



Historic Preservation

AGENDA

Tuesday, February 25, 2020

6:00 PM

215 N Broad Street Monroe Ga 30655

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **MINUTES OF PREVIOUS MEETING**

[1.](#) Previous Meeting Minutes - January 28, 2020

IV. **REQUESTS**

[1.](#) Request for COA Changing Front Entrance Floor - 101 N Broad Street

V. **OLD BUSINESS**

VI. **NEW BUSINESS**

VII. **ADJOURNMENT**

Historic Preservation Commission
Meeting Minutes
January 28, 2020

Present: Crista Carrell, Mark Hammes, Fay Brassie

Absent: Susan Brown,

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

Visitors: Taylor Steele, Chanch Edwards

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

Mitch Alligood resigned from the commission effective as of January 13, 2020.

Chairman Carrell entertained a motion for approval of the minutes from November 26, 2019 Meeting. Hammes made motion to approve. Brassie seconded. Motion Carried. Minutes approved.

The first item of business is an application for a COA for petition # HP-000047-2020 at 711 Lawrence St. for changes to the exterior, addition of a privacy fence and to remove the chimney. The applicants are Tiffany & Taylor Steele owners of the property.

Taylor Steele and Chanch Edwards(contractor) spoke to the request. Taylor stated they would like to remove the two single doors on each side of the front and replace with a smaller French door made of wood and in the middle. They also would like to keep double windows with shutters the length of the windows and eliminate the metal railing and replace with wood. The doors will have side lights on each side and the windows would be the same as is now. The porch would be extended on each side to make room for the shutters. They would like to add a privacy fence to replace the chain link fence. They are asking to remove the chimney since they will not be using a fire place.

Chairman Carrell acknowledged that there is no opposition in the audience. She entertained a motion.

Brassie made a motion to approve including the Chimney removal. Hammes second. Motion carried. COA granted.

Old Business: None

New Business: Chairman Carroll stated Sadie would be turning in Historic Survey Grant Application which is required if Monroe wants to keep its certified local government status. Because of the CLG wanting an updated historic survey we need to update our records with anything before 1980. There will need to be a letter of support from the Commission. It will be sent to each Commission member for editing and each stating in a paragraph that they recognize the need for the historic survey and they want to apply for the grant and each meeting will be spent reviewing this material and here is our in kind time that we will be spending at the meetings. No other new business.

Chairman Carroll entertained a motion to adjourn.

Hammes made a motion to adjourn. Brassie second.
Meeting adjourned at 6:14 pm



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

Plan Report

Plan NO.: HP-000048-2020

Plan Type: Historic Preservation

Work Classification: Certificate of Appropriateness

Plan Status: In Review

Apply Date: 02/14/2020

Expiration:

Location Address

Parcel Number

101 N BROAD ST B, MONROE, GA 30655

M0140064

Contacts

JLCJ REAL PROP., LLC **Applicant**
 1701 NUNNALLY FARM RD, MONROE, GA 30655
 (770)712-0593

Description: REQUEST FOR COA TO REMOVE AND REPLACE TILE IN FRONT - HPC MTG
 2/25/20 @ 6:00 PM 215 N BROAD ST

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
Cash	\$10.00
Amount Due:	\$0.00

Condition Name

Description

Comments

Debbie Collier

Issued By:

Andrea W. Carter

Plan_Signature_1

February 14, 2020

Date

Date

Date

Plan_Signature_2

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.

Andrea J. Carter
Signature of Applicant

2.13.20
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: 2.13.20

APPLICANT: Andrea Carter

APPLICANT'S ADDRESS: 1701 Nunnally Farm Rd
Monroe, Ga 30655

TELEPHONE NUMBER: 7.712.0593

PROPERTY OWNER: JLCS Real Prop., LLC

OWNER'S ADDRESS: 1701 Nunnally Farm Rd
Monroe, Ga 30655

TELEPHONE NUMBER: 7. ~~7~~ 309.8516

PROJECT ADDRESS: 1013 North Broad St.
Monroe, Ga 30655

Brief description of project: Remove existing quarry
tile from entrance and replace

Replacement tile/brick photos

(Continue on separate sheet, if necessary.)

Andrea J. Carter
Applicant

2.13.20
Date





Neighbor #1



olid

Clean

No Cross No Crown CO

404-395-3661

Neighbors #3



Neighbor #3



Come as you are

Neighbor #4