



City of Kennesaw
2529 J.O. Stephenson Avenue
Kennesaw, GA 30144

Brandi May – Chair,
Kevin Whipple – Vice-Chair,
Mike Ferguson, Rachel Butler,
Patrick Gallagher, Sharon Blandford,
Brittany Haugen

KENNESAW HISTORIC PRESERVATION COMMISSION (HPC)

August 20, 2021 – 8:00 A.M.

Meeting Minutes

Council Chambers

The meeting may be accessed in-person or by using the following link:

<https://www.Facebook.com/City of Kennesaw/>

I. Call to Order/Roll Call

- Meeting called to order at 8:01a.m. by Kevin Whipple
- Roll Call: Kevin Whipple, Mike Ferguson, Rachel Butler, Sharon Blandford, Patrick Gallagher and Brittany Haugen
- Absent: Brandi May
- Staff present: Albert Trevino (Assistant Zoning Administrator and Planner), Tanyel Aviles (Zoning Clerk), Scott Banks (Building Services Director) and Rod Bowman (City Arborist)
- Applicants present: Glenn Little (On behalf of Angela Little) and Chad Howie (Sanctuary Companies)

II. Approval of Minutes: July 16, 2021

- Motion to approve the July 16, 2021 Meeting Minutes by Commissioner Ferguson.
- Second the motion by Commissioner Blandford.
- All in favor.
- **Approved forwarded with the vote totaling 5 – 0**

III. Financial Report

- Mr. Trevino gives the financial report. According to the July 2021 financial report provided by our Finance Department, there has been one expenditure by the HPC for this month. Staff spent \$105 of overall \$1000 HPC budget for magnetic nametags for each of the commissioners. There are two line items for the HPC. One is the larger budget that is part of Planning and Zoning budget, which is for education, training and travel. The other is a direct line item to HPC that had one thousand dollar (\$1,000) and now has eight-hundred-and-ninety-five dollars (\$895). The nametags were the only expenditure as of the end of July.
- Commissioner Whipple asks if there are any questions concerning the financial report. With no questions, he requests a motion.
- Motion to approve the Financial Report by Commissioner Gallagher.
- Second the motion by Commissioner Blandford.
- All in favor.

- **Approved forwarded with the vote totaling 5 – 0**

IV. Old Business

- None

V. New Business – Certificate of Appropriateness (COA) Applications

1. **COA2021-20** – Applicant is Angela Little – Consideration to review and approve roof and exterior siding work located at 3076 Cherokee Street. A stop work order has been issued for this property for doing work (new roof/siding and removing window) without HPC approval or proper building permits.
 - Mr. Trevino introduces the first item of business. This item on the agenda is to consider exterior improvements to this historic 1887 home located at 3076 Cherokee Street. The request is for two items: approval of an already installed 30-year asphalt shingle roof on the structure and the installation of siding material around the back of the home to match the current siding on the front and side elevations of the home. Staff also discusses another item which was not on the application but was witnessed during an inspection by a City inspector during the October 2020 visit to the site. This item for discussion is a pile of bricks near the rear of the property, which is believed to have been a fireplace on the inside and a chimney on top of the rooftop. Mr. Trevino states that he intends to have the applicant come up to provide the Commission with the full scope of work of what they are trying to accomplish and talk about where the bricks came from as well. The current owner, Ms. Angela Little, recently had this property rezoned from R-15, which is single-family use only, to Central Business District, which allows for more flexibility and more variety of uses such as residential and commercial. The Central Business District zoning district is a common zoning district found throughout Downtown Kennesaw. Mayor and Council approved this request on April 19, 2021. Prior to this rezoning approval, staff was notified that a stop work order had been placed on this property for work being done without the Historic Preservation Commission’s approval and without a permit. This exterior work included adding a new roof, repairing wood-rot damage around the windows, and of course the pile of bricks laying on the ground. Staff will like to point out that the inspectors did find windows taken out of the structure and leaned up against the structure during the time of the stop work order. The applicant has informed staff that this was because they were repairing wood rot around the window frames. Mr. Glenn Little, who is the son of Ms. Angela Little informed staff that these were the windows that were on the home when they purchased it and these were the same windows that were installed back onto the house after the contractor repaired the wood-rot. Staff will also like to point out that the applicant informed us that the reason for the wood-panel like siding in the rear of the property was so that they could properly secure the home

from the back door. According to the applicant, people were going in and out of the home and vandalizing and damaging the inside of the home so the wood-panel like siding was to prevent that from happening. Mr. Trevino states that is all of the information that staff will present at this time, and informs the Commission that the City Building Official, Mr. Scott Banks, is here to answer any property maintenance questions that they may have. Mr. Trevino then invites the applicant up to the podium to talk about their project's description and why they are seeking HPC approval today.

- Mr. Glenn Little approaches the podium and introduces himself. He explains that the property owner, his mother, Angela Little, could not be present due to an accident and is currently in the hospital. He states that, when Ms. Little attained the property, people had been entering and vandalizing the property. There was no kitchen or toilet left in the property as they had been destroyed. The back porch had been previously screened in, but has since been covered with the vertical striped siding to match what was existing. He believes that is where the vandals were entering the home unseen. He states there has even been a small fire started in the house within the kitchen sink. So, they closed off access to limit liability.
- Ms. Little had hired a contractor to paint the house, and the contractor discovered wood rot around the window and removed it to fix the rot but the original window will be placed back in the repaired frame. This is when City inspectors instigated a stop work order. They were able to find siding that is very similar to the siding that is currently on the home to fill in the gaps in the siding. The bricks are what was left of a chimney between the kitchen and the bedroom. It only stood about head high where it had been previously removed. The rest of the bricks were then removed from the house and placed outside. Also, a storm caused a pecan tree to pull a power line off the home, and they are in the process of restoring power to the home.
- Commissioner Whipple asks if the contractor removed the fire place that was partially there, or was it done when Ms. Little purchased the property.
- Mr. Little states that he believes the contractors took the bricks out, and that it did not extend through the roof when the house was purchased. There was no chimney.
- Commissioner Ferguson asks if they intend to do the back porch roof the same as the front porch roof, as the rafters are showing (inaudible).
- Mr. Little asks if Commissioner Ferguson means the small strip between the porch roof and the main structure's roof.
- Commissioner Ferguson states that he is referring to the open rafters, and asks if that will match the front porch.
- Mr. Little states that they have no plans to do anything with that particular area, and it has been that way since purchase.
- Commissioner Whipple asks if the intention is to remove all of the T1-11 vertical siding to (inaudible) to the natural wood look and the white that was there from the knee wall.
- Mr. Little states that that had always been there, but if the Commission prefers, they can put the other siding on it.
- Commissioner Ferguson recommends that they close out with the rest of the siding.
- Mr. Little asks for clarification as to which siding.

- Commissioner Ferguson states with the cement siding they are going to put on. So, that it all looks the same.
- Mr. Little states that they are fine with that.
- Commissioner Whipple states that the porch in question is clearly an addition. And asks Mr. Little if he has any history on this.
- Mr. Little states that all he knows is what the contractor guessed. He states that the house was not originally built with plumbing, and, when they moved a bathroom into the structure, it took up part of the porch. They shortened the porch to make a bathroom.
- Commissioner Blandford clarifies the layout and refers to the provided visuals. And asks if the bathroom has no window.
- Mr. Little explains that the bathroom window was removed to fix the rotten frame and will be replaced with the original window.
- Commissioner Blandford wants to know where the window will be located, over the toilet or the sink, etc.
- Mr. Little asks Mr. Banks if he is aware of the exact location.
- Mr. Scott Banks, Building Services Director, states that it was definitely a bathroom added on over the years, and the window was used for ventilation. In converting this into a commercial property possibly, that will all change because it will have to be made into an accessible bathroom. Somebody will have to redesign the whole interior.
- Mr. Little explains that they do not have any intention at the moment to make the property commercial. Instead, they hope to keep it residential.
- Mr. Banks states that if it stays residential, then all code requires is a minimum of one window. There would not have to be an exhaust fan if they keep a window in the bathroom.
- Commission Whipple refers to the piece of siding missing from the house that is covered by weather wrap. And asks if their intentions are to match the new scalloped siding with the existing over the gap. And the question is, is it possible to leave the vertical siding (just paint it) or does the Commission require you to use the same new scalloped siding in lieu of the T1-11 vertical siding.
- Mr. Little says yes, that is the question at hand.
- Commissioner Ferguson asks Mr. Banks if, when the stop work order went in, there were any more violations that needed to be corrected.
- Mr. Banks stated that the interior of the structure had issues, and at some point the applicant will need a building permit. He states the main concern was HPC. Before Ms. Little purchased the property, there were a lot of code issues. There were transients and people who lived there that there were issues with (over-grown grass, etc). Ms. Little has been compliant in keeping it up. What is being requested right now and what would be considered compliant is the repair of the exterior. If they do want to rent it, there would need to be a building permit. The electric service would have to be brought up to code because a lot has been demolished inside and there are new codes. They'd have to minimally build the kitchen and bathroom. The exterior issues are what made us do the stop work order. The interior work consisted mostly of demo. The demo was really because of the damage caused by transients, and neglect after years. It had become filled with trash, and the City brought codes cases against the previous owner. It was an elderly lady at the time who was in a nursing home.
- Mr. Little states that she had a representative lawyer.

- Mr. Banks concurred that she had a lawyer that the City would give notice to. He states they didn't really even have the money to cut the grass.
- Unfortunately, regarding Ms. Little, she hired a contractor that she thought was licensed and legal and it wasn't. The contractor agreed to go through the process and get permits but then just disappeared.
- Commissioner Whipple asks Mr. Little to explain the roofing situation.
- Mr. Little states that there had been a storm which caused a bad leak. He doesn't know if it was the same storm that ripped the power line off or not. There were shingles off of the front of the house, and the water was coming straight into the foyer. There were stains on the walls from the water running down. Ms. Little felt it was her responsibility to stop the damage. So, she had it re-shingled with black asphalt shingles.
- Commissioner Ferguson asks if they had considered a metal roof or an asphalt shingle roof.
- Mr. Little states that no, they didn't consider any other materials. They just put it back the way it was without changing anything.
- Commissioner Whipple asks if it was a thirty (30) year roof that was installed.
- Mr. Little states that he doesn't know.
- Mr. Trevino states that he believes it is a thirty (30) year roof.
- Mr. Banks states that the previous owner did not do the roof. Ms. Little replaced the roof without a permit before the storm that took out the electrical service. He believes the roof was done with a different contractor than the one who started the interior demo, the siding and the window.
- Mr. Little states that the most current contractor was just supposed to paint. They were unaware that they needed approval to paint. He states they got into a gray area because the contractor tried to repair some wood during the process of painting, and that's why they're here. They are willing to do whatever they need to do to be compliant.
- Commissioner Ferguson asks if the roof on the main house in good shape.
- Mr. Little says yes it is.
- Commissioner Ferguson asks if the intent is to cover the back porch roof.
- Mr. Little states no, that the entire roof is fine. All they need to do is fix the siding.
- Mr. Banks states that the roof was done without a permit. The complete roof has been redone and flashed. So, it has been redone, is completely new and is what he assumes a thirty (30) year asphalt shingle. It is not architectural but it is probably like what was there before.
- Commissioner Whipple refers to the code section 7.8.05. He states that the design of a new addition must be clearly differentiated so that the addition is not mistaken for part of the original building. He says he is only bringing it up, and he realizes that this new addition (or what we assume was an addition or a closing in the porch) was done contingent to the original building footprint. So, he wants the Commissioners to understand that this differentiation in siding is not necessarily a bad thing. It does differentiate the enclosing of this porch. He does believe that that portion of the existing house that has the house wrap exposed would definitely need to be replaced with a like, in kind siding as has been presented. He just wanted to make it clear that there is a section of code that would allow a different material to be installed.
- Commissioner Whipple asks if there are any more questions. He then proceeds to clarify and lay out a motion. He states there are two items here. One is to

approve the roof that has already been replaced. It needs to be clear in the motion. And asks Mr. Trevino if that is correct.

- Mr. Trevino confirms that they would need to approve the roof that has already been installed.
- Commissioner Whipple concurs. He then states that the second item in the motion will need to include a recommendation on the exterior finishes and that the original window be reinstalled in the original location.
- Commissioner Butler asks what kind of window is going on the structure.
- Mr. Little clarifies that it is the original window.
- Commissioner Gallagher asks what the intent is with the pile of bricks. Will they be hauled off? Will they use the bricks to replace or rebuild the chimney?
- Mr. Little states there is no intention of replacing the chimney and the excess bricks will be disposed of/taken off site.
- Motion by Commissioner Ferguson to approve the roof as installed, the reinstallation of the original window and approval of the siding recommended by the owner for the house to be continued on the porch in place of the T1-11 for the property at 3076 Cherokee St.
- Seconded by Commissioner Gallagher.
- **All in favor. Approved 5 – 0.**

2. **COA2021-22** – Applicant is Sanctuary Development LLC – Consideration to review and approve the construction of a new residential house, installation of a privacy fence and tree removal located at 2998 Cherokee Street.

- Mr. Trevino introduces the next item of business. The item is to build a brand new single family home located at 2998 Cherokee Street. In addition to this request, the applicant, Mr. Chad Howie with Sanctuary Companies, is requesting to remove several trees on the property as well as install a wooden privacy fence. A little bit of background about how this project came to be, Mr. Chad Howie recently applied for a parcel split plat to split the property located at 3008 Cherokee Street into two tracts. Tract 1 will remain addressed as 3008 Cherokee Street and contain 0.805 acres and the new parcel, Tract 2 received the new address of 2998 Cherokee Street and it contains 0.337 acres. Mayor and council approved this request on August 16, 2021 and the plat is pending being recorded via the Georgia Superior Court Clerks' Cooperative Authority. Once it is recorded and given a Deed Book and Page number, it will officially become a legal lot of record. Additionally, both tracts are zoned as Central Business District. So while commercial is currently located on 3008 Cherokee Street, a single-family home is being proposed at 2998 Cherokee Street. At this time Mr. Trevino turns the podium over to the applicant, Mr. Chad Howie so that he can go over the specifics within his building plans. Also, the City's Arborist, Mr. Roderick Bowman, is available to provide the commission with the results of the tree inspection he conducted this week on the fore mentioned property.
- Mr. Howie approaches the podium. He states that the parcel was originally contemplated under the Galt Commons approval, and under that approval they were going to move the red historic house across the street. After working through to the final plan, they decided that it was best to leave the both the red Galt house and the Grambling house in their original locations instead of

moving them across the street. In doing so, it still left those two empty lots. So, they have plans for the empty lot to the left which they will come back for at a future date. To the right, that parcel was not its own parcel but it was large enough to get its own parcel. The reason that they are moving this forward is because it is personal to Mr. Howie. His mother-in-law purchased a home in Galt Commons. Her sister became excited, but has a need that isn't in Galt Commons. So, they suggested that they were going to put a house on this parcel, and she agreed. Another sister has agreed to buy the red house. The house plan that they worked through is a variation of the houses in the Kennesaw area, and that's what created the elevation/façade for this house. It is a three (3) bedroom house with an attached garage. They've located the house on the property so that the average setback lines and sympathetic set back lines are in line with the house next door (the Dog Grooming Business) and the Rose Cottage which follows the curve of the street. Following that curve, they debated whether or not to set the house back and save the oak tree and two (2) pine trees, but, in doing that, it pushed it back so far out of the tree canopy that they got back so far that the house foundation would've almost been a basement. So, that didn't work. So, they asked the City Arborist to come out, and take a look at the trees. There are two (2) oak trees and two (2) pine trees. In the correct place, the house would sit on one (1) oak tree and two (2) pine trees. Mr. Howie invites the City Arborist, Rod Bowman, to speak.

- Mr. Bowman approaches the podium and introduces himself as the Certified Arborist for the City. He states he went to the site and did a health assessment on the trees. The request is for the removal of three (3) trees. Number one (1) is the twenty six (26) inch oak tree. He did a health assessment on the tree, and did not find any major health issues and was in good shape. Under City Code, the tree falls under the criteria of a specimen tree, which is a hardwood, overstory tree that is larger than seventeen (17) inches in diameter. The only recommendation for that tree that he can make is for corrective pruning and trimming up the canopy on it. The second tree is a Twelve (12) inch white pine. It is in poor condition. It does have lightning and storm damage at the top. His recommendation is removal of the tree. The next tree is another twelve (12) inch white pine that's in fair condition. It does have some base rot. His recommendation is removal of that tree. There is also a thirty (30) inch oak tree that is in very poor condition. It has storm damage, large cavities, and base rot. He would recommend the removal of that tree as well as it is unsafe.
- Commissioner Whipple asks Mr. Trevino what the recompense is for the removal of a specimen tree in the City Code of Ordinances.
- Mr. Trevino states that he does not know the Code verbatim, but that it involves a replanting of another tree somewhere else on the property.
- Mr. Bowman states that he believes that the Codes is that every twelve (12) inches of diameter is the value of one tree.
- Commissioner Ferguson asks what kind of tree the first tree is.
- Mr. Bowman states that it is a Post Oak, or *Quercus stellata*.
- Commissioner Bergwall asks how big the tree is.
- Mr. Bowman says it is a twenty six (26) inch tree.
- Commissioner Ferguson clarifies that Mr. Bowman's assessment is that the tree is in good shape.

- Mr. Bowman confirms, and restates that it is a specimen tree and any tree over seventeen (17) inches that is a hardwood overstory tree in the City Code is considered a specimen tree.
- Mr. Howie returns to the podium. He states that, to that point, they would ask if they can plant two hardwood trees in the rear corners to shade the house and to replace that tree. They are prepared to provide whatever mediation needs to be done to accomplish that.
- Commissioner Whipple clarifies that Mr. Howie did try shifting the house to avoid the root zone.
- Mr. Howie states that they did. However, the problem is, they did many iterations of the house (flipping the house and other combinations of plans that make sense), and no matter how they reposition the house they still impact the root system. So, even though it's ok today, once they dig into that tree canopy area, the tree is going to die over a period of time.
- Mr. Howie states he has a question unrelated to the agenda. There are two large oak trees in front of Galt House that are in the right of way. Would someone have to apply to the City to have them removed or would the power company have them removed. Since the City is creating a new right of way. The trees will be there, and they need to be addressed.
- Commissioner Whipple states that that is a direct question for Planning and Zoning.
- Mr. Trevino states that he will check with the Public Works Department to verify that.
- Commissioner Ferguson asks if Mr. Howie intends to include the big oak tree.
- Mr. Howie confirms that he is requesting the removal of the three (3) trees that would be impacted by the house footprint, and the fourth larger oak.
- Commissioner Whipple asks Mr. Howie to discuss the privacy fence scope, extent and design scale.
- Mr. Howie states the privacy fence is shown to go ninety (90) degrees from each side of the house, and then follow the property line down. It will be the six (6) foot high fence allowable in the HPC of treated, stained pickets.
- Commissioner Whipple asks what the exterior finishes on the new residence will be.
- Mr. Howie states that there are two treatment types on the house, a horizontal lap siding and vertical board and batten siding that is separated by little architectural details that come off the windows. The manufacturer is yet to be decided according to material availability. It will be up to HPC guidelines. It will be either surreptitious hardy plank or it will be the siding we have approved for Galt Commons. Either way the finish will look the same or very similar to each other.
- Commissioner Whipple asks if the owner will be selecting the primary paint colors for the residence or will they be as produced in the renderings (white and black).
- Mr. Howie says it will be similar to the colors in the produced rendering.
- Commissioner Whipple asks if the proposed roof will be an architectural shingle roof.
- Mr. Howie confirms.
- Commissioner Whipple calls for a motion that will include the applicant submit a revised landscaping plan. And, should the board approve the removal

of the twenty six (26) inch specimen tree, the landscape plan will include the location of the recompense trees.

- Motion by Commissioner Gallagher to approve for the new residence at 2998 Cherokee St. The approval is for the removal of four (4) trees as presented by the applicant with the stipulation that the applicant will submit for approval a revised landscaping plan to include the location and description of two required, replacement recompense trees to replace the larger specimen tree to be removed, according to City Guidelines. Also, to approve a privacy fence no higher than six (6) feet with the stipulation that the applicant will supply a specification in detail upon project approval by Mayor and Council.
- Commissioner Haugen seconds.
- **All in favor. Approved 5 – 0.**

VI. Administrative Approvals by Staff & Chair – COA Application

1. **COA2021-17** – Applicant is Nicholson, Silverbach & Watson – Consideration to update an existing monument sign located at 2910 Cherokee Street, Suite 101, to include resurface sign with cedar boards, new tenant logos with painted and pin-mounted acrylic lettering.
2. **COA2021-18** – Applicant is Common Grounds Coffeehouse, LLC – Consideration to construct a new 48-inch, single-faced, flat-mound dibond sign with printed and laminated logo located at 2871 Cherokee Street, Suite B.
3. **COA2021-19** – Applicant is Hamid Rouhi – Consideration to repair/replace roof with either 30-year asphalt shingles or 16 inch true standing seam metal roof located at 2933 Moon Station Road.
 - The property owner for 2933 Moon Station Rd is not allowed to install a twenty nine (29) gauge galvalume screw down metal roof as originally submitted.
4. **STRICKEN FROM THE AGENDA - COA2021-21** – Applicant is Lazy Guy Distillery – Consideration to install an 8 foot wooden privacy fence along the side yard of property located at 2950 Moon Station Road.

- **No motion required for these agenda items.**

VII. Discussion

1. Properties of Concern
 - None

VIII. Public Comments

- Public comments by Mary Whitlock living at 2927 Lewis Street. She states that the City needs to get the trees out of the Thomas House gutters.

IX. Planning & Zoning Administrator Comments

- Explanation of Mr. Simmons absence and a reminder that staff is still looking for Commission training options.

X. Adjourn

- **Commissioner Whipple adjourned the meeting at 8:56 a.m.**