



Historic Preservation Meeting

AGENDA

Tuesday, March 25, 2025

6:00 PM

City Hall

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **APPROVAL OF AGENDA**

IV. **MINUTES OF PREVIOUS MEETING**

[1.](#) Previous Minutes 2-25-2025

V. **OLD BUSINESS**

VI. **NEW BUSINESS**

[1.](#) Request for COA - 114 S. Broad St - Site Change

[2.](#) Request for COA - 401 Mears St. - Fence

VII. **ADJOURNMENT**

Historic Preservation Commission
Meeting Minutes
Regular Meeting—February 25, 2025—DRAFT

Present: Chairwoman Elizabeth Jones, Jane Camp, Marc Hammes, Laura Powell

Absent: Chuck Bradley

Staff: Logan Propes- City Administrator
Brad Callender- City Planner
Kaitlyn Stubbs- Executive Assistant

Visitors: Ramsey Ray, Tammy Wade

Meeting called to order at 6:03 p.m.

Chairwoman Jones calls for a motion to approve agenda as submitted,
Motion by Camp,
Second by Powell,
Motion carried unanimously

Chairwoman Jones asked if there were any changes or corrections to the January 28, 2025 minutes. Chairwoman Jones calls for a motion to approve the minutes as submitted,
Motion by Hammes,
Second by Powell,
Motion carried unanimously

Old Business: None

New Business:

The First Item of New Business: Request for COA – 233 Boulevard – a request for a proposed wooden fence facing the street and side yards, and a black chain fence in the rear. The fence will offset the property lines which will allow for potential landscaping.

Chairwoman Jones: Asked if the applicant was present. The applicant was not.

Chairwoman Jones asked if we needed to table this request until the next meeting. Mr. Propes shared that it was not necessary. Mr. Callender stated there was adequate information for the commission to make a decision in the absence of the applicant. Ms. Powell did ask the height of the fence. Mr. Callender stated that it does not look taller than six feet.

Motion to approve as presented,
Motion by Hammes,
Second by Camp,
Motion carried unanimously

The Second Item of New Business: Commission and Staff Discussion on the Newly Adopted Character Based Code. Mr. Callender presented changes on the newly adopted Character Based Code and described how those changes impact the Historic Districts. Inside of this code there are a lot more provisions that were not in the previous zoning ordinance especially within the character district. Specifically issues related to signage. Many of the existing locations where there is a lot of turnkey operations that are going in and out, are just wanting to move into a location that already had signage approved and they just want to replace the sign. Mr. Callender wanted to know if the

Historic Preservation Commission was comfortable with staff just approving a new sign that they have already seen in an exact one-for-one type of replacement. Mr. Callender did say that if anything comes before him that is beyond what he sees that is permitted he would make the judgment level decision that it needs a certificate of appropriateness and it needs to come before the commission.

Chairwoman Jones calls for a motion to adjourn,

Motion by Powell,

Second by Hammes

Motion carried unanimously

Adjourned at 6:14 p.m.



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	3664	DESCRIPTION:	HPC - REAR SITE IMPROVEMENTS
JOB ADDRESS:	114 S BROAD ST	LOT #:	
PARCEL ID:	M0140096	BLK #:	
SUBDIVISION:		ZONING:	B-2
ISSUED TO:	JESSICA MURPHY	CONTRACTOR:	JESSICA MURPHY
ADDRESS:	304 PINE CIR	PHONE:	
CITY, STATE ZIP:	MONROE GA 30655	OWNER:	
PHONE:	770-616-5054	PHONE:	
PROP. USE:	COMMERCIAL	DATE ISSUED:	2/25/2025
VALUATION:	\$ 20,000.00	EXPIRATION:	8/24/2025
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 permits@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 your requests for REAR SITE IMPROVEMENTS at 114 S Broad St. on March 25, 2025 at 6p.m. in the Council Chamber at City Hall: 215 N Broad St.

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.

Kathleen Lewis
(APPROVED BY)

2/25/25
DATE

3664



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: 114 S Broad St, Monroe GA 30655 Parcel # MO140096

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

Property Owner: Market Research LLC

Address: 304 Pine Cir, Monroe GA 30655

Telephone Number: 731-697-3961 Email Address: javerymurphy@gmail.com

Applicant:	Market Research LLC
Address:	304 Pine Cir, Monroe GA 30655
Telephone Number:	731-697-3961
Email Address:	javerymurphy@gmail.com

Estimated cost of project: \$20,000

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

[Handwritten Signature]
Signature of Applicant

02/21/2025
Date

Project: Oak & Vine Wayne St Beautification
114 S Broad St, Monroe GA 30655

Owner: Market Research LLC
Jessica Murphy
(731) 697-3961
javerymurphy@gmail.com

Contractor:
Hammer + Harmony
(678) 383-9189
www.hammerandharmony.com

February 21, 2025
Re: Certificate of Appropriateness

To Historic Preservation Commission:

This project is simply described as the beautification of the portion of lot that faces Wayne St. Currently there is broken uneven asphalt on the ground. The electrical service is strung across the lot and connects to the back of the building. There are large pre-existing windows that have been bricked up by previous owners.

Included in this application is an existing and proposed elevation of the facade. The proposal includes the following:

- Existing brick to remain as is. No change to it whatsoever.
- Existing deck to remain as is and be repainted.
- Add a metal roof over the entrance to the building.
- Add a mural in the pre-existing window locations to give the illusion of seeing customers inside the building.

Also included is a site plan detailing the proposed changes to the grounds.

- Remove the existing broken asphalt.
- Level ground and install turf up to 24 ft off of Wayne Street.
- Install 3 to 4 stone stairs down to street level.
- Install stone pavers as a 24 ft easement to Wayne Street.
- Install 21" to 24" retaining wall at stairs to withhold the elevation change (24 ft off of Wayne Street).
- Install fence as required by code around area.
- Install various plantings.

Sincerely,

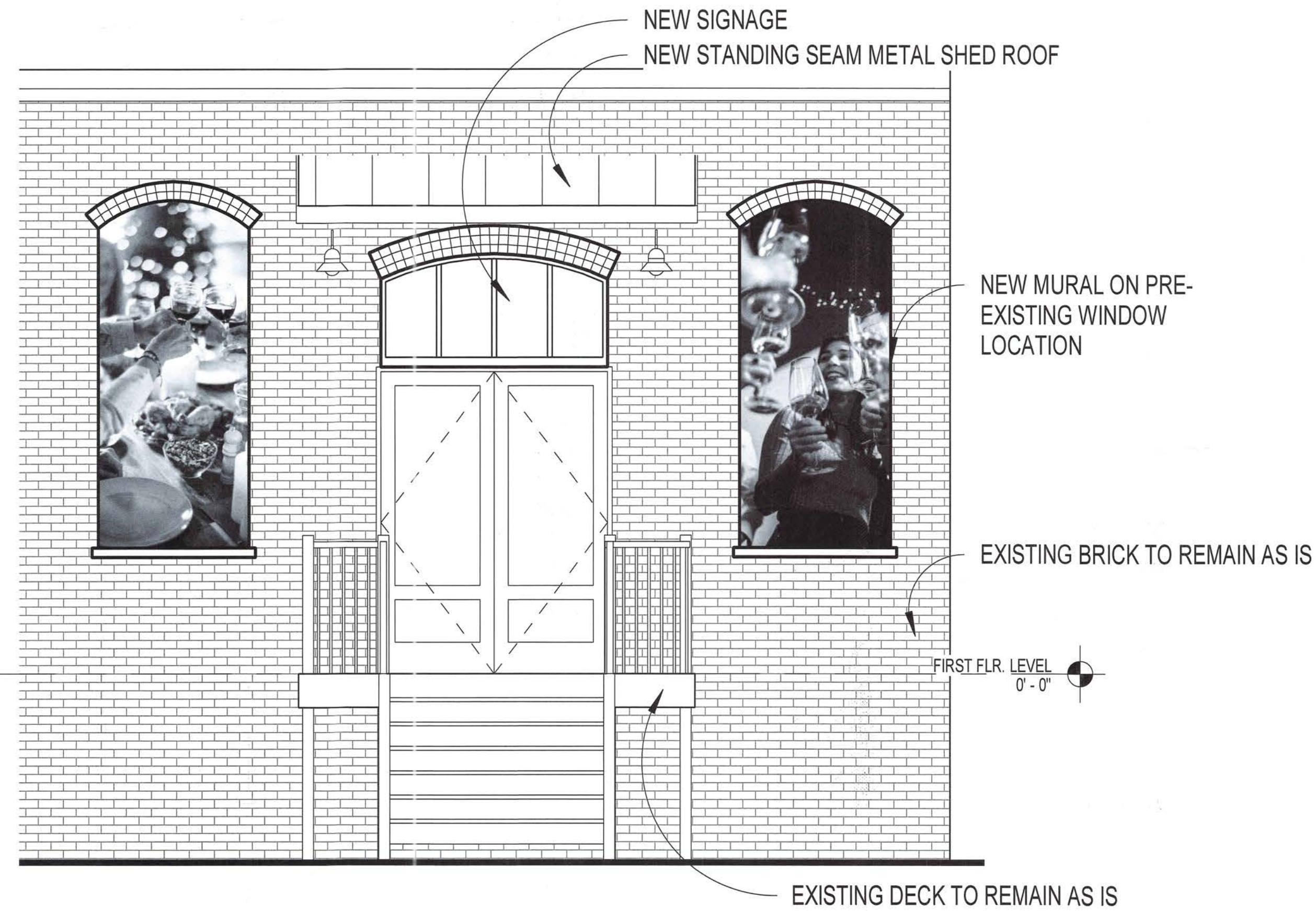

Jessica Murphy
Market Research LLC

OAK & VINE WAYNE STREET BEAUTIFICATION

114 SOUTH BROAD STREET. MONROE, GEORGIA



1 **EXISTING REAR ELEVATION**
1/8" = 1'-0"



2 **REAR ELEVATION**
3/16" = 1'-0"

GENERAL NOTES

PROJECT SCOPE: THE PROJECT CONSISTS OF A BEAUTIFICATION RENOVATION BEHIND THE BUILDING OFF OF WAYNE STREET

BUILDING CODE

- INTERNATIONAL BUILDING CODE, 2018 EDITION, WITH GEORGIA AMENDMENTS (2020)
- INTERNATIONAL FIRE CODE, 2018 EDITION (CONTACT STATE FIRE MARSHAL BELOW)
- INTERNATIONAL PLUMBING CODE, 2018 EDITION, WITH GEORGIA AMENDMENTS (2020)
- INTERNATIONAL MECHANICAL CODE, 2018 EDITION, WITH GEORGIA AMENDMENTS (2020)
- INTERNATIONAL FUEL GAS CODE, 2018 EDITION, WITH GEORGIA AMENDMENTS (2020)
- NATIONAL ELECTRICAL CODE, 2020 EDITION, WITH GEORGIA AMENDMENTS (2021)
- INTERNATIONAL ENERGY CONSERVATION CODE, 2015 EDITION, WITH GEORGIA SUPPLEMENTS AND AMENDMENTS (2020)
- NFPA 101 LIFE SAFETY CODE 2018, WITH GEORGIA AMENDMENTS
- 2010 ADA STANDARDS WITH 120-3-20 GA LAW

CONTACT INFORMATION

OWNER:
JESSICA MURPHY
MARKET RESEARCH
JAVERYMURPHY@GMAIL.COM

CONTRACTOR:
JESSICA MURPHY
HAMMER AND HARMONY
JESSICA@HAMMERANDHARMONY.COM

LANDSCAPE ARCHITECTURE:
LANCE MULLER
COURTLAND LANDSCAPE ARCHITECTURE
LMULLER@COURTLANDLANDSCAPE.COM

PROPERTY ADDRESS:
 114 S. BROAD STREET
 MONROE, GEORGIA 30655
 TRACT 2 AS SHOWN

FLOOD STATEMENT:
 BY GRAPHICALLY PLOTTING ONLY, THE SUBJECT PROPERTY DOES NOT FALL WITHIN A 100 YEAR FEDERALLY DESIGNATED FLOOD HAZARD AREA, AS PER COMMUNITY PANEL NO. 13121CO137E - EFFECTIVE DATE OF 12/8/2016.
 SURVEY STATEMENT:
 SURVEY PERFORMED BY JOHN F. BREWER AND ASSOCIATES.

CURRENT ZONING:
 B-2, GENERAL COMMERCIAL BUSINESS DISTRICT
 OVERLAY DISTRICTS: CENTRAL BUSINESS DISTRICT
 MONROE HISTORIC DISTRICT

MINIMUM LOT REQUIREMENTS:
 MINIMUM FRONTAGE: 60 FEET
 MINIMUM YARD REQUIREMENTS:
 FRONT YARD: 25 FEET
 SIDE YARD: 15 FEET
 REAR YARD: 20 FEET

MAXIMUM LOT COVERAGE 60%
 MINIMUM LOT AREA 0.5 F.
 TOTAL LOT AREA = 4,906 S.F. . . 1.14 ACRES

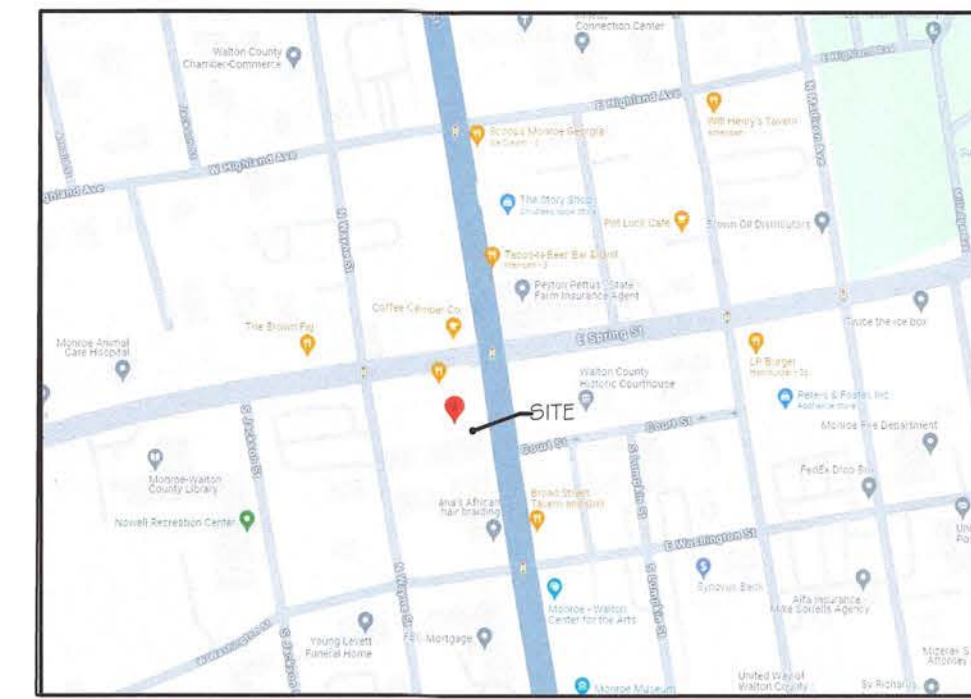
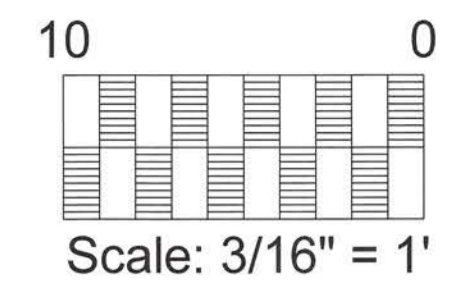
EXISTING LOT COVERAGE:
 BUILDING = 2,730 S.F.
 GRAVEL AREA = 2,128 S.F.
 REAR DECK / STAIRS = 48 S.F.

TOTAL COVERAGE = 4,906 S.F. (100%)
 LOT AREA = 4,906 S.F.

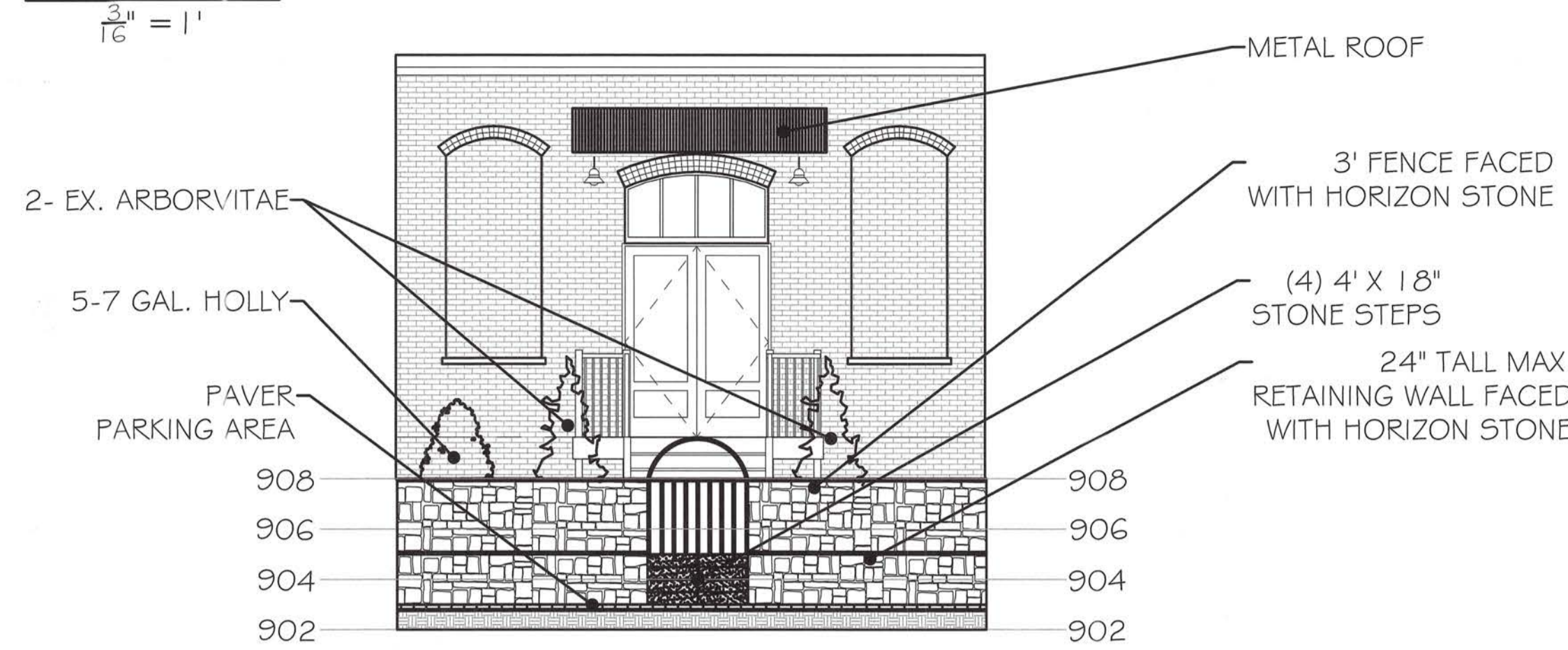
PROPOSED LOT COVERAGE:
 BUILDING = 2,730 S.F.
 SYNTHETIC TURF = 790 S.F.
 REAR DECK / STAIRS = 48 S.F.
 PAVER PARKING AREA = 560
 WALL / FENCE = 120
 STONE STEPS = 24
 STONE PAVERS = 9

TOTAL COVERAGE = 4,281 S.F. (87.2%)
 LOT AREA = 4,906 S.F.

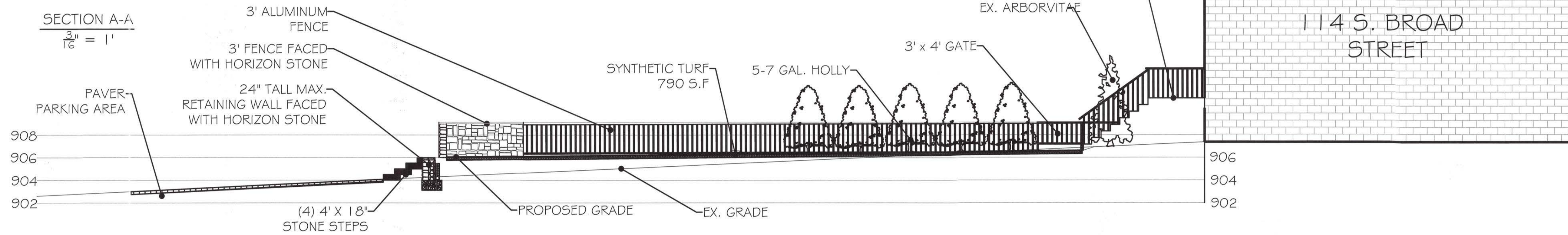
24 HOUR CONTACT:
 OWNER:
 MARKET RESEARCH LLC : 678-383-9189
 CONTRACTOR:
 JESSICA MURPHY: 678-383-9189



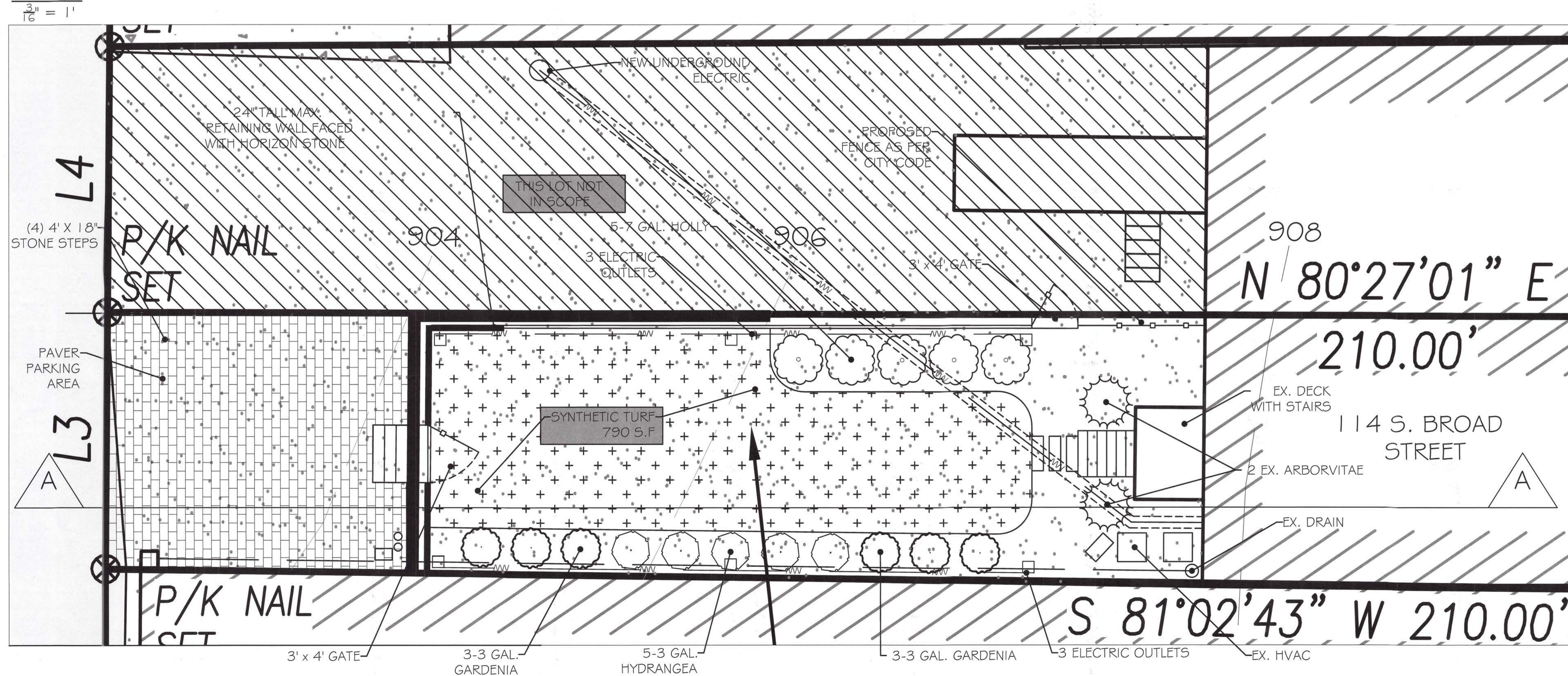
REAR ELEVATION



SECTION A-A



SITE PLAN



NO.	BY	APPROVED	DATE
1	LM	CLIENT SUBMITTAL	05-28-24
2	LM	REV-1	02-21-25
2	LM	REV-2	02-25-25

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Lance B. Muller

Project Title
114 S. Broad Street

Project Location
 114 S. Broad Street
 Monroe, GA 30655

Project No. 24-016-SFD
 Drawn By:

LANCE MULLER, R.L.A.
 Date: 05.20.2022

Sheet Title
Site Plan

Sheet Number
1



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	3665	DESCRIPTION:	HPC - FENCE
JOB ADDRESS:	401 MEARS ST	LOT #:	
PARCEL ID:	M0170217	BLK #:	
SUBDIVISION:		ZONING:	R-2
ISSUED TO:	CESAR ARELLANO	CONTRACTOR:	CESAR ARELLANO
ADDRESS:	401 MEARS ST	PHONE:	
CITY, STATE ZIP:	MONROE GA 30655	OWNER:	
PHONE:	706-614-1073	PHONE:	
PROP. USE:	RESIDENTIAL	DATE ISSUED:	2/25/2025
VALUATION:	\$ 5,000.00	EXPIRATION:	8/24/2025
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 permits@monroega.gov		

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

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Mathew Lew
(APPROVED BY)

2 / 25 / 25
DATE

3665



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Project Address: 401 Mears Street, Monroe, GA Parcel # M0170217

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

Property Owner: Cesar Mondragon Arcellano

Address: 401 Mears Street, Monroe, GA 30655

Telephone Number: 706-614-1073 Email Address: Staff@theengineerenga.com

Applicant: <u>Cesar Mondragon Arcellano</u>	
Address: <u>401 Mears Street, Monroe, GA 30655</u>	
Telephone Number: <u>706-614-1073</u>	Email Address: <u>Staff@theengineerenga.com</u>

Estimated cost of project: \$ 5,000.00

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

Cesar Arcellano
Signature of Applicant

2/25/2025
Date

Photographs of Existing Property Condition



Photographs of Existing Property Condition



Property Location

401 Mears Street, Monroe, GA 30655



Fence Construction to Replace Existing Fence Footprint



Example Completed Fence Project Image & Materials



6' Pressure-Treated Dog-Ear Privacy Fence to replace existing 4' Chain-Link Fence

Project Description

- **Removal of Existing 4' chain-link fencing currently installed at property.**
- **Installation of 6' Pressure-Treated Pine Dog-Ear Fence in same location.**

