



Historic Preservation Commission Meeting

AGENDA

Tuesday, December 28, 2021

6:00 PM

215 N Broad Street Monroe Ga

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETING

1. EnterTextHere

IV. REQUESTS

1. Request for COA for Rear Addition - 257 Boulevard

2. Request for COA for Accessory Dwelling Unit - 1244 S. Madison Ave

3. Request for COA for Exterior Changes - 118 N Wayne St

4. Request for COA for Exterior Changes - 143 W 5th St

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

Historic Preservation Commission
Meeting Minutes
Regular Meeting—November 23, 2021

Present: Jane Camp, Elizabeth Jones, Susan Brown

Absent: Mitch Alligood, Fay Brassie

Staff: Patrick Kelley, Director of Code
Laura Wilson, Code Admin Assistant

Visitors: Keyes Williamson, Anders Yount, Lori Volk, Garrett Willett, Greg Kortman, Christopher Ray, Farrukh Khan

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

Acting Chairman Jones asked if there were any changes or corrections to the previous months' minutes.
To approve as submitted.

Motion by Camp. Second by Brown
Motion carried.

The First Item of Business: Request for COA #00000421, a request at add exterior gutters along the left and right sides of the house at 249 Boulevard. The applicant, Christopher Ray, owner of said property, spoke on behalf of the project. The house currently has gutters along the front and rear facades from the renovation that was recently completed. The proposed gutters would match the existing. Ray stated water is running into the crawlspace as well as damaging an eave on the house because of the lack of side gutters.

Acting Chairman Jones asked if there were any questions from the public: none

To approve as presented

Motion by Brown, Seconded by Camp
Motion carried

The Second Item of Business: Request for COA #426, a request to add a rear addition at 707 S. Broad St. The applicant, Greg Kortman, owner of said property, spoke in favor of the project. Kortman explained the property previous contained a store but that they were turning it back into a residence to move into. As the elevation provided was unclear, Kelly asked Kortman to show the Commission members where on the elevation provided the addition would be. Kortman stated the addition would be under the existing roof line.

Kelly: Is the handicap ramp going to be removed?

Kortman: Yes

Acting Chairman Jones asked if there were any public comments: none

To approve as submitted

Motion by Camp. Second by Brown
Motion carried

The Third Item of Business: Request for COA #427, a request for exterior changes including roof material, front porch, and windows at 404 E. Church St. The applicant Farrukh Khan, spoke on behalf of the property owner, ATF Enterprised LLC. Kahn explained he wanted to add architectural shingles to the house, paint the exterior, add epoxy to the floor of the front porch, and replace some of the widows with vinyl.

Code Officer Report from Kelley: Currently this house is posted unfit for habitation due to code violations and hazardous that exist on the property. The owner and a representative from the Code Department need to walk the property to identify exactly what needs to be repaired to bring the house up to code standards. Kelley reminded the Commission Members that since architectural shingles are an approved material, a COA is not required. He informed Kahn that the board does not regulate paint color but recommends a historic color palette. Lastly, he suggested tabling the issues of the windows and porch to allow the applicant more time to provide detailed information to the Commission Members explaining exactly what he was asking.

Acting Chairman Jones asked if there were any public comments: none

To table until January 25, 2022

Motion by Brown. Second by Camp
Motion carried

Old Business: None

New Business:

The First Item of New Business: Approval of the 2022 meeting schedule—The monthly meetings will continue to be on the fourth Tuesday of the month at 6:00pm.

Adopted by Brown, Camp, Jones

The Second Item of New Business: A presentation by WLA Studio regarding the Historic Resource Survey—Phase I. The project overview was given by Keyes Williamson and Anders Yount. Williamson described the different parts of the project including fieldwork involving photographic and written documentation of housing stock constructed prior to 1982, inputting the data into the State’s GIS database (GNAHRGIS—Georgia’s Natural, Archaeological, and Historic Resources GIS), research, and analysis. The project fulfills a requirement as part of Monroe’s Certified Local Government status to have an updated historic resource survey completed every ten years. All of the fieldwork is completed from the Right of Way. Although the final report will make recommendations for future historic districts, the survey itself does not change the status of a property.

Acting Chairman Jones entertained a motion to adjourn.

Motion by Brown. Second by Camp
Motion carried. Adjourned at 6:36 pm



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	531	DESCRIPTION:	HPC COA REAR ADDITION
JOB ADDRESS:	257 BOULEVARD	LOT #:	
PARCEL ID:	M0180125	BLK #:	
SUBDIVISION:		ZONING:	R1
ISSUED TO:	Dean Johnson	CONTRACTOR:	Dean Johnson
ADDRESS:	550 Mountain Trail	ADDRESS:	550 Mountain Trail
CITY, STATE ZIP:	Monroe GA 30655	CITY, STATE ZIP:	Monroe GA 30655
PHONE:	770-655-3845	PHONE:	
PROP. USE:	RESIDENTIAL	DATE ISSUED:	12/14/2021
VALUATION:	\$ 0.00	EXPIRATION:	6/12/2022
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	\$ 10.00
FEE TOTAL		\$ 10.00
PAYMENTS		\$ -10.00
BALANCE		\$ 0.00

NOTES:

This request for a COA for a rear addition at 257 Boulevard will be heard by the Historic Preservation Commission on December 28, 2021 at 6:00pm in the Council Chambers at 215 N. Broad St Monroe, GA 30655.

NOTICE

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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)

12/14/21
DATE



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

Receipt Number: R00305313

Cashier Name: LAURA WILSON

Terminal Number: 34

Receipt Date: 12/14/2021 9:15:27 AM

5

Transaction Code: BP - Building Projects Payment

Name: Johnson, Dean

\$10.00

Total Balance Due: \$10.00

Payment Method: Credit Card Reference: American Express-Auth Amount: \$10.00

Total Payment Received: \$10.00

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 _____

REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

Under Monroe's Historic Preservation ordinance, you are required to obtain a Certificate of Appropriateness (COA) for any exterior material change you wish to make to your property if your property is located within a historic district, or if the change would affect property in a historic district. Please see pages 3 and 4, Definitions.

The following steps must be taken in order to have your proposed change considered by the Historic Preservation Commission (HPC):

1. Stop by the Code Office at least 10 working days in advance of the next regular meeting of the HPC (the fourth Tuesday of each month at 6:00 pm), read the Historic Preservation Ordinance, and request that your proposal be added to the agenda.
2. Fill out the application for a COA and turn it in to the Code Office.
3. Pay the \$10.00 fee. If you request a "special meeting" at some date or time (other than the 4th Tuesday of every month), the fee is \$50.00. If you are requesting to demolish Historic property, the fee is \$50.00 on the regular scheduled meeting.
4. Provide all documentation which will assist the HPC in deciding if your proposed change(s) are in keeping with the historic district standards and guidelines. The more complete your presentation, the more efficiently your request can be handled. Please see the COA application for additional information.

Suggested documentation consists of all architectural drawings, sketches, pictures, diagrams, or actual examples. All documentation should be turned in to the Code Office at the time of your application, as it gives HPC members time to consider your request prior to the meeting. Physical samples, if applicable, should be brought with you to the meeting.

5. Appear at the meeting on the scheduled day and time to present your proposal.

Thank you, the HPC looks forward to considering your request.

Please read the following directions for completing the Request for COA Application.

Attach photograph(s) of existing condition of property necessary to show all areas affected.

Attach plans, sketches, drawings, and diagrams of the project and detail the materials that will be used.

Provide such other information that is necessary for the HPC to adequately consider the application in light of the following criteria.

In reviewing applications for COAs, the HPC’s duties include taking into account the historic and architectural significance of the structure and maintaining maps showing the historic and architectural significance of structures in the Historic Districts.

In its review, the HPC shall also take into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historical and visual character of the District:

1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings;
2. The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite building;
3. Exterior construction materials, including textures and patterns.
4. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
5. Roof shapes, forms, and materials;
6. Proportions, shapes, positioning and locations, patterns and sizes of any elements of fenestration.

The **Code Office** will post a notice which will notify all affected property owners of the material change being requested not less than seven (7) days prior to the meeting at which the request for a COA is to be considered. The applicant and the affected property owners will be given an opportunity to be heard at the meeting in which the application is presented.

DEFINITIONS:

A “material change in appearance” means a change that will affect either the exterior architectural or environmental features of a historic property or any structure, site, or work of art within a historic district, and may include any one or more of the following:

1. A reconstruction or alteration of the size, shape, or façade, including any of the architectural elements or details;
2. Demolition;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way; and
5. The erection, alteration, restoration, or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

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

“Exterior architectural features” means the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, features, details, or elements relative to the foregoing [Sec. 8-4-2(b)].

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

Ordinary maintenance or repair of any exterior architectural feature in or on a historic property that does not involve a material change in design, material, or outer appearance is excluded from review. [Sec. 8-4-81]

I acknowledge that I have read this material and will abide by the ordinances set forth.



 Signature of Applicant

12-13-21

 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: 12-13-21

APPLICANT: Dean Johnson

APPLICANT'S ADDRESS: 257 Boulevard

TELEPHONE NUMBER: (770) 655-3845

PROPERTY OWNER: Dean Johnson

OWNER'S ADDRESS: 257 Boulevard

TELEPHONE NUMBER: (770) 655-3845

PROJECT ADDRESS: 257 Boulevard

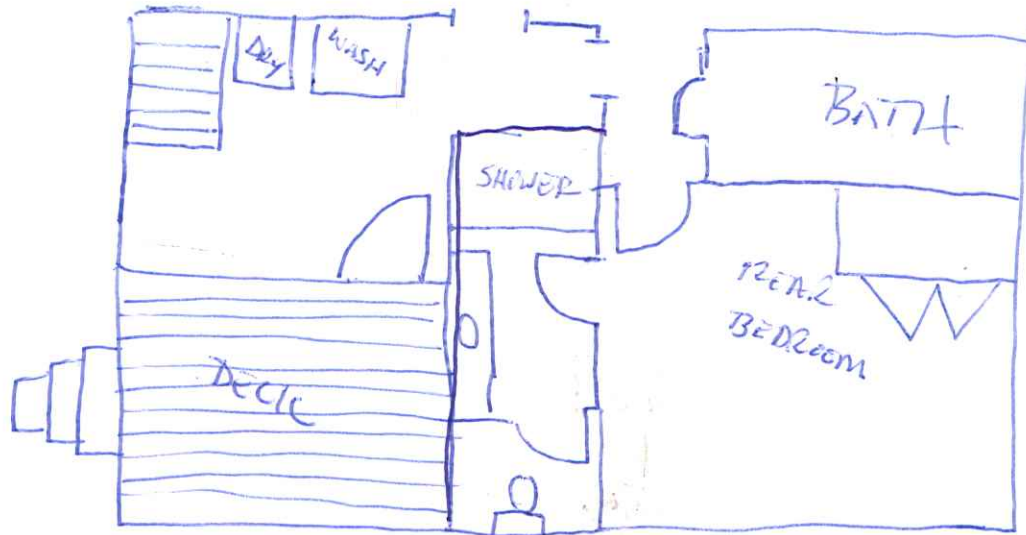
Brief description of project: ADD 100 SF BATHROOM ON REAR OF HOUSE. REMODEL LAUNDRY ROOM AND CHANGE ROOF LINE TO ACCOMMODATE NEW BATHROOM AND LAUNDRY ROOM WITH REAR PORCH (8x10) WITH STEPS.

(Continue on separate sheet, if necessary.)

Dean Johnson
Applicant

12-13-21
Date

RECEIVED
#531



↑
new

new
100 sq ft

REVISED



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	532	DESCRIPTION:	COA FOR NEW DWELLING IN REAR
JOB ADDRESS:	1244 S. MADISON AVE	LOT #:	
PARCEL ID:	M0200217A00	BLK #:	
SUBDIVISION:		ZONING:	B-1
ISSUED TO:	Norman Garrett	CONTRACTOR:	Norman Garrett
ADDRESS:	1244 S. Madison Ave	ADDRESS:	1244 S. Madison Ave
CITY, STATE ZIP:	Monroe GA 30655	CITY, STATE ZIP:	Monroe GA 30655
PHONE:	770-362-9896	PHONE:	
PROP. USE:	RESIDENTIAL	DATE ISSUED:	12/14/2021
VALUATION:	\$ 0.00	EXPIRATION:	6/12/2022
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	\$ 10.00
FEE TOTAL		\$ 10.00
PAYMENTS		\$ -10.00
BALANCE		\$ 0.00

NOTES:

This request for a COA for an Accessory Dwelling Unit at 1244 S. Madison Ave will be heard by the Planning Commission on December 28, 2021 at 6:00pm in the Council Chambers at 215 N. Broad St Monroe, GA 30655

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(APPROVED BY)

12/14/21
DATE

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DATE: 12-14-21

APPLICANT: Norman Barrett

APPLICANT'S ADDRESS: 1244 S. Madison Ave

TELEPHONE NUMBER: 770-362-9896

PROPERTY OWNER: Norman Barrett

OWNER'S ADDRESS: Same

TELEPHONE NUMBER: _____

PROJECT ADDRESS: _____

Brief description of project: _____

(Continue on separate sheet, if necessary.)

Norman W. Barrett
Applicant

12-14-21
Date

RECEIVED
#532

In-law suite

The roof will be on a 12X12 pitch like my existing roof. My windows will be 6ft window like the ones around my house. The front porch will be 8ft the length of the house will poles like 8ft apart like the ones on my house. The siding will be like what's on my house. The paint will be the same.

My goal is to make this in-law suite look just like my existing house.



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

Receipt Number: R00305331

Cashier Name: LAURA WILSON

Terminal Number: 34

Receipt Date: 12/14/2021 9:31:36 AM

14

Transaction Code: BP - Building Projects Payment

Name: Garrett, Norman \$10.00

Total Balance Due: \$10.00

Payment Method: Cash Paym Reference:

Amount: \$10.00

Total Payment Received: \$10.00

Change: \$0.00

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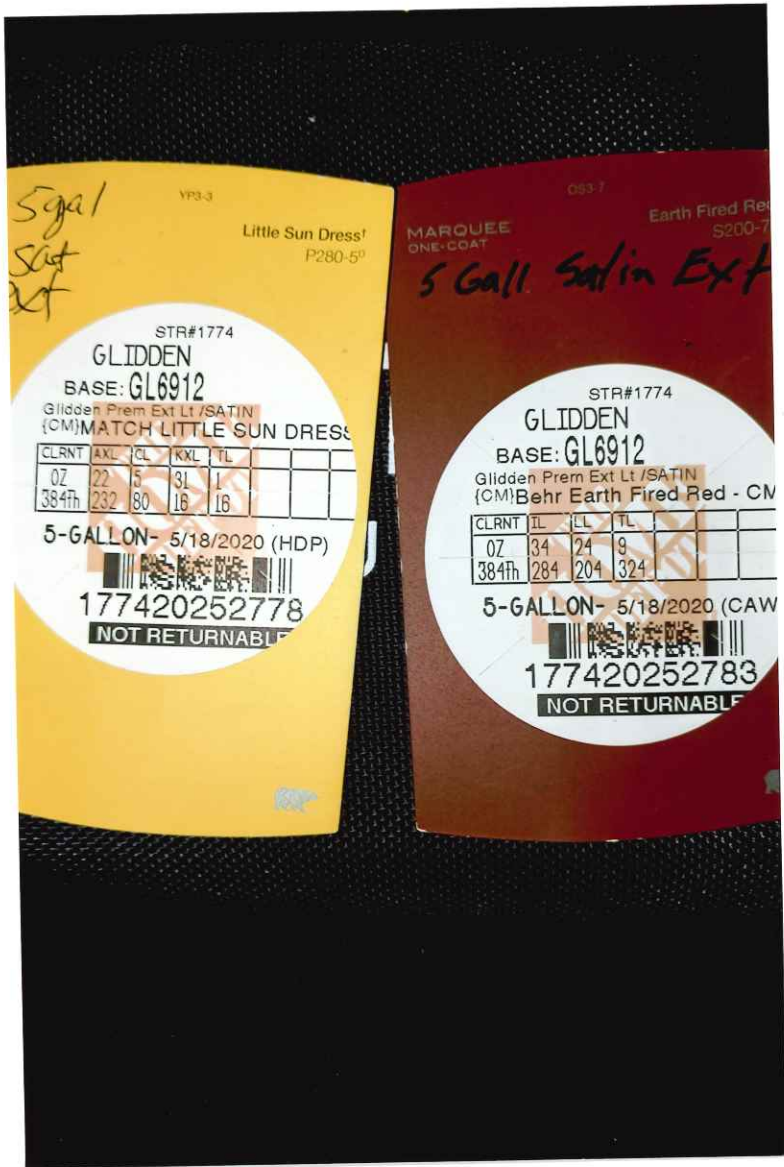
I acknowledge that I have read this material and will abide by the ordinances set forth.

Norman N. [Signature]
Signature of Applicant

12-14-21
Date







YP3-3
 Little Sun Dress!
 P280-5"

5 gal
 Sat
 Ext

STR#1774
GLIDDEN
 BASE: **GL6912**
 Glidden Prem Ext Lt /SATIN
 (CM)MATCH LITTLE SUN DRESS

CLRNT	AXL	CL	KXL	TL
OZ	22	5	31	1
384th	232	80	16	16

5-GALLON- 5/18/2020 (HDP)

177420252778
 NOT RETURNABLE

OS3-7
 Earth Fired Red
 S200-7

MARQUEE
 ONE-COAT

5 Gall Satin Ext

STR#1774
GLIDDEN
 BASE: **GL6912**
 Glidden Prem Ext Lt /SATIN
 (CM)Behr Earth Fired Red - CM

CLRNT	IL	LL	TL
OZ	34	24	8
384th	284	204	324

5-GALLON- 5/18/2020 (CAW)

177420252783
 NOT RETURNABLE



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	546	DATE ISSUED:	12/17/2021
JOB ADDRESS:	118 N WAYNE STREET	LOT #:	
PARCEL ID:	M0140158	BLK #:	
SUBDIVISION:		ZONING:	B-2
ISSUED TO:	DEVELOPMENT, LL JEC	CONTRACTOR:	DEVELOPMENT, LL JEC
ADDRESS:	127.5 N BROAD ST	ADDRESS:	127.5 N BROAD ST
CITY, STATE ZIP:	MONROE GA 30655	CITY, STATE ZIP:	MONROE GA 30655
PHONE:		PHONE:	
PROP. USE:	COMMERICAL	SETBACKS:	
VALUATION:	\$ 0.00	FRONT:	
SQ FT:	0.00	LEFT SIDE:	
OCCP TYPE:		RIGHT SIDE:	
CNST TYPE:		REAR:	
		# OF BEDROOMS	
		# OF BATHROOMS	
		# OF OTHER ROOMS	

DESCRIPTION	CONTRACTOR	AMOUNT
HISTORIC PRESERVATION MTG	DEVELOPMENT, LL JEC	\$ 10.00
TOTAL		\$ 0.00

NOTES:

The Historic Preservation Commission will hear this request on Tuesday December 28, 2021 at 6:00pm in the City Council Chambers at City Hall, 215 N. Broad St Monroe, GA 30655.

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(APPROVED BY)

12/17/21
DATE



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

Receipt Number: R00306682

22

Cashier Name: LAURA WILSON

Terminal Number: 34

Receipt Date: 12/17/2021 11:18:30 AM

Transaction Code: BP - Building Projects Payment

Name: JEC, DEVELOPMENT, LL \$10.00

Total Balance Due: \$10.00

Payment Method: Check Payn Reference: 1051

Amount: \$10.00

Total Payment Received: \$10.00

Change: \$0.00

REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

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DATE: 12-15-2021

APPLICANT: JEC DEVELOPMENT LLC - CHAD DRAPER

APPLICANT'S ADDRESS: 127.5 N BROAD ST
MONROE GA 30655

TELEPHONE NUMBER: 503 927 6321

PROPERTY OWNER: JEC DEVELOPMENT LLC - CHAD DRAPER

OWNER'S ADDRESS: 127.5 N BROAD ST
MONROE, GA 30655

TELEPHONE NUMBER: 503 927 6321

PROJECT ADDRESS: 118 N LAYNE ST
MONROE, GA 30655

Brief description of project: REHABILITATION OF THE EXTERIOR
OF THE BUILDING TO INCLUDE AWNINGS, NEW
VENTILATION, PAINTED STUNGE, A SMOKE SHED FOR
COOKING PURPOSES, A FIRE PIT AND OUT DOOR
DINING PATIO.

(Continue on separate sheet, if necessary.)

[Signature]
Applicant

12-15-2021
Date

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

12-15-2021
Date

118 N WAYNE STREET DOWNTOWN ENHANCEMENTS



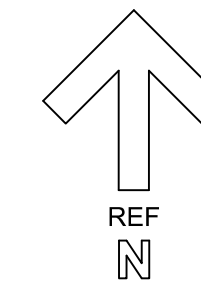
EXISTING CONDITIONS
N.T.S.



EXISTING CONDITIONS
N.T.S.

AREA OF
WORK

SYMBOLS LEGEND	
SYMBOL	DESCRIPTION
	DETAILS INDICATES DETAIL NUMBER INDICATES SHEET NUMBER
	SECTIONS INDICATES SECTION NUMBER INDICATES SHEET NUMBER
	ELEVATIONS INDICATES ELEVATION NUMBER INDICATES SHEET NUMBER
	DRAWING TITLE
	REVISION MARK
	INTERIOR ELEVATIONS
	DOOR NUMBER
	WINDOW TYPE
	ELEVATION MARK
	WALL TAG INDICATES WALL/PARTITION NUMBER REFER TO SHEET A-0.3



VICINITY MAP
N.T.S.

DRAWING INDEX		CITY OF MONROE COA 12.17.21	
118 WAYNE STREET			
COA APPLICATION			
MONROE, GEORGIA			
GENERAL			
A-0.0	COVER + EXISTING CONDITIONS	●	
A-800	WAYNE STREET ELEVATIONS	●	
A-801	SMOKE SHACK ELEVATIONS AND NOTES	●	

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CONSULTING ENGINEERS:

JEC DEVELOPMENT
118 N WAYNE ST
DOWNTOWN MONROE

Seal:

No.	Date	Issue Notes

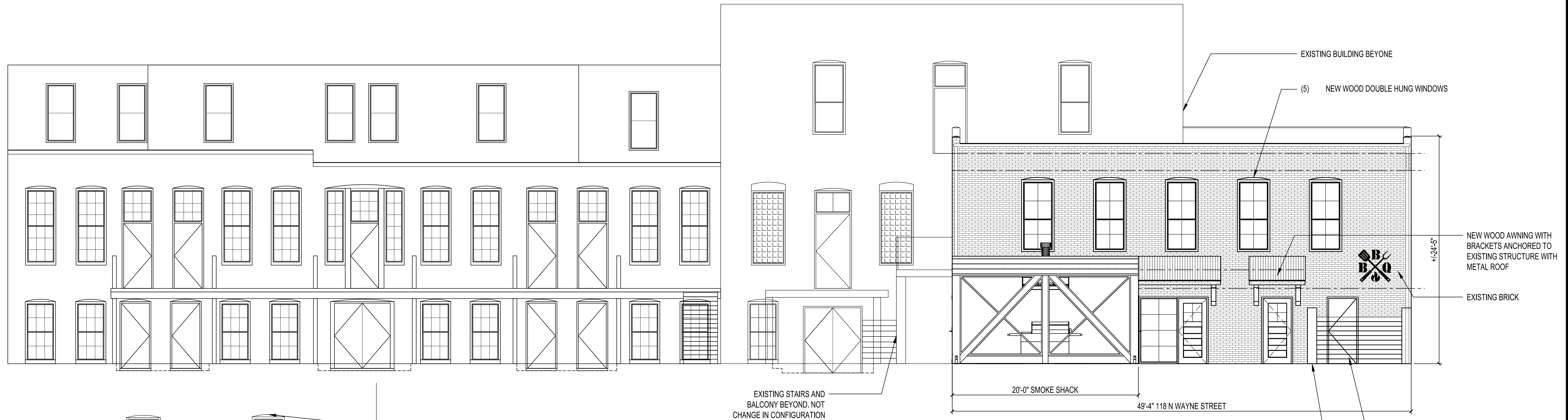
Design Firm:



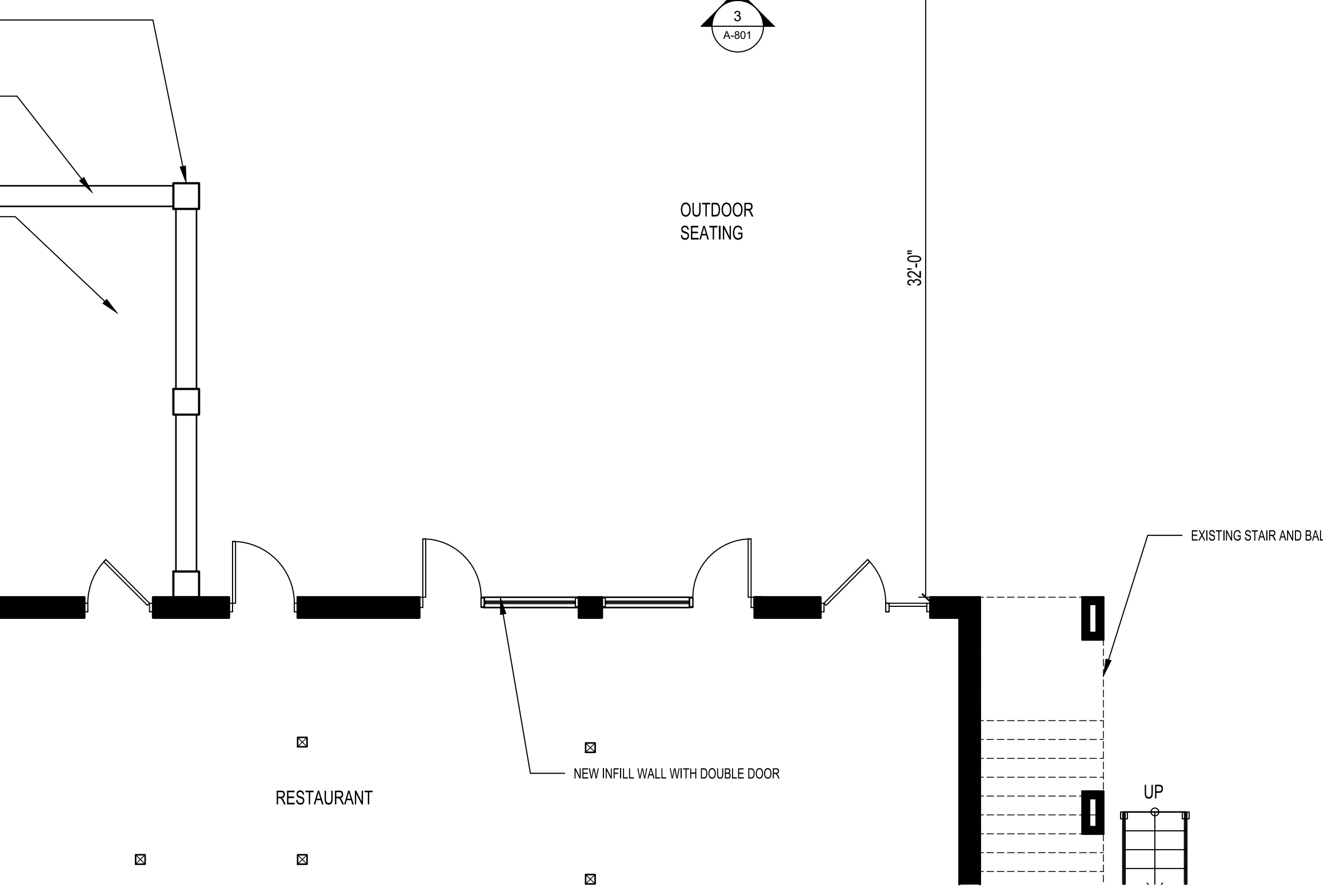
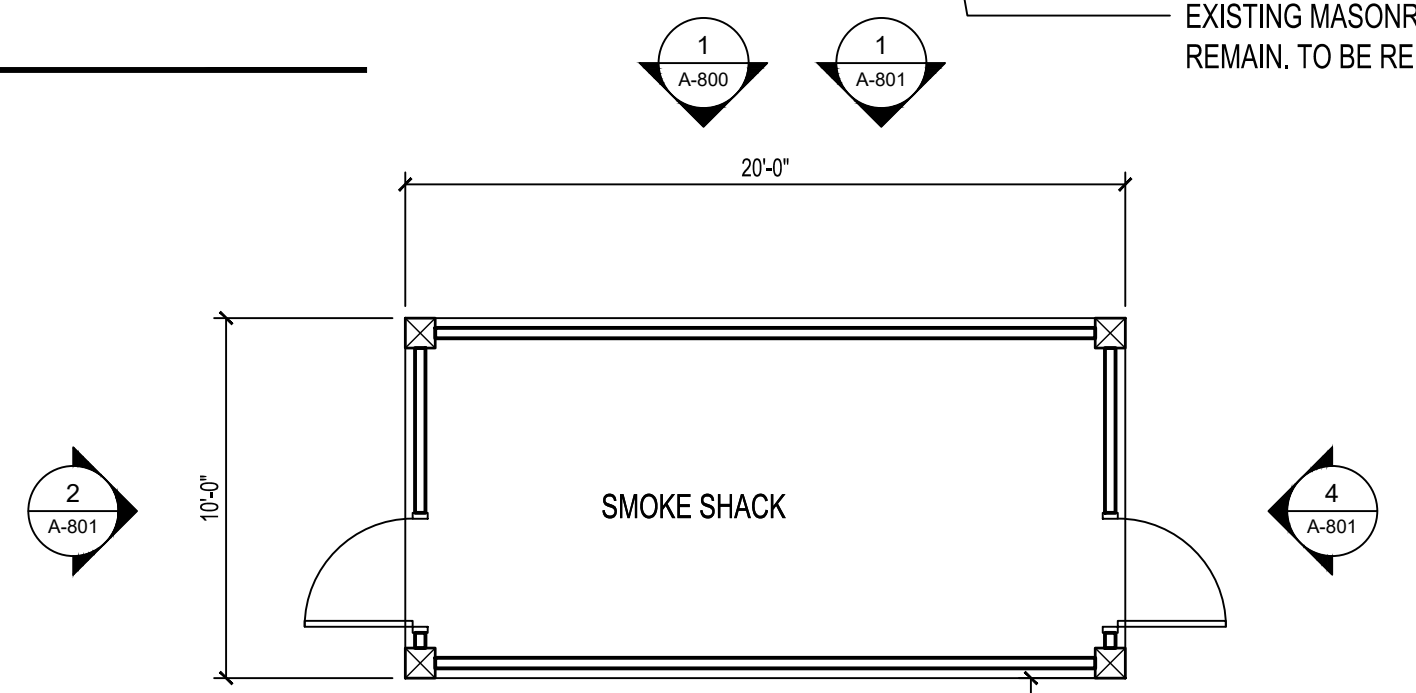
297 PRINCE AVE, SUITE 288
ATHENS, GEORGIA
O: 706.850.1330

Cover and Project Information

Date	12.17.21	Project Number	2020-36
COA File Name	A-0.0 COVER AND PROJECT INFORMATION.DWG		
Drawing Number	A-0-0		



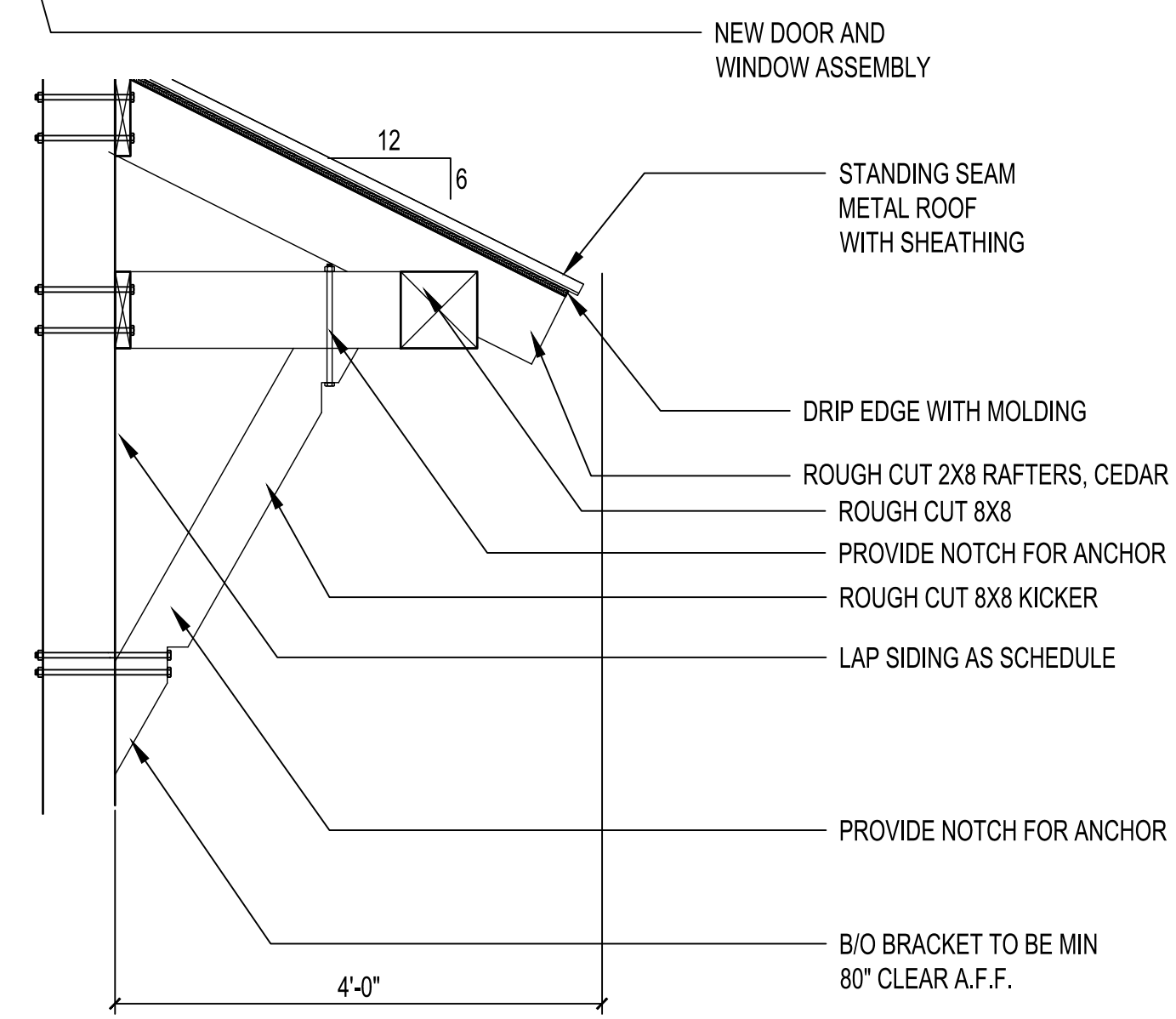
1 SMOKE HOUSE ELEVATION
3/16" = 1'-0"



3 WAYNE STREET PLAN BBQ
3/16" = 1'-0"



2 EXISTING ELEVATION WITH NEW FENESTRATION
3/16" = 1'-0"



4 WOOD CANOPY DETAIL - SECTION
3/4" = 1'-0"



EXISTING DOORS TO BE REUSED

JEC DEVELOPMENT
118 N WAYNE ST
DOWNTOWN MONROE

Seal:

No.	Date	COA MONROE	Issue Notes
1	12.17.21	COA MONROE	

297 PRINCE AVE, SUITE 288
ATHENS, GEORGIA
O: 706.850.1330

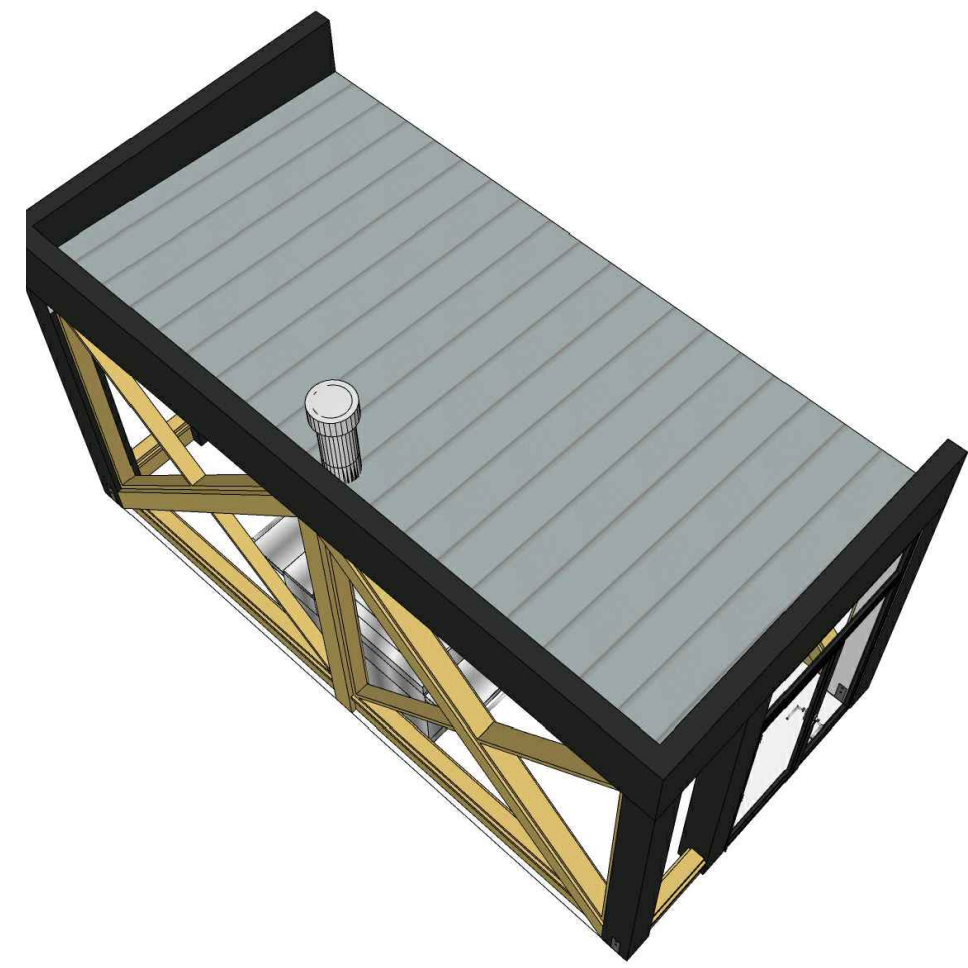
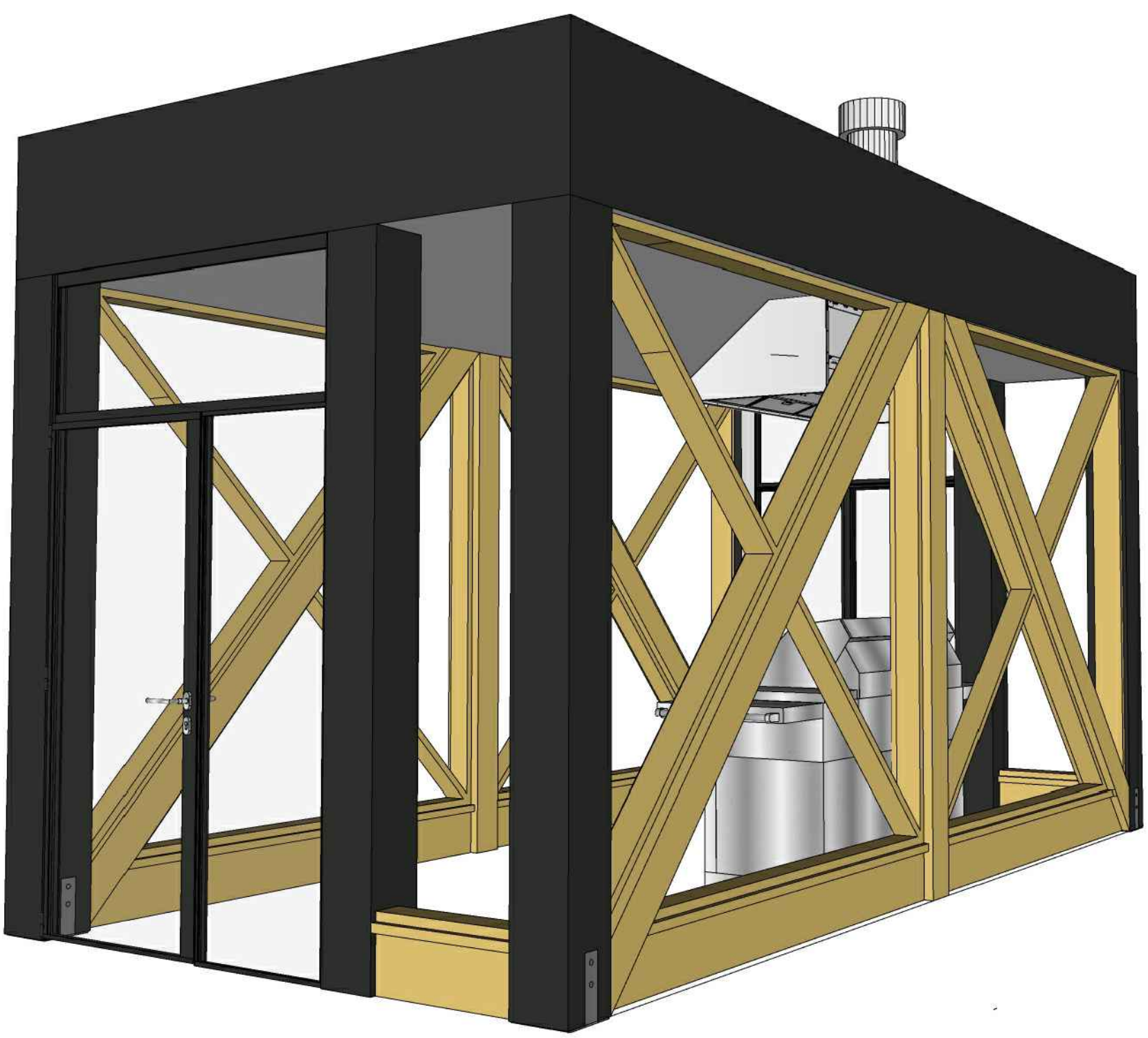
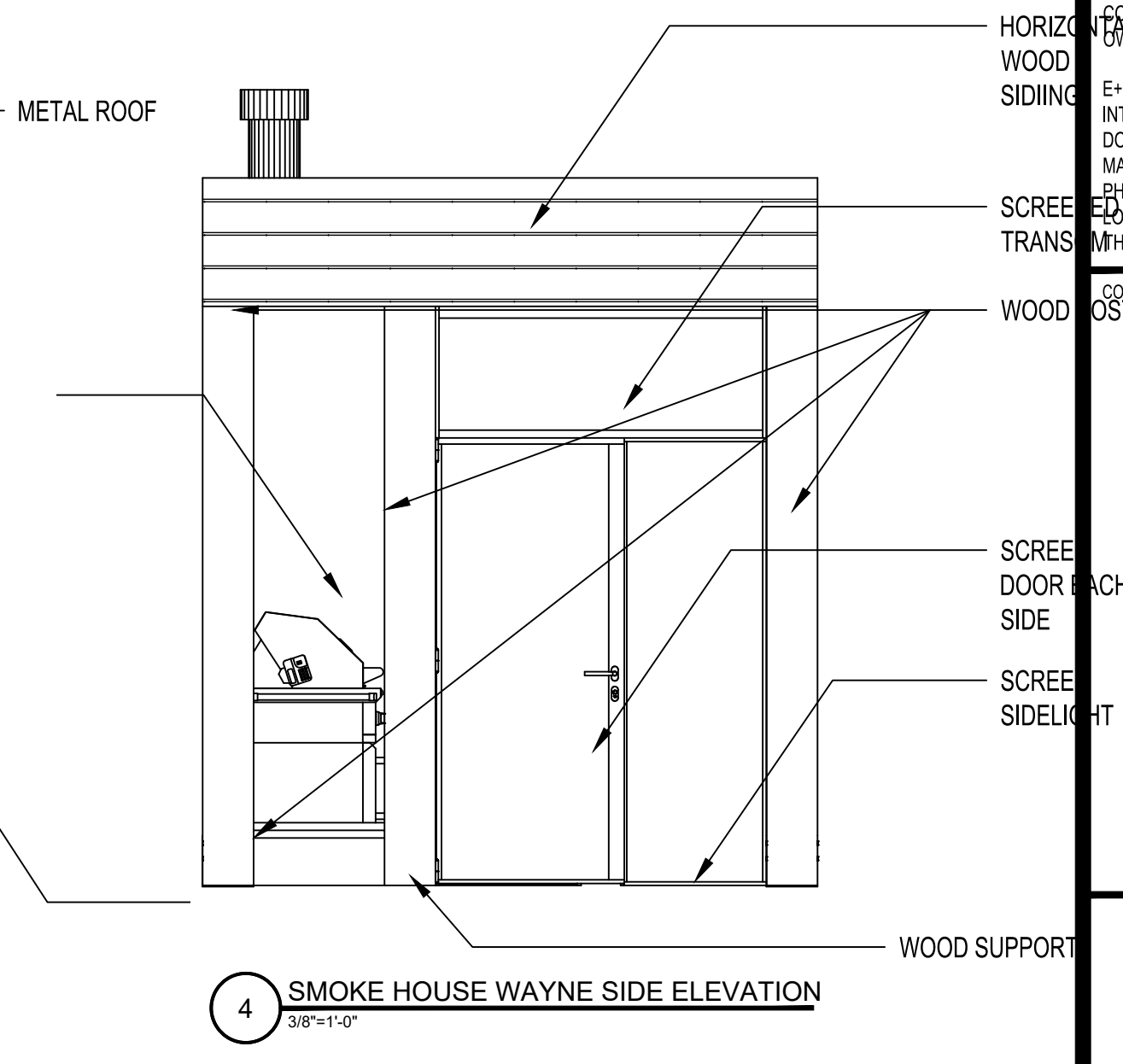
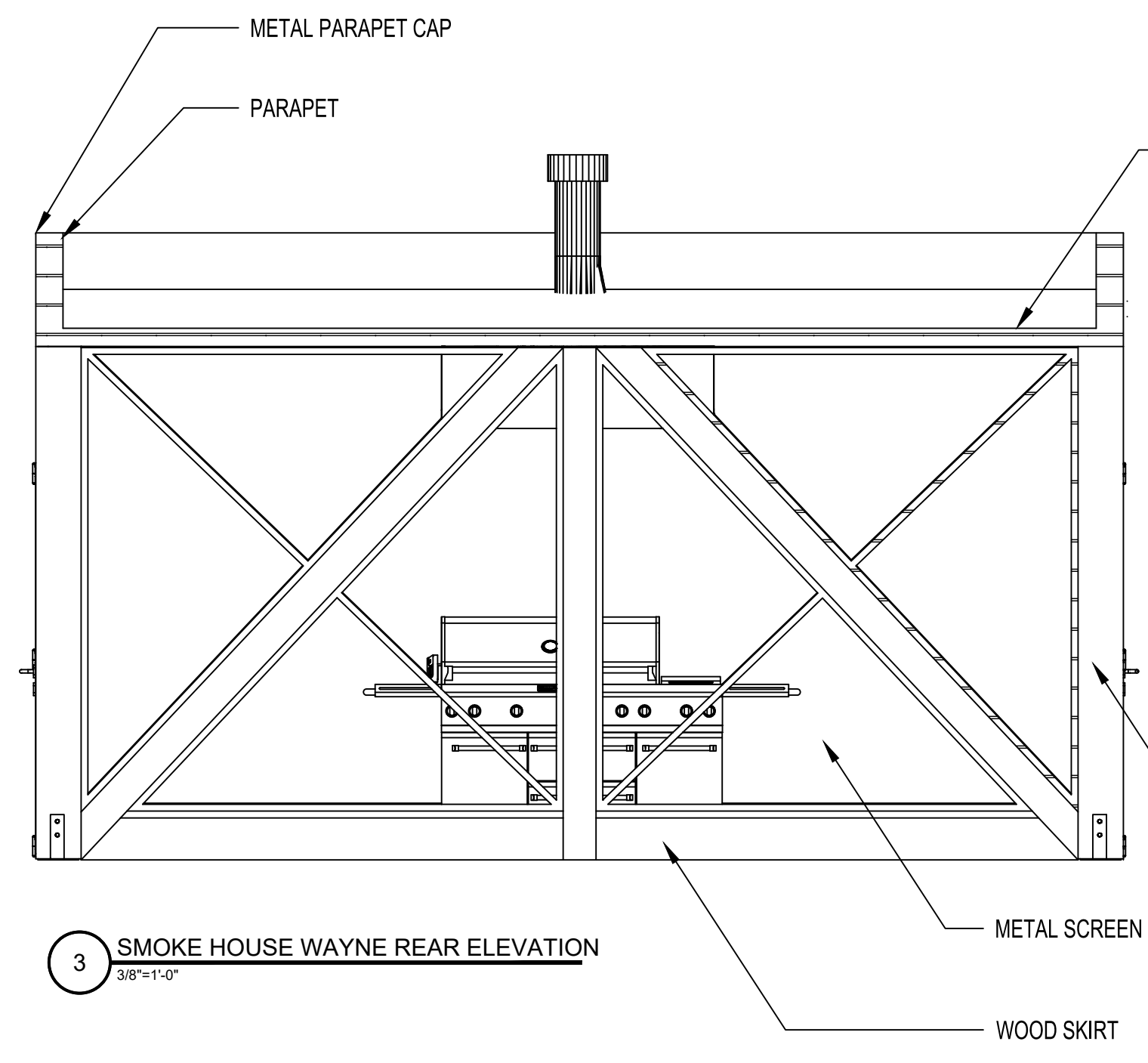
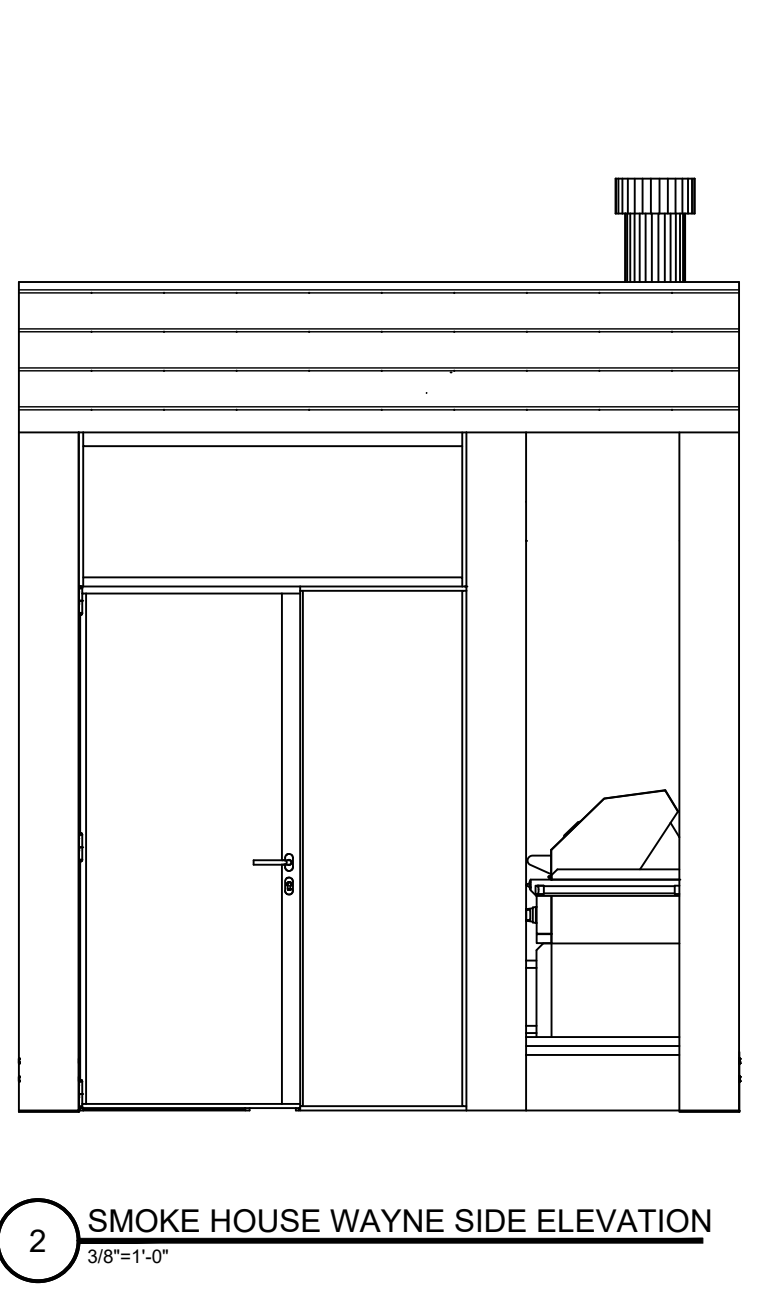
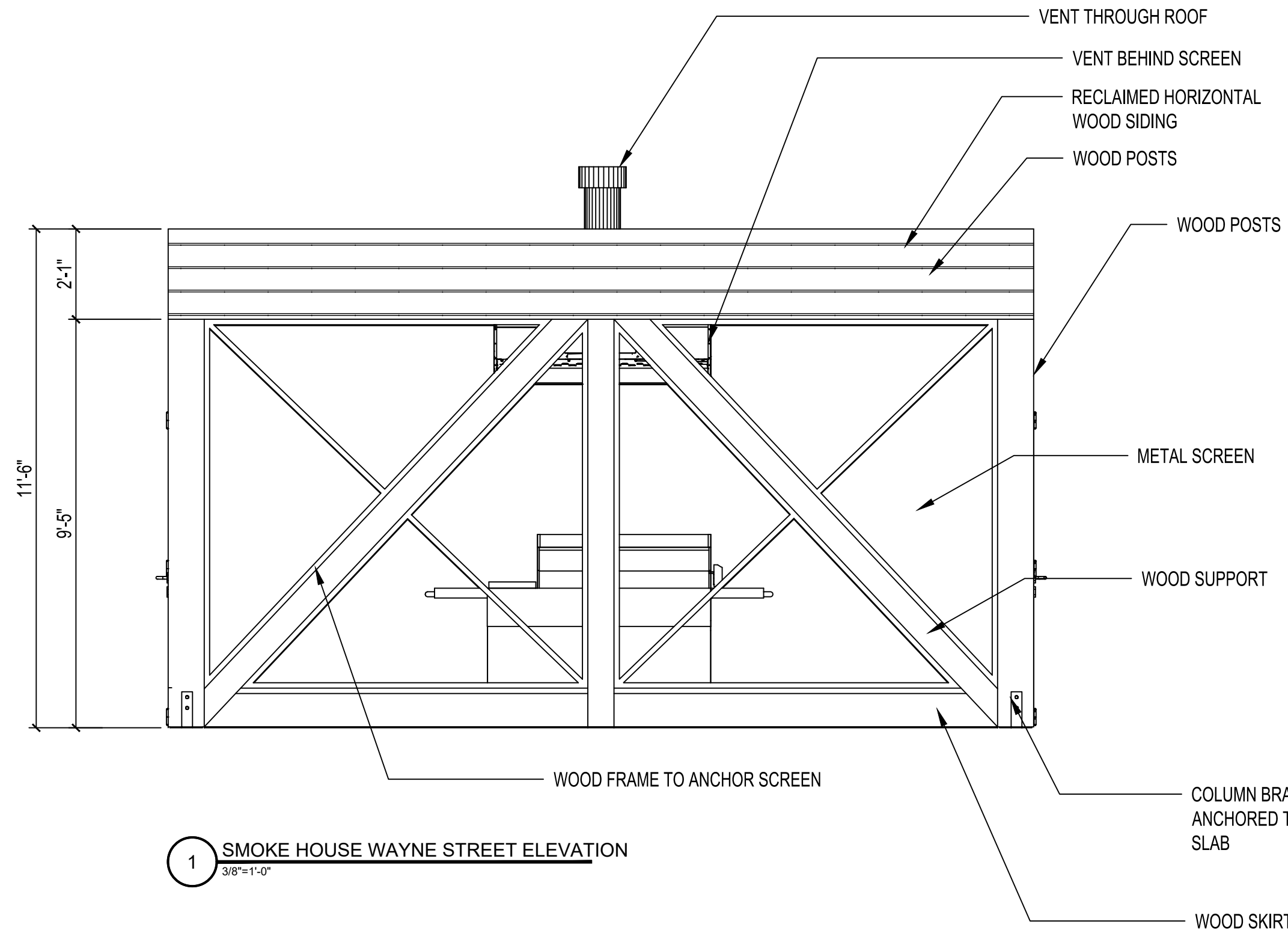
WAYNE STREET ELEVATION

Date	Project Number
12.17.21	2020-36

CAO File Name: A-800 WAYNE STREET ELEVATION.DWG
Drawing Number:

A-800

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FUTURE LANDSCAPE PLAN

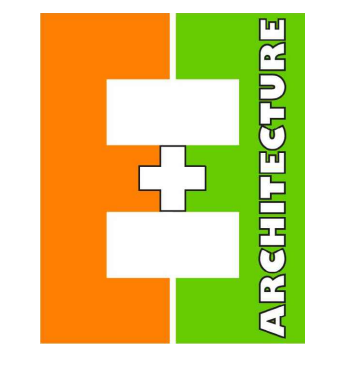
CONCEPTUAL LANDSCAPE PLAN

JEC DEVELOPMENT
118 N WAYNE ST
DOWNTOWN MONROE

PARKING & PLAZA IMPROVEMENTS PHASE 1

Seal:

No.	Date	Issue Notes



297 PRINCE AVE, SUITE 288
ATHENS, GEORGIA
O: 706.850.1330

SMOKE SHACK
ELEVATIONS +
NOTES

Date	12.17.21	Project Number	2020-36
CAO File Name	A-801 SMOKE_SHACK.DWG		
Drawing Number			

A-801



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	547	DESCRIPTION:	HISTORIC PRESERVATION COA ADDITION & EXTERIOR CHANGES
JOB ADDRESS:	143 W 5th St	LOT #:	
PARCEL ID:	M0200151	BLK #:	
SUBDIVISION:		ZONING:	R-1A
ISSUED TO:	Stone Family Investments LLC	CONTRACTOR:	Stone Family Investments LLC
ADDRESS:	PO Box 1344	ADDRESS:	PO Box 1344
CITY, STATE ZIP:	Monroe GA 30655	CITY, STATE ZIP:	Monroe GA 30655
PHONE:	770-841-0214	PHONE:	
PROP. USE:	RESIDENTIAL	DATE ISSUED:	12/17/2021
VALUATION:	\$ 0.00	EXPIRATION:	6/15/2022
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	\$ 10.00
FEE TOTAL		\$ 10.00
PAYMENTS		\$ -10.00
BALANCE		\$ 0.00

NOTES:

This request for a COA for a rear addition and exterior changes will be heard by the Historic Preservation Commission on December 28, 2021 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)

12/17/21
DATE



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

Receipt Number: R00306834 31
 Cashier Name: LAURA WILSON
 Terminal Number: 34
 Receipt Date: 12/17/2021 2:10:48 PM

Transaction Code: BP - Building Projects Payment

Payment Method: Check Payn Reference: 1549

Name: Stone Family Investments	\$10.00
Total Balance Due:	\$10.00
Amount: \$10.00	
Total Payment Received:	\$10.00
Change:	\$0.00

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)]

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I acknowledge that I have read this material and will abide by the ordinances set forth.



 Signature of Applicant

12/15/2021

 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: 12/15/2021

APPLICANT: Family Stone Investments, LLC Bill Stone

APPLICANT'S ADDRESS: PO Box 1344, Monroe, Ga. 30655

TELEPHONE NUMBER: 770/841-0214

PROPERTY OWNER: Family Stone Investments, LLC

OWNER'S ADDRESS: PO Box 1344, Monroe, Ga. 30655

TELEPHONE NUMBER: 770/841-0214

PROJECT ADDRESS: 143 W 5th Street, Monroe, Ga. 30655

Brief description of project: Renovate existing structure to include all new mechanical systems, new windows, new exterior siding, new roof as well as all interior finish items. A 10' X 14' addition will be added to the rear to create a true two bedroom home. I have attached plans and a list of specifications to be followed.

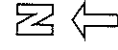
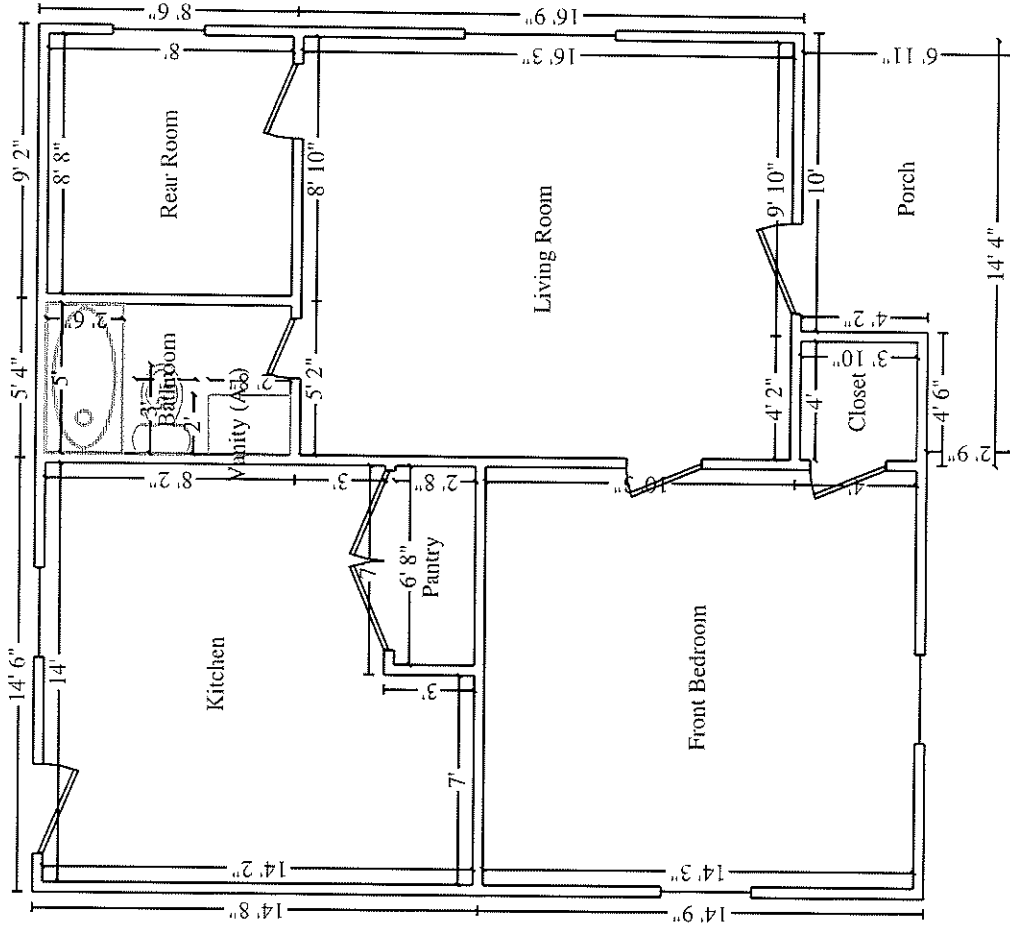
(Continue on separate sheet, if necessary.)

Bill Stone
Applicant

12/15/2021
Date

RECEIVED
#547

Original floor
plan layout



Rear addition

