



Historic Preservation

AGENDA

Tuesday, January 28, 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 - November 26, 2019

IV. **REQUESTS**

[1.](#) Request for COA for Exterior Changes - 711 Lawrence Street

V. **OLD BUSINESS**

VI. **NEW BUSINESS**

VII. **ADJOURNMENT**

Historic Preservation Commission
Meeting Minutes
November 26, 2019

Present: Crista Carrell, Mitch Alligood, Marck Hammes

Absent: Susan Brown, Fay Brassie

Staff: Debbie Adkinson, Code Department Assistant
Darrell Stone, Director of Planning & Development

Visitors: Rene' Cardena, Doug & Deb Hammes

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

Chairman Alligood entertained a motion for approval of the minutes from October 22, 2019 Meeting. Carrell made a motion to approve. Hammes seconded. Motion Carried. Minutes approved.

The first item of business is an application for a COA for petition # HP-000040-2019 at 116 W Spring St. for changes to the façade with addition of 4 sconces, paint the building black and white and to add a new projecting sign of approximately 20 sq. ft. The applicant, Danlar Lighting is asking to add the sconces that will be lit from internal to show light above and below the sconces. The sign will hang from the existing frame.

Rene' Cardena spoke to the request and produced a sample of the sconce that would be used.

Chairman Alligood asked if there was any opposition to the changes. Hearing none he entertained a motion.

Hammes made a motion to approve. Carrell second.
Motion carried. COA granted.

Old Business: None

New Business: The Schedule for 2020 was discussed and it was agreed that the 4th Tuesday at 6:00 pm would continue in the new year.

Chairman Alligood entertained a motion to adjourn.

Carrell motion to adjourn. Hammes second.
Meeting adjourned at 6:05 pm



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

Plan Report

Plan NO.: HP-000047-2020

Plan Type: Historic Preservation

Work Classification: Certificate of Appropriateness

Plan Status: In Review

Apply Date: 01/10/2020

Expiration:

Location Address

Parcel Number

711 LAWRENCE ST, MONROE, GA 30655

M0190100

Contacts

Tiffany & Taylor Steele
 711 Lawrence St, Monro, GA 30655

Applicant

Description: REQUEST FOR COA FOR EXTERIOR CHANGES - HPC MTG 1/28/2020 @ 6:00 PM 215 N BROAD STREET

Valuation: \$0.00

Total Sq Feet: 0.00

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

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

Condition Name

Description

Comments

Debra Adams

Issued By:

January 10, 2020

Date

Tiffany Steele

Plan_Signature_1

January 10, 2020

Date

Plan_Signature_2

Date

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)].

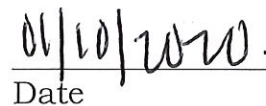
“Exterior environmental features” means all those aspects of the landscape or the development of the site which affect the historical character of the property [Sec. 8-4-2(c)].

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.



Signature of Applicant



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: 01/10/2020.

APPLICANT: Tiffany & Taylor Steele

APPLICANT'S ADDRESS: 711 Lawrence Street Monroe, GA

TELEPHONE NUMBER: 6770-885-8982 / 678-787-9933.

PROPERTY OWNER: Tiffany & Taylor Steele

OWNER'S ADDRESS: 1141 Oconee Farm Greensboro, GA 30642.

→ for 711 Lawrence Street Monroe, GA.

TELEPHONE NUMBER: 770-885-8982 / 678-787-9933.

PROJECT ADDRESS: 711 Lawrence Street Monroe, GA.

Brief description of project: Exterior changes → double door to 1 center door / sizes of windows, fence, landscape / front porch railing.

(Continue on separate sheet, if necessary.)

Tiffany Steele
Applicant

01/10/2020.
Date















