

**MINUTES OF HISTORIC PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
Council Chambers
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
November 21, 2025
8:00 AM**

1. Call to Order / Roll Call

Chairman Gallagher called the meeting to order at 8:00 a.m.

Roll Call: Patrick Gallagher, Kevin Whipple, Rachel Butler, Andrew Bramlett, Sharon Blandford, and Thomas Neaves

Absent: Darryl Simmons (Planning & Zoning Administrator)

Staff Present: Chanelle Campbell (Assistant Zoning Administrator & City Planner) and Rebecca Goldstein (Community Development Administrative Assistant)

Speakers Present: Kristin Thomas (Applicant and Property Owner)

2. Approval of the Meeting Minutes

A. Approval of Meeting Minutes: September 19, 2025

Chairman Gallagher called for a motion.

Motion to approve by Commissioner Blandford

Seconded by Commissioner Neaves

Chairman Gallagher proceeded with a roll call for approval.

Vote taken, motion unanimously approved 5-0. Motion carried.

3. Financial Report

Ms. Chanelle Campbell presented the financial report. The October balance for the Historic Preservation Commission (HPC) fund remains at \$23,398. The balance for the fund has not changed in the last 30 days.

Chairman Gallagher called for a motion.

Motion to approve by Commissioner Neaves

Seconded by Commissioner Blandford

Chairman Gallagher proceeded with a roll call for approval.

Vote taken, motion unanimously approved 5-0. Motion carried.

4. Old Business

5. New Business

A. Addition: 2976 N. Main Street

Consideration of approval of a Certificate of Appropriateness application submitted by Kristin and Dane Thomas for an addition to the existing house located at 2976 N. Main Street (20013900060). Case #COA2025-09A

Ms. Chanelle Campbell presented this agenda item. This is a consideration for a Certificate of Appropriateness as submitted by Kristin and Dane Thomas for an addition

to the existing historic home at 2976 North Main Street. The home is on the local registry and is believed to have been constructed around 1902. Multiple approved changes have been made to the property since the 1990s. Changes made prior to 2016 were not changes made by the applicant, as the applicant did not purchase the home until 2016. Most approved changes were for the stability and maintenance of the home. Ms. Campbell invited the applicant to explain the proposed changes.

Mrs. Kristin Thomas, property owner and applicant, stated that her family has owned 2976 North Main Street for 10 years. She stated that they loved the home, but needed additional space. Mrs. Thomas explained they had previously gone through the historic review process and were mindful of the Historic Design Standards when designing the addition. The proposed addition will be located at the rear of the house and will attach to a previously constructed rear addition. To construct the addition, the current garage will be enclosed and attached to a new garage at the end of the driveway. The addition's roof pitch height will mirror the existing roof pitch. Mrs. Thomas also stated that they hoped to use the same materials as the current home for the addition.

Commissioner Neaves asked if the existing garage would be turned into a bedroom. Mrs. Thomas responded in the affirmative. She further explained that the addition would consist of a bedroom, storage room, and a flex room. Mrs. Thomas stated that the proposed use of the flex room had not yet been finalized, but the space will likely be used as an additional living room.

Vice Chair Whipple asked what materials were proposed for the exterior. Mrs. Thomas responded that their preference was to use vinyl siding to match the existing home. She stated that she understood wood was the preferred material. She added that the proposed windows and doors would be vinyl to mirror existing windows and doors on the home. Vice Chair Whipple asked if the entire original house was sided over in vinyl siding. Mrs. Thomas responded that she believed it was sided over.

Vice Chair Whipple stated that the addition to the historic building is supposed to look different than the original. He explained that if vinyl siding was used on the addition, it would be preferred that the vinyl siding on existing house be removed to reveal the original wood siding. He stated that the addition would then look different from the historic home. Vice Chair Whipple asked what materials were proposed for the roof. Mrs. Thomas responded that the roof would use the same shingles as the roof of the existing house.

Commissioner Neaves asked the applicant why the application listed the proposed materials as Hardie Plank siding and vinyl windows. Mrs. Thomas responded that Hardie Plank was listed because she knew it is the preferred material. She stated that the preference was for vinyl siding, but she forgot to list the information on the application. Commissioner Butler reminded the applicant that vinyl siding was a prohibited material according to the Historic Design Standards.

Chairman Gallagher asked the applicant if they objected to using Hardie Plank siding

on the addition. He explained that Hardie Plank would be a different from the vinyl siding on the existing house. He also stated that Hardie plank would likely be a different material than the house's original siding if the vinyl siding was removed. Mrs. Thomas responded that if they were to remove the vinyl siding from the existing house, they would likely replace it with Hardie Plank. She explained that the original siding was likely not usable and would require extensive work. She further stated that their preference was to not have half vinyl and half historic siding on the home. Chairman Gallagher explained that if Hardie Plank was used for the addition and the vinyl was removed and replaced with Hardie Plank, then the entire house would conform to HPC standards.

Commissioner Butler referenced the applicant to section 7.1 of the Historic Design Standards and stated that vinyl and alluminum windows were not permitted. Vice Chair Whipples stated that he believed that the HPC had previously approved vinyl windows on additions. He explained that replacing a historic window would require using materials like aluminum-clad wood or wood windows. Commissioner Butler agreed that the section only covered the replacement of historic windows. Vice Chair Whipple asked if the current windows were vinyl. Mrs. Thomas responded that the windows on the historic house and addition were vinyl. She added that the previous owners replaced the windows with vinyl windows. Chairman Gallagher asked if the window panes were six over six. Mrs. Thomas responded in the affirmative. Chairman Gallagher asked if the windows on the addition would match. Mrs. Thomas responded in the affirmative. She stated that the windows on the front of the house and the windows with shutters were original to the house, but that the other windows were additions.

Chairman Gallagher asked if there were any further questions or comments from Commissioners. Hearing no additional Commissioner comments, Chairman Gallagher called for a motion.

Motion by Vice Chair Whipple to approve the application as submitted with the condition that the addition utilize fiber cement siding in lieu of any vinyl siding.

Seconded by Commissioner Bramlett

Chairman Gallagher proceeded with a roll call for approval.

Vote taken, motion unanimously approved 5-0. Motion carried.

B. Tree Removal: 2976 N. Main Street

Consideration of approval of a Certificate of Appropriateness application submitted by Kristin Thomas for the removal of a tree located at 2976 N. Main Street (20013900060). Case #COA2025-09B

Ms. Chanelle Campbell presented this agenda item. This Certificate of Appropriateness application is a request submitted by Kristin and Dane Thomas to remove a tree at 2976 North Main Street. The applicant previously received an administrative approval in 2024 for the removal of a tree. An administrative approval was permitted because an arborist report supporting the removal of the trees was submitted. The current request for a tree removal was submitted without an arborist report. Therefore, a hearing before the HPC is required. The applicants are requesting to remove a tree and replace it with a native tree. Ms. Campbell invited the applicant to provide further details on the

request.

Mrs. Kristin Thomas, property owner and applicant, stated that the tree needed to be removed to make space for the new addition to the house. She noted that the trees on the property, including the tree subject to the current request, had previously been evaluated by an arborist. Mrs. Thomas explained that the tree was split at the top and moisture was getting into the tree. The arborist informed her that the tree would be dead in the next ten years. She stated that the tree would likely be replaced by an oak or maple from the approved planting list, but that the decision was not finalized.

Commissioner Butler asked if the previous arborist report was available. Ms. Campbell responded in the affirmative. She explained that the report does not explicitly reference the tree mentioned in the current application.

Commissioner Bramlett asked what species the tree was. Mrs. Thomas responded that she did not know.

Commissioner Bramlett asked where the tree was located on the property. Mrs. Thomas stated that the tree was located in the rear of the property, approximately 40 feet behind the driveway on the right. Vice Chair Whipple asked the applicant to indicate where on the site plan the tree was located. Mrs. Thomas indicated that the tree was located at the rear of the property behind the driveway. Vice Chair Whipple asked if the applicant knew where they wanted to plant the replacement tree. Mrs. Thomas stated that the location had not been finalized, but noted that the tree would be placed further back on the property behind the addition.

Vice Chair Whipple asked if the previous administrative approvals for tree removals stipulated replanting compensatory to the removed trees. Mrs. Thomas responded in the affirmative. She explained that the previous administrative approval was for a tree removal in the front yard. She stated that a tree was replanted to the right of the front yard.

Chairman Gallagher asked if there were any further questions from the Commissioners. Hearing no additional questions or comments, Chairman Gallagher called for a motion. Motion to approve by Commissioner Bramlett.

Vice Chair Whipple amended the motion to approve to include the condition that a tree from the approved planting list be planted in like-kind to the removed tree.

Seconded by Commissioner Butler

Chairman Gallagher proceeded with a roll call for approval.

Vote taken, motion unanimously approved 5-0. Motion carried.

6. COAA Approval by City Staff and HPC Chair

A. COAA2025-19 - 3096 Cherokee Street

This is a Certificate of Appropriateness for 3096 Cherokee Street. The Certificate of Appropriateness application was submitted by Courtney Benas for the installation of a fence. The application was administratively approved on September 19, 2025.

B. COAA2025-20 - 2940 Dallas Street

This is a Certificate of Appropriateness for 2970 Dallas Street. The Certificate of Appropriateness application was submitted by Kelly Lee for the replacement of a sign. The application was administratively approved on November 4, 2025.

C. COAA2025-22 - 2077 Cherokee Ridge Trail

This is a Certificate of Appropriateness for 2077 Cherokee Ridge Trail. The Certificate of Appropriateness application was submitted by Waylon Carter for a roof replacement. The application was administratively approved on November 12, 2025.

7. Discussion

Chairman Gallagher opened the floor for discussion.

Commissioner Bramlett explained that the Atlanta Preservation Center "Phoenix Flies" tours were discussed at the previous HPC meeting. He announced that the Atlanta Preservation Center approved the submitted date of March 21 at 10:00 a.m. Commissioner Bramlett stated that all were welcome to attend.

Chairman Gallagher thanked Commissioner Bramlett and closed the floor to discussion.

8. Public Comments

Chairman Gallagher opened the floor for public comment. Hearing no public comment, he closed the floor to public comment.

9. Staff Comment

Chairman Gallagher opened the floor for staff comment.

Ms. Chanelle Campbell updated the Commissioners on the Historic Resource Survey completed by Kennesaw State University (KSU). She announced that the survey had officially been completed, new parcels were updated in GNAHRGIS, and the Department of Community Affairs (DCA) approved the project. Ms. Campbell explained that the next step was to collaborate with GIS to make a new historic district map. Once the new map is completed, staff and the Commission can move forward with either adjusting the historic district boundaries or updating the Historic Design Standards. Ms. Campbell expressed that staff would appreciate feedback from the Commissioners on updates to the Historic Design Standards. She stated that staff hoped to have the draft before the Commission by the first quarter of next year.

Commissioner Butler asked if there would be a meeting in a conference room so the Commissioners could look at the map and different properties. Ms. Campbell stated that she would look into setting up a meeting with Commissioners to incorporate their input prior to any official decision. Ms. Campbell explained that once the map was completed, the draft would be sent out ahead of an official meeting to discuss the

survey findings.

Commissioner Bulter asked if the meeting would need to be a public meeting. Ms. Campbell explained that when all board members were in the same room, it is considered an official meeting. Vice Chair Whipple stated that he believed that the meeting would need to be an advertised work session. He stated that the Commission had held similar meetings in the past.

Ms. Campbell stated that the map was requested from GIS by the end of December. She stated that if there were no cases on the December agenda, the December meeting could be used to discuss the Historic Design Standards and historic district boundaries.

Ms. Campbell announced that the surveyed properties were in GNAHRGIS and viewable by the public. She offered to send the Commissioners a link to the website and an Excel sheet of the properties. She explained that GIS would be creating a map from the Excel sheet to create a more visual representation of the findings.

Chairman Gallagher thanked Ms. Campbell.

10. Adjourn

Chairman Gallagher adjourned the meeting at 8:25 a.m.