



Historic Preservation Commission Meeting

AGENDA

Tuesday, April 26, 2022

6:00 PM

215 N. Broad St.

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETING

- [1.](#) Minute from Previous Meeting 3-22-2022

IV. REQUESTS

- [1.](#) Request for COA - Exterior Changes - 707 S. Broad St.
- [2.](#) Request for Demolition - 140 S. Broad St.
- [3.](#) Request for COA - Side yard fence - 506 E Church St
- [4.](#) Request for COA - Exterior Changes - 502 E Church St

V. OLD BUSINESS

VI. NEW BUSINESS

- [1.](#) UGA FindIT Survey Presentation

VII. ADJOURNMENT

Historic Preservation Commission
Meeting Minutes—Draft
Regular Meeting—March 22, 2022

Present: Jane Camp, Mitch Alligood, Susan Brown, Fay Brassie, Elizabeth Jones

Absent: None

Staff: Patrick Kelley, Director of Code
Brad Callender, City Planner
Laura Wilson, Code Admin

Visitors: Kelly Brown (Graceful Manor), Ross Bradley, Sam Davis, Paul Holbrook, Josh Parker, Taylor Steele, Russell Paige

Meeting called to order at 6:01 P.M.

Chairman Alligood asked if there were any changes or corrections to the previous months’ minutes.
To approve as submitted.

Motion by Brassie. Second by Brown
Motion carried.

The First Item of Business: Request for COA #667, a request for a rear porch enclosure at 116 Williams St. The applicant and owner of the property, Ross Bradley, spoke in favor of the request. The current porch is located on the southeast corner of the house and is currently a screened-in porch. The current porch will be enclosed with French doors and 6 ft casement windows. 1x12 siding will be used and painted to match the existing colors.

Brassie: Will you be able to see much from the road or the side?
Bradley: No

Chairman Alligood: Are there any comments from the public? None

To approve as presented

Motion by Brown, Second by Brassie
Motion carried

The Second Item of Business: Request for COA #755, a request for an addition at 120 Mears St. Kelly Brown on behalf of Graceful Manor Homes spoke in favor of the request. The addition will encompass 12 senior memory center suites. The addition will have board and batten siding that will be painted to match the brick. It will mirror the existing wing of the structure.

Brassie: Is the parking still in the front?
Project architect: Yes

Chairman Alligood: Are there any comments from the public? None

To approve as submitted

Motion by Jones. Second by Brassie
Motion carried

The Third Item of Business: Request for COA #756, a request to install a fence, change the front door, and install a pool at 301 N. Broad St. The applicant and owner, Taylor Steele, spoke in favor of the project. He explained they would like to change the front door to a double door, paint the house white with a blue/green trim on the windows and porch floor, a 4ft fence in the front yard with an arbor and gate over the pathway, a gated solar fence in the rear of the property, and pool in the rear yard.

Chairman Alligood: Will you be moving the fence out to the sidewalk?

Steele: No, it will still be on top of the brick wall.

Chairman Alligood: We do not control color.

Brassie: Will it (the pool) be in front of the baboo stand?

Steele: It is going to be in front of the bamboo but behind the garage.

Chairman Alligood: Is there any comments from the public on the fence, arbor, door, or pool? None

Motion to approve the fence

Motion by Brown. Second by Jones
Motion carried

Motion to deny the arbor

Motion by Brassie. No second
Motion failed

Motion to deny the arbor

Motion by Camp. Second by Brassie
Motion carried 4-1 (Alligood voted against)

Brassie: The arbor is too casual for the front yard and will block the view of the pathway and front door.

Chairman Alligood: A gate level with the fence at the front walkway is permitted without the arbor.

Front door discussion:

Steele: The current door is off-center of the house. Instead, we would like to do an all-glass French door.

Brassie: That door is not appropriate for the house.

Paige: I am the contractor for the job. If you look on the inside of the house, it does not appear to be the original door.

Brassie: A house this style would have had a single door with a transom above and a sidelight down one or both sides of the door.

Steele: I would like to suggest keeping the single door but moving it closer to the window on the left and another column of windows on the right side so it symmetrical.

Brassie: That works, as long as you keep the transom and sidelight.

Steele: Yes, we will probably keep that original door and just shift it over.

Brassie: Even though it might not be the original door, it is correct for the period and style of the house. Double doors will not be.

Motion to approve moving the current door, adding a sidelight on the right side while keeping the existing transom and sidelight

Motion by Camp. Second by Jones

Motion carried

Motion to approve rear pool

Motion by Jones. Second by Brassie
Motion carried

The Fourth Item of Business: Request for COA #748, a request for new windows at 108 Norris St. The owner and applicant, Josh Parker spoke in favor of the request. Note: This same request appeared on the February 22, 2022 Historic Preservation Commission agenda and was denied in favor of 6/6 windows. Parker read a letter he wrote to the Commission stating in consult with his contractor, it was determined that the mullions could not be removed without damaging the window and new windows would have to be ordered. The current windows could not be returned and would add costs and delays to the project. If the windows were replaced, it would likely be June before the house could be occupied. The replacement windows I chose are wood instead of vinyl. The main goal in replacing the windows was to secure the structure first before work could be done on the inside. In the letter, Parker also suggested to increase awareness of the Commission when utilities are changed the new owners/tenants are given a sheet of paper informing them of what changes trigger a review by the Commission. As a concession, Parker stated he would be willing to remove the chain link fence around the property to beautify it even more.

Parker: Laura my neighbor emailed a letter of support for the project, were you able to share it?

Wilson: No

Kelley: We did get a letter from Devon Draper one of the property owners on the street who also did a number of renovations without approval.

Brown: Is utility notification something we can accomplish?

Kelley: It is a great idea; one that I have proposed in the past but has not been implemented. I will address it again as a citizen comment.

Chairman Alligood: Mr. Kelley found examples of the snap in mullions

Parker: The current windows already have adhesive on them so the only solution would be to replace the window. The current windows are a historic design and you see them around.

Brassie: They are not correct for the house. People have done it without permission.

Parker: It was my understanding that the previous decision was made from Google map view before the homes were renovated. Additionally, I went with 2/1 because it allows more natural light than 6/6.

Kelley: I can double check the window mullions to see if it is glued or snapped in. If it is not a snap-in mullion, I think consideration might be in order. I road all up and down the Mill District and I would say approximately 75% have the 6/6 windows.

Chairman Alligood: Any comment from the public?

Sam Davis: One of the reasons for a board is to exercise judgement. Josh does good work in town and is interested in helping the City of Monroe. I encourage you to exercise grace and wisdom.

Motion to table

Motion by Brassie. Second by Jones
Motion carried

The Fifth Item of Business: Request for COA #758, a request for an addition at 315 S. Madison Ave. The applicant and owner Sam Davis spoke in favor of the request. Davis came before the Commission last spring regarding renovating the house. In consultation with the City Building Inspector, it was determined that the second addition on the structure would have to be torn down. Previously it was believed this second addition could be enclosed to create more living space. The proposed two-story rear addition would replace that second addition that needs to be torn down. The addition will not be taller or wider than the existing house.

Brassie: What about the water runoff on the rear roof?

Davis: There will have to be a valley or hip with a gutter to get the water out. From the street, the house would look the same. The same windows that were approved previously will be used. The trim and siding would also match the existing structure.

Chairman Alligood: Are there any comments from the public? None

Motion to approve as presented

Motion by Jones. Second by Brown
Motion carried

The Sixth Item of Business: Request for COA #757, a request for a new awning at 116 N. Broad St. The applicant is Paul Holbrook on behalf of the owner of the restaurant Tacos & Beer, Antonio Granados. The current awning is contemporary and the proposed awning will have use chains to support it and have a rustic look. Much of the metal will be unfinished. Cedar will be used to support the gable. The roof of the awning will be standing seam or tin.

Brassie: Canvas?

Holbrook: No ma'am; metal; it will be similar to State Farm's down the road. The only thing you will see is the profile of the awning.

Kelley: Is the bronze written on there, the color?

Holbrook: Yes, because it is closer to rust than the black

Brassie: It is more traditional than what is there now even though it is not made out of canvas as the book suggests.

Holbrook: The owner would like to support a barrel in the gable.

Brassie: We are concerned with the replacement and repair of the stained-glass window. We do not want to hide those.

Holbrook: It would be the smaller of the two sized barrels.

Kelley: You can always come back and ask for the barrel later.

Brown: Will it be on the same level as the existing awning?

Holbrook: Yes

Brassie: How high will the gable come up?

Holbrook: It will come up to the top of the windows

Brassie: Will it cover two bays?

Holbrook: It will cover 1/3 of the awning.

Brassie: So, it will be in the middle of two windows?

Holbrook: The new awning its 25ft; the gable is 11ft which leaves 7ft on each side. The awning goes to the property line where the existing awning extends beyond the property line. The gable will center on the building itself, not the doors which are off center.

Chairman Alligood: Are there any comments from the public? None

Motion to table

Motion by Brassie. Second by Camp

Old Business:

The First Item of Old Business: The Roe

Brassie: The Roe went passed the pictures presented and I believe that needs to be addressed. We never dreamed anything deconstructed would happen. Discussion continued about sending a letter to The Roe asking them to come before the Commission.

Chairman Alligood entertained a motion to adjourn.

Motion by Camp. Second by Jones

Motion carried.

Adjourned at 7:28 pm



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	827	DESCRIPTION:	Approval for windows and front door
JOB ADDRESS:	707 S BROAD ST	LOT #:	66
PARCEL ID:	M0190027	BLK #:	
SUBDIVISION:		ZONING:	
ISSUED TO:	Jayme Kortman	CONTRACTOR:	Jayme Kortman
ADDRESS:	1146 Maple Creek Ridge	PHONE:	
CITY, STATE ZIP:	Loganville GA 30052	OWNER:	
PHONE:	770-714-8980	PHONE:	
PROP. USE VALUATION:	\$ 0.00	DATE ISSUED:	3/25/2022
SQ FT:	0.00	EXPIRATION:	9/21/2022
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

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

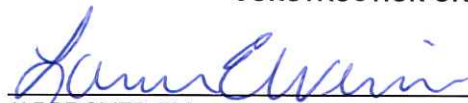
NOTES:

This request for new windows and front door at 707 S. Broad St. will be heard by the Planning Commission on April 26, 2022 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.

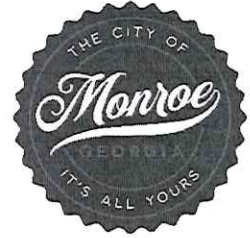


(APPROVED BY)

4/19/22
DATE

Change Windows

Front door



Certificate of Appropriateness Application—Historic District

Please fill out each section completely and provide all necessary documentation. Incomplete applications will not be accepted.

Under the Zoning Ordinance for the City of Monroe, properties located within a Historic District are required to obtain a Certificate of Appropriateness (COA) from the Historic Preservation Commission for proposed work that will result in material change in the appearance of the historic property, or of a structure, site, or work of art within a historic district.

Project Address: 707 S Broad St. Parcel # _____

Project Type (circle): New Construction, Renovation of Existing Structure, Signage, Demolition

Property Owner: Jayne Kortman

Address: 707 S Broad street

Telephone Number: 703302349 Email Address: GarrettWillet1234@gmail.com

Applicant: <u>Garrett Willet</u>
Address: <u>707 S Broad street</u>
Telephone Number: <u>703302349</u> Email Address: _____

Estimated cost of project: _____

Please submit the following items with your application:

- ___ Photographs of existing condition of the property to show all areas affected
- ___ Map of the property showing existing buildings, roads, and walkways
- ___ Map of the property showing the location and design of the proposed work
- ___ Façade elevations which illustrate how the finished design will look in relation to the existing structure including rooflines if applicable
- ___ Architectural floorplans (new construction only)
- ___ Written description of the project including proposed materials
- ___ Owner authorization statement, if applicant is not the property owner
- ___ Application Fee \$100 (Additional fees required for demolition)

[Handwritten signature]

Please submit all application materials in hardcopy to the Code Department and digitally at lwilson@monroega.gov

[Handwritten signature]

Signature of Applicant

3-24-22

Date

RECEIVED #827



215 North Broad Street
 Monroe, GA 30655
 Tel (770) 267-3429
 Fax (770) 267-3698

Receipt Number: R00363237

Cashier Name: LAURA WILSON

Terminal Number: 34

Receipt Date: 3/25/2022 11:15:00 AM

9

Transaction Code: BP - Building Projects Payment

Name: Kortman, Jayme \$100.00

Total Balance Due: \$100.00

Payment Method: Credit Card Reference: Visa-Authorized Amount: \$100.00

Total Payment Received: \$100.00

Change: \$0.00

Cardmember acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth by the cardmember's agreement with the issuer.

X _____

NORRIS ST

NOTICE TO THE PUBLIC
THE OWNER OF THIS PROPERTY HAS FILED AN APPLICATION WITH THE HISTORIC PRESERVATION COMMISSION REQUESTING A CERTIFICATE OF APPROPRIATENESS TO PERMIT EXTERIOR CHANGES TO THIS PROPERTY
A PUBLIC HEARING WILL BE HELD AT CITY HALL ON 4-26-22 AT 6:00 P.M.
ALL THOSE HAVING AN INTEREST IN THE PROPOSED CHANGES SHOULD BE PRESENT TO VOICE THEIR INTEREST







City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	906	DESCRIPTION:	HISTORIC PRESERVATION demolition
JOB ADDRESS:	140 S BROAD STREET	LOT #:	
PARCEL ID:	M0140101	BLK #:	
SUBDIVISION:		ZONING:	B-2
ISSUED TO:	81 Investment Company LLC	CONTRACTOR:	81 Investment Company LLC
ADDRESS:	PO Box 2655	PHONE:	
CITY, STATE ZIP:	Loganville GA 30052	OWNER:	
PHONE:	770-715-2800	PHONE:	
PROP. USE:	COMMERCIAL	DATE ISSUED:	4/18/2022
VALUATION:	\$ 0.00	EXPIRATION:	10/15/2022
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

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

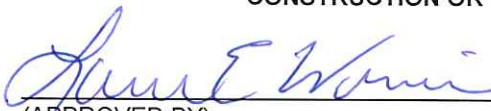
NOTES:

The Historic Preservation Commission will hear this request for demolition of the structure at 140 S. Broad St. on April 26, 2022 at 6:00pm in the City Council chambers at City Hall, 215 N. Broad St Monroe, GA 30655.

NOTICE

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(APPROVED BY)

4/18/22
DATE



Certificate of Appropriateness Application—Historic District

Please fill out each section completely and provide all necessary documentation. Incomplete applications will not be accepted.

Under the Zoning Ordinance for the City of Monroe, properties located within a Historic District are required to obtain a Certificate of Appropriateness (COA) from the Historic Preservation Commission for proposed work that will result in material change in the appearance of the historic property, or of a structure, site, or work of art within a historic district.

Project Address: 140 S. BROAD STREET Parcel # MO140101

Project Type (circle): New Construction, Renovation of Existing Structure, Signage, Demolition

Property Owner: 81 INVESTMENT COMPANY LLC

Address: P O BOX 2655, LOGANVILLE GA 30052

Telephone Number: 7707152800 Email Address: wpeters@relianthomes.com

Applicant: <u>81 INVESTMENT COMPANY LLC</u>	
Address: <u>P.O. BOX 2655 LOGANVILLE GA 30052</u>	
Telephone Number: <u>7707152800</u>	Email Address: <u>WPETERS@RELIANTHOMES.COM</u>

Estimated cost of project: _____

Please submit the following items with your application:

- Photographs of existing condition of the property to show all areas affected
- Map of the property showing existing buildings, roads, and walkways
- Map of the property showing the location and design of the proposed work
- N/A Façade elevations which illustrate how the finished design will look in relation to the existing structure including rooflines if applicable
- N/A Architectural floorplans (new construction only)
- Written description of the project including proposed materials
- Owner authorization statement, if applicant is not the property owner
- Application Fee \$100 (Additional fees required for demolition)

Please submit all application materials in hardcopy to the Code Department and digitally at lwilson@monroega.gov

[Signature]
Signature of Applicant

3/11/2022
Date



NOTICE TO THE PUBLIC
WORK ON THE WATER MAINS IS BEING DONE IN THE AREA OF THE INTERSECTION OF [STREET NAME] AND [STREET NAME]. ALL TRAFFIC MUST BE DIVERTED TO THE ADJACENT STREETS. WE REQUEST YOUR PATIENCE AND UNDERSTANDING AS WE COMPLETE THESE NECESSARY REPAIRS. ANY QUESTIONS, PLEASE CONTACT THE PUBLIC WORKS DEPARTMENT AT [PHONE NUMBER].

110
Hair Braiding
404-428-0000



COA Historic District Supplemental Information Packet

1. The Historic Preservation Commission meets on the fourth Tuesday of each month in the Council Chambers at City Hall (215 N. Broad St Monroe, GA 30655) at 6:00pm.
2. To be placed on the agenda for that month, a completed application must be turned in **at least 10 days prior** to the meeting date. For example, if the meeting is scheduled for January 25th, all applications must be turned in by January 14th.
3. It is recommended the applicant appear at the meeting on the scheduled time and day to make a presentation to the Commission members.
4. In review of COA applications, the Historic Preservation Commission shall take into account The Secretary of the Interior's Standards for Rehabilitation and the following elements to ensure the exterior form and appearance of the structure is consistent with the historical and visual character of the District:
 - The height of the building in relation to the average height of the nearest adjacent and opposite buildings.
 - The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite buildings.
 - Exterior construction materials including textures and patterns.
 - Architectural detailing such as lintels, cornices, brick bond, and foundation materials
 - Roof shapes, forms, and materials
 - Proportions, shapes, positioning and locations, patterns and sizes of any elements of fenestration
5. The Code Office will post a notice which will notify all affected property owners of the material change being requested not less than seven days prior to the meeting at which the request for the 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.
6. 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.
7. In review of COA applications, the Historic Preservation Commission shall not consider interior arrangements or use having no effect on exterior architectural features.

DEFINITIONS:

1. "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 one or more of the following:
 - a. A reconstruction or alteration of the size, shape, or façade including any of the architectural elements or details
 - b. Demolition

- c. New construction
 - d. A change in the location of advertising visible from the public right-of-way
 - e. 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
2. “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
3. “Exterior environmental features” means all those aspects of the landscape or the development of the site which affect the historical character of the property.

Front Elevation
140 S Broad St

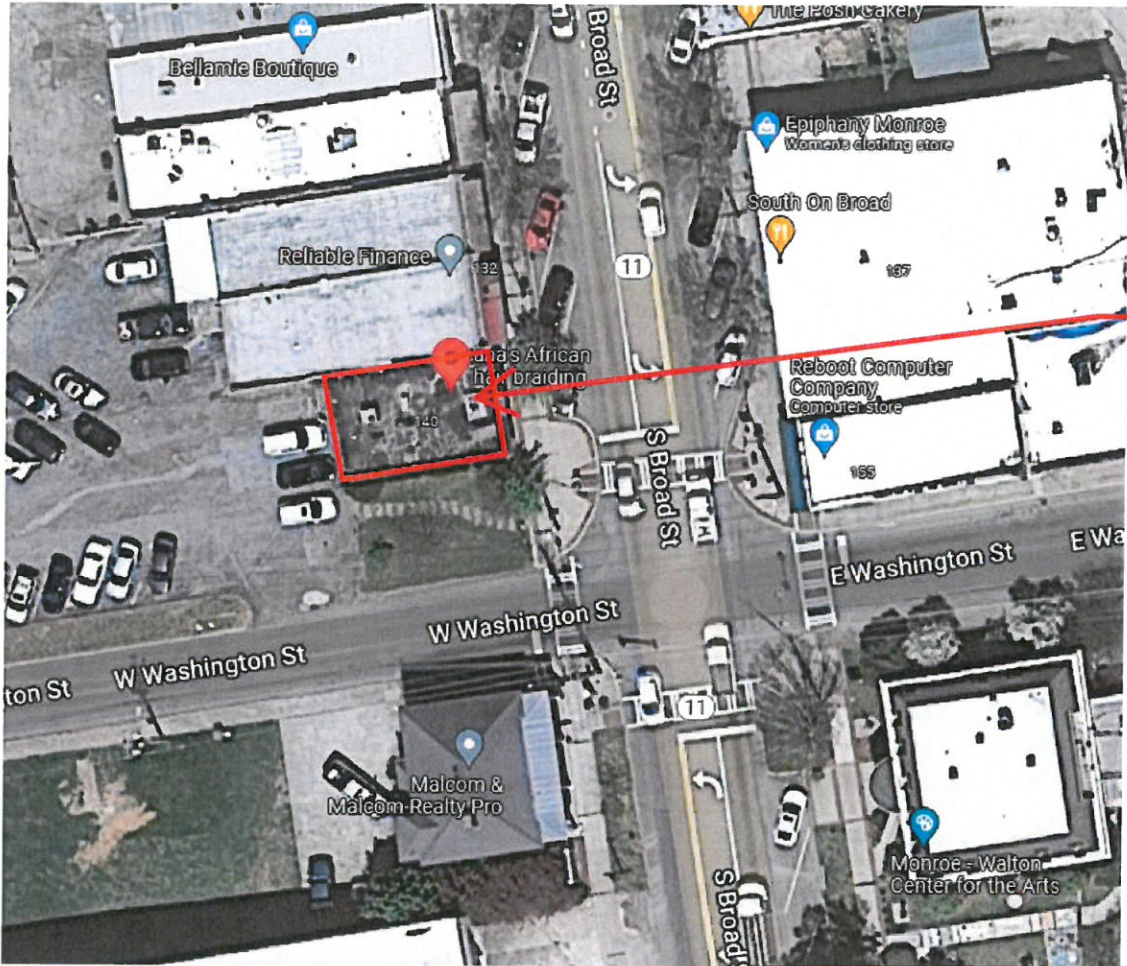


Side Elevation
140 S Broad Street



Rear Elevation
140 S Broad Street





Subject :
140 S Broad Street

Fronts
S Broad Street

Side
W Washington Street

Rear
N Wayne Street

Historic Preservation Committee:

Project: 140 S Broad Street

Our current request to the committee is to demo the current structure located at 140 S Broad Street in its entirety. The property was built in 1970 and has no historical attributes and is currently occupied by Ana’s African Braiding. Our timeline for demolition is not definitive but we hope to move forward within the next 6 months. We are actively working on finalizing plans on a new structure for the site that, while new, will have the historical charm to blend nicely with the current downtown historical buildings. These plans will be formally presented to the committee for review and approval once complete. Our vision for the space will include retail/restaurant space on the first floor and residential above.

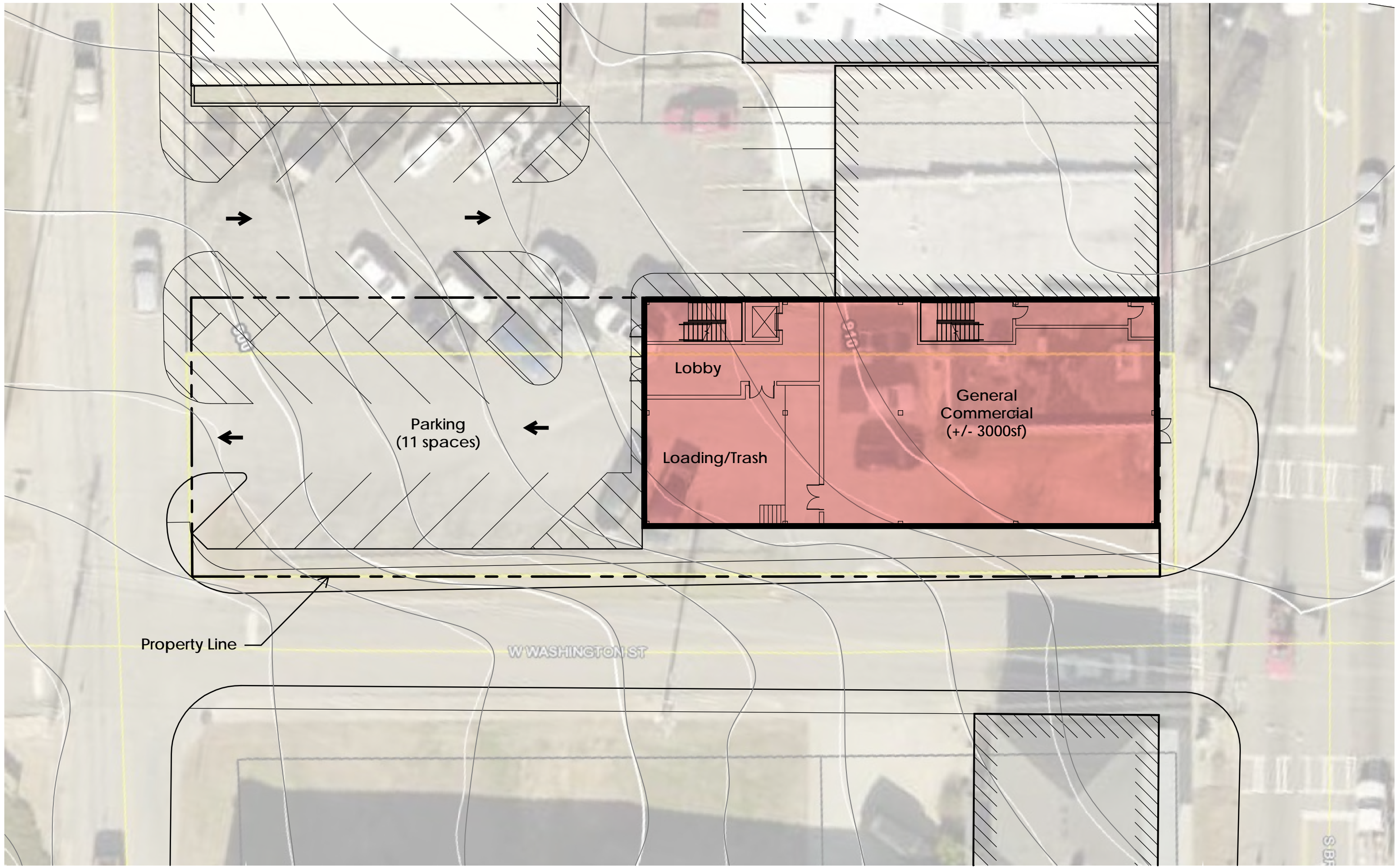
Wes Peters
Representative for 81 Investment Company LLC

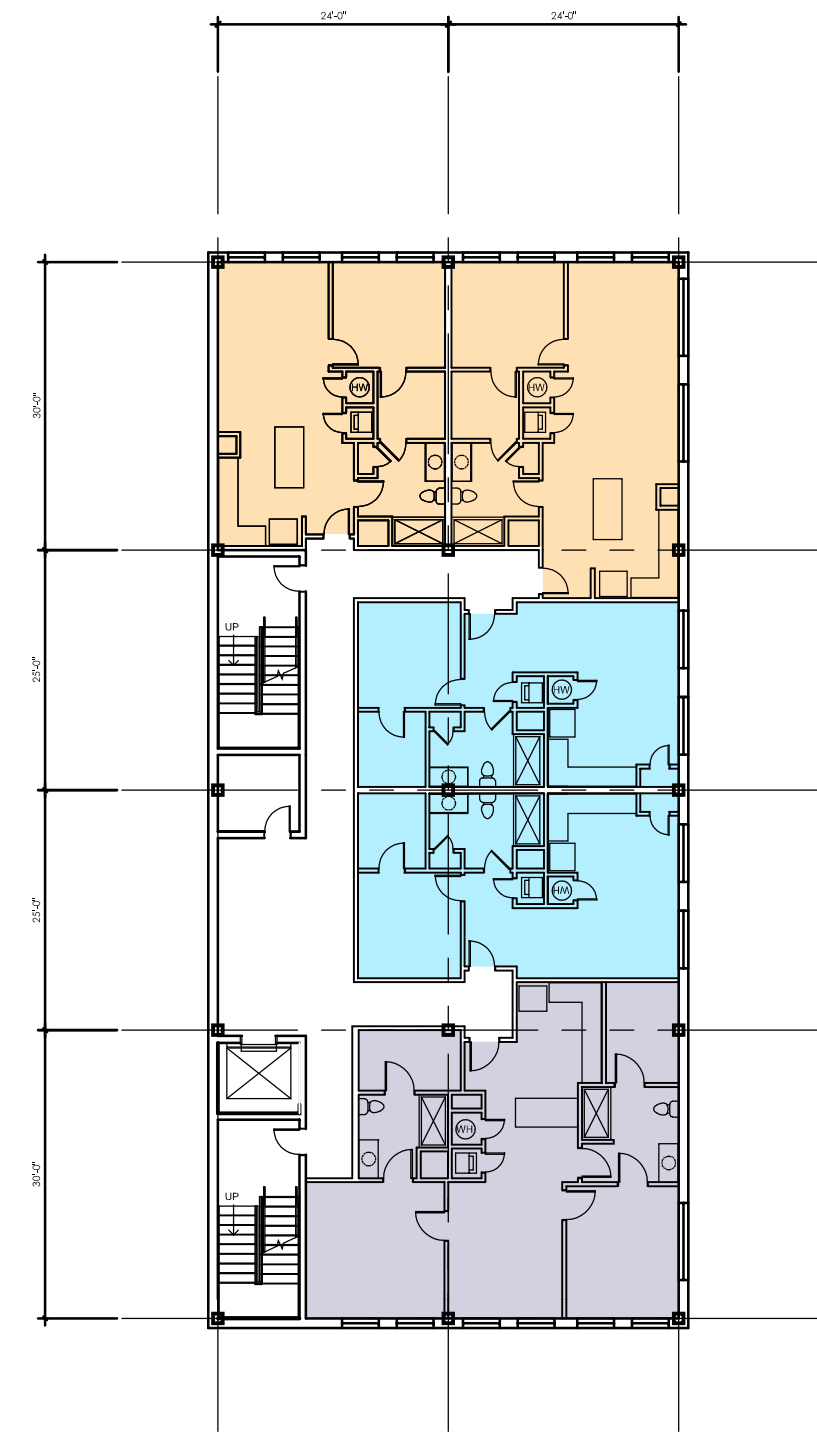
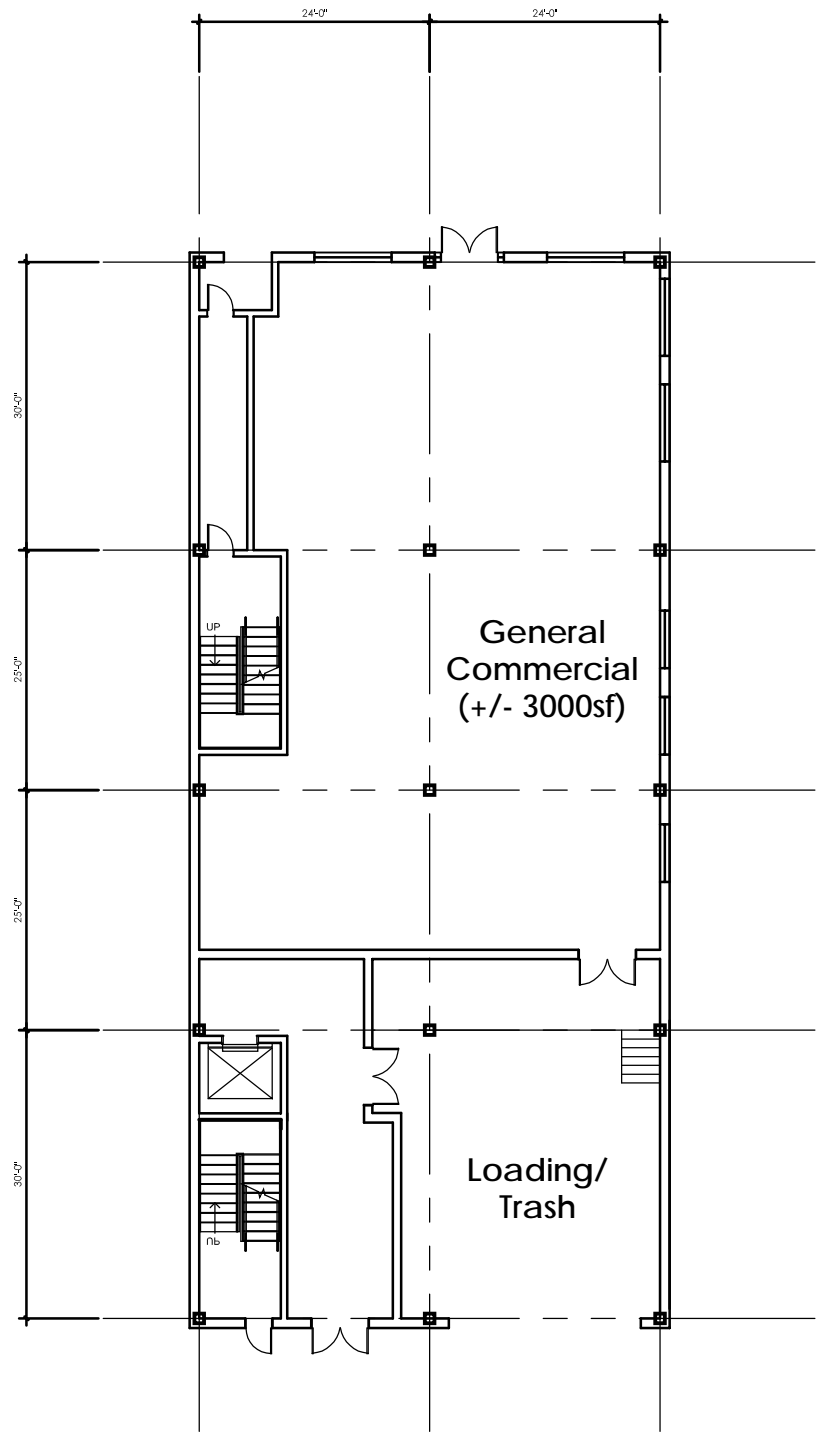
Owner Authorization Statement

I, Darrell McWaters, managing member of 81 Investment Company, LLC which owns 140 S Broad Street in Monroe GA, do authorize Wes Peters to act on behalf of the company in getting all necessary approvals for the demolition of the property.



Darrell McWaters
Managing Member, 81 Investment Company LLC





- 1-Bedroom (+/- 720 sf)
- 1-Bedroom/ Studio (+/- 670 sf)
- 2-Bedroom (+/- 1,185 sf)



Reliant Homes - Mixed-Use
Concept Option 1 - Color 1

Monroe, Georgia
04.26.2022





Reliant Homes - Mixed-Use
Concept Option 1 - Color 1
Monroe, Georgia
04.26.2022











Reliant Homes - Mixed-Use
Concept Option 1 - Color 3
Monroe, Georgia
04.26.2022







Reliant Homes - Mixed-Use
Concept Option 2 - Color 1

Monroe, Georgia
04.26.2022





Reliant Homes - Mixed-Use
Concept Option 2 - Color 2

Monroe, Georgia
04.26.2022





Reliant Homes - Mixed-Use
Concept Option 2 - Color 2

Monroe, Georgia
04.26.2022





Reliant Homes - Mixed-Use
Concept Option 2 - Color 3
Monroe, Georgia
04.26.2022





Reliant Homes - Mixed-Use
Concept Option 2 - Color 3

Monroe, Georgia
04.26.2022





City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	868	DESCRIPTION:	8FT PRIVACY FENCE
JOB ADDRESS:	506 E CHURCH ST	LOT #:	
PARCEL ID:	M0170122	BLK #:	
SUBDIVISION:		ZONING:	R-1
ISSUED TO:	MARK WILLETT	CONTRACTOR:	MARK WILLETT
ADDRESS:	3850 NIKKI LN	ADDRESS:	3850 NIKKI LN
CITY, STATE ZIP:	LOGANVILLE GA 30052	CITY, STATE ZIP:	LOGANVILLE GA 30052
PHONE:		PHONE:	
PROP. USE:	RESIDENTIAL	DATE ISSUED:	4/12/2022
VALUATION:	\$ 10,000.00	EXPIRATION:	10/09/2022
SQ FT:	0.00	PERMIT STATUS:	O
OCCP TYPE:		# OF BEDROOMS	
CNST TYPE:		# OF BATHROOMS	
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov	# OF OTHER ROOMS	

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

AW

NOTES:

Please be advised this request for an 8ft privacy fence at 506 E Church St will be heard by the Historic Preservation Commission on April 26, 2022 at 6:00pm in the Council Chambers at City Hall, 215 N. Broad St Monroe, GA 30655

NOTICE

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Sam E Harris
(APPROVED BY)

4/12/22
DATE



Certificate of Appropriateness Application—Historic District

Please fill out each section completely and provide all necessary documentation. Incomplete applications will not be accepted.

Under the Zoning Ordinance for the City of Monroe, properties located within a Historic District are required to obtain a Certificate of Appropriateness (COA) from the Historic Preservation Commission for proposed work that will result in material change in the appearance of the historic property, or of a structure, site, or work of art within a historic district.

Project Address: 506 E. Church Street Parcel # M0170122

Project Type (circle): New Construction, Renovation of Existing Structure, Signage, Demolition

Property Owner: Mark Willett

Address: _____

Telephone Number: 678-283-9059 Email Address: markwillettland@gmail.com

Applicant:
Address:
Telephone Number: _____ Email Address: _____

Estimated cost of project: ~\$10,000

Please submit the following items with your application:

- Photographs of existing condition of the property to show all areas affected
- Map of the property showing existing buildings, roads, and walkways
- Map of the property showing the location and design of the proposed work
- Façade elevations which illustrate how the finished design will look in relation to the existing structure including rooflines if applicable
- Architectural floorplans (new construction only)
- Written description of the project including proposed materials
- Owner authorization statement, if applicant is not the property owner
- Application Fee \$100 (Additional fees required for demolition)

Please submit all application materials in hardcopy to the Code Department and digitally at lwilson@monroega.gov


Signature of Applicant 04/11/22
Date

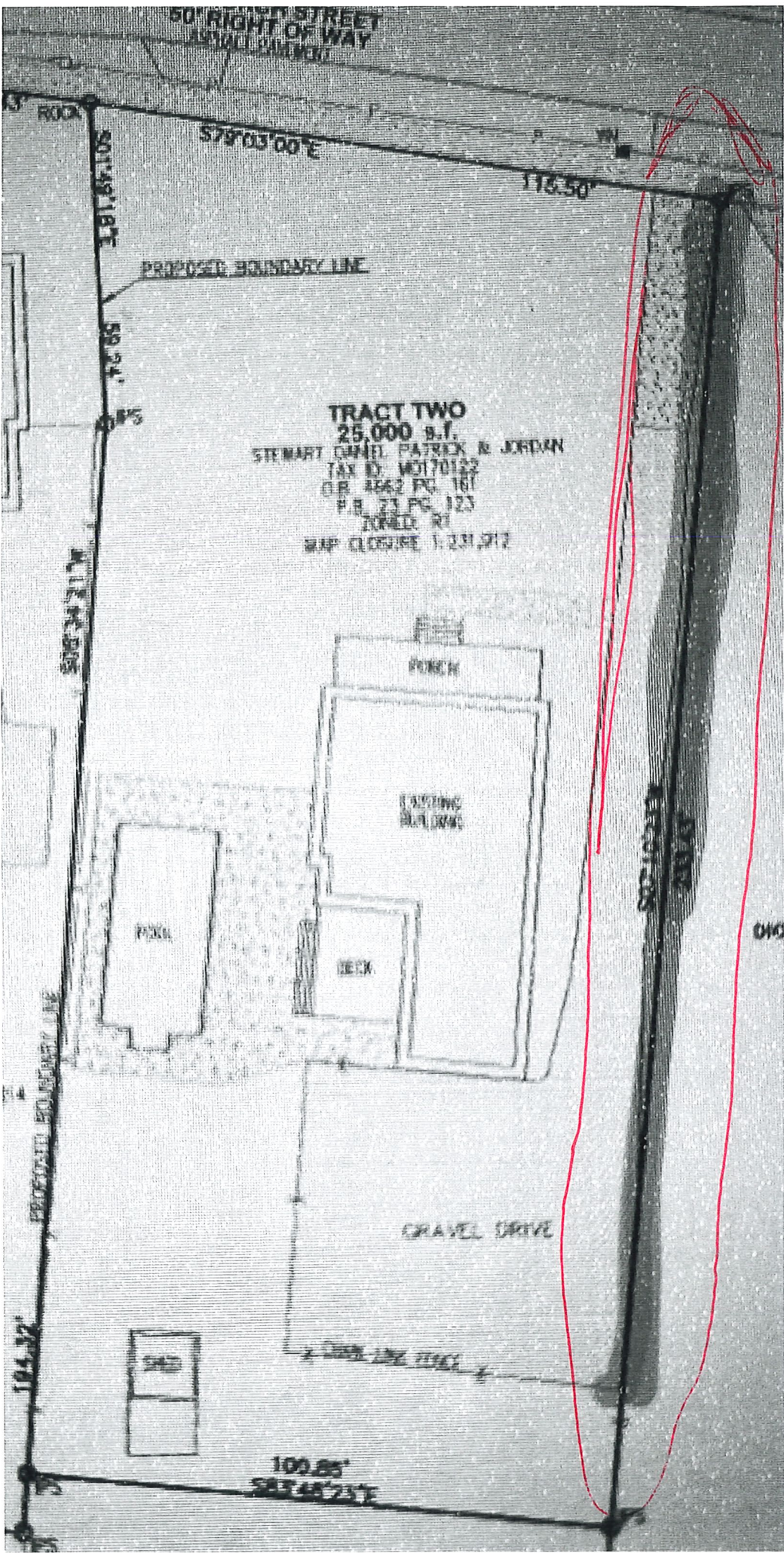


NOTICE TO THE PUBLIC
THE OWNER OF THIS PROPERTY HAS FILED AN APPLICATION WITH THE HISTORIC PRESERVATION COMMISSION REQUESTING A CERTIFICATE OF APPROPRIATENESS TO PERMIT EXTERIOR CHANGES TO THIS PROPERTY.
A PUBLIC HEARING WILL BE HELD AT CITY HALL ON: 4-24-22 AT 6:00 P.M.
ALL THOSE HAVING AN INTEREST IN THE PROPOSED CHANGES SHOULD BE PRESENT TO VOICE THEIR INTEREST.





Item	Quantity	Price	Total
4x4x12	35		
2x4x12	65		
1x6x8	365	4.48	\$1,635.20
1x6x16	18		
80lb quickcrete	35	5.17	\$180.95
5lb 3 inch deckmate	3	35	\$105.00
			\$1,921.15
Dingo+Auger			\$640.00
Lumber			\$2,675.48
Labor			\$5,000.00
			\$10,236.63

















City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	904	DESCRIPTION:	Replacing rotten windows, door, siding boards, adding pickets to front porch
JOB ADDRESS:	502 E CHURCH ST	LOT #:	
PARCEL ID:	M0170121	BLK #:	
SUBDIVISION:		ZONING:	R1
ISSUED TO:	MARK WILLETT	CONTRACTOR:	MARK WILLETT
ADDRESS:	3850 NIKKI LN	ADDRESS:	3850 NIKKI LN
CITY, STATE ZIP:	LOGANVILLE GA 30052	CITY, STATE ZIP:	LOGANVILLE GA 30052
PHONE:		PHONE:	
PROP. USE:	RESIDENTIAL	DATE ISSUED:	4/14/2022
VALUATION:	\$ 0.00	EXPIRATION:	10/11/2022
SQ FT:	0.00	PERMIT STATUS:	O
OCCP TYPE:		# OF BEDROOMS	
CNST TYPE:		# OF BATHROOMS	
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov	# OF OTHER ROOMS	

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

NOTES:

Please be advised your request to replace rotten windows, a door, and siding as well as add pickets to the porch will be heard by the Historic Preservation Commission on April 26, 2022 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.


(APPROVED BY)

4/14/22
DATE



215 North Broad Street
 Monroe, GA 30655
 Tel (770) 267-3429
 Fax (770) 267-3698

Receipt Number: R00370801

Cashier Name: LAURA WILSON

Terminal Number: 34

Receipt Date: 4/14/2022 10:09:49 AM

52

Transaction Code: BP - Building Projects Payment

Name: WILLETT, MARK

\$100.00

Total Balance Due:

\$100.00

Payment Method: Credit Card Reference: American Express-Auth Amount: \$100.00

Total Payment Received:

\$100.00

Change:

\$0.00

Cardmember acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth by the cardmember's agreement with the issuer.

X _____



Certificate of Appropriateness Application

Please fill out each section completely and provide all necessary documentation. Incomplete applications will not be accepted.

Under the Zoning Ordinance for the City of Monroe, properties located within the Corridor Design Overlay or the Central Business District are required to obtain a Certificate of Appropriateness (COA) from the Planning Commission for any exterior material change on the property.

Project Address: 502 E. Church St. Parcel # M0170121

Property listed above is located in (circle) Corridor Design Overlay or Central Business District

Project Type (circle): New Construction, Renovation of Existing Structure, Demolition, Signage

Property Owner: Mark Willett

Address: 3850 Nikki Lane Loganville, GA 30052

Telephone Number: 770-262-6352 Email Address: markwillettland@gmail.com

Applicant: <u>Patrick Stewart</u>	
Address:	
Telephone Number: <u>678-283-9059</u>	Email Address: <u>patstew90@gmail.com</u>

Estimated cost of project: _____

Please submit the following items with your application:

- Photographs of existing condition of the property to show all areas affected
- Plans, sketches, drawings, and diagrams of the project which detail the materials that will be used
- Written description of the project
- Owner authorization statement, if applicant is not the property owner
- Application Fee \$100

Please submit all application materials in hardcopy to the Code Department and digitally at lwilson@monroega.gov; Please submit two physical copies.

[Signature]
Signature of Applicant

04/13/22
Date



NOTICE TO THE PUBLIC
THE OWNER OF THIS PROPERTY HAS FILED AN APPLICATION
WITH THE HISTORIC PRESERVATION COMMISSION,
REQUESTING A CERTIFICATE OF APPROPRIATENESS TO
PERMIT EXTERIOR CHANGES TO THIS PROPERTY.
A PUBLIC HEARING WILL BE HELD AT
CITY HALL ON 4-26-23 AT 6:00 P.M.
ALL THOSE HAVING AN INTEREST IN THE PROPOSED
CHANGES SHOULD BE PRESENT TO VOICE THEIR INTEREST.



To HPC:

Please see attached application for:

We will be doing minor changes and upgrades to 502 E Church St that will include: replacing rotten windows and rotten door, replacing rotten siding/boards on the exterior of the house, and putting new pickets as the front porch railings (the ones now are rotten and dangerous). These are all things that will conserve the historic home, all while making the home safer and more visually appealing. It's important to continually do this to older homes, all while keeping the historic features and architecture, to be sure that these homes will last another 200 years. We would love to preserve our historic home, so that one day our children and grandchildren can enjoy it!

Thank you so much,

Patrick and Jordan Stewart







- Garage to rear of house built between 2016 + 2022

- Construction date of 1926 seems accurate.

- house first appears on May 1924 Sanborn Map

- different house depicted on June 1916 Sanborn Map

1. Name of resource: _____

2. Location: 120 Walton Street

3. Total number of resources on site: 2

4. Number of each kind of resource on site: (answer below)
 Building 1 Site _____ Landsc Feature _____ Structure _____ Object _____
 (Outbuildings _____)

8. Date of construction: 1926

9. Altered (see item #26) _____

10. Addition (see item #26) _____

11. Moved / Destroyed (see item #26) _____

12. SHPO Evaluation:
 appears to meet NR criteria
 appears NOT to meet NR criteria because of
 more information needed (refrain) integrity / age / significance

5. Uses: Residential
 Current Use (6) & Original Use (7)

Domestic / Residential

Single dwelling 6-7
 Multiple dwelling
 Apt bldg
 Rowhouse
 Duplex

Secondary structure

Storage shed
 Garage / Carriage house
 Kitchen
 Privy
 Wellhouse
 Springhouse / Ice house
 Smokhouse
 Dwelling (secondary)
 Dairy
 Greenhouse / Pool house

Commercial

Business / office
 Professional / office
 Bank/savings & loan
 Retail store / shop
 General store
 Restaurant / bar / cafe
 Hotel / inn / motel / b&b
 Department store
 Warehouse
 Multiple coml / shop ctr
 Professional assn / trade org
 Market

Religious

Church / religious structure
 Church school
 Church-related housing
 Campground / arbor / retreat
 Ceremonial site

Educational

School
 College / university
 Library
 College-related housing
 Research facility

Agriculture / Food Processing

Agricultural outbuildings
 Barn / shed
 (mule / cattle / horse / dairy / wagon / machinery / implement)
 Tobacco
 Chicken coop
 Silo / Windmill
 Corn crib

Agricultural storage

Cotton / Peanut warehouse
 Grain elevator
 Tobacco warehouse

Agricultural processing

Animal / Fishing facility
 Agricultural fields
 Tree farm
 Irrigation facility

Industrial/engineering

Mill / processing / mfg
 Mill / company housing
 Waterworks
 reservoir / dam / water tower / canal
 Extractive facility or site
 Communications facility
 Energy facility

Transportation

Rail / Road / H2O / Ped / Air

Government/Public

Fire station
 Post office
 City / town hall
 Jail / prison / police station
 Public works
 Courthouse (co / fed)
 Militia district
 Gov't office (type)
 Public housing

Entertainment / recreation / cultural

Theater / opera hall / cinema / playhouse
 Museum / gallery
 Sports facility
 Outdoor rec / campground / picnic
 Auditorium
 Fair / amusement park
 Music fac. / bandstand
 Zoo

Commem. monument / marker

Resort
 Work of art
 Bot. / horticultural garden

Funerary

Cemetery
 Grave / mausoleum
 Mortuary / funeral home

Military

Battle site
 Fortification
 Military facility (type)
 Armory / arms storage
 Military housing

Health care

Hospital / Medical Clinic
 Business / office
 Spa / springs
 Nursing home / sanatorium

Civic / social

Fraternal / patriotic org
 Club (common interest)
 Social / civic org.
 Philanthropic housing
 Work in progress
 Vacant/not in use
 unknown
 write in / see item #26

13a. (circle one)
 High style or elements of style

13b. Style(s) (in alphabetical order)
 No academic style

Art Deco
 Beaux Arts Classicism
 Chicago School
 Colonial revival
 Craftsman
 Dutch Colonial revival
 Early Classical revival
 English vernacular revival
 Exotic revival
 Federal
 Federal revival
 Folk Victorian
 French Vernacular revival
 Georgian
 Gothic revival (or)
 Academic Gothic revival
 Greek revival
 High Victorian eclectic
 High Victorian Gothic

International
 Italian Renaissance revival
 Italianate
 Mediterranean revival
 Moderne
 Neoclassical revival
 Prairie style
 Queen Anne
 Richardsonian Romanesque
 Romanesque revival
 Second Empire
 Shingle
 Spanish Colonial revival
 Stick
 Stripped Classical
 Tudor

N/A
 unknown
 write in / see item #26

14. Building Type(s)

1 to 1 1/2 story types

single pen
 rectantangle
 square
 double pen
 hall-parlor
 saddlebag
 2 doors
 cent. door
 central hallway
 dogtrot
 Georgian cottage
 Sand Hills cottage
 Shotgun / Double shotgun
 Gabled ell cottage
 Queen Anne cottage
 New South cottage
 Pyramid cottage
 Saltbox
 English cottage
 Extended hall parlor
 Bungalow
 Front gable
 Side gable
 Hip
 Cross gable

Ranch
 Side Gable Cottage
2 story types
 I-house
 Cent hallway
 Hall parlor
 Dbl pen
 Saddlebag
 Plantation plain
 Side hallway
 Gabled ell house
 Queen Anne house
 New South house
 American foursquare
 Georgian house
 Split level
 N/A
 unknown
 write in / see item #26

QUAD: Monroe - MB
 LAT/LONG: 33.7974 -83.7165

15a. Floor Plan: (original width) one room square rectangular three or more rooms central hallway side hallway

two equal rooms two unequal rooms

15b. Depth: (original depth) one room two rooms more than two rooms unknown write-in / see item #25

16. Plan Shape: rectangular Octagonal square L/T/U/H/E Greek Cross Latin Cross Circular Octagonal Triangular / flatiron Irregular (use rarely)

17. Number of stories: 1

18a. Façade: symmetrical asymmetrical

18b. Front door: 1 2 3 or more + door to por/tico

19a. Roof types gable shed / pent flat truncated hip / deck-on-hip dome conical complex hip pyramidal Unknown write-in / see item #25

More of a cross than side

19b. Roof materials composition/asphalt shingle slate metal asphalt roll wood shingle concrete tile standing seam pressed shingle pressed sheet corrugated sheet corrugated sheet unknown write-in / see item #25 built-up tar and gravel clay tile

20a. Chimney placement (indicate # of each) gable-end, exterior lateral interior both gable ends lateral exterior gable-end, interior multiple random both gable ends outside add-on double gable end three or more chimneys both gable ends center no chimney observed off-center, ridge/line unknown off-ctr within roof surf write-in / see item #25

20b. Chimney material brick fieldstone coursed stone cobblestone / rustic stuccoed masonry concrete block unknown write-in / see item #25

21. Type of construction: (max 3) balloon frame / platform frame concrete frame brick bearing plankwall framing stone bearing tile block bearing log concrete slab mortise-and-tenon / brace frame glass block post-and-beam (wood) tabby metal / steel framing unknown concrete block poured concrete (bearing wall) write-in / see item #25

22. Exterior Material: (max 6) wood weatherboard / clapbrd metal wrought iron board-and-batten cast iron / pressed tin vertical board sheet metal / corrugated novelty siding / shiplap/ porcelain enamel steel drop siding write in shingles concrete conc block / cinder blk flush board siding decorative concrete blk beaded tongue&groove poured wall half-timbering brick (note if handmade) cast concrete detail common / American / textured concrete running bond / veneer Flemish bond prefabricated panel English bond tabby stone stucco glass block fieldstone / rubble / regular coursed stone plate glass random coursed stone pigmented sheet glass rock-faced stone carrara / prism glass rusticated stone prism synthetics cobblestone / rustic vinyl / aluminum siding stone panels tarpaper / asphalt sheet log patterned asphalt hewn asbestos siding V-notch / square notch permastone half dovetail / dovetail masonite siding saddle notch plastic/fiberglass ceramic terra cotta plywood / particle board glazed brick / enameled tile block / tile mosaic insulbrick (composition) unknown write-in / see item #25

23. Foundation Material: (max 3) brick stone concrete wood metal unknown write-in / see item #25

Also Note: pier / pier with infill / continuous

24. Porch Configurations: (max 4)

	location	stories	width	material	roof
verandah					
wrap-around					
recessed					
portico	F/S	1/2	FP	W/W	CGs
stoop					
balcony					
porte-cochere					
arcade					

Roof Types: (fill in above) NO PORCH AT ALL (not even a stoop)
hip / shed or pent / gable / hood / conical / complex

25. Window Types: (max 3)

	head (flat, etc.)	pattern (3/5, etc.)	shape (rect, etc.)
double hung sash <i>side (left)</i>	flat	8/1	rect.
single-hung sash <i>scampanked over</i>	flat	6 panel	rect.
casement (paired) <i>on left side end</i>	flat	8 panels	rect.
fixed <i>shuttered</i>	flat	6 panels	rect.
factory sash			
triple-hung sash			
jalousie			
pivotal sash			
unknown			
write-in / see item #25			

These are all good catches, Kayla!

26. Physical Description: (write-in) TA-1926

- Obscure white weatherboard addition
- Yellow exterior weatherboard
- 8/1 dhs windows, single - paired on sides
- 8 panel paired casement windows
- 6 panel fixed window on left gable end with shutters flanking
- White weatherboard dormers with front gable
- 6 panel shs windows
- front door with fan light and sidelights and transom in door (4 panel) - It's not really called a transom if it's in the door!
- brick foundations with terracotta facing steps
- side gable roof with multiple gables
- concrete driveway to rear
- concrete sidewalk to front entry
- concrete sidewalk to side
- covered *side verandah* supported by round columns
- front portico with round columns and front gable
- one door garage behind house w/ side gable and added partial verandah w/ tm roof
- foundational plantings and designed planting beds

30. Significance (use sparingly):

architectural type (common / rare)	history
architecture style (common / rare)	development
architectural technique (common / rare)	activity
architectural design	person
craftsmanship	event

OVER

NAME: Kayla McElreath
DATE: 19-02-2022

27. Outbuildings: (max 10) (include # of each kind)

bar	pool house
dairy / milking	privy
granary	root cellar / potato bank
livestock	secondary dwelling
machinery / wagon	seed house
tobacco	silos
blacksmith house	slave / servant house
carriage house	smokehouse
chicken coop	springhouse
corn crib	store
cotton house	sweet potato house
dairy	tenant house
Delco gen shed / gas plant	well house
dovecote	windmill
flower pit	
garage	unknown
greenhouse	write-in / see item #25
guest house	
ice house	
implement shed	
kitchen	
mixed use	
office	

Are you referring to what is to rear of house?

28a. Landscape Features: (max 10)

yard setting	informal / picturesque	rural landscape / ag fields
	casual / unplanned	field systems
	designed fencing / walls	fence / hedgerows
	designed planting beds	cemetery
	designed drives / walks	terracing / contouring
	formal / geometric	groves / orchards
	terracing / retaining walls	drainage / irrigation
streetscape	street trees / landscaping	forest / woods
	town / courthouse sq	natural planted
	street furn / fountain	
	artwork / monumnet	unknown
	ornamental paving	write-in / see item #25
	median	

28b. Surrounding Resources:

new	old	mixed old and new
-----	-----	-------------------

29. Historical Themes: (max 5)

architecture / agriculture	African Amer. / Native Amer. history
commerce / industry	other minority and ethnic groups
religion / education	engineering / landscape arch
social / cultural devel	planning / military
transportation	exploration / settlement
gov't / politics / law	conservation / public works
recreation / entertainment	arts / letters

29c. Description(s) of Environment

town (residential/commercial)	suburban (residential/commercial)
urban (residential/commercial)	vacant lots
rural (agricultural/ forested/ non-agricultural/crossroads comm)	industrial setting/park
	strip development
	designed landscape
	mixed use

(write-in) *Terra-cotta planters sit atop brick wing walls with concrete caps.*

2022 UGA-FindIt Monroe Survey

What

- A survey of two National Register Historic Districts in the City of Monroe
 - East Marable Street
 - 10 surveyed resources
 - North Broad Street
 - 61 surveyed resources
- Both districts listed on the National Register Nov. 1983
- FindIt's efforts part of phased, multi-year survey being conducted by City
 - Phase I: 2021-2022: WLA Studios (see attached Map)

Where:

- See attached maps
- Both districts are located north of downtown

How!

- Survey is a partnership between the City of Monroe & UGA-FindIt
- All survey work was carried out by students enrolled in the Master of Historic Preservation program at UGA

Who?

- FindIt is a cultural resource survey program housed at UGA
- We train CE+D students how to conduct architectural survey
- Survey is administered for a wide variety of partners

When: Timeline for completion

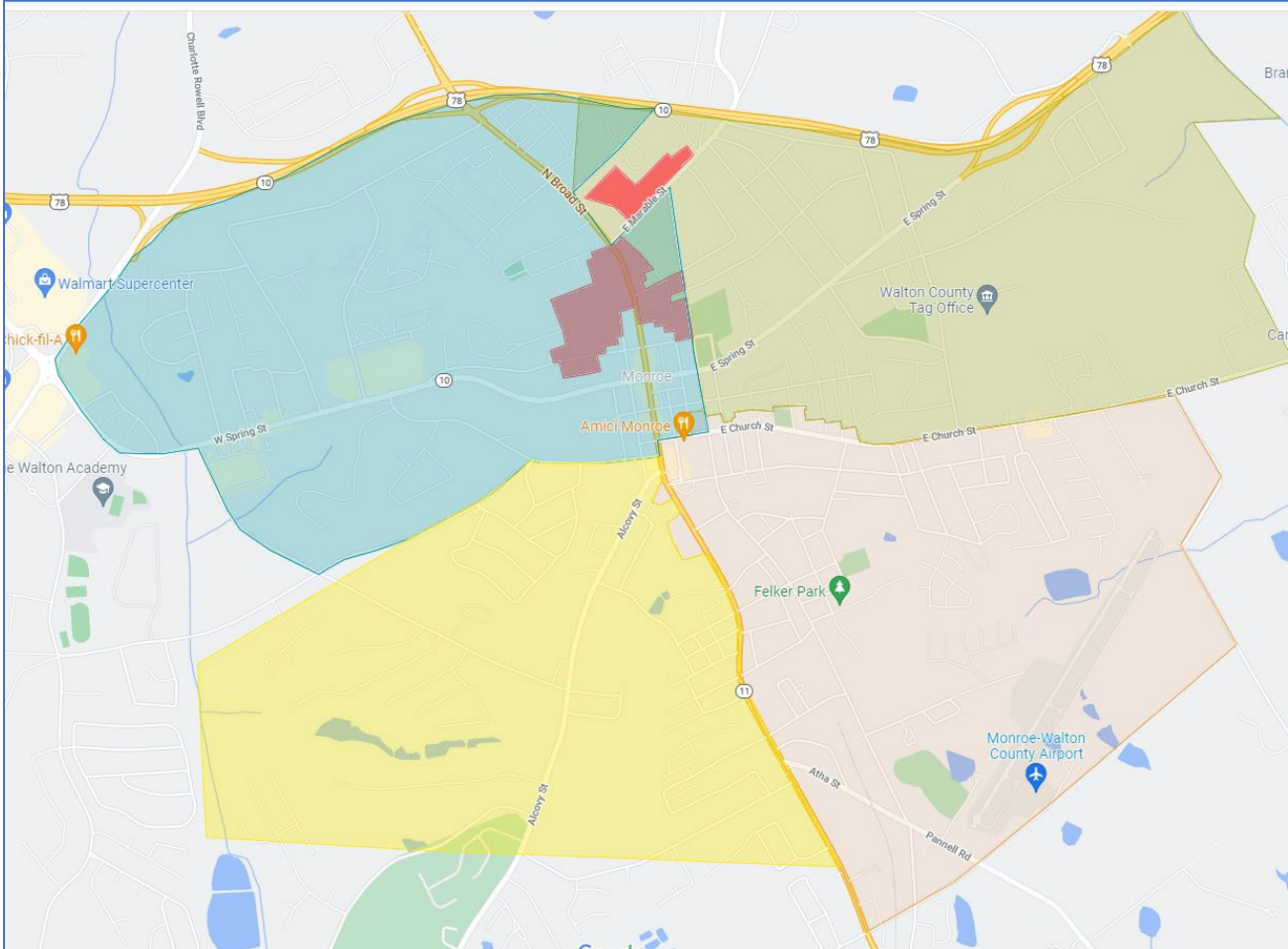
- **Jan. 25, 2022:** Contract Executed
- **Feb. 2022:** FindIt conducts background research
- **Feb. 28, 2022:** Fieldwork conducted – UGA FindIt Volunteer Day
- **May 1, 2022:** All data to be entered into GNAHRGIS
- **June 1, 2022:** Submission to City of two, 1:100 scale maps
- **Aug. 1, 2022:** Submission of all remaining deliverables in hardcopy or digital form

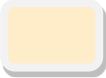



How much:

- \$2,600, payable to the University of Georgia in two equal installments

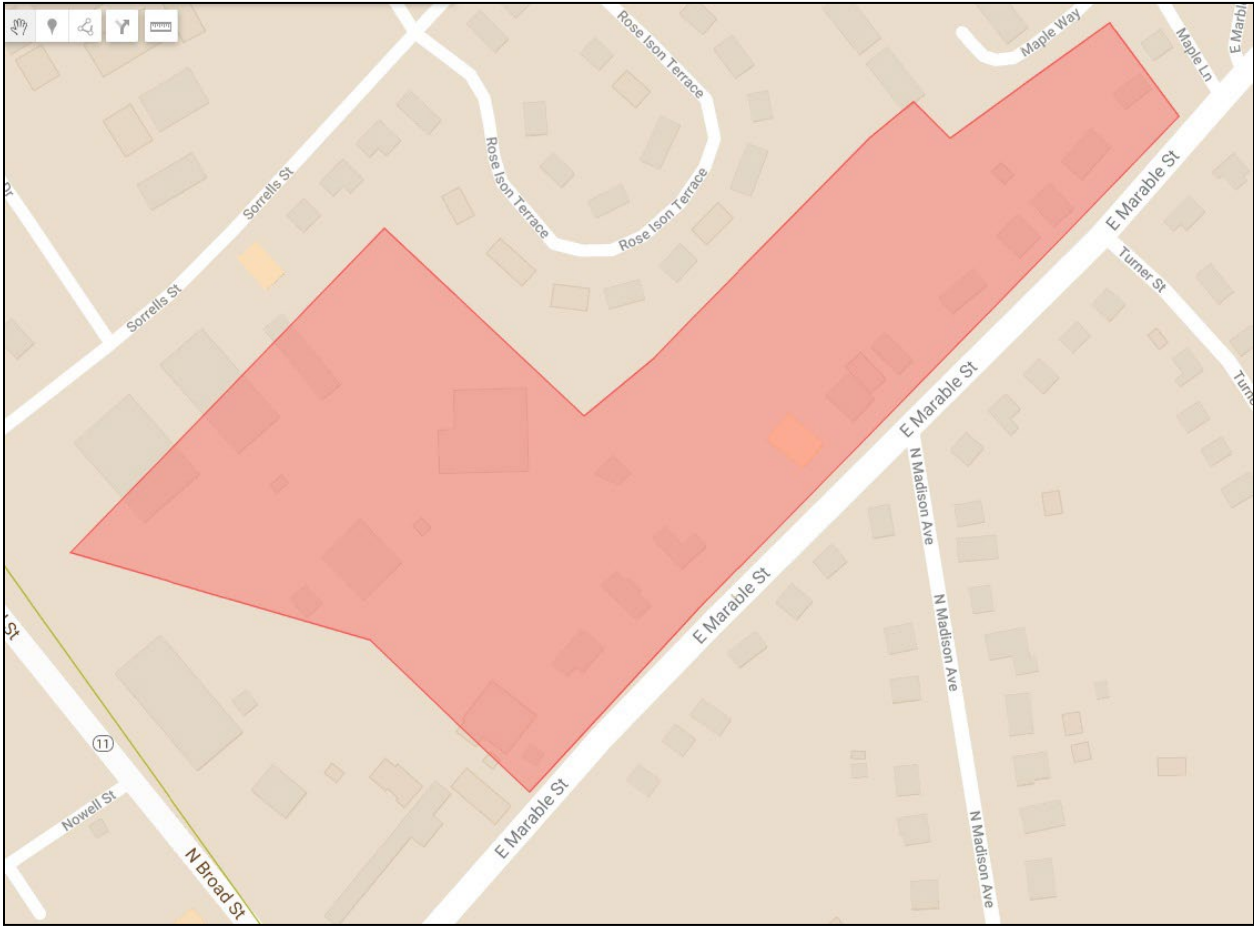
ATTACHMENT A: Project Maps

City of Monroe: Phased Survey Areas

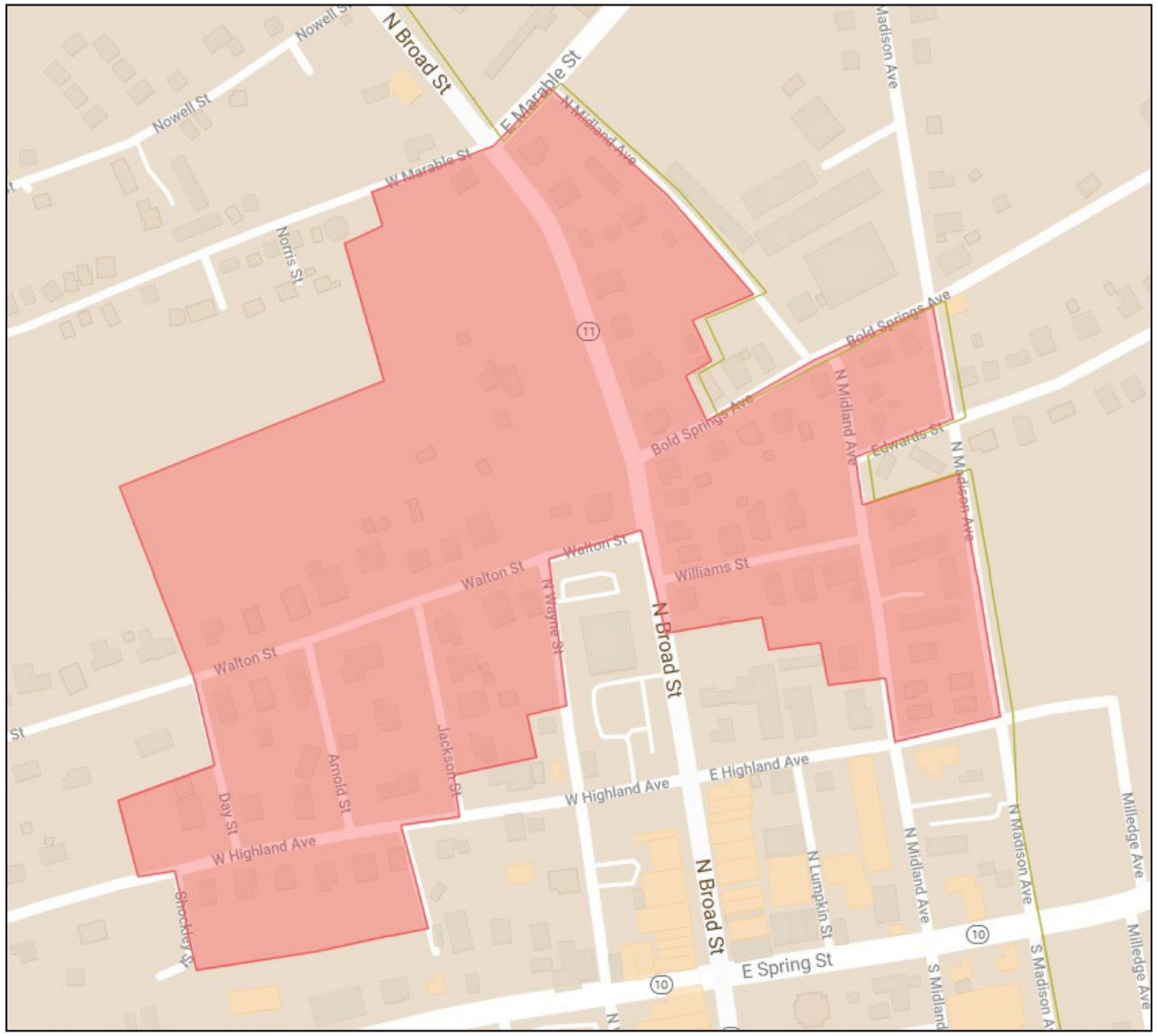


Map Key			
Phase I Survey Area		Phase II Survey	
Phase III Survey Area		Phase IV Survey Area	

National Register District #1: East Marable Street



National Register District #2: North Broad Street



1. Name of resource:
2. Location:
3. Total number of resources on site: _____
4. Number of each kind of resource on site: (answer below)
 Building _____ Site _____ Landsc Feature _____ Structure _____ Object _____
 (Outbuildings _____)

8. Date of construction:
9. Altered (see item #26)
10. Addition (see item #26)
11. Moved / Destroyed (see item #26)
12. SHPO Evaluation:
 appears to meet NR criteria appears **NOT** to meet NR criteria
 may meet NR criteria because of
 more information needed (refrain) integrity / age / significance

5. Uses:
Current Use (6) & Original Use (7)

Domestic / Residential
Single dwelling
Multiple dwelling
 Apt bldg
 Rowhouse
 Duplex

Secondary structure
 Storage shed
 Garage / Carriage house
 Kitchen
 Privy
 Wellhouse
 Springhouse / Ice house
 Smokehouse
 Dwelling (secondary)
 Dairy
 Greenhouse / Pool house

Commercial
 Business / office
 Professional / office
 Bank/savings & loan
 Retail store / shop
 General store
 Restaurant / bar / café
 Hotel / inn / motel / b&b
 Department store
 Warehouse
 Multiple coml / shop ctr
 Professional assn / trade org
 Market

Religious
 Church / religious structure
 Church school
 Church-related housing
 Campground / arbor / retreat
 Ceremonial site

Educational
 School
 College / university
 Library
 College-related housing
 Research facility

Agriculture / Food Processing
 Agricultural outbuildings
 Barn / shed
 (mule / cattle / horse / dairy / wagon / machinery / implement)
 Tobacco
 Chicken coop
 Silo / Windmill
 Corn crib

Agricultural storage
 Cotton / Peanut warehouse
 Grain elevator
 Tobacco warehouse

Agricultural processing
 Animal / Fishing facility
 Agricultural fields
 Tree farm
 Irrigation facility

Industrial/engineering
 Mill / processing / mfg
 Mill / company housing
 Waterworks
 reservoir / dam / water tower / canal
 Extractive facility or site
 Communications facility
 Energy facility

Transportation
 Rail / Road / H2O / Ped / Air

Government/Public
 Fire station
 Post office
 City / town hall
 Jail / prison / police station
 Public works
 Courthouse (co / fed)
 Militia district
 Gov't office (type)
 Public housing

Entertainment / recreation / cultural
 Theater / opera hall / cinema / playhouse
 Museum / gallery
 Sports facility
 Outdoor rec / campground / picnic
 Auditorium
 Fair / amusement park
 Music fac. / bandstand
 Zoo

Comm. monument / marker
 Resort
 Work of art
 Bot. / horticultural garden

Funerary
 Cemetery
 Grave / mausoleum
 Mortuary / funeral home

Military
 Battle site
 Fortification
 Military facility (type)
 Armory / arms storage
 Military housing

Health care
 Hospital / Medical Clinic
 Business / office
 Spa / springs
 Nursing home / sanatorium

Civic / social
 Fraternal / patriotic org
 Club (common interest)
 Social / civic org.
 Philanthropic housing
 Work in progress
 Vacant/not in use
 unknown

13a. (circle one)
High style or elements of style

13b. Style(s) (in alphabetical order)
 No academic style

Art Deco	International
Beaux Arts Classicism	Italian Renaissance revival
Chicago School	Italianate
Colonial revival	Mediterranean revival
Craftsman	Moderne
Dutch Colonial revival	Neoclassical revival
Early Classical revival	Prairie style
English vernacular revival	Queen Anne
Exotic revival	Richardsonian Romanesque
Federal	Romanesque revival
Federal revival	Second Empire
Folk Victorian	Shingle
French Vernacular revival	Spanish Colonial revival
Georgian	Stick
Gothic revival (or)	Stripped Classical
Academic Gothic revival	Tudor
Greek revival	N / A
High Victorian eclectic	unknown
High Victorian Gothic	

14. Building Type(s)

1 to 1 1/2 story types

single pen	Ranch
rectantangle	Side Gable Cottage
square	
double pen	
hall-parlor	2 story types
saddlebag	I-house
2 doors	Cent hallway
cent. door	Hall parlor
central hallway	Dbl pen
dogtrot	Saddlebag
Georgian cottage	Plantation plain
Sand Hills cottage	Side hallway
Shotgun / Double shotgun	Gabled ell house
Gabled ell cottage	Queen Anne house
Queen Anne cottage	New South house
New South cottage	American foursquare
Pyramid cottage	Georgian house
Saltbox	Split level
English cottage	N / A
Extended hall parlor	unknown
Bungalow	
Front gable	
Side gable	
Hip	
Cross gable	

QUAD :
LAT/LONG:

15a. Floor Plan: (original width)

one room	square	
	rectangular	three or more rooms
two equal rooms		central hallway
two unequal rooms		side hallway

15b. Depth : (original depth)

one room	unknown
two rooms	
more than two rooms	

16. Plan Shape:

rectangular	Octagonal	Circular
square		Octagonal
L / T / U / H / E		Triangular / flatiron
Greek Cross		Irregular (use rarely)
Latin Cross		

17. Number of stories: _____

18a. Façade: symmetrical or asymmetrical

18b. Front door: 1 2 3 or more _____

19a. Roof types

gable	shed / pent
side	flat
front	truncated hip / deck-on-hip
cross	dome
multi	conical
clipped	complex
stepped	
parapet	Unknown
hip	
pyramidal	

19b. Roof materials

composition/asphalt shingle	slate
metal	asphalt roll
standing seam	wood shingle
pressed shingle	concrete tile
pressed sheet	
corrugated sheet	unknown
built-up tar and gravel	
clay tile	

20a. Chimney placement (indicate # of each)

gable-end, exterior	lateral interior
both gable ends	lateral exterior
gable-end, interior	multiple random
both gable ends	outside add-on
double gable end	three or more chimneys
both gable ends	
center	no chimney observed
off-center, ridgeline	unknown
off-ctr within roof surf	

20b. Chimney material

brick	cobblestone / rustic
fieldstone	stuccoed masonry
coursed stone	concrete block
	unknown
	write-in / see item #26

21. Type of construction: (max 3)

balloon frame / platform frame	concrete frame
brick bearing	plankwall framing
stone bearing	tile block bearing
log	concrete slab
mortise-and-tenon / brace frame	glass block
post-and-beam (wood)	tabby
metal / steel framing	
concrete block	unknown
poured concrete (bearing wall)	

22. Exterior Material: (max 6)

wood	metal
weatherboard / clapbrd	wrought iron
board-and-batten	cast iron / pressed tin
vertical board	sheet metal / corrugated
novelty siding / shiplap/	porcelain enamel steel
drop siding	write in
shingles	concrete
flush board siding	conc block / cinder blk
beaded tongue&groove	decorative concrete blk
half-timbering	poured wall
brick (note if handmade)	cast concrete detail
common / American /	textured concrete
running bond / veneer	prefabricated panel
Flemish bond	tabby
English bond	stucco
stone	glass
fieldstone / rubble /	glass block
regular coursed stone	plate glass
random coursed stone	pigmented sheet glass
rock-faced stone	carrara / prism glass
rusticated stone	prism synthetics
cobblestone / rustic	vinyl / aluminum siding
stone panels	tarpaper / asphalt sheet
log	patterned asphalt
hewn	asbestos siding
V-notch / square notch	permastone
half dovetail / dovetail	masonite siding
saddle notch	plastic/fiberglass
ceramic	plywood / particle board
terra cotta	insulbrick (composition)
glazed brick / enameled	
tile block / tile mosaic	unknown

23. Foundation Material: (max 3)

Also Note: pier / pier with infill / continuous

brick	
stone	
concrete	unknown
wood	write-in / see item #26
metal	

24. Porch Configurations: (max 4)

	location	stories	width	material	roof
verandah					
wrap-around					
recessed					
portico					
stoop					
balcony					
porte-cochere					
arcade					

Roof Types: (fill in above) NO PORCH AT ALL (not even a stoop)
 hip / shed or pent / gable / hood / conical / complex

25. Window Types: (max 3)

	head (flat, etc.)	pattern (6/6, etc.)	shape (rect. etc.)
double hung sash			
single-hung sash			
casement			
fixed			
factory sash			
triple-hung sash			
jalousie			
pivotal sash			
unknown write-in / see item #26			

26. Physical Description: (write-in)

See Box #31 for further Historic Context

30. Significance (use sparingly):

architectural type (common / rare)	history
architecture style (common / rare)	development
architectural technique (common / rare)	activity
architectural design	person
craftsmanship	event

NAME:

DATE:

27. Outbuildings: (max 10) (include # of each kind)

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barn	pool house
dairy / milking	privy
granary	root cellar / potato bank
livestock	secondary dwelling
machinery / wagon	seed house
tobacco	silo
blacksmith house	slave / servant house
carriage house	smokehouse
chicken coop	springhouse
corn crib	store
cotton house	sweet potato house
dairy	tenant house
Delco gen shed / gas plant	well house
dovecote	windmill
flower pit	
garage	unknown
greenhouse	write-in / see item #26
guest house	
ice house	
implement shed	
kitchen	
mixed use	
office	

28a. Landscape Features: (max 10)

yard setting	informal / picturesque	rural landscape / ag fields
	casual / unplanned	field systems
	designed fencing / walls	fence / hedgerows
	designed planting beds	cemetery
	designed drives / walks	terracing / contouring
	formal / geometric	groves / orchards
	terracing / retaining walls	drainage / irrigation
streetscape		forest / woods
	street trees / landscaping	natural
	town / courthouse sq	planted
	street furn / fountain	
	artwork / monumnet	unknown
	ornamental paving	write-in / see item #26
	median	

28b. Surrounding Resources:

new	old	mixed old and new
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29. Historical Themes: (max 5)

architecture / agriculture	African Amer. / Native Amer. history
commerce / industry	other minority and ethnic groups
religion / education	engineering / landscape arch
social / cultural devel	planning / military
transportation	exploration / settlement
gov't / politics / law	conservation / public works
recreation / entertainment	arts / letters

29c. Description(s) of Environment

town (residential/commercial)	suburban (residential/commercial)
urban (residential/commercial)	vacant lots
rural (agricultural/ forested/non-	industrial setting/park
agricultural/crossroads	strip development
comm)	designed landscape
(write-in)	mixed use

31. Historic Context: (write-in)

32. Photographs



Front Elevation



Landscape (optional)

Left Elevation



Right Elevation

