

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.

*Approved 09.09.25*