



2015

CARROLLTON HISTORIC PRESERVATION COMMISSION Minutes

March 24, 2015

April 28, 2015

June 23, 2015

July 28, 2015

September 22, 2015

October 27, 2015

Mr. Keene said that it isn't feasible to restore the house, and that the report has the numbers (The report gives the approximate cost for rehabilitating the existing house as \$235,000, the cost of building a new house there as \$279,000, and the cost of demolition as \$10,956.)

Mr. Keene said that RR Construction prepared a square footage-based budget for a new house on the site, saying that this wouldn't be very financially feasible, but at least would produce a replacement house for that site.

Mr. Keene noted that the report provides photos of the house as Mr. Burson found it, showing the damage. It also provides drawings and elevations of a possible new house for that site, which they would try to make similar to what's there. Mr. Keene asked for demolition approval without the applicant knowing yet what his future plans are for the site.

He added that Mr. Burson owns surrounding properties on West Avenue and Dixie Street, and has restored 206 Dixie Street and a house next to it.

Commissioner Dorothy Pittman asked Mr. Keene if Mr. Burson is leaning closer to replacing the house with another? She said the HPC would want something there, as opposed to vacant land. Mr. Burson owns surrounding property, and restoring or building a new house would be preferred.

Margaret Adams noted that our design guidelines require photos of the house the applicant wants to demolish. Mr. Keene said, yes, those are in the report.

Ms. Pittman asked about house sizes. Mr. Keene replied that the existing house is 1,100 square feet and a new house, if constructed there, would be 1,500 square feet.

Ms. Pittman: If the house were demolished, would the garage be left there?

Robert McMillan (of R&R Enterprises, Inc.): They would probably enlarge the garage. Regarding the house, the foundation is crumbling, the roof's gone (?), there is no kitchen, no bathroom, and the fireplaces are crumbling. He noted that the porch has become a sunroom, and the kitchen that was added is substandard.

Chair Tanner said that maybe the framing of the original house could be saved, and the house given all new plumbing.

Mr. McMillan noted that the house has been vacant for one month. When asked how long it would take to demolish the house, he noted that the Joe Harris could salvage the house in 2 days.

Chair Tanner asked Mr. McMillan if it would change things dramatically for Mr. Burson to have a new rental there? Mr. McMillan said no.

Ms. Pittman stated that it would diminish the neighborhood to leave the site vacant. Mr. McMillan stated that a new house would match the existing one, with wood and brick construction, three over one windows, but with hardy plank engineered siding.

Ms. Pittman asked if the existing house would be movable? Mr. McMillan replied that if they demolished it, they would save enough material for a slave house Mr. Burson owns.

Chair Tanner asked Regional Preservation Planner Paul Jarrell if he had any comments. Mr. Jarrell replied that there's a park close to the site already, and that he would agree with Ms. Pittman in that he'd like to see a replacement structure there.

In response to subsequent questions, City Planner Lynne Miller was asked if federal tax credits would be available to Mr. Burson to rehabilitate the existing house. Ms. Miller replied that the house is a contributing structure within a National Register District, so it should qualify. She stated also that she will contact the State Historic Preservation Division for their opinion.

Jacqueline Dost moved that the Commission approve the request to demolish the house at 205 West Avenue, with the condition that the applicant will return to the Commission at its next meeting to review the future plans for this site. The Commission decided that due to Memorial Day holiday, the May 26, 2015 meeting will be canceled, and therefore the next meeting for the Historic Preservation Commission will be Tuesday, June 23, 2015, same time, same place as this one.

OLD BUSINESS

Ms. Pittman asked if the City Water Department has been contacted to replace a maple tree they removed in October 2014 at 123 Austin. Ms. Miller replied that the Water Department has been swamped and hasn't been contacted yet regarding replacing the tree.

City Planner Lynne Miller reported that the Commission has been awarded the \$5,325 Historic Preservation grant from Historic Preservation Division of Georgia DNR. The grant funds will be matched with \$1,300 raised by the Carroll County Historical Society and Carrollton HPC from the October 2014 Ghost Walk. Three staff from Georgia HPD will be visiting Carrollton on May 18, 2015 to review grant requirements and look at the area to be re-surveyed (Downtown, In-Town South and Maple Street). Ms. Miller will provide more info as details are finalized, but it's looking like 10 am – noon, with lunch at noon, as the schedule. HPC commissioners, Paul Jarrell from the Three Rivers Regional Commission, and representation from the Carroll County Historical Society are all invited and welcome.

Ms. Pittman reported that Carrollton Main Street has the ornaments we could help sell to raise funds. Ms. Pittman offered to follow up on this as a fundraiser for Phase II of the survey.

NEW BUSINESS

Commissioner Margaret Adams reported that the National Park Service will conduct a tax credit webinar on April 30, from 2-3 pm.

Commissioner Pittman asked if the Commission should send a thank you note to the City for the new gazebo at West Avenue and Dixie Street. Ms. Miller will work with Chair Tanner on a letter for the June 23 meeting of the HPC.

ADJOURNMENT

There being no additional business, the meeting was adjourned by Chair Tanner at 6:30 pm.

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Respectfully submitted,
Lynne S. Miller
City Planner

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

JUNE 23, 2015

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, June 23, 2015 in the first floor meeting room at 115 West Center Street, Carrollton.

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

Member Absent: Tom Williamson

Guests: Paul Jarrell, Historic Preservation Planner, Three Rivers Regional
 Commission

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 Margaret Adams, seconded by Dorothy Pittman, the meeting minutes of April 28 2015 were unanimously approved as submitted.

COA -- FOLLOW-UP

The first order of business was an update to the Certificate of Appropriateness issued by the HPC on April 28, 2015 to John Burson, to demolish the house he owns at 205 West Avenue. At the April 28th meeting, Mr. Burson's representatives, Robert McMillan and Ed Keene, both of R& R Enterprises, had agreed to return to the HPC's June 2015 with post-demolition plans for the site.

Mr. Keene distributed a report to HPC members, noting that the house has been demolished, but not the garage. The long term plan is for one of Mr. Burson's children to build a residence on the site. In the meantime, Mr. Burson would like to expand the garage to use as a storage facility, home office and personal gym. Mr. Burson has a metal building on Dixie Street, across from the hospital, which he has been using for these purposes, but he recently sold that property to Tanner and needs to vacate it quickly. Mr. Burson would like to proceed with grading, footings and slab work for the garage additions, but does not have the final exterior design. The lot will be landscaped.

After review and discussion of R&R's report, Vice Chair Dorothy Pittman moved to approve the building concept for the garage. Jacqueline Dost seconded the motion. The motion was approved unanimously, 4-0. When Mr. Burson has final design plans for the garage, R&R Construction will share those with Lynne Miller, who will email these to the HPC members for comments.

OLD BUSINESS

The group spoke briefly about design guidelines – purpose and promotion. Ms. Miller asked the group to consider softening our enforcement tone, as our design guidelines do state that design guidelines can only guide, but not restrict. Margaret Adams noted that our Historic Preservation Ordinance requires COA's and enforcement, and it would be illegal to ignore that. The group agreed that public education is important in any case, to make these guidelines effective. The group will try to coordinate a public education push with this new grant for re-survey work in South Carrollton, Downtown, and Maple Street.

Chairman Tanner suggested a golf cart tour similar to one the HPC conducted some time ago. We could invite the selected survey consultant to join us.

Margaret Adams has drafted a design guidelines booklet, and Jonathan Dorsey is distributing it. Ms. Miller suggested that Hayley Johnston could help produce this booklet, since it is a City product. Ms. Adams and Ms. Johnson will work together.

Ms. Miller discussed a design guidelines book that was produced for City of Bowdon in 1995, after the entire city had been surveyed. The design guidelines consultant (Julie Turner) took the survey consultant's survey to produce a design guidelines book that goes building by building – with a sheet on each building, providing a photo, architectural information and design guideline hints for each building. Each resident in Bowdon can look up his or her building in the book. Paul Jarrell will email the Bowdon design guidelines book to the Carrollton HPC. Bowdon's guidelines are voluntary.

The group agreed that the next HPC meeting – to be July 28, 2015, will be a design guidelines workshop.

NEW BUSINESS

Vice Chair Dorothy Pittman noted that a picket fence has been erected on Austin Avenue (113 Austin?) without COA. Should we send a letter to the owner? Also, a metal storage shed has been placed at a residence on E. Center Street.

ADJOURNMENT

There being no additional business, the meeting was adjourned by Chair Tanner at 6:20 pm.

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Respectfully submitted,
Lynne S. Miller
City Planner

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

JULY 28, 2015

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, July 28, 2015 in the first floor meeting room at 115 West Center Street, Carrollton.

Members Present: Alison Tanner, Chair
Dorothy Pittman, Vice-Chair
Margaret Adams

Members Absent: Tom Williamson
Jacqueline Dost

Guests: Scott Eldrid, Vice President, 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.

MINUTES

Upon motion by Dorothy Pittman, seconded by Margaret Adams, the meeting minutes of June 23, 2015 were unanimously approved with the following correction:

On page two, 3rd paragraph, change “...~~and Jonathan Dorsey is distributing it~~” to “... and Jonathan Dorsey is reviewing the draft.”

INTRODUCTION OF GUESTS

Scott Eldrid, Vice President of the Carroll County Historical Society, was welcomed to the meeting.

PLANNING COMMISSION ACTIVITY REPORT – 128 AUSTIN AVENUE

Lynne Miller reported that on June 16, 2015 the Planning Commission recommended, and then on July 6, 2015 the Mayor and City Council approved, a rezoning application by Amy Cameron for her home on 128 Austin Avenue. The property was rezoned from RT (Residential Townhouse) to ROI (Residential-Office-Institutional) so that Ms. Cameron can now rent her home to an attorney or similar professional. No exterior changes are anticipated for the house. One of Ms. Cameron’s conditions of rezoning (voiced by both the Planning Commission and City Council) is that any material changes to the exterior of the house will need to come before the Carrollton Historic Preservation Commission, with the owner, not the renter, making the COA application.

OLD BUSINESS – OTHER THAN DESIGN GUIDELINES

Lynne Miller reported that:

- 1) She received a call from Ed Keene of RR Construction regarding work at 205 West Avenue. Specifically, Mr. Keene wants to remove a large tree that is in the way of construction and not too healthy. He would keep the other trees. He wanted to know if he needed HPC approval.

HPC members asked Ms. Miller to contact Mr. Keene and let him know that per our Design Guidelines, he should plant a similar replacement tree, at least 5 feet tall. Ms. Miller will also remind Mr. Keene that the HPC is looking forward to design drawings for the site.

- 2) On July 29, 2015 the City will open sealed proposals for the survey grant. Four proposals received so far. Ms. Miller asked the group for Selection Committee volunteers. For each reviewer, she will furnish:
 - Copies of the proposals
 - The City's Request for Proposals
 - A Rating and Ranking sheet, and
 - A timesheet for the reviewer's volunteer time.
- 3) Design Guidelines Brochure -- Hayley can help polish and publish it, working with Margaret. Margaret will get the brochure to Hayley and they'll work together.

NEW BUSINESS

Chair Tanner opened the floor for fundraising and public education ideas. The group discussed possible walking tour(s) when weather cools; also regular spots in the local newspapers. Other ideas:

- Coloring books, possibly created by students or the Cultural Arts Group, featuring Carrollton buildings.
- Coffee mugs, metal ornaments, shot glasses, puzzles of places on the Square
- Christmas pictures on postcards. These are moneymakers for the Carroll Historical Society.
- Afghans

Hayley and Lynne will research these ideas and bring cost details to the August HPC meeting.

OLD BUSINESS – DESIGN GUIDELINES

The HPC worked briefly on the design guidelines update. The group agreed that most Certificate of Appropriateness applications can be tied to, and triggered by, building permit applications, except for a few exterior features that don't require City building permits, such as fences. HPC review should be required for major exterior changes, and public education is also needed. For homeowners who remain unaware of the local district review law, the HPC should send reminder letters when exterior changes are made without contacting the HPC.

The survey grant scope of work will include recommended revisions to our design guidelines. Also, the City is revising its Unified Development Ordinance, which contains a historic preservation section.

The group agreed to give Ms. Johnson their changes, highlighting those changes. The basic changes can be reviewed as a group, without word-by-word review, and Ms. Johnson will hand back the revised guidelines, with members' changes highlighted. The guidelines will also need formatting and can be indexed. In addition, the HPC's photographs remain to be added.

One idea was to allow energy saving measures; for instance, could we allow solar panels on roofs, or standalone solar panels in the rear of buildings?

Ms. Miller will bring the draft UDO section on Historic Preservation to the next meeting.

ADJOURNMENT

There being no additional business, the meeting was adjourned by Chair Tanner at 6:30 pm.

Respectfully submitted,
Lynne S. Miller
City Planner

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

SEPTEMBER 22, 2015

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, September 22, 2015 in the first floor meeting room at 115 West Center Street, Carrollton.

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

Members Absent: Alison Tanner
Tom Williamson

Guests: Scott Eldrid, Vice President, Carroll County Historical Society

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

Vice Chair Dorothy Pittman called the meeting to order at 5:30 pm.

MINUTES

Upon motion by Jacqueline Dost, seconded by Margaret Adams, the meeting minutes of July 28, 2015 were unanimously approved as submitted.

INTRODUCTION OF GUESTS

Scott Eldrid, Vice President of the Carroll County Historical Society, was welcomed to the meeting.

OLD BUSINESS

Lynne Miller reported that:

- 1) The Phase I historic property survey has started for downtown, Maple Street and South Carrollton. Survey consultants were in town week of September 15, 2015. They met with Lynne, Hayley, Dorothy and Margaret for background info, and began their survey work.
- 2) Ms. Miller has contacted the Newnan Coweta Historical Society regarding their historic places coloring books as a fundraiser. NCHS is still producing these, every other year. Each year, local art teachers provide student drawings to consider for the next book. The Central Educational Center in Newnan prints them, for under \$100. Lynne will try to catch a NCHS staffer one upcoming Saturday to talk at more length and obtain a few coloring books.

Scott Eldrid distributed printed fundraising ideas, including contacts and information for the Stocking Factory, which produces shatter-proof Christmas ornaments (ball style, with pictures and writing on them).

Mr. Eldrid also suggested teaming with realtors or local utility companies to distribute information about the HPC and local district. He shared a color tri-fold brochure produced by the Bowdon Main Street program.

Dorothy Pittman mentioned lightweight metal ornaments for fundraising, and will get some information on those.

Dorothy Pittman and Margaret Adams noted that several properties in the South Carrollton Local District have been making substantial changes.

- 1) Amy Cameron – 128 Austin Ave – Erecting framework for large for-sale sign.
- 2) Clifton Terrace – New roofs on houses.
- 3) Austin Ave – Blue house is disappearing behind weeds.
- 4) Austin Ave – New picket fence out front.

Ms. Miller said signs require permits in Carrollton. No building permits are required for fences, but for front yards, City requires picket fence, 4' max height, in front yards. Our Historic District guidelines require 3' max height and Certificates of Appropriateness for fences.

City also has regulations against property neglect (for the blue house).

So Lynne and Hayley will pursue what they can through City channels.

As for COA-related items that fall outside of regular City code, Ms. Miller will draft a simple letter, gentle tone, to these property owners, making them aware of the historic district and related guidelines.

OLD BUSINESS – DESIGN GUIDELINES

Ms. Johnson said she has the entire document in Powerpoint format, but hasn't received everyone's edits yet. Page numbers have changed, plus there's some confusion about page assignments. Ms. Miller will check with HPC members re their edits and assigned page numbers.

The group decided that our guidelines should be for *any* locally designated historic district, not just South Carrollton. So the focus will be taken off South Carrollton per se, with other Carrollton history and photos in the update. The guidelines will continue to address various types of resources – homes, businesses, industries, etc. Additionally, the survey consultant will provide some recommendations on our guidelines.

ADJOURNMENT

There being no additional business, the meeting was adjourned by Vice Chair Pittman at 6:15 pm.

Respectfully submitted,
Lynne S. Miller
City Planner

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

OCTOBER 27 2015

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, October 27, 2015 in the first floor meeting room at 115 West Center Street, Carrollton.

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

Members Absent: Tom Williamson

Guests: Scott Eldrid, Vice President, 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.

MINUTES

Upon motion by Margaret Adams, seconded by Dorothy Pittman, the meeting minutes of September 22, 2015 were unanimously approved as submitted.

INTRODUCTION OF GUESTS

Scott Eldrid, Vice President of the Carroll County Historical Society, was welcomed to the meeting.

PLANNING COMMISSION ACTIVITY REPORT

Lynne Miller reported that the City Engineer has been contacted by owners of 514 Tanner Street (Sav-A-Life Center) about expansion plans for that property. There are three historic buildings on the tract, including a 1950's brick house and an older wood-framed house and garage. The property is in the South Carrollton Historic District, and if Sav-A-Life's plans develop, this will become a Certificate of Appropriateness request.

OLD BUSINESS

Ms. Miller reported that:

- 1) The Phase I historic property survey for downtown, Maple Street and South Carrollton is moving along. Survey consultants are inputting survey data into the State's GNAHRGIS (Georgia's Natural, Archaeological and Historic Resources Geographic Information Services) historic property database, and plowing through the extensive information we've provided. Maurie Van Buren's 1989 Carrollton survey has been a helpful baseline source.
- 2) Ms. Miller recently walked along Austin Avenue and Clifton Terrace, where she found Amy Cameron's house with the sign (128 Austin Avenue), the new picket fence at 115 Austin Avenue, and a new roof going up along Clifton Terrace. After her walk, she met with City Engineer Tommy Holland, Assistant City Manager Tim Grizzard, and separately with the City Codes Enforcement Officer Jeff Cantrell.

Amy Cameron did receive a sign permit for 128 Austin Avenue, but the sign permit application never got flagged for COA attention. Roofs and fences don't go through City building permit process, but do require COA's. Mr. Holland and Mr. Grizzard suggested to Ms. Miller that rather than sending letters to individual homeowners at this point, the City should instead send a letter to all homeowners in the district, telling them what kinds of work require City Building permits and which require Certificates of Appropriateness.

Ms. Miller distributed an early draft of the two lists (City building permit and City COA), and said she would be drafting up the letter to South Carrollton homeowners. She mentioned that building permit applications require fees but COA applications don't. The HPC group asked Ms. Miller to check with other cities to see if they charge fees for Certificate of Appropriateness applications, and if so, how much is charged.

Ms. Johnston noted that the City is working to better coordinate these permit requests at City Hall, and to provide education internally and about the COA requirements. There was brief discussion about inviting realtors to one of our meetings, and other forms of education.

- 3) Earlier this month, Ms. Miller and Ms. Johnson met with Jessie Merrell of the Newnan Coweta Historical Society regarding coloring books for fundraising. The NCHS coloring books have themes, and Ms. Merrell provides narrative descriptions for the pictures. The books are printed locally, every other year, costing \$200 for 200 books. On the off years, Ms. Merrell meets with public school art teachers and gives them the themes. Then the drawings are collected by NCHS, drawings selected, and the coloring books produced.

Ms. Miller brought sample NCHS coloring books to the meeting, and also a "City of Newnan Activity Book" that is distributed free for children.

Ms. Johnson pointed that if we want to work a coloring book into the 2016-2017 Carrollton public school curriculum, we should be talking to the art teachers now. But if we also want to contact one of the many art groups in this city, such as Blue Heron or Cultural Arts Center, we could probably approach them any time.

The group suggested that two themes for our coloring books could be landmark buildings and historic districts. The group was asked to think of landmark buildings for the first coloring book, and to be thinking about other possible themes.

In other old business, Scott Eldred noted that if the HPC has not yet contacted the Stocking Factory about their shatter proof ornaments, there is still time to do so in time for Christmas sales. The Stocking Factory has quick turnaround.

OLD BUSINESS – DESIGN GUIDELINES

Ms. Johnson will send each HPC member the list of page numbers assigned for review, and the design guidelines in the outline format she is using, for members to edit manually or to type into the document with different font color.

ADJOURNMENT

There being no additional business (old or new), the meeting was adjourned by Chair Alison Tanner at 6:30 pm.

Respectfully submitted,
Lynne S. Miller
City Planner