



Historic Preservation

AGENDA

Tuesday, November 24, 2020

6:00 PM

215 N Broad Street Monroe Ga 30655

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **MINUTES OF PREVIOUS MEETING**

[1.](#) Minutes of Previous Meeting - October 27, 2020

IV. **REQUESTS**

V. **OLD BUSINESS**

[1.](#) Request for COA for Townhouses Revisited

VI. **NEW BUSINESS**

VII. **ADJOURNMENT**

Historic Preservation Commission
Meeting Minutes
October 27, 2020

Present: Crista Carrell, Susan Brown, Fay Brassie, Elizabeth Jones, Mitch Alligood

Absent: None

Staff: Pat Kelley, Director of Planning & Code
Debbie Adkinson, Code Department Assistant

Visitors: Sherry Conley, Scott Conley, Lori Volk, Sam Davis

Meeting called to order at 6:00 P.M.

Chairman Carrell asked if there were any changes or corrections to the September 22, 2020 minutes.

Alligood made a motion to accept minutes as presented. Brassie seconded. Minutes approved.

The first item of business is an application for a COA for petition # HP-000079-2020 at 732 E Church St. The applicant is Sam Davis, Owner. The request is to replace existing windows, doors and spindles.

Sam Davis spoke to the request. He stated the windows were installed to match other houses in the Historic Church Street District. He answered the questions of the commission about the pickets and rails around the porch. He will be placing them around the entire porch.

Chairman Carrell entertained a motion.

Alligood made a motion to approve. Brassie second. Motion carried. COA granted.

The second item of business is an application for a COA for petition # HP-000080-2020 at 319 S Madison Avenue. The applicant is Lori Volk, Ownership Partner. The request is to build new townhouses on the vacant property.

Lori Volk spoke to the request. They would like to place a total of 7 units, 4 facing S Madison and 3 facing S Midland. The garage entry will be from the rear of each unit with a shared rear driveway.

The commission asked several questions and decided they would need to see what the elevations would actually look like before they could make a decision for approval. They also were in agreement that both brick and hardi siding would be acceptable. They felt it would be better to table this until they had this in hand.

Chairman Carrell entertained a motion.

Alligood motioned to table until next meeting on November 24, 2020. Jones seconded. Motion Carried. Request Tabled.

Old Business: Brassie asked if the sign on back of the Mercantile building had been approved for the size that is there. It will be looked into. She also was questioning the exterior walls at 100 S Broad Street where the stucco is partially off and exposing the brick. Several of the commission were not opposed to the look. Kelley will look into what was approved. There was other discussion about houses around the townhouse properties. None are being demolished.

New Business: Chairman Carroll discussed the plans for getting the historic survey done. She asked about the link that is on our website. Kelley stated it was pulled out of a spread sheet from the Historic site. They discussed several houses on the registry that has been either torn down or moved outside the city.

She updated us on the items discussed in the work session for the planning the historic survey. They are prioritizing what is needed for getting the survey done which is related to the CLG. They will come up with the letter to send to consultants to get competing prices, which will be sent to the Code Department and the City Council for approval. They are also working on the grants to get funds to help with cost. This will be a multi-year undertaking.

Chairman Carroll entertained a motion to adjourn.

Alligood made a motion to adjourn. Brown second.
Meeting adjourned at 6:29 pm



City of Monroe
 215 N. Broad Street
 Monroe, GA 30655
 (770)207-4674

Plan Report

Plan NO.: HP-000080-2 4

Plan Type: **Historic Preservation**

Work Classification: **Certificate of Appropriateness**

Plan Status: **In Review**

Apply Date: **10/20/2020**

Expiration:

Location Address

Parcel Number

319 S MADISON AVE, MONROE, GA 30655

M0160125

Contacts

Lori Volk 300 Edwards St, Monroe, GA 30655 (404)630-2834	Applicant lorivolk1@gmail.com
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Description: REQUEST FOR COA FOR NEW TOWNHOUSES - HPC MTG 10-27-2020 @ 6:00 PM 215 N Broad St

Valuation:	<u> \$ 0.00 </u>
Total Sq Feet:	<u> 0.00 </u>

Fees	Amount
Historic Preservation Request	\$10.00
Total:	\$10.00

Payments	Amt Paid
Total Fees	\$10.00
Cash	\$10.00
Amount Due:	\$0.00

Condition Name

Description

Comments

Issued By:

October 20, 2020

Date

Plan_Signature_1

Date

Plan_Signature_2

Date

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
MONROE HISTORIC PRESERVATION COMMISSION

Please read the Historic Preservation Ordinance (Code Sections 8-4-1 through 8-4-91). In addition, please consult with the Code Office to determine if any other Monroe ordinances apply, and if applicable, read those ordinances.

DATE: 10/15/2020

APPLICANT: Lori Volk

APPLICANT'S ADDRESS: 300 Edwards St., Monroe, GA 30655

TELEPHONE NUMBER: (404) 630-2834

PROPERTY OWNER: New Leaf Georgia

OWNER'S ADDRESS: 1649 Gentry Lane, Statham, GA 30666

TELEPHONE NUMBER: (706) 424-0999

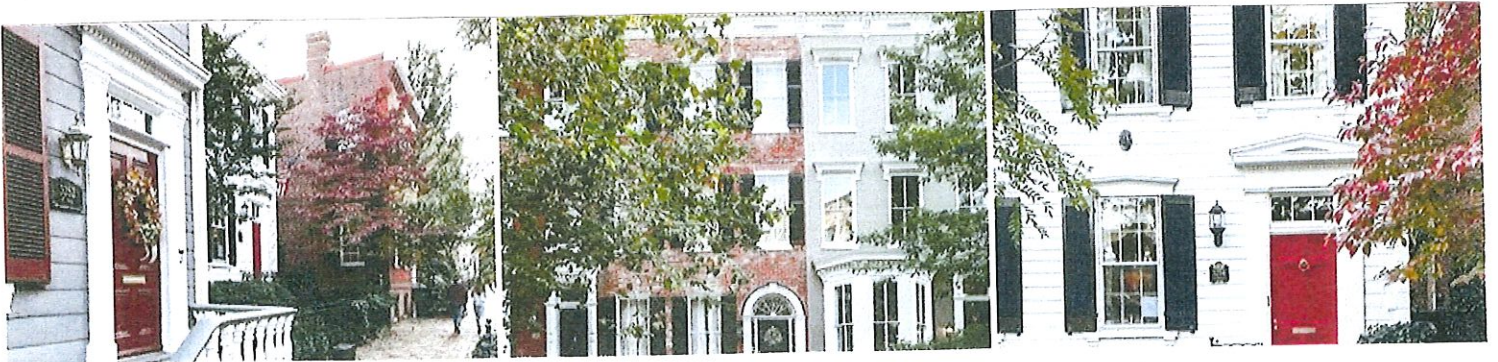
PROJECT ADDRESS: 319 S. Madison Ave., Monroe, GA 30655

Brief description of project: townhouse community of 7 units with 4 attached units facing Madison Ave. and 3 attached units facing Milledge Avenue. Garage entry on the rear of each unit with a shared rear driveway.

(Continue on separate sheet, if necessary.)

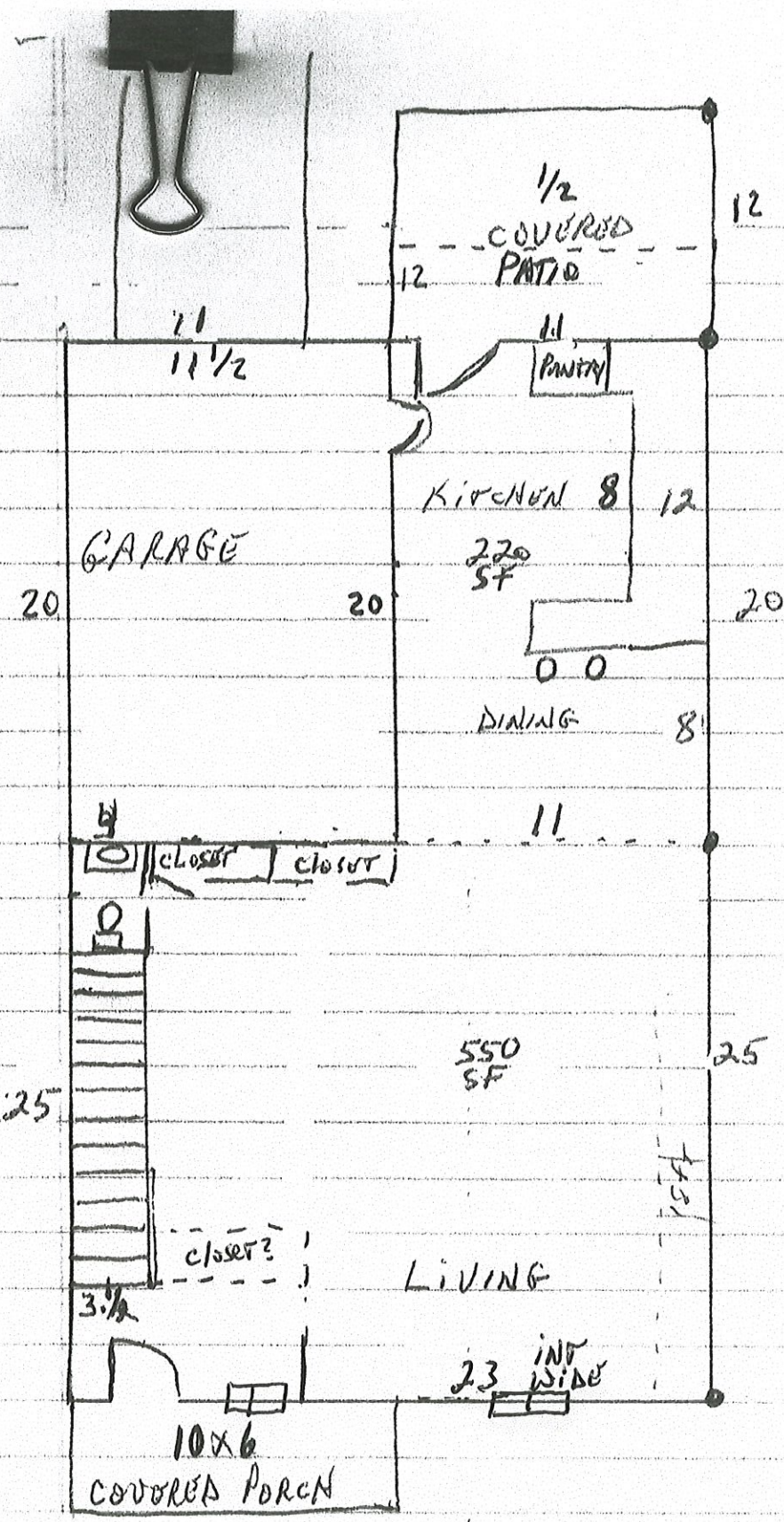
Lori Volk
Applicant

10/15/2020
Date



Painted brick

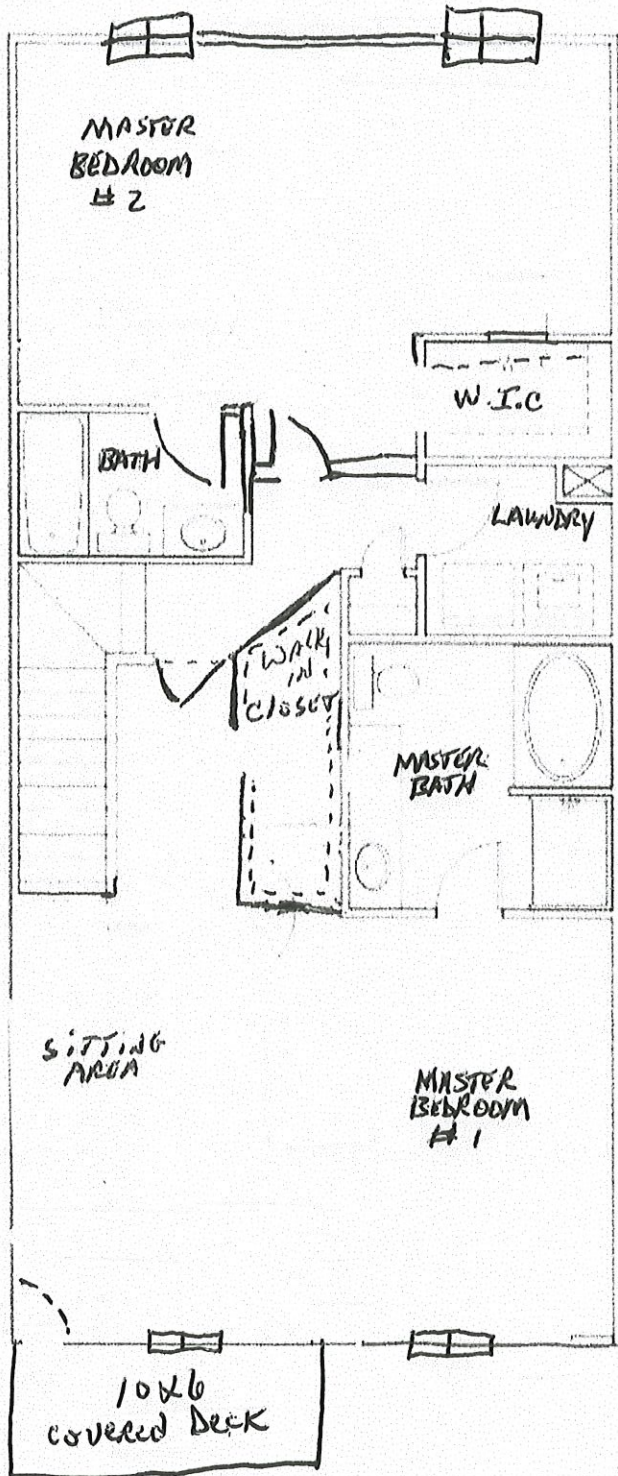




INTERIOR
 23 X 45
 1,035 UP HEATED
 805 DOWN HEATED
 230 GARAGE - HEATED
 1,840 TOTAL HEATED

- 35 FT MAX HV
- 1000 SF MIN - GROUND FLOOR
- 24 FT BUILDING WIDTH MINIMUM
- 1400 MIN SF

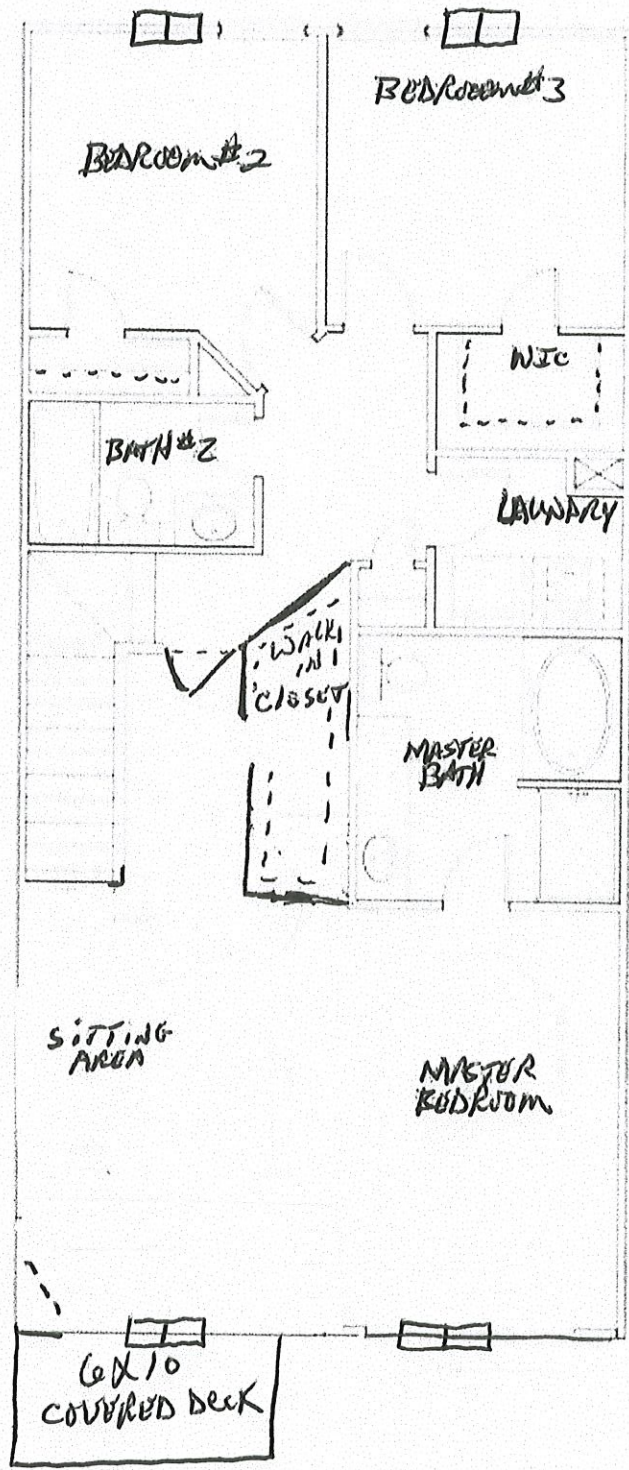
Second Floor - 2 Bedroom Option



2 MASTER BR
OPTION

3 Bedroom PLAN

Second Floor - 3 Bedroom Option



REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

Under Monroe's Historic Preservation ordinance, you are required to obtain a Certificate of Appropriateness (COA) for any exterior material change you wish to make to your property if your property is located within a historic district, or if the change would affect property in a historic district. Please see pages 3 and 4, Definitions.

The following steps must be taken in order to have your proposed change considered by the Historic Preservation Commission (HPC):

1. Stop by the Code Office at least 10 working days in advance of the next regular meeting of the HPC (the fourth Tuesday of each month at 6:00 pm), read the Historic Preservation Ordinance, and request that your proposal be added to the agenda.
2. Fill out the application for a COA and turn it in to the Code Office.
3. Pay the \$10.00 fee. If you request a "special meeting" at some date or time (other than the 4th Tuesday of every month), the fee is \$50.00. If you are requesting to demolish Historic property, the fee is \$50.00 on the regular scheduled meeting.
4. Provide all documentation which will assist the HPC in deciding if your proposed change(s) are in keeping with the historic district standards and guidelines. The more complete your presentation, the more efficiently your request can be handled. Please see the COA application for additional information.

Suggested documentation consists of all architectural drawings, sketches, pictures, diagrams, or actual examples. All documentation should be turned in to the Code Office at the time of your application, as it gives HPC members time to consider your request prior to the meeting. Physical samples, if applicable, should be brought with you to the meeting.

5. Appear at the meeting on the scheduled day and time to present your proposal.

Thank you, the HPC looks forward to considering your request.

Please read the following directions for completing the Request for COA Application.

Attach photograph(s) of existing condition of property necessary to show all areas affected.

Attach plans, sketches, drawings, and diagrams of the project and detail the materials that will be used.

Provide such other information that is necessary for the HPC to adequately consider the application in light of the following criteria.

In reviewing applications for COAs, the HPC’s duties include taking into account the historic and architectural significance of the structure and maintaining maps showing the historic and architectural significance of structures in the Historic Districts.

In its review, the HPC shall also take into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historical and visual character of the District:

1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings;
2. The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite building;
3. Exterior construction materials, including textures and patterns.
4. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
5. Roof shapes, forms, and materials;
6. Proportions, shapes, positioning and locations, patterns and sizes of any elements of fenestration.

The **Code Office** will post a notice which will notify all affected property owners of the material change being requested not less than seven (7) days prior to the meeting at which the request for a COA is to be considered. The applicant and the affected property owners will be given an opportunity to be heard at the meeting in which the application is presented.

DEFINITIONS:

A “material change in appearance” means a change that will affect either the exterior architectural or environmental features of a historic property or any structure, site, or work of art within a historic district, and may include any one or more of the following:

1. A reconstruction or alteration of the size, shape, or façade, including any of the architectural elements or details;
2. Demolition;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way; and
5. The erection, alteration, restoration, or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

[Sec. 8-4-2(f)]

“Exterior architectural features” means the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, features, details, or elements relative to the foregoing [Sec. 8-4-2(b)].

“Exterior environmental features” means all those aspects of the landscape or the development of the site which affect the historical character of the property [Sec. 8-4-2(c)].

Ordinary maintenance or repair of any exterior architectural feature in or on a historic property that does not involve a material change in design, material, or outer appearance is excluded from review. [Sec. 8-4-81]

I acknowledge that I have read this material and will abide by the ordinances set forth.

 Kevin Volk
Signature of Applicant

 10/15/2020
Date