

Main Street Advisory Board

Agenda – February 2, 2023, 5:00 p.m.

Meeting to be held at Community Development – Large Conference Room
741 Main Street, Downtown Perry

1. Call to Order
2. Guests/Speakers
3. Citizens with Input
4. Old Business
5. New Business
 - a. Review of Certificate of Appropriateness – 805 Commerce Street
 - b. Approve January 5, 2023 Minutes
 - c. Approve December 2022 and January 2023 financials
 - d. Estimated Wine Tasting expenses
 - e. Switch to 6 Standards Update
6. Chairman Items
7. Downtown Manager's Report
 - a. Downtown Projects update
 - b. Strategic Plan Update
8. Promotion Committee Report – Mr. Cory Jones
9. Update on Downtown Development Authority
10. Other
11. Adjourn

All meetings are open to the public unless otherwise posted



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STAFF REPORT

From the Department of Community Development
January 30, 2023

CASE NUMBER: COA-0006-2023
APPLICANT: Cody Durden
REQUEST: Reestablish storefront window, add screening for outdoor smoker
LOCATION: 805 Commerce Street; Parcel No. 0P0060 086000

APPLICANT'S REQUEST: The applicant proposes to re-establish a storefront window on the Commerce Street elevation of the existing building and paint existing aluminum window/door frames black. The new window will have a black aluminum frame. The window will not extend the full height of the original window opening. The applicant proposes to fill the upper portion of the window opening with wood. A sign will be installed in the closed-in window opening on the left side of the façade.

An outdoor smoker will be part of the business occupying the building. The applicant states the Department of Agriculture requires the smoker to be screened. He is also requesting the Board recommend an appropriate location for the smoker.

STAFF COMMENTS: The building was constructed in 1956, so an aluminum storefront window system is appropriate to the age of the building. Reestablishing a window is governed by the design guidelines for commercial rehabilitation on pages 16 through 19 of the *Design Guidelines for the Downtown Development Overlay District*. Per the guidelines, the window should extend the full height of the original opening. If the interior ceiling structure extends below the existing window opening, and is not planned to be modified, then the aluminum storefront system should extend the full height of the original window opening with either solid panels or opaque glass covering the interior structure. A wood panel separate from the storefront system is not appropriate. The solid/opaque portion of the storefront system should be no than 20% of the overall height of the opening. The remaining portion of the system should incorporate clear, nonreflective glass.

Placement and screening of the proposed smoker is governed by the design guidelines for commercial site and setting guidelines on pages 36-39. The smoker should be located as unobtrusively as possible and screened with a wood fence. The parking lot side of the building appears to be the only reasonable location for the smoker. The corner near the rear of the building would be the most unobtrusive location.

STAFF RECOMMENDATION: Approval as described in the staff comments.

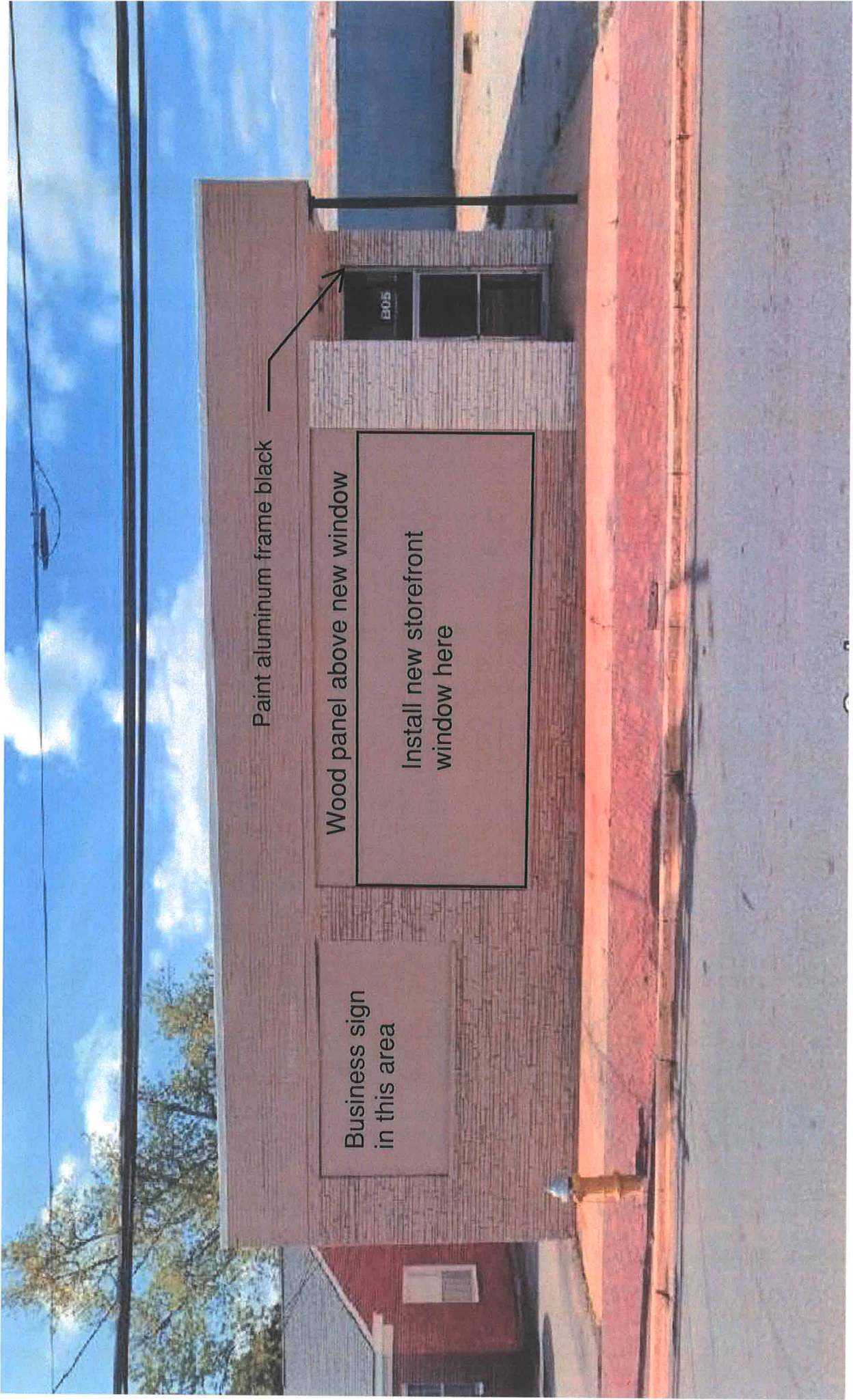
APPLICABLE DESIGN GUIDELINES ATTACHED.

APPLICABLE ORDINANCE SECTION:

6-6.3. *Design Standards for the Downtown Development District.*

(A) *Intent.* The intent of this section is to encourage and maintain the viability and visual compatibility of structures and sites in the Downtown Development Overlay District.

- (B) *Applicability.* New construction and exterior modification of buildings and sites in the downtown development overlay district must obtain a certificate of appropriateness prior to starting such work. In addition to other design guidelines adopted by the Main Street Advisory Board, new construction and existing buildings, structures, and sites which are altered, reconstructed, or moved shall be consistent with the architectural styles of commercial buildings constructed prior to 1950 in the downtown development overlay district and the standards of this section.
- (C) *Exemptions.* Nothing in the section shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of structures located in the Downtown Development Overlay District when the repair does not involve a change in design, material, or outer appearance of the structure. Certificates of appropriateness are not required for alterations to the interior of a building or changes in the use of a building, although other permits may be required.
- (D) *Sign standards.* All signs shall require a Certificate of Appropriateness issued by the administrator prior to issuing a sign permit. The administrator may exempt signs which comply with the provisions of Section 6-9.12(C).
- (E) *Site design standards.*
- (1) Orientation and setback. The orientation and setback of a building shall be consistent with adjacent buildings.
 - (2) Spacing of buildings. The relationship of a building to open space between it and the adjoining buildings shall be visually compatible to the buildings and open spaces to which it is visually related.
 - (3) Parking. Parking should be located to the side or rear of a building. When a parking lot must be located adjacent to a public right-of-way, a wall and/or landscape buffer should separate the parking lot from the right-of-way.
 - (4) Courtyards and outdoor spaces. Walls, wrought iron fences, evergreen landscape buffers, and/or building facades shall form cohesive walls of enclosure along a street.
- (F) *Building design standards.*
- (1) *Height.* The height of the proposed building shall be visually compatible with adjacent buildings.
 - (2) *Proportion of Building from Facade.* The relationship of the width of building to the height of the front elevation shall be visually compatible with buildings to which it is visually related.
 - (3) *Scale of a Building.* The size of a building, the building mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the buildings to which it is visually related.
 - (4) *Proportion of Openings within the Facade.* The relationship of the width of the windows in a building to the height of the windows shall be visually compatible with buildings to which it is visually related.
 - (5) *Rhythm of Solids to Voids in Front Facades.* The relationship of solids to voids in the front facade of a building shall be visually compatible with buildings to which it is visually related.
 - (6) *Rhythm of Entrance and/or Porch Projection.* The relationship of entrances and porch projections to the sidewalks of a building shall be visually compatible to the buildings to which it is visually related.
 - (7) *Relationship of Materials; Texture and Color.* The relationship of the materials, texture, and color of the facade of a building shall be visually compatible with the predominant materials in the buildings to which it is visually related. Brick or mortared stone shall be the predominant materials on new construction.
 - (8) *Roof Shapes.* The roof shape of a building shall be visually compatible with the buildings to which it is visually related.
 - (9) *Colors.* Colors should be in keeping with color palettes currently in use, or of historical significance to the City of Perry. The Community Development Department may suggest or make available certain color palettes, which are not required to have a Certificate of Appropriateness.
- (G) *Temporary structures.* Temporary structures are permitted for construction projects or catastrophic loss. These structures require approval by the administrator, subject to section 4-5.



Paint aluminum frame black

Wood panel above new window

Install new storefront
window here

Business sign
in this area



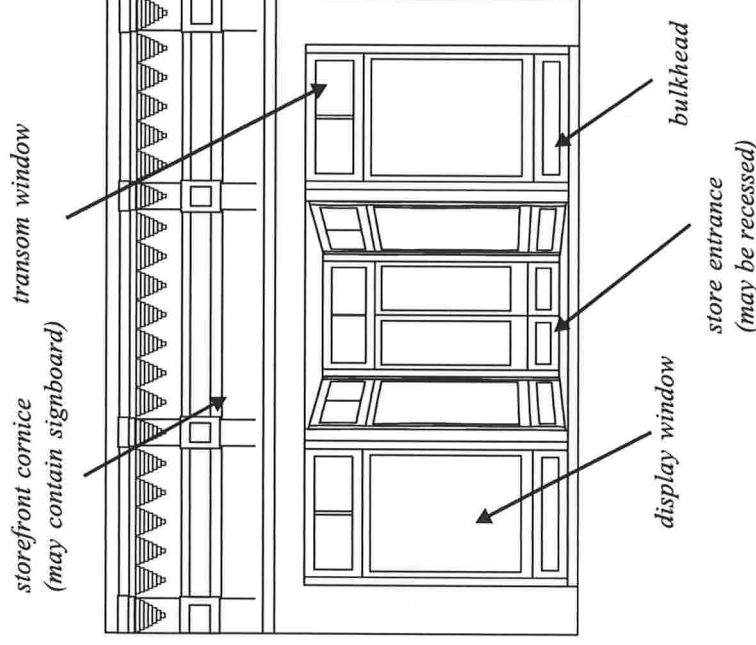
16 REHABILITATION STOREFRONT

GOAL:

The primary goal is to maintain the original materials and configuration of the storefront.

Actions to achieve the goal:

- ▶ Maintain historic cast iron columns.
- ▶ Maintain transoms. Reopening previously covered transoms is encouraged.
- ▶ Maintain original window components replacing only damaged portions.
- ▶ Maintain the high ratio of window to wall in display area. Restoring previously enclosed display windows based on documentation or traditional design is encouraged.
- ▶ Maintain original bulkheads and if entire replacement is necessary, use materials similar to the original.



Storefront refers to the first floor of historic commercial buildings usually consisting of an entrance, display windows, transoms, and bulkheads.

Glossary terms:

Bulkhead.

The panel between framing members and beneath the display windows in a storefront; also known as a kickpanel or kickplate.

Cornice.

The uppermost, projecting part of an entablature, or feature resembling it.

Documentation.

Evidence of missing elements or configurations of buildings such as architectural plans, historic photographs, or "ghosts" of missing elements.

In-kind.

Using the exact same material when replacing a damaged element (e.g. using a wood element to replace a wood element).

Transom.

A small operable or fixed window located above a window or door.

- more terms found in the Glossary, p. 42

Changes requiring a COA Examples:

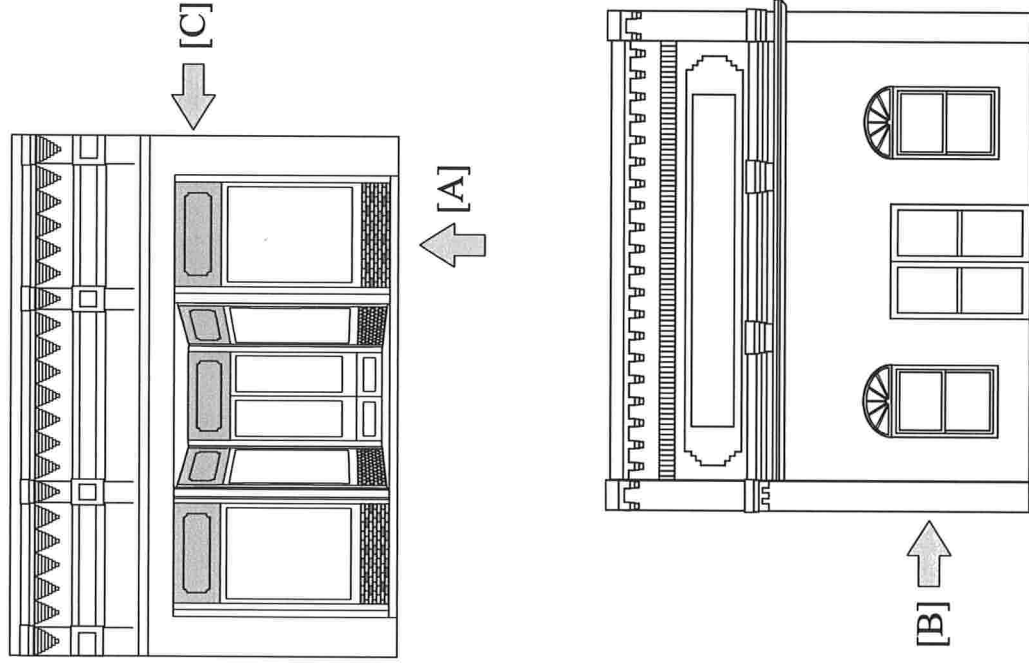
- * Replacement of the existing storefront.
- * Replacement of a nonhistoric storefront.
- * Replacement of the bulkheads.
- * Replacement of all glass.

Changes not requiring a COA Examples:

- * Repair of broken glass with clear glass.

Common Mistakes

- ▶ Replacing wooden bulkheads with brick. [A]
- ▶ Replacing display windows with smaller or more elaborate windows. [B]
- ▶ Replacing display windows with wall surface.
- ▶ Placing window air conditioners in transom windows.
- ▶ Covering transom windows with plywood. [C]



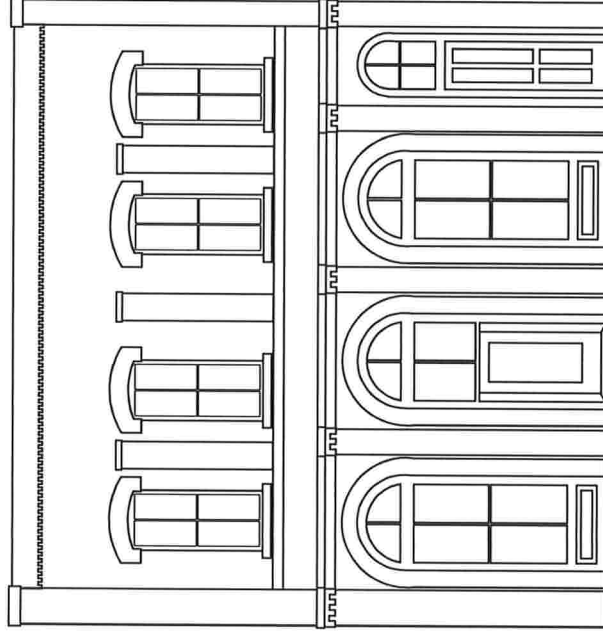
18 REHABILITATION WINDOWS

GOAL:

The primary goal is to maintain the historic windows, their design, and their placement.

Actions to achieve the goal:

- ▶ Maintain and preserve historic windows.
- ▶ Repair damaged portions of historic windows rather than replacing them in total.
- ▶ Historic windows damaged beyond repair should be replaced with windows of matching materials, design, pane configuration, and muntin profile. Aluminum clad wood windows may be allowed on upper story windows, but not windows of vinyl or aluminum construction.
- ▶ Maintain the historic window configuration and dimensions.
- ▶ New windows on side and rear elevations should relate to historic windows in the following ways:
 - a) use matching materials,
 - b) be of matching or similar size, and
 - c) use matching or similar design.
- ▶ Storm windows must match the color of the window frame and obscure the window as little as possible.



Windows refers to glazed openings in the exterior walls of the building. (see also *Storefronts*, p. 30)

Glossary terms:

Beyond repair.

When such a large portion of an element is damaged that repair becomes infeasible, generally, but not specifically, more than 50%.

Double hung window.

A window having two sashes, one sliding vertically over the other.

Fenestration.

The arrangement of window openings in a building.

Lintel.

A horizontal beam over a door or window which carries the weight of the wall above; usually made of stone or wood.

Muntin.

A secondary framing member to divide and hold the panes of glass in a window.

Sash.

The portion of a window that holds the glass and which moves.

Sill.

The horizontal member located at the top of a foundation supporting the structure above; also the horizontal member at the bottom of a window or door.

Solid-to-void.

The total area of wall in comparison to the total area of openings on an elevation.

- more terms found in the *Glossary*, p. 42

Changes requiring a COA Examples:

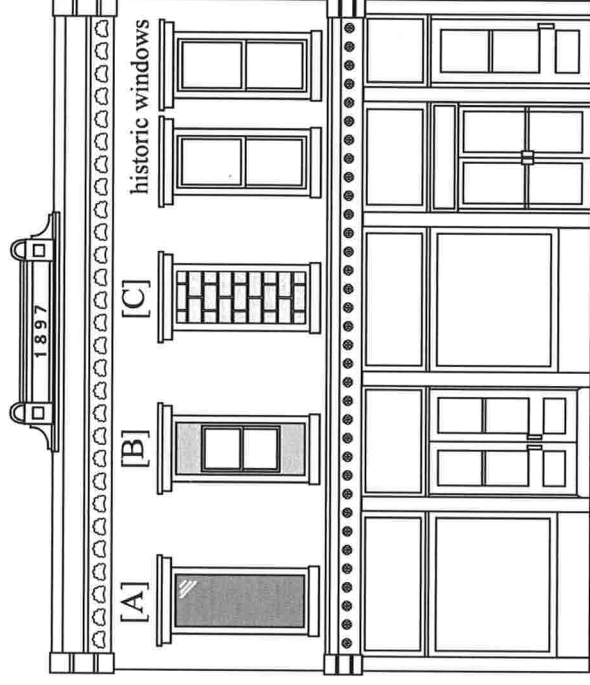
- * Removing and replacing windows.
- * Filling in existing window openings.
- * Adding new window opening.
- * Adding new storm windows and screens.

Changes not requiring a COA Examples:

- * Replacing broken window glass.
- * Repairing damaged portions of existing sashes.
- * Weather-stripping, caulking, painting and other general maintenance.
- * Adding clear UV coating.

Common Mistakes

- ▶ *Replacing viable (deteriorated but repairable) historic windows with new windows, even similar looking windows.*
- ▶ *Replacing windows with flat muntins with no profile.*
- ▶ *Replacing windows with tinted glass, single panes, or smaller windows. [A]*
- ▶ *Reducing the size of windows. [B]*
- ▶ *Infilling windows. [C]*
- ▶ *Adding storm windows which obscure the historic window.*



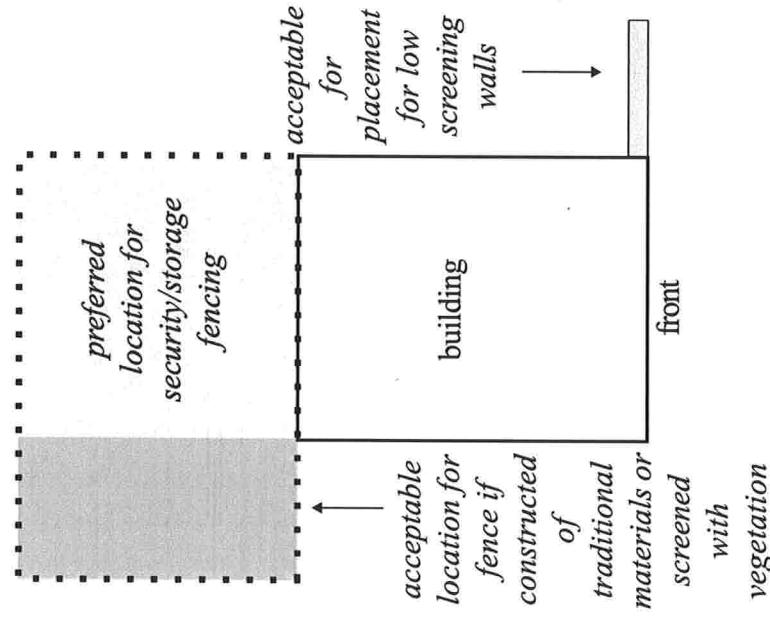
WALLS & FENCES

GOAL:

The primary goal is to maintain the pattern of fencing in the commercial area and to use fencing and walls to screen parking and storage areas.

Actions to achieve the goal:

- ▶ Historic fences and retaining walls should be maintained and not removed.
- ▶ New security fences should limit their impact by:
 - a) being placed behind the rear elevation, being no taller than 8 feet in height, and
 - b) using traditional materials (in most cases wood) or screening fence from the public view with evergreen vegetation or a second traditional fence.
- ▶ New screening walls can be used to limit the impact of parking on the district by:
 - a) being of a height to partially screen parked vehicles;
 - b) replicating the facade line of nearby historic buildings; and
 - c) using traditional materials (in most cases brick).



Walls and fences refers to nonvegetative elements used in and around a property for safety, security, and screening.

Glossary terms:

Elevation.

Any of the external faces of a building.

Evergreen vegetation.

Vegetation which retains foliage through the winter months maintaining its screening property.

Facade line.

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

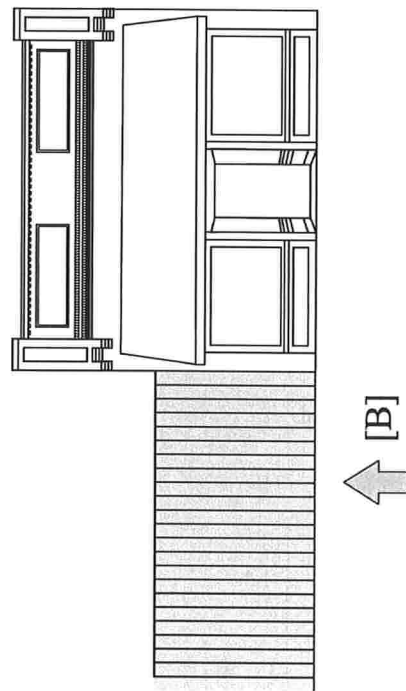
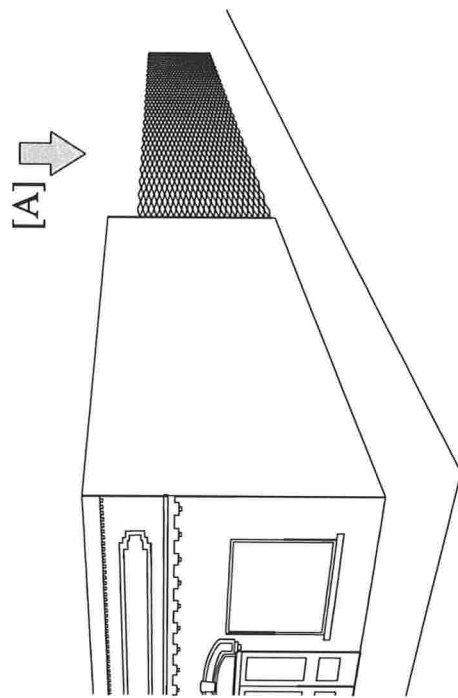
- more terms found in the *Glossary*, p. 42

Changes requiring a COA Examples:

- * Construction of a new fence.
- * Construction of a new screening wall.

Common Mistakes

- ▶ Using nontraditional materials, such as metal chainlink, for fences. [A]
- ▶ Placing a privacy fence flush with the facade of a building. [B]



Changes not requiring a COA Examples:

- * Repair of an existing fence.
- * Painting an existing fence.
- * Repair of an existing wall.
- * Temporary fences at construction sites.

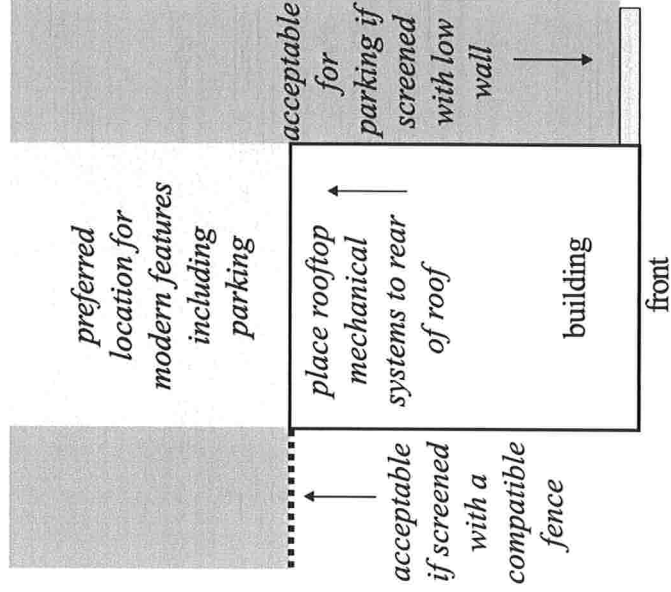
MODERN FEATURES

GOAL:

The primary goal is to integrate modern features while limiting the negative impact to the downtown district.

Actions to achieve the goal:

- ▶ Mechanical systems placed behind the building and out of the public view.
- ▶ Rooftop mechanical systems, utility meters and security lighting should be placed unobtrusively.
- ▶ New lighting should use traditional designs appropriate to the character of the building.
- ▶ New parking should:
 - a) be placed as unobtrusively as possible;
 - b) use traditional materials: concrete, stone pavers, and asphalt is allowed in the downtown; and
 - c) use appropriate screening (see *Walls & Fences* p. 50).



Modern features refers to equipment and functions not used in the past such as dumpsters, fire escapes, mechanical systems, and parking areas.

Glossary terms:

Facade line.

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

Parking.

Areas, generally paved, provided for the storage of automobiles.

Paving.

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

Public view.

That which can be seen from any public right-of-way.

- more terms found in the *Glossary*, p. 42

Notes/Revisions:

Changes requiring a COA Examples:

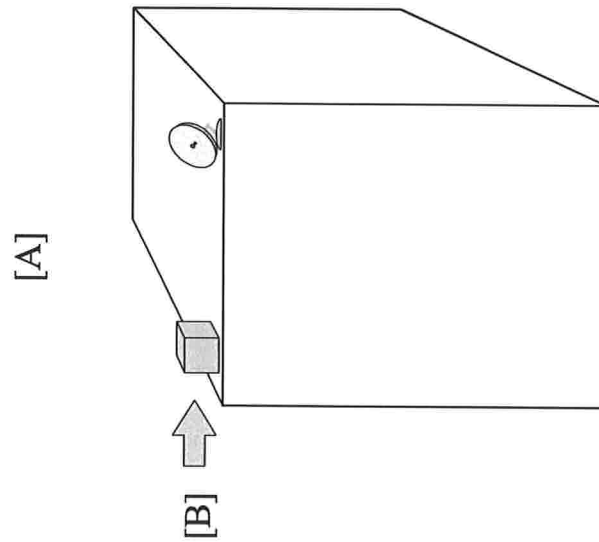
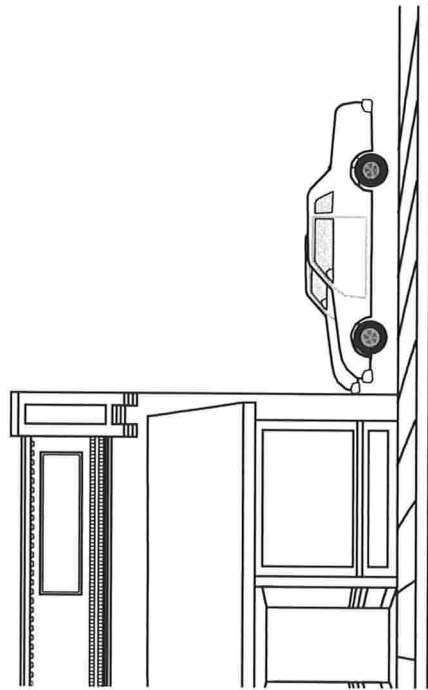
- * Adding parking areas.
- * Placing exterior mechanical systems such as satellite dishes, air-conditioning units, or utility meters.
- * Adding exterior lighting.

Changes not requiring a COA Examples:

- * Resurfacing an existing parking area with the same material.
- * Interior changes to mechanical systems.
- * Temporary event lighting.

Common Mistakes

- ▶ *Demolishing historic buildings for parking (see demolition p.).*
- ▶ *Failing to screen parking from the public view (see Fences & Walls, p. 48)* [A]
- ▶ *Placing mechanical systems to the front of rooftops.* [B]





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Application # COA-0006-21

Application for Certificate of Appropriateness

Main Street Advisory Board

Contact Community Development (478) 988-2720

*Indicates Required Field

	Applicant	Property Owner
*Name	Cody Darden	Brian Fountain
*Title	Tenant	owner
*Address	805 508 Commerce St Perry GA	Po Box 460
*Phone	478-957-3202	Marshallville, GA 31057
*Email	DardensPrimeMeats@gmail.com	bfountain@gmail.com

*Property Address

Project:

New Building ☐ Addition ☒ Alteration ☒ Demolition ☐ Relocation ☐

*Please describe the proposed modification:

Alteration - We are wanting to add existing window back to the front of the building.

Addition - We are going to have a smoker in the parking lot. Dept of Agg is requiring the smoker to be screened in. Where should this be located?

Instructions

1. A Certificate of Appropriateness is required for any exterior modification of a property located in the Downtown Development Overlay District.
2. Applications, with the exception of signs, are reviewed by the Main Street Advisory Board, which makes a recommendation to the administrator for action on the Certificate of Appropriateness.
3. The application may be submitted to the Community Development office or online.
4. The applicant must respond to the "standards" for the granting of a certificate of appropriateness in Section 2-3.8 of the Land Management Ordinance.
5. *The following drawings and other documents must be submitted with the application, depending on the extent of the proposal:
 - ☐ Site plan depicting building(s) footprint, parking, landscaping, and other site improvements,
 - ☐ Detailed drawing(s) or sketch(s) showing the views of all building facades facing public streets and building features, such as recessed doors or dormers, and sizes,
 - ☐ Detailed drawing(s) or sketch(s) depicting size, location, and colors of signage,
 - ☐ Sample(s) for all proposed wall and trim paint colors,
 - ☐ Sample(s) or photo(s) of proposed awning/canopy materials and color,
 - ☐ Photo(s) of proposed doors, windows, lights, or other features that will be added to the building,
 - ☐ Photo(s) or sample of proposed roofing materials and color if roof will be visible,
 - ☐ Photo(s) or sample of brick, stone, tile, mortar, or other exterior construction materials that will be added to the building, and
 - ☐ Other information that helps explain details of the proposal.

6. A complete application and all plans, drawings, cut sheets, and other information which adequately describes the proposed project must be submitted at least 10 days prior to a meeting of the Main Street Advisory Board, to allow adequate time for staff to review and prepare a report. The Main Street Advisory Board meets on the 1st Thursday of each month at 5:00pm in Community Development office, 741 Main Street.
7. Please read carefully: The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

8. Signatures:

*Applicant 	*Date 1-18-23
*Property Owner/Authorized Agent 	*Date 1-18-23

Maintenance and Repair

Nothing in the Land Management Ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of structures located the Downtown Development Overlay District when the repair does not involve a change in design, material, color, or outer appearance of the structure. Certificates of appropriateness are not required for alterations to the interior of a building or alterations to the use of a building (although other permits may be required).

Notices

There is no fee for review of a Certificate of Appropriateness (COA) application. However, a fee of \$226.00 will be charged for work started without an approved Certificate of Appropriateness.

Approval of a certificate of appropriateness does not waive any required permits, inspections, or fees required by the Community Development Department. Structural changes to a building require a building permit from the Community Development Department.

Decisions of the administrator may be appealed to the Planning Commission.

The Certificate of Appropriateness is valid for 6 months (180 days) from the date of approval by the administrator. 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.

Estimated valuation of proposed modification: _____

Revised 12/20/22

Main Street Advisory Board
Minutes – January 5, 2023

1. Call to Order: Chairman Cossart called the meeting to order at 5:00pm.

Roll: Chairman Cossart; Directors, DeShazier, Moore, Lay, Loudermilk, and Presswood were present. Director Gordon was absent.

Staff: Alicia Hartley – Downtown Manager, Holly Wharton - Economic Development Director, Bryan Wood – Community Development Director, and Christine Sewell

2. Guests/Speakers – Cory Jones
3. Citizens with Input – None
4. Old Business – None

5. New Business

- a. Approve December 1, 2022, minutes

Director Moore motioned to approve as submitted; Director Lay seconded; all in favor and was unanimously approved.

- b. Approve December 2022 Financial Statements - tabled
- c. Selection of 2023 Officers

Director DeShazier motioned to nominate Trish Cossart for Chairman; Director Lay seconded; all in favor and was unanimously approved. Director DeShazier motioned to nominate Bill Loudermilk as Vice Chair; Director Presswood seconded; all in favor and was unanimously approved. Chairman Cossart motioned to nominate Alicia Hartley as Secretary/Treasurer; Director Lay seconded; all in favor and was unanimously approved.

- d. Review Mission & Vision Statements

Ms. Hartley advised the last revision was in 2015 and reviewed in 2018 and was soliciting input for any changes or to remain. The board reviewed and concurred with keeping both statements as written.

- e. Adoption of Downtown Design Guidelines

Ms. Hartley advised Council has approved the guidelines as previously discussed and the board will need to adopt. Director Loudermilk motioned to adopt the downtown design guidelines as presented; Director Moore seconded; all in favor and was unanimously approved.

Mr. Wood advised with the recently established Historic Preservation Commission (HPC) they will meet the second Tuesday of the month, and this will allow for items to be brought forth to the Main Street Advisory Board if necessary. The HPC will create a work plan, which the state will review to ensure that their criteria are being met. One of their first tasks will be to establish districts. Mr. Wood advised he will be requesting in a future budget cycle funding to develop specific design guidelines for the city.

6. Chairman Items- None

7. Downtown Manager's Report

- a. Downtown Projects update – Ms. Hartley provided an update on downtown which included the new Ballers at 1115 Ball Street; this is Bryan Fountain's property, and he will be back before the board soliciting input on the parking as the towing signs are not working. Mr. Wood advised Mr. Fountain has not been consistent with the towing and he is doing so because of concerns with liability due to the surface conditions. Mr. Wood advised Community Development has spoken with him and provided numerous options on what can be done without triggering stormwater updates.

Ms. Hartley advised the PURE Station – new engineer visited Community Development, but no solid progress. Parking Study on going; have seen MGRC out surveying. Walkability Campaign February 2023. Yiftee Report. New City Hall coming along; current estimated completion date is late July/August. Working on a small "Love Your Downtown" social media campaign for late January/early February. New Map Kiosk Draft expected mid-January. Alleyway Maintenance

Ms. Hartley reviewed and solicited input for the 2022 Annual Assessment set for January 25, 2023. Reviewed the Annual Report Needs Strengths & Weaknesses of the board Programs Greatest Accomplishments in 2022 Goal and Focus (In 1 year, in 3 years). The board provided input and Ms. Hartley will edit and forward to the board for final review.

- b. Strategic Plan Update – Ms. Hartley advised Council had approved the ordinance for golf carts and is working on the speed limit changes required.

8. Promotion Committee Report – Mr. Cory Jones advised the 2023 calendar was approved and the committee will soon start with planning of the April wine event. The committee will disassociate from the annual tree lighting and recommends the ministerial society host their own event; Ms. Hartley advised she will provide and work with them on submitting an event application. The committee will host more passive events in December and kick off the season on Small Business Saturday. Mr. Jones is requesting a consensus to proceed with estimates for a large snow globe and stilt walkers with snowflakes; the board concurred with allowing the promotion committee to proceed.

9. Update on Downtown Development Authority- None

10. Other- None

11. Adjourn: there being no further business to come before the board the meeting was adjourned at 6:20pm.