

Historic Preservation Commission  
Meeting Minutes  
Called Meeting—September 9, 2021

Present: Jane Camp, Fay Brassie, Elizabeth Jones, Susan Brown

Absent: Mitch Alligood

Staff: Laura Wilson, Code Department Assistant  
Sadie Krawczyk, Director of Economic Development

Visitors: Clayton Mathias, Shauna Mathias

Meeting called to order at 6:02 P.M.

**The First Item of Business:** Request for COA #187 at 239 E Marable St. The applicants are Clayton and Shauna Mathias, owners of said property. The request is to make exterior changes to the structure including a new roof and windows.

Clayton and Shauna Mathias spoke to the request. They stated the house is being fully restored including a new roof and windows. Clayton explained the roof is currently made up of many different materials including metal and shingles. There are multiple layers of shingles on the roof and active leaks. They would like to replace the entire roof with black architectural shingles. For the windows, they are requesting single pane 1/1 windows in the original size. They would like to make the house look like it used too.

Question Brassie: Are the windows that the previous owner did not replace, are they the single 1/1?  
Answer: Yes. The current windows are a variety of sizes and in a varied state of repair—several with missing and broken panes.

Question Brown: Have you done another house in Monroe?  
Answer: Yes, 410 Mill Street

Question Brassie: What size windows are you going back to? (Referring to the different size windows on each side of the house)  
Answer: Back to the original size

Question Brassie: What about the transom type window over the front door?  
Answer: We will be putting glass back in it

Question Brown: Have you thought about using 2/2 or 2/1 windows?  
Answer: Due to the backlog of materials, it would take approximately five months to get different windows in; that is why we went with clear glass.

Question Brassie: Would you consider using a molding/mutton in the window to make it look 2/2 or 2/1?  
Answer: We are not sure who to go for that

Brassie: We want to make sure you keep the character of the house and an overlay on the windows would accomplish that.

To table approval of the windows until tomorrow (9/10/21) until Commission members could visit the house to determine if the windows should be 2/2 or 1/1.

Motion by Brassie, Seconded by Brown

Motion carried

To approve the roof as presented

Motion by Camp, Seconded by Brown

Motion carried

Old Business: None

New Business:

**The First Item of Business:** Selecting a company to complete Phase 1 of the Historic Survey; eleven companies submitted bids for the project. Sadie Krawczyk explained to the Commission members that this is the first year of a multiyear project and that the City was also going to partner with graduate students from the University of Georgia to complete the survey. The first phase of the project includes approximately 550 units, encompassing properties constructed prior to 1981. She also stated the City was in danger of losing its Certified Local Government status because the historic survey was so out of date. The City received a \$15,000 grant for Phase 1 with the total project costing approximately \$33,000.

Commission members discussed different aspects of each proposal and how to grade the proposals according to the providing grading sheet. Several proposals were deemed to be incomplete and therefore rejected as they were submitted without a project timeline or budget. Prior to the meeting each proposal was reviewed and graded by staff. The Commission decided to review and grade the top four companies as chosen by staff according to the grading sheet. The company with the highest score according to the grading sheets as filled out by the Commission would be selected. The Commission members will submit their grading sheets to Laura Wilson the next day.

Acting Chairman Jones entertained a motion to adjourn.

To adjourn

Motion by Camp. Second by Brown.

Motion carried. Adjourned at 6:47 pm