

Historic Preservation Commission Special Called Meeting Agenda

Monday, August 18, 2025 – 6:00 pm Economic Development Conference Room, City Hall, 808 Carroll Street, Perry

- 1. Call to Order
- 2. Roll Call
- 3. Citizens with Input
- 4. Approval of the Agenda
- 5. Announcements
 - 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.
- 7. Adjournment



STAFF REPORT

July 25, 2025 Revision August 15, 2025

CASE NUMBER: COA-0120-2025

APPLICANT: Michael Klug for Perry Methodist Church

REQUEST: Replace windows

LOCATION: 1002 Carroll Street; Parcel No. 0P0020 006000

REVISION: A summary of the supplemental documentation is as follows:

Total cost of 29 Vinyl windows: \$19,778 supplies only (+ \$11,600 installation, no shipping charge)

Total cost of 29 Steel windows: \$33,760 supplies only (+ shipping, installation costs not provided)

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

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

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

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

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

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

"When, by reason of unusual circumstances, the strict application of any provisions of this ordinance would result in exceptional practical difficulty or undue hardship upon any owner of a specific property, the Preservation Commission, in passing on applications, shall have the power to vary or modify strict adherence to the provisions or to interpret the meaning of the provision so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historic integrity, or character of the property, shall be

conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this ordinance. An undue hardship shall not be a situation of the owner's or occupant's own making."

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

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

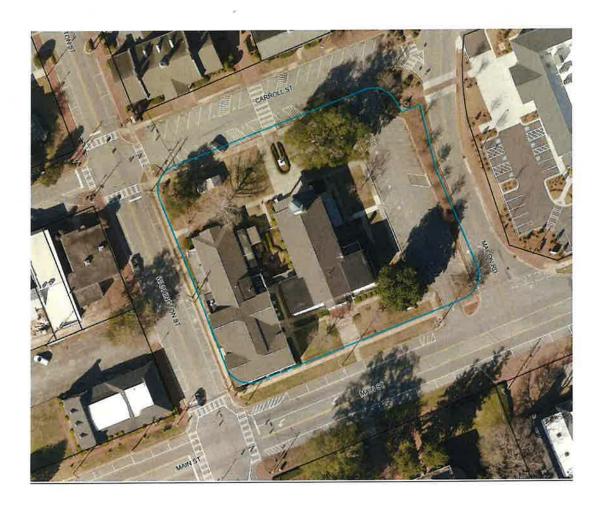
APPLICABLE DESIGN GUIDELINES ATTACHED: Commercial Rehabilitation – Windows

APPLICABLE ORDINANCE SECTION:

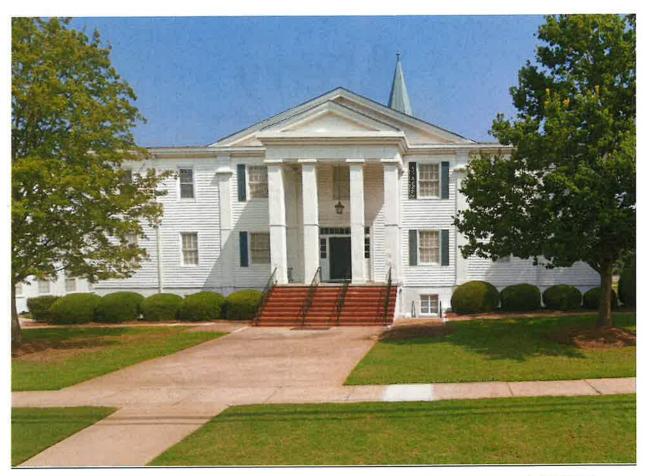
- 6-6.3. Design Standards for the Downtown Development District.
 - (A) Intent. The intent of this section is to encourage and maintain the viability and visual compatibility of structures and sites in the Downtown Development Overlay District.
 - (B) Applicability. New construction and exterior modification of buildings and sites in the downtown development overlay district must obtain a certificate of appropriateness prior to starting such work. In addition to other design guidelines adopted by the Main Street Advisory Board, new construction and existing buildings, structures, and sites which are altered, reconstructed, or moved shall be consistent with the architectural styles of commercial buildings constructed prior to 1950 in the downtown development overlay district and the standards of this section.
 - (C) Exemptions. Nothing in the section shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of structures located in the Downtown Development Overlay District when the repair does not involve a change in design, material, or outer appearance of the structure. Certificates of appropriateness are not required for alterations to the interior of a building or changes in the use of a building, although other permits may be required.
 - (D) Sign standards. All signs shall require a Certificate of Appropriateness issued by the administrator prior to issuing a sign permit. The administrator may exempt signs which comply with the provisions of Section 6-9.12(C).
 - (E) Site design standards.
 - (1) Orientation and setback. The orientation and setback of a building shall be consistent with adjacent buildings.
 - (2) Spacing of buildings. The relationship of a building to open space between it and the adjoining buildings shall be visually compatible to the buildings and open spaces to which it is visually related.
 - (3) Parking. Parking should be located to the side or rear of a building. When a parking lot must be located adjacent to a public right-of-way, a wall and/or landscape buffer should separate the parking lot from the right-of-way.
 - (4) Courtyards and outdoor spaces. Walls, wrought iron fences, evergreen landscape buffers, and/or building facades shall form cohesive walls of enclosure along a street.
 - (F) Building design standards.
 - (1) Height. The height of the proposed building shall be visually compatible with adjacent buildings.
 - (2) Proportion of Building from Facade. The relationship of the width of building to the height of the front elevation shall be visually compatible with buildings to which it is visually related.
 - (3) Scale of a Building. The size of a building, the building mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the buildings to which it is visually related.
 - (4) Proportion of Openings within the Facility. The relationship of the width of the windows in a building to the height of the windows shall be visually compatible with buildings to which it is visually related.
 - (5) Rhythm of Solids to Voids in Front Facades. The relationship of solids to voids in the front facade of a building shall be visually compatible with buildings to which it is visually related.
 - (6) Rhythm of Entrance and/or Porch Projection. The relationship of entrances and porch projections to the sidewalks of a building shall be visually compatible to the buildings to which it is visually related.
 - (7) Relationship of Materials; Texture and Color. The relationship of the materials, texture, and color of the facade of a building shall be visually compatible with the predominant materials in the buildings to which it is visually related. Brick or mortared stone shall be the predominant materials on new construction.
 - (8) Roof Shapes. The roof shape of a building shall be visually compatible with the buildings to which it is visually related.

(9) Colors: Colors should be in keeping with color palettes currently in use, or of historical significance to the City of Perry.

The Community Development Department may suggest or make available certain color palettes, which are not required to have a Certificate of Appropriateness.











Where Georgia comes together.

Application # COA 0120-2025

Application for Certificate of Appropriateness Historic Preservation Commission

Contact Community Development (478) 988-2720 for information

	Applicant	Property Owner* Perry Methodist Church		
Name	Michael Klug			
Title	Facility Superintendent			
Address	1001 Carroll Street, Perry GA	1002 Carroll Street, Perry GA		
Phone	478-335-2141	478-987-1850		
Email	mike@perrymethodist.com	church@perrymethodist.com		
Signature	mi 3	(XXIII)		
Date	11 Jul 2025			

Property Address 1002 Carroll Street, Perry GA		
Type of Project (Check all that apply):		
Construction	Site Changes	
New building	Parking area, driveways, or walkway	
Addition to existing building	Fence, wall, or landscaping	
Major building restoration, rehabilitation, or remodel	Mechanical system or non-temporary structure	
Other type of exterior change, explain: replace	Sign	
windows in Sanctuary basement	Demolition or relocation of building	
Replace 29 existing steel frame, single-pane, caseme vinyl frame, picture windows with simulated-divided-ligare rusted, broken, and corroded beyond repair (see a replacement windows (steel frame casement windows installation of new steel frame divided light casement frame picture windows with simulated-divided-light grid	attached photos). We are unable to source exact) at a cost sustainable by the church. Purchase and windows will cost 2 1/2 times the bid price of vinyl	
	J.	
Existing windows were originally installed in the 1920's infiltration into interior walls - resulting in damage to in	s and have degraded to the point they allow water	
Existing windows were originally installed in the 1920's infiltration into interior walls - resulting in damage to in Existing windows need to be replaced as soon as pos Sanctuary structure.	s and have degraded to the point they allow water terior spaces as well as pest / mold concerns.	

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

Estimated valuation of proposed modification: _\$33,000.00

Application Requirements. 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.

Fee. 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.

Application Deadline. 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 https://perryga-energovpub.tylerhost.net/Apps/SelfService#/home

Application Representation. 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.

Expiration of Certificate. 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.

Permits Required. Approval of a certificate of appropriateness does not waive the need to obtain any required permits.

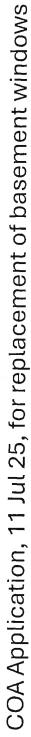
Application Checklist. A complete application requires support materials. The following materials are required for a complete application. Incomplete applications may be removed from the HPC's agenda. Digital photographs and PDFs of plans/elevations may be emailed to comm.development@perry-ga.gov Site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

Detail view of failed windows (typical)

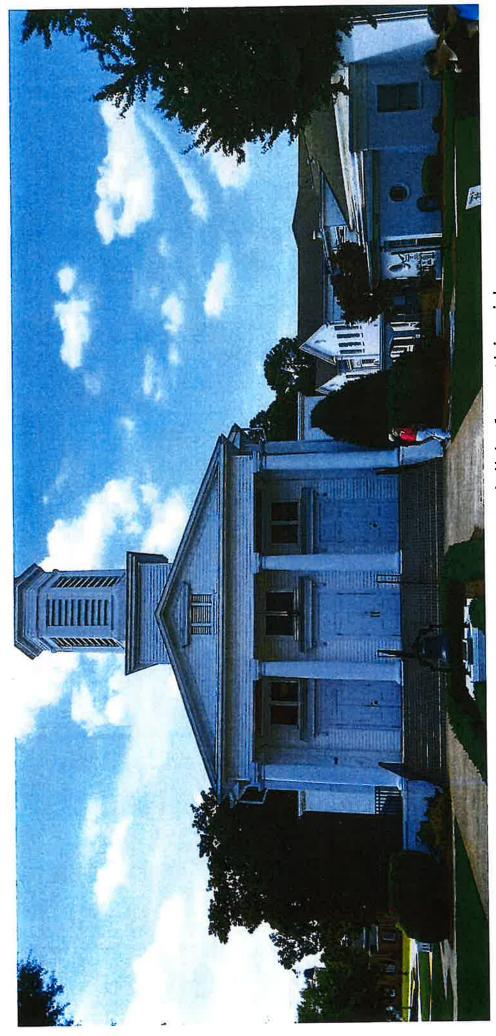






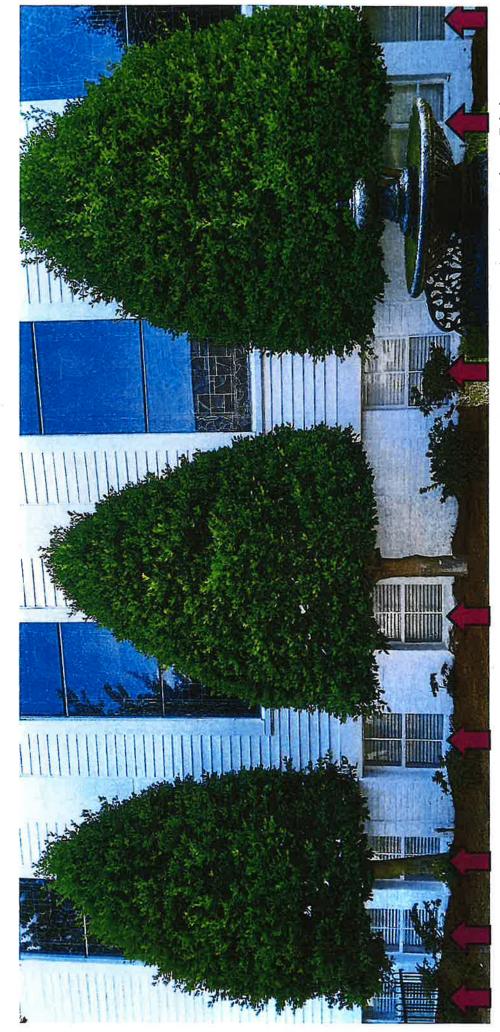


Sanctuary North Side



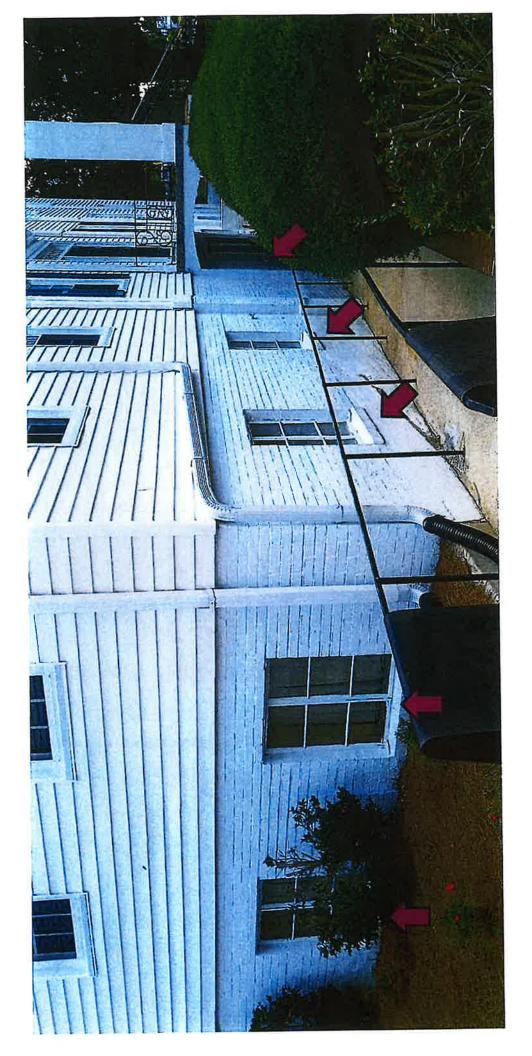
No basement windows visible from this side

Sanctuary West Side

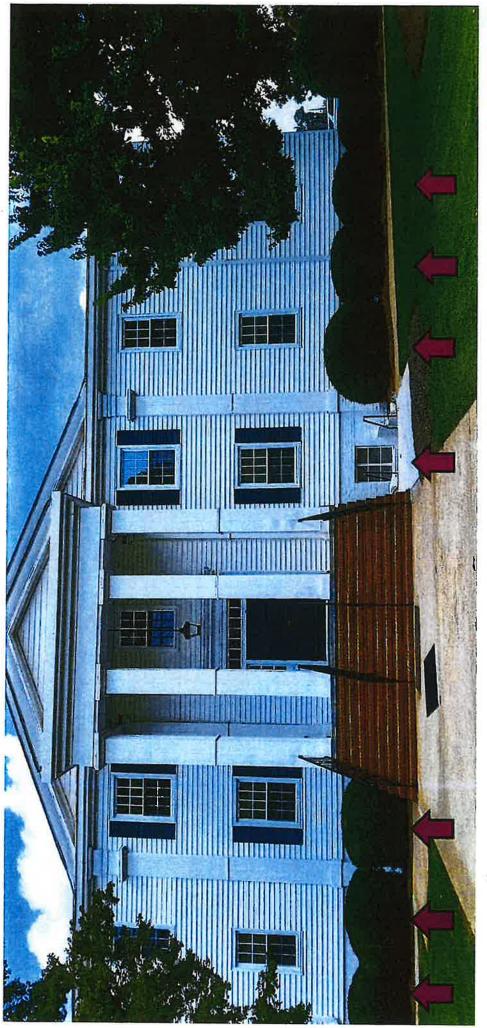


Basement windows visible in courtyard between Sanctuary and Education Bldg.

Sanctuary South-West corner

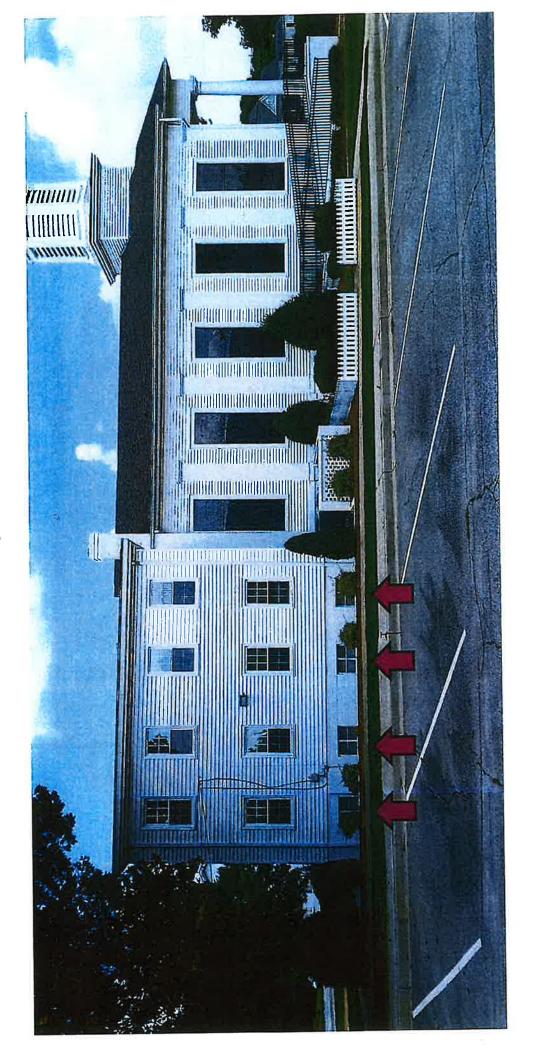


Sanctuary South Side



Basement windows largely screened from view by landscaping

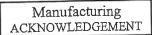
Sanctuary East Side



Proposed new windows with simulated-divided-light grid (example) Replacement window grid pattern to match existing



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





Window Drawings

Harvey Building Products

BILL TO:

THE WINDOW SRC OF MIDDLE GA 4093 475 INDUSTRIAL BLVD MACON, GA 31210-0000

Phone: (478) 361 - 4036 Fax:

SHIP TO:

THE WINDOW SOURCE OF MIDDLE GA 4093 475 INDUSTRIAL BLVD MACON, GA 31210-0000

Phone: (478) 361 - 4036 Fax:

QUOTE NBR	CUST NBR	ORDERED BY	J	JOB NAME Perry Meth church		
6177320	1144073	Scott	Pen			
CREATED			LER PO CUSTOM		TER PO	
6/13/2025	Quote On			06132025		
0/15/2025	CLE			MESSAGE		
	S.Carter - S	cott Carter				
LINE #				QTY		

10000-1

CUST NBR	ORDERED BY	JOB NAME Perry Meth church		STATUS	
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S.Carter - So	cott Carter				
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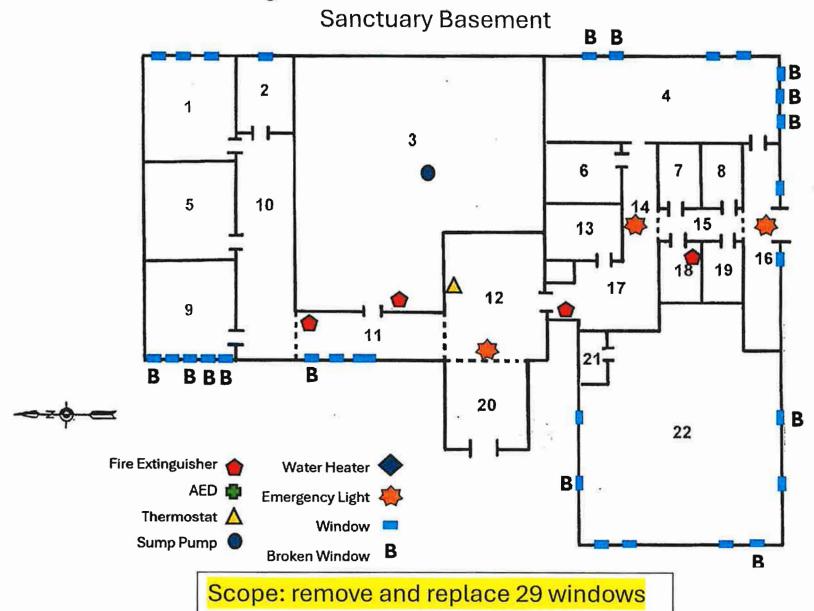
BO - 66"



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



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



< My Documents(/v2/document-center/hom_8c3b0f3ab9e846cba34490962f72353c)

This quote has expired. Please contact your contractor to request a new one.

Quote =550

Prepared for

Perry Methodist Mike mike@perrymethodist.com

The Window Source Of Middle GA

 Offer good until:
 LIC#: GB005459 ZC-2023-334

 06/17/2025
 4039 475 Industrial Boulevard

 Quote #550
 Macon, GA 31210

Prepared for Provided by Perry Methodist Mike Scott Carter mike@perrymethodist.com 478-737-7694

The Windowolsto@court.offlikkiplaller.on/o LIC#: GB005459 ZC-2023-334

06/17/2025 4039 475 Industrial Boulevard Replace 29 basement windows with fixed glass and frames. Macon, GA 31210

Provided by Scott Carter 478-737-7694

Windows and Doors
Window and door replacement
Scope of work

Scope of work

Each trace 29 basement windows with fixed glass and frames. \$11,600.00 Labor to remove all windows and install new windows: \$400,00 × 29

Products and services

 Subtotal
 \$31,378.00

 Windows and Doors
 \$19,778.00

 ₩indowaħd door replacement @
 \$682.₫€0.20

 Fees
 \$0.00

Labor \$11,600.00
Labor to remove all windows and install new windows. \$400.00

 Total
 \$31,378.00

 Subtotal
 \$31,378.00

 Qiscount
 \$0.00

Terms and conditions

Total \$31,378.00

Independent Contractor Status

It is mutually agreed that the Contractor shall render Services as an independent contractor. Contractor maintains his other independent business, including appropriate business insurance and Workers Compensation Policy. Contractor shall use his or her own tools and equipment to render Services under this Agreement.

Deposit

Deposit (50.00%) \$15,689.00

Terms and conditions

Business License and Registration

Contractor shall comply with all state and local licensing and registration requirements for the type of Services to be rendered under this Agreement. If applicable, the Contractor's license ক্ষাপ্রনিচ্ছেদ্রান্ত্রনার ক্ষান্ত বিশ্বনার ক্ষাণ্ড বিশ্বনার ক্ষান্ত ব

Miscellaneous Authority.

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Assignment

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This Agreement may be executed in counterparts, each of which will constitute an original, and all of which will constitute one agreement. The parties agree that they will sign this Agreement electronically.

Get personalized financing options as low as \$494.08/month*

2 minute pre-qualification • Does not affect credit score *See disclosures

Get my r... (https://app.gethearth.com/partners/out-of-the-park-tournaments/randall)

(https://daidokoro-pdf-artifacts.s3.us-west-2.amazonaws.com/quote-550-c3b8c.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Content-Sha256=UNSIGNED-PAYLOAD&X-Amz-

vi... Q Credential=AKIA33WP3LQCQZEAIU2M%2F20250814%2Fus-west-2%2Fs3%2Faws4_request&X-Amz-Date=20250814T171152Z&X-Amz-Expires=3600&X-Amz-

Signature=b5596d2e12ab375a17e07be1361db280773daff4352a44cfc8fea525b4611396&X-Amz-SignedHeaders=host&response-content-disposition=inline&x-id=GetObject)

Quote Overview

From: The Window Source Of Middle GA

To: Perry Methodist Mike

Total \$31,378.00 Deposit \$15,689.00

Powered by HEARTH

Any questions? (512) 686-4141 (tel:+512-686-4141)



Fw: PMC Church window replacement estimate

From Joe Duffy <Joe.Duffy@perry-ga.gov>

Date Fri 8/15/2025 8:40 AM

To Community Development <comm.development@perry-ga.gov>

1 attachment (204 KB)

Quote _Window Source.pdf;

In summary, here are the quotes outlined below for replacement of the non-original steel windows in the Church basement (Steel quote is outlined earlier in the email text body, the vinyl quote is attached):

Total cost of 29 Vinyl windows: \$19,778 supplies only (+ \$11,600 installation, no shipping charge) Total cost of 29 Steel windows: \$33,760 supplies only (+ shipping, installation costs not provided)

The applicant did share their estimate for installation costs association with the steel windows highlighted in the thread below -



Joe Duffy, AICP
Community Development Director
City of Perry
741 Main Street
P.O. Box 2030
Perry, GA 31069
T 478-988-2714 F 478-988-2725
http://www.perry-ga.gov

Where Georgia comes together.

From: Mike Klug

Sent: Thursday, August 14, 2025 1:59 PM

To: joe.duffy@perry.ga.gov

Cc: Emily Carson <emily.carson@perry-ga.gov>; Tom Carruth <Tom@perrymethodist.com>; Kelly Hillis

<kghillis@yahoo.com>

Subject: PMC Church window replacement estimate

Mr Duffy -

Per our conversation, below is the quote we received for manufacturing and shipment of steel frame casement windows to replace the basement windows in our Sanctuary facility. We note that this cost does NOT include removal of the existing windows nor installation of the

new windows. To date I have been unable to locate a vendor that will give us a quote on installing such casement windows in our facility.

Attached is the quote we received from Window Source for supplying and installing the proposed vinyl frame picture windows included in our COA application.

You will note that the complete project to install vinyl frame windows is \$3,481 LESS that just the <u>purchase</u> of the new casement windows. My rough estimate on installation of new casement windows is ~\$1,500 per window in labor and supplies since all existing windows are set in masonry frames. That would result in an installation cost of ~\$43,500 -- leading to a total cost difference of ~\$46,981 between the two options.

In addition to the initial cost difference, we note that steel casement windows will require periodic maintenance to prevent corrosion and ensure continued operation. These are future costs we can avoid with the proposed vinyl frame windows.

Additional "sales pitch" items to support our proposed action include:

- Proposed windows will match windows previously approved for upper two floors of the facility
- Proposed windows in increase energy efficiency for the facility
- · Proposed windows will match size, shape, and grid pattern of existing windows

The existing steel casement windows were likely state-of-the-art building components when they were installed in 1920, as were coal fired furnaces and oil lamps. Our desire is to take advantage of advances in window technology that has taken place over the past 100 years to improve the building function - while maintaining the historic appearance and contribution to the aesthetic of downtown Perry. Ideally, our investment now will ensure we have a beautiful and functional church for another hundred years.

Thank you very much for your support of our proposal.

Respectfully submitted -

Mike Klug Facility Superintendent Perry Methodist Church (478) 987-1852

From: Black Badge Doors < info@blackbadgedoors.com>

Sent: Wednesday, August 13, 2025 9:58 AM **To:** Mike Klug < <u>Mike@perrymethodist.com</u>>

Subject: Re: Church window replacement estimate

No worries Mike!

We will be ready when you are, I look forward to helping you guys out!

Being your developing total cost I never included a freight shipping cost which if it's going to FL you'd be looking at \$1,099 which everything will be crated and ready for installation as soon as it arrives at your address.

So out the door for everything, you'd be looking at \$34,859.

Wishing you a smooth process and we will be in touch!

Noah R.
Sales Consultant
Call or text:

From: Black Badge Doors < info@blackbadgedoors.com>

Sent: Friday, July 11, 2025 10:06 AM

To: Mike Klug < Mike@perrymethodist.com >

Subject: Re: Church window replacement estimate

Hello Mike,

Thank you so much for your interest in Black Badge!

Here's a link to our steel catalog:

https://drive.google.com/file/d/1nADBHbPOLKZgEA1NLppX38UFeGmmuPMb/view?usp=sharing

Be sure to also browse our website: BlackBadgeDoors.com

We would love to assist you with the windows to the church.

For a 35" x 37" double casement you'd be looking at \$1,080 per window.

For the 32" x 42" single casement windows you'd be looking at \$1,120 per window.

For the 69" x 37" casement combo you'd be looking at \$2,120 per window.

Altogether you'd be looking at \$33,760 + shipping with everything being to your exact specifications and all hardware included.

These prices are in our hollow steel line in a sleek 1 1/2" profile, and we'd love to paint these white at no additional charge if that is something you are interested in as our windows come standard black.

Funny enough we are doing windows on another historic church in FL so we're pretty familiar with the process.

Let me know your thoughts or any questions you may have.

Lead time for these pieces you'd be looking at roughly 8-10 weeks after you sign off on drawings.

Noah R.

Sales Consultant

Call or text:

(877) 222-2657

BlackBadgeDoors.com

On Fri, Jul 11, 2025 at 9:53 AM Mike Klug < Mike@perrymethodist.com > wrote:

Greetings!

I have been asked to get a price estimate for replacing a set of old / historic steel frame casement windows in our church sanctuary. Existing windows were installed in the 1920's and are severely degraded. Our city is interested in having the windows replaced with new fixtures that mimic the historic look of the existing. What we are looking at is:

18 double casement windows with an approximate size of 35" x 37" (six panel grid)

9 single casement windows with an approximate size of 32" x 42" (four panel grid)

2 Combination double casement window with fixed center frame with an approximate size of 69" x 37" (eight panel grid)

Is it possible for you to provide an approximate cost (or range of costs) to provide such windows?

Thank you very much for your assistance as we attempt to understand the cost and scope associated with this undertaking.

Mike Klug

Facility Superintendent

Perry Methodist Church

(478) 987-1852