



## Historic Preservation

### AGENDA

Tuesday, April 28, 2020

6:00 PM

City Hall (Via Teleconference-Zoom) Join Zoom Meeting

<https://us02web.zoom.us/j/89672518631> Meeting ID: 896 7251 8631

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I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETING

1. Minutes of Previous Meeting - February 25, 2020

IV. REQUESTS

1. Request for COA for Sign and Mural - 101 N Broad Street

2. Request for COA for New Home - 331 N Broad Street

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

Historic Preservation Commission  
Meeting Minutes  
February 25, 2020

Present: Crista Carrell, Mark Hammes, Susan Brown

Absent: Fay Brassie

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

Visitors: Cheryl Larson, Sally Fielder, Andrea Carter, Tony Rice

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

Chairman Carrell entertained a motion for approval of the minutes from January 28, 2020 Meeting. Hammes made motion to approve. Brown seconded. Motion Carried. Minutes approved.

**The first item of business** is an application for a COA for petition # HP-000048-2020 at 101 N Broad St. for changes to the front entrance floor. The applicant is Andrea Carter the owner of the building.

Andrea Carter spoke to the request stating she would like to replace the existing tile there due to broken tiles and use the octagon shaped penny tile.

Chairman Carrell asked if there were any opposed to the request. Being none, she entertained a motion.

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

Old Business: None

New Business: Chairman Carroll brought to the table a request for a called meeting. This was discussed and decided that the Commission members would confer via email and report back to the Code Department when they would be available if possible.

Chairman Carroll entertained a motion to adjourn.

Hammes made a motion to adjourn. Brown second.  
Meeting adjourned at 6:13 pm



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

# Plan Report

Plan NO.: HP-000050-2020

Plan Type: Historic Preservation

Work Classification: Certificate of Appropriateness

Plan Status: In Review

Apply Date: 02/19/2020

**Expiration:**

Location Address

Parcel Number

101 N BROAD ST B, MONROE, GA 30655

M0140064

Contacts

ELEVATE OUTFITTERS  
 101 N BROAD ST B, MONROE, GA 30655

Applicant

Description: Request for COA for Signs - HPC Mtg 3/24/2020 @ 6:00 pm 215 N Broad Street

Valuation:           \$0.00          

Total Sq Feet:           0.00          

Fees	Amount
Historic Preservation Request	\$10.00
<b>Total:</b>	<b>\$10.00</b>

Payments	Amt Paid
<b>Total Fees</b>	<b>\$10.00</b>
Credit Card	\$10.00
<b>Amount Due:</b>	<b>\$0.00</b>

Condition Name

Description

Comments

*Abbey Adkins*

Issued By:

*[Signature]*

Plan\_Signature\_1

February 19, 2020

Date

*3-3-2020*

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 4<sup>th</sup> 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

2/16/2020

\_\_\_\_\_  
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: 2/16/2020

APPLICANT: Elevate Outfitters - JT Anderson

APPLICANT'S ADDRESS: 101 N Broad St Suite B Monroe GA 30655

TELEPHONE NUMBER: 4042423504

PROPERTY OWNER: Andrea Carter

OWNER'S ADDRESS: 1701 NUNNALLY FARM ROADMONROE GA 30655

TELEPHONE NUMBER: 7707120593

PROJECT ADDRESS: 101 N Broad St Suite B Monroe GA 30655

Brief description of project: Project 1: Replacing existing business name with new lettering  
Project 2: Mural/branding on spring street facing side of building  
after removing old sign

(Continue on separate sheet, if necessary.)

  
Applicant

2/16/2020  
Date

Revised 6/29/17



Project Description:

- Remove old Revolutionaries Market sign



- o
- o Hand Paint this – Levi Dilley will be doing this – It will be just a little bigger than this and we may have 1-2 additional vendor logos at the bottom
- o Size: Roughly 10ft H x 20ft W

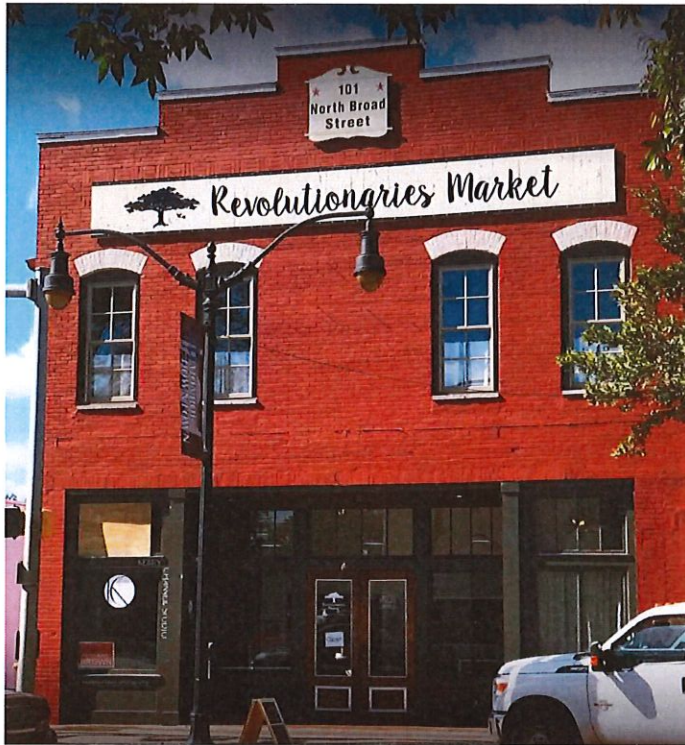


- o





- Remove Revolutionaries lettering above entrance



○

- Replace lettering with "Elevate Outfitters"



○



Cost summary:

- Lift rental: \$1000
- Signage up top: \$900
- Mural/painted sign: \$1600

## Debbie Adkinson

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**From:** andrea carter <carterandrea277@gmail.com>  
**Sent:** Thursday, February 20, 2020 5:43 PM  
**To:** Debbie Adkinson  
**Subject:** 101 Exterior Wall Signage/Spring St - Signage N. Broad St.

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Elevate Outfitters has my permission to remove and dispose of existing signage facing Spring Street, and replace signage with painted mural of Elevate Outfitters, Coffee Camper, and Wander logo.

Elevate Outfitters also has my permission to replace name on the N Broad Street sign, removing Revolutionaries Market and adding Elevate Outfitters.

Thank you,

Andrea A. Carter,  
Representative for JLCJ Real Property



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

# Plan Report

Plan NO.: HP-000051-2020

Plan Type: Historic Preservation

Work Classification: Certificate of Appropriateness

Plan Status: In Review

Apply Date: 02/25/2020

**Expiration:**

**Location Address**

331 N Broad St, Monroe, GA 30655

**Contacts**

Daniel G & Lindsey South **Applicant**  
 109 WILLIAMS ST, MONROE, GA 30655

**Description:** Request for COA New House - HPC Mtg 3/24/2020 @ 6:00 pm 215 N Broad St

**Valuation:** \$0.00  
**Total Sq Feet:** 0.00

Fees	Amount
Historic Preservation Request	\$10.00
<b>Total:</b>	<b>\$10.00</b>

Payments	Amt Paid
<b>Total Fees</b>	<b>\$10.00</b>
Check # 1008	\$10.00
<b>Amount Due:</b>	<b>\$0.00</b>

Condition Name                      Description                                      Comments

*Debbie Robinson*

Issued By:

*[Signature]*  
 Plan\_Signature\_1

Plan\_Signature\_2

February 25, 2020

Date

2/25/20  
 Date

Date

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2/25/20  
Date

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DATE: 2/24/20

APPLICANT: Daniel + Lindsey South

APPLICANT'S ADDRESS: 109 Williams St. Monroe, GA 30655

TELEPHONE NUMBER: 678-300-1717

PROPERTY OWNER: Daniel + Lindsey South

OWNER'S ADDRESS: SAME AS APPLICANT'S

TELEPHONE NUMBER: 678-300-1717

PROJECT ADDRESS: 331 N. BROAD ST MONROE, GA 30655

Brief description of project: Building "New Construction Home"  
SEE Attached Documents

(Continue on separate sheet, if necessary.)

[Signature]  
Applicant

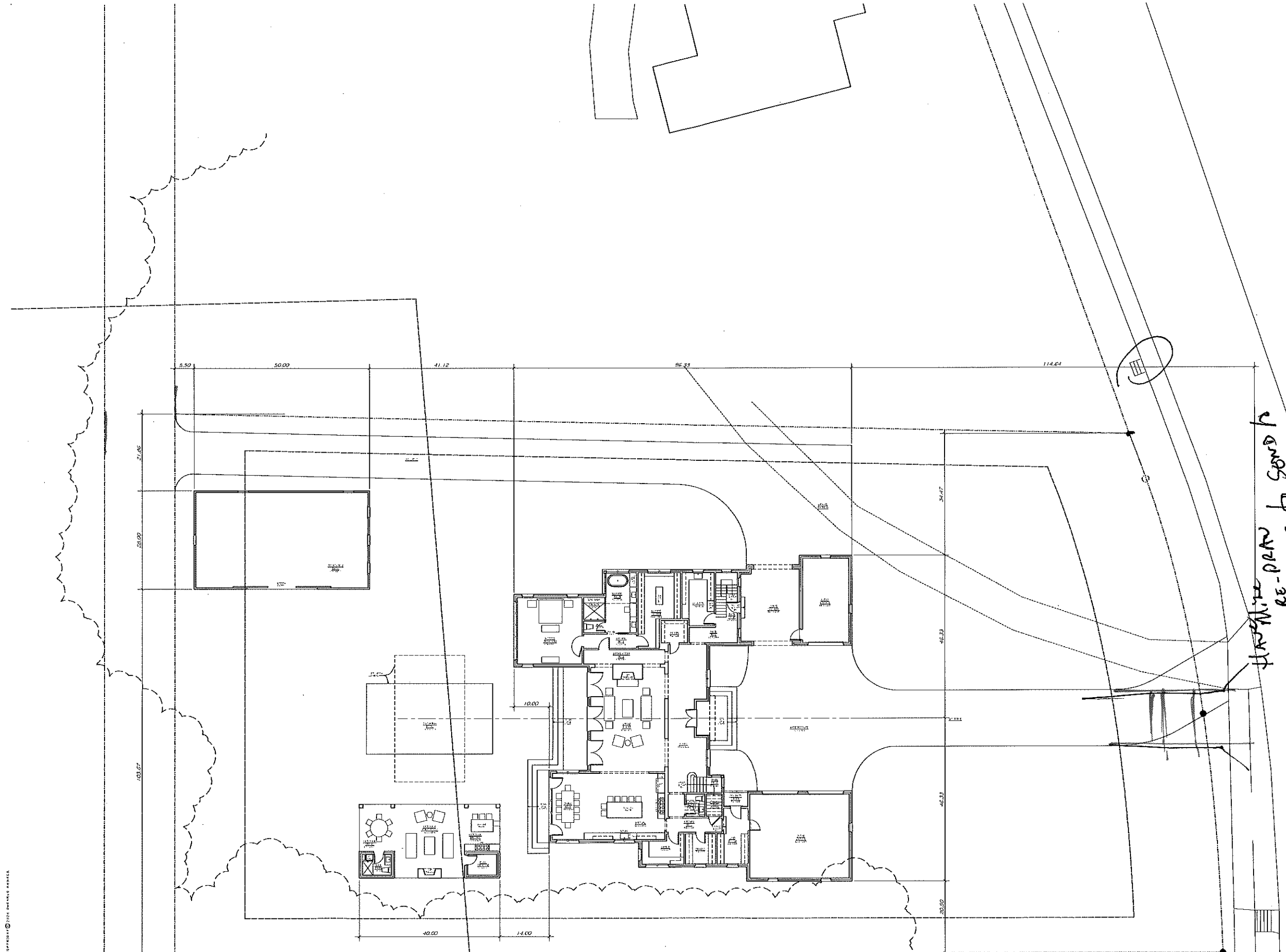
2/24/20  
Date

Revised 6/29/17





DECARLO  
HAWKER  
ARCHITECTURE & DESIGN  
200 P.L. WILLIAMS DRIVE, W.C.  
ATLANTA, GEORGIA 30317  
TELEPHONE: (404) 525-1882  
WWW.DECARLOHAWKER.COM



*Handwritten:*  
 FROM THE  
 RE-DRAW  
 W/ DIMS TO SEND TO  
 LOGAN ✓

11 FEB 2009 OTHER REVIEW  
 05 FEB 2009 OTHER REVIEW

SOUTH  
RESIDENCE

---

NEW RESIDENCE  
 321 N. BROAD ST.  
 MONROE, GA.

---

JOB NO. 1931

ARCHITECTURAL  
SITE PLAN

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A0.1

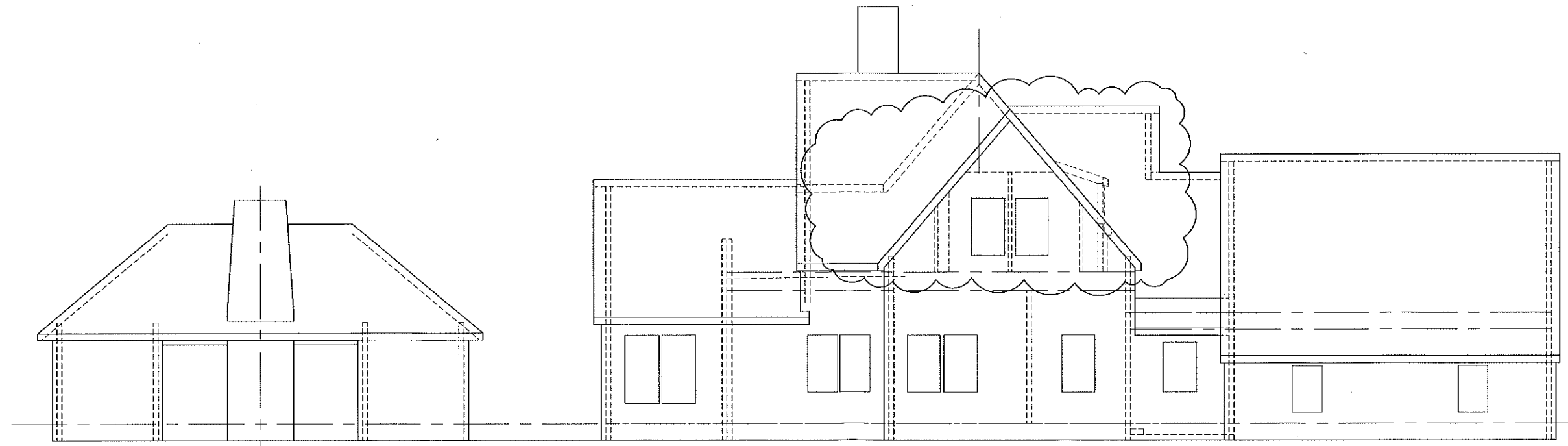
NOT RELEASED FOR CONSTRUCTION

1 ARCHITECTURAL SITE PLAN  
 SCALE: 1" = 10'-0"

COPYRIGHT © 2009 DECARLO HAWKER



1 FRONT EXT. ELEVATION  
SCALE: 1/4" = 1'-0"



2 SIDE EXT. ELEVATION  
SCALE: 1/4" = 1'-0"

20 FEB 2020 OUTLIER REVIEW  
06 FEB 2020 OUTLIER REVIEW

SOUTH  
RESIDENCE

NEW RESIDENCE  
341 N. BROAD ST.  
MONROE, GA.

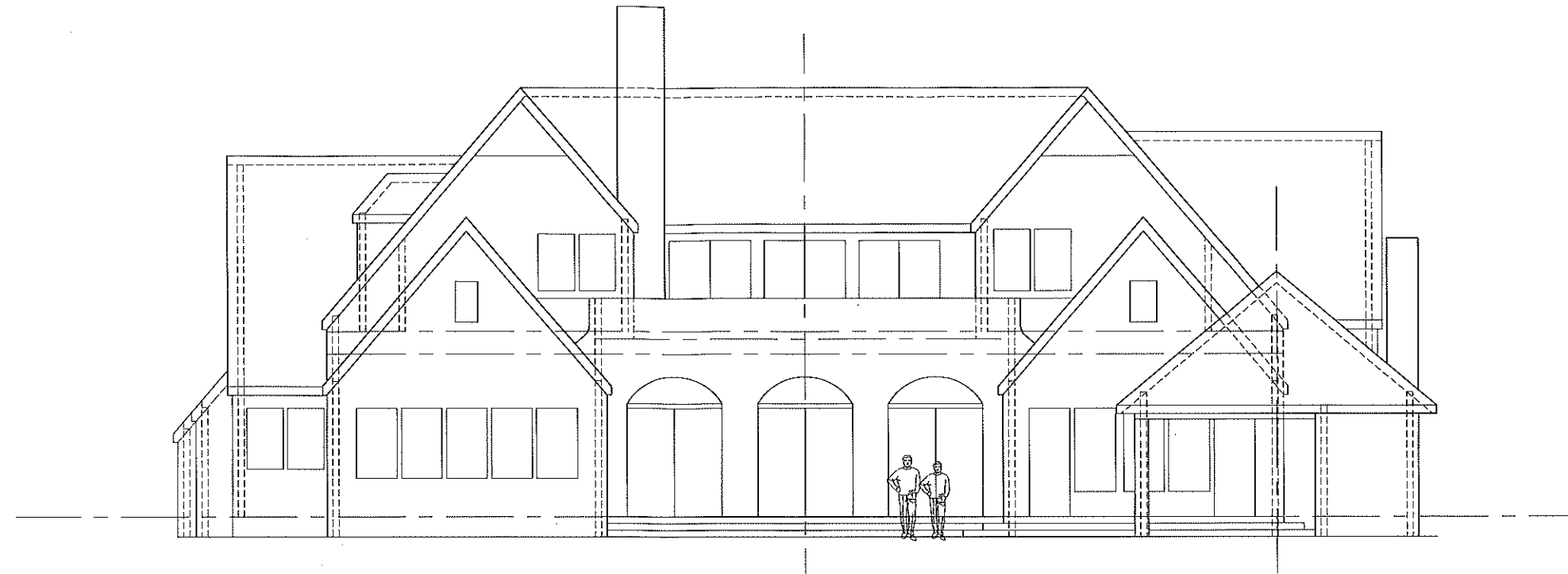
JOB NO. 1931

EXTERIOR  
ELEVATIONS

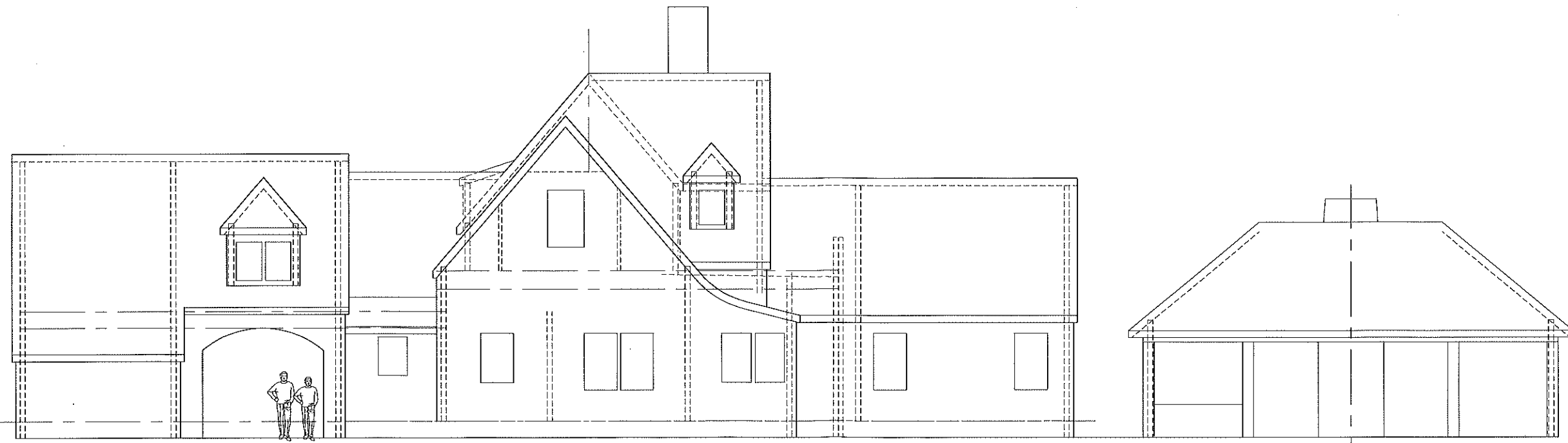
A2.1

NOT RELEASED FOR CONSTRUCTION

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1 REAR EXT. ELEVATION  
SCALE: 1/4" = 1'-0"



2 SIDE EXT. ELEVATION  
SCALE: 1/4" = 1'-0"

29 FEB 2020 DESIGN REVIEW  
06 FEB 2020 DESIGN REVIEW

SOUTH  
RESIDENCE  
NEW RESIDENCE  
311 N. BROAD ST.  
MONROE, GA.

JOB NO. 1931  
EXTERIOR  
ELEVATIONS

A2.2

NOT RELEASED FOR CONSTRUCTION

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