



Cornelia Historic Preservation Commission

Thursday, July 29, 2021 9:00 AM
Downstairs Commissioner's Conference Room

1. Meeting called to order: 9:00 a.m. by Jessie Owensby
2. Approval of agenda- All approved
3. New Business
 - a. Officers and terms-
 - i. Jessie explained that there needs to be a Chair, Vice Chair, and Secretary. She also explained term limits and that there is still one open seat on the board.
 - ii. Emily Herrin volunteered to be Chair- all approved
 - iii. Perry Rettig was nominated to be Vice Chair- He accepted- all approved
 - iv. Shawn Knight volunteered to be Secretary- all approved
 - v. The commission decided that there will be (2) three-year terms, (2) two-year terms, and (1) one-year term. Emily volunteered for the three-year to expire July 30, 2024, Shawn and Perry both volunteered for the two-year to expire July 30, 2023, and Audrey Davenport volunteered for the one-year to expire July 30, 2021
 - b. Meeting Frequency-
 - i. After much discussion, it was decided that the meetings will be held on an as-needed basis on the last Thursday of the month at 9:00 a.m. in the Downstairs Commissioner's Conference Room
 - c. Information sheet-
 - i. Commissioners filled out a roster sheet with their member information. Jessie will keep these for her records
 - d. Bylaws and Rules
 - i. Commissioners were emailed a copy of sample bylaws and rules to follow as a HPC. Jessie reviewed those during the meeting.
 - ii. Perry made a motion to accept the sample bylaws with no changes. Emily seconded the motion. All approved
 - e. Overview: Purpose and duties
 - i. Commissioners were emailed an overview of what the purpose of the HPC is and the process in which to conduct approvals for Certificates of Appropriateness. This was reviewed and acknowledged.
 - f. What is Historic?
 - i. Commissioners were emailed a fact sheet of what is considered Historic. This was reviewed along with the Cornelia map of the Historic District.
 - ii. Audrey raised questions about how the district was formed and was told the city consulted with a company to determine the district.
 - g. Design Guidelines- HOMEWORK!!!
 - i. Commissioners were emailed sample design guidelines from several Georgia communities. Jessie asked that they look over those samples and take note of

anything they liked or didn't like about the guidelines to discuss at the next meeting.

- ii. Jessie said she would invite Joe Rothwell from the Georgia Mountains Regional Commission to the next meeting to help push us in the right direction.

h. Other Business

- i. Jessie will put together a Certificate of Appropriateness template to use when the commission approves a project.
- ii. Jessie will research future training dates for the HPC for both required and optional training.
- iii. Emily would like to reach out to some of the trainers to see if they would come to Habersham to teach a class about color theory and other topics.

- 4. Next Regular Board Meeting: **Thursday, August 26th** at the Downstairs Administrative Conference Room at 9:00 a.m.

- 5. Adjourn- 10:02 a.m.

Present: Jessie Owensby, Emily Herrin, Perry Rettig, Audrey Davenport, Shawn Knight

Absent: None