

**MINUTES OF HISTORIC PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
Council Chambers
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
April 17, 2026
8:00 AM**

1. Call to Order / Roll Call

Chairman Gallagher called the meeting to order at 8:02 a.m.

Roll Call: Patrick Gallagher, Andrew Bramlett, Rachel Butler, Thomas Neaves, Alexandra DeLuca Berisford

Absent: Sharon Blandford

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

Speakers Present: Zach Buffington

2. Approval of the Meeting Minutes

A. Approval of Meeting Minutes: February 20, 2026

Chairman Gallagher asked the Commissioners if there were any comments or corrections to the meeting minutes.

Commissioner Neaves commented that the minutes were very thorough and complimented staff.

Chairman Gallagher conducted a vote for approval of the meeting minutes. Vote taken, motion unanimously approved 4-0. Motion carried.

3. Financial Report

Ms. Chanelle Campbell presented the financial report. The carrying balance remains unchanged from previous months with a balance of \$23,398. There have been no new activities for this budget period.

Chairman Gallagher called for a motion.

Motion to approve by Commissioner Neaves

Seconded by Vice Chair Bramlett

Chairman Gallagher proceeded with a vote for approval.

Vote taken, motion unanimously approved 4-0. Motion carried.

4. New Business

A. Central Business District: 2250 Lewis Street

Consideration to review a Central Business District (CBD) project application request to construct a public parking lot on 0.5 +/- acres located at 2250 Lewis St (Parcel #20013801620). Case #CBD2026-01

Ms. Chanelle Campbell presented this agenda item. This is a consideration for a Central Business District (CBD) Project application requested by the City of Kennesaw for the construction of a public parking lot on approximately 0.5+/- acres located at 2250

Lewis Street. Currently on the site is a library building, which has fallen into disrepair. The building is outside the historic district but within the CBD. Therefore required to go through the CBD Project application process. The project went before the Kennesaw Downtown Development Authority(KDDA) on April 10, 2026, and was unanimously approved. Once a decision is made by the Historic Preservation Commission (HPC), the recommendation will then be brought before Mayor and Council, who will hold the final vote on the project. Ms. Campbell announced that Mr. Zach Buffington with Patterson & Dewar would be available to answer any questions. She also announced that staff would be available to answer questions.

Commissioner Butler asked when the library was built. Ms. Campbell responded that she did not know when the library was built. She explained that the library had been owned by Cobb County and was recently acquired by the City. Mr. Zach Buffington stated that he did not know the exact year the library was built but believed the original portion of the library was built in the 1960s and the addition was built between the late 1970s or mid 1980s. Commissioner Butler asked when the North Cobb Regional Library was built, as it was approximately around the time the Kennesaw Library closed. Mr. Buffington responded that he believed the library was built in either 2018 or 2019 and remembered the City had been looking to purchase the Kennesaw Library during the pandemic. He stated that the Kennesaw Library had been closed for some time.

Vice Chair Bramlett asked if there were any plans for the dedication plaques around the building. Mr. Buffington stated that he was aware of the dedication plaques inside the building. He responded that he did not know of any plans for the plaques.

Chairman Gallagher asked if there would be any landscaping in the traffic islands or perimeter of the parking lot. Mr. Buffington responded in the affirmative. He stated that they were currently in the concept phase, but noted there would be landscaping in the design phase.

Commissioner Neaves asked if the street trees in the public right-of-way along Lewis Street would be retained during the project's construction. Mr. Buffington responded that he was unsure because the project was still in the concept phase. He explained a significant ditch fronted Lewis Street that might need to be piped. If the ditch was piped, it would impact the placement of the trees. He stated that they would not know if the ditch would be piped until they get further into the project design. Commissioner Neaves explained that he asked about the street trees because he did not see a lot of space remaining on the site plan for landscaping. He stated that there were requirements in the Historic District Design Standards for screening in the form of berms, landscape hedges, walls, or something similar. He expressed that he wanted to ensure there would be enough space for landscaping or that the existing street trees would remain. Ms. Campbell responded that staff had discussed landscaping with the applicant. She explained that the applicant would be able to provide a more conclusive answer regarding landscaping once the engineering details were finalized. Commissioner Neaves asked if a landscaping plan would be brought before the HPC

review. Ms. Campbell responded that a landscaping plan would be brought before the HPC once finalized. Chairman Gallagher noted that the HPC could approve the concept for a parking lot as presented with the provision that the applicant would return to the Commission with finalized landscaping plans. Ms. Campbell reiterated that once engineering of the site was finalized, a landscaping plan would be provided. She noted that the landscaping plan would be for review by the HPC to provide an understanding of the end product, but the HPC would not have final decision-making over the landscaping plan.

Commissioner Butler asked if other options besides a parking lot were considered for the site. Ms. Campbell responded that other options had initially been considered. She stated that because of the building's state of disrepair, there were no other viable options for the site. Mr. Buffington added that a portion of the parking spaces on the site would support the Collier Building, which currently has no dedicated parking. He stated that he did not know the exact number of spaces that would be for use by the Collier Building. Commissioner Butler asked what businesses were currently in the Collier Building. Ms. Campbell responded that staff was working with a proposed business. The proposed business would be commercial retail space that would require parking. She added that the parking lot would also provide additional parking to downtown.

Chairman Gallagher commented that it was his understanding that Cobb County abandoned the library building and let it fall into disrepair when they moved the library to North Cobb Regional Library. Ms. Campbell confirmed Chairman Gallagher's understanding. Commissioner Butler asked if the library has been owned by Cobb County for the last few years. Ms. Campbell responded in the affirmative. She stated that the City has just recently acquired the library building. She explained that when the City got access to the building, there was flooding and the roof had caved in. Commissioner Butler asked if the transom window above the door was broken in that time. Ms. Campbell responded in the affirmative. She explained that the building was in its current condition when the City took ownership of the building.

Chairman Gallagher called for a motion.

Motion by Commissioner Neaves to approve with the condition that a landscaping plan will be provided to the Historic Preservation Commission for review.

Seconded by Vice Chair Bramlett

Chairman Gallagher proceeded with a vote for approval.

Vote taken, motion unanimously approved 4-0. Motion carried.

Ms. Campbell noted that the applicant would move forward with the project. She stated that once the project is finalized, it would be brought back to the HPC for an update.

5. COAA Approval by City Staff and HPC Chair

A. COAA2026-03 - 3001 North Main Street

This is a Certificate of Appropriateness application submitted by Fred Moore for the

removal of trees at 3001 North Main Street. The applicant submitted an arborist report showing that the trees were diseased. The trees were replaced with other trees permitted within the Historic District. The application was administratively approved on March 16, 2026.

6. Discussion

Chairman Gallagher opened the floor for discussion. Hearing none, he closed the floor for discussion.

7. Public Comments

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

8. Staff Comment

Ms. Chanelle Campbell welcomed Commissioner DeLuca Berisford to the HPC. Ms. Campbell announced that there was now only one vacancy on the Commission and that staff was working to fill the vacancy. Ms. Campbell also welcomed Planning and Zoning's new Assistant Zoning Administrator and City Planner, Ms. Priscilla Coley.

Ms. Campbell provided an update to the Commissioners on the Historic Design Standards. She stated that staff had been working on updating the document based on comments from the HPC and from the public. She explained that there had been some difficulty updating the document due to formatting issues. She expressed that it was staff's goal to get the updates brought before the HPC.

Ms. Campbell encouraged the Commissioners to attend trainings, which is a requirement of being on the HPC. She asked the Commissioners to share any trainings they come across with staff.

Commissioner Neaves asked if the training requirement was per year. Ms. Campbell responded in the affirmative. She explained that as part of the City's renewal process, staff would collect information on trainings the Commissioners had attended. She stated that staff having a record of Commissioners attending trainings was sufficient for the requirements. Commissioner Neaves asked if there was a continuing education number that had to be met. Ms. Campbell stated that there was not a continuing education number. She clarified that the information gathered was the amount of conferences, trainings, and zoom seminars attended relating to Historic Preservation. Commissioner Neaves asked if the requirement was for the fiscal year or for the calendar year. Ms. Campbell responded that it was for the calendar year.

9. Adjourn

Chairman Gallagher adjourned the meeting at 8:18 a.m.