

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.

Approved 09.09.25