

**HISTORIC PRESERVATION COMMISSION MEETING
DECEMBER 8, 2025**

WORKSHOP 6:00

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

- I. Call to Order**
- II. Determination of Quorum**
- III. Approval of Agenda**
- IV. Approval of August 11, 2025 Minutes**
- V. Public Input**
- VI. Old Business**
- VII. New Business**
 - **COA Application Review & Action for Docket 2025-002 (16 River St): 1.) Extend exterior roof line to the existing railing.** Public notice requirement met (ad published in Times Courier November 12, 2025).
 - **Workshops (TBA)**
 - **Next regular meeting: 2nd Monday of the Month (or as needed)**
(Workshop at 6:00 pm; Hearing at 6:30 pm)
- VIII. Adjournment**

Minutes from the Aug 11, 2025 HPC Meeting

1. 6:30pm. Called to order
2. Quorum met: Tom Griffiths, Mark Queen, Janet Sandway, Andrew Mathis in attendance
3. Agenda was approved
4. September 14, 2023 minutes were approved
5. There was no public input
6. No old business
7. New Business:
 - The Sharpe Sickle
 - Certificate of Appropriateness Docket # 2025-001 (16 N. Main St.)
 - Occupant requests:
 - Remove/replace bark with cedar shakes
 - Remove/ replace back door with glass door
 - Remove dock door covering and replace decking to boardwalk & pergola on top
 - Flush mounted front sign and projecting back sign

Board approved:

- Front facade requires metal cladding instead of cedar shakes, as shakes become loose and can cause pedestrian injury. Occupant to resubmit new design of metal; either ribbed or embossed.
- Can lighting will be added underneath already existing overhang, which will also be in either metal or wood
- Storefront signage not to exceed already established rules of 10% of building face or 200 SF of total surface area
- Removal/replacement of back door with glass door
- Removal of dock door covering and replacement of decking to boardwalk & pergola on top
- Flush mounting of front sign and projecting back sign

8. Workshop TBD
9. Adjourned 7:01 pm.



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

DOCKET# _____

☐ Pre-Application

☐ Preliminary Site Visit Request

☒ Application

Date Received: 10-31-25 Hearing Scheduled: 12-8-25

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

Designated Property:

Location of Property (including street address if available):

The Roof - 16 River St Ellijay, GA 30540

Tax Map Identification: _____

Name of Applicant: Matt Bond

Doing Business as (if applicable) The Roof Ellijay, LLC

Address of applicant: 301 Goldmine Trail Ellijay - 30536

Cell Phone: 404-520-1021 Work: Same

Relationship of Applicant to Property (Lease, Owner): Self

Architect: Canoe Customer Homes - Matthew Barnes

Address: _____ Phone: 770-616-9846

Contractor: Matt Barnes Phone: 770-616-9846

Address: _____ Phone: _____

<u>Type of Building:</u>		<u>Proposed Work:</u>
☐ Single Family Home	☐ Addition to existing structure	☒ Alteration to existing structure
☒ Commercial	☐ Repair	☐ New Construction
☐ Two Family	☐ Fence/Wall	☐ Landscaping
☐ Garage	☐ Parking	☐ Sign/Advertising
☐ Multi-Family	☐ Demolish/Move	☐ Other

Is there an application relevant to this property and the subject modifications or improvements pending or complicated contemplated before the Board of Zoning Appeals, City Planning Commission or City Council? If so, please specify No

Who will represent applicant before the Historic Preservation Commission?

Name: Matt Bond

Title or relationship to applicant: Self

Address: As Above Phone#: 404-520-1021

DOCKET# _____

General description of each modification or improvement:

We are seeking to extend our exterior
roof line to the existing railing

Why is work planned?

To provide cover for the weather
elements + expand our ability to seat guests

What materials will be used?

Metal - Wood - Glass

How will the work be performed and what methods of application will be used?

T&B

Will existing appearance be the same or different?

different Explain: This would
simply extend our roof to cover for all weather
use

What is the estimated cost?

\$200,000

When is the work to begin?

upon approval

What is the completion date?

within 2 months - 4 months

Name, address, & phone # of property owner and/or legal agent:

Math Bond

301 Goldmine Trail

Ellijay, GA 30540

Notarized signature of property owner and/or agent:

Mathen Bond

Mail or drop off completed application with supporting documentation to:

Historic Preservation Commission

197 North Main Street

Ellijay, GA 30540

TO BE COMPLETED BY CITY STAFF

Received by: _____

Docket No.: _____

Date: _____

Tax Map Identification: _____

Qualifies for Administrative Review: ☐ Yes ☐ No



Historic Preservation Commission

City of Ellijay Historic Preservation Commission Rules of Procedure

- SECTION 1: A) Each application for a Certificate of Appropriateness shall be made on an official form and shall be delivered to the offices of the City of Ellijay -Administration. This time and date shall be noted on the application.
- B) Applicant shall provide drawings, photographs, plans or other documentation reflecting proposed modifications and provide proposed materials list and colors as may be required by the Commission. At the hearing on the application, applicant shall provide samples of materials and proposed colors. Applications involving demolition or relocation shall be accompanied by a post-demolition or relocation plan for the site.
- C) A completed application will be placed on the Commission's agenda at their next regularly scheduled meeting. At the meeting, the Commission will read the application and will receive the required information, as well as open the floor to public input. The Commission will then decide whether to approve, reject or table the application for a Certificate of Appropriateness.
- SECTION 2: All information called for in the application shall be furnished by the Applicant, as prescribed in the application form and criteria checklist. The applicant shall provide the name of the applicant, street number of the premises, tax map and parcel number and date of application.
- SECTION 3: The Commission shall maintain a docket book which shall be kept posted to date. Final disposition of the case shall be entered by the Commission. All continuances, postponements, and other steps taken and acts done shall be noted on the docket.
- SECTION 4: Applications, including continued applications, filed in proper form shall be docketed and placed on the agenda of the Commission according to their application numbers. Incomplete applications shall not receive a number or be docketed until all information has been received.
- SECTION 5: To be placed on the agenda for action, applications are considered to be filed by close of business twenty-one (21) days prior to the date of a regularly scheduled meeting. Completed applications filed by the deadline will be entered on the agenda for the regular meeting of the Commission held on the second Monday of the month. Applications received after the deadline will be considered as being filed by the date of the next filing deadline.
- SECTION 6: Every applicant must appear in person or be represented by an agent or attorney at the meeting of the Commission. The order of business for consideration of applications for Certificates of Appropriateness shall be as follows:

A) Review Procedure:

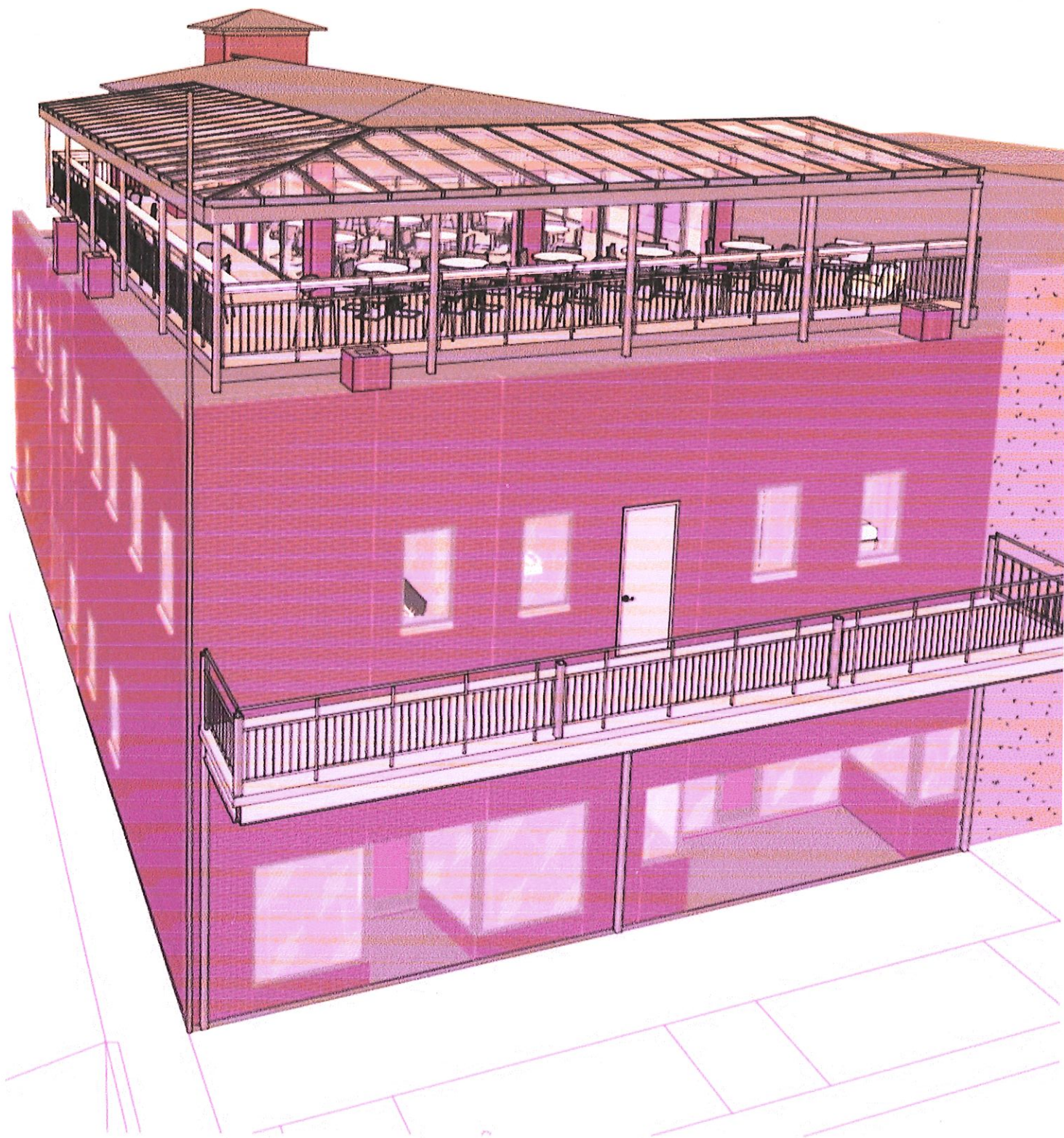
1. For a period of fifteen (15) days prior to the next meeting of the Commission, a notice shall be posted on the property indicating an application to HPC for Certificate of Appropriateness.
2. Commission members are to visit the property site for which application was made.

B) Hearing of Application:

1. The Chairman shall call the application by docket number, applicant name and address according to the agenda and check for conflicts of interest among Commission members.
2. The Chairman shall call on the applicant to present the application and support documentation.
3. Commission hears the application and directs questions to applicant.
4. Additional information, if required by the Commission, is directed to the applicant.
5. The Chairman then asks if any other persons wish to speak either for or against the application before the Commission and gives them the opportunity to do so.
6. Commission members may address questions to the applicant and to other interested parties.
7. The Chairman shall call for discussion.
8. After hearing discussion by applicant and any other persons, the meeting will be closed for further public comment at which time the Commission members may discuss the application. The Chairman then calls for a motion, a second, discussion, and a vote. If no motion is made, Chairman shall advise applicant and Commission members that the HPC Ordinance mandates that failure of the Commission to act within said forty-five (45) days shall constitute approval, and no other evidence of approval shall be needed.
9. Notice of issuance or denial of a Certificate of Appropriateness shall be sent by certified mail to the applicant and all other persons who have requested such notice in writing.
10. All work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate. In the event work is performed not in accordance with such Certificate, the Commission or the City Code Enforcement Officer shall issue a cease-and-desist order and all work shall cease. Fines and penalties may be imposed if work is not ceased.

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

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



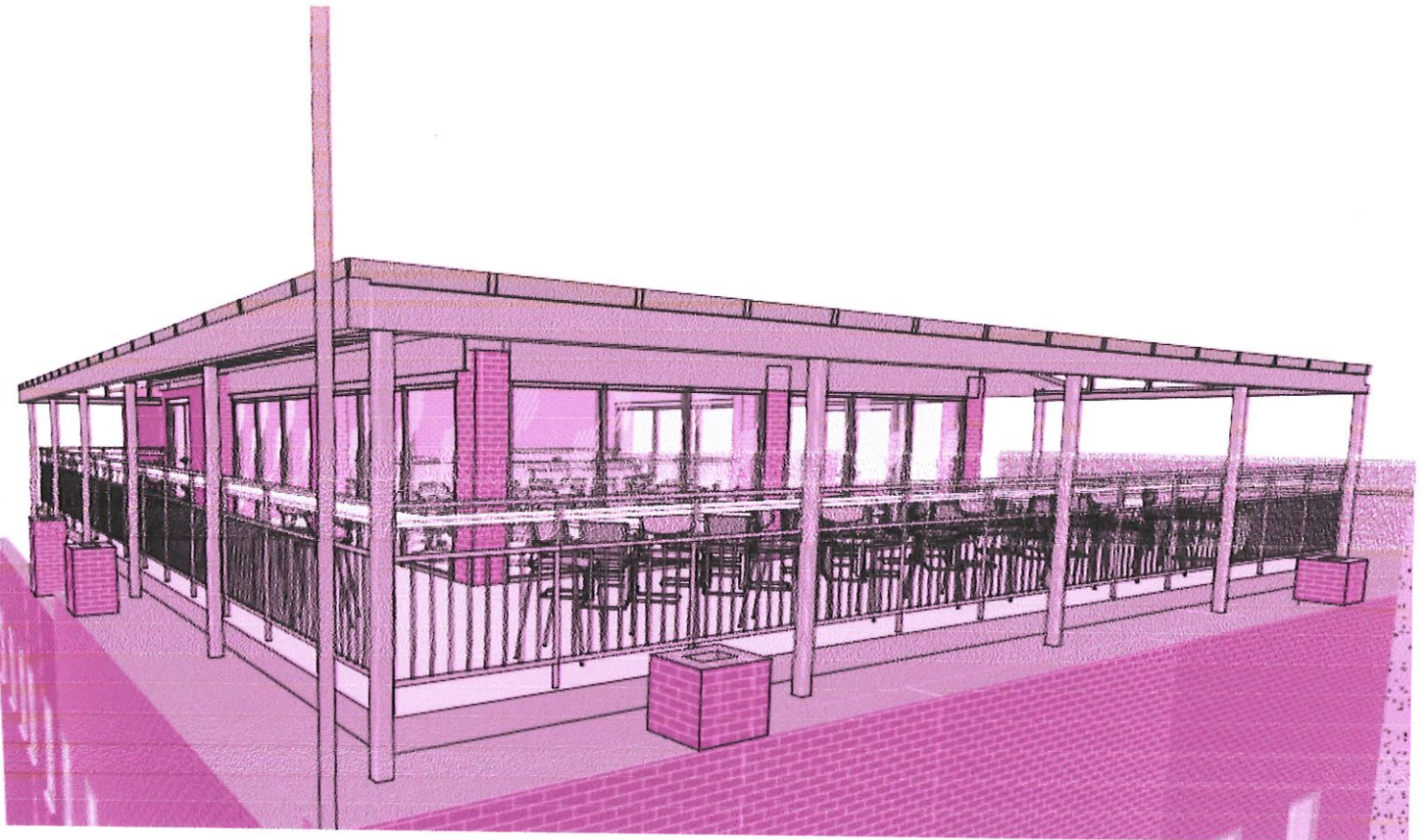
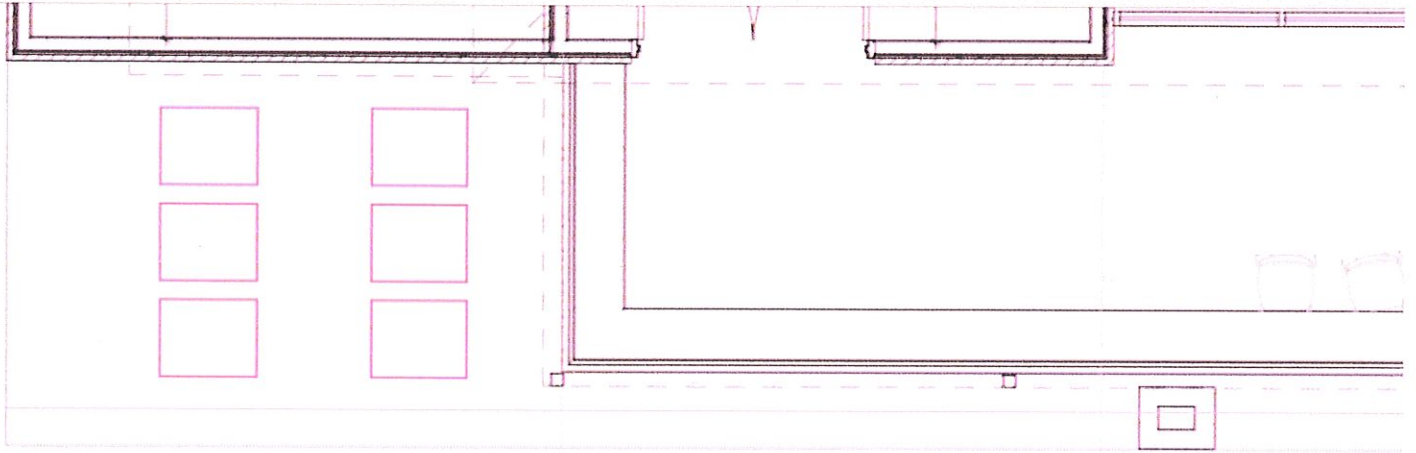
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2025-11-07 The R...



Done



10:25

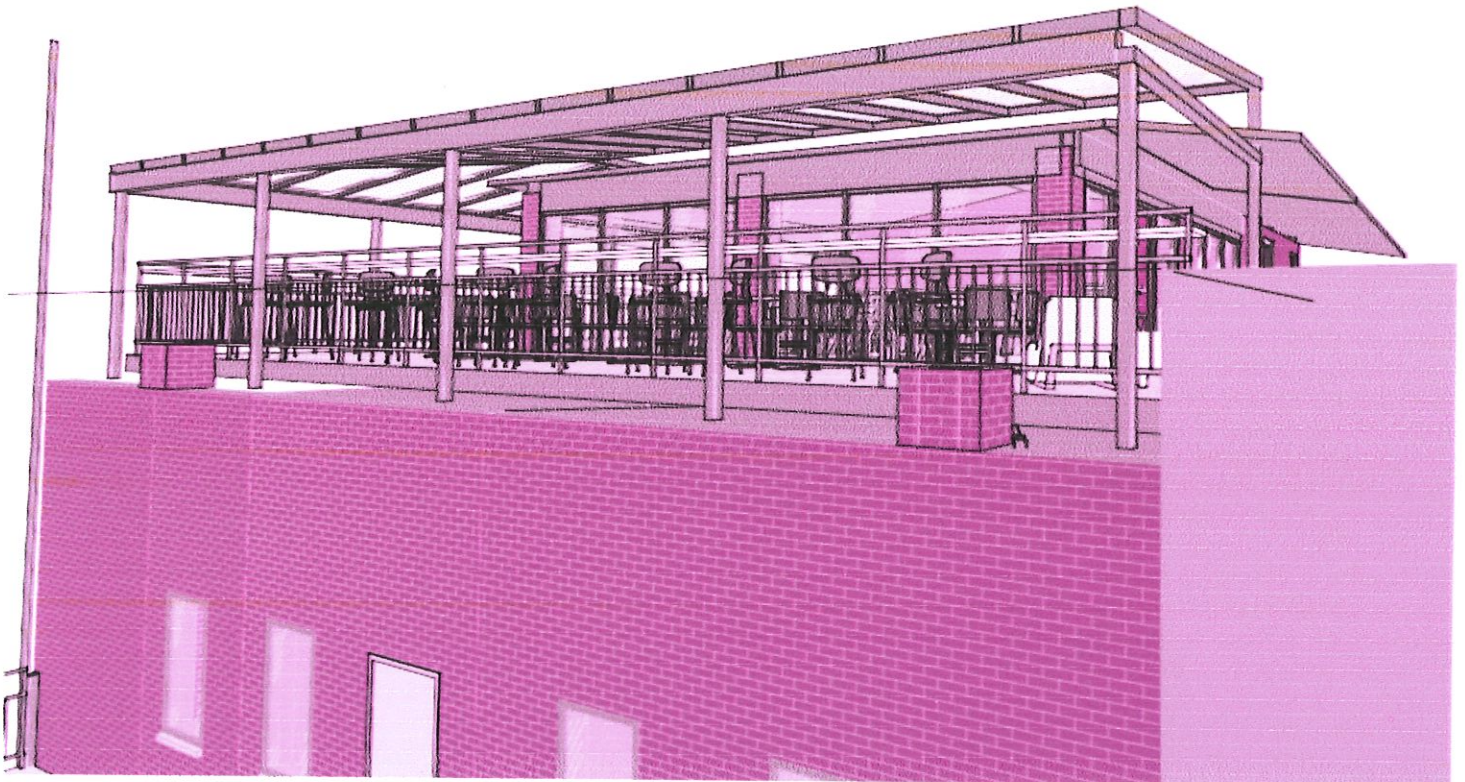
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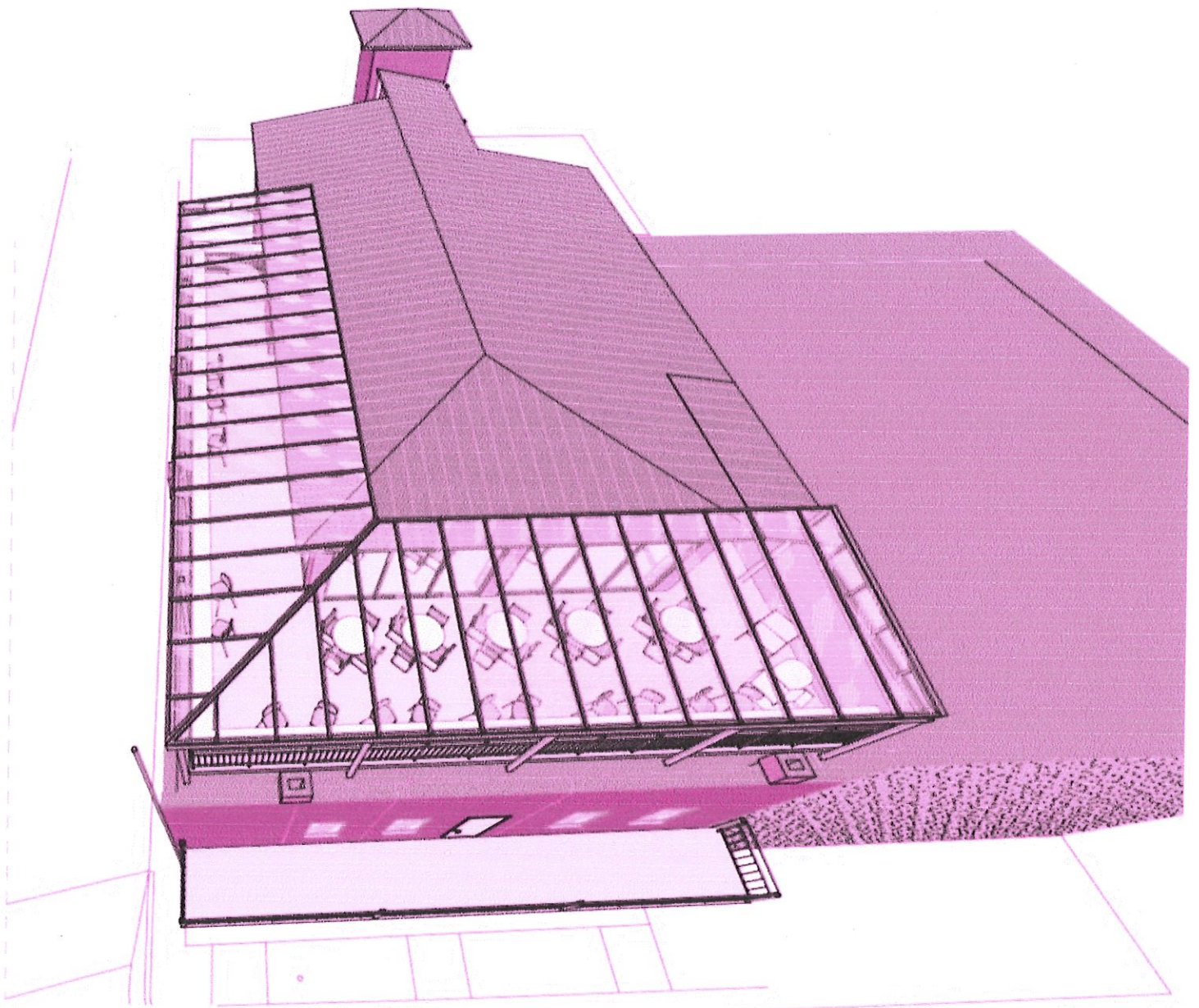
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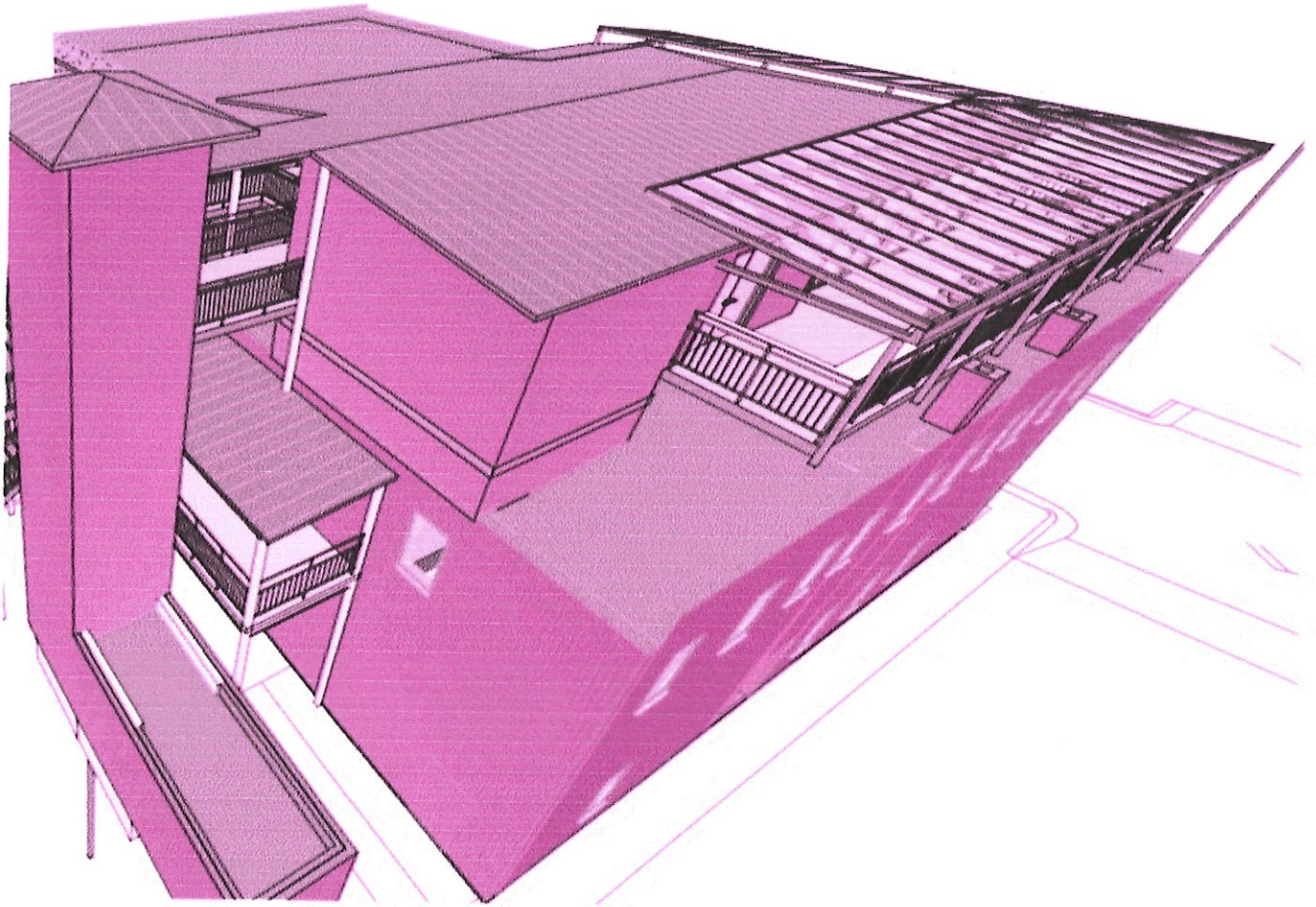
Done

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