



Historic Preservation Meeting

AGENDA

Tuesday, August 26, 2025

6:00 PM

City Hall

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **APPROVAL OF AGENDA**

IV. **MINUTES OF PREVIOUS MEETING**

- [1.](#) Previous Minutes July 22, 2025

V. **OLD BUSINESS**

- [1.](#) 313 S. Madison - Retail Space Renovation and Parking Lot

VI. **NEW BUSINESS**

- [1.](#) 111 Norris Street - Accessory for Garage & Dwelling Unit

- [2.](#) 114 Court Street - Remodel & Exterior Renovation

VII. **ADJOURNMENT**

HISTORIC PRESERVATION COMMISSION

MEETING MINUTES

REGULAR MEETING—JULY 22, 2025

Present: Chairwoman Elizabeth Jones, Jane Camp, Chuck Bradley

Absent: Marc Hammes

Staff: Brad Callender – City Planner
Laura Powell – City Clerk
Kaitlyn Stubbs – Executive Assistant

Visitors: Russell Page, Robert Chancey, Clairissa Pequignot, Joy Pequignot, and Rob Goudiss

Meeting called to order at 6:00 p.m.

Roll Call

Chairwoman Jones called for a motion to approve agenda as submitted,
 Motion by Camp,
 Second by Bradley,
 Motion carried unanimously

Chairwoman Jones asked if there were any changes or corrections to the May 27, 2025 minutes. Chairwoman Jones called for a motion to approve the minutes as submitted,

Motion by Bradley,
Second by Jane,
Motion carried unanimously

Old Business:

The First Item of Old Business: There was no quorum at the June 24, 2025 commission meeting, as Elizabeth Jones and Chuck Bradley were present, Marc Hammes and Jane Camp were absent, and Laura Powell was absent because she took a position with the City, which presents a conflict of interest. Therefore, the meeting was never officially opened and there were no meeting minutes. There were two requests for COA's, both for fences, at 229 E. Marable Street #3857 and 231 E. Marable Street #3858. Both COA's were granted after 45 days, once the meeting had passed, according to the City ordinance.

New Business:

The First Item of New Business: Request for COA – 307 Davis Street #3900 – A request for a remodel and exterior renovation.

Mr. Callender presented the slides of the property, in its existing condition of the dwelling and the proposed, representative renovations, that were in the agenda packet.

Chairwoman Jones: Asked if the applicant was present. The applicant, Rob Goudiss, was present and the contractor, Robert Chancey.

Rob Goudiss, the owner of 307 Davis Street introduced himself and spoke about the renovation and his desire to make similar changes like the new developments around the property.

Chairwoman Jones read the standards from the Preservation Primer and the Secretary of Interior's standards for historic preservation. She spoke specifically about the window replacements and the scope of the work. She stated that a two over two or a one over one paned window would be appropriate for this vernacular style home. The scope of the work within the application was presented.

Chairwoman Jones asked if there were any questions from the panel. Mr. Bradley stated that he noticed the one over one and spoke about the in lays you can add to the window to give a multiple pane effect.

Mr. Goudiss stated that the windows were not original, and he and the contractor are trying to be consistent with other renovations around this project, and that one over one is what most homes in the area have. Chairwoman Jones stated that she would love to see more panes but did not disagree that the one over one would be seen in this style of home.

Mr. Bradley stated that he lives at Church Street and Milledge Avenue and that his home does not have multiple panes and knows it is not a requirement. Chairwoman Jones and Ms. Camp had further discussion regarding the in lays that can be added to a one over one pane. Chairwoman Jones stated she would be fine with the one over one, as long as all of the windows were consistent.

Mr. Callender asked that the motion be very clear regarding the window style.

Chairwoman Jones confirmed the other items on the application including installation of new Hardie Backer siding and Cornish trim, refurbishment of the two existing diamond-shaped vents on the front façade, which owner and contractor confirmed they would be brought back to the way they are, and refurbishment of the existing transom window above the front door.

Mr. Callender clarified that the existing is a three-paned transom window.

Chairwoman Jones asked if there were any questions from the public. There were none.

Chairwoman Jones called for a motion.

Motion to approve as presented,

Motion by Camp,
Second by Bradley,
Motion carried unanimously

The Second Item of New Business: Request for COA – 315 S. Madison Ave. #3901 – (the following item for 313 S. Madison Ave. was discussed concurrently with this item). These are adjacent properties owned by Clarissa and Joy Pequignot, daughter and mother. The motions were made separately.

Chairwoman Jones announced the Request for COA at 315 S. Madison Ave. as a request for an office/retail space renovation and parking lot. She asked the applicants to come to the podium and introduce themselves.

Mr. Callender presented the pictures from the application packet and asked for the applicant to go down the line of their requests.

Clairissa Pequignot introduced herself, her Mom, Joy, and their contractor, Russell Page. They explained the scope of the projects.

Chairwoman Jones shared some research regarding the homes and that they were built in 1910. She read the standards from the Preservation Primer in relation to retaining original elements, historical materials, distinctive architectural features, and the preservation axiom. Chairwoman Jones mentioned the applications suggestion of shaker shingles, and that she was not completely against them, but questioned their use since they are not part of the original.

Chairwoman Jones asked if there were any questions from the panel. Mr. Bradley stated that the shaker shingles was his biggest opposition, but he was glad to see the property being refurbished. Ms. Camp stated that the shingles take away from the historic features and value of the house. Mr. Russell stated that Arnold Properties added vinyl siding to the home and that the owner was simply trying to make it look better. Ms. Pequignot confirmed that they wanted to keep the two properties looking as similar as possible. They ultimately decided not to proceed with the shaker shingles.

Chairwoman Jones commended them on the handicap ramp and then confirmed that the ramp was not just on one of the homes, but on both. Mr. Callender clarified that they were currently discussing 315 S. Madison Ave. and then agreed that the discussion could be about both properties, as they are hinged together, but there would need to be two separate motions.

Mr. Callender spoke about the proposed parking lot, to join the two sites, and said he has been working with the applicant's engineer, and the lot would be to code. The lot meets the minimum for the form-based code. There are tight constraints, but hundred-year-old easements have been found for the property line that gives 5 feet on each side. The 315 property has a larger expanse in the back allowing for more parking. Also, the form-based codes take into consideration the parking spaces across the street at the Town Green, giving the applicant the amount of spaces needed. Mr. Callender confirmed that Ms. Pequignot meets all the minimums for the zoning ordinance. The applicants have been working with Chris Croy to get all of the drainage correct.

Mr. Bradley asked to view the elevation map for 315 S. Madison and had questions regarding a lower window (upper right image in packet) being removed and replaced with a door. Mr. Page stated it was for handicapped use. Mr. Bradley asked for confirmation regarding what would be there, and it was confirmed that it will be a door. The rendering's elevation is not accurate. Mr. Bradley then questioned the door on the lower left (rear elevation image) and stated that he thought he had seen one on the original application. Mr. Callender confirmed that it was not the same location and Mr. Bradley was speaking of the bump out. Mr. Page spoke about the positioning of the doors. Ms. Pequignot explained that on 315, the bottom door would be the handicap access, from the parking space to the building. Mr. Callender asked for clarification that the ramp would be on the rear of the 313 property, based on the new description, and Mr. Page stated no. Joy Pequignot said her ramp, for 313, would be on the side to the front entrance. Mr. Callender stated that the application said the ramp would be installed from the rear, so there was some confusion. Mr. Page stated that it would not work in the back as the HVAC unit is there and there would be no room for a handicap space. Mr. Page then began discussion regarding the issue with the ramp in the front saying there was only 15 feet from the porch to the sidewalk, and to pass code, it would have to be 21 feet, so they are 6 feet short in the front. Mr. Callender stated that the only issue with CD4 was the encroachment of the side set back. Mr. Page mentioned how the townhomes did theirs and Mr. Callender responded that they were done before the adoption of the form-based codes and that it is attached to the primary structure so it must follow the principal building setbacks. Chairwoman Jones asked if we could say allowable by code? Mr. Callender stated you could, but it would not help him. Mr. Callender looked up the code requirements. Ms. Camp asked what the two buildings were going to be used for and the response was 313 will be retail and 315 will be an office space and conference room. Mr. Callender stated that CD4 had some generous setbacks, so there may be some relief. He also stated

that the original submission proposed that the ramp would be more side and front, and that is where the tightness was. Now they are proposing the rear where the bump out is. Mr. Callender said he had measured the side proposal and there was only 4.5 feet, so the ramp would encroach the property line; there would be no variance, it would just be over property line. He went on to say that if there is a zero setback, it will probably be fine, but you do not want there to be a condition that throws it back to the Code Office and contractor gets a building permit and then is told no. Mr. Bradley mentioned moving the HVAC unit and explained his thoughts on the site plan. Mr. Page stated that they would still lose a parking space by doing that. Mr. Callender confirmed that the side setback is indeed zero, in CD4, so they should be fine (if it is done in the front). The applicants disagreed, wanting it on the side to the front. The bump out is the issue. Mr. Page stated again that the issue with the ramp in the front is that there is only 15 feet from the porch to the sidewalk, and in order to pass code, it would have to be 21 feet, so they are 6 feet short in the front. Mr. Callender asked if he could cut a landing? They discussed details of the ramp regarding rise and landings. Mr. Callender thinks there is enough room but the ramp will have to go in front of the home to make code. Mr. Page then began discussion regarding the issue with the ramp in the front saying there was only 15 feet from the porch to the sidewalk, and in order to pass code, it would have to be 21 feet, so they are 6 feet short in the front. Ms. Joy Pequignot expressed concern about it taking away from the historical value. Mr. Bradley encouraged the moving of the HVAC again. Mr. Callender mentioned that by doing what Mr. Bradley suggested, it would cause a car to be stuck.

Chairwoman Jones suggested approving the parking lot, so the applicants can get started on that and Mr. Callender approved. Mr. Callender mentioned that from a parking space requirement, they are good and could probably get rid of one of the handicap spots. He thinks it is accommodating, since the two buildings are sharing a parking lot. HPC does not need to vote on ADA issues. They will readdress the handicap ramp issue at the next meeting.

Chairwoman Jones called for a motion for 315 S. Madison Ave.

Motion to approve as presented,

Motion by Camp,
Second by Bradley,
Motion carried unanimously

The Third Item of New Business: Request for COA – 313 S. Madison Ave. #3902. See discussion above in the Second Item of New Business.

Chairwoman Jones called for a motion for 313 S. Madison Ave. parking lot and readdress the handicap ramp at the next Historic Preservation Commission meeting on August 26, 2025.

Motion by Bradley,
Second by Camp,
Motion carried unanimously

Chairwoman Jones called for a motion to adjourn,

Motion by Camp,
Second by Bradley
Motion carried unanimously

Adjourned at 7:04 p.m.

To: Historic Preservation Commission

From: Brad Callender, Planning & Zoning Director

Department: Planning & Zoning

Date: 8/21/2025

Subject: COA #3902 – 313 S Madison Ave – Exterior Renovations & Parking Lot



Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A **Company of Record:** N/A

Description:

The property owner of 313 S. Madison Ave. is requesting a Certificate of Appropriateness for exterior renovations of the existing dwelling for conversion to a commercial building and construction of parking lot. Staff met on the site with the applicant and the issues with the handicap ramp and the parking spaces have been resolved and are reflected on the attached revised site plan.

Background:

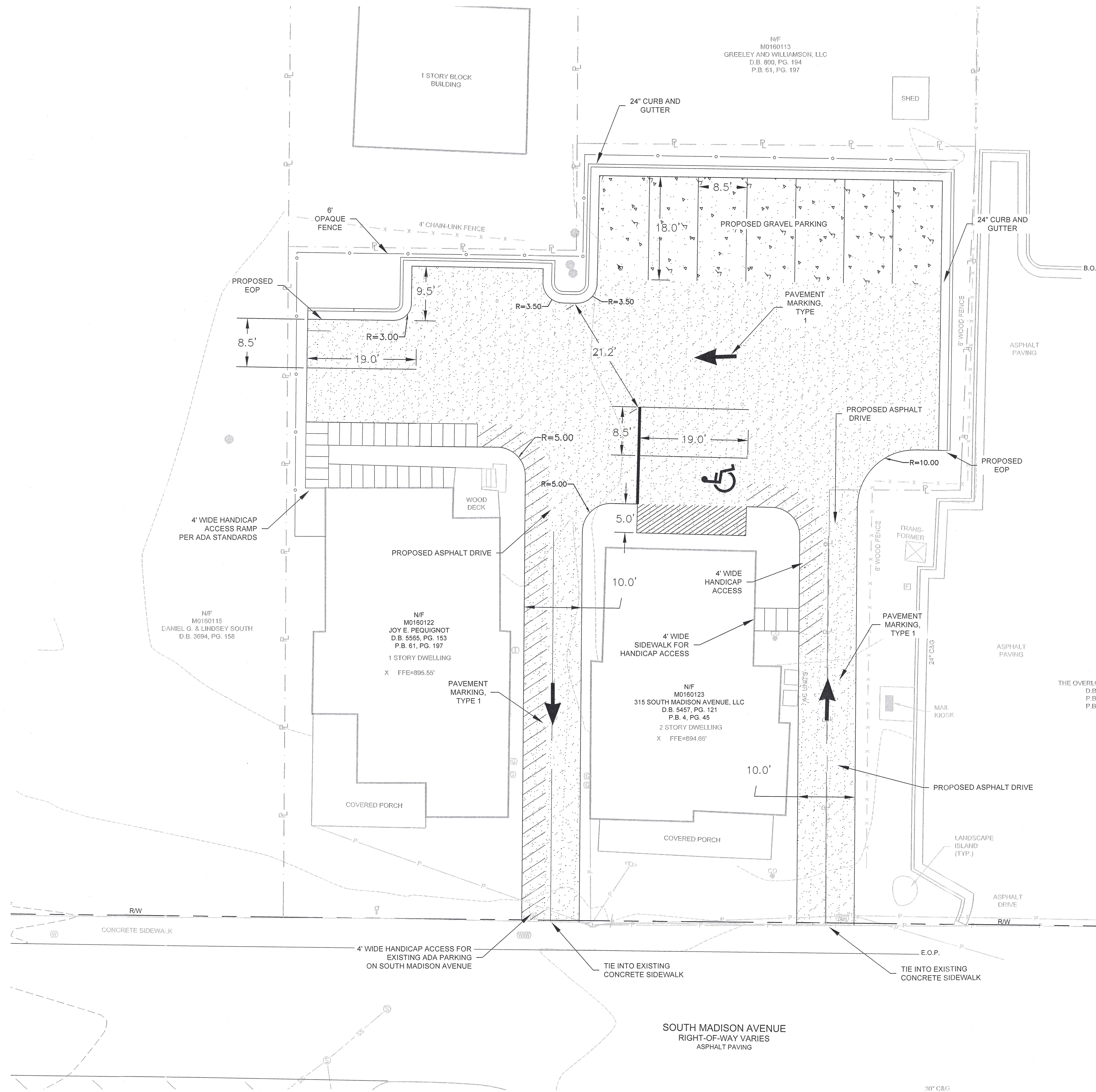
This COA request was tabled at the July 22nd HPC meeting to address the location of the handicap ramp at the rear of the building and whether additional handicap parking spaces were needed. Please refer to the attached staff report for complete details regarding this Rezone request.

Recommendation:

Staff met with the applicant and concluded only one handicap parking space was needed. The handicap ramp will be installed at the rear of the building. The recommendation to HPC is to approve the request with the revised plan.

Attachment(s):

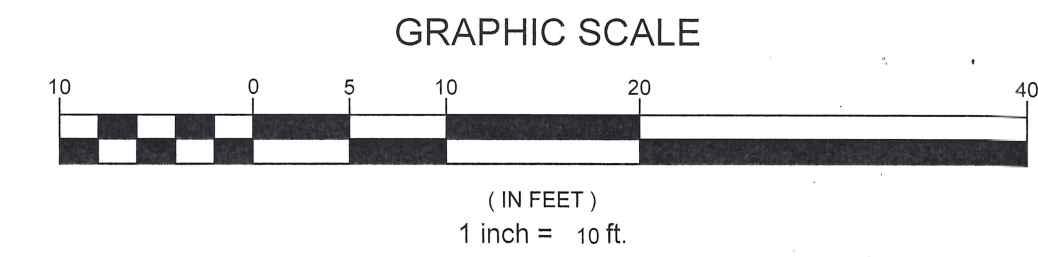
Application Documents



PROJECT SITE DATA:	
OWNER/DEVELOPER:	CLARISSA PEQUIGNOT
SITE AREA:	0.31 ACRES
USE:	LAW OFFICE PARKING LOT
ZONING:	B-2
PARKING TABULATION:	PARKING SPACES - 10 ADA PARKING SPACES - 1 TOTAL PARKING SPACES - 11

24-HOUR EMERGENCY CONTACT:
CLARISSA PEQUIGNOT
770-354-9676
clairp0811@gmail.com

- PROPOSED ASPHALT PAVING
- PROPOSED GRAVEL PARKING
- PROPOSED HANDICAP ACCESS



ENGINEER
PRECISION PLANNING, INC.
400 PIKE BOULEVARD
LAWRENCEVILLE, GA 30046
CONTACT: TODD PARKER
PHONE: 770-338-8000
EMAIL: 707TP@PPI.US

OWNER / DEVELOPER
CONTACT: CLARISSA PEQUIGNOT
PHONE: 770-354-9676
EMAIL: CLAIRP0811@GMAIL.COM

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STAMP

GEORGIA
REGISTERED PROFESSIONAL ENGINEER
MICHAEL TODD PARKER
07/31/2025
036155

PRECISION
Planning Inc.

planners • engineers • architects • surveyors

400 Pike Boulevard, Lawrenceville, Ga 30046
770.338.8000 • www.ppi.us

SOUTH MADISON AVENUE PARKING LOT

LAND LOT 65, 3RD DISTRICT,
CITY OF MONROE, WALTON COUNTY, GEORGIA

SHEET TITLE	
DESIGN	OTP
DRAWN	OTP
CHECKED	MTF

NO	DESCRIPTION
1	ISSUED FOR APPROVAL
07/31/25	

DATE

07/31/2025

DATE

C25-079

PPI PROJECT NO.

C2.1



CITY OF MONROE

HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS

APPLICATION

REQUEST TYPE: New Development ☐ Renovation ☒ Signage ☐ Demolition ☐

HPC REQUEST LOCATION & DESCRIPTION:

Address: 313 S madison ave monroe Parcel #: MO160122
Parcel Acreage/Square Feet: 0.1400 / 6099 SF ^{GA 30655} Zoning: CD-4

PROPERTY OWNER & APPLICANT INFORMATION:

Property Owner: Joy Pequignot Phone #: 71656-2587
Address: 223 E marable City: monroe State: GA Zip: 30655
Applicant (if not the owner): _____ Phone #: _____
Address: _____ City: _____ State: _____ Zip: _____

PROJECT INFORMATION:

Description of Project/Request: Commercial retail space
renovation + adding a parking lot
Estimated Cost of Project: _____

REQUIRED SUBMITTAL ITEMS:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Completed Application | <input type="checkbox"/> Architectural Floor Plans (New Construction Only) |
| <input checked="" type="checkbox"/> Fee (\$100) | <input checked="" type="checkbox"/> Typed Detailed Description of the Request |
| <input checked="" type="checkbox"/> Survey Plat | <input type="checkbox"/> Owner Authorization, if applicant is not the owner |
| <input checked="" type="checkbox"/> Façade/Building Elevations or Drawings (Signs) illustrating finished design in relation to the existing structure, including rooflines, if applicable | |
| <input checked="" type="checkbox"/> Map of the property showing existing buildings, streets, and walkways, including the location and design of the proposed work on the site, if applicable | |
| <input checked="" type="checkbox"/> Photographs of existing conditions of the property to show areas and/or structures affected | |

APPLICANT SIGNATURE & AFFIDAVIT:

I hereby certify that the above information is true and correct.

Signature of Applicant: _____ Print Name: Joy Pequignot Date: 6/30/25



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	3902	DESCRIPTION:	HISTORIC PRESERVATION- RETAIL SPACE RENOVATION & PARKING LOT
JOB ADDRESS:	313 S MADISON AVE	LOT #:	
PARCEL ID:	M0160123	BLK #:	
SUBDIVISION:		ZONING:	CD-4
ISSUED TO:	Clairissa Pequigot	CONTRACTOR:	Clairissa Pequigot
ADDRESS:	217 E Marable St	PHONE:	
CITY, STATE ZIP:	Monroe GA 30655	OWNER:	
PHONE:	770-354-9676	PHONE:	
PROP. USE:	COMMERCIAL	DATE ISSUED:	7/02/2025
VALUATION:	\$ 125,000.00	EXPIRATION:	12/29/2025
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 permits@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
COA-03	Historic Preservation Regular Meeting	\$ 100.00
FEE TOTAL		\$ 100.00
PAYMENTS		\$ -100.00
BALANCE		\$ 0.00

NOTES: The Historic Preservation Commission will hear your request for a RETAIL SPACE RENOVATION & PARKING LOT at 313 S MADISON AVE. on JULY 22, 2025 at 6pm in the Council Chambers at City Hall: 215 N Broad St. Monroe, GA 30655.

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Heather Brooklin
(APPROVED BY)

7/2/25
DATE

313 S Madison – Revised Description

Photo 1- Front view of 313 South Madison

Plans are to keep the stairs, keep the deck with railings and columns, keep house white with black gutters .

Also please see photos of possible adding shaker shingles to the gables of the front and side. 229 East marable as an example is provided.

Photo 2- Left side view

Plans are to now have the handicap ramp be installed from the rear- since the handicap parking spot is in the back. Access from the rear up and along side to the porch. Should be more of a convenience and extremely close to the handicap parking spot. As far as the porch – I plan to keep the square spindles and basically how the porch is now.

Please see the attached new photos of handicap ramp

Photo 3- Back door entrance –

Back porch to enter from the parking lot

Photo 4- Back view of 313 South Madison

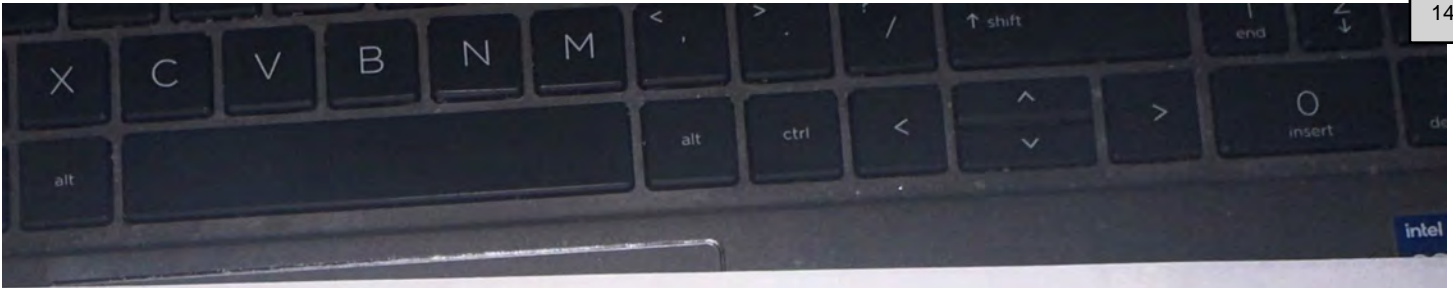
Back view of where the 1 handicap space is available (ramp possibly) and 1 available parking space.





229 East Marable Street







2

Representative Handicap ramp –

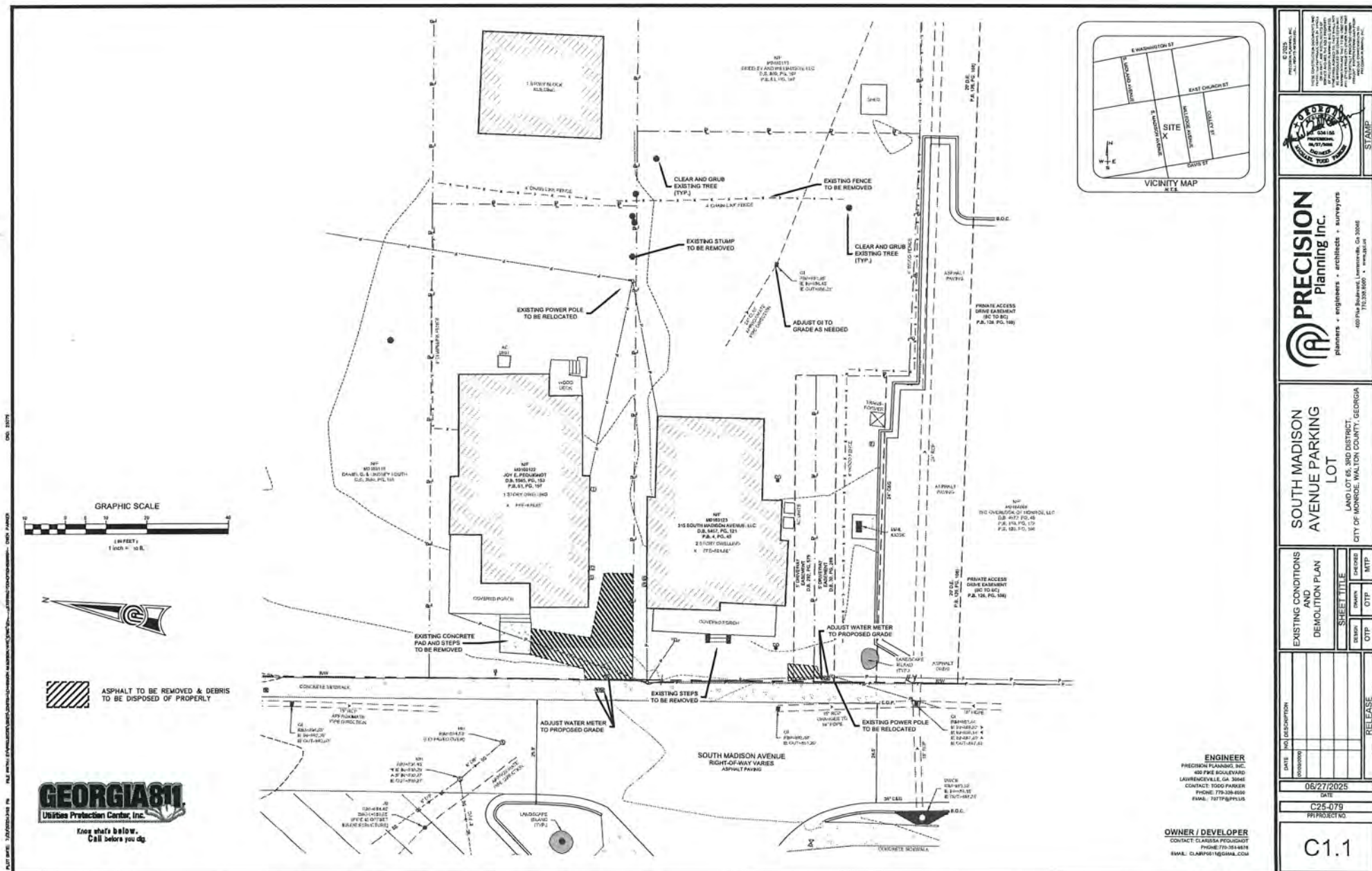




3



4





**SOUTH MADISON
AVENUE PARKING
LOT**

SITE PLAN	SHEET TITLE		DESIGN	EMVYN	OTF	OTF	OTF	OTF

[illegible]

06/24/2025

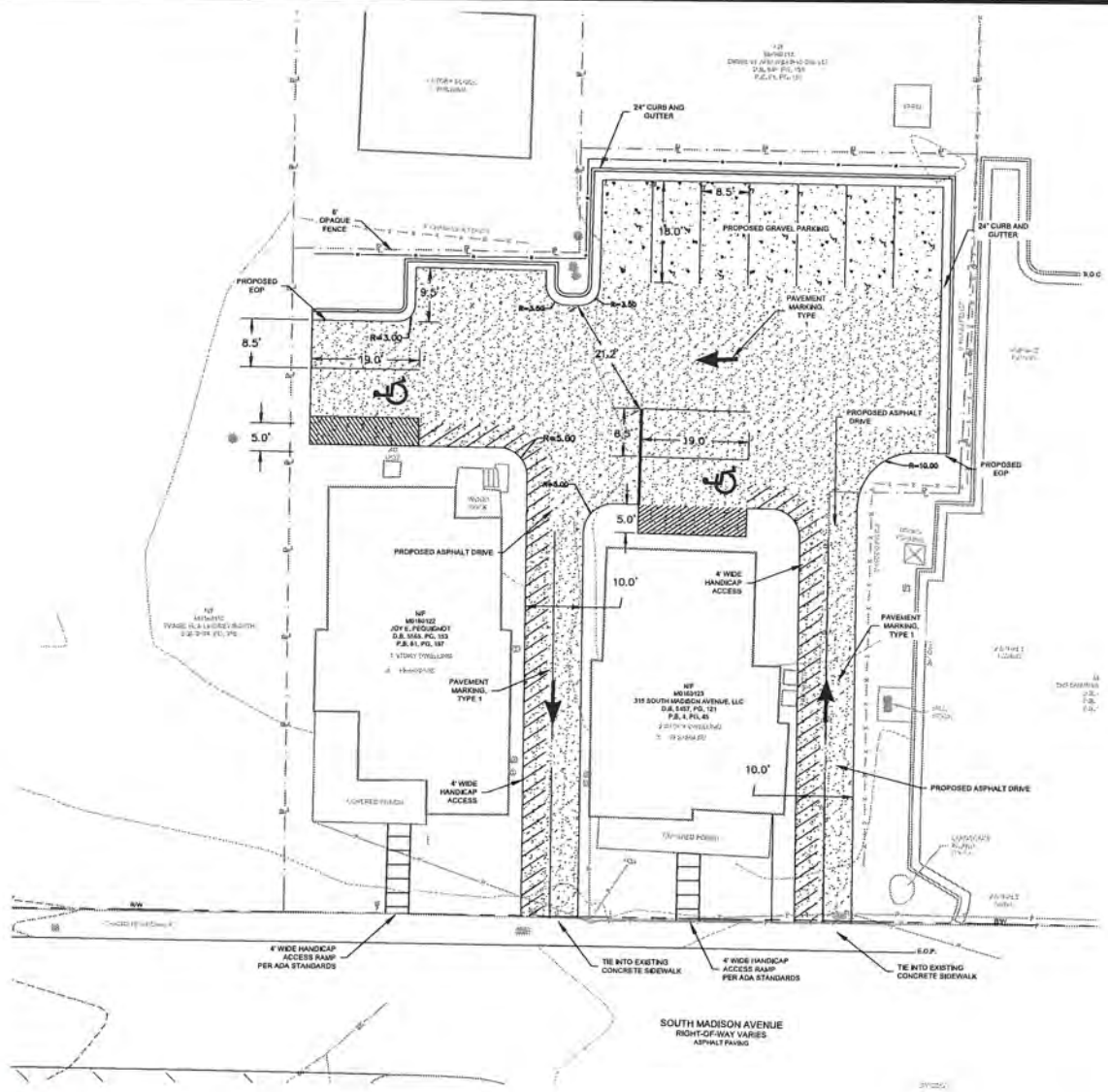
DATE _____

C25-079

PROJECT NO. _____




C2 1

C2.1



<u>PROJECT SITE DATA:</u>	
OWNER/DEVELOPER:	CLASSICA PEDIWINT
SITE AREA:	9.22 ACRES
USE:	LAW OFFICE PARKING LOT
TOURING:	B-2
PARKING TABULATION:	PARKING SPACES - 8 ADA PARKING SPACES - 2 TOTAL PARKING SPACES - 11

24-HOUR EMERGENCY CONTACT:
CLAIRISSA PEQUIGNOT
770-354-9876
clairpe11@gmail.com

-  PROPOSED ASPHALT PAVING
 PROPOSED GRAVEL PARKING
 PROPOSED HANDICAP ACCESS

ENGINEER
PRECISION PLANNING, INC.
400 PINE BOULEVARD
LAWRENCEVILLE, GA 30046
CONTACT: TODD PARKER
PHONE: 770-338-8009
EMAIL: TPTT@PPLUS

OWNER / DEVELOPER
CONTACT: CLARISSA PEDUIGNOT
PHONE: 770-354-9676
EMAIL: CLARIP0211@GMAIL.COM

GEORGIA811
Utilities Protection Center, Inc.

Know what's below.
Call before you dig.

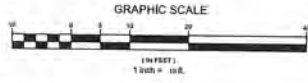


PLATE 103B. 10/27/2013 3:08 PM



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	3968	DESCRIPTION:	HISTORIC PRESERVATION - ACCESSORY FOR GARAGE & DWELLING UNIT
JOB ADDRESS:	111 NORRIS ST	LOT #:	
PARCEL ID:	M0190026	BLK #:	
SUBDIVISION:		ZONING:	CD-4
ISSUED TO:	DEVAN DRAPER	CONTRACTOR:	DEVAN DRAPER
ADDRESS:	111 NORRIS ST	PHONE:	
CITY, STATE ZIP:	MONROE GA 30655	OWNER:	
PHONE:	770-235-3896	PHONE:	
PROP. USE:	RESIDENTIAL	DATE ISSUED:	8/11/2025
VALUATION:	\$ 50,000.00	EXPIRATION:	2/07/2026
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 permits@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
COA-03	Historic Preservation Regular Meeting	\$ 100.00
FEE TOTAL		\$ 100.00
PAYMENTS		\$ -100.00
BALANCE		\$ 0.00

NOTES: The Historic Preservation Commission will hear the request for an Accessory for Garage & Dwelling Unit at 111 Norris St. on August 26, 2025 at 6:00pm in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655.

NOTICE

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I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Heather Brookline
(APPROVED BY)

8/11/25
DATE

#3968

RECEIVED

22

JUL 24 2025



CITY OF MONROE

HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS

APPLICATION

REQUEST TYPE: New Development ☐ Renovation ☒ Signage ☐ Demolition ☐

HPC REQUEST LOCATION & DESCRIPTION:

Address: 111 NORRIS ST Parcel #: M01 90026
Parcel Acreage/Square Feet: .45 ACRES @ 486 Zoning: R2

PROPERTY OWNER & APPLICANT INFORMATION:

Property Owner: DEVAN DRAPER Phone #: 770 235 3896
Address: 111 NORRIS ST City: MONROE State: GA Zip: 30655
Applicant (if not the owner): DEVAN DRAPER Phone #: 770 235 3896
Address: 111 NORRIS ST City: MONROE State: GA Zip: 30655

PROJECT INFORMATION:

Description of Project/Request: BUILD ROOF STRUCTURE ON EXISTING
BLOCK WALLS/SLAB TO CREATE GARAGE/ADU.
Estimated Cost of Project: \$50,000

REQUIRED SUBMITTAL ITEMS:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Completed Application | <input checked="" type="checkbox"/> Architectural Floor Plans (New Construction Only) |
| <input checked="" type="checkbox"/> Fee (\$100) | <input checked="" type="checkbox"/> Typed Detailed Description of the Request |
| <input checked="" type="checkbox"/> Survey Plat | N/A <input type="checkbox"/> Owner Authorization, if applicant is not the owner |
| <input checked="" type="checkbox"/> Façade/Building Elevations or Drawings (Signs) illustrating finished design in relation to the existing structure, including rooflines, if applicable | |
| <input checked="" type="checkbox"/> Map of the property showing existing buildings, streets, and walkways, including the location and design of the proposed work on the site, if applicable | |
| <input checked="" type="checkbox"/> Photographs of existing conditions of the property to show areas and/or structures affected | |

APPLICANT SIGNATURE & AFFIDAVIT:

I hereby certify that the above information is true and correct.

Devan Draper
Signature of Applicant

Devan Draper
Print Name

7-16-25
Date

City of Monroe
Historic Preservation Commission

111 Norris St
Monroe, Ga 30655

Project description:

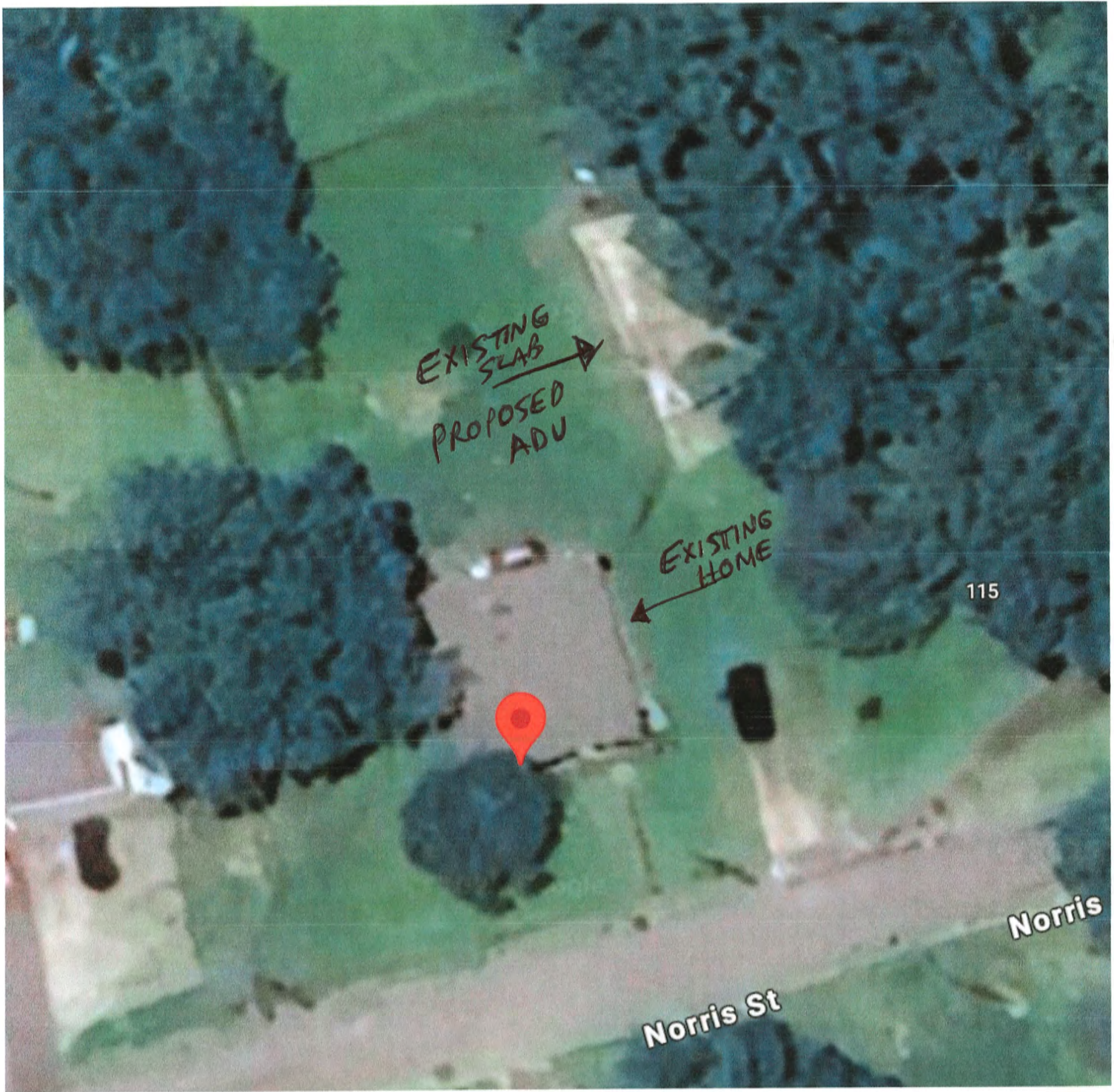
The goal of this project is to utilize existing historic garage footprint, slab, cement block walls to create an ADU and carport per the plans dated 7/14/2025 by The Eulalia Group.

Every effort will be made to match the existing home where possible including the hip roof framing and open rafter tails.

The plan features 1 bedroom, 1 bathroom, with a living room, kitchen and a 2 car carport.









PROJECT:

GUEST COTTAGE

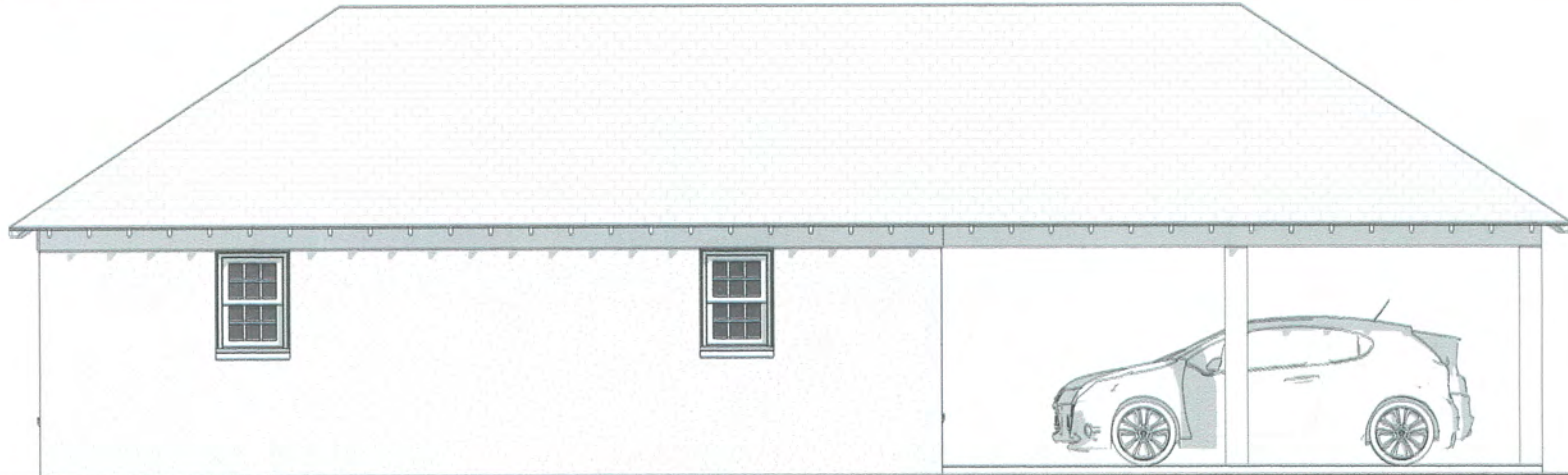
111 NORRIS STREET
MONROE, GEORGIA

DATE:
07/17/25

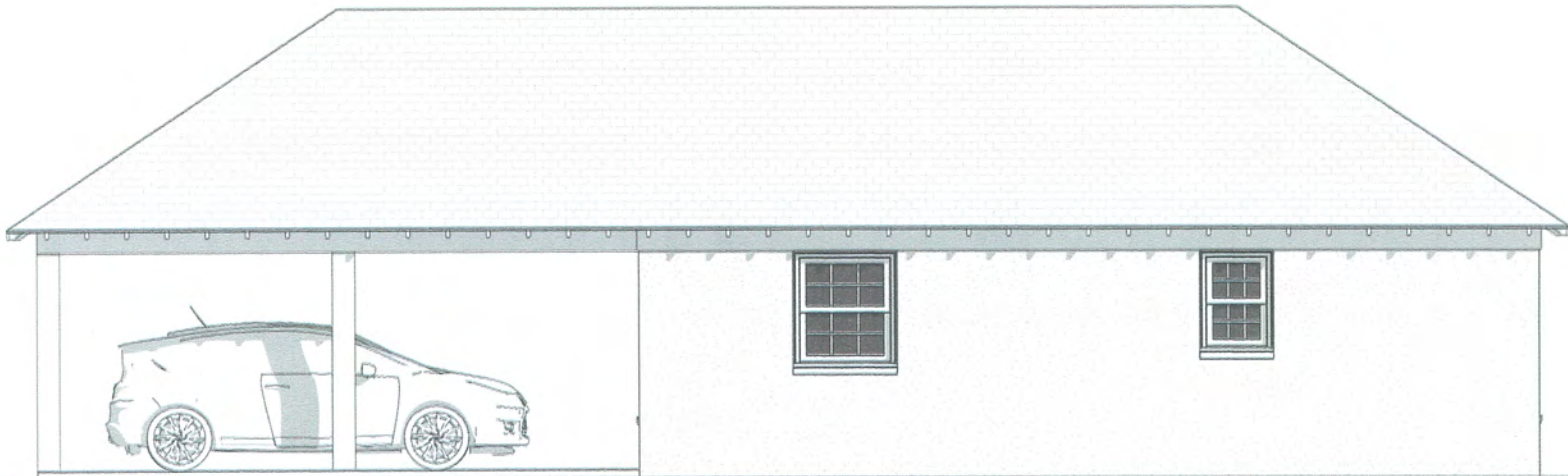
RELEASED FOR:
REVIEW

TITLE:
ELEVATIONS

PAGE:
A.3



1 Left Elevation
A.3 1/4" = 1'-0"



2 Right Elevation
A.3 1/4" = 1'-0"



PROJECT:

GUEST COTTAGE

111 NORRIS STREET
MONROE, GEORGIA

DATE:

07/17/25

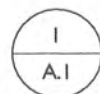
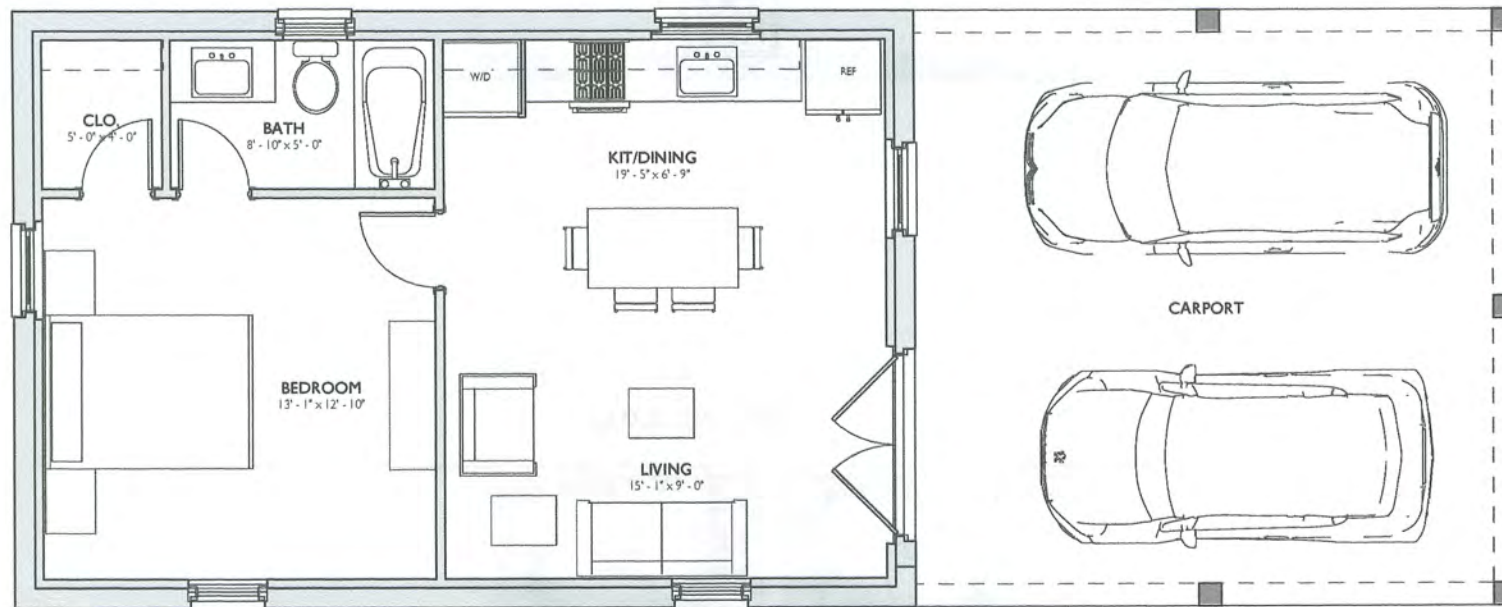
RELEASED FOR:

REVIEW

TITLE:

FLOOR PLAN

PAGE:

A.1

Cottage Floor Plan

1/4" = 1'-0"



PROJECT:

GUEST COTTAGE

111 NORRIS STREET
MONROE, GEORGIA

DATE:
07/17/25RELEASED FOR:
REVIEWTITLE:
ELEVATIONSPAGE:
A.2

1
A.2
Front Elevation
1/4" = 1'-0"



3
A.2
Rear Elevation
1/4" = 1'-0"



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	3969	DESCRIPTION:	HISTORIC PRESERVATION- EXTERIOR RENOVATION
JOB ADDRESS:	114 COURT ST	LOT #:	
PARCEL ID:	M0140147	BLK #:	
SUBDIVISION:		ZONING:	CD-5
ISSUED TO:	CUSTOM BUILDING SPECIALISTS	CONTRACTOR:	CUSTOM BUILDING SPECIALISTS
ADDRESS:	PO BOX 1384	PHONE:	678-480-0993
CITY, STATE ZIP:	GRAYSON GA 30017	OWNER:	
PHONE:		PHONE:	
PROP. USE:	COMMERCIAL	DATE ISSUED:	8/11/2025
VALUATION:	\$ 105,000.00	EXPIRATION:	2/07/2026
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 permits@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
COA-03	Historic Preservation Regular Meeting	\$ 100.00
FEE TOTAL		\$ 100.00
PAYMENTS		\$ -100.00
BALANCE		\$ 0.00

NOTES: The Historic Preservation Commission will hear the request for an Exterior Renovation at 114 Court St. on August 26, 2025 at 6:00pm in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655.

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Heather Brooklin
(APPROVED BY)

8/11/25
DATE



CITY OF MONROE

HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS APPLICATION

#3969 RECEIVE 31

JUL 25 2025

REQUEST TYPE: New Development ☐ Renovation ☒ Signage ☐ Demolition ☐

HPC REQUEST LOCATION & DESCRIPTION:

Address: 114 Court Street Parcel #: M0140147
Parcel Acreage/Square Feet: 0.03 Zoning: B2

PROPERTY OWNER & APPLICANT INFORMATION:

Property Owner: Court Street Partners Phone #: _____
Address: 118 Court Street City: Monroe State: GA Zip: 30655
Applicant (if not the owner): Custom Building Specialists Phone #: 678-480-0993
Address: PO Box 1384 City: Grayson State: GA Zip: 30017

PROJECT INFORMATION:

Description of Project/Request: Interior remodel. Exterior maintenance and/or replacement of windows. Replace rotted trim and bad windows.
Estimated Cost of Project: \$105,000.⁰⁰

REQUIRED SUBMITTAL ITEMS:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Completed Application | <input type="checkbox"/> Architectural Floor Plans (New Construction Only) |
| <input checked="" type="checkbox"/> Fee (\$100) | <input checked="" type="checkbox"/> Typed Detailed Description of the Request |
| <input type="checkbox"/> Survey Plat | <input checked="" type="checkbox"/> Owner Authorization, if applicant is not the owner |
| <input type="checkbox"/> Façade/Building Elevations or Drawings (Signs) illustrating finished design in relation to the existing structure, including rooflines, if applicable | |
| <input checked="" type="checkbox"/> Map of the property showing existing buildings, streets, and walkways, including the location and design of the proposed work on the site, if applicable | |
| <input checked="" type="checkbox"/> Photographs of existing conditions of the property to show areas and/or structures affected | |

APPLICANT SIGNATURE & AFFIDAVIT:

I hereby certify that the above information is true and correct.

Gregory A. Wenzel
Signature of Applicant

Gregory A. Wenzel
Print Name

07/22/2025
Date

07/22/2025

Historic Preservation Commission

Dear Commissioners,

I am writing to introduce myself and my business to you as well as provide a detailed description of our HPC request. My name is Greg Wenzel, and our company is Custom Building Specialists. The Owners of the project at 114 Court Street, Court Street Partners, came to us wanting to rehabilitate the property. A Building Permit Application was submitted along with plans and specifications to the City of Monroe upon which a building permit was issued. During the process, there was no mention of obtaining any approvals from the Historic Preservation Commission. We apologize for any oversight but can ensure you that the Historic significance of the location was evident and weighed into the designs approved by the Owners. We walked the downtown District to identify similar buildings with similar designs already in place to make certain the building would blend nicely with the other buildings exterior elevations.

The intent of this work is to provide an aesthetically pleasing office space that is up to current building codes, conforms with today's needs, yet blends seamlessly with the surrounding Downtown buildings.

The project is primarily an interior rehabilitation but also required window replacement. The existing windows were not original and of very poor craftsmanship. The exterior and interior wood was rotted beyond any repair and the single pane glass used was not safe or energy efficient. A replacement option was selected by the Owners at 118 Court St. to closely resemble what is already installed at that location. A Clad window with a 6 over 6 grid pattern was chosen in a dark color to blend with the surrounding buildings. A cementitious trim material will be used to wrap the windows and painted a dark color to match. This combination of materials is already in use on multiple buildings in the Downtown District and was chosen for this reason.

The total scope of work will entail the replacement of the unsafe and non-efficient windows, new overhead power supply, to a new electrical service panel current with today's codes, with all new electrical wiring, new HVAC, new plumbing, new low voltage wiring, and all new interior finishes.

Please review the attached documents submitted along with this letter and the HPC Application. The other documents show examples of similar buildings that have recently been rehabilitated with similar appearances and materials.

The following are properties submitted for example:

114 Court St. – Property being Applied for.

118 Court St. – Owners Property (Court St. Partners) with similar appearance.

202 S. Madison Ave. – Property with similar appearance and materials.

140 E. Washington – Property with similar window materials.

132 E. Spring St. – Property with similar window materials.

121 S. Broad St. to 137 S. Broad St. – Properties with similar window materials.

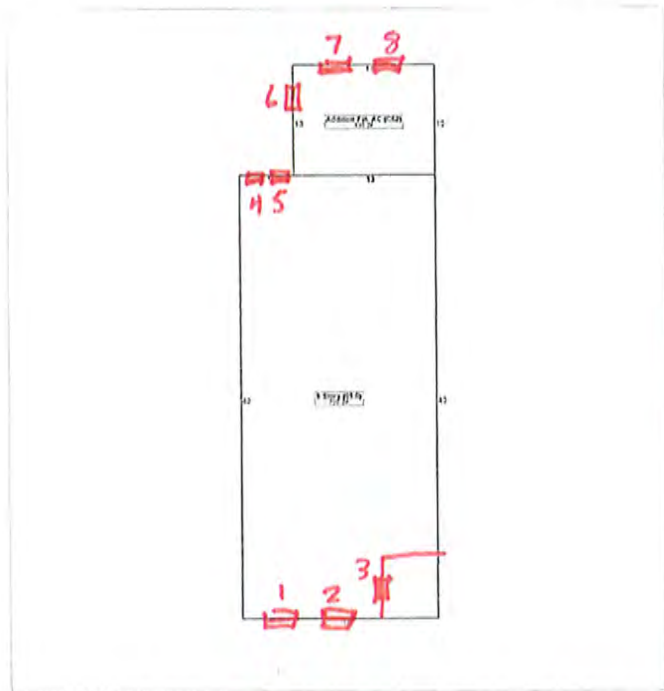
Again, there was no ill intent to circumvent this process when obtaining the Building Permit and apologize for the oversight. The Building Permit was issued, and we believed the project was good to move forward. Thank you for reviewing the application and attached documentation. We look forward to hearing back and progressing on this project.

Please feel free to reach out with any questions or concerns.

Sincerely,

Gregory A. Wenzel

678.480.0993



REPLACEMENT OF 8 WINDOWS.
 Replacing low quality single pane
 (non-historic approx. 5-10 years old)
 with Premium Clad Windows.
 Windows match existing patterns
 and surrounding building windows.
 Example Pictures to be provided
 showing similar buildings.

Proposed Works are Interior
 (Account for 95%)

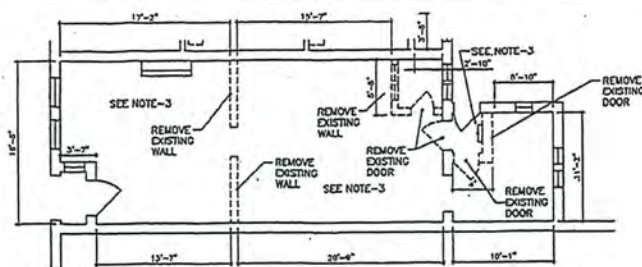
and
 Windows on facade (5%)

No data available for the following modules: Rural Land, Residential Improvement Information, Manufactured Homes, Accessory Information, Prebuilt Mobile Homes, Permits.

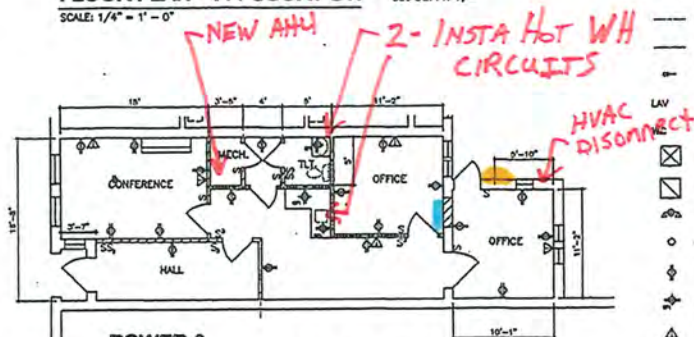
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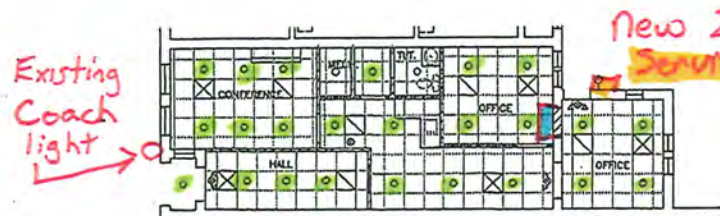
Developed by
SCHNEIDER
 ELECTRIC



**DEMOLITION
FLOOR PLAN - 114 COURT ST.**
SCALE: 1/4" = 1' - 0"



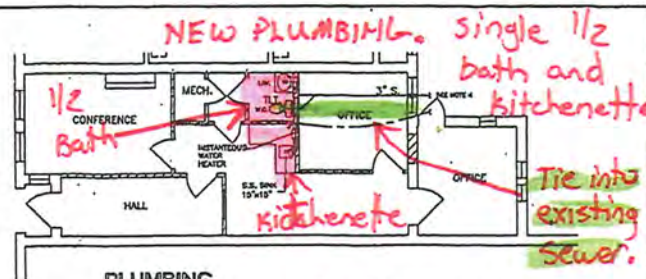
**POWER &
FLOOR PLAN - 114 COURT ST.**
SCALE: 1/4" = 1' - 0"



**NEW CAN
LIGHTING & REFLECTED
CEILING PLAN - 114 COURT ST.**
SCALE: 1/4" = 1' - 0"

SYMBOLS

- EXISTING WALL TO REMAIN
- EXISTING WALL TO BE REMOVED
- NEW 2x4 PARTITION WALL
- NEW SANITARY SEWER
- NEW COLD WATER PIPE
- NEW HOT WATER PIPE
- NEW P-TRAP
- LAV NEW LAVATORY
- NEW WATER CLOSET
- ⊗ NEW SUPPLY AIR DIFFUSER
- ⊠ NEW RETURN AIR GRILLE
- ⬢ NEW COMBO EXT SIGN & EMERGENCY LIGHT
- ⬢ NEW RECESSED LIGHT FIXTURE
- ⬢ NEW 20A DUPLEX RECEPTACLE
- ⬢ NEW 20A DUPLEX RECEPTACLE w/GROUND FAULT INTERRUPT
- ⬢ NEW PHONE/DATA OUTLET w/3/4" CONDUIT TO ABOVE CLG.
- ⬢ NEW LIGHT SWITCH
- ~ NEW FLEX DUCT
- RECTANGULAR OR ROUND SHEETMETAL DUCTWORK



**PLUMBING
FLOOR PLAN - 114 COURT ST.**
SCALE: 1/4" = 1' - 0"

CONSTRUCTION NOTES:

1. FIELD ESTABLISH IF A WALL TO BE REMOVED IS LOAD BEARING. PROVIDE SHORING AND LVL. BEAM TO SPAN THE OPEN AREA.
2. PREPARE EXIST. WALLS AS REQUIRED TO PROVIDE A NEW SMOOTH, EVEN FINISH IN EACH ROOM.
3. REMOVE EXISTING ELECTRICAL SYSTEM AND REPLACE WITH NEW SERVICE, 200A PANEL, WIRING, OUTLETS AND OUTLET COVERS. COORDINATE NEW SERVICE WITH POWER CO.
4. REMOVE EXISTING PLUMBING SYSTEM AND REPLACE WITH NEW PIPING, VALVES, FITTINGS AND FIXTURES. RECONNECT TO EXISTING SEWER & WATER SERVICES OUTSIDE OF THE BUILDING.
5. ALL ROOMS SHALL RECEIVE NEW WALL CYP. BO. AND FINISHES AS DIRECTED BY THE OWNER. PAINT COLORS, MOULDING, BASE BOARD, ETC.
6. PROVIDE 10" DIA. OUTSIDE AIR DUCT w/ DAMPER SET AT 200 CFM MIN.
7. PROVIDE NEW 9'-0" 2"x2" LAY-IN CEILING SEE REFLECTED CEILING PLAN.



**HVAC - Ductwork to be exposed and painted.
FLOOR PLAN - 114 COURT ST.**
SCALE: 1/4" = 1' - 0"

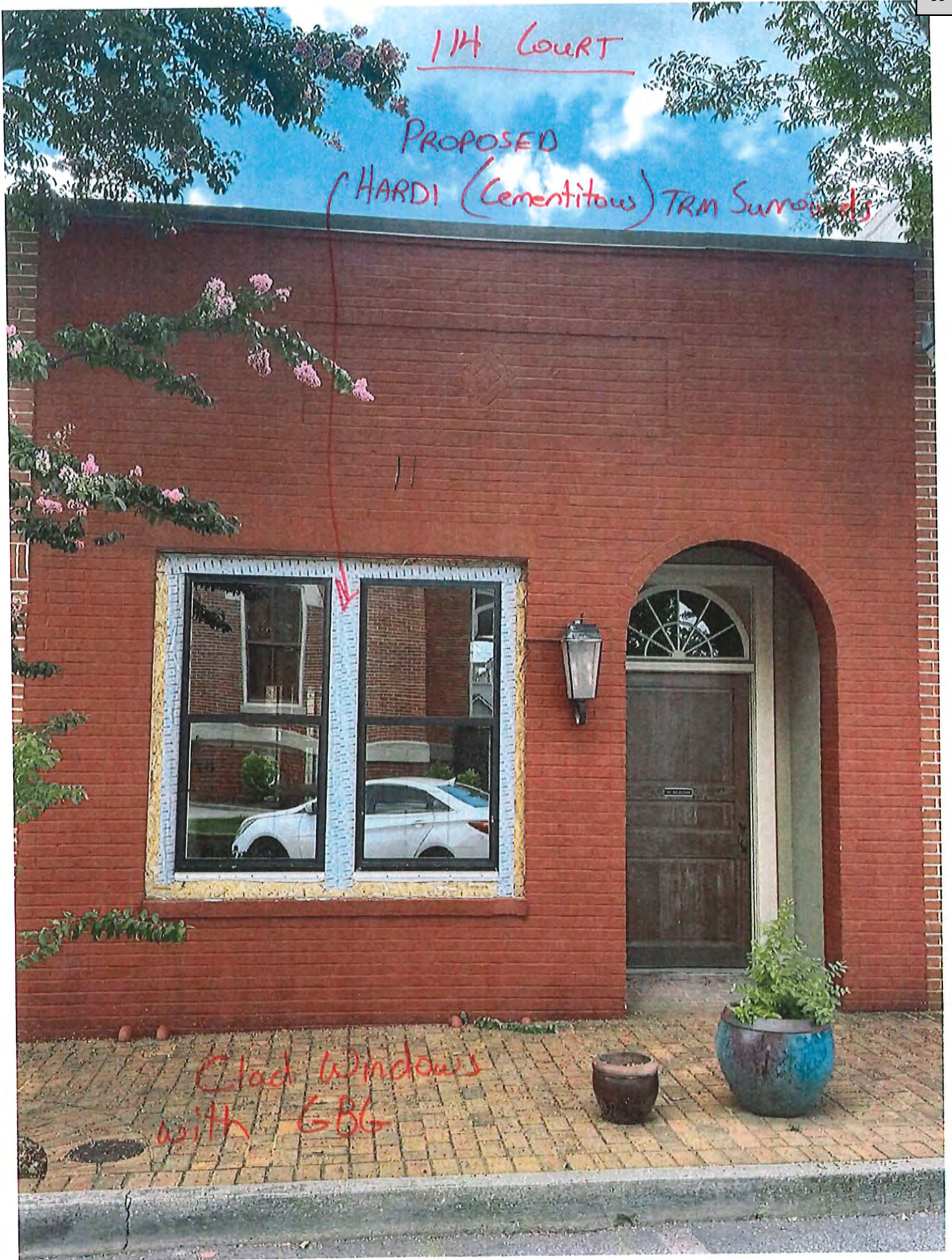
*** DROP CEILING ELIMINATED.
OWNER ELECTED FOR EXPOSED JOISTS/DUCTWORK TO BE PAINTED BLACK.**

FOR
CHRIS ATKINSON
114 COURT ST.
MONROE, GA.

DATE 07-25-2004
DRAWN AS SHOWN
PLANS

PROJECT NUMBER
20012
A1

FOR CONSTRUCTION





118 COURT ST.

Clad windows with GBG



Clad Windows with GBG Glass



118 Court

Clad Replacements



118 Court

Clad Replacements w/ GBG



202 S. MADISON Ave

Replacement / New Clad Windows
with TRIM Surrounds (Hardi TRIM)



Clad —
window
Hardi TRIM Surrounds

202
S. MADISON AVE



140 E. WASHINGTON

Clad Windows w/ GBG Glass



132 E. SPRING ST.

Clad Replacement Windows



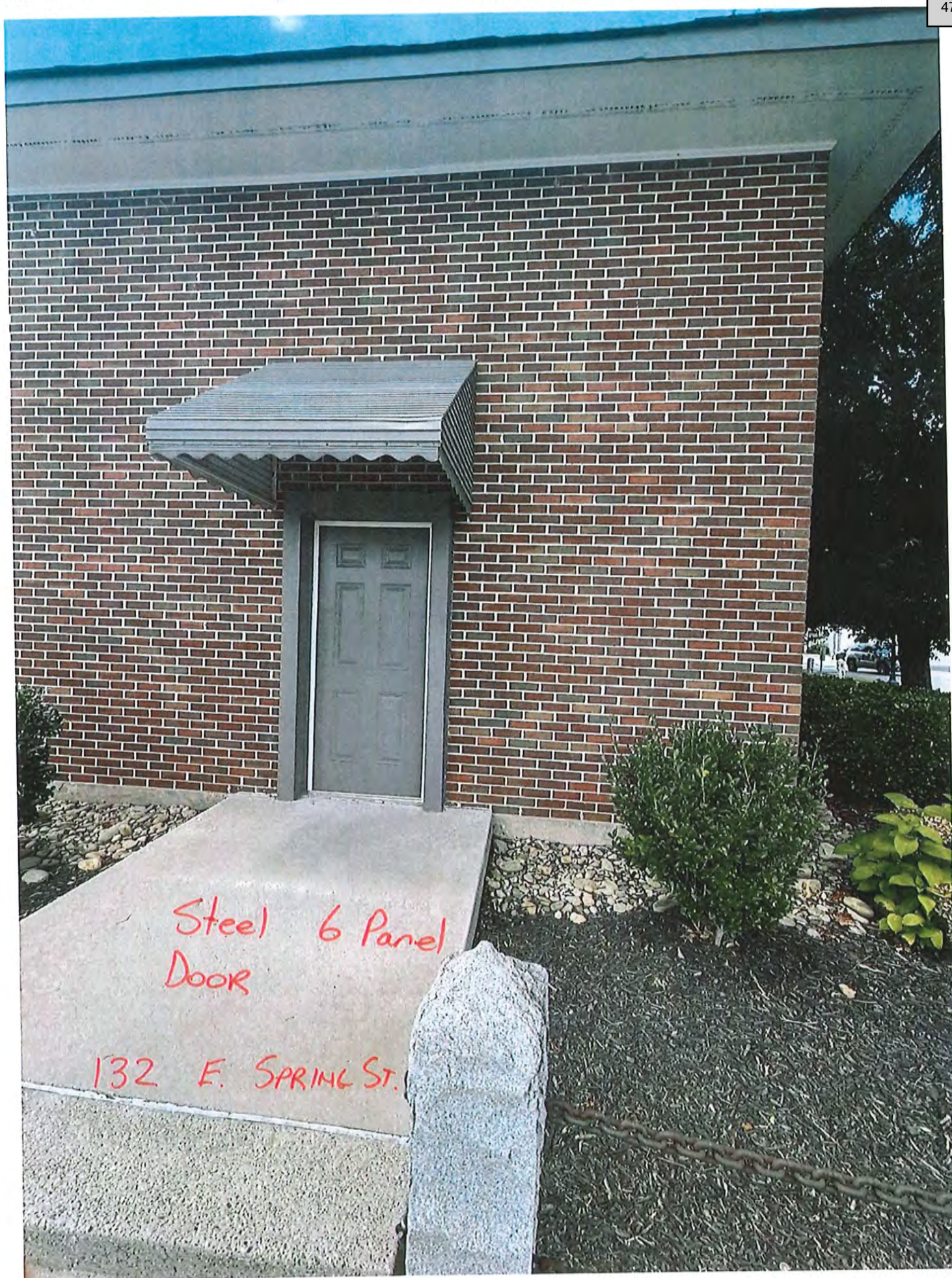
132 E. SPRING ST.

Clad Replacement Windows



204 S. MIDLAND AVE.

Clad Windows with Stucco Surrounds





121 S. BROAD ST. \Leftrightarrow 137 S. BROAD ST.

CLAD WINDOW WITH GBG glass



