



HISTORIC PRESERVATION COMMISSION MEETING REPORT

FROM: Community Development Department

PREPARED BY: Tyler Peoples, City Planner

SUBJECT: **COA2508-112 – 321 East Main Street — Design Request for Proposed Exterior Lighting**

DATE: 10/21/2025

DISCUSSION

The Applicant is requesting to install lighting around the roofline, front doorway, and front windows facing East Main Street.

The lighting is proposed to be C9-style bulbs in the color Warm White.

The Applicant proposes to begin installation on November 14, 2025. The lights are proposed to be displayed starting November 24, 2025 through the second or third week of January 2026, depending on weather. The Applicant requests a continuing approval for later years, with installation to take place in early November and removal in the second or third week of January, depending on weather.

RECOMMENDATION

Staff recommend the Historic Preservation Commission to **APPROVE** the Applicant's design request for proposed exterior lighting located at 321 East Main Street as submitted and guided by the City's Historic District Design Guidelines. On the agenda, there is an item for the Commission to consider for blanket approval of holiday lights and seasonal ornamentation with no specific date range. Should the Commission be amenable to approving the request, the Commission should consider whether or not it would be appropriate to include a date range and/or perpetual approval in a motion of approval.

ATTACHMENTS – COA2508-112 Application



Community Development Department

110 Academy Street, Canton, Georgia 30114

770-704-1500

CERTIFICATE OF APPROPRIATENESS APPLICATION

Project # COA2510-091 (staff only)

- Application Requirements:** All applications must be complete and include required support materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded to the Canton Historic Preservation (HPC) for review. The applicant must submit the application and all supporting materials as the appropriate building permit option using the online permitting and licensing portal found here: <https://canton.onlama.com/>. For signs, submit the application and all supporting materials as a sign permit using the online permitting and licensing portal found here: <https://canton.onlama.com/>.
- Application Deadline:** Applications and support materials must be submitted fifteen (15) business days prior to the regular HPC meeting. Applications must be submitted to the Community Development Department.
- Application Representation:** The applicant or authorized representative of the applicant must attend the HPC meeting to support the application.
- Building Permit Requirements:** In addition to a COA application, building permits may be required from the Building Department. Building permits will not be issued without proof of a COA.
- Deadline for Project Completion:** After application approval, the COA is valid for 18 months and null and void if construction does not begin within 6 months.
- Local Resources:** [The Canton City Map](#), [The Canton Historic District Design Guidelines](#), and [The Canton Historic District Residential Design Guidelines](#) provides a boundary map of the Canton Historic District, a design review process flowchart and a list of projects that require review and approval (administrative review by Community Development Department staff or review by the Canton HPC). The Guidelines are available at City Hall and on the City of Canton website.

A CERTIFICATE OF APPROPRIATENESS IS REQUIRED FOR ANY MATERIAL CHANGE IN THE APPEARANCE OF PROPERTY (BUILDINGS, STRUCTURES, SITES, OBJECTS, EXTERIOR ENVIRONMENTAL FEATURES) IN A LOCALLY DESIGNATED HISTORIC DISTRICT, AS AUTHORIZED BY THE CITY OF CANTON HISTORIC PRESERVATION ORDINANCE.

Contact Information:

Applicant Name*: Matthew Ellis Telephone: 770-973-2243

Email: matthew.ellis@edwardjones.com

Mailing Address: 321 East Main St, Canton, GA 30114

*NOTE: If the applicant is not the owner, a letter from the owner authorizing the proposed work must be included. Please include the owner's telephone number and mailing address.

Property Information:

Address: 321 East Main St, Canton, GA 30114

Land Lot(s): 167, 166

District/Section: 14th Dist. 2nd section Map #: 91N16 Parcel #: 009

Zoning: CBD Present Use: Commercial

Scope of Work: (Check all that apply)

STAFF REVIEW:		HPC REVIEW:	
☐ Removal of non-historic detached structure	☐ Installation of screen or storm doors	☐ Addition	☐ Signs
☐ Maintenance of / change in paint color	☐ Installation of screen or storm windows	☐ Alteration	☐ Site Features
TYPE OF REVIEW:		☐ New Construction	☐ Demolition
OTHER:		☐ Restoration	☐ Relocation
		☐ Commercial	☐ Residential
☐ Amendment to previous COA, Project #:		☒ Other (Description): <u>white (bulbs) warm Christmas lights on exterior of Building & on Edward Jones sign</u>	



Community Development Department

110 Academy Street, Canton, Georgia 30114

770-704-1500

Application Checklist

A complete application requires support materials. Please check the list below for which materials may be necessary for design review of a particular project.

New Buildings and New Additions

- ☐ Letter of Intent
- ☐ Site plan
- ☐ Architectural elevations
- ☐ Landscape plan (vegetation not required)
- ☐ Description of materials
- ☐ Photographs of proposed site and adjoining properties

Major Restoration, Rehabilitation or Remodeling

- ☐ Letter of Intent
- ☐ Architectural elevations or sketches
- ☐ Description of proposed changes
- ☐ Description of materials
- ☐ Photographs of existing building
- ☐ Documentation of earlier historic appearance (Restoration only)

Minor Exterior Changes

- ☒ Letter of Intent
- ☐ Description of proposed changes
- ☐ Description of materials
- ☐ Photographs of existing building

Site Changes – Parking Areas, Drives and Walks

- ☐ Letter of Intent
- ☐ Site plan or sketch of site
- ☐ Description of materials
- ☐ Photographs of site

Site Changes – Fences, Walls, and Systems

- ☐ Letter of Intent
- ☐ Site plan or sketch of site
- ☐ Architectural elevations or sketches
- ☐ Description of materials
- ☐ Photographs of site

Site Changes – Signs

- ☐ Letter of Intent
- ☐ Approved sign application
- ☐ Site plan or sketch of site
- ☐ Description of materials or illumination

NOTE: Only complete applications will be placed on the agenda for design review. All plans must be "to scale". Reduced site plans, surveys, architectural drawings...etc. will not be accepted.

Applications should be submitted to the City of Canton Community Development Department, 110 Academy Street, Canton, Georgia 30114. Please contact 770-704-1500 for more information.

Describe the proposed project (attach additional sheets if necessary). The description should include proposed materials.

Please divide the description whether the proposed scope of work will involve more than one type of project. *Example: 1) Addition of storage and 2) installation of sign.*

We would like to outline our roof, front doorway and front windows facing main street with white, warm Christmas lights. They will be on a fixed setting (no motion). These lights will bring a classic holiday decoration and feel to our office and will be removed immediately after the new year.

lights of the same style and color will be added to our sign on main street. The color + texture will match the color of the lights already hung year round on the trees along our sidewalk.

October 2025

Certificate of Appropriate Application

Property Address:

321 E Main Street
Canton, GA 30114

Property Owner:

MSE Wealth Management

Matthew Steven Ellis
770-823-4531
4953 Macaw Ct NE
Marietta, GA 30066

Tenant:

Edward Jones Investments

The Office of Financial Advisor
Matthew Steven Ellis
770-973-2263
Matthew.Ellis@edwardjones.com

Letter of Intent:

It is our office's intention to decorate for the holiday season. The installation will take place, pending approval, on November the 14th. Lights will be displayed each night starting November 24th through the second or third week of January, depending on weather. In years to follow, the installation will take place in early November and will come down, the second or third week in January, depending on weather. These actions all contingent on the board's approval and guidance.

Bulb Brand: Minleon
Bulb type: C9
Bulb Casing: Faceted
Bulb Casing: Polyurethane
Bulb Base: E17
Kelvin Color: 3000 Warm White
Bulb Length: 3.25"
Diameter of Bulb: 1.1"
Base: .67"



321 E Main Street Mock Up