

**GAINESVILLE HISTORIC PRESERVATION COMMISSION
MINUTES OF MEETING
JULY 6, 2026**

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

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

Members absent: None

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

Others present: Council Member Jon Elliott

MINUTES OF JULY 7, 2025

Motion to approve the minutes as presented.

Motion made by Commissioner Bachman

Motion seconded by Vice Chair Bruner

Vote – 5 favor

SPECIAL ORDERS

A. Officer Elections

Commissioner Abernathy was nominated to serve as Chair.

Motion made by Commissioner Bachman

Motion seconded by Chair Day

Vote – 5 favor

Vice Chair Bruner was nominated to serve as Vice Chair.

Motion made by Commissioner Bachman

Motion seconded by Commissioner Horton

Vote – 5 favor

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

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 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.

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.

Applicants: Jason Guillon and Jennifer Martin, 560 Ridgewood Avenue, advised the screened-in porch would be the main entrance for mother including any deliveries and happy to answer any questions.

Board Comments: Commissioner Bachman agreed with staff's proposed modification of a single window in the connection and suggested to allow installation of decorative knee braces to match the historic house. He also agreed with staff's recommended modification for increased the recessing of the addition. Chair Day inquired about who the architect is and whether the addition would be on a crawlspace, and Mrs. Martin confirmed the architect's name and that the addition will be constructed on a crawlspace.

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 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 not adversely affect the historical, architectural, aesthetic, cultural or environmental character or value of the historic district; and therefore, is in compliance with Sections 3.4.1 and Section 3.4.3 of the adopted Design Guidelines.

There was a motion to conditionally approve the application dated 6/10/26 for a Certificate of Appropriateness for a Major Work Project involving demolition at 560 Ridgewood Avenue, NW with the following modifications and conditions:

Modifications and Conditions:

1. The addition shall be shifted backwards (or northward on the lot) so that the front-most window on the left side facade/western elevation of the historic house is not obscured and remains visible when traveling east-bound on Ridgewood.

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-through shall be a single, sash window.
4. Windows on the addition shall be true divided lights (TDL) or simulated-divided lights (SDL) with muntin bars.
5. The light pattern of the windows on the addition may include 1-over-1, 2-over-1, 3-over-1, or 6-over-1 in configuration.
6. Brackets in the gable peak(s) that match those on the historic house may be installed on the addition.
7. 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.
8. Conceptual images generated by staff using AI that show the modifications shall be made as part of this letter and the Certificate of Appropriateness (COA).

Motion made by Commissioner Abernathy

Second made by Vice Chair Bruner

Vote – 5 favor

Mrs. Tullar shared once receiving a COA which is valid for 18 months, there is a 15-day waiting period due for an appeal to the City Council by anyone.

- B. By-Laws Amendment** - Special Projects Manager Jessica Tullar advised the purpose of the request was to: 1) revise language to match the Gainesville Unified Land Development Code; 2) modify regular meetings schedule; 3) modify the order of and items on the Agenda; and 4) change the date of officer elections and term.

There was a motion to approve the By-Laws Amendment as presented.

Motion made by Chair Day

Second made by Commissioner Bachman

Vote – 5 favor

MISCELLANEOUS

There were questions and discussion regarding the property located at 424 Green Street, which recently received conditional approval as a Minor Work Project.

A. Training Opportunities

Special Projects Manager Jessica Tullar stated there will be a one-day training on August 17, 2026, from 9:00 AM to 4:30 PM in Rome, Georgia. She reminded them all Commissioners need to attend at least once per term to stay in compliance with the State. She also shared that there will be a multi-day, statewide preservation conference with HPC-focused sessions that will be held in Decatur in November.

ADJOURNMENT

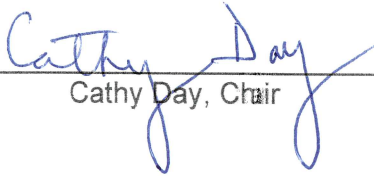
Motion to adjourn the meeting at 6:22 p.m.

Motion made by Commissioner Bachman

Second made by Vice Chair Bruner

Vote – 5 favor

Respectfully submitted,


Cathy Day, Chair


Gwen Fleming, Recording Secretary

