

**Historic Preservation Commission Agenda**  
**Minutes - October 14, 2025**

1. Call to Order: Chairman Griffin called the meeting to order at 6:01pm.
2. Roll Call: Chairman Griffin; Commissioners Beroza, Hubbard, Sanders and Taylor were present.  
Staff: Joe Duffy – Community Development Director and Christine Sewell – Recording Clerk  
Guests: Chip Shelton, Ryan Cheney, Ellie Loudermilk
3. Citizens with Input – None
4. Approval of the Agenda – Commissioner Sanders motioned to approve as presented; Commissioner Beroza seconded; all in favor and was unanimously approved.
5. Approval of Minutes – September 9, 2025, meeting – Commissioner Taylor motioned to approve as presented; Commissioner Sanders seconded; all in favor and was unanimously approved.
6. Announcements- Chairman Griffin referred to the notices listed
  - a. Procedures for Public Hearings
  - b. Please place cell phones in silent mode
7. Old Business - None
8. New Business
  - **COA- 0177-2025** –Renovation of 705 Washington Street. The applicant is Chip Shelton.

Mr. Duffy advised the applicant proposes amending a previously approved application for full-exterior home renovation and construction of a new carport. The applicant previously received a second Certificate of Appropriateness (COA-130-2025) following the August 8, 2025, meeting. There was also an original approval February 12, 2025 (COA-0012-2025), and the applicant is returning with requested adjustments to the approved plan which would alter the visual characteristics of the site from street view. The applicant has summarized the desired change in scope of work, and staff has highlighted proposed deviations from the previously approved COA as follows:

1. Addition of a fenced in courtyard located on the right (north) side of the house, to be fenced in by a pierced brick wall and a wooden gate. An additional side stoop featuring French doors would be added in alignment with a walking path to the courtyard. The applicant states a similar north facing entry was approved following their original application for COA-0012-2025.
2. An 8' rear storage addition, extending from the rear of the house (not visible from street view).
3. Siding matching the home is to be removed from the new carport as a construction material, with the carport now proposed to be constructed entirely of brick, with open air carve-out areas on each side - differentiating it from the primary structure and the most recently approved COA. The previous approval granted that the carport was to have

siding, and the foundation only was to be of a matching brick aligning with the existing structure's appearance.

Mr. Duffy advised staff finds the proposed courtyard/fence and rear addition to be contributing changes to the plan. Proposed changes to the carport, and side stoop area do however significantly change the site appearance from the most recently approved plan, hence staff requiring an additional review for appropriateness. The inclusion of French doors leading to the courtyard do appear to provide a unique livability feature to the home. The applicant raised a question as to whether Hardie board lap siding would be an acceptable substitute for the wood siding previously approved on the primary structure. The Design Guidelines provide direction toward maintaining historic character by using matching or similar materials for siding, maintaining consistency with original materials where possible, and avoiding irreversible changes. Staff recommends approval pending the following discussion items: 1). Explanation for the requested visual and material changes to the carport; 2). Confirmation that the French door entry way will contribute to neighborhood character and was part of the original COA approval; 3). Recommendation to utilize wood siding rather than substitute Hardie board.

Chairman Griffin opened the public hearing at 6:07pm and called for anyone in favor of the request. Mr. Chip Shelton, on behalf of the owner and contractor for the project, first read a letter from the owners, who could not be present, supporting the application and noting their goal and intention of enhancing the property. Mr. Shelton reiterated the request and advised the siding would match the existing and have the same profile. Commissioner Beroza requested the size of the previously approved carport; Mr. Duffy advised the carport addition is now on the rear and would not be visible from the street. Commissioner Sanders asked if the carport would be the same height as the house; Mr. Shelton advised it would be. Commissioner Sanders asked about the brick and French doors; Mr. Shelton advised brick will match the skirting of the house and the and the entry gate will front Washington Street. Commissioner Beroza confirmed not requesting hardiboard; Mr. Shelton confirmed that was correct. Chairman Griffin asked if the French door would replace the window; Mr. Shelton advised it would and noted the design now is more simplified. Commissioner Sanders advised the house across the street and several others on the street have French doors and fits the character of the neighborhood.

Chairman Griffin called for anyone opposed; there being none the public hearing was closed at 6:16pm.

Commissioner Hubbard felt changing the carport from hardiboard to brick aids in the historic preservation; Commissioner Taylor agreed.

Commissioner Beroza motioned to approve the application as submitted with the conditions as noted in the staff report and the removal of the hardiplank; Commissioner Taylor seconded; all in favor and was unanimously approved.

- **COA-0186-2025**- Renovation of 1005 Duncan Avenue to include new roof, exterior siding, fence and HVAC system. The applicant is Ryan Chaney.

Mr. Duffy read the applicants' request which was for an exterior renovation of an existing residential building. The residential building was constructed in 1948 and is 1,100 square feet in

size according to Houston County records. The building aligns with “Minimal-Traditional” architectural characteristics. It is located in the Washington-Evergreen Historic District. The applicant proposes interior and exterior renovations to the building, including an HVAC update. Plans call for replacement of the dilapidated front and rear steps with pressure-treated lumber to maintain the existing appearance with replacement materials. The roof is proposed to be replaced with like black-colored architectural shingles, and new black vinyl shutters are also proposed to replace those of the existing condition. New front and rear doors are planned to replace the current doors and are of like kind, also black in color without windows. The siding is proposed to be replaced with either Dutch lap siding of like appearance (listed as option 1) or vertical board on the front of the house (option 2). Mr. Duffy noted the Design Guidelines provide direction toward maintaining historic character by using matching or similar materials for siding, maintaining consistency with original materials where possible, and avoiding irreversible changes. Staff recommend approval of the application, with encouragement to utilize the “Option 1” siding choice, which mimics the historic character of the current building with horizontally oriented siding.

Chairman Griffin opened the public hearing at 6:23pm and called for anyone in favor of the request. The applicant, Mr. Ryan Cheney, advised he had gone through the guidelines and submitted the application to conform with the requirements. He advised the property had fire damage and will be renovating due to that. Commissioner Beroza asked if there currently was an HVAC unit; Mr. Cheney advised there was on the rear of the property and because of the fire damage will be installing new and replacing all duct work.

Chairman Griffin called for anyone opposed; there being none the public hearing was closed at 6:25pm.

Chairman Griffin advised he preferred option 1 as noted in the staff report with the boards being vertical; Commissioner Hubbard agreed. Commissioner Sanders noted board & batten are common in rural areas and the recently new construction on Massee Lane has, and most likely this home will not have the original siding.

Commissioner Hubbard motioned to approve as submitted with Option #1 as noted in staff report and if vertical vinyl siding can go with Option #2 as listed in staff report; Commissioner Sanders seconded; all in favor and was unanimously approved.

9. Other Business
  - a. Commission comments and questions – Chairman Griffin asked for consideration of a November meeting since it was not already on the schedule; the Commission concurred and it was decided November 13<sup>th</sup> if any applications were to be received.
10. Adjournment: there being no further business to come before the Commission, the meeting was adjourned at 6:30pm.

Approved 01.13.26