recommendation to City Council on each application for designation of historic districts and historic properties based on the criteria established in the Land Management Ordinance.

IX. Applications for certificates of appropriateness

- a. Requirements. Submission of applications for certificates of appropriateness shall be made at the Community Development Department office or online. Applications shall include all information and documentation identified on the Application for Certificate of Appropriateness. No applications shall be considered by the preservation commission unless they are complete, including all necessary exhibits. Provided, however, that the preservation commission may consider applications not complying with this paragraph only upon a finding by the preservation commission, entered in the record, of extraordinary or unusual circumstances which would make compliance with this provision impractical. The staff, in consultation with the Chair, shall determine the completeness of submitted applications at least one week prior to the meeting. Should an application be determined to be incomplete, the applicant will be contacted by Staff with a request for additional material. In the event that the requested material is not presented by the scheduled meeting, that application shall be withdrawn from the agenda.

- b. **Deadline for Submission.** Applications for certificates of appropriateness shall be submitted by the filing deadline indicated on the annual Historic Preservation Commission Schedule.
- c. **Public Notice.** Public notice of applications for certificates of appropriateness shall comply with the requirements of the Land Management Ordinance.
- d. **Representation.** The applicant or a representative of the applicant should be present at the meeting or meetings where the application for a certificate of appropriateness is considered. The preservation commission may reject an application if the applicant or a representative of the applicant is not present to answer questions or provide clarification needed to understand the extent of the application.
- e. **Timeliness of the Commission.** Action on a certificate of appropriateness must be taken by the Commission within 45 days after the filing of a complete application. This time limit can be extended by mutual agreement between the applicant and the Commission.
- f. **Rejected applications.** An application for certificate of appropriateness rejected by the Preservation Commission may be resubmitted at any time, provided the reasons for the rejection have been addressed.
- g. **Determination of Material Change.** Staff shall determine for each application whether the request concerns ordinary maintenance or repair. Staff may seek the opinion of the Chair or Vice Chair in this determination. Such determinations will be reported at the next regularly scheduled meeting of the Preservation Commission.

X. Amendments

These bylaws may be amended by the affirmative vote of three members of the preservation commission, provided that notice of the intent to amend and the content of the amendment shall have been distributed in writing to each member at least seven (7) days prior to the meeting at which the vote to amend is taken or presented to the members, all members being present, at the regular meeting preceding the meeting at which the vote to amend is taken.