



2016

CARROLLTON HISTORIC PRESERVATION COMMISSION Minutes

February 23, 2016

March 22, 2016

April 26, 2016

May 24, 2016

October 25, 2016

November 29, 2016

December 29, 2016

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

FEBRUARY 23, 2016

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, February 23, 2016 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: Jacqueline Dost
 Tom Williamson

Guests: Phoebe Ericson, Carrollton Main Street

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

Chair Alison Tanner called the meeting to order at 5:40 pm.

MINUTES

Upon motion by Alison Tanner, seconded by Margaret Adams, the meeting minutes of October 27, 2015 were unanimously approved as submitted.

INTRODUCTION OF GUESTS

Phoebe Ericson, Executive Director of Carrollton Main Street, was welcomed to the meeting.

PLANNING COMMISSION AND CITY COUNCIL ACTIVITY REPORT

Lynne Miller reported that:

- 1) Modular Buildings on Church Properties. On December 14, 2015, the Mayor and City Council approved a proposed Unified Development Ordinance amendment to allow modular buildings on church properties as accessory buildings (in this case, as a Sunday school). These modular buildings would be handled as Special Use Permits, subject to review and conditions placed by the City Planning Commission and City Council. Also, the modular buildings must be placed on foundations, and must be certified for compliance with City building standards by a GA-certified professional engineer who inspected the modular building in the factory.

- 2) City Station – Southern Hills Church – Maple Street. This proposed student housing development, at the site of the former Maple Street Commons, was approved by City Council as a Mixed Use Planned Development on December 14, 2015.
- 3) Student Quarters – Foster Street (near the Baptist Student Union, just east of the University). Both the Planning Commission and Mayor and City Council tabled this proposal at different points. At the Mayor and City Council meeting of January 4, 2016, a motion to table this request failed, a motion to approve resulted in a 2-2 tie, and the City attorney deemed that failure to approve means the request was denied. This is an existing student housing development, with aging (1980's) buildings, to be replaced by newer student housing. Project would also include some surrounding land acquired from small, single family rental tracts along Foster Street and Park Lane.
- 4) Apartment Moratorium – Also on January 4, 2016, the Mayor and Council enacted a 6-month moratorium on apartment developments. During this moratorium, no multi-family plans or applications may be submitted. This moratorium does not apply to any project for which construction, grading and/or soil and erosion control, or land disturbance permit applications have been submitted to the City prior to January 4, 2016. During the moratorium, the City will hire an outside consultant to look at the City's housing balance and related growth trends and needs. Lynne will send HPC members a copy of the City's moratorium resolution. City Station submitted permit-related paperwork prior to January 4, and may proceed. Cunningham East has not, so is halted for now.
- 5) Quality of Life Resolution -- On February 1, 2016, the Mayor and Council amended its blighted structures ordinance to provide for Magistrate Court decisions when an owner of a blighted structure can't be located. With owner permission, the City currently pays for demolition costs for these structures, but does not assume ownership. These properties are located all over the city, but none so far in the City's In-Town South residential historic district. Hayley Beaver reported that the City has demolished 14 blighted houses in the past one and a half years. There is a waiting list.
- 6) Rosenberg's Rules of Order – The City is considering a change from Robert's Rules of Order to Rosenberg's Rules of Order, which is much simpler and allows for more public and Mayoral input during meetings. Rosenberg is a California judge. City Attorney Chuck Conerly has offered to visit each commission, including the HPC, to explain the new rules. Lynne will send a copy of the Rosenberg rules to HPC members.

OLD BUSINESS

Ms. Miller reported that:

- 1) Sav-A-Life Center, 514 Tanner Street – The City has seen no permit applications yet for this project.

- 2) HPC Fees for Certificates of Appropriateness Requests – Ms. Miller has checked with other HPC's around the state, and cannot find any that charge fees for COA reviews.
- 3) Letters to Historic District Property Owners – Holding off for now.
- 4) Historic Preservation Coloring Books – Waiting to get our Carrollton history books back from the survey consultant, History Inc., before enlisting local schools to help create local coloring books. Alison Tanner noted that public school teachers develop curricula in May. Lynne Miller and Hayley Beaver will continue work on this.
- 5) Design Guidelines – Will be receiving related recommendations from the survey consultant, History, Inc.
- 6) Phase I Historic Property Survey for Downtown, Maple Street and South Carrollton -- Will be completed before August 2016. History Inc. has surveyed the area and put all survey results into the State's GNAHRGIS (Georgia's Natural, Archaeological and Historic Resources Geographic Information Services) site. The consultant is now completing the survey report.

This grant project requires a local match (cash or in-kind) of \$3,550 in order to get the full grant of \$5,325. Part of the City match (\$1,300) was paid through Ghost Tour proceeds. The remainder (\$2,250) was budgeted as local labor contributed by City staff and HPC, but we've only had to provide about \$1,000 of local labor for this project so far.

The City has approved a \$1,250 cash amendment to the History, Inc. contract to fund a community presentation at the conclusion of the project. The City will arrange and publicize the meeting, and History, Inc. will prepare and present a Powerpoint at the meeting. History, Inc. will also provide a digital copy of the Powerpoint presentation to the City at the conclusion of the public meeting.

The HPC reviewed the key points to be highlighted in the presentation:

- 1) Purpose and results of this historic survey.
- 2) What has changed in Carrollton since the 1989 survey?
- 3) How can the survey results help promote and otherwise benefit the city?
- 4) How can city leaders and the public access GNAHRGIS to learn about their homes, businesses and public buildings?
- 5) Next steps for this survey.

The Powerpoint presentation will take approximately 30 minutes, and will allow time afterward for questions and answers, so that the public meeting can be concluded within one hour. The HPC agreed to work with History, Inc. to schedule and widely publicize this presentation for a venue like the downtown Marriott Hotel or Cultural Arts Center. The City Council, other City Commissions, Carroll Historical Society, Main Street and Main Street contacts, UWGA, and others, will be invited.

NEW BUSINESS

- 1) Sears Kit House on E. Center – The new owner appears to be installing a new roof and possibly new siding. Ms. Miller has spoken to the owner (Richard Diment) about the roof. Mr. Diment said that the roof repairs will maintain the look of the roof.
- 2) Chimneys and Mailboxes – Dorothy Pittman recommended that we add chimneys and mailboxes to our design guidelines. Chimneys are often removed when the interior opening is closed, and this affects the roof appearance. Mailboxes are required when a building changes ownership.

Ms. Pittman will check the federal rules re mailboxes, and Lynne Miller will check with our survey consultant for mailbox and chimney regulations.

- 3) 2016 Georgia Downtown Conference, Athens -- will include HPC training by the Historic Preservation Division of Georgia DNR, March 8, 2016, 8:30 am – 3:30 pm (first day of the conference). HPC members are required to attend training every three years. The City will pay for the HPC training session, travel mileage to and from Athens, and one night of hotel the night before (March 7, 2016). Margaret Adams and Alison Tanner expressed interest in going to Athens for the training.
- 4) National Register Powerpoint. Ms. Miller reported that a few weeks ago, she presented a Powerpoint on National Register properties in Carrollton and surrounding Carroll County to the Carrollton Sertoma Club. She had previously given this presentation to the Carroll County Historical Society. The group will consider other local service clubs who need speakers, for this Powerpoint, and Ms. Miller will present it to the HPC at one of our HPC meetings also.

ADJOURNMENT

There being no additional business (old or new), the meeting was adjourned by Chair Alison Tanner at 6:35 pm.

Respectfully submitted,
Lynne S. Miller
City Planner

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

MARCH 22, 2016

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, March 22, 2016 in the first floor meeting room at 115 West Center Street, Carrollton.

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

Members Absent: Alison Tanner, Chair

City Staff: Lynne Miller, City Planner

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

MINUTES

Upon motion by Jacqueline Dost, seconded by Tom Williamson, the meeting minutes of February 23, 2016 were unanimously approved with one correction: 4th page, under New Business, Item No. 2, second paragraph, the work “re” should read “regarding”.

PLANNING COMMISSION AND CITY COUNCIL ACTIVITY REPORT

Lynne Miller reported that the City of Carrollton Planning Commission has not met since the Historic Preservation Commission last met. The Mayor and Council are meeting, but holding off major decisions until the open council position (vacated by Mike Patterson when he ran for Mayor) is filled. City vote for that Ward 2 spot will be Tuesday, March 29, 2016. Wes Phillips and Rory Wojcik are running.

OLD BUSINESS

Ms. Miller reported that:

- 1) Sav-A-Life Center, 514 Tanner Street – The City has seen no permit applications yet for this project.
- 2) Modular Buildings on Church Properties – The Burson Avenue pastor who initiated this change to our Unified Development Ordinance has not yet returned with a building permit application to place a modular building on his property for Sunday School. The Unified

- Development Ordinance amendment permits modular buildings, but not mobile homes, on church properties, provided these modular buildings meet City codes and each is certified by a Georgia Professional Engineer who inspected the building in the factory.
- 3) Letters to Historic District Property Owners – Holding off for now.
 - 4) Historic Preservation Coloring Books – Waiting to get our Carrollton history books back from the survey consultant, History Inc., before enlisting local schools to help create local coloring books. Lynne Miller and Hayley Beaver will continue work on this.
 - 5) Survey Project – The consultant History, Inc. is finalizing the survey report, and should be completing this project ahead of the August 2016, despite the fact that History Inc. has lost staff lately.
 - 6) Design Guidelines – Will be receiving related recommendations from the survey consultant, History, Inc.
 - 7) Chimney Removal – Ms. Miller is looking for design guidelines prohibiting the removal of non-working chimneys. Some HP commissions in the northeast U.S. are requiring chimneys to stay in place, but this requirement appears to be “highly contentious” in these cases.

In other old business:

- 1) Commission members noted that all trees have been removed from ____ Clifton Terrace.
- 2) 506 Tanner Street has undergone outside repairs, including the roof.
- 3) Carrollton Main Street will be re-issuing their downtown Carrollton brochures. Dorothy Pittman will keep up with Phoebe Erikson and Scott Ballantine regarding this.
- 4) Margaret Adams attended the 2016 Georgia Downtown Conference in Athens, where she received Preservation Commissioner training March 8, 2016. One idea from the training was to post signs at properties undergoing COA review, so as to publicize the COA process.

NEW BUSINESS

The group discussed tree removal. Jacqueline Dost noted that she'll be working toward Tree City designation for Carrollton this coming year. Tree City status requires a municipal tree budget (the City spends enough to meet this requirement), a tree ordinance and tree committee. Ms. Miller added that the City is amending its Unified Development Ordinance to include a Tree Commission, which can meet as infrequently as once a year to plan Arbor Day activities. City Recreation Director Kent Johnston is an arborist, and could serve on the City's Tree Commission. Also, Ms. Miller has asked Georgia Forestry personnel to review the City's "Landscaping, Buffers and Tree Protection" section of our Unified Development Ordinance, and as a result is now addressing critical root zones (in addition to tree canopy), "speculative harvesting," and other concerns.

Ms. Miller reported that the HPC will be hearing a Certificate of Appropriateness request at the April 26, 2016 HPC meeting, for a sign on Tanner Street.

Group discussed possible walking tour at an upcoming HPC meeting. April 2016 will be our COA request, but May 2016 might work, and May is Preservation Month. Ms. Miller will check with the survey consultant to schedule the consultant's Powerpoint survey presentation. A walking tour could be publicized at the Powerpoint event. Walking tour should not be held during hot weather. Neither the Powerpoint nor walking tour should conflict with the City Mayfest the first week of May.

Ms. Miller was asked if the City Utility Department lets new residents know if they are located in the South Carrollton local historic district. Ms. Miller said she doesn't think so, but will check. Ms. Dost will check with local realtors regarding the same.

ADJOURNMENT

Upon motion by Jacqueline Dost, seconded by Margaret Adams, the meeting was adjourned by Acting Chair Dorothy Pittman at 6:30 pm.

Respectfully submitted,
Lynne S. Miller
City Planner

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

APRIL 26, 2016

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, April 26, 2016 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
 Tom Williamson

Members Absent: None

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

Guest: Scott Eldrid, Carroll County Historical Society

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

MINUTES

Upon motion by Margaret Adams, seconded by Tom Williamson, the meeting minutes of March 22, 2016 were unanimously approved with insertion of a street address on Page 2, Item (1) under “In other old business:” 130 Clifton Terrace.

PLANNING COMMISSION AND CITY COUNCIL ACTIVITY REPORT

Lynne Miller reported that the City of Carrollton Planning Commission has not met since the Historic Preservation Commission last met.

Chair Tanner asked if the City Council’s SPLOST list can include funds for building demolition or rehabilitation.

Hayley Beaver replied that the City already has a building demolition program. So far, no buildings have been demolished in the South Carrollton historic district, and the HPC will be alerted of any demolitions proposed there. As for building rehabilitation projects, the SPLOST program generally requires specific projects, such as the City library project.

Ms. Tanner noted that some towns are using SPLOST to renovate buildings. Ms. Miller said she would find some examples for the Commission.

COA REQUEST – 515 TANNER STREET

Chairman Tanner announced that the Certificate of Appropriateness Request by Wilks Investment LLLP, to erect a sign at 515 Tanner Street, was postponed by the applicant to a later date.

COA REQUEST – 209 LEE STREET

The Historic Preservation Commission considered the Certificate of Appropriateness request by John and Robyn Grillo to: (1) Remove trees at 209 Lee Street, (2) Relocate the bungalow at the former 207 Lee Street, to History Drive, and (3) Construct a Craftsman style house at 209 Lee Street.

Lynne Miller explained that the Grillos have combined 207 and 209 Lee Street, then split the new lot horizontally to create a lot of Lee Street and one on History Drive. For the COA, they are now asking to relocate the cottage that was on 207 Lee Street to History Drive, and to construct a house on the new, widened 209 Lee Street. They will also be seeking a side setback variance from the City Board of Development Appeals.

Chair Tanner asked if anyone wished to speak in favor of the COA request. Ginna Jordan spoke, explaining that she sold property to the Grillos for their office, and is representing them for this Certificate of Appropriateness as they are traveling now.

Ms. Jordan said that the Grillos want to remove 6 oak trees and one pecan tree. Ms. Pittman noted that the City's South Carrollton Design Guidelines require one-for-one replacement of any trees removed. The replacement trees need not be in the same location on the lot, but must be similar varieties.

Based on renderings submitted with the COA application, Chair Tanner stated that the house appears compatible with its surroundings.

Ms. Pittman added that the house would be compatible as long as landscape is replaced.

There was some discussion of proposed fencing. The COA application dated 14 April 2016 states that semi private fencing will be installed around the property, not to exceed 8 feet on the sides and rear and 3 feet picket fencing in front of the home as shown in their drawings.

Ms. Pittman noted that the South Carrollton design guidelines allow fences, but also promote a fenceless "park-like look" for the historic district.

Jacqueline Dost moved that the Historic Preservation **approve** the Certificate of Appropriateness request by John and Robyn Grillo to: (1) Remove trees at 209 Lee Street, (2) Relocate the bungalow at the former 207 Lee Street, to History Drive, and (3) Construct a Craftsman style house at 209 Lee Street, with the conditions listed below.

CONDITIONS: All work, including fencing, shall be as stated and shown in the signed Certificate of Appropriateness application dated April 14, 2016. All trees to be removed shall be replaced by similar tree varieties per the recommendations of the City's Parks and Facilities Superintendent Kent Johnston.

MOTION BY: Jacqueline Dost SECONDED BY: Margaret Adams

OPPOSED: Dorothy Pittman

MOTION PASSED: 4-1

OLD BUSINESS

Dorothy Pittman reported that she has checked with the Postal Service regarding rules for front door mail delivery, stating that the Postal Service will deliver directly to homeowners who have had front door delivery for some time, but any new homeowners must use mail boxes. Ms. Pittman suggested that the HPC amend its design guidelines to include mailbox design recommendations.

Jacqueline Dost reported that she has met with local realtors regarding property listings that include historic district status. The realtors told her that property records do include notations as to whether or not a property is in a National Register historic district, but location within a historic district can dissuade potential purchasers. Once our design guidelines are revised, the realtors would like a few of the HPC to come speak to them at a realtors' lunch.

Lynne Miller reported that History, Inc. has provided a draft survey report to the Historic Preservation Division of Georgia DNR. We have not yet received a copy. She will try to secure a draft for us. Also, History, Inc. has not yet proposed a date for their Powerpoint presentation.

Scott Eldrid asked if the HPC regulates paint color, noting that a homeowner on Dixie Street wants to paint her brick house. HPC members replied that painting exposed brick is not advised, since it can damage old brick, and that the homeowner should contact Ms. Miller.

Hayley Beaver distributed copies of the draft design guidelines, with page review assignments.

ADJOURNMENT

There being no more business, the meeting was adjourned by consensus at 6:30 pm.

Respectfully submitted,
Lynne S. Miller
City Planner

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

MAY 24, 2016

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, May 24, 2016 in the first floor meeting room at 315 Bradley St, Carrollton, GA 30117 (City Hall).

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

Members Absent: None

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

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

MINUTES

Upon motion by Jacqueline Dost, seconded by Alison Tanner, the meeting minutes of April 26, 2016 were unanimously approved with insertion of a two corrections/clarifications: On page 3, under Old Business, second sentence, change the word “can” to “do” and in the third sentence, insert the words “National Register” between the eighth and ninth words, so that the sentence now reads: “The realtors told her [Jacqueline Dost] that property records do include notations as to whether or not a property is in a National Register historic district, but location within a historic district can dissuade potential purchasers.”

PLANNING COMMISSION AND CITY COUNCIL ACTIVITY REPORT

Lynne Miller reported that the City of Carrollton Board of Development Appeals approved the request from John and Robyn Grillo at 209 Lee Street, to reduce the side yard setback on the west side of that property from the required 10 feet, to 5 feet instead, for construction of their new house. The Grillos have submitted building permit applications for construction of the home, and for relocation of the cottage formerly at 207 Lee Street, to History Drive instead (new address will be 200 History Drive). Their plans received a Certificate of Appropriateness from the Historic Preservation Commission on April 26, 2016.

There was some discussion of Certificate of Appropriateness follow-up. COA’s are valid for one year after issuance. The City keeps COA files. Most COA’s are triggered by building permit applications. [Building permits require the owner to start within 6 months of issuance - LM.]

Lynne Miller and Hayley Beaver will bring a list of recent COA permits to the next HPC meeting.

OLD BUSINESS – SURVEY REPORT

The group discussed the Draft Survey Report submitted by History, Inc. for downtown Carrollton, Maple Street area, and In-Town South. Several Commission members have reviewed the report, and the others plan to do so within the next one-two weeks.

Members spending time on the review should keep track of their time. Ms. Miller will send each HPC member a fresh timesheet.

HPC feedback is positive overall, but there are a number of questions and corrections. Ms. Miller will contact Jaime Destefano of History, Inc. to determine the best way to convey the HPC's comments to her – (1) in writing, (2) through a conference call with several HPC members, or (3) at a meeting here, on the same day or during the same trip as the upcoming Powerpoint event. The survey project deadline is August 2016. No specific dates are proposed for the Powerpoint presentation.

OLD BUSINESS – OTHER

Dorothy Pittman presented a few Stocking Factory fundraising ideas, such as key chains or Christmas tree ornaments depicting local historic buildings. Ms. Pittman also reported that Carrollton Main Street is revamping its downtown Carrollton brochure, in part to make it more eye catching in a brochure rack.

Margaret Adams provided a draft tri-fold Design Guidelines brochure, which could also be placed on the City's website. Ms. Miller and Ms. Beaver will review it and propose any edits.

Also, several members gave Ms. Beaver their Historic District Design Guidelines edits. Ms. Pittman also provided proposed mailbox design standards.

Ms. Miller will contact Scott Eldrid to see if he has talked to the resident proposing to paint her brick exterior.

NEW BUSINESS

None.

ADJOURNMENT

There being no more business, the meeting was adjourned by consensus at 6:15 pm.

Respectfully submitted,
Lynne S. Miller
City Planner

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

OCTOBER 25, 2016

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, October 25, 2016 in the first floor meeting room at 315 Bradley St, Carrollton, GA 30117 (City Hall).

Members Present: Alison Tanner, Chair (Arrived after Roll Call)
Dorothy Pittman, Vice Chair
Margaret Adams
Jacqueline Dost (Arrived after Roll Call)
Tom Williamson

Members Absent: None

City Staff: Erica Studdard, Community Development Director
Hayley Beaver, Administrative Assistant, Community Development

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

MINUTES

Upon motion by Margaret Adams, seconded by Tom Williamson, the minutes of the May 24, 2016 meeting were unanimously approved.

COA REQUEST – 515 TANNER STREET

The Historic Preservation Commission considered the Certificate of Appropriateness request by Keith Robideau to: install a new sign replacing the existing sign at 515 Tanner Street.

Mr. Robideau explained the he wanted to replace the existing sign and expand upon it slightly to allow more verbiage to be displayed. The material would be wood with similar components to the house and the existing architecture would be mirrored in the sign.

Vice Chair Dorothy Pittman expressed her concern that the sign was too large for the neighborhood.

Mr. Robidueau's business partner Mr. Wilks, explained that the house has four rentable spaces allocated and the sign would allow for all four entities to be represented. As with most people who have a business, they want the sign to be visible to customers and potential customers.

Chair Alison Tanner arrived at this time.

Commissioner Margaret Adams stated that the Historic Preservation Commission had approved a sign in the vicinity of the property at 30 square feet compared to Mr. Robideau's request of 46.2 square feet and it was the largest sign in the neighborhood.

Commissioner Jacqueline Dost arrived at this time.

Mr. Wilks asked if he and Mr. Robideau could have 32.5 square feet which was determined by taking their original height of 78'' and the 60'' width of the previous granted sign in the neighborhood. These would not be the exact dimensions of the sign since they would like to make sure it is squared up but would set guidelines to how large the sign could be.

The Commission agreed to this.

Commissioner Tom Williamson moved that the Historic Preservation **approve** the Certificate of Appropriateness request by Keith Robideau to: remove the existing sign and replace it, with the conditions listed below.

CONDITIONS: The sign cannot exceed 32.5 square feet.

MOTION BY: Tom Williamson

SECONDED BY: Jacqueline Dost

OPPOSED: None

MOTION PASSED: 5-0

OLD BUSINESS – MAILBOX DESIGN

Community Development Director Erica Studdard stated that the Commission had asked if mailbox design within the historic district could be dictated. In her findings from various other historic preservation commissions around the United States, no one issues a COA for mailbox design. She did note that some commissions asked for the mailboxes to maintain the character of the neighborhood but there was no way to enforce it.

PLANNING COMMISSION AND CITY COUNCIL ACTIVITY REPORT

Community Development Director Erica Studdard reported decisions made by the Planning Commission, Board of Development Appeals & Mayor and Council pertaining to the Unified Development Ordinance in the last three months.

OLD BUSINESS – OTHER

Questions about how to designate new historic districts, such as King Street & Maple Street were discussed.

NEW BUSINESS

None.

ADJOURNMENT

There being no more business, the meeting was adjourned by consensus at 6:30 pm.

Respectfully submitted,
Hayley Beaver
Administrative Assistant Community Development

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

NOVEMBER 29, 2016

The City of Carrollton Historic Preservation Commission met in regular session on Tuesday, November 29, 2016 in the first floor meeting room at 315 Bradley St, Carrollton, GA 30117 (City Hall).

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

Members Absent: Alison Tanner, Chair
Dr. Tom Williamson

City Staff: Erica Studdard, Community Development Director
Hayley Beaver, 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 minutes of the October 25, 2016 meeting were unanimously approved.

COA REQUEST – 406 BRADLEY STREET

The Historic Preservation Commission considered the Certificate of Appropriateness request by Higher Ground Properties LLC to build an addition to the rear of the existing structure and also to have exterior refurbishments and minor changes approved.

Brad Wilks and Keith Robideau, representatives of Higher Ground Properties LLC, presented the request. Brad stated that they wish to convert the Stallings House into a brewpub and the outside will virtually have few changes. They have plans to extend the southern portion of the house slightly to add in bathrooms that open to the outside and increase the kitchen to allow for a commercial kitchen. The rear of the house will have an addition added to allow for a bar and brewing space.

Commissioner Dost asked if these were first floor only additions.

Brad Wilks replied that yes these additions will be first floor only and noted that the State Historic Preservation Division called the extension to the addition in the rear of the house, a hyphen. The hyphen is utilized to visually maintain the original structure from the new construction. Along with the additions we are proposing a parking lot on the north side of the property.

Commissioner Adams stated that if the parking area can be shaded with trees and shrubs that would be good because there appears to not be enough room for the parking in the back of the property.

Brad Wilks stated that the State Historic Preservation Division had already turned down two other locations for the additions and that the additions have to be on the rear of the house which leaves parking on the side.

Vice Chair Pittman asked if the large magnolia tree would have to be removed.

Brad Wilks replied that it would have to be removed.

Community Development Director Erica Studdard stated that by the ordinance the applicants would have to add parking lot landscaping.

Vice Chair Pittman asked what the plans were for the small red building behind the house and if anyone is living there now.

Brad Wilks replied that at this time they were looking at using it for brew masters quarters since their brew master would have to come from Athens. Keith Robideau stated that as of now he has contractors staying in it from time to time.

Commissioner Adams asked if they were going to leave the screen doors in place. Vice Chair Pittman added that screen doors are part of the culture.

Brad Wilks stated that the plan was not to keep them. Keith Robideau stated that if they were to serve people food outside it would be difficult to get through two doors. Brad added that the second floor screen door can definitely stay.

Vice Chair Pittman asked if they had received the tax credits and what their plans were in regards to the gutters.

Brad Wilks replied that they had their Part I tax credit application approved and that they were undergoing Part II as we speak. Keith Robideau stated that the concealed gutters are an integral part of the structure and they will have someone look at and repair the gutters, the outside will remain the same but they will upgrade the insides of them.

Commissioner Dost asked if they had looked into retaining the porch fan lights or if they were looking at adding gas lanterns.

Brad Wilks stated that they haven't gotten that far in the decision process yet. He also added that they have hired a historian to research the original historical nature of the house to ensure the changes that they make are accurate.

Upon motion by Jacqueline Dost, seconded by Margaret Adams, the Certificate of Appropriateness Request for 406 Bradley Street was unanimously approved.

MOTION BY: Jacqueline Dost

SECONDED BY: Margaret Adams

OPPOSED: None

MOTION PASSED: 3-0

Carrollton Historic Preservation Commission

November 29, 2016

Page 3

OLD BUSINESS – MAILBOX DESIGN

Community Development Director Erica Studdard stated that the new addition of mailbox guidelines approved by the Historic Preservation Commission were added to Design Review Guidelines and posted online.

NEW BUSINESS

None.

ADJOURNMENT

There being no more business, the meeting was adjourned by consensus at 6:00 pm.

Respectfully submitted,

Hayley Beaver

Administrative Assistant Community Development

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

DECEMBER 29, 2016

The City of Carrollton Historic Preservation Commission met in rescheduled regular session on Thursday, December 29, 2016 in the first floor meeting room at 315 Bradley St, Carrollton, GA 30117 (City Hall).

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

Members Absent: None

City Staff: Erica Studdard, Community Development Director

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

MINUTES

Upon motion by Jacqueline Dost, seconded by Dorothy Pittman, the minutes of the November 29, 2016 meeting were unanimously approved.

COA REQUEST – 420 DIXIE STREET

The Historic Preservation Commission considered the Certificate of Appropriateness request by Hannah Sanders to modify an existing sign at 420 Dixie Street. Ms. Sanders presented the request and explained the sign would be constructed of a reclaimed lumber backing overlaid with a cutout patina metal that would be slightly offset from the wood. No internal lighting is proposed.

Commissioner Pittman asked about the metal material. Ms. Sanders stated she was considering a copper color but had yet to finalize the color.

MOTION BY: Dr. Tom Williamson **SECONDED BY:** Jacqueline Dost

OPPOSED: None

MOTION PASSED: 5-0

COA REQUEST – 514 TANNER STREET

The Historic Preservation Commission considered the Certificate of Appropriateness request by the Pregnancy Resource Center for an addition to the existing structure at 514 Tanner Street. Mr. Richard Lusk with RKR Construction presented the request to the Commission. He stated that the structure was located at the rear of the existing brick structure out of view from Tanner Street and was connected to the existing structure with a breezeway. He stated that the brick material on the new structure would match the existing structure but it was his understanding that the new structure should be distinct from the existing structure. Ms. Diane Williamson also spoke in favor of the addition.

Commissioner Pittman stated that the windows did not match and that even though it was behind the existing structure, one could see it from Tanner Street. She also stated the flat roof looked like a 1950s doctor's office. Commissioner Dost stated she supported the addition since the front elevation along Tanner Street was remaining intact. Commissioner Pittman asked Mr. Lusk if he had discussed the project with anyone at the state. He stated that he had not; however, he did consult with Brad Wilks who has experience in renovating historic properties and has worked with the state Historic Preservation Division on another site in the same district. Commissioner Williamson stated he would prefer see residential style windows. Commissioner Adams commented that the metal roof did not meet our local historic district standards. Commissioner Pittman stated the roof pitch needs to match the existing house; furthermore, the flat roof would create a water issue. Commissioner Williamson stated that there are currently no flat roofs in the district. Commissioner Tanner asked the applicant if he would reach out to the state and get their opinion. Ms. Studdard stated she could provide the contact person at the state to the applicant.

A motion was made to **table** the request to give the applicant a chance to have the state review the project.

MOTION BY: Dorothy Pittman

SECONDED BY: Margaret Adams

OPPOSED: Jacqueline Dost

MOTION PASSED: 4-1

OLD BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

There being no more business, the meeting was adjourned by consensus at 6:30 pm.

Respectfully submitted,
Erica Studdard
Community Development Director