

Main Street Advisory Board

Agenda – March 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
 - a. Review Certificate of Appropriateness – 805 Commerce Street
 - b. Perry Historical Society Street Sign Project
 - c. Alleyway Maintenance
5. New Business
 - a. Review Certificate of Appropriateness – 719 Carroll Street
 - b. Review Certificate of Appropriateness – 742 Main Street
 - c. Review of Certificate of Appropriateness – 1009/1013 Northside Drive
 - d. Approve February 2, 2023 Minutes
 - e. Approve December 2022, January 2023, February 2023 financials
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

Main Street Advisory Board
Minutes – February 2, 2023

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

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

Staff: Alicia Hartley – Downtown Manager and Christine Sewell – Recording Clerk

2. Guests/Speakers – Cody Durden

3. Citizens with Input – None

4. Old Business -None

5. New Business

- a. Review of Certificate of Appropriateness – 805 Commerce Street

Ms. Hartley advised 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.

Ms. Hartley advised the staff comments in the report are as follows: 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.

Director Presswood asked Mr. Durden if he was leasing the building; he advised he was; Director Presswood inquired about the parking lot; Mr. Durden advised he would re-paint the lines and handicap spaces and had spoken with Mr. Wood regarding this. Chairman Cossart asked for input on the glass and the panel above it; Mr. Durden advised if the full height which is 10 feet there will be an additional cost, thus the request for wood. Ms. Hartley advised in the staff report it had a full window at one point in time

and it was recommended to go back to the original design. Director Gordon asked if Mr. Durden if he knew if the old window was there; he did not; Director Gordon suggested that it be full glass. Mr. Durden advised he was proposing three panes 8 foot with black aluminum frame. Discussion continued with regards to the appropriate design for the window, the board requested a depiction of what 10 feet with three sections and 8 feet with two section and the trim and filling in the remaining two feet with glass block. Mr. Durden also questioned if code would allow for the additional two feet to be filled in at the bottom with glass blocks. The location of the smoker was discussed and clarification was required from Mr. Wood. Director Loudermilk motioned to table the request until the March meeting or call for a special called meeting for additional information to be obtained; Director Lay seconded; all in favor was unanimously approved to table.

b. Approve January 5, 2023, Minutes

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

c. Approve December 2022 and January 2023 financials.

Ms. Hartley advised Ms. King has been out recently and advised current financials will be provided at the next meeting.

d. Estimated Wine Tasting expenses

Ms. Hartley advised the Promotion Committee is beginning to plan for the event and provided an estimation of \$8330 in expenses with a request of \$900 for the entertainment deposit. It was noted \$3100 in sponsorships have already been secured. Director Gordon motioned to approve \$900 for the Promotion Committee for the entertainment deposit; Director Moore seconded; all in favor was unanimously approved.

e. Switch to 6 Standards Update

Ms. Hartley advised the Department of Community Affairs are switching from 10 to 6 standards and these will have to be met each year to retain accreditation. They are as follows: Broad based community commitment, Inclusive leadership and organizational capacity, Diverse Funding and sustainable operations, Strategy driven programming, Preservation Based Economic Development, and Demonstrated Impact & Results + Baseline Requirements. Ms. Hartley noted the biggest change is in regard to training which can be done in person or online and it is permissible for her to train the board once she completes. The transition to the new standards will take place during the year.

6. Chairman Items- Chairman Cossart advised she attended along with Ms. Hartley, the Mayor, Mr. Gilmour, Mr. Smith and Ms. Wharton the accreditation presentation for DCA which determines the status of the City's Main Street accreditation. She commended Ms. Hartley on a job well done. Chairman Cossart says the next goal is to become a GEM Main Street and she has emailed Jessica Reynolds with DCA on how that is obtained and will follow up and bring back to the board.

Director Loudermilk would like for the board to consider funding one of the downtown street posts from the Historical Society; Ms. Hartley will provide a location map of spots available.

7. Downtown Manager's Report

a. Downtown Projects update – Ms. Hartley advised the following: Sensor for Ball Street and Carroll Street light has been repaired, PURE Station – plans submitted January 26, Railroad Parking lot engineering continues, Pre-app meeting for 742 Main Street in January, Working on an Influencer Campaign, Likely tenant for Commodore Building; working final lease agreement, Wingate Development on Northside Drive Update, Crosswalk on Main Street by Evergreen St/Morning By Morning, and Walkability Campaign - First video roll out this week.

Ms. Hartley advised FY24 budget preparation is in progress and provided an update of the downtown kiosk map.

b. Strategic Plan Update - Ms. Hartley reviewed the current tasks and updates accordingly.

8. Promotion Committee Report –Ms. Hartley advised preparations have commenced and tickets will go on sale February 10th.

9. Update on Downtown Development Authority – Chairman Cossart advised two RFP's were received for the downtown administrative building and following up interviews will be held with the two submitters.

10. Other – None

11. Adjourn: there being no further business to come before the board the meeting was adjourned at 6:15pm.



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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.

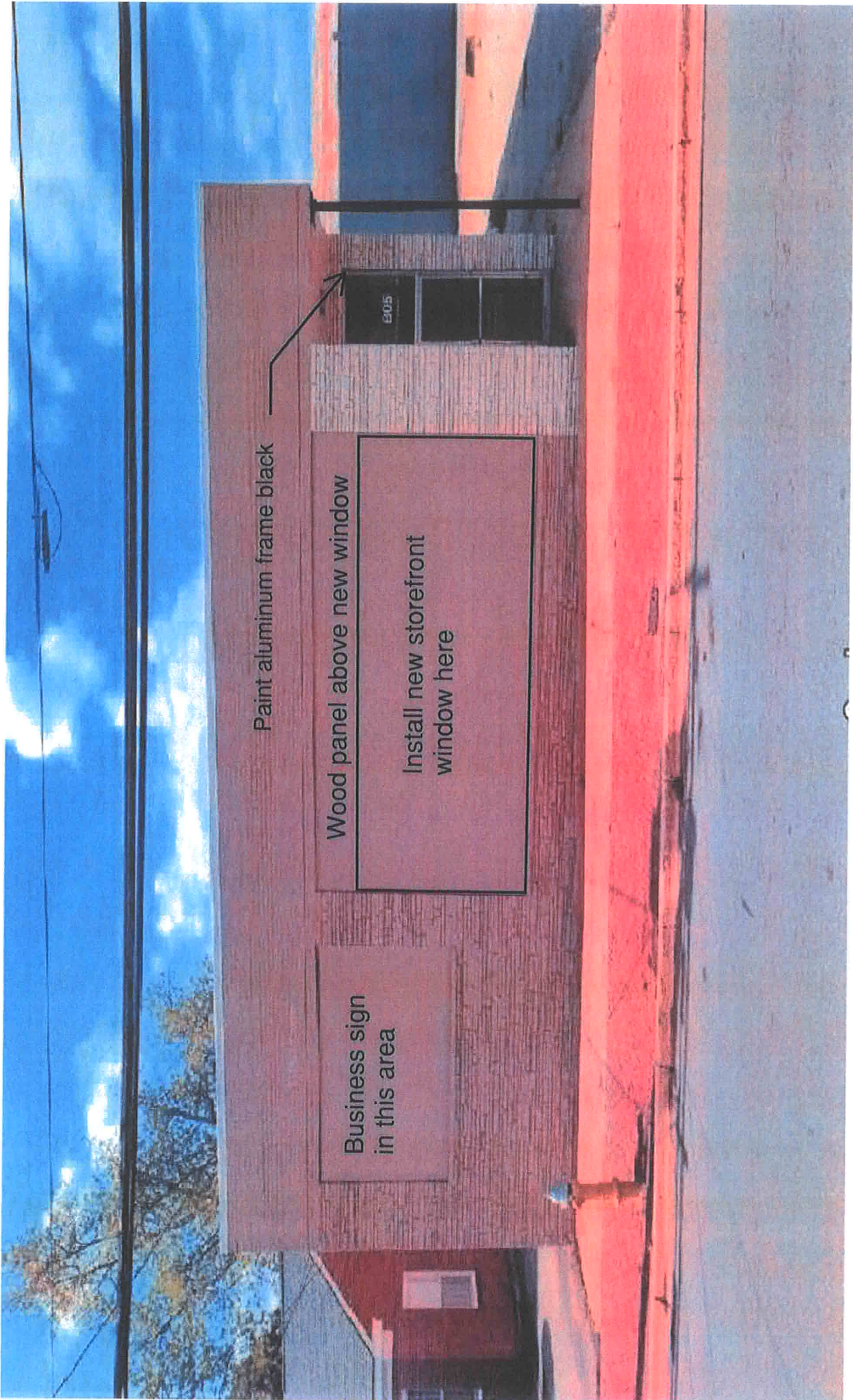
APPLICABLE DESIGN GUIDELINES ATTACHED.

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 Facility.* 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.

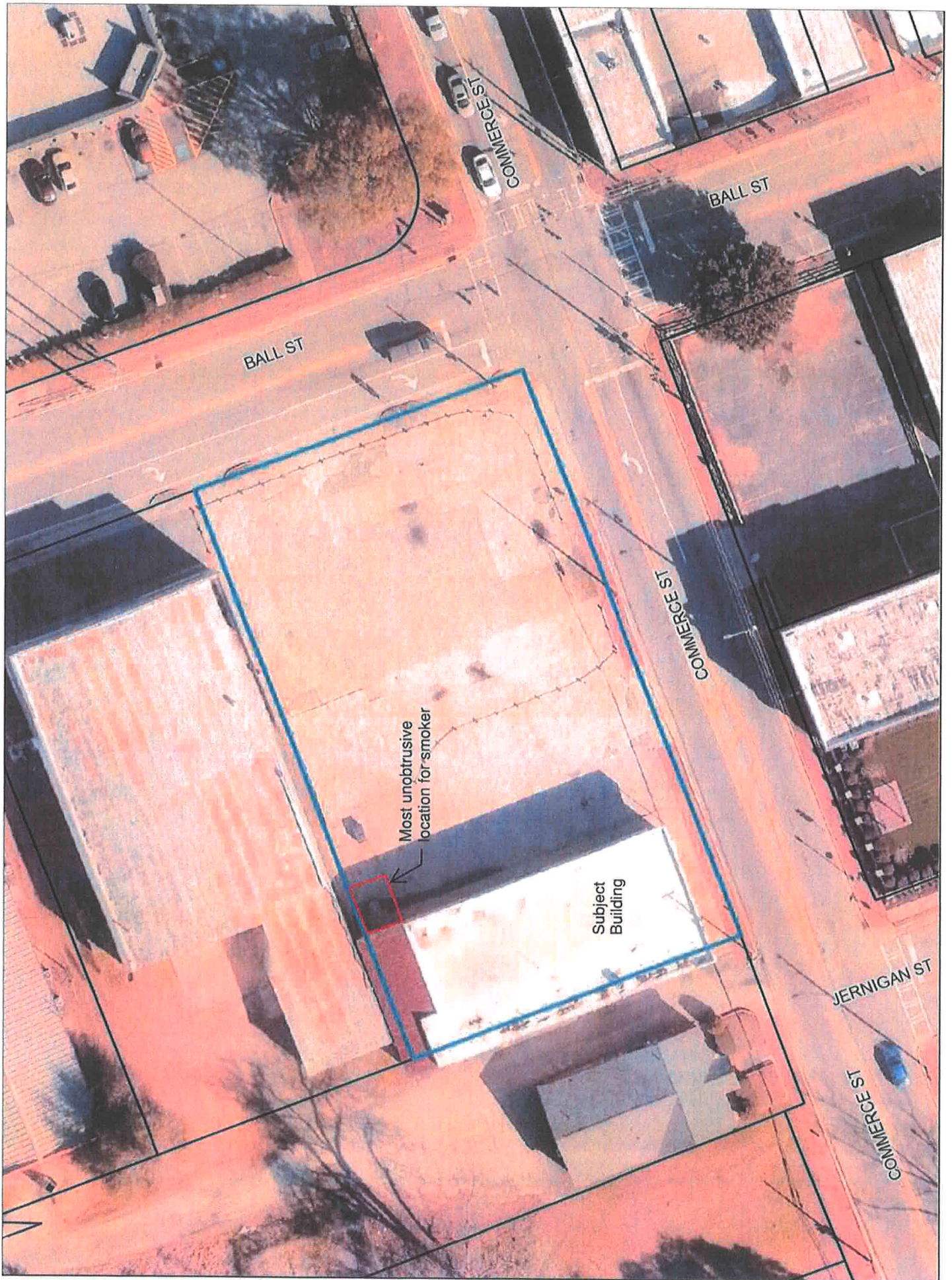


Paint aluminum frame black

Wood panel above new window

Install new storefront
window here

Business sign
in this area



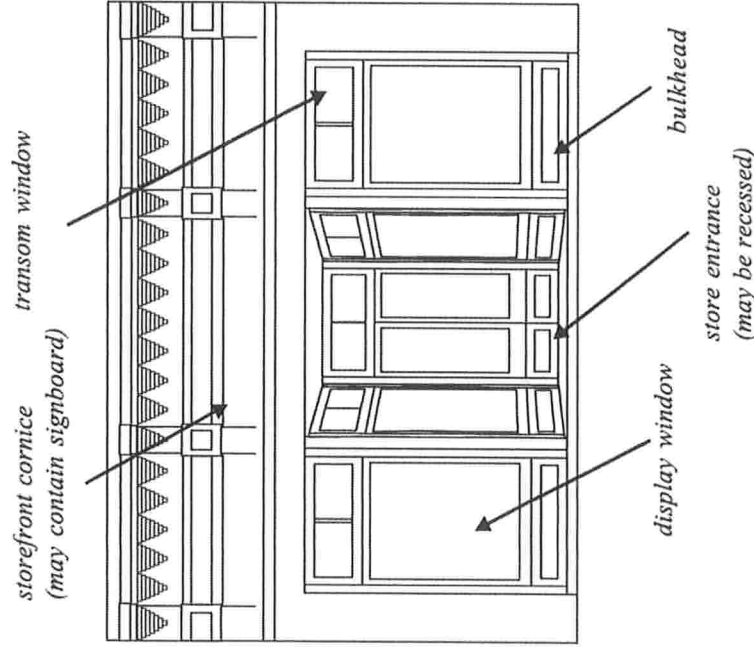
16 REHABILITATION STOREFRONT

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

Notes/Revisions:

Changes requiring a COA Examples:

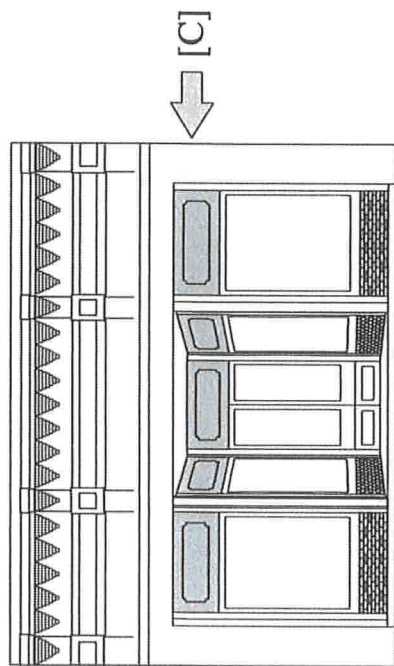
- * Replacement of the existing storefront.
- * Replacement of a nonhistoric storefront.
- * Replacement of the bulkheads.
- * Replacement of all glass.

Changes not requiring a COA Examples:

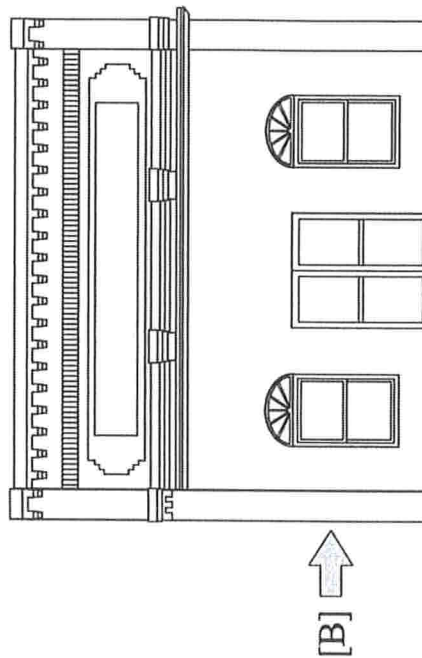
- * Repair of broken glass with clear glass.

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]



[A]



[B]

[C]

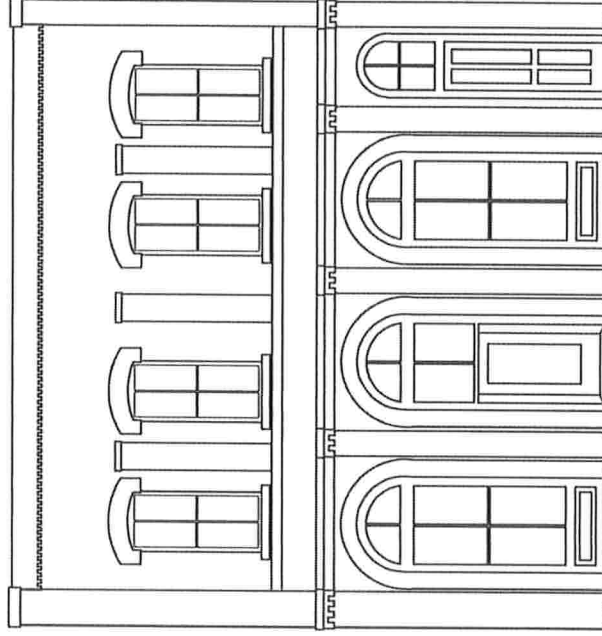
18 REHABILITATION WINDOWS

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:

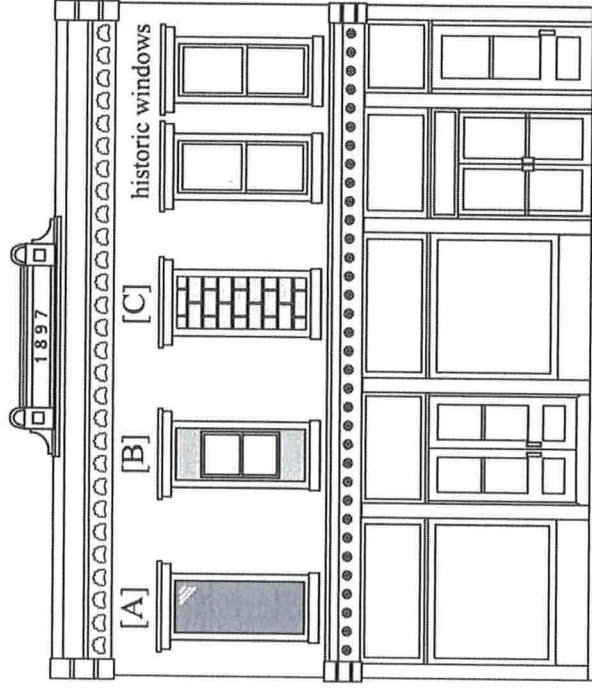
- * Removing and replacing windows.
- * Filling in existing window openings.
- * Adding new window opening.
- * Adding new storm windows and screens.

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.*



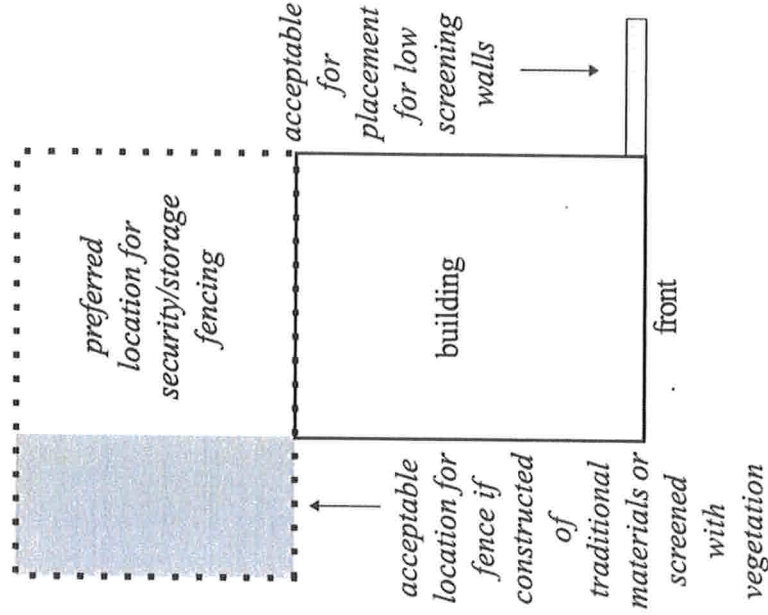
WALLS & FENCES

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:

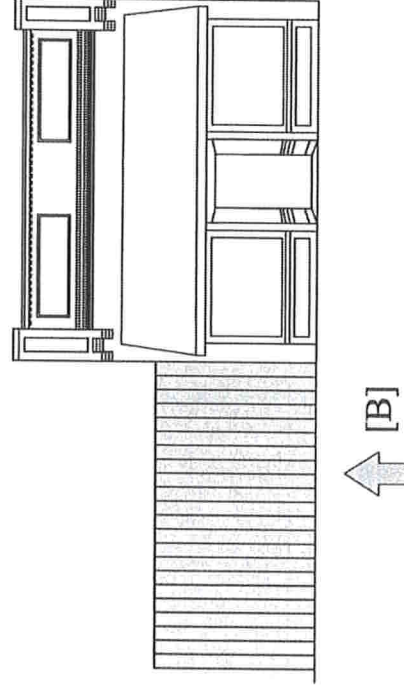
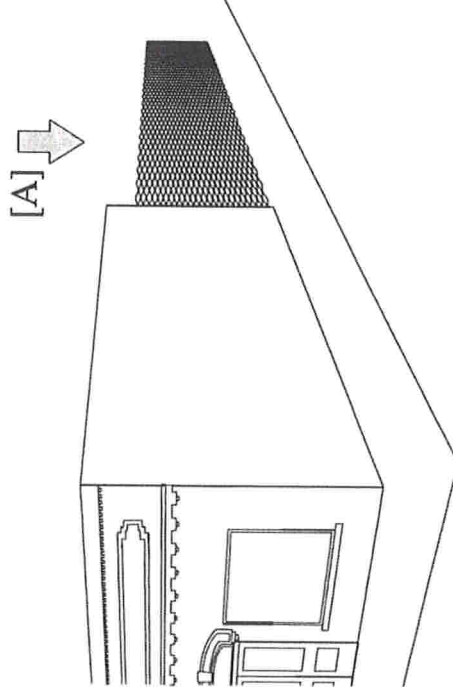
- * Construction of a new fence.
- * Construction of a new screening wall.

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.

Common Mistakes

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



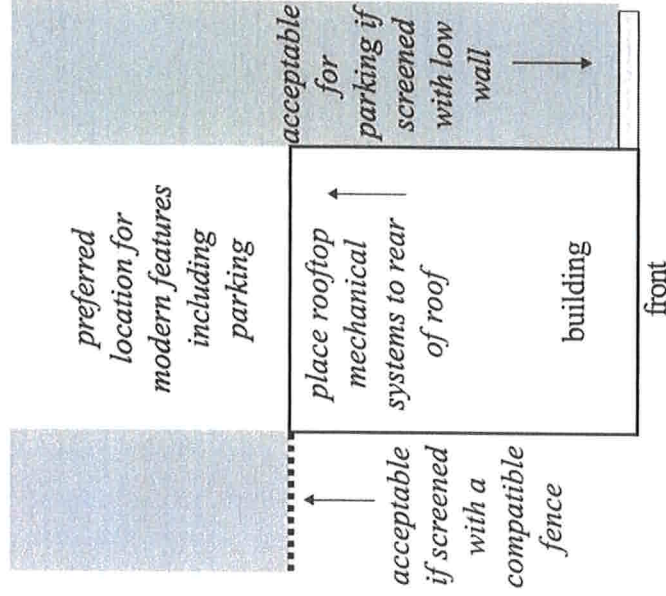
MODERN FEATURES

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

Changes requiring a COA Examples:

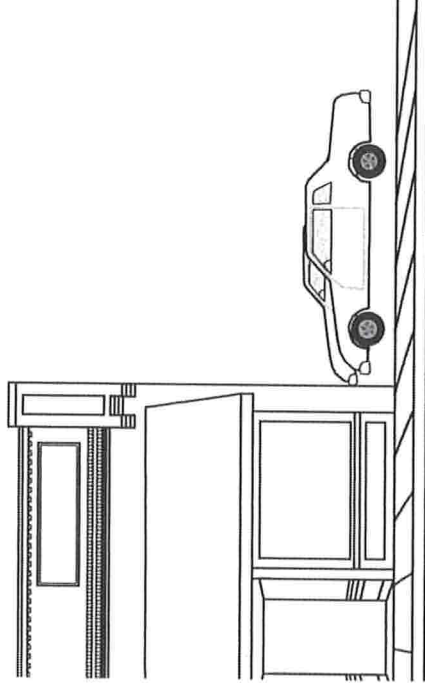
- * Adding parking areas.
- * Placing exterior mechanical systems such as satellite dishes, air-conditioning units, or utility meters.
- * Adding exterior lighting.

Changes not requiring a COA Examples:

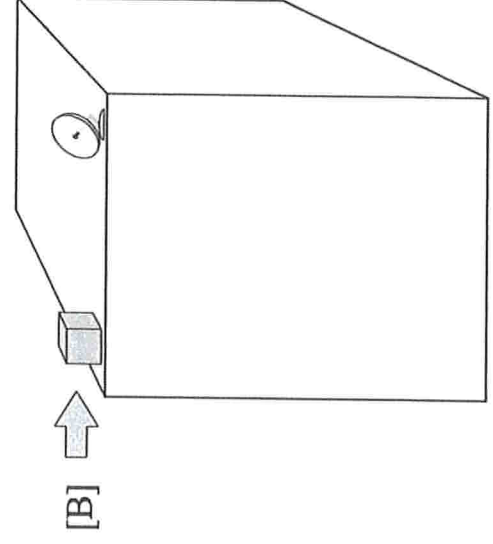
- * Resurfacing an existing parking area with the same material.
- * Interior changes to mechanical systems.
- * Temporary event lighting.

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]



[A]



[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	Lody Darden	Brian Fountain
*Title	Tenant	owner
*Address	805 507 Commerce St Perry GA	Po Box 460
*Phone	478-957-3002	Myzhulville, 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.


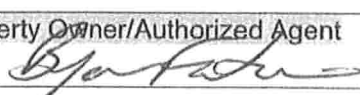
Addition - We are going to have a smoker in the parking lot. Dept of Agg is requiring the smoker to be screened in. Where should this be located?

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: _____



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Application # COA-0006-20

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	Musshellville, GA 31057
*Email	DardensPrimeMeats@gmail.com	bfountain@gmail.com

*Property Address

Project:

New Building ☐ Addition ☒ Alteration ☒ Demolition ☐ Relocation ☐

*Please describe the proposed modification:

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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: _____



Where Georgia comes together.

STAFF REPORT

From the Department of Community Development
February 28, 2023

CASE NUMBER: COA-0026-2023
APPLICANT: Paul R. Kelley for Shilpaben Patel
REQUEST: Modify exterior materials and colors
LOCATION: 719 Carroll Street; Parcel No. 0P0050 001000

APPLICANT'S REQUEST: The applicant proposes to add brick veneer to the front and sides of the existing convenience store building (two options offered), paint the side and rear walls an approved color, and paint the fascia of the building and fuel canopy red, white, and blue stripes. The owner has indicated the fuel element will be branded either as Citgo or Marathon.

STAFF COMMENTS: Staff believes the proposal in general will be an improvement over the existing condition. Either of the proposed brick colors are appropriate, although standard light gray mortar should be used. The full brick front should wrap around the corners of the building and extend approximately 26 inches before the brick wainscot begins. The red, white, and blue stripes proposed on the fascia and fuel canopy are not appropriate. Staff suggests using a color on the fascia that is a lighter or darker version of the color used on the side wall stucco. Both colors should be neutral in the brown or gray tones and should be approved by Staff.

Based on a prior MSAB decision, staff recommends the fuel canopy be recovered with the gasoline brand's standards. No portion of the company's logo shall extend above the top of the canopy.

STAFF RECOMMENDATION: Approval with the following conditions:

1. Mortar on the brick veneer shall be a standard light gray color.
2. Full height brick veneer shall wrap around the front corners of the building approximately 26 inches.
3. Stucco walls and building fascia colors shall be neutral colors in the same tone and approved by Staff.
4. Fuel canopy shall be recovered with the gasoline brand's standards. No portion of the company logo shall extend above the top of the canopy.

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.

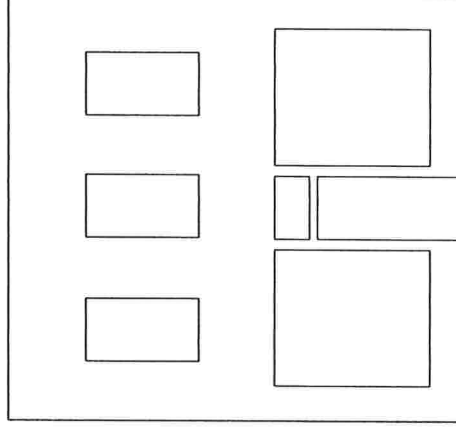
- (C) *Exemptions.* Nothing in the section shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of structures located in the Downtown Development Overlay District when the repair does not involve a change in design, material, or outer appearance of the 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 Facility.* 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.

GOAL:

The primary goal is to follow the pattern of use of materials within the downtown district.

Actions to achieve the goal:

- ▶ New buildings should respect the historic materials within the district by using the predominant exterior material - namely brick.
- ▶ New buildings should respect the ornamentation within the district by:
 - a) using ornamentation in a manner similar to that of nearby similar historic buildings or similar buildings within the district, and
 - b) using ornamentation to a degree equal to or less than that of nearby similar historic buildings or similar buildings within the district.



Shaded areas are traditional locations of ornament on commercial buildings.

Materials refers to the composition, texture, and appearance of the exterior surface of a building. Details refers to ornamentation that embellish the building.

Glossary terms:

Facade.

The front elevation or "face" of a building.

Nearby historic buildings.

The closest possible examples: 1) adjacent historic buildings, 2) historic buildings along the same street, 3) historic buildings within the immediate area, 4) historic buildings within the district.

Solid-to-void.

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

Synthetic stucco (EIFS).

Exterior insulation and finish systems (EIFS) are multi-component exterior wall systems which generally consist of: an insulation board; a base coat reinforced with glass fiber mesh; and a finish coat.

Variegated brick.

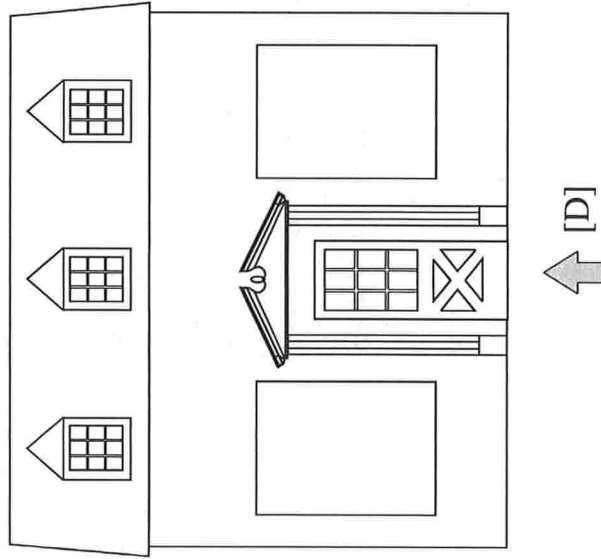
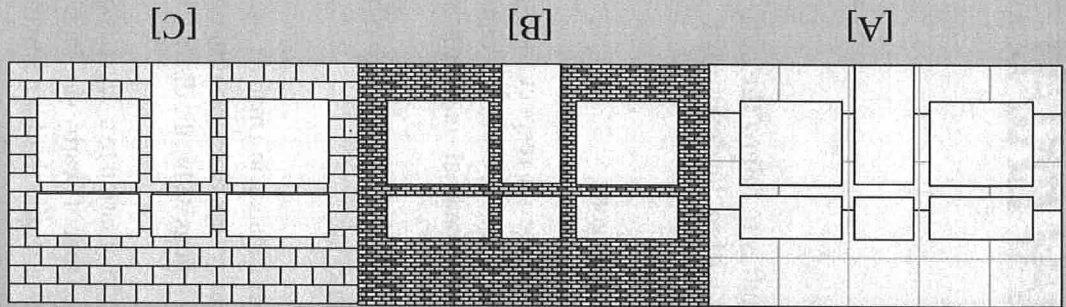
Multi-colored brick used in an attempt to create an antique look.

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

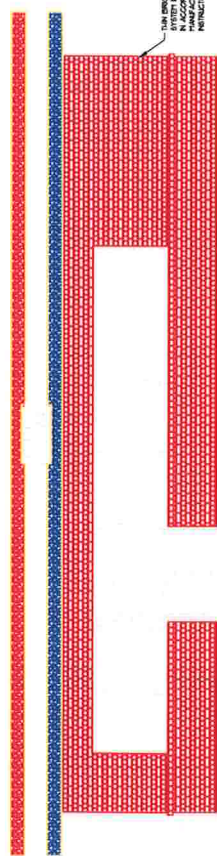
Notes/Revisions:

Common Mistakes

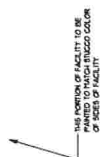
- ▶ Using synthetic stucco (E.I.F.S.) [A]
- ▶ Using variegated brick . [B] or concrete block. [C]
- ▶ Using any material other than brick.
- ▶ Copying historic styles or themes not common to the area such as colonial or wild west. [D]
- ▶ Use of stock details which do not match the proportions and degree of craftsmanship of historic details.







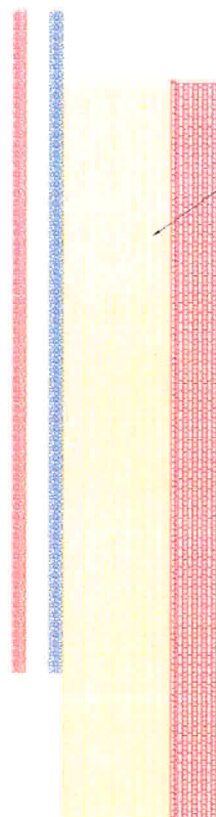
REAR ELEVATION
SCALE: 1/4" = 1' - 0"



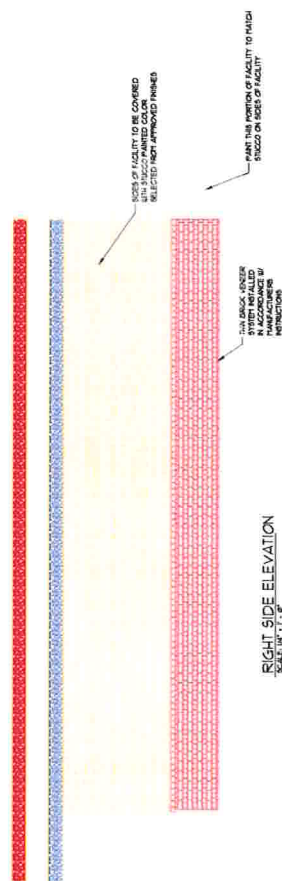
CHERRY LANE BRICK PATTERN



OLD SAVANNAH BRICK PATTERN

PROPOSED BRICK FINISHES FOR FRONT AND
SIDE WALLS: SCOT'S

LEFT SIDE ELEVATION

RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

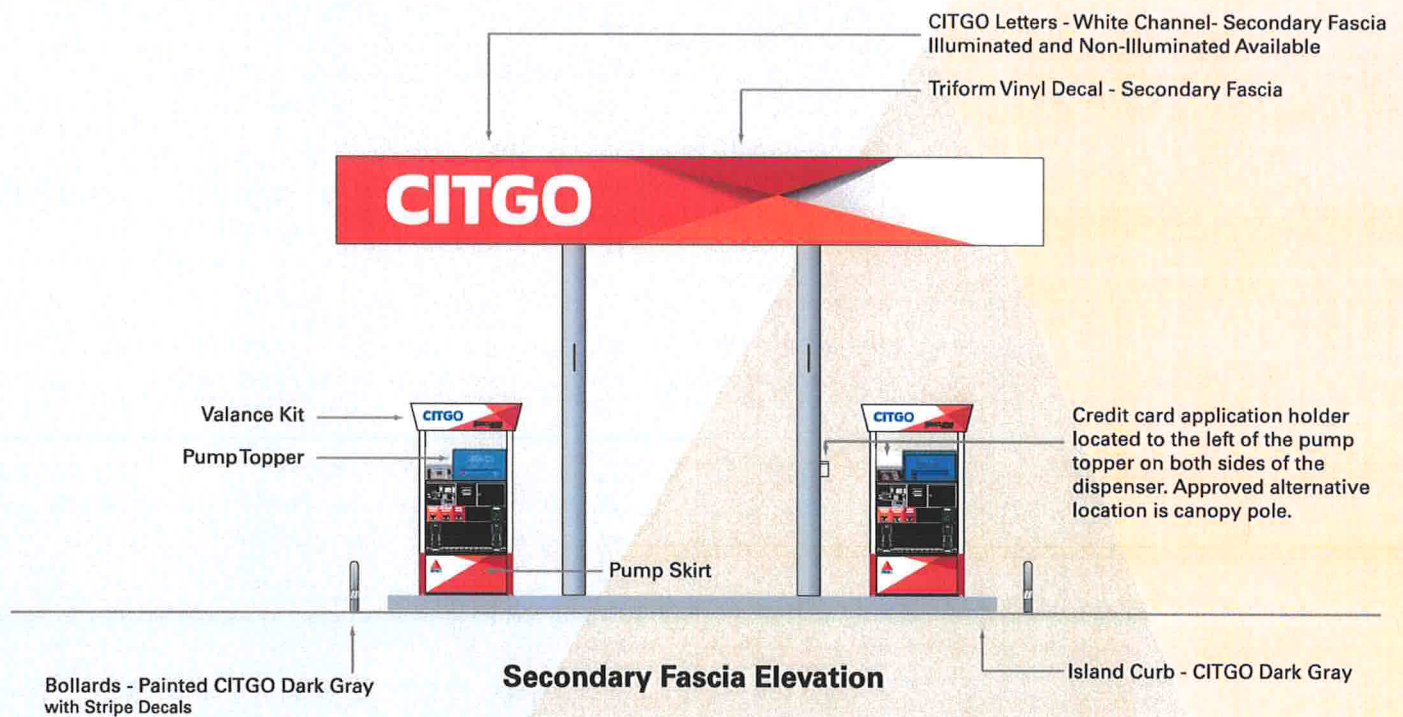
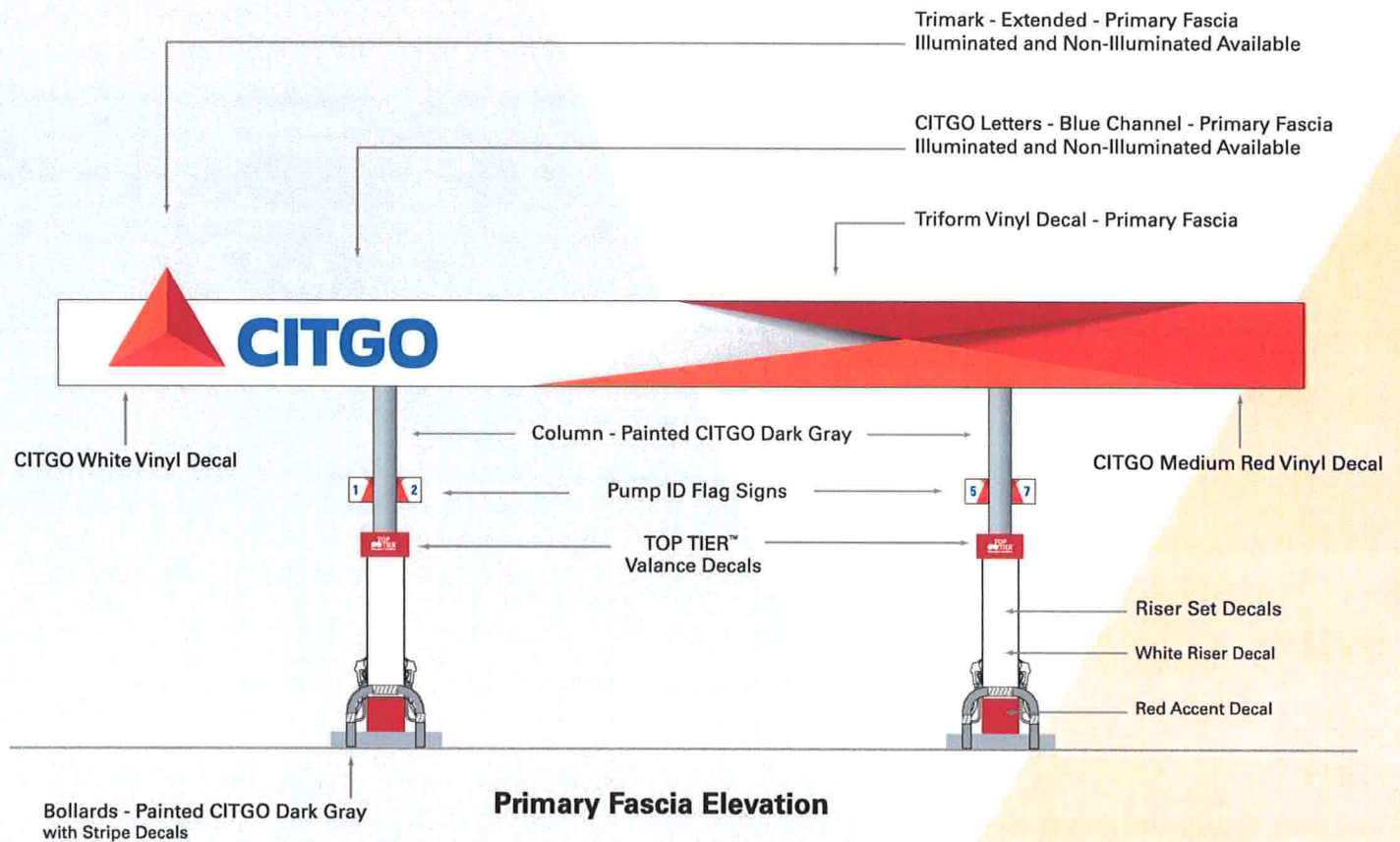
PAINT THIS PORTION OF FACILITY TO MATCH STUCCO ON SIDES OF FACILITY.

COPIES OF FACILITY TO BE COVERED
WITH STUDIO PAINTED COLOR
SELECTED FROM APPROVED FINISHES

SIDES OF FACILITY TO BE COVERED
WITH STUCCO PAINTED COLOR
SELECTED FROM APPROVED FINISHES

CITGO Centennial Image Canopy/Island

Below are the specifications for the Centennial Image canopy and pump island. The specifications for the pump are on the back.





Representation of typical canopy fascia.
Pylon sign shown is not proposed for Perry.



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Application # COA-0026-
2023

Application for Certificate of Appropriateness Main Street Advisory Board

Contact Community Development (478) 988-2720

*Indicates Required Field

	Applicant	Property Owner
*Name	Paul R. Kelley P.E.	Shilpaben H Patel
*Title	Consulting Engineer	Owner
*Address	1245 Rainey Rd, Macon, GA 31220	719 Carroll ST, Perry, GA 31069
*Phone	478 747 7096	334 430 3772
*Email	paulrkelly@startmail.com	harrypatel2007@yahoo.com

*Property Address 719 Carroll St, Perry GA

Project:

New Building _____ Addition _____ Alteration X Demolition _____ Relocation _____

*Please describe the proposed modification:

Construction of new unisex customer toilet room, installation of new Beer cave, removal of existing kitchen range hood and cooking equipment and overall remodeling of interior and exterior of facility. Include in this work is the construction of new office space and employee toilet room and new cashiers station. ADDING BRICK VENEER TO FRONT AND WAINSCOT TO BOTH SIDES OF FACILITY

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,
 - X _____ 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 <i>Paul R. Kelley, P.E.</i>	*Date 1 Feb 2023
*Property Owner/Authorized Agent <i>S.H. Patel.</i>	*Date 1-07-2023

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: \$ 50,000.00



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STAFF REPORT

From the Department of Community Development
February 28, 2023

CASE NUMBER: COA-0031-2023
APPLICANT: Eric Scultz
REQUEST: Modify parapet wall, new roof, awning, paint
LOCATION: 742 Main Street; Parcel No. 0P0040 007000

APPLICANT'S REQUEST: The applicant proposes to increase the width of the front parapet wall to conceal a new raised roof. The modification to the parapet wall will be constructed in brick to match the existing brick on the façade. The existing storefront system will remain as is. A suspended aluminum canopy will be installed over the front door. The entire exterior will be painted. The new roof will be clad in black standing seam metal panels. A hood pan will be installed on the right side of the roof about halfway from the front of the building. The hood pan should not be visible from the street. A cooler/freezer will be added to the rear of the building and will not be visible from the street.

STAFF COMMENTS: The building was constructed in 1947 in the simple commercial architectural style characteristic of the period. Staff believes the proposal is consistent with applicable design guidelines and standards.

STAFF RECOMMENDATION: Approval with the following conditions:
1. Exterior paint color to be approved by Staff.

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.

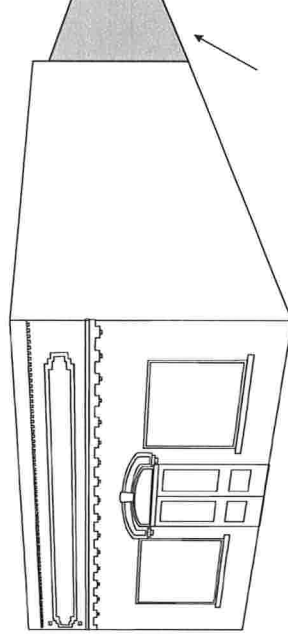
- (D) *Sign standards.* All signs shall require a Certificate of Appropriateness issued by the administrator prior to issuing a sign permit. The administrator may exempt signs which comply with the provisions of Section 6-9.12(C).
- (E) *Site design standards.*
- (1) Orientation and setback. The orientation 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 Facility.* 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.

GOAL:

The primary goal is to allow expansion while maintaining historic character.

Actions to achieve the goal:

- ▶ Additions should respect the original portion of the building by:
 - a) being placed away from the public view on the rear elevation or (for buildings not on the square) on a side elevation well behind the facade,
 - b) maintaining the form, orientation, and symmetry of the original structure,
 - c) creating a discernible break at the juncture with the original structure,
 - d) using matching or similar materials such as roofing and siding,
 - e) using matching or similar elements, such as windows, on side elevations and reserving more modern elements for the rear elevation,
 - f) using a degree of ornamentation equal to the original or less, and
 - g) being reversible with a limited loss of historic materials and elements.



additions are best placed at the rear of the building

Additions refers to any increase in the square footage of a building.

Glossary terms:

Elevation.

Any of the external faces of a building.

Facade.

The front elevation or "face" of a building.

Public view.

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

Reversible.

Constructing additions or new elements in such a manner that if removed in the future original form and material would be largely unchanged.

Routine maintenance.

Any action performed in order to preserve a historic property including minor replacement of material with like material providing no change is made to the appearance of the structure or grounds.

Orientation.

The direction that the building (usually includes the primary entrance) faces.

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

Notes/Revisions:

Changes requiring a COA Examples:

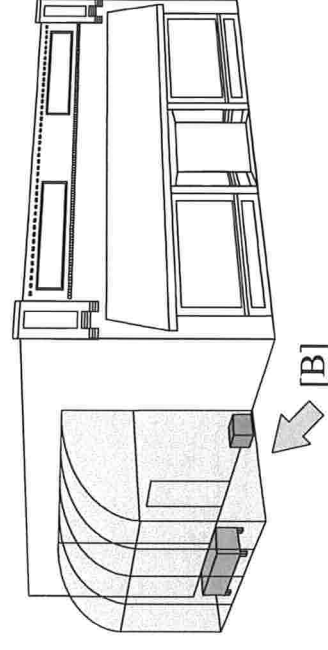
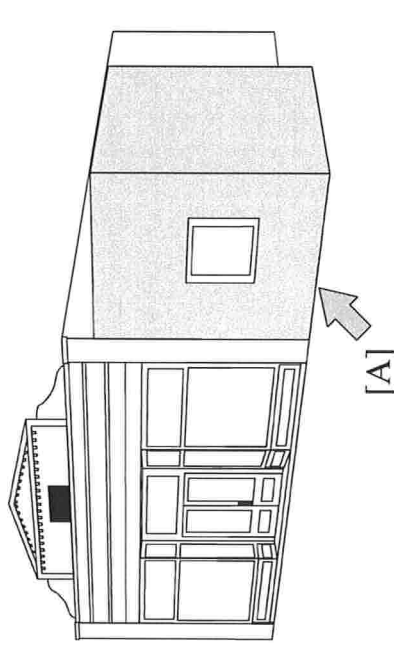
- * Adding an addition to a building.
- * Removing an addition from a building.

Changes not requiring a COA Examples:

- * Routine maintenance to existing additions.

Common Mistakes

- ▶ *Constructing the walls of the addition flush with the facade of the original structure. [A]*
- ▶ *Constructing an addition out of scale which greatly alters the original form of the building.*
- ▶ *Using incompatible materials or details on an addition. [B]*
- ▶ *Removing a large amount of original material to add an addition.*





SCALE: 1/4" = 1'-0"



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Application # COA 0031-
2023

Application for Certificate of Appropriateness
Main Street Advisory Board

Contact Community Development (478) 988-2720

*Indicates Required Field

	Applicant	Property Owner
*Name	Eric SchultZ	Eric SchultZ
*Title	owner	
*Address	742 Main Street	" "
*Phone	478-442-8507	
*Email	emSchultZ3570@gmail.com	

*Property Address 742 Main St.

Project:

New Building ☐ Addition ☐ Alteration ☒ Demolition ☐ Relocation ☐

*Please describe the proposed modification:

Add A new Roof, Redo the inside
so a new Business can go in
Black metal Roof - color from pallet for
outside.

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	2/24/23
*Property Owner/Authorized Agent		*Date	2/24/23

Maintenance and Repair

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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: _____



Where Georgia comes together.

STAFF REPORT

From the Department of Community Development
February 28, 2023

CASE NUMBER: COA-0033-2023
APPLICANT: Lee Wingate for Wingate Custom Homes
REQUEST: Construct new mixed-use building
LOCATION: 1009 and 1013 Northside Drive; Parcel No. 0P0020 018000 and 0P0020 019000

APPLICANT'S REQUEST: The applicant proposes to construct a new two-story mixed-use building on vacant parcels. The building will include spaces for 4 retail tenants and 2 restaurants on the ground floor, with 12 residential units on the second floor. The building will be centered on the property with residential parking on the east and commercial parking on the west. A front courtyard and angled on-street parking are proposed. The applicant proposes to extend a street-adjacent sidewalk along the frontage of the property.

The building will be clad in brick (Cherokee Brick Ansley Park for the body; Mosstown for the columns and trim; ivory mortar) with bronze color storefront, residential windows and doors, and light fixtures.

STAFF COMMENTS: The subject properties are located adjacent to a 1914 Single-family house to the east, a 1975 bank (renovated in 2016) and parking to the west, and 1969-1971 apartment buildings to the north. Properties across Northside Drive include the Perry Events Center, a 1946 single-family house, and the relocated 1900 former train depot (currently offices). All existing buildings on the street are setback from the right-of-way. A street-adjacent sidewalk exists along a portion of the bank's frontage. On-street parking exists in front of the bank and at the Perry Events Center.

The proposal appears to comply with design guidelines regarding placement, scale, form, openings, materials and details. Walls and fences are not proposed at this time. Modern features (mechanical systems, utility meters, etc.) should be located to limit negative visual impact. Staff will verify during the permit review process that modern features are properly located. Parking is located on the sides of the building. Parking should be partially screened per the Walls and Fences guideline.

A large oak tree exists in the public right-of-way in front of the subject properties and should be saved if possible. The applicant should consult with City Staff and a certified arborist to determine if the tree is healthy and has a reasonable chance of survival after the proposed construction.

STAFF RECOMMENDATION: Approval with the following conditions:

1. Staff shall ensure the placement of modern features and screening of parking are consistent with applicable design guidelines.
2. Applicant shall consult with staff and a certified arborist regarding the health and survival of the large oak tree located in the public right-of-way and provide a report to staff.

APPLICABLE DESIGN GUIDELINES ATTACHED.

APPLICABLE ORDINANCE SECTION:

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

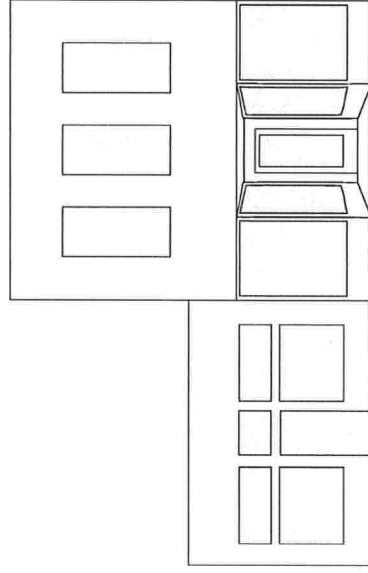
- (A) *Intent.* The intent of this section is to encourage and maintain the viability and visual compatibility of structures and sites in the Downtown Development Overlay District.
- (B) *Applicability.* New construction and exterior modification of buildings and sites in the downtown development overlay 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 Facility.* 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.

GOAL:

The primary goal is to follow the distinct rhythm established by the placement pattern of historic buildings in the district.

Actions to achieve the goal:

- ▶ New buildings should respect the placement of nearby historic buildings by being:
 - a) placed at a setback equal to or within 10 feet of that of nearby similar historic buildings or similar buildings within the district,
 - b) placed centrally on a lot with equal spacing on each side (party walls for buildings on Carroll Street, and on Jernigan Street and Ball Street between Main and Commerce Streets), and
 - c) oriented towards (or facing) the same street as nearby historic buildings.



Downtown buildings are placed at the front of their lots (zero lot line) and share side walls with adjacent buildings (party walls).

Placement refers to how the building is located or situated upon its lot. Placement includes building setback, spacing, and orientation.

Glossary terms:

Nearby historic buildings.

The closest possible examples: 1) adjacent historic buildings, 2) historic buildings along the same street, 3) historic buildings within the immediate area, 4) historic buildings within the district.

Orientation.

The direction that the building (usually includes the primary entrance) faces.

Party wall.

A common, shared wall between two buildings; typical of downtown brick buildings.

Rhythm.

The pattern created by the relationship of elements along a street or on individual buildings (e.g. buildings to the open space or windows to wall space).

Setback.

A term used to define the distance a building is located from a street or sidewalk.

Spacing.

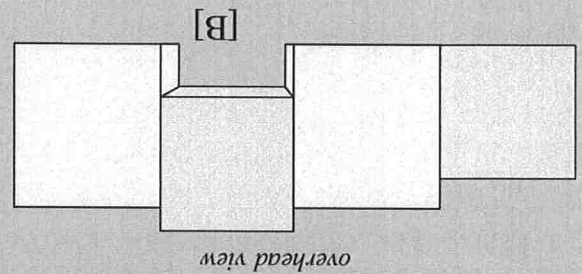
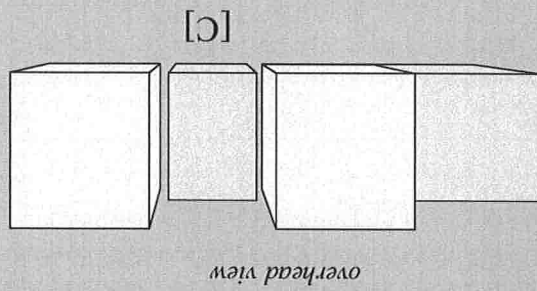
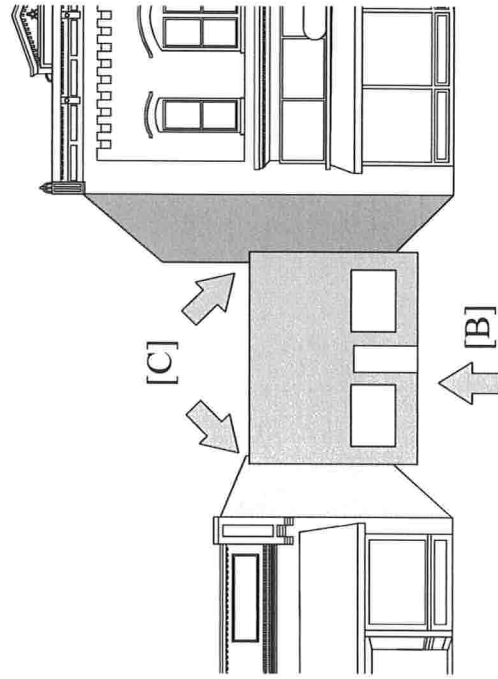
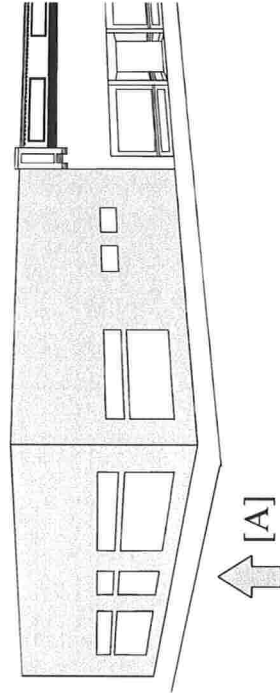
The distance between adjacent buildings.

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

Notes/Revisions:

Common Mistakes

- ▶ Placement of a building facing a different street; corner or dual frontage properties should follow the example set by nearby historic corner properties. [A]
- ▶ Placement of a building not on the front lot line. [B]
- ▶ Placement of a building with side setbacks not party walls. [C]



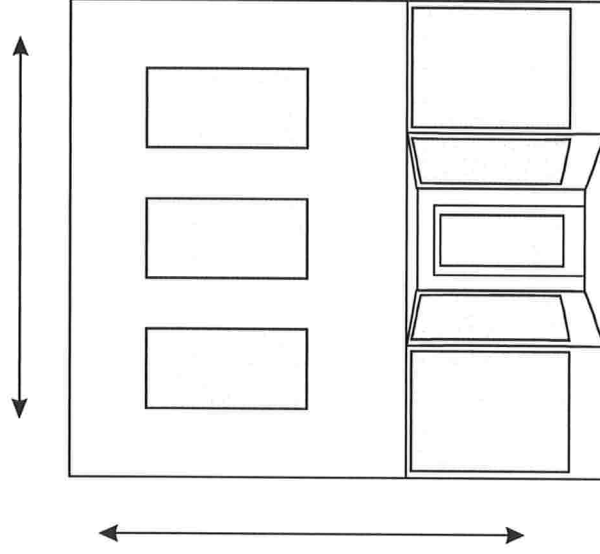
GOAL:

The primary goal is to follow the established dimensions of historic buildings within the district.

Actions to achieve the goal:

- ▶ New buildings should respect the existing scale of historic buildings by being:
 - a) either one-story or two-story depending upon the uniformity of height displayed by nearby historic buildings,
 - b) approximately the same width as nearby historic buildings of similar form, and
 - c) approximately the same depth of nearby historic buildings; for more depth, new buildings should follow the addition pattern of nearby historic buildings of similar scale.

*width includes the actual
width and the number of bays*



*height includes both the
number of stories as well as
story heights*

Scale refers to a building's dimensions - height, width, and depth - particularly in comparison to other buildings in the vicinity.

Glossary terms:

Bay.

The horizontal divisions of a building, defined by windows, columns, pilasters, etc.

Nearby historic buildings.

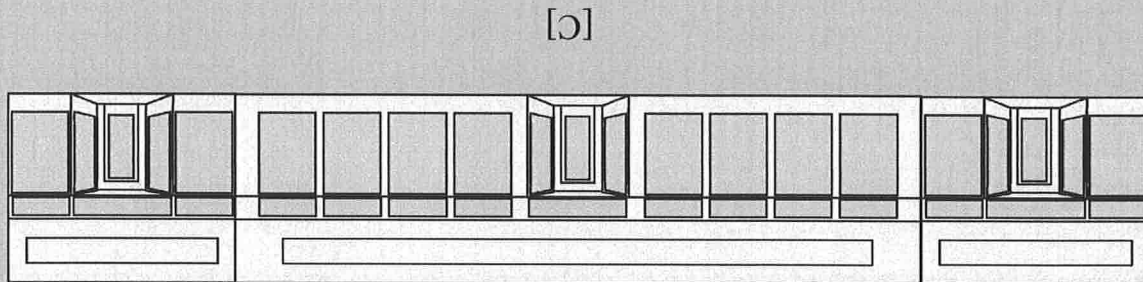
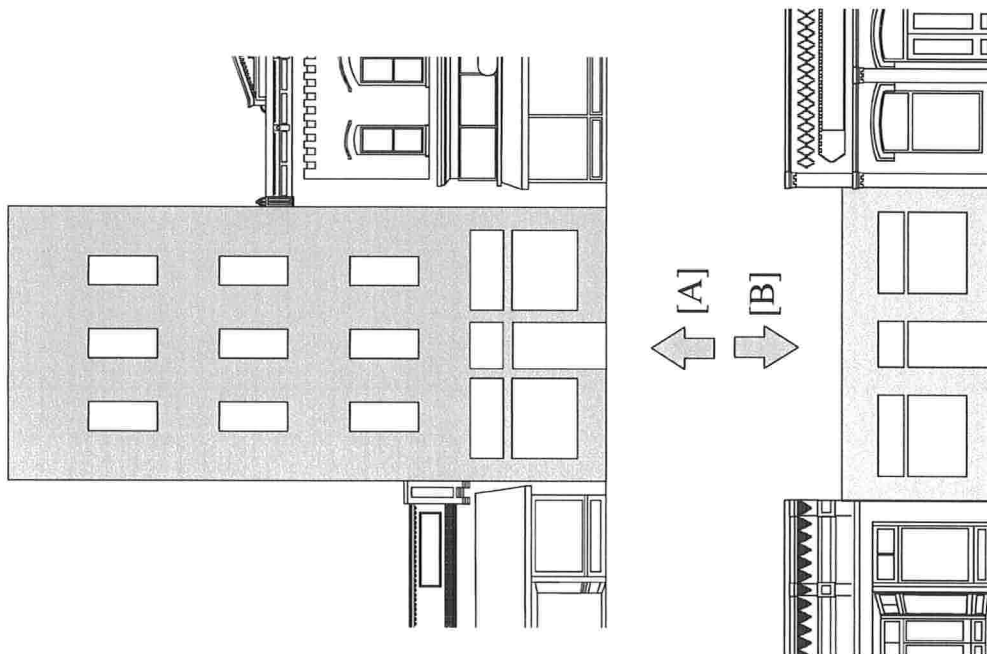
The closest possible examples: 1) adjacent historic buildings, 2) historic buildings along the same street, 3) historic buildings within the immediate area, 4) historic buildings within the district.

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

Notes/Revisions:

Common Mistakes

- ▶ Constructing a building of more than two stories. [A]
- ▶ Constructing a building out of scale with its neighbors even though the number of stories is equal. [B]
- ▶ Constructing a building that is too wide and creates an inappropriate horizontal appearance. [C]

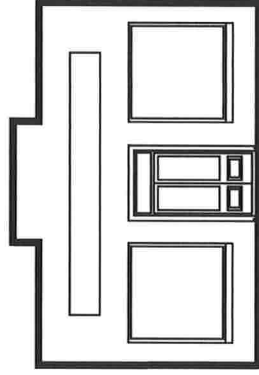


GOAL:

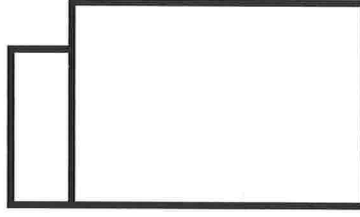
The primary goal is to follow the unique pattern of building forms found within the **downtown district**.

Actions to achieve the goal:

- ▶ New buildings should respect the existing form represented among historic buildings by:
 - a) using roof shapes, pitches, and parapets such as those on nearby similar historic buildings or similar buildings within the district,
 - b) creating a main block and using secondary blocks in a manner similar to that of nearby similar historic buildings or similar buildings within the district, and
 - c) having foundations of the similar height and pattern as similar historic buildings.



From the front each building creates a silhouette. On blueprints, this known as an "elevation."



Each building creates a "footprint" created by the exterior walls of the building. On blueprints, this is called the "plan" or "floor plan."

Form refers to a building's overall shape and composition. Vertically there are three divisions of form: the roof, the body, and the foundation.

Glossary terms:

Main block.

The central mass of a building, generally excluding secondary blocks such as additional wings, projections, dormers, or porches.

Nearby historic buildings.

The closest possible examples: 1) adjacent historic buildings, 2) historic buildings along the same street, 3) historic buildings within the immediate area, 4) historic buildings within the district.

Pitch. A term which refers to the steepness of roof slope.

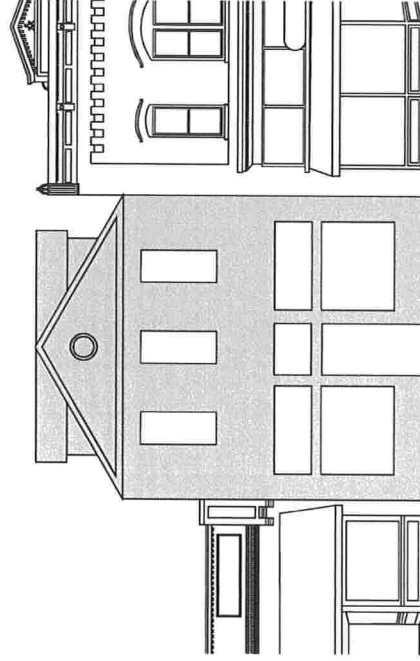
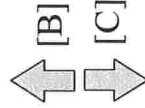
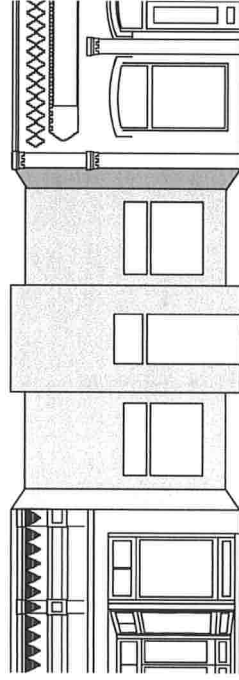
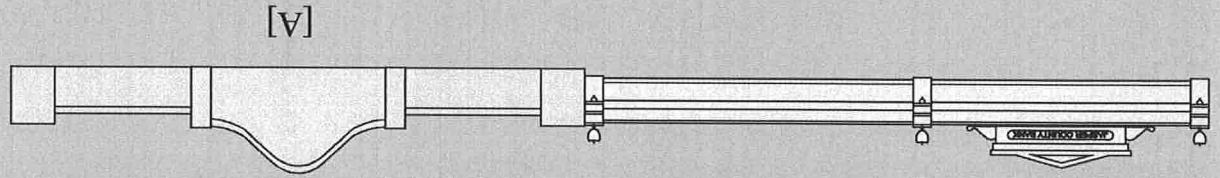
Secondary blocks. Portions of the building attached to the central mass of a building, generally such as additional wings, projections, dormers, or porches.

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

Notes/Revisions:

Common Mistakes

- ▶ Constructing a parapet with a form or style atypical to the area. [A]
- ▶ Constructing a building with secondary blocks rather than one main block. [B]
- ▶ Constructing a building with a roof form unlike the established pattern. [C]



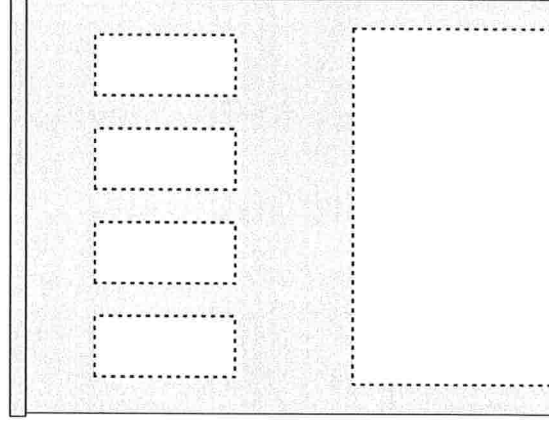
32 NEW CONSTRUCTION OPENINGS

GOAL:

The primary goal is to follow the solid-to-void ratio characteristic of historic buildings in the district.

Actions to achieve the goal:

- ▶ New buildings should respect the pattern of openings on historic buildings by:
 - a) using openings of similar dimensions and shape,
 - b) placing or distributing openings in a manner similar to that of nearby similar historic buildings or similar buildings within the district, and
 - c) balancing the ratio of solid-to-void by using the appropriate amount of opening on an elevation.



Downtown commercial buildings have a high degree of void at street level and evenly spaced smaller voids on upper floors.

Openings refers to windows and doors. Void is another term for openings.

Glossary terms:

Elevation.

Any of the external faces of a building.

Facade.

The front elevation or “face” of a building.

Nearby historic buildings.

The closest possible examples: 1) adjacent historic buildings, 2) historic buildings along the same street, 3) historic buildings within the immediate area, 4) historic buildings within the district.

Solid-to-void.

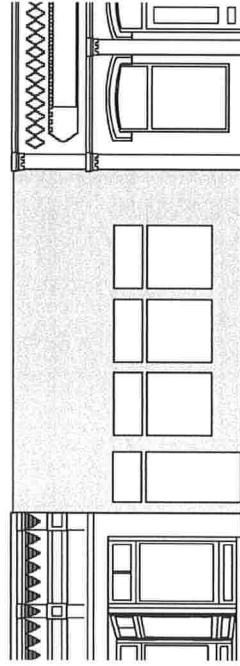
The total area of wall in comparison to the total area of openings on an elevation.

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

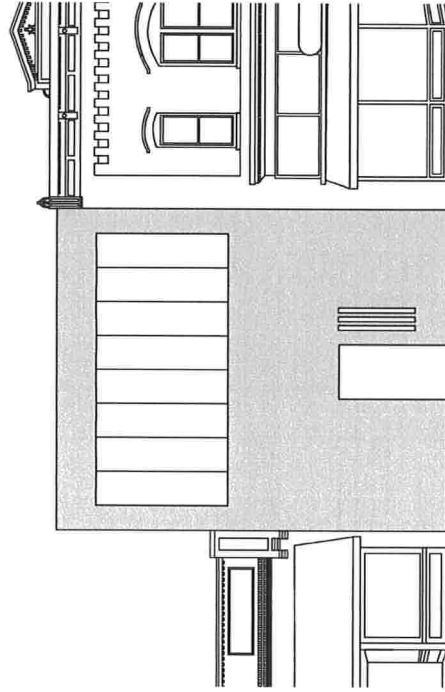
Notes/Revisions:

Common Mistakes

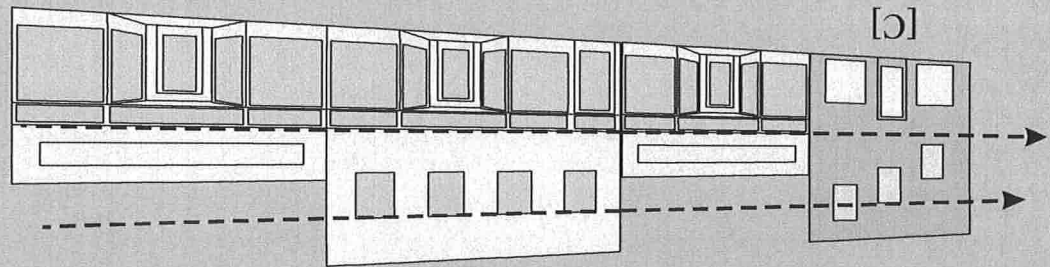
- ▶ Using an asymmetrical distribution of windows and doors when symmetrical facades are the established pattern within that block. [A]
- ▶ Using a high solid-to-void ratio at ground level (the storefront) or a low solid-to-void ratio on upper floors. [B]
- ▶ Failing to align openings with other buildings on the same block. [C]



↑ [A]



↑ [B]

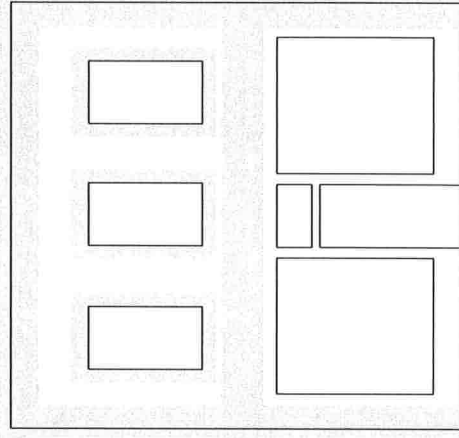


GOAL:

The primary goal is to follow the pattern of use of materials within the downtown district.

Actions to achieve the goal:

- ▶ New buildings should respect the historic materials within the district by using the predominant exterior material - namely brick.
- ▶ New buildings should respect the ornamentation within the district by:
 - a) using ornamentation in a manner similar to that of nearby similar historic buildings or similar buildings within the district, and
 - b) using ornamentation to a degree equal to or less than that of nearby similar historic buildings or similar buildings within the district.



Shaded areas are traditional locations of ornament on commercial buildings.

Materials refers to the composition, texture, and appearance of the exterior surface of a building. Details refers to ornamentation that embellish the building.

Glossary terms:

Facade.

The front elevation or “face” of a building.

Nearby historic buildings.

The closest possible examples: 1) adjacent historic buildings, 2) historic buildings along the same street, 3) historic buildings within the immediate area, 4) historic buildings within the district.

Solid-to-void.

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

Synthetic stucco (EIFS).

Exterior insulation and finish systems (EIFS) are multi-component exterior wall systems which generally consist of: an insulation board; a base coat reinforced with glass fiber mesh ; and a finish coat.

Variegated brick.

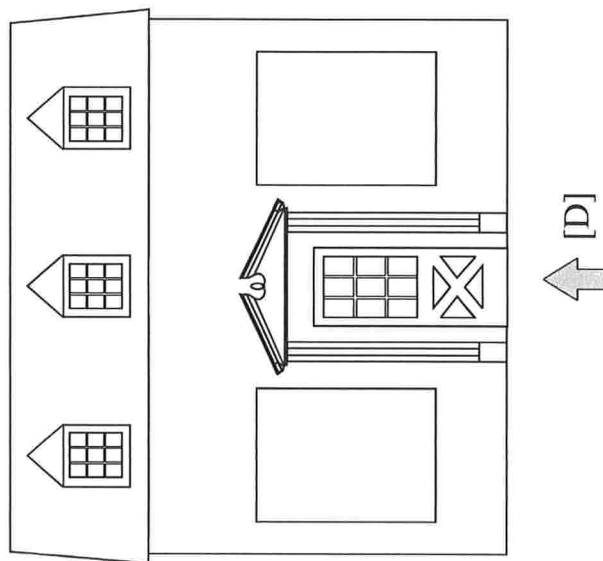
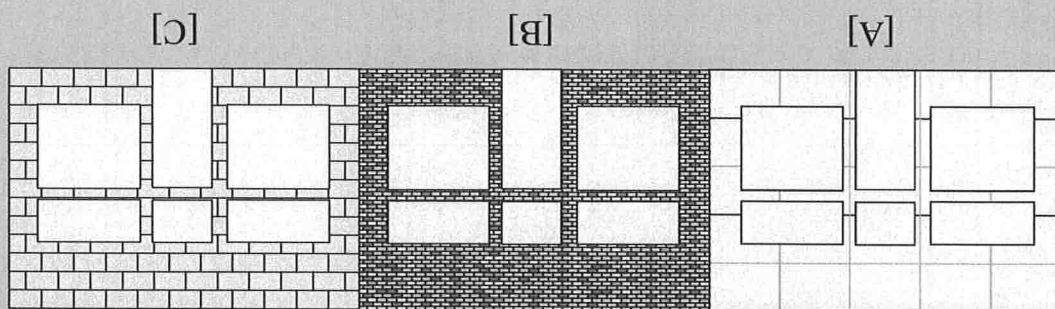
Multi-colored brick used in an attempt to create an antique look.

- more terms found in the Glossary, p. 42

Notes/Revisions:

Common Mistakes

- ▶ Using synthetic stucco (E.I.F.S.) [A]
- ▶ Using variegated brick . [B] or concrete block. [C]
- ▶ Using any material other than brick.
- ▶ Copying historic styles or themes not common to the area such as colonial or wild west. [D]
- ▶ Use of stock details which do not match the proportions and degree of craftsmanship of historic details.



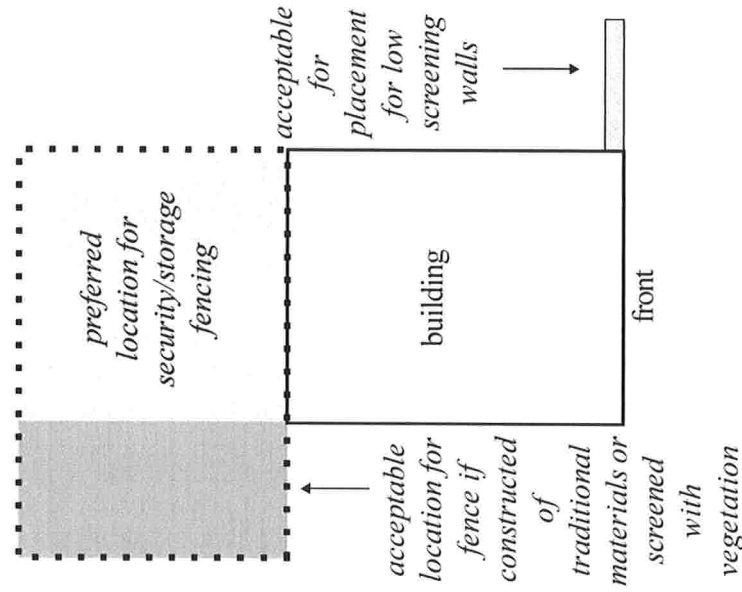
WALLS & FENCES

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:

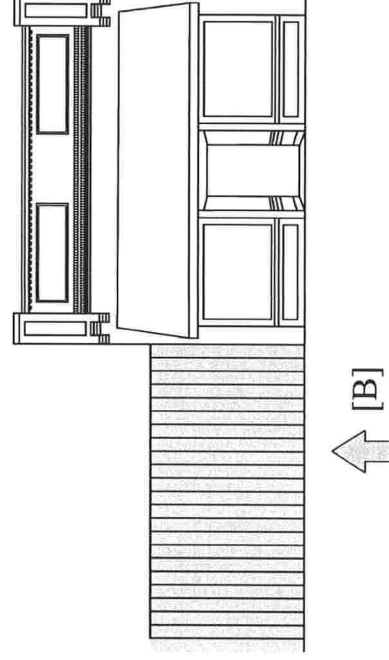
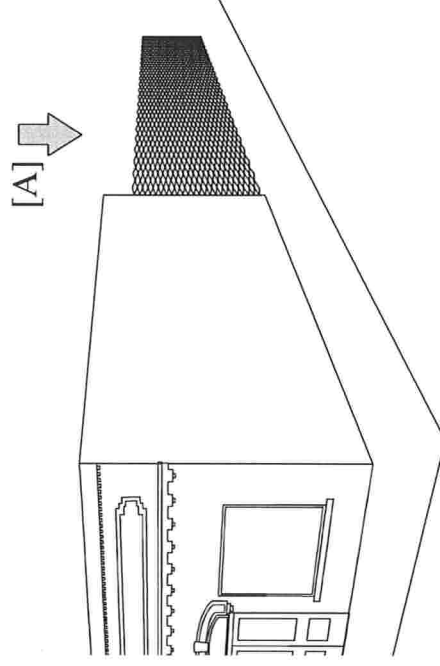
- * Construction of a new fence.
- * Construction of a new screening wall.

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.

Common Mistakes

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



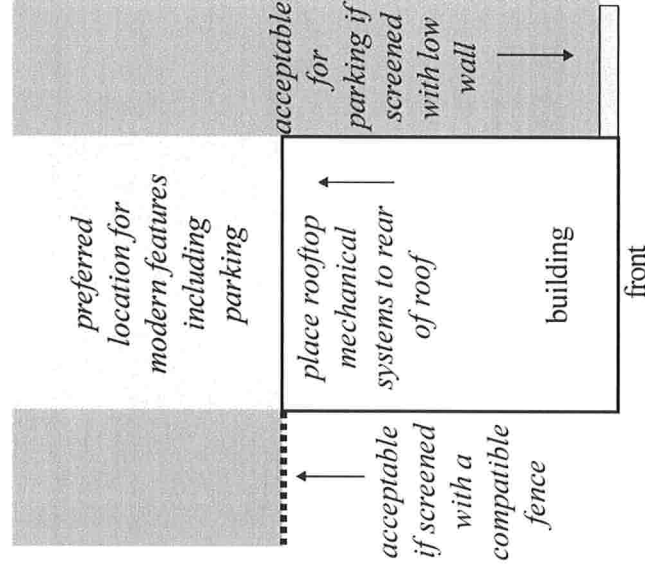
MODERN FEATURES

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:

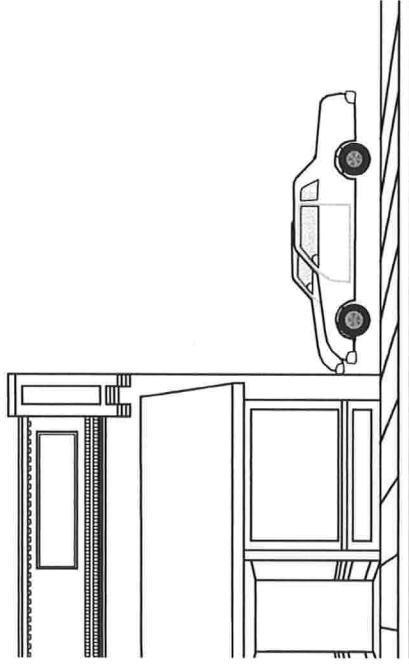
- * Adding parking areas.
- * Placing exterior mechanical systems such as satellite dishes, air-conditioning units, or utility meters.
- * Adding exterior lighting.

Changes not requiring a COA Examples:

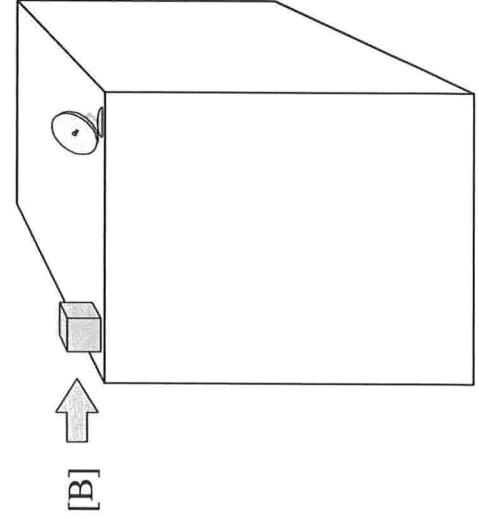
- * Resurfacing an existing parking area with the same material.
- * Interior changes to mechanical systems.
- * Temporary event lighting.

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]

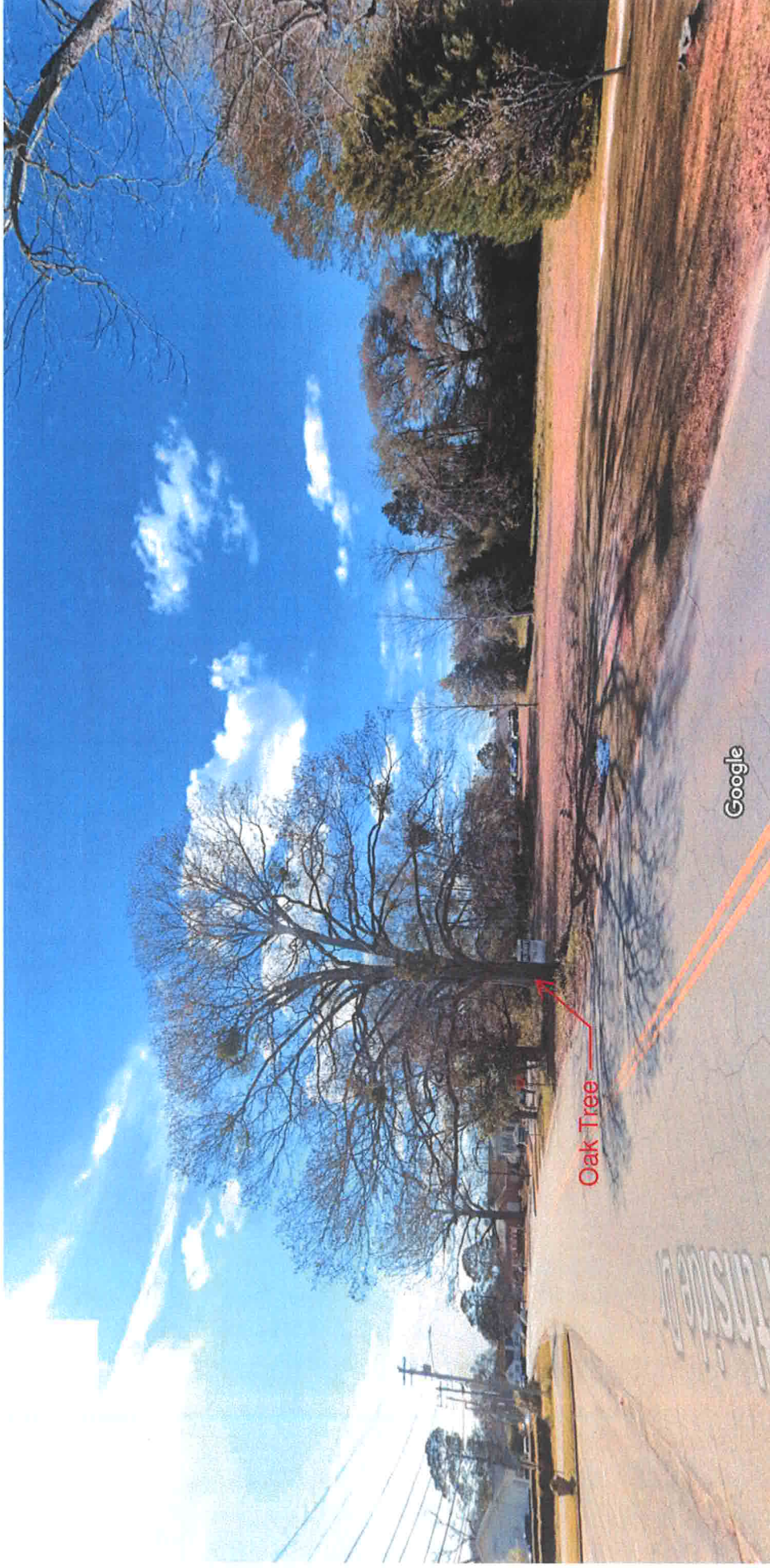


[A]



[B]





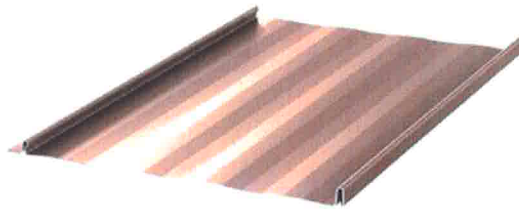
View of site and oak tree in right-of-way

Site plan to be forwarded separately.



Perry Loft Project

Exterior Roof and
Awnings
Color: Burnished
Slate



 [View Details](#)

[Get A Quote!](#)

Advantage-Lok II

Standing seam systems have been used on traditional and contemporary homes for more than a century. Standing seam metal roof systems' are clean, graceful lines have been an enduring roofing favorite on a wide range of architecture. Advantage-Lok II standing seam roof system features shorter, 1" high ribs as compared to our original Advantage-Lok standing seam system. The 1" rib design gives the standing seam system slightly better wind uplift performance, although both standing seam system designs do an outstanding job in severe weather. The Advantage-Lok II standing seam roof system is popular in up-scale residential and commercial roofing applications. Advantage-Lok II standing seam metal roof system snap securely together with completely concealed fasteners for maximum wind and weather resistance.



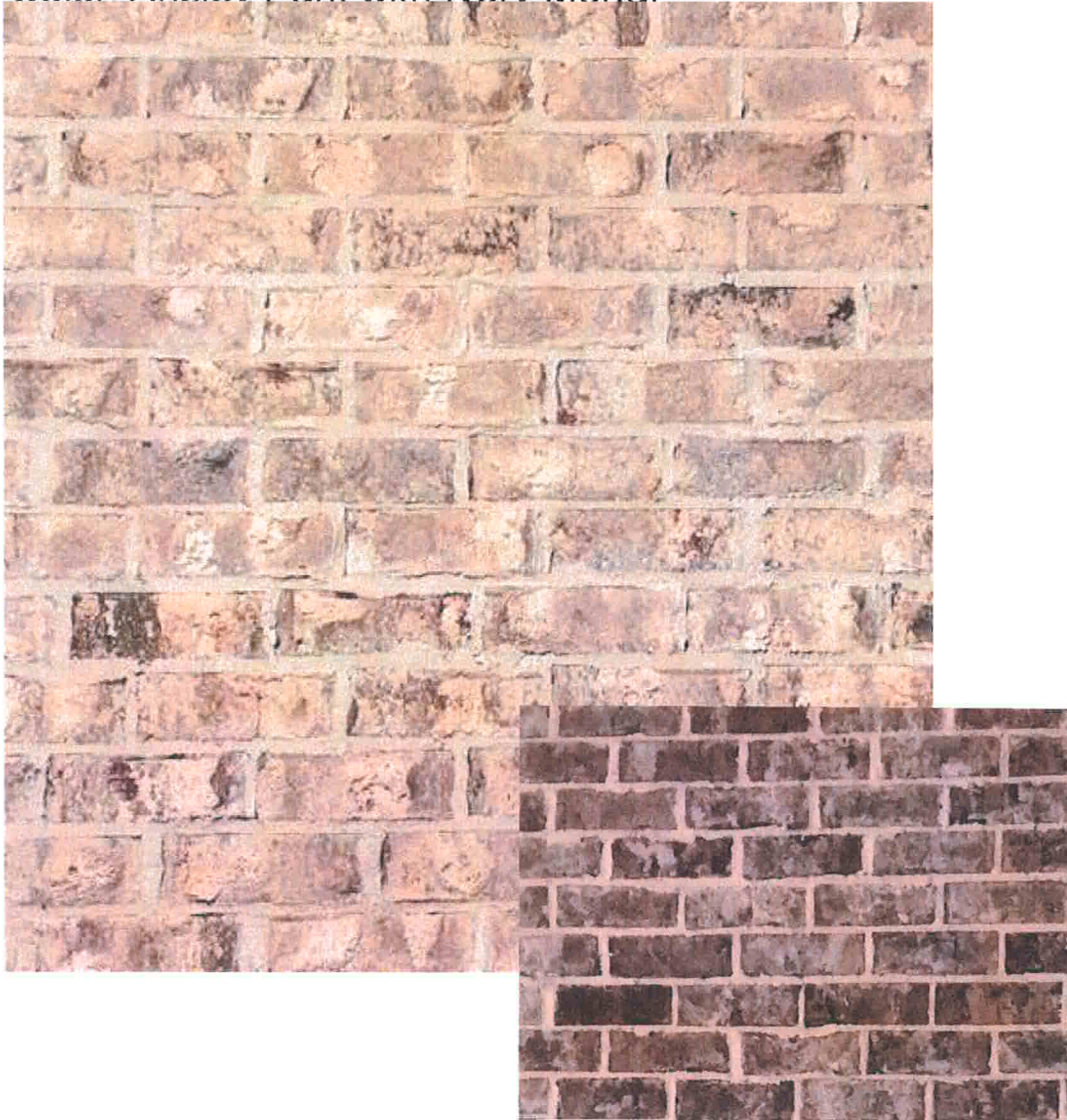
City Loft Project

Exterior Brick Main Body

Manufacturer: Cherokee Brick

Style: Queen Size

Color: Ansley Park with Ivory Mortar



Brick Accent: Crown Corbel at Top, All Columns and
Soldiers Over 2 Story Windows

Style: Queen Size

Color: Mosstown with Ivory Mortar


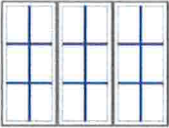
Perry Loft Project

Windows
Manufacturer: JELD-WEN
Color: Chestnut Bronze



Perry Loft Project

Windows Cont...

LINE	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line 3	"N" Labeled Single Fixed Windows Rough Opening : 32 3/4 X 72 3/4	SCC3272 Frame Size : 32 X 72 Sitrline Standard, Clad Casement, Auralast Pine, Chestnut Bronze Exterior, Primed Interior, Nail Fin (Standard), Color Match Metal DripCap, 6 9/16 Jamb, 4/4 Thick, , Stationary, US National-WDMA/ASTM, PG 35, Insulated SunResist Tempered Glass, Protective Film, Black Spacer, Argon Filled, Traditional Glz Bd, Chestnut Bronze SDL, 7/8" Putty SDL w/Perm Wood Putty Int BAR, Light Bronze Shadow Bar, Colonial 2 Wide 3 High IGThick=0.726(1/8 / 1/8), U-Factor: 0.26, SHGC: 0.20, VLT: 0.45, Energy Rating: 19.00, CPD: JEL-N- 878-03612-00001 PEV 2022.4.0.4132/PDV 6.894 (12/01/22)CW			
		Viewed from Exterior.		8	
Line 4	"N" Labeled Triple Fixed Windows Rough Opening : 96 3/4 X 72 3/4	SCC3272-3 Frame Size : 96 X 72 Sitrline Standard, Clad Casement, Auralast Pine, 3 Wide Flanker= 32 , Chestnut Bronze Exterior, Primed Interior, Nail Fin (Standard), Color Match Metal DripCap, 6 9/16 Jamb, 4/4 Thick, , Stationary/Stationary/Stationary, US National-WDMA/ASTM, DP 35, Insulated SunResist Tempered Glass, Protective Film, Black Spacer, Argon Filled, Traditional Glz Bd, Chestnut Bronze SDL, 7/8" Putty SDL w/Perm Wood Putty Int BAR, Light Bronze Shadow Bar, Colonial All Lite(s) 2 Wide 3 High This mull configuration complies with AAMA 450 standards and is professional engineer-approved. PEV 2022.4.0.4132/PDV 6.894 (12/01/22)CW			
		Viewed from Exterior.		7	

Perry Loft
Project

Exterior Dwelling Doors
Manufacturer: JELD-WEN
Color: Chestnut Bronze



Perry Loft Project

Exterior Lighting

Manufacturer: Progress

Style: P560098-103

Color Oil: Rubbed Bronze



Perry Loft Project

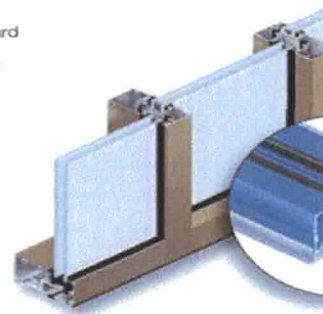
Storefront Glass & Metal Framing
Color: Dark Bronze

Perry Loft Project

Storefront Glass & Metal Specifications

Series 3000 Thermal Multiplane— the versatility of standard storefront system with improved thermal performance

The Series 3000 Thermal Multiplane extends the versatility of standard storefront systems by offering **improved thermal performance** and multiple glass plane options. The Series 3000 Thermal Multiplane provides more options for head and sill anchorage, **improved structural silicone glazing** and a front set installation option utilizing continuous head and sill members. Designed for 1" infill, Series 3000 Thermal Multiplane has available glazing adapters and gasket options for infills ranging from 1/4" to 1-1/8".



First Community Credit Union, St. Louis, MO
Architect: TRJ Architects

Features

- Overall system dimensions: 2" x 4-1/2"
- Front set, center set, back set or multi-set configurations
- Optional sill receptor requires no additional anchoring of sill member
- Optional thermally broken head anchor
- SSG glazing with patented funnel bridge
- Continuous head and sill assembly option for front set
- Screw spline and shear block assembly
- Outside and inside glazing options
- Complete 90° and 135° corners
- High sidelite base
- Thermally broken members with polyurethane thermal breaks
- Accommodates ZS-2750 vents
- Factory-painted Kynar 500®/Hylar 500C finishes, meeting all provisions of AAMA 600-26
- Factory-anodized finishing



Oldcastle BuildingEnvelope

Engineering your creativity

Perry Loft Project Signage





Where Georgia comes together.

Application # _____

Application for Certificate of Appropriateness Main Street Advisory Board

Contact Community Development (478) 988-2720

*Indicates Required Field

	Applicant	Property Owner
*Name	Lee Wingate	Wingate Custom Homes
*Title	President	
*Address	817 GA-247 Unit 10, Kathleen, GA 31047	
*Phone	478-322-0028	
*Email	LeeW@wchhome.com	

*Property Address Land Lot 49 Northside Dr., Perry, GA, 31809

Project:

New Building ☒ Addition _____ Alteration _____ Demolition _____ Relocation _____

*Please describe the proposed modification:

This project is of new construction. It consists of a two story building with proposed (4) retail units and (2) restaurants on the 1st floor and (12) dwelling units on the 2nd floor. The building is of wood construction (type VB) with a concrete foundation, centrally located steel beam and columns. It is equipped with a fire sprinkler system throughout.

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, ****NO EXTERIOR WALL OR TRIM PAINT**
 - ☒ 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.

Continued on page 2

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	Lee Wingate	*Date	2/23/23
*Property Owner/Authorized Agent		*Date	2/23/23

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: \$ 3.8 million