



2014

CARROLLTON HISTORIC PRESERVATION COMMISSION Minutes

January 27, 2014

March 17, 2014

April 21, 2014

May 19, 2014

June 24, 2014

July 22, 2014

August 26, 2014

October 28, 2014



HISTORIC PRESERVATION COMMISSION

January 27, 2014

Called Meeting

MINUTES

Regular
Session

The Carrollton Historic Preservation Commission met for a called meeting on Monday, January 27, 2014 at 5:30 p.m. at City Hall, 315 Bradley Street, 3rd Floor Meeting Room.

Attendance

Those Present:

Those Absent:

Chair Alison Tanner
Vice-Chair Dorothy Pittman
Commissioner Margaret Adams
Commissioner Tom Williamson
Commissioner Jacqueline Dost

None

Others Present:

Paul Jarrell, Three Rivers Regional Commission
Jacqueline Bress, Main Street Staff
Laci Campbell, City Staff

Approval of
Minutes

The November 18, 2013 Minutes were approved as submitted.

Guest Speaker
Paul Jarrell
Three Rivers Regional
Commission
Discussion of
Designating New
Historic Districts

Mr. Paul Jarrell of Three Rivers Regional Commission introduced himself to the Historic Preservation Commission. Jarrell addressed the possibility of designating new historic districts and provided the HPC with informational hand-outs. Jarrell stated that the first step would be to have the properties surveyed; evaluated; and photographed. Jarrell stated that each property owner would have to be notified by the city, in writing, regarding the proposed district designation. He also stated that every property would have to agree to be included in the proposed district. Jarrell stated that you could not create "islands" by leaving out certain properties within a proposed new district. The HPC discussed possible designation of the following locations, as prioritized:

1. Maple Street
2. Cedar Street
3. Rome Street
4. Mandeville Mills > Lovvorn Road
5. Downtown Square
6. South Street

Jarrell stated that participation in historic district designations could be encouraged by advising the property owners that property values would increase; tax credits could be

obtained; economic incentives; as well as preservation of historic structures. Jarrell noted that in order to qualify for tax accreditation, a property must also be listed on the National Registry of Historic Places, as well as located in a designated local historic district. Jarrell stated that it could take up to one (1) year to designate a single new district. He also stated that a structure had to be at least fifty (50) years old to be considered historic.

**Maple Street
Mansion
Update**

Jarrell stated that due to the asking price of \$899,000, the Georgia Historic Trust Fund could not purchase the Maple Street Mansion. However, Jarrell stated that demolition of the Maple Street Mansion may not now be eminent due to the overwhelming public interest in saving the structure. Jarrell stated that the new owner of the Maple Street Mansion needed to be educated regarding available tax incentive programs. Chair Alison Tanner and Vice-Chair Dorothy Pittman agreed to send the Mansion property owner a letter providing them with information regarding tax incentives, etc...

**Updating
HP Design
Guidelines**

Jarrell stated that grant funding was available for projects such as updating the Historic Preservation Design Guidelines. He stated that in order to apply for a grant, the first step would be to have a survey of the existing district completed by a licensed surveyor. Jarrell stated the City of Villa Rica had received assistance from the University of West Georgia in updating their Historic Preservation Guidelines. Jarrell suggested that the HPC contact Dr. Ann McCreary at the University of West Georgia for possible help. Jarrell noted that the NAPC website would have various examples that could be used in updating the HP Guidelines. Additional discussion ensued among the Commission.

**National Assoc.
of Historic
Preservation
Commissions**

Paul Jarrell stated that the Historic Preservation Commission needed to apply for membership with the National Association of Historic Preservation Commission.

**Flagging
Water Accounts
for all properties
in designated
Historic District**

Laci Campbell stated that she had completed a listing of every address located in the designated In-town South Historic District. She also noted that the district map had been updated. She said that the Water Department was working on a way to "flag" these addresses in their computer system so that applicants for water service could be notified that the property is located in the designated historic district and would be subject to the Historic District Design Guidelines. Campbell stated that she would inform the HPC when the project has been completed.

**Maintenance
of structures
located in
Historic District**

Commissioner Dorothy Pittman stated that there were several dilapidated structures located in the designated historic district which needed to be maintained. She asked if the City Codes Officer could inspect 205 Austin Avenue; 209 Austin Avenue; and 215 Austin Avenue. Pittman stated that the structures were in poor shape and had not been maintained. Commissioner Tom Williamson concurred that there were several structures that were in a state of disrepair. He stated that maintenance needed to be enforced so as to prevent total losses of historic structures. Williamson stated that he would take photographs of the structures on Clifton Terrace and bring them to the next scheduled meeting. Laci Campbell stated that she would work on drafting a generic letter to address needed maintenance and/or violations of the Historic Design Guidelines.

Tour of Historic District

Chair Alison Tanner suggested that another tour of the current Historic District be scheduled when the weather was warmer. Tanner stated that Laci Campbell could arrange to use the City golf carts for the future tour of the Historic District.

SPLOST Funding for HP Projects

Vice-Chair Dorothy Pittman asked about the possibility of obtaining SPLOST funds for Historic Preservation projects. Laci Campbell advised that she had forwarded Pittman's email regarding possible SPLOST funding to the City Manager to address.

Historic Preservation Month

Jacqueline Bress, Main Street, stated that May was designated as Historic Preservation month. She stated that in order to maintain required accreditation, Main Street was required to participate with Historic Preservation projects. She stated that they wanted to work with the Historic Preservation Commission to plan an educational Town Hall Meeting. Vice-Chair Alison Tanner suggested that the Main Street Director, Phoebe Erickson and Jacqueline Bress attend the next meeting to work out details for hosting an educational meeting.

Adjournment

There being no further discussion or business to come before the Commission, the meeting was adjourned at 7:10 p.m.



HISTORIC PRESERVATION COMMISSION

March 17, 2014

Regular Meeting

MINUTES

Regular Session

The Carrollton Historic Preservation Commission met for a regular meeting on Monday, March 17, 2014 at 5:30 p.m. at City Hall, 315 Bradley Street, 3rd Floor Meeting Room.

Attendance

Those Present:

Those Absent:

Chair Alison Tanner
Vice-Chair Dorothy Pittman
Commissioner Margaret Adams
Commissioner Tom Williamson
Commissioner Jacqueline Dost

None

Others Present:

Phoebe Ericson, Main Street Director
Jacqueline Bress, Main Street Staff
Laci Campbell, City Hall Staff

Presentation by Main Street for hosting Town Hall Meeting

Phoebe Ericson, Main Street Director, introduced herself and her assistant, Jacqueline Bress. Ericson stated that May was Historic Preservation month and as part of the Main Street Department accreditations, they wanted to coordinate with the Historic Preservation Commission in planning a Town Hall Meeting. After a brief discussion, the HPC and Main Street Department agreed to host a Town Hall Meeting on Wednesday, May 21, 2014 from 5:30 p.m. until 7:00 p.m. at the Train Depot located on Bradley Street. Ericson stated that she would like for the HPC to prepare a 15-minute presentation for the meeting and also bring copies of the Historic Design Guidelines. Ericson stated that Main Street would also provide a presentation; informational brochures regarding the downtown area; and refreshments. Additional details will be worked out prior to the Town Hall Meeting.

QR Barcodes Apps. for Smart Phones Downtown District

Main Street Director, Phoebe Ericson, stated that she was working with a company to develop QR barcodes to assign to buildings located within the downtown historic district. She stated that information would be gathered on each building, listing the historical significance and interesting facts. She stated that once complete, the QR codes would be affixed to each building and could be scanned from a smartphone to reveal the historical information. Ericson stated that there was a significant number of tourists to Carrollton who loved history and would appreciate this type of technology.

**Marketing
Video for
Carrollton**

Main Street Director, Phoebe Ericson, stated that she would like to have a commercial-type video made that could be played in the local hotels which could "sell Carrollton". She stated that the video could highlight our city's schools, recreation departments, parks, downtown, history, and amenities.

**Flagging
Water Accounts
for all properties
in designated
Historic District
Complete**

Laci Campbell reported that the project had been completed with the Water Department to "flag" each property located in the designated Historic District. Campbell stated that this would signify to the Water Department staff to notify water service applicants that the property is located in the designated historic district and is subject to the guidelines of such. Campbell provided the HPC with a listing of the property addresses that were "flagged" as well as a copy of the updated Historic District Map..

**HP Guidelines
Update**

Laci Campbell provided the HPC with a summary of the conversation she had with Dr. Ann McCreary at the UWG regarding possible assistance from a student in updating the HP Guideline. Campbell noted that McCreary stated that class internships would require payment from the city, ranging from \$1,000 to \$3,000 depending upon the scope of work. A copy of said summary attached herewith as a reference.

HPC Email Address

The HPC again conveyed their wishes for an email address. Laci Campbell reported that she had forwarded this matter to the IT Department for consideration and was awaiting approval from administration.

**Guidelines
Posted on Website**

The HPC again reiterated that they wanted the HP Guidelines posted on the city website. Laci Campbell stated that she requested this when the former IT Director was at the city and the project did not get completed. She stated that she will get back with the new IT Director to see if it could be posted prior to re-vamping the guidelines.

**Maple St.
Designation**

Discussion ensued among the HPC regarding the possible designation of Maple Street as a Historic District. Chair Alison Tanner suggested that they convey their wishes to the Mayor and City Council regarding possibly designating Maple Street as a Historic District. Commissioner Tom Williamson stated that he thought the HPC should first focus on updating the Design Guidelines before pursuing the designation of new districts.

HPC Budget

The HPC conveyed their desire to speak with the City Manager or his designee regarding the allocation of funds for HPC training in next year's fiscal budget. The HPC requested funding for HPC training; joining the Georgia Historic Preservation Commissions; subscription dues for every member of the HPC to receive the Historic Preservation Magazine; etc... The HPC also expressed a desire to plan a fundraiser to generate funds for the HPC. Campbell advised that she would convey the desire to host an HPC fundraiser to the City Manager for consideration.

**Photograph
Existing
Historic District**

The HPC discussed photographing the existing designated Historic District as follows:

Alison Tanner > Dixie Street east to Tanner Street, E. Center Street & Lee Street
Dorothy Pittman & Margaret Adams > every property north of Austin Avenue
Tom Williamson > every property south of Lee Street & Austin Avenue

The photographs will be presented during the June HPC meeting.

**Dilapidated
Structures in
Historic District**

Dr. Tom Williamson provided photographs of the structure located at 202 Clifton Terrace for the HPC to review. Williamson noted that the structure once housed three (3) separate residential units, but was now vacant. Williamson pointed out the dilapidated condition of the structure and the years of neglect. Williamson noted that the structure appeared to be unsafe and would require a substantial investment to restore. The HPC stated that code violation letters should be sent to the following properties located in the Historic District:

1. 202 Clifton Terrace
2. 206 Clifton Terrace
3. 130 Clifton Terrace
4. 205 Austin Avenue
5. 209 Austin Avenue

The HPC requested that the City Codes Enforcement Officer, Jeff Cantrell, inspect the referenced addresses and determine if the properties needed to be condemned. Campbell stated that she would comprise a standard code/district violation letter for the HPC to review. She also stated that she would address this matter with Cantrell.

**Proposed Wellness
Education Walking
Tour of Historic
District**

The HPC discussed planning a future walking tour of the existing Historic District in collaboration with Tanner Medical Center as a wellness education project. Additionally, it was suggested to possibly host a "Ghost Walk" of the Historic District in October and coordinate with property owners to have them tell about any haunted history of their structures.

Adjournment

There being no further discussion or business to come before the Commission, the meeting was adjourned.



HISTORIC PRESERVATION COMMISSION

April 21, 2014

Regular Meeting

MINUTES

**Regular
Session**

The Carrollton Historic Preservation Commission met for a regular meeting on Monday, April 21, 2014 at 5:30 p.m. at City Hall, 315 Bradley Street, 3rd Floor Meeting Room.

Attendance

Those Present:

Chair Alison Tanner
Vice-Chair Dorothy Pittman
Commissioner Margaret Adams
Commissioner Tom Williamson

Those Absent:

Commissioner Jacqueline Dost

Others Present:

Laci Campbell, City Hall Staff

**Approval of
Minutes**

Chair Alison Tanner asked for a motion on the January & March, 2014 Minutes. Vice-Chair Dorothy Pittman made a motion to approve the January 27, 2014 and March 17, 2014 Minutes as presented. The motion was seconded by Commissioner Tom Williamson. All in Favor: Motion Passed 4-0.

Meeting Date Change

After a brief discussion, the Historic Preservation Commission voted to change the monthly meeting date from the third Monday of each month to the fourth Tuesday of each month. The HPC will continue to meet on May 19th and begin meeting on the fourth Tuesday at the June meeting (June 24th). The meeting time shall remain at 5:30 p.m.

**Town Hall Meeting
w/Main Street
Discussion**

Chair Alison Tanner opened the discussion for plans for the upcoming Town Hall Meeting on May 21, 2014. Tanner stated that the Main Street Director, Phoebe Ericson, had asked that the Historic Preservation Commission prepare a fifteen (15) minute presentation for the Town Hall Meeting. Tanner stated that the presentation should include the HPC's mission statement; education regarding the applicable design guidelines; the benefits of being located in the Historic District; and the history of the Historic Preservation Commission. The HPC unanimously designated Chair Alison Tanner and Vice-Chair Dorothy Pittman to be the spokespersons for the presentation at the Town Hall Meeting.

**Historic Preservation
Commission Google+
Webpage**

Commissioner Margaret Adams stated that she had created a Google+ webpage for the Historic Preservation Commission. She stated that the webpage was similar to Facebook, and would provide a brief summary of the designated Historic District; a contact phone number to City Hall; and the function of the Historic Preservation Commission. She provided a copy of the home page to Laci Campbell. The page address was noted as:

<https://plus.google.com/116147122811166037282/about?gpsrc=losuh&hl=en-US#110006705586339088332/posts>

**Photograph
Existing
District**

Several members of the HPC will be taking photographs of the existing Historic District. The photographs will be presented at the June meeting.

**Dilapidated
Structures in
Historic District**

Laci Campbell updated the HPC on several of the dilapidated structures located within the Historic District. She stated that site inspections were conducted by she and Jeff Cantrell from the Codes Enforcement Department. Campbell provided photographs of the dilapidated structures that were inspected. She stated that the next step would be to notify the property owners by certified mail that the structures were in violation. She provided a draft code violation letter for the HPC to review. The HPC approved the draft letter with the addition of contact information for possible tax credits. Campbell stated that she would be sending letters by certified mail to the following addresses:

1. 124 Austin Avenue
2. 205 Austin Avenue
3. 209 Austin Avenue
4. 130 Clifton Terrace
5. 202 Clifton Terrace

Campbell stated that the property owners would be allotted thirty (30) days to make all necessary repairs and failure to comply could result in a court citation being issued through the Codes Enforcement Department.

HPC Fundraiser

The HPC discussed possible fundraisers to raise money for Historic Preservation projects and HPC Training. Commissioner Margaret Adams referred to pages 7 and 10 of the Design Guidelines, which stated that the HPC could accept private gifts and also coordinate fundraisers for projects, with approval from the Mayor and City Council. Dr. Tom Williamson suggested organizing a fundraiser to pay an intern to revise the Historic District Design Guidelines. Vice-Chair Pittman suggested that the HPC consider using Indiegogo or Kickstarter, which are websites that can help launch campaigns/fundraisers. Laci Campbell noted that any proposed fundraisers should be presented to the City Manager and Mayor and City Council for consideration and approval prior to commencement.

Metro Bank Site

The HPC briefly discussed the recent demolition of the Metro Bank building located on Newnan Street. Vice-Chair Alison Tanner inquired if a demolition permit was issued for the site. Laci Campbell stated that a demolition permit was issued and noted that the structure

was not located in the designated Historic District, and was therefore not subject to the regulations of such.

Maple St. Mansion

Vice-Chair Dorothy Pittman stated that she had found some information from the Georgia Trust website which might aid in saving the Maple Street Mansion. Pittman stated that there was a program entitled "Places in Peril" which provided assistance in saving historical structures. She stated that the nomination application for this program was due by June 6, 2014. The HPC discussed forwarding that information to Mr. Richard Diment, who had been spear-heading community efforts to save the historic structure.

**Historic Train Depot
Photo Contest**

Vice-Chair Dorothy Pittman and Commissioner Margaret Adams stated that the Georgia Historic Preservation Trust was conducting a historic railroad photo contest and submittals were due by May 25, 2014.

**Addition to HP
Packet Mailing
List**

Vice-Chair Dorothy Pittman stated that she had spoken with the Director of the Convention & Visitor's Bureau, Jonathan Dorsey, who was interested in attending the Historic Preservation Commission Meetings. They stated that historic tourism was very popular and could be coordinated with Dorsey's department. They advised Laci Campbell to add Dorsey to the meeting mailing list.

Adjournment

There being no further discussion or business to come before the Commission, the meeting was adjourned.



HISTORIC PRESERVATION COMMISSION

May 19, 2014

Regular Meeting

MINUTES

Regular Session

The Carrollton Historic Preservation Commission met for a regular meeting on Monday, May 19, 2014 at 5:30 p.m. at City Hall, 315 Bradley Street, 3rd Floor Meeting Room.

Attendance

Those Present:

Vice-Chair Dorothy Pittman
Commissioner Margaret Adams
Commissioner Tom Williamson
Commissioner Jacqueline Dost

Those Absent:

Chair Alison Tanner

Others Present:

Jacqueline Bress, Main Street
Laci Campbell, City Hall Staff

Approval of Minutes

Commissioner Jacqueline Dost made a motion to approve the April 21, 2014 Minutes, with one revision. The motion was seconded by Commissioner Tom Williamson. All in Favor; Motion Passed 4-0..

130 Clifton Terrace Code Violation Update

Laci Campbell reported that she had received only one response from the code violation letters that were sent on behalf of the Historic Preservation Commission & Codes Enforcement Officer to five (5) different property owners within the designated district. Campbell provided a copy of the correspondence from the property owner, Debra Quibell, which outlined their plan of rehabilitation for the property located at 130 Clifton Terrace. Campbell stated that she and the Codes Enforcement Officer would need to follow-up to see what progress has been made and which properties did not reply to the code violation letter. Campbell stated that if the property owners failed to comply, the next step would be pursuing the issuance of a court citation.

Photograph Existing District

Several members of the HPC will be taking photographs of the existing Historic District. The photographs will be presented at the June meeting.

HPC Fundraiser Discussion

The HPC discussed possible fundraisers to raise money for Historic Preservation projects and HPC Training. Commissioner Margaret Adams referred to pages 51, (D) 7 & 10 of the Design Guidelines, which stated that the HPC could accept private gifts and also coordinate fundraisers for projects, with approval from the Mayor and City Council. Several ideas were discussed, including marketing t-shirts displaying a picture of Adamson Square, which could be sold during Mayfest with a percentage of sales donated to the Historic Preservation Commission. Additional discussion ensued.

125 History Drive Solar Panels

The HPC discussed the installation of proposed solar panels on Dr. Field's Podiatry Office located at 125 History Drive. Laci Campbell provided photographs of the proposed solar panels for the HPC to review. The HPC unanimously decided that the property owner would not be required to submit a Certificate of Appropriateness request to install the solar panels, with the stipulation that the solar panels would not face Dixie Street. Laci Campbell stated that she would notify Renee Warrick, Present Energi Solar, LLC of their decision.

222 Austin Avenue Follow-Up

Vice-Chair Dorothy Pittman inquired about what was previously approved under the COA for 222 Austin Avenue. Pittman asked Campbell to bring that information to the June meeting for discussion.

Adjournment

There being no further discussion or business to come before the Commission, the meeting was adjourned.

**CITY OF CARROLLTON
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES**

June 24, 2014

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, June 24, 2014 at City Hall, 315 Bradley Street, 3rd Floor Meeting Room.

Members Present: Alison Tanner, Chair
 Dorothy Pitman, Vice-Chair
 Margaret Adams
 Jacqueline Dost
 Tom Williamson

Members Absent: None

Guests: Jacqueline Bress, Carrollton Main Street
 Laci Campbell, HR Administrative Assistant, City of Carrollton
 Lynne Miller, City Planner, City of Carrollton

Upon motion by Jacqueline Dost, second by Dorothy Pittman, the Meeting Minutes of 19 May 2014 were unanimously approved as submitted.

No formal action items, but several informal reports and work assignments made.

418 Bradley Street -- Laci Campbell reported that the City has decided not to purchase this building.

Maple Street Historic District -- Dorothy Pittman reported that she will seek city records through Open Records process.

Commission agreed to start over with the Maple Street local district designation. Lynne Miller will bring a list of steps needed for this process to the next Commission meeting.

But Commission also agreed to redo its Design Guidelines document first. Jacqueline Dost reported that an intern is re-typing the Design Guidelines and Preservation Ordinance (so that they will be digitized), and should have this completed by the next meeting. But will need help selecting and placing photographs and drawings into the document. Commission members each brought current photographs of the South Carrollton Historic District, on flash drives. Margaret Adams will place titles and dates onto these photos.

Alison Tanner will request commission member training funds, in the amount of \$90 (registration fee), for Jacqueline Dost to attend an upcoming training in Decatur, Georgia. Lynne Miller will forward to Alison the training requirements of Georgia DNR's Historic Preservation Division.

It was also agreed that after the design guidelines are updated, and after Maple Street has been locally designated, the Commission will seek local district designation for the Mandeville Mill historic district, which is listed on the National Register of Historic Places.

Laci Campbell will send Alison Tanner digital copies of the updated Historic Preservation Commission roster, the updated South Carrollton Local Historic District map, and the Certificate of Appropriateness Form.

Lynne Miller will work with the Carrollton Police Department to get the Historic Preservation Commission meeting venue changed to the Police Department first floor courtroom.

Dorothy Pittman and other members will give Lynne Miller a walking tour of Carrollton.

Next meeting will be 22 July 2014, 5:30 pm, place (City Hall 3rd floor or Police Department 1st floor) to be announced.

Respectfully submitted,
Lynne S. Miller, AICP
City Planner

**CITY OF CARROLLTON
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES**

July 22, 2014

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, July, 2014 at the First Floor Courtroom, 115 West Center Street, Carrollton.

Members Present: Dorothy Pittman, Vice-Chair
Margaret Adams
Jacqueline Dost
Tom Williamson

Members Absent: Alison Tanner, Chair

Guests: Jonathan Dorsey, Carrollton Area Convention and Visitors Bureau
Lynne Miller, City Planner, City of Carrollton
Hayley Johnson, Administrative Assistant, Community
Development, City of Carrollton

Vice Chair Dorothy Pittman called the meeting to order at 5:40 pm.

Upon motion by Jacqueline Dost, seconded by Tom Williamson, the meeting minutes of 24 June 2014 were unanimously approved as submitted.

Guests were introduced.

Training:

- 1) Jacqueline Dost will be attending Historic Preservation Commission training in Decatur on August 21st as part of the 2014 Georgia Downtown Conference. The City of Carrollton has agreed to reimburse Ms. Dost the registration fee of \$90, and Ms. Dost will cover transportation and food costs herself.
- 2) Dorothy Pittman has applied to Georgia Historic Preservation Division (HPD) for a \$1,000 scholarship to help send Ms. Pittman to the National Trust for Historic Preservation's 2014 National Preservation Conference in Savannah, November 11-14, 2014. The HPD grant cannot cover more than 60% of the total cost of attending the conference. We are proposing to supply the other 40% with in-kind labor in the form of attendance at the conference, time spent driving to and from the conference, and some of the gasoline costs, etc.

Fundraising:

Group agreed to sponsor a Ghost Tour of downtown Carrollton on Saturday, October 25, 2014.

- This will be a walking tour, maybe with flashlights. Will not go inside buildings.
- This first time, will focus on downtown as the tour area. In future, may expand to the City cemetery.
- Dorothy Pittman can help with script and volunteers.
- Tour should last about one hour max.
- The Commission will charge \$15 for tickets.
- Could be conducted at dusk. Should be coordinated with Main Street activities, including a downtown concert planned for that night.
- If we have many takers, should conduct the tour in waves, staggering departures to keep the groups small (so they can hear).
- The Carrollton Area Convention and Visitor Bureau has a small grant available to help with marketing costs outside of Carroll County. Jonathan Dorsey will forward the grant application to Lynne Miller. The CVB Board will meet Thursday, July 31st to consider applications. They will award some amount between \$500 - \$2,000. Ms. Miller will write the grant request and submit it.
- Ms. Miller will also check with Tim Grizzard (Assistant City Manager) and/or Jim Triplett (Finance Director) to confirm that the HPC has a line item in the City Budget, or other means for the Commission to receive, isolate and disperse funds.
- Revenues from the ghost tour would furnish matching funds for a grant application due 1 Feb 2015 to Georgia HPD, to update Maurie Van Buren's 1987 survey of historic properties in Carrollton.
- The survey grant would pay for 60% of that update cost, with the Commission paying 40% in the form of cash and in-kind labor. Historic property surveys currently cost about \$30-\$35 per structure, so this grant could possibly help survey 400-500 buildings. Ms. Miller will plan to write the grant request, and will start talking to consultants and the University of Georgia (which is completing a survey for Dublin) to see what they might charge to update Maurie Van Buren's extensive 1987 work.
- (Back to Ghost Tour) -- Hayley Johnson will create a hash tag for this event, to help get social media talking about the Ghost Tour pre-, during and post-event. -- The group talked about possibly supplying Tervis drinking tumblers for this event, which would have a downtown Carrollton logo, etc. and could be coordinated with free beers from participating downtown venues. Would need to contact all merchants who could supply beers, then maybe put a ticket in each tumbler, good for one free beer at any participating merchant.

- Also discussed downtown Carrollton ornaments as fundraisers. But it was noted that tumblers and ornaments have upfront costs, and the Commission currently has no upfront funds.

- (Ms. Miller will include Tervis tumblers in the marketing request to Carroll Convention and Visitor Bureau.)

- Jacqueline Dost can help with any funding narratives, etc.

- Lynne Miller and Hayley Johnson will coordinate the Ghost Tour, tapping Commission members for help. Will draft a schedule/checklist for this, and get it to Commission members soon.

Old Business, Other

Lynne Miller and Hayley Johnson have found 600 slides of Carrollton taken by Maurie Van Buren in 1987, and will be having these slides digitized. Also found some clean black and white historic photos that Ms. Van Buren used in the design guidelines.

Jacqueline Dost reported that her intern, Kali Svegl, has finished typing Ms. Buren's 1989 "Design Review Guidelines: South Carrollton Historic District" into digital form. The document is now ready for editing, revising text, inserting graphics, etc. Ms. Dost will get this typed document to Commission members, and the next Historic Preservation Commission meeting (26 August 2014) will be a work session devoted to the guidelines.

It was reported that after the Historic Preservation Commission sent out letters asking for property cleanups, property owners are following up with work at 130 Clifton Terrace and 202 Clifton Terrace, but not at 205 or 209 Austin Avenue. There is some question as to who owns 205 Clifton Terrace.

New Business

Lynne Miller is completing a National Park Service Baseline Report and Annual Report that are due July 31, 2014. The Carrollton Historic Preservation Commission's baseline survey and questionnaire are required as part of the CLG program in GA, and must be completed before we can apply for CLG grants. Ms. Miller may be tapping Commission members for background info as she stretches back in time to complete these reports.

Adjournment

Upon motion by Jacqueline Dost, seconded by Tom Williamson, the meeting was adjourned at 6:45 pm.

Respectfully submitted,
Lynne S. Miller, AICP
City Planner

**CITY OF CARROLLTON
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES**

August 26, 2014

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, August 26, 2014 at the First Floor Courtroom, 115 West Center Street, Carrollton.

Members Present: Alison Tanner, Chair
 Dorothy Pittman, Vice-Chair
 Margaret Adams
 Jacqueline Dost
 Tom Williamson

City Staff: Lynne Miller, City Planner
 Hayley Johnson, Administrative Assistant, Community
 Development

Chair Alison Tanner called the meeting to order at 5:35 pm.

Upon motion by Tom Williamson, seconded by Jacqueline Dost, the meeting minutes of 22 July 2014 were unanimously approved as submitted, with one correction: On page 3, under Old Business, in the second to last sentence, add "Austin Avenue" after "205 and 209."

Design Guidelines Work Session:

All members now have digital copies of the *Design Review Guidelines: South Carrollton Historic District*, prepared by Maurie Van Buren in 1989 and retyped for digital use by Jacqueline Dost's intern Kali Svegl. (A thank-you card was passed around.)

There was some discussion about revising these guidelines substantially by inserting new types of information, etc., vs keeping the wording intact as a historic document. The group did agree that:

- The retyped guidelines have some typos, etc,
- The retyped document needs updates to some of the contact names and addresses, cited places where certain buildings are given as style examples but no longer exist as examples, etc.
- The Historic Preservation Ordinance at the end should not be revised at all (except for typos), because it is an Ordinance adopted by the City (on 16 February 1987), and
- The guidelines, when we have polished them and inserted pictures and drawings, should be posted on the City website.

Group will edit and correct the digital document, as follows:

<u>HPC Member</u>	<u>will review..</u>
Jacqueline Dost	pgs 1-10, and pgs 51-62
Dorothy Pittman	pgs 11-20
Tom Williamson	pgs 21-30
Alison Tanner	pgs 31-40
Margaret Adams	pgs 41-50.

Then the group will tackle these guidelines again at its regular meeting on November 25, 2014, and tackle the larger issue of how to best present additional information, such as tax credit information, on the web.

Old Business:

Ghost Tour planned for Saturday, October 25, 2014:

- Lynne and Hayley have been meeting with Gwyn Chesnut and her son Carter, of the Carroll County Historical Society, who are drafting the character scripts and a handout with center map for this event. Ms. Chesnut and her son are well along with this work.
- When the handout is drafted, Tanner Hospital has offered to help print it.
- Carroll County Historical Society is glad to team with us, and would like to be acknowledged on event literature,
- The CCHS also agrees that any proceeds from the tour should go to the Carrollton HPC to match State grants, that we can use to update Maurie Van Buren's 1988 Carrollton survey of historic properties.
- We received a \$500 grant from the Carrollton Area Convention and Visitor Bureau to help publicize this event outside of Carroll County.
- We can order 150 single-color drinking tumblers with those funds.
- Event will focus on Bradley Street, (formerly Depot Street), but we can't get too close to the depot due to a wedding there that evening. Also, there will be other events that day (trick or treating on the square, 10 am-noon, with costume contest at the amphitheater at noon; and downtown concert later).
- Tour leaders will take small groups to a series of stops, where costumed characters will give bits of history about those stops (mentioning ghosts when then can).

- City will let us pitch a tent on the City hall lawn, where we can sell and collect tickets, and we can organize small groups, taking off about ten minutes apart.
- Each tour should take about 1 hour, and the whole event will be completed about 7 pm.
- City has offered to give City t-shirts as gifts for tour leaders and helpers.
- Each of the five HPC members (plus Hayley and Lynne) agreed to find at least two people to work as tour guides and helpers (guiding people across the street, selling tickets under the tent on the City Hall lawn, etc.). We will get everyone together that night at 3:15 pm for a bit of last minute training, etc.
- Hayley and Lynne will find someone from City staff to collect money on-site.
- Hayley will design and print 50 letter size (8.5" x 11") posters, using the same logo as on the tumblers and tickets (haunted house with full moon behind it). Posters will be ready by September 15.
- Hayley will print numbered tickets, to be sold at Hortons Bookstore and City Hall after September 26.
- Lynne and Hayley will check with the City Finance Dept regarding an Intuit or Pay-Pal type arrangement that can be used for the tickets sold at Hortons.
- Dorothy will write a press release for newspapers in Newnan, Anniston, Douglasville.
- Alison will arrange to go on "Community Voice" the first week of October 2014, for a 30-minute interview, to include the Ghost Tour.
- Jacqueline will invite the *Times Georgian* to our September 23rd HPC meeting, and will write a public service announcement for this event.
- Lynne will work with Gwyn and Carter to have a draft handout, and the character scripts also if possible, ready for the September 23 HPC meeting.
- Jacqueline mentioned that Pappa Johns might be willing to paste community event info to the tops of their pizza boxes.
- Lynne distributed a very brief description of the event, that can be used on websites, etc. Hayley passed out copies of the tickets she's designed (These tickets will be changed to reflect the 4 pm start time.)
- The Stewart House should be included on the tour, and it has a ghost.
- Lynne and Hayley will get HPC name badges for the members.

Old Business, Other:

- 1) Jacqueline Dost attended Historic Preservation Commission training in Decatur August 21st as part of the 2014 Georgia Downtown Conference. The City of Carrollton paid the registration fee of \$90. Ms. Dost will report on this conference at the November 25 HPC meeting.
- 2) The State approved our request for a \$1,000 scholarship to help send Dorothy Pittman to the National Trust for Historic Preservation's 2014 National Preservation Conference in Savannah, November 11-14, 2014.
- 3) Hayley has sent off the 600 slides of Carrollton taken by Maurie Van Buren in 1987, to be digitized by "Scan Cafe".
- 4) The HPC now has a line item in the City Budget, but no City funds allocated to it.
- 5) HPC will not meet in December, 2014 (Unless there is a COA), due to the 4th Tuesday being December 24 (Christmas Eve).

Adjournment

Upon motion by Jacqueline Dost, seconded by Tom Williamson, the meeting was adjourned at 6:45 pm.

Respectfully submitted,
Lynne S. Miller, AICP
City Planner

**CITY OF CARROLLTON
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES**

October 28, 2014

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, October 28, 2014 in the second floor meeting room at 115 West Center Street, Carrollton.

Members Present: Alison Tanner, Chair
 Dorothy Pittman, Vice-Chair
 Margaret Adams
 Jacqueline Dost
 Tom Williamson

Guests: Scott Eldred, Carroll County Historical Society

City Staff: Lynne Miller, City Planner
 Hayley Johnson, Administrative Assistant, Community
 Development

Chair Alison Tanner called the meeting to order at 5:30 pm.

Upon motion by Dorothy Pittman, seconded by Tom Williamson, the meeting minutes of 23 September 2014 were unanimously approved as submitted.

Old Business

Decatur Preservation Training:

Jacqueline Dost reported on the Historic Preservation Commissioner training she attended August 21, 2014 in Decatur, GA. One training topic was historic 1950's - 1960's ranch homes. Ms. Dost also noted that other cities' preservation ordinances could give us ideas as we update ours. Ms. Dost shared a folder of information the Madison Historic Preservation Commission gives its residents, entitled "Design Criteria: Preservation Standards and Guidelines for Changes to Designated Properties." Hayley Johnston and Lynne Miller will look into creating something like this for our Preservation Commission

Ghost Tour

In other old business, the group discussed the Spirits of Depot Street Ghost Tour that took place Saturday, October 25, 2014. One hundred thirty-three (133) people took the tour. Hortons Bookstore sold \$465.71 in tickets; City Hall sold \$40; and on-site ticket sales were \$877, including \$12 placed into a donation bucket. Total Ghost Tour sales = \$1,382.71. (Note: These are final totals as of 10-29-14). We received a marketing grant from Carrollton Area Convention and Visitors' Bureau, in the amount of \$500. We spent \$300 on radio advertising, \$75 on Carrollton Menu facebook advertising, and \$150 on posters, for a total of \$525 on advertising.

Chair Tanner thanked Hayley Johnston, Lynne Miller and the Carroll County Historical Society for their work on this event.

The group will be looking for other fundraising ideas. Ms. Pittman will check with Jacqueline Bress of the Carrollton Main Street Program re historic Carrollton Christmas tree ornaments as a possibility for us, as Main Street has sold these before.

Clifton Terrace Work

Tom Williamson reported that a new roof is going up at 202 Clifton Terrace.

123 Austin Avenue

Ms. Miller reported that she received a visit Monday, October 27, from the owner of property at 123 Austin Avenue. This individual had a tree on her property that the City Water Department said must be removed, and the owner was checking to see if this is allowed. The tree removal was underway at that point. The owner said she cannot pay for tree removal, but that the City Water Department was doing it. It was a maple tree alongside her driveway.

Group advised Ms. Miller that our design guidelines call for tree replacement; in this case, a replacement maple. The replacement tree must be at least 5 feet tall, according to our guidelines. The City Water Department should replace the tree.

Adjournment

Upon motion by Jacqueline Dost, seconded by Tom Williamson, the meeting was adjourned at 6:15 pm.

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Respectfully submitted,
Lynne S. Miller
City Planner