



Historic Preservation Commission Meeting Agenda
Monday, July 6, 2026, 5:30 PM
Historic City Hall
117 Jesse Jewell Parkway, Gainesville, GA 30501
Chair or Vice Chair Presides

CALL TO ORDER

MINUTES

- A. Minutes of July 7, 2025, meeting**

SPECIAL ORDERS

A. Officer Elections

- 1) Chair

- 2) Vice Chair

OLD BUSINESS

NEW BUSINESS

A. Certificate of Appropriateness

- 1) Request from **Jason Guillorn and Jennifer Martin** for a Certificate of Appropriateness for a Major Work Project involving building and site changes on a 0.51[±] acre tract located on the north side of Ridgewood Avenue, 115[±] feet west of its intersection with Northside Drive (a/k/a **560 Ridgewood Avenue, NW**).

Ward Number: Five

Local Historic District: Ridgewood Neighborhood

Tax Parcel Number(s): 01-042-001-023

Proposed Work Project: Building and site changes

B. By-Laws Amendment

- 1) Amend the By-Laws to reflect current Gainesville Unified Land Development Code and to revise language regarding who makes appointments, modify the regular meetings schedule, order of and items included on the Agenda, and officer elections.

OPEN DISCUSSION

STAFF ISSUES

MISCELLANEOUS

ADJOURNMENT



CITY OF GAINESVILLE

Historic Preservation Commission Agenda Request

Item Created: June 17, 2026
Date Submitted: June 25, 2026
Final Approval Date: June 25, 2026
Presenter:
Item of Business: Minutes of July 7, 2025, meeting
Meeting Date: July 6, 2026

Purpose of Request:

The purpose of this request is to allow the Gainesville Historic Preservation Commission to approve the minutes from the referenced meeting.

Facts & Issues / History & Background:

The draft minutes were reviewed by the Office & Records Coordinator and the Housing & Special Projects Manager.

Department Recommendation:

Approval of the minutes as presented.

Department Director:

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. DRAFT minutes

**GAINESVILLE HISTORIC PRESERVATION COMMISSION
MINUTES OF MEETING
JULY 7, 2025**

CALL TO ORDER Chair Cathy Day at 5:30 p.m.

Members present: Chair Cathy Day, Vice Chair Ruth Bruner, Commissioners Dick Bachman and Elizabeth Horton

Members absent: Commissioner Brad Abernathy

Staff present: Special Projects Manager Jessica Tullar and Office & Records Coordinator Gwen Fleming

Others present: Councilman Danny Dunagan

MINUTES OF DECEMBER 2, 2024

Motion to approve the Minutes as presented.

Motion made by Commissioner Bachman

Motion seconded by Commissioner Horton

Vote – 4 favor, 1 absent (Abernathy)

SPECIAL ORDERS

OLD BUSINESS

NEW BUSINESS

A. Certificate of Appropriateness

- 1) Request from **Canada Builders, Inc. (Jon Canada)** for a Certificate of Appropriateness for a Major Work Project involving building and site changes on a 0.194± acre tract located on the west side of Bradford Street, 132± feet north of its intersection with Ridgewood Avenue (a/k/a **725 Bradford Street, NW**).

Ward Number: Five

Local Historic District: Ridgewood Neighborhood

Tax Parcel Number(s): 01-042-001-029

Proposed Work Project: Building and site changes, involving demolition and new construction

Staff Presentation: Special Projects Manager Jessica Tullar gave the following staff presentation:

The applicant's request involves building and site changes. More specifically, the applicant requests (1) to demolish the existing, vacant two-family residence due to structural deterioration, and (2) to construct a townhome cluster with two units, and (3) to remove an existing mature tree located at the rear of the lot that is distressed and has an impacted critical root zone.

Existing Structure Conditions & Request for Demolition

The existing structure, which has a footprint of approximately 900-square feet and a height of 26-feet, is a two-story wood-framed structure on an unfinished basement and crawlspace with concrete block subgrade. It is covered in lapped siding and has wood framed screen wall features. According to the applicant, the structure has code-minimum ceiling heights and bedroom sizes but also has an exterior envelope that is almost completely non-insulated and has unsafe access to each unit due to deterioration and steep slopes.

According to a structural engineer's report submitted with the application, the existing house has deterioration and water intrusion into the basement. It was noted that observations were limited to that which could be readily visible and did not involve any intrusive measure, so there is no conclusive statement based on visible observation about the extent of the impact of deterioration, water damage, or pest intrusion to the structural integrity. Several visible, examinable issues with the structure are outlined in the report including the wood-framed steps and landings, deterioration and sagging of the wood screen feature, water intrusion into the basement through the walls, and the lack of height clearance and deterioration of creosote treatment of the beams in the crawlspace that support the floor joists. The structural engineer also noted the need for regrading and/or replacement or new retaining walls to improve conditions and structural stability.

Proposed Post-Demolition Plans

The subject property consists of sloping terrain that falls downward from the street to the rear of the lot and from the left side towards the right side. Additionally, the subject property sits approximately 5- to 6-feet lower in grade than the lot across the street and sits approximately 6- to 8-feet lower than the Folk Victorian house sitting on the northwest corner of the Ridgewood Avenue-Bradford Street intersection.

The applicant proposes to replace the existing stacked, two-unit structure with a side-by-side, two-unit townhome cluster that will share a fire-rated wall. It is the applicant's intent to stagger the two units and to sit the cluster generally in line with the existing building's front façade. Each townhome, which will be three-bedroom units with 2.5- or three-bathrooms, will have a 1,250-square feet footprint and be a two-story over an integrated garage. The height of the proposed left unit will be approximately 33.95-feet above the ground/yard grade, and the right unit will sit lower than the left unit. In the staff report, Staff listed recommended modifications/conditions if approved by the Commission.

Gregg Venable, 5505 Wheeler Plantation Drive, Murrayville reviewed the power-point presentation regarding the architectural design and the townhomes keeping the colonial design as the surrounding area along with not completely in line and nestled into the property. Mr. Venable spoke about the topography, landscaping and light fixtures and ceiling height will have historic characteristics. He reviewed the site plan and advised the setbacks would change from 10 feet to 7 feet which will be beneficial for the stairs from the garage to the main level.

Clayton Blehm, 408 Forrest Lane, stated their goal was not to have two projects across the street exactly alike but compliment each other. He then spoke about the water issue on the property and directing it to the back side along with a new retaining wall. Mr. Blehm spoke about the landscape plan and filling in with additional growth.

Phyllis Green, 728 Bradford Street, asked about the square footage and the number of bedrooms and was advised there would be 3,750 including the garage with three bedrooms with a bonus room converted into a bedroom if needed. Mrs. Green also asked about a retaining

wall or fence height and was advised there would be a fence. Mr. Green was curious about the cost of the house and was told it would be comparable with other homes.

Board Comments: **Commissioner Bachman** asked if there would be a landing on the stairs and Mr. Venable agreed it would be good to do so. He also asked if consideration of putting a gable above the boxed windows to match the surrounding areas and Mrs. Tullar explained it was in the preliminary drawings but the staff advised it was not in keeping with the district and including a dormer would have the appearance of a four-story building. Mr. Venable explained photos of the dormer ideas for the Board to consider and discussion of the windows in general.

Vice Chair Bruner asked if the only way inside the homes were from interior stairs or outside stairs entrances and it was confirmed.

Chair Day was concerned with flooding in the garage and drainage issues but agreed if there was a retaining wall and additional draining it would be taken care of. Chair Day was curious about the shape of the larger windows and confirmed the windows would be square. She also asked about the concrete dividing the two units be enlarged and lengthened for additional privacy and soften the concrete in the front. Mr. Canada explained the divider will be 2 feet wide which could be used as planter and expressed concern of a vehicle hitting the wall if larger. Chair Day also asked if an elevator might be installed and the answer was no due to the cost being so expensive.

Mrs. Tullar spoke about the staff report including a proposed condition regarding the exterior siding, wood and fiber cement trim, architectural shingles for townhome roofs, metal roofs on the entry-way, concrete foundation with brick façade facing. She advised the composite windows with wood interior and aluminum exterior clad, Juliet balcony and porch landing with metal or wood-like material, metal gutter and downspouts, retaining walls made of concrete and brick and driveway concrete. Jessica advised there was a condition regarding landscaping and read the condition and spoke revised site plans and drawing being submitted with the building permits along with the final design would be approved by the planning department. Mrs. Tullar stated there was a comment regarding the transition of the two roofs with water potential and the plan for water drainage was explained by the applicant.

Clayton Blehm, 400 Forrest Lane, property owner advised the dormer aspect was charming and did not want the appearance of an extra story but asked Mr. Canada and Mr. Venable to speak about the height where the roof line begins to the top of the peak. Mrs. Tullar stated the height shown from grade was just under 34 feet according to the plan and with the drop of elevation would be almost same height as across the street. There was a discussion of a smaller dormer or attic window and pending design being approved.

Statement of Finding

The site, which currently contains a deteriorated two-story, multi-unit residential dwelling built circa 1958, with no academic style and a non-contributing character. The post-demolition plan involves construction of a two-unit townhome cluster that is reflective of the Colonial-revival, Folk Victorian and Victorian character and elements found in the Ridgewood district. As proposed, each unit will be two-stories over an integrated garage that will be mostly below street grade level. The proposed development will utilize the sloping topography and landscaping to minimize any visual impact to Ridgewood Avenue, which sits 8- to 10-feet higher in elevation than the subject property.

The new construction will be comprised of **generally appropriate and compatible** building materials for modern construction. Modifications of the proposed architectural design and landscape plan would bring the proposed development more in keeping with the character of the district. Thus, in accordance with Section 9-23-3-8 of the Unified Land Development Code, it appears that the proposed material changes in the exterior appearance with modifications/conditions does not adversely affect the historical, architectural, aesthetic, cultural or environmental character or value of the historic district; and therefore, is in compliance with Chapter 6 and Section 3.4.2 of the adopted Design Guidelines.

There was a motion to approve the application dated 5/31/24 for a Certificate of Appropriateness for a Major Work Project involving demolition at 725 Bradford Street, NW.

Motion made by Vice Chair Bruner
Second made by Commissioner Horton
Vote – 4 favor, 1 absent (Abernathy)

There was a motion to approve the application dated 5/31/24 for a Certificate of Appropriateness for a Major Work Project involving the post demolition plan at 725 Bradford Street, NW to include modifications of the reconfiguration of the roof line upper story projected window with final design per staff and consult with the Board, side porch with final design per staff and modifications/conditions agreed to by the applicant.

Motion made by Vice Chair Bruner
Second made by Chair Day
Vote – 4 favor, 1 absent (Abernathy)

Mrs. Tullar shared once receiving a COA, there is a 15-day waiting period due for an appeal to the City Council by anyone.

MISCELLANEOUS

A. Reappointments

Special Projects Manager Jessica Tullar stated Chair Cathy Day and Commissioner Dick Bachman were up for reappointment with their terms expiring and both agreed to serve another term (3 years).

B. Training Opportunities

Special Projects Manager Jessica Tullar stated there will be a one-day training in at the Gainesville Civic Center and a multi-day statewide training in Athens in November. She reminded them all Commissioners need to attend at least once per term to stay in compliance with the State and will advise the Board the exact dates of the training. All Commissioners attending the meeting agreed to the one-day training in August.

ADJOURNMENT

Motion to adjourn the meeting at 6:15 p.m.

Motion made by Vice Chair Bruner
Second made by Commissioner Horton
Vote – 4 favor, 1 absent (Abernathy)

Respectfully submitted,

Cathy Day, Chair

Gwen Fleming, Recording Secretary



CITY OF GAINESVILLE

Historic Preservation Commission Agenda Request

Item Created: June 17, 2026

Date Submitted: June 25, 2026

Final Approval Date: June 25, 2026

Presenter:

Item of Business: Request from **Jason Guillorn and Jennifer Martin** for a Certificate of Appropriateness for a Major Work Project involving building and site changes on a 0.51[±] acre tract located on the north side of Ridgewood Avenue, 115[±] feet west of its intersection with Northside Drive (a/k/a **560 Ridgewood Avenue, NW**).

Meeting Date: July 6, 2026

Purpose of Request:

The applicant is requesting a Certificate of Appropriateness (COA) for a Major Work Project involving building and site changes. The property contains a Craftsman-style bungalow that was built circa 1935. Since its construction, the house, which has a footprint that is approximately 1,512-square feet in area, has been modified but has retained a large portion of its integrity. The applicant would like to construct an addition on the left side (or western elevation) and setback from the front of the historic house. Additionally, the applicant wishes to build a detached carport in front of the existing outbuilding at the rear of the property.

Facts & Issues / History & Background:

Department Recommendation:

Planning staff recommended approval with four conditions. See the Staff Recommendation report for details.

Department Director:

If funding is involved, are funds approved within the current budget? No

Amount Requested:

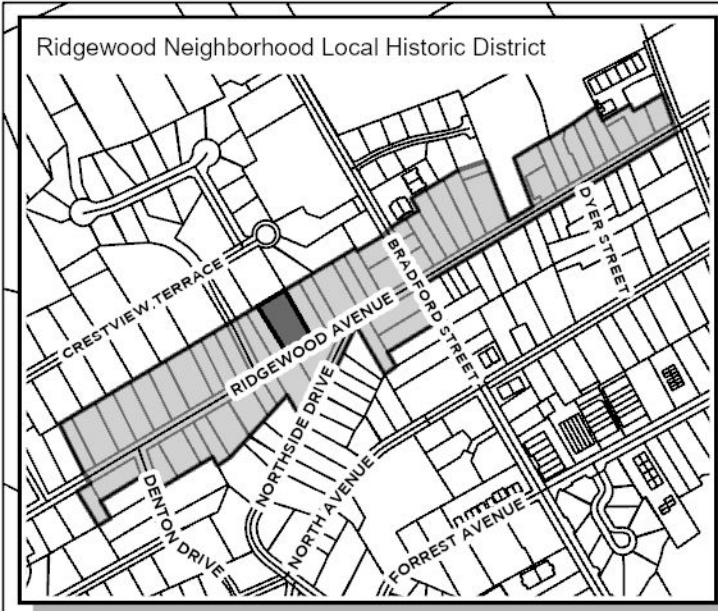
Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. Location map
2. Staff Recommendation Report



CERTIFICATE OF APPROPRIATENESS

Applicant:

JASON GUILLORN & JENNIFER MARTIN

Request:

Major work project involving building and site changes.

Subject Area Address:

560 Ridgewood Ave., NW

See Application

Meeting: 07/06/2026

Prepared: 06/16/2026

Community & Economic Development Department
Ridgewood Neighborhood Local Historic District

 Subject Area

 Historic District Boundary



0 50 100 150 200
Feet

1:1,200

Tax Parcel(s):
01-042-001-023



**GAINESVILLE HISTORIC PRESERVATION COMMISSION
STAFF REPORT & COMMISSIONER WORKSHEET**

Applicant: Jason Guillorn & Jennifer Martin
560 Ridgewood Avenue
Gainesville, GA 30501

Property Owner: Same as Applicant

Request: Building & Site Changes

Historic District: Ridgewood Neighborhood Local Historic District

Location: 560 Ridgewood Avenue, NW

Meeting Date: July 6, 2026

Background Information

The subject property is located in the Ridgewood Neighborhood Local Historic District and contains a single-family residential dwelling and outbuildings. According to the Historic Resources Structural Survey, the principal building is a Craftsman-style, bungalow-type house that was constructed around 1935.

The applicant's request involves building and site changes. More specifically, the applicant requests (1) to enclose a portion of the rear patio on the existing house to create a combination mudroom-laundry room, (2) to build an addition that attaches to the left side façade/western elevation, (3) to remove one mature holly and fencing in the rear yard to accommodate the addition, and (4) to construct a detached carport with open sides.

According to the application, the proposed addition will be approximately 1,389 square feet in size and will serve as a mother-in-law suite connected through a defined pass-through without firewalls. The proposed addition will use modern building materials that reflect the historic fabric on the existing house:

- Exterior siding on the addition will be cementitious lap siding with a profile and scale similar to the siding on the historic house.
- Exterior trim will also be cementitious in material and will replicate the profile and thickness of the historic features on the original house.
- Windows on the addition will be wood composite windows, with wood interior and clad exterior. The applicant intends to have windows on the addition to match the original house windows in size, operability, and lite pattern including muntin and mullion profiles.
- Roofing of the addition will be asphalt shingles consistent with those on the original historic house.
- The height of the proposed addition, which is estimated at 18 feet from grade to the top peak, is expected to be slightly lower than that of the historic house given the grade falls from right (original house) to left (proposed addition).

Site changes include the removal of the mature holly in the rear yard to left of the existing house and construction of a detached open carport in the rear yard to the right of the historic house. As designed, the proposed detached carport is approximately 864 square feet in area and would be situated in front of the existing two-story outbuilding in rear corner of the lot. It will be

open on all four sides and will have 8" x 8" timber columns with brick bases to be consistent with the brick masonry on the historic house. The applicant proposes a roofline with two front gables and pitch to reflect that front elevation of the existing historic house. Roofing material, fascia and trim of the proposed detached carport would match the existing main house.

Applicable Guidelines and Significant Factors

1. *Gainesville Unified Land Development Code*, Chapter 19-3; including:
 - a) Section 19-3-3 Major Work Projects vs. Minor Work Projects: provision requires review of major work projects by the Gainesville Historic Preservation Commission (GHPC). This section defines a major work project as a project that involves a change in the appearance of a building, structure or site and is more substantial in nature than routine maintenance or a minor work project.
 - b) Section 19-3-7 Criteria to Consider for Certificates of Appropriateness: the following are criteria to be considered by the GHPC in making its determination on a major work project request:
 - The historical, environmental and architectural value and significance;
 - The architectural style; general design and arrangement, texture and material of the architectural features involved; and
 - The relationship thereof to the exterior architectural style and pertinent features of other structures located in the immediate vicinity.
2. *Gainesville's Preservation Manual & Design Guidelines*: Gainesville's Preservation Manual & Design Guidelines: Section 3.4.1 – Additions to Existing Buildings in Residential Historic Districts and Section 3.4.3 – New Accessory Buildings.

***** SEE ATTACHED SECTION FROM DESIGN GUIDELINES *****

Staff Comments on Specific Work Projects, Zoning & COA History

COA History

Similar requests for an addition have been reviewed by the GHPC. More specifically, the GHPC approved a COA request for a rear addition at 660 Ridgewood Avenue, which consisted of 800-square feet of living area and a 600-square foot attached garage, and conditionally approved a COA request at 580 Ridgewood Avenue for a rear addition on a corner lot with a side profile visible along Crestview Place. Additionally, the GHPC has reviewed and approved, with and without conditions, requests for detached carports and garages within the district.

Prior owners of the subject property have submitted multiple COA requests for a new front door, rear paved parking pad, fencing, tree removal, and replacement of historic wood siding with cementitious siding. Requests for the new front door, rear paved parking pad, fencing and tree removal were approved with modifications and/or conditions. The request to install cementitious siding over or as a replacement for historic wood exterior siding was denied by the GHPC.

Staff Comments

Additions to historic buildings can have a significant impact on the integrity of individual resources and the character of the historic district as a whole. Recognizing that it often is necessary to enlarge historic buildings to retain their functionality, it is important that such changes do not radically alter or obscure the character-defining features of the historic building. Additions should also be reversible or removed with minimal impact on the historic structure. Furthermore, additions should be designed in a way that their size, scale, massing, orientation, placement, building materials, and openings are visually compatible with the historic structure and with the visual rhythm of the district.

As designed, the proposed addition largely complies with the purpose and intent of the design guidelines. It will be constructed on the side façade and situated towards the rear of the house. The character of the proposed addition is reflective of the Craftsman-style of the historic house and will be comprised of modern materials that reflect the character of historic fabric traditionally found in the Ridgewood district. The proposed addition is consistent with the historic house regarding rooflines, window fenestration and style, operability and light pattern; and materials. Additionally, it appears to minimize loss of historic fabric with a defined connection that is narrower than the width or length of the historic house façade and appears that it could be removed without significant damage to the existing historic house.

Modifications to the design of the addition and conditions would bring the proposed design more in compliance with the design guidelines and would better protect the character of the historic home. Said modifications and conditions suggested by staff include the following:

- The addition should be shifted backwards (or northward on the lot) so that the front-most window on the left side façade/western elevation of the historic house is not obscured and remains visible when traveling east-bound on Ridgewood.
- The height of the addition, as measured from the top of the brick watermark to the top of the peak gable, should be lower than the height of the historic house.
- The window for the defined pass-thru should be modified from a double, sash window to a single, sash window.
- Windows on the addition should be true divided lights (TDL) or simulated-divided lights (SDL) with muntin bars.
- Although using the same light pattern is not incongruent with the Design Guidelines, the light pattern of the windows on the addition could be reconfigured to a 1-over-1 (most simplified but still architecturally compatible), 2-over-1, or 3-over-1 to further distinguish the addition from the historic house.
- A smaller, ornamental tree should be planted on the left side of the front yard to further soften the addition and highlight the historic house.

Other Building & Site Changes:

The proposed partial enclosure of rear patio to create a combination mudroom/laundry room does not appear to significantly impact the character of the historic house, especially given this area of the house is not readily visible from the street. As designed, it will be recessed inwardly from the existing right side and rear facades, further obscuring its visibility. Construction of this proposed enclosure would not create an adverse effect on the historic character of the main house or the district.

Removal of the existing holly to accommodate the proposed addition appears to be minor in nature given its location on the property and lack of visual dominance. Existing mature deciduous shade trees will remain on the property and will be protected to greatest extent possible during construction. Removal of this holly would not create an adverse effect on the historic character of the subject historic house or the district as a whole.

Overall, the proposed carport appears to meet the Design Guidelines. Its architectural character is simple and utilitarian yet reflects the character of the historic home. Proposed building materials are reflective of those used in the historic home and traditionally used in the Ridgewood district. Its rear-yard placement reflects historic patterns and further minimizes its visual impact.

Staff recommends approval of the COA request with the following modifications/conditions:

1. The addition shall be shifted backwards (or northward on the lot) so that the front-most window on the left side façade/western elevation of the historic house is not obscured.
2. The height of the addition, as measured from the top of the brick watermark to the top of the peak gable, shall remain lower than the height of the historic house.
3. The window for the defined pass-thru shall be a single, sash window.
4. A small-growing, urban-tolerant native species tree shall be planted on the left side of the front yard. Examples may include Serviceberry, fragrant Tea Olive, Sweetbay Magnolia, or comparable species. The new tree shall be at least two-inch (2") caliper in size at the time of planting. Final species selection and planting location shall be reviewed by the Community and Economic Development Department.

Supporting Documents

Written Narrative & Emails of Proposed Work Project
Conceptual Site Plan
Architectural Plans & Elevations
Photographs of Existing Structure

Commissioner Worksheet

New Construction, Additions and Accessibility Features:

Placement/Orientation

Scale/Proportion

Openings/Articulation

Continuity of Design

Materials:

Roofing

Exterior Siding

Foundation

Windows/Shutters

Doors

Porches

Site and Landscape Features:

Outbuildings

Walkways/Driveways

Fences/Walls

Landscaping

Signage

Vehicle Parking

Mechanical Systems

Demolition/Relocation

Additional Notes:

Signature: _____

Statement of Finding and Sample Motion:

Statement of Finding

The site consists of a historic principal building and outbuilding. The proposed addition would be of a mix of historic and modern materials that reflect the character of historically appropriate materials, and with modifications or conditions, would be of a design that is in keeping with the Craftsman-style character of the historic principal building. Similarly, the proposed detached carport location and materials are consistent with historic development pattern and materials used throughout the district. Removal of the holly would not affect the canopy cover of the lot nor affect the streetscape of the district, and thus, removal would not significantly affect the appearance of the subject property and adjacent properties.

Both the proposed addition and detached carport will be comprised of **[generally appropriate and compatible, or inappropriate]** building materials and of a design that is in keeping with the character of the existing historic house. Placement, scale, and Craftsman-style elements of the proposed addition and carport reflect historic development patterns in the district and reflect the historic character of the subject property. Thus, in accordance with Section 19-3-9 of the Unified Land Development Code, it appears that the proposed material change in the exterior appearance of the building and site, **[with modifications/conditions] [does or does not]** adversely affect the historical, architectural, aesthetic, cultural or environmental character or value of the historic district; and therefore, is in **[compliance or non-compliance]** with Sections 3.4.1 and Section 3.4.3 of the adopted Design Guidelines. **[Insert additional info/guidelines regarding circumstances unique to the property]**

Motion:

Therefore, I move to **[approve, approve with modifications, or deny]** the application dated 6/10/2026 for a Certificate of Appropriateness for a Major Work Project involving building and site changes at 560 Ridgewood Avenue, NW **[with the following modification(s) agreed to by the applicant...]**



CITY OF GAINESVILLE

Historic Preservation Commission Agenda Request

Item Created: June 17, 2026

Date Submitted: June 25, 2026

Final Approval Date: June 25, 2026

Presenter:

Item of Business: Amend the By-Laws to reflect current Gainesville Unified Land Development Code and to revise language regarding who makes appointments, modify the regular meetings schedule, order of and items included on the Agenda, and officer elections.

Meeting Date: July 6, 2026

Purpose of Request:

The purpose of this request is to amend the By-Laws to modify the regular meeting schedule and to revise language regarding who makes appointments, the order of and items included on meeting agenda, officer elections to reflect the current Gainesville Unified Land Development Code.

Facts & Issues / History & Background:

Department Recommendation:

Department Director:

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. GHPC ByLaws_2026 Amendment_Draft

GAINESVILLE HISTORIC PRESERVATION COMMISSION BY-LAWS

SECTION 1. AUTHORITY

The Gainesville Historic Preservation Commission (hereinafter referred to as the "Historic Preservation Commission") has been created pursuant to the Georgia Historic Preservation Act, O.C.G.A. Section 44-10-21 (1980), et., seq., and Chapter ~~9-2117~~-2 of the Unified Land Development Code for the City of Gainesville, adopted by the Mayor and Council of the City of Gainesville on July 19, 2005 – repealing *Chapter 8-1* and as amended on December 16, 2025. *Historical Preservation* and having an effective date of implementation of July 19, 2005. The Historic Preservation Commission shall be considered a part of the planning functions of the City and shall be governed by the terms thereof and as outlined in the Unified Land Development Code.

SECTION 2. BY-LAWS

The purpose of these bylaws is to establish detailed guidelines and rules of procedure, and to provide general information for the operation of the Historic Preservation Commission.

2.1 Appointments, Qualifications, Terms, Vacancies and Compensation

Appointments: The Historic Preservation Commission shall consist of five (5) voting members appointed by the City Council. The City Council may also appoint a citizen to serve as an ex-officio, non-voting member who serves in an advisory capacity only.

Qualifications: All members whether voting or ex-officio shall reside within the city limits of Gainesville, and a majority shall be either persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources; or persons who are among professionals in such related disciplines. All members shall administer the applicable articles and chapters of the Unified Land Development Code and adopted design and construction guidelines uniformly and fairly to all property owners and the public. The Historic Preservation Commission members shall attend Commission meetings and shall review educational materials on historic preservation matters published by national and state organizations. Given funding and scheduling, Commission members may attend educational and training conferences offered at the local, state, regional or national level.

Terms of Office: Voting members shall serve staggered three-year terms from the date of appointment, with said appointment term running from July 1 of the appointment year through June 30 of the expiration year. Ex-officio, non-voting members shall serve a one-year term, with said appointment term running from July 1 of the appointment year through June 30 of the following year, or until re-appointed or until their successors are appointed.

Vacancies: Should a vacancy exist in the membership, the Historic Preservation Commission shall continue to act with full authority, unless total Commission membership falls below a majority for the five-member board. Mayor and City Council shall be notified of the vacancy so that an appointment can be made to fill such vacancy for the remainder of the unexpired term.

Compensation: All voting and ex-officio, non-voting members shall serve without compensation.

2.2 Disqualifications

A member may be removed from the Historic Preservation Commission by a majority vote of the City Council for cause; for absenteeism at three (3) successive called or regular meetings, or absenteeism from ~~six (6)~~ 75% of such meetings in a calendar year; for relocation of his or her permanent residence outside the municipal limits of Gainesville; for violation of the Code of Conduct of the Historic Preservation Commission in the consideration of an application for a Certificate of Appropriateness or other responsibility under the Unified Land Development Code; or for other reasons the City Council may deem appropriate. It is the responsibility of the Chairperson of the Historic Preservation Commission to bring such actions of a Commission member to the attention of said member in writing and to the Commission as a whole. The Historic Preservation Commission then would make a recommendation to the Mayor and City Council concerning the status of the member.

2.3 Meetings

Rules of Standards: The Historic Preservation Commission, upon holding a public hearing and providing an opportunity for the public to comment, shall adopt rules and standards – including design and construction guidelines – for the transaction of business and for consideration of applications.

Regular Meetings: Regular meetings of the Historic Preservation Commission shall be held quarterly at 5:30 P.M. on the first Monday of ~~each~~ the second month ~~at 5:30 p.m.~~ (February, May, August, and November). If a regularly scheduled meeting occurs on a legal holiday, an alternate day for the meeting will be set. A calendar of regularly scheduled meetings shall be published and made available to the Commission and public. Staff shall have the responsibility of notifying the public of the date, time and location of meetings of the Historic Preservation Commission as required by the Georgia Open Meetings and Open Records law.

Called Meetings: Called meetings of the Historic Preservation Commission may be held at any time by the Commission or Staff. At least forty-eight (48) hours notice of the time and place and general purpose of called meetings shall be given to each member of the Historic Preservation Commission. Staff shall have the responsibility of notifying the press and others as required by the Georgia Open Meetings and Open Records law.

Cancellation of Meetings: When there is no business for the Historic Preservation Commission, the Chairperson or Staff may dispense with a regular meeting by giving notice to all members not less than twenty-four (24) hours prior to the date and time set for the meeting.

Open Meetings: All meetings of the Historic Preservation Commission shall be open to the public as required by the Georgia Open and Public Meetings Act. However, members of the public shall not address the Historic Preservation Commission unless invited to do so by the Chairperson.

Agenda: The agenda for each meeting shall be prepared by Staff. The normal order of business at each meeting shall be: (1) determination of quorum and call to order, (2) approval of minutes of the previous meeting, (3) special orders (i.e., officer elections), (4) old business, (45) new business including Designations and Certificate of Appropriateness application requests, (56) open discussion, (67) staff issues, (78) miscellaneous business, and (89) adjournment.

Quorum: A quorum shall consist of a majority of the members of the Commission.

Officers: The Historic Preservation Commission shall select a Chairperson and Vice Chairperson. The Chairperson shall be elected by the members of the Historic Preservation Commission from among their membership for a ~~one~~two-year term; elections shall be held annually at the first regularly scheduled meeting in ~~July~~August or at the next regular meeting thereafter. The Chairperson shall decide all points of order and procedure, subject to these bylaws and a modified version of the latest edition of *Robert's Rules of Order*. The Vice Chairperson shall be elected by the members of the Historic Preservation Commission from among their membership in the same manner as the Chairperson and shall be eligible for re-election. The Vice Chairperson shall serve as Acting Chairperson in the absence of the Chairperson, or when the Chairperson shall refrain from participation due to a conflict of interest and shall have the same powers and duties as the Chairperson. Upon resignation or disqualification of the Chairperson, the Vice Chairperson shall assume the chairmanship for the remainder of the unexpired term. The Historic Preservation Commission shall elect a new Vice Chairperson at its next regular meeting.

Voting: All Historic Preservation Commission members attending a meeting shall vote on each matter placed before it. A member may abstain from voting only in the instance of a conflict of interest, the nature of which must be stated for the record following the procedures outlined in Section ~~9-21-2-10~~17-2-10 of the Unified Land Development Code. Decisions of the Historic Preservation Commission shall be by majority vote of the members present and voting, a quorum being present. Decisions may be made by voice vote unless any member requests a roll call vote.

2.4 Powers, Duties and Responsibilities of the Historic Preservation Commission

The Historic Preservation Commission shall have the powers, duties and responsibilities enumerated in this Section. The Community and Economic Development Department may assist the Historic Preservation Commission in fulfilling its powers, duties and responsibilities listed below, and to that end the Commission may delegate such powers, duties and responsibilities to the Community and Economic Department or consultant if one is retained.

~~The Historic Preservation Commission shall have the powers, duties and responsibilities enumerated below:~~

- 2.4.1 Prepare and maintain an inventory of all property within the historic preservation jurisdiction having the potential for designation as historic, or work with the Community and Economic Development Department staff, and outside consultant if services of one are retained, to prepare and maintain said inventory
~~Work with the Planning Department staff, and outside consultant if services of one are retained, to prepare and maintain an inventory of all property within the historic preservation jurisdiction having the potential for designation as historic;~~
- 2.4.2 Recommend to the ~~City Council~~Governing Body specific ~~areas, places, districts,~~ sites, buildings, structures, or works of art to be designated by ordinance as historic ~~by ordinance~~, in accordance with the provisions of Chapter ~~9-2319-2~~ of the Unified Land Development Code;
- 2.4.3 Review applications of Certificates of Appropriateness, and grant or deny such applications in accordance with the provisions of Chapter ~~9-2319-3~~ of the Unified Land Development Code;

- 2.4.4 Recommend to the ~~City Council~~Governing Body that the designation of any ~~areaplace~~, site, building, structure, or work of art as historic be revoked or removed, in accordance with the provisions of Chapter ~~9-2319~~-2 of the Unified Land Development Code;
- 2.4.5 Restore or preserve any historic properties acquired by the City;
- 2.4.6 Promote the acquisition by the City of façade and conservation easements in accordance with the provisions of the “Georgia Uniform Conservation Easement Act” (O.C.G.A. Section 44-10-1 et. seq.);
- 2.4.7 ~~Assist the Planning Department staff in conducting~~Conduct educational programs on historic properties located within the historic preservation jurisdiction, or ask the Community and Economic Development Department staff to assist in conducting said educational programs;
- 2.4.8 Make such investigations and studies of matters relating to historic preservation as the Governing Body deems necessary or appropriate, including consultation with historic preservation experts;
- 2.4.9 Seek out state and federal funds for historic preservation and make recommendations to the Governing Body concerning the most appropriate use of any funds acquired;
- 2.4.10 Consult with historic preservation experts in the Georgia Historic Preservation Division or its successor and the Georgia Trust for Historic Preservation, Inc.;
- 2.4.11 Submit to the Georgia Historic Preservation Division or its successor a list of historic properties or historic districts designated as such;
- 2.4.12 Review and make comments to the Historic Preservation Division concerning the nomination of properties within the City to the National Register of Historic Places;
- 2.4.92.4.13 Participate in private, state, and federal historic preservation programs and with the consent of the governing body, enter into agreements to do the same;
- 2.4.102.4.14 Perform historic preservation activities as the official agency of the City’s historic preservation program; and
- 2.4.112.4.15 Monitor the condition of designated historic properties and individual structures, sites or works of art located within a designated historic district to determine if a property is being allowed to deteriorate by neglect; and to fulfill its charges with regard to deterioration by neglect as assigned to it by this Unified Land Development Code~~take appropriate action as outlined in Article V of the Gainesville Historic Preservation Ordinance.~~

2.5 Limitation on Powers

The Historic Preservation Commission shall not have the power to obligate the ~~City-city~~ in any way without the concurrence of the Director of ~~Planning and~~Community and Economic Development and prior approval of the ~~City Council~~Governing Body.

2.6 Conflicts of Interest

No member shall participate in the consideration of or cast a vote on any issue before the Preservation Commission which involves an ownership, financial or professional interest of that individual or an organization in which that member has an ownership,

financial or professional interest or position, or represents. No member shall participate in the consideration of or cast a vote on any matter which provides or could provide financial or professional benefit to that member. When a conflict of interest or the appearance of a conflict of interest arises, the following actions shall be taken:

- a) ~~When a conflict of interest or the appearance of a conflict of interest arises, the following actions shall be taken: (a) the~~ The individual member shall divulge in a brief statement on the public record the existence of and reasons for the potential conflict and abstain from voting ~~;~~ ; and ~~(b)~~
- a)b) ~~the~~ The affected member shall not present, vote or discuss the project other than answer a direct question.

2.7 Staff

The Historic Preservation Commission shall be administered by the Staff of the ~~City of Gainesville Office of Planning and Development~~ Gainesville Community and Economic Development Department. The Director of ~~Planning~~ Community and ~~Economic~~ Development or ~~his~~ their designee shall serve as secretary to the Historic Preservation Commission. The secretary shall cause summary minutes of its proceedings to be kept, showing the vote of each member on each question, or if absent or failing to vote, indicating such fact, and shall cause records of its examinations and other official actions to be kept in ~~the form of tape recordings~~ recorded form, all of which shall be of public record in accordance with the Georgia Open Meetings and Open Records law.

The following duties and responsibilities ~~shall~~ may be delegated specifically to the ~~Planning~~ Community and Economic Development Department staff to perform on behalf of the Historic Preservation Commission:

- 2.7.1 The Director of ~~Planning~~ Community and ~~Economic~~ Development, upon approval by the ~~City Council~~ Governing Body and upon recommendation by and on behalf of the Historic Preservation Commission, shall have the authority to accept donations and may expend such funds (and keep records) consistent with historic preservation purposes and objectives, and shall ensure that these funds do not displace appropriated governmental funds if applicable;
- 2.7.2 Make such investigations and studies of matters relating to historic preservation, including consultation with historic preservation experts;
- 2.7.3 Conduct educational programs on historic properties located within the historic preservation jurisdiction;
- 2.7.4 Seek out state and federal funds for historic preservation and make recommendations to the ~~City Council~~ Governing Body concerning the most appropriate uses of any funds acquired;
- 2.7.5 Submit to the Historic Preservation Section of the State Department of Natural Resources, or its successor, a list of historic districts and properties designated;
- 2.7.6 Review and make comments, integrating the written statement of the Historic Preservation Commission, to the Historic Preservation Division of the State ~~Department of Natural Resources~~ concerning the nomination of properties within its jurisdiction to the National Register of Historic Places;
- 2.7.7 Retain the services of an outside consultant or expert to carry out various functions, duties, or responsibilities of the Historic Preservation Commission;

- 2.7.8 Receive donations, grants, funds or gifts of historic property, and to acquire or sell historic properties upon approval of the ~~City Council~~Governing Body; and
- 2.7.9 ~~Enter into~~Enter negotiations with the owner for the acquisition by gift, purchase, exchange or otherwise of property upon approval of the ~~City Council~~Governing Body.

SECTION 3. CODE OF CONDUCT

Each member of the Historic Preservation Commission shall adhere to the following code of conduct as contained in Section 45-10-3 of the Official Code of Georgia Annotated:

- 3.1 Uphold the Constitution, laws, and regulations of the United States, the State of Georgia, and all governments therein and never be party to their evasion;
- 3.2 Never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration;
- 3.3 Not engage in any business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of the member's governmental duties;
- 3.4 Never use any information coming to the member confidentially in the performance of governmental duties as a means for making private profit;
- 3.5 Expose corruption wherever discovered;
- 3.6 Never solicit, accept, or agree to accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person, association, or corporation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the member's official duties;
- 3.7 Never accept any economic opportunity under circumstances where the member knows or should know that there is a substantial possibility that the opportunity is being afforded ~~him/her~~them with intent to influence ~~his/her~~their conduct in the performance of official duties;
- 3.8 Never engage in other conduct which is unbecoming to a member or which constitutes a breach of public trust; and
- 3.9 Never take any official action with regard to any matter under circumstances in which the member knows or should know that ~~he/she has~~they have a direct or indirect monetary interest in the subject matter of such matter or in the outcome of such official action.

SECTION 4. RULES OF PROCEDURE

4.1 Designations

The Historic Preservation Overlay Zone and Historic Preservation Overlay Zone Maps, as described in Chapter ~~9-8-87-7~~ of the Unified Land Development Code, may be amended from time to time to include new or separate, noncontiguous designated historic districts, to modify existing local historic districts, to designate historic landmarks, or for other reason, provided that such amendment is pursuant to Chapter ~~9-23~~19-2 of the Unified Land Development Code and O.C.G.A. Section 44-10-26 as applicable, and shall follow the public notice and hearing process depicted in the attached illustration marked *Exhibit A Overview of Designations*.

4.2 Certificates of Appropriateness

After the designation of a historic district or landmark, no material change in the exterior appearance of the structure or the site of such property shall be made, or be permitted to be made by the owner or occupant, until an application for a Certificate of Appropriateness has been submitted to the Planning-Community and Economic Development Department and approved by the Historic Preservation Commission for major work projects, or, in the case of minor work projects, by the Director of Planning Community and Economic Development, or their designee. An application for a Certificate of Appropriateness shall be filed pursuant to Chapter 9-2319-3 of the Unified Land Development ~~Code, and~~ Code and shall follow the public notice and hearing process depicted in the attached diagram marked *Exhibit B Overview of Certificates of Appropriateness*.

Should a subject property require an application for a Certificate of Appropriateness and an application related to zoning, the request for a Certificate of Appropriateness shall be reviewed and acted upon by the Historic Preservation Commission, or in the case of minor work projects, by the Director of Planning-Community and Economic Development prior to action by the Gainesville Planning and Appeals Board on the zoning-related request. Applications for both types of requests may be filed simultaneously but will follow sequential meeting schedules, as is indicated in *Exhibit C Overview of the Certificate of Appropriateness & Zoning Processes*.

4.3 Undue Hardship

Persons may appeal to the Historic Preservation Commission for relief when compliance with the requirements of Article 9-2319 of the Unified Land Development Code and other articles related to the Historic Preservation Overlay Zone would create a particular and undue hardship. An application for an undue hardship variance shall be filed pursuant to Chapter 9-2319-4 of the Unified Land Development Code.

4.4 Appeals

Any person adversely affected by any determination made by the Historic Preservation Commission relative to the issuance or denial of a Certificate of Appropriateness or undue hardship variance may appeal such determination to the City Council in accordance with the provisions of ~~Chapter 9-23-3~~ Section 19-3-12 and ~~Chapter 9-23-4~~ Section 19-4-7 of the Unified Land Development Code. Appeals from a decision of the ~~City Council~~ Governing Body may be taken to ~~a court of competent jurisdiction~~ the superior court in the manner provided by law for appeals from a conviction for municipal ordinance violations.

SECTION 5. VIOLATIONS

If any member of the Historic Preservation Commission ~~shall violate~~ violates any provision of these bylaws, that individual may no longer be eligible to serve in any capacity with the Historic Preservation Commission upon the determination of the ~~Gainesville City Council~~ Governing Body. It is the responsibility of the Chair ~~person~~ of the Historic Preservation Commission to bring the aforementioned actions of a Historic Preservation Commission member to the attention of said member in writing and to the Historic Preservation Commission as a whole. The Historic Preservation Commission then would make a recommendation to the ~~Mayor and City Council~~ Governing Body concerning the status of the member.

SECTION 6. AMENDMENTS

These bylaws may be amended by the affirmative vote of a majority of the members of the Historic Preservation Commission, provided that notice of the intent to amend and the content of the amendment shall have been distributed in writing to each member at least fifteen (15) days prior to the meeting.

ADOPTED this _____ day of _____, 2026.

_____, **Chair**

_____, **GHPC Member**

_____, **Vice Chair**

_____, **GHPC Member**

_____, **GHPC Member**

ATTEST:

Gwen Fleming, Recording Secretary