

**Euharlee Historic Preservation Commission Meeting Minutes**

**Tuesday, March 28, 2023, 6:00pm**

**Euharlee City Hall**

**The meeting called to order at 6:01pm.**

**Steve Zuber, Lovako Patterson, Melissa Moore, and Katie Gobbi – staff in attendance. Luke Young and Betty Jane Tilley, not present**

**APPROVAL OF MINUTES December 13, 2022**

**Ms. Patterson motioned to approve the minutes. Ms. Moore seconded. Minutes approved.**

**Unfinished Business:**

Survey Grant Update – Ms. Gobbi provided an update about the Historic Resource Survey Grant from FY2022, including the timeline for the RFP, selection of the consultant, and submittal of the survey report to the Department of Community Affairs. Each step along the way, DCA and HPD require reviews to be sure that we are in compliance. Ms. Gobbi outlined the documentation of time for the commission members and city staff for part of the in-kind and city matching portion of the grant. The commission will need to meet back to select the consultant in late spring or early summer. Structures that were built 40 years ago or earlier in the entire city limits are included in the survey, including mobile homes.

Training opportunities were also discussed, including virtual trainings with the National Alliance of Preservation Commissions.

**Meeting Adjourned:**

Ms. Moore motioned to adjourn. Ms. Patterson seconded. Meeting adjourned at 6:22pm.

**Euharlee Historic Preservation Commission Meeting Minutes**

**Tuesday, April 25, 2023, 6:00pm**

**Euharlee City Hall**

**The meeting called to order at 6:02pm.**

**Steve Zuber, Betty Jane Tilley, Melissa Moore, Katie Gobbi, Community Development Director, and James Stephens, City Manager in attendance. Luke Young and Lovako Patterson, not present**

**APPROVAL OF MINUTES March 28, 2023**

**Ms. Tilley motioned to approve the minutes. Ms. Moore seconded. Minutes approved.**

**Unfinished Business:**

Business Opportunity – Mr. Stephens asked the commission members for feedback on a potential business opportunity that would include moving a historic building that had been moved previously to its current location in the historic district. The members commented that they would like to see the building be preserved in some capacity, but they did not have an issue with the building being moved. The City Manager asked the members to be thinking about the possibility of the building not surviving the move. No votes were taken.

**Meeting Adjourned:**

Ms. Tilley motioned to adjourn. Ms. Moore seconded. Meeting adjourned at 6:41pm.

**Euharlee Historic Preservation Commission Meeting Minutes**

**Tuesday, August 22, 2023, 6:00pm**

**Euharlee City Hall**

**The meeting called to order at 6:08pm by Katie Gobbi.**

**Betty Jane Tilley, Melissa Moore, Luke Young, Lovako Patterson, Katie Gobbi, Community Development Director, and James Stephens, City Manager in attendance. Chairman Steve Zuber, not present.**

Ms. Tilley motioned to amend the agenda to add election of a Vice Chair. Mr. Young seconded.

Ms. Patterson nominated Ms. Tilley. She declined due to being secretary of the Commission. Ms. Tilley nominated Ms. Moore. Mr. Young seconded. The nomination passed.

**APPROVAL OF MINUTES April 25, 2023**

Ms. Tilley motioned to approve the minutes. Mr. Young seconded. Minutes approved.

**Public Hearing for Certificate of Appropriateness Application for 118 Covered Bridge Road** opened at 6:11.

Ms. Gobbi reviewed the COA hearing procedures from the Historic Preservation Commission Ordinance. Staff recommendation for the application is to approve it.

Jake Winnenberg from Calm Water, LLC, the contractor for Drowned Valley Microbrewery, presented the designs for the property.

Mr. Young asked if they considered putting a metal roof in the designed. Mr. Winnenberg said they considered it and would be willing to discuss it further if the commission members asked. Mr. Young also asked if they knew what paint color would be used on the exterior. The applicant said they had not picked a color, but it would be an earth tone or neutral color that fits in the with the area.

Members asked questions about seating and building capacity.

The public hearing was closed at 6:20.

**Business:**

**COA Application 118 Covered Bridge Road:** The Certificate of Appropriateness application was unanimously approved.

**Historic Resource Survey Update:** Ms. Gobbi informed the members that the council approved the contract for the survey consultants with Impact7G and that the field work had been completed. The first deadline for the survey is September 1, 2023 with 25% of the data being uploaded and sent to the state.

**Meeting Adjourned:**

Ms. Tilley motioned to adjourn. Mr. Young seconded. Meeting adjourned at 6:23pm.

**Euharlee Historic Preservation Commission Meeting Minutes**

**Tuesday, October 24, 2023, 6:00pm**

**Euharlee City Hall**

**The meeting called to order at 6:11pm.**

**Steve Zuber - Chair, Melissa Moore – Vice Chair, Lovako Patterson, Betty Jane Tilley, and Katie Gobbi, Community Development Director, in attendance. Luke Young, not present.**

**APPROVAL OF MINUTES August 22, 2023**

**Ms. Tilley motioned to approve the minutes. Ms. Moore seconded. Minutes approved.**

**Business:**

**COA Fee Schedule** – Ms. Gobbi asked the members to recommend to the City Council to create a Certificate of Appropriateness application fee of \$25. It is in line with other base administrative fees for the city and is also what other local municipalities charge to help cover administrative costs. Ms. Tilley motioned to recommend the \$25 COA Application fee. Ms. Moore seconded. Motion passed.

**COA Application Procedure in Ordinance** – The COA application process needs clarification of who is eligible to apply for the COA in the HPC Ordinance. Ms. Gobbi recommended adding “or agent thereof” on the list of eligible applicants. This could be a builder, contractor, attorney, or anyone acting on their behalf. The city would still collect the owner’s contact information.

A member of the public asked if this would eliminate the issue with the Drowned Valley Brewing Company application issue. Ms. Gobbi explained how the process worked for that specific application.

Ms. Moore motioned to recommend the amendment. Ms. Patterson seconded. Motion approved.

**Historic Resource Survey Update** – The consultant has completed the field work. We were contracted for 155 properties to be surveyed. Ms. Gobbi said that the consultant is on schedule and has reported 25% of the properties have been recorded in the GIS system. Chair Zuber asked for an example of the entries.

The next meeting will be January 23, 2024 at 6pm.

**Meeting Adjourned:**

Ms. Tilley motioned to adjourn. Ms. Patterson seconded. Meeting adjourned at 6:29pm.