



Historic Preservation Commission Meeting

AGENDA

Tuesday, July 27, 2021

6:00 PM

215 N Broad Street Monroe Ga

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **MINUTES OF PREVIOUS MEETING**

[1.](#) Minutes of Previous HPC Meeting - 5/25/2021

IV. **REQUESTS**

[1.](#) Request for COA for Exterior Changes 803 S Broad St

V. **OLD BUSINESS**

VI. **NEW BUSINESS**

VII. **ADJOURNMENT**

Historic Preservation Commission
Meeting Minutes
May 25, 2021

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

Absent: Mitch Alligood

Staff: Pat Kelley, Director of Planning & Code
Debbie Adkinson, Code Department Assistant
Laura Wilson, Code Department Assistant
Brad Callender, Planner

Visitors: Denise and Dave Newman, Chris Collin, Sherie Hawkins, Andrea and Jared Campbell, Sam Davis

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

Chairman Carrell asked if there were any changes or corrections to the April 27, 2021 minutes. To approve with one change.

Motion by Brassie. Second by Jones
Motion carried.

The First Item of Business: Request for COA # HP-000105-2021 315 S Madison Ave. The applicant is Samuel Davis, owner of said property. The request is to make several changes to the exterior. Changes of doors, windows, back and front porches.

Sam Davis spoke to the request. He is wanting to remodel the house. He would like to change the windows to 1 over 1 panes, remove the door to the right and place siding to match over that space, replace the door on the left with a ¾ with ¼ glass at top, Close in the back porch to make a master closet, match siding on unmatched area on side of house and add door to back of this portion, and raise the roof and change the columns to square on front porch.

With much discussion of types of windows and doors and adding a tin roof to the front porch Chairman Carrell gave a summary of the motion. Windows being single pane over single pane, the front six over six windows will be replaced to make consistent with all others, remove second door on right and replace with siding to match existing siding, replace round columns with square ones, angle of porch roof to be changed with tin added to porch roof only, back porch to be closed in and become a closet, side will change to add siding to match existing siding and replace painted plywood, add a solid back door and on front door replace with ¾ door with ¼ solid pane

To approve as stated in summary.

Motion by Brown. Second by Brassie.
Motion Carried. COA granted.

Second Item of Business: Request for COA # HP-000104-2021 for 127 N Lumpkin St. The applicant is Strange Taco Bar Monroe-Chris Collin. They are asking to be approved to add windows and new garage door on the street elevation and change door on the rear elevation. He is also asking to be approved to add a mechanical platform with a ladder for heating and air units.

Chris Collin spoke to the request. He presented the Commission with a new layout showing the front door being recessed. He asks that he be approved for replacing the metal garage door with a glass garage door to come down to counter height. He discussed all other request. He spoke of possibly placing a mural on the south elevation facing the Wayfarer at a later date.

Chairman Carrell asked about the new service door on the rear elevation. Collin stated that a metal service entrance door would be placed on the South side of the rear elevation.

Chairman Carrell asked for any other questions or comments. Being none, she entertained a motion.
To approve as presented.

Motion by Brown. Second by Jones.
Motion carried COA granted

Third Item of Business: Request for COA for Exterior Changes # HP-000103-2021 for 706 S Broad St. The applicant, Sherie Hawkins is asking to make some exterior changes to include installing a driveway on backside of property, changing paint color to white, adding a black metal roof, black shutters, update lights and replace lattice underpinning with slats.

Sherie Hawkins spoke to the request. She stated there were a couple of changes including landscaping and she would like to place two tiny houses/buildings in the rear. She then discussed the items on the request. The standard type shutter is the preferred choice. She discussed the addendum for the tiny houses to be added.

Kelley stated there may be some zoning considerations that have to be taken into account for these additional buildings.

Chairman Carrell asked for any questions or comments. None
Chairman Carrell summarized the request as keeping the existing or removing the shutters completely, not going with what's in the application, using the horizontal slats instead of diagonal lattice on the porch skirting, if tiny houses are approved by Code they will keep the same shape, same look as existing house.

Chairman Carrell entertained a motion.
To approve as summarized adding black metal roof.

Motion by Brassie. Second by Jones.
Motion Carried. COA Granted.

Fourth Item of Business: Request for COA # HP-000102-2021 for 808 S Broad St. The applicant is Andrea Campbell, the owner. They request to make exterior changes including replacing roof with black composition shingles, repairing the chimney on the north end of the house and removing the chimney in the center of the house.

Andrea and Jared Campbell spoke to the request. She presented the plans for the chimneys. The chimney on the south side of the house needs to be removed for safety purposes. The chimney on the North side of the house will be covered with stucco to stabilize it.

There was much discussion on keeping both chimneys for the Historic structural integrity of the house. The decision was to get a quote on what it would take to retain the interior chimney. The commission also asked the owner to replace the metal columns. The faux brick is not in the plan to be removed.

Chairman Carrell asked for any questions or comments.

Campbell asked the commission if they were indeed ok with her removing the metal columns and the faux brick around the door and removing the screen door. She also asked where they stand on the chimney.

Brassie asked that she investigate the possibility of keeping the chimney. If it is out of price range that is understood.

Chairman Carrell summarized the request as adding a black shingled roof, square columns to replace the metal columns, the faux to be removed around the front door, screen door to come off. The chimney estimates will be sent into the Code office and forwarded to Commission Members for the final decision.

Chairman Carrell entertained a motion.
To approve as summarized.

Motion by Jones. Second by Brown
Motion Carried COA granted with conditions.

Fourth Item of Business: Request for COA # HP-000109-2021 for 219 Walton St. The applicants Denise and Dave Newman request to remove current sidewalk and steps, regrade slope, add new sidewalk and two piers depending on price, add irrigation and sod and foundation plantings.

Dave Newman spoke to the request. He gave a summary of what he has requested. The sidewalk would have 6 ft sections and then 1 step so the grade would be more gradual. They would like to replace the columns like the ones originally there. They would like to get the original pots to go on the columns.

Old Business:
Chairman Carrell the state has not given any information on the grant. Hope to know something at the next meeting.

Chairman Carrell asked if there were any questions or comments.

Chairman Carrell entertained a motion.

To approve

Motion by Brassie. Second by Jones
Motion carried. COA Granted.

Old Business:

Chairman Carrell reported that she had spoken to Daniel South about the Roe building. Daniel would like to host the Commission to do a walk through. There was discussion about materials and what could be restored. The decision was to leave it until after the Memorial service for Lindsey's sister. Someone will get in touch with Daniel after the first week in June.

She will be sending something to the Code Dept about the house on Walton Street.

New Business: None

Chairman Carrell entertained a motion to adjourn.

To adjourn

Motion by Brown. Second by Jones.
Motion carried. Adjourned at 7:06 pm

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.

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: 7-15-21

APPLICANT: Denny H. Horne

APPLICANT'S ADDRESS: 582 Knox Chapel Rd.
Social Circle, GA 30025

TELEPHONE NUMBER: 770-480-0009

PROPERTY OWNER: H+H Holdings + Investments

OWNER'S ADDRESS: 582 Knox Chapel Rd
Social Circle, GA 30025

TELEPHONE NUMBER: 770-480-0009

PROJECT ADDRESS: 803 S. Broad St. Monroe, GA 30655

Brief description of project: Asking Permission To Replace Exterior Windows
+ Doors, Repairing Siding, Porches, + Adding window To Bedroom

Denny H. Horne
Applicant

7-15-21
Date

(Continue on separate sheet, if necessary.)



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.

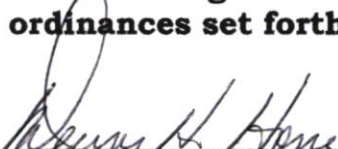
[Sec. 8-4-2(f)]

“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

7-15-21

 Date



City of Monroe

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

COA-HISTORIC PRESERVATION PERMIT

PERMIT #:	58	DESCRIPTION:	COA Exterior changes inc. wind
JOB ADDRESS:	803 S Broad St	LOT #:	
PARCEL ID:		BLK #:	
SUBDIVISION:		ZONING:	
ISSUED TO:	H&H Holdings and Investments	CONTRACTOR:	H&H Holdings and Investments
ADDRESS:	582 Knox Chapel Rd	ADDRESS:	582 Knox Chapel Rd
CITY, STATE ZIP:	Social Circle GA 30025	CITY, STATE ZIP:	Social Circle GA 30025
PHONE:	770-480-0009	PHONE:	
PROP.USE:		DATE ISSUED:	7/16/2021
VALUATION:	\$ 0.00	EXPIRATION:	1/12/2022
SQ FT:	0.00	PERMIT STATUS:	O
OCCP TYPE:		# OF BEDROOMS	
CNST TYPE:		# OF BATHROOMS	
INSPECTION REQUESTS:	770-207-4674 dadkinson@monroega.gov	# OF OTHER ROOMS	

FEE CODE	DESCRIPTION	AMOUNT
COA-01	PLANNING COMMISSION REGULAR MEETING	\$ 10.00
FEE TOTAL		\$ 10.00
PAYMENTS		\$ 10.00
BALANCE		\$ 0.00

**REQUEST FOR COA FOR EXTERIOR CHANGES – HISTORIC PRESERVATION COMMISSION MTG
7/27/2021@ 6:00 PM 215 N BROAD ST**

NOTES:

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.


(APPROVED BY)


DATE



913 South Broad St,

104
Noriss
St.



~~200~~

803

South
Broad
Street

Need
Window
Bed
Room,









