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Historic Preservation Commission Agenda

Tuesday, November 10, 2026 – 6:00 pm
Perry City Hall, Council Chambers, 808 Carroll Street, Perry

1. Call to Order
2. Roll Call
3. Citizens with Input
4. Approval of Agenda
5. Approval of Minutes – September 8, 2026
6. New Business
   a. Certificate of Appropriateness Review – 1005 Duncan Avenue
   b. Discussion of possible historic designation of Andrew Heights
7. Staff Update
8. Adjournment

All meetings of the Historic Preservation Commission are open to the public.
(478) 988-2720
https://perry-ga.gov/historic-preservation-commission

Historic Preservation Commission Agenda
Minutes - September 8, 2026

1. Call to Order: Chairman Sanders called the meeting to order at 6:00pm.

2. Roll Call: Chairman Sanders; Commissioners Taylor and Washington were present. Commissioner Beroza was absent.

   Staff: Christine Sewell – Recording Clerk

3. Citizens with Input – None

4. Approval of Agenda – Commissioner Taylor motioned to approve as presented; Commissioner Washington seconded; all in favor and was unanimously approved.

5. Approval of Minutes – July 14, 2026, regular meeting and July 20, 2026, special-called meeting - Commissioner Taylor motioned to approve as presented; Commissioner Washington seconded; all in favor and was unanimously approved.

6. New Business
   a. Review of Design Guidelines for staff approval

From previous discussion, the Commission was requested to review the guidelines for requests that could possibly be approved at the staff level. Ms. Sewell advised, if the director ever had a question, they would bring forth the COA for the Commission's review and decision. It was requested the following be considered for staff review: Ridge Vents, Backyard fences, Gutters, Satellite dishes, Accessory structures/pools/playhouse/decks if in rear yard, Wheelchair ramps - Commissioner Taylor was going to find information, and Fire Escapes. Ms. Sewell advised she would provide to Ms. Wharton; however, it was noted a new director is anticipated and mostly be given for their review.

   b. Discussion of Emergency Repairs

Chairman Sanders advised the question arose from the recent special called meeting for a roof repair; it was the consensus that, when required, the Commission would hold a special called meeting.

   c. Review Resource Guide

Ms. Sewell provided the revised list that was originally provided by the Chairman and Commissioner Taylor. Ms. Sewel noted trade contractors were removed, and a cover letter would be generated for posting on the webpage.

   d. Discuss possible expansion of the Downtown Designated District

Ms. Sewell advised the Chairman had requested; however, with a new director anticipated shortly, it would be placed on hold until they are in place. Chairman Sanders requested the Commission start the process for designating Andrew Heights.

   e. Discussion of property maintenance standards

The Commission discussed solutions for properties that were becoming in a state of disrepair with the threat of becoming beyond repair. Ms. Sewell advised of the city's code compliance enforcement process. Discussion ensued on pursuing grant funds, and requesting staff confer with the city manager and attorney for enforcement guidance.

7. Adjournment: there being no further business to come before the Commission the meeting was adjourned at 7:21pm.

DRAFT

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STAFF REPORT

October 30, 2026

CASE NUMBER: COA-0136-2026

APPLICANT: Stephan and Robin Holcomb

REQUEST: Site Changes – Parking Area, Driveways, or Walkway

LOCATION: 1005 Duncan Avenue; Parcel 0P0030 028000

APPLICANT'S REQUEST: The applicant proposes the installation of a ten (10) foot wide concrete circular driveway with a connected walkway to front stoop and an approximately twelve (12) foot long parking or turnaround area along the western property line forward of the façade line.

STAFF COMMENTS: The subject property is located on a developed parcel adjacent to other single family detached dwellings and within the southwestern portion of the Washington-Evergreen Historic District (WEHD).

The placement and form of the proposed driveway, walkway, and parking or turnaround area is not appropriate for a historic, contributing property within the WEHD. Aerial photographs from the United States Agricultural Stabilization and Conservation Service (ASCS) Aerial Photography Division from 1949 (i.e., the first appearance of the house (constructed in 1946) on ASCS photographs) through 1972 (i.e., the series of ASCS photographs taken immediately following the end of WEHD's period of significance c. 1968) depict a straight driveway between the western property line and dwelling. In addition, it appears only one (1) concrete curb cut was installed along the western end of the southern property line suggesting the current circular drive was not officially permitted by the city, but simply a result of regular use of the front yard for vehicular circulation. Finally, other properties within the WEHD featuring circular driveways are typically larger lots with significantly deeper front setbacks.

The material of the proposed driveway, walkway, and parking or turnaround area is appropriate for a historic, contributing property within the WEHD.

STAFF RECOMMENDATION: Approve with the following changes: substitution of the proposed driveway and parking or turnaround area with a ten (10) foot wide straight driveway between the western property line and dwelling extending forty four (44) feet beyond the façade line for the provision of off-street parking as prescribed in Article 6 of the Land Management Ordinance (or other siting of a parking area providing for sufficient off-street parking behind the façade line); and substitution of the proposed walkway with a three (3) to five (5) foot wide straight walkway extending from the southern property line to front stoop.

APPLICABLE DESIGN GUIDELINES ATTACHED.

APPLICABLE ORDINANCE SECTION:

2-3.4.4. Application for certificate of appropriateness.

(G) *Acceptable preservation commission reaction to applications for* certificate *of* appropriateness. The preservation commission may approve the certificate of appropriateness as proposed, approve the certificate of appropriateness with any modifications it deems necessary, or reject it. The preservation commission shall approve the application and issue a certificate of appropriateness if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the

aesthetic, historic, or architectural significance and value of the historic property or the historic district. In making this determination, the preservation commission shall consider, in addition to any other pertinent factors, the following criteria for each of the following acts:

(1) *Reconstruction, alteration, new construction or renovation.* The preservation commission shall issue certificates of appropriateness for the above proposed actions if those actions conform in design, scale, building materials, setback, and site features, to the Secretary of Interior's Standards for Rehabilitation, Guidelines for Rehabilitating Historic Buildings, and any other design guidelines adopted by the preservation commission.

(2) *Relocation.* A decision by the preservation commission approving or denying a certificate of appropriateness for the relocation of a building, structure, or object shall be guided by:
   (a) The historic character and aesthetic interest the building, structure or object contributes to its present setting.
   (b) Whether there are definite plans for the area to be vacated and what the effect of those plans on the character of the surrounding area will be.
   (c) Whether the building, structure or object can be moved without significant damage to its physical integrity.
   (d) Whether the proposed relocation area is compatible with the historical and architectural character of the building, structure, site, or object.

(3) *Demolition.* A decision by the preservation commission approving or denying a certificate of appropriateness for the demolition of buildings, structures, or sites judged to be fifty (50) years old or older, or works of art shall be guided by:
   (a) The historic, scenic, or architectural significance of the building, structure, site, or work of art.
   (b) The importance of the building, structure, site, or work of art to the ambiance of a district.
   (c) The difficulty or the impossibility of reproducing such a building, structure, site, or work of art because of its design, texture, material, detail, or unique location.
   (d) Whether the building, structure, site, or work of art is one of the last remaining examples of its kind in the neighborhood or the city.
   (e) Whether there are definite plans for use of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be.
   (f) Whether reasonable measures can be taken to save the building, structure, site, or work of art from collapse.
   (g) Whether the building, structure, site, or work of art can earn reasonable economic return on its value.

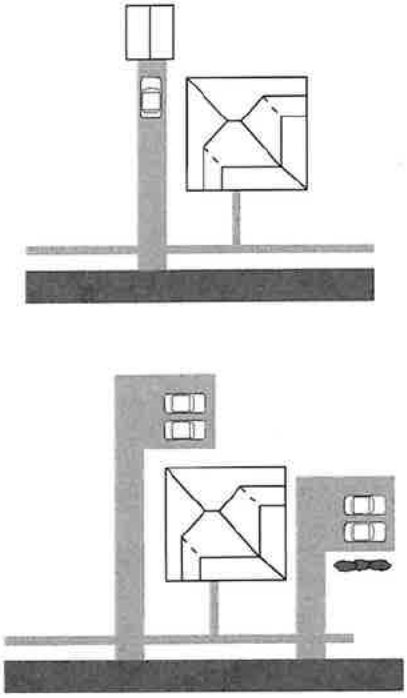
WALKS & DRIVES

GOAL:

The primary goal is to maintain the pattern of paved and unpaved areas found within the historic district.

Actions to achieve the goal:

- Historic walks and drives should be maintained and preserved.
- New walks should:
  a) use traditional placement: generally, directly from the street to the entrance for front walks, and
  b) use traditional materials: gravel, concrete, stone pavers, and in a few instances bricks.
- New drives should:
  a) use traditional placement: generally, straight along the side of the house, and
  b) use traditional materials: gravel or concrete.
- Parking should be located to the rear of the house (preferred) or to the side behind the facade line of the house and screened.



Walks and drives refers to paved pathways both to the property and within the property as well as parking areas.

Glossary terms:

Facade line.
An imaginary line established by the fronts of buildings on a block.

Paving.
Any material used for pavement such as asphalt, brick, concrete, gravel, or pavers.

- more terms found in the Glossary, p. 96

Notes/Revisions:

Changes requiring a COA Examples:

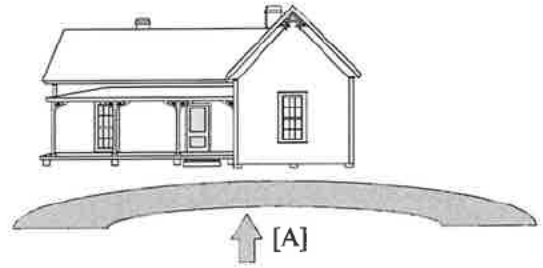
* Removing an existing walk or drive.
* Constructing a new walk or drive.
* Changing the paving material for and existing walk or drive.
* Extending an existing walk or drive.
* Adding parking areas.

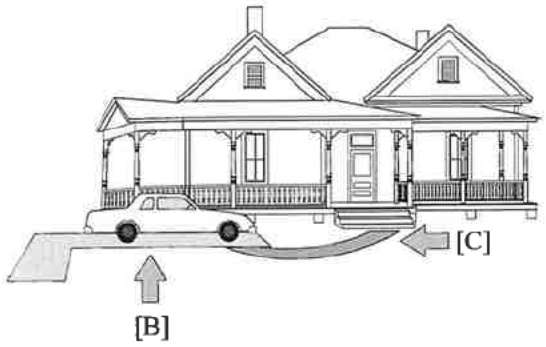
Changes not requiring a COA Examples:

* Resurfacing an existing walk, drive or parking area with the same material.

Common Mistakes

- *Using asphalt or brick for driveways.*
- *Using circular drives where none existed historically.* [A]
- *Placing parking forward of the facade line of the house.* [B]
- *Constructing walks that lead only to the drive rather than the street or public sidewalk.* [C]





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Application # COA 0136-2026

Application for Certificate of Appropriateness
Historic Preservation Commission

Contact Community Development (478) 988-2720 for information

	Applicant	Property Owner*
Name	Stephan & Robin Holcomb	Stephan & Robin Holcomb
Title	owners	
Address		105 Bob White Road, Kathleen, GA 31047
Phone		[redacted]
Email		[redacted]
Signature		Stephan Z. Holcomb, DMD
Date	21 Sept 2026	

*If the applicant is not the owner, the owner must sign this form or provide a letter authorizing the proposed work.

Property Address	1005 Duncan Ave., Perry, GA 31069

Type of Project (Check all that apply):

Construction	Site Changes
__ New building	X Parking area, driveways, or walkway
__ Addition to existing building	__ Fence, wall, or landscaping
__ Major building restoration, rehabilitation, or remodel	__ Mechanical system or non-temporary structure
__ Other type of exterior change, explain: _____	__ Sign
_____	__ Demolition or relocation of building

Describe the proposed project (attach additional sheets as necessary). The description should include proposed materials. Please divide the description if the proposed scope of work will involve more than one type of project. *(Example: 1. building addition and 2. sign installation).*

Placement of a concrete driveway at 1005 Duncan Avenue, Perry, GA 31069.
Existing drive area is dirt, uneven and cosmeticaly unacceptable.
A separate drawing is included.
The property is a private residential home.

Additional information and Application Checklist on page 2

Application Requirements. All applications must be complete and include the required support materials (See Application Checklist below). Incomplete applications will not be forwarded to the Preservation Commission for review.
Fee. No fee is required for review of an application for Certificate of Appropriateness unless work is started before a Certificate of Appropriateness is approved. In such cases the fee is $245.00.
Application Deadline. Applications and support materials must be submitted 21 days prior to the regular Preservation Commission meeting, the second Tuesday of each month. Applications may be submitted to the Community Development office or online at https://perryga-energovpub.tylerhost.net/Apps/SelfService#/home
Application Representation. The applicant or an authorized representative of the applicant must attend the public hearing to support the application and answer any questions the Commission may have.
Expiration of Certificate. The Certificate of Appropriateness is valid for 6 months (180 days) from the date of approval. If work is not completed within that timeframe, the applicant must renew the COA. A COA associated with a permit remains valid for the life of the permit.
Permits Required. Approval of a certificate of appropriateness does not waive the need to obtain any required permits.

Application Checklist. A complete application requires support materials. The following materials are required for a complete application. Incomplete applications may be removed from the HPC's agenda. Digital photographs and PDFs of plans/elevations may be emailed to comm.development@perry-ga.gov

New Buildings and Additions __ site plan __ architectural elevations __ floor plan __ landscape plan (specific vegetation not required) __ description of materials __ photographs of proposed site and adjoining properties	**Site changes - parking areas, drives, and walks** __X__ Site plan or sketch of site with proposed improvements __ description of materials __ photographs of site
Major Restoration, Rehabilitation, or Remodeling __ architectural elevations or sketches __ description of proposed changes __ description of materials __ photographs of existing building __ for restoration only, documentation of earlier historic appearance	**Site changes - fences, walls, and mechanical systems** __ site plan or sketch of site with proposed improvements __ architectural elevations or sketches __ description of materials __ photographs of site
Minor exterior changes __ description of proposed changes __ description of materials __ photographs of existing building	**Site changes - signs** __ drawing of sign with dimensions __ site plan or sketch of site (for ground signs) __ description of materials and illumination

Estimated valuation of proposed modification: n/a **(Commercial only)**

1005 Duncan Avenue, Perry, GA

Proposed Concrete Driveway

