HISTORIC PRESERVATION COMMISSION MEETING
JULY 11, 2016

WORKSHOP 6:00

PROPOSED AGENDA: 6:30 P.M.
City Hall Upstairs Conference Room
Ellijay, Georgia

I. Call to Order

II. Determination of Quorum

III. Approval of Agenda

IV. Approval of May 31, 2016 Minutes

V. Public Input

VI. Old Business

VII. New Business

- **COA Application Review & Action for Docket 2016-002 (24 South Main St. Suite E): replace a portion of the brick wall on the left side of the door with a window.** Public notice requirement met (ad published in Times Courier June 23, 2016).

VIII. Announcements

- **Workshops (TBA)**
- **Next regular meeting: 2nd Monday of the Month (or as needed) (Workshop at 6:00 pm; Hearing at 6:30 pm)**

IX. Adjournment

PUBLIC NOTICE

HISTORIC PRESERVATION COMMISSION
City of Ellijay

This notice is to inform property owners in the designated Historic District of the City of Ellijay that an application for a Certificate of Appropriateness has been submitted by the owner/legal agent of 24 South Main Street, Suite E., parcel number 10122 048 , to replace a portion of the brick wall on the left side of the door with a window. The building was constructed in 1966. A workshop will be held at 6:00 p.m. on July 11, 2016 followed by a public hearing at 6:30 p.m., at Ellijay City Hall (upstairs), for public input before the Commission considers this request.

HISTORIC PRESERVATION

ELLIJAY · GEORGIA

SCENIC MOUNTAIN COMMUNITY

COMMISSION

CITY OF ELLIJAY
HISTORIC PRESERVATION COMMISSION
RULES OF PROCEDURE

SECTION 1:

A) Each application for a Certificate of Appropriateness shall be made on an official form and shall be delivered to the offices of the City of Ellijay – Administration. The time and date shall be noted on the application.

B) Applicant shall provide drawings, photographs, plans or other documentation reflecting proposed modifications and provide proposed materials list and colors as may be required by the Commission. At the hearing on the application, applicant shall provide samples of materials and proposed colors. Applications involving demolition or relocation shall be accompanied by a post-demolition or relocation plan for the site.

C) A completed application will be placed on the Commission's agenda at their next regularly scheduled meeting. At the meeting, the commission will read the application and will receive the required information, as well as open the floor to public input. The Commission will then decide whether to approve, reject or table the application for a Certificate of Appropriateness.

SECTION 2: All information called for in the application shall be furnished by the Applicant, as prescribed in the application form and criteria checklist. The applicant shall provide the name of the applicant, street number of the premises, tax map and parcel number and date of application.

SECTION 3: The Commission shall maintain a docket book which shall be kept posted to date. Final disposition of the case shall be entered by the Commission. All continuances, postponements, and other steps taken and acts done shall be noted on the docket.

SECTION 4: Applications, including continued applications, filed in proper form shall be docketed and placed on the agenda of the Commission according to their application numbers. Incomplete applications shall not receive a number or be docketed until all information has been received.

SECTION 5: To be placed on the agenda for action, applications are considered to be filed by the close of business twenty-one (21) days prior to the date of a regularly scheduled meeting. Completed applications filed by the deadline will be entered on the agenda for the

regular meeting of the Commission held on the second Monday of the month. Applications received after the deadline will be considered as being filed by the date of the next filing deadline.

SECTION 6: Every applicant must appear in person or be represented by an agent or attorney at the meeting of the Commission. The order of business for consideration of applications for Certificates of Appropriateness shall be as follows:

A) Review Procedure:

1. For a period of fifteen (15) days prior to the next meeting of the Commission, a notice shall be posted on the property indicating an application to HPC for Certificate of Appropriateness.

2. Commission members are to visit the property site for which application was made.

B) Hearing of Application:

1. The Chairman shall call the application by docket number, applicant name and address according to the agenda and check for conflicts of interest among Commission members.

2. The Chairman shall call on the applicant to present the application and support documentation.

3. Commission hears the application and directs questions to applicant.

4. Additional information, if required by the Commission, is directed to the applicant.

5. The Chairman then asks if any other persons wish to speak either for or against the application before the Commission and gives them the opportunity to do so.

6. Commission members may address questions to the applicant and to other interested parties.

7. The Chairman shall call for discussion.

8. After hearing discussion by applicant and any other persons, the meeting will be closed for further public

comment at which time the Commission members may discuss the application. The Chairman then called for a motion, a second, discussion, and a vote. If no motion is made, Chairman shall advise applicant and Commission members that the HPC Ordinance mandates that failure of the Commission to act within said forty-five (45) days shall constitute approval, and no other evidence of approval shall be needed.

9. Notice of issuance or denial of a Certificate of Appropriateness shall be sent by certified United States mail to the applicant and all other persons who have requested such notice in writing.

10. All work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate. In the event work is performed not in accordance with such Certificate, the Commission or the City Code Enforcement Officer shall issue a cease and desist order and all work shall cease. Fines and penalties may be imposed if work is not ceased.

SECTION 7: The Commission may consider, but shall not be bound by, precedent. Each case shall be decided upon its merits, applying the Ordinance.

SECTION 8: The Commission has the right to wave the Review Procedure for applications where Commission members feel they have full knowledge and enough information to vote intelligently and reasonably on the application.

Adopted by the Historic Preservation Commission June 4, 2008.
Revised 1.2009
Revised 12.2009

DOCKET #_____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

(Application must be filled out completely)

_____ Pre-Application
_____ Preliminary site visit request
__X__ Application

Date Received _____
Hearing Scheduled _____

NOTE: Architectural, Engineered or Scaled Drawings for any structural and/or exterior modifications or additions (including signage) must be submitted with this application.

DESIGNATED PROPERTY:

Location of Property (include street address if available)
24 S Main Street Suite E
Tax Map Identification _____
Name of Applicant Mark Luchauer
Doing Business as (if applicable) _____
Address of Applicant 691 Walker Rdg Ellijay, GA 30540
Phone: Cell 678-646-8222 Work _____ Home _____
Relationship of Applicant to Property (Lessee, owner) Lessee
Architect _____
Address _____ Phone _____
Contractor Tony at Cajun Masonry
Address P.O. Box 2115 Ellijay, GA 30546 Phone 706-889-5142

TYPE OF BUILDING

__ Single Family
X Commercial
__ Two Family
__ Garage
__ Multi-family

__ Addition to existing structure
__ Repair
__ Fence/Wall
__ Parking
__ Demolish/Move

PROPOSED WORK

X Alteration to existing structure
__ New Construction
__ Landscaping
__ Sign/Advertising
__ Other

Is there an application relevant to this property and the subject modifications or improvements pending or contemplated before the Board of Zoning Appeals, City Planning Commission or City Council? If so, please specify _____

Who will represent applicant before the Historic Preservation Commission?

Name Mark Luchauer
Title or relationship to applicant Business Owner
Address 691 Walker Rdg Ellijay, GA 30540 Phone 678-646-8222

DOCKET # _____

General Description of each modification or improvement: Cajun Masonry will cut out a new window to the left of the main entrance door that will match the window on the right of the door.
SEE ATTACHED PICTURES

Why is work planned? To improve the retail frontage of the Main Street Market by creating consistency with other businesses and opening up Suite E to be more inviting to customers.

What materials will be used? The current brick wall will be replaced with wood trim and glass that will match the window on the right side of the door.

How will the work be performed and what methods of application will be used? Tony Baffa and Cajun Masonry will be responsible for the cutting of the brick. Blue Ridge Glass company will be putting in the new window.

Will the existing appearance be the same or different? Different **Explain** Brick wall will be replaced with a window.

What is the estimated cost? $3,800 (Cajun Masonry + New window installment)
When is the work to begin? As soon as this is approved by HPC.
What is the completion date? 3-5 days after start.

Name, address & Phone # of property owner and/or legal agent (Print or type):

Perry Hiott + Bo Chance
Georgia Cities Foundation
PO Box 105377
Atlanta, GA 30348

Perry Phone: 678-686-6207
Bo Phone: 706-633-8318

Notarized signature of property owner and/or agent

_____

ELIZABETH McVEY
NOTARY PUBLIC
Exp. Mar. 29, 2018
GILMER COUNTY, GA

Mail completed application with supporting documentation to:
Historic Preservation Commission
197 North Main Street
Ellijay GA 30540

TO BE COMPLETED BY CITY STAFF

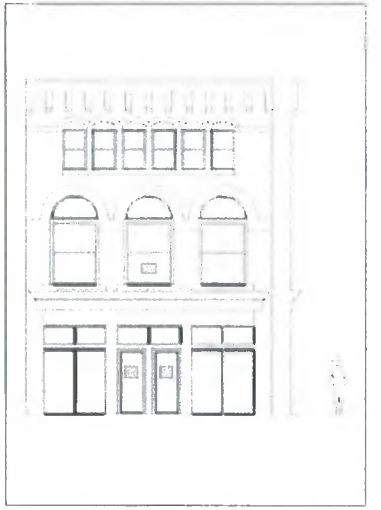
Received by _____ **Docket Number** _____
Date _____ **Tax Map Identification** _____
Qualifies for Administrative Review _____ **yes** _____ **no**

Revised 11.2008

Types of Allowable Signage in the Downtown Historic District

1. Flush Mounted

2. Projecting

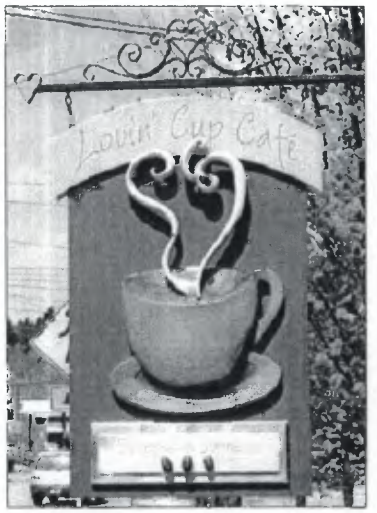


3. Window

4. Awning/Canopy

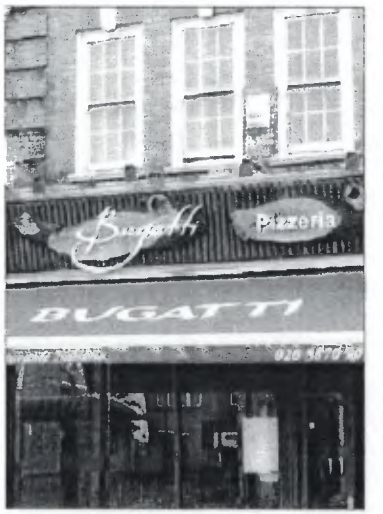
Examples of Allowable Sign Types *(See Ellijay's Design Policies & Guidelines and the City Sign Ordinance for Specifics)*

1. Flush Mounted



2. Projecting

3. Window



4. Awning/Canopy

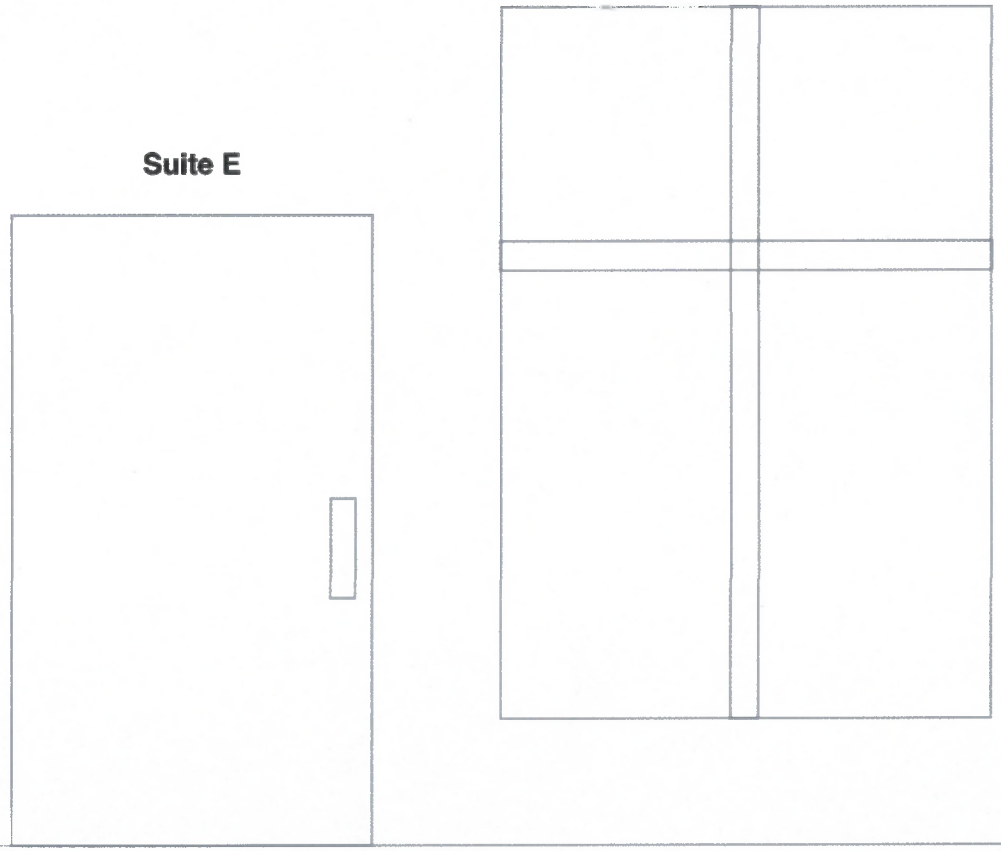
Provided by the Ellijay Historic Preservation Commission (August 2010)

BEFORE

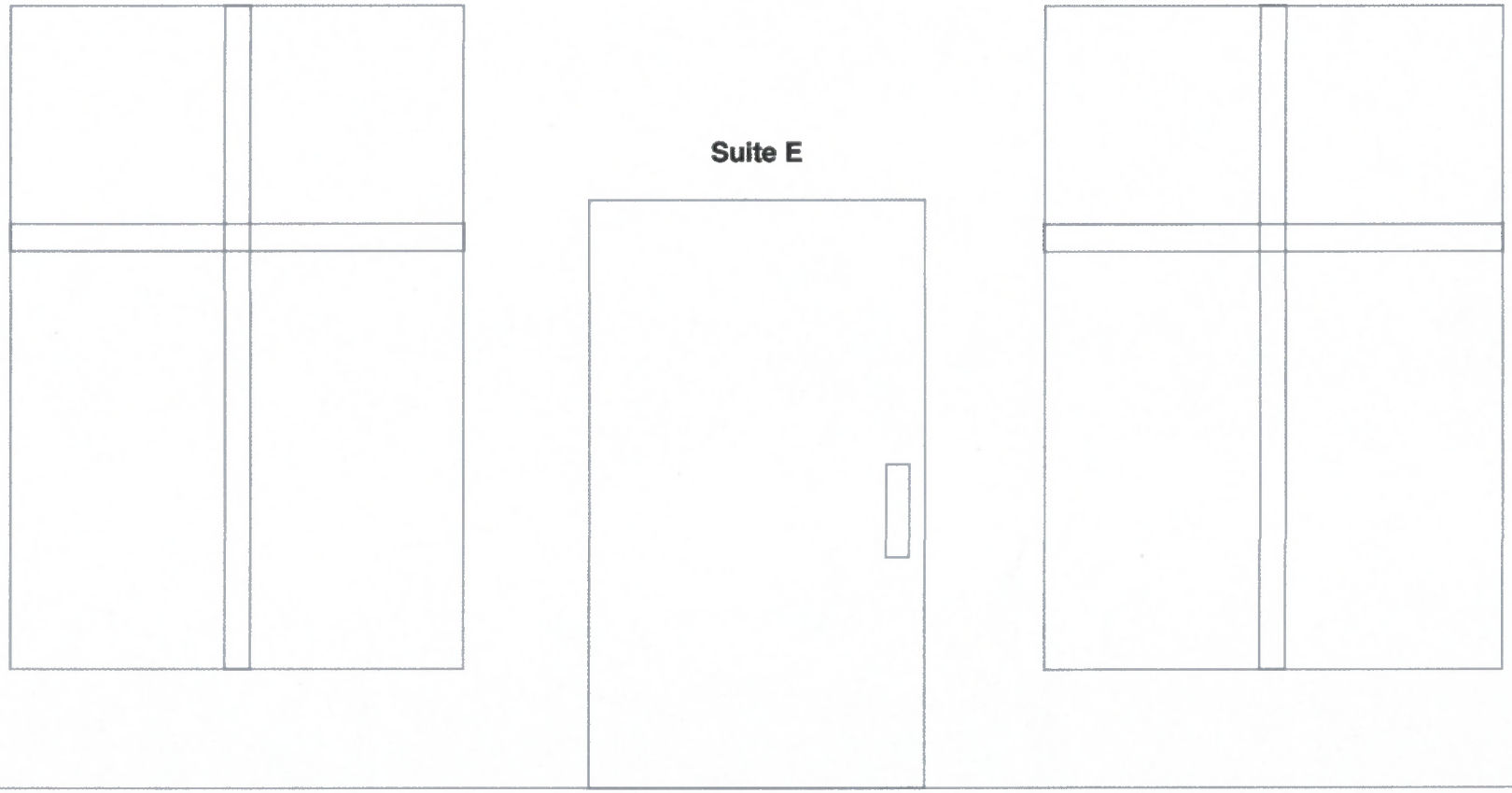
Main Street Market

24 S Main Street

Suite E



AFTER

Main Street Market

24 S Main Street